***Christ Episcopal Church, Dearborn***

**Vestry Meeting Saturday January 16, 2016**

**Meeting Minutes**

**Present:** Peter Behm, Carolyn Blackmore, Chris Burkhalter, Stephanie Mulkern, Sandy Silfven, Daniel Pawa, Terri Pilarski, Thomas Trimble, Carm Yero

**Absent:** Margaret Green, Matt Quam

**Guests:** Matt Sallman (Treasurer)

**Recording Secretary:** Nicholas Bell

**Opening Prayer & Meditation:** Terri called the meeting to order at 9.08am and opened with prayer and meditation on gratitude

**Consent Agenda**

* See Attachment 1

**Minutes of Meeting**

* The minutes for the December 13 Vestry meeting were reviewed and approved via email motion and voting and recorded in the final minutes of that meeting

**Treasurer’s Report – Matt Sallman**

**2015 Actual Income and Expenses**

* Income was $305,898.80; 99% of 2015 budget ($308,589.00)
  + Matt will work with Erin and provide Vestry with a breakdown of 2015 ‘Building Usage / Donations (budget line 415)
* Expenses came in at $322,541.19 which is 94% of 2015 budget ($343,796.88)
* The actual 2015 deficit was $16,642.39, compared with a budgeted deficit of $35,207.88
* There is no immediate action required to manage this deficit because the cash flow needs of the church can be handled from dedicated accounts
  + The Five Point Plan adopted in 2015 will continue to guide management of the structural impact of the budget

**2016 Vision Budget Recommended by Finance Commission**

* Pledges received to date ($238,074) are $8,300 higher than 2015 actual pledge income
* Unpledged gifts (budget line 406) has been increased by $7,500 to account for 2015 pledges not yet received for 2016, but expected
  + Thomas requested that Stewardship follow up these ‘missing’ pledges
  + Carolyn responded that Stewardship had followed up and that no further action is planned
* Total vision forecast income is $322,443
* Finance recommended an Expense forecast of $353,817
* Vision forecast budget deficit is $31,374
* Vestry agreed to revisit point 5 of the Five Point Action Plan at the March meeting (#5 reads: ‘With advice from Treasurer and Finance Commission, borrow from a restricted fund, as and when necessary, to meet cash flow needs or to close any remaining budget gap’)
  + Finance will be asked to participate in this discussion
* Carolyn moved acceptance of the Vision Forecast as recommended by Finance, seconded by Carm. Discussion:
  + How do we clearly present the reality of the budget deficit to the Annual Meeting and the effect of accumulated deficits over time?
  + Consider a 1% or 2% increase to staff salaries and benefits
  + In absence of a spending request, reduce Library (line 569) spending to $50
  + Outdoor Landscaping & Flowers (line 680); zero out and use the Plaza dedicated account
    - This line item is hospitality and beautification to enable Worship
  + Is procurement of a ‘fridge an Office expense? Purchase of assets could/should be part of Building & Grounds (line 685)
  + Do we need a new ‘fridge given the utilization of other ‘fridges in the building? Could consider a parish ‘ask’
  + Weavings (line 555) and Prayer Room (line 565) increases within Education could reduce by $100
  + Rite 13 (line 573), Journey (line 574) and YAC (line 575) are a combined $2,000
  + New Comer Ministry (line 583) does not have an active convener and is in the forecast at $500. Suggested to reduce to $250
  + Advertising (line 585) includes plan to advertise in Between the Lines
  + Children’s Music Director (line 613) increase to $1,200. Suggestion to hold at carry over spend ($1,000)
  + Carolyn called the question and the motion was rejected with eight Vestry members against, none in favor, none abstaining and two Vestry members absent
* Vestry continued dialog on theses discussion points and converged towards a revised budget that could be put to a vote and adopted
* Carolyn proposed that Vestry adopt a budget with the Vision Forecast as recommended by Finance and with the following changes:
  + Increase Choir Master by 2% and adjust FICA, Medicare & pension accordingly
  + Increase salaries of other staff by 1% and adjust FICA, Medicare & pensions accordingly
  + Library expense (line 569) $50
  + Education Weavings expense (line 555) $200
  + St Newcomer Ministry expense (line 583) $350
  + Children’s Choir Director (line 613) $1,000

Carm seconded the motion

Discussion:

* + At a time of deficit the process of developing the budget seems rushed and with insufficient engagement and time allocated. We need to be having a conversation about strategy
  + Carolyn commented that a line by line review of the budget should be informed by a strategic discussion of our mission and where we want to be as a Parish on the corner of Military and Cherry Hill
    - This process will start with a joint Vestry/Finance discussion, potentially at the March Vestry meeting
* Carolyn called the question and the motion passed with seven Vestry members in favor, one against, no abstentions and with two Vestry members absent
  + Note: the budget as adopted represents a ~$32,200 budget deficit

**Diocesan Convention**

* Carolyn and Carm have agreed to serves as delegates at the Diocesan Convention in Lansing in October. A third delegate will be sought

**Note**: Peter left the meeting at this point

**List of “Members in Good Standing”**

* A ‘member in good standing’ is:
  + a person desiring to affiliate with Christ Episcopal Church, Dearborn
  + professing attachment to the Protestant Episcopal Church of the United States
  + at least 16 years of age
  + baptized
  + received holy communion at least three times during the preceding year (unless for good cause prevented)
  + faithful in working, praying and giving
* The Office produced an updated list of members with four categories: active 16 and over, active under 16, inactive and remove
* Vestry spent time reviewing and making updates / corrections to the list
* For Vestry reference, it would be helpful to know who is a pledging unit
* Members with unknown status will have their names in red text
* Carolyn asked for clarification of ‘Inactive’ status
* Erin will update the list and publish a copy to be available for the congregation to review and update on Sunday January 17th. The final list will be available at the Annual Meeting
* Note that the Wardens are the determining authority if voting rights are questioned on the floor of the Annual Meeting

**Annual Meeting**

* The Annual Meeting package will be printed and available on Sunday January 17th
  + Erin will email a .pdf copy of the report to the distribution list
* Terri requested that Vestry members speak (maximum 2 minutes) recognizing the commission or committee and its members that they serve as Vestry liaison
* By Laws version 5b (peach paper) will be reviewed and voted on at the Annual Meeting
  + The Wardens are meeting on Wednesday to prepare for this agenda item

**New Business**

* Mitch Yudasz is a seminarian intern joining the Parish on January 26, 2016. He will take over the Curate's office and be with at CEC Sundays and Tuesdays. He plans to attend the Annual Meeting and Terri will introduce him to parishioners

**Terri closed the meeting** with prayer at 11.31pm

**Addendum to the Minutes – eMail motions and voting**

* On January 21, 2015 Carolyn Blackmore moved that Vestry accept Draft v3 of the minutes of CEC Vestry meeting held on January 16, 2016, Chris Burkhalter seconded the motion (also January 21st) voting remained open until Noon January 24th and and the motion passed with eight Vestry members in favor, one abstention and no reply from one Vestry member

**Dates of Future Vestry Meetings**

* The next Vestry meeting will take place immediately following the Annual Meeting on January 24th
* Dates of future meetings: to be determined

*Respectfully submitted by,*

*Nicholas Bell***Attachment I – Agenda (as emailed January 13, 2015)**

**Vestry Meeting  
Saturday January 16, 2016  
9.00am – 11.00am**

**8.45 Gather**

**9.00 Call to Order, Opening Prayer and Meditation Terri**

**9:05    Budget presentation    Matt Sallman**

**Vestry discussion of Budget**

**10:35    Vestry approval of budget**

**10:40    Review of List "Members in Good Standing" (See attached)**

**10:50    Review of plan for annual meeting**

**11:00    Adjourn**

**FIVE POINT ACTION PLAN:**

**The five point action plan to address the 2015 deficit states that Christ Episcopal Church will:**

1. **Remain focused to become stronger in our Mission as a Community-Centered Church**
2. **Invite parishioners to participate actively in more strategic and concerted activities that build relationships among ourselves and more importantly with the wider community in the Dearborn area**
3. **Encourage parishioners to join a group to identify and implement reasonable cost reduction ideas; particularly those that reduce our carbon footprint and make us better stewards of the environment (examples: use less paper, reduce natural gas and electricity consumption)**
4. **Appeal to the Parish to increase pledges by 15%, or about $510 on average per pledge**
5. **With advice from Treasurer and Finance Commission, borrow from a restricted fund, as and when necessary, to meet cash flow needs or to close any remaining budget gap**

**CCMT’s Mutual Ministry Review Process Discussion** (From Feb. 2015 Vestry meeting minutes)

* Vestry
  + Leaders – visible, elected, representative of parish membership
  + People come to us with comments, thoughts, hopes,
  + Represent who is in the parish
  + Communication
  + Visionary, nurture ideas
  + Spiritual & financial
  + Stewards of CEC Dearborn – building, congregation, covenant, of vision and mission, and of our history
* Expectations of Commissions
  + Connect the Vestry to the congregation
  + Help the CEC live into its Mission
  + Make recommendations and advise
  + Fleshing out the mission
  + Flesh out ideas from Vestry
  + Delegated authority
  + Vestry depends on Commissions to have experience and be close to “the detail”
  + Leadership formation
  + Vital components of living our Mission
  + A reflection of parish expertise, direction and concerns
  + A way to become involved in the life and mission of the church
* Expectations of Committees
  + Short term, specific timeframe, has a natural lifecycle
  + For a specific task or project
  + Often external
  + Revisit per CEC mission
  + Discussion: is there an internal/external difference between Commission and Committee? Should all Commissions have an external component?
  + Committees are defined by a specific purpose or goal
  + Do Committees always have a parent Commission? If not, should that be the case?
* Ministry Teams
  + Specific focus
  + Long term
  + Can be developed
    - For example, Baptismal team; Prayer groups; house groups
    - Opportunity to involve new members and wider congregation
    - Deliberate/intentional

**Evangelism questions from Andy Angel**

**Key questions:**

* Do we have the right mix of outreach and building the parish community?
* Do we have the right mix of project activities and ongoing initiatives?
* Are we resourcing our goals with people and funding?
* How do we keep projects on track and bring them to successful completion?
* How do we measure effectiveness?