

Christ Episcopal Church, Dearborn
Minutes of Vestry Meeting – Saturday January 12, 2019

Attendance: Lynn Becker, Nick Bell (Clerk), Carolyn Blackmore (Warden), Diana Brehob, Selia Danes, Kevin Green (Treasurer, 10.05am to 12.35am), Barbara Hall, Michael Mroczyk, Terri Pilarski (Rector),

Absent: Dennis Kirchoff (Warden), Holly Schanz, Halim Shukair (Curate), James Thornton, Mitch Yudasz (Deacon)

Guests: Darrell Donakowski, Chris Ventura

Recording Secretary: Nicholas Bell

Gathering: Lounge

Call to Order

- Terri opened the meeting at 9.01am

Opening

- Terri led Vestry in prayer

Approval of Minutes of Vestry meeting held on December 9, 2018

- Carolyn moved to approve the minutes of December 9, 2018 Vestry meeting; Lynn seconded the motion. There was no discussion and the motion was approved, with six Vestry members in favor

Agenda

- The agenda as emailed by Nick, on behalf of Carolyn, on January 11, was accepted with one change: Terri's meditation is moved to immediately precede 'Articulating the Vision Budget'

Old Business

- Rector Performance Review (Carolyn). Carolyn provided a printed copy of the process that will be used for Rector evaluation (based on the Diocese of Texas model), and the names of the parishioners in the 2019 advisory group who provide input to the process. Please add these documents to each member's Vestry binder
 - The Rector Performance Review takes place between the Rector and Senior Warden, with review input from members of advisory group.
 - This is the first Performance Review for Terri; The initial period will be shorter, Advent 2018 through Easter 2019, and led by Carolyn as outgoing Senior Warden. Thereafter, the review period will be May to May and conducted by the Senior Warden
- Organist/Choirmaster Job Posting (Diana). The Organist Choirmaster position has been posted and is being marketed through appropriate forums and web sites. A copy of the job posting was provided. Vestry members and parishioners are encouraged to let potential candidates know about the position

New Business

- Compensation Committee. Carolyn reminded vestry about the importance of the open action item to form a CEC staff compensation committee. This will be carried forward to the incoming Vestry, for action in April 2019, to allow any recommendations, including medical/dental/vision insurance, to be reviewed and approved by Vestry ahead of the budget planning cycle for 2020
- Newer Parishioners Breakfast Mixer. This is planned for Saturday February 9 between 10am and 11.30am in the Lounge. Any member new to CECD in the last three years should have been invited and asked to RSVP. Vestry members were asked to let the organizers (Leah Ventura and Jimmy Lopez) know if anyone has been missed. Some Vestry members and other parishioners with key responsibilities will be invited; the priority is for newer members to get to know each other at this mix and mingle event
- Diversity & Context. Terri, Halim and Carolyn will participate in this week-long program at Bexley-Seabury Seminary (Chicago) January 14-18, 2019 instructed by Eric Law. The course focus is on intercultural competency; a skill needed for success in congregational development in a diverse and dynamic world

Meditation - Terri

- Terri led a meditation and dialog on Matthew 22:34-40

Articulating the Vision Budget in Context of CECD Mission – Terri & Carolyn

- Vestry members spent time reflecting on their vision for the future of Christ Church through a variety of readings from scripture. After sharing, each member developed their own short articulation of the rationale supporting the 2019 budget and how it enables the Mission of Christ Church in Dearborn

2018 Financial Report – Kevin

- Discretionary adjustments:
 - Certain 2018 line items contain financial adjustments, for church-related expenses from 2017 which were incorrectly charged to the Rector Discretionary account in 2017
 - A CECD policy on for use of discretionary accounts is being developed, be based on the guidance in the Episcopal Manual of Business Methods in Church Affairs. In summary, discretionary accounts should be used for 'pious and charitable' purposes; not for the clergy member individually, nor for operating expenses that are included in the annual budget
- 2018 income came at about 95% of budget – both offering plate and total. Income overall was \$13,176 lower than budget
- Expenses were overall lower than budget by \$7,113
- Overall the income minus expenses represented a deficit \$31,158 or \$6,063 worse than the budgeted deficit. With application of cash carried over from 2017 the net 2018 deficit was \$20,776
- Carolyn made a motion to finance the 2018 net deficit of \$20,776 by withdrawing from the Endowment Fund. Selia seconded the motion
 - Discussion
 - Can the deficit be funded from other sources, such as the Pilgrimage fund? In principle, yes. Kevin recommended that the Pilgrimage Fund be used to fund future youth-related activities
 - The amount of cash retained in interest-bearing accounts will be optimized by the Treasurer and Finance Commission, irrespective of the accounting decision about source of funding for the deficit
 - Actively paying down the deficit provides transparency and clarity for the parish and allows a 'clean start' for 2019
 - Carolyn called the question and the motion passed with six Vestry members approving
- Approval of budget line spending. Reminder that remaining within budget is the responsibility of the person with signatory approval for each budget line/area. Vestry and clergy should be vigilant, ensuring there are sufficient funds BEFORE approving any expenditure

2019 Budget Review and Approval – Kevin

- Kevin walked through 2019 draft budget proposal, line by line
- Following dialog, Vestry agreed to budget for pledged income of \$210,613; total offering plate income of \$251,783; for a 2019 total INCOME budget of \$286,513
- Expenses assume no changes to staff salaries in 2019
- After discussion, Vestry agreed an overall 2019 EXPENSE budget of \$318,879
- The budget deficit for 2019 will be \$32,366; lower than the amount projected in December 2018
- Carolyn made a motion to approve the budget as amended during this meeting, Diana seconded the motion
 - Clarification
 - Vestry is the approving body for the annual budget. It is presented to the parish at the Annual Meeting
 - Carolyn called the question and the motion passed with six Vestry members approving
- The 2018 treasurer's report and 2019 budget will be explained to parishioners at Adult Forum on January 13th and included in the pre-read packet for the 152nd Annual Meeting
- Carolyn offered a vote of thanks on behalf of Vestry to Kevin as Treasurer for his hard work and attention to detail in preparing for today's financial reviews

Farewell to Outgoing Vestry members – Terri

- There will be a formal opportunity to thank outgoing Vestry members at Annual Meeting. Terri gave thanks on behalf of Vestry and the parish to Carolyn for five years of service and to Diana & Selia for their years of service on Vestry
 - Michael added his appreciation to the Wardens for making themselves available as needed for discussions outside normal meetings

Other Business

- Dennis Kirchoff continues his treatment and is resigning from Vestry to concentrate on his recovery to full health. He will be missed as an active member of Vestry
 - An additional Vestry candidate will be required to complete the final year of Dennis’ term.
- Vestry responsibilities
 - The February Courier article will be written by Barb (due January 22)
 - A Vestry volunteer is needed to serve as VPOD on February 3rd
- Halim has informed Terri that the Mother of the Savior congregation has made a request to worship once a month in the CECD Chapel. Vestry welcomed this and supports the idea, which may start in February - possibly 12.30pm on Sundays. Terri will follow up with Halim and the Mother of the Savior congregation

Reflection

- It was helpful to allow time to reflect on the purpose of a budget in the missional life and purpose of CECD

Closing Prayer

- Terri closed the meeting with a prayer at 12:40pm

Adjourn: 12.42pm

Vestry 2019 meeting dates:

- Sunday, January 27, 2019 Annual meeting after 10am service
- Sunday, January 27, 2019 Vestry organizational meeting immediately following Annual meeting
- Friday/Saturday February 1-2, 2019, Vestry retreat
- Saturday February 23, 2019, Diocesan Vestry all day workshop

Action Items carried forward from prior meetings:

Date	Action Item	Due Date	Resp. (name)
8/19/2018	Food pantry group to be invited to provide update, overview and recommendations	tbd	[Diana] Terri
9/23/2018	Establish effective Communications; commission?	tbd	[Dennis], Darrell?
1/12/2019	Establish Staff Review & Compensation committee	April 2019	Chris / Lynn
1/12/2019	Agree policy for use of Clergy Discretionary accounts	March 2019	Treasurer/Warden

Christ Episcopal Church, Dearborn:

AGENDA – VESTRY MEETING: SATURDAY, January 12, 2019

Attendance: Lynn Becker, Carolyn Blackmore (W), Diana Brehob, Selia Danes, Dennis Kirchoff (W), Barbara Hall, Michael Mroczyk, Holly Schanz, James Thornton

Presiding: Rev. Terri Pilarski; **Curate:** Halim Shukair; **Intern:** Mitch Yudasz;

Officers of Vestry: **Recording Secretary:** Nick Bell; **Treasurer:** Kevin Green

Guests:

08:50	Gathering: ROOM LOUNGE	
09:00	Call to Order	Terri
09:02	Approval of Minutes; Additions/changes to Agenda; (other electronic motions)	Nick
09:05	Opening Prayer & Meditation	Terri
09:10	Old Business	
	• Rector Evaluation – for Vestry Binder	Carolyn
	• Organist/Choirmaster Job is Posted	Diana
09:15	New Business	
	• Compensation Committee	Carolyn
	• Newer Parishioner Breakfast 'Mix & Mingle', Saturday February 9,	Carolyn
09:20	Articulating the vision budget in context of CECD Mission	Carolyn
09:50	Break	
10:00	Close-out 2018 financial year	Treasurer
	2019 Budget review & approval	Treasurer
11:40	Farewell to outgoing Vestry members: Diana, Selia, Carolyn	Terri
11:45	Any Other Business	
11:50	Reflection/Closing Prayer	Terri
12:00	Adjourn	

NEXT VESTRY MEETING: SUNDAY January, 27, 2019 (immediately follows Annual Meeting)

VESTRY RETREAT: FRIDAY evening – SATURDAY all day, 1-2, FEBRUARY

Courier (vestry) article: Dennis Kirchoff due 20th of prior month

VPOD schedule: JAN 13, Barbara JAN 20, James JAN 27, Lynn
FEB 3, Dennis

