

## **Vestry Meeting – June 20, 2017**

The meeting was convened at 5:00 PM in Earle Conference Room, Parish House, Christ Church.

**Attending:** Bern Mebane (Senior Warden), Dena Benedict (Junior Warden), Jim Baumgardner, Lauren Briles, Cotton Clarke, Rose Cuddy (Recorder), McNeil Epps, Kevin Mertens, Bryant Nixon, Ben Norwood, Louise Oxner, Chuck Reichert, Dan Seaman (Treasurer) Lizzy Sterling, Betty Teague, Brent Williams.

**Guests:** The Rev. Kellie Wilson, Debbie Rice, Holly Melton.

**Absent:** Harrison McLeod, Bill Kehl, Chris Klasing

Junior Warden Dena Benedict opened the meeting with prayer.

### **Introduction of The Reverend Kellie Wilson**

Dena Benedict introduced new Associate Priest for Youth Faith Development Kellie Wilson. Kellie described her personal and work background and the circumstances that led to her call to ministry. Her husband, Steve, is the principal trombonist with the Greenville Symphony. Their son is Andrew, who is 20. She encouraged the Vestry to share time with youth and asked them to find 10 people to talk to her about volunteering with youth. On her wish list is a tech person for youth ministry at Christ Church.

### **Ministry Area Visit: Faith In Action**

Holly Melton is the part-time Inreach and Athletics Coordinator. She and her husband, Mike, have four children. She has been on staff for two years, but she and her family have been involved in many ways at Christ Church over the years. She appreciates having a position that also allows her time to volunteer in other ways. She finds her task of helping members become more engaged at Christ Church rewarding. If you think of someone she can help get more involved, please let her know. In her position, she coordinates the Lenten Devotional and is responsible for the Forks and Fellowship social groups. Her wish list is for everyone on our staff to fully embrace using our ACS database to capture people's involvement.

Debbie Rice is the full time Outreach Coordinator and has been at Christ Church for two and a half years. She recounted her personal and work experience, including her time as a DJ and corporate work in New York City. She and her husband moved back to the Upstate to care for her mother-in-law and for her father, who recently died at age 99. She found the Episcopal Church a welcoming place after growing up with a fundamentalist background. Debbie recruits newcomers and others to volunteer in and coordinate Outreach programs, such as those for the Sterling Community. Debbie's wish list is for a staff member charged with Human Resources.

### **May Minutes**

The May 16, 2017, Vestry Meeting minutes and the minutes for the three email votes held between meetings were distributed prior to the meeting by email.

A motion to accept the minutes was made by Bryant Nixon and seconded by Chuck Reichert.

All Vestry members voted in favor, none were opposed. The motion carried.

### **Treasurer's Report**

Dan Seaman reported that our pledge income this month is lower than our budget for May, but we are in good shape and more than \$20,000 over budget in pledge income for the year. Non-pledged income is about \$20,000 behind since about 70 non-pledging members in 2016 were encouraged to pledge in 2017. A reserve is in place if needed later in the year. Expenses were over in May in staffing. For the year, one payroll covering the last couple of weeks in 2016 was paid in 2017. This could be made up in positions that are temporarily unfilled. We are about \$28,000 under expenses for the year.

HIStory Lives has \$889,000 in the bank. Cash flow timing will be monitored, but we are likely two to three months away from tapping into the line of credit for this project.

### **Rector's Report**

Harrison is away on vacation.

### **Senior Warden's Report**

Bern Mebane reiterated for Kellie and for new Vestry member McNeil Epps the Staff and Vestry goals of collaboration, communication, engagement and continuous improvement. He called to mind this month's ministry area reports that celebrated our recent successes and how they highlight and define these goals. Staff members are working on updating job descriptions and on personal goals.

Bern noted Bob Chiles' comment about the continuous need to devote time to intentionally recruit volunteers. He asked for an intentional effort for the Wardens and Vestry to focus on how we can help staff recruit and record volunteers. We are down two people in the Business Office and in the Facilities department. Several staff members have taken on additional tasks temporarily. After the weekly facilities meeting on Thursdays, Chuck Reichert (Vestry Rep for Building & Grounds) will be sending a list of volunteer opportunities to assist facilities each week. Chuck has worked with Jim Cothran (Facilities Director) and Lei Offerle (Parish Life Director who is temporarily tasked with oversight of Facilities) to coordinate a group who helps identify ways volunteers can help. The search is on for two facilities crew members.

In other news, Jasmine Road Ministry received a grant from the United Thank Offering.

Brent Williams said that his observations were that the ACS database can be used for much information, but can be overwhelming to enter. Rose spoke to the issue on the ways that the Admin Cohort Group is providing support to staff members and is standardizing procedures for ACS. Bern and the Vestry said that they are committed to the ACS training and integration.

### **Junior Warden's Report**

Dena Benedict said she has done four exit interviews recently with the two facilities staff, the business administrator, and the parish nurse. Lei Offerle, Monica Eslick and Rose Cuddy have taken on parts of the Business Administrator job during the interim. Candidates have been interviewed and a decision will be forthcoming.

**Calendar changes:** The Vestry meeting in August will be held on the usual meeting date on the third Tuesday, August 15. Please remove August 22 from your calendars. September 6, please note that

Nolley Sanchelli will host the Staff/Vestry/Annual Giving Campaign kickoff that evening at her home. More to come later.

Dena has been in touch with Harrison, who is on vacation. He sends his best to the Vestry.

### **Departmental Reports**

Pre-submitted Ministry Area reports were sent via email to the Vestry in advance and are attached to these minutes.

**HIStory Lives:** The audio visual and lighting contracts are being bid by local providers.

**Light Fixtures:** Chuck Reichert reported that T-5 lighting fixtures throughout our facilities have limited bulbs available for these outdated fixtures. He has asked a company to do a complete inventory and a proposal to replace all the light fixtures with more efficient LED lights through a five-year lease to take advantage of the incentive currently offered by Duke Energy. The contract will be brought to the Vestry when finalized.

### **New Business**

**Canterbury Counseling Center New Board Member Approval:** Kevin Mertens, Vestry Rep for Pastoral Care, asked for Vestry approval of four new board members for CCC, a ministry of Christ Church which provides pastoral care counseling to people in the community. Christ Church has seven board members of the total of 13. Kevin Mertens made the motion to request Vestry approval for four new CCC board members: Caroline Richardson Mahaffey (FBC Simpsonville), Kendra Plating (FBC Greenville), The Rev. T. Wayne Turner (Earle St. Baptist), and Alisha Pate (Marketing, Village Anglican Church). Bryant Nixon seconded the motion, all voted to approve, none were opposed. The motion carried. Jim asked how many people are served by Canterbury. Kevin said that CCC employs eight counselors and appointments are typically full.

**Christ Church Episcopal Preschool New Board Member Approval:** Bryant Nixon made the motion for the Vestry to approve the slate of new CCEP Board members Bart Ellis, Jay Carter, Sara Fox, Meredith Coln, Ashley Underwood, Lindsey Demirjan, Connie Jones and Kate Koniditsiotis for two-year terms. Cotton Clarke seconded the motion. All approved, none were opposed. The motion carried.

**Change Order to the St. Luke's Chapel.** The Memorials Committee approved an additional window for the new St. Luke's Chapel in the Church. A donor and a backup donor are lined up to cover the cost of the new window. Harper Construction has been informed of the need and the cost of creating the opening, power and lighting is approximately \$5200. Art Femenella, who is restoring the other windows, is involved with this as well as the architect. Bryant asked that the change order cost be included in the cost of the window presented to the donor. Bern answered that it will be. Bern moved that the Vestry approve the cost of the change order to be paid from the HIStory Lives contingency. Lizzy Sterling seconded the motion. All voted to approve, none were opposed. The motion carried.

### **Adjournment**

The meeting was adjourned at 6:15 PM.  
Rose Cuddy, Recorder

