

**Christ Church Episcopal  
Vestry Meeting Minutes  
March 17, 2010**

**3/29/2010 Approved**

**Vestry Members in Attendance:** Joe Gallagher, Sr. Warden; Bill Beattie, Jr. Warden; Amy Goodman; Mike Richards; Rick Elliott; Elizabeth Franklin; John Daylor; Jim Wheeler; Will Watkins; Marilyn Wayland; Barry Hayes; Tricia Williams; Louanna Heuhsen

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

**Others in Attendance:** Jenna Vinci, Associate Youth Minister; Shelley Putney

**Update on Consortium of Endowed Episcopal Parishes**

Shelley, Paul and Hillary provided an update on the Consortium of Endowed Episcopal Parishes, specifically its annual meeting that they attended from February 24 – 27 in Austin, Texas. This is the first time that CCE participated in this meeting. We were there as guests.

- Paul and Hillary discussed the various workshops they attended, including those concerning:
  - New styles of worship.
    - They learned different things that other congregations are doing, including more intimate, quieter styles of worship on Sunday evenings.
  - Teaching on the basics of an annual giving campaign.
  - Current and best practices for congregational vitality.
    - We are already doing much of this.
  - How to engage younger adults (ages 25-38).
  - Stewardship workshop.
    - How do we understand ourselves as stewards of God’s kingdom?
    - How do we create a kingdom of peace and harmony (Shalom)?
  - Outreach ideas (more is outlined below in the Trinity Center discussion).
    - Outreach groups are encouraged to call themselves “faith in action”, which is something that we may want to consider for our Missions Outreach program.
  - Leadership moving into the future, and examining different leadership models.
    - Hillary noted that CCE would be something like a “strategic model.”
  - Dr. Tony Jarvis, an Episcopal priest who served for 31 years as Headmaster of The Roxbury Latin School in Boston, and who is now Director of the E.L.M (Educational Leadership and Ministry) Program at Berkeley Divinity School at Yale, shared thoughts on things to know about the church today.
- Shelley talked, and shared materials, about the Trinity Center in Austin, which serves the spiritual, emotional and physical needs of people experiencing homelessness and poverty in Austin.

- Its vision, as reflected on its website ([trinitycenteraustin.org](http://trinitycenteraustin.org)), is that “Trinity Center is the downtown leader among faith-based organizations serving our neighbors experiencing homelessness and poverty. We honor and serve Christ in our neighbors and volunteers by practicing hospitality and companionship with one another.”
- The Trinity Center grew from the concern of parishioners of St. David's Episcopal Church, Austin for people experiencing homelessness, who were living in shelters and on the streets near the church. Trinity Center was founded by volunteers and is based on a model of action through voluntarism. Since its inception in 1999, Trinity Center has evolved from a Sunday-only ministry to a separately-incorporated 501(c) (3) organization that offers a variety of programs throughout the week.
- The Trinity Center currently offers opportunities for volunteers and neighbors to develop positive relationships with each other, serves meals six days a week, and informs neighbors about social service resources. Trinity Center plays a role in many types of services, including faith based services, basic needs services, and homeless services.
- We discussed our future involvement with the Consortium.
  - The fee structure is based on the size of our endowment.
    - It would not be inexpensive.
  - Over the next year we will need to investigate and consider if joining the Consortium is something we should do.
  - It would allow us to connect with other churches, and enable us to see what is occurring with thriving churches across the country.
  - A dissimilarity between CCE and the churches in the Consortium is that we were the youngest congregation at the meeting.
  - We discussed how we compare to other churches in terms of size, budget, staff and programs.
    - The other churches may not have a larger attendance than we do.
    - Paul noted that we have a spartan staff for a church of our size compared to others that were at the Consortium.
    - Some churches have staff members who are very specific in their roles, i.e. Adult Education, Welcoming/Newcomer Ministry, Director of Communications, Website Director, and so forth.
    - For example, St. David’s in Austin sees itself as the community church, so it has a huge staff that is involved in everything from community outreach to running a bookstore.
      - It has multiple sources of income to fund its staff and its work (parking garage, bookstore, etc...)
  - The endowment criteria seems to provide entry into the Consortium, but the group has a broader focus since the issues discussed at the meeting involved more than simply “how to manage your endowment.”
  - The question we need to consider is whether the churches involved in the Consortium are our peers. Are our issues the same?

- We discussed whether there are other groups that we should consider, such as the Alban Institute.
- This is a topic to which the Vestry will give additional thought and prayer.

### **Financial Report and February Finances**

#### February Financial Report

- The February financial report was not finalized as of the time of the meeting.
  - It will be completed within the next week or so. When complete, the report will be distributed, reviewed and approved via email. At that time, it will be added as an addendum to these minutes.

#### Personnel

- We have hired part time accounting help - Kathy Rogers.

### **Officer's Report – Joe Gallagher/Bill Beattie**

#### Youth Building Plan of Development (POD)

- We have received the POD.
- The groundbreaking ceremony for the building took place on March 7, 2010.

#### Shared Space and Usage Guideline Team Update

- The Shared Space team has been formed and has met once so far.
  - The team's goal is to establish guidelines for how we handle requests to use our buildings and spaces.
  - Team members are from Vestry and staff, and consist of Rick Elliott, Barry Hayes, Elizabeth Franklin, Kathy Nunn and Jan Modlinski.
  - The team's work is continuing.

#### Update on Building Expenses

- Bill advised that we have enough money left in the Sanctuary budget to complete the list of outstanding items previously approved by the Sanctuary Committee, the Building Steering Committee and last year's Vestry to complete that phase of the building project. Those items include:
  - Construct risers on which the altar will sit
  - Construct a sidewalk between the Music Building and the area between the Parlor and the Education Building
  - Conduct landscaping
  - Install exterior signage
  - Install monitors in the milling area and mother's room
  - Purchase rug for the Parlor
- The Building Steering Committee has also determined that the audio visual and sound equipment in the Sanctuary needs to be secured. Money has been allocated for this.

- After these expenditures, and with a savings in interest that will not be required on the building line of credit, it appears that about \$77,000 would be available to transfer to the Youth Building.
- The working budget for the Youth Building is about \$636,000. To this, we need to budget another \$20,000 for items to satisfy Henrico County’s latest requirements. We are looking at a total of about \$656,000.
  - We are about two weeks away from our contractor telling us if the \$656,000 is a viable number.
  - There are no furnishings, fixtures and equipment in that amount.
- A discussion ensued about whether we fund all of the items needed to finish the Sanctuary before we verify that we can fund the construction of the Youth Building.
  - Are all of the Sanctuary items “needs” as opposed to “wants”?
  - Do we spend the money allocated to complete that project when we are not sure of the amount needed to build the Youth Building?
- Bill explained that we should know more about the Youth Building costs within two weeks.
  - Those details may provide us with a sense of comfort, i.e. knowing that there is money to fund the current building plan before we spend money to finish out the Sanctuary.
- Bill will provide additional information to us by email once it is available.
- As a result, we tabled the motion pertaining to approving the purchase and installation of the items left to finish the Sanctuary.
- Following the meeting, on March 25, 2010, Bill communicated to the Vestry that he had been asked to solicit approval to spend between \$2,800 and \$3,100 to have the front of the church landscaped, hopefully by Easter Sunday. Bill noted that there has been some discussion that we could save approximately \$800 by having CCE buy the plants and recruit a group of volunteers to do the work. The counter to that proposal is that: (1) there are underground wires and sprinkler systems to avoid (the landscaper would have liability if something gets cut); (2) the plants are guaranteed for a period of time by the landscaper; (3) we have asked a lot of the men's group lately, including work completed on March 20 on the community garden; and (4) it could be done quickly and will look professional.

The Vestry then voted electronically on the proposal to spend between \$2,800 and \$3,100 for this project now out of existing building funds.

**RESOLVED, that the Building Steering Committee is authorized to spend between \$2,800 and \$3,100 to landscape the front of the church. The motion was seconded and carried.**

Plan of Action Relating to the North Gayton Road Extension and How it Impacts CCE

- Joe showed an aerial view of the vicinity of CCE with the proposed improvements noted (see next page).
  - A turning lane, curb and guttering will be constructed along our front entrance.

- North Gayton Road will be four lanes to begin, but is expandable to six lanes in the plan and land being acquired.
- There will be a paved walkway that will extend from Deep Run High School to Broad Street.
- There will be a traffic light at the intersection of North Gayton and Pouncey Tract.
- Pouncey Tract will be four lanes, at least in the vicinity of the intersection with North Gayton.
  - Pouncey Tract is a state road, not a county road, so the county plans do not impact it much.
- Henrico County will build a cut through (entrance) to our property off of North Gayton.
  - The exact location for that entrance is being discussed.
  - We are asking for it to be farther back so that entry would be toward the back of our parking lot, rather than closer to the Education Building.
- We will need to move our shed. Henrico County will pay us for it.



- The planned completion date for the road construction is December 2012.
- It appears that Henrico County will take between 5 and 7 acres of our new property.
- The county was originally concerned about the siding we plan to use on the Youth Building, but those concerns have been resolved.
- We are still awaiting the appraisal figure from the county.
  - If anyone has questions about the appraisal or the process, they can be directed to Joe or John Daylor.
- A Vestry subgroup is being formed to consider what to do with the funds that we receive in compensation from the county for our land. The group is to discern different ideas to present to the Vestry as to how this money could be used once received. Team members are Louanna Heuhsen, Bill Beattie, Amy Goodman and Jeff Conklin.

### **Rector's Report – Paul Johnson**

#### Update of Senior Youth Minister Search Process

- The Senior Youth Minister Search Team is in the midst of its work.
  - A Job Description has been drafted, and it is on the CCE website.
  - The team is searching for candidates proactively (by calling contacts in this and other dioceses) and by posting the position announcement on particular websites, including youthspecialties.com and youthpastor.com, as well as the Diocesan website.
  - To date, the team has received and reviewed 14 resumes. Four of those candidates were selected to go through the next step in the process which entails a phone screen for basic information. Following that, for candidates that are still viable, we will employ these steps:
    - Phone interview with search team members (more detailed than the phone screen)
    - Phone interview with Paul
    - Reference checks
    - Bring candidate(s) to CCE to spend time with us, including leading youth worship.
      - We do not anticipate bringing many candidates here for that last step.
- It is possible that the proposed salary for the position will not be sufficient to attract the type of candidate that we need.
  - We discussed whether it would be necessary for the search team to come back to the Vestry to raise the upper limit of the salary range, if needed. To streamline this process, a motion was made to address this possibility.

**RESOLVED, that the Executive Committee is empowered with the authority and flexibility to raise the level of annual compensation of the Senior Youth Minister if it becomes necessary to acquire the best person for this position. The motion was seconded and carried.**

- Paul noted that we are paying special attention to the Youth Ministry. We continue to

welcome Jenna, we are preparing to bid farewell to Jeremy, and we will be welcoming a new Senior Youth Minister.

#### Annual Pledging/Annual Giving Process

- We agreed that the last quarter of 2009 was frustrating in terms of trying to get pledges, particularly trying to craft a budget in light of the uncertainty of the total pledge level.
- Should we consider a different process for pledging? This could entail a three step approach:
  - We begin our imagining for 2011 now (as opposed to September).
    - This could mean that our ministry teams come to us in May or June with their ideas of what they want to do in 2011.
  - We create a space between the dreaming and the action.
    - Essentially, the ministry teams would be saying to the congregation, “This is what we would like to do. What do you think?”
    - This would allow the congregation an opportunity to learn of the ideas and be afforded a chance to respond (during the summer months).
    - This period of discernment may give people an opportunity to become passionate about specific things, which could lead to service opportunities.
  - We would start the pledging process in September, possibly in conjunction with CCE’s birthday celebration (“bring a gift to the birthday party”).
    - This would allow us to move on to things besides pledging in October, November and December, including spending time with significant teaching.
  - The concern was raised that the longer we provide for the process, the more time the process could consume.
- Paul will communicate with the ministry heads that they should start thinking about 2011 with their teams, and that we may be asking the teams to come to the Vestry with their dreams for 2011 in May/June rather than October.

#### Vestry Retreat

- There are three potential goals of the Vestry retreat:
  - Enable Vestry members to become acquainted with one another.
  - Gain clarity on what we want to accomplish in 2010, which could include such things as:
    - Potential new staff positions, such as one involving an adult formation and newcomers orientation,
    - Budget and planning process,
    - Youth Building and how we incorporate it into our life.
  - Have detailed discussion around the question of what it looks like to build the church in a new way, including the long term and deeper issues of what it is CCE is supposed to be.
- The consensus was that the issues pertaining to 2010 will get accomplished anyway, since we attend to them in our monthly Vestry meetings and in our work with the

ministry teams and staff.

- The broader questions raised in the third goal are things that we do not tackle in our normal course of business, and would benefit greatly through focused attention in a retreat.
  - Specifically, we need to define who it is we are supposed to be.
  - The doing of things is emblematic of who we are, but it doesn't replace it.
  - Issues to consider are such things as what role we play in our community and how do we want our neighborhood to integrate into our life?
- In preparation for the retreat, we will read and reflect on scripture, specifically The Acts of the Apostles.
- The date of the Vestry retreat is still under discussion, but it will be April 16-17, April 23-24 or April 30-May 1.

Following a wrap up and closing prayer, the meeting was adjourned at 9:40 p.m.

Respectfully Submitted,

Jim Wheeler  
Registrar