

Vestry Meeting Minutes
August 19, 2014
Calvary Episcopal Church
Crook Auditorium

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

Others Present: Hilary Chipley, Katie Owen, Ben Robertson, Eyleen Farmer, Kayla Bartosch, Chris Girata

Call to Order: Rev Chris Girata called the meeting to order at 6:01pm

Opening Prayer: Rev Chris Girata

Approval of Minutes: Charles Shipp motioned, Clay Woemmel seconded

Treasurer's Report: (First, Katie was welcomed back from maternity leave, gives her thanks for warm wishes) Katie presented the July 2014 income statement, explaining that the "year to date actual" is best barometer, right in line with budget on expense side (bottom, total expenses), and that we have a net operating surplus, with revenue coming in ahead of schedule, with people paying pledges on time/early/not end of year, which allowed us for first time in seven years to not tap credit line in middle of year. We have encountered no debt this year – though we went over budget on Lenten Preaching Series, over in Miscellaneous (due to our new evening service). We are about to invest \$40,000 due to honeybees in bell tower, - these are complicated to eradicate. Scaffolding will go up September 3rd to rescue honey bees and deliver to honey bee farm (Eyleen's project "Friends of Thistle Farms"), this is an unbudgeted expense (\$12,000 just to get bees out). When they are out, all wood soffits will be sealed to prevent other incidents in future. Also, auditors finished the onsite work for audit last week (in one week's time, very pleased), helped by our part time accountant. Katie thanks Cindy Yauger for maintaining the books.

Leslie asked if Carol will continue on part time, Katie confirms that she will in some capacity. Hall Gardener motioned to accept Treasurer's report, accepted

Work Committees Report:

Senior Warden Report: Hall Gardner – Carissa Hussong brought up Samaritan Counseling Center funding at last meeting, requested that any surplus be rolled into next year. Hall remarks that this particular committee is working to retool themselves as it relates to Outreach versus Grants. Carissa called another meeting to discuss what is under that umbrella. Hall Gardner asked Bob O'Connor and Eyleen Farmer for follow up conversation to clarify with Samaritan Counseling Center. Eyleen confirms that SCC was sent letter informing to not budget for any contribution for us in the future as we decide course of action.

Next, Hall proceeded to go goals for 2014 as laid out in January at the vestry retreat, asking "are we accomplishing or reprioritizing?" Each working group reported on individual goals.

Administrative group: Charles Shipp – Goal #1, deferred maintenance: the heating and air systems replaced, and are in much better shape than before, though still have work to do. Hallways have been repainted and recarpeted. Charles reported that they have only used \$400,000 from the endowment instead of \$800,000 offered. Hall clarified that we do not intend to use the remaining \$400,000 as of now. Leslie Atwood Smith asked what we were going to do about the cross in peril on the bell tower. Charles responded that though we aren't there yet, current thought is to put cross from resin in place and put existing cross elsewhere. Chris clarified that scaffolding will go around bell tower and to explain to friends of honeybee situation to relieve worry.

Hall Gardner Goal #2, This goal is an 8 yr plan, and in progress but will be passed on. Goal #3 is in progress – we are working towards an accrual system versus cash flow system. Goal #4 – we have reached out to Meg Crosby, working to create job description for every person in the church office. Current job descriptions were made for Interim Rector to understand what jobs do, and we should reverse it – what do you need to do? This process will take place during fourth/first quarter. Chris Girata clarified that Personnel Committee is looking to move to a system using personnel matrix, with examples from non-profits and Methodist churches to clarify and fill in a matrix for Calvary to use. This might be done by year-end. Goal#4 - Mutual Ministry Review is taken care of as of last meeting, Vestry received no comments after MMR, reports that we will report out to congregation next Sunday.

Mike Nelson (reporting for the Vestry Governance Committee) This subcommittee was formed temporarily, consisted of Alison Boeving, Allison Cates, Bob O'Connor, and Mike Nelson, with assistance from Chris Girata. The committee engaged in consultation with a number of other churches and took charge to refine some processes in a time of calm in the church. They addressed two categories: first, nomination and election of people to vestry, and second, election of leadership within vestry. Mike provided a handout with changes proposed to wording in bylaws, numbered.

#1 addresses the committee for vestry candidate nominations. The current committee system (Rector, outgoing Senior Warden, Outgoing Vestry members) has not been ideal, therefore new proposal calls for outgoing Senior Warden along with the four most recent Senior Wardens (with a provision for reverse chronological order if most recent do not accept).

#2 addresses the number of nominations on the slate – in past we have fielded a large number, but the bylaws state that each new class should meet experience needs of vestry at that time. Mike stated that we are more likely to achieve this with 8 nominations versus 10+. In addition, 8 presents true sense of election versus a narrow slate.

#3 addresses nominations from the floor, which is a new problem because voting starts now after 8AM service and that service needs a full range of choices. Proposed changes state that any nomination from the floor needs to be made after 8AM service.

#4 addresses leadership selection within the vestry – with two related recommendations. 1. Every member of vestry, especially new is encouraged to attend two wardens committee meetings a year (Tues prior to the vestry, 7AM), and 2. every vestry member will attend a couple of those over course of a year (it was suggested that maybe in nominating for vestry next year, it is an expectation), so everyone has a sense of what is going on in Warden's committee, and wardens get new and changing voices in rotation of meetings, new perspectives.

#5 proposes that with every vestry member the Warden's committee experience, there no need for first year warden's committee member at all, proposing to abolish that position.

Questions/Clarifications: Clay Woemmel asked if congregation will still submit suggestions for nominations for the vestry. Chris confirmed that we will certainly do so, that process won't change, and noted these changes doesn't change the bylaws, rather it is supplemental. Chris clarified process for nominations (solicit from congregation, nomination committee considers these recommendations as well as their own nominations, then approaches nominees to run with skill set considered). With this clarification, Clay requested a change in wording, leading to adding "the nomination committee will be composed of six members..." to #1, and #2 adding "after soliciting the congregation." Raymond Spence thanked Mike et al for their hard work. Mike passed around a sign-up sheet for Warden's Committee meetings (sign-ups included at the end of the minutes). Chris read points as they now stand, motion to accept by Alison Boeving, Charles Shipp seconded, all were in favor.

Clergy Report Part One: (Eyleen had to leave early for a special project) - Eyleen reported that we are continuing work on the pilot project, herb and apiary, and getting ready to have a tea brew-off (Scarborough Fair, Tea for a Cause), afternoon tea at home of Pipers, with the intent to raise awareness for Calvary & Church of the Annunciation's ministry, as well as get more community involvement. More information forthcoming, including how to submit entries for the brew off. Additionally, Lenten Preaching Series schedule already filling – Chris to report.

(Work Committees Continued)

Formation Group: Allison Parker - Formation Goals: #1 has been accomplished, as Kayla is here! (Kayla says thanks). Goal #2 Increase number of small group Bible studies, Ben reported in clergy report (see below). Goal #3 addresses participation in formation offerings → Hilary Chipley reported on numbers, Children/Youth – Hilary wants to do further report on past/last year numbers, explains that we have 196 children 0-18 on our roll book, maybe not all active, but around 170 are active. Numbers for our first Sunday School were approximately in high 70s for children + nursery attended. The biggest group is middle school. First/Second Grade is a huge class as well. We have 67 for Sunday School + nursery numbers, which holds steady to last year's numbers. We have huge number of first graders, but lost a lot of seniors to college (20), and high school numbers are different because freshmen are on their own. Kayla reported on getting into the rhythm of the year and that she is setting milestones for youth. She says middle school (21 youth) is energized. Milestones: 9th grade confirmation class ½ of year, DYC Happening for 10th grade, 11th grade is looking into an international mission trip (Honduras?), and 12th grade Kayla has the idea to create a leadership committee and have them do monthly outings led by 12th graders. Kayla's recruitment of young adults to lead EYC has been going well – plugging in 5 to 6 young adults in parish to lead, ages 22-27. Kayla will hold a meeting for everyone to get to know each other.

Ben Robertson – provided a packet about children's formation this year created by Hilary, Robyn, and Kayla. Reports that Hilary recruited teachers at ideal numbers. Ben expanded on upcoming adult formation – there is to be a big article in September Chronicle, did not do a brochure, instead spent the money on speaker fees. The theme is "The Story, Our Story", and will take place all year, every week in nave. There are excellent teachers/speakers each week, with the children doing these stories as well, from nursery to Children's Chapel, middle school, etc. Ben spoke to his ideal goal of a "minivan moment", with a multi-generational integrated program. Mike Nelson interjected that 100 in the nave feels empty, asks can we encourage people to sit forward. Chris confirms that we can have ushers rope off the back, explained that we utilize the nave for recording possibilities. Ben also spoke to Goal #2 of Formation committee (more bible studies) → explained about an alternative to Sunday class called Bible 365 – Susanne Darnell is spearheading, signups are on Sunday mornings in library or on Calvary website. The design is to be an accountability small group, with daily reflections on website, and is non-Sunday morning opportunity. In addition, "Our Story" is a series of different classes in Great Hall. Wednesday nights - Koinonia Brats and Beer is September 3rd, classes begin the next week (The Journey, EFM, Family Sanctuary, Choir). Celeste asked for a reading schedule for The Story, Ben responded that we can generate a reading list since speakers are already selected. Chris said Robyn is creating a chronological bookmark for Bible and we can put schedule on the other side. Mike asked about book availability for sale (for sale in Great Hall or electronic device or buy one from Ben, \$15). Hall says wish for Chronicle article/promotion of some sort, and Chris responded that we should keep slides in Great Hall. Charles Shipp added that we should throw a hook out there each week to include in the Epistle to get some people there, continue to promote week to week. Chris will ask about bulletin board space to promote as well. Hall included that we should promote how it ties to the kids' program.

Ministry: Leslie Atwood Smith – Goal#1, to make a recommendation for Memphis Magdalene Project: Friends of Thistle Farms started and evolved, now we need to refine. Goal #2 to explore options for Veteran's outreach - Tom Chamberlain explored and found that there were enough options out in Memphis so that goal has been exhausted. Goal #3 sought to define Hospitality Hub volunteer activity, but this goal dropped because of focus on Thistle Farms. Leslie added also that this committee followed up with Carissa about grant process, they are in process of exploring- the ministry group met to discern goals and continue to discern where we are and where we want our outreach to be, energy currently is around Community Breakfast, Thistle Farms, and Honduras. Chris interjected needing to articulate how we do ministry in city through few broad themes, reason & intention behind ones we support (homelessness, women's issues, children's).

(Ben's Clergy Report was included in the Formation Report)

Rector's Report – Chris Girata: Eyleen mentioned Scarborough Fair and project with District Attorney's office and local judges to create resource for the city for women looking to change their lives, called "Lives Worth Saving" project. This begins 2nd Friday of October tentatively. Leslie added there is a conference in Nashville at Thistle Farms in October that several parishioners are going to. Hall clarified that the city will compensate, Chris explained that funding is secured, lots of agencies in partnership, for example counseling services available, job training, healthcare (blood pressure, diabetes screening). The city compensates Calvary for lunch/snacks, agencies come here.

Lenten Preaching Series: Wednesday nights are the "big ticket" moments because of popularity of Waffle Shop After Dark. Waffle Shop committee recommends to not do Mondays (regroup, clean-up, prep). Lineup for WSAD - Dan Matthews preaching Ash Wednesday, Tony Campolo 2/25, Marcus Borg, 3/4, Becca Stevens 3/11, Doug Bailey 3/18, Micah Greenstein (Israel/Palestine) 3/25, Chris clarified that all are talking about a specific topic to bring people in to night. WSAD attendance almost doubled from '13 to '14, example of a macro initiative for formation offerings - what do we do about LPS declining attendance? Chris reached out to Center for Ministry of Teaching in Virginia, they were impressed with intentionality of formation, they asked to a year from now that Calvary be able to export our formative offerings where churches could use the 31 lectures on the Bible in their own churches, would be a national resource, very exciting.

Development Committee (Scott Crosby chair, Lee Duncan co-chair will be chair/co-chair of Annual Giving), have bumped up schedule of Annual Giving, campaign will actually go out in September, with looking to raise the pledge income by Oct 1, therefore will be able to spend October talking with people who have not pledged, eyeing completion by Nov 1. In addition, looking at small development opportunities (honorariums, memorials, etc). All vestry given a pledge card – the theme of campaign is "Doing More. Together." Chris explained that we are hoping to approach development as an annual process, not a fall campaign, instead involved in everything we do - we are investing in the mission of the church together. The hope is that beginning next fall for sure there will be a shift away from the "campaign moment", though still need a time to pledge support for the next year, but hopefully moving away from campaign. In addition, Hilary & Lee Duncan introducing "Time, Treasure", a Children & Youth pledge campaign, originally designed as Children's Promise to Calvary. The idea is that it is about the children's money (not their parent's money), but then morphed it into a doing things as well, therefore Time & Treasure (+ talent), with the idea that God has given great gifts, add talent (can you organize things, can you use your free time to work around church). Hilary wants to design a monthly offering for all ages (not big projects) for the "talent" portion. Chris said Episcopal Church Foundation has nothing like this for young people, we can be a model.

Chris reports there are a number of initiatives this fall, speaks to the new Journey Course – will function as an adult confirmation class, engaging new people into the life of the congregation, inviting people that we know are here but do not seem connected. Also we are shifting Greeter Ministry to be welcoming and connecting people to the church, using the Invite-Welcome-Connect (model out of Texas). We are bringing in speaker in the Spring, emphasizing need for people to feel connected, shepherding them into relationship with people within the parish. Let Chris know of people you can think to engage and invite to Journey. Diocesan convention is coming! (Calvary is hosting) Fri 11/21 and Sat 11/22, speakers with workshops, keynote speaker designed to engage legal community. We need delegates (only Friday), we want first year vestry members to experience if able, please let Chris know if unavailable, other vestry members then first right to refusal. Friday night 11/21, Eucharist is at 5:15pm. Calvary is hosting a party in banquet room of Rendezvous, open to parish, hosted by 9 couples in parish. This is an opportunity for Calvary to have a party, \$40 all-inclusive. Calvary Place Contract status – agreement to 2014 monthly rent, Chris gave choice of either formally link themselves with mission of church (time in chapels, we invite them to everything we do) – if they do that, accept \$3,000 a month in rent, if they do not and want to remain totally separate, raise the rent, preliminary lease agreement is for one year until they decide course of action.

New Business – Andrew Moore, Senior Seminarian, must approve Andrew for candidacy for ordination, acknowledging that we see no reason for Andrew to not be ordained, no profession of faith or knowledge that he has been formed for ordination (diocese works with seminaries to do that), Andrew wrote us a letter,

motion to approve Andrew for ordination to the deaconate (Clay moved), motion was approved. Vestry signed a letter to approve candidacy. Stewardship Campaign –this Sunday we will train Stewardship team members who will go out and make visits to 1/3 of congregation, last year asked for target giving level, we won't do that but will create a regular visit schedule with 1/3 of parish each year, as this is a pastoral moment. 5% of meeting is asking for money, there will be sheets for documenting to proper church entities to engage and connect people in parish. That will begin in end of August, each team member will visit 4-5 people, 1 visit/week, when letters go out in mid September to everyone else, we need leadership of church to pledge 100%, please prayerfully consider how you can help Calvary in the next year. Columbus Park has come available to purchase, Chris believes we should make an offer, states that the city must receive something to act, if we want to purchase the property, must submit the offer to city. We could redraw parking spots for increased profit, could have signage that denotes entrance to Calvary. Chris would like approval for up to a ceiling of amount, if we acquire property and use for parking, net gain back in two years, money would not be spent until 2015. Endowment does not want to loan money when we already have a loan with them, but we have capacity to not pay endowment above what we owe them and invest in this instead. Chris proposes that vestry approve four named people (Hall Gardner, Chris Girata, Katie Owen, Gary Wilson) to use best judgment to acquire property. Allison moved, maximum 60,000, all aye, no nay.

Good of the order: Hall asked that the times be taken off of the agenda, please allow time and process to work, set aside 2 hours on Tuesdays night

Adjournment: The meeting was adjourned at 7:48pm

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