

**St. Andrew's Episcopal Church**  
**Vestry Meeting – March 21, 2007**

**Present:** Rector Constance Delzell, Deacon Sally Brown, Senior Warden Tim Croasdaile, Roger Kilgore, Maryann O'Brien, Mike Kornelsen, Mary Buck, Ann Luke, Deb McVicker, Diana Solomon, and Susan Backus

**Absent:** Junior Warden Greg Geissler, and Kevin Fletcher,

**Attending:** Assistant Priest Curtis Wait, Treasurer Kathy Fleming, Clerk Cheak Yee, and Andy Robinson

The meeting convened at 6:35 p.m. with opening prayer. The draft Minutes for meeting of the Vestry on February 21, 2007 were moved, seconded, and adopted as distributed.

*Report of the Treasurer.* Treasurer Kathy distributed the current unaudited financial reports and related other data on the Endowment but noted that the data had only just arrived from our accountant and have yet to be reviewed in detail by her and the Finance Committee. Senior Warden Tim noted the Finance Committee will seek to improve timeliness on receiving this data so that a review can occur before the Vestry meetings, and may also recommend that additional software be purchased to facilitate the work of the Treasurer.

A review of the just concluded Keeping the Faith Initiative revealed a misunderstanding in the posting of donations received for the organ expansion aspect of that campaign, which overstated the amount substantially. As this affects the data already provided to the Parish in January, a correction needs to be made available as soon as possible. (A reminder that the brochures for this campaign should be removed from the pews was noted.) The corrected figures involved also need to be advised to the Outreach Committee so that its deliberations will be based on accurate data.

Treasurer Kathy noted that the weather-related drop in attendance during February is reflected in the lower income on the income statement, but it appears this will be well made up by the pace of donations during March. She noted that certain revisions to the balance sheet line items are under consideration to capture more accurately and better manage our cash flows.

After further detailed review of the income statement for implications by year end, it was moved that appropriate line items under Designated Funds, for income and expenses, be closed out if possible by March 31. The motion was seconded and adopted.

The recent and current status of the Endowment was depicted in detail, with particular focus on repairs funded, and design costs defrayed for the Sacred Vision/Sacred Space professional fees. It is believed that the bequest from the Titus estate will be significantly larger than anticipated and reported to the Parish in January. Overall, if this does materialize, the resources of the Endowment will be significantly increased.

*Report of Sacred Vision/Sacred Space Task Force.* Chairman Roger distributed handouts to show the latest ideas and recommendations on:

- 1) Sanctuary configuration and space allocations in the undercroft;
- 2) Budget summary and schedule; and,
- 3) Motion for Vestry consideration on the basic issue: go or no-go.

At this point, the Task Force is recommending a budget of \$1.6 million, of which \$300,000 would be requested from the Endowment (if 2/3 majorities of that Committee, and this Vestry, and the Parish so approve); \$750,000 is to be raised during a Capital Campaign; the remainder would be a commercial loan for a period of 20 years (which, however, might be a series of shorter-term loans depending on market conditions/availability). This project cost balances the likely outlays needed for construction and the feasibility of attaining the capital donations and of sustaining the increased debt load on an annual basis. The Task Force considered general rules-of-thumb (e.g. servicing debt should not exceed 20% of an operating budget), debt levels successfully serviced during recent campaigns (about \$2600 per month), growth of new membership, and the likely debt level for this expansion (about \$4500 per month).

Capital Campaign Co-Chair Andy provided a more detailed schedule of how the Capital Campaign would be organized; it will be a tight schedule to keep. He described the specific firm retained for professional fund-raising services (RSI) and their consultant designated for our effort, Ms. Amy Tumpes, and noted that this selection was made with a broad and confident consensus.

Chairman Roger noted that construction will not begin until after Capital Campaign and funding arrangements are fully known, and thus will not complete until mid-April of 2009. Chairman Roger moved that the Vestry endorse the Sacred Vision/Sacred Space Task Force program as outlined in draft plans, budget summary, and project schedule –

- 1) aiming to achieve the Ministry Program heretofore described (November 9, 2005) with specific schematic plans to be submitted later;
- 2) establishing a budget of \$1.6 million, of which approximately \$1.3 million will be for construction costs;
- 3) approving a Capital Campaign to raise \$750,000 of that budget; and,
- 4) targeting construction to begin in Spring, 2008.

The motion was seconded and discussion brought up the following additional concerns or considerations –

Chairman Roger clarified that the current package of funds and efforts did not take into account any land acquisition of the parking lots on either side of the Church; while there seems to be some progress on the ownership side towards arriving at a decision to sell, at the current time, the parcels are not formally available. In the event that they should come to be so during this next period, the likelihood is that we would seek to assemble a consortium of parishioners who would be willing and able to assist in any such acquisition, with the assurance that the Parish could at some point in an appropriate manner then obtain the parcels from them.

The transition in clergy will be occurring simultaneously; the Vestry recognizes that an Interim Rector is not charged to carry forward this permanent expansion, but rather that the Vestry must provide the key leadership. In considering whether the transition and the expansion could be sequential rather than simultaneous, the consensus has been that our ministry needs already strain our space, and that this would only become more severe with a delay of 3 or more years if our growth continues. (It was noted that the strong lay leadership involved to launch this type of expansion and capital effort can actually be a positive feature attracting quality candidates to consider us during the transition.)

In terms of the anticipated commercial loan rate of 7.5% per annum, this has only been thus far a working assumption, as this is often available to churches. The rate actually available in the current market will be explored shortly. All assumptions in terms of costs and time and debt have been made on the conservative/cautious side of any range.

A concern was expressed that growth in parish membership might not continue over the transition at its recent positive rate and that the financial assumptions may in fact prove to be difficult to carry.

The motion was passed with one dissenting vote.

Chairman Roger moved that the Vestry set April 29, 2007 as the date for a special All-Parish Meeting after the 11:00 a.m. Eucharist to consider the allocation of Endowment funds for this project, assuming that action has been taken along such lines by both the Vestry at its April meeting and the Endowment Committee prior thereto. The motion was seconded and passed.

*Report of the Rector.* Mother Connie reviewed the progress of her devolution of duties and roles. She is continuing to make personal visits with parishioners, and especially our shut-ins; she is also orienting Parish Administrator Sarah Davis appropriately. The next class for catechumens would not occur until 2008, and while she can get leadership prepared for it, the actual occurrence will depend thereon and potentially on the degree of teaching duties an Interim Rector may undertake. If possible, it would always be desirable to convene an Education for Ministry sequence, so she hopes further steps may occur in this regard this autumn. Mike Chavez of the 72-Hour Program is making further progress after beginning to move into allocated office space; signage will soon be posted and an intercom system will become a regular feature for access, as clients begin to arrive soon. The Parish Offices will be locked when occupied as a routine new procedure. Mother Connie noted the positive features in the response of the House of Bishops meeting mid-month in Texas, and commended to us praying for all who bear the burdens of leadership.

*Report of the Deacon.* Mother Sally reminded that our rotation in the Inter-faith Hospitality Network is coming up. She commended the presentation on the Millennium Development Goals scheduled for March 27, focusing on Shalom among the themes therein. She also noted that a campaign for parishes to self-designate in an ecumenical movement their support for the goal of reducing poverty is making progress, and that Vestry permission would be needed to list St. Andrew's as an endorsing parish on the national website of this effort. (We already met the three requirements involved.) A motion was made, seconded, and adopted to have St. Andrew's be listed. In late March or early April, an opportunity to host the continuing outreach of the Denver Justice and Peace Committee activities supporting the Maya population of Guatemala is under consideration. The Episcopal Peace Fellowship will conduct a Good Friday pilgrimage using the Stations of the Cross, in the morning, and this observance will begin at St. Andrew's.

*Report of the Assistant Priest.* Fr. Curtis will be away in mid-April in Mexico with a follow-up visit to a water purification project which had received his previous involvement.

*Report of Senior Warden.* A brief outline of the clergy transition was distributed by Senior Warden Tim. The Vestry needs to reach a consensus, even a covenant, on this process and its procedures. A nation-wide search will be undertaken, for which we can certainly be grateful in terms of the level of effort involved by the Diocese. In particular, the Vestry needs clarity on –

- 1) what roles/duties for the Interim Rector and what for the Vestry or other lay leaders; and,
- 2) what concerns do we convey to Bishop Robert O'Neill during his visit with us in April.

If we have ideas and issues, we can view Senior Warden Tim as a central point/clearing-house. While a Vestry could “veto” the selection of an Interim Rector, this would certainly be an unusual step, and we hopefully will not need to consider it.

As indicated would be desirable at the previous Vestry retreat, a further half-day session will be convened by George Magnuson on Sunday, April 22<sup>nd</sup>, from 1-5 p.m. This will focus on aspects of the clergy transition.

A formal letter of thanks is to be prepared by the Clerk to be issued to St. Stephen’s as soon as possible; it was moved, seconded, and passed to issue from Parish monies a donation of \$150.00 to the Rector’s discretionary funds to accompany such letter.

*Report of the Junior Warden.* In his absence, Junior Warden Greg provided an email notice of recent related activities –

- 1) City Wide Maintenance will strip wax, re-wax and buff the undercroft floor; this is an item recommended for annual attention but was last done about 3.5 years ago;
- 2) a dishwasher is leaking, as determined by a plumber, and as this appliance is 9 years old, the decision to repair or to replace is being considered; and,
- 3) a plan to replace plants lost during masonry repairs is under consideration as well as one for yard maintenance.

Mike Kornelson reported on planning in progress for the May 25<sup>th</sup> Retirement Party for Mother Connie, and welcomed suggestions as well as assistance with the particulars. The nearby Masonic Temple has been secured for the evening.

After a closing prayer, the meeting adjourned at 9:00 p.m.

Respectfully submitted,

Cheak Yee  
Clerk