

Saint Andrew's Episcopal Church
Vestry Minutes
January 19, 2005

A regular meeting of the Vestry of Saint Andrew's Episcopal Church, Denver, was held on January 19, 2005, at 6:30 pm, in the church undercroft. The meeting had been postponed from January 12 due to a snowstorm. Senior Warden Rick Larson presided. Other vestry members present were Rector Connie Delzell, Junior Warden Cynthia Crossdaile, Jennifer Barker, Jonathan Coldren, Nicola Donaven, and Michael Giddings. Vestry members absent from the meeting were M.B. Krueger, Joe Schwairy, and Sue Thibault. Also in attendance were Deacon Sally Brown, Clerk Judith James, and Treasurer Mark Miliotto. Guests present were Betty Luce and Tim Krueger. The agenda was agreed upon. The minutes of the November and December 2004 Vestry meetings were approved as circulated.

Betty Luce presented information regarding contractors' bids for replacement of the church roof with a slate roof. Betty and architect Ethan Anthony are recommending that St. Andrew's use Custom Tile and Roofing, Inc., headed by Vince Hobson. Samples of slate and other materials to be used received necessary approval from the Denver Landmark Commission on January 13, 2005.

Betty presented the options of replacing just the church roof (nave and aisles, not baptistery tower or sanctuary) or also replacing the roof of the narthex. The bid price for the church roof is approximately \$1,000 more than the estimated price used in applying for the Colorado State Historical Fund grant. The replacement of the narthex roof was not included in the grant application because it was not clear at that time that this roof should also be replaced because of the extensive damage to the original slate. Because the narthex roof is not covered by the State grant, St. Andrew's would be responsible for the entire cost of the narthex roof.

Custom Tile's bid price to replace both the church (nave and aisles) roof and narthex roof in accordance with Mr. Anthony's specifications is \$41,390. Mr. Hobson has provided two different breakdowns as to how that cost is allocated between the church roof and the narthex roof, but the total price is the same, and St. Andrew's will be responsible for all costs beyond those covered by the state grant. A motion was duly made by Rev. Connie Delzell, seconded by Nicola Donovan, and adopted to accept the bid of Custom Tile and Roofing, Inc., in the amount of \$41,390 for installation of a slate roof for the church and narthex.

Betty reported that Nicole Hernandez of Historic Denver, Inc. is recommending that St. Andrew's apply for a State Historical Fund mini-grant to cover the architect's fee to prepare the drawings and specifications for the tuckpointing/masonry restoration and leaded glass restoration. Mini-grants are available for up to \$25,000 and are easier to obtain than larger grants. Mini-grants also require a 25% match from the church. Ethan Anthony's fee for the architectural work will be \$15,000 to \$16,000. A mini-grant to

cover the architectural work needed to obtain accurate bids will allow St. Andrew's to apply for subsequent grants for construction on the basis of a firm bid price, rather than an estimate of costs. A motion was duly made by Cyn Croasdaile, seconded by Jennifer Barker, and adopted to retain Nicole Hernandez to apply for a mini-grant from the Colorado Historical Society for architectural services needed to obtain bids for the masonry and glass restoration projects.

Betty recommended that the Vestry appoint a committee to study the feasibility of moving forward to build the addition to enlarge and complete the church building. The committee would study fundraising options and make recommendations regarding the timing of fundraising. In response to a question, Betty noted that the previous Master Planning Committee had completed its duties upon the completion of the Master Plan. The new committee would direct its attention toward planning the funding for the building addition. Betty's recommendation received favorable comments from Mother Connie and other Vestry members. No objections were voiced. Betty indicated that she would continue to serve as the point of communication for this committee. Betty was excused from the meeting following completion of her report.

Tim Krueger presented a written proposal for a plan to raise funds for the purchase of a rank of pipes to provide a "reed" for St. Andrew's organ. A rank costs approximately \$10,000. A pledge of \$5,000 has already been made to this project. Tim proposed a campaign to raise a total of \$20,000, including the \$5,000 already pledged, to purchase two ranks. He believes that \$10,000 could be raised from individuals who are particularly interested in the organ before "going public" with the campaign to the congregation as a whole. The campaign would encourage individuals or small groups of people to "buy a pipe" for a donation of \$100, to give the donors psychological ownership of the addition to the organ.

Some Vestry members expressed concern as to how a fundraising campaign for the organ might impact St. Andrew's other fundraising efforts, including the need to raise additional funds to meet the operating budget. The consensus of the Vestry was that Tim should attempt to raise \$10,000 privately, without approaching the congregation as a whole, and then return to the Vestry to discuss a campaign to raise the remainder of the \$20,000 needed to purchase for two ranks.

Nicola Donaven, Chair of the Outreach Committee, presented a written outline of Procedures and Principles to be followed in distributing the \$30,000 from the 2004 Malachi Match. In summary, Nicola recommended that a subcommittee would investigate possible Malachi Fund recipients and bring recommendations to the whole Outreach Committee. If the Outreach Committee accepts the subcommittee's recommendations, the Outreach Committee would present a written recommendation, including a description of the potential recipient organization, its budget, and a rationale for funding to the Vestry. The Vestry would be the final decision maker and the Chair of the Outreach Committee would recuse herself from the Vestry vote. After questions and discussion, a motion was duly made by Jennifer Barker, duly seconded, and adopted to

accept the Procedures and Principles for Malachi Match (2004) Funds as presented by Nicola Donaven on behalf of the Outreach Committee.

One Vestry member expressed the opinion that it would be inappropriate to borrow from the Malachi Fund, through inter-fund borrowing during periods of poor cash flow, to cover other St. Andrew's needs during 2005. Treasurer Mark Miliotto stated that the Malachi Fund could be kept separate and apart and would not be subject to inter-fund borrowing, if he were directed to do so by the Vestry. A motion was duly made, seconded, and adopted that the Malachi Fund be set apart from other St. Andrew's Funds and that the Malachi Fund would not be touched for other purposes nor used for inter-fund borrowing.

Mark reported that the last of the loans for the initial purchase of grocery coupons has been forgiven, so all proceeds from the sale of coupons supports St. Andrew's. Vestry members were encouraged to sign up to sell coupons on Sunday mornings, and a recommendation was made that the coupon sellers sit in a prominent place, because sales have recently declined.

Mark presented a report on the Capital Campaign. Campaign income is slightly behind, but not significantly. There has always been some confusion as to whether pledges to the campaign were based upon the calendar years or a three years period from the beginning of the campaign. The three years will end and the campaign will be completed as of June 30, 2005.

Judith James offered a written report and recommended language for St. Andrew's Policies for Ministries with Children and Youth. She thanked the parents, Sunday School teachers, Jonathan Coldren, and Mother Sally, who had provided information and input for this project. Judith noted that the only significant change from the Diocesan model language was a change that would allow "spouses and domestic partners" of members of the parish to work with children and youth on the same basis as canonical members of the parish. Judith state that, if the proposed language is adopted by the Vestry, she would contact Diocesan Chancellor Larry Hitt, asking him to review the document to assure that the changes from the Diocesan model language would not adversely affect St. Andrew's insurance coverage. A motion was duly made, seconded, and carried to adopt the St. Andrew's Policies for Ministries with Children and Youth as proposed in the report of the ad hoc workgroup chaired by Judith James.

Rick Larson reported that the notices for the Annual Meeting on January 30, 2005, have been prepared and sent. Nicola Donaven is preparing the booklet of written reports.

Mother Connie stated that there would be "no surprises" in her report on the Five-Year Goals developed by the Long Range Planning meetings. The goals and priorities expressed in the meetings for parishioners were similar to the results of the Vestry sessions. Mother Connie noted that a recommendation had been made for an additional church service on Saturday night to accommodate St. Andrew's growing congregation. Saturday services have become customary in the Roman Catholic Church, but are not

customary in the Episcopal Church. Several years ago St. Andrew's tried offering an early Eucharist at 8:00 am on Sundays. However, 9 and 11 o'clock have consistently proven to be the times at which most people prefer to attend church.

Proceeds from *Amahl and the Night Visitors* total approximately \$4,500. In her written report, MB Krueger stated that "angels" covered all of the expenses of the production, so St. Andrew's will receive the entire amount raised by ticket sales. Michael Giddings offered to write thank-you notes to everyone involved in the production and Jennifer Barker offered to assist him.

In her Rector's report Mother Connie Delzell noted that there are a number of seriously ill members of the parish. Beverlyann Riley will be discharged from the hospital soon and will receive hospice care. Mother Connie asked for prayers for Beverlyann and for herself in providing pastoral care.

Deacon Sally Brown presented a written report listing the many organizations that had received financial and in-kind help from St. Andrew's in 2004. She noted that her report could not account for the many hours of volunteer time and the individual contributions made by members of the St. Andrew's community. Mother Sally noted that St. Andrew's had fulfilled its 2004 pledge to the Diocese of Colorado and the High Plains Region. She provided a description of congregations and ministries helped by the High Plains Region.

Cyn Croasdaile noted that much of the Junior Warden's report had been covered by Betty Luce's presentation regarding the roof. She will be meeting with Tim Krueger and others to discuss how best to protect the organ during the roofing project. Cyn and others gave brief accounts of their meeting with Bishop Rob O'Neill to express support of his handling of issues related to the ordination of partnered gay and lesbian people and the blessing of single-sex unions.

Treasurer Mark Miliotto reported that Kathy Fleming and her husband are planning to ride bicycles from San Diego to St. Augustine to raise funds for charitable purposes. In order to receive pledges they need a bank account under the auspices of a charitable organization. The Vestry approved the opening of a bank account entitled St. Andrew's Church dba Flemings Across America.

Mark presented the financial report for December 31, 2004. As hoped and expected, most pledges were completed by December 31. In 2004 the total giving by pledgers had exceeded the total that had been pledged by \$3,300. Unpledged Support improved in December from early months, but the total Unpledged Support for the year was \$5,340 less than the amount that had been budgeted in this category. Mark expressed the opinion that this was due to people who had previously provided significant unpledged support making pledges in 2004. The category "Other Fundraising," which included the Auction and other special events, had exceeded budget projects by \$3,706, and \$1,500 had been earned from the sale of grocery certificates, which had not been anticipated in the budget. Total support for 2004 was \$268,752, or \$3,944 more than budgeted.

Expenses in all categories were very close to budget projections. Total expenses were \$264,484, or \$753 less than had been budgeted. St. Andrew's had begun the year with a negative Fund Balance of \$1,077. Thus, St. Andrew's concluded 2004 "in the black," with a positive Fund Balance of \$3,191. Vestry members gave thanks for the blessing.

Mark presented a proposed budget for 2005. He noted that St. Andrew's had lost 24 pledging units during 2004 and that 22 new pledging units had been added. The total pledged amount for 2005 had decreased slightly from 2004. This is the first time in many years that St. Andrew's total pledge amount has not increased. A survey of parishioners will be undertaken to find the reasons why individual pledges generally stayed at the same level from 2004 to 2005 and, in some cases, decreased for no obvious reason. There is a concern that people are holding back on the amounts being pledged in the expectation that another Malachi Match or other challenge will be presented in 2005. Mother Sally noted that Mr. Vogelzang has not offered another matching grant. If such a grant were to be offered, the consensus of the Outreach Committee would be to encourage Mr. Vogelzang to direct his generosity toward another small church that could benefit as St. Andrew's had benefited in 2003 and 2004.

Mark stated that a budget based upon anticipated support of \$261,468 and expenses of \$267,062 presents a realistic projection. A meeting of the Executive Committee of the Vestry had concluded that presentation of a 2005 Budget with a deficit of approximately \$3,000 to the parish would be appropriate.

One item that was not included in the 2005 budget proposal presented by the Treasurer was funding for a bookkeeper, which would cost approximately \$600 per month. Mark was excused from the meeting while the hiring of a bookkeeper to assume some of the routine duties of the Treasurer was discussed. It was noted that, as St. Andrew's has grown in size and the budget has grown in complexity, the amount of work required of the volunteer Treasurer has increased substantially. Comments were made that the use of a professional bookkeeper is appropriate at this time, not only because of the unfair burden that is being placed upon the Treasurer, but because such a step is a mark of the maturity of the parish. A motion was made, seconded, and adopted to add \$7,200 to the budget for bookkeeping services. The parish will be presented with a deficit budget. The Treasurer returned to the meeting. Discussion was held regarding the presentation of the 2005 Budget to the Annual Meeting

Mother Connie noted that Judith James has expressed her intention not to continue as Clerk upon completion of the term at the time of the Annual Meeting. Vestry members thanked Judith for her service. The meeting was closed with the prayer.

Respectfully submitted,

Judith M. James, Clerk