

St. Andrew's Episcopal Church
Vestry Meeting – May 16, 2007

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

Absent: Assistant Priest Curtis Wait, Roger Kilgore, and Kevin Fletcher

Attending: Treasurer Kathy Fleming, Clerk Cheak Yee, Andy Robinson and Tim Krueger

The meeting convened at 6:35 p.m. with opening prayer.

Report of the Rector. Mother Constance Delzell attended briefly and expressed her gratitude to the Vestry for leadership and diligence and assured us of her continuing prayers; she was confident that the congregation of St. Andrew's has been and will continue to be richly blessed. She believed that the response to the unfolding Capital Campaign, from the indications she's received, has been very positive, and that we would all be very happy with the outcomes which will reflect the love of this place and the community gathered in it. The Vestry members wished her well, deeply grateful for her ministries among us.

Report of the Treasurer. Treasurer Kathy discussed the financial statements distributed for review of the Vestry, and noted the following aspects –

- 1) The Sacred Vision/Sacred Space cash outflow is temporarily ahead of receipts as an anticipated pledge amount to cover this situation is expected next week;
- 2) The entire \$48,000 authorized for building expansion design costs last January 2006 has now been expended;
- 3) The Titus estate has made a preliminary and helpful distribution but the financial review of it continues and we expect the main bequest amount to arrive in the autumn;
- 4) The Designated Funds Receivable line item/balance has been shifted to Current Assets;
- 5) There remain but 2 months payments left to conclude the Loans Payable line item;
- 6) An April/Eastertide rise in collections had been anticipated but in fact did not occur; this places our position about \$14,000 behind our projections, with a shortfall approaching \$17,000 by year-end if not address prior thereto (the previous estimate for the year-end shortfall was \$12,000); and,
- 7) Summer season is nigh upon us with its traditionally slower rate of income, so a further reminder letter will be issued to parishioners, keeping in mind that in the next few weeks will also be the time we all focus on pledging for the Capital Campaign.

Minutes. The draft minutes of the April 18, 2007 meeting of the Vestry had been distributed. It was moved and seconded to adopt the draft minutes as distributed; the motion passed.

Tim Krueger inquired about the status and procedure for issuing a contract for expansion of the organ as provided for under the Keeping the Faith Initiative. The consensus of the Vestry advised that if a 50% payment accompanied the signed contract, the identified vendor would probably accept the arrangement, and this should be feasible given the funds on hand.

Report of Capital Campaign Committee. Co-Chair Andy Robinson reported that approximately 40% of our parishioners attended the in-home meetings for the Campaign. He outlined the schedule and process for the immediately upcoming weeks and noted that quarterly Sacred Vision/Sacred Space newsletters will be issued quarterly for the full three-year duration of the endeavor. Accompanying that formal communication linkage will be ongoing inter-personal feedback loops and periodic announcements in a variety of ways. He complimented Tim Giesen for the production and Cyn Croasdaile for the content of the materials on the Campaign mailed to all parishioners. The Vestry concurred in such gratitude and directed that it be expressed by letter.

Report of Senior Warden. Senior Warden Tim had distributed a Transition Plan for review by the Vestry. After a few edits and answered questions had been resolved, he indicated he will be announcing its adoption to the congregation on the Sunday upcoming. Deacon Sally Brown noted that the plan is carefully specific and well-organized. It was moved, seconded and passed to adopt the Transition Plan as proposed.

Tim noted that the need for a Parish Directory in a hardcopy version has been felt for some time, and that Cyn Croasdaile will assist Parish Administrator Sarah Davis to produce this as soon as possible. Sarah will be on medical leave for approximately two weeks after June 15, and volunteers will be needed to staff the office and handle its functions. Treasurer Kathy indicated she could readily assist with financial aspects and making deposits. Sarah could also provide guidance such as a Frequently Asked Questions sheet for handling telephone inquiries.

With Mother Connie's retirement, our Assistant Priest Curtis will also be concluding his ministry with us and a gift certificate will be obtained as an expression of our thanks for his time and service with us.

A rotation of celebrants for the Sunday liturgies of June has been established; if we have not retained an Interim Rector before the end of that month, we are likely to be able to set up another such schedule for July.

The consensus of the Vestry was that the follow-up with new parishioners and visitors by the Evangelism Committee was vital and ought to be an aspect regularly tracked on our agenda.

The Vestry then considered the process by which a Search Committee could be assembled. It was recommended that a subcommittee of the Vestry first propose and then utilize a set of criteria for appointments to the Search Committee, and then that that same subcommittee canvass or otherwise recruit among parishioners for qualified appointments to the Committee. A concern was expressed that this process needs to be sufficiently open to avoid any sense of being either secret or exclusive; at the same time, it is urgent for this process to be expeditious given the tight schedule in the Transition Plan. A similar process is already in use when, each year, vacancies on the Vestry are to be filled from among a slate of recommendations/nominees. The Vestry decided that a subcommittee of 4 Vestry members would be an appropriate size, and that it will first establish the Search Committee membership selection criteria by June 6th, and will then provide a list of possible appointments to the Vestry for consideration at a special meeting thereof on June 13th. By motion made, seconded, and adopted, the subcommittee was established with Maryann O'Brien, Diana Solomon, Mary Buck, and Junior Warden Greg Geissler appointed thereto. This anticipated schedule would permit the Search Committee to be announced to the Parish on or about Sunday, June 24.

Senior Warden Tim then reviewed the process and options involved in the selection of an Interim Rector, noting that salary negotiations will certainly arise in each case. The consensus of

the Vestry was that the Senior Warden is authorized to take the lead in such discussions and can of course refer concerns to the entire Vestry if some aspect is problematical.

A formal Staff Management Plan for the transition period has not yet been fully devised, but is in progress. Sofia Yanez, Sarah Davis, Frank Nowell, and Tim Krueger would be the individuals to be consulted for relevant considerations such as 1) a convenient time for staff meetings, 2) the channels for reporting and decision-making, and finally, 3) the formal re-issuance of appropriate staff agreements.

The Resources and Development Committee will establish a subcommittee tasked to focus on the Parish Auction this coming autumn along with its general charge to develop special events that build on community and camaraderie, especially important during this period of transitions. One of these will be the "Put Cajun South in Your Mouth" scheduled for the last Sunday in June.

The regular Adult Forum could also focus their educational ministry on disseminating information and elevating understanding of our transition processes at several stages. This could begin as early as the Adult Forum scheduled for June 26th. It was noted, however, that this focus might be even more helpful in the autumn season as the congregation returns from summer distractions to a regular schedule/rhythm. (Our summer schedule for one Eucharist only at 10 a.m. will begin as of June 10th.)

Report of the Junior Warden. Junior Warden Greg reported on the regular and seasonal routines that are upon us: new pads and water supply to swamp coolers, fans set up, a watering plan established, etc. He noted that a recent Saturday clean-up activity produced fine results.

Report of the Deacon. Mother Sally noted that a decision on the desires of the Vestry will be needed soon regarding certain funds in the Keeping Faith Initiative related to the Vogelzang Match; with our success in raising \$25,000, a total of \$50,000 is now available. (An earlier Vestry determination to dedicate this sum to support the costs of an additional part-time priest has essentially been superseded by events.) James Vogelzang had wished that Vanessa Lyon (who is of our Parish and who had been his vital assistant for many years) might be honored in some fashion. The Vestry on another occasion had expressed interest in providing some level of financial support for the seminarians our Parish has already repeatedly discerned and elevated for benefit of the whole Church (such support being a general tradition we have been heretofore unable to afford observing). Besides some amount which could be specified for such purpose and which could be designated to honor Vanessa, a (major?) portion of these funds would still be available to be dedicated to some combination of outreach and/or evangelism or other ministries, as the Vestry determines. The Outreach Committee is awaiting guidance from the Vestry on any directions or funding allocations desired before considering further its possible options in ministry.

Retirement Party. Mike Kornelsen reported on the progress of our celebration of Mother Connie's ministry, which in every particular appears to be well in hand for a deservedly wonderful evening.

After a closing prayer, the meeting adjourned at 8:17 p.m.

Respectfully submitted,

Cheak Yee, Clerk