

St. Andrew's Episcopal Church
Vestry Meeting – Tuesday, November 20, 2007

Present: Interim Rector Carol Meredith, Deacons Sally Brown and George Magnuson. Senior Warden Tim Croasdaile and Junior Warden Greg Geissler. Maryann O'Brien, Mary Buck, Roger Kilgore, and Kevin Fletcher.

Absent: Ann Luke, Diana Solomon, Deb McVicker, Susan Backus and Mike Kornelsen.

Attending: Treasurer Kathy Fleming and Clerk Cheak Yee. Search Committee Co-Chair Jennifer Barker.

The meeting convened at 6:30 p.m. with opening prayer.

Report of the Search Committee. Co-Chair Jennifer Barker made available a current budget for the search process upcoming, which is higher than previously estimated although it may be feasible to trim some amounts with further data. Tentatively, the budget assumptions are:

- 1) travel involving six members, three flying and three driving, estimated at \$4,000;
- 2) candidate visits here for perhaps the three likeliest nominees, also at \$4,000; and this may be revised upwards if a candidate will be visiting with his/her significant other;
- 3) some defraying or donations (which may be interpreted as tax-deductible contributions) through monetary sponsorships (or other helpful credits such as frequent flyer points) that reduce out-of-pocket travel or hosting expense.

Treasurer Kathy will consult with the Co-Chairs as the budget for the search process goes forward.

Co-Chair Jennifer reported that the survey of the Parish resulted in 110 returned instruments and perhaps as many as 75 parishioners attended the series of presentational meetings held to afford the opportunity for discussion and feedback on the data gathered. Generally these confirmed that the survey produced an accurate and consistent depiction of how our members feel about our characteristics, our aims, and the qualities we hoped to find in a new rector. The salient aspects involved were –

- a) we prized our Anglo-Catholic liturgy and music;
- b) we seek improved evangelism with a welcoming and broad outreach and a particular focus on ministry to young families; and,
- c) we hope for a pastoral rector furthering our transition to a program-driven parish whose leadership can be both firm and flexible.

The Search Committee can confidently now draft the Parish Profile with the quality data from this survey and feedback meetings procedure; the aim will be to have an initial version composed before the end of the year. Assuming the Committee and the Vestry agree on a final draft soon, it may be feasible to post/advertise formally as the new year commences.

As the Committee has addressed its increasing workload recently and looks forward to the many tasks ahead, Co-Chair Jennifer believed its membership would continue to “gel” well if the spirit and participation of these recent months is any indicator.

A question arose regarding the possibility of considering candidates in the face of the current Diocesan moratorium on certain clergy deployments; it was noted that the Bishop's second task force reviewing this and related issues has concluded its work and that there may be developments in this regard by the time our search process has focused into more specific

possibilities. Our search process will therefore consider all qualified candidates, and we can continue to pray for positive outcomes both for particular and overall concerns. The strong consensus remains that St. Andrew's will be considered a highly desirable placement that will attract considerable interest.

In terms of the "schedule" on this search for a new permanent rector, there was consensus in the Vestry that the intention for this interactive and flexible process with multiple parties involved is to be "aggressive" in goals/timeframe, but this is subordinate to the critically important "final product" of a good match for our future together.

The transparent and able leadership of the Co-Chairs of the Committee was praised and the good work of the Committee received the thanks of the Vestry.

Minutes Approvals. Clerk Cheak has distributed draft Minutes for the October 17, 2007 Vestry Meeting, and he noted that no action has heretofore been taken by the Vestry on the draft Minutes previously distributed for the June 20, 2007 Vestry Meeting, nor for the July 18, 2007 Vestry session (at which a quorum had not been present). Deacon Sally noted an error in the attendance listing as she was in fact away in California and missed the October meeting. It was moved, seconded, and passed to adopt the October 17, 2007 draft with the appropriate corrections, as well as the June 20, 2007 and July 18, 2007 drafts.

Audit Report for 2006. Treasurer Kathy distributed the November 7, 2007 official letters notifying the Wardens and Vestry with regard to the reviews performed by the duly appointed Audit Committee for the financial records and condition of the Parish as of December 31, 2006. The findings and recommendations of the Audit Committee related to proper procedures for avoiding co-mingling of funds of different accounts and improved securities if activities such as the discontinued sales of King Soopers grocery coupons should be resumed. It was moved, seconded and passed by the Vestry to accept and approve the Audit Committee review and findings.

Report of the Treasurer. Treasurer Kathy distributed the monthly data for October 2007 on the Sources and Uses of Capital Campaign Funds; she reminded that this data would also be provided to the entire Parish on a quarterly basis.

She next provided the Vestry with explications on the financials as of October as well, and focused on the following particulars:

- 1) the designation of funds/accounts is now revised to facilitate the internal reviews prior to end-of-year close-out reconciliations that will soon begin;
- 2) with regard to the balance sheet, our former cash-management borrowings from various designated funds to meet overall operational cash flow requirements have now been refunded/caught up; and,
- 3) with regard to the income statement, on a year-to-date basis, we continue to run overall in a deficit condition since the projections for receipts at Easter season fell short by about \$5,000.

Responding to a query, Treasurer Kathy indicated she would double-check the detail under "other income" to clarify if the salary approved for but not needed to be disbursed for an Assistant Priest has been properly accounted. She noted that there are positive elements despite our remaining in a deficit posture presently: we have benefited significantly from clergy salary savings during the period when no Interim Rector had been selected, and we have caught up on our Diocesan pledge

which had fallen two payments behind. Clearly, our general fiscal profile is improved over where we have stood at this time in recent years.

It was moved, seconded, and passed to accept the Treasurer's Report.

Report on Sacred Vision/Sacred Space. Task Force Chair Roger was happy to report that the Standing Committee of the Diocese has approved the encumbrance necessary proceeding with our capital construction plans at their most recent meeting. Deacon Sally noted that the presentation on our plans was well received for its clear and concise quality. The approval of Standing Committee is of our broad general parameters which will permit some flexibility in the event the need arises for revisions as the design and construction phases unfold.

He also reported that the geotechnical report has also been completed after borings to depths of 40-60 feet; our soils and strata are appropriate for the work we propose.

The design phase by the architect with its detailed materialization of formerly conceptual and schematic notions is progressing.

Report of the Interim Rector. Rev. Carol noted that after appropriate review with the Altar Guild the seasonal greens for Advent this year will be faux in nature as much as possible; the fire hazard with real greens drying out over 4+ weeks is too great a risk for safety. Real greens are feasible for the shorter Christmas season. It was noted that many parishes will routinely encourage donations of poinsettias and other seasonal blooms in memory or in thanksgiving for loved ones, and we have for some time now unaccountably neglected this option. The consensus of the Vestry was that this certainly can be resumed especially for at least Christmas and Easter.

Rev. Carol looked forward to the upcoming planning meetings for ministry to our young families both at year-end and into the next year. Tentatively, the first service on Christmas Eve will be an occasion for a children's pageant. It was noted that the \$12,500 approved by the Vestry for ministry to young families from the Keeping the Faith Initiative can certainly begin to seed funding for childcare on Sundays and for other special occasions/events.

An Advent Quiet Day will be offered on December 2 and will focus on the Holy Family and our holy families.

Rev. Carol will introduce with Epiphany season, conditional on formal approval by Bishop O'Neill of course, the appropriate usage of liturgies from sources such as Enriching Our Worship, or, given our national roots and our patron saint, the Book of Common Prayer of Scotland. It was suggested that we avoid terming these additional liturgical resources as "alternative" given the potentially less positive connotations of such a usage. Carol noted that the mandated Revised Common Lectionary has arrived and will now be used for our Sunday lessons.

She suggested that certain additions and practices could helpfully heighten our profile as a Parish –

- a) Welcome Packet for visitors ought perhaps be considered and prepared;
- b) a banner or other signage will certainly be needed when construction leads us to convene at a different worship site for a period of time; and,
- c) special banners could promote events or offerings.

Finally, contingent again on his agreement and the consent of the Diocese, Rev. Carol will request that Deacon George Magnuson, after his ordination to the priesthood, be assigned to serve on a part-time non-stipendiary basis in an assisting capacity here at St. Andrew's. The Vestry unanimously and enthusiastically formally endorsed this possibility, and Deacon George indicated that it would be his privilege to continue his association with the Parish.

Normally, Mondays will be a day off for Rev. Carol; she will schedule regular office hours from Tuesday through Friday, although of course other priorities or events may arise.

She stressed that transparency is a vital quality for parish health and her own ministry among us as an Interim Rector; with any change and transition, discomfort and disquiet can easily arise and it is crucial to be aware of and informed about this. The best communication, however, is not only candid but direct; hearsay is uniformly unhelpful.

Report of the Deacons. Deacon Sally distributed information on the recommendations of the Outreach Committee for the usage of funds provided from Endowment Fund earnings; consistent with the Parish's decision to support the Millennium Development Goals, these grants will further both local and global needs. She explained why, at the present time, a reserved amount only is set aside for the Sudanese ministry, contingent on those involved therein discern how their leadership and directions will be determined. It was moved, seconded, and adopted to endorse the Outreach Committee recommendations for grants and a reserve set-aside.

Deacon Sally reminded that the toys and gifts for Advent distribution through Metro-Caring is imminent as well as our rotational support for the Interfaith Hospitality Ministry to the homeless. The scheduling of the patronal feast on November 25 means we will postpone the ONE Sunday to support the Millennium Development Goals.

Deacon George noted that the Evangelism Committee is slowly launching this autumn as the preceding spring had been distracted by various events/developments. An evangelism brochure is under consideration and as it may need to be sophisticated to be effective, a budget or donations effort may be required to bring it to conclusion/rollout. George believes the Committee might also be energized by appointing a layperson as the chairperson and so he will check into what possibility there may be to engender this development.

Report of the Junior Warden. Junior Warden Greg confirmed that the Stewardship Committee for 2007 will be the two Wardens plus Lynn Hardcastle. Given the stellar results and the significant focus and efforts for the Sacred Vision/Sacred Space capital campaign this year, the Committee believes that the annual effort this year ought to be relatively low-key, and will conclude on December 16. Follow-up phone calls, of course, will be conducted thereafter as needed. As soon as feasible thereafter, the 2008 budget estimates will then need to be further refined with Treasurer Kathy. It was noted that the ongoing operational costs are a real concern, even if the effort for the capital campaign had laid good groundwork for healthy stewardship consciousness in the Parish; it will be important to balance the low-key approach perhaps with heightened focus through the E-ministry postings and other special messages. Our Parish Administrator Sarah Davis has shown talent for engaging and effective web-related work and we ought to investigate what further can be undertaken with her.

Greg noted that various maintenance aspects remain to be addressed, and others are now seasonally imminent; he will have our snowblower serviced soon. Windows repair in the Parish House, perennially expiring light bulbs, and bids for repairing the leak in roof or dishwasher are pending. As other needs arise and are noted, it is important to advise the Junior Warden so that we do not have issues exacerbate. Lately, our part-time Sexton Lukas has had to deal with both health and personal issues, but these are on the mend.

It was suggested that Junior Warden Greg may be able to derive significant assistance by the formal appointment of a Building and Grounds Committee to involve more of our parishioners,

as is often the case in other parishes, and was incipiently if only briefly so recently here as well. This will be further investigated for feasibility.

Report of the Senior Warden. Senior Warden Tim was delighted to report that our bid for the two adjacent parking lots has been accepted on a preliminary basis at an overall price of \$1.45 million. About half of this will need to be tendered in cash, and the rest would be financed as a mortgage, where the parking lot receipts (after management fees) are anticipated to sustain that burden. As has been outlined heretofore, this will be a joint venture involving the Denver Urban Land Conservancy (DULC), and the Parish portion of the cash tender has already been approved to be provided by the Endowment Fund.

While formal sales contract will yet need to be concluded, and while the specific additional encumbrance will also need to be submitted to the Standing Committee of the Diocese hopefully at its January 2008 meeting, we are confident that the agreement in principle is soundly based, and the participation of the DULC has been of vital import. It is now urgent to proceed with the formal creation of the entity contemplated in the Memorandum of Understanding previously approved by the Vestry for this cooperative arrangement with the DULC; similarly, authority is needed for the timely conclusion of formal negotiations on the sales contract itself.

It was moved, seconded, and approved that Senior Warden Tim Croasdaile and Sacred Space/Sacred Vision Chairman Roger Kilgore are authorized:

- 1) to negotiate and conclude the sales contract to purchase the adjacent two parking lots;
- 2) to establish a joint entity with the DULC for this acquisition and subsequent administration of the real estate and management of the lots; and,
- 3) to seek appropriate timely review and ratification of such documents by our retained firm of Patton, Boggs.

Treasurer Kathy will consult as developments unfold on the financing and budgetary aspects. Rev. Carol noted that the Mennonite denomination is reputed to offer low-interest loans to congregations for such capital/expansion purposes and this option may well be worth exploring.

A Nominating Committee for candidates to stand for election to the Vestry at the Annual All-Parish Meeting in January has begun canvassing parishioners for their interest; the consensus of the Vestry as a matter of policy in this and future elections is that the Nominating Committee ought to strive for a number of candidates at or approaching twice the number of seats to be filled.

A draft for review of a 5-year forecast budget was distributed; this was prepared by mandate to be submitted to the Standing Committee of the Diocese. Senior Warden Tim indicated that the Vestry may usefully review these projections and offer comments or conduct further discussions later on this sort of potentially helpful planning tool.

Senior Warden Tim reported that one of the major contributors to our recent capital campaign has requested that the Vestry as a matter of policy recall and implement as possible the budget goal that our pledge to the Diocese be 10% and to the Region by 5% of appropriately defined available funds.

Finally he noted that as we contemplate the option of The Church of the Holy Redeemer as our alternate worship site during construction after Easter, 2008, we may bear in mind that there may be appropriate ministry involved for St. Andrew's as a Parish. Tim suggested that any such

development will require careful and prayerful consideration step by step; perhaps first we should consult with the Canon Missioner of the Diocese, the Rev. Lou Blanchard on even how to “think” about the possibilities. As may be appropriate, we may then wish not only to consult with the clerical and lay leadership of Holy Redeemer but to establish our own committee or task force to discern or plan as the time approaches for routine closer relationship than mere geographical proximity.

Election of Endowment Fund Committee Members. It was moved, seconded, and agreed to elect Rick Larson to a four-year term on this Committee, Skip Meyer to a three-year term. The Vestry and Parish warmly thanked both Bill Campbell and Mike Aleman for their past service with the Endowment.

Vestry Member Reports on Ministry Liaisons. Kevin Fletcher noted that he will continue to chair and be liaison with St. Benedict’s Guild for ushers and lectors, but that Maryann O’Brien will now assist him in scheduling these liturgical ministers.

The consensus of the Vestry approved that the routine financial statements ought to be made available by posting on the undercroft kiosk for announcements along with the Vestry minutes; it may also be feasible to include these by links on E-ministry after their presentation to or approval by the Vestry.

After a closing prayer, the meeting adjourned at 8:50 p.m.

Respectfully submitted,

Cheak Yee, Clerk