

Christ Episcopal Church  
Minutes of Vestry Meeting

Draft

**August 28, 2018**

In attendance were The Rev. Debra Kissinger, Interim Rector; The Rev. Cindy Simpson, Assistant Rector; and Vestry members: Christie Carrico, Senior Warden; Mary Barnstead, Geof Fuller, Adebayo Lanionu, Meghan Matulka, Delia McCormack, Steve McNeil, Katherine Schexneider, and Audra Snider. In attendance for a part of the meeting was Janice Musselman.

Opening Devotion & Prayer

Mother Debra convened the meeting at 7:00 PM, and led the vestry in an opening devotion.

Search Committee Report – Janice Musselman

Janice reported that to date, there have been fourteen applicants and of them, six are no longer in contention. Phase 1 is complete, consisting of Skype/Facetime interviews. Now is the time for visits (Phase 2). The committee is confident and hopeful they will have two to three candidates to present, and they hope to have that list by mid-October. Janice said she is very impressed with one candidate in particular and feels the candidate would fit right in. There is an upcoming search convention coming at the diocese level (from the Rev Paula Clark) in late September; The Committee is doubtful that they will receive candidates more highly qualified than those they have already received.

Following her report, Janice left the meeting.

Review and Approval of the Minutes of July 24, 2018 meeting

There was a motion to approve the July 2018 minutes as presented. The motion was seconded and passed.

Interim Report

The Interim Rector presented a written report to the Vestry prior to the meeting. She then highlighted several points from her report:

- Mother Debra said she wanted to focus on a Storytelling event, asking if there has been an opportunity to review the history of the parish. She said this activity is often done as a lunch on a Sunday, or to have a combined short service, following which the storytelling event can occur. It is best, she said, as a large group, possibly setting up tables for decades when parishioners joined Christ Church.

- Mother Debra asked about the congregation’s identity and asked if the parish mission statement is current, and if the statement is on the website.
- The Standards of Behavior will be discussed at the end of meeting.
- With respect to the 3 to 2 service group, Mother Debra met with the group and with staff. As this time, she said, we will return to three services in mid-September and examine the flow of the 9:00 AM service.
- An administrative review has been made, and Mother Debra said many of the tools are not being used efficiently or effectively here. Many of the tools are antiquated; for example the phone system – if two persons are on the phone in the Parish House, and someone calls in, the phone will just ring and ring. Also, the church calendar process is duplicative and not readily accessible by all users. Electronic file storage is also antiquated, as all storage is only local and not networked. There are no tools to allow Judith to send out specialized group emails, as she does not have access to the parts of ACS needed to do her job. Audra said that Jeremy may have some insight, may be able to help.
- Mother Debra shared her calendar, showing how many hours she had worked so far in August.

Update on the Capital Campaign: “Firm Foundation, Bright Future” – Christie Carrico

No report

Jefferson Building Update – Christie Carrico

No report

Finance Report – Steve McNeil

Steve McNeil said that July was a pretty good month, and we ended with a surplus close to \$10,000., leaving us year-to-date at \$27,500 year to the positive. The major reasons for the positive numbers include the retirement of the Rector, the reduction of paid singers, and the savings on the trash bill. To the negative, memorial gifts were much larger last year and investment earnings are slower this year. Pledge income is down about \$4,000, about 2% down for the month. Father John’s departure does not appear to have had a significant impact, as we were scheduled to be down 2 %, and are only down 1%. If August is typical, Steve said, income will be down.

Steve reviewed the Balance Sheet, line by line, including the following:

- PNC Checking is the main account
- Plant Fund is a separate checking account, used for unbudgeted property projects that benefit both church and school

- Endowment – no principal is spent; the income from the fund can be used for large or special projects. Currently, the fund has earned \$170,000 this fiscal year which is over the maximum that can be distributed
- Wells Fargo account is our emergency savings account.
- Property account contains items accumulated over the years.
- Other Assets (includes cemetery plot)
- Accounts payable has a number of items, including
  - Deferred insurance including wind damage, money received from insurance.
  - The Swap, which, looking back, was a bad investment. The swap does make the ability to sell Jefferson Building harder.

The audit is almost complete, Steve reported, and the auditor may want to come to present the report. Steve then said that September is budget month. There was a motion to accept the Finance report, the motion was seconded, and passed unanimously.

### Committee Reports

Adult Christian Formation – No report

Communications – No report

Environmental Stewardship – No report

Fellowship – Christie reported that Welcome Back Sunday will be September 9<sup>th</sup>, and the committee needs help with the luncheon as half the Fellowship team will be away.

Outreach - No report

Pastoral Care – No report

Property – Geof reported that the last of the roof work will start tomorrow.

St Francis Flock – Meghan reminded all of upcoming events: the upcoming forum on Sept 25<sup>th</sup>, the annual service for Blessing of Animals on October 7<sup>th</sup>, at 5 pm; and the Pet Memorial service in November.

Stewardship – No report

Welcoming – No report

### Old Business:

Report from Two Service Committee - Mary

Mary said she is relieved to have been relieved of this task.

Status of Emergency Operations Plan

The Emergency Operations Plan is currently on hold.

New Business:

Safe Church Guidelines

Mother Debra said the Youth group is using safe church guidelines, as presented by the diocese. As a parish, we could adopt those guidelines, and possibly tighten them as desired.

Christie pulled a group of human resources policies, as a start toward establishing guidelines for appropriate behavior for Staff. Mother Debra said it is important to have a policy before anything happens. The national church adopted a policy in 2006; Mother Debra would like to address this, this year.

There was a short break at 8:26 PM; following the break, the Vestry went into Executive Session.

Date of Next Meeting: September 25, 2018

Closing Prayer and Adjournment

Following the Executive Session, the closing prayer was offered by Christie, and the meeting was adjourned at 10:18 p.m.

Respectfully submitted,

Dotty Reitwiesner