

Saint Andrew's Episcopal Church
Vestry Minutes
December 8, 2004

A regular meeting of the Vestry of Saint Andrew's Episcopal Church, Denver, was held on December 8, 2004, at 6:30 pm, in the church undercroft. Senior Warden Rick Larson presided. Other Vestry members present were Rector Connie Delzell, Junior Warden Cyn Croasdaile, Jennifer Barker, Jonathan Coldren, Nicola Donaven, Michael Giddings, and MB Krueger. Vestry Members absent from the meeting were Joe Schwaairy and Sue Thibault. Also in attendance were Deacon Sally Brown, Mother Mary Delaney, Clerk Judith James, and Treasurer Mark Miliotto. Guests present during the initial portion of the meeting were Ethan Anthony, Betty Luce, Richard DeTar, and George Luce. Jennifer Barker opened the meeting by reading the Prayer for Guidance.

Senior Warden Rick Larson invited architect Ethan Anthony to provide an update on the various projects related to the building. Mr. Anthony reported that he had met with the staff member of the Denver Landmark Planning Commission (LPC) and had received approval of the drawings of the slate roof for the church. Although the main roof will be insulated, it is not possible to insulate the roofs over the side aisles because of lack of space for insulation. The LPC would like St. Andrew's to consider replacing the current gutters with copper gutters. Possibly the Colorado Historical Society would consider providing additional grant funds for this change that is being requested by the Denver LPC. Mr. Anthony and Nicole Hernandez of Historic Denver will meet with two roofing contractors tomorrow to do a walk-through prior to obtaining bids. Bids will be due on December 22. Mr. Anthony will return to Denver in early January 2005 to obtain approval of the chosen bid and the material samples from the LPC. Rick Larson encouraged him to schedule his visit at the time of the next Vestry meeting on January 12, 2005.

Mr. Anthony presented a schedule for completion of the addition to the church building, based upon the assumption that the Design Development stage would begin in January 2005. He anticipates that Design Development, including preliminary approval by the LPC, could be completed in the summer of 2005, so that the parish would be able to begin fundraising for the addition in the second half of 2005. Working drawings would require an additional nine months. Under the proposed schedule, construction would begin approximately January 31, 2007, and would be completed about July 1, 2008. Thus, the construction of the addition would overlap the centennial of the church building, which was begun in May 1907 and dedicated in January 1908. Betty Luce asked Mr. Anthony to provide estimated costs for each stage described in his schedule.

In response to a question from Jonathan Coldren, Mr. Anthony stated that it would be possible to complete the Design Development stage and then put the project temporarily on hold, if the parish was not ready to raise funds for the subsequent steps. However, he noted that construction costs have been steadily rising due to the price of steel and other commodities. Further discussion will take place when Mr. Anthony returns to Denver in

January. Betty Luce commented that it is important that we announce our intention of building the addition to the church, if we want to begin receiving major gifts.

Following Mr. Anthony's presentation, the four guests left the meeting. The Minutes of the October meeting have not been completed and will be presented by the Clerk for approval at the January 2005 meeting.

Rick Larson reported that he had met with the Endowment Committee and presented the Vestry's request to use a portion of the principal of the funds received by the Endowment Trust Fund from the Verna Schneider bequest. Specifically, the Endowment Committee approved, by a vote of at least 2/3 of the Committee, the Vestry's request to place 50% of the funds from the Schneider bequest into the Endowment Fund and divide the remainder of the bequest so that 25% would be held to be used for future enlargement of the church building and 25% would be used to make the repairs to the church building listed in the Historic Structure Assessment. The question of using principle from the Endowment Fund will be presented to the parish for a vote, as required by Article 7.6 of the Articles of Incorporation, at the Annual Meeting in January 2005.

The Vestry met *in camera* for a portion of the meeting.

On behalf of the Nominating Committee Rick Larson and MB Krueger reported that they have obtained a slate of three candidates for the three open Vestry seats. The candidates are Mary Buck, Roger Kilgore, and Maryann O'Brien. The Bylaws do not require that nominations be taken from the floor. Rick will review the rules for the election of Vestry members and provide adequate notice to the members of the parish, in compliance with the Bylaws.

MB reported that ticket sales for *Amahl* has begun. Use of the space at St. Thomas Church will cost a total of \$1,200 for the four performances and royalties will cost \$700. An "angel" will cover the cost of the space rental. The sale of blocks of tickets was encouraged, as well as an effort to identify additional angels to cover other costs of the production.

Proceeds from the silent auction exceeded \$14,000, after a donation of \$800 to St. Joseph's Church for use of their space. Nicola Donaven suggested using of "hawkers" to sell certain types of items.

Mother Connie Delzell will present a summary of the Long Range Planning meetings at the next Vestry meeting in January. She asked for Vestry members to pray for several parishioners and family members of parishioners who have serious illnesses. John Taylor is still experiencing significant pain from his knee injury. A sign will be placed to discourage people from using the back entrance to the churchyard when the walkway is icy.

Mark Miliotto explained the need for adoption of resolutions regarding the apportionment of clergy compensation between salary and housing allowance for federal income tax

purposes. Mothers Connie, Sally, and Mary left the room during the discussion of clergy compensation. Mark stated that there would be a cost of living adjustment, as recommended by the Diocese, reflected in the Rector's compensation for 2005. A motion was duly made, seconded, and adopted 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, plus a cost of living increase, be paid to the Reverend Constance Delzell during 2005, and that \$44,400 be designated a parsonage 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 2005, 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.

Mothers Connie, Sally, and Mary returned to the meeting room.

Deacon Sally Brown reported that donations are coming in for the Outreach Committee's Advent projects. The St. Francis Center needs gloves desperately. Mother Sally commented on the importance of transparency, accountability, and communication with regard to the distribution of the funds designated for outreach from the Malachi Match. The Vestry appointed an *ad hoc* committee consisting of the Wardens, Jonathan Coldren, and Nicola Donaven to recommend guidelines for a process to be used for distribution of the Malachi Match funds. Rick Larson sent a letter to Mr. James Vogelzang on November 19, advising him that St. Andrew's had reached the \$20,000 goal. A response has not been received. Rick will contact Vanessa Lyon to talk about this subject. Mark Miliotto reported that some people have asked whether donations to the Malachi Fund beyond the \$20,000 goal will be matched. Rick will ask Vanessa about this.

Rick asked Vestry members to sign-up to lead the opening and closing prayers for upcoming meetings. He distributed a planning calendar and asked for feedback regarding items to be included on the calendar in 2005. January 30, 2005, is the Annual Parish Meeting. He reminded those Vestry members who are responsible for reports to have their material to Nicola Donaven by January 12.

A pledge of \$5,000 has been given to St. Andrew's to be used for enhancements to the organ. MB explained that the enhancements would be additional reeds that are needed to complete the organ. St. Andrew's will need to raise additional funds of \$1,000 to \$2,000 to cover the cost. A brief discussion of fundraising ideas was held. Rick presented a gift

to MB and thanked her for her service as a Vestry member and for her work on the Nominating Committee.

Cyn Croasdaile began her Junior Warden's report by noting that Nicola Donaven is graduating *summa cum laude* on December 18. Nicola expects to pursue a Masters Degree in Public Administration. Vestry members are invited to a celebration of Nicola's accomplishments on December 18, at 7 pm, in the undercroft. An author of a book about Denver's "sacred places" has asked to hold a book signing at St. Andrew's. Vestry members suggested that it would be appropriate to hold the book signing during a coffee hour on Sunday, rather than as a separate event. Cyn will make the arrangements. She noted that assistance parishioners would be needed to drape the interior of the church during the roof installation and to clean-up afterward.

Treasurer Mark Miliotto reported the good news that the Silent Auction had produced a net of \$14,266, after a donation of \$800 to St. Joseph's Church for the use of their building. Mark further reported that pledges for 2005 have remained flat. We have received 85 pledge cards. The year 2005 will be the first year in many years in which pledge income is not expected to increase from the prior year.

For 2004 the year-to-date pledges as of November 30 are behind by \$6,400. This is the first time that pledges have ever slumped in November. Unpledged support continues to lag. A Vestry member commented that some of the lag could be due to parishioners' make an extra effort in November to be sure that the Malachi Match was met. Mark will send a letter to people who are behind on their pledges in the hope that all pledges will be paid in full by the end of December. Mark noted that expenses appear unusually high in November because both a clergy pension payment and a building insurance payment came due. These payments are made quarterly. He has used interfund borrowing, primarily from the Capital Campaign and Malachi Match funds, to meet cash flow requirements. Mark presented a working draft of the "Dream Budget" for 2005. Mother Sally commented that St. Andrew's might be reaching "the point at which it will be difficult to expand the budget without expanding the church."

Mother Mary Delaney will begin celebrating the Eucharist with Evening Prayer and leading a Bible study based upon the Sunday lectionary, on Thursday evenings at 5:30 pm.

Michael Giddings closed the meeting with meditation and prayer. He also asked a difficult Bible trivia quiz question, which was successfully answered by the Clerk. The Clerk received a lovely candle as a prize. The meeting was adjourned.

Respectfully submitted,

Judith M. James,
Clerk