

Christ Episcopal Church, Dearborn
Minutes of Vestry Meeting - Sunday, August 19, 2018

Attendance: Lynn Becker, Nick Bell (Clerk), Carolyn Blackmore (Warden), Diana Brehob, Selia Danes, Kevin Green (Treasurer), Barbara Hall, Dennis Kirchoff (Warden), Michael Mroczyk, Holly Schanz, James Thornton, Terri Pilarski (Rector), Halim Shukair (Curate), Mitch Yudasz (Intern)

Absent: none

Guests: none

Recording Secretary: Nicholas Bell

Gathering: Room 213

Call to Order

- Terri opened the meeting at 11.32am

Minutes of Vestry meeting held on June 24, 2018

- Diana moved to approve the minutes of June 24, 2018 Vestry meeting; Lynn seconded. There was no discussion and the motion was approved, with all nine Vestry members in favor

Next Vestry meeting - - Carolyn

- Carolyn reminded the meeting that the next Vestry meeting will be held on September 23, 2018 gathering at 12.15pm to start promptly at 12.30pm.
 - Noted that Holly and Michael are not available for the 9/23 meeting

Agenda

- The updated agenda as emailed by Carolyn on August 17 was accepted, with the addition of an item regarding the gift from the estate of Eva and Walter Greenwood

Opening

- Terri opened with prayer and led a bible study on Mathew 14, John 21:10-20, Psalm 146:5-7 and Isaiah 58:2-7

Letter from Dale Greenwood - - Terri

- Dale Greenwood has met with Terri about a bequest from his parents' estate. The gift from Eva and Walter Greenwood of \$81,743 is designated to be used for the three Renaissance goals adopted by CEC Vestry: Deepen Spiritual Life, Develop Social Justice initiatives, and Grow Community Relationships.
- Dennis moved that Vestry accept the gift subject to the stated restrictions. Holly seconded. There was no discussion and the motion passed with all nine Vestry members in favor.
- The Treasurer (Kevin Green) has a copy of the letter from Mr. Greenwood. The Vestry will agree a procedure for access to these funds by the teams implementing the three Renaissance goals
- Terri will send a letter of thanks to the family and trustees of the estate and also write an article for the September Courier.

Mission Field

- **Three Renaissance Goals 2018/19; Next Steps - - Carolyn**
 - The next step is to form Implementation Teams [one for each of goal], invite RSTF and parish members to join, and convene to develop a framework for action
 - Three goals are:
 1. Offer opportunities for all to experience deeper spiritual engagement/support on their spiritual journey

2. Deepen relationships with community groups, families and individuals already using the building (invite to engage in Christian fellowship)
 3. Develop social justice initiatives.
- After reflection, Vestry members indicated which of the three implementation teams they felt called to lead:
 - Goal #1: Lynn Becker, Holly Schanz, **Diana Brehob**, Barb Hall
 - Goal #2: Selia Danes, **Carolyn Blackmore**
 - Goal #3: Michael Mroczyk, James Thornton, **Dennis Kirchoff**
 - Leaders (bold text, above) will convene the team and create a framework to identify Renaissance opportunities for each goal; describe success indicators - using the five criteria agreed by RSTF (see below), as well as a communication strategy, and how/when to report to Vestry:
 - *Renaissance Activities must meet at least four of following criteria:*
 - *Requires broad parishioner involvement*
 - *Effectively responds to an identifiable parish or community need*
 - *Does not deepen CEC financial deficit*
 - *Attracts/is relevant to multi-generational*
 - *Fosters collaboration*
 - A document grouping current CEC activities under the three goals was distributed
 - **Baptized for Life** (BFL) Maureen Hagen (Portland, OR) the 'catechist' (mentor) for CECD will meet with Terri, Halim, The wardens, Vestry and other parishioners on September 18 and 19. We need to further our understanding of what this opportunity may mean at Christ Church. Next steps will involve forming a BFL team to oversee a specific proposal and request for funding; up to \$25,000 over three years. Three other parishes in the Diocese of Michigan are also BFL parishes.
 - **Communication Group - - Dennis**
 - Dennis will form a Communication group to support current modes of communication and enhance consistency and effectiveness
- **Christian Formation**
 - **Environmental Initiatives; Churches going solar - - Michael, Carolyn, Dennis**
 - Carolyn, Michael and Dennis attended a workshop on this topic and will continue to evaluate opportunities and plan next steps. There is a sense of urgency because any solar installation completed before the end of 2019, would be grandfathered into legislation that allows energy generated to be returned to the grid for credit against our energy bills
 - Discussion will be scheduled for Adult forum in September or October
 - **Finance - - Kevin Green**
 - June status shows a deficit of \$5,106 instead of budgeted surplus of \$292. Income was significantly lower and expenses were higher than expected
 - The *preliminary* July status (to be confirmed) shows recovery of this situation and we may be back on track on a July year-to-date basis
 - The Bagley Sabbatical fund has been established to meet the requirement of Terri's Covenant of Call, using the proceeds from the Bagley bequest that has reached maturity
 - There are several items on the dedicated accounts that need adjustments, based on incorrect accounting for spending
 - The starting point for 2019 budget planning will be a \$40,000-\$60,000 *deficit*, if income and expenses are about the same as 2018, with no carry over cash available and other known changes

- **Audit Committee Findings - - Kevin Green**

- The internal audit of the 2017 accounts has been completed by the Audit Committee; members are Bob Buzby, Lynn Kenney and Martha Amis
- Kevin presented the 2017 audit report
 - Some of the items carried over from the 2016 audit are not yet complete
 - There are several new findings in 2017, each of which has a recommendation for action
 - The discretionary accounts have been separately audited and an addendum to the audit report, including recommendations, has been attached to the main audit report
 - Adjustments will be made to 2018 budget line items to correct items booked to the wrong account in 2017
- Dennis made a motion that Vestry accept the primary and supplementary audit reports. Lynn seconded the motion. There was no discussion and the motion passed with all nine Vestry members in favor
 - The audit report will be signed and submitted to the Diocese
- Vestry thanked Kevin, Matt and the members of the audit committee for their hard work and diligence in completing and reporting the audit

- **Any Other Business**

- **Flood damage - - Terri**
 - The insurance assessors are completing the work. CEC's deductible is \$3,000 and this will be expensed.
- **Food Pantry - - Terri**
 - Concern has been voiced about the loss of food from the pantry; it has been reported that the full stock of milk, eggs and butter were removed one evening. This meant that none of these food items were available for other hungry families in the following days
 - Terri set up the food pantry with the explicit vision that people can come and take food at times and dates that suit them
 - The food pantry group will consider the situation and make any recommendations for change
- **Faithwalking - - Terri**
 - A second, in-person Faithwalking 101 class is being offered (October 21st and 22nd). This will cost \$2,000 for trainer expenses plus \$500 for meals and other costs. The alternative would be to encourage parishioners to take the on-line course. Both in-person and on-line training require per-person registration payments, but on-line does not incur other expenses for the Church
 - Holly made a motion that the Church commit up to \$2,500 for the second in-person Faithwalking 101 class in October. Diana seconded the motion
 - Discussion
 - The in-person class needs at least 12 participants to run
 - We don't, at this point, know how many people are interested
 - In the future, the Faithwalking 101 program will only be offered on-line. So October will be last opportunity for an in-person program
 - General discussion about how Faithwalking impacts the life of the parish and congregation
 - We need communication to the parish to make this training opportunity known to members of the congregation

- If the October course goes ahead, the source of funding will need to be decided by Vestry be decided; some of it has the potential to come from the Borgeson education fund
 - The Rector's discretionary fund is available to provide grants to cover the \$75 registration fee for Church members who can't afford it
 - Holly called the question and the motion passed with five members in favor and four opposed
- **Performance Evaluation of Rector, Staff, Lay Leaders and Vestry -- Terri**
 - The Wardens are working with the Rector to establish Clergy and staff evaluation policies and procedures
- **New forms for application for funding - - Carolyn**
 - Carolyn has developed an updated and consolidated 'request for funding' form that may be used for undesignated and designated accounts. This was emailed to Vestry members for review and comment. Carolyn made a motion to adopt the new form. Dennis seconded the motion. There was no discussion and the motion passed all nine Vestry members in favor
 - Copies of the new form will be provided for each Vestry binder and copies will be available in the Church office
- **Homecoming Parking - - Terri**
 - With the help of many volunteers, parking cars for August 2018 Dearborn Homecoming was a success. The amount raised was \$2,467
 - Selia made a motion that \$450 of the homecoming proceeds be used to pay honorariums for the 2018 August Plaza Concert series: \$300 for Jeff Karoub and \$150 for the Silver Strings dulcimer group, and that \$1,200 be set aside for up to four Plaza concerts (\$300 per concert) in summer 2019, and that the balance (\$817) of 2018 Homecoming parking receipts be applied to maintenance and upkeep of the Plaza. Holly seconded the motion
 - Discussion
 - In 2019, Vestry will have a separate discussion and agreement for how to use any 2019 homecoming parking monies
 - Selia called the question and the motion passed with seven Vestry members in favor, one against and one abstention
- **Report from Revd. Shukair - - Halim**
 - Halim voiced thanks to the parish for their love and support over the past two and a half months
 - He is settling into his life and work in Dearborn and has appreciated the opportunity to live in the Blackmore-Bell home during the summer
 - He completed a continuing education training course on parish work in Chicago in July
 - Halim concluded with a quote from 1 Corinthians 1:4 *"I always thank my God for you because of his grace given you in Christ Jesus"*
- **Special convention to elect new Bishop in June 2019 - - Terri**
 - The expectation is that CEC delegates for this special convention will be the same as the delegates elected by the 151st Annual meeting for the October 2018 Diocese of Michigan convention (Dennis Kirchoff, Karen Beck and Kevin Green, with Nancy Lehnert, Barbara Hall and Carolyn Blackmore as alternates)

- **New Vestry members - - Carolyn**

- The nomination committee comprises outgoing Vestry members Carolyn, Diana and Selia
- The committee will encourage interest in Vestry membership through prayer, forum discussion, Courier articles and personal invitation

Reflection

- Everyone had a chance to speak
- There were a lot of topics covered and decisions made, although the meeting ran an hour longer than scheduled

Closing Prayer

- Terri closed the meeting with a prayer at 2:28pm

Adjourn: 2:30pm

Next Vestry Meeting: Sunday September 23, at 12.30pm, gather at 12.15pm

Courier: Holly – article due to office by 20 September (for October issue)

VPOD: Sept 9 Carolyn; Sept 16 Holly; Sept 23 Barbara; Sept 30 James

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
6/24/2018	Approve packet of building use information, policies and facility use requests	August September	Building Use Cttee
8/19/2018	Dialog on procedure for Renaissance implementation teams to access Greenwood bequest	September	Vestry
8/19/2018	Review status and plans for implementation of Renaissance implementation teams	September and ongoing	Diana, Carolyn & Dennis
8/19/2018	Form Communications commission	September	Dennis
8/19/2018	Baptized for Life - - feedback from Maureen Hagen visit	September	Terri
8/19/2018	Food pantry group to update on review and recommendations	October	Diana, Terri
8/19/2018	Update on clergy and staff evaluation policy and procedures	November	Rector & Wardens
8/19/2019	Confirm delegates for Diocese of Michigan special convention (June 2019)	September	Wardens
8/19/2018	Faithwalking – agree source of funds for October 101 class (subject to 12 parishioners signing up)	September	Carolyn withy Treasurer (Kevin)

Vestry 2018 meeting dates:

- September 23 - - **gather at 12.15pm**
- October 21
- November 11
- December 9
- January 19, 2019 (Saturday) - - **with Finance**

Christ Church, Dearborn:

AGENDA – VESTRY MEETING: SUNDAY, AUGUST 19, 2018

Attendance: Lynn Becker, Carolyn Blackmore (W), Diana Brehob, Selia Danes, Dennis Kirchoff (W), Barbara Hall, Michael Mroczyk, Holly Schanz, James Thornton; **Recording Secretary:** Nick Bell; **Treasurer:** Kevin Green

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

Guests:

- 11:20 Gathering: Room 213
- 11:30 Call to Order Terri
- 11:30 Additions/changes to Agenda; Approval of Minutes; (other electronic motions)
Confirm next vestry meeting dates and start time = 12.15 gather, 12.30 start Nick
- 11:35 Opening Prayer Terri
- 11:40 Meditation Terri
- 11:45 **Mission Field 1: THREE GOALS 2018/19; Next steps**
Implementation teams; role of Vestry members Carolyn, RSTF
Mutual Ministry Terri
Current CEC activities; Baptized for Life – where do they fit? Wardens, Terri
Communication group – vision for what CEC needs Dennis
- 12:20 Break
- 12:25 **Spiritual Life, Social Justice, Building Relationships**
❖ Environmental Initiatives; Churches going solar; forum Dennis, Carolyn, Michael
❖ Forum calendar Carolyn
- **Worship**
❖ Summer Evenings in Prayer and Song; Fall Evensong/4 churches Halim, Carolyn, Mitch
❖ Music visioning committee; choir workshop Diana
- 12:50 **Financial update**
❖ Treasurer's Report Kevin
❖ Audit Report
- 1:00 **Any Other Business**
➤ Report on flood damage (August 1, 2018) Terri
➤ Food Pantry Terri
➤ Faithwalking Terri
➤ Performance evaluations: Rector, Staff, Lay leader, Vestry Terri
➤ Vote to accept - New Application form for funding; Undesignated Gift Policy Carolyn
➤ Homecoming Parking; designation of funds Terri
- 1:15 **New Business**
➤ Report from Rev. Shukair Halim
➤ Special convention on June 1, 2019 to elect new Bishop; CEC delegates (2018)? Terri
➤ Recruiting new vestry members; vestry forum (9/9) Terri, Carolyn
- 1:25 Reflection/Closing Prayer Terri
- 1:30 Adjourn

NEXT VESTRY MEETING: September 23 at 12.30pm promptly (gather at 12.15pm)

Courier (vestry) article: Michael (September) due 20th August
VPOD schedule:
AUG 26 Dennis SEPT 2 Diana SEPT 9 Michael SEPT 16 Holly
SEPT 23 Barbara SEPT 30 James