

Vestry Meeting Minutes
Tuesday, February 20, 2018
Calvary Episcopal Church
Crook Auditorium

Present: Sarah Ball, Margaret Craddock, Madge Deacon, Tony Graves, Gail Harrell, Palmer Jones, Kim Kitterman, Heidi Rupke, Les Smith, Edwin Thorpe, Hank Word;

Others: Treasurer - Hall Gardner; Staff, Katie Owen and Revs. Scott Walters, Neil Raman, Paul McLain, Amber Carswell

Absent: Chris Bird, Sarah Squire, Peg Wahl, John Webb

Call to Order: Scott Walters

Opening Prayer: Margaret Craddock

Prior Meeting Minutes:

- A name was misspelled - should be Neil Raman.
- The previous meeting should be stated as Called to Order by Scott Walters.
- A motion was made by Edwin Thorpe to approve the minutes with the revisions. A 2nd motion by Tony Graves. Minutes unanimously approved.

Treasurer's Report:

Financials: Katie Owen reviewed the financials.

- As the final 2017 expenses are finalized, we have a surplus of \$123,000. This is enough to pay for Columbus Park, a payment of \$40,000 towards the endowment and enough for a \$20,000 to \$25,000 website redesign.
- The balance sheet is in a strong cash position with \$400,000 cash available.
- The State of Tennessee has denied our request to not have to pay property taxes for the Charter School.
- We are on a month to month basis on the parking lot management. Looking for better options.
- 2018 pledges came in as expected which is key to our planning.

Columbus Park: Hall Gardner provided an update.

- The closing attorney, Mike Murphy, was notified by the city that they were ready to close on the sale of the property to us; which was a surprise to us. The closing will be on 2/28/18. The sale was approved by the city council in November 2017 at the last meeting of the month. We are not sure if we have any limitations as to what we do to the space. But, the city council has always been very clear that we plan on using the space for parking.

Rector's Report:

Vestry Retreat: After reading the report, the thought is that we need to determine the priorities we want to take out of the retreat.

- Think about what we do already that we already have structures in place for that tends to these.
- What are the items on the list that we have energy for this year?
- Where does Safety and Marketing/Branding fit in....etc.
- We will have a separate meeting on the retreat on 3/6/18.

Downtown Activity:

- The building across the street has been purchased through bankruptcy.
- The buyers are negotiating the use of the HUB building with Calvary. They provided a letter of intent but the HUB and Calvary have to be separated because they are not the same entity. Have not received a revised offer.
- Still in process.

Hire Parish Administrator:

- Budget and Finance suggested that we fill the Parish Administrator as soon as possible based on what Katie will not be doing in her part time role.
- Have one strong candidate and will be interviewing next week.

Clergy Report:

Associate Rector Responsibilities:

Paul McLain:

- Stepping more into Eyleen's former role in Pastoral Care. Have a great team. Different teams that meet every Wednesday night during the Koinonia meal. The clergy tries to make as many visits as they can. Finding out that lay visits are very much an integral part as well. Martin, Glenn and Paul meet every Friday afternoon at 4pm. Touch points are very important. All needs should be sent to Paul. However, we all should be eyes and ears and let him know.
- Looking to get more people involved with the Funeral Guild.
- Been involved in a lot of Weddings and involved with the Wedding Guild. Not only do Calvary parishioners get married at Calvary but we offer the church to non-members in hopes of gaining their membership. As a part of the wedding process, we offer marriage counseling sessions. A clergy person and a member of the wedding guild is assigned to each couple.
- Enjoys small group bible studies and small groups.

Amber Carswell:

- Will take some off of Paul's plate as he moves into more areas.
- Starting to work with adult formation committee about what goes on and how it works. Next meeting Sunday to discuss what is our mission in terms of education keeping inline with the results of our Vestry Retreat findings.
- Outreach is another piece. Getting to know people/organizations that we work with and have a partnership with Calvary. What do we do and what is the best use of our time and efforts.
- Have a pastoral presence for the children and youth. Provide an on the ground presence with them.
- Meeting the young adults in the church and those that are visiting the church, learning about one and other and what might happen with this group.

Neil Raman:

- A part of it all.
- Has shifting responsibilities as people come and go.
- Will have the lead role in the Funeral Guild - up and coming.

Warden's Report:

Weapons Statement

- Last year, it was discussed that gun control signage laws were changing effective 1/1/18. And, that if you want a sign to be effective, meaning that you can ask someone to leave, you must comply with the new law.
- Do we just keep the simple sign on the doors of Calvary?
- Margaret Craddock proposed that we leave our simple gun decal on the doors and include the following statement from Christ Church Cathedral Nashville or something similar in our publications.
 - Christ Church Cathedral Nashville had a hand-out with a weapon-free policy statement. "The Cathedral clergy and vestry have declared the Cathedral to be a weapon-free place of worship, prayer, study and fellowship, as a sign of Eucharistic peace. Please leave any weapons you are licensed to carry at home or in your car before entering the cathedral grounds."
 - A motion was made to adopt the proposed Weapons Statement as a part of the position of the Vestry.
 - The motion was made by Edwin Thorpe.

- 2nd by Kim Kitterman.
- The motion was unanimously approved.
- After much discussion, it was determined that we should form a Safety Process Committee to include the statement of values and other steps to follow.
 - Katie Owen offered to be on this committee.
 - Issue a *Chronicle* article about safety in general. Talk about how this has been in evolution and not a knee jerk reaction to recent instances of gun violence. Provide some structure about safety and provide contacts if they have questions. Mention the new gun safety policy and note that the statement is going to start appearing in the weekly bulletin at church and on our website.
 - Need an in-depth training for the Ushers - when and how to call the police, how to use a defibrillator, etc. As part of our planning the safety committee should produce safety guidelines that are updated and published to everyone.

New Business:

Vincent Astor and Bill Branch came to discuss writing a history of Calvary Episcopal Church. The current history was published in 1972 and a lot of history has happened since then. They want to provide a new more readable in present day history of the church, as the current book is difficult to read. They will use the current book as a reference and condense it. Format by rectorships. A separate chapter about the building, physical plant and the stain glass windows will be included.

The question is how will the printing of the book be paid for. They agreed that they will delve into it and this will be discussed later.

Endowment:

- Tony Graves provided an update.
- Met in January and Welcomed Peg Wahl and Joe Duncan to the committee.
- Finished the year at 9.6 million on 12/31/17. Good year performance wise. Up 12.7 for the year.
- Did some rebalancing to stay in compliance at the end of the year.
- Hall mentioned the importance of the relationship between the vestry and the endowment committee. Some of the funds that haven't been dedicated are helping to offset some expenses in the budget.

Upcoming Events:

- CEEP San Antonio
 - Consortium of Endowed Episcopal Parishes conference offering information from financial, to spiritual and best practices of the church.
 - Margaret Craddock and Scott Walters going. Often a staff member will go as well. Will revisit who should go and back that up.
- March 6 - Vestry Retreat Results and Next Steps
- March 20 - Vestry Meeting at 6:00pm in the Crook Auditorium
- April 4 - Forrest Marker Service and Installation
 - Working with several organizations discussing the Liturgy
 - Installation planned for noon in the church with the dedication outside
- April 23rd - St Paul's Cathedral Boys Choir

Motion to Adjourn - Edwin Thorpe

2nd - Tony Graves

Unanimous by all.