

Minutes of Regular Vestry Meeting
Monday, October 21, 2013
Christ Episcopal Church
Woodbury, Minnesota

The meeting was called to order at 7:00 pm by Ernie Ashcroft.

Present: Rector Ernie Ashcroft; Senior Warden Phil Vander Haar; Junior Warden Shannon Erickson; Treasurer Dave Leick; Clerk Catherine Jacobson; elected vestry members Paul Fisher, Greg Guffey, Catherine Harrington, Charlene Peterson, Kathryn Pratt, Susan Vold, and Jim Westcott; guest Blane Huppert

Absent: Elected vestry members Jan Pereyra and Dan Shoemaker

Prayer and study: Ernie led the group in prayer. We then read Luke 18:9-14 (in Jesus compares how a Pharisee and a tax collector prayed) using Gospel-based discipleship and three different translations of the text. After the first reading we asked ourselves, "What word or phrase struck me?" After the second reading we asked, "What is Jesus saying to me or to the church?" After the third reading we asked, "What is Jesus calling me or the church to do?"

Approval of the agenda: Paul moved that the agenda be approved, with the 2014 budget and stewardship plans moved before the capital campaign report. Motion seconded and carried.

Approval of vestry minutes: Kathryn moved that the minutes of the September 16th regular vestry meeting be approved. Motion seconded and carried.

Budget for 2014: Dave presented a draft of the 2014 budget. Significant changes from the 2013 budget are presented here. Although his draft shows the cleaning service costs as not changing, there may be an increase in hours and a need to increase the pay rate. Dave will look into possible increases in the cleaning costs. Maintenance was increased from \$7600 to \$9000 due to sound system maintenance, carpet cleaning, and rain garden maintenance. This line item may increase if we need to include mowing. It was suggested that technological maintenance be split out. Greg will research the estimated cost of website maintenance. Dave will ensure that the street assessment expires this year. Utility costs are decreased \$2200, assuming savings from the new boiler. Programs & Growth is increased \$1200 due to the addition of a Lenten course by Art Zanoni. Children, Youth, & Family is receiving a requested \$1200 increase. Ernie and Dana Fath Strande will both be receiving an increase in wages and pension that is estimated to be 2%. Ernie's insurance will decrease, however, because Bette will be covered by her work. This draft shows professional development costs for Deacon George Ham under Ernie; it was suggested that this be a separate line item. Dana's professional development costs will decrease in 2014 because she has done most of the coursework needed for ordination. Costs for Hospitality and Nursery Attendants will also increase, due to additional programming and receptions. Greg proposed that costs for supply priests be separated out onto its own line item. Our income crossed the \$300,000 threshold in 2012, so our Diocesan Fair Share rate will increase from 11% to 13%. Because of a small increase in income, we are now facing a \$6450 increase in our

Diocesan Fair Share. Ernie is proposing that we ask the diocese about increasing our Fair Share \$3200 in 2014 and then paying the full amount in 2015. (However, for budgeting purposes, we should use \$39,270.)

With Finance & Legal, open plate, and seasonal income kept the same as for the 2013 budget, pledge income would need to increase 4% to \$294,000 for us to have a balanced budget.

Dave recently learned that the estimate for parking lot repair (including curb repair, sealing, and striping) is \$8000; Metro Transit would pay half. The remaining \$4000 is not included in the budget we discussed.

Stewardship plans: The vestry discussed with Blane the timing and theme of this year's stewardship campaign. The theme will be "Thanksgiving." Ernie will send a letter to parishioners November 11. We will have an all-parish meeting and distribute pledge cards on November 17 and Ernie's sermon will focus on stewardship. (Ernie will let Dana know about the meeting, because Sunday school will be cancelled.) Pledge cards will be turned in on November 24. Beginning December 1, calls will be made to those who have pledged in the past but did not return a pledge card this year. (Anyone who is interested in making calls should let Blane know.) At the December vestry meeting we will get an update on the stewardship campaign. The vestry will adopt a budget at the January vestry meeting.

Capital campaign update: Blane reported that a total of \$225,536 has been received for the capital campaign. The completed 2013 projects are reworking the undercroft, carpet-tiling the youth classrooms, and replacing the furnace and hot water heaters. Fixing the lower entry slab and landscaping are in process. A bid has been accepted for replacing the office air conditioning. Painting the stairwell is a planned project. We will hold off on the Priority B projects until we are confident where we stand with respect to the rain garden. The estimate for that project is \$26,724 after taking into account the \$100,000 grant from the watershed district. The original plan was to break ground on this project on October 15, but rain has delayed the start. Catherine H. has been appointed to the Capital Campaign Committee in the wake of Greig Metzger's resignation.

Finance report: Dave presented the treasurer's report for September 2013 and the balance sheet for September 2013. There were several items of note. Pledge income and total income were good this month, but we still need ~\$90,000 in pledge income. The line item for secretary wages is negative because we "billed" the Lilly Grant for some of Linda Deaver's time. The maintenance line item is negative because we received a check from Metro Transit for a portion of the cost of plowing our parking lot last winter. We paid two months' share of our Diocesan Fair Share. We are ahead almost \$8000 for the month and \$5500 for the year, but we have some big expenses coming, e.g., we need to catch up on pension payments for Dana. We are spending down our checking account balance as we pay for sabbatical expenses, and we are spending down our savings account balance as we pay for the boiler. The balance sheet shows \$3000 in the Transmittal Fund, which is what is left from the Lilly Grant; we will spend much of that on the seminar with Dwight Zscheile. The vestry received the treasurer's report.

Dana Strande: Recommendation for candidacy: Ernie stated that candidacy is Dana's next step toward ordination as a transitional deacon (which won't occur before the beginning of

2015). Ernie asked vestry members to sign the recommendation if we are comfortable with her progress toward becoming a priest. Vestry members all signed the recommendation.

Sunday morning liturgical assistants: Ernie said that he had sent a letter to those who serve on Sunday mornings, clarifying the expectations of volunteers

Rain garden project update: We are waiting to break ground on the rain garden. Tom Hunter has said that there is a Boy Scout in the Troop 72, which our church sponsors, who will be looking for an Eagle Award project and could work on the rain garden. Dave will tell Tom that the bishop will be here in May to bless the rain garden site.

Ministry team reports:

Building & Grounds: Jim noted that he had already reported on the potential increase in cleaning costs next year. He has provided to the Executive Committee a list of Building & Grounds responsibilities and activities.

Communication & Marketing: Greg said that many sections of our website have been updated. He reported that the cost of our having an ad in the Yellow Pages is doubling, to \$18 per month. The vestry discussed the value of the ad in attracting visitors, and the overall sense of the vestry was to not renew our ad. It was noted that a concerted effort should be made to submit articles to the *Woodbury Bulletin*.

Faith Formation: Charlene said that Sunday school is underway and doing well; Dana has several new teachers. Adult Education programs are in the process of being scheduled. Wednesday Night Live has begun and is going well. We will have our annual pumpkin carving event on October 27 from 6 pm to 8 pm. Bishop Brian will be here on May 28 to confirm youth and bless the rain garden site. The team's next meeting will be November 14.

Finance & Legal: Dave said that the team will meet next Tuesday.

Outreach: Catherine H. has sent letter regarding the team's mission to interested people. George is working on a job description for each piece of Outreach.

Pastoral Care: None

Small Group Ministries: None

Stewardship: None

Strategic Planning: None

Welcoming & Evangelism: Paul said that we have several new members; Ernie said that he has welcomed seven to eight new families over the last few Sundays.

Worship & Music: None

The parish ministry pamphlet that Kathryn is working on is on hold right now. Dana and George looked at the most recent draft and suggested using generic email addresses to contact parishioners regarding interest in activities and/or ministries. Greg will investigate how many Christ Church email addresses we can have before we incur a cost. Kathryn will come to the next vestry meeting with a recommendation regarding contact information in the pamphlet.

Junior warden's report: Shannon said that Ernie had tasked her with studying space issues in the church, with a focus on the storage needs of church groups. She has a team that will meet November 11.

Senior warden's report: None

Rector's report: Ernie said that he's due to deliver lecture #2 in his series on divisive issues in the church on Wednesday at 6:30 pm. He'll be discussing unity and diversity in the New Testament and how the early church handled its differences.

Final review: Catherine J. reviewed our action items:

- Dave will look into possible increases in the cleaning costs and ensure that the street assessment expires this year.
- Greg will research the estimated cost of website maintenance.
- Ernie will let Dana know about the November 17th all-parish meeting, because Sunday school will be cancelled that day.
- Anyone who is interested in making calls to those who have pledged in the past but did not return a pledge card this year should let Blane know.
- Dave will tell Tom Hunter that the bishop will be here in May to bless the rain garden site.
- Greg will investigate how many Christ Church email addresses we can have before we incur a cost.
- Kathryn will come to the next vestry meeting with a recommendation regarding contact information in the parish ministry pamphlet.

Adjournment: Ernie closed the meeting with prayer at 8:52 pm.

Catherine F. Jacobson, Clerk