

**Christ Church Episcopal
Vestry Meeting Minutes
February 23, 2010**

Approved 3/3/10

Vestry Members in Attendance: Joe Gallagher, Sr. Warden, Amy Goodman, Mike Richards, Elizabeth Franklin, John Daylor, Jim Wheeler, Will Watkins, Marilyn Wayland, Barry Hayes, Tricia Williams

Staff in Attendance: Paul Johnson, Rector, Hillary West, Assistant Rector

Others in Attendance: Jeff Conklin, Treasurer, Lisa de Wolff

Introductions of New Vestry Members: We welcomed the new Vestry members.

Special Guests – Lisa de Wolff: Lisa provided an update on the Senior Youth Minister Search process.

- The Senior Youth Minister Search Committee is comprised of:
 - Lisa de Wolff, Co-Chair
 - Joe Jagdmann, Co-Chair
 - Jean Watkins
 - Kristi Nelligan
 - Jennifer Sullivan
 - Mac Thayer
 - Jeff Bush
 - Jim Wheeler
 - In conjunction with Paul Johnson and Hillary West
- The mission of the committee is “to find the best person to fill the Senior Youth Minister position at Christ Church, as soon as possible, without having to settle.”
- First, we must determine what this position looks like. Two preliminary questions to consider are:
 - What is God now asking of the Youth Ministry at Christ Church?
 - What are the traits/characteristics of a youth minister?
- To help answer these questions, meetings were held with adults following the 10:45 services on Sunday, February 14 and 21. Meetings were held with Mid High and Senior High Youth on February 19 and 21. Also, people have been afforded an opportunity to provide input on the CCE website.
- As a result of the feedback received, the committee has accumulated 40 pages of notes which are being distilled.
- The feedback will assist in the creation of a job description. The goal is to have the job description finalized by March 4.

- The committee is researching how best to advertise the position, but one place it will be advertised is on Youthspecialties.com.
- Lisa raised these issues for consideration:
 - We need a strong group of people to help with the transition during times like this when our youth ministry faces challenges.
 - We discussed the fact that this would be a good opportunity to reach out to our Youth Group alumni (young adults, including college students) to get them involved.
 - Do we need to revisit pay/benefit issues?
 - The answer appears to be “no” since we conducted a market survey recently. Moreover, our recent experience is that youth ministers have not left due to compensation issues, but rather to be closer to family.

RESOLVED, that the Vestry approves the calling of a Senior Youth Minister that meets the qualifications set forth in the Job Description and by the search and Youth Ministry teams. The motion was seconded and carried.

Financial Report and Approval of January Finances – Jeff Conklin

Jeff presented the January 2010 financial report.

Revenue: Revenues essentially met budget as lower pledge and loose plate were offset by other giving.

- January revenue was essentially in-line with budget: \$77.3K vs. \$76.6K as higher non-pledge income offset lower pledge and loose plate revenues.
- Haiti Disaster Relief loose plate and checks amounting to \$18.8K are not included in the January revenue figures, so the \$77.3K seems a good start to the year.
- January revenue was \$746 above budget at \$77.3K.
 - Pledge income was \$970 below plan.
 - Loose plate was \$1,247 below plan.
 - Non-pledge and other income was \$2,963 above plan.
- Revenues were seasonally below December’s \$185K.
- Pledge activity is slowing down as expected with January seeing 19 pledges totaling \$33K vs. December’s 68 pledges totaling \$154K; pledges overall ended the month just over \$974K.
- Assuming budget collectability on 2010 pledges, we will meet the \$935K of pledge income in the plan; however, given aspirations and a deficit to work off, we need to think creatively about revenue generation across 2010.
 - There are many things we aspire to do with our ministries that are not yet funded.
- January revenue is in-line with 2009 relative to a budgeted year-over-year reduction of 16%.
 - 2009: \$77.3K in revenue vs. a budget of \$90.9K.

- It is early to call trends and the month-month budget follows prior performance, so there are very likely timing elements at work in this month's variances across the income statement.

Expenses: Expenses exceeded budget as our Haiti response offset timing-related favorability elsewhere.

- January expenses exceeded budget by 12% or \$12.8K: \$119K vs. \$106K, largely driven by our response to Haiti Disaster Relief offsetting favorability elsewhere.
 - Absent Haiti relief, spending was \$100K, \$6K favorable to budget, largely driven by timing-related variances, of which we should expect a measure to reverse:
 - \$8.9K building and grounds maintenance.
 - \$3.3K utilities.
- Facilities-related expense was 67%, or \$11.3K below plan on the timing of maintenance and utilities spend, for which we should expect an offset.
- Ministry spending, excepting \$18.8K for Haiti Disaster Relief, was 50% or \$2.2K above the January budget of \$4.3K, led by Music and Youth.
- We will need to remain cognizant of the pace of spend as we manage through 2010 given the budgeted deficit of \$93K prior to the application of Vestry-designated funds.
- Expenses were below December's figure of \$139K.
- January 2010 expenses are 30% higher than January 2009 relative to a budgeted year-over-year increase of 4%.
 - 2009: \$91.4K in expenses vs. a budget of \$102K.

Contribution:

- January contribution was a \$41.4K deficit vs. a budgeted deficit of \$29.3K.
- Absent Haiti Disaster Relief, January's actual deficit would have been favorable to plan at \$22.6K.

Cash Position:

- January's unrestricted cash balance is \$162K as of the end of January 2010, down from December's balance of \$193k, but in-line with November 2009 and comparable to a year ago.
- Restricted funds balance is \$402K, down from \$551K in December on construction spend.
- Lydia's Purse parishioner discretionary fund balance stands at \$12.1K, down a net \$519 from last month vs. \$2,946 of net expense in December.
 - There has been increased Lydia's Purse activity recently. This may not be reflected until the February financial results are reported.
- January Growing for the Generations contributions were \$26K, bringing the total building fund to \$844K, with construction spending keeping pace resulting in \$86K remaining in the Growing for the Generations restricted accounts at month-end, down from \$239K in December.

Other (Controls, People, Systems, etc):

- Seek Ye First: Pledges through January 29th were \$974K.
- Growing for the Generations: January contributions were \$26K, bringing the total to \$844K.
- The hiring effort for a part-time bookkeeper is underway.

The Vestry discussed how to engage the congregation in a dialogue about our spending on ministry work. Much centers on communication.

- One idea is to try to spotlight a particular ministry each month to rally people around the ministry and the need. (When our congregation becomes aware of particular needs, such as Haiti, we receive generous responses.)

Approval of January Financial Report: RESOLVED, that the January 2010 financial report be accepted. The motion was seconded and carried.

Officer's Report – Joe Gallagher

Pre-School Needs: The Christ Church Pre-School has approached us with an expansion request: Is it possible to open a 3 year old class in Room 101?

- We are not currently using this classroom.
- Our Children's Minister, Rebecca Guzman, has given her blessing to this request.
- We discussed the fact that, in the future, the Pre-School may require more room because this new class would create the need for another 4 year old class next year. Because of that, this decision is not a one year vacuum decision.
- The Pre-School was not designed to be (and is not) a profit center. However, it serves the valuable role of ministering to children, and affords an ancillary benefit of possibly bringing new families to CCE.
- We have asked Cheri Erk, Pre-School Director, to provide us with short term and long term goals of the Pre-School for consideration.
- In the future, we will need to take up the question of how big the Pre-School can grow. At some point it will impact the Children's Ministry Team.
- After discussion, the following motion was considered:

RESOLVED, that the Vestry of Christ Church Episcopal grant to the Christ Church Episcopal Pre-School the use of Room 101 in the CCE Education Building for use as a classroom. The room can be occupied after March 28, 2010. This motion was seconded and carried.

Shared Space & Usage Procedure Team:

- Joe stressed that, when it comes to utilizing our space, as long as we exist, we will need to coexist. Doing so means that we are doing as much as we can with the resources that we have. However, coexisting has the potential to create conflicts over the use of our space.

- Joe proposed establishing a Shared Space & Usage Procedure Team, comprised of a subset of the Vestry and Staff, to create Guidelines on how we manage our space.
- Ultimately, the decision of how to manage the usage of our space will be passed off to the Staff utilizing the Guidelines.
 - The clergy should not be in a position of having to make calls on space utilization.
- Joe asked these people to serve on the Shared Space and Usage Procedure Team:
 - Rick Elliott
 - Elizabeth Franklin
 - Barry Hayes
 - Jan Modlinski
 - Kathy Nunn
- The team will look into what may have been developed previously. However, much of what was discussed previously was theoretical, and now we are faced with the reality of making decisions about the use of our expanded space in the wake of increased need.

Plan of Development (POD) of the Youth Building:

- Joe reported that the final hearing on our POD of the Youth Building is tomorrow (February 24, 2010). We hope to be granted approval at that time.
 - **Update: Joe subsequently reported that at the Planning Commission hearing on February 24, we were granted POD "APPROVAL" for our Youth Building.**
 - **The contractor has been notified. The contractor and team will now be able to get hard costs nailed down so that we can determine the final cost of the building.**
- The size of the building is still 7,000 square feet. Negotiations with Henrico County concerned primarily the aesthetics of the building rather than its size.
- The CCE team working on the Youth Building has done a great job of getting us to this point.
- Mark Hansell in particular has performed an incredible amount of work on both the Youth Building and Sanctuary projects.

Update on County Right of Way for North Gayton Road:

- In terms of our original land, we had negotiated the right of way as part of the prior POD process.
- There will be negotiations regarding our newly acquired land.
 - We have met with appraisers.
 - We should hear something within the next two weeks regarding the appraisal, and then negotiations will start.

Update on Sanctuary and Music Room:

- We have received our Certificate of Occupancy.
- There are issues with the concrete in the front of the building, mainly caused by the recent significant snowfalls. The contractor will fix it.
- We are also in the process of working with the contractor on the HVAC noise in the Sanctuary.

Vestry Declaration Form

- Canon 11, Section 8 of the Canons of the Diocese of Virginia provides:
 - Section 8. Every person chosen a Vestry member shall qualify by subscribing the following declaration and promise: "I do believe the Holy Scriptures of the Old and New Testament to be the Word of God, and to contain all things necessary to salvation; and I do yield my hearty assent and approbation to the doctrines, worship and discipline of The Episcopal Church; and I promise that I will faithfully execute the office of Vestry member of _____ Church, in Region _____, in the County (or City) of _____, according to my best knowledge and skill." No person shall act as a Vestry member until this declaration and promise have been subscribed to.
- All CCE Vestry members signed and dated our declaration form.

Rector's Report – Paul Johnson

Haiti Pick Up Trucks:

- We have been asked to assist in funding pick up trucks for Haiti.
- The Diocese of Virginia has pledged to provide 10 trucks which will be used to deliver aid to Haitian people affected by the recent earthquake, most particularly those people who have moved to the countryside to places that are hard to reach.
 - The Diocese of Virginia has already bought 6 trucks.
 - \$58,000 is still needed.
- The CCE Missions Outreach Ministry has given \$10,000 to the Diocese for this effort. It would like to recoup some of that money via fundraising or targeted offerings.
 - They have asked if we would be willing to dedicate a weekend loose plate offering to this cause.



Susan Bruce presenting the check to Buck Blanchard, Director of Mission & Outreach for the Diocese of Virginia, and Cathy Gowen, Administrative Assistant.

- The Youth of CCE have decided that 50% of the net proceeds from the Pasta Dinner fundraiser on March 7 will go to Episcopal Relief & Development for Haitian relief.
 - Groundbreaking for the new Youth Building will take place just prior to the Pasta Dinner at 4:45 p.m. on March 7.
- After discussion, we decided that we will coordinate with the Youth and Missions Outreach Ministries, and if we determine that there is a need to dedicate a loose plate offering to the cause of the Haitian pick up truck donation, we will seek Vestry email approval.

Conversation – Paul Johnson

Paul asked the Vestry to reflect and provide thoughts on the following questions:

- What was it like for each of us to go through the building process?
- How do we imagine building a church for the future in a new way?

Vestry members provided their thoughts on these questions, which included these observations:

- The building process was an adventure, yet it showed us how adaptable we are.
- We now need to launch into the next phase of our church life.
- How do we grow? How do we reach out and invite more people in?
- The planning and construction process is alive.
 - How do we make it even more alive?
- How can we make CCE synonymous with downtown Short Pump?
- What are the needs of our neighbors and how can we fill them?
- How do we build the church for the community (Short Pump and beyond), not just for us?
- We have been given a blessing to be a blessing to others in some form or fashion.

- What are we setting as our next attainable, lofty goals?
- What is our mission?
- There is a tremendous amount of passion for our space among the Vestry.
 - How do we peak that passion among the congregation?
 - Do we need to obtain feedback via some form of pulse check (such as an email blast)?

The conversation resulted in no conclusions and, in fact, raised more questions than answers, but the discernment process about our future has begun.

Following a wrap up, the meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

Jim Wheeler
Registrar