

**THE NEXT MEETING OF THE VESTRY  
OF THE CHAPEL OF THE CROSS  
WILL BE ON THURSDAY, JANUARY 19, 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  
15 December 2022**

The Vestry of the Chapel of the Cross met in the Overlook Room of the parish on Thursday, December 15, 2023. Present were Roman Perun (Sr. Warden), Harriet Pegram (Jr. Warden), Amy Daubert, Meg Flournoy, Jess Aylor, Brian Coggins, Woody Coley, Caren Parker, Gail Perry, and Bennet Waters. Ann Craver and Terry Eason were present via Zoom. Also present were Elizabeth Marie Melchionna (Rector), Mary Cat Young, (Associate Rector for University Ministry), Keith Esposito (Curate), Diane McOmie (Parish Administrator and Stewardship Coordinator), Sabrina Olsen (Treasurer), and Nancy Kelly (Clerk).

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

**Devotion/Prayer**

Mr. Waters led the devotion for the evening with prayers.

**Consent Agenda**

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

- Approval of Minutes from the November Meeting of the Vestry
- Acceptance of *Cross Roads* summary for November
- Acceptance of Rector's Report (attached)
- Acceptance of Associate Rector for University Ministry's Report (attached)
- Lilly Leaders' Report (attached)
- Acceptance of Curate'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)
- Faith in Action Report (attached)
- Report of the Parish Discernment Committee - Charles Fiore (attached)
- Acceptance of Preschool Board Meeting Minutes, November 2022 (attached)

**It was moved by Ms. Pegram, seconded by Ms. Daubert, and passed unanimously, that the Vestry approve the Consent Agenda.**

### **Rector's Report**

The Rector's report is attached.

Ms. Melchionna began by addressing the issue of the upcoming Vestry elections. She expressed gratitude to Ms. Daubert, Mr. Eason, Mrs. Craver, and Ms. Flournoy, the members of the outgoing Vestry class, for their service over the past three years. Mrs. Craver will serve as coordinator for the elections to be held. Although we now have the ability to hold electronic elections, that is not our intention at this time.

The Rector then spoke of Charles Fiore's discernment process and the report of the Parish Discernment Committee. Discernment happens in community, and it is now time for the Vestry to offer its support of Mr. Fiore in this process.

**It was moved by Ms. Daubert, seconded by Mr. Perun, and passed unanimously, that the Vestry forward to Bishop Rodman the signed certificate of support for Charles Fiore in the ordination process.**

The Rector then passed around the document for Vestry members and the clerk to sign.

Ms. Melchionna then informed the Vestry that the parish was not successful in securing the grant from the National Fund for Sacred Spaces. It does, however, plan to re-apply. There was no feedback for why were not successful in securing a grant.

The Re-Imagining Curacies program, through which the parish enjoyed a year each with Amanda Bourne, Philip Zoutendam, and Mawethu Ncaca, was a Lilly Endowment Grant. The parish is now in a position of trying to determine how to maintain clergy staffing. The Rector is in conversation with an ordination candidate to encourage her to apply for a Trinity Wall Street Leadership Fellowship that would fund half a curacy here at the Chapel of the Cross. This would go a long way toward the effort to maintain current staffing levels of clergy.

The annual Christmas Pageant will be held again this year in the Forest Theatre on the UNC campus at 3:00 p.m. on December 23. On December 24, there will be Eucharist at 4:00 p.m. and 9:00 p.m., with Christmas Lessons and Carols at 7:00 p.m. A 10:00 a.m. service will be held on Christmas Day and on January 1, Holy Name Day.

The Rector reported that she is finalizing plans for a priest-in-charge during her sabbatical.

Ms. Melchionna informed the Vestry that Mrs. Kelly has informed her that she plans to retire as Clerk of the Vestry following this year's term. She asked Vestry members to forward

the names of any possible candidates for the position to her or to Sr. Warden Mr. Perun for consideration. The Clerk is nominated for a one-year term each year at the Vestry retreat following Vestry elections (this year Saturday, February 23). Mrs. Kelly will assume the responsibility of orienting the new Clerk to the job.

### **Stewardship Committee**

Good news! Ms. Daubert announced that the parish has exceeded the goal for the Annual Campaign! To date, pledges amount to \$1,655,037. There are still 61 pledge units who pledged last year but have yet to pledge for 2023. There are 59 new pledges for \$110,000, and 155 pledges were increased.

### **Finance Committee**

The 2023 Annual Financial Plan is attached.

Ms. Aylor asked Ms. Olsen to present the budget to the Vestry.

P. 3 outlines the Vestry priorities that the Finance Committee used to draft the budget.

P. 5 is an overview of the revenues, showing total revenues of over \$2,000,000. The Campus Ministry Grant is an estimate. Investment and Endowment Income is based on a three-year average, also an estimate.

P. 6 is a summary of revenue from parishioners. Plate offering and unpledged contributions are recovering.

P. 7 turns to expense budget highlights and changes from the 2022 budget. Compensation adjustments include changes in staff and the expansion of nursery care.

P. 8 covers the expense staff budget. Under Decreases, it is to be noted that the Facilities Manager position is now budgeted under Physical Plant, and the Organ Scholar has been moved to Supply Organist.

P. 9 outlines total expenses.

P. 10 addresses the special reserve funds. In 2021 the Vestry created a special reserve of \$153,243 to be available for use at the discretion of the Vestry, not to be used unless necessary. To date, none of these funds have been used. The recommendation for 2023 is to use \$51,283 of these funds, leaving a balance of \$101,960.

P.11 shows that the budget proposed is a balanced budget.

P. 13 turns to the Capital budget. Once this is approved by the Vestry the work can be done.

P. 14 outlines an update of the Five Year Capital Plan, which gets updated every year. In addition to the projects shown on p 13, there are two additional significant projects - the church lighting system and the Tower remediation.

P. 15 shows the funds that are now available. Ms. Olsen noted that of the \$290,604 Capital available net of commitments, \$200,000 came from the *You Are the Light* campaign.

P. 16 outlines a funding request to replace and upgrade the audio-visual system in the Parish Hall, to be funded from the Program Fund.

Ms. Aylor then asked for Vestry approval of the budget, the capital expenditures, and the audio-visual recommendation for the Parish Hall.

**It was moved by the Finance Committee, and passed unanimously that the Vestry approve the 2023 Financial Plan, which includes the 2023 Operating Budget, the**

**capital expenditures of \$70,000, and the use of \$22,000 of the Program Fund to support the audio-visual replacement and expansion in the Parish Hall.**

Ms. Aylor expressed thanks to the Vestry for their support every step of the way!

Ms. Flournoy, commenting on the strain on the clergy with all of the growth in the parish, referred to the five-year capital plan and suggested that a similar human capital plan might be something that the Vestry should consider.

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

The Casavant Organ Committee Report is attached.

Mr. Coggins reported that the public campaign will begin in January. Meanwhile, look for podcasts and written materials, all telling the story of the organ.

Mr. Esposito, our newest priest, offered a prayer, and the meeting adjourned at 7:30 p.m.

Respectfully submitted,

Nancy F. Kelly  
Clerk of the Vestry

#### Attachments

- - - Consent Agenda
- - - Rector's Report

- - - Associate Rector for University Ministry's Report
- - - Lilly Leaders' Report
- - - Curate's Report
- - - Christian Formation Report
- - - Youth Ministry Report
- - - Parish Life and Worship Report
- - - Communications Report
- - - Buildings and Grounds Committee Report
- - - Stewardship Committee Report
- - - Faith in Action Report
- - - Report of the Parish Discernment Committee - Charles Fiore
- - - Preschool Board Meeting Minutes, November 2022
- - - Assistant to the Rector Report
- - - Music Report
- - - Financial Reports - November 2022
- - - Treasurer's Report - November 2022
- - - Finance Committee Report - November 2022
- - - Casavant Organ Committee Report
- - - Casavant Organ Committee Project Status Report, December 12, 2022