

Vestry Meeting Minutes  
September 16, 2014  
Calvary Episcopal Church  
Crook Auditorium

**Vestry Present:** Mike Nelson, Bob O'Connor, Allison Parker, Charles Shipp, Raymond Spence, Nicky Hitching, Alison Boeving, Celeste Herburger, Leslie Atwood Smith, Hall Gardner, Clay Woemmel, David Leigh

**Others Present:** Katie Owen, Ben Robertson, Eyleen Farmer, Chris Girata, Kathryn Jasper

**Call to Order:** Rev Chris Girata called the meeting to order at 6:06pm

**Opening Prayer:** Rev Eyleen Farmer

**Approval of Minutes:** Charles Shipp motioned, Nicky Hitching seconded

**Treasurer's Report:** Katie Owen provided an Income Statement & Balance Sheet. Income Statement shows we are ahead of plan on revenue side (pledges coming in timely manner and unplanned substantial gifts). Calvary is ahead of plan on expenses by \$18,000, with some to be used on bee rescue (\$16,000), giving a net operating surplus. There are obligations in the end of year, for the last year of Bell Tower loan we still owe \$145,000. Calvary has pledges to cover about \$128,000, with a difference of \$17,000 - therefore surplus may help. Another note, the \$400,000 buildings and grounds provisory note, will begin payments this year using some of the net operating surplus. Mike Nelson inquired about non-pledge gifts, Hall explained that we had non-pledge gifts that we did not receive an actual pledge but that were given this year. Hall explained that there is a cash number in assets and negative numbers to claim the cash balance. Katie is going to send a statement specific for the bell tower pledging later, once regular pledging statements are out. Bob O'Connor asked about the plan for the 400,000 - Hall clarified the approach of a 7 year payback plan as original strategy with a 5-8 year plan overall for budgeting. Charles Shipp added that if the Endowment Fund has excess growth over what was planned, that growth is designated for paying back the loan. Vestry acknowledges the hard work of Hall Gardner, Katie Owen, and Chris Girata. Allison Parker motions to accept treasurer's report, Mike Nelson seconds, approved.

**Work Committees Report:**

Senior Warden/Administration Report: Hall Gardner - Our part time accountant has been working the majority of this year. The auditors met in past two weeks and there was one immaterial amount. Overall, auditors were very pleased with how clean and prepared everything was. We have been running a balance sheet on Excel with a general ledger system on cash basis with a tandem accrual system for December 31<sup>st</sup> launch (cash basis has no accrual and receivable but is real time cash and debt, is a snapshot of where we are). Carol (accountant) can increase time at Calvary as needed (LPS, Waffle Shop), but is a satisfied with part time accountant position.

Pledging update: 11/15 Vestry members pledged as of date, goal is 100%.

Diocese Assessment: The parochial report has been completed, with 10% of operating income due. The diocese sends a letter with a balance due, this year amount was \$194,119. Calvary paid \$150,000 last year. Hall Gardner recommended \$160,000 as assessment for this year. Katie noted that we do not know our total revenue for this next year, as it is still early in the pledge year. Bob O'Connor motioned to allocate \$150,000 for assessment, Charles Shipp seconds, 9 in favor, 3 opposed, motion passed.

Endowment Distribution: There exists a formal separation between the Endowment and Calvary. Now, Calvary must ask for our distribution. Letter presented to Vestry asking the Endowment for 5% of rolling 3

year average, capped at \$375,000. Motion entertained to accept letter as written for the 2015 budget year. Mike Nelson motioned, Leslie Atwood Smith seconded, motion passed.

**Formation Group: Allison Parker** – Children & Youth staff distributed Calvary Promise “Time, Talent, and Treasure” as a part of pledge campaign, a holistic view of what children can give. The curriculum, Bible in a year, spans children to adults, with both tracks of adult formation (The Story and Our Story) doing well - numbers are up in formation classes. Wednesday night numbers are doing well as well. Ben remarked that the continuity of all reading the same stories from Bible is meaningful and going well, that Kayla is adding depth to middle and high school, and that Children’s Chapel numbers are booming. Chris adds that Kayla is doing a very great job and expanded on the Calvary Promise program.

**Ministry: Leslie Atwood Smith** – Eyleen’s ride along was a good experience, was a part of continued work towards economic justice for women. October 19<sup>th</sup>, Calvary and Church of the Annunciation are hosting Scarborough Fair fundraiser. Eyleen is taking an outreach group to the October Thistle Farms conference in Nashville.

### **Clergy Reports:**

**Ben Robertson** – Family Fun Day Parish Retreat is coming up, still time to sign up! The event is Saturday, September 27 with workshops, kickball, bouncies, trivia, food, and fun. There is an overnight option Friday to Saturday, as well as a day option of Saturday.

**Eyleen Farmer** – Plans for an education program once a month sponsored by Amy Weirich’s office and the Memphis Police Department are on track to begin in October. Women who are facing charges for prostitution can participate in education day for a lessened sentence, resources brought to the women, including story of a survivor. Calvary is hosting – there will be opportunities for volunteers as hosts, more to come. The model is Hannah Project in Nashville. Data reports from that project prove it is an effective intervention for vulnerable people in the community.

### **Rector’s Report – Chris Girata:**

Annual Parish Meeting & Elections: Vestry Elections will be held October 26<sup>th</sup>. Calvary will introduce a slate of 8 (forthcoming list, will be sent over Basecamp) and biographies will go out via the Chronicle. There will be an opportunity for vestry to help as vote counters.

Diocesan Convention: Calvary is hosting, Convention is November 21<sup>st</sup> – 22<sup>nd</sup>. Calvary needs 1 more delegate potentially - Chris will send a note out about need if necessary. The Eucharist will be held at 5pm on 21<sup>st</sup> (volunteers needed to greet). The Diocesan Convention party will be held at the Rendezvous on night of 21<sup>st</sup>, with information going out in the October Chronicle. The \$40 a ticket price includes food and drinks. Thanks to the 10 couples hosting the party. Convention will bring in speaker Eric Law from Kaleidoscope Institute in California (<http://www.kscopeinstitute.org/>), as keynote, Saturday the 22<sup>nd</sup>, workshops coordinated and hosted by the Diocese of West Tennessee and are open for community (especially legal work).

Strategic Decisions: As we proceed with budgeting for 2015, there are a few things to consider – a senior adult ministry coordinator and an intern cohort from Rhodes (project driven). Chris will make recommendations to Budget and Finance Committee.

**Good of the order** – Katie Owen announced that she will be going to a four day work week (Monday – Thursday), taking a 20% pay cut.

**Adjournment:** Charles motioned to adjourn, multiple seconds. The meeting was adjourned at 7:21pm

Warden's Committee Meeting Sign-up:  
Sept 9: Raymond Spence & Mike Nelson  
October 14: David Leigh  
Nov 11: James Dowd, Nicky Hitching  
Dec 9: Alison Boeving