

## Vestry Meeting – March 21, 2017

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

Junior Warden Dena Benedict opened the meeting with prayer.

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

**Guests:** Donald W. Duncan, Chase McAbee, Richard Huss, Larry Loftis, Leslie Provence, Charles Tompkins.

**Absent:** Harrison McLeod (Rector) was away on a mission trip to Costa Rica.

### Special Report: Worship Ministry Area

Donald W. Duncan, Principal Organist and Director of Music, introduced the Worship Ministry Area Staff.

Donald described his role as Principal Organist and Director of Music with responsibilities also directing Liturgy. Donald gave an overview of his background in church music. His wish list includes better HVAC in the Parish House and a window, plus new choir vestments.

Charles Tompkins, Associate Organist and Artist in Residence since 2016, is also professor of music and organist at Furman University (since 1986). He described growing up at St. Paul's K Street Episcopal Church in Washington, DC, as a formative experience in his life. His work experience includes positions at churches of multiple denominations and two synagogues! He is happy to be serving at a church in his own denomination. His wife is Dr. Karen Eschelman, organist at St. James here in Greenville. They have three children. His wish list is to get back in the Church following the restoration project.

Leslie Provence, Liturgical Assistant and Bookstore Manager, described her personal and educational background. At Christ Church, she schedules clergy, chalice bearers, intercessors, ushers, acolytes and vergers. She maintains notebooks for services, procedures and customs at Christ Church. She brings organization and efficiency to the Liturgy office and also is the contact for baptisms and weddings. Her wish list – a magic wand for easier scheduling of all those who serve.

Larry Loftis, Assistant Organist, is a native of Greenville. He spent time working at the Library of Congress while taking classes at George Washington University. He met his wife, Mary, who was a Furman music graduate, while working in Greenville at White Oak Baptist, his first music position after college. Larry's full time career was working at a bank. He recalls playing hymns at the Cathedral in Columba with the Christ Church choir. He came to Christ Church when Bob Powell offered Larry the assistant organist position – he has now been here 25 years! He is also a funeral director and plays for Mackey Mortuary. His wish list is HVAC redone in the Chapel since the organ does not work well in the cold.

Richard Huss is Music Department Administrator. As a Bob Jones University grad, he worked at the museum there for seven years. He began working for a small Baptist church and David Turner asked him to begin working at Christ Church. He filled in as principal organist during the interim when David left. He plays organ on occasion, but also is now involved with setup and publishing. He concurs with Donald on his wish list.

Chase McAbee he is a Furman grad. He described his music background in high school and at university (he was a student of Charles Tompkins). This Easter will be his fifth anniversary at Christ Church. He subbed at the contemporary service and was hired. He also works with musical theater here in Greenville and at Furman. His background is Baptist and but he also worked at Prince of Peace Catholic church, before coming to Christ Church. He teaches and conducts Children's Choirs – 1<sup>st</sup> and 2<sup>nd</sup> graders, Children's Church and other admin duties as needed, and works Tuesday AM at the switchboard. He is the floral director at Bi-Lo among other commitments, such as the Greenville Chorale and ensemble. Wish list is HVAC and he also wants to be back in the Church. His five year plan is to help establish a Youth Choir at Christ Church.

Rose Cuddy, Rector's Assistant, described her background in journalism, corporate and non-profit work. She was in administration at First Baptist Church of Pendleton for 12 years before an acquaintance through NACBA shared information about a job opening at Christ Church in Faith Development. She was in Faith Development about a year and a half before being tapped to be Harrison's assistant. Her areas of responsibility include the Rector's office, Liturgy and Vestry.

Question – Jim Baumgardner praised Donald's growing the choir. How did that happen? He found the core of the choir very open to new people and he also wanted to welcome new people. Eight staff members (2 in each section) supports the musical growth of the other volunteer choir members. Larry also called to mind how organized Donald is. There are now 40 choir members. Brent asked about the number of choir members we can seat in the Chancel. Currently 36-40 seats are planned.

### **February Minutes**

The February 28, 2017, Vestry Meeting minutes were distributed prior to the meeting by email. Jim Baumgardner asked to change the wording in the second paragraph of the HIStory Lives financial report from "over budget" to "includes items outside of the original budget."

A motion to accept the minutes as revised was made by Cotton Clarke and seconded by Lizzy Sterling.

All Vestry members voted in favor, none were opposed. The motion carried. The revised minutes will be distributed to the group and posted on the website and bulletin boards.

### **Treasurer's Report**

Dan Seaman said that our revenue exceeds expenses by \$148,000 year to date, mainly due to extra strong pre-paid pledges. February revenues were on budget. Pledges were a little stronger, non-pledged a little less. Expenses YTD are roughly on budget. He highlighted that YTD we are over on salaries and benefits by around \$58,000 due to not anticipating that the final payroll of December 2016 would be paid in January 2017. HVAC maintenance is under budget to date and utility costs are down due to milder winter and not heating or cooling the Church. We're running ahead of schedule with HIStory lives pledges. We are in the final stages of hiring a full-time accounting assistant, Monica Walsh,

supervised by Monica Eslick of Greyrock, beginning Monday, March 27. Jerry Cavan has scaled down his work to include only Registrar duties. Cotton Clarke asked about the church's contract with Johnson Controls – they are contracted for preventive HVAC maintenance, but not breakdowns (unless it is equipment they installed and covered by warranty).

Jim Baumgardner asked about mid-year budget or expense requests that may arise. Chris Klasing noted that, in the event of an unanticipated and unbudgeted expense or request, he and Dan can look at reserve accounts or work within the existing budget. He is also studying designated funds which are just sitting out there, but could be redirected. A report on these funds will be included in next month's Vestry meeting.

### **Rector's Report**

Harrison was away this month while on the Costa Rica Mission Trip.

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

Bern Mebane reported that progress continues to be made on the restoration of the church. He expressed approval of the new format for Ministry Area reports to the Vestry. He called the group's attention to the opportunities listed for Vestry involvement on each report and encouraged everyone to participate.

He noted the work done by the Vestry and Ministry Areas on their goals. He said the Wardens' goals were as follows:

- Develop a master land use for the campus by the end of the year. Chris Klasing has volunteered to head up that group and has asked for volunteers. Chris commented that as part of the plan developed under the Windows project some years ago, preliminary campus plans were made.
- Develop a compensation plan by the end of the year.
- Establishment of a *mission* statement for Christ Church in addition to our current *vision* statement.

He asked for input on other goals.

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

Dena Benedict commented that she does think the staff visits are important for us to learn about their jobs here and also more about them individually. She brought up the Vestry visits to staff meetings. The first part of a Vestry member's time at staff meeting will be about your background and the second part should be reflective over what has been accomplished in your position in the last year.

Dena noted that the new Ministry Area reports were well received by the staff's Executive Leadership Team and put into place a month earlier than expected due to their enthusiasm.

March 28 Sneak Peak Tour: Dena asked for one volunteer for a 4:00 PM shift and another for a 6:00 PM shift. Please let Cotton or Dena know if you can help.

Mark your calendars for the April 30 Post-Confirmation Vestry Lunch with Bishop Waldo. More details to come.

## **Departmental Reports**

Pre-submitted Ministry Area reports were sent via email to the Vestry in advance and are attached to these minutes. No additions were reported at the meeting.

## **New Business**

Bern asked for input if there is anything that the Wardens can do for other Vestry members.

Chris Cunningham said perhaps we need to improve how we show appreciation for all the musicians – they provide the backdrop for every single Sunday’s worship.

Ben Norwood asked if there is a way to feature a staff member in the Community News bulletin each week. Betty Teague noted that she received multiple thank you notes when she spoke at staff meeting and said the Vestry should do that as well for Ministry Area staff who present at Vestry meetings. Louise Oxner will take these suggestions back to Parish Life.

Jim Baumgardner asked about updates on HIStory Lives. Bryant said there was no significant update or changes made to the budget. He said that definitive plans for the contingency fund, which stands at \$420,000 at this point, are being made. Some small items may be deferred until a later time. The Femenella stained glass window contract is in flux regarding items covered by the additional \$221,000 over the contract for the actual work.

Cotton Clarke asked if there was endowment money that could be available and used for these expenses. Dan said that the church has a 4.5% draw on the endowment that is already planned in the budget. The Treasurers’ said that there could be a couple of other funds for which physical plant needs may be taken.

## **Adjournment**

The meeting was adjourned at 6:09 PM.

Rose Cuddy, Recorder