

*Christ Episcopal Church*  
*Vestry Minutes*  
*November 29, 2005*  
Minutes

**In Attendance:**

*Clergy:* John S. McDuffie, Rector

*Vestry members:* Gene Sullivan, Senior Warden; Bob McCartin, Junior Warden; Christie Carrico, Dave Craig; Donna Gentry, Charles Griffiths; Karen Near

Father McDuffie convened the meeting at 7:40 pm. Christie Carrico offered the opening devotion.

Report on Christ Episcopal School

Gene Sullivan reported that there are currently 253 students enrolled in the school, 47 in preschool and 206 in grades K-12. A recruiting flyer is being prepared on a day in the life of a preschooler. The Open House was well-attended. An 8-week summer camp is being planned for summer 2006 from June 12 through August 4. CES would like to expedite the MOU with the Church and Alison Olson is trying to set up a meeting to finalize the agreement. Consideration is being given to purchasing a second school bus. Tuition for 2006 will be \$10,850 plus a \$650 activities fee. Preschool tuition will be \$6395. Renovation of the top two floors of the Jefferson Building has been postponed until May 2007. While reminders of Capital Campaign pledges due for 2005 were being sent to all school donors, they were not apparently being sent to donors from the church. The Vestry felt that everyone in the accounting system for the Capital Campaign should get a reminder notice, regardless of whether they were affiliated with the school or the church. **Father McDuffie said he would talk to Ron West about making sure that church donors were also notified.** It is unclear how much money has been given to CES for setting up the Capital Campaign and this needs to be resolved.

Charles Griffiths reported on the shared use discussions with the school. The school has calculated that it now occupies 46% of the church building as opposed to the 57% it previously occupied. CES has proposed that it pay 46% of the church maintenance and 100% of the Thompson House maintenance. The Vestry felt that a 50/50 split on utilities was too low for the school given that they use the church building 5 days a week during the school year. It was suggested that the calculation be based on the number of hours per week that CES and CEC use the church building, but it is unlikely that the school will increase its payment of utilities more than 57% (the previous percentage that it paid). It was also noted that a lot of the housekeeping items listed under church maintenance were things used only by the school and the agreement should be adjusted for this as well. The majority of the insurance premium is workman's compensation and since this is calculated based on total salary paid and most of the paid staff are on the school's payroll, the Vestry also believed that the insurance premium should be adjusted to better reflect the split in staff. In the accounting, there is a payment of \$22,097 on the Jefferson Building on May 2, 2005 that is not accounted for in reimbursement from the school. **Charles Griffiths will ask Ron West to clarify this missing payment.**

Minutes of October 25

The minutes of October 25, 2005 were approved as amended. Moved. (Dave Craig). Seconded. (Karen Near). Passed Unanimously.

Update on Nursery and Choir Room

Bob McCartin reported that a final redrafting of the plans had been sent to Tad and Michele for comment and to Coakley for pricing. The suggestion to have John Houghten draw up the plans and have Eric Jorgenson approve them is not feasible. According to Jim Chellini, the most practical plan is to move the current HVAC unit over the nursery and install a new one over the choir room/vesting office. The cost for this, plus drawing the plans and permitting is in the range

of \$40,000 - \$50,000. After considerable discussion, the Vestry agreed that it was not feasible to do the HVAC renovation at the present time since it is significantly over budget and would delay completion of the nursery and choir room for several months. It was agreed to finish the construction of the nursery and choir room and to replace the HVAC next year when there is time and money. **Bob McCartin agreed to write an article for The Angelus explaining the decision to complete the renovation in two phases.**

Bob McCartin reported that the columbarium had cost about \$30,000 taken from the plant fund. To date over \$40,000 has been recouped, but this did not go back into the plant fund. **Christie Carrico requested that a discussion of the cost of the columbarium be put on a future agenda.**

#### To Grow or Not To Grow

Father McDuffie prepared a report from the last congregational meeting looking at church size. Vestry members asked for a copy at some point. A second congregation meeting, to look at passive barriers to growth, will be scheduled for January 3.

#### Membership Database Software

Father McDuffie indicated that the cost of the ACS membership software would be \$2935 and that annual maintenance would cost about \$1000/year more than the current system. The Vestry agreed that this expenditure was a legitimate use of the interest from the endowment. It was suggested that the contract for the software include the first year's maintenance (3 months free plus 9 months paid). **Bob McCartin agreed to review the final contract.** It was moved (Christie Carrico) and seconded (Karen Near) to recommend that ACS membership software be purchased as soon as possible. Passed unanimously.

#### Rector's Discretionary Fund

According to a recent letter from the Bishop, the Manual of Business Methods in Church Affairs dictates that the Rector's Discretionary Fund (RDF) should be used solely for the poor and for crisis situations. In the past, Father McDuffie has used this fund for outreach of this type, but also for gifts, staff lunches, and special occasions for ministry. The current RDF is funded by \$1000 from the Church's operating fund, supplemented by contributions received for weddings, baptisms and funerals. He suggested a series of seven principles for the RDF.

1. In accordance with Title III, Canon 14, Section 2(f) of the Canons, designate one Sunday in each calendar month in which undesignated alms received (the "loose plate offering") will be deposited in the RDF.
2. Establish the principle that the RDF shall be used solely for the relief of the poor and crisis needs in the church and/or wider community.
3. Periodically remind the congregation of the use of this Fund and encourage their giving on designated Sundays, as well as special gifts from time to time as they may feel so moved to offer.
4. Require that the Rector shall record in writing, with appropriate receipts attached, the purpose of every check drawn on the account and any cash disbursement made.
5. Establish the Parish Treasurer as the recipient of the monthly bank statement, for monthly audits in accordance with the Manual of Business Methods in Church Affairs.
6. Establish a new line item in the Parish Budget for "Ministry Development." This budget shall be managed by the Rector and shall be used for purposes such as the provision of gifts for employees on appropriate and special occasions, the special recognition of individuals carrying out ministries in the church, supporting the ministry of hospitality by hosting new and existing members of the church with occasional lunches, dinners, etc. Ordinarily the Rector shall provide a reimbursement voucher for expenses incurred for these ministries.
7. Ministry Development shall be supported by an allocation of \$1000 annually from the Parish budget, and with gifts received in thanksgiving for pastoral ministries carried out by the Rector (e.g. weddings, funerals, baptisms, etc.) If however, the Discretionary

Fund is in great need, the Rector may instead elect to designate such gifts for the use of the Discretionary Fund.

Discussion centered around how to budget the amount from plate receipts that would go to the RDF (approximately \$10,000/year is taken in as loose plate receipts), whether there should be ceiling on how much of the plate receipts should go to the RDF, whether a percentage of the offering should be designated rather than the whole plate, and whether and by how much this might impact other ministries in the budgeting process. Since there were too many unknowns at this point to make informed decisions, the Vestry decided it was more appropriate to discuss them at the time the budget is addressed. However, all members of the Vestry felt that these principles were appropriate and should be approved subject to adjustment when the budgetary impact is known. Moved (Karen Near). Seconded (Bob McCartin). Passed unanimously.

#### Committee Reports

##### Stewardship:

The Stewardship Committee will be meeting next week. There is currently \$319,000 in pledges and based on past history, Father McDuffie optimistically estimated that pledges will reach \$440,000.

Adult Formation: There will be three Adult Forums in December focusing on the meaning of Advent.

Property: The painting of the Parish House has been completed. The roof contractor looked at the water damage in the bell tower before Thanksgiving, and Dave Craig is waiting for a repair estimate. A parishioner has offered to pay for the repair. Dave Craig has received an estimate for addressing the water problem in the choir and electrical rooms in the amount of \$5400. Timing the repair will be an issue since it will need to be done when school is not in session.

Fellowship: The candlelight dinner is undersubscribed and needs more people. **Bob McCartin agreed to make an announcement on Sunday at the service.**

Pastoral Care: Saturday will be the Advent Quiet Day in the Chapel.

Welcoming/Communications: A newcomer's reception and church tour will be held on Monday evening at 7:30 pm.

##### Finance:

Charles Griffiths noted that there was a \$10,000 deficit in October due to the timing of the insurance payment. The Vestry suggested that there be a line item in the 2006 budget for the interest from the endowment to enable tracking of how and when it is spent. It is also important to insure that expenses agreed upon to come from the interest are actually taken from the interest. This is best reflected on the balance sheet. **Charles Griffiths indicated that he and Father McDuffie will prepare a straw budget and email it to the Vestry in late December for discussion.**

#### New Business

The Rector noted for the record that he has designated \$35,000 of his total compensation in 2006 for a Housing Allowance and that the Pastoral Associate has designated \$10,000 of her total compensation in 2006 for a Housing Allowance.

Requests to serve alcohol in the church building for the choral dinner and for the Candlelight Dinner were approved. Moved (Bob McCartin). Seconded (Karen Near). Passed unanimously.

Father McDuffie informed the Vestry that Christ Church had been invited to the February 22-23 meeting of the Consortium of Endowed Episcopal Parishes as a guest parish. The Vestry agreed

that paying to send some of the Vestry was an acceptable use of the interest from the endowment fund.

Next meeting: January 17 at 7:00 pm to consider the budget  
Next scheduled Vestry Meeting: January 24.

The meeting was adjourned at 10:15 pm

Submitted by Christie Carrico

Items approved from interest on the endowment:

1. Purchase of membership software - \$2935 + 9 months paid maintenance
2. Registration to send some members of the Vestry to the meeting of the Consortium of Endowed Episcopal Parishes

Approved 1/24/2006