

## June 19, 2018 - Christ Church Vestry Meeting

Earle Conference Room, Christ Church Parish House

### Vestry Meeting

**Attending:** Harrison McLeod (Rector), Bern Mebane (Senior Warden), Dena Benedict (Junior Warden), Bill Kehl (Chancellor), Anne Arrington, Lauren Briles, Cotton Clarke, Mac Gentile, George E. McCall, Kevin Mertens, Louise Oxner, Chuck Reichert, Betty Teague, Brent Williams, Helen Wynkoop, Rose Cuddy (Recorder).

**Absent:** Chris Klasing (Treasurer), Dan Seaman (Assistant Treasurer), Jim Baumgardner.

**Guests:** Parish Administrator Suzanne Mize, Worship Department Staff Leslie Provence and Donald Duncan, Pastoral Care Staff Annette Cook, Jay Biedenharn and Lisa Hunt, Third Century Commission Co-Chair Penn Williams.

Harrison opened the meeting with prayer at 5:00 PM.

### Ministry Area Goal Presentations

#### Worship

Donald Duncan, Director of Liturgy and Music, introduced the Worship Ministry Area 2018 goals of Lay Volunteer Training and offering Evangelistic Music Programs. Rose Cuddy, Richard Huss, Charles Tompkins, Larry Loftis and Chase McAbee also serve in worship along with our Clergy. Donald said that the past year's goals remain guiding principles for Worship: a rich variety of Anglican services and incorporating a diversity of lay people serving in worship. Donald gave examples of the successes of these goals such as children participating as ushers and youth serving as lectors.

Leslie Provence, Liturgical Assistant, addressed the goal of lay volunteer recruitment and training. She said that she schedules clergy, acolytes, vergers, ushers, lectors/chalice bearers in addition to coordinating baptisms and weddings and assisting the worship department in many other ways. She is updating the job descriptions for all the volunteer roles for which she is responsible. Highlights she mentioned were our three vergers completing a training course. Late summer will see trainings for lay teams such as ushers and acolytes. Donald commented that training leads to the competence and confidence that allows someone to more fully participate in worship.

Donald described the second goal of special services and musical offerings that are designed to be evangelistic. He commented on the carillon, which was playing during his talk, that was programmed to play at noon and at 5:00 PM for 15 minutes to capture the audience in a beautiful downtown setting. One of the ways Worship plans to reach out is a fun, spooky, PipeScreams concert on Sunday, October 28, at the All Hallows Eve festival. A tour of the churchyard may be part of this as well. It's not a liturgical event, but one that helps the community understand our ability to have fun and differentiates us from other denominations. Other offerings will be an All Saints Sunday concert at 5:00 PM, a revamped Parish Christmas Dinner with a Christmas Pops concert - an easy event for parishioners to invite a neighbor.

Chuck asked if Donald has a way of tracking visitors at special events. Donald said that he plans find the best way to do so and will track that information in the future.

Mac Gentile, the Vestry liaison for Worship, expressed his gratitude to the team and thanked them for all that they do.

### Parish Administrator

Harrison introduced Suzanne Mize, our new Parish Administrator, who brings a wealth of experience to this position. Suzanne gave a brief overview of her career and her past work with non-profit accounts and the Blood Connection. After moving to a corporate position, she missed working for a place with a mission, so she is happy to now be here at Christ Church.

### Pastoral Care

Kevin Mertens introduced the Pastoral Care department. He said he has enjoyed getting to know the department personnel and all that they do as he has served the last two years as liaison for Pastoral Care.

Jay Biedenharn, Priest Associate for Pastoral Care, introduced Lisa Hunt, the coordinator for the department. Jay called Lisa the hub of the department – she has been working at Christ Church for 14 years. Jay introduced Annette Cook, Senior Ministry Director, who has been at Christ Church for ten years. Jeffrey Meadowcroft is an Assistant Priest and also part of the Liturgy/Worship Team. Jay remarked that he had an eight month transition with Father Bob Chiles, which was very helpful.

Jay shared the team's goals:

Revitalizing the pastoral ministry of the laity at Christ Church: There are four team members and four thousand members of the parish. He said that we must equip lay persons to help carry out this ministry. Jay researched pastoral ministry since the 1930s at Christ Church and is reviewing which programs currently offered are vital and energized. They would like to have a Pastoral Ministry open house to increase awareness of what they do. Lisa distributed an updated brochure about all the ministries offered at Christ Church.

Safeguarding God's People: With Bob's departure, we had no one on staff who was a Safeguarding trainer. Lisa Hunt is the person who has been identified for this role as soon as the training materials have been updated and the diocese offers training again so we can protect and care for each other.

Improve external and internal communication as a Pastoral Care team: PC has aligned the department to communicate more effectively as a team and to follow staff guidelines for planning and communicating what they offer. Success was recently measured by not having to add or change any events at the staff wide program day since all of their events were planned and communicated in advance.

The department weekly meeting on Wednesday mornings still includes prayer for the sick but also includes an agenda now to help keep things on track. How can Vestry help? Participate in events and engage in offerings, such as the blood drive July 1. Please pass along events in the lives of parishioners – Jay said he would rather hear of someone in the hospital ten times than not at all!

Harrison praised the job that Jay has done over the last year and the work that Lisa and Annette have done over the years.

Annette gave a shout out to Helen Wynkoop, Dena Benedict, Cindy Poe and others who've made banners for All Saints' Day for many years.

### **Third Century Commission Report**

Harrison thanked Dena Benedict and Penn Williams for their hard work leading the committee over the last six months as it wraps up the first phase of work next week.

Dena said that the Commission formed in January included parishioners and staff as well as the Wardens. The commission was given three tasks:

- Discern and Articulate our Values
- Discern and Articulate our Mission Statement
- Design a Framework for Ensuring Vital Ministry

In January-February, the commission began their work, hired consultant Dawn Huntly and established subcommittees.

In March & Mid-April, the commission and its subcommittees developed a communication plan, held Values Sunday, and designed the parish-wide survey. Vestry, 3CC and staff had an opportunity to provide values and values were also garnered from outside sources. There were 15 cluster values that were identified from the hundreds that came from these sources and that were included in the survey. The survey was distributed electronically after Easter for two weeks and was also available on paper. The commission used significant outreach efforts to specific groups to encourage parishioners to respond. There were 765 responses, an extremely successful response rate.

Mid-April through May: The top values from the survey were condensed to five, the framework subcommittee began to develop a draft, and Harrison created a draft of the mission statement. The mission statement is very close and is being reviewed by marketing experts. The commission has met as a full committee twice a month and most commission members have served on at least two subcommittees. Dena praised their commitment to the commission's task and to Christ Church. Members of the parish on the commission are Dena Benedict Bern Mebane, Jack Bacot, Norma Givens, Bryant Nixon and Penn Williams. Staff: Harrison McLeod, Rose Cuddy, Donald Duncan, Lauren Sigmon, Kyley Miller, and Mary Ellen Vernon.

Dena thanked Harrison for getting us off our comfortable seats and getting us to consider our mission as we go forward into the Third Century. The committee is close to completing their work. Jack Bacot and Lauren Sigmon will lead the Communication and Implementation subcommittee, which will continue to meet. Bryant Nixon and Kyley Miller will plan and lead a workshop for the staff and Vestry. Dena encouraged the Vestry to engage with their ministry areas as they work to incorporate our direction.

Penn praised Dena for her work as the group's leader.

Harrison gave a presentation on the commission's work. He said this will help us focus our efforts and become a mission-driven church.

### Core Values

Community: Nurture relationships within and beyond the parish.

Compassionate: Demonstrate God's love and mercy by caring for others.

Faithful: Follow the witness of scripture, tradition and reason.

Grateful: Celebrate that all we have is a gift from God.

Inviting to All: Honor our differences, while seeking our unity in Christ.

Brent asked if the five values were from the 15 in the survey. Harrison said they were and some of the others were included in the descriptions or meaning of the final five identified by the parish. They are the foundation of our mission statement and are at the center of our identity.

### Mission Statement

A mission statement describes what we do rather than who we are. Harrison described the scriptural background of the choice of each word.

*Embrace, Equip and Empower Apostles to Serve Jesus Christ.*

Harrison noted that the alternative wording is *Embracing, Equipping and Empowering Apostles to Serve Jesus Christ*. The only discussion in the Commission is the gerund or the infinitive version. Two marketing experts have endorsed the infinitive version as first shown.

### Our Vision

*A Joyful Community Sharing Life in Jesus Christ.*

### Our Purpose

*Share in God's work of salvation (from the original To get everybody into heaven).*

Bern brought up the image of the compass and gave an example of raising the mission during budget discussions when we ask does this really meet our mission?

Harrison said he has already had preliminary discussion with the Executive Leadership Team as we begin to consider the 2019 budget. He would love to think if we really live by these values, we can have a collaborative effort rather than each department having a slice of the pie. If a program, etc., can be aligned to better help us accomplish our values, vision, mission and purpose, or if it does not, we can feel more free to let it go.

Betty commented that the value words were not parallel or best grammar.

Anne noted that the descriptive narrative for each of the values was very helpful to help teach people what is meant by each. She said we could add the words "We are" before each of the values.

Penn said that the narrative statements were used to put the values in context. She said that the commission struggled extensively with the different tenses of the words but found no way to make them parallel without changing their meaning.

Kevin said it's actually awesome that we are discussing grammar rather than the content!

Dena brought a motion from the Commission. The Commission moved that the Vestry adopt the work of the Third Century Commission subject to the final editing of the Mission statement by the commission. Mac Gentile seconded the motion.

Discussion ensued. Anne said she really is excited about the inclusion of the word Apostle that expresses how we go and do the work of Christ. Harrison praised the work of the commission in a tight timeline of six months. He said it was important for the Vestry to affirm and be able to articulate the history and work behind this. He thanked Dena and Penn. Dena spoke to consultant Dawn Huntley's work and investment in this process. Penn said that Dawn was a level headed and non-partisan leader.

The Vestry voted unanimously to approve the work of the commission. The motion carried.

### **Rector's Report**

Harrison said that he didn't want to wait until next year to begin to think about what the Third Century's work means for our life today. He wants to include the Budget and Finance Committees as we collaborate on a 2019 budget that is guided by our values.

Harrison reported that the staff has volunteered to take a Meals on Wheels route and we will work with those who wish to volunteer so everyone will be able to do so. A MOW representative came to staff meeting today to provide training and information before the staff begins the route.

Harrison said that during his time away in July that he will check email each week and respond as needed. The Wardens will be available and will be able to get in touch with Harrison. Kellie Wilson will be the go-to clergy person in charge in July although she will have a few days away as well the third week of the month. If there is an emergency, please don't hesitate to call Harrison on his cell phone.

Questions and Comments for Harrison: None.

### **Senior Warden**

Bern Mebane expressed his gratitude to Dena for the hours she put in and the leadership she exhibited with the Third Century Commission. He said that this is a shift in our way of thinking and will guide us going forward. Bern said his hope is to have everyone here know what our values are and how they lead us in our vision and mission.

Last month, Bern spoke about a committee with which he had met regarding the Broadus House renovation and lease. Helen and Ansel Sanders met with Harrison and Helen has agreed to work with the committee. Bern said that anyone who wants to help is welcome. We remain in the information gathering phase of this project. The goal is to take a liability and turn it into an asset. Lauren asked about walking through the building. Harrison said the Vestry or anyone interested could call and coordinate a tour of the building.

### **Junior Warden**

Dena Benedict said she had no other report than the previously submitted Third Century Commission presentation.

### **Treasurer's Report**

George E. McCall, Vestry liaison for Finance Ministries, presented the Treasurer's Report. He broke the information down into two parts.

Finance Committee: Since the last Vestry meeting, the Finance Committee met. It is chaired by the Treasurers. He commented on presentations by Faith in Action, the Monthly Financial Review, History Lives report, the Endowment report, Resource Development report and reports on the 101 Broadus transaction and the bank lease. Bill Johnson, former Interim Parish Administrator, reported at the May meeting that each ministry will be issued their own credit card in an effort to streamline this issue. Multiple ministries borrowing the available card had been confusing. George commented that there has been an improvement in the transparency of budgeting over the last few years, so we are moving in the right direction.

Referring to the monthly Treasurer's Report, George said there was a shortfall in May, but we are still basically on track. He called the Vestry's attention to the HiStory Lives summary on the back page of the report. Harrison mentioned that we have not yet finished with the Femenella contract on the stained glass window restoration, which was part of the HiStory Lives project.

### **May 15 Vestry Meeting Minutes and May 16-17 Email Vote Minutes**

The May 15, 2018, Vestry Meeting minutes were distributed prior to the meeting by email. A motion to accept the May 15 Vestry Meeting minutes was made by Lauren Biles and seconded by Cotton Clarke. All Vestry members voted in favor, none were opposed. The motion carried.

The May 16-17, 2018, minutes from the May 16-17, 2018, Email vote to approve the Nominations Committee slate were distributed prior to the meeting by email. A motion to accept the May 16-17 Email Vote minutes was made by Cotton Clarke and seconded by Chuck Reichert. All Vestry members voted in favor, none were opposed. The motion carried.

### **New Business**

#### 101 Broadus Property

A request from Mrs. Spence through her assistant, Pam Davis, came today regarding repairs that must be made before the sale of the 101 Broadus property is complete. The total estimate of the repairs is approximately \$9,300. They are asking that Christ Church split the costs of the repairs with them. Cecil Nelson has recommended to not close until the repairs are complete. We've already voted in April to authorize the wardens to finalize and execute the contract, but due to the change in the cost, Harrison brings this to the Vestry.

Repairs include abatement by a certified company for asbestos glazing on windows and a couple of other minor repairs, such as upgrades to a circuit breaker. Cotton asked if this expense would be built into the loan the Church will receive from the Endowment and the answer was that it would.

George submitted a motion that the Church pay for half of the repairs. It was seconded by Cotton, but in the discussion, the group decided that naming an amount was necessary. George withdrew the original resolution and Cotton presented the revised resolution.

Cotton Clarke moved that Christ Church share in the cost for half of the repairs to 101 Broadus or up to the amount of \$5,000, the lesser of the two. The motion was seconded by Brent Williams. The Vestry voted unanimously to approve. The motion carried.

#### CCEP Board

Helen Wynkoop presented the Christ Church Episcopal Preschool Board Members for Vestry approval. New members on the board are Heather Barker, Megan Epps, Seth Colton (Fundraising), Natalie Peiffer, Ashley Waters, Kelly Gregory, Amanda Salas, Audrey Wilcewski, Julie Haas and Sarah Morrow. Teacher rep is Ginger Kinman. Officers for 2018-2019 are Jay Carter (new Chair), Lindsey Demirjian (new Secretary) and Bart Ellis (continuing Treasurer). Continuing to serve on the board are Harrison McLeod (Rector), Christine Skelton (Director), Helen Wynkoop (Vestry Representative), Monica Eslick (Business Office), Ashley Underwood, Meredith Coln and Connie Jones.

Helen Wynkoop moved that the Vestry elect the CCEP Board slate for the 2018-2019 school year as required by the CCEP by-laws. Cotton Clarke seconded the motion. The Vestry voted unanimously to approve. The motion carried.

#### 2018 Corporate Resolution

The Vestry will need to approve the 2018 Corporate Resolution allowing new Parish Administrator Suzanne Mize to conduct business on behalf of the church. Bill Kehl will review the wording of the resolution. The revised resolution will be presented to the Vestry at the July meeting.

#### **Committee/Team Reports**

Harrison closed the meeting with prayer. The meeting adjourned at 6:55 PM.

Respectfully submitted, Rose Cuddy