

**Christ Episcopal Church, Dearborn**  
**Minutes of Vestry Meeting – Saturday November 17, 2018**

**Attendance:** Lynn Becker, Nick Bell (Clerk), Carolyn Blackmore (Warden), Diana Brehob, Kevin Green (Treasurer) –2.55-3.20pm, Barbara Hall, Michael Mroczyk (from 2.15pm), Terri Pilarski (Rector), Holly Schanz, Halim Shukair (Curate)

**Absent:** Selia Danes, Dennis Kirchoff (Warden), James Thornton, Mitch Yudasz (Intern),

**Guests:** none

**Recording Secretary:** Nicholas Bell

**Gathering:** Lounge

**Call to Order**

- Terri opened the meeting at 2.05pm

**Minutes of Vestry meeting held on October 21, 2018**

- The minutes as amended to include the record of absent Vestry members, Carolyn moved to approve the minutes of October 21 2018 Vestry meeting; Holly seconded. There was no discussion and the motion was approved, with five Vestry members in favor

**Agenda**

- The updated agenda as emailed by Carolyn on November 15 was accepted with the addition of an item on Blessings in a Backpack (Terri)

**Opening**

- Terri opened with prayer and led a discussion on a poem by Mary Oliver
- Dennis is unwell and is taking a leave of absence from Vestry

**Mission Field**

- **Halim's mission work; acting priest for Mother of the Savior Congregation - - Halim**
  - Halim's calling is as a Curate at CEC and as a Missionary for the Diocese to build relationships with the Arab community
  - Halim met Reverend Rani Abdulmasih, pastor of the Mother of the Savior congregation that worships at Christus Victor, just as he was transitioning to a new calling in Florida
  - With the joint blessing of Bishop Gibbs and Bishop Donald Kreiss (Lutheran Bishop), Halim is now the Acting Priest for that congregation
  - The Mother of the Savior congregation will join CEC's Thanksgiving eve service – Halim presiding
  - Halim and Mother of the Savior will worship at CEC on the evening of Christmas Eve and also share a meal together
- **Christmas services - - Terri**
  - Sunday December 23 (Advent 4) there will be one service at 8am
  - Christmas Eve: service with children's pageant at 5.30pm, Halim and the Mother of the Savior congregation dinner and a service at 8pm (to be confirmed), the main CEC evening service will start at 9.45pm.
- **Intercultural Development - - Terri**
  - Terri's recent sabbatical week in Portland, Oregon focused on Intercultural development and awareness. Terri hopes to use their survey tool, and possibly apply for grant funding, to support further opportunities in the area of diversity and inclusion.

- **Baptized for Life (BfL) - - Terri**
  - The BfL team, of Stephanie Mulkern, Darrell Donakowski, Pete Kenney and Caroline Antonuccio, plus Terri and Halim, is meeting regularly and has been participating in training webinars.
  - BfL commissioning will take place during 10am service on December 2
  - Terri said BfL will most likely select a project that helps congregational development
- **Renaissance goals implementation teams - - Carolyn**
  - Terri would like to commission Renaissance teams when they have formed. Confirm if you would like to do this on December 2
  - Diana commented that there seems to be overlap between the Renaissance goal #1, Deepening Spiritual Life and BfL
  - Deepening Spiritual Life: Holly, Barb and Lynn will get together and develop an initial plan and approach Sue Bennett and Martha Amis about joining that team
  - Diana moved to Renaissance goal #3 team Social Justice, with Michael

----- break -----

**Commission/activity updates:**

- **Finance – Kevin Green**
  - October was overall a good month. Income was \$3,700 over budget. YTD income is \$13,000 behind budget; one of the factors in this was an incorrect budget assumption (too high) about account 406 (unpledged gifts)
  - October Expenses....worship behind budget (candles and wine to come)....correction to 551 Forum/Adult for Faithwalking. Will correct Vestry activities for Convention costs
  - Parish Events and Hospitality are both overspent against full year budget. For 2019 Finance will separate supplies (Sexton) from food items
  - 621 Part time custodian is under budget and is offset by Grounds Service (as approved at the September 23<sup>rd</sup> Vestry meeting)
  - The 'Contra' items are the Diocesan reimbursement for Curate costs
  - YTD actual deficit is \$35,751 vs YTD budgeted deficit of \$33,013
  - Finance will move some cash from the Comerica checking account to Ford Interest Advantage to take advantage of the higher interest rate
  - Corrections have been made to the Curate discretionary Dedicated Account, which is now reinstated to the correct amount
- **2019 Budget - - Kevin Green**
  - Pledges (estimates of giving) are projecting to be below last year (\$237k) at \$223k (\$14k lower)
  - Some expenses will increase in 2019 compared with 2018: medical insurance, Curate expenses, adding organist and choirmaster
  - It is likely that the full year deficit in 2019 will be in the range \$50-\$60,000
  - Funds available in the Endowment account will cover 2018 and 2019 deficits. This may extend to cover 2020 and 2021 deficits, but structural change will be required to manage CEC's financial future.
  - Vestry budget review is now Saturday January 12, 2019 (9am-12pm). A Parish finance meeting will be held during Forum time on January 13; ahead of the Annual meeting on Sunday, January 27, 2019
- **Christian Formation -- Terri**
  - Terri and Halim have met with Titus Matthews, Communities in Schools. This may lead to future community/school partnership and a possible forum.

- **Property - - Michael**
  - Insurance paying for all repairs following the recent flood damage
- **Nominations Committee – Carolyn**
  - Selia, Diana, Carolyn working to fill three vestry positions
  - Lynn recommended trying to find younger Vestry members to balance the group. This is one of the Nominations Committee goals.
  - Parish will also elect 3 delegates and 3 alternates for Diocesan Convention in October 2019
  - Vacancy for vestry recording secretary, after January.

### **Other Business**

- **Review of Greenwood Renaissance Bequest: Request for Funds form - - Michael**
  - Carolyn commented that the draft form references other documents; this material should be readily available (e.g. Renaissance goals)
  - Carolyn asked if it is possible to use the universal request for funds (previously adopted by vestry)
    - Carolyn and Michael will jointly work on a consolidated form
  - Finance plans to move a major portion of monies in the Greenwood bequest to an interest bearing account. We have sufficient cash on hand for expected needs
- **Giving Thanks Dinner - - Terri**
  - Dinner will be held 2.30-4.30pm on Sunday November 18
  - Various Community groups plan to participate and each will be invited to say a few words
  - Funded by a grant from the Thrivent Foundation

### **New Business**

- Vestry meeting date (some changes) in January 2019
  - Saturday, January 12, 9am - noon: budget meeting
  - Sunday, January 13, forum, Treasurer present Finance forum to parish
  - Sunday, January 27, Annual meeting after 10am service.
- Organizational Vestry meeting immediately follows Annual meeting
- 2019 Vestry dates – incoming class will discuss
- Vestry retreat Friday/Saturday February, 1-2, 2019
- Diocesan Vestry workshop day at Cathedral, Saturday, February 23, 2019
- The first regular Vestry meeting will be held in March
- Nick Bell will be stepping down as Vestry Recording Secretary after the 2019 Annual meeting. He will continue as Parish Clerk.
- Mitch Yudasz' ordination will take place on Saturday December 8 at 11.00am (participants should aim to be there by 10.15am). Car pools from Dearborn to be organized
  - A gift will be organized from the from parish and a celebration will be planned
- Blessing in a Backpack - - Terri
  - Terri shared an update from Chris Burkhalter
  - Blessing in a Backpack in Dearborn is re-grouping and forming a new Steering Committee
  - The group is looking into new fundraising ideas and plans to leverage Giving Tuesday

### **Reflection**

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

### **Closing Prayer**

- Terri closed the meeting with a prayer at 3:50pm

**Adjourn: 3:53pm**

**Next Vestry Meeting: Sunday December 9, 2018 at 12.30pm, gather at 12.20pm**

**Action Items carried forward from prior meetings:**

<b>Date</b>	<b>Action Item</b>	<b>Due Date</b>	<b>Resp. (name)</b>
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
8/19/2018	Update on clergy and staff evaluation	December	Rector & Wardens
9/23/2018	Update on Communication Commission	tbd	Dennis
11/17/2018	Create application for use of Greenwood bequest funds	December	Carolyn & Michael

**Vestry 2018/19 meeting dates:**

- December 9, 2018 at 12.30pm, gather at 12.20pm
- 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

**Christ Church, Dearborn:**

**AGENDA – VESTRY MEETING: NOVEMBER 17, Saturday, 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:**

1:50pm Gathering: ROOM LOUNGE

- |      |   |              |
|------|---|--------------|
| 2:00 | Call to Order   | Terri        |
| 2:00 | Approval of Minutes; Additions/changes to Agenda; (other electronic motions)  | Nick         |
| 2:05 | Opening Prayer  | Terri        |
| 2:10 | Meditation  |              |
| 2:15 | <b><u>Mission Field:</u></b>  |              |
|      | ➤ Halim's mission work; Acting Priest for Mother of Savior congregation   | Halim        |
|      | ➤ Terri's sabbatical - Intercultural development  | Terri        |
|      | ➤ Baptized for Life update: workshops begun, formal commissioning - Sunday, Dec. 2?   | Terri        |
|      | ➤ Implementation Teams: next steps; formal commissioning?   | All          |
| 2:45 | Break   |              |
| 2:50 | <b><u>Commission/activity updates:</u></b>  |              |
|      | FINANCE   |              |
|      | ➤ Budget preview for 2019   |              |
| 3:20 | CHRISTIAN FORMATION   |              |
|      | ➤ Communities in Schools: Titus Matthews (Edsel Ford HS) opportunities to partner/offer support to Dearborn school kids: ESL, tutoring, clothing and food, and trauma response (especially Yemeni people); Titus may come to lead an adult forum in January | Terri        |
|      | PROPERTY  |              |
|      | ➤ Update on insurance, flood, and fixing of areas   |              |
|      | NOMINATIONS COMMITTEE   |              |
|      | ➤ Vestry candidates   |              |
|      | ➤ Dennis  |              |
| 3:30 | Other Business  |              |
|      | ➤ Review of Renaissance Greenwood Bequest: Request for funds form   | Michael      |
|      | ➤ A Giving Thanks dinner update   | Selia, Terri |
| 3:45 | New Business  |              |
|      | ➤ Meeting dates/changes:  |              |
|      | ○ Budget Finance vestry meeting change to Jan. 12; parish finance meeting Jan. 13   |              |
|      | ○ Annual meeting: Jan. 27   |              |
|      | ○ Saturday Vestry meeting dates for 2019?   |              |
|      | ➤ Mitch's ordination, coordinating car pool, a celebration in church  |              |
| 3:55 | Reflection/Closing Prayer   | Terri        |
| 4:00 | Adjourn   |              |

**NEXT VESTRY MEETINGS: SUNDAY, DECEMBER 9, 2018, at 12:30pm (gather 12:20pm)**

**SATURDAY, JANUARY 12, 2019, at 9am – 12 noon (Budget)**

**ANNUAL MEETING: SUNDAY, JANUARY 27, 2019 (after 10am service)**

**VESTRY RETREAT: Friday/Saturday FEBRUARY ??????**

**Courier (vestry) article: DECEMBER James due 20<sup>th</sup> of prior month**

**VPOD schedule: Nov 18 – Holly; Nov 25 – Barb; Dec 2 – James; Dec 9 – Lynn;**

