

## Christ Church Vestry Meeting Minutes

March 19, 2019

### Earle Conference Room, Parish House

**Attending:** Harrison McLeod (Rector), Ben Horne (Senior Warden), Ashley Reynolds (Junior Warden), Anne Arrington, Jim Baumgardner, Cotton Clarke, Emily Davis, Jordan Earle, Elizabeth Fletcher (Secretary of the Vestry), Mac Gentile, Norma Givens, Chris Klasing (Assistant Treasurer), George E. McCall, Kevin Mertens, Dan Seaman (Treasurer), Helen Wynkoop, and Rose Cuddy (Clerk of the Vestry).

**Absent:** Lauren Briles, Penn Williams

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

#### Rector's Report

Harrison began the meeting by reviewing the Bicentennial Planning Structure for 2020.

#### Bicentennial Update

Leadership:

- Vestry
- Bicentennial Steering Committee
- Executive Leadership Team/Staff

Subcommittees:

- Celebrations (Parish Life, Worship)
- Embrace (Parish Life, Inreach)
- Equip (Faith Development)
- Empower (Outreach, Faith in Action Committee)
- Communications (All ministry areas)
- History (Resource Development)

He said that most of the Vestry liaisons have likely been contacted by their subcommittee's chair or designee. Each committee will explore the opportunities and discern what to offer, which will be shared with leadership, and will spearhead the program or programs that are chosen. He said that implementation will involve each committee's ministry area staff, Vestry liaisons, existing committees, and many volunteer parishioners.

Ben asked about the timetable for the Bicentennial year. Harrison said we likely will have a bicentennial inaugural event the second weekend in January 2020. The culminating celebration might be at the Annual Meeting or an open date in September. May 29 was the date the cornerstone was laid for the church – this could be another possible date. Some type of sealed container is within the cornerstone of the church – maybe we would open this up and/or add items.

### Values & Mission

Harrison said that we have introduced a discussion tool for staff to evaluate our programs in terms of our mission and five core values. Right now, we are “debriefing” programs from each ministry area together in staff meeting to consider how our events reflected our values. This will get the staff comfortable with how our mission and values guide us and help us move to evaluating events and programs during the planning stage.

### Lenten Devotional

Harrison encouraged the Vestry to use the Lenten Devotional and to participate in the noon Eucharist held in the Church Monday-Friday during Lent.

Harrison said that he would like the Vestry to gather in St. Luke’s Chapel and offer prayers for ten minutes. The group returned to the meeting room after reflection and prayer.

### Staff Update

Harrison asked for the Vestry’s input on the candidate interviewed last week. Charles graduates from seminary in May and will be ordained a Deacon. He would need to serve as Deacon for six months before ordination as a priest. The Vestry offered their feedback and discussion followed.

### Questions & Comments

#### **Building & Grounds**

Jordan Earle introduced an item from Building & Grounds regarding the niche plates in St. Luke’s Chapel. The niche plates were installed as raw bronze and have the tendency to show smudges and fingerprints, etc. To remedy this, the motion Jordan brings from Building & Grounds is to recommend that the Vestry approve contracting Brad Holtzclaw of Holtzclaw Custom Memorials to sandblast or sand the plates and add a clear coat matte finish. The cost for refinishing and related expenses is estimated to be \$8,827.97. Jordan said that there are funds left from HIStory Lives that are adequate to cover this expense. Cotton Clarke seconded the motion. Discussion followed. Cotton said he thought it was the Endowment’s responsibility for the upkeep of the St. Luke’s Chapel columbarium. Harrison said the Endowment is charged with the upkeep of the cemetery, etc., but the responsibility of maintaining the graves is with the family. He said that the church drew the funds for the columbarium from the Endowment and were charged with building it and setting it up. Harrison said that the expense under discussion would be considered part of finishing the columbarium. Anne asked why this limited expense was brought for Vestry approval. Harrison said it was an effort to provide transparency and that the committee for the restoration has disbanded and therefore is not available to approve this expense. The Vestry voted unanimously to approve, none were opposed. The motion carried.

#### **Senior Warden’s Report**

Ben Horne said he hoped that the Vestry continues to read all the Ministry Area reports. He cited several items from various reports – such as the opportunity to read to the preschool, the search for a CCES headmaster, VBS coming up in June – volunteer if you can. He mentioned the parking lot ministry makes a difference – they are the first face of Christ Church. The food drive was a huge success. Joshua’s Way

will begin building Habitat houses in June. Ben also brought up Jeffrey's experience on Ash Wednesday providing ashes to people at hospitals. There is so much going on at this busy time at Christ Church.

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

Ashley Reynolds thanked the Vestry for their help writing thank you notes to those pledging for Annual Giving. The next round of thank you notes will be to our staff, an annual tradition at Christ Church. In the past, this was done at Thanksgiving, but this effort moves to Holy Week, which is a very busy time for our staff. You'll receive an email with information about this soon. Please plan to write these notes by April 16. Ashley said the staff is also often the first face of Christ Church and this is a tangible way we can express our appreciation.

### **Treasurer's Report**

#### Monthly Budget Report

Treasurer Dan Seaman referenced the report sent earlier via email. He said that the monthly results were dramatically under budget due to the Endowment Board not having a quorum for their February meeting. They did approve the draws last week, so this will be reflected in March. Pledges were better than budgeted in February. We did pay a \$82,000 payment to Femenella and we will have another payment of around \$46,000 when their work is completed.

#### Debt Reduction Scenarios

Dan distributed a handout to the Vestry regarding the HIStory Lives & Debt Reduction to Amortized Loan. He said the purpose is to let the Vestry know how the debt payment may look as we approach the end of HIStory lives. The monthly payment of \$13,000 is comprised of principal funds payed out of our capital fund and the interest is paid out of our rental income. They provided two scenarios of what debt reduction might look like. The first scenario assumed all pledges came in. The second assumed a 5% shortfall (around \$250,000) in pledges. Debt reduction would range from \$900,000 to \$1,150,416. Discussion and questions followed. Cotton asked about the efficacy of refinancing a loan from the Endowment. George asked about the item regarding HIStory Lives II. We are exploring the possibility and capacity for a campaign to address Markley Chapel and the Parish House or other needs. Next month the Vestry will be asked to consider the exploratory phase proposals from two companies.

#### Endowment Draws

Chris distributed an Endowment Draw schedule. He said that some of the funds require Rector approval and most of them require Vestry approval. The Endowment meeting was held prior to the Vestry meeting, but the Vestry is asked to approve the draw. The church's draw for the first quarter totals \$223,000. He and Dan plan to bring this to the Vestry in advance in the remaining quarters of the year. George McCall made the motion, and Cotton Clarke seconded. Kevin commented that we had already approved these amounts in the 2019 budget, but Chris said they felt that asking for Vestry approval was more transparent. All Vestry voted in favor, none were opposed. The motion carried.

## Other

Helen Wynkoop noted that the loan to Jasmine Road had significantly decreased and wondered why. Chris and Ashley said that the October luncheon provided them with funds to make a \$60,000 payment. Their goal is to pay off this loan ahead of schedule.

## **February Vestry Meeting Minutes**

The February 19, 2019, Vestry Meeting minutes were distributed prior to the meeting by email and were presented at the meeting by Elizabeth Fletcher, Secretary of the Vestry, who asked for a Vestry member to make a motion to accept the minutes.

Anne had a question about the diocesan pledge discussion – she would propose that the minutes reflect that Harrison, upon a request for more information, explained to the Vestry why there was a difference between the amount they ask and the amount we pledge and the history behind this.

The Vestry chose to review and vote on the revised February and the March meeting minutes at the April meeting.

## **New Business**

### Election of Chancellor and Assistant Chancellor

Harrison said that Cecil Nelson had agreed to be our chancellor and Wade Kolb has agreed to be our assistant Chancellor. Ben Horne made a motion to approve their election, Mac Gentile seconded the motion. All Vestry members voted to approve, none were opposed. The motion carried.

### Resolution to Commend Annette Cook

Ben Horne introduced a resolution to present Annette Cook with a Certificate of Commendation for her recent act of selfless devotion when she stepped forward and offered to personally lead the two scheduled worship services on Wednesday, February 15, 2019, when all four of our parish priests were unexpectedly unavailable to conduct the scheduled services that day. Cotton Clarke seconded the motion. All Vestry members voted to approve, none were opposed. The motion carried.

### Resolution to name George E. McCall as Endowment Board Liaison

Anne Arrington made a motion to name Vestry Member George E. McCall, who serves as Finance Liaison, to also serve as Endowment Board Liaison. Norma Givens seconded the motion. The Vestry voted unanimously to approve, none were opposed. The motion carried.

### Canterbury Counseling Center By-Laws Revision

Kevin Mertens presented the proposed CCC by-laws revision, which was distributed by email prior to tonight's meeting for Vestry review. He said that changes of note are that the Nominations Committee must present a slate of officers at the November meeting, board members are expected to contribute, board committees can include non-members, compliance with the South Carolina Non-Profit Corporation Act regarding indemnification, and that board members must recuse themselves if there is

a conflict of interest. Kevin moved that the changes be approved. Cotton Clarke seconded. The Vestry voted unanimously to approve, none were opposed. The motion carried.

#### Canterbury Counseling Center Board Candidate

Kevin Mertens presented a motion to approve Greg Dover, pastor at Augusta Heights Baptist Church, for a non-member seat on the CCC Board. The Rev. Dover's resume and supporting materials were distributed for Vestry review via email prior to tonight's meeting. Cotton Clarke seconded the motion. The Vestry voted unanimously to approve, none were opposed. The motion carried.

#### Vestry Approval of 2018 Parochial Report

Parish Administrator Suzanne Mize provided the 2018 Parochial Report via email to the Vestry for review prior to tonight's meeting. Harrison asked for a motion to approve as submitted. Jim made the motion and George McCall seconded. The Vestry voted to approve, none were opposed. The motion carried.

#### **Ministry Area Reports**

Ministry Area Reports from department heads were distributed prior to the meeting via email.

Faith in Action: Anne reported that the Haiti Mission Trip was postponed until unrest subsides.

Endowment: George McCall reported from the recent Endowment Corporation meeting that the investment results and fees were competitive. Five motions were addressed at the meeting. The Croft family plot upgrades were approved and will be paid for by the family. The Endowment approved spending \$15,000 to repair sinking headstones that create a liability. George said that Lauren Sigmon updated the Endowment on a successful first Legacy Sunday. He asked the Vestry to encourage Legacy Giving. The landscape architect for the cemetery is retiring. George said that the landscape architect is providing his old documents to us and they will be digitized.

#### **Adjournment**

The meeting was adjourned at 7:50 PM.

Respectfully submitted, Rose Cuddy, Clerk of the Vestry

