

**THE NEXT MEETING OF THE VESTRY
OF THE CHAPEL OF THE CROSS
WILL BE ON THURSDAY, JANUARY 20, 2022
in the Overlook Room
with the business session to begin at 6:00 p.m.**

**Draft Minutes of the Vestry of the Chapel of the Cross
16 December 2021**

The Vestry of the Chapel of the Cross met in the Overlook Room on Thursday, December 16, 2021. Present were Emily Moseley (Sr. Warden), Roman Perun (Jr. Warden), Carol Marshall, Alan Rimer, Lee Wollman, Annie Craver, Terry Eason, Jess Aylor, Brian Coggins, and Harriet Pegram. Also present were Elizabeth Marie Melchionna (Rector), Noah Van Niel (Associate Rector), Mary Cat Young (Associate Rector for University Ministry), Philip Zoutendam (Curate), Diane McOmie (Parish Administrator and Stewardship Manager), Sabrina Olsen (Treasurer), and Nancy Kelly (Clerk).

The Rector presided and the meeting was called to order at 6:00 p.m.

Devotion/Prayer

Ms. Moseley led the devotion for the evening with a reading from Camus and the Sarum prayer.

Consent Agenda

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

- Approval of Minutes from the November Meeting of the Vestry
- Approval of *Cross Roads* Summary for November
- Acceptance of Rector's Report (attached)
- Acceptance of Associate Rector's Report (attached)
- Acceptance of Associate Rector for University Ministry's Report (attached)
- Acceptance of Curate's Report (attached)
- Acceptance of Lilly Grant Report (attached)
- Acceptance of Stewardship Committee Report (attached)
- Acceptance of Buildings and Grounds Committee Report (attached)
- Acceptance of Christian Formation Report (attached)
- Acceptance of Music Ministry Report (attached)
- Acceptance of Family and Youth Ministry Report (attached)
- Acceptance of Communications Report (attached)
- Acceptance of Preschool Report (attached)
- Acceptance of Chapel of the Cross Findings from Listening Sessions (attached)

It was moved by Mrs. Wollman, seconded by Ms. Moseley, and passed unanimously, that the Vestry approve the Consent Agenda.

Rector's Report

The Rector's report is attached.

Ms. Melchionna began by reviewing the worship schedule for Christmas services:

Thursday, December 23

3:00 p.m. - Christmas Pageant in the UNC Forest Theater

Friday, December 24

5:00 p.m. - Eucharist

7:00 p.m. - Lessons and Carols

9:00 p.m. - Eucharist

Saturday, December 25

10:00 a.m. - Eucharist

Sunday, December 26

10:00 a.m. - Eucharist

Altar Guild and Acolyte training are taking place.

Ms. Melchionna then turned to the report of the findings on the listening sessions held during the fall months. She commented that what stood out was that community matters, that parishioners have found God in unexpected places, that buildings and sacred space matter, and that parishioners value personal connections and small group gatherings. One Vestry member commented that it was good to know that people felt safe to express negative emotions in the listening sessions. Another highlighted the comment of a parishioner that the pandemic has given the luxury of time, if we use it wisely. It was the consensus that the findings from the listening sessions should be shared with the parish, perhaps at the Annual Meeting on February 27. It was suggested that rather than sharing the raw data, what should be shared is how the parish plans to use the data to move forward.

The Rector, referring to sign-ups for VPOD, suggested that a new name for this practice might be in order, that perhaps Vestry members might prefer to sign up for morning services only or the afternoon service only.

Buildings and Grounds

The Buildings and Grounds Committee Report is attached.

The Building and Grounds Committee recommends that the parish send a letter of intent to the National Fund for Sacred Places to request permission to apply for a grant for support of sacred spaces. Requirements include an active community, community use of the space, a significant capital need, and the raising of matching funds in new money. The letter of intent is due on March 7. We would find out in July if we have been approved to apply and then, if

approved, would find out in October if we have been accepted. The project would then need to be completed within 18 months. If we are unsuccessful in this round, there is another opportunity to apply in 2023.

It was moved by the Buildings and Grounds Committee and passed unanimously that the Vestry approve its recommendation that the parish submit a Letter of Intent to apply for a National Fund for Sacred Places grant in 2022.

Finance Committee

The Treasurer's Report for November and the November financial reports are attached. Also attached are Chapel of the Cross 2022 Annual Financial Plan Discussion and the Chapel of the Cross Budget Development: Calendar Year 2022.

Ms. Olsen reported that November showed a nice turn-around and that the parish is in a good place going into December. To date none of the Special Reserve Fund has been used. Cash and investments remain strong and endowments remain steady.

To begin discussion of the 2022 Budget, Ms. Aylor thanked the Vestry for the November conversations that led to establishment of budget priorities for 2022.

Referring to the Financial Plan Discussion document, she asked Vestry members to turn to p. 3. The priorities for the 2022 budget include maintaining current staffing and providing raises for clergy and staff, hiring a part-time facilities manager and taking care of sacred space as identified in the Capital Needs Assessment, honoring commitments in the area of outreach and social justice, and expanding liturgy and music programs and Christian formation and pastoral care as the parish continues to re-open post-pandemic.

The discussion then turned to p. 5, expenses. Staff will see an average 2.86% salary increase. The new part-time facilities manager position comes under Sacred Space. This is budgeted at \$55,000 and begins no sooner than March 1. Under Outreach and Social Justice,

there is an increase in Faith in Action, and Campus Ministry will see the addition of a Communications Intern. The increase in Liturgy and Music reflects a return to support for the organist, whether it be an organ scholar or supply organists. The program has grown, and another choral scholar has been added. Nursery care workers are included under Christian Formation. General and Administrative increases include required vendor increases and needed computer maintenance/replacement.

P. 6 turns to the revenue side of the budget. The overall increase in revenues is about 6%. Plans are in place for an ABC Sale this year. Building use income has dropped mainly because of the change in the Preschool agreement. The Special Reserve Fund will disappear after 2022.

P. 7 outlines revenue generated from parishioners. To date, there are 452 pledges for a total of \$1,590,365.

P. 8 lists the Interfund Transfers that are used to support specific line items in the budget. The section labeled "Funds Ear-marked for special items in 2022" do not go through the operating budget.

P. 9 outlines the Special Reserve budget, which was created in 2021. The plan was to use \$85,000 of the Special Reserve in 2021, but it turns out that this won't be necessary. At most, \$45,000 will need to be used. That would leave about \$100,000 of the Special Reserve to be used in the 2022 budget, after which there would be only about \$10,000 remaining in 2023, leading to a stretch for the 2023 budget.

It was moved by the Finance Committee, and passed unanimously, that the Vestry approve the 2022 Budget as presented.

The Rector and Ms. McOmie will communicate to committee chairs the budget approvals for their committees.

The Vestry expressed thanks to Ms. Olsen and Ms. Aylor for their wonderful work on the budget.

Discussion then turned to the 2022 Capital Expenditures Budget.

Mr. Rimer, referring to p. 12, noted that there is \$267,344 in capital expenditures available for 2022, with additional available funds bringing this total to \$363,945.

P. 13 outlines the capital expenditures work outlined for 2022. This would include selected projects from key priorities, such as Chapel renovation/uplift work, renovation of bathrooms, nursery, sacristy, vesting area at \$165,600; replacement of an air handling unit in the second floor of the Yates Building at \$24,500; and additional projects at \$26,250.

P. 14 outlines the 2022 Five Year Capital Plan Update.

It was moved by Mrs. Pegram, seconded by Mrs. Wollman, and passed unanimously, that the Vestry approve \$60,000 for Capital Expenditures for 2022.

Announcements

The annual Budget Forum will take place at 10:00 a.m. on Sunday, February 20. The Annual Meeting will take place at 10:00 a.m. on Sunday, February 27.

The Advent Auction, with a goal of \$4000, raised \$6395.

Mr. Zoutendam offered a prayer, and the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Nancy F. Kelly
Clerk of the Vestry

Attachments

- - - Consent Agenda
- - - Rector's Report
- - - Associate Rector's Report
- - - Associate Rector for University Ministry's Report
- - - Curate's Report
- - - Lilly Grant Report
- - - Stewardship Committee Report
- - - Buildings and Grounds Committee Report
- - - Christian Formation Report
- - - Music Ministry Report
- - - Family and Youth Ministry Report
- - - Communications Report
- - - Preschool Report
- - - Chapel of the Cross Findings from Listening Sessions
- - - Finance Committee Report

- - - November Financials Report
- - - November Treasurer's Report
- - - Johnson Service Corps Report
- - - Faith in Action Report
- - - Personnel Committee report
- - - COTC Ballot for BSA Bankruptcy Case
- - - Chapel of the Cross 2022 Annual Financial Plan Discussion
- - - Chapel of the Cross Budget Development: Calendar Year 2022