

## Christ Church Vestry Meeting minutes

May 16, 2016

**Present:** Sr. Warden Catherine Harrington, Jr. Warden James Elam, Treasurer David Waletzko, Teresa Shaw, Mike Johnson, Matt Stiles, Jane Pederson, Laura Neiderhofer, Nancy Thompson, Wayne Jarvis, Jenny Burke, Vestry Clerk Philip Vander Haar.

**Absent:** Louis Egwim

Called to order at 7:00 PM

**Opening Prayer** - Anna Doherty.

### **Approval of April Vestry minutes -**

Approval of the minutes was moved by Mike Johnson and seconded by James Elam. The minutes were approved by acclamation.

### **Approval of Agenda -**

The agenda was approved after being moved by Matt Stiles and seconded by Laura Niederhofer.

### **Rector's Report -**

- Pastor Anna had enclosed a piece in the consent agenda on a possible fall concert. The theme of the concert would be "The Story of the Guitar" and it would be presented by Kevin Sherwin. The Vestry discussed the possibility of this being a fund raiser. There was a general discussion of the logistics associated with this (sell tickets? - have a free will offering? - use it to promote our presence in the community?). No decision was required at this meeting. Pastor Anna will talk to Chris Falteisek to get his ideas about the logistics related to running the program.
- Pastor Anna handed out the job description for the Children & Youth Ministries Coordinator.

### **Financial Report -**

- Dave Waletzko presented the financial statements.
  - Jenny Burke had a question regarding the balance sheet and whether the St. Mary's Guild funds were included. Dave responded that the St. Mary's guild's funds are not under the Vestry's management. Catherine Harrington commented that it had been discussed in the past whether or not this should be brought under central management. However, there was no determination that the management of the funds needed to change.
  - As regards to the Statement of Income Expense Dave pointed out that pledges were roughly on track for the year and that everything else is more or less at budget. We have been running under budget on the Rector's salary but will now start to catch up with the budget now that Pastor Anna has started. We are still running under budget for Youth Minister salary since that position has not yet been filled.
- Jenny Burke asked if we had received any response to our letter to the Diocese expressing our concern with the way the Apportionment for the Common Good was calculated.

Dave noted that we have not received a response.

### **Sr. Warden's Report -**

- Catherine Harrington reported that we have been working on organizing the safe church training. The training will be on this coming Saturday and will be the course that covers safe church practices for working with children. There is a separate training covering safe church practices that focus on adults. The audience for this training is smaller; primarily full time staff and church leadership. Char Peterson has been organizing the training. We will have some members from another church joining us and Catherine expects that we will have a good crowd coming this Saturday.
- An announcement was made in church about trying to be aware of people who are sick or otherwise absent from church for an extended period of time. We are going to try and be better organized around this. We have to be aware that with new health privacy rules that hospitals will not inform us when someone is in the hospital.

### **Jr. Warden's Report -**

- James Elam discussed that he and Catherine had recognized Linda Deaver on Administrative Assistants day. On behalf of the Vestry, she was presented with flowers and a card.
- We discussed the possibility of having a Vestry retreat now that Pastor Anna is on-board. Perhaps we will bring in a facilitator from the Diocese. James thinks we should have it sooner rather than later. We don't want to wait until too late in the year.
  - Phil Vander Haar suggested maybe we could do it on a Monday night Vestry night. We would keep the meeting short and extend the Vestry meeting to be the retreat. The Vestry decided that this made sense and determined to start the June Vestry meeting at 6:00 PM with the retreat to follow.

### **Consent Agenda -**

#### Organ Committee –

- We are \$500 short. We will order the interface system now. The updated plan calls for Roger's Organ to do repairs and provide supervision of the cleaning and we will provide labor. The cost for this will be \$10,000. We will need to coordinate this with dates during which they already have a technician in town.
  - A motion was made that we approve the new contract of \$11,823 for the purchase of the interface parts and the commitment to clean the pipes. The motion was moved by Mike Johnson and seconded by Teresa Shaw. The Vestry approved it by acclamation.

#### Faith Formation -

- While presenting the Faith Formation report Matt Stiles noted that the faith formation has a separate checking account. This generally doesn't hold a balance but is used so that the youth leaders can write checks for expenses when needed.
- Additionally Matt proposed that Loaves & Fishes should go under Outreach. The only reason that it had been included in the Faith Formation committee in the past was because of Dana Strande's involvement in both Loaves & Fishes and Faith Formation. The committee is proposing that we split the adult education ministry out from the youth ministry position. This is in part because of Pastor Anna's interest in adult education.

Based on this discussion Anna put together a job description for a Children and Youth Ministries Coordinator. Adult will go under Pastor Anna and youth will fall under Matt's committee until we hire a coordinator. There was general discussion on the job description that Anna wrote up. The Vestry was in agreement with the position and approved Anna going ahead with getting it posted.

#### Communications –

- Laura Niederhofer reported that they went ahead and bought Microsoft Publisher for managing our eGoodnews. This software was necessary so that the Mortinsons can efficiently produce the newsletter. We found a good price and have three copies so that Laura as the back up can have one.

#### Old Business

- James Elam asked if our insurance covered liability for its board members. The Finance & Legal Committee will investigate. Mike Johnson mentioned that this may be dependent on whether we are incorporated as a charity under Minnesota statutes.

#### New Business

- September 28th has been set as Pastor Anna's installation date.

#### Recap of Decisions and tasks assigned and items tabled

- Pastor Anna will follow up with Chris Faleitsek on concert logistics.
- The Finance & Legal committee will examine our insurance liability coverage as it pertains to board members.
- The Vestry approved the updated contract for the Organ.
- Pastor Anna will proceed with the posting of the Children & Youth Ministries Coordinator position.

Closing Prayer - 8:24, Pastor Anna.

*From James Elam*  
**Organ Committee**

Installation - ~ June 2016. To coincide with key technician's travel (gratis for Christ Church). See Buildings and Grounds committee report for status of preparation work.

Pipe Cleaning – clarified issue with organ pipe cleaning (why we needed to participate in cleaning). Roger's Organ had requested review of pipes but we made a decision to delay, due to our original plan where we felt we would not have sufficient funds for pipes in 2016. However, upon inspection two major problems were found.

1. Structure supporting front pipe chest has shifted over time
2. "Winding" duct work is damaged.

Per Barbara Rodgers Organ, this would drive "cleaning" price to well over \$20K. Rodgers offered to do repair and supervise pipe cleaning by us within the original \$10K quoted. Pipe cleaning project would be scheduled for approximately September.

Purchase plan– Barbara, Rodger's Organ, has submitted a revised contract (pipe cleaning verbiage changed) and has requested funds to order interface parts.

Funding – We are ~ \$1500 short of full amount

**Buildings and Grounds**

April (partial):

- Replaced security bulbs in portico
- Replaced smoke detector battery in Family Room
- Changed filters in office and Family Room air handlers
- St. Mary's Guild bought us a new AWD Toro Walk Behind Mower
- Tuned up mowers, changed blades, oil, plugs and filter
- Started the mowing season
- Met with Organ folks about cleaning and tuning the pipes (probably in Sept.)
- Moved cabinet for Alter Linens from Cry Room to Choir Loft
- Mailed in materials for Boiler Tune-up Rebate.
- Mailed in snow plowing invoices to MTC for Reimbursement [Received a check for \$2740 from the MTC for last winter's snow plowing of our parking lot. The church cost for last season's plowing amounts to \$685.]
- Held Outside cleanup of grounds

May:

- Replaced two burned out security lights on upper circle.
- Set up Desk for Chris, made from parts from the old organ, by Rodger Pereyra.
- Distributed hand sanitizer bottles to pews [foaming/non- alcohol] we are all ready for the new organ, the old organ and speakers, etc. have been removed and the duct work is in place for the wiring for the new organ. Took apart the old organ, speakers and amplifiers.

- Recycled circuit boards from old organ (got \$58 for them)
- Removed amplifiers from old organ sound system (will attempt to sell)
- (Pierre).....advertised the fact that we have speakers and amplifiers to sell in a mailing that goes to all the area churches. He had the boilers tuned up as Excel Energy will pay up to \$250 for a tune up every three years, so this past tune up cost us nearly nothing. Also he will be submitting our past winter snow plowing bills to the MTC, who will reimburse us for their share for using our parking lot as an overflow lot for the main lot across the street from us on Afton Road.

*From Jenny Burke*

Phil,

The report to the vestry from the Memorial Committee is as follows:

From Pierre:

All of the Memorial fund monies received to date have been allocated.

The funds were used to purchase a communion box and contributions to the Organ Fund.

Thanks,

Jenny

*From Matt Stiles*

Greetings,

Below is the Faith Formation Agenda. Besides the minutes, I will be attaching two forms. The first shows how Faith Formation will be reorganized between Pastor Anna (Adult Section) and the hiring of a new Youth Minister (Youth Section.) I have updated this document after receiving feedback and correction from the Faith Formation Committee. The second form (which you will probably receive from Pastor Anna) is the job description for the new Youth Minister position.

1) Sunday School and Youth Groups: Issues/Concerns? **First, all graduates (high school, college, etc) will be honored with prayer and recognition during both services on June 5th. Second, last day of Sunday school is May 22nd. I believe treats will be provided to the kids, organized by Anne Marie Manley, Diana Waltezko, and Sue Mortinson.**

2) Wednesday Night Live: last session will be tomorrow (May 4th). When will it start

again? **TBD**

3) Vacation Bible School: Diane Oneil to organize. Michelle Rebholz to assist. Is there anything the Committee can help with? **Currently ok.**

4) Summer Stretch: Charlene Peterson organizing. **No Issues**

5) Financial Report: any changes? **Below is a great explanation which Charlene Peterson sent me.**

**Also, in your Microsoft Word document, you indicate at the end under "Overall Budget Management" that Sandy Huppert oversees the account and I am a signer (as is Sandy). I just want to clarify what this account is. It's a separate checking account that we basically use as "in and out" for expenses involving the youth. For example, when youth pay their registration fees for retreats and programs like Summer Stretch....the money goes into that account. Then, all expenses incurred during Summer Stretch, i.e., at the bowling alley, swimming pool or Valley Fair....are paid out of that checking account. Any scholarships requested by youth to attend these events also gets paid out of this account. Candy for the Easter Egg Hunt gets donated and paid for out of that account. Also, as you mentioned, the money "donated/charged" for Wednesday Night Live Dinners goes into the account and payment of the food gets paid out of the account. It's an "in and out" account.**

**There is a line item in the Church's operating budget called "Children, Youth and Family" that actually pays for all the Sunday School and Christian Formation program expenses (curriculum, supplies for classrooms, Confirmation expenses, etc.). That doesn't get paid by the youth account that Sandy Huppert and I handle. We don't manage that budget.**

6) Additional items? **It appears we have two Loaves and Fishes locations under two different committees. PROPOSAL: To place the St. Matthews Church and First Covenant Loaves and Fishes programs under the Christ Church Outreach Committee.**

Matt

*From Michael Johnson*

Nancy Forman, chair of the Welcoming Team, will be meeting with Pastor Anna next week to talk about visitors and visitor orientation.

Our Welcoming group is very good at chatting with visitors and trying to make them feel welcome. However, as always, vestry members are strongly encouraged to also watch for visitors and greet them. It is also always important to make a point to visit with new members, so they don't feel that once they have joined, they are forgotten.

Again, you are also asked to take notice of anyone you have not seen in church for a few weeks. People may be sick, have a crisis in the family, or have had a bad experience at Christ

Church and do not want to attend either at the time or ever. Please give the person a call to check with them, or call Nancy Forman and give her the person's name.

*From Anna Doherty*

Hello Philip! One of the things I want to ask vestry members about is regarding a possible guitar concert at Christ Church in September. I have some information about the guitarist and his program that I would like folks to review, if possible, before the meeting next week. I've attached the information to this email, and I understand from Catherine that you are the one to send this out to vestry members. Thank you! Please let me know if you have any questions at all.

### **The Story of the Guitar**

From the royal courts of Europe, to streets of small villages, to concert stages around the world, the guitar expresses a profound musical language. Kevin Sherwin's *The Story of the Guitar* explores music from traditions of both folk and art music, ranging from kingly dances and operatic serenades to native folk traditions of South America and Spain. The program starts at the crossroads between folk and art music from the guitar's beginnings in the 17<sup>th</sup> century, with works by Losy and Sanz, who were renowned court composers of Prague and Spain. The concert then spotlights works of famous guitarist-composers who drew inspiration from the salon and streets, including Francisco Tarrega, Heitor Villa-Lobos, and Fernando Sor, featuring Sor's famous "Variations on a theme from Mozart's *The Magic Flute*." The program concludes with compositions dedicated to great guitarists of the 20<sup>th</sup> century, such as Andres Segovia and Julian Bream—and how these composers drew from the instrument's rich cultural history to create new compositions. *The Story of the Guitar* tells the fascinating tale of an instrument whose diverse traditions have inspired tantalizing repertoires of music throughout history.

<http://kevinsherwin.com/>

Kevin is a classical guitarist, and he played a concert at my former congregation in Wisconsin. He has a Twin Cities tour currently scheduled for this autumn. Kevin is a truly wonderful musician and I invite you to go to his website above for videos of him playing, a bio, and more information.

After conversation with Chris, it seems as though a September 23 evening concert is the best date. Kevin currently has Christ Church tentatively on his calendar for a concert that evening. We would just need to let him know what time. Kevin's fee is \$400, which basically covers the cost of his travel. We are welcome to use the concert for whatever kind of fundraiser we would like, if we want to use the event for that purpose. We could sell tickets, take donations, however you might want to do it. I leave it to us as the vestry to decide whether this is something we want to do, and, if so, what kind of fundraiser we might like to have.

Please let me know if you have any questions at all.