

Christ Episcopal Church, Dearborn
Minutes of Vestry Meeting – Sunday December 9, 2018

Attendance: Lynn Becker, Nick Bell (Clerk), Carolyn Blackmore (Warden), Diana Brehob, Selia Danes, Kevin Green (Treasurer) – 1.45pm to 2.48pm, Barbara Hall, Michael Mroczyk, Terri Pilarski (Rector), James Thornton (from 12.36pm)

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

Guests: none

Recording Secretary: Nicholas Bell

Gathering: Lounge

Call to Order

- Terri opened the meeting at 12.32pm

Minutes of Vestry meeting held on November 17, 2018

- Carolyn moved to approve the minutes of November 17, 2018 Vestry meeting; Diana seconded the motion. There was no discussion and the motion was approved, with six Vestry members in favor

Agenda

- The agenda as emailed by Carolyn on December 7 was accepted with the addition items requested by Michael (Buildings & Grounds spending) and Diana (Directory)

Opening

- Terri led Vestry in prayer

Mission Field

- **Rector Evaluation – Carolyn**
 - The Wardens have been working with Terri to put in place an annual Rector Evaluation and have reviewed models used in other Dioceses. The one selected for use at CEC is from the Diocese of Texas. It will allow more visibility of Terri's work and ensure parish support of her Ministry. The initial evaluation period will be from Advent 2018 to end of Easter 2019, and annually from May to May thereafter. The Senior Warden conducts this process. For continuity, Carolyn will conduct this first evaluation. A small group has been invited to provide input.
- **Staff Evaluations – Terri**
 - Following a similar model, annual staff evaluations will be conducted by the Rector. Terri and Carolyn are putting this process in place, January 2019.
- **Vestry Evaluation – Terri**
 - The Diocese of Michigan encourages a separate Mutual Ministry process.
 - Terri will provide background in January and develop with the new 2019 Vestry
- **Consolidated Application for Funds form -- Carolyn**
 - See embedded document under 'Supporting Information', below: *Application for Funds from a Restricted or Dedicated Fund Account*
 - This form is intended to be the first place for parishioner and parish groups to go when seeking funding for an initiative or project. It has been designed so that it does not require 'expert' knowledge of possible sources of funding (e.g. which CEC dedicated and restricted funds)
 - Page one, captures basic information, the sponsoring group and individuals responsible for the spending, describes the project or initiative, amount of request and how success will be measured and shared with parishioners

- Page two, tracks support of key church officers, records the Vestry review and decision, and follows up with check request
- o The form includes a supplemental page that summarizes the purpose of each restricted account
- o This revised form, includes specific reference to the Greenwood bequest that is available to support Renaissance goals projects
- o Michael updated an attachment that is to be appended to any request for funds related to the Greenwood Renaissance Fund, to ensure these requests align with the Renaissance implementation framework. See embedded document under 'Supporting Information', below
- **Stewardship Campaign: feedback ahead of review – Carolyn**
 - o Carolyn asked each Vestry member to provide their reactions to be included with feedback from the Treasurer, Administrator and the Stewardship Commission
 - o Selia has enjoyed a model used in previous campaigns of gathering in smaller groups for a meal and discussion in parishioner's homes
 - o Diana appreciates the link between the 10am Service and the celebration meal in the Fellowship Hall for conclusion of the Service
 - o The leadership dinner is slightly awkward in a restaurant when other diners are using the same space and might be reconsidered
 - The purpose of the leadership dinner is not well understood and the value is unclear
 - An alternative might be to have the leadership dinner in the Church
 - o Chris Ventura is a good speaker and was effective in presenting the 'step' process for giving
 - The Treasurer will share the information about how many pledging households increased their giving compared with prior year
 - o James recommended that the same process be used for next year's campaign, since changing the process would not allow us to establish a trend and continue to improve
- **Liberia SCHOOL project – Terri**
 - o The final check has been (\$450) has been given to Daniel Pawa to take with him to Liberia
 - o There are no fund raising activities planned for this initiative at this time
 - o Vestry members agreed that it would be good to have an update about the project at a future adult forum and in the Courier
- **Vestry Nominations Committee - - Diana, Selia, Carolyn**
 - o There is one confirmed candidate. Carolyn is following up with several others who have voiced interest but are not yet committed
- **Parish Renaissance Team Goals**
 - o Carolyn reminded all groups that minutes of each meeting must be kept.
 - o Team 3: Social Justice – Diana, Michael, James, Dennis (vestry members). The first team meeting will be scheduled for January 2019
 - o Team: 1: Spirituality – Lynn, Barb, Holly (vestry) and Lori Philips have met.
 - o Team 2: Deepening Relationships -- Carolyn, Selia (Vestry), Jeanne Martens, Will Brennan, Chris Burkhalter, and Nick Bell. At their first meeting the group started to think about its work, discussed the idea of a core team that acts as a 'support' resource team, considered who would be the right members. Karen Beck and Pat Snyder have agreed to join Team 2. The next meeting of Team 2 is January 11, 6.30-8pm
 - o *After meeting update:* members of the Renaissance Strategy Task Force who are not currently members of Vestry and can be invited to join an implementation team are:
 - Martha Amis
 - Nick Bell
 - Susan Bennett

- Kevin Green
- Margaret Green
- Jeanne Martens
- Matt Sallman
- Carolyn offered a Renaissance implementation team work sheet (see embedded document under 'Supporting Information' below), as an outline for the teams to guide their work. Carolyn will email this sheet to Vestry members

----- break -----

Commission/activity updates:

● **Finance – Kevin Green**

- Next Finance Commission meeting is January 10, 2019 at 7pm
- **Treasurer's report:** Offering plate (and total) income to end November is more than \$11,000 behind year-to-date (YTD) budget
- The church would need \$45k in income in December to meet the full year budget
- Administrative income is only \$330 behind budget
- Expense item are generally slightly better than budget and overall YTD actual expenses are \$10,800 better than budget
- Parish events and Hospitality budget items have both spent more than their full year budget
- Overall, the YTD deficit is \$35,704 and about \$500 better than the budgeted deficit to end November
- If December goes well, the full year deficit may be about \$15,000 (after carry over cash is applied). The 2018 deficit will be funded from the Endowment
- **Restricted funds**
 - The Endowment fund has a balance of about \$185,000 and will be \$170,000 after financing the 2018 deficit
 - At its January 12, 2019 meeting, Vestry will discuss potential uses of Dedicated funds that have no near term prospect of being used for their originally intended purpose
- **Outlook for 2019 Income**
 - 64 households have pledged so far for 2019. This includes 13 new households. More than 20 households that have formerly pledged have yet to respond.
 - New and increased pledges are encouraging, but simultaneous loss of income means estimated giving is down at least \$15,000 in 2019 compared with 2018
 - Investment income may be higher in 2019 based on rising interest rates and moving more cash from the current account to the Ford Money Market account (earning about 4%)
 - Kevin reviewed 2019 budget requests to date.
 - The projected 2019 deficit is at least \$32,000 and likely to be \$40-\$50,000
 - The Endowment fund will begin 2019 at \$170,000. A \$40,000 deficit in 2019 would mean that endowment starts 2020 at about \$130,000 and at the 2019 pace, might fund budget deficits in 2020, 2021 and 2022
 - Carolyn reminded Vestry members that the next meeting (Saturday January 12, convening at 8.45am) is to finalize the budget. Members need an understanding of CECD financial health and options, and to consider 2019 budget decisions in relation to the next few years, and CECD's future
 - Michael requested a discussion about how we sustain the parish at the current level of income

- We need to inspire people to join our worshipping congregation for the long term and be confident, forward looking and creative and not let decisions be determined by anxiety

Other Business

- **Property Budget – Michael**
 - ‘Building Maintenance’ account #689 will go over budget by about \$1,000 to cover non-discretionary boiler repair
 - This will be offset by underspend in other accounts within the Buildings & Grounds section of the budget
 - Michael made a motion to allow overspend of about \$1,000 in budget account #689 to be offset by underspend in other budget items within Building & Grounds. Lynn seconded the motion. There was no discussion and the motion passed with seven Vestry members in favor
- **Directory -- Diana**
 - Diana pointed out that the current Directory does not separate the last names of partners who have different last names
 - This is a consequence of the move to the Servant Keeper software
 - Carolyn/Terri will speak with Erin and ask her to follow up. If this is lack of familiarity with new Servant Keeper software, Erin may need help/training to correct this situation

Reflection

- It was a good meeting that went well; many voices were heard
- We stayed on agenda and to time

Closing Prayer

- Terri closed the meeting with a prayer at 2:49pm

Adjourn: 2:50pm

Next Vestry Meeting (2019 budget): Saturday January 12, 2019 at 9am, gather at 8.45am

Action Items carried forward from prior meetings:

Date	Action Item	Due Date	Resp. (name)
1/20/2018	Establish review & compensation committee	tbd	Carolyn (for wardens)
1/20/2018	Role of children’s music director	tbd	Terri
8/19/2018	Food pantry group to update on review and recommendations	tbd	Diana, Terri
9/23/2018	Update on Communication Commission	tbd	Dennis

Vestry 2019 meeting dates:

- Saturday, January 12, 2019 9am - noon: budget meeting - - with Finance
- Sunday, January 13, 2019 Forum, Treasurer present Finance forum to parish
- 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

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Supporting Information

Application for Funds document



Application for funds CECD cmb fin

Greenwood Renaissance funds request – required supplement



Greenwood Renaissance RqF .doc

Renaissance implementation team work sheet



Implementation teams starter sheet

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AGENDA – VESTRY MEETING: SUNDAY, December 9, 2018

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:

- 12:20 Gathering: ROOM LOUNGE
- 12:30 Call to Order Terri
- 12:30 Approval of Minutes; Additions/changes to Agenda; (other electronic motions) Nick
- 12:35 Opening Prayer Terri
- 12:40 Meditation
- 12:45 Follow-up:
- Rector evaluation Carolyn
 - Staff evaluations Terri
 - Application for funds form (consolidated)/Greenwood bequest attachment Carolyn, Michael
 - Stewardship campaign; feedback ahead of evaluation meeting all
 - Liberia SCHOOL final check to be delivered to Good Shepherd by Daniel Pawa Terri
 - Nominations committee update Diana, Selia, Carolyn
- 1:15 Mission Field: Parish Renaissance goal teams: Carolyn
- next steps – core teams, meetings
 - hand out start-up sheet
- 1:30 Break
- 1:40 Financial overview: Kevin
- stewardship financial update; budget requests
 - framework for financial planning and decision considerations for 2019 and beyond
- 2:10 Any Other Business
- 2:25 Reflection/Closing Prayer Terri
- 2:30 Adjourn

NEXT VESTRY MEETING: SATURDAY, January 12, 2019, 9AM – 12NOON budget

Courier (vestry) article: Lynn Becker due 20th of prior month

VPOD schedule:

DEC 16, Carolyn	DEC 23, Selia (8AM)	DEC 24, Diana (5:30PM)
DEC 24, Dennis (9:45PM)	DEC 30, Michael	JAN 6, Holly
JAN 13, Barbara	JAN 20, James	JAN 27, Lynn

