

Christ Episcopal Church
Vestry Minutes
June 26, 2007
Minutes

In Attendance:

Clergy: Karen Johnson, Associate Rector Pro Tem; David Pollock, Assisting Rector; *Vestry members:* Bob McCartin, Senior Warden; Cindy Callahan, Junior Warden; Paul Beck, Christie Carrico, Dave Esmond, Donna Gentry, Jane Follit, Fran Palmer-Hill

Rev. Karen Johnson convened the meeting at 7:35 pm and Christie Carrico offered the opening Devotion and Prayer.

MINUTES OF MAY 22

It was moved and seconded (McCartin/Follit) to approve the minutes of the May 22, 2007 meeting as submitted. Passed unanimously.

CES NEWS

There was no CES news.

COMMITTEE REPORTS

Stewardship: Fran Palmer-Hill reported that the Stewardship Committee had met to plan the fall stewardship campaign. This will focus on ministry moments at the Sunday services in lieu of a Ministries Fair. The Vestry discussed at length the need for a Ministries Fair to recruit new people to serve on the committees. Spokespersons from the various committees would speak very briefly on what gave them joy from their ministries, and there would be material from that committee available after the service. There will be a meeting of committee chairs on August 19 at 11:30 am to discuss this plan further.

Welcoming and Communications: Jane Follit noted that there were very few extra directories provided and she has not been able to locate them. It is likely that they were distributed to staff and new Vestry members. Karen Johnson said she would contact Maura Kenerson to find out where any extra directories might be. Jane Follit was asked to contact the directory printer to get the price for purchasing 50/100/150 extra directories since these are very important for new members.

Outreach: The committee is working on furnishing the apartment with a completion date of August 11.

Adult Christian Formation: The Sunday morning series following the Presiding Bishop's book *A Wing and A Prayer* continues through August 5. It has been very well attended. The committee is working to schedule adult forums for the fall.

Property: Paul Beck reported that he needs to find out the status of the mechanical drawings for the A/C for the choir room and nursery since these are needed both to get estimates and to get the permits. The outside work on the bell tower was completed in early June. Building the storage closets in the old music room is on hold until the exact shape and size of the units is determined based on the size and storage requirements of the new tables and chairs for the dining room. He and Bob McCartin will meet to figure this out.

OLD BUSINESS

Dining Room Renovations: Work will begin on the dining room, adjacent restrooms and stairwell and kitchen on July 2. These areas will be inaccessible from then until Labor Day. Minor work will be done on the kitchen including reconfiguring the closets, painting and installing a rubber floor, courtesy of the Memorials Committee. The groups that use the dining room and kitchen (AA, Dine and Deal, Calvary Redeeming Methodist Church) need to be notified that it will be unavailable, but that the Murdock Room can be used instead.

Tables and Chairs: CES has agreed to pay for half of the cost of tables and chairs, providing their enrollment numbers allow for it in their budget, and they will not know this until August. The church may need to pay the entire cost of the tables and chairs and wait for reimbursement from the school at such time as they have the money available. This will require using an additional \$10,000 from the interest on the endowment.

It was moved and seconded (Callahan/Follit) to use up to \$20,000 of the interest on the endowment to purchase tables and chairs for the newly renovated dining room. Passed unanimously. (Second vote)

It was moved and seconded (Callahan/Follit) to use an addition \$10,000 of the interest on the endowment to complete the purchase of the tables and chairs for the newly renovated dining room. Passed unanimously. (First vote)

Dave Esmond commented that it was not clear where previous years' interest on the endowment had gone since the dedicated account had been set up only this year. He will ask the bookkeeper to investigate this.

Staff Matters: There are several new staff members. Alison Johnson is the temporary Parish Administrator. Judith Schneider will start as the permanent Parish Administrator July 23. Edy Alvarado is the new Sunday sexton. He has worked for the landscaping company that currently works for Christ Church. Marbella Martinez, who has been working for CES, is the relief sexton while Ray Ramey is on vacation.

Time Sheets: A new staff member information package has been created and given to all new employees. Time sheets will be instituted for the following employees: Alison Johnson, Diane Whitehead, Edy Alvarado, Marbella Martinez, Ray Ramey, nursery personnel and Tad's paid singers. The latter group will require a special packet of information.

Contracts: In reviewing and preparing contracts for the new employees, a high degree of inconsistency was noted in existing contracts. Karen Johnson will recommend to John McDuffie that he establish a personnel committee to review and standardize all of the employment contracts.

New Sound System: Donna Gentry reported that she has contacted two additional group to get estimates for the sound system design, but she has not heard back from them. She was able to successfully repair the podium by installing a new amplifier and microphone. The microphone at the prayer bench is working well. The Vestry thanked her for doing this work at minimal cost.

NEW BUSINESS

Security: Bob McCartin reported that Dave Giulieri will be working with Ron West on security issues, including possible wider installation of a card reader system that will record who has entered and exited the building. Dave will also work on insurance and risk mitigation issues.

2008 Cathedral Tour: Tad Cavuoti asked that a prospectus for the 2008 Choir Tour to England be distributed to the Vestry, along with a letter requesting an opportunity to meet with the Vestry at a later date.

CES Request to Use Plant Fund for Sod: CES has requested approval to use \$2237 to replace sod in Foley Park. The Vestry had questions as to why sod was needed, or when the sodding would be done.

It was moved and seconded (McCartin/Carrico) to approve the use of \$2,237 from the plant fund for sod in Foley Park, with the proviso that someone from the Vestry obtain more information from the school about the need and timing. Seconded. Passed unanimously.

Cindy Callahan agreed to follow up with the school.

Policy regarding electricity/plumbing outages: Karen Johnson reported that directives from the Fire Marshall and health department that the building should not be occupied when there was no electricity or plumbing obviated the need for a policy.

Bargain Box 50th Celebration: There will be a celebration of the fifty-year ministry of the Bargain Box on Sunday November 18 at the 10:00 am adult forum. The forum will focus on the Bargain Box. During the 11:00 am service there will be a liturgical thanksgiving. City Officials will be invited. Donna Wolohojian had requested some possible assistance to provide recognitions of the many volunteers. The Vestry agreed that this was an appropriate expense that the Church, not the Bargain Box, should bear and will provide the money, within reason. Bob McCartin noted that special effort may be needed to get some of the older volunteers to the service and indicated that the Vestry should be prepared to help in that regard as well. Fellowship will work on the refreshments for the coffee hour.

Zoning: Cindy Callahan reported that she was discussing the zoning of the Jefferson Building with city officials. Currently, the Church and Parish House are zoned residential and the Jefferson Building is zone limited commercial. She hopes that all three properties will be rezoned mixed.

There being no other business:

It was moved and seconded (Callahan/Follit) to adjourn. Passed unanimously.

The meeting adjourned at 9:05 pm.

The next Vestry meeting is scheduled for August 27 at 7:30 pm. Donna Gentry is responsible for the opening devotion.

Approved: August 28, 2007