

St. Andrew's Episcopal Church
Vestry Meeting – February 20, 2008

Present: Interim Rector Carol Meredith and Assistant Priest George Magnuson; Deacon Sally Brown. Senior Warden Tim Croasdaile and Junior Warden Greg Geissler. Ann Luke, Diana Solomon, Susan Backus, Shelley Brown, Rich Rinehart and Beckett Stokes.

Absent: Deb McVicker, Mike Kornelsen and Kevin Fletcher.

Attending: Treasurer Kathy Fleming and Clerk Cheak Yee. Search Committee Co-Chair Sue Kilgore and Sacred Vision/Sacred Space Task Force Chairman Roger Kilgore.

The meeting convened at 6:30 p.m. with opening prayer.

Report of the Search Committee. Co-Chair Sue Kilgore distributed the drafts for the proposed final versions of the Search Request Form and the Parish Profile. The former contains the contents as had been approved by the Vestry at its January 2008 meeting displayed now in the standard format as this Form will now be filed. Only Deacon Sally had offered additional comments since then on the drafting.

Reviewing the Parish Profile, it was noted that the discussion on outreach retains the approach of citing dollars-devoted rather than persons/person-hours expended; after discussion, it was felt the hands-on participation of parishioners was adequately depicted in this narrative. The outreach discussion can also be graphically highlighted in the version for distribution; meetings with Tim Giesen (who had brought graphical excellence of the well-received Sacred Vision/Sacred Space materials) begin on this aspect tomorrow. Senior Warden Tim noted that our main focus is to be certain the facts and numbers are sufficiently accurate; a few minor edits were noted. Search Co-Chair Sue observed that, as with the capital campaign materials, the costs of black with one-color will be reasonable. The intention is for both the Form and the Profile to become generally available in April after Easter. It was moved, seconded, and adopted to accept the Parish Profile with certain minor edits.

Interim Rector Carol noted that a projected timeline for when a new Rector would begin his or her term at St. Andrew's can be helpful to potential candidates; Deacon Sally observed that the process/interface with the Diocese will not much be in our hands directly for a time, we can consult to see what could be projected.

Reviewing the Church Deployment Office (Search Request) Form, discussion focused on the salary figures, which are based on the draft of a 5-year Budget Plan prepared last year. This projects that \$85,000 per year will be needed as of 2009 according to the nation-wide guidelines of our denomination. This figure is at the upper, and therefore, more conservative range for a parish of our size and growth. Senior Warden Time noted that the actual figures at the time will of course be dependent on negotiations with the successful candidate to be our next Rector. Treasurer Kathy explained that a housing allowance is included in a standard compensation package, as well as a car allowance, which can be calculated using the IRS mileage reimbursement basis. Similarly, some allowance is typical for clergy continuing education activities and costs. The consensus of the Vestry approved both two-weeks' leave time and \$1,000 as an estimate for continuing education; it was moved, seconded, and approved to adopt the Form with these additions.

Interim Rector Carol suggested that the Search Committee, possibly with Vestry observers, be guided at an appropriate time through mock interviews with candidates; Co-Chair Sue indicated this would be a very welcome possibility and will be explored.

Co-chair Sue reported that the Diocesan Canon to the Ordinary, Fr. Bill Martin, suggested that the Vestry and the Search Committee of the parish meet together soon for perhaps half a day to check-in and communicate mutually and to consider how joint coordination and processes will proceed. The consensus of the Vestry set Saturday, April 5, at 9 a.m. as the probable timeframe for this session; this may be convened at the conference room of the Diocesan Center.

The Vestry expressed its thanks for the diligence and progress of the Search Committee.

Report of the Sacred Vision/Sacred Space Task Force. Chairman Roger provided a presentation on the most recent configurings of elevations and floor plans reviewed by the Task Force in its work with the Architect for expanding our liturgical and ministry spaces. Various clarifications of the details arose, and met with the understanding and consensus approval of the Vestry. Accordingly, the following resolutions were moved, seconded and unanimously adopted by the Vestry:

“Whereas the Vestry has already approved the schematic design and design development phases of the proposed plans, and the Sacred Vision/Sacred Space committee has been working with the Architect on the final construction documents phase,

“Be it resolved that the Vestry approves the design and budget as represented in the construction documents, to be further refined by the SV/SS committee in concert with the Architect, and,

“Be it further resolved that the Vestry authorizes the Senior Warden to enter into a contractual relationship with a general contractor to perform the SV/SS construction, based on the recommendation of the SV/SS committee and subject to the scope and budget limits defined by the construction documents.”

Minutes Approval. The draft minutes of the January 16, 2008 Vestry Meeting had been distributed. A correction was pointed out that the estimated costs for the relocation expenses at the Episcopal Church of the Holy Redeemer for 2008 should be shown at \$8000; it was also noted that the summary of 2008 outreach activities presented at the Annual All-Parish Meeting should be included. It was moved, seconded, and passed to adopt the minutes with this correction and this addition.

Appointment of Treasurer and Clerk for 2008. After ascertaining that the incumbents in these offices were willing to serve an additional one-year term, it was moved, seconded and passed to appoint both officers with gratitude once again.

Interim Rector noted that, if our Bylaws do not already so specify, it can be a prudent policy to specify that a Treasurer be re-eligible for only a certain period of time so that both that officer and the parish operations are duly protected/enhanced by renewal/rotation.

Report on Finances. Treasurer Kathy noted that among other prudent procedures will be that the combination to the office safe will be altered annually. Also, at a recent meeting of the Endowment Committee, the Colorado Episcopal Foundation attended to remind on the important role a Legacy Society can play in long-term financial health of a parish. A presentation can be made to the parish

by Foundation representatives during an Endowment Sunday; the Vestry by consensus agreed that a timely presentation would be welcome in the future.

Treasurer Kathy presented a general overview on the financial reports provided monthly to the Vestry to profile that aspect of operational health; she then explicated the Sources and Uses of Funds in the Capital Campaign, presented monthly to the Vestry and quarterly to the Parish.

She noted on the Financial (Income/Expense) Statement that with the completion of installation and associated billing for the additional organ reeds, this line item among the Designated Funds this and the next month may run negative until the remaining pledged donations for this purpose are in hand; reminders will be issued to those with outstanding pledges. A parishioner has indicated the desire to establish a memorial fund which is not of a type heretofore administered; potential issues could arise and so this will necessitate further consideration before formally being tracked among Designated Funds.

In terms of the Balance Sheet, Treasurer Kathy clarified to query that we operate on a cash and not accrual basis, although she does book certain larger aspects with monthly estimates. She noted that the remittance of our pledges to the Diocese and Region are currently behind and one way to ensure the proper handling of this regular submittal will be to create “coupon” reminders. Other particulars noted were:

- 1) plate collections are above estimates thus far;
- 2) expense levels for salaries are also running higher, mostly as a matter of timing and in the music area;
- 3) expenses for repairs/maintenance and utilities are seasonally high at about \$2,000 above projections to this point in time; and,
- 4) overall cash position is actually only about \$2,000 better than anticipated (due to a few pledge units fully paying their annual commitments, which of course may affect the pace/rate for remaining pledged collections).

The Treasurer’s Report was moved, seconded, and accepted. She listed the memberships of the Finance and Audit Committees currently serving. If not already adequately/accurately defined in the Bylaws, it was noted that both the processes of appointment to these oversight bodies as well as their scope of duties and work may need to be reviewed/revised. It was also acknowledged that for both these committees and a vestry, the number of parishioners sufficiently acquainted with finance and accounting from their personal experiences to volunteer and serve thereon is usually relatively limited in a congregation.

Vestry Retreat. Senior Warden Tim noted that the second occasion of this important activity will also include available staff members and will convene on Friday, February 29th at 6 p.m. with dinner at St. Luke’s Episcopal Church; the one day duration would conclude at about 1 p.m. with lunch.

Report of the Interim Rector. Rev. Carol distributed a handout to focus on the concern that both Vestry and Parish focus on accountability and on commitment. It will be particularly vital for the Vestry to listen carefully to our membership in the concerns expressed and to avoid triangulation; as concerns are expressed, be alert to ask if the matter can be shared with a relevant person or with the Vestry as a whole. The pace of events for all of us since this time a year ago has been hectic and intense: many may not have grieved adequately for change and loss and with the drastic shift of our relocation, this may become more readily surfaced and need more explicit addressing not only by ordained but by all the baptized and especially the elected leadership.

Administratively, the relocation poses real challenges for a relatively small congregation; information gaps that can arise could pose real challenges to unity and efficiency. We will need to improve financial and accounting operations; we will need to monitor attendance with care. Our “advertising” profile externally must rise with, for example, our website operational again in March. Similarly, our communications internally must attain transparency; we need to remember the frequency with which humans generally can fail to listen/hear and see.

If we do not gain new commitment from additional participants for leading and working, we particularly risk burn out in this period ahead; the elected vestry needs to coordinate in a central way a core leadership at least again as numerous to handle the ratcheting up of the tasks before us. A focus on small-group development, topically through Lenten/Bible studies, but continuing further especially during our relocation, with a model of “shepherding” ministries as a guide, is likely vital to this necessary multiplication.

As we consider our Centennial imminently, amidst both construction and relocation, Interim Rector Carol with clergy and staff suggest a year-long possible thematic focus: “Celebrating Anglo-Catholicism – Carrying It Forward.” Elements/events we potentially include would be –

- a) lectures to illuminate history and understandings;
- b) a presentation on sacred art;
- c) a presentation on sacred music; and,
- d) a concluding feast with the Bishop as guest speaker.

As we look forward to our relocation to Holy Redeemer, Interim Rector Carol suggested that this time of change and, hopefully of growth, be seen through a pilgrimage theme in the words we use and the feelings we share about it. The current rector there, Fr. Rick Kautz, is relocating to Indiana and Fr. Steve Wilson will be on supply as of April 1. A draft contract is under review; the Holy Redeemer congregation will worship at 9 a.m. and we will do so at 11 a.m. A lay group with five members from each congregation will spearhead an effort to share our different stories with each other, but the liaison between us will need to be on all/every level. Our vestries will convene in a social gathering as soon as possible; they will host us with a welcome reception, and we shall do likewise; the timings will of course become twice as complex to coordinate.

In the next month, we will also need to refine the timeframes for our post-Easter packing and moving. It has been suggested that we prepare a graphical timeline of St. Andrew’s history to which parishioners can contribute and which we will take with us to Holy Redeemer. It is likely that this summer will not be a typical period of seasonal shutdown. We instead will need to be in a time of intentional and intensive prayer and praise.

Additional suggestions were to highlight some element of outreach during our Centennial focus, and to add a component of house masses, possibly in particular through the summer months as a focal point for small group gatherings/cohesion.

Report of the Deacon. Deacon Sally noted that the Millennium Development Goals for February will focus on the health of mothers and for March will be on addressing the HIV epidemic. She also reminded that in March we will have our next rotation of ministry to the homeless with the Inter-faith Hospitality Network. On April 13, our coffee hour will focus on environmental concerns. In April/May, we may have an opportunity for interested parishioners to assist in a Curtis Park 3-part Green Streets Project which will aim at improving a vacant lot through a community development grant.

The Outreach Committee is meeting under the leadership of Eric Frame every 2nd Monday evening and is focusing on the year or so ahead where we will base out of Holy Redeemer. While

we may relocate there as guests, we ought also to come as students to a teacher who has had a rich experience in both community involvement and the civil rights era.

The High Plains Regional convocation (semi-annual each spring and autumn) will convene on March 8 at St. Luke's Episcopal Church.

Report of Assistant Priest. Fr. George looked forward to becoming more fully integrated and coordinated with the liturgical operations of the Parish at this level in these next couple of months of transition before our relocation to the new settings/space at Holy Redeemer. He observed that it is a privilege to serve at a Parish where people and staff are so energized and filled with new ideas to meet the challenges ahead.

On Evangelism, he noted that Rich Rineheart is the new chairman in this effort; the Name Tag Sundays every week is well-received and ought to elevate our cohesion as a parish, for a key aim in our relocation ought to be both to go and to return without losing anyone. As we grow, a more responsive/productive membership database function should be developed for tracking so as to assist not only with integration of everyone into our parish life but also enhancing the ministries of all our people in their various interests/priorities.

Report of the Junior Warden. Junior Warden Greg noted that our first referral for a part-time sexton from the St. Francis Center has left but another has arrived. Both dishwashers are now functional; the broken one has been replaced with a re-conditioned KitchenAid.

Report of the Senior Warden. Senior Warden Tim reviewed the latest developments on our effort to acquire adjacent parking lots –

- 1) the seller had over-reported the income generated by the lots, so this element may now affect the financial calculations involved;
- 2) during Phase I of our required environmental review, it was determined that previously both a gasoline station and a dry cleaners had been associated with these parcels;
- 3) hence the drilling during Phase II to investigate if there has been any soil or groundwater contamination;
- 4) we and the Denver Urban Land Conservancy are committed to a purchased price where our matched contribution is up to \$400,000;
- 5) thus far, the Parish, Vestry, and Endowment Committee have only authorized expending up to \$350,000 so that this element may need to be revisited as developments unfold; and,
- 6) the remaining small parcel to round out the second parking lot on the east remains under research for its parameters.

It was acknowledged that acquisition of the lots is based on considerations well beyond income from fees, and the price reflects of course the potential development value of the site/space. A query arose whether this acquisition might also be qualified to receive community development grant funding; an inquiry can be made to follow-up.

Senior Warden Tim also reported that the 72-hour Fund project has closed down due to its own lack of sufficient staff supervision. Sponsor James Vogelzang has inquired if an allied effort related to women ex-offenders could continue to utilize the same space allocated in our Parish House until such time as our administrative operations relocate. A motion was offered, seconded and approved to permit such substitute utilization until the time of our relocation.

A motion was made, seconded, and adopted to approve the draft contract with the Episcopal Church of the Holy Redeemer for our relocation thereto, with the amendment that any issues thereof be resolved between the respective Senior Wardens through the mediation of the Canon Missioner of the Diocese.

It has been noted that attendance at Vestry meetings, while usually sufficient for a plenary quorum able to conduct business, has often difficult for some members. It is uncertain if adjusting either the day of the week or the week in the month would ameliorate this problem. Treasurer Kathy noted that given the finance/accounting cycle, the third week of the month is often barely sufficient timing for the preparation of reports in her area. A survey of Vestry members will be conducted for insights. In the meantime, the March 2008 Vestry meeting would fall during Holy Week and so by consensus the date thereof was re-scheduled to Wednesday, March 26th. Any re-scheduling of the April 2008 Vestry meeting was deferred until the survey results are reviewed.

By consensus, the Vestry agreed that both the monthly financial reports and the Vestry minutes should become appropriately available on our website as soon as it becomes operational again.

Report by Vestry Liaisons. Rich Rineheart believed that the Evangelism Committee is melding well for group dynamics. It has focused on signage to be posted during our construction/relocation phase as well as on transportation for the physical move. Ann Luke is delighted that the Altar Guild members are able to keep up with their many duties ensuring liturgies of beauty. Susan Backus reported that the previous concerns of the Search Committee leadership on the how well that vital group was cohering are positively resolved. Kathy Fleming noted that Skip Meyers and Rick Larson are adding new vitality to the considerations of the Endowment Committee where she serves with Martha Bollenbacher as the Chair and Tommy Timm as a veteran member.

After a closing prayer, the meeting adjourned at 9:25 p.m.

Respectfully submitted,

Cheak Yee, Clerk