

**Christ Church Episcopal
Vestry Meeting Minutes
October 26, 2011**

Approved – 11/23/11

Location: Room 202 of the Education Building

Vestry Members and Officers in Attendance: Bill Beattie, Sr. Warden; Louanna Heuhsen, Jr. Warden; David Latham, Treasurer; Jim Wheeler, Registrar; Elizabeth Franklin; John Daylor; Jen Sullivan; Will Watkins; Marilyn Wayland; Tricia Williams; Andy Hagy; Lee Heck; Kevin Kinter; Tom McNally; Andy Reisinger

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

Others in Attendance: Tom Crockett; Marc Halbritter; Libby Bush

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

Region XII Update – Tom Crockett:

- The Diocese of Virginia has 15 regions, determined by geography. Each region has a Regional Council, comprised of members elected by the churches in each region. Each region has an elected President, who is a lay person.
 - Tom, a member of CCE, is the Region XII President.
- The Region XII Council has five meetings per year, three in the spring and two in the fall.
- Region XII creates an annual mission statement. This year's theme revolves around church planting.
- One of the meetings is a dinner on November 29 at Rosslyn which can be attended by clergy, church staff, wardens and Vestry members. Tom extended the Vestry an invitation. Bishop Jones will give the address.
- At the Region XII January meeting, which will take place on January 17, Henry Burt, the Secretary of the Diocese will speak.
- Other meetings will take place on March 20, and then the Ascension Day Service at Lee Chapel at Rosslyn.
- This year, Region XII will sponsor a youth delegate to the Council.
- The Vestry thanked Tom for his service to Region XII and the Diocese, and for being such a fine ambassador of CCE.

Money Autobiography – Marc Halbritter and Libby Bush: Marc and Libby are on our Vibrant Stewardship Project Team (VSP). They discussed the money autobiography exercise in which members of their team participated, and described what a powerful experience it was for them.

- One of the objectives set by the VSP is to adopt use of the money autobiography across our church. This is part of its objective to teach us how to talk more openly about money.
- A money autobiography is a personal reflection of a person's life with money – how a person's family of origin has formed one's attitudes toward money, and how a person's present situation and faith contribute to one's feelings about money. There are no right or wrong money autobiographies. It is an individual story.
- Marc and Libby asked the Vestry to consider going through this exercise. The Vestry agreed to consider it.

Vestry Guidelines – Louanna Heuhsen: Louanna discussed draft guidelines that she developed which are designed to make Vestry meetings more productive. Essentially, we have about 2.5 hours to get our work done in our meetings. The guidelines have a goal of enabling us to get more work done without having longer meetings. The draft guidelines are not written in stone. They are:

- Vestry members will receive a copy of the meeting agenda at least 48 hours before each meeting with the understanding that subsequent events may make a change of agenda appropriate.
- Each Vestry member has the unconditional right to request delay of a vote on an item that is added to the agenda at the last minute or for which no pre-reads are distributed.
- When the Vestry has delegated a matter to a ministry team or an ad hoc committee, the Vestry will address the recommendation it receives as a whole, not substituting its own judgment for the judgment of the Committee unless:
 - The Committee has not followed the Ministry Team Guidelines (by not acting by a quorum, for example, or not keeping appropriate records of its deliberations)
 - or
 - the Vestry identifies a serious problem with the Committee's recommendation.
- In other words, the Vestry will focus on the process the Committee followed, not the Vestry's independent judgment of the matter at hand. The Vestry will respect the work of the Committee unless it identifies a particular reason not to.
- The Vestry as a whole will discuss the manner in which Vestry decisions will be communicated outside the Vestry. The Vestry will try to anticipate congregational concerns and agree on the best way to address them in advance.

The Vestry agreed that these are beneficial guidelines through which to work at this time.

Time & Talent Results – Elizabeth Franklin and Jen Sullivan:

- Approximately 250 time & talent cards have been completed and returned. They have all been logged into the ACS system. Ministry team chairs have access to the information. We are off to a great start, and the process has been very successful thus far.
- Family opportunities have been a big hit, as well as working with Buildings & Grounds.

- Elizabeth and Jen stressed that the Vestry liaisons need to keep the time & talent offerings a focus for the ministry teams.
- We will need someone to oversee this process going forward since it is not something Kathy Nunn can continue to do in addition to her other responsibilities.
 - This would include inputting card data as more cards are received, and following up with ministry team chairs to ensure the data is being used.
- The Vestry agreed that big thanks are owed to Kathy Nunn for making this process such a great tool for our ministry teams.
- We agreed that this is a step into another era for our congregation.

Staffing Update – Paul Johnson:

- Youth Ministry:
 - We have an Interim Assistant Youth Minister in place – Ansley Higginbotham.
 - Ansley will be working 20 hours per week beginning November 1.
 - She has already gone on our middle school retreat.
 - She is an experienced youth minister.
 - She will be introduced to both the middle school and high school youth groups on Sunday, October 30. She will be introduced formally to the congregation on Sunday, November 6.
 - We are very excited to have Ansley with us at CCE.
- Assistant Rector:
 - Paul will be meeting with someone in the near future to discuss an interim position with us.
 - Paul, Bill, Louanna, Gordon Macgill and Lilly Andrews will be working on a formal job description for the second clergy position.

Vestry Meeting Dates Through the End of 2011 – Bill Beattie:

- We need to reschedule the November and December Vestry meetings due to the holiday schedules. They will be held on:
 - Wednesday, November 16, 2011
 - Thursday, December 15, 2011
- In addition, we have added a Saturday morning working session (9:00 – 12:00) on December 3. This meeting will deal primarily with financial issues, including the 2012 annual budget.

**Treasurer's Report – David Latham:
September Financials**

	2011 Current Month						2011 Budget	
	9/2011 Actual	9/2011 Budget	Variance over/ (under)	YTD Actual	YTD Budget	Variance over/ (under)	2011 Full Year Budget	Sept YTD % of Total
Revenue								
Pledge Income	\$65,273	\$82,664	(\$17,391)	\$701,895	\$731,690	(\$29,795)	\$1,049,024	67%
Loose Plate	\$1,985	\$2,120	(\$134)	\$17,190	\$15,850	\$1,340	\$26,000	66%
Non Pledge Giving	\$120,505	\$6,945	\$113,560	\$257,577	\$78,719	\$178,859	\$144,000	179%
Other Revenue	\$592	\$292	\$300	\$5,051	\$2,625	\$2,426	\$3,500	144%
Total Revenue	\$188,355	\$92,020	\$96,335	\$981,712	\$828,883	\$152,829	\$1,222,524	80%
Expenses								
Salary & Benefits	\$71,940	\$58,601	\$13,339	\$598,286	\$574,174	\$24,112	\$781,673	77%
Facilities/G&A	\$13,597	\$18,901	(\$5,303)	\$161,050	\$181,551	(\$20,502)	\$243,815	66%
Ministries								
Adult Ministry	(\$165)	\$364	(\$529)	\$9	\$2,908	(\$2,899)	\$4,000	0%
Children's Ministry	\$2,028	\$608	\$1,420	\$6,283	\$8,299	(\$2,016)	\$10,380	61%
Nursery	\$1,663	\$1,667	(\$4)	\$16,589	\$15,000	\$1,589	\$20,000	83%
Youth Ministry	\$1,862	\$2,745	(\$883)	\$13,640	\$16,675	(\$3,035)	\$18,990	72%
Music Ministry	\$367	\$1,000	(\$633)	\$6,917	\$13,130	(\$6,213)	\$19,600	35%
Lay Pastoral care	\$0	\$0	\$0	\$0	\$250	(\$250)	\$500	0%
Social/Newcomers	\$1,052	\$842	\$210	\$3,142	\$2,276	\$866	\$3,368	93%
Worship	\$882	\$988	(\$106)	\$7,775	\$8,270	(\$495)	\$10,910	71%
Mission & Outreach	\$3,210	\$18,358	(\$15,148)	\$47,610	\$81,299	(\$33,689)	\$104,902	45%
Diocesan Support	\$6,094	\$6,494	(\$400)	\$46,844	\$48,244	(\$1,400)	\$63,526	74%
Preschool	\$0	(\$603)	\$603	(\$4,824)	(\$5,427)	\$603	(\$7,236)	67%
Total Expenses	\$102,530	\$109,965	(\$7,434)	\$903,321	\$946,650	(\$43,329)	\$1,274,428	71%
Surplus/(Deficit) as a % of Revenue	\$85,825 45.6%	(\$17,944) -19.5%		\$78,392 8.0%	(\$117,767) -14.2%		(\$51,904) -4.2%	

- The Foodbank collection was \$518.
- Vacation payout for both Hillary and Jenna are reflected in the September results.
- There are no significant variances in any category except Missions & Outreach. The Vestry-approved spending for Haiti and South Sudan should be processed in October. When the Missions & Outreach variance is subtracted from the total variance, all other variance is within about 1% of the budget.

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

Annual Giving Update

- Through the date of this meeting, we have received 206 pledges totaling approximately \$765,000.
- We are only two weeks into the annual campaign, but there is some concern about the results. After two weeks of the campaign last year, we had received 215 pledges (comparable to this year), but the total was approximately \$817,000.
- At a very preliminary stage, we need to think about what this may mean in terms of the budget process.
- The Annual Giving Team has a plan to continue contacting people to make financial pledges.

Explanation of Cash Position

- David provided an update on our cash position.
 - Temporarily Restricted
 - These are funds restricted to a specific purpose by the donor and require the donor's permission to use for any other purpose.
 - Total: \$156,831.05
 - Vestry Designated
 - These funds are designated for a specific purpose by vote of the Vestry and require a vote of the Vestry to change the use.
 - ACS Training \$ 790.00
 - New Driveway \$159,831.05
 - Memorial Garden \$100,000.00
 - Total: \$260,621.05
 - Special Deposits
 - These are funds held for payment to third parties (for example, youth trip, missions trip, consignment sale)
 - Total: \$ 29,811.51
 - Unrestricted Cash
 - These are funds which carry no restriction and can be used for any purpose by CCE.
 - Proceeds from land sale of \$788,956.65, less
 - the amount withheld by Henrico County for turn lane of (\$96,250)
 - the cost of the North Gayton Road entrance of (\$208,281)
 - signage costs of (\$1,247.35)
 - legal costs of (\$2,000.00)
 - Unrestricted cash related to sale of land: \$ 481,178.30
 - Other Unrestricted Cash in Banks and Investments \$ 245,152.96
 - Total Cash and Investments as of September 30, 2011 \$1,173,594.87
(includes investment of \$50,000 in Trustees of the Funds)

Growing for the Generations Debt Discussion

- Kathy and David have analyzed the G4G pledges to arrive at an estimate of collectability.
- The best estimate at this time is that approximately \$180,000 will be uncollectable.
- This is about \$11.2% uncollectable from the original pledge total.
- This would result in a total shortage of \$192,555.
- We will keep communicating with people to meet their pledges.
- The Finance Committee will come to the Vestry in November with recommendations on the G4G debt.

Brief Updates

Memorial Garden - Tricia Williams:

- A construction sub-committee is being established that will deal with questions and issues regarding the construction process.
- The committee has discussed the possibility of moving the electrical pole near the Memorial Garden site to a location farther from the garden.
- Bill, Louanna and Paul are working on a communication to the congregation about the Memorial Garden.

Road and Driveway – Bill Beattie

- The driveway is paved, and the area around it has been seeded. The lights have not yet been installed.
- The driveway is ready for the County to tie it into North Gayton Road.

Christ Church at Twenty-One – Paul Johnson

- The CCE at 21 committee has met twice, and a third meeting will take place on November 1.
- The committee will be prepared to bring a charter to the Vestry in November.

2012 Vestry Election – Bill Beattie

- We need to start thinking about the 2012 Vestry election by identifying parishioners who would be interested in serving on the Vestry.

Kathy Guinn's Ordination – Paul Johnson

- The Vestry signed a resolution endorsing Kathy Guinn's ordination to the priesthood.

Annual Council – Paul Johnson

- Following the September 2011 Vestry meeting, the Vestry passed the following motion by electronic vote.

RESOLVED, that Steve Barnett, Harry Kelso, Jenny Kuimjian and Sally Raderer be approved as CCE Delegates to Annual Council. The motion was seconded and carried.

- Paul noted that CCE has grown to the point that we now qualify for another Council delegate. We will be looking to appoint someone to that position.

CCE Preschool – Andy Reisinger

- The Preschool requested that the Vestry approve its proposed 2012-2013 school operating budget.
 - The proposed budget projects total income of \$196,011 and total expenses of \$192,240.
 - No enrollment increase is anticipated (72 students).
 - The proposed budget projects a 3.00% tuition increase and raises of 3.00%

RESOLVED, that the Vestry of Christ Church Episcopal approves the proposed 2012-2013 operating budget of the Christ Church Episcopal Preschool as presented. This motion was seconded and carried.

Central Virginia Food Bank – Marilyn Wayland

- The Missions & Outreach Ministry would like to continue collecting food and monetary offerings for the Central Virginia Food Bank on the first full weekend of each month. (The Vestry's authorization of this expires at the end of 2011.)

RESOLVED, that the Vestry of Christ Church Episcopal approves the placing of receptacles for food and monetary donations to the Central Virginia Food Bank in the milling area during the first full weekend of each month through the end of June 2012. This motion was seconded and carried.

Following a closing prayer, the meeting was adjourned at 9:05 p.m.

Respectfully Submitted,

Jim Wheeler
Registrar