

Saint Andrew's Episcopal Church
Vestry Minutes
January 14, 2004

A regular meeting of the Vestry of Saint Andrew's Episcopal Church, Denver, was held on January 14, 2004, at 6:30 pm, in the church undercroft. Senior Warden Betty Luce presided. Other vestry members present were Rector Connie Delzell, Junior Warden Andy Seelaus, Michael Alleman, Michael Giddings, M.B. Krueger, Vanessa Lyon, and Joe Schwairy. Also in attendance were Deacon Sally Brown, Treasurer Mark Miliotto, Acting Clerk Judith James, and Rick Larson. Martha Bollenbacher and Nicole Hernandez were each present during a part of the meeting. The meeting was opened with the service of Evening Prayer, led by Betty.

Martha Bollenbacher presented a written report from the Endowment Committee. She discussed the plans for a St. Andrew's Legacy Society, which will consist of those people who have notified the church that they have made provision for the church in their wills or by other means. Martha also noted that the committee is recommending a one-time charge of \$600.00 for interment in the St. Andrew's Columbarium, located under the altar. She stated that this charge is consistent with the practices of other churches. The fee may be waived for financial hardship.

Betty introduced Nicole Hernandez, who coordinates the FaithAction Program of Historic Denver. Nicole has been overseeing the grant for the Historic Preservation Assessment of the church building by architect Ethan Anthony. Ethan will be preparing a Preservation Plan with cost estimates. Based upon this plan, St. Andrew's may apply for grants from the Colorado State Historical Fund. Nicole said that the State offers grants for up to 75% of the cost of a preservation project. The usual maximum amount of a grant is \$150,000. Funding for the total preservation plan may be requested through a series of grants. Historic Denver provides Nicole's services as a grant writer and grant administrator at a cost of \$15,000 or 12% of the grant amount. There are two grant application deadlines each year, April 1 and October 1.

Discussion was held regarding submitting a grant request for the April 1, 2004, for the re-roofing of the church and/or the tuck-pointing of the brick exterior. Andy Seelaus reported that he had met with the roofers who had worked on the parish house and that they had determined that the leaks in the church roof were due to failed caulking around the flashing. The roof itself is not leaking. The roofing company offered to re-caulk the church roof at no cost, because less than an hour of work will be required. Andy also reported that it would cost approximately \$2,000 to re-roof and re-shingle the bell tower. The roofers propose to remove the top of the bell tower with a crane and work on the roof at ground level.

After discussion, the consensus of the vestry was that Andy should begin obtaining bids for the tuck-pointing, so that we will have cost estimates ready in time to prepare a grant application for the April 1 deadline. Nicole will provide Betty with a list of tuck-pointing

specialists recommended by Historic Denver. Vanessa Lyon encouraged the Vestry to seek multiple bids before choosing a contractor. After Nicole left the meeting, Betty recommended that we use Nicole's services as a grant writer and administrator because of her experience in applying for State Historical Fund grants for church buildings.

The Minutes of the December 10, 2004, meeting were approved without correction. A special meeting of the Vestry was held on January 4, 2004, to discuss clergy salaries, but because a quorum was not present, business could not be transacted. She noted that Judith James had subsequently reviewed the Vestry Bylaws and learned that the Rector, Senior Warden, and Junior Warden do have votes on the Vestry. Mother Connie and Mother Sally were then excused from the meeting room while salary issues were discussed.

The Minutes of the January 4, 2004, special meeting were approved. The three Vestry Members who were present at the meeting had voted in favor of motions regarding the compensation for Mother Connie and Mother Sally. Betty stated that she had contacted Sue Thibault after the January 4, 2004, meeting and that she had voted in favor of the motions. Adding Sue's vote to the votes of those who were present at the meeting, the resolutions were adopted. However, Betty requested that the Vestry again vote on the salary motions with a quorum present.

After summarizing the discussion that took place at the Special Meeting and asking for any further discussion on the issue, the motion regarding Mother Connie's and Mother Sally's 2004 compensation were presented for a vote. Treasurer Mark Miliotto made a friendly amendment to the motion requesting that the resolutions use the specific wording required by the Internal Revenue Service to designate a portion of each salary as a clergy housing allowance.

A motion was duly made, seconded and adopted by the Vestry as follows:

Whereas the Reverend Constance Delzell is employed as a minister of the gospel by Saint Andrew's Episcopal Church, Denver, Colorado, which does not provide a residence for her, the vestry resolves that the total compensation of \$72,225 be paid to the Reverend Constance Delzell during 2004, and that \$44,400 be designated a personage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1998.

A motion was duly made, seconded and adopted by the Vestry as follows:

Whereas the Reverend Sally Brown is employed as a minister of the gospel by Saint Andrew's Episcopal Church, Denver, Colorado, which does not provide a residence for her, the vestry resolves that the total compensation of \$4,500 be paid to the Reverend Sally Brown during 2004, and that \$4,500 be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1998.

Mother Connie and Mother Sally returned to the meeting room.

Mark reported that income for the month of December 2003 exceeded expenses by almost \$18,000. The year-end donations allowed the operating deficit to be reduced by about \$9,500. Approximately \$7,550 has been received in memory of Garry Clawson. Mother Connie and other members of his family will choose an appropriate gift for the church. The \$10,000 challenge from the Doing HIS Time foundation was met, with a small amount being met by pledges to be paid in 2004. The final cost of the boiler was about \$13,000 and approximately \$4,000 was given to the Outreach Committee. Joe Schwairy led the Vestry in a prayer of thanksgiving for God's blessings during he past year.

Mark presented the proposed budget for 2004. He noted that Tim Krueger has stated that he would prefer to forego a salary increase, rather than have cuts made to his budget request for special musicians. MB Krueger was excused from the meeting room during the discussion of Tim's salary. After discussion, a motion was made by Michael Giddings, duly seconded, and adopted **to increase Tim Krueger's salary to \$20,000 for 2004. The Treasurer will calculate the appropriate changes to benefits and taxes resulting from the salary increase.** MB returned to the meeting room.

At a luncheon sponsored by Vanessa Lyon on January 13, Mr. Jim Vogelzang announced that because St. Andrew's had successfully met the \$10,000 challenge grant from Doing HIS Time, the foundation was offering St. Andrew's a \$20,000 challenge grant for 2004. If the church is able to raise \$20,000, the Doing HIS Time foundation will match that amount with a grant of \$20,000. Vanessa noted that Mr. Vogelzang first became interested in St. Andrew's when he heard about the need to repair the boiler and other property maintenance needs and that the primary emphasis of his foundation is to challenge churches to do outreach. However, he has placed no restriction on how St. Andrew's may use the grant funds.

A discussion was held regarding how to use the \$40,000 to be raised through the challenge grant. It was noted that funding for the outreach projects of the Diocese of Colorado and the national church is likely to fall short this year due to some parishes and individuals withholding pledges and gifts. A motion was duly made, seconded, and adopted **that we accept the Doing HIS Time challenge in the amount of \$20,000, and that we designate 25% (\$10,000) as seed money for building needs and 75% (\$30,000) for outreach, with the specific use of the outreach funds to be based upon the recommendations of the Outreach Committee.**

Mother Connie urged that the Vestry consider using the sale of Safeway and King Soopers grocery certificates as a means of raising funds. She explained how the program works and the need for a reliable person to handle the sale of the certificates during the coffee hour each week. The consensus of the vestry was to proceed with the grocery certificate fundraising project, if a chairperson can be found. Mother Connie will contact a person whom she believes would be able to serve in that capacity.

Mark plans to re-form the Ways and Means Committee to consider other fundraising activities. Betty Luce suggested that Tim Croasdaile might be willing to chair the Ways and Means Committee. A motion was duly made, seconded, and carried **to approve the budget for 2004 as proposed by the Treasurer, subject to the changes made by resolutions at this meeting.**

The next issue of The Network will list the names of those who have pledged for 2004, so that these people will receive recognition for their commitment to St. Andrew's Church.

Michael Alleman reported on behalf of the Nominating Committee. Mother Connie stated that she would like the Committee to obtain three candidates for Junior Warden and six candidates for the three vacant Vestry Member positions, for a total of nine candidates. Rick Larson has accepted the Rector's nomination for Senior Warden.

Betty reported that architect Ethan Anthony will be in the parish house on Saturday, January 24, from 11:30 to 1:30, to answer questions about his recommendations for completion of the church building. He will make a presentation at the Annual Parish Meeting on Sunday, January 25. His architectural services for the master-planning process, including his presentations to the Diocesan Arts & Architecture Committee and the Denver Planning Commission, are being paid for by \$35,000 from the Capital Campaign.

St. Elizabeth's School has also retained Ethan Anthony for architectural work. The fee for his work for the school is being paid separately from the school's funds, not by St. Andrew's Church. St. Elizabeth's School has entered into a contract to purchase the lots immediately to the north and south of the church. March 1, 2004, is the deadline for the school to obtain an appraisal and complete due diligence items. The school has one year to raise the funds for the purchase price. Later this year Salying Wong and the Reverend Richard Valentasis may travel to meet with the Franciscans about funds for the purchase of the land.

Mother Sally reported that the Outreach Committee plans to continue St. Andrew's participation in the Interfaith Hospitality Network, even if Holy Redeemer is no longer involved. The careful stewardship of funds throughout the year allowed the Outreach Committee to give special year-end Seed Gifts for a scholarship for St. Paul's School in Haiti, a gift to the Heifer Project on behalf of the Sunday school, and a gift to St. Elizabeth's School.

The subject of the request of St. Paul's Lutheran Church to copy our Stations of the Cross was very briefly discussed. A motion was duly made, seconded and carried **that St. Paul's be advised to contact the family of the artist for permission to use the moulds. If the family of the artist gives permission, St. Andrew's has no objection.**

Mother Connie thanked Betty Luce, Andy Seelaus, and Michael Alleman for serving on the Vestry. She encouraged the Vestry Members to visit Roy Butler, who is now in a nursing home.

The meeting was closed with the prayer.

Respectfully submitted,

Judith M. James,
Acting Clerk
(drafted 2/16/04)