

Vestry Minutes – April 17, 2017

Christ Church Vestry Meeting minutes

April 17, 2017.

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

**Absent:** Mike Johnson, Pat Jennings.

Guests: Tom Hunter and members of Scout Troop #72 and Pack #601, Kim Graff, Sharon Strangfeld, and Matt Kuhn.

The meeting was called to order at 7:03 by James Elam.

**Opening Prayer** - Pastor Anna.

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

**Scripture Reflection.**

The Vestry read John 14:1-14 and reflected on it.

**Presentation of scout charters.**

Tom Hunter and Boy Scout and Cub Scout leaders presented their respective charters to the Vestry. These charters are renewed annually.

**Neighborhood Garden Proposal.**

Sharon Strangfeld and Matt Kuhn came to report on a proposal to have a neighborhood garden. They discussed their plans for creating a number of 12 by 12 raised bed plots. They would have the soil tested and consult with a master gardener on the best placement for the garden. They would also put guidelines together covering the usage of the garden. For example, they would specify that only organic compost could be used.

They stated that at this time they only planned to extend the use of the garden to parish members.

The Vestry thanked Sharon and Matt for their proposal and said their proposal would be discussed during new business.

**Ministry Review.**

Kim Graff attended to provide an update on the Children and Youth Ministry program. She provided a written report as well. A few of the items that she highlighted for the Vestry were:

- The high school kids identified a number of topics that they were interested in.

- We will be having VBS in the evenings this summer. We will offer dinner each night. The entire family can come for the dinner and then the parents will be released.
- We are planning to have Vespers around the fire on a Wednesday night.
- Currently she is working hard to identify curriculum. If curriculum needs to be ordered it has to be done soon to arrive in time for the fall.

James Elam asked what other challenges she was facing. Kim noted a number of issues:

- Time is a constraint. This is both an issue of how much paid time we have budgeted for and the time she has available as she balances with her personal responsibilities.
- Communication is also a challenge. Kim finds that even though something has been in the Good News and the blast email, some people want individual notifications. Kim stated that is not really possible to call people individually. The Vestry agreed that expecting an individual communication was not reasonable.
- Kim reported that there are some people interested in being certified as a Godly Play coordinator.
- Kim is interested in making sure that people and systems are in place so things can function without her direct involvement.
- Kim isn't getting notified when a new member form is filled out for a family with children.

### **Rector's Report.**

Pastor Anna reported that most of her material is in her written report but that she wanted to mention that we have scheduled two red cross training sessions. They are free if you do not wish to be certified. Certification costs \$10. Catherine Harrington's daughter Michelle is conducting the sessions. Although she had volunteered to do it for free, this was before we decided to have two sessions. We will pay her \$200 from the adult formation fund.

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

James Elam asked whether or not we should we have a standard program to give people rides to church. We have someone who gives rides for one parishioner. However, we don't have a standard program that anyone with a need for a ride could utilize. James will look into establishing a program.

### **Jr. Warden.**

Sue Bertrand reported that she had no additional updates.

### **Financial Report.**

David Waletzko commented that there were three payroll periods this month so our expenses were higher expenses than in a normal month.

The Dire Need Fund is down so we will be having an offering for the fund on this coming

Sunday.

**Consent Agenda.**

James asked if there were any comments or questions on the consent agenda. Since there were no comments the report will stand approved as read.

**Old Business.**

Church Priorities –

James handed out a worksheet with the input he collected from Vestry Members. He organized them around the five marks of mission. There was general discussion of the document.

The Vestry agreed to adopt the first three common themes that were listed. A motion was made by Wayne Jarvis and seconded by Sue Bertrand. James will update the document and create a draft of the final form.

Music review action items –

James reported that we are seeking some additional assistance with managing our social media. He pulled together a job description for a social media coordinator. In some churches this might be a paid position. For Christ Church this could be a paid at some future time but initially we are looking for a volunteer. Vestry members should let James know if they have ideas on people who might have the skill set to manage our Facebook page.

It was pointed out that there are third parties that provide website upgrades as a service. They will convert your website for several hundred dollars and then charge a \$30 monthly maintenance fee.

The Vestry will recall that Chris Falteisek wanted assistance with advertising (posters, email blasts, etc.).

**New Business.**

Neighborhood Garden -

The Vestry discussed the presentation made earlier in the meeting about having a neighborhood garden. There were a lot of unanswered questions and much discussion ensued. It was agreed that if we did anything that we would want to start small. A number of concerns about the project were expressed.

The Vestry agreed to give tentative approval providing a number of conditions were met:

1. The master gardener agreed that conditions could support a garden.
2. There would be no raised beds.
3. There would be no fencing.

4. Plot holders would pay a nominal payment and sign a contract.
5. It would be limited to four plots to start with.
6. It would be located in the back corner of the property near the garage.

A motion to this effect was made by Robb Keech and seconded by Wayne Jarvis. The motion was passed.

#### Maundy Thursday Service -

There was discussion about the difficulties that the team had hanging the drapery on the Christus Rex at the end of the service. It took several tries. The consensus was that this detracted from the dramatic ending of the service when the lights were extinguished. Vestry members felt that it would be okay to leave the Christus Rex unshrouded at future Maundy Thursday Services. Pastor Anna will make sure that this is handled differently next year.

#### Vault Cleaning -

Robb asked about all of the old photos and books he saw in the hallway on Palm Sunday. It was explained that this was stuff that came from the vault cleaning. They got rid a lot of old finance & legal documents that we don't need.

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

1. We need support in finding people who can assist with Facebook, website and communications.
2. James Elam will update the church priorities document to reflect the common themes agreed to by the Vestry.
3. We will communicate the conditions that were set for the neighborhood garden
4. Pastor Anna will pay Michelle \$20 for the Red Cross training.

**Closing Prayer -** Pastor Anna.

The meeting adjourned at 9:07.

## **Rector's Report**

Hello all! This past month has been a busy one, but busy with good things! As I am sure you will hear from our Communications Committee chair, the committee has met to begin improving our communication strategy here at Christ Church. I am happy to say that we have someone interested in providing written content for our communications...we are still looking for a volunteer to take on the communications coordinator position, as well as assisting us with updating our website. But for now, our Facebook traffic has picked up tremendously, and Kristen Wilson has graciously offered her services posting events, such as our Holy Week services, etc, on the Facebook page. Thank you Kristen!

The Emergency Preparedness Committee is continuing to meet monthly. As you may have seen in the Good News, we are hosting two CPR training classes in May, on May 6 and 16 respectively. We are encouraging those volunteers and staff who work with children and youth to attend this event, as well as our ushers, but the training is open to whoever wants to attend. There is an option for certification if you would like. To be certified there is a \$7 processing fee for each attendee; if you do not need certification, the class is free. We are encouraging people to sign up for the class, as our instructor needs an accurate count for bringing supplies, etc. Michelle, our instructor graciously offered to teach the classes free of charge. However, since she is doing two classes instead of one, and is offering us 6 hours of instruction, I would like the vestry to consider designating \$200 from the adult formation fund to cover a fee for Michelle. 6 hours is a lot of time, and I believe she deserves to be compensated in some way.

In addition to the CPR classes, the Emergency Preparedness Committee has been given a working Emergency Action Plan to edit and work from. We will be making our way through that document in future meetings, and can provide the vestry with a draft once the document has been completed for Christ Church.

We are also wanting to bring in an instructor from NAMI to teach an adult formation class on creating caring communities for those with mental illness.

In addition to this, I plan to be meeting with the adult formation committee next month, to begin to plan formation for the coming program year. I have also had a couple of conversations with church members with a background in pastoral care, about the possibility of having a pastoral care team that would meet monthly as well. This committee is just in the very beginning stages of planning.

Please let me know if you have any questions or concerns at all. Thank you everyone!

Peace,  
Pastor Anna Doherty

## **Senior Warden's Report**

- Working with Pierre and Mike Johnson on solution for Christ Church's poor internet connection. Signed agreement to allow companies to evaluate cost to bring in a line to church. Pierre is in the process of negotiating with POPP and Comcast, with the hope of maintaining cost within range of our current monthly expenditure, and getting Comcast to absorb cable installation fee of (~\$6K).
- Working with the Communications Committee, led by Wayne Jarvis on resourcing and planning for improvements in web page and Facebook site. We are looking for a Communications Coordinator and a web designer. In our ministry review at the last vestry meeting Chris indicated he supports us appointing a coordinator to reduce his required work to maintain the Facebook page. Your assistance in identifying people for these roles would be appreciated.
- Will delay removal of memorable board until after Easter. Painting or wall repair may be required once boards are removed, and we are working to acquire additional event pictures to occupy the space where the board is currently located. We will maintain the smaller 50 year boards and I will work with Pastor Anna to identify anyone who should be added that wasn't.
- Participated in "Spring Clean-up" of the Rain Garden. We need to continue to emphasize our 20 year financial commitment to this project annually and with new members to ensure we have sufficient resources to keep area maintained. Your support in this area would be appreciated, as well. We will need to pull weeds during the summer months.

James Elam

## **Children and Youth Ministry**

Here are highlights for the past month.

- Several of the Godly Play teachers have expressed an interest in becoming certified as a Godly Play coordinator. I have contacted several trainers in the area about the possibility of Christ Church hosting a Commuter Core training next fall. It would likely involve three Saturdays over three months (September, October, November). I am also watching the Godly Play schedule to see if a nearby training gets posted.
- We continue to have conversations on the best way to set-up classes for the fall. We only have one 4<sup>th</sup>- grader who is going into 5<sup>th</sup> grade, several 2<sup>nd</sup>-graders, and several 5<sup>th</sup> going into 6<sup>th</sup>. We want to make certain we have enough kids to have an entire class for that age group. The other age groupings are very strong.
- The Youth Choir sang in worship for the first time on Easter Sunday.
- Safe Church Training was held at Christ Church on March 25th, led by Pastor Rex McKee. We had strong attendance with around 15 people from outside of the congregation joining around 20 church members.
- Confirmation is set at St. Mark's on April 30<sup>th</sup>. The parents requested to not have a reception at the church that weekend, so we will have it the following weekend on May 7<sup>th</sup>.
- The last day of Sunday school will be May 21<sup>st</sup>. David and Diana Waletzko will oversee the event.
- Five youth and one adult attended TEC over the weekend of March 20<sup>th</sup>. This was a strong turnout.
- Looking forward- I am looking at the summer and fall schedule. In addition, I have started recruiting Sunday school teachers for the 2017-2018 year. I would like to meet with teachers in August.

Respectfully submitted,

Kim Graff  
April 14, 2017

## **Building and Grounds**

A crew worked together to cut down the old-growth plants in the Rain Garden, which was quite a bit of work. This is something that must be done every spring or fall, the plan is to do it in the fall this year to see if it is any easier then. The Vestry needs to realize that because we received a grant from the local Watershed, to build the rain garden to control the rain runoff, we are committed to maintain the rain garden for 20 years, otherwise we need to pay back the grant money. So this annual maintenance of the rain garden is something that Christ Church volunteers must do for about another 16 years. Also, as plants in the rain garden die off they must be replaced. Periodically the wood mulch in the rain garden must be refreshed also, so we have a line item in the Christ Church budget for Rain Garden Maintenance.

The other item is the outside security lights by the walk ways and the upper circle drive. Two bulbs burned out over the winter, which have been replaced. We are in the process of getting 36 watt LED bulbs to replace the 160 watt Metal Halide bulbs currently used. These LED bulbs will give as much, or more, light than the current bulbs and will last many years longer. We will get a significant rebate from Excel Energy for doing this and the energy savings for making this change will pay for the cost of the LED bulbs in less than six months.

Finally, Pierre is in the process of setting up the lawn mowing teams for the summer. Most of last year's volunteers will return, but we have lost several for health and family reasons. So we are looking to get at least two more volunteers to help us with lawn care this summer. Due to liability issues, we do not want anyone under 21 to run our power equipment, so we are seeking only adults for this ministry. We will be advertising in the Sunday bulletin, but if anyone on the Vestry has any suggestions for volunteers, they would be most welcome.

Sue Bertrand



## **Communications & New Member Engagement**

**Email Blasts:** Laura Niederhofer is going to be working with the Mortensons to try and find help for sending out the weekly email blast. Preparing and sending the email each week takes about an hour. While Tom and Sue have not indicated they are looking to stop sending the email, we are looking to find 3-4 people that can also prepare and send out the email to rotate responsibilities periodically. Hopefully that avoids burning out any of our volunteers and also ensures the knowledge of how to do it is distributed among the congregation.

**Communications Assistance:** Following last month's vestry meeting we wanted to find opportunities to help Chris Falteisek with posting to the Christ Church Facebook page. Kristen Wilson has agreed to help with the Facebook page and Kari Koener has agreed to help assist with communications and content generation.

**Photography:** We have asked the congregation for help collecting photos they are willing to share on our website.

**Website:** James Elam has asked the congregation for help redesigning the web page from people who have web design skills. No one from the congregation has come forward as of yet. Undaunted, James has continued to look at other alternatives, including third party web design companies as well as asking ECMN if there are resources / vendors that they recommend.

**New Resident Mailings:** The second month of new resident mailings were sent out the week before Easter by Laura Niederhofer, Teresa Shaw and Wayne Jarvis. There were 87 total names on the list. The April mailing cost \$102.63, \$60 for buying the list, \$42.63 for stamps, however that does not include the indirect cost of envelopes / printing.

Wayne Jarvis

## **Welcoming Committee**

The Welcoming team is planning a visitor orientation May 2 and/or 3. There are four young families who are particularly interested in finding out more about Christ Church. There are eight to 10 other people /families who have indicated they are still interested in learning more about us.

Please welcome visitors, and please call members who have not been in church for a few weeks to let them know they are missed.

Mike Johnson