

**Christ Church Episcopal  
Vestry Meeting Minutes  
September 28, 2011**

**Approved 10/17/11**

**Location:** Church House Garage

**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; Barry Hayes; Will Watkins; Marilyn Wayland; Tricia Williams; Lee Heck; Kevin Kinter; Tom McNally; Andy Reisinger

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

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

**Staffing Plans:**

- Assistant Rector:
  - We are actively searching for a priest to serve on an interim basis.
  - In terms of the full time, permanent position, a team comprised of Bill Beattie, Louanna Heuhsen, Lilly Andrews and Paul Johnson is working on a position description that will be presented to the Vestry at the October meeting.
- Youth Program:
  - We are actively pursuing an opportunity to call someone to a part-time, interim, assistant youth minister position.
  - We will be working on a formal job description for the open position.

**Christ Church at Twenty-One (Paul Johnson):**

- The following people have agreed to serve on this committee:
  - Brock Vaughn, Chair
  - Amy Goodman
  - Libby Bush
  - Karen Soule
  - Marc Halbritter
  - Ken Royston
  - Kimberly Kimball
  - Laura Lafayette
  - Bill Beattie
  - Louanna Heuhsen
- The first meeting will be held the week of October 3, 2011.
- One thing the group, as well as the Vestry, will need to consider is how the initiatives identified at the Vestry retreat earlier this year meld with what this group will be doing.

### **Annual Giving (Paul Johnson):**

- We kicked off the Annual Giving campaign this past weekend. Barry Hayes did a great job of reflecting on his experience of serving at CCE.
- Email blasts will be sent every Tuesday.
- Nick Parker created the video that was shown, and we agreed that he did a fantastic job with it.
- The Time and Talent Catalogue is finished. Jen Sullivan and Elizabeth Franklin did a wonderful job with it.
- The Annual Giving campaign will be capped off with a single service for the entire parish on Sunday, October 16 at 10 a.m. We will be inviting people to make an offering on that day of two pledge cards – one for time/talent and one with a financial pledge. Following the service, there will be a picnic at which pizza will be provided.
- We are finalizing the pledge packets that will be mailed.
- We have been blessed with 64 shepherds who have volunteered to contact people about the campaign, and then to say “thank you.”
- Jen Sullivan talked about next steps regarding the time and talent offering. For each service opportunity we need an owner. There will be a training session on October 20 so we can learn how to use the small group feature of ACS to assist in responding to time and talent data.
- The Annual Giving team is being led by David Soule and Kelley Handshaw, and they are doing a terrific job of planning, organizing and coordinating the many efforts.

### **Gifts (Paul Johnson):**

- CCE has been blessed with the gift of children and youth. Paul mentioned that last weekend there were over 100 youth at youth group (middle school and high school). There were also over 130 children at Kid’s Quest last weekend. A remarkable statistic is that 26% of our congregation at the Sunday services this past weekend were children fifth grade and younger. In addition, our Preschool is off to a great start, and we have 75 students. Overall enrollment has exceeded expectations and the new two year old class is full. We are indeed a blessed congregation.
- Paul reported that within the last two weeks, we received an incredibly generous gift of \$100,000. There are no restrictions on its use.
  - The Vestry expressed its profound and sincere gratitude for such a generous gift.

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

	2011 Current Month						2011 Budget	
	August Actual	August Budget	Variance over/ (under)	YTD Actual	YTD Budget	Variance over/ (under)	2011 Full Year Budget	Aug YTD % of Total
<b><u>Revenue</u></b>								
Pledge Income	\$57,699	\$66,901	(\$9,202)	\$636,622	\$649,026	(\$12,404)	\$1,049,024	61%
Loose Plate	\$1,455	\$2,026	(\$571)	\$15,204	\$13,730	\$1,474	\$26,000	58%
Non Pledge Giving	\$15,719	\$9,107	\$6,612	\$137,072	\$71,774	\$65,298	\$144,000	95%
Other Revenue	\$600	\$292	\$308	\$4,459	\$2,333	\$2,125	\$3,500	127%
<b>Total Revenue</b>	<b>\$75,473</b>	<b>\$78,325</b>	<b>(\$2,852)</b>	<b>\$793,357</b>	<b>\$736,863</b>	<b>\$56,494</b>	<b>\$1,222,524</b>	<b>65%</b>
<b><u>Expenses</u></b>								
Salary & Benefits	\$59,875	\$58,332	\$1,544	\$526,346	\$515,573	\$10,773	\$781,673	67%
Facilities/G&A	\$15,210	\$24,272	(\$9,062)	\$147,452	\$162,651	(\$15,198)	\$243,815	60%
<u>Ministries</u>								
Adult Ministry	\$237	\$364	(\$127)	\$174	\$2,544	(\$2,370)	\$4,000	4%
Children's Ministry	\$1,720	\$376	\$1,344	\$4,255	\$7,691	(\$3,436)	\$10,380	41%
Nursery	\$1,249	\$1,667	(\$417)	\$14,926	\$13,333	\$1,593	\$20,000	75%
Youth Ministry	\$3,535	\$5,730	(\$2,195)	\$11,778	\$13,930	(\$2,152)	\$18,990	62%
Music Ministry	\$1,540	\$920	\$620	\$6,550	\$12,130	(\$5,580)	\$19,600	33%
Lay Pastoral care	\$0	\$0	\$0	\$0	\$250	(\$250)	\$500	0%
Social/Newcomers	\$153	\$125	\$28	\$2,089	\$1,434	\$655	\$3,368	62%
Worship	\$422	\$363	\$58	\$6,893	\$7,282	(\$389)	\$10,910	63%
Mission & Outreach	\$4,973	\$7,868	(\$2,894)	\$44,401	\$62,941	(\$18,541)	\$104,902	42%
Diocesan Support	\$5,094	\$6,094	(\$1,000)	\$40,751	\$41,751	(\$1,000)	\$63,526	64%
Preschool	(\$603)	(\$603)	\$0	(\$4,824)	(\$4,824)	\$0	(\$7,236)	67%
<b>Total Expenses</b>	<b>\$93,406</b>	<b>\$105,507</b>	<b>(\$12,102)</b>	<b>\$800,791</b>	<b>\$836,686</b>	<b>(\$35,895)</b>	<b>\$1,274,428</b>	<b>63%</b>
Surplus/(Deficit)	(\$17,933)	(\$27,182)		(\$7,433)	(\$99,823)		(\$51,904)	
as % of Revenue	-23.8%	-34.7%		-0.9%	-13.5%		-4.2%	

- The Foodbank collection was \$658.

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

**Health Care Parity**

- The Vestry continued its discussion begun in the August 2011 meeting.
- To recap the background: At the 2009 General Convention, Resolution A177 was

passed. It established the Denominational Health Plan. There are a number of provisions in this resolution, but item 4 may require changes to the way churches administer health care benefits.

- Item 4 provides that “The Denominational Health Plan shall provide equal access to health care benefits for eligible clergy and eligible lay employees.” Eligibility is established at a minimum of 1,500 hours of scheduled work annually.
- As do many other parishes, CCE differentiates between clergy and lay employees in the amount of health care benefits each group receives.
  - Clergy receive coverage for themselves and their dependents at no cost.
  - Lay employees receive single coverage at no cost and are required to pay 25% of the premium for dependent coverage.
- The Finance Committee has presented two options for the Vestry to consider that would enable CCE to comply with the resolution. The two options are:
  - CCE provide full coverage for all lay employees’ dependent care (bring up to clergy level).
  - CCE offers clergy the same dependent coverage as lay employees (we could offer a one-time salary increase to offset the benefits change).
- The Finance Committee has recommended the second option.
- Following discussion and on motion duly made and seconded, the Vestry approved the following:

**RESOLVED, that the Christ Church Employee health insurance benefit as described in the employee manual be amended as follows, effective January 1, 2012, to bring Christ Church into compliance with General Conventional resolution A177:**

#### **Health Insurance**

**Health insurance is provided through the Diocese of Virginia. One plan will be selected as the base plan for Christ Church employees. Open enrollment occurs annually (normally in the fall) at which time available plans, coverage, rates and the Church’s premium contribution, and employee’s premium contribution may change. Eligibility and coverage are defined only by the terms of each plan as provided by the Diocese of Virginia. Other plans may be offered but covered premium cost will be based on selected plan.**

**Clergy and Full-Time Lay Employees: May elect the selected plan at no cost for single coverage. For full time employees who elect dependent coverage, the Church contributes 75% of the selected plan incremental cost for dependent coverage.**

**Part-Time Employees: Plans are available for part-time employees to purchase at the group rate through the Diocese of Virginia.**

### **Missions & Outreach Spending YTD**

- Per the CCE Governance Guidelines – Financial Approval Policies for Ministry Groups, Missions & Outreach single expenditures of category of closely related expenditures above 15% of the Missions & Outreach budget require approval by the Vestry.
- Missions & Outreach has approved expenditures of \$23,000 related to Haiti. This includes \$12,000 on the Haiti mission trip (of which \$10,136 has been spent) and \$11,000 for a Haiti construction project (those funds have not been spent since they are pending Vestry approval). These expenditures exceed 15% of the Missions & Outreach budget.
- Missions & Outreach has approved expenditures of \$30,485 related to South Sudan. This includes \$9,000 for the South Sudan mission trip (of which \$8,568 has been spent), \$5,485 for Hope for Humanity (restricted funds of which all has been spent), and \$16,000 to Hope for Humanity (those funds have not been spent since they are pending Vestry approval).

**RESOLVED, that the Vestry of Christ Church Episcopal approves the proposed expenditures for Haiti and South Sudan/Hope for Humanity voted on by the Missions & Outreach Faith in Action committee. This motion was seconded and carried.**

### **Memorial Garden (Barry Hayes and Tricia Williams):**

- Barry and Tricia presented a proposed location, design, plan and budget for the Memorial Garden.
- Location: The location is proposed to be to the side of the church house (the side near the new road) between the former basketball court and the current location of the community garden. (The plan would be to relocate the community garden to an as yet undetermined location, thereby opening up the view of the campus quadrangle from the new roadway.)
- Design: Barry and Tricia handed out material showing the design and scope of the Memorial Garden. The design was created by the architect we retained, Preston Dalrymple. Preston's plans include areas designated for the sprinkling of ashes, the burial of ashes and the internment of ashes within a vessel.
  - There are no plans for lighting or irrigation. The design is for low maintenance plants.
- Construction requirements:
  - The project duration is estimated to be 60 to 90 days, weather dependent.
  - County requirements:
    - Set-back of 40 feet from the property line
    - Building permit required for brick walls, etc...
    - There are no county requirements regarding cremains
  - CCE administrative and maintenance costs should be minimal.

- Estimated Construction Costs
  - Site work \$ 6,600
    - Excavation
    - Drainage
    - Berm
  - Hardscape \$30,968
    - Concrete Walls
    - Pavers
    - Brick Walls
  - Fencing \$ 3,080
  - Columbarium Niches \$28,000
  - Plantings \$20,363
  - **Total** **\$88,419** (we should estimate \$100K for overruns)
- Capacity
  - 1,120 plaque spaces for sprinkled/interred cremains
  - 120 double niches
  - 20 single niches
- Long Term Revenue Estimate
  - 1,120 @ \$1,000 \$1,120,000
  - 120 @\$2,000 \$ 240,000
  - 20 @ \$1,400 \$ 28,000
  - **Total** **\$1,388,000**
- We agreed that we need to seek legal advice on the pre-need sales process (contracts, administration, financial, etc...) before we begin selling niches, and we will need to establish policies in this regard.
- Barry agreed to oversee the construction process (along with other individuals he will recruit).
- The Vestry expressed its appreciation to the Memorial Garden committee for the excellent work it has done.
- Following discussion and on motion duly made and seconded, the Vestry approved the following:

**RESOLVED, that the location, design and plan of the Memorial Garden be approved as presented at the September 28, 2011 Vestry meeting, and that a budget for the project of \$100,000 be approved. The construction project will move forward with all deliberate speed.**

**Landscaping the Perimeter (John Daylor):**

- We have had landscape architects from two firms tour the perimeter of our property, looking at a design with an eye toward a long term plan.
- We will need to wait for further progress on the road before we can fully assess the transition from the road to our property.

**Growing for the Generations Year End Push**

- The Growing for the Generations push is running well, although we currently have no structure in place to do anything more than send out occasional announcements or emails to remind people about their pledges.
- If we want to push more vigorously, we need people to take charge of the program and lead the final push over the last months of this year.

Following a closing prayer, the meeting was adjourned at 9:25 p.m.

Respectfully Submitted,

Jim Wheeler  
Registrar