

Vestry Minutes – July 17, 2017

Christ Church Vestry Meeting minutes

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**Present:** Sr. Warden James Elam, Jr Warden Susan Bertrand, Treasurer David Waletzko, Jenny Burke, Nancy Thompson, Teresa Shaw, Louis Egwim, Wayne Jarvis, Kristen Wilson, Robb Keech, Vestry Clerk Philip Vander Haar.

**Absent:** Pastor Anna Doherty, Ugo Egwim.

**Guest:** Shannon Erickson.

Called to order at 7:00 by James Elam.

**Opening Prayer** - James Elam.

The agenda and the minutes of the June meeting were approved with the addition of the National Night out added to Old Business.

**Scripture Reflection.**

Read Mark 1:29-45 and reflected on it.

**Ministry Review.**

Shannon came by to talk about the hospitality committee. One responsibility of that ministry is to organize the coffee hour. One challenge she is having is getting enough people to cover coffee after the 10:30 service. We originally had eight teams but we now have seven. Seven is enough teams but only three of those teams have people from the 10:30 service.

The Vestry held a general discussion about ways to approach people about supporting this mission. Are there ways to make clean up simpler? One area of concern is that people may not know how long they have to stay after the service to clean up.

We do believe it is an important mission. Wayne Jarvis suggested we recognize the people who are on the teams in conjunction with soliciting new members.

**Staffing Update.**

James Elam reported that Kate Carlucci has been hired to replace Linda Deaver. Kate is high energy, very good with people, and very engaged. She is involved in a number of charitable activities. So far we have been very impressed with what she has begun to do for us.

Kim Graff has resigned and her last day will be Sunday August 20<sup>th</sup>. Pastor Anna will be

mailing a letter to parishioners informing them of Kim's resignation. We are not going to rush to replace her. We want additional consultation with the parish and some deliberation on what we might want this role to look like.

Wayne Jarvis asked if she had given any indication when we interviewed her that she might be here only a short time. James responded that she had not.

**Rector's Report.**

Pastor Anna is on vacation. She supplied a report that is included in the consent agenda

**Sr. Warden's Report.**

James Elam reported that the new Internet connection was scheduled for August but that they actually started today so hopefully it will be hooked up soon. We may have improved service by the end of the week.

Pastor Anna and James are working with Kate, the new parish secretary, on her capabilities and the web site support needs. We still feel the need to have a point person other than Pierre LePere for IT support.

**Jr. Warden's Report.**

Sue Bertrand reported that the new stain class window was hung in the cry room.

**Consent Agenda.**

The consent agenda was approved as read.

Teresa Shaw asked if we have seen any response to our new resident mailings. Wayne reported that we did have one interested visitor who had received letters from churches. However, he was looking for an Episcopal church so we are not sure if the letter was instrumental.

**Financial Report.**

Dave Waletzko reviewed the financial reports. He commented on an expenditure from the Flower fund for the purchase of silk flowers. Additionally, we still have some funding in the sign fund, which we will use for some general usage signs.

The first check from the Food Shelf fund raiser has gone and was for approximately \$2,700.

We received our letter from the Diocese for next year's MMS. Our basis for next year's MMS was \$284,855 as compared to this year, which was over \$300,000. This will result in a savings on our MMS. The monthly amount will be \$2,611.17, down from \$3,295.14 that it was this year.

**Old Business.**

Weiss Postulancy.

James reminded the Vestry that at last month's meeting they had discussed options for providing Molly Weiss financial support for her education for the priesthood. We could agree to pay for a third or wait until Pastor Anna does her research. The Vestry decided to table the issue but left open the option that this be handled by email between Vestry meetings. If the Vestry is asked to vote on this by email this should be done with a recommendation from the leadership with an explanation of the recommended action.

National Night Out.

Mike Johnson reviewed some of the plans for the National Night Out (Tuesday August 1st, 5-8 PM). He reported that we have four parishioners who live in the neighborhood and they are handing out flyers to people in the neighborhood.

We will put flyers on cars in the parking lot.

We have a tent that we can set up to cover the food service line.

We have two three by six signs that we will put up.

**New Business.**

Wayne Jarvis reported that there has been some interest in ordering more t-shirts but we think we should wait until the fall when we will have more people around.

Additionally, Wayne suggested that we should get the new resident letters sent out so they will be received in time for the Neighborhood Night Out.

Louis Egwim thinks that we should have upgrades to our sound system that would allow us to record performances and play material.

**Recap of Decisions and tasks assigned and items tabled.**

- Shannon Erickson will update the expectations for the coffee hour teams and plan on recognition and an announcement at a future church service.
- James Elam will continue to work on a plan for our IT needs. This will take into account Kate's skills.
- The Vestry tabled action on financial support for Molly Weiss's training. We will consider sending out a recommendation to the Vestry for email vote.
- James Elam and Wayne Jarvis will work on getting new member letters signed (ghosting for Pastor Anna) so that we can get them sent out before the Neighborhood Night Out.
- Pierre LePere will do some investigations, working with Louis Egwim, on the sound system.

Closing Prayer - James Elam.

Adjourned at - 8:38.

## **Rector's Report**

I am pleased to say that we have hired a new parish administrator, Kate Carlucci. At the time that I write this, Kate has officially been in the office for five days and the transition is going fine. If you see Kate in the office, please introduce yourself and welcome her.

The adult formation committee has met to begin planning adult formation for the fall. We hope to get a finalized schedule out in time for the program year to begin in late September.

I have also been meeting with the National Night Out Committee to help plan our August 1 event.

We had a New Member orientation this month, which was well attended. We hope to formally welcome four new members at our next reception of New Members, which will take place at the end of the month.

I have been asked by Susan Daughtry, the ECMN Missioner for Formation, to help serve on the ECMN mentoring team for those in discernment for the priesthood. This means that I will be meeting with those in discernment one Friday a month, September-May. I am looking forward to serving the ECMN mission and ministry.

In August, I am signed up to attend a two-day workshop at Luther Seminary about church staffing. I am hopeful that the course will help me as we continue to welcome and incorporate staff here at Christ Church.

We had another summer formation opportunity on July 12. This time, we combined part of adult formation with Vacation Bible School. It was nice to have some time together across the generations, and we had an outdoors vesper service which was very nice!

These are some of the highlights from this month! Please let me know if you have any questions or concerns at all.

Peace,  
Pastor Anna Doherty

## **Senior Warden's Report**

- Installation of cable line to install internet is expected by early August. We will be advised a specific date 10- 17 days prior to construction date. Both Pierre and I will be on site during the line installation.
- Worked with Pastor Anna and Sue Bertrand to review resumes, interview and hire replacement for Linda Deaver.
- Worked with Pastor Anna to organize a retirement luncheon celebration for Linda. Attendees included Linda and Chuck Deaver, Pastor Anna, Sue Bertrand, Chris Falteseik and me. Pastor Anna presented Linda with a gift memento.
- Have begun first draft of CEC Strategic Staffing Plan outline.
- Continue to work with Mike Johnson on National Night Out event planning.
- Continue to work with Catherine Harrington Emergency Preparedness Committee. Team is making progress on creating a basic emergency plan.

James Elam

## **Building and Grounds**

Over the past month, the B & G team:

- Replaced the faucet in kitchen sink
- Repaired the igniter for left oven
- Had Sanctuary AC unit #3 repaired (bad capacitor)/ all units checked for refrigerant pressure and capacitors.
- Had refrigerant removed from the old office AC unit so the unit may be removed [This old AC was replaced by a new AC for the offices]
- Installed Pat Merritt donated stained glass window in Cry Room, so that the window appears next to the Baptismal Font. Note: The window is from St. Stephens Church, Racine, WI.
- Purchased battery for old John Deere tractor.
- In process of getting a quote for AC for Fellowship Hall.
- Lawn mowing teams are active weekly.

Sue Bertrand

## **Communications & New Member Engagement**

**New Resident Mailings:** The fifth month of new resident mailings are being sent out soon. There were 233 total names on the list. The May mailing cost \$174.17, \$60 for buying the list, \$114.17 for stamps, however that does not include the indirect cost of envelopes / printing. Pastor Anna informed me that at the last new member orientation one couple indicated that they had received a letter. I will be reaching out to those new members to understand what influence (if any) the letter had on their decision to join Christ Episcopal Church.

**National Night Out:** Mike Johnson has been organizing the Christ Church National Night out effort. Mike has organized a communication effort to get the word out for the event on Tuesday August 1<sup>st</sup>. Kari Koerner designed a flyer for the event as well as advertising the Friday night concert series. Mike has a detailed plan for distributing the flyer around the immediate neighborhood, and we will be including it in the July New Woodbury Resident mailings.

**Church Website:** We have reached out to several other Episcopal Churches in the Twin Cities with compelling websites. Each of them have hired companies to build their websites or have had parishioners that are strong in web design / computer programming. Laura Neiderhofer and Jamie Mairs are two people that are active in updating the website, we are planning on meeting prior to the vestry meeting on July 17<sup>th</sup> to discuss aspects of our existing website that can be improved as well as what we would need to look into when considering third parties to help us re-design and update our website.

Wayne Jarvis

## **Welcoming Committee**

We will invite five people/families to be received at Christ Church on Sunday, July 30, at either service.

Please be aware of visitors and greet them, engage them in conversation, and tell them about Christ Church. Also, please let the welcoming ministers for the day know who you met and any helpful information you may have.

Mike Johnson

## **Christian Cupboard Fundraising Committee**

To date we have had one major fundraiser: Wine pairing event on May 6, 2017.

This included selling tickets to a Paella dinner at the Bohn's home on June 3  
The total profit for these is \$2674.54.

Also, there has been an anonymous \$1000.00 contribution.

To date that brings us to a total of \$3674.54 toward our goal of 10,000. (More than a 1/3 of the way there already).

We are planning a "farm to table" dinner in the fall (September) working with local Farmers Markets and associated Chefs. Another \$50/person event – Patsy Keech is spearheading this one and it has lots of enthusiasm. Hoping to bring lots of folks from the outside community together with our own members.

In October we are hoping to have a Brat BBQ on a Sunday right after the second service with a little bit of an Oktoberfest theme– this one would be more of a family oriented and casual event – possibly with a free will offering as the \$\$ to partake.

These last two are still in the forming stages and I will update when we have more specifics.

Respectfully submitted;  
Catherine Harrington