

Grace and St. Stephen's Episcopal Church
Vestry Minutes
May 18, 2010
Blaik Library
601 N. Tejon Street, Colorado Springs, CO 80903

Present: Linda Balcom, Jan Malvern, Lynn Olney, Cindy Page, Mary Lou Porter, Beth Ronka, Charles Schnetzer, John Smith, Chuck Theobald, David Watts, David Buckley, Deacon Sally Ziegler, Fr. Marty Pearsall, Fr. Steve Zimmerman

Visitors: Priscilla Marbaker, Marty Lindberg

Opening: Fr. Steve Zimmerman offered the opening prayer at 6:30 p.m.

Approval of minutes: Chuck Theobald/Jan Malvern moved/seconded minutes be approved as corrected. Motion passed.

Old business:

Committee reports:

Communications: Chuck Theobald referred vestry to the written report. The first year overview will be published. The hymn board numbers item was clarified. Parish directory will be available in late June or early July.

Personnel committee: Priscilla Marbaker referred vestry to the written report, which included an overview announcement to be put in Tidings, job descriptions for parish secretary and parish administrator and interview guidelines/timelines. Ms. Marbaker explained details of her report. The finance committee has reviewed the position of parish secretary and has approved filling the position at \$5-8/hour for twenty hours/week. John Smith/Linda Balcom moved/seconded authorization for the Priest in Charge and the Personnel Committee to initiate the search and hiring of the Parish Secretary position at \$5-8/hour for 20 hours/week on behalf of Grace Church. Discussion followed concerning the need and the wisdom of proceeding with the proposed authorization. David Watts stated his concerns about incurring the added expense at this time and risking the use of reserves. David Buckley assured the vestry reserves are not being used. Questions about funding the current deficit were addressed. Chuck Theobald stated the question should not be concerning the expense but how the hiring of a parish secretary would help the parish achieve its goals in terms of outreach, ministry to the parishioners, etc. David Buckley stated the Finance and Personnel Committees determined the money must be spent in order to grow and build a solid foundation; the church cannot afford not to hire a parish secretary. This expense should be considered an investment. Linda Balcom observed that the total investment would be \$7,200/year. Following further discussion, Fr. Zimmerman said most see their work as their ministry and are willing to work for lower pay and/or longer hours. He would be flexible with flextime, vacation time, etc. as compensation for lower pay. Words of thanks are always welcome and appreciated. David Watts called the question. Motion passed to call the question. Motion passed. Fr. Zimmerman recommended the search begin right away. Notice may be published on the web site including a job description. Lynn Olney suggested setting a closing date before the next vestry meeting. Fr. Zimmerman and the Personnel Committee will address the question. He thanked Priscilla Marbaker and her committee for doing a wonderful job.

Treasurer's report: David Buckley referred the vestry to the written report then asked for questions. Chuck Theobald asked if the dollar amount on the balance sheet for the trusts represents the principle. Mr. Buckley said it does not but is the actual income. April

expenses for music were taken from the Taylor Trust. Discussion followed concerning a vestry expense for the plaque on Choir House. It was determined that it was not a vestry expense and could be posted to building and maintenance. A small payment was made to the architect from the restoration fund. Mr. Buckley stated he would like to offer a class in financials for individuals and/or a group that could be open to interested parishioners.

Fr. Zimmerman thanked the treasurer for his report.

Junior Warden's report: David Watts stated Robert Leaman completed his audit and has submitted his report that is available for anyone who wishes to review it. Mr. Watts said it was a positive report with only minor items of concern. He referred the vestry to the sentence in Mr. Leaman's covering letter concerning the corpus of certain trusts not being represented in the financial statements. Mr. Watts said this would have a direct bearing on renegotiating the mortgage. The balance sheet must be recast to show these assets. Mr. Buckley expressed a word of caution regarding a balance sheet that will show the value of the property and land that could make Grace Church look rich. Discussion followed concerning the uses of balance sheets and the value of including the corpus of the trusts. The balance sheet will be completed in a couple of months. Jan Malvern raised the question of outside access. Mr. Watts said the Manual of Business Practices of the Protestant Episcopal Church USA does require the balance sheet be stated in the accounting format recommended by the auditor. The balance sheet will be included in the Annual Report to the parish and can be available in the office for any parishioner who has a genuine interest in it.

Mr. Watts stated that Mr. Leaman requested a copy of the letter that specifically authorized the engagement of an outside auditor. The clerk was asked to locate that authorization in the minutes and make a copy to send to Mr. Leaman.

Stewardship: John Smith stated the next meeting of the Stewardship Committee would be Thursday, 20 May. The committee will be discussing a letter to the parish thanking those who have pledged and encouraging those who might still pledge for this year. The question of offering Pay Pal service was addressed. David Buckley said he is in the process of providing requested documents. Mr. Smith said the committee would also be discussing plans for a Legacy Society luncheon on 26 June. This may or may not be a region-wide event and will be determined.

Priest-in-Charge contract: David Watts expected the draft agreement to be final that day. The diocesan template has been modified and tailored to fit the Grace Church situation. Mr. Watts described the alterations that had been made. Fr. Zimmerman explained his modifications to the document. Discussion followed concerning vestry understanding of the agreement. Fr. Zimmerman directed attention to the compensation agreement and the goals that he had mailed to the vestry. Canon Lou Blanchard has requested this agreement be in her files as soon as possible. Following further discussion, Charles Schnetzer/Jan Malvern moved/seconded further discussion of the Priest-in-Charge contract be tabled until the next meeting. Motion passed. Linda Balcom noted that there was nothing new that has not been seen in the goals included in the document. David Watts suggested the document be sent to Canon Blanchard as pending vestry approval. Fr. Zimmerman agreed to do so.

Clergy report:

Fr. Zimmerman began by describing his report on how Grace has adapted the CDI learning and incorporated it into our work that was given at the recent clergy conference in Estes Park. He briefly related the influence of Benedictine rule on Anglicanism as being a rule for the life of the church as a family of God. The goals are stability of practice,

obedience of faith and how we are being obedient to the charge of the church and conversion of life i.e. what is God calling us to become and where our future lies.

New Member ministry: Fr. Zimmerman stated the ministry is a microcosm of the Grace mission statement which is rooted in Grace's name: gifts received as grace and bearing witness as did St. Stephen. He reviewed three major programs under the new member ministry as greeters, guides and the faith-seeking journey leading to baptism, confirmation and reaffirmation of faith. The third program is planned to begin in September and to be scheduled to allow choir members to participate. Chairs for each program are in place. The school building wing is being readied for use in September. Fr. Zimmerman encouraged the vestry to look again at the goals document sent to them.

Community building ministry: Fr. Zimmerman said the ministry refers to the subsets of three programs.

Household one-on-one visitation: John Smith and Marilyn Newell co-chair the program. Mr. Smith stated they are working on gathering what will be needed for the proposed visits and plan to run a pilot program to test the plan. This program should be started this summer. Every family will be contacted either by visit or phone.

Social gatherings: twelve-fifteen to thirty people meeting as a social function.

Mention was made of the 80906 group and the seasonal suppers as examples.

Gatherings need to be open to visitors and neighbors. Ultimately there would be a calendar of gatherings and sign-up sheets available to the parish.

Fellowship groups: different and deeper than social gatherings. The groups would be smaller. The function will include a bit of task group, support/therapy, worship and study as a microcosm of the church.

Congregational activities: to include parish suppers, picnics and community events.

Fr. Zimmerman addressed the risks involved. Groups can become cliques, centers of power, centers of discontent, dysfunctional, etc. He said Grace has had a uniquely positive experience. Grace Concerns group saved rather than split the church because of the total dysfunction of the church leadership. Fr. Zimmerman stressed the need to be open, transparent and collegial in our leadership. Community life is difficult. He summarized the community-building ministry as being related to the Christian life model of worship, doctrine and service with oversight of the vestry, staff and program chairs at the center. Fr. Zimmerman asked to be advised of the date of the next meeting of the fellowship committee. Charles Schnetzer is working with Sharon Olney on the small groups program under the Fellowship Committee. Fr. Zimmerman explained there was overlap between the programs.

New business:

Leadership training seminar: Fr. Zimmerman initiated a discussion concerning a date for all the conveners and parishioners who may be interested in serving on a committee to meet. June 5 was chosen for a leadership-training seminar. The meeting will be announced to the parish on the next two Sundays as a leadership-training seminar to be held on June 5 from 8:00 a.m. to noon with a continental breakfast and lunch.

TOTS program: Mary Lou described the evolution of the MOPS program, a national organization, to TOPS, a local program open to parents, grandparents and homeschooling parents and the nature of the group. There is need for additional funding. Ms. Porter asked

the vestry to support the group with a \$250/year support to pay for childcare and purchase supplies. Deacon Sally advised Ms. Porter there is money available without a requiring a motion. David Watts was directed to provide the requested funding. First Christian Church is funding the program with \$250/year. Fr. Zimmerman suggested this program be brought into the outreach ministry. Cindy Page suggested the TOTS program apply to ECW for a grant from the Thrift House.

Mechanical upgrades: Mark Stritzel has submitted a strategy for mechanical upgrades. At the approval of David Watts, Junior Warden, the vestry unanimously agreed to authorize Mr. Stritzel to proceed as proposed.

Fr. Zimmerman read the following resolution requiring vestry approval: Mark Stritzel is appointed as the vestry's authorized representative for all matters pertaining to grounds and facility maintenance, repair, renovation and other such responsibilities as mutually agreed upon. As such, Mr. Stritzel's coverage under the Church Insurance Policy is identical to that of members of the vestry. The vestry unanimously agreed to the statement as requested.

Large church development workshop: Cindy Page referred the vestry to her written description of a program church identified as having between 225 and 400 average Sunday attendance. Ms. Page asked to be on the agenda for the next vestry meeting to give her an opportunity to talk more about the workshop. Ms. Page asked the vestry to look at her handout.

Diocesan finance committee: David Watts has been appointed to the diocesan finance committee. Mr. Watts described the serious financial problems the diocese is facing. Two vacancies are vacant and not being filled until income can support those positions. The bishop has declined to operate at a deficit. Grace Church is the only church in the Sangre de Cristo region that has paid the 10% mandatory diocesan assessment.

New plantings: David Watts stated seven new flowering fruit trees have been planted as a colonnade along the south wall of the church to commemorate young people who have died within the parish, especially Whitney Hendrickson.

Capital expenditures: In the next two months David Watts expects to have a reasonable estimate of what capital expenditures will be within the next five years. This will include work on the heating system, Deke's securing for bids for the organ project and Marianna McJimsey's work with Doug Jardine on the stained glass windows.

Hosting a diocesan conference: Fr. Zimmerman stated his thoughts regarding holding a diocesan conference around Pentecost 2011 to share Grace's experience with doing the things we are doing. We have a lot to share with other churches that may be struggling.

Meeting with the bishop: Fr. Zimmerman asked the vestry to keep him and Deacon Sally in their prayers as they meet with the bishop on Thursday to discuss Deacon Sally's future.

Closing: Fr. Zimmerman offered the closing prayer at 8:50 p.m.

Respectfully submitted,
Connie Eggers, Clerk of the Vestry

Treasurer's report: David Buckley