

**Christ Church Episcopal
Vestry Meeting Minutes
April 21, 2010**

Approved – 5-5-10

Vestry Members in Attendance: Joe Gallagher, Sr. Warden; Bill Beattie, Jr. Warden; Elaine Champion; Rick Elliott; Amy Goodman; Mike Richards; Elizabeth Franklin; Melinda Hancock; Jim Wheeler; Barry Hayes, Louanna Heuhsen; Will Watkins; Tricia Williams

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

Others in Attendance: Jeff Conklin, Treasurer; Tom Crockett; Mark Hansell

Special Guest – Tom Crockett: Tom provided an update on Region 12 and the upcoming Ascension Day service for Region 12 at CCE.

- 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 12 President.
 - There are eight churches in Region 12.
- The Region 12 Council has five meetings per year, three in the spring and two in the fall.
- One of the meetings is a dinner in November at Rosslyn attended by clergy and the wardens. The Bishop also attends.
- At the January meeting, the Secretary of the Diocese speaks to the Council.
- The meeting in May is the Ascension Day service. This year (May 13) CCE is honored to host that service.
 - Music will be important at the Ascension Day service, and Keith Tan is very involved in the plans, as is Bishop Johnston's wife.
- One of the things the Council tries to do is share resources of member churches within the region.
- We asked how we can help with the efforts of the Region 12 Council. Tom offered the following:
 - Come to the Ascension Day service.
 - Try to keep the region's churches connected.
 - Share resources, such as music (which Keith is already involved in) and, where possible, invite parishioners from other churches on our mission trips.

Special Guest – Mark Hansell: Mark provided an update on the completion of the Sanctuary and on the plans for the Youth Building.

- In terms of the Sanctuary, we have some issues with the “flaking” sidewalk in front of the Sanctuary to clean up and we are working with the contractor on a good resolution to that situation.
- Money remains in the budget to complete the hardscape and landscape projects and to purchase the platform that will elevate the altar. Those items will be completed as soon as possible.
- In terms of the Youth Building, the contractor has refined the drawings, which are now under review by the County.
- The public utilities and public works departments are working on their comments this week.
- Hopefully, we will have approval to go forward with the site work in about two weeks.
- The first part of the construction will be to prepare the pad on which the building will sit.
- The total construction time will be around six months.
- The Vestry thanked Mark for all the work that he and his team have devoted, and will continue to devote, to this project.

Update on Youth Building Final Construction Numbers and Motion to Proceed with Construction – Bill Beattie

Bill provided an update on the Youth Building.

We have made great progress on our new spaces:

- In April 2009 the Vestry voted to move forward with the full building project (Sanctuary, Youth and Music).
- The Sanctuary and Music spaces came in under budget and are complete to specifications with the exception of the following items which were budgeted for and approved by last year’s Vestry:
 - Landscaping
 - Hardscape
 - Raised altar platform
- For the Youth Space, by last October:
 - Construction estimates had increased from \$588,000 to \$636,000.
 - Several ways to cover the increase were identified.
 - The Vestry approved a contract with THS Construction to design a building that meets our needs at a cost not to exceed \$636,000.
 - Formal approval to build was withheld until the final design and cost had been presented to, and approved by, the Vestry.

We now have firm pricing on the Youth Building:

- The construction cost is now \$693,000; this represents an increase over the initial budget of \$588,000 by \$105,000 and was driven by:
 - Additional county requirements from the POD \$30,000
 - Additional windows
 - Changes in the siding
 - The biggest item is the fire lane
 - Scope changes to add security and fire systems, additional wiring, landscaping and soil testing \$22,000
 - Additional reserves for potential soil issues \$35,000
 - This is a conservative number. It is in case we need to bring in good soil for the foundation to replace any existing soil that is not suitable.
 - Additional costs for sheetrock in the main room \$18,000
- At \$693,000 the space conforms to the provisions of the RFP:
 - It includes a large open area, offices, a meeting room and storage.
 - It provides multi-purpose functionality for other church activities such as Crossroads, concerts, CARITAS and consignment sales.
 - No viable options remain to reduce construction costs and still meet our specified needs.

We can pay for a Youth Building that costs \$693,000:

- The increase from the original \$588,000 estimate is \$105,000.
- Thanks to the prudent management of the initial phase of the construction and our cash flow, we are in a position to cover the increase:

Source of Funds	
Sanctuary/music space savings	\$ 76,000
Lower than projected interest	\$ 20,000
Other savings	\$ 9,000
Total	\$105,000

- Note: As with all previous presentations, forecasts assume all G4G pledges are collected.
- We will need to find the \$9,000 in “other savings” from some source.
- A significant point is that we have not yet had to draw on our line of credit.

We still need to address:

- FFE items (furniture, fixtures & equipment), which are being finalized and prioritized.
 - We need to determine the needs and the sources.

- Lists of “needs and wants” are being developed for all spaces:
 - Music space
 - Additional Sanctuary needs
 - Additional Sanctuary needs include such things as film on the windows, flat screen televisions in the milling area and mother’s room, outdoor signage and security for the A/V equipment.
 - The estimate of these items is \$28,000.
 - Youth Building
 - In the Youth Building, we need such things as a lighting system, a sound system, sofas, washer/dryer, and other miscellaneous furniture. We can re-use the same office furniture.
 - The current FFE budget for the Youth Building is around \$60,000, but it needs to be refined.
- Funding everything (with the exception of the Music room list which is still under development) is estimated at \$88,000 (\$60,000 for the Youth Building and \$28,000 for the Sanctuary; Music room TBD).
- Options for funding include a mix of:
 - Restricted accounts
 - Donations and/or special fund raising activities
 - Proceeds from land sale from the County (the amount is yet to be determined)
 - This is the single largest option.
- Remodeling the garage remains an additional goal.

The overall floor plan of the Youth Building is attached to these minutes as Addendum 1. The exterior view of the building is attached as Addendum 2. The physical description of the finished spaces is attached as Addendum 3.

RESOLVED, that the Vestry of Christ Church Episcopal authorizes the Wardens to execute the final construction agreement for the Youth Center not to exceed \$693,000.00 that meets the original Request for Proposal compiled by the Youth Ministry Building Team and Youth Ministry Team and covered by the power point presentation given during the Vestry meeting of April 21, 2010. The motion was seconded and carried.

RESOLVED, that the Vestry of Christ Church Episcopal authorizes Mark Hansell to serve as the Church’s construction manager on the Youth Center project and to approve change orders up to \$5,000.00 so long as they are within the building budget; provided such change orders shall be reported to the Vestry in the project status report at the next monthly Vestry meeting. The motion was seconded and carried.

Financial Report – Jeff Conklin

Jeff presented a financial update.

- Jeff is still in the process of finalizing his analysis of the February financial report.
- Financials have been delayed since the first of the year due to Kathy Nunn assuming a greater set of responsibilities and a change in staffing which required a significant amount of her time to train the new person. We discussed getting back on schedule of having the financials for the prior month at the monthly Vestry meeting. That is the goal going forward.
- In terms of our financial picture through February, here is what Jeff reported:
 - Revenues are lower than we would like; possibly that is weather-related.
 - Expenses are slightly higher.
 - In terms of revenues, through February we are within 4% of expectations. This is not dramatically different than the same period in 2009 when we were 3% below.
 - In terms of our cash position, we have just under \$140,000 in unrestricted cash.
 - At this time there appears to be no dramatic upside or alarming downside to our pledge income.
- Once more data is in, we will need to analyze our trajectory and, if needed, consider alternatives via stacking our priorities.

Officer's Report – Joe Gallagher

Authorization

- Joe noted that, as a procedural matter, the Vestry needs to pass an annual resolution authorizing certain persons to sell, assign and endorse for transfer certificates representing stocks, bonds or other securities in the name of CCE.

RESOLVED, that the Vestry of Christ Church Episcopal approves that Jeffery S. Conklin, Joseph Terrence Gallagher, and William Gray Beattie are hereby authorized to sell, assign and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of Christ Church Episcopal. This motion was seconded and carried.

Shared Space Usage Procedures

- The Shared Space Usage Procedure Team has finished its work, which resulted in the creation of Shared Space Usage Guidelines.
 - The team consisted of Rick Elliott, Elizabeth Franklin, Barry Hayes, Jan Modlinski and Kathy Nunn.
 - The Guidelines will allow us to do as much as we can with the resources that we have.
- The Shared Space Usage Guidelines are attached to these minutes as Addendum 4.

RESOLVED, that the Vestry of Christ Church Episcopal approves the Shared Space Usage Guidelines presented to the vestry at its April 21, 2010 meeting as developed and submitted by the team appointed to develop them. This motion was seconded and carried.

Update on the Action Relating to the North Gayton Road Extension:

- Joe indicated that when we deeded some of our existing property to the County as part of the original POD process, we hand delivered the deed paper work to the County. The County apparently lost it since it was not recorded.
 - Consequently, we are re-creating the process, and Joe will hand deliver the deed paper work to the clerk's office and ensure that it is recorded.
- Joe has had continued discussions with the County about paying for our shed, which it has agreed to do. The County will also pay us to store what is in it currently.

Rector's Report – Paul Johnson

Update on Adult Ministries and the Future:

- We discussed the prospectus for the creation of a new staff position of Minister of New Member Incorporation and Adult Formation.
- This person would have two responsibilities which, although not identical, overlap in many ways:
 - To shepherd the new households of Christ Church from first time guests to fully integrated servants of Christ in the Church.
 - To oversee, manage, and create a system of education and formation in the Christian walk for adults.
- The request for the creation of the position comes forward with the endorsement of the Adult Ministry Team and the Newcomers Team.
- The intent is that this be a full-time position, filled by a lay person, although the possibility could exist for a part-time position.
- The person would work with the Newcomers Team and the Adult Ministry Team, and would report to the Rector.
- New Member Incorporation responsibilities would include:
 - To strengthen a culture of reaching, inviting, welcoming, and integration.
 - To lead and train a team that will have the specific responsibility of assisting in the ministry of welcoming and incorporation. This team, the Newcomer Team, already exists.
 - To communicate well with each new household that visits CCE.
 - To serve as a host at worship and significant congregational events to ensure that persons new to the community experience welcome.
 - To walk with each new household through a process of full integration. This process includes some of the following steps: a return for a second and third visit; movement to regular worship; creation of meaningful connections with other members of the church, in particular through participation in some sort of

small fellowship ministry; helping new people discover their gifts and passions; lead and direct them to ministries of service that help them live out their godly call.

- This person will work with the clergy to strengthen a teaching process that will help them live faithfully. In other words, work with the clergy to develop a method and curriculum of teaching the faith and how to live it.
- Adult Formation Responsibilities would dovetail with the teaching responsibility noted above such that the person would strengthen and develop a system of ongoing adult education and formation in the knowledge and practices of the faith. This would include:
 - Serve as a resource for the various Bible study and small group ministries already part of our common life.
 - Create new opportunities for people to be engaged in education and formation on the three levels of simple; deeper; and deep; recognizing that people are in different places and capable of different levels of commitment.
 - Coordinate specific teaching and learning opportunities around topics of interest for the congregation and neighborhood.
 - Work with the Rector and staff to invite guest speakers and teachers.
 - Ensure full and appropriate communication of the various offerings and opportunities.
 - Work with staff and congregational leadership to create a culture of ongoing spiritual formation and growth.
- The benefits to the position are:
 - For newcomers, this person would be the contact person; the person on staff who knows them first. Studies reveal that 70% of persons who visit a congregation for the first time return when they feel a personal relationship has been established. The most important things for someone new to the church are relationships and connections; and then, over time, meaningful and life-giving participation. This person will have responsibility for overseeing this process for people new to the church.
 - For all people, this person would provide the necessary leadership and oversight to ensure that we are creating as many opportunities for teaching and learning the way of discipleship as possible, recognizing that it is never “one size fits all.”
- The financial impact of the position might be offset by the bottom line impact it would make, in addition to the spiritual impact.
 - If two households a month become fully-integrated members of CCE who otherwise wouldn't have, this position more than pays for itself.
- The ensuing discussion revealed that there was general agreement on the necessity for the position. There was concern about funding it given current budgetary constraints.
- Discussion topics included whether this should be a full or part time position, and whether it should be filled by clergy or a lay person.
- The Vestry agreed that it would consider the topic again in May after the Vestry retreat. The proposed motion to approve and create the position was tabled until that time.

Update on the Vestry Retreat – April 30 and May 1, 2010

- We thanked Elizabeth and John Franklin for hosting the retreat.
- We will do some Bible study of the Book of Acts.
- We are going to spend some time dwelling in the scriptures seeing how the story in Acts relates to our lives.
- We talked about where the discussion will lead us. We don't know what will come of it.
 - It may give us a fresh perspective on where we are and what we need to do.
- The topics we may focus on are: Money and wealth; evangelism and church (numerical) growth; the practices of the community, the things they did together to be God's people; membership and incorporation of new people; being in the world - living their faith in the world, their relationship with their world and culture; governance and decision-making.

Update on the Senior Youth Minister Search Process

- Through April 21, the Senior Youth Minister Search Team has:
 - Received and reviewed 40 resumes
 - Conducted 13 preliminary phone screens
 - Conducted nine group interviews
 - Paul has interviewed three candidates with another pending
 - We are in the process of scheduling two campus visits (with the possibility of a third depending on the outcome of the pending interview with Paul).

Kathy Guin

- Kathy, a member of CCE, is finishing her second year in seminary.
- She needs a statement from the Vestry supporting her candidacy for Holy Orders.

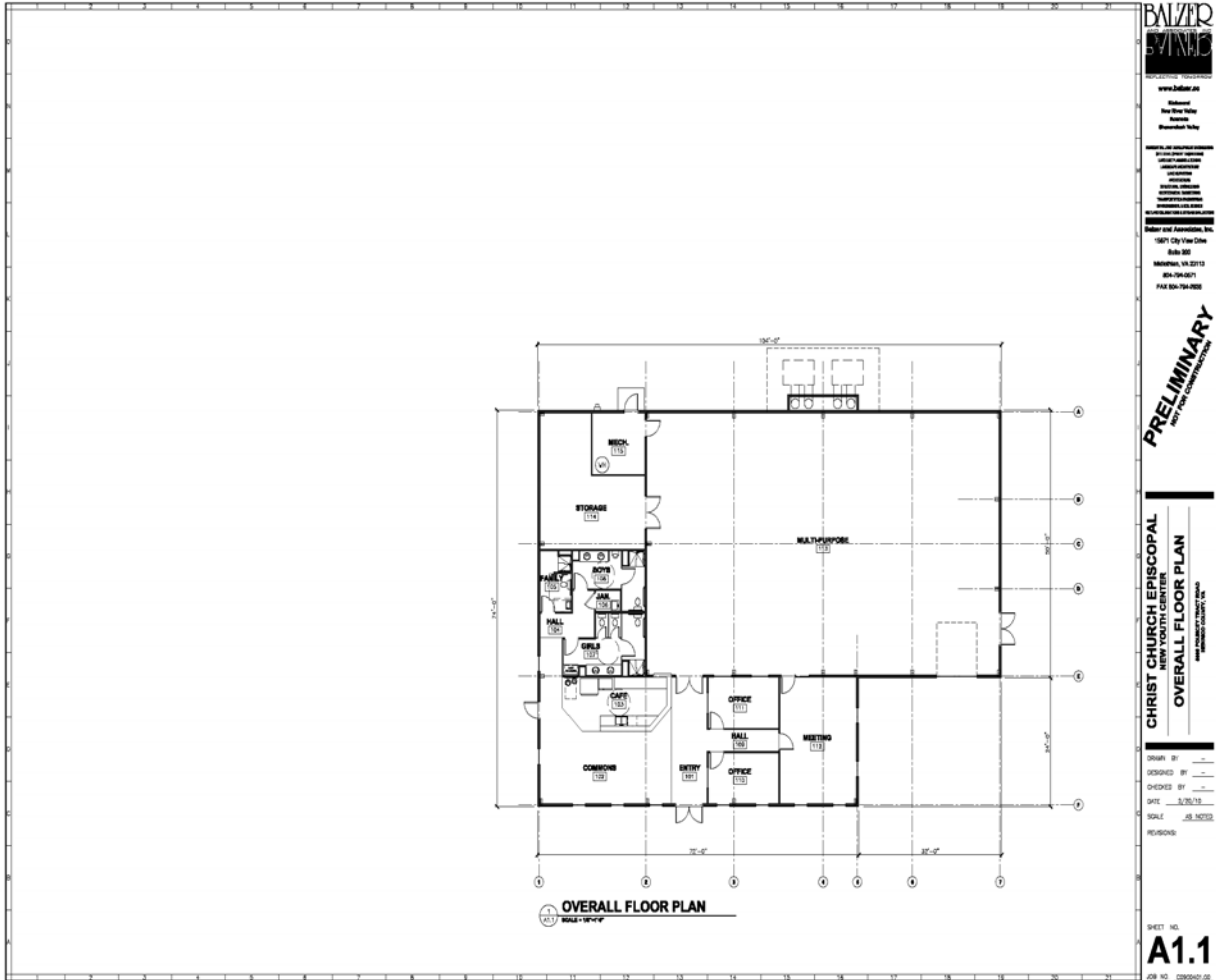
RESOLVED, that the Vestry of Christ Church Episcopal approves the candidacy of Kathy Guin for Holy Orders. This motion was seconded and carried.

Following a wrap up, the meeting was adjourned at 9:10 p.m.

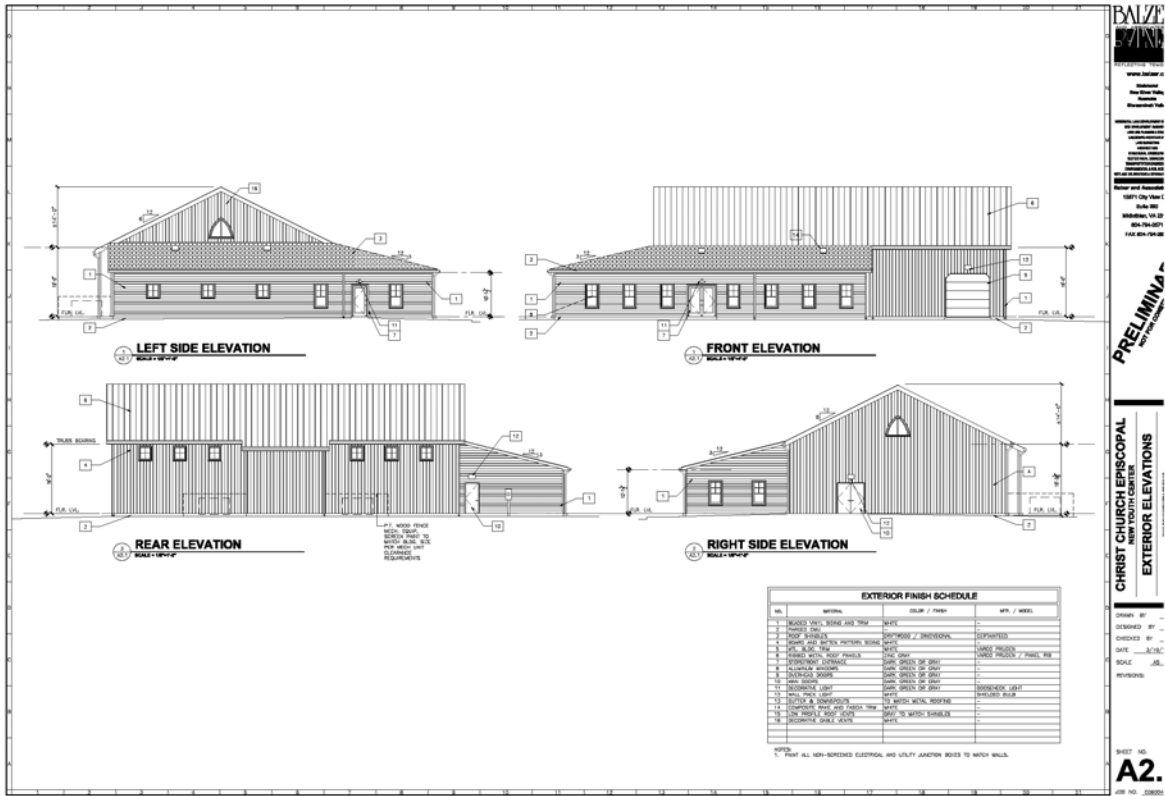
Respectfully Submitted,

Jim Wheeler
Registrar

Addendum 1 – Youth Building Floor Plan



Addendum 2 – Youth Building Exterior View



Addendum 3 – Youth Building Physical Description of Finished Spaces

CCE Youth Center - Physical Description of the finished spaces

Hansell 4/14/10

Exterior

White vinyl lap siding on the single story facade, green aluminum clad windows with asphalt shingle roof. Two story facade vinyl siding board and batten, metal roof gray with green aluminum clad windows.

Interior

Entry 101 - Painted drywall walls, 2'x4' acoustical ceiling tile ceiling with can light fixtures and vinyl composite tile flooring.

Commons 102 - Painted drywall walls, 2'x4' acoustical ceiling tile ceiling with can light fixtures and carpet flooring.

Cafe 103 - tbd (trying to use gifted cabinets). Counter tops tbd. 2'x4' acoustical ceiling with pendant light fixtures & can lights.

Hall 104 - Painted drywall walls, ceramic tile floors with drywall ceilings and can lights.

Family Bathroom 105 - Painted drywall walls, ceramic tile floors and partially on walls with drywall ceilings and can lights. Includes 1 vanity, 1 toilet and 1 fiberglass shower.

Janitor's Closet 106 - Painted drywall walls, ceramic tile floors with drywall ceilings and can lights. Includes 1 janitor's sink and shelves.

Women's Bathroom 107 - Painted drywall walls, ceramic tile floors and partially on walls with drywall ceilings and can lights. Includes 2 vanities, 3 toilets and 1 fiberglass shower in the ADA bathroom stall.

Men's Bathroom 108 - Painted drywall walls, ceramic tile floors and partially on walls with drywall ceilings and can lights. Includes 2 vanities, 1 urinal, 1 toilet and 1 fiberglass shower in the ADA bathroom stall.

Hall 109 - Painted drywall walls, 2'x4' acoustical ceiling tile ceiling with lay in 2'x4' light fixtures and carpet flooring.

Office 110 - Painted drywall walls, 2'x4' acoustical ceiling tile ceiling with lay in 2'x4' light fixtures and carpet flooring with a window to the entry/commons.

Office 111 - Painted drywall walls, 2'x4' acoustical ceiling tile ceiling with lay in 2'x4' light fixtures and carpet flooring with windows to the entry/commons and the multipurpose room.

Meeting Room 112 - Painted drywall walls, 2'x4' acoustical ceiling tile ceiling with lay in 2'x4' light fixtures and carpet flooring.

Multipurpose room 113 - Exposed ceiling (insulation on bottom of roof, spiral ductwork, conduit/lights and steel beams), walls 0' to 8' plywood above 8' sheetrock (columns and insulation) and vinyl composite tile flooring. Garage door to the outside facing the front of the building and parking lot. Lighting will be fluorescent with three different settings (low, medium and high) to create different scenes

Storage 114 - Drywall walls primed, exposed structure ceiling with strip lights.

Mechanical space 115 - Drywall walls primed, exposed structure ceiling with strip lights.

Addendum 4 – Christ Church Episcopal Shared Space Usage Guidelines

In general, use of Christ Church facilities may not be scheduled more than 18 months in advance. Usage has been divided into 3 different categories.

Meeting spaces:

These are individual multi purpose rooms located throughout our campus. These rooms can be reserved by contacting the CCE office.

Common spaces:

These are the areas of the campus that are used as part of our common life. Currently they include the worship space, milling area, the worship space kitchen and the house kitchen.

These spaces can be reserved but have special caveats. First, if an urgent church need arises (such as a funeral), meetings in these spaces will need to be moved or rescheduled. The use of Worship space and/or milling area needs to be carefully coordinated with other functions. The house kitchen will not be scheduled for daytime meetings any day of the week and only for evening meetings as a last resort.

Youth and Music Space:

The ministries whom are the primary users of these spaces will determine their needs first. Once the primary ministry determines the times when they will not need the space (in six month increments), these times will be released to the office. The office will then be able to schedule those spaces. The office will keep the relevant primary ministry informed of events being scheduled as well as placing the events on the calendar.

The caveats for use of these spaces is that primary ministry team members may need to access space while functions are going on and certain unforeseen events, like a funeral, may make the space unavailable. Accessibility to the music space will be a consideration when scheduling events.

Nursery:

The main nursery is dedicated to use as a nursery only, as spelled out in the CCE Nursery Policy.

CARITAS

The CARITAS ministry poses unique scheduling needs. An effort will be made to schedule CARITAS dates 12-18 months in advance. At the time the dates are scheduled, space needs will be determined and necessary space blocked off on the facility usage calendar.

RESOLUTIONS

The Senior Warden will be responsible for resolving any conflicting space issues that arise via these guidelines or that are not specifically covered by these guidelines. In addition, the Senior Warden will be responsible to report to Clergy and Staff the conflict and the resolution if one were to arise.