

**Christ Church Vestry Meeting  
September 17, 2008  
Minutes**

*Approved 10/15/08*

**Vestry Members in Attendance:**

Karen Akens, Sr. Warden, Pam Board, Elaine Champion, Mary Ann Cooley, Rick Elliott, Joe Gallagher, Amy Goodman, Marc Halbritter, Jr. Warden, John Napier, Mike Richards, Dave Soule, Dave Wasik, Treasurer, Shelley Putney, Registrar

**Staff in Attendance:**

Paul Johnson, Hillary West, Sarah Fogler

**Guests in Attendance:**

Bill Beattie and Ken Royston, representatives of Building Steering Committee

Eucharist at 6:00 followed by dinner provided by Joe Gallagher.

**Building Steering Committee** – Bill Beattie, Ken Royston, Marc Halbritter

- The POD (Plan of Development) for the sanctuary expansion and PLC was filed by Hulcher & Associates. Henrico County Planning Commission review is needed. Meetings on CCE POD will be held on October 10 (Staff /Developer Meeting) and October 22 (Full Planning Commission Meeting). CCE will be represented at the first meeting by Sarah Barber (BCWH), Charlie Hankins (Hulcher Construction), Ken Royston and Marc.
- Century Construction will update cost estimates based on POD submittal in the first week of October.
- The question of access entry for fire and rescue vehicles due to North Gayton extension has not yet been fully answered. Asphalt is the least costly option and may be best for ADA, caterers etc.
- Regarding the 'Audio/Visual' component of the project, CCE has not yet committed to Onyx. Cost for 'consulting only' with Onyx would be \$10k per facility (\$20k total), unless they do the work in which case cost would be \$75k for each facility (consulting, systems and installation). We have allocated \$40k for each facility (\$80k total). Onyx rep states that our budgeted amount replicates what we currently have, and that is 'substandard'. There was a question as to whether, if we decided to install A/V in stages by putting recommended system in sanctuary first and later in the PLC, Onyx would waive consulting fee. Negotiations are ongoing.
- The Building Steering Committee, Onyx and BCWH are scheduled to meet next week.
- There was discussion regarding using the Parlor for the Music Ministry. This option would result in doubling the current size of the Parlor, which would be a twenty foot extension of the current space. Keith has spoken to Onyx and BCWH. We could put a higher roofline on new space, but not on existing space.

Three important comments regarding this option: 1) The size is satisfactory to Keith, who favors this option; 2) Acoustics could be made to work according to Onyx; 3) Unsure of how 'raising the roofline' would work with the rest of the design. BCWH is being consulted. We want to ensure integrity of design.

- Bill Beattie reported that Dan Scott is a welcome addition to BSC. During construction, Dan will handle the approval process for construction draws.
- During financial discussion, Dave Soule asked that Vestry be presented with a monthly accounting of spending on the building and on the Capital Campaign (inflows and outflows). Dave Wasik said that this reporting would be put in place.

## **Financial Report and Budget Process** - Dave Wasik

### **August Financials**

- August revenue was \$13k above budget, \$84k vs. budget of \$71k. August 2008 had five Sundays vs. four in 2007, which could translate into some weakness in September.
- YTD revenue is \$36k below budget, \$734k vs. budget of \$770k.
- Contribution income is \$40k below budget, \$729k vs. \$769k.
- Expenses running \$44k favorable to budget YTD, \$857k vs. budget of \$901k. Variance driven primarily by favorable timing of Outreach spending and salary/benefits of third clergy (deferral), offset by Youth overspending.
- YTD contribution (revenues minus expenses) running \$8k ahead of budget, a \$122k deficit vs. a budgeted \$130k deficit. This is the seasonal low point of our contribution, and should improve for the remainder of the year.
- Our 2008 outlook is a deficit of \$30k - \$75k. Updates to budget outlook were provided at meeting.
- Cash position is low, fell again in August and should stabilize in September. General Fund Unrestricted Cash balance is \$89k. This is adequate, but lower than optimal.

### **August Financials were approved by Vestry.**

### **Budget Process**

- There was discussion of the budget process and of the draft priorities for budget discussion. Given the current economic environment, we should be prepared for revenues to be flat in 2009 as compared to 2008.
- Joe Gallagher made a heartfelt request to all of us to think and pray daily about budgeting and planning.
- Dave Wasik asked each of us to speak to our ministry team to share background information and the budget process, so that we can best work together as we budget for the upcoming year. Dave W. and Kathy Nunn will prepare a communication to the ministry teams, asking for baseline budget. Also asking each team, "What would you do with less/ more"?

### **Other Finance Related**

- We are looking for volunteers for the Finance Ministry. Those interested should call Dave Wasik or Kathy Nunn. Jeff Conklin has agreed to join the team. The audit by Goodman & Company is going well. The report will be ready in mid-October. We are preparing for the 2009 budget. Process suggestions were made and discussed in the meeting.
- There was a question regarding CCE's offering to St. Francis. Dave Soule is researching.

**Bishop's Gift** - Paul Johnson

Paul shared the Diocese's plans for a chapel to be built at Roslyn Retreat Center in honor of Bishop Lee's twenty years of dedicated service. There is an initiative to raise \$2MM+ for construction. Vestry discussed CCE's support. More information will be obtained and a decision as to the level of support will be made at the October vestry meeting.

**Reduced Full Time Status** – Sarah Fogler

Sarah submitted a proposal for 'Reduced Full-Time (RFT) Status' for CCE employees. If approved, this would go into effect January 1, 2009. The status will be defined as an employee who works 32 to 37 hours per week. One or two current employees may be interested in this option. There are several positives related to this proposal, both for staff (flexibility) and for CCE (budgetary). The proposal was approved by the HR Committee. **A motion to approve the proposal was made and seconded. The motion was approved.**

**Youth Ministry Team** – Mary Ann Cooley

There was a request for approval of the concept of background checks for adults who chaperone overnight trips. The cost is \$30-\$40 per check. The Diocese recommends that we do these checks. We are already following Diocese recommendations of background checks in other areas of ministry. Vestry agreed that we are in support of the concept of background checks. We would like to have a full proposal, including what will be covered in the check. Sarah Fogler is taking the lead and will bring a proposal back to Vestry for approval. Joe added that we need to be sure to document the policy across the board.

**Values/ Paths to Membership** – Mike Richards

Mike opened conversation about 'membership' and how best to invite others to join us in our journey as well as how to help others grow as 'members' of the Church. Paul suggested that we want for others and ourselves to become lifelong followers of Christ. Some ways to do this are to attend worship, through fellowship, through giving of ourselves financially and otherwise. Joe added that we need to do two things: 1) to invite folks, in ways that they feel connected and included; 2) to let folks know, formally, that they are connected. It was concluded that a committee should be formed and led by Sarah. The committee will put together recommendations for moving forward with a membership plan. Mike said that he would be happy to be part of this committee and believes that at least 2-3 more folks will be needed to help out.

There was a closing prayer and the meeting was adjourned at 9:35.

Respectfully Submitted,  
Shelley Putney  
Registrar