

**Christ Church Episcopal
Vestry Meeting Minutes
June 16, 2010**

Approved - July 14, 2010

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

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

Others in Attendance: Kathy Nunn, Director of Parish Operations; Jeff Conklin, Treasurer

Overview of Administrative Staff and Duties - Kathy Nunn: Kathy provided an overview of the CCE administrative staff and their duties.

- Kathy Rogers – Accounting Clerk (16 – 18 hours/week)
 - Process offertory
 - Post contributions
 - Post miscellaneous cash deposits
 - Prepare bank deposits
 - Process invoices and prepare checks
 - Prepare and distribute pledge statements and year end contribution statements
 - Distribute financial reports to ministry teams
 - Conduct background checks
- Jan Modlinski – Parish Administrator (full time)
 - Staff facilities contact including managing CCE campus calendar
 - Administrative support for the Rector
 - Sacramental Event support: baptisms, weddings, funerals, confirmation
 - Administrative support for Worship team and Vestry
 - Database administrator/ACS
- Josie Sicheri – Community Coordinator (full time)
 - Parish communications
 - Webmaster
 - Grateful Heart
 - Email blast
 - Staff support for Stewardship
 - Special/Community event support
 - Worship bulletins
- Kathy Nunn – Director of Parish Operations (full time)
 - Accounting and financial reporting
 - Payroll and benefits
 - Technology
 - Insurance

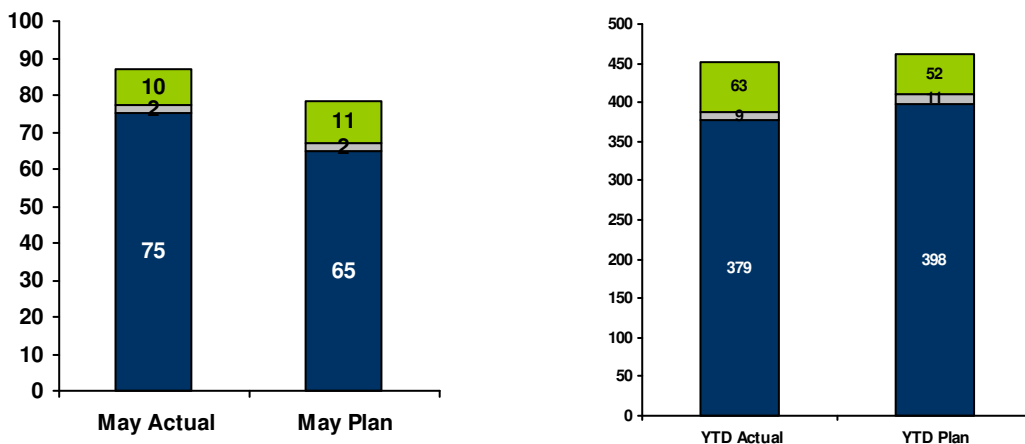
- In terms of reporting relationships:
 - Kathy Rogers, Jan and Josie report to Kathy Nunn
 - Jimmy Hanks (Sexton) reports to Jan
- The question was raised of who supports Adult Ministries.
 - Paul provides that support.
- We discussed whether we have enough staff.
- We discussed whether we have job descriptions in place for each position.
 - Kathy Nunn and Paul are in the process of developing these.
- We are utilizing an ACS modular software package for churches.
 - The question was raised of whether we can get an ACS trainer to come to CCE to provide on site training.
 - Kathy Nunn will look into that.
- Kathy noted that there are administrative tasks that could be completed by volunteers (projects with a specific beginning and end date).

Financial Report – Jeff Conklin

Jeff presented a financial update.

- Revenue:
 - May revenue exceeded forecast by 11% or \$8.4K: \$86.8K vs. \$78.5K with pledge income higher by almost \$10K, slightly offset by other items.
 - YTD Revenue is 2.4% or (\$10.9K) below plan.
 - In 2009, May revenues were \$81K vs. 2010's figure of \$87K.
 - YTD revenues are 5% behind 2009's figure of \$473K.

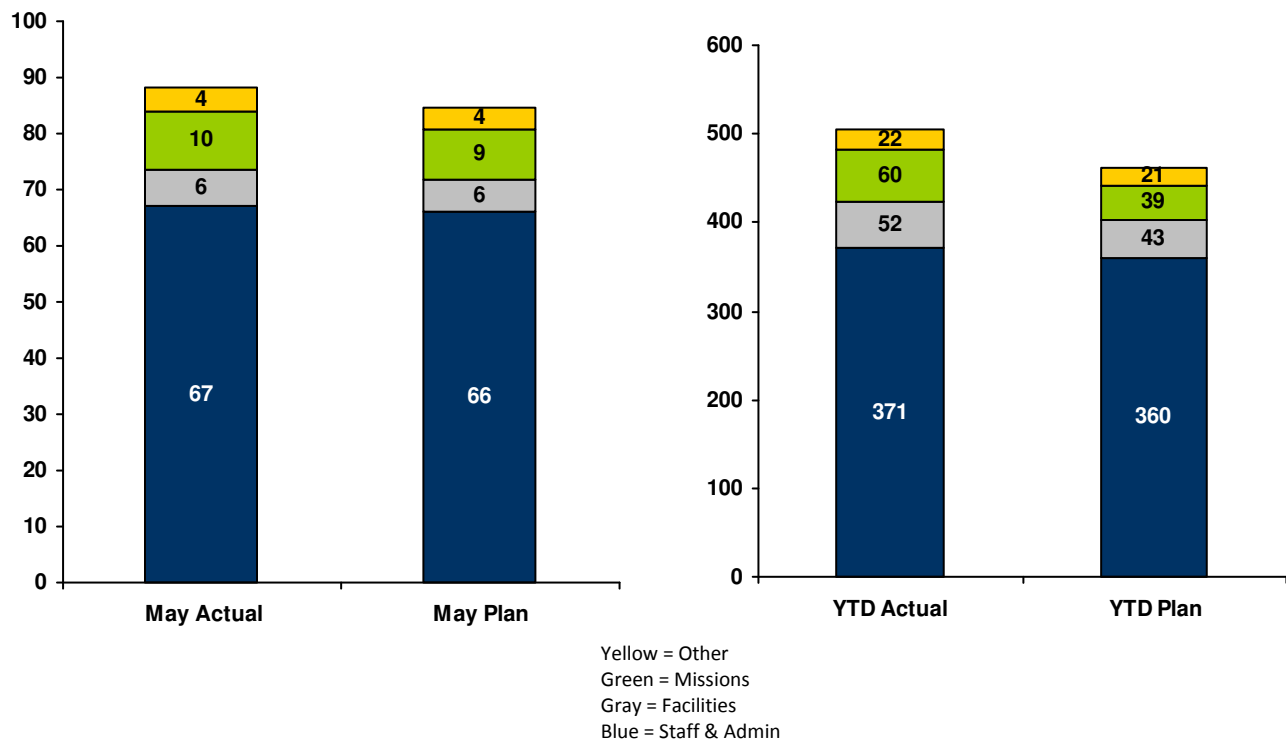
Revenue by Source (\$000's)



Green = Other
 Gray = Loose Plate
 Blue = Pledge

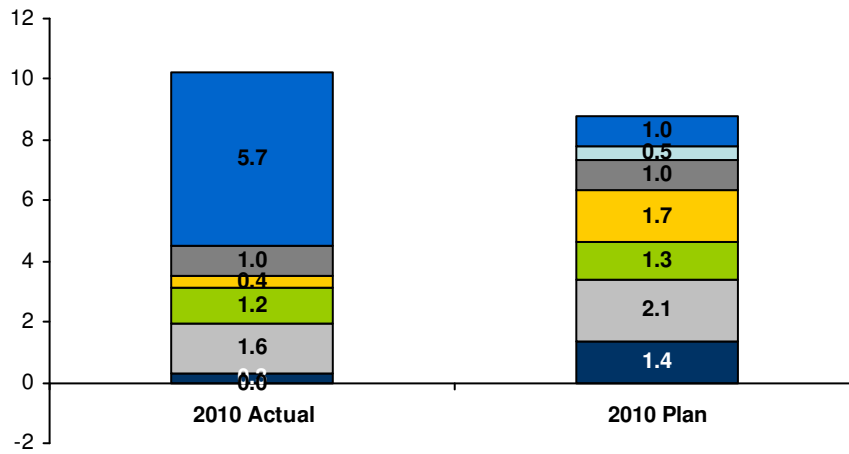
- Expenses:
 - Expenses are 4% or (\$3.3K) higher than plan: \$88.1K vs. \$84.8K, with Missions and Outreach spend ahead by (\$4.7K), and Salaries ahead by (\$4.4K), partially offset by lower office/administrative expenses (by \$3.3K) and other items.
 - YTD expenses are 9% or (\$41.8K) higher, led by Missions and Salary expenses.
 - In 2009, May Expenses were \$78K vs. 2010's figure of \$88K.
 - YTD Expenses are 16% ahead of 2009's figure of \$436K, with all categories higher.
 - Buildings & Grounds will be investigating how to reduce electricity usage.

Expenses by Type (\$000's)



- The timing of Missions and Outreach spend is driving overall missions expenses higher in May.
- YTD missions spend is \$59.8K vs. a forecast of \$38.7K (forecast predicated on '09 where spend was heavily back-weighted).
- To-date we have consumed 54% of the overall annual budget for Missions and Outreach in 2010, with the impact of higher M&O spend being partially offset by lower spend elsewhere.

May Missions Expense by Category (\$000's)

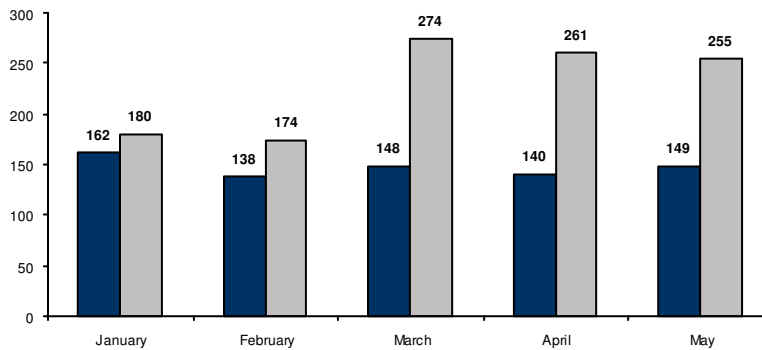


Blue = Missions
 Light Blue - Adult
 Dark Gray = Worship
 Yellow = Youth
 Green = Music
 Gray = Nursery
 Dark Blue = Children's

- Contribution:
 - The May net contribution was a deficit of (\$1.3K) vs. a forecast of (\$6.3K).
 - 2010's YTD contribution is a deficit (\$53.9K) vs. (\$1.2K).

- Cash Position:
 - May's unrestricted cash balance is \$149K, an improvement of \$9K over April.
 - Although improved, this unrestricted cash position remains below last year's figures.
 - The restricted cash balance at the end of May was \$363K, down from April's figure of \$382K.

Unrestricted Cash (\$000's)



Blue = 2010
 Gray = 2009

- Other (Controls, People, Systems, etc...)
 - The Audit will be addressed in the July Vestry meeting.

The final version of the financials was not available at the time of the meeting. They were finalized shortly after the meeting. The Vestry reviewed them by email on or about June 23, 2010. Thereafter, the Vestry considered and voted on a motion to approve the May 2010 financials by email.

RESOLVED, that the Vestry of Christ Church Episcopal approves the financials for May 2010. This motion was seconded and carried.

Missional Church Research Group Report – Louanna Heuhsen

Louanna provided an update on the work of the Missional Church Research Group.

- The group has met twice, and has engaged in complex and strenuous exercises.
- The group is working through a book, and will meet again next week.
- It is an interesting process. It is focused on who we are rather than what we do.
- The concept is “being there” for our neighbors in a different way.
- Members of the team are Paul Johnson, Hillary West, Rick Elliott, Joe Gallagher, Amy Goodman, Barry Hayes and Louanna Heuhsen.

Rector’s Report – Paul Johnson

Update on Adult Ministries and the Future

- The motion for the adult ministry position remains tabled.
- We continue to need to be aware of the financial situation.

Annual Giving Plan Update

- We will not be changing our annual giving process to February at this time.
- On September 12 we will begin talking about pledging, with commitment Sunday at the end of September.

Update on the Senior Youth Minister Search Process and the Youth Ministry Team

- The Senior Youth Minister search continues, and conversations with a candidate are ongoing.

Church Program Year

- It is a priority for the staff to plan and order the Church program year by June 30.
- This means that things like the Annual Meeting, retreat dates, and so forth will be set by the time of the July Vestry meeting.
- The program year begins September 12.

Officer's Report – Joe Gallagher

Update on the Action Relating to the Gayton Road Extension

- We are still waiting on the County's offer. We should be receiving an offer within two weeks. We will have 10 days to accept it.
- We will conduct an informational meeting for the congregation on June 27.
- The offer on the shed will come after the offer for the land.
- In terms of the Youth Building:
 - The Vestry expressed its thanks to Joe Jagdmann for his many hours of work on the contract for the Youth Building.
 - Dirt will begin moving on Monday, June 21 on the Youth Building site.
 - We have time to work on the fixtures, furnishings and equipment (FFE) for the Youth Building, and we will be doing so with the youth and the CCE community. We have six weeks to two months before the order needs to be made.

Pre-School Request on Playground Extension as Amended (Joe and Will Watkins)

- In July there will be an amended motion for the playground fence.

Emergency Situation Discussion for VPODs (Joe and Marilyn Wayland)

- We will be developing an emergency preparedness plan. We will coordinate with the Pre-School to develop it.

Pre-School Hires

- The Pre-School desires to hire four employees, which falls within its budget.

RESOLVED, that the Vestry of Christ Church Episcopal approves the hiring of the four candidates that the Pre-School proposes to hire. This motion was seconded and carried.

Following a wrap up and closing prayer, the meeting was adjourned.

Respectfully Submitted,

Jim Wheeler
Registrar

Elizabeth Franklin
Acting Registrar