

## CHRIST CHURCH VESTRY MINUTES

May 18, 2020

(conducted via ZOOM)

**Members Present:** Mike Bowen (Senior Warden), Janet Welch (Junior Warden), Lee Hooie (Treasurer), Hope Stephenson (Secretary), Barbara Boyce (Time Keeper), Blake Hadley, CJ Howard, Sandra Kopp, Jennifer Miller, Jane Reed, Bob Rupe, Vicki Tessmer, Chuck Whitaker

**Absent:** Jennifer Miller, Bob Rupe

**Clergy Present:** Father Robert Baker

Father Robert opened the vestry meeting at 6:05 pm with a prayer. He then led a Bible study taken from 1 Corinthians 16: 5-9. He discussed the 4<sup>th</sup> Irrefutable Law of Leadership (by author John Maxwell); the "Law of Navigation." This law stresses that a leader is someone who knows how to chart a course for his/her organization; which gives the group the best chance of success in their endeavors. The navigators are both optimists and realists, and pragmatists and dreamers; through a balance between faith and facts. PLAN AHEAD: Predetermine a course of action. Lay out your goals. Address your priorities. Notify key personnel. Allow time for acceptance. Head into action. Expect problems. Always point to successes. Daily review your plan.

### Wardens' & Committee Reports:

#### Priest's Report:

Father Robert requested all vestry members be signed up for the Drop Box. This will help facilitate our communications. If you have problems, please contact Kim Kalaman. There has been music at every service despite the COVID-19 restrictions. Father Robert is working with Bill Holt and Richard Benedum on the budget for the church music department. There is a suggestion for a ZOOM Christ Church hymn sing.

Father Robert will be on vacation for 4 weeks in July. He will also be gone the first 2 weeks in September for training. CJ Howard motioned to approve these two absences. Chuck Whitaker seconded the motion. It passed unanimously. Father Robert is working finding priest(s) to cover him during these times.

Father Robert is looking for a sponsor to update and maintain the church website. The current website is good but the goal is for something outstanding. This will be added to the church Wish List.

#### Senior Warden's Report:

The Vestry Corner is included in the weekly Chi Rho updates. The Church/Vestry wish list is also included in the Chi Rho. The Chi Rho is sent by email generally on Fridays. Several CEC vestry members attended the ZOOM Vestry retreat on May 9, 2020. Christ Church vestry is going to publish a monthly Liquidity Report, an online giving report and online worship. Christ Church received a \$1000 Diocesan ZOOM grant for the Food Pantry. Another grant was received in the amount of \$180 to pay for a one year parish ZOOM license. Larger grants may be available in the future.

The Finance/Budget committee is beginning working on: 1) cleaning up the current chart of accounts, 2) creating a line item 2021 budget and 3) writing a narrative budget reflecting our church mission goals. The budget completion date is targeted for October 2020. Consequently, the Stewardship campaign must be planned for September. This will allow for the budget to be approved in December by the vestry and presented to the church family at our annual meeting.

The new Expense Reporting Policy and accompanying forms were distributed to Vestry members. It has been approved at the diocesan level by Martha Goodwill. Mike Bowen motioned to approve the expense reporting policy and the new forms. Sandra Kopp seconded the motion. It passed unanimously.

**Junior Warden's Report:** The new Project Request for Funds form was discussed. In particular, talk centered on the number of quotes necessary to have a project funded. The following was a rewording preferred by the group: "Required: 2 bids (recommended 3)". Final format of form is postponed. Many of the completed projects around the church were highlighted in the church wish list. This includes the work in the columbarium and the newly painted parlor, vestment room and sacristy (all being donated by parishioners). The sound system upgrade was discussed. A

proposal was made by Jimmy Vann at an approximate cost of \$11,000. Funding for this needs to be found before a commitment is made. The Sound System will be put on the church wish list. The phone update was postponed. The electric bill for the church was approximately \$1000 less than last month.

**Treasurer's Report:** Year to date Church Expenses exceed Revenues by \$241,054 as of April 30<sup>th</sup>, 2020. The new windows continue to represent the majority of the difference. Lee Hooie applied for and received a PPE grant for the church in the amount of \$49,460. Office staff are ensuring a clean paper trail of all grant money spent. As suggested by the diocese, the church is working on obtaining a 6-month liquidity. Currently, we have 2 months of liquidity. Monthly donations are still down, with Loose Plate (cash collected during a service with no designations) being the most affected. It was suggested we put payment options (mail, direct deposit, credit card etc.) in the Chi Rho. Sandra Kopp motioned to accept the Treasurer's Report. Barbara Boyce seconded the motion and it passed unanimously.

**New Business:** The church custodian, Fernando, who works for us through a contractor is asking for a raise. Discussion including his inability to have flexibility in his work schedule, his current rate of pay, number of hours worked, workmen's compensation and insurance were discussed. Alan Prather will be consulted before making any changes in this area.

Vestry will contact Alan Prather to draft a letter of agreement for Richard Benedum and Bill Holt for Christ Church music. The Personnel commission will be trying to use the personnel handbook from St. John's Episcopal Church as a reference before beginning to work on the CECB human resource guide. Responses to Father Robert's survey about how and when to reestablish "normal" church services and meetings are under thoughtful review.

Blake has worked on the information for the window capital campaign flyer and will send vestry members the most recent version for comments. He and Ed Granowicz have come up with a numbering system for all the windows to help parishioners decide which window they wish to sponsor. Vestry members are encouraged to read through the talking points for this project.

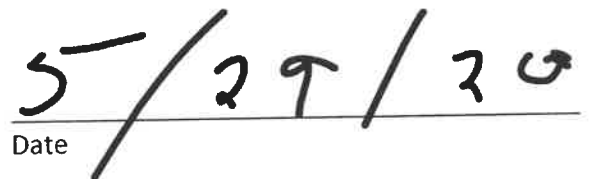
**Old Business:** None.

**Approval of April 20, 2020 Vestry Minutes:** Chuck Whitaker motioned to approve, and Jane Reed seconded the approval of the April 20, 2020 Vestry Meeting Minutes. The motion passed unanimously.

The next Vestry Meeting is Monday, June 15, 2020 at 6pm. The meeting may still be held via Zoom video conferencing, but vestry members will be informed closer to the meeting date. Mike Bowen motioned to adjourn, and Hope Stephenson seconded the motion. The motion passed unanimously. Father Robert closed the meeting with a prayer at 7:25pm.



Senior Warden

  
Date