

**Christ Church Episcopal
Vestry Meeting Minutes
January 19, 2011**

Approved Feb. 2011

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

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

Others in Attendance: David Latham, Treasurer; Chelley Watkins-Kennedy; Eboni Barnes-Kidd; Jen Wasik

Girl Scout Request: We welcomed Chelley Watkins-Kennedy, Eboni Barnes-Kidd and Jen Wasik who presented a proposal that CCE sponsor a Girl Scout Troop.

- Why do we need a Girl Scout Troop at CCE?
 - To give girls in our community the opportunity to belong to a troop; many girls in this area are on waiting lists.
 - To give the girls in our church an opportunity to be part of something bigger, such as serving with CARITAS and others.
 - To open up our church to the girls in our community and offer Christian Education in a different environment.
- Who will be responsible?
 - Chelley Watkins-Kennedy (CCE member), who has completed her volunteer requirements to be a Girl Scout Leader, and co-leader Eboni Barnes-Kidd will be responsible for organizing the troop.
 - The CCE Children's Ministry Team will serve as liaison from CCE to the Girl Scout troop, and will help with announcements, etc...
- How would the troop be organized? Who could join?
 - The goal is for the troop to serve Daisies (K-1st), Brownies (2nd-3rd), and Juniors (4th-5th), assuming we get enough volunteers, which can't be determined until we are given sponsorship and allowed to hold an initial parent meeting.
 - Anyone could join, but priority would be given to CCE members and girls on waiting lists at schools in the area.
- When and where would the troop meet?
 - The troop would meet two to three times per month.
 - The troop would like to meet on Friday evenings.
 - The troop would like to use Rooms 204, 205, 206, 207 and 209, and occasionally the worship space or youth building. Currently, these spaces are available on most Friday evenings.
- What does sponsorship mean for CCE?
 - A place to meet.

- Permission to sell nuts (fall) and cookies (spring) twice a year on the church campus.
- Some storage space for materials and supplies (a cabinet would be fine).
- Permission to announce events, etc... in church publications and a place on the children's portion of the CCE website.
- CCE will need to complete a form that is filed with the Girl Scouts organization.
- The Girl Scouts conduct background checks and sexual harassment training on prospective volunteers.
- The plan would be to have a parent meeting in February, and have the troop solidified by March.

RESOLVED, that the Vestry of Christ Church Episcopal accepts the proposal to sponsor the Girl Scout troop. This motion was seconded and carried.

After the presentation, the scout guests left with our appreciation for their proposal and the fine work they are doing.

Financial Information – David Latham:

December/Year End financials are in the process of being finalized. We will receive a formal report on them once they are completed.

Roman Gegererufael and Her Family:

- As the Missions & Outreach Ministry Faith in Action (MOMFIA) moves forward to support this family, there have been requests to donate money directed to helping them. IRS rules, however, prohibit directed donations. That is, a donor is not allowed to make a charitable (tax deductible) donation and have those funds directed to the sole benefit of any individual or family. Accordingly, donations made for the sole benefit of this family are not tax deductible.
- To address this issue, David and Kathy Nunn have discussed creating a special deposit account on the CCE general ledger for the family. All gifts to this account would not be tax deductible.
- Checks would be made out to "Christ Church", but we will stamp checks with a notation that they are not a tax deductible gift.
- These funds would then be available to MOMFIA to use to support the family.
- We will not be providing money directly to the family; rather we will be purchasing items and paying bills on their behalf.
- We will take a year by year approach with this arrangement.

Preliminary 2010 Financial Results

- The 2010 Budget projected a deficit of \$92,865.
- 2010 preliminary results reveal a budget surplus of \$33,360.
- The change is due to greater than anticipated non pledge giving.
 - The 2010 Budget projected non pledge giving to be \$144,000.

- The preliminary results are \$284,771 or an increase of \$140,771.
- This is largely due to a \$100,000 gift.
- The 2010 Budget projected total revenue at \$1,110,000. The preliminary results are \$1,263,265, or an increase of \$153,265.
- The 2010 Budget projected total expenses at \$1,202,865. The preliminary results are \$1,229,904, or an increase of \$27,039.
- The most significant variance from the 2010 Budget in terms of expenses was an increase in spending in the Missions & Outreach category of \$18,805. This is due to the Haitian relief contribution.

2011 Updated Budget Discussion

- Since our December meeting when we passed the 2011 Budget, we have received additional pledges. This brings our projected 2011 pledge income to \$1,049,024, or an increase of \$42,524.
- Based on our goal of providing 10% of our pledge income to Missions & Outreach, we need to increase its budget allocation by \$4,252, resulting in a total allocation of \$104,902.
 - We affirmed that \$10,490 of this amount is designated for youth mission trips.
- We discussed the fact that our Diocesan Support is less than 5% of projected total revenue.
 - This is a small amount for a church our size.
 - We should intentionally consider our obligation to the Diocese, since we were born out of the Diocese.
 - The consensus was to increase our Diocesan Support by \$6,126, to bring the Diocesan pledge to \$61,126. This represents 5% of projected total revenue.
- All of the changes to the Budget noted above (i.e. increase in pledge income, increased allocation to Missions & Outreach, and increased allocation to Diocesan Support), result in:
 - Anticipated total revenue of \$1,222,524.
 - Anticipated total expenses of \$1,274,428.
 - A projected budget deficit of \$51,904, or 4.2%.

RESOLVED, that the Vestry of Christ Church Episcopal approves the amended 2011 Budget, totaling \$1,274,428 in expenses. This motion was seconded and carried.

Growing for the Generations Update

- As of December 31, 2010, the Growing for the Generations campaign stood as follows:

○ Total Initial Pledge Amount:	\$1,607,052
○ Pledges Withdrawn or Amended Down:	\$ 46,399
○ Total Available for Collection:	\$1,560,653
○ Total Collected Through 12/31/2010:	\$1,152,329 (73.8%)
○ Total Yet to be Collected:	\$ 408,324 (26.2%)

Rector's Report – Paul Johnson

Annual Meeting

- The CCE Annual Meeting will be held on Friday, January 28, 2011.
- The meeting will include an ice cream social.
- It will be a relatively simple meeting. Topics to be discussed are:
 - Spending plan for 2011.
 - Review of what we have done in 2010.
 - Election of five new Vestry members. Five Vestry candidates have emerged – Andy Hagy, Lee Heck, Kevin Kinter, Tom McNally and Andy Reisinger. They will be elected by acclamation at the Annual Meeting.
 - Some thoughts on the future, including the fact that we are working on a process to consider how best to utilize the funds we will receive from the sale of the land.
 - We will also talk about the prospect of holding listening sessions, which will be opportunities for people to come together and respond to some questions.

Officers' Report – Joe Gallagher and Bill Beattie

Update on Final Settlement with the County - Joe

- The final amount that we will receive for the sale of our property is \$787,300.
- Joe noted that it will come in two checks – one for the condemnation of the land taken for the road, and the second for the purchase of our “orphaned” land.
- We will be assembling a team to think through what to do with the funds.

Announcement of Vestry Resignation - Joe

- With deep regret, Joe announced that Melinda Hancock will resign from the Vestry effective February 1, 2011 due to extensive business travel that will keep her out of town for much of 2011.
- We will miss Melinda tremendously.
- The new Vestry will consider appointing someone to serve the remainder of Melinda's term (one year).

Finance Committee - David

- David is working on creating the Finance Committee. Invitations have been extended to several people.
- The suggestion was made to set a specific date for the first meeting to move the process along.
- A preliminary set of duties and responsibilities of committee members has been drafted.

Discussion of Newcomers/Adult Ministry Motion that Has Been Tabled - Joe

- Joe reiterated how important it would be to create a full time staff position to oversee Adult Ministry and its formation, as well as overseeing the Newcomers Ministry.
- He urged next year's Vestry to prayerfully consider this request.

Discussion of Furniture POD Request from MOMFIA and Buildings & Grounds - Joe

- MOMFIA and Buildings & Grounds have requested that CARITAS be allowed to place a permanent POD on our property for purposes of enabling the community to drop off donated furniture.
- CARITAS will buy the POD and advertise its location at other churches.
- There is great need for this, as there is no other drop off point in western Henrico County.
- CARITAS will be responsible for approaching the County for approval.
- We felt that this is a great idea. There is a concern, however, with who manages this process.
 - MOMFIA will have a point person to manage the process.
- We also empowered Buildings & Grounds and the CCE staff to determine the best place to locate the POD.

RESOLVED, that the Vestry of Christ Church Episcopal approves the placement of a POD in the Christ Church Episcopal parking lot for purposes of CARITAS collecting donated items, with the specific location of the POD to be determined by the Buildings & Grounds and Missions & Outreach Ministries. This motion was seconded and carried.

Discussion of Ministry Teams – Role and Operational Guidelines - Joe

- We discussed an issue that had come to our attention involving MOMFIA and a contribution made to Comfort Zone Camp.
 - MOMFIA provided the Vestry with a written explanation of its action to amend a gift to Comfort Zone Camp.
 - Although the action is highly unusual, after discussion the Vestry supports the decision of MOMFIA.
- This issue raises a larger question about Vestry oversight of ministry activities.
 - All ministry teams serve at the pleasure of the Rector and the Vestry.
 - As such, we have the right to ask questions about ministry activity.
 - When we delegate authority, we do not delegate responsibility.
- We need to develop more structure around the ministry committee process, including operations, terms of service, and roles & responsibilities.
- Louanna will take the lead in developing this structure, and will present it to the Vestry for review.

Youth Building Update - Bill

- The building is 95% complete.
- It will be finished over the next few weeks.
- We have a temporary occupancy permit.
- Youth staff (Joe Torrence and Jenna Vinci) will be moving in later this week.
- Furniture for the cafeteria and main room has been delivered.
- The last youth meeting in the Garage will be on February 6.
- The “soft” opening of the facility will be the youth group activities on February 13.
- The Grand Opening celebration will take place on February 20.
- We will invite folks from the Diocese to the Grand Opening.
 - The suggestion was made to have Emily Cherry of the “Virginia Episcopalian” take pictures and perhaps write an article for publication.

Vestry Meeting Dates

- We discussed moving the Vestry meeting dates to the fourth Wednesday of each month.
 - This would allow us to get complete financial information from the preceding month.
- We agreed to hold our meetings on the fourth Wednesday of the month.

Election of New Officers

RESOLVED, that the following be elected as officers of Christ Church for 2011: Bill Beattie – Sr. Warden, Louanna Heuhsen – Jr. Warden, David Latham – Treasurer, Jim Wheeler – Registrar. This motion was seconded and carried.

Family Support – Elizabeth Franklin

- Elizabeth described how Children’s Ministry, Youth Ministry, Adult Ministry and Lay Pastoral Care have come together as Family Support Ministry to combine resources and plan several joint ventures throughout 2011.
- Family Support Ministry is not an official ministry team, but rather a combined effort of the ministries mentioned above.
- Representatives of these ministry teams met in December, and shared some wonderful ideas.
- The first program for this combined group has been planned and is called “10 Great Dates.” It will begin on Friday, March 4 and continue monthly (one Friday evening per month) through January 2012. It will support marriage enrichment by providing couples a chance to have a “great date.”

This meeting was the last meeting of the Vestry year, and the last Vestry meeting for the members of our senior class.

RESOLVED, that great gratitude be offered to Joe Gallagher, Elaine Champion, Rick Elliott, Amy Goodman, and Mike Richards for the many good gifts each of them has brought to Christ Church during their three years of service on Vestry. We are forever thankful for their dedicated, effective and loving service. This motion was seconded and carried.

Following reflections from Vestry members, particularly the senior class on their years of service, and a closing prayer, the meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Jim Wheeler
Registrar