

**Saint Andrew's Episcopal Church**  
**Vestry Minutes**  
**April 19, 2004**

A regular meeting of the Vestry of Saint Andrew's Episcopal Church, Denver, was held on April 19, 2004, at 6:30 pm, in the church undercroft. The meeting date was changed from the second Wednesday of the month due to a scheduling conflict. Senior Warden Rick Larson presided. Other vestry members present were Rector Connie Delzell, Junior Warden Cynthia Croasdaile, Jennifer Barker, Jonathan Coldren, Nicola Donaven, Michael Giddings, Vanessa Lyon, Joe Schwairy, and Sue Thibault. Absent from the meeting was Vestry Member MB Krueger. Also in attendance were Deacon Sally Brown, Clerk Judith James, and Treasurer Mark Miliotto. Beth Taylor and Gianni Miliotto were present for the first part of the meeting.

The meeting was opened with a recitation of a Prayer for the Parish led by Jennifer. The minutes of the March meeting were approved as circulated.

Beth Taylor presented a report on the activities of the Evangelism Committee, which she co-chairs with Charis Craven. The purpose of the committee is to provide a welcome and to reach out to people who are looking for a parish home. The committee does not have scheduled meetings because the co-chairs usually delegate responsibility for specific activities to individual parishioners. The Evangelism Committee interfaces with St. Benedict's Guild, encouraging the ushers to watch for and sensitively assist new people on Sunday mornings. Sue Torfin organizes the mailing of a follow-up letter to people who sign the guest book. Janet Carlson and Katy Parker (summer) continue to organize volunteers for the coffee hours, which are now well-attended after both services. Approximately 200 nametags have been made, and people are using their nametags regularly during coffee hour. Beth encouraged the Vestry Members to wear their nametags during the Eucharist on Sundays.

Beth reported that Nicola Donaven and Janet Carlson are organizing a new pictorial directory. Joe and Melissa Schwairy and Judith James and Richard DeTar recently hosted a successful Newcomers Dinner. Deb Courtney will be scheduling Foyer Dinners in the fall. Beth asked the Vestry to offer prayers for those who are attending St. Andrew's for the first time during the Prayers of the People, to be intentional about speaking with newcomers during the coffee hour, and to personally invite people to events. The Evangelism Committee needs help in preparing a brochure to be placed in the church and a mailing to nearby residential communities. A sign saying "The Episcopal Church Welcomes You" would be helpful to direct people to St. Andrew's. Both Beth and Charis need to be replaced as Chairs of the Evangelism Committee next year.

Mother Connie led the Vestry in a continuation of the discussion from the Vestry Workshop of the Vestry's role as spiritual leaders. Because the discussion was not completed within the time allocated, a special meeting was scheduled for April 28 to

complete the discussion of the Vestry's role and group norms and expectations. Joe Schwaairy's book report on the Rule of St. Benedict was postponed until the next meeting.

Rick Larson provided a handout summarizing the fundraising opportunities facing St. Andrew's this year. He asked Vestry Members to become familiar with the various figures and able to answer parishioners' questions about these items. The Ways and Means Committee had an excellent start at its first meeting on April 17 and has changed its name to Resource Development Committee. Rick reported that the grant application to the Colorado Historical Fund was timely submitted, but no response has been received. Frank Nowell has offered to give a portion of the proceeds raised from the sale of his new CD to St. Andrew's to be used toward the outstanding bill for the organ and for future organ development. Jonathan Coldren requested that we receive a report from the Resource Development Committee, and Rick stated that such a report would be scheduled next after the May report by Salying Wong.

Junior Warden Cynthia Croasdaile described her Buildings and Grounds Committee as a loose confederation of people who do not like to attend meetings. She is asking for volunteers to perform various specific tasks to care for the church grounds this summer. Mike Giddings will assist with the roses. It will probably be necessary to hire someone to mow the lawn.

Treasurer Mark Miliotto asked Vestry Members to sign the counting schedule. He presented a written Treasurer's Report, commenting that we have a negative operating fund balance in the amount of \$12,002. Total support through March 31, 2004, is \$7,620 below the budget projection, due in large part to a few unpaid pledges. Income is lower than it was during the first quarter of 2003 and plate and pledge offering for Easter was also below expectations.

Mark reported that the Finance Committee has met and that the cash flow for the capital campaign is on target. A principal payment of \$10,000 was made on capital improvement loan balance.

Members of the Resource Development Committee have arranged for an interest free loan, which will allow St. Andrew's to make an initial investment of \$5,000 for the purchase of grocery certificates. Fundraising plans include another South in Your Mouth hymn-sing in the late summer or early fall, a silent auction in October, and a production of *Amahl and the Night Visitors* at Christmas. Members of the Resource Development Committee are Tim Croasdaile, Beth Taylor, Brennan Maynard, Greg Geissler, Chris Bates, Bronwyn Alleman, and Sue Thibault.

In her Rector's Report, Mother Connie Delzell stated that St. Elizabeth's School had been unable to purchase the lots on either side of St. Andrew's. The asking price was 1.6 million dollars, but an appraiser valued the lots at only \$ 1,007,500. The school offered up to 1.2 million, but the owner was unwilling to sell at that price, and the lots are now off the market. The owner of the lots has given a verbal assurance that the lots will be offered first to St. Elizabeth's School if the owner decides to sell, but the owner has not

made any commitment in writing. Because of the busy Easter season, no further discussions have been held regarding the Dean's proposal that the school be located at St. John's Cathedral during its first few years. Mother Connie stated that another Episcopal priest has also offered space, if using the Cathedral is not feasible. April 20 is the first fundraiser for St. Elizabeth's School.

Sally Brown presented recommended guidelines from the Outreach Committee for oversight by the Vestry of the funds being raised through the Malachi Match challenge grant. She noted that the Outreach Committee only has spending authority over its own small budget. Mother Sally emphasized the importance of clarity of communication with regard to the Malachi Match funds. A discussion was held regarding the proposed guidelines, and minor changes were made to the committee's recommendation, with the agreement of Mother Sally. A motion was made by Jennifer Barker, duly seconded, and adopted by the Vestry to abide by the following guidelines:

1. During the 2004 Malachi Match period (ending on December 31, 2004), the Vestry of St. Andrew's Church will have sole authority over accounting, determining protocol for any proposed designated restricted giving, and other policies/guidelines pertaining to the Malachi Match, including the dispensation of monies contributed by individuals if the Malachi Match congregational goal of \$20,000 is **not** met.

The oversight of the Malachi Match funds appropriately remains with the Vestry. This should be stated in the Vestry minutes and communicated to the Outreach Committee as a matter of record to avoid confusion and provide guidance during the Malachi Match period.

2. Immediately following the Malachi Match deadline date (December 31, 2004), the Vestry will request that the Outreach Committee submit a proposal recommending suggested allocation of the portion of the Malachi Match designated for outreach. The Outreach Committee will be guided by the precedent of attending to a three-tier plan of giving, i.e. local, community, and global.

All Malachi Match final allocations must be approved by the Vestry, recorded in the Vestry minutes, and communicated to the congregation of St. Andrew's Church.

Mother Sally reported that, from the 2003 Vogelzang grant, \$2,316.33 was used to seed a scholarship fund for St. Paul's School in Haiti, \$500 each was given to MetroCaring and the St. Francis Center for bus tokens for employment-related needs and medical emergencies, \$500 will be given to St. Cecelia's choir to record a CD, and the use of the remaining \$500 continues to be prayerfully considered by the Outreach Committee. A letter will be sent to Jim Vogelzang outlining how the money is being used.

Discussion of John Taylor's job description will be on the agenda for the May 12, 2004, meeting. The meeting was adjourned. Cynthia Croasdaile led Compline.

Respectfully submitted,

Judith M. James, Clerk