

**Christ Church Episcopal
Vestry Meeting Minutes
October 27, 2010**

Approved 11/10

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

Staff in Attendance: Paul Johnson, Rector; Hillary West, Assistant Rector; Joe Torrence, Senior Youth Minister

Others in Attendance: Jeff Conklin, Treasurer; Mac Thayer

Approval of Minutes from October 7, 2010 Electronic Meeting: A motion was made to approve the minutes of the electronic meeting held of the Vestry on October 7, 2010 at which time a parsonage allowance for Joe Torrence was discussed.

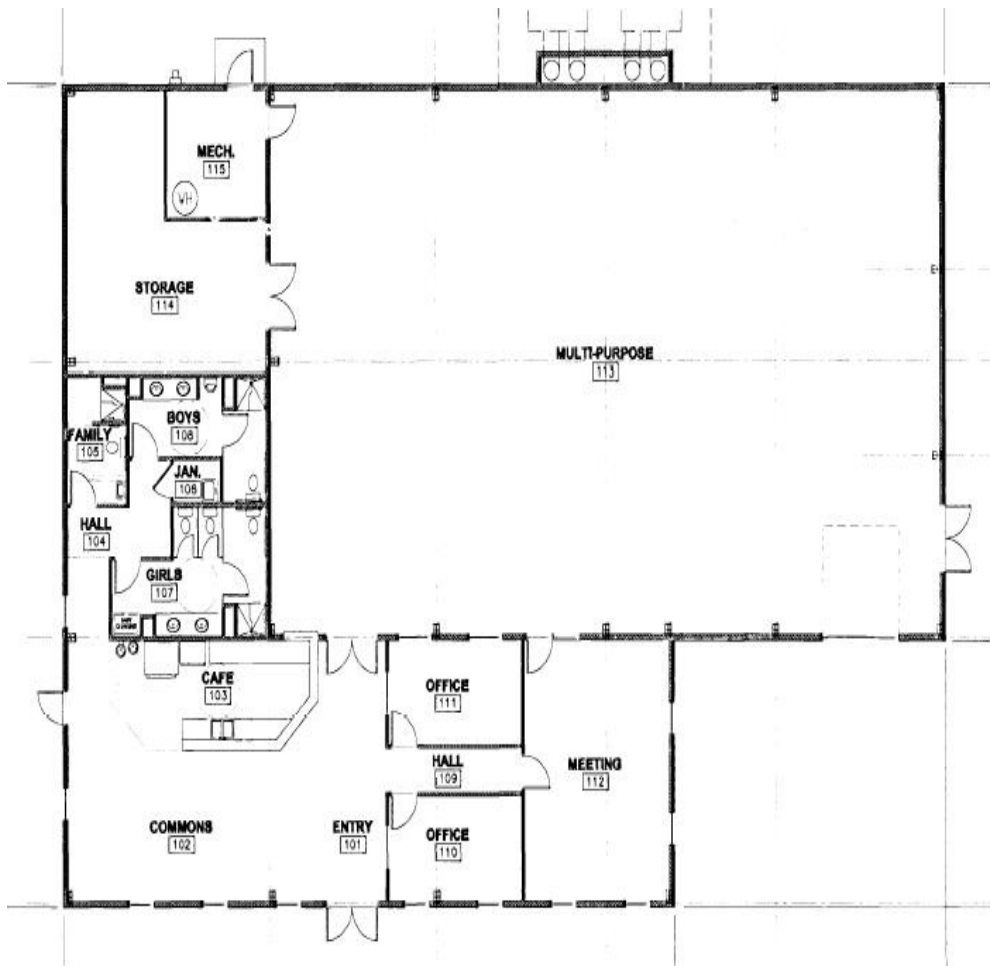
RESOLVED, that the Vestry of Christ Church Episcopal approves the minutes of the electronic meeting related to Joe Torrence's housing allowance. This motion was seconded and carried.

The Youth Building Vision – Joe Torrence

Joe presented his vision of the Youth Building

- The vision of the Youth Building is premised on the overall goal and mission of the Youth Ministry, which is that the Youth Ministry is inviting and growing, and develops our youth to live their lives as followers of Christ.
- Where we are going needs to drive the vision of the space, and not the reverse.
- How do we get there?
 - Worship: Teaching, small groups, music, media.
 - Building Community: We need to provide an environment where youth feel safe to be who God created them to be. We want our youth's relationship to CCE to be like that of a car to a garage. They come to CCE to get fueled, repaired and tuned up, but then they go out into the world. The Youth Building should be a place where the youth can feel safe and are known by name. It will be a comfortable place where they can stay for a little while, but not forever.
 - Joining in God's Mission: We want the youth to not only join with others at CCE, but also with those in the wider community (Short Pump and beyond).
- So how does this new space serve the vision?
 - It will serve as a safe gathering space for all people, but particularly students. It will be a Sanctuary where students experience their true identity found in Christ because they are free to be who God created them to be.
 - Many groups will use it besides the youth, including CARITAS, the Children's Ministry, the Preschool, and many others.

- The vision is that we would use this space as the place to which we invite people and the place from which much of the growth occurs. It will be a missional headquarters for the purpose of being gathered, prepared and sent out. We want the building to be used everyday. In that sense, it can serve as the missional launching pad for all of CCE – a mission into the community starting in Short Pump and Metro Richmond and extending into the world. It is a mission that shares the Love of God for the world. This building is a place where that journey begins.
- Joe described what the building will look like. This is a diagram:



- The foyer/commons area is where people enter. The youth can register there. We want it to be an inviting space – a lot like Starbucks. It needs to be very comfortable.
 - It can also be used for things like small group meetings.
- The multi-purpose room can accommodate many different designs depending on our particular needs. Everything in it, including staging, chairs, game tables, and so forth, will be moveable.
 - We will have a partition that will allow us to create more intimate spaces.

- We will have some games (air hockey, foosball), but they will be games that must be played with others, not individually. Again, we want to create a sense of community.
- Lighting: We want to be able to control the lighting. This is an important issue because the lighting controls the atmosphere in the room. We would need it brighter for games and dimmer for prayer/reflection. The lighting can move people.
- Sound: This is a metal building, and this poses an acoustic challenge. We need to ensure that the sound is adequate. Music is integral to the youth worship experience, as it is to many of the other uses to which the building will be put.
- What is already included in the building’s base price?:
 - Interior paint including painting the ceiling dark to add to “intimacy.”
 - Basic lighting with three settings – low, medium and high.
 - Wiring for all conceivable electrical needs.
 - Adequate square footage for meeting needs, office space for two youth ministers and storage.
 - Carpet for café, and tile throughout rest of building.
 - Cabinetry/countertop in café.
 - Showers for CARITAS as well as hookups/space for washer/dryer.
- Where do we go from here?
 - We will be good stewards of the equipment and furnishings we have already, but we need many items simply to get us to the point that the building is functional at the time it is complete.
- A committee has been working for the past several weeks to determine the needs of the building. The committee has priced the needed furniture and other equipment. The figures have been scrutinized closely and there is a lot of integrity in them. These are the “bare bones” numbers, i.e. what we need at a minimum to allow us to use the building as soon as construction is finished:

Audio	\$ 4,380
Video	\$ 3,350
Risers/portable staging	\$ 2,500
Task Lighting	\$ 660
Partition	\$ 3,100
Washer/dryer, etc...	\$ 1,700
Furnishings for foyer/reception area and small breakout areas for main room	\$ 8,600
TOTAL	<u>\$24,290</u>

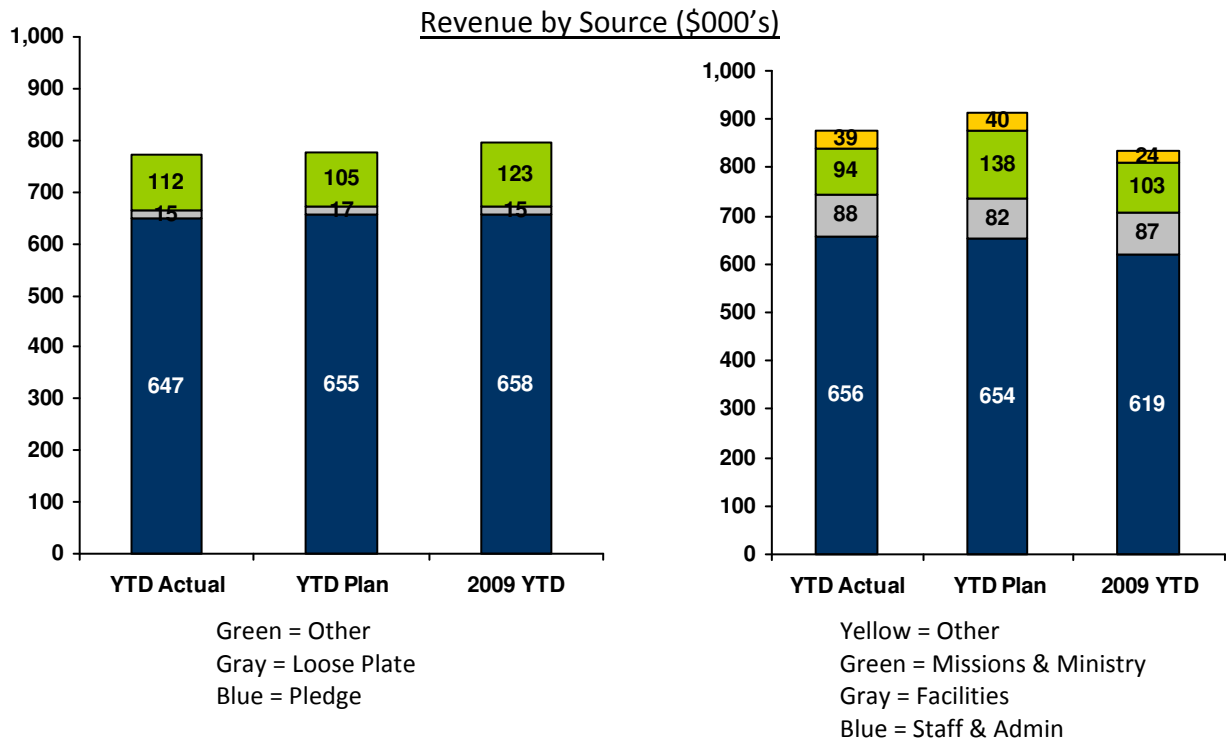
- Of the \$8,600 for furnishings, \$5,600 is for the foyer and \$3,000 is for the main room.
- We may need \$5,000 for sound dampening/acoustic improvements.
- On top of this, we would be looking at a contingency of an additional 10% to 15% for overages.

- What is not included are items such as a refrigerator, ice maker, microwave, office furniture, meeting room furniture, game tables, and replacement sofas and area rugs for seating during youth group worship.
 - Some of these items are being donated.
- Joe stressed that we will need to live in the space for a while before we know for sure what items are needed.

Following the presentation of the Youth Building Vision, Joe Torrence and Mac Thayer left the meeting.

Financial Report – Jeff Conklin: Jeff presented the financial update for September 2010.

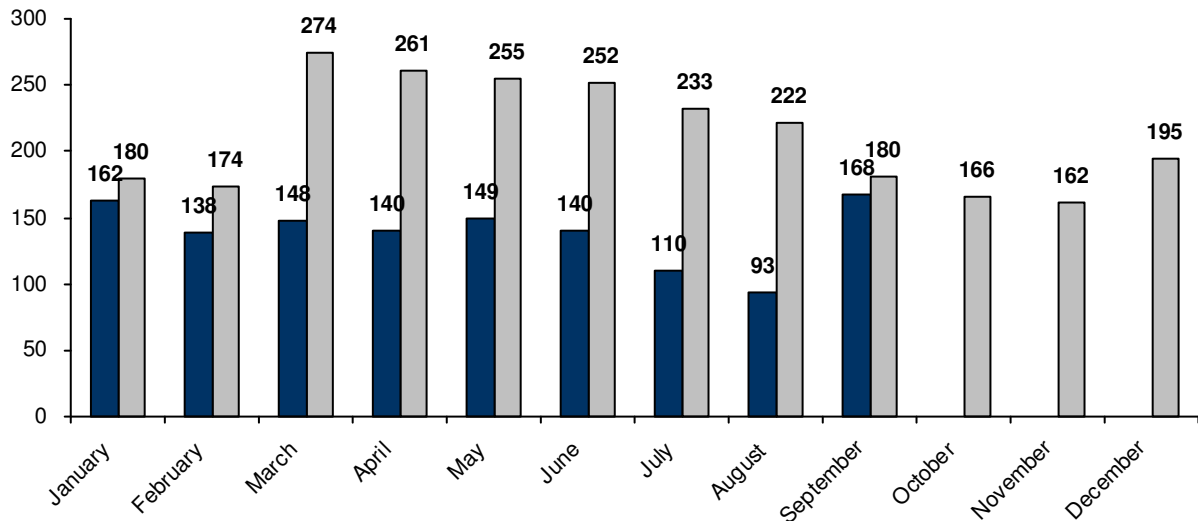
- Summary Highlights Through September 2010:
 - YTD Revenues are in-line with projections, with lower pledge and loose plate offset by other items.
 - Expenses thus far in 2010 are below budget by 4%, but timing is playing a role as Missions and Ministry spend will likely play catch-up through Q4.
 - Net Contribution is a deficit of (\$103K) vs. a budget estimate of (\$137K).
 - The year-end deficit is assumed at (\$93K) in the budget. We are ahead of projections on lower expenses through Q3.
 - Unrestricted cash was \$168K, up from the previous month's 93K on unanticipated giving.
 - The Vestry must determine the best use of unanticipated Revenue, but our current cash position now is very strong.
 - 2011 pledges through October 25 are at 81% of our goal of \$1.2MM.
 - 272 pledges for a total of \$961K after 5 weeks, and at this point in the campaign vs. last year:
 - The number of pledges is 5% higher.
 - The total dollars pledged is 20% higher.
 - The average pledge is 11% higher.
- Revenue:
 - YTD Revenues are essentially in-line with budget expectations through Q3, while Expenses are running 4% below.
 - YTD Revenues for 2010 are 3% below 2009 on lower Pledge and Other income.
 - Expenses YTD are 5% above the prior year, as higher Staff & Admin and Other expenses are partially offset by lower Missions & Ministry spend.



- Spend:
 - Ministry & total Missions spend is 22% below budget through Q3, largely driven by the timing of Missions/Outreach and other spend.
 - Excluding Haiti Relief, Missions & Ministry spend is 32%, or \$44K below budget through Q3.
 - To date we have consumed 53% of the core Missions & Ministry budget for 2010.

- Cash Position:
 - September's Unrestricted Cash position improved greatly due to a significant gift.
 - We still have an opportunity to call on the remaining Vestry-designated funds prior to year-end, or re-purpose depending on needs through Q4.

Unrestricted Cash (\$000's)



Blue = 2010
Gray = 2009

(In March 2009, \$40K of Vestry-designated funds were moved from Restricted to General Funds.)

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

Officers' Report – Joe Gallagher and Bill Beattie

Update on Counter-Offer from the County - Joe

- We are still waiting for the County's counter-offer. This is probably a positive development because it appears that the County is spending time on developing a comprehensive counter-offer.

Update on the Youth Building - Joe

- The project is about two weeks behind schedule, mainly due to County inspections and additional design and engineering of the lower roof section that was missed by the metal building fabricator/supplier.
- We still hope to be in the building by the end of 2010.

Update on Finance Committee and the Budget Process - Bill

- We have a list of possible candidates to serve on the Finance Committee. We will be reaching out to them in the near future.
- Bill, Jeff and Kathy Nunn will be working on a proposed budget that should be ready for review prior to the next Vestry meeting.
 - The proposal will outline different scenarios based on what the pledge level is.

- We had an extensive discussion about a budget deficit. Specifically, as this budget is being developed, what (if anything) is an acceptable deficit?
 - What is the principle that describes what a deficit can look like?
- The 2010 budget had a deficit of \$93K. We felt that this was acceptable for a number of reasons, including the fact that the economy was improving, the end of the capital campaign might spur people to increase their level of annual giving, we had a backstop of \$40K in Vestry designated funds, and we had a list of fund raisers that we could initiate if needed. There was also a sense of “God will provide.”
- After extensive discussion, the consensus was that a balanced budget is a freeing thing. It allows us to be liberated from the stress of wondering when good news will hit, and it allows us to be good stewards without counting on the unexpected. The principle should be that our first step is to manage conservatively and then manage up to what we receive.
- The end result is that we have a concern about going into 2011 with a budget deficit. One of the budget alternatives that will be developed prior to next month’s Vestry meeting is a zero deficit budget.

Discussion of 2010 End of Year Cash Position - Bill

- In terms of our anticipated 2010 year end cash position, at this time it appears that if everything comes in as expected, we will be flat on a cash basis at the end of the year.
- There are no great opportunities to slow spending over the remainder of 2010.

Discussion of Funds Requested for the Youth Building FF&E

- It is crucial that, when the Youth Building opens, it have minimally the FF&E described by Joe Torrence in his presentation. We also know that there will be some immediate needs that will be identified soon after we move in, which will probably include improving the acoustics and adding additional FF&E.
 - We would like to purchase furniture that will last, and not need to be replaced in a year.
 - We need to check to make sure that acoustic upgrades can be made just as economically after the building is completed. (Mark Hansell has subsequently confirmed that they can.)
 - We do not want the Youth Building Committee to keep coming back to the Vestry for funding requests when we know that there will be initial needs.
 - The integrity inherent in the funding request presented to the Vestry by Joe Torrence, along with the scrutiny to which those numbers have been subjected, clearly justifies that the Committee be granted expense authority up to a defined limit for near term needs.
 - To that end, the Vestry deemed it appropriate to grant authority to the Youth Building Committee to spend up to \$40K on FF&E.
 - We will examine how best to make these funds available. It could come out of our unrestricted cash position or we could apply it against our line of credit. The

Officers in consultation with Kathy Nunn will determine the best mechanism for making these funds available.

RESOLVED, that the Vestry of Christ Church Episcopal approves \$40,000 in funding for use by the Youth Building Committee to purchase fixtures, furnishings and equipment for the Youth Building as outlined by Joe Torrence in his presentation to the Vestry on October 27, 2010. This motion was seconded and carried.

Review Plans for 2011 Vestry Nominations

- Joe will draft a communication to the congregation that Vestry nominations are open, and setting forth the normal Vestry criteria. The tentative plan is to keep nominations open until early December.
- We are looking for eight people to run for the five open Vestry slots.
- A nominating committee will be formed to fill out the slate of candidates should the need arise.

Information on the Status of CCE Trustees and Reaffirmation Resolution

- As part of our original Plan of Development, CCE gave easements to both the County and to the Commonwealth of Virginia. The easement has been executed for the County portion (North Gayton Road), but we still need to execute the Commonwealth portion involving Pouncey Tract Road.
- To this end, we need to reappoint our Trustees and ratify our prior conveyances.

A motion to pass the following resolution was seconded and carried:

This Resolution of the Vestry of Christ Church Episcopal, Glen Allen, Virginia (the "Church"), on motion duly passed on October 27, 2010, provides as follows:

WHEREAS, William B. Vaughan, William B. Romaine, and Louanna O. Heuhsen (the "Trustees") have been validly appointed as Trustees of the Church, and

WHEREAS, this Vestry wishes to reappoint each of the Trustees, and to ratify all prior conveyances by said Trustees on behalf of the Church;

IT IS RESOLVED that the Vestry of Christ Church Episcopal reappoints William B. Vaughan, William B. Romaine, and Louanna O. Heuhsen as Trustees, for any purpose for which the Trustees may validly act pursuant to the Canons of the Episcopal Church, including but not limited to the conveyance of interests in real estate held by the Trustees as Trustees of the Church, and ratifies each prior conveyance entered into by any or all of said Trustees on behalf of the Church.

Resolution Relating to the VDOT Easement

- Per the discussion above, the following motion was considered:

A motion to pass the following resolution was seconded and carried:

WHEREAS, the congregation of Christ Church Episcopal of Glen Allen, Virginia, has approved the conveyance to the Commonwealth of Virginia by deed of gift and easement those certain parcels of land necessary for the construction, improvement, and maintenance of Route 271, Henrico County, Virginia, as more particularly shown on the plat attached hereto as Attachment 1 as “Proposed R-O-W” and “Permanent Slopes/Drainage Easement to VDOT”;

IT IS RESOLVED, that the Vestry shall request the Circuit Court of Henrico County, Virginia, to authorize the duly appointed Trustees of Christ Church Episcopal of Glen Allen, Virginia, namely William B. Vaughn, William B. Romaine, and Louanna O. Heuhsen, to execute a deed conveying said land.

Rector’s Report – Paul Johnson

Vibrant Congregations Project

- As noted in the September 2010 Vestry minutes, CCE has been selected as one of eight congregations to participate in the Vibrant Congregations Project. This is a Luther Seminary research project which is focused on identifying, and then listening to, congregations that deeply and creatively engage Christians’ callings in the world.
- We have formed a committee, which is comprised of Marc Halbritter (Chair), Dave Wasik, Keech LeGrand, Tom Weed, Libby Bush and Jenny Sarych.
- This group will be having conversations with people about their understanding of stewardship.
- Marc and Paul will be travelling to Luther Seminary in St. Paul, Minnesota to attend a conference at which stewardship issues will be discussed.

The Big Read 2010 – 2011: The Gospel According to Luke

- Our congregation-wide study of Luke continues.
- The study is going very well, and we have received excellent feedback on it.

Update on St. Francis Episcopal Church

- St. Francis is close to being able to move into its property on Hockett Road (Route 623), one-half mile south of Broad Street in Centerville.
- Construction has begun on renovating the existing building on the church property into a worship hall which will allow the congregation to discontinue worshipping at Randolph Elementary School and begin worshipping on its own property in their own building.
- This is wonderful news. CCE has been active in providing spiritual and financial support to St. Francis over the years, and we share in their joy and excitement.
- Photos of the construction can be seen at:
http://www.stfrancisva.org/About_Us/Construction/

Listening Session

- On Wednesday, November 17 from 7:00 pm until 9:00 pm, CCE will be hosting a listening session on faithful sexuality and the blessing of same-gender unions led by Bishop Johnston. All are welcome.

American Friends of the Episcopal Church in Sudan (AFRECS)

- AFRECS, founded in 2005, is a network of individuals, churches, dioceses, and other organizations that seeks to focus attention on the needs and priorities of the Episcopal Church of Sudan (ECS), and enable American friends to assist ECS in meeting the needs of the Sudanese people.
- CCE will be hosting a conference for AFRECS on June 17-18, 2011. Details are being developed.
- We hope that our Presiding Bishop, Katharine Jefferts Schori, will be able to attend.

Health Insurance Changes

- The Diocese of Virginia is changing health insurance plans. The whole Episcopal Church is moving to a national plan.
- This will result in some changes for our staff. There will be a lot more options.
- We are working to provide the best service we can and provide the same level of service that we have now.
- This will be occupying a lot of Kathy Nunn's time in the near future.

Fall Retreat – Refreshing our Spirit

- Our fall retreat will be held on November 12 and 13 on campus.
- The adult portion of the retreat will be led by Brother Geoffrey Tristram, Superior of the Society of St. John the Evangelist in Cambridge, Massachusetts.
- Brother Geoffrey will preach at all three services that weekend. He will also teach on Sunday evening for the Senior High Youth Group.
- Rebecca Guzman and the Children's Ministry Team will lead the children's portion of the retreat.

Annual Council

- Paul asked authority from the Vestry to invite CCE delegates for Annual Council.

RESOLVED, that Melinda Hancock, Mary Susan John, Harry Kelso and Steve Barnett be approved as CCE Delegates to Annual Council. The motion was seconded and carried.

Following a wrap up and closing prayer, the meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

Jim Wheeler
Registrar