

St. Andrew's Episcopal Church, Denver
Vestry Meeting Minutes
March 8, 2016
6:30 – 9:00 p.m.

Our Vision
The tree of life is growing here.

Our Mission
We are called
To offer sanctuary in the city
To grow in God's love
To seek the renewal of the world

Participants:

- Voting members: Alice Barton; Matthew Bentley, Senior Warden; Jeff Brown, Junior Warden; Ben Cordova; Ally Dodge; Cindy Henning; Reese Jameson; Mike Ogborn; Victoria Parker; and Elizabeth Randall, Rector
- Non-voting members: Melissa Adzima, Associate Priest; Shelley Brown, Clerk; Zoe Cole, Children's Minister; Wib Garfield, Deacon; Tim Krueger, Choirmaster; Bob Mosher, Treasurer
- Guests: Jerry Arka and Gene Drumm – Colorado Faith Communities United to End Gun Violence; parishioners Nancy Fox, John Gerkin, and Liz Eaton

Opening Meditation—Elizabeth

Presentation by Colorado Faith Communities United to End Gun Violence (CFCU)—
Alice, Mission and Outreach, with CFCU representatives Jerry Arka and Gene Drumm

- Alice introduced Jerry and Gene, who made a presentation about the mission and work of CFCU and asked the Vestry to consider making St. Andrew's an endorsing congregation. The CFCU treats gun violence as a health issue and an issue of safety. Jerry is hoping that St. Andrew's will become a member of CFCU; St. Thomas is the first Episcopal church to join.
- The first level of involvement is as a participating congregation, which means that someone in the congregation has been authorized to participate in the meetings on the parish's behalf. The next level up is to be an endorsing congregation, which involves signing a statement that says gun violence is a serious problem and we need to take action. Jerry provided a sample statement.
- CFCU have four Strategic Focus Area (SFA's) with groups to work on associated issues:
 - Advocacy (Legislative) – addressing gun bill activity in the Colorado state legislature -- They testify at the legislature on bills related to gun violence and have built a rapid response network; they ask congregants to give their name and email address to the congregational coordinator so they can be contacted to be present or to contact their representative.
 - Action: Focusing on public health. They have a program called "Ask a Doc" which asks medical staff to find out if there are guns in the households of people who are depressed

or have young children. This is endorsed by the AMA. They have a great relationship with the state of CO especially around suicide prevention. They're very active in developing that relationship because we have good data for that. Many other aspects of gun violence are hampered because people are prohibited by law to collect data about gun violence.

- Awareness: working to reduce gun violence by providing resources for CFCU and its member congregations, especially via its website at <http://cfcu-co.org>.
- Outreach: Working to reach out to non-participating congregations and mosques in order to encourage their active involvement in CFCU, and to help currently participating congregations and mosques in increasing participation.
- They ask each congregation to make a small contribution of \$35 to \$100; they have no paid staff but they do use Office Depot quite a bit. Parishioners Nancy Fox, Liz Eaton and John Gerkin have all been participating in many meetings and would love to have parish support. The first Islamic group came in just recently. They also have groups from Summit County. Their last big gathering was a candlelight vigil held jointly with First Unitarian Church; they had over 100 participants. Vigil was to coincide with anniversary of the massacre in Newtown. They also held a vigil the year before in memory of all of the infants killed by guns – and took material to the legislature. They have a very active group in Boulder County too.
- The CFCU is the only organization that comes from a faith orientation specifically around guns. Their focus is gun safety; they don't argue with the right to possess a gun, but with gun safety and keeping people who shouldn't have guns from getting them. They address it as a public health issue. They left copies of sample language, and a copy of an invitation for us to join and suggested language for becoming an endorsing congregation. They are not a 501(C)(3) so that they can take advocacy positions.
- Alice said that Liz, Gerk and Nancy brought this to the Mission and Outreach Ministry and that they thought it should come to the Vestry.

Vestry Norms and Covenant with Parish—Matt distributed the Vestry norms and covenant with the parish (printed at the end of these minutes) and the Vestry read them aloud, one at a time, and discussed their implications for the Vestry's work. Matt reminded the Vestry that the norms are published with monthly agendas and minutes. He asked that everyone look at them frequently and remind themselves of them.

Finances—Bob presented financial statements through February and reviewed the Treasurer's report (see Attachment 1). ACTION: To consider steps to take to cope with the increasing complexity of counting the offering every week, to deal with the increasing number of sources of contribution and the fact that so many are cash.

Continuing business:

- Parking Lots update—Matt updated the Vestry on the current state of affairs relating to the two parking lot parcels in which St. Andrew's shares interest with the Urban Land Conservancy, and with possible future programs.
- Facilities Use Policy (see Attachment 2) —Tim and Melissa presented a draft of a revised policy developed by Melissa, Tim, Jeff Brown and Chris Buri (current and former Junior Wardens), and

Sue Kilgore (MCT chair). Major foci were (1) to be sure that the parish carries out its responsibilities for safeguarding God's children in its provisions for facilities use; and (2) to clarify and update the facility use fee structure. After some discussion the Vestry agreed on the following ACTION: to make a final decision about the policy next month. Melissa thanked the people who had worked on this project.

- Cathedral Ridge pledge—Matt led a discussion on what the diocese hopes for from St. Andrew's and how the mission of the Cathedral Ridge development fits with that of the parish. ACTION: To decide on the Vestry's response at next month's Vestry meeting, and to arrive at an amount and a plan for addressing the parish.

New business

- New Charter for the Property Advisory Committee (the successor to the Parking Lot Committee) (see Attachment 3) —Matt led a discussion on the proposed charter. Ben moved to delete the last part of bullet 6 – to then read 'Recommend a missional component of affordable housing, or other use consistent with our vision and mission.' Victoria seconded. After the discussion, the Vestry voted on the amendment. The amendment failed with 4 votes for and 6 against. Mike moved to adopt the charter as written; Alice seconded. The motion passed.
- Outreach Disbursement—Alice presented a proposal from the Mission and Outreach Ministry (see Attachment 4) for how to disburse the \$15,000 raised in the December envelope campaign. The ministry went back to all of the organizations we have supported and asked them what they had done with gifts in the past and what they would do with them today so that the parish's funds would go for a specific purpose. The ministry reserved \$2,700 for future needs. Mike moved to accept the ministry's proposal; Ben seconded. The motion passed with Alice abstaining as chair of the ministry. ACTION: Alice will publish the proposal with thanks.

Acceptance of January Minutes—Matt: The minutes were accepted as written.

Closing Prayer & Adjournment—Elizabeth closed the meeting with prayer at about 9:20 pm.

Respectfully submitted,
Shelley Brown, Clerk

Attachments:

- Attachment 1: February financial reports
- Attachment 2: Draft Facilities Use Policy
- Attachment 3: Property Advisory Committee Charter
- Attachment 4: Outreach Disbursement Proposal

Action item summary: (Items in italics are outstanding from previous meetings)

1. (Bob): Consider and propose actions to cope with the increasing complexity of weekly counting of the offering, and the fact that many of the sources are cash.
2. (All, led by Matt – April Vestry meeting) Review and decide on the Facility Use Policy
3. (All, led by Matt – April Vestry meeting) Respond to the diocese regarding the request for a pledge for Cathedral Ridge development; to arrive at an amount, and to plan for communication with the parish
4. (Alice) Publish the approved plan for disbursement of the \$15,000 raised for outreach in December 2015
5. *(Shelley) Post financial reports separately on the website.*
6. *(TBD) Form a small Vestry team to plan how to implement the audit committee report.*
7. *(TBD) Explore the idea of having a parish safety officer.*
8. *(TBD) Develop a plan or process to assure that all is secure after Sunday services. It may be that this should be the work of a new ministry.*
9. *(TBD) Share our list of financial budgeting priorities with the diocese in context of the Cathedral Ridge campaign.*
10. *(Elizabeth) Schedule future conversations regarding the uses of alcohol and desirable policies guiding that for St. Andrew's.*
11. *(Susan and Elizabeth) Schedule an event to have conversation with former Vestry members.*
12. *(Bob) Contact our bank about reducing bank charges.*
13. *(TBD) Form a Safety task force or committee (perhaps an ongoing ministry with a chair with a 3-year term)*
14. *(Vestry, TBD) Address guidelines for use of the parish bulletin board and tract rack.*

Vestry Norms - Our Promises to Each Other

- We will be prayerful in all that we do, in order to gain spiritual direction and find common ground.
- We will make a priority of regular participation in vestry meetings and other vestry responsibilities.
- We will respect each other's time, coming prepared to all meetings, and addressing issues succinctly.
- We will be fully engaged and present, willing to participate in discussion, even if it's hard or our views are potentially unpopular.
- We will listen and speak with respect,
 - Creating a safe environment for full participation,
 - Using "I" statements,
 - Assuming good intent,
 - Being open to others' perspectives and opinions,
 - Avoiding side conversations.
- We will be clear about issues or processes requiring confidentiality and will preserve confidentiality when needed.
- We will be generous in taking on necessary tasks.
- We will positively represent vestry decisions in conversations with parishioners.

- We will read and respond to vestry emails in a timely manner, minimizing email traffic by sending and replying to only those necessary in the conversation.

Attachment 1: February 2016 Financial Reports

St. Andrew's Episcopal Church – Denver, Colorado Treasurer's Report February 2016

Balance Sheet

February ended with \$44,708.02 in the General Operating checking account.

There was \$3,504.12 in Caledonian Reimbursements Receivable and \$7,119.71 in other Accounts Receivable (See Accounts Receivable Aging Summary).

Accounts Payable were \$35,233.77 on February 29th (See Accounts Payable Aging Summary).

Statement of Financial Activities

Revenue

Plate and Pledge revenue were under budget in February by \$4,585.12 and YTD by \$7,093.33.

Miscellaneous Revenue YTD includes \$657.79 in memorial gifts, \$1,141.48 in wedding gifts, and \$136.40 in donations from the Mardi-Shrove dinner.

Total Revenue for February was under budget by \$3,019.24 and YTD by \$4,732.35.

Expense

Salaries and Benefits

Health Insurance – Rector was under budget because the 2016 premium was under the budgeted amount and will continue for the remainder of 2016.

Child Care was over budget in February by \$259.49 but under budget YTD by \$195.54.

Administrator was over budget because Mary was still performing some admin duties in the first part of February.

Sexton was under budget because Tom did not use all of his allotted hours.

Health Insurance – Sexton was under budget because Tom had not yet signed up for the plan.

Administrative Expense

Copier Use in February exceeded budget by \$982.35 because the number of copies made was over the contract limit. We are checking the accuracy of the invoice.

Miscellaneous Expense was over budget YTD because gifts to retiring Sr. Warden and Vestry members and Postulant testing fee were unbudgeted.

Attachment 1: February 2016 Financial Reports

St. Andrew's Episcopal Church – Denver, Colorado Treasurer's Report (Continued) February 2016

Unbudgeted (Restricted) Revenue and Expense

We received \$100 in SVSP pledges.

\$193.23 was received as Cash in Plate on the first Sunday of the month and transferred to the Rector's Discretionary Fund.

\$1,050 in donations to Rector's Discretionary Fund were received in February.

\$10.08 in interest was earned in February on the Reserve to pay loans from Parishioners account.

Income and Disbursements – Other Designated funds in February included \$500 - Vital Worship Grant; \$160 for work on the Memorial Book, and \$2,142.97 for choir risers.

St Andrew's Episcopal Church Attachment 1: February 2016 Financial Reports

Balance Sheet

February 29, 2016

ASSETS	
Current Assets	
Bank Accounts	
General Operating	\$ 44,708.02
Reserve to Pay Loans From Parishioners to Parish for Construction	106,036.24
Designated Funds	63,413.30
Rector's Discretionary Fund	4,391.23
Total Bank Accounts	\$ 218,548.79
Designated Funds Receivable	5,000.00
Caledonian Reimbursements Receivable	3,504.12
Accounts Receivable	7,119.71
Prepaid Expense	3,275.65
Total Current Assets	\$ 237,448.27
Long-Term Assets	
Endowment (Market Value)	
	\$ 227,170.43
Fixed Assets	
Real Estate - Land and Building	3,814,595.21
Furniture and Fixtures	299,788.95
Investment in Caledonian Development (Parking Lots)	387,500.00
Total Fixed Assets	\$4,501,884.16
TOTAL ASSETS	\$4,966,502.86
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$ 35,233.77
Designated Funds Payable	5,000.00
Payroll Withholding Payable	0.00
Pension Payable (Staff)	0.00
Accrued Interest Payable (Parishioner Loans)	1,535.20
Total Current Liabilities	\$ 41,768.97
Long-Term Liabilities	
Mortgage Payable	484,567.51
Loans From Parishioners to Parish for Construction Payable	230,000.00
Total Long-Term Liabilities	\$ 714,567.51
Designated Funds Liabilities	
Who Is My Neighbor Fund	986.01
Other Designated Funds	62,427.29
	63,413.30
Rector's Discretionary Fund	4,391.23
Endowment	227,170.43
Total Designated Funds Liabilities	\$ 294,974.96
Total Liabilities	\$1,051,311.44
Net Assets	
Unrestricted and Restricted Net Assets	\$3,925,925.32
Net Income	-10,733.90
Total Net Assets	\$3,915,191.42
TOTAL LIABILITIES AND EQUITY	\$4,966,502.86

Attachment 1: February 2016 Financial Reports

St. Andrew's Episcopal Church
Statement of Financial Activities

	February 2016			January - February 2016 (YTD)			Annual Budget
	Actual	Budget	\$ Over Budget	Actual	Budget	\$ Over Budget	2016
	EXPENSES						
5000 SALARIES & BENEFITS							
5010 Rector	8,008.08	8,008.00	0.08	16,016.16	16,016.00	0.16	96,097
5015 Associate Priest	5,252.82	5,253.00	-0.18	10,505.64	10,506.00	-0.36	63,034
5017 Children/Youth Minister Salary	0.00	0.00	0.00	0.00	0.00	0.00	18,747
5025 Insurance/Pension - Clergy							
Health Insurance - Rector	1,286.90	1,405.00	0.00	2,573.80	2,810.00	-236.20	16,858
Pension - Rector	1,443.00	1,443.00	0.00	2,886.00	2,886.00	0.00	17,318
Pension - Associate Priest	1,019.00	1,019.00	0.00	2,038.00	2,038.00	0.00	12,229
5026 Mileage Reimbursements	0.00	50.00	-50.00	0.00	100.00	-100.00	600
5027 Continuing Education	0.00	142.00	-142.00	0.00	284.00	-284.00	1,700
5028 Deacon's Expenses	0.00	43.00	-43.00	0.00	86.00	-86.00	510
5029 Parking Attendant	831.86	832.00	-0.14	1,663.72	1,664.00	-0.28	9,983
5030 Child Care	1,217.49	958.00	259.49	1,720.46	1,916.00	-195.54	11,500
5037 Administrator	2,664.88	2,500.00	164.88	5,567.66	5,000.00	567.66	31,667
5038 Sexton	1,136.52	1,492.00	-355.48	2,054.92	2,984.00	-929.08	17,900
5040 Insurance/Pension Staff							
Health Insurance - Children's Minister	0.00	0.00	0.00	0.00	0.00	0.00	7,074
Health Insurance - Sexton	0.00	721.00	-721.00	0.00	1,442.00	-1,442.00	8,646
Pension - Music Director	299.66	300.00	-0.34	599.32	600.00	-0.68	3,596
5050 Payroll Taxes Staff	766.14	1,015.00	-248.86	1,580.19	2,030.00	-449.81	12,182
5080 Sabbatical Expense	0.00	0.00	0.00	0.00	0.00	0.00	2,250
5090 Staff Christmas Bonus	0.00	0.00	0.00	0.00	0.00	0.00	1,800
5710 Music Director	3,329.50	3,330.00	-0.50	6,659.00	6,660.00	-1.00	39,954
5715 Organist	1,820.00	1,727.00	93.00	3,570.00	3,454.00	116.00	20,720
Total 5000 SALARIES & BENEFITS	\$ 29,075.85	\$ 30,238.00	\$ (1,162.15)	\$ 57,434.87	\$ 60,476.00	\$ (3,041.13)	\$ 394,365

Attachment 1: February 2016 Financial Reports

St. Andrew's Episcopal Church
Statement of Financial Activities

	February 2016			January - February 2016 (YTD)			Annual Budget
	Actual	Budget	\$ Over Budget	Actual	Budget	\$ Over Budget	2016
	5300 MINISTRIES EXPENSES						
5304 Archive Ministry	0.00	600.00	-600.00	0.00	600.00	-600.00	600
5305 Adult Education	13.37	278.00	-264.63	183.24	556.00	-372.76	2,500
5306 Catechumenate	0.00	0.00	0.00	0.00	0.00	0.00	750
5310 Children's Education	268.96	583.00	-314.04	311.96	1,166.00	-854.04	7,000
5311 Community of Caring	0.00	25.00	-25.00	0.00	50.00	-50.00	300
5312 Education For Ministry (EFM)	0.00	0.00	0.00	0.00	0.00	0.00	100
5315 Discover St. Andrew's	0.00	182.00	-182.00	0.00	182.00	-182.00	2,000
5316 Vestry Expense	0.00	0.00	0.00	0.00	0.00	0.00	1,500
5350 Altar Guild and Worship Expense	141.30	371.00	-229.70	233.55	742.00	-508.45	4,450
5355 Acolyte Supplies	0.00	12.00	-12.00	0.00	24.00	-24.00	150
5360 Outreach	0.00	0.00	0.00	0.00	0.00	0.00	16,000
5365 Ministry Collaboration Team	100.00	100.00	0.00	100.00	100.00	0.00	300
5370 Coffee Hour	99.40	50.00	49.40	99.40	100.00	-0.60	600
5390 Website & Advertising	480.00	167.00	313.00	480.00	334.00	146.00	2,000
5395 Arts Ministry	0.00	750.00	-750.00	0.00	750.00	-750.00	1,500
5397 Movable Feast Expense	0.00	0.00	0.00	0.00	0.00	0.00	50
5398 Other Ministries Expense	0.00	0.00	0.00	14.85	0.00	14.85	250
Total 5300 MINISTRIES EXPENSES	\$ 1,103.03	\$ 3,118.00	\$ (2,014.97)	\$ 1,423.00	\$ 4,604.00	\$ (3,181.00)	\$ 40,050.00
5300 DIOCESAN AND REGIONAL EXPENSE							
5320 Diocese of Colorado Pledge	3,562.49	4,021.00	-458.51	7,615.91	8,042.00	-426.09	57,125
5380 High Plains Region Support	890.62	1,005.00	-114.38	1,903.61	2,010.00	-106.39	14,281
5321 Diocesan Convention	0.00	0.00	0.00	0.00	0.00	0.00	2,100
5300 Total Diocesan and Regional Expense	\$ 4,453.11	\$ 5,026.00	\$ (572.89)	\$ 9,519.52	\$ 10,052.00	\$ (532.48)	\$ 73,506

Attachment 1: February 2016 Financial Reports

St. Andrew's Episcopal Church
Statement of Financial Activities

	February 2016			January - February 2016 (YTD)			Annual Budget
	Actual	Budget	\$ Over Budget	Actual	Budget	\$ Over Budget	2016
	5400 ADMINISTRATIVE EXPENSES						
5420 Accounting & Payroll Expenses	124.30	217.00	-92.70	519.45	434.00	85.45	2,600
5421 Bank Charges	252.94	242.00	10.94	554.20	484.00	70.20	2,900
5425 Equipment Lease	167.00	167.00	0.00	334.00	334.00	0.00	2,000
5426 Copier Use	1,315.35	333.00	982.35	1,645.90	666.00	979.90	4,000
5430 Interest Expense-Loans From Parishioners	767.60	768.00	-0.40	1,535.20	1,536.00	-0.80	6,600
5430 Mortgage Interest	2,236.22	2,236.00	0.22	4,480.44	4,480.00	0.44	26,434
5465 Mortgage Principal Payments	1,589.00	1,589.00	0.00	3,170.00	3,170.00	0.00	19,469
5435 Office Expenses	619.65	333.00	286.65	856.36	666.00	190.36	4,000
5438 Cleaning Supplies	93.33	208.00	-114.67	93.33	416.00	-322.67	2,500
5440 Miscellaneous Expense	700.00	83.00	617.00	2,000.00	166.00	1,834.00	1,000
5445 Postage	50.30	92.00	-41.70	215.17	184.00	31.17	1,100
5450 Telephone/ Internet	263.52	292.00	-28.48	526.43	584.00	-57.57	3,500
Total 5400 ADMINISTRATIVE EXPENSES	\$ 8,179.21	\$ 6,560.00	\$ 1,619.21	\$ 15,930.48	\$ 13,120.00	\$ 2,810.48	\$ 76,103
5600 BUILDING & GROUNDS EXPENSES							
5630 Insurance	1,500.09	1,500.00	0.09	2,713.39	3,000.00	-286.61	18,000
5635 Lawn & Grounds Maintenance	202.75	250.00	-47.25	234.00	500.00	-266.00	3,000
5640 Repair & Maintenance	1,420.00	1,133.00	287.00	2,322.39	2,266.00	56.39	13,600
5645 Bldg and Grounds Contingency Fund	0.00	50.00	-50.00	0.00	100.00	-100.00	600
5650 Utilities	1,118.69	1,208.00	-89.31	2,495.36	2,416.00	79.36	14,500
Total 5600 BUILDING & GROUNDS EXPENSES	\$ 4,241.53	\$ 4,141.00	\$ 100.53	\$ 7,765.14	\$ 8,282.00	\$ (516.86)	\$ 49,700

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St. Andrew's Episcopal Church
Statement of Financial Activities

	February 2016			January - February 2016 (YTD)			Annual Budget
	Actual	Budget	\$ Over Budget	Actual	Budget	\$ Over Budget	2016
	5700 MUSIC						
5720 Singer Salaries	5,267.50	4,415.00	852.50	9,431.50	8,830.00	601.50	52,976
5725 Payroll Taxes - Music Staff	487.30	353.00	134.30	812.11	706.00	106.11	4,238
5730 Instrumentalists	100.00	250.00	-150.00	100.00	500.00	-400.00	3,000
5740 Organ Maintenance	0.00	42.00	-42.00	0.00	84.00	-84.00	500
5745 New Music Purchases	0.00	42.00	-42.00	0.00	84.00	-84.00	500
Total 5700 MUSIC	\$ 5,854.80	\$ 5,102.00	\$ 752.80	\$ 10,343.61	\$ 10,204.00	\$ 139.61	\$ 61,214
Total Operating Expenses	\$ 52,907.53	\$ 54,185.00	\$ (1,277.47)	\$ 102,416.62	\$ 106,738.00	\$ (4,321.38)	\$ 694,938
Net Operating Income	\$ (8,790.77)	\$ (7,049.00)	\$ (1,741.77)	\$ (12,876.97)	\$ (12,466.00)	\$ (410.97)	\$ 3,847.00
UNBUDGETED (RESTRICTED) REVENUE AND EXPENSE							
7010 SVSS/SVSP Pledge Payments	100.00			150.00			
7015 Cash in Plate (1st Sunday of Month)	193.23			310.23			
7016 Donations to Rector's Discretionary Fund	1,050.00			1,662.00			
7040 Interest - Endowment Loan For SVSP Costs	0.00			600.00			
7050 Interest -Reserve to Pay Loans From Parishioners Acct	10.08			20.84			
7090 Income - Other Designated Funds	2,802.97			13,561.92			
8090 Disbursements-Other Designated Funds	-2,802.97			-13,561.92			
8040 Transfers to Endowment	0.00			-600.00			
Net Unbudgeted Revenue	\$ 1,353.31			\$ 2,143.07			
Net Income	\$ (7,437.46)			\$ (10,733.90)			

Attachment 1: February 2016 Financial Reports

St. Andrew's Episcopal Church - Denver, Colorado

Accounts Receivable Aging Summary

As of February 29, 2016

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
2015 Endowment Income Disbursement (75% for Outreach)			5,944.71			5,944.71
St. Martin's Chamber Choir Rent (Feb)	500.00					500.00
King Soopers Card Use payment for February	675.00					675.00
TOTAL	\$ 1,175.00	\$ 0.00	\$ 5,944.71	\$ 0.00	\$ 0.00	\$ 7,119.71

Attachment 1: February 2016 Financial Reports

St. Andrew's Episcopal Church A/P Aging Summary As of February 29, 2016

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Church Pension Fund	4,924.00					4,924.00
Episcopal Diocese of Colorado	7,332.67					7,332.67
High Plains Region	1,833.16					1,833.16
Outreach	20,944.71					20,944.71
Safe Haven	199.23					199.23
TOTAL	\$ 35,233.77	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 35,233.77

Attachment 2: Draft Facilities Use Policy

St. Andrew's Episcopal Church Denver – Facility Use Policy

This policy is provided in an effort to extend hospitality to our parish and community, and to exercise good stewardship over the facilities in our care.

1. Eligible groups

- a. Groups whose aims and practices are consistent with the vision, mission and policies of St. Andrew's Episcopal Church are welcome to apply for the use of facilities and equipment.
- b. With the exceptions listed below, the Facility Use Ministry Team reviews all requests and approves (or declines) all facility uses. This team will consist of the Rector, the Junior Warden, the Ministry Collaboration Team chair, the Parish Administrator, and such others as the team deems appropriate.
- c. The following groups have standing approval to make reservations for facility use, subject to guidelines below:
 - Ministries, committees, and ad hoc groups of St. Andrew's Episcopal Church
 - Organizations which have offices in, or operate out of, St. Andrew's Episcopal Church. (The rector, with advice and consent of the Vestry, approves long-term assignment of office space. This policy assumes that such use implies a special relationship to St. Andrew's.)
 - Receptions following special rector-approved liturgies held at St. Andrew's, such as funerals and weddings.
 - Groups from the wider Episcopal Church – ministries and committees of other parishes, the diocese, and ECUSA ministries
 - Groups given standing permission by the Facility Use Ministry Team

2. Reservations

- a. Groups and individuals with standing approval may reserve directly with the Parish Administrator, unless the event involves special circumstances as below.
 - Groups and other than ministries, committees, ad hoc groups and individuals associated with of St. Andrew's must complete the reservation form for at least the first reservation; the Facilities Use Ministries team may waive this requirement after that.
 - Special circumstances: The Facilities Use Ministry team will review requests for:
 1. Advance reservations more than six months in advance for high-demand times (evenings and weekends) or more than 12 months in advance for other times.
 2. Standing reservations of more than monthly frequency.
 3. Requests for use of the church organ (require the choirmaster's consent).
 4. Requests by groups other than ministries, committees and ad hoc groups of St. Andrew's for:
 - a. The use of the church's worship spaces.
 - b. Events for children or youth (these must include agreement to abide by a simplified version of the parish policy for safeguarding children).
 - c. Events involving consumption of alcohol.
 - d. Use of the Parish House.
 - e. Groups greater than 50 in number.

Attachment 2: Draft Facilities Use Policy

- f. Overnight events.
 - g. Events lasting more than 8 hours.
- b. Contact the Parish Administrator to request a reservation. When the Parish Administrator receives a facility use request:
- The Administrator may make immediate reservations for groups and events not needing Facilities Use Ministry team approval.
 - For meetings requiring Facilities Use Ministry Team approval, the Administrator will make a tentative reservation, provide the group with a reservation request form, and forward the completed request to the Facility Use Ministry Team for review. The team will review requests via email and seek to return decisions within a week of initial application.
- c. Reservations will be made on a first-come, first-served basis, subject to space availability.
- d. Occasionally parish emergencies or unexpected needs (such as funerals) may require the cancellation or postponement of a reservation. St. Andrew's will make every effort to honor reservations and minimize interruptions, but it is important for groups to be aware of this possibility.

3. Building Use Responsibilities:

- a. Request reservations (with as much advance notice as possible) with the Parish Administrator – 303/296-1712 or office@standrewdenver.org. If asked to do so, complete the Facility Use Request form. The Facilities Use Ministry team will review and endeavor to respond within a week, but no more than two.
- b. Make arrangements to access the building for the event by choosing a Liaison:
- If the group includes a parishioner willing to act as host and liaison, this provides the best alternative for the parish and the group.
 - ~~Keys: If there is no parishioner host/liaison, or that person a liaison or individual has not been issued keys, the group will need to arrange with the Parish Administrator to pick up a set of keys during business hours, and to take time to receive instructions about security.~~
- c. If children will be present, be apprised of our Safeguarding God's Children policy.
- d. If applicable, submit a certificate of Liability Insurance from organization requesting the use of St. Andrew's. If it is for a private use, one-time event, or you do not have liability insurance, request Letter of Indemnification from the office.
- e. Take care of setup and cleanup for the event: St. Andrew's has no full-time sexton (Janitor), so we appreciate your help in leaving the facility ready for the next user.
- Clean tables and counter-tops, sweep floors, wash dishes, pick up and remove trash to the dumpster in the alley
 - If you rearrange furniture, return it to the arrangement in which you found it

Attachment 2: Draft Facilities Use Policy

- If able, have a partner with whom to close down the building and check that all is turned off and locked up appropriately.
- f. Assure that all doors and gates are locked when you leave (and during your event if appropriate). Our ability to offer hospitality to groups depends on their helping us to take care of our facilities.
- g. Return keys to the Parish Administrator at the agreed-upon time during office hours.
4. **Facility use donations and fees:**
- a. Any donations received for facility use will be used to defray facility maintenance and repair expenses.
 - b. Fees may be charged for cleanup, maintenance, repairs or key replacements made necessary by your event.
 - c. When a group or individual is charging a fee, selling tickets, teaching classes or lessons for which they are being paid, or otherwise raising money at an event held at St. Andrew's (unless the money being collected is specifically for St. Andrew's), a donation is suggested, using as guideline the group's or individual's choice of one of the following:
 - For use of the church or undercroft for groups, concerts, or recitals:
 1. 10% of the net revenue for the event
 2. \$1 per person for each 2 hours the event lasts
 - For use of a smaller space (Common Room, Delzell Room, Nursery, etc.):
 1. 10% of the net revenue for the event
 2. \$5/hour
 - d. As part of its event approval process, the Facilities Use Ministries team may:
 - Provide donation guidelines for special events
 - Require agreements to pay for damage, cleanup, key replacement, etc.
 - Require damage or security deposits
5. **Facility use review:** This policy, and any standing agreements for facility use, will be reviewed periodically as necessary by the Facilities Use Ministry team.

Attachment 3: Property Advisory Committee Charter

Saint Andrew's Episcopal Church: Building for the Future

Property Advisory Committee Charge

The new committee is charged with advising the Vestry and the parish on matters related to the development of 2071 Glenarm place, St. Andrew's real property and buildings, and the neighboring properties. In particular, the committee will:

1. Facilitate the development and implementation of a master plan for St. Andrew's property and the immediate surrounding area (building on the work that has already been done, especially in the years 2010-2015);
2. Collaborate with the City of Denver, adjacent landowners, community organizations, and other stakeholder in the planning process;
3. Coordinate with the Caledonian managers regarding income-producing use prior to development and development of 2071 Glenarm Place;
4. Explore possible acquisition of the end lot adjacent to 2071;
5. Recommend how best to fulfill additional parish space requirements to meet the spiritual, community, and program needs within the development and master plan maintaining and promoting the economic health of the parish;
6. Recommend a missional component of affordable housing, or other use consistent with our vision and mission, to occupy a significant portion of the overall development;
7. Consider mobility needs for getting to/from St. Andrews including, but not limited to parking;
8. Recommend to the vestry a comprehensive plan for development of all land (including those owned through Caledonian) and changes to buildings owned by St. Andrew's;
9. Coordinate with the parish to insure that timely information is provided and to solicit comments and suggestions;
10. Prepare a feasible plan for financing the development within the parameters determined by the vestry.

Attachment 4: Outreach Disbursement Proposal

February 16, 2016

To: St. Andrew's Vestry

From: St. Andrew's Mission and Outreach Committee

Re: Request for Funding Approval for Outreach Organizations

Dear Members of Vestry:

The Mission and Outreach Committee met on February 15 to discuss dispersing the 2015 budgeted funds of \$15,000 to support our partner organizations. Of the \$15,000 budget, we are requesting \$12,300 be dispersed now, keeping \$2,700 in reserve for future use in 2016. We are requesting approval from Vestry for the \$12,300 to be used as follows:

- The Colorado Haiti Project: \$3,450.00 for support of Community Health Aides who tend to the day-to-day primary health care needs of 26 local villages.
- Project Education South Sudan: \$3,450.00 for scholarships for girls, which supports PESS's goal to increase the number of scholarships for girls.
- VOA Safe Haven: \$4,000.00 to be designated for use at either Safe Haven Irving Street or Safe Haven Brandon Center. Both these programs serve the most vulnerable, chronically homeless women with either a mental health or physical disability diagnoses. Each program houses 25 women on an open-ended basis. St. Andrew's also supports both programs through regular volunteer work. Our designated 2014 gift was used to meet extraordinary needs such as transportation to medical appointments, application fees for permanent housing, and security deposits for apartments. The 2015 gift will be used in a similar manner.
- St. Elizabeth's School: \$1,400 to be used for student scholarships/tuition assistance.

The \$2,700 in reserve will be used for designated projects at Family Promise, Metro Care Ring, and the St. Francis Center, and other organizations that request funding.

Mission and Outreach Funding History

2014

Name	Dollar Amount	Percentage
Colorado Haiti Project	\$3450.00	23%
Episcopal Relief and Dev.	\$1350.00	9%
Metro CareRing	\$2700.00	18%
Project South Sudan	\$3450.00	23%
Rainbow Alley	\$ 450.00	3%
St. Elizabeth School	\$1350.00	9%
St. Frances Center	\$2250.00	15%
Total	\$15000.00	100%

Attachment 4: Outreach Disbursement Proposal

Red Envelope for the benefit of Irving Street Women's Residences = \$4,347.00

2013

Colo. Haiti Project - \$5,000

Episcopal Relief and Development - \$2,000

Metro CareRing - \$4,000 (add'l 2013 funds = \$4,298 from Dec. 2013 Red Env. and \$25,000 for capital campaign for Hunger Relief Center)

Proj. Education So. Sudan - \$5,000

Rainbow Alley - \$500

St. Elizabeth's School - \$2,000

St. Francis Center - \$3,250

Cc: Mission and Outreach Committee