

## September 18, 2018 - Christ Church Vestry Meeting

### Christ Church Episcopal School, Upper School Presentation Room

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

**Absent:** Bill Kehl (Chancellor), Dan Seaman (Assistant Treasurer), Jim Baumgardner, Chuck Reichert.

**Guests:** Christ Church Episcopal Preschool Director Christine Skelton, Christ Church Episcopal School Headmaster Leonard Kupersmith, Senior Chaplain Wallace Adams-Riley, Lower School Chaplain Valerie Riddle, CCES Board Chair Cary Weekes, Religious Life Committee Member Sean Dogan.

Chaplains Wallace Adams-Riley and Valerie Riddle led the group in a brief service in the school chapel at 5:00 PM.

The group retired to the Presentation Room on the Upper School Campus for refreshments before the Vestry meeting.

Harrison opened the meeting with prayer at 5:29 PM.

He welcomed tonight's guests and thanked the school for their hospitality.

### Christ Church Episcopal School Reports

Betty Teague, Christ Church Vestry Liaison and CCES Board of Trustees Member, introduced the Religious Life Committee members and invited the Vestry to a dinner with the leader of the National Association of Episcopal Schools on September 26. She introduced Senior Chaplain Wallace Adams Riley.

#### Chaplain's Report

Wallace expressed how excited he is to begin the year as Senior Chaplain at CCES. He grew up in Columbia and related that he has already made connections with several members of the Vestry. He studied at Sewanee and in seminary in Virginia, then served at churches in Virginia and Florida. During recent discernment, he recalled Fredrick Buechner's words about vocation: *where the world's need and our joy join*. He knew he found the most joy being with young people and described how he became the senior chaplain at CCES. His wife is also ordained in the Episcopal Church, and their boys are enrolled at CCES. Wallace expressed his appreciation of Christ Church's dedication to the Episcopal identity of the school.

#### Headmaster's Report

Leonard Kupersmith thanked Harrison, Betty and the Vestry for their efforts on behalf of the school. He welcomed Helen Wynkoop, who will take the role of Vestry Liaison in January when Betty rotates off the Vestry. Leonard remarked that this is his eleventh year at CCES. He told the Vestry that the state of the school is strong. He provided the Vestry with facts about the class of 2018 and highlighted some notes from information he distributed at the meeting. Enrollment is 1103, and this year's graduating class numbers 104. The school set a record this year for new student recruitment at 179. Lower School enrollment is 342, Middle School enrollment is 354, and Upper School enrollment is 417. Twenty-two

children from CCEP's graduating K5 are enrolled in Primer this year. He highlighted the diversity of the newly enrolled.

He described recent capital improvements and thanked Doug Qualls for his efforts on the campaign. A Lower School refresh and facelift was accomplished this summer. The parking areas and traffic flow also were improved and new signage was put in place. Gina Varat's vision of a wetlands classroom behind the Middle School has come to pass and will be blessed soon.

Leonard thanked the parent leadership and those who serve on boards and committees. He commented on 12 teachers who left or retired with many years of experience, but reported on the recruitment and qualifications of the new teachers. He called the Vestry's attention to the Class of 2018's college placements on the fact sheet he distributed. He discussed plans to take leadership of CCES into the future.

### **Ministry Area Goal Presentations**

#### Christ Church Episcopal Preschool (CCEP)

Harrison said that the preschool had begun as a second school, first as a mother's morning out program that grew to the current Christ Church Episcopal Preschool. He said it is a joy to share ministry with Director Christine Skelton. She came to us three years ago from Westminster Presbyterian preschool. Vestry Liaison Helen Wynkoop commented that she has also enjoyed working with Christine. She expressed respect for Christine's establishing more stable financial practices and her desire to continue to grow the preschool.

Christine Skelton thanked the Vestry and CCES. She told the Vestry a little about her work experience and her family before relating the CCEP's Ministry Area Goals. The CCEP has a large staff and their many internal goals revolve around CCEP's classrooms. The global goals presented tonight relate to the CCEP's shared life with Christ Church staff.

1. Events planned to cultivate relationships between Christ Church Staff, Vestry and the CCEP as well as CCEC members not directly involved with the preschool.
2. Ways to increase and maximize their revenue. She praised financial coordinator Stephanie Martin and the CCEC Business Office staff. Increasing compensation for late stay employees will help recruit and retain quality teachers.
3. Work to expand and deepen the overall involvement of the CCEP board.

Their strategies to accomplish these goals include the K5 Connections program of monthly events with CCEC staff and the K5 class with the input of CCEC staff members; encourage and invite parishioners through events such as Caring for Our Church Day CCEP projects in classrooms and playgrounds; implementing a new CCEP Board handbook with board member Lindsey Demirjian. A potluck lunch was held in August between CCEP teachers and CCEC staff the week before school began. All the CCEP and CCEC staff were given T-shirts! Next week, there will be a coffee/breakfast Sip and See with games and refreshments next Wednesday. All are invited!

The results include increasing late stay numbers, board handbook revision, and establishing specific task forces of board members. She said that events are difficult to quantify, but relationships are built. K5 Read Across America Day prompted more staff to come to read in classes more often.

Christine said that their challenges are that it's difficult to find time to cultivate relationships between the busy CCEP and CCEC staffs, and encouraging CCEP families to help raise funds during their annual campaign.

Betty encouraged the Vestry to attend the open events at the preschool, especially the ice cream truck! Christine said several Vestry have attended events and that they are welcome anytime. Anne said that all eight of her grandchildren have attended CCEP. Kevin thanked her for letting us into their busy days. George asked about the CCEP waiting list. Christine responded that there are 225 on the waiting list while 180 are enrolled.

### **Rector's Report**

Harrison reported on a wonderful kickoff to Values Sunday September 9 and brought a banner that was displayed tonight to remind us of our Mission, Vision and Values. He commented on the wonderful kickoff to the Annual Giving Leadership Kickoff at the Coldwell Banker Caine building September 5.

He is working on populating the slate for Warden, Vestry and Delegate. He is waiting on three calls and was very pleased with the number of people who allowed their names to go forward. Look for an email from Dena or Rose as we will need 100% response to approve the slate.

Harrison told the Vestry about his exercise with the staff at today's staff meeting in which people responded that their job is to invite people into ministry. He then asked the staff how it would feel if he told them that they would be asked to find ten new pledges each. The response was what you would imagine. Some comments included the need for training, how difficult it is to get out from behind a desk, fear, etc. He said it was a very productive conversation. His purpose was that it's easy to think stewardship is Lauren's job, but it's actually a job for all of us. He'd love to think your job is also to get ten new pledges! That could be a game changer. It's incumbent on the leaders of the church to be involved in some way – most often they are asked to participate in a call night to solicit or to thank donors.

Anne had a question about percentages since we have almost 4,000 members and 800+ pledges. Harrison said that we have a parish wide mailing number of about 1800 households, with around 2,000 persons engaged in services and around 1300 who attend worship plus are involved in another way. Our giving numbers are about average for a church of our size. One of Harrison's goals is getting to 50% of households pledging, which would make Christ Church a leader in our category. Anne said that giving was understood during her time growing up in the Presbyterian Church. She asked if we are just not getting the message across. Harrison recounted the differences in giving at different denominations. Brent Williams asked how those on the call list are determined. Harrison said that the call night is generally LYBUNTS (those pledging last year but not yet this year) who have a history of giving. George recalled a strategy in the past of publicly thanking those who gave – it was perceived as "tacky" but, more importantly, was not effective.

Cotton dovetailed a message from his ministry area, Resource Development. He thanked Resource Development Director Lauren Sigmon for the great job she does and the types of statistics and data she keeps and uses. Cotton also reported on the ways that the Vestry can invite others to give. The Resource Development Committee recently called a number of other churches to determine where we rank on giving around the country and this data will be shared soon. Cotton encouraged the Vestry to turn in their pledges by September 29, to increase their pledges, and to sign up for the Food Truck event on

September 30. He encouraged them to invite someone and commented on the value of a personal ask. Kevin noted that planned giving is also included in ways to give. Harrison said that we have received commitments close to \$5 million in planned giving. Betty said that she found the training provided last year on how to ask very valuable.

### **Senior Warden**

Bern Mebane said he had two items. First, he praised Harrison for his message on Values Sunday on September 9. Secondly, Bern said that we have finally closed on the 101 Broadus property. The numbers came out exactly as presented. Thanks to Parish Administrator Suzanne Mize, we got it done!

### **Junior Warden and Third Century**

Dena Benedict said that she had one item under her Junior Warden report: Over the last few years, we've had Human Resource Committee members individually meet with each staff person for interviews. They then shared the results with Harrison. The three recurring themes include compensation, vacation time and Harrison's time. For the next annual review, Harrison and Kiley have worked on a new structure. Harrison will block off time to meet with each staff person one on one and review their entire compensation package with them. If there are other items to discuss that come up naturally, this will allow time to discuss issues with Harrison. Harrison noted that some benefit items can be negotiable and that we are pretty competitive with non-profits.

Third Century Report: Dena said that we had a great kickoff for the Mission and Values on September 9. If you haven't had the opportunity to sign the poster that Dena brought with her tonight, please do so before you leave. This will be displayed on the church campus as a tangible sign of leadership's commitment.

She said the Implementation and Communication Subcommittees met today and heard a lot about the implementation plans from Donald Duncan and Bryant Nixon. They have a great timeline. Due to Kiley's work commitments, Donald is the staff person currently working with Implementation. Anytime you have a chance to remind people of our Mission, Values and Purpose, it's fine to go ahead and do so. Harrison will discuss a value at each Vestry meeting. Repetition will help us get where we need to be, so you'll hear a lot about this going forward. Harrison thanked Dena Benedict and Penn Williams, who co-chaired the Third Century Commission.

### **Treasurer's Report**

Chris Klasing said he sent out the Treasurer's report via email earlier. George McCall asked for an updated report on HiStory Lives, so Chris distributed a hard copy of the most recent accounting. The new stained glass windows are approximately \$36,000 each. There are around \$170,000 dollars pledged toward this. There are still some design elements, lighting for windows and other related costs that have yet to be finalized. Some windows are more visible now that the trees are down and thus will need to be backlit. We are waiting on this bid.

A resolution presented by Chris Klasing via email prior to the meeting was brought to the Vestry.

The Wardens, Harrison and the Business Office staff met a week ago and found some ways to fund around \$15,000 toward reduction of a projected year end deficit of \$60,000. After these actions, the Treasurers and Business Office are currently forecasting a year end deficit of about \$45,000. The

resolution proposes to withdraw an additional amount, up to \$45,000, in addition to the previously projected draw for the 2018 budget of \$70,000 from the Capital Reserve Fund, for a total of up to \$115,000. This transaction would leave \$26,600 in the reserve, and would be done as needed at year end.

Discussion ensued. Anne asked about the December “Christmas miracle” gifts. Chris said that is a good question. The estimates, based on prior years’ experience, is that even including the average of December gifts, we will fall short around \$60,000. Cotton asked about the Hatch Fund and if this account mainly for maintenance could be used for other types of expenses. Chris answered that the Hatch Fund (and the Parish House Fund) in the endowment are earmarked for major, nonrecurring, unbudgeted maintenance expenses. He noted that in years past, we have pulled only around \$50,000 per year from the Hatch Fund and Parish House Fund (containing over \$1M in the two funds), indicating we don’t need to maintain such a generous Capital Reserve Fund.

Lauren and Kevin expressed concerns that we are drawing on reserve funds during a “good” economic year. George McCall said that the discussion at the Finance Committee yesterday was very well researched and thoroughly considered, before being unanimously approved. George said he sees this as a reasonable proposal. Kevin said that if we have a shortfall, this appears to be the best option of making it up. Chris reminded the group that this option would be used only as needed in December. Rose asked about an appeal. Cotton Clarke said that budget shortfalls have been publicized in the past, and Harrison said the church’s response has not moved the needle much.

Since the resolution comes from the Finance Committee it did not need a second. All Vestry members voted in favor, none were opposed. The motion carried and the resolution was approved.

### **August 21 Vestry Meeting Minutes**

The August 21 Vestry Meeting minutes were distributed prior to the meeting by email. Kevin Mertens offered a correction in the Canterbury Counseling Center report to correct the name of the hospital to Bonsecours-St. Francis Hospital. Rose Cuddy offered a correction to attendees to include Chris Klasing, Rose Cuddy. A motion to accept the corrected minutes was made by George McCall and seconded by Cotton Clarke. All Vestry members voted in favor of accepting the corrected minutes. The motion carried.

### **New Business**

None.

### **Committee/Team Reports**

Ministry Area Reports from department heads were distributed prior to the meeting via email. Updates and additional reports from Vestry liaisons may be found below.

CCES: Betty Teague thanked the board and everyone who attended.

Nominating Committee: Rose said, on behalf of committee chair Sam Erwin, that a record 106 nominations were received due to the committee's efforts to be more transparent, visible and invitational during the nominations period. Committee members were asked to encourage nominations, especially among young adults to deepen our pool of leadership at the church. Their hard work paid off!

Faith Development: Lauren Briles said that Youth Director Hannah Flack and Children's Ministry Director Hedrick Lewis are having a hard time getting volunteers to teach Sunday School for children and youth. She encouraged the Vestry to please volunteer, even if for one Sunday.

Annual Giving: Cotton Clarke reminded everyone to turn in their pledge cards by September 29.

Harrison closed the meeting in prayer.

The meeting was adjourned at 7:29 PM.

Respectfully submitted, Rose Cuddy