

**Christ Church Episcopal
Vestry Meeting Minutes
March 23, 2011**

Approved 4/1/11

Location: Room 202 of the Education Building

Vestry Members in Attendance: Bill Beattie, Sr. Warden; Louanna Heuhsen, Jr. Warden; John Daylor; Elizabeth Franklin; Jim Wheeler; Barry Hayes; Will Watkins; Marilyn Wayland; Jennifer Sullivan; Andy Hagy; Lee Heck; Kevin Kinter; Tom McNally; Andy Reisinger

Staff in Attendance: Paul Johnson, Rector; Hillary West, Assistant Rector; Kathy Nunn, Director of Parish Operations

Others in Attendance: David Latham, Treasurer; David Niemeyer, Rector of St. Francis Episcopal Church; Patti Kendall, Senior Warden of St. Francis Episcopal Church

Call to Order: Paul Johnson called the meeting to order.

St. Francis Episcopal Church, Goochland – David Niemeyer and Patti Kendall:

We welcomed our friends from St. Francis, and they provided an update on their church.

- Good things are happening at St. Francis.
 - On December 5, 2010 they opened their new church home.
 - They did much of the renovation work themselves, saving substantial money and allowing them to come in under budget.
 - Their attendance is up (they have about 70 parishioners). They are attracting many unchurched people.
- The formal dedication of their property will take place on Tuesday, June 7 at 6:00 p.m. Bishop Johnston and Bishop Jones will be there. We are invited.
- David and Patti thanked CCE for our financial and spiritual support, for which the people of St. Francis are most grateful.
- It is a blessing for CCE to have such a strong connection with St. Francis.
- After their remarks, David and Patti left with our thanks and continued support for the fine work they are doing.

February Financials – David Latham:

February Financial Statements:

- David provided general comments on the February financial statements.
- Pledge revenue is running behind last year. It is just two months of data so it is difficult to come to any conclusions about this. It may be timing, and we received a large pledge payment in March. We will monitor this.

- Non-pledge income is up significantly. Part of this is due to \$6,000 in grants received in 2011. Attendance has been up over 2010. It appears this is having a positive impact on non-pledge income.
- The Youth Ministry being over budget is timing. Payments were made toward a recent weekend retreat, but no budget dollars were allocated for this in January and February.
- The Music Ministry being under budget is timing.
- Missions and Outreach being under budget is timing. Expenses will go up as the year progresses.
- Our total unrestricted cash balance, excluding funds we received from the County, has increased by \$37,752.65 since December 31, 2010.

	2011 Current Month			YTD Actual	YTD Budget	Variance over/ (under)	2011 Full Year Budget	Feb YTD % of Total
	February Actual	February Budget	Variance over/ (under)					
Revenue								
Pledge Income	\$67,859	\$89,885	(\$22,026)	\$136,519	\$164,758	(\$28,239)	\$1,049,024	13%
Loose Plate Non Pledge	\$1,524	\$1,618	(\$94)	\$3,817	\$3,053	\$764	\$26,000	15%
Giving	\$11,915	\$6,808	\$5,107	\$32,896	\$16,096	\$16,800	\$144,000	23%
Other Revenue	\$155	\$292	(\$137)	\$530	\$583	(\$54)	\$3,500	15%
Total Revenue	\$81,453	\$98,602	(\$17,149)	\$173,761	\$184,491	(\$10,729)	\$1,222,524	14%
Expenses								
Salary & Benefits	\$57,894	\$58,332	(\$437)	\$124,388	\$123,987	\$401	\$781,673	16%
Facilities	\$18,890	\$25,068	(\$6,178)	\$35,936	\$44,656	(\$8,719)	\$243,815	15%
Ministries								
Adult Ministry	\$0	\$363	(\$363)	\$0	\$363	(\$363)	\$4,000	0%
Children's Ministry	\$653	\$676	(\$23)	\$735	\$883	(\$147)	\$10,380	7%
Nursery	\$2,115	\$1,667	\$448	\$3,717	\$3,333	\$383	\$20,000	19%
Youth Ministry	\$2,746	\$1,280	\$1,466	\$3,082	\$1,910	\$1,172	\$18,990	16%
Music Ministry	\$1,149	\$2,820	(\$1,671)	\$1,473	\$5,270	(\$3,797)	\$19,600	8%
Lay Pastoral care	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0%
Social/Newcomers	\$233	\$125	\$108	\$457	\$250	\$207	\$3,368	14%
Worship	\$1,498	\$463	\$1,035	\$1,828	\$1,177	\$651	\$10,910	17%
Mission & Outreach	\$123	\$7,868	(\$7,745)	\$5,677	\$15,735	(\$10,058)	\$104,902	5%
Diocesan Support	\$5,604	\$5,094	\$511	\$10,188	\$10,188	\$0	\$63,526	16%
Preschool	(\$603)	(\$603)	\$0	(\$1,206)	(\$1,206)	\$0	(\$7,236)	17%
Total Expenses	\$90,302	\$103,152	(\$12,850)	\$186,276	\$206,545	(\$20,270)	\$1,274,428	15%
Surplus/(Deficit) as a % of Revenue	(\$8,849)	(\$4,550)		(\$12,514)	(\$22,054)		(\$51,904)	
	-10.9%	-4.6%		-7.2%	-12.0%		-4.2%	

Approval of February Financial Report: RESOLVED, that the February 2011 financial report be accepted. The motion was seconded and carried.

Finance Committee Meeting: David provided an update from the most recent Finance Committee meeting.

- Investment Policy: The Finance Committee will offer recommendations at the next Vestry meeting on an investment policy.
 - This prompted a discussion about how our investment policy should be tied into what we intend to do with the money we received from the County, i.e. we need to know what our plan is so we know how to invest the funds.
 - The current concern, which the Finance Committee will address in its recommendations, is what we do with the funds in the near term while we are in the discernment period.
- Teller Ministry Recruitment: There are two issues that are being addressed:
 - We do not have a Head Teller (Kathy Nunn has essentially been doing this job).
 - At the Saturday evening service, we are having a difficult time finding someone to collect the money and deposit it in the safe.
- Growing for the Generations Pledge Analysis and Recommendations on Any Shortfall:
 - The Finance Committee continues to work on this issue.

Report on Annual Conference of the Consortium of Endowed Episcopal Parishes – Hillary West and Bill Beattie:

Hillary and Bill attended the annual conference of the Consortium of Endowed Episcopal Parishes, hosted by St. James Cathedral in Chicago on February 23 – 26.

- Hillary serves on the Faith in Action committee of the Consortium.
- We learned from other churches how they understand servanthood.
- The other churches have endowments, most of which are focused on outreach.
- Hillary shared with the other churches what we are doing at CCE.
- Hillary attended a seminar on websites/communication, with takeaways being that websites need to be updated daily, and that social networking has become key.
- Hillary and Bill spoke with colleagues from across the country whose churches are doing incredible things.
- CCE is beginning to gain some recognition for what we are doing, although we are still very young by comparison to the other churches in the Consortium.

Retreat Follow Up, Next Steps, Timeline - Louanna Heuhsen and Bill Beattie:

We discussed the initiatives that we developed at our recent Vestry retreat.

- **We will** work to improve communication regarding:
 - What each ministry does (current initiatives, etc.)
 - Talents in need
 - Facilitating the dialogue between the ministry team - congregation - community - staff - Vestry

Vestry leads: Jennifer Sullivan and Elizabeth Franklin

- **We will** define what it means to be an engaged and integrated “member” of Christ Church and develop a plan to communicate that, with the understanding that it applies to everyone.

Vestry leads: Tom McNally and Will Watkins

- **We will:**
 - Create a plat of the current land and buildings and what we know of future development (the new road, the new corner, new driveway, neighboring properties)
 - Collect case studies of churches that have undergone similar “repositioning”
 - Commence conversations with Shady Grove United Methodist Church
 - Communicate updates and changes

Vestry leads: John Daylor and Andy Hagy

- **We will** create relationships with other area church governing boards to engage in dialogue about issues affecting the Short Pump community and ways to address them jointly, e.g.
 - Community dialogue
 - Engagement
 - Community worship
 - Speakers
 - Outreach: homelessness, transportation, healthcare, etc.

Vestry leads: Kevin Kinter and Jim Wheeler

- Each group will check in monthly and report on what steps it has taken.
- We will look for others, especially former Vestry members, to participate, although it is important to keep in mind that these are Vestry initiatives rather than new ministries.

Ministry Team Process – Louanna Heuhsen:

- Louanna is working on a document that will provide recommendations on the process for our various ministry groups, including the Vestry, the Finance Committee, search committees, and ministry teams.
- The recommendations will address such things as the structure and purpose of the groups, governance, books & records, and a financial approval process.
- The Vestry had an extensive discussion on the initial draft and provided Louanna with a good deal of direction for the next version. A second draft will be presented at the April Vestry meeting.

- We will schedule a meeting of all ministry teams to review and discuss the document once it has been finalized.

Discernment Process for Land and Money – Paul Johnson and Bill Beattie:

- We need to start the discernment process for what to do with the money we received from the County as well as our tract of land.
- We agreed that the Rector and Wardens will assemble a team of six to eight people who will think through the issues and come back to the Vestry with a plan to define the process. The anticipated time frame for this plan would be no later than June.
- We will communicate with the congregation that we have received the money from the County and we have started the initial steps of the discernment process.

CCE Hosting National AFRECS Conference – Paul Johnson:

- From June 17 – 19, CCE will be the primary host of the National Conference of AFRECS (the American Friends of the Episcopal Church of Sudan).
- We will have guests from across the country.
- The conference will focus on moving forward with Sudan, both as a new nation and in partnership with the Episcopal Church of Sudan, learning about the challenges and opportunities presented to American partners and prospective partners as they join the journey.
- The conference will use much of the space on our campus.
- Last year there were about 70 conference participants.
- We anticipate that our conference guests will worship with us on Sunday, June 19 at the 10:45 service.

Brief Updates:

- Emergency Procedures During Services: Bill reported that we will have an updated set of guidelines and list of personnel by the April meeting.
- CARITAS: Bill reported that we are ready to host our CARITAS guests from April 2 – 9. We have purchased and installed a washer and dryer in the Garage for use by CARITAS.
- Vibrant Stewardship: Bill reported that Marc Halbritter and Paul will be going back to Minnesota in May. Marc will provide us an update at our May meeting.
- Memorial Garden: Barry Hayes reported that the Memorial Garden Committee met on March 10. They formed two subcommittees -- one that will engage in the process of identifying and vetting landscape architects, and the other looking at various policies and procedures used by churches that have created memorial gardens. The subcommittees will be meeting on March 24, and the full committee will meet on March 31. At some point the committee will approach the Vestry for funding.
- Annual Giving: Paul reported that we will probably follow the same time frame in our annual giving campaign this year that we used in 2010, which involves inviting people to make their pledges earlier in the year. The Vibrant Stewardship group in Minnesota will be providing us soon with an assessment of our survey and interview results.

- CARITAS Pod: Bill reported that a letter was sent to our neighbors about the County hearing that will take place on March 24. If approved at the hearing, the pod could be placed at CCE a few weeks later.
- New Entrance: Bill reported that Mark Hansell will manage the process of the new entrance to our property (off of North Gayton Road).
- The CCE Preschool staff would like to sponsor a three day summer camp that will be open to all current students. It will take place from 9:00 a.m. to 1:00 p.m., and the cost is \$100 per person. The preferred dates are June 7, 8 and 9.

RESOLVED, that the Vestry of Christ Church Episcopal approves the decision of the Christ Church Preschool to sponsor a three day summer camp in June. This motion was seconded and carried.

- Preschool Pet Policy: The CCE Preschool has formulated a proposed policy concerning pets in the preschool. It is attached to these minutes as Attachment 1.

RESOLVED, that the Vestry of Christ Church Episcopal endorses the pet policy of the Christ Church Preschool for enforcement by the Preschool. This motion was seconded and carried.

- Communications: Jen Sullivan reported that the Communications Ministry is looking for people in the congregation who could serve as resources on communications issues. We agreed to pass along suggestions to her.

Vestry Statement of Support for Kathy Guin

- Paul presented to the Vestry a statement of support for Kathy Guin's ordination to the diaconate. The document is based on diocesan material, and requires signature by two-thirds of the Vestry. It certifies that Kathy is a communicant in good standing of CCE, that the Vestry supports her for Ordination as a Deacon, and that we believe she possesses such qualifications as would be fitting for a Deacon of the Church.
- Vestry members enthusiastically signed this statement.

Executive Session

Following a closing prayer, the meeting was adjourned at 10:30 p.m.

Respectfully Submitted,

Jim Wheeler
Registrar

Attachment 1

Christ Church Episcopal Preschool

Policy on Pets/Animals in the Preschool

Christ Church Episcopal Preschool is committed to providing a safe and healthy environment for its students, teachers, staff, parents, and visitors. The preschool recognizes that certain individuals are susceptible to various allergens, diseases, or may have other medical complications while in the vicinity of pets/animals. As a result, to insure the well-being of all individuals, pets/animals are generally not allowed inside Christ Church Episcopal Preschool or on its playground during preschool hours.

On occasion, the preschool may announce that pets/animals are welcome inside the preschool for a particular event (e.g. show and tell). In such instance, the pet/animal must be authorized in advance by the Executive Director, brought into the preschool by a parent or guardian, and it must be contained, under control, and cared for at all times.

If you do bring a pet/animal onto Christ Church property during preschool hours, it must be on a leash, in a cage, or in a tank, it must not be left unattended, and it must be under the owner's control at all times. In addition, the owner must have a means to clean up after the pet/animal, and he or she must in fact clean up after the pet/animal if necessary.

This policy does not apply to registered service animals. The preschool's Executive Director may, as he or she deems appropriate, grant exceptions to this policy.