

Minutes of Vestry Meeting of St. Paul's Memorial Church
June 21, 2016

The meeting was called to order at 6:45 p.m. by Junior Warden Peter Dennison. Chaplain Anne Cressin led the opening prayer.

Present: Michele Claibourn, Anne Cressin, Peter Dennison, Vickie Gottlob, Anne Ribble, Bob Saylor, Lloyd Snook, Lynne Weikart

Absent: Michele Allen, Darren Ball, Paul Legrand, Jeannie Long

Staff present: Neal Goldsborough, John Reid, Elaine Thomas

Parishioner present: Christie Thomas

ACTION

- The minutes of the May vestry meeting were approved.
- The Vestry signed up for service as Officer of the Day on Sundays from August 7 through September 25.
- The Parish has received notice of a bequest of \$75,000 from the estate of parishioner Lorraine Wallenborn. The Vestry approved the Treasurer's recommendation that the bequest be allotted as follows: \$7,500 to the Outreach Fund, \$20,000 to be set aside as a new fund to be used by the new Rector for initial funding of his or her new initiatives, and the remainder, approximately \$47,500, to the Maintenance Reserve Fund.

DISCUSSION

- Christie Thomas, Chair of the Rector Search Committee, reported on the progress of the search. The work is going very well, and in fact is two or three weeks ahead of schedule. She asked for the continued prayerful support of the Vestry.
- Treasurer Lynne Weikart presented the Financial Report. She reported that at the end of May (42% of the year), we had received 44% of our pledge payments for 2016. On the other hand, we have received only 33.85% of the \$38,000 budgeted as plate offerings, putting us approximately \$3000 behind in this area at the end of May. Revenues from Building Rent and Canterbury/Skinner Alumni are also behind budget. Expenses are generally on target. There is approximately \$81,000 in operating reserves in dedicated funds outside the budget. This is critical for our cash flow needs.
- Lynne also reported that a committee of the Vestry has considered indicators to be included in a proposed annual Performance Management Report. She submitted a list of twenty items generally covering the areas of attendance, membership, finances, small

group activity, and youth services. John Reid will prepare a spreadsheet showing the trends in these areas over the past several years. This information will be of great use to the new Rector and needs to be considered in the context of diocesan and national trends. Elaine Thomas mentioned a link to a national church site which gives us a profile of our neighborhood: <http://www.episcopalchurch.org/page/studying-your-congregation-and-community>. The committee will report back in the fall.

- Bob Saylor reported on a listening session with parents of the youth group, who enthusiastically praised the work of youth ministers Joe Lenow and Grace Aheron. The parents expressed concern about the problem of scheduling activities for already over-scheduled youth, but had no specific suggestions for activities. Elaine pointed out that we have potential attendance of 25 young people from the parish. Fifty percent attendance would be a viable group for many activities. This fall, the youth group will meet on Sunday nights only.
- Anne Ribble reported on the memorial plaques for the chapel chairs, which will be of the same material as the present plaques for the memorial garden. The names of the donors will not appear on the plaques, which will be of uniform size. The font size may vary to accommodate longer dedications. The honorees will be notified by letter.
- Neal Goldsborough reported on the impressive qualifications of Kate Lichti, who will begin work as part-time Canterbury Coordinator in August. S. K. Doyle and Chinyere Okoro will serve as youth ministers beginning in September. Grace Aheron will stay on through the fall to help with the transition. The total of \$37,410 budgeted for youth and Canterbury salaries will remain unchanged, but will be reallocated as detailed in a document distributed to the Vestry. Lynne suggested that we consider a greater emphasis on youth services next year.

The farewell for Albrecht von Gaudecker will take place during and after the 10:00 a.m. service on June 26. Anne Ribble will make arrangements for a reception. Substitute organists have been lined up for July and August, and two organists have been interviewed for a one-year contract, beginning in the fall.

Neal reminded the Vestry of the need for repairs and cleaning of our building as we strive to attract new members and a new Rector. He commended our openness to change.
- Peter Dennison summarized the written report of Senior Warden Darren Ball, including the following highlights:
 1. Children in worship. The Vestry should continue to monitor the situation and actively listen to the concerns of parishioners.
 2. Annual giving. Several parishioners have indicated their willingness to serve on the committee, with a chair to be determined. Darren is planning a multi-generational planning meeting in July.
 3. August meeting and retreat. Mary Thorpe will be available to lead the Vestry through a practice Mutual Ministry Review at our regular meeting on August 16. We can conduct regular business and transition planning during the August 6 retreat.

4. Upcoming business. This includes (a) the drafting of a Letter of Agreement for the new Rector, and (b) the creation of a Transition Team to prepare for the arrival of the new Rector and to remain active for at least one year.
Parish Administrator John Reid reported that he and Jackson Zimmerman have been working to draft a Letter of Agreement that will be clear and specific.
- John Reid also reported on the progress of the renovation work in the Chapel and the removal of a pew in the main sanctuary to provide a clear path from the elevator. The altar platform in the Chapel and the sacristy will be re-carpeted. The sacristy door will be accessible during construction. The sound loop is working well, and a fast Internet service (Ting) is being installed. Plans are in place to cover the technical support now provided by Tony Potter, who is retiring at the end of the year. Fund-raising to pay for the elevator is going well, with a generous response from parishioners at Westminster-Canterbury.
 - Junior Warden Peter Dennison will report back in August about the parking lot comments from the Focus Groups. He commended the thoughtful questions and gratitude of the parishioners at the Westminster-Canterbury meeting.
 - Associate Rector Elaine Thomas reported that the recent Bluegrass Mass was a success, with six musicians and a congregation of 45 (double the usual attendance at 5:30), including some student visitors. Another Bluegrass Mass will be held in July, and the musicians will lead our worship at Shrine Mont. She mentioned that parents and youth were enthusiastic about the recent immersion trip and commended the video which she had e-mailed to the Vestry.
 - Planning for the pollinator garden continues under the guidance of landscape architect Jessica Primm, who is looking at the entirety of the grounds.

The meeting adjourned with prayer at 8:45 p.m.

Respectfully submitted,

Vickie Gottlob
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