

Christ Church Vestry Meeting minutes

March 21, 2016

Present: Sr. Warden Catherine Harrington, Jr Warden James Elam, Treasurer David Waletzko, Teresa Shaw, Matt Stiles, Laura Niederhofer, Wayne Jarvis, Jenny Burke, Vestry Clerk Philip Vander Haar

Absent: Mike Johnson, Jane Pederson, Louis Egwim, Nancy Thompson

Called to order at 7:00 PM

Opening Prayer - Catherine Harrington

Approval of February Vestry minutes -

The minutes were approved with minor corrections to spelling and the date. Moved by Matt Stiles and seconded by Laura Niederhofer.

Approval of Agenda -

Agenda approved.

Financial Report -

Dave Waletzko reviewed the Balance Sheet. There were no major items to note. Additionally, the Income & Expense statement was reviewed. The Memorial Fund paid for one of the communion kits and St. Mary's Guild paid for the other. Pledges are about \$4,000 ahead of year to date plan. The financial reports were received by the Vestry.

Sr. Warden's Report -

Our new rector Anna was here a couple of weeks ago and James Elam and Catherine Harrington met with her for lunch. They discussed her thoughts on the role of the vestry and some of the things that she wants to concentrate on.

Jr. Warden's Report -

James Elam called the vestry's attention to adult education. There are plans for receptions for Anna. The Welcoming Committee is planning this and Wayne Jarvis will follow up on what the expectations are for funding.

Consent Agenda -

Memorial Committee – Jenny Burke and Dave Waletzko will clarify with Pierre LePere on whether the Memorial Committee had formally approved the funding of one of the communion kits.

Communications Report – Tom and Sue Mortinson have volunteered to coordinate the Good News.

Organ Committee – We discussed the Organ Fund raising campaign. The deadline for signing the contract is May 1st. We expect the Organ Committee to have updated numbers so a decision can be made whether to go ahead at the April vestry meeting. We discussed asking the Diocese for a loan (since this issue was raised by a parishioner) but the Diocese doesn't do that. Consequently, we will not be pursuing this.

Faith Formation - Matt Stiles mentioned that they are doing a good job keeping up with faith

formation in a “maintenance mode”. However, for ongoing success with the program we do need to make having a parish life minister a priority.

Old Business

Locking up the church – Laura Niederhofer will post the person who is responsible for closing the church each Sunday. A list with phone numbers will be posted in the kitchen and the office so that people know who is supposed to lock up.

Safe Church training - We are still working to get Safe Church training scheduled. However, it will not be completely done before all the keys are distributed.

New Business

Additional hours for church secretary – There was some concern about the extra work load that the church secretary has had during the interim. Catherine Harrington has met with Linda Deaver and she is fine with the situation. We approved the additional hours that Linda needs to keep up with the work.

Preparation for new rector – There was general discussion on the need to help Anna and the parish adjust to each other and to any new ways of doing things. We also discussed whether Anna will run the vestry meeting or if they will continue to be run by the wardens. Anna is open to either approach. The sense of the vestry was that they would prefer that the meeting continued to be run by the Senior Warden.

From Finance – David Waletzko requested a motion to send a letter to the Diocese asking them to reconsider their MMS assessment method. The method penalizes churches for growth since a substantial increase in the assessment is triggered when the budget goes over a certain dollar amount.

Matt Stiles moved that we send a letter. The motion was seconded by Laura Niederhofer. Motion was carried.

Recap of Decisions and tasks assigned and items tabled

1. Jenny Burke and David Waletzko will talk to Pierre Le Pere about the Memorial Fund’s payment for the communion kit.
2. Wayne Jarvis will talk to Janine Leick about any funding needs for the get acquainted meals with Anna.
3. The Finance Committee will send letter to the Diocese regarding the MMS assessment method.

Closing Prayer - 8:00, Catherine

Memorial Committee

Below is the report from Pierre regarding the Memorials committee:

John Hunkins has talked to me several times saying that he hoped that Jayne's memorial funds could be donated to the Organ Fund, since Jayne had a life long love of organ music.

I brought this up to the Memorials Committee and they agreed that this is a great idea. So I would like you to tell the Vestry that the Memorials Committee recommends that the funds from Jayne Hunkins' memorial be donated to the Christ Church Organ Fund.

Per Caryl Davis, Jayne's funds total \$2105.55.

Pierre asks that if Jayne's donation to the organ fund is approved by the vestry, this donation should be published that so the congregation is aware of it. Pierre questions whether this notification should come from the vestry or the Memorials committee.

Best Regards,

Jenny Burke

Welcoming Committee

I regret that I will miss the March Vestry meeting due to our current vacation in Florida. Mike Johnson

Here is the report from Nancy Forman:

We held an orientation in January, and three people we received as members of Christ Church in February. Five people have been to orientation, but they have not yet been received, although from what we understand, they do want to be received. There have been several visitors, and hopefully, we will have an orientation in April.

It is important for the vestry as well as all Christ Church members to realize it is up to all of us to be welcoming to visitors. Please introduce yourself; introduce them to others; tell them about Christ Church; invite them to coffee hour. In addition, please be aware of anyone missing from church for two or three Sundays. It is very sad when anyone is not at church for a few Sundays, and no one misses them. Please take it upon yourself to call anyone whom you have missed, and if you find that they need anything - food, a ride to church, help of any kind - please call Nancy Forman or the person who can help with the need.

Communications Report

As the new leader of the Communications committee, I am pulling a team together to help update and work on the website, find a new E-Good news coordinator as well as find new avenues for getting Christ Church seen in the public.

As of this writing, Wayne Jarvis and Diane Waleztko have volunteered to help. I have met with Greg Guffy to gain access to the website information and I'm currently in the process of updating personnel information in the website.

Laura Niederhofer

Pastoral Care

Nancy here, not much to report on my committees. For pastoral care I am waiting for Anna to discuss how she would like things done, Janeen has volunteered to be on the committee.

For outreach, Alida Knoll and Kate Line will continue with the Angel tree, mitten and hat collection and gathering school supplies this fall. The two loaves and fishes are doing well. There are 12 volunteers that do the once a month dinner at St. Matthews Church. That is about it.

Thanks, Nancy

Organ Committee

Purchase plan– To receive \$14k discount, by May 1, we would need to sign the contract and write a check for \$10k. When we sign that contract, we are binding ourselves to pay the balance on delivery. The May 1 date has been negotiated out already. Initially the date was in March. With so many changes, Chris was able to extend to May 1, however he was told it was the final deadline adjustment. The offered discount is considerably larger than what they would normally offer. After down payment we believe we need to take delivery in approximately one month.

Funding - Committee has decided on a campaign involving the selling of 163 keys for \$150 each and 32 pedals for \$1000 each. Cupcakes will be sold at the April 15 choir concert. Team is also considering selling cupcakes or other items at the choir concert on April 15, and making 75-100 quarts of chicken salad to sell on a Sunday morning for \$15/quart. The estimate will be focused on procuring cash sufficient to purchase the organ. Anything beyond that \$45,000 will go toward the pipes. A program launch letter and pledge cards are being developed and will be mailed to parishioners. A “progress chart” (organ graphic with 163 keys and 32 pedals preferred) is being designed. The pedal campaign is targeted to secure sufficient funds to purchase the organ by the discount deadline.

Product Demonstration – Chris sponsored a field trip to St. John’s Lutheran Church in Hastings MN, Tuesday March 15. 15-20 parishioners including the organ committee attended. The range and flexibility of the organ was demonstrated.

James Elam

Buildings and Grounds

No major issues to report. “Everything is going along fine. “ Pierre did receive a call from Xcel Energy in Denver. Xcel Energy indicated they “would pay up to \$250.00 every three years to have our new boilers tuned up to keep them working in peak order. David felt this should be a normal maintenance activity, even without the rebate, and gave approval. Maintenance costs are based on time and parts.

James Elam

Faith Formation

Greetings,

For this past meeting I changed the format to mass email. Because of everyone's busy schedule, I felt this would be a better option for everyone to be involved and provide feedback. I asked a number of questions (in black), and I have summarized the responses (in red).

- 1) Sunday School and Youth Groups: Any issues/concerns. **We will be ordering units 9 and 10 of the Connections curriculum.**
- 2) Wednesday Night Live: The last WNL will be Wednesday May 4th (Happy Star Wars Day!!!). We currently have volunteers to cover the remaining lectures/discussions. **No discussion.**
- 3) The upcoming TEC is April 15-17. I believe Char will distribute information to the interested kids. Do we need to do anything else? **Confirmed by Charlene Peterson**
- 4) Lent Stations: I reached out to those involved last year. While there was support in doing it again, no one wanted to lead/organize it. If we do not have a volunteer, especially since it is getting close to Easter, then we will have to try again next year. **Since I had no volunteers to lead the Lent Stations, we will not do them this year. We will try again next year since it received such a positive response last year.**
- 5) Easter Egg Hunt: I believe Shannon has enough volunteers to fill eggs, so please come Easter Sunday to help distribute them. **All items covered. I asked James to make an announcement this past Sunday for people to donate money to replenish the Youth Fund. Please emphasize it again this Sunday and next.**
- 6) Vacation Bible School: We need someone to organize it for this year. **Hattie Hsu ran the program last summer. Char will provide me with her contact information and the adults who helped her last year. I will ask Hattie if she wants to do it again this year.**
- 7) Summer Stretch: I believe Char will organize it this year. Char, is there anything we can do to help? **Char will organize Summer Stretch, starting on Wednesday, June 29th through Wednesday, July 27th (only meets Wednesdays) plus a day at Valley Fair (tbd).**
- 8) Do we need to have any more fundraisers for youth groups? **This was discussed at the last meeting. The only discussion currently is in regard to the Easter Egg Hunt. We will see how much money we get through the Easter Egg donations, and discuss the need for further fundraisers.**
- 9) Hiring new Faith Formation Leader: Char, since you were involved with hiring Dana, could you explain the process. **Char was involved with a couple of the interviews, however she says she was not part of the specific process. I agree with the Committee that this process should begin once Anna starts. There is a question of whether we have a Personal Committee that is involved with the hiring of the new Parish Life Minister, or it will simply be Anna, the Wardens, and Vestry.**
- 10) Financial Report: Any changes? **No comment. Stable financials. There will be a submission from Doug for the new Connections curriculum he will be ordering.**
- 11) Other Items? **Michelle has forwarded a request from the nursery staff for donations to spruce up the nursery. They are not asking for money, but the following items.**
 - 1) A church member to make a wall hanging, possibly a quilt. The hanging should be something colorful, such as rainbows, clouds, and sun. Penny Barnes has measured the wall dimensions, and she should be contacted if someone is interested.
 - 2) A colorful round rug.
 - 3) Wall decals. The nursery staff saw some at Michaels.
 - 4) More sensory, tactile items for the kids. This would include books with different textures in it (fur, velcro, etc).

Michelle will place these requests in the Good News Sheet. Please emphasize this whoever is doing announcements.