

**THE NEXT MEETING OF THE VESTRY  
OF THE CHAPEL OF THE CROSS  
WILL BE ON THURSDAY, NOVEMBER 17, 2022  
in the Overlook Room  
with the business session to begin at 6:00 p.m.**

**Minutes of the Vestry of the Chapel of the Cross  
20 October 2022**

The Vestry of the Chapel of the Cross met in the Overlook Room of the parish on Thursday, October 20, 2022. Present were Roman Perun (Sr. Warden), Harriet Pegram (Jr. Warden), Terry Eason, Meg Flournoy, Jess Aylor, Brian Coggins, Woody Coley, Caren Parker, Gail Perry, and Bennet Waters. Ann Craver was present via Zoom. Also present were Elizabeth Marie Melchionna (Rector), Keith Esposito (Curate), Diane McOmie (Parish Administrator and Stewardship Coordinator), and Nancy Kelly (Clerk). Mawethu Ncaca (Assistant to the Rector) and Sabrina Olsen (Treasurer) were present via Zoom.

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

**Devotion/Prayer**

Mr. Coley led the devotion for the evening with a prayer.

**Consent Agenda**

On p. 3 of the minutes, it was noted in the motion for approval of the minutes that "seconded by Mr. Daubert" needs to be amended to read "seconded by Ms. Daubert."

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

- Approval of Minutes from the September Meeting of the Vestry
- Acceptance of *Cross Roads* summary for September
- Acceptance of Rector's Report (attached)
- Acceptance of Associate Rector for University Ministry's Report (attached)
- Acceptance of Curate's Report (attached)
- Acceptance of Assistant to the Rector's Report (attached)
- Acceptance of Christian Formation Report (attached)
- Acceptance of Youth Ministry Report (attached)
- Acceptance of Parish Life and Worship Report (attached)
- Acceptance of Communications Report (attached)
- Acceptance of Buildings and Grounds Committee Report (attached)
- Acceptance of Stewardship Committee Report (attached)

**It was moved by Ms. Aylor, seconded by Mr. Perun, and passed unanimously, that the Vestry approve the Consent Agenda, as amended.**

### **Rector's Report**

The Rector's report is attached.

Ms. Melchionna began by informing the Vestry that Mary Cat Young is in Indianapolis at the Lilly Endowment Conference.

The Rector expressed thanks to Joe Causby for his having initiated the invitation to Paul Ferguson, Bishop of Whitby in England, to serve as Bishop-in-Residence at Chapel of the Cross for a week. His presence was felt not only at COTC, but also at Duke Divinity, Morehead-Cain Scholars, and St. Stephen's in Durham. At the conclusion of his visit he observed that our parish has amazing volunteers.

Ms. Melchionna asked Mr. Esposito to share the news that he will be ordained to the priesthood here in this parish on December 10.

The Annual Fund caller night will take place on Thursday, October 27, from 6:00-8:00 p.m.

### **Treasurer**

The Balance Sheets and the Treasurer's Report for September are attached.

Ms. Olsen stated that there is nothing of great consequence to report. Although there was a small excess of expenses over revenues for the month, the YTD excess of revenues over expenses is \$24,605.

### **Finance Committee**

The Finance Committee Report is attached.

Ms. Aylor asked for Vestry approval of a Finance Committee recommendation for creation of a special fund for each clergy member for professional development and sabbatical expenses. Funds for professional development and sabbaticals will be moved out of the operating budget and into the special fund for payment. This request is meant to address audit concerns.

**It was moved by the Finance Committee, and passed unanimously, that the Vestry approve creation of a special fund for each clergy member, this fund to be Vestry restricted for a specific purpose, that purpose being for professional development and sabbatical expenses.**

### **Annual Fund**

Ms. McOmie reported that, to date, almost 300 pledges, including 25 new pledges, have been received, for a total of \$1,118,561. This represents a 4% increase to date.

### **Casavant Organ Campaign Committee Report**

The Casavant Organ Committee Report is attached. Also attached is the COTC Casavant Organ Committee Project Status and a draft of the Organ Project Plan.

Mr. Coggins explained that the purpose of the Organ Project Plan is that, once approved by the Vestry, it will give the organ committee the authority to manage the project without the need to come back to the Vestry for approvals. He then went on to explain various parts of the plan.

The scope of the project includes the purchase and installation of the new Casavant organ; removal of the existing Kleuker organ; renovation of the existing organ chamber on the left side of the chancel; preparation of a new organ chamber on the right side of the chancel; modifications to the Battle Building lobby off the right side of the chancel where the organ chamber intrudes; modification of the fire protection between the chancel and the Battle Building lobby, if and only if required by the Town; preparation of a new organ chamber in the tower; fundraising, communications, and financial management to support the foregoing; and establishment of an endowment to support the future maintenance of the new organ.

The timeline for the project includes fundraising between now and spring 2023; construction, including removal of the Kleuker in May 2023, and construction of the new organ chambers in summer 2023; and installation of the new Casavant organ in spring 2024.

Authority for the organ project is designated from the Vestry, with a main Casavant Organ Committee overseeing the project and subcommittees operating under that committee. Each subcommittee deals with a specific aspect of the project: fundraising, communications, construction, finance, and the instrument itself.

Mr. Coggins then discussed the budgeting process. We know what the organ will cost, but construction costs are not definite at this point. It is most likely that we will need a short-term loan, likely in the amount of \$1,000,000 to \$1,500,000.

On p. 21 of the report is a chart of best, likely, and worst case expense scenarios, and the budget. Mr. Coggins stated that the committee could manage a situation of up to \$3,100,000 without Vestry advice but would need to consult the Vestry if expenses came in above that figure.

A Vestry member asked if we are missing something by waiting until after Christmas to open a general campaign to solicit funds for the organ, especially with all of the good music associated with Christmas. Mr. Coggins said that he will bring that concern to the committee.

The Casavant Organ Committee will be asking the Vestry for authority to manage the organ project according to the plan outlined in the document; to raise and spend capital funds according to the final overall budget project; and to take out a loan of up to \$1,500,000 to be repaid over a period of up to 7 years, and manage draws and payments of principal and interest such that all costs are borne by the project budget; to revise the project budget to reallocate funds between cost categories based on changing assessments of costs; and to increase the project budget up to a maximum of \$3,100,000.

The organ committee would provide monthly status and financial reports, notice to the Vestry of loan terms and conditions, and notice to the Vestry upon budget allocation or budget increase.

The Vestry thanked Mr. Coggins for the magnificent report.

### **Buildings and Grounds Committee**

Ms. Pegram informed the Vestry of some recently identified Tower structural work that needs to be done. The Capital Needs Assessment didn't inspect the Tower, but recently

structural problems have been discovered. It has been determined that this repair, which is estimated to cost about \$200,000, should be done when the Tower work associated with the new organ prep work is done in summer 2023. Funds for the structural repair may be available in the Capital Fund. It has been suggested that money from the Capital Fund be rolled into the budget so that both the structural repair and the organ prep work can be done as one project. The question was asked if there might be criticism if more is added to the organ project, but Mr. Eason replied that the upper tower repair and the lower organ work could be a simple matter of accounting. The same architects and the same engineers would be involved in both projects.

Mr. Esposito offered a prayer, and the meeting adjourned at 7:45 p.m.

Respectfully submitted,

Nancy F. Kelly  
Clerk of the Vestry

#### Attachments

- - - Consent Agenda
- - - Rector's Report
- - - Associate Rector for University Ministry's Report

- - - Curate's Report
- - - Assistant to the Rector's Report
- - - Christian Formation Report
- - - Youth Ministry Report
- - - Parish Life and Worship Report
- - - Communicatios Report
- - - Buildings and Grounds Committee Report
- - - Stewardship Committee Report
- - - Music Report
- - - Financial Reports - September 2022
- - - Treasurer's Report - September 2022
- - - Finance Committee Report - September 2022
- - - Casavant Organ Committee Report - October 18, 2022
- - - Casavant Organ Committee Project Status Report
- - - Casavant Organ Project Plan (Draft)