



VM-090618

June 18, 2009 - Vestry Minutes

## Attachments

### **SUMMARY**

At its June meeting, the Vestry

- 1) approved the recommendations of the Outreach Ministry Committee to reallocate \$2000 from the Discretionary Outreach line item to the Community Organizations line item. To allocate \$1000 from the Discretionary Outreach line item to Freedom House. To allocate \$2000 from the Discretionary Outreach line item to the Family Violence and Rape Crisis Center of Chatham County. To allocate \$500 from the Discretionary Outreach line item to the Inter-Faith Council., and to approve a transfer of \$1500 from the Discretionary Outreach line item to the Global Mission Committee.
- 2) approved the recommendations of the Outreach Ministry Committee for allocation of ABC Sale funds, in the amounts of \$500 to The Alliance of AIDS Services - Carolina, \$1200 to The Augustine Project, \$4000 to Club Nova, \$1500 to the Dispute Settlement Center, \$500 to El Futuro, \$750 to Extraordinary Ventures, Inc., \$2000 to Family Violence Prevention Center of Orange County, \$2000 to Family Violence and Rape Crisis Services of Chatham County, \$1500 to Freedom House, \$1000 to Fuel Up at Perry Harrison School, \$2000 to A Helping Hand, \$500 to Inter-Faith Council, \$2000 to Meals on Wheels, \$2000 to Orange County Rape Crisis Center, \$500 to Our Children's Place, \$500 to Overcoming Obstacles, \$1800 to Project Compassion, \$250 to Project Homeless Connect, \$2000 to Student Health Action Coalition, and \$500 to Table Ministries.
- 3) approved the recommendation of the Outreach Ministry Committee for distribution of funds from the Community Organizations line item in the amounts of \$2000 to A Helping Hand, \$3000 to Alamance/Orange Prison Ministry, \$1500 to Alliance of AIDS Services - Carolina, \$2000 to The Augustine Project, \$2000 to El Centro Latino, \$1500 to Family Violence Prevention Center of Chapel Hill, \$2000 to Freedom House, \$2000 to Martin Luther King Scholarship Fund, \$2000 to the Orange County Rape Crisis Center.
- 4) responded favorably to a proposal for the Vestry to receive reports in electronic form only, with the exception of minutes to be approved and the Treasurer's Report and Combined Balance Sheets, in order to be more environmentally responsible;
- 5) learned that Pat Phelan has agreed to chair this year's Annual Giving Campaign;
- 6) received an updated yearly plan for the Stewardship Formation Committee;
- 7) learned that the Chapel Hill Town Council has approved a petition to extend parking on Franklin Street to 3:30 p.m., the effective date as yet to be determined; 8) learned that Cross Roads is shifting from a thematic issue on paper to a broad focus issue primarily online, although paper copies will still be available for those who wish to receive them; 9) learned that Ted Vaden will write a monthly update on the Capital Campaign; and 10) learned that more first aid kits will be installed around the parish buildings.

## **FOCUS SESSION**

Following a bag supper, the Vestry met in focus session in the parish library to update Vestry notebooks. Vestry members present were David Dill (Sr. Warden), Ele Ross (Jr. Warden), Ann Craver, Harriet Gaillard, Bill Stockard, Doug Kelly, Valerie Bateman, Hodding Carter, Linda Rimer, and Ford Worthy. Also present were Stephen Elkins-Williams (Rector), Mary Anne Handy (Parish Administrator), and Nancy Kelly (Clerk).

Each Vestry member had been asked to bring his/her Vestry notebook to the meeting, and Mrs. Handy led the group in going through the various sections of the notebook to be certain that everyone had the appropriate materials in the appropriate section. She took notes on what information was missing from individual notebooks, and she will get copies of these materials to the individuals who need them. The notebooks were also purged of outdated material.

At the end of this exercise, Ms Bateman suggested that perhaps all of the materials in the notebook should be online and asked for clarification as to the purpose of the notebook. Mr. Elkins-Williams replied by saying that the notebook gives Vestry members an idea of the breadth and continuity of parish programs, and he agreed that much of the material should eventually be put online. Mrs. Craver added that the notebook helps Vestry members to understand how the Vestry functions.

## **OPENING**

The June meeting of the Vestry was held in the parish library on Thursday, June 18, 2009. Vestry members present were David Dill (Sr. Warden), Ele Ross (Jr. Warden), Jimmy Satterwhite, Ann Craver, Harriet Gaillard, Doug Kelly, Bill Stockard, Valerie Bateman, Hodding Carter, Linda Rimer, and Ford Worthy. Also present were Stephen Elkins-Williams (Rector), Mary Anne Handy (Parish Administrator), Gary Monroe (Treasurer), and Nancy Kelly (Clerk).

The Rector presided and opened the business meeting at 7:10 p.m.

## **Bible Study**

Mrs. Gaillard led the Bible study for the evening. The Gospel reading appointed for the day was Luke 21: 5-19. She concluded the Bible study with a prayer for courage to persevere.

## **Timekeeper**

Mr. Elkins-Williams agreed to serve as timekeeper.

## **PARISH CONCERNS**

Ms Bateman expressed concern about the door from the chapel to the cloister walkway, which was sticking and caused a problem at a funeral today. Mr. Kelly said that he would investigate the matter.

## **APPROVAL OF MINUTES**

The following correction was made to the Vestry meeting of May 23:

p. 5, third paragraph under Treasurer's Report, change "and Mr. Monroe replied that this practice helps with the issue of cash flow" to "and Mr. Monroe replied that the practice of pre-paid pledges helps with the issue of cash flow and that allocation of these pre-paid pledges over twelve months is an accounting measure."

**It was moved by Mr. Dill, seconded by Mr. Kelly, and passed unanimously that the Vestry approve the minutes of the Vestry meeting of May 23.**

Ms Bateman said that she is not getting materials sent to Vestry packets, although she is getting materials sent directly to her. Mrs. Handy will remedy this situation.

## **ROLLING ACTIONS**

The tasks of the Buildings and Grounds Committee (sound system), Mr. Stockard (issue of overstaffing), Mr. Dill (five-minute Vestry meeting), and Mr. Kelly and Mrs. Handy (proposal for paperless Vestry meetings) have been completed and are to be deleted from the list. The task of Mr. Joyner was reassigned to Mr. Joyner and Mr. Satterwhite, and the task of Mr. Dill to check with Parish Chancellor Bill Daniell about legal issues relating to Vestry restricted funds was reassigned to the Finance Committee. The other tasks are to remain on the addendum, pending completion.

## **CONSENT AGENDA**

The following items were placed on the Consent Agenda (attached):

-recommendation of the Outreach Ministry Committee to reallocate \$2000 from the Discretionary Outreach line item to the Community Organizations line item

-recommendation of the Outreach Ministry Committee to approve allocation of \$1000 from the Discretionary Outreach line item to Freedom House

-recommendation of the Outreach Ministry Committee to approve allocation of \$2000 from the Discretionary Outreach line item to the Family Violence and Rape Crisis Center of Chatham County

-recommendation of the Outreach Ministry Committee to approve allocation of \$500 from the Discretionary Outreach line item to the Inter-Faith Council

-recommendation of the Outreach Ministry Committee to approve a transfer of \$1500 from the Discretionary Outreach line item to the Global Mission Committee

-recommendations (attached) of the Outreach Ministry Committee for allocation of ABC Sale funds, in the amounts of \$500 to The Alliance of AIDS Services - Carolina, \$1200 to The Augustine Project, \$4000 to Club Nova, \$1500 to the Dispute Settlement Center, \$500 to El Futuro, \$750 to Extraordinary Ventures, Inc., \$2000 to Family Violence Prevention Center of Orange County, \$2000 to Family Violence and Rape Crisis Services of Chatham County, \$1500 to Freedom House, \$1000 to Fuel Up at Perry Harrison School, \$2000 to A Helping Hand, \$500 to Inter-Faith Council, \$2000 to Meals on Wheels, \$2000 to Orange County Rape Crisis Center, \$500 to Our Children's Place, \$500 to Overcoming Obstacles, \$1800 to Project Compassion, \$250 to Project Homeless Connect, \$2000 to Student Health Action Coalition, and \$500 to Table Ministries

-recommendation of the Outreach Ministry Committee for distribution of funds from the Community Organizations line item in the amounts of \$2000 to A Helping Hand, \$3000 to Alamance/Orange Prison Ministry, \$1500 to Alliance of AIDS Services - Carolina, \$2000 to The Augustine Project, \$2000 to El Centro Latino, \$1500 to Family Violence Prevention Center of Chapel Hill, \$2000 to Freedom House, and \$2000 to Martin Luther King Scholarship Fund

-recommendation of the Outreach Ministry Committee to approve allocation from the Community Organizations line item of \$2000 to the Orange County Rape Crisis Center, pending approval of the recommendation for reallocation of \$2000 from the Discretionary Outreach line item to the Community Organizations line item.

Mr. Satterwhite, commenting on the recommendations for allocation of ABC Sale proceeds, said that, because of the state of the economy, feeding and housing were top priorities.

Mr. Worthy commented that the information provided about the various recommendations of the Outreach Ministry Committee are very helpful but that it would have been of greater help to have them more in advance of the meeting for careful consideration.

Mr. Elkins-Williams said that the ABC Sale recommendations put him in an awkward position. He serves as Treasurer of Grape Arbor, which is an outreach of our Sister Parish. Mr. Satterwhite said that this information will be forwarded to the Outreach Ministry Committee. Mr. Kelly said that the issue of timing of the request was a determining factor in the decision not to fund the request.

The issue of the Vestry paperwork reduction proposal was removed from the Consent Agenda for discussion.

**It was moved by Mr. Dill, seconded by Mr. Kelly, and passed unanimously, that the Vestry approve the Consent Agenda.**

## **CLERGY REPORTS**

### **Rector**

The Rector's Report is attached.

Mr. Elkins-Williams, commenting on item 1 of his report, stated that there are three great candidates for the position of Director of Stewardship and Development.

## **VESTRY OFFICERS & PARISH**

### **ADMINISTRATOR REPORTS**

#### **Senior                  Warden**

The report of the Sr. Warden is attached.

Mr. Dill reported that the annual review of the Rector has been completed, and he thanked all who contributed to this process. Mr. Elkins-Williams prepared a self-evaluation, and Vestry members were invited to respond.

During the process of the annual review, questions arose as to how the Vestry will interact with the Rector with respect to his stated year's goals and whether, in addition to the Rector, the Vestry should draft some stated goals. Mr. Stockard said that the annual May retreat would be an appropriate time for the Vestry to set goals.

Ms Bateman suggested that parishioners should have some input in the Rector's review, and she asked if this would be helpful to him. He replied that he would be willing to publish his annual goals. Mrs. Gaillard added that Vestry members serve as the representatives of the parish and that parishioners then make their wishes and concerns known through Vestry members. Ms Bateman said that parishioners should be encouraged to make their wishes known, and several Vestry members said that they frequently are contacted by parishioners about their concerns.

Mr. Dill said that he and Mrs. Dill have volunteered to coordinate dinner-on-the-grounds on Sunday, June 28, and he asked that the names of any potential volunteers be forwarded to him.

#### **Junior                  Warden**

The report of the Jr. Warden is attached.

Mrs. Ross announced that Pat Phelan has volunteered to chair this year's Annual Giving Campaign.

The updated yearly plan for the Stewardship Formation Committee is attached. Mrs. Ross highlighted several of the tasks set for this year. The committee will work to update and maintain the parish database. To facilitate hospitality, the committee would like to have a representative for hospitality on the committee. The committee will use the Website to explore stewardship communication and education. Stewardship-related activities will be a focus for proposed gatherings, the 2010 Lenten series will place emphasis on stewardship, and relevant adult education seminars will be scheduled.

## **Parish Administrator**

The report of the Parish Administrator is attached.

Referring to the third paragraph of the report, Mrs. Handy explained that, because of definitions provided by the Diocese, the term "spouse" can be replaced with "partner" in all sections of the Chapel of the Cross Personnel Handbook with the exception of the health benefits section. Mr. Elkins-Williams asked if this issue comes from the Diocese or from Blue Cross-Blue Shield. Mr. Satterwhite asked if the parish might reimburse staff members with a partner for what's not covered.

Mrs. Handy then referred to the fifth paragraph and stated that there are not enough medical kits in the building. Facilities Manager Ron McGill will install additional first aid boxes around the parish buildings.

Mr. Carter asked where the defibrillator is located, and Mrs. Handy replied that it is on the wall in the hallway between the chapel and the church.

## **Treasurer**

Attached are the Treasurer's Report and the [Combined Balance Sheets](#) as of May 31, 2009.

Mr. Monroe reported that current year pledges are up from last year and that expenses are in line with the budget. He commented that the rally in the stock market should improve the status of the balance sheet.

Mr. Carter indicated that there seems to be a contradiction in the report with respect to prepaid pledges. Mr. Monroe replied by saying that allocation of prepaid pledges on a monthly basis is a common accounting practice and that having the cash on hand, even though it is allocated in the budget on a monthly basis, helps with cash flow issues.

Mr. Dill asked for confirmation that the funds in the diocesan endowment are based on a three-year average, and Mr. Monroe said that this is the case.

Ms Bateman asked about the reduction in the allocation from the Diocese for Campus Ministry. She asked how this will affect Tammy Lee's program, and Mr. Elkins-Williams said that he will suggest that she keep this in mind as she expends funds. Mr. Dill added that there will be no adjustment made to the parish budget to compensate for this reduction. Ms Bateman asked that the Vestry inform the parish of this reduction. Mr. Kelly said that fluctuations in the budget are common, whether it be related to investments or pledges or anything else. Mr. Worthy contended that this is different, because this comes from the Diocese. Mr. Dill suggested that the bulletin carry an announcement of the fact that the Diocese has had to reduce its budget and that this affects our parish in the form of a reduction of the grant to Campus Ministry.

## **COMMITTEE REPORTS**

### **Finance Committee**

The report of the Finance Committee is attached.

Mrs. Gaillard informed the Vestry that the Diocesan Share for 2010 is \$243,371 and that this must be approved by the August meeting. Mr. Elkins-Williams reminded the Vestry that the Diocesan Share should show a decrease beginning in 2011, if the amendment passes for a second time at Annual Convention in January.

Mrs. Gaillard also said that the 2010 Campus Ministry Budget is due to the Diocese by September.

An announcement will be run to seek a volunteer to succeed Mr. Monroe as Treasurer. The Treasurer-Designate elected by the Vestry will train with Mr. Monroe until his term expires in May 2010.

Referring to the final paragraph of the report, the suggestion that Syd Alexander and Chris FitzSimons meet with the Finance Committee to explain how and why the endowments were set up and how they are to be managed, it was suggested that a focus session be scheduled to discuss with the Vestry the restricted and unrestricted endowments.

### **Buildings and Grounds Committee**

The report of the Buildings and Grounds Committee is attached.

Referring to item 8 of the report, Mr. Kelly said that the committee initially supports both replacement of the clapper and rotation of the bell rather than refurbishing the entire assembly, which would cost considerably more.

The Network Technology Committee (item 12) is getting off the ground, and Mr. DeSaix should soon have names to recommend to the Rector for appointment to the committee.

Item 14 merited special mention. The petition to the Chapel Hill Town Council to extend Sunday parking on Franklin Street to 3:30 p.m. has been successful. Mr. Elkins-Williams asked if this is immediately in effect, and the answer appeared to be that it is not yet in effect. Mr. Elkins-Williams also noted that the signs about Sunday parking will need to be replaced.

### **Outreach Ministry Committee**

The report of the Outreach Ministry Committee is attached.

Mr. Satterwhite reported that the intake room at Freedom House has been named for Chapel of the Cross. In fact, there are sufficient funds for the naming of two rooms. In light of this information, the request that was originally made at the May retreat for a gift from the parish of \$1000 to Freedom House is again postponed to allow for the possibility of other greater but as yet unknown needs for outreach funds. Mr. Elkins-Williams said that this perhaps might affect a resolution of the issue previously raised at the meeting of funding for Grape Arbor.

The OMC is looking at expanding its educational component, specifically as related to mental health issues. The committee is planning an adult education series on how to be caring and compassionate towards individuals who struggle with mental health issues.

Mr. Satterwhite noted the benefit concert by the Northwest Boys Choir at Chapel of the Cross on Saturday, July 11, at 8:00 p.m.

### **Global Mission Committee**

The report of the Global Mission Committee is attached. Also attached is the Global Mission Committee Charter.

## **Cross Roads Committee**

The report of the Cross Roads Committee is attached.

Mrs. Craver noted that Cross Roads is shifting from a thematic issue on paper to a broad focus issue primarily online. In order to ensure success with this new approach, committees need to forward notice of newsworthy items in a timely manner. The deadline for submission is one month in advance of publication.

## **Master Plan**

Recently Margaret Conrad and Ted Vaden met with Mr. Elkins-Williams, with the result that Mr. Vaden has volunteered to write a monthly update on the Capital Campaign.

## **OTHER REPORTS**

### **Vestry Paperwork Reduction Proposal**

A memo outlining the proposal for reduction of paperwork for Vestry meetings is attached.

Mr. Kelly began by stating that this proposal gives each Vestry member the option to receive in electronic form as much as possible of what has traditionally been distributed in print form. The exception to the electronic-only distribution will be a reduced packet of hard copies to include the minutes requiring Vestry approval and the Treasurer's Report and Combined Balance Sheets. The success of this proposal will be determined in great measure by the timely submission of reports and the responsibility of those Vestry members who elect to receive the information electronically to bring all reports to the meeting, either having printed them out at home or by bringing a laptop to the meeting.

Mrs. Ross emphasized that there needs to be a firm deadline set for submission of reports, and Mr. Elkins-Williams suggested a deadline of noon on Wednesday before the meeting on Thursday evening. Mrs. Craver suggested that it would be helpful to have a list of what has been sent electronically. Mr. Dill then suggested that the agenda might indicate what agenda items will refer to a report at the meeting, and he suggested putting this memo in the subject line.

Mr. Monroe suggested that the reports be combined into a single PDF file. Mr. Kelly then asked if this would create an additional burden for the staff, and Mrs. Handy replied that the staff will do what is needed to facilitate the matter.

Mrs. Rimer said that reducing the margins will also lead to savings in paper.

Mrs. Handy asked that Vestry members submit all reports both to her and to Vestry packets.

Mr. Elkins-Williams asked for a show of hands to determine who is willing to volunteer for reduced hard-copy Vestry packets. All eleven Vestry members present expressed a willingness to try this method of dealing with the paper issue. It was noted that Mr. Hawkins, who is absent from tonight's meeting, had expressed a desire for paper copies, and Mr. Kelly added that the clerk needs paper copies to attach to the minutes.

## **CONCLUSION**

### **Announcements**

Ms Bateman said that she is bothered by all of the blank space recently in the Sunday bulletin. Mr. Elkins-Williams replied that this has been noted and that they're working on the problem.

The Rector offered a prayer and the meeting adjourned at 9:00 p.m.

Respectfully submitted,

Nancy F. Kelly  
Clerk of the Vestry

## **LIST OF ATTACHMENTS**

### Attachments

- - - Consent Agenda
- - - Vestry Paperwork Reduction Proposal
- - - Treasurer's Report
- - - Combined Balance Sheets as of May 31, 2009
- - - Finance Committee Report
- - - Sr. Warden's Report
- - - Jr. Warden's Report
- - - Stewardship and the Chapel of the Cross 2009-2010
- - - Rector's Report
- - - Buildings and Grounds Committee Report
- - - Outreach Ministry Committee Report
- - - Global Mission Committee Report
- - - Global Mission Committee Charter
- - - Cross Roads Committee Report
- - - Parish Administrator's Report

## **ADDENDUM**

### **ADDENDUM TO THE MINUTES OF JUNE 18, 2009**

**Mr. Joyner and Mr. Satterwhite** - Work with Social Ministry Committee and Treasurer to clarify where tithes from bequests are to be placed prior to the decision to expend the money for work outside the parish.

**Finance Committee** - Review practice of allocation of pre-paid pledges over twelve months.

**Finance Committee** - Check with Bill Daniell about legal issues relating to Vestry restricted funds.

**Mr. Kelly** - Check on sticking door from chapel to cloister walkway.

**Mrs. Handy** - Check on situation of Ms Bateman not receiving materials sent to Vestry packets.

**Mr. Satterwhite** - Pass on to the Outreach Ministry Committee the request of funding for Grape Arbor