

Calvary Episcopal Church
Vestry Meeting Minutes
May 21, 2013
Crook Auditorium

Vestry Present: Alex Wise, Hall Gardner, Bob O'Connor, James Dowd, Charles Shipp, Clay Woemmel, Alison Boeving, Allison Parker, Drew Smith, Leslie Smith, Sam Cole, John Pruett

Others Present: Rev. Chris Girata, Rev. Ben Robertson, Rev. Eyleen Farmer, Katie Owen, Peg Wahl, Terre Sullivant

Call to Order: Rev. Chris Girata called the meeting to order at 6:04 p.m.

Opening Prayer: Rev. Eyleen Farmer opened the meeting with prayer.

The minutes of the April 16 vestry meeting were approved.

Working Group Reports:

Binding Us Together: Alex Wise, team leader, reported that the committee has finalized its work on small groups and handed it off to Ben Robertson, who has been working with Jill Piper. Facilitators are being identified and research conducted on what works and what doesn't. Robbie McQuiston, Holy Communion's small group's guru, is serving as a resource, and we hope to kick off our small-groups initiative in the fall. Susanne Darnell and Matt Seltzer are working on designing an Adult Formation curriculum that develops these concepts and moves parishioners to act on them. This teaching will need to be reinforced in the preaching from the pulpit and in our publications. Chris has proposed integrating ministry into the stewardship campaign in an effort to encourage more people to act. There is also excitement about youth Christian formation. The group is looking into whether it's time to initiate permanent name tags as a way to bind the parish more closely together.

Doing and Supporting: Team leader Bob O'Connor and committee member Clay Woemmel presented a report on Calvary's financial commitment to the diocese of West Tennessee (attached). Calvary's outreach grants and its diocesan commitment comprise the two largest items in Calvary's budget. Calvary is the largest donor to the diocese in West Tennessee. Sam Cole reported on the outreach grant committee (attached). It has a budget of \$135,000 and is proposing the hiring of a volunteer coordinator for \$20,000. A discussion of the committee's allocations and the level of parishioner participation in the funded organizations and projects ensued.

Treasurer's Report: Peg Wahl presented the actual and year-to-date budget. We are currently \$35,000 over budget due to personnel expenses. Hall Gardner reported that, with the volunteer help of Dee Wallace, the financial accounting has been cleaned up and will be accurate going forward. Katie Owen will determine if there is a need for additional accounting staff in the future. The treasurer's report was approved.

Working Group Report:

Using Our Inheritance: Hall Gardner, team leader, presented a report on the need for expenditures for deferred maintenance and how to finance them. The endowment committee is willing to loan the church \$800,000 in three tranches to finance the needed replacement of the HVAC system and other repairs to several areas of the church. The buildings and grounds committee compiled the list of repairs, replacements and maintenance with costs. Hall asked the vestry to approve the option for entire \$800,000 note but to only draw the first two tranches for a total of \$400,000 at this time. Hall presented a projected 2014 budget to explain how the note will be repaid, primarily with funds made available by a decrease in personnel expenses. A motion was made and approved to sign the note for the \$800,000 option. Another motion was made and approved to draw the first two tranches for \$400,000.

Clergy Reports:

Rev. Eyleen Farmer: Eyleen reported that a debriefing meeting of the chairs of the Lenten Preaching Series was held and that there is excitement moving forward. The clergy will brainstorm about speakers for next year. She also reported that the Adult Christian Formation Committee is doing excellent work.

Rev. Ben Robertson: Ben reported on the excellent work of the Children and Youth Commission and a marriage enrichment retreat for those married 10 years or less. He also reported that Barbara's liturgical duties are being absorbed by clergy and that the choir master search is in its final stages.

Rev. Chris Girata: Chris reported that the staff is settling into their shifted roles very well. There is a small group of volunteers, like Madge Clark, who are helping with administrative duties, and he is looking for more. He reminded the vestry that he will begin his doctoral program at Duke in August.

Warden Report:

Alex Wise: Alex expressed his belief that the working-groups structure of the vestry is bearing fruit and thanked everyone for their excellent work.

Old Business: None

New Business: The vestry will hold its July 16 meeting.

Adjournment: The meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Terre Sullivant, Clerk

Attachments

I. Brief Report regarding Calvary's Financial Commitment to the Diocese of West Tennessee

Prepared by Rose Johnston and Clay Woemmel for the Vestry of Calvary Church

Question:

Given that Calvary sees its mission as serving the downtown area and all of Memphis, what is its role in the Diocese of West Tennessee? Our "voluntary commitment to the Diocese is one of our largest budgeted ministry expenditures.

Highlights of the Budget of the Diocese

- The budget for the Diocese is presented for approval each year at the annual Diocesan Convention
- Budget hearings are held at Convention and adjustments are made to the proposed budget
- All parishes in the Diocese are represented at Convention by clergy and lay delegates
- The vestry of a parish in consultation with the rector selects lay delegates and alternates for Convention
- At the Convention held in fall 2012, the 2013 budget for the Diocese was approved by the voting delegates and totaled **\$1,645,000**. Key budget items include the following:
 - *Personnel: \$549,000*
 - *College & Youth Ministry: \$412,000*
 - *Diocesan Office Operation: \$223,000*
 - *Diocesan General: \$190,000 (see www.episwtn.org for line item budget for the diocese)*
 - *Support of Seminarians & Interns: \$165,000*

Diocesan Funding Mechanisms

- Significant financial support of the Diocese comes from its endowment (34%), and
- "Voluntary Commitments" from the parishes within the diocese (62%), and
- "Other Revenue" (4%)

Nature of Voluntary Commitments

- **Calvary: \$204,750 (20%)**
- Holy Communion: \$145,000 (14%)
- St. John's: \$135,000 (13%)
- Grace-St. Luke: \$130,000 (13%)
- St. Andrew's: \$70,000 (7%)
- Holy Apostles: \$54,000 (5%)

- *A number of smaller contributions from smaller parishes (rounded)*
- St. Mary's Cathedral: \$52,000
- St. George's: \$51,500
- St. Luke's, Jackson: \$36,000
- St. Elisabeth's: \$31,400
- St. Philip: \$18,000
- St. Mary's-Dyersburg: \$13,700
- Grace, Paris: \$12,200
- St. James, Union City: \$11,000
- Annunciation: \$6000
- St. Matthew's: \$6000
- Holy Trinity: \$5600
- Emmanuel: \$4800
- Good Shepherd: \$4400
- Immanuel, Ripley: \$4200
- Ravenscroft: \$4000
- Immanuel, La Grange: \$3900
- St. Thomas: \$3400
- St. Anne's: \$3200
- St. Thomas, the Apostle: \$2400
- St. Paul's: \$1800
- All Saints: \$1500
- Trinity, Mason: \$1,427
- St. James, Bolivar: \$1200
- Christ Church: \$500
- St. Joseph: \$300

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- **Formula for Determining Voluntary Commitment from Parishes of the Diocese**
- The Convention of the Episcopal Diocese of West Tennessee has set the rate of voluntary commitment at 10% of "Subtotal Normal Operating Income" from the Parochial Report submitted by each parish to the national Episcopal Church on an annual basis
- This percentage is based on the concept of the tithe
- For Calvary, "Subtotal Normal Operating Income" from the Parochial Report was \$2,167,115
 - If we funded the 10% formula, our pledge for the 2014 budget would be \$216, 712
 - Our current pledge to the Diocese is \$204,750, which is less than the 10% formula
 - It should be noted that the Diocese pledges 10% of its budget to the national Episcopal Church. In the 2013 budget, this was \$133,210.

Brief Overview of Calvary's Budget and Pledging

- Budget: \$2,200,000
- Pledge to Diocese: \$204,750 (Approximately 9%) (\$220,000 would equal 10%, a difference of \$15,250 from our current level of support)
- Pledging Units at Calvary: 279
- Mean Pledge: \$5000 (This average is skewed due to a small number of large gifts)
- Median Pledge: \$1680 (More representative of most pledges)

II. Brief Report on Calvary's 2013 Outreach Ministry Budget

\$135,000 is budgeted by the Outreach Grant Committee for **Outreach Ministries** and non-profit organizations:

1. \$5,000.00 to Bridges
2. \$24,000.00 to Calvary Community Breakfast
3. \$10,000.00 to Church Health Center
4. \$5,000.00 to Emmanuel Episcopal Center
5. \$3,500.00 to Emmanuel Meal
6. \$25,000.00 to Hospitality Hub
7. \$10,000.00 to Lenten Preaching Series
8. \$10,000.00 to MIFA
9. \$10,000.00 to Samaritan Counseling Center

The Outreach Committee would like to use \$20,000.00 to hire a part time Outreach Volunteer Coordinator with \$12,500.00 allocated during the year to Outreach efforts identified by the Staff and parishioners.

Four organizations will receive funds from other Calvary activities, or will be the beneficiaries of volunteer efforts by the church. These include Carnes Elementary, the Community Legal Center, Friends for Life, and Hope House will receive collections from the Aids Healing Service."