

Vestry Meeting Minutes  
December 16, 2014  
Calvary Episcopal Church  
Crook Auditorium

**Vestry Present:** Allison Parker, Charles Shipp, Raymond Spence, Nicky Hitching, Alison Boeving, Celeste Herburger, Hall Gardner, Clay Woemmel, David Leigh, Terre Sullivant, Mike Nelson

**Others Present:** Eyleen Farmer, Katie Owen, Chris Girata, Kathryn Jasper  
Newly elected Vestry members: Jan Gwin, Claudia Haltom, Fred Piper, Julie Bethell, Chad Cunningham

**Call to Order:** Rev Chris Girata called the meeting to order at 6:03pm.

**Opening Prayer:** Rev Chris Girata

**Welcome to Incoming Vestry Class**

**Approval of Minutes:** Charles Shipp made a motion to approve November minutes, Clay Woemmel seconded.

**Treasurer's Report : Katie Owen** Katie shared two documents: the profit and loss statement, which outlined November 2014 Comparison Actual to Budget, and the proposed budget. Katie noted that we are in a place at the end of the year to make a meaningful payment to the Endowment. The profit and loss statement included a summary balance sheet, showing liabilities and net assets. There are about \$100,000 in outstanding pledges that will be turned in by January 2015. Katie noted that the non-pledge gifts and other income categories are both higher than expected.

**Budget 2015:** The new budget shows a reduction in pledge totals overall. Katie noted that we did not budget for non-pledged gifts. She indicated that the hope is that if Calvary receives additional non-pledged gifts, the monies could go to replacing HVAC systems in the parish building. Additionally, she noted that if income exceeds expectations, the plan is to pay down debt.

Katie also noted that we have sold 56 turkeys for Emmanuel Meal and she ideally would like to sell 4 more turkeys. They will be on sale Sunday.

Mike Nelson asked for further information on the number and size of pledges. Chris noted that there are still too few people giving too much of our total budget. He explained that Calvary's median pledge is around \$1,700, versus the national average median pledge being \$3,600. He expressed a goal of eventually moving our median pledge to \$4,000. Katie noted that she would bring the Stewardship analysis to the January meeting, as the campaign was still winding down and there are still some expected outstanding pledges. Chris added that there is a 10% increase in new pledges.

Hall, Chris, and Katie all noted that the plan of action for budgeting includes aggressive budgeting that allows us to work towards being debt free through conservative budgeting and aggressive cost cutting.

Hall made a motion to accept the November Treasurer's Report. Clay Woemmel seconded.

**Work Committees Report:**

**Senior Warden/Administration Report: Hall Gardner**

Hall shared information about J. Brooks coffee's partnership with the Hospitality HUB and the potential for a donation based on proceeds on sales. Chris added that there will be an announcement in January about buying coffee en masse as a parish to support the HUB.

Formation Group: Allison Parker

Allison remarked on the success of the 2014 Formation season and requested information about the various formation events from the past year, as she is putting together an annual report and wants to include a wide array of information.

Ministry: Leslie Atwood Smith

Leslie noted that while the Ministry group did not reach all their goals this year, it was a successful year for Ministry due to the restructuring of the Outreach committees and she looks forward to the work of the 2015 Ministry group.

**Clergy Reports:**

Eyleen Farmer

Eyleen announced that Lives Worth Saving launched last Friday (December 9) and it exceeded her expectations. There were representatives from the District Attorney's office, Memphis Police Department, and Health Department sharing resources with 14 women. Following lunch, several survivors shared their stories and then several community agencies presented resources available for the women if they choose to change the course of their decisions. If the women engage in the illegal activity again, they can attend the day-long event once more before this deterrent option is not available to them. Eyleen stated that there were several Calvary volunteers on hand to help and she anticipates more volunteers engaging in the future. Claudia Haltom (present at event as a resource through A Step Ahead) noted that the data will show whether Lives Worth Saving is a successful event and that data will be analyzed.

The event will occur the 2<sup>nd</sup> Friday of every month and occurs at very low cost, which was covered by the Outreach budget this month. Different faith communities are providing the hygiene bags given at the end of the day, with Calvary contributing in January. Eyleen added that the planning team will debrief in early January.

Chris added that a letter was sent to Calvary Place families to inform them about the Lives Worth Saving event and the security measures in place, written collaboratively by Eyleen and Calvary Place leaders.

The planning team for Scarborough Fair (Calvary and Annunciation) continues to meet once a month and is beginning to talk about building an advisory board and a business plan for the gardens and apiary.

Eyleen added that several Calvary parishioners have voiced interest in hosting "Room at the Inn" at Calvary and conversations are ongoing about feasibility for launching this season (ending March 2015) or waiting until the next season (fall 2015).

**Rector's Report – Chris Girata:**

Calvary Place: Chris reported on Calvary Place's rent versus the expenses Calvary paid for their presence – after analysis at the beginning of the year, Calvary Place's rent was slightly raised. Long-term, Chris worked with Calvary Place to create a plan where Calvary Place integrates more into the church culture and Chris is working to partner more with the families in our children and family events.

Leadership structure: Chris proposed that in an effort to promote leadership in the Vestry, the structure of the Vestry Working Groups could change so that the chair of the working group is no longer a warden, but rather is a non-warden Vestry member. Chris explained that leadership development of the parish is one of the goals and purposes of the Vestry and the working groups will support the various councils and committees under the umbrella of that working group. The working group would support the leadership of that council/committee and identify leaders that would cycle on a yearly basis. Raymond Spence noted that

there needs to be structure for how the working groups support the particular committees/councils and Chris responded that the next year will be spent discerning how to support them and figuring out what works for each committee/council.

Annual Staff Reviews: The reviews are almost complete and Chris remarked that they have been very positive. The staff reviews their goals individually with either Chris or Katie and then creates new goals for 2015, with measurable outcomes.

Annual Report: Chris noted that we will be publishing an annual report at the end of January. All three Wardens and the executive staff leadership will write reports, as well as several of the committees with significant 2014 action (such as Buildings and Grounds). There will be a moment in late January where the Vestry will be able to engage in open dialogue with the parish as one of the four quarterly opportunities, as outlined in the Strategic Plan.

Additional Notes: Based on year-end numbers, Chris reported that membership and attendance both increased. Ebet created a list of over 100 regular attendees who are not members but have attended for some time. In the spring, this task will be taken over by a group called "Connections" that will work to connect new members with existing members that have similar interests. Chris also reminded the Vestry to thoughtfully consider our macro goal for 2015 of strategic growth (or not), with plans to discuss and decide in January.

### **New Business:**

Budget: Chris noted thanks to Hall Gardner, Katie Owen, Gary Wilson (Budget and Finance Committee chair), and the Budget and Finance Committee. The budget includes a side by side comparison of 2014 and 2015. There are four highlighted sections to be noted, with discussion and voting to come in January. The first note addresses the Assistant Organist line item – the budget reflects a reallocation of time in the music department staff and also includes a slight increase in cost based on growth of the music program. The next note pertains to the Sunday service – the Red Door Band service has been phased out but a non-Sunday morning option for a weekly worship opportunity has been identified and will be researched in early 2015, so money has been set aside to implement this service in the second half of 2015. The third note includes information about additional budget for printing and mailing the Chronicle again, based on readership trends in digital format. The printing schedule will include 8 prints to reflect the seasonality of the church calendar (as an example, before Lent versus the first of the month). The Chronicle will continue in the current magazine format of 70% articles (what we have done) and 30% what is to come. Chris added that the Chronicle will still be emailed and members can opt out of the mailing. The final note of the budget refers to the Endowment Loan Repayment line, which is set at \$125,000.

**Transition of Vestry Members:** Chris acknowledged and thanked the outgoing vestry members for their service and dedication.

**Election of 2015 Wardens:** Chris explained the new structure of the Wardens committee based on the changes from the Vestry Governance Committee, which includes a senior warden, junior warden, and a warden at large. Chris shared the nomination committee's slate (listed below) and solicited discussion. Nicky Hitching remarked that they were great choices. Mike Nelson made a motion to accept the slate and Allison Parker seconded. The slate was accepted by the vestry.

### 2015 Wardens Committee

Senior Warden – Leslie Atwood Smith  
Junior Warden – Terre Sullivant  
Warden at Large – Celeste Herburger

**Adjournment:** David Leigh made a motion to adjourn, Alison Boeving seconded. The meeting was adjourned at 7:23pm

Next Vestry Meeting: Vestry Retreat, January 23-24