



VM-090915

September 15, 2009 - Vestry Minutes

Attachments

SUMMARY

At its meeting on September 17, the Vestry:

- Approved the recommendations of the Outreach Ministry Committee to disburse from the Discretionary Outreach line item \$1500 to Orange County Organizing Committee, \$500 to Faith Connections, \$1000 to Grape Arbor, Inc., and \$1000 to Durham Urban Ministries
- Approved the recommendation of the Finance Committee for distribution of the total share of \$15,551 for seminary support for 2009 in the amount of \$3887.75 each to The General Theological Seminary of the Episcopal Church, The School of Theology at the University of the South (Sewanee), Virginia Theological Seminary, and Berkeley Divinity School at Yale
- Learned that the Global Mission Committee has approved distribution of funds from its budget in the amount of \$5000 to the Bishop of Honduras for support of the parish of San Patricio and of \$300 to Hand in Hand Ministries
- Approved the disbursement of \$2000 from the Faith and Reconciliation Fund to Grape Arbor, Inc. to meet additional needs
- Approved a sabbatical request from Associate for University Ministry Tammy Lee
- Elected Joe Ferrell and Hugh Morrison to three-year terms as delegates to Annual Convention 2010 and named Harriet Gaillard as first alternate, Syd Alexander as second alternate, Hodding Carter as third alternate, Peter DeSaix as fourth alternate, Tony Hawkins as fifth alternate, and John McGee as sixth alternate.

FOCUS SESSION

Following a bag supper, the Vestry met in focus session in the parish library for an overview of the Adult Education program. Vestry members present were David Dill (Sr. Warden), Ele Ross (Jr. Warden), Jimmy Satterwhite, Ann Craver, Harriet Gaillard, Doug Kelly, Bill Stockard, Valerie Bateman, Linda Rimer, and Ford Worthy. Also present were Bill Joyner (Archdeacon), Kris Dahlberg (Director of Stewardship and Development), and Nancy Kelly (Clerk).

Mr. Dill welcomed to the meeting Nancy Tunnessen, Chair of the Adult Education Committee.

Ms Tunnessen began by stating that the Adult Education Committee, along with the parish as a whole, is responsible for Christian formation, for learning and teaching the Christian faith. This, in turn, increases the connectivity of the parish. The main program offered by the committee is the adult education hour between the 9:00 a.m. and 11:15 a.m. Sunday services, but it also offers some intergenerational events, Lenten

programs, a women's retreat, women's Bible study, and the book table during Advent and Lent. In devising all programs, the committee keeps in mind the mission statement of the church and the baptismal covenant, among other considerations. The committee has held one focus group, and plans to hold others, to solicit feedback on its programs.

Ms Tunnessen said that over the many years that she has been involved with the committee, the clergy has become more and more involved in teaching. She also thanked the Vestry for supporting its budget request for funds to bring in outside speakers.

There is a regular group of attendees at the Sunday morning adult education programs, with attendance in the range of 30 to 50.

The main constraints to the program are those of time and meeting space. With the time constraints of 10:20 - 11:05 a.m., the format for most programs is lecture. The chapel is the main space used for programs, and the new sound system in the chapel has been of great help in carrying out the programs.

Ms Tunnessen then commented on the Life Cycle of Christian Formation, outlined in the attached memo.

Ms Tunnessen then asked the Vestry for suggestions and invited questions.

Mrs. Ross said that few of those who attend the Sunday morning services also participate in the adult education programs. She suggested that the weekly Friday e-mail to parishioners should carry a reminder of upcoming adult education programs.

Mrs. Craver asked about the attendance pattern, whether most attendees were those staying after the 9:00 a.m. service or those arriving before the 11:15 a.m. service, and Ms Tunnessen replied that it is most definitely a 9:00 a.m. crowd.

Mr. Dill asked how the first offering in the Creation Cycle went. Mrs. Rimer reported that about fifty parishioners attended. Ms Tunnessen said that speaker Norm Christiansen addressed the issue of how to reconcile the Genesis account with the scientific view. She added that the committee encourages speakers to address the given issue with respect to what difference the issue makes to the individual Christian.

Mr. Satterwhite, speaking of whole-parish events, suggested that these should be held on Sunday afternoons.

Mr. Kelly asked if limited attendance, in addition to being a result of time and space constraints, might also indicate a preference for a format other than lecture. He asked if the proposed new building space will help in this regard, and Ms Tunnessen said that it will most definitely be a welcome help in addressing these issues.

Ms Bateman asked if there has been any thought given to taping programs and putting them on the website. Ms Tunnessen replied that there are property rights issues involved and that some speakers have indicated that they don't want to be taped. Ms Bateman suggested that password protection for access to taped programs might make speakers more likely to be willing to be taped.

Mrs. Dahlberg said that she had attended the adult education program last Sunday and appreciated the opportunity to respond and interact after the presentation.

Mr. Worthy asked what the typical honorarium is for speakers. Ms Tunnessen said that parishioners who are speakers receive no honorarium and that the typical honorarium for a visiting speaker is \$75.

Attached is the fall 2009 schedule for Adult Formation.

The Vestry thanked Ms Tunnessen for her work on the committee and for coming to meet with them.

The focus session ended at 7:05 p.m., and the Vestry moved to the more formal part of the agenda.

Attachments

- - - Memo: Life Cycle of Christian Formation
- - - Fall 2009 Schedule for Adult Formation

OPENING

The September meeting of the Vestry was held in the parish library on Thursday, September 17, 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, Linda Rimer, and Ford Worthy. Also present were Bill Joyner (Archdeacon), Kris Dahlberg (Director of Stewardship and Development), Gary Monroe (Treasurer), David Joseph (Treasurer-Designate), and Nancy Kelly (Clerk).

In the absence of the Rector, the Sr. Warden presided and opened the business meeting at 7:10 p.m.

Mr. Dill welcomed Treasurer-Designate David Joseph to the meeting.

Bible Study

Ms Bateman led the Bible study for the evening. The Gospel reading appointed for the day was Matthew 5: 1-10.

Timekeeper

Mr. Stockard agreed to serve as timekeeper.

PARISH CONCERNS

No parish concerns were expressed.

APPROVAL OF MINUTES

There were no corrections to the minutes of the focus session of August 20.

The following corrections were made to the minutes of the Vestry meeting of August 20:

p. 13, first paragraph, change "Mr. Satterwhite is of the opinion that the Diocesan Share should not be the highest priority." to "Mr. Satterwhite is of the opinion that the Diocesan Share should not be listed as the highest priority."

p. 13, first paragraph, change "Ms Bateman said that support of clergy and staff should be ranked higher than caring for those in need." to "Ms Bateman said that support of clergy and staff should be the highest priority."

p. 14, first paragraph under motion, change first paragraph to read "Mr. Satterwhite asked if it is anticipated to what degree the 2009 budget will have to rely on the reserve funds set aside to balance the budget.

It was moved by Mr. Kelly, seconded by Ms Bateman, and passed unanimously, that the Vestry approve the minutes of the focus session of August 20 and that it approve the minutes of the Vestry meeting of August 20 as amended.

ROLLING ACTIONS

The tasks of the Finance Committee to review the practice of allocation of pre-paid pledges over twelve months, the task of Ms Bateman to forward to Mr. Kelly the name of the parishioner who has offered to donate a railing, and that of Mr. Kelly to forward to Ms Bateman the complete set of minutes of the Buildings and Grounds Committee have been completed and are to be removed from the list. The remaining tasks are to remain on the addendum, pending completion.

CONSENT AGENDA

The following items were placed on the Consent Agenda:

-recommendation of the Outreach Ministry Committee to disburse from the Discretionary Outreach line item \$1500 to Orange County Organizing Committee

-recommendation of the Outreach Ministry Committee to disburse from the Discretionary Outreach line item \$500 to Faith Connections

-recommendation of the Outreach Ministry Committee to disburse from the Discretionary Outreach line item \$1000 to Grape Arbor, Inc.

-recommendation of the Outreach Ministry Committee to disburse from the Discretionary Outreach line item \$1000 to Durham Urban Ministries.

It was moved by Mrs. Rimer, seconded by Mr. Stockard, and passed unanimously, that the Vestry approve the Consent Agenda.

CLERGY REPORTS

Associate for Parish Ministry

Mr. Frazelle's report is attached.

Sabbatical Request

Attached is Associate for University Ministry Tammy Lee's request for a sabbatical, to be accomplished in two parts in October and November 2009 and in May and June 2010. Mr. Dill reported that the Rector has indicated that the other clergy will fill in during Ms Lee's sabbatical.

It was moved by Mr. Satterwhite, seconded by Mrs. Gaillard, and passed unanimously, that the Vestry approve the sabbatical request of Associate for University Ministry Tammy Lee.

VESTRY OFFICERS & PARISH

ADMINISTRATOR REPORTS

Senior Warden

The report of the Sr. Warden is attached.

Parish Administrator

The report of the Parish Administrator is attached.

Treasurer

Attached are the Treasurer's Report and the Combined Balance Sheets as of August 31, 2009.

Mr. Monroe reported that the past two months were the best July and August in the past four years.

In response to Mr. Satterwhite's question about the transfer of funds in the 2009 budget, Mr. Monroe replied that the \$130,000 transfer from the Program Fund probably won't be needed to balance the budget.

COMMITTEE REPORTS

Finance Committee

The report of the Finance Committee is attached.

Mrs. Gaillard, referring to the third paragraph of her report, asked for Vestry approval of the \$15,551 for support of seminaries, in equal amounts (\$3887.75 each) to The General Theological Seminary of the Episcopal Church, The School of Theology at the University of the South (Sewanee), Virginia Theological Seminary, and Berkeley Divinity School at Yale.

It was moved by the Finance Committee and passed unanimously that the Vestry approve the distribution of the total share of \$15,551 for seminary support for 2009 in the amount of \$3887.75 each to The General Theological Seminary of the Episcopal Church, The School of Theology at the University of the South (Sewanee), Virginia Theological Seminary, and Berkeley Divinity School at Yale.

Mrs. Gaillard referred to a letter she recently e-mailed to Vestry members about budget subcommittees and deadlines. She explained that committee chairs are members of the Vestry, clergy and staff, and members of the Finance Committee. Committee chairs are to contact the committees under their area of responsibility in order to prepare budget requests for the given area. These budget requests are due by October 13. Mrs. Craver asked how she can identify the contact person for the committees she needs to contact, and Mrs. Gaillard replied that Mary Anne Handy has this information.

Mr. Worthy asked where the budget material is stored. Mrs. Gaillard said that it is on her computer, but she added that there should be a back-up file. Mr. Worthy suggested that the new technology committee headed by Alan Rimer should look into this issue.

Global Mission Committee

The report of the Global Mission Committee is attached.

Mrs. Craver reported that the committee has approved distribution of funds from its budget in the amount of \$5000 to the Bishop of Honduras for support of the parish of San Patricio and of \$300 to Hand in Hand Ministries.

Ms Bateman asked if the Bishop of Honduras communicates to this parish the specific use of the funds. Mrs. Craver said that the money is used mainly for bricks and mortar. Ms Bateman said that she would like to see any communication from the Bishop of Honduras that addresses this concern.

Mr. Worthy asked why these allocations of funds do not need Vestry approval, as do those of the Outreach Ministry Committee. Mr. Monroe replied that the budget of the Global Mission Committee in the past was smaller but that it has grown over the years. The Treasurer and the Finance Committee will explore the issue of guidelines for what committee funds need to be approved by the Vestry.

Outreach Ministry Committee

The report of the Outreach Ministry Committee is attached.

Mr. Satterwhite noted that Grape Arbor, Inc. needs \$2000 in addition to the \$1000 disbursement approved in the Consent Agenda. He has spoken with Sr. Associate Treasurer Barney Varner about a possible source for these additional funds, and it has been determined that the Faith and Reconciliation Fund, which has a balance of \$5113.48, would be an appropriate source. Grape Arbor is involved in helping minority children in education, which aligns with the purpose of the Faith and Reconciliation Fund to address racial reconciliation. Mr. Worthy asked why Social Ministry Funds are not being suggested as the source, and Mr. Satterwhite replied that the Outreach Ministry Committee needs to maintain funds in reserve for emergencies that might arise during the remainder of the year. He gave as an example the almost bankrupt status of Club Nova.

It was moved by Mr. Satterwhite, seconded by Mrs. Rimer, and passed unanimously, that the Vestry approve the disbursement of \$2000 from the Faith and Reconciliation Fund to Grape Arbor, Inc. to meet its additional needs.

Buildings and Grounds Committee

The report of the Buildings and Grounds Committee is attached.

Mr. Kelly reported that other business was set aside at its recent meeting so that the committee could hear a presentation by Perry McLean of Lynchburg Stained Glass about the condition of and the recommendations for maintenance of the stained glass in the church and the chapel. Mr. Kelly stated that the main windows were described as being priceless, which carries an obligation for the church to care for and maintain the windows. Ms Bateman suggested that there should be an insurance rider to address the value of the stained glass, but Mr. Monroe said that the cost for such a rider would be prohibitive.

Children and Family Ministry Committee

The report of the Children and Family Ministry Committee is attached.

OTHER REPORTS

Election of Delegates to Annual Convention

Each parish sends its clergy and a determined proportioned number of delegates to Annual Convention. The Chapel of the Cross has the maximum number of six delegates, of which two are elected each year for a three-year term. Six alternates are also elected each year. Responsibilities of the delegates include attendance at two convocational meetings before the convention and then at the convention itself. Annual Convention will be held in Winston-Salem on January 22-23, 2010.

Joe Ferrell and Hugh Morrison have completed their terms as delegates. Jimmy Satterwhite and Robert Wright have one year remaining of their terms, and Ann Craver and Dick Taylor have two years remaining.

Joe Ferrell and Hugh Morrison have expressed interest in serving again as delegates, and Harriet Gaillard has also expressed interest in serving. By secret ballot, Mr. Ferrell and Mr. Morrison were elected to serve a three-year term, and Mrs. Gaillard was designated first alternate. Syd Alexander was designated by the Vestry to serve as second alternate, Hodding Carter as third alternate, Peter DeSaix as fourth alternate, Tony Hawkins as fifth alternate, and John MGee as sixth alternate.

Director of Stewardship and Development

The report of the Director of Stewardship and Development is attached.

Mrs. Dahlberg stated that in preparing for this fall's Annual Giving Campaign, plans are being made for neighborhood gatherings. The devotional booklet has already been sent out to the printer. Ms Bateman asked about the cost of the printing, and Ms Dahlberg said that the bill for 1500 copies was about \$1200.

Mrs. Dahlberg has also written an article about living in difficult times. Although she would have liked to address the issue of tithing, she chose instead to use charts outlining parish and comparative giving in an effort to inspire parishioners to increase their level of giving.

Mr. Satterwhite asked about a request for pledges of time and talent as well, but the forms are already past the draft stage. It was noted that there had been a time and talents survey conducted in the parish a few years ago, but there was little follow-up.

Ms Bateman also suggested that the campaign encourage children to pledge.

Mrs. Dahlberg, in addressing the status of the Capital Campaign, said that there is currently discussion about how to roll out the campaign to the general parish in spring 2010. The current thinking is that affinity groups or natural clusters will be identified.

Ms Bateman asked again about the anticipated fate of some of the large trees during the construction of new space. Mrs. Rimer said that there would likely be some trees that would have to be removed, but she told Ms Bateman that the Capital Campaign is responsible only for the fund-raising efforts for the construction and that she should refer her question to the Master Plan Steering Committee.

CONCLUSION

Announcements

Mr. Monroe indicated that during the meeting he looked at the expenditures of the Global Mission Committee and said that there has been some inconsistency in approval of expenditures. The Treasurer and the Finance Committee will work on resolution of this matter.

In response to a question about security, Mr. Kelly said that the Buildings and Grounds Committee is working on the problem, saying that the double doors to the playground make usual security measures more problematic.

Mr. Joyner offered a prayer and the meeting adjourned at 8:50 p.m.

Respectfully submitted,

Nancy F. Kelly
Clerk of the Vestry

LIST OF ATTACHMENTS

- - - Consent Agenda
- - - Treasurer's Report
- - - Combined Balance Sheets as of August 31, 2009
- - - Finance Committee Report
- - - Sr. Warden's Report
- - - Report of Associate for Parish Ministry
- - - Sabbatical Request from Associate for University Ministry Tammy Lee
- - - Global Mission Committee Report

- - - Outreach Ministry Committee Report
- - - Buildings and Grounds Committee Report
- - - Report of Director of Stewardship and Development
- - - Parish Administrator's Report
- - - Children and Family Ministry Committee Report

ADDENDUM

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

Mr. Kelly - Take issue of installing handrail on steps from parking lot to sidewalk to Buildings and Grounds Committee.

Mr. Elkins-Williams - Ask Van Quinn for lists of choir members to be published in Sunday bulletin from time to time.

Mr. Kelly - Speak with Alan Rimer about broad scope of technology committee.

Technology Committee - Deal with issue of storage and back-up of budget materials.

Treasurer and Finance Committee - Study issue of whether allocations of Global Ministry Committee need to be approved by Vestry.