

Vestry Consent Agenda – August 21, 2017

Christ Church Vestry Meeting minutes

August 21, 2017.

Present: Pastor Anna Doherty, Sr. Warden James Elam, Jr Warden Susan Bertrand, Jenny Burke, Nancy Thompson, Teresa Shaw, Ugo Egwim, Louis Egwim, Wayne Jarvis, Kristen Wilson, Robb Keech, Vestry Clerk Philip Vander Haar.

Absent: Nancy Thompson, Treasurer David Waletzko.

Guest: Laura Niederhofer.

Called to order at 7:04 by James Elam.

Opening Prayer - Pastor Anna.

The agenda and the minutes of the July meeting were approved.

Scripture Reflection.

Read Mark 11: 12-26 and reflected on it.

Ministry Review.

Laura Niederhofer came to talk about the Hope for the Journey Home. She provided a short history of the parish's involvement. Three years ago our rector, Ernie Ashcroft, asked us to visit a homeless shelter in Oakdale. The shelter is located on the grounds of Guardian Angels Catholic Parish. It only takes families that need temporary housing assistance. The primary area of service is south Washington County. Volunteers from area churches run it. Janeen Leick and Laura took on the challenge to organize the parish's participation in this mission. Participating families go through a rigorous screening process before they can join the home. The majority are single parent families. Those parents who are not working go to St. Andrews for skill training. The children are bused to their school. The target stay for a family is from six to nine weeks and then they move on to other locations.

There are several shifts for volunteers.

- Afternoon shift (2:45 to 5:00) - Help with the snack, play with the kids, and clean rooms.
- Evening shift (5:00 to 9:00) - Help with dinner, eat with the family, and help with homework.
- Overnight shift (8:45 to 9:00 a.m.) - They need two people for the night shift. This is a difficult shift to cover. The night shift doesn't have much interaction with the families since they are in their room by 9:00 in the evening.

They are very strict about background checks and safe church training. Laura thinks that might be a challenge for our upcoming shift in October (we also have a week in May). We cover a week in coalition with 4 other churches. We are struggling to get people to sign up. She doesn't know how to get this across to the parish members.

Kristen Wilson asked if it would be possible to host safe church training since we've done that before.

Jenny Burke asked how people could find out where they stood with training. Charlene Peterson tracks this for us and can tell people the status of their training. It needs to be retaken every few years.

They also need volunteers for repairs and other chores. It is important to note that it isn't just Guardian Angels which supports this mission.

We need 2 volunteers for each of the three shifts for the day. We cover our week in cooperation with several other churches.

Families can bring their children with them (children don't need background checks or training – but Laura was unsure at what age safe church training is required).

James will look into whether we can arrange a safe church training for September. We will market it differently as something that is a good idea for everyone to do.

Rector's Report

There was no written report this month. Pastor Anna provided her report orally.

Adult Education committee has met twice. They are working to finalize the adult education offerings for the coming year. This will go out in the mail once it is done. They are going to try and plan the entire year as best they can.

Kim Graff transition – They had a meeting last Thursday that focused on nursery through Godly play. The first day of Sunday School is October 1st. We are doing Godly play training in September in preparation for that. Kate Carlucci, the church secretary, will help with logistics questions and Pastor Anna with program questions. We only need one more Sunday School teacher (3rd, 4th and 5th grade). The youth group will be teaching Sunday School. Sue Bertrand will be providing the Godly Play training.

This Thursday they will meet with interested parties (parents, teachers, etc.) for the program from third grade to Confirmation.

Sarah Barnett is the diocesan Missioner for Children, Youth and Camp. She shared with us that there are nine other churches looking to fill a part time Youth and Family ministry position.

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We will be asking for volunteers to serve on the hiring committee. We first need to determine our goals for this position and our program. In the best of all possible worlds we would have someone hired by the first of the year. However, that may not be possible. We are investigating the use of InterServe Ministries which is an organization that can help with this ministry during the interim.

Wayne Jarvis asked if we could we split the responsibilities for gathering feedback on the program objectives from interviewing candidates. Wayne suggested that not everyone who is interested in talking about program objectives would be comfortable in interviewing candidates. Pastor Anna responded that we would be able to accommodate that.

Sr. Warden's Report.

James Elam called the Vestry's attention to his report in the Consent Agenda.

He passed around a Wedding Card for Kate Carlucci. She is getting married at end of August. We've purchased a gift for her from her bridal registry.

He also passed around a card for Kim Graff, our departing Youth Minister. We also have purchased a farewell gift for Kim.

He introduced the idea of "kudo cards". If someone sends a note to recognize another parishioner's efforts, then Kate will include it in the Kudos column. James is going to send a note recognizing the St. Mary's guild which recently bought the parish a lawn mower. He is also going to recognize the Jacobsen's for their work on getting the pictures in the stairwell updated.

Kate is establishing an electronic location for "project folders".

James passed out a draft of a position description for a volunteer IT & audio support role.

Kate has suggested that we begin doing reviews on Google of our Church. This is a marketing tool that we can take advantage of.

Jr. Warden's Report.

Sue Bertrand reported that she is planning a Godly Play teacher's meeting. She noticed that the rooms were not ready for the stories yet. They will work on getting the rooms set up after the rummage sale.

Consent Agenda.

The consent agenda was approved as read.

Financial Report -

Dave Waletzko was not able to attend. The financial reports were provided via email in advance of the meeting. James covered them in his absence. We are slightly behind in pledges but that is normal for the summer time.

Old Business

Weiss Postulancy- Pastor Anna reported that according to the canons the we should provide financial support for Molly's seminary education. The standard practice seems to be that candidate covers a third, the parish covers a third and the Diocese a third (through the match for the parish contribution).

Mike Johnson moved that we pay a third of Molly Weiss's three-year education expenses for up to no more than \$2,300 in total. The motion was seconded by Wayne Jarvis and carried by the Vestry.

National Night Out recap – Mike Johnson observed that our objectives were to be a good neighbor and raise awareness in the neighborhood. He thinks we met those objectives. The kids events were outstanding thanks to the help of Girl and Boy Scouts. We handed out about 175 notices door to door. Mike did talk to some people who showed up because of the notice. Sue reported that at least one person came to the event (and the concert) because they saw the flyer on their car in the parking lot.

Kristen Wilson asked what percent of attendees were Christ Church people? James responded that it was a high percentage

For future years Mike noted the need for some improvements to be made in food preparation (hair nets, more awareness of food safety - although we didn't have problems).

Nancy Forman had shared that she thought we should have mingled a little more with the non-Christ Church people.

Kristen asked how we did from a budget perspective. Mike responded that if we are going to do it again, we should budget for this.

The general consensus was that it would be nice to do it again next year.

A few people did sign up for additional information about the church.

New Business

Signage

- Banner - Mike Johnson requested that he be authorized to spend on a sign for the September 28th Concert. It would be no more than \$100 for a generic concert banner that could be used again. The motion was made by Mike and seconded by Pastor Anna. The Vestry approved the motion.
- Sign for Mission Statement – They are proposing a sign with the parish mission statement to hang in the stairwell. It would be able to be modified in the future because the lettering could be changed. The sign would be 3 by 4 feet.
 - The Vestry wasn't ready to make a decision. It wanted to get a better feel for what it might look like before it approved.

Kristen asked if could we start coordinating the T-shirt sale. Wayne responded that he is ready to start finding out who might be interested so we can start building our list of people who would like to purchase shirts. We need a certain volume to make it affordable.

Wayne raised a question about the transition to direct debit for pledges. Does the automatic debit of a person account detract from people's perception of whether they contribute? Should there be some way for people to put something in the plate in lieu of

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cash or a check? The general consensus was that it wasn't a problem.

Wayne asked if on Hope for Journey Home if there was any action agreed on. James responded that none was needed at this time and that he and Pastor Anna will work with Janeen and Laura on attracting volunteers.

Recap of Decisions and tasks assigned and items tabled

1. Vestry should utilize the Kudo's program to recognize efforts by parishioners.
2. The Vestry approved paying a third of Molly Weiss's seminary education.
3. James will investigate whether we can arrange Safe Church training in time to support the Hope for Journey Home volunteers.
4. Pastor Anna and James will work with Janeen and Laura on communications and recruitment of Hope for the Journey volunteers.
5. James will get additional information on what a sign with the mission statement might look like.
6. Wayne will get a T-shirt sign-up sheet out.
7. The Vestry approved the purchase of the banner.
8. The Vestry is encouraged to do a Google review.

Closing Prayer - Pastor Anna.

Adjourned at - 8:50.

Senior Warden's Report

- Worked with Pierre to complete installation of upgraded internet. Service is operational, however, original tax exempt form was not processed correctly. Comcast is processing newly submitted forms and promises to credit tax paid upon approval. Congregation will be advised of the upgraded service in the Good News and Kate is posting the access codes in strategic locations.
- Worked with Mike Johnson on National Night Out event planning and execution.
- Worked with Johnson's and Bohn's on area C / Hill weeding. 3 of 5 locations for the "Adopt a Shrubbery" program have been taken. We are also approaching our target sign up number for the October Rain Garden Party.
- Working with Catherine and Myron Jacobson on updating pictures in the walls in the stairwell. Myron is requesting that the vestry and other ministry leads inform him advance of picture taking opportunities. Catherine would like to stage pictures of both Loaves and Fishes Outreach programs for the wall.
- Jamie Mair is working with Laura Niederhofer to update our website. Mission statement and Priorities have been added to the site. Past approved meeting minutes have also been added. The Communications Team is still working on a longer term upgrades to our website.
- Nancy Forman added letter categories to the top of the name tag badge stand. A note has been placed in the Good News requesting persons interested in working on the project to add rows to the bottom of the stand, matching current design. 2 rows will add approximately 40 spaces.
- Held orientation meeting with Ugo Egwin, new youth vestry member.
- Worked with Preparedness Committee on creating a draft of Christ Church's Emergency Preparedness Plan. Once completed, a review of the plan will be scheduled for a vestry meeting. Vestry approval is required to implement the plan.

James Elam

Building and Grounds

B&G is in the process of getting quotes for air conditioning Fellowship Hall. We have a single quote in so far for \$11,000. Plan on getting three quotes.

Have installed 18 Watt LED bulbs in the Family Room overhead light fixtures [more light, whiter light, less energy], but are working on some issues. Some of the lights suddenly go dim after being on for awhile, but come back on normally the next time they are turned on. We are currently working with the light supplier on the issue.

St. Mary's Guild purchased a used commercial grade zero-turn mower for lawn maintenance. We now have three riding mowers. All four mowing teams are active and are keeping the lawn in excellent shape, saving Christ Church about \$8,000 a season vs. contracting a commercial mowing service.

Christ Church is on the schedule for a commercial application of weed killer for late August to help control our dandelion crop. This will be followed up with a spring application as well.

B&G helped with the set up and hosting of Christ Church's first ever National Night Out event. About 100 church members, children and neighbors participated.

Christ Church volunteers are adopting areas of the grounds to maintain (trimming bushes, killing weeds, etc.). There are still areas available for volunteers to adopt.

B&G has been given the ok to have a window cleaning company clean the Family Room windows, as well as all the windows on the west and south side of the building. The Family room windows were installed about 5 years ago and have never been cleaned as we have no way of accessing them from the outside.

Several areas of the west parking lot have been patched, to avoid further breakup of the areas during the winter months. The MTC will reimburse us for part of the cost, as our lot is being used as an MTC overflow lot for the main Woodbury Lutheran park and ride lot.

Comcast Internet Service has been installed at Christ Church. We now have 100 Mbps or faster Internet service at the church, allowing the office and Tellers to work more productively.

Sue Bertrand

Communications & New Member Engagement

New Resident Mailings: The sixth month of new resident mailings are being sent out soon. There were 190 total names on the list. The June mailing cost \$153.10, \$60 for buying the list, \$93.10 for stamps, however that does not include the indirect cost of envelopes / printing. We may be changing the format of the personal note to remove the date.

Church Website: We have looked at a few alternatives for web sites. We continue to evaluate alternatives, however Wayne Jarvis has been slow in evaluating the several options we have and soliciting more. We are looking to develop a cadence and process to updating the website and are coordinating between the regular updaters (Laura Niederhofer and Jamie Mair).

Wayne Jarvis

2017 National Night Out Even “Post Mortem

Post-mortem of National Night out event on August 6th

- What went well that we can repeat in the future?
 - Received positive comments on food. All beef hot dogs and condiments (including chopped onions), chips and watermelon. No negative comments about food choices
 - Youth/ Boy and Girl Scout support on games, set and tear down. Visibility helped create sense of community.
 - Tent worked out great to cover serving line and outdoor food prep area
 - General table / area layout worked well (copy attached)
 - Volunteers wearing CEC apparel.
 - Fire department, entrance and demonstrations/ presentations to kids
 - Balloons on banners close to event date for emphasis
 - Handing out pamphlets in the neighborhood door-to-door. Some good connections.
- What did not work well?
 - Banner set up was not to city code. Can only have one and it must be attached to a structure (the monuments count as structures). Pastor Anna received a letter from the city regarding this.
 - Needed six people to assemble and raise tent. Also parts were not numbered well or had worn off.
 - Need some gluten free and more wheat hot dog buns.
- What should we do differently next time?
 - Plan for 150 versus 200 participants.
 - Ask all volunteers to wear CEC apparel.
 - Mark tent pole parts for easy assembly in the future.
 - Use an additional grill for gluten-free hot dogs. Turn on and off as needed to grill sufficient quantity of gluten free hot dogs. Separate tongs and transport trays.
 - Planned two serving lines but only one was needed.

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- Plan on all food handlers having head covering (hat or hair net) and latex-free gloves.
- While not a problem, creating simple guidelines for food safety standards for food handlers would be appropriate.
 - See Minnesota statute 157.22 – **Exemption** wording - “food served at fund-raisers or community events conducted in the building or on the grounds of a faith-based organization, provided that a certified food manager, or a volunteer trained in a food safety course, trains the food preparation workers in safe food handling practices. This exemption does not apply to faith-based organizations at the state agricultural society or county fairs or to faith-based organizations that choose to apply for a license;”
- Ask Police Department to attend and focus on safety.
- Follow up
 - Check with Nancy Forman and Pastor Anna regarding any feedback from participants. **DONE**
 - “..... I did not have anyone who didn't want a name tag, though. I think the placement of the table was good, since it was the first place for people to stop as they walked up the sidewalk. Several visitors commented that they could join us that evening, because their street's gathering was a different night. I don't know that i would go as far as asking people when their street's gathering would be, but it certainly worked well for this year. I think the neighbors enjoyed being there, but it would be better in the future if our members visit with visiting neighbors rather than our own people we know. We were pretty well divided among the tables as Christ Church members and neighborhood visitors. I think the idea was wonderful, and we should do it again.” Nancy Forman
 - Evaluate if we need 3 full hours. Event was scheduled for 5 -8, however, we began breaking up at around 7:30.
 - Add hook and loop strips to banners next to time to allow adjustment in times displayed by placing a weatherproof piece over existing time.
 - Do we “push” sign in more? Check with Nancy Forman and Pastor Anna on how this was received. – **DONE See Nancy Comment Above**
 - Store event book/ records in the office for future reference. - **Done**
 - Ask Kate about saving online NNO documents – **Done**
 - Determine number of parishioners from neighborhood who attended
 - Banners stored in storage room behind Mark room downstairs. James will bring shipping carton from home, marked NNO banners, to ensure they are easily identified. Carton contains rope as an option for hanging banners in the future – **Done**

Mike Johnson