

St. Andrew's Episcopal Church
Vestry Meeting - Wednesday, December 19, 2007

Present: Interim Rector Carol Meredith, Deacon Sally Brown, Father George Magnuson. Senior Warden Tim Croasdaile and Junior Warden Greg Geissler. Maryann O'Brien, Mary Buck, Roger Kilgore, Ann Luke, Diana Solomon, Deb McVicker, Susan Backus and Mike Kornelsen.

Absent: Kevin Fletcher and Clerk Cheak Yee.

Attending: Treasurer Kathy Fleming and Search Committee Co-Chair Sue Kilgore.

The meeting convened at 6:30 PM with opening prayer. Mike Kornelsen volunteered to take minutes in the absence of Clerk Cheak Yee.

Search Committee Report: Search Committee has completed a draft of the Parish/Institution Search Request that will eventually be forwarded to the Church Deployment Office. Responses to this questionnaire were based on the survey and congregational meetings. Sue requested that the Vestry give her feedback regarding responses to this document by January 4. The Search Committee will seek approval of the document at the January Vestry meeting.

Search Committee also anticipates circulating the first draft of the congregational profile to the Vestry by the time of its January meeting.

Approval of Minutes: The minutes of the November 20, 2007 meeting were discussed.

- Corrections: Page 2, "Report of the Treasurer". Item number (1) should read: "the designation of funds/accounts is now revised for clarity and simplicity." Item number (3) should read: "with regard to the income statement, on a year-to-date basis, we are in a net positive position."
- Additions: Sally asked that the following list of Outreach Grants approved at the November meeting be inserted into the minutes:
[insert list]

Greg moved approval of the November 20, 2007 minutes as amended; Mike seconded. Motion passed.

Financial Report: Kathy presented the November 30, 2007 financial report. Income over expenses was \$16,720.86 year-to-date. Kathy's estimate for year end is \$22,311 income over expenses. Mike moved to accept the report. Deb seconded. Motion passed.

SVSS Update: Roger reported that all of the major design issues have been resolved, with the exception of the issue of egress for the Parrish House since the existing walkway will be removed. Glass and leaded glass windows have been discussed, as well as ways of staying within the \$1.7 million total budget.

A work day will need to be scheduled to empty the garage prior to construction. Documents regarding the bell tower have been delivered to the Landmarks Preservation Committee. Roger noted that 2008 is the 100 year anniversary of the laying of the cornerstone of the current building in 1908. Tim plans to appoint a Centennial Committee.

Roger anticipates that the Vestry will need to approve construction documents in February, 2008.

Rector's Report

1. St. Andrew's has received approval to use *Enhancing Our Worship*, as well as prayers from Scotland's *Book of Common Prayer*, in the 9:00 worship service. Since we are St. Andrew's, it is important to pray prayers that our brothers and sisters in Scotland are praying. We will do so in Epiphany.
2. The Advent retreat went very well. Over 60 people attended. Carol plans a similar Lenten retreat.
3. Christmas Eve worship services have been planned.
4. The St. Andrew's celebration (including the bagpiper) went very well, as did the healing service last Sunday. Plans are to conduct a healing service on the third Sunday of every month.
5. A meeting of young parents was held with Carol, Tim, and Cyn Croasdaile. Immediate plans include:
 - offering child care during the 9:00 service every Sunday, with one paid and one volunteer staff member;
 - encouraging parents with young children to sit near the front of the church rather than the middle or back;
 - offering a children's sermon at least monthly;
 - creating a space in the undercroft for children, using small tables and chairs; and
 - holding mini-retreats for parents with young children, including Christian education for the children and programs for the parents.
6. George is now our Assisting Priest. Letter of Agreement to be drafted after January 1.
7. The Catechumenate class met in December and read the entire Gospel of Mark.

Deacon's Report

1. Metro CareRing was excited to receive the bin of toys delivered by Sally on Monday morning.
2. Twenty-eight people from St. Andrew's participated in the last rotation of the Interfaith Hospitality Network. Next rotation is March 9-16.
3. Outreach Committee recommends the following grants be awarded from the remaining \$2,000 of its 2007 budgeted line item:

Episcopal Relief and Development – Basics for Life:

| | | |
|------------------------------------|---|---------------|
| 2 shares of a well @ \$750 | = | \$1,500 |
| 1 latrine @ \$245 | = | \$ 245 |
| 3 units postnatal care | = | \$ 150 |
| 3 units maternal/child health care | = | <u>\$ 105</u> |

Total \$2,000

Greg moved that the recommended outreach grants be approved; Roger seconded.
Motion passed.

4. Eric Frame will serve as the Facilitator for the Outreach Committee in 2008.
5. The monthly focus on the Millennium Development Goals is going well.
6. The focus of the January ingathering will be gloves and socks for the St. Francis Center.
7. The St. Francis Center will break ground on its new building in late February or early March.

Father George's Report

1. Looking forward to working with Carol to determine responsibilities.
2. Attended the annual Clergy Conference and found the speaker stimulating.

Junior Warden's Report

1. Stewardship: The campaign officially ended on Sunday, and was intentionally low-key this year. As of this morning, a total of 80 pledging units have pledged \$214,000. At least 43 more prospects will be contacted via telephone in the next few weeks. We are hoping that these calls will result in 100-120 pledging units and \$320,000 in total pledges. Having more than 100 pledging units would be a milestone.
2. Roof: some tiles from the new roof have come loose; roofer will assess in January.
3. Snow removal: Greg will follow up with Sara who is getting in touch with the parking lot owners to see if they can also do our snow removal.

Senior Warden's Report

1. Parking Lots: Revised contract was delivered to the bank yesterday by Roger, and it appears that the bank will accept all of the proposed changes (although this is not certain until they sign). A number of things need to take place before closing, including the formation of an LLC. Vestry will be asked to approve LLC Agreement in January, and the Standing Committee will be asked to approve the encumbrance in January. Closing expected around Easter.
2. Outgoing Vestry members recommended the following slate to run for three vacant positions on the Vestry: Selena Billington, Shelly Brown, Janice Burley, Eric Frame, Rich Rinehart, Beckett Stokes. Mike moved to approve the slate, Mary seconded.
Motion passed.

3. Carol and Tim plan to meet with the Rector and Senior Warden of Holy Redeemer after the first of the year to discuss our use of Holy Redeemer as temporary worship space during construction. We will discuss moving our entire operation there as construction disruption at St. Andrew's is expected to be significant.
4. Incense update: Carol, Tim, and Steve Kick to meet this Friday to discuss next steps and formation of a committee to further discuss incense concerns.
5. Centennial Committee: Tim plans to appoint a Centennial Committee. It was suggested that the celebration of the Centennial be carefully coordinated with relevant construction events such as moving to our temporary worship space so as not to miss the significance of building for St. Andrew's next century.
6. Organ: new pipes to be installed prior to Easter, enabling us to hear the new organ on Easter as well as an organ recital the following Saturday. The entire organ (old and new) will be protectively wrapped prior to construction.
7. Budget/Annual Meeting: A 2008 draft budget was discussed. The draft budget will continue to be refined as stewardship numbers are finalized. Vestry will adopt the budget at its January meeting. Annual Meeting will be held Sunday, January 27, 2008.

Committee/Liaison Reports: The Altar Guild has lost several members, and needs new volunteers. Volunteers are needed for the first and third Sundays of each month.

Other Business: None

The Vestry then moved to Executive Session. Following Closing Prayer, the meeting adjourned at 9:16 PM.

Respectfully submitted,
Mike Kornelsen
Acting Minutes Volunteer