

**Christ Church Vestry Meeting Minutes**  
**Monday, August 26, 2019, 4:00 PM**  
**Earle Conference Room, Parish House**

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

**Absent:** Cecil Nelson (Chancellor)

The Rev. Dr. Harrison McLeod opened the meeting with a prayer at 4:00 PM.

**Rector's Report**

Harrison began the meeting by reviewing a presentation with the new staff structure. He brought up that there were three top priorities identified at the parish survey interpretation. He called to mind recent staff transitions and the work that has begun to address them.

Lei Offerle has retired after 27 years on staff, Jeffrey Meadowcroft retired at the end of July, Jerry Cavan retired and so did Charleen Hakala. Children's Ministry Director Hedrick Lewis decided to go back to the classroom, Kyley Miller departed her position in HR, and Mary Ellen Vernon of Faith Development took a position in North Carolina. As a result, some jobs have been combined or changed. Harrison said that he thought the staff priorities of training, technology and volunteer management and the parish survey priorities of building community will be partially addressed with these changes.

The Parish Life Department has been eliminated with the tasks going to other departments. He described the changes that were presented in the presentation, which is attached to these minutes.

Harrison said that Kellie's position as Senior Associate and Faith Development Director will bring in Holly's Melton's Athletics Coordinator position and that Amy Malik will take on Adult Ministry, which includes Men's, Women's and Parishwide Ministry and Events. Added will be a part time Young Adult ministry position, an assistant Youth Ministry person and a Youth Intern. Rose Cuddy will be the Data Integrity and Admin Coordinator with responsibility over the receptionists and manage cross training and workflow for the administrative coordinators. Rose will also assist with the conversion from the old database to a new one and set policies related to data management. The Faith Development Coordinator position is eliminated. Kellie also will take on the Professional Development portion of Kyley's HR position.

In Support, Suzanne Mize takes on Facilities in addition to the Business Office staff and a new support coordinator. Contracted parts of this department are PTG with Technology and HR functions.

In Pastoral Care, we are interviewing for the Parish Nurse and a part-time Assistant Priest, who expects to begin in November.

Faith in Action incorporates Food Ministry, which facilitates events and offers hospitality.

Resource Development and Communications fall under Harrison. We have a vacant position of communications assistant with Avery Allen's departure.

Music & Worship's coordinator takes on the Parish Registrar functions.

Sherri Allred, who filled the Faith Development Coordinator position on a temporary basis, is interviewing for the Rector's Assistant position.

Harrison asked for questions and comments. He said that he would love to have an additional assistant priest who would serve half time and has potential candidates in mind. George asked about the new database. Harrison responded that the new website and a newer updated database will work together, but the financial program is more complex and there's no plan to convert that at that time. Norma asked if those taking on additional responsibilities had been compensated accordingly. Harrison said yes. George asked about the timeframe and Harrison responded that we are proceeding as soon as possible. Training and cross training will take place over the next month. Elizabeth asked if our turnover rate is unusual. Harrison said that the clergy turnover is not unusual – we attract associate clergy who are wanting additional experience before taking their own church. Ben noted the number of changes in staff since the previous directory. He said in our lay ministry, that the average time on staff for a youth minister is 2.4 years. We want Hannah to be happy, supported and to stay – so we are looking for an assistant. Same with Hedrick who served four years before returning to the classroom. A wave of retirements also affected us. Harrison said that the changes that were already in play seemed to fit with the results of the parish survey.

#### Parish Endorsement for Jenkins Ordination

Harrison said that in order for Charles Jenkins to be ordained a priest, the Vestry must affirm his candidacy. He read a statement that the Vestry would be asked to approve and sign. Harrison asked for a motion. Mac Gentile made the motion, and Cotton Clarke seconded the motion. The church will send this letter to Bishop Adams, the head of the Episcopal Church in South Carolina, and Bishop Adams has released Charles to the Diocese of Upper South Carolina. Dean Neil Alexander will ordain Charles on Bishop Adams' behalf. Anne said our discussion prior to hiring Charles was that he would be hired with the intention that he would be ordained as a priest as soon as possible after his ordination as deacon. The letter requires a two thirds majority vote. The Vestry voted to approve, none were opposed. The Vestry signed the document, which was provided to Charles following the meeting.

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

##### By-Laws and Mailings

Ben Horne said that the August mailings are very large. He said that we had 16,000 individual pieces handled in two mailings last week, one of which was the Nominations mailing, which is required by by-laws. Wade commented that we may be able to allow "mail" to mean e-mail. If we choose to amend the by-laws to allow for electronic communication or we may choose to revise the by-laws. Wade said that we could remove the mail requirement, and there is an additional requirement involving the voting at

the annual meeting that we may wish to address. Cecil, Wade and others were interested in meeting to discuss potential by-laws updates. Wade asked if we announce Vestry election results at the Annual Meeting. Harrison said that we do not announce at the meeting anymore due to sensitivity concerns. Cotton said that the Nominations Committee is interested in removing the requirement for the physical mailing. Rose, who supports the committee, said that a limited mailing to those without email would save the parish more than \$600. Wade said that he would work to craft language to address these concerns.

Bridge Builders Habitat Houses: Ben said that he would encourage everyone to take the time to volunteer at the houses. Ben worked this weekend at the Abraham Build and learned to put shingles on the house. He urged the Vestry to please find a way to volunteer that suits their abilities,

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

Ashley Reynolds said that she would like the Vestry to find a way to offer a staff appreciation event. She said that particularly given the reassignment of duties, that saying thank you in the midst of change is important. Send your ideas for staff appreciation to Ashley. Harrison said we typically do this in the fall, but we are behind the curve. Chris said in the past, we've sent thank you notes during Thanksgiving, but these are now done during Holy Week and Easter. Rose said that the event when staff members' families were able to come, too, was well received.

### **Treasurer's Report**

#### Monthly Budget Report

Dan Seaman said we are on track on the revenue side and are a little underspent on expenses. He said that we are way ahead on Endowments and other credits – this is a matter of timing, so we remain on budget. The big news is that we paid the last restoration bill - \$42,000 to Femenella. We have a small amount of interest as we pay down the construction loan, which as a balance of \$236,000. We are \$1.1 million out on unpaid pledges. We'll know more by the end of the year. He has had a meeting with the bank to begin preliminary discussion on debt reduction.

Cotton asked if we would have debt reduction conversation as a Vestry. Dan said that they will produce recommended scenarios and provide those for discussion to the Vestry. Jordan asked if any church now still issues church bonds. Jim and Cotton said that the underwriting costs of bonds would be very high.

### **Approval of July Meeting Minutes**

The July 16, 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. Harrison asked for a Vestry member to make a motion to accept the minutes.

Anne Arrington made a motion to accept the July meeting minutes as presented. Cotton Clarke seconded the motion. All Vestry members present voted in favor, none were opposed. The motion carried.

## **New Business**

### 2020 Budget Priority Discussion

Harrison said that the work of the Third Century Commission is what led us to the changes in the way we view the budget preparation over the last two years and change the focus to how we can use our budget to Embrace, Equip and Empower apostles to serve Jesus Christ. He reviewed our values of Community, Compassionate, Faithful, Grateful and Inviting to All and the process of how those core value words were chosen.

Harrison described the process that the group will follow tonight that will help us clarify how we want to make decisions.

Ben said that at the end of the Holy Cow parish survey was the discussion about the Missional Church and he saw how that fits with our Mission. He gave a presentation that addressed the following.

The top three congregational priorities were

- Develop and implement a comprehensive strategy to reach new people and incorporate them into the life of the Church. (Inviting to All, Faithful)
- Develop ministries that work towards healing those broken by life circumstances. (Compassionate)
- Make necessary changes to attract families with children and youth to our church. (Inviting to All, Faithful)
- Number Five: Form meaningful relationships with small groups. A big priority for younger parishioners.

Discussion related to what healing those broken by life circumstances meant – a broad variety of interpretations was mentioned, both in-reach and outreach.

The top three staff priorities were

- Provide more training to staff members on how to manage volunteers effectively (Inviting to all, Community, Compassionate)
- Involve staff members in the planning process so that there is more clarity regarding long term vision and direction (Faithful). Harrison said that we have many groups where communication may be lacking between staff, parishioners, and Vestry. Sometimes staff may feel that they are the last to know and are not invited to participate fully.
- Provide more up to date equipment for staff members (Faithful, Inviting to All, Community). Cotton said that updated technology attracts younger staff who are more tech savvy. Chris commented that this was mentioned in three different ways by staff.

## Ben's Budget Priorities

### Inviting to All

- Exterior signage
- Visibly active church

### Community

- Relationships: More small groups
- College Ministry (MCF@Furman)

### Compassionate

- Marriage ministry
- Recovery ministry
- 10% FinA

### Faithful

- Diocesan Ask

### Grateful

## Holy Cow Survey

Ben noted the contribution per household and how Christ Church ranks in giving with the 1.4% average income pledged. There is room to grow as most churches have a giving level at 2% of parishioners' average income.

## How to Change What's in the Box

Prioritize

Prayer and Fasting

Mission and Values

## Expand the Box

Annual Giving

Capital Giving

Legacy Giving

## Think Outside the Box

Volunteers

Partnerships

## Treasurers

Chris and Dan distributed copies of the 2020 Budget Discussion notes from last month's meeting. They also gave each person three sticky dots to use to prioritize later in the discussion.

Chris said that Chris and Dan consolidated the discussion into five general categories and posted sheets around the room for each. Chris went around the room and asked for the Vestry's thoughts on each category. The discussion helped the group with clarity about how they would like to order their budget priorities.

## Training & Technology

Communication/IT Infrastructure

Training, especially in managing volunteers

Will we utilize?

Data Integrity

Cotton said the biggest struggle was not only getting the technology but actually implementing and using it. How to use, what tools do we have, infrastructure, teaching, how to vision. Penn said that an element of this is annual budget (website, database), part is capital expense (classrooms, hardware). Security – CCEP, how do we communicate between buildings (capital expense), etc. Ben said that things such as volunteer management signups, updated electronic technologies, etc. could be included. George used the example of Suzanne's bringing in a new system to track the Endowment.

## Welcoming Ministries as Evangelism

Signage

Revised Discovery Weekend

Weddings & Funerals

Coffee & Connect (Embrace Committee)

Children's Ministry (meaningful Christian ed for children)

Choir School

Resource Development – telling our stories and creating a sense of belonging.

Discussion followed. Cotton commented on a real hunger for practical applications in daily life and said he is passionate about addressing this need in the budget. Harrison said that support for families could also be considered Life Transition Ministry.

Lauren commented on the engagement side, saying that parishioners need to step up and get involved to build excitement about Children's Ministry. She commented on the number of eblasts, but reminded the Vestry that personal invitations from them have more influence.

Harrison said we need a comprehensive approach to have something great for each family member. He said that Coffee & Connect class is for anyone and meant to be an easy place to plug in.

Norma said that she has been working to get the Greenville and Spartanburg chapters of her sorority and their families to visit Christ Church in January and is hopeful that some members will come to Discovery Weekend.

Emily commented that Discovery Weekend is great, but it is an expensive undertaking and is only offered twice a year. Should we fund an alternative?

George commented on the usher training held last night and the ways it made this ministry more inviting to all. One usher mentioned current ushers inviting their wives as a way to get more women involved.

### Life Transition Ministry

Support Groups/Seminars - Is there a role here for Canterbury Counseling Center?

Better transport for seniors - Helen reminded the group that they made a commitment to this a few years ago.

Parent support, new babies

Marriage ministry

Facing life circumstances, life classes

Great Wednesday night classes on real life issues were well attended.

What's the best level of program offering on a weeknight? Dinners are well attended as were classes about real life issues.

How does the church help people live better?

### Outreach Funding 10%

Vestry has agreed to keep the current definition

What's included in Outreach?

Should there be an internal grant system for funding endeavors such as a youth mission trip?

Encourage our parishioners to be generous directly with community partners

Discussion followed about how to define items within our budget as outreach. The Vestry agreed that we have to hold ourselves accountable as a group in this process.

### Increase our Response to Diocesan Ask

Current Ask is \$480k

Current Response is \$305k

Parishwide education regarding a measurable increase was discussed.

At the conclusion of the discussion, the group placed their stickers on the priority sheets. It appeared that Welcoming Ministries was the top priority (16), Transition Ministry was second (12) and the third was the increase of the Diocesan Ask (10) followed by Technology & Training (5) and Outreach (1).

Chris said he would take these sheets and condense the information for the Vestry.

### **Ministry Area Reports**

Ministry Area Reports from department heads were distributed prior to the meeting via email. Updates and additions are noted below.

Resource Development: Cotton reminded the group to RSVP to Lauren about the Leadership Giving Kickoff at Coldwell Banker Caine on Wednesday, September 4.

### Bicentennial Budget

Harrison said that the Bicentennial budget is roughly \$600,000

Choir School \$200,000 (there are \$100,000 in reserve funds that could possibly be used for start-up costs). Private individuals and foundations would be asked for the additional \$100,000. The school would also be an evangelism and outreach opportunity to reach and invite underserved communities.

Joyful Garden Tour \$200,000. They want to raise twice as much as in the past. This year, they will hand deliver letters and ask for additional funds.

Remaining \$200,000 \$80,000 for marketing piece history publication  
\$50,000 for celebration events throughout the year  
\$70,000 for everything else.

Harrison said that he will meet with people individually to ask for contributions following an event at Mary Johnston's home September 19 that will incorporate Bicentennial giving with other giving emphases including Annual Giving. To date, Harrison has had pledges of \$50,000, two \$10,000 pledges and a \$200 pledge toward the Bicentennial.

### **Adjournment**

The meeting was adjourned with prayer at 7:29 PM.

Respectfully submitted, Rose Cuddy, Clerk of the Vestry