

Christ Church
Vestry Meeting Minutes
Regular Meeting of the Vestry
Tuesday, November 11, 2014

Present: The Rev'd Joanna P. Hollis; Rector's Warden Paul Ambos; People's Warden Sheila Cooper; Vestrymembers Beth Binde, Kelly Bogan, Gerri Callahan, Andrea Cunnell, Carole Forsythe, Mel Garber, Judith Kuldinow, Debra Lowe, Andy Murphy, Artie Phills, Melisande Skillicorn,

Also Present: Treasurer Jonathan Gloster (via telephone)

Absent: Vestrymember Effie Lamptey

The Rev'd Joanna P. Hollis called the meeting to order at 7:05 with opening prayers by Rector's Warden Paul Ambos taken from the World War I soldiers' *Campaign Prayer Book*.

Dwelling in the Word was on Matthew 25:31–46.

Approval of Minutes of Regular Meeting of October 14, 2014: Mr. Ambos moved the approval of the minutes, which Vestrymember Mel Garber seconded. Finance Committee Chair Carole Forsythe asked for two corrections in the Finance Report with Treasurer Jonathan Gloster concurring: In the first paragraph, the PNC loan balance should be changed from \$58,000 to \$225,000, and the last sentence regarding the Living Stones pledges should be deleted. The motion carried unanimously with those changes.

Correspondence: Clerk of the Vestry Gerri Callahan reported no correspondence.

Treasurer's Report: Mr. Gloster discussed his written Treasurer's Report to the Vestry, November 11, 2014 Meeting (October 2014 Report). Mr. Gloster noted that income was down in October, only at 89% of budget, with pledge and plate both down. Pledge income for the month was at \$17,367. He stated that monthly rental income was down, but he would check into it to insure that it is not an accounting error. He advised that a special appeal to the parish for property costs may be needed. If this winter is similar to last winter there will be significant heating bills. He noted that expenses this month were more than budgeted, due mostly to the final Handi-Lift bill of \$10,182.46 which was paid in October. He stated that there will be a bill for approximately \$12,500 for roof repair in November. He reported that the monthly operating deficit for the month was over \$17,000, with the yearly deficit now at \$71,401.76 and, if non-capital expenses are added, the deficit is \$85,598.22. The investment fund stands at \$1.1 million. Mr. Gloster provided a Statement of Financial Liability with assets and liabilities.

People's Warden Sheila Cooper asked about restricted funds. Ms. Forsythe advised that some of them are funds that prior youth-group classes had raised but not spent on their mission trip and thus were left for other classes. There was discussion of the youth

programs and the use of funds. In response to Andrea Cunnell's inquiry, there was discussion of the Marion B. Devoe fund. Rev. Hollis advised that she and Mr. Gloster are working together on ways to keep the parish informed of the financial status.

Mr. Ambos moved to approve the report and file for audit. The motion carried unanimously.

Reports by Title

Rector's Report: Rev. Hollis submitted a written Rector's Report, Vestry, November 2014. There were no comments or questions.

Committee Reports

With the Vestry's approval, the Finance Committee Report was presented first.

Finance - Budget & Special Financial Reports: Finance Committee Chair Carole Forsythe submitted a written Finance Committee Report. Ms. Forsythe advised that the Committee is exploring ways to increase income and get the draw from the Investment Account down to \$0. She stated that all will be asked to increase their pledges by 15% over last year's pledge. John Ager will give a brief appeal at the November 16 service and Ms. Forsythe will do so on November 23. An appeal for the increase also will be in the Close Call. Ms. Forsythe stated that the Committee is discussing how to increase planned giving and the need to advise the congregation that true endowments can be made for specific purposes. Ms. Forsythe reported that PNC Bank is reducing the line of credit amount from \$500,000 to \$250,000. She further stated that Parish Administrator Julia Utz is exploring ways to reduce copying costs and that Sexton Brian Breen's cellphone costs will go down due to a new plan. Rev. Hollis reported that she is working with Bookkeeper Irene Fialkowsky to generate committee expenditure reports quarterly, rather than monthly, and that should reduce bookkeeping expenses. The committee chairs on the vestry agreed to this. Ms. Cunnell asked if she could be copied on the Music Committee report. Mr. Ambos stated that there will be for the next year a 5% rental increase for the Saturday and Sunday church groups that use the Auditorium. Vestrymember Artie Phills asked about the recent pledge drive, and Stewardship Co-Chair Andy Murphy said he would get the information to Mr. Phills.

Stewardship: Rev. Hollis and Committee Co-Chair Andy Murphy distributed call lists to the Vestry. Those on the list are people who pledged in the past but have not yet submitted a pledge card. They also distributed a script. Rev. Hollis asked that calls be made within a week.

Annual Meeting: Annual Meeting Committee Chair Artie Phills distributed a written Annual Committee Report to the Vestry - 11/11/14 which listed the various vacancies to be filled. Mr. Phills reported that Vestrymember Mel Garber and Ms. Forsythe have stated that they are willing to seek another term on the Vestry and that Ms. Cooper is interested in continuing as People's Warden. Mr. Phills stated that the Committee is

identifying potential candidates. He noted that the Committee is revising the nominating form.

Rev. Hollis asked all to submit their committee reports by December 1. She would like to have the Annual Meeting booklet distributed two weeks before the Annual Meeting. Ms. Cooper asked for last year's booklet and Rev. Hollis stated that she will ask Ms. Utz to e-mail it.

Fellowship: Fellowship Committee Co-Chair Melisande Skillicorn submitted a written Fellowship Report, November 11, 2014. She noted that the Report should have included Jim Nichols as helping with the decorations. She advised that the Committee expects about 30 people at the November 15 Harvest Potluck Dinner, and children are welcome. She stated that there will be a regular coffee hour after the Lessons and Carols service on December 21.

Insurance: Vestrymember Debra Lowe advised that she had nothing yet to report.

Old Business

General Convention Resolutions Referred to the Diocese: The Vestry went through each Resolution and checked the form as appropriate, for Mr. Ambos to deliver to the diocesan office.

New Business

Ali Van Kuiken Candidacy Letter: Rev. Hollis asked Vestrymembers to sign a Letter of Support Pursuant to Canon III.6.4(a)(2) for admission as a candidate for Holy Order. Two-thirds of the Vestry are needed and Rev. Hollis circulated the letter for signature. The requisite two-thirds signed.

Request for Deployment of a Deacon: As per her written Report, Rev. Hollis reported that since Archdeacon Peter Cornell is busy with diocesan duties, she would like to apply to the diocese for a second deacon and circulated a draft request to the diocese for such an assignment. Rev. Hollis spoke with Archdeacon Cornell, who is supportive. The cost would be a \$1,000 stipend. Rev. Hollis advised that she could use additional help, especially if the vestry determines to create a Newcomers Committee. In response to questions, Rev. Hollis advised that she anticipates the deacon to be in attendance on Sundays and to help with clerical and committee work. In response to Ms. Cunnell's question, Rev. Hollis stated that Rev. Greg Bezilla is only supply clergy and helps with connection to the Rutgers community. The Vestry unanimously approved the request as drafted, but answering question 4 (as to financial support) in the affirmative.

Newcomer/Inclusion Committee: As per her written Report, Rev. Hollis stated that she would like to create a new Newcomer/Inclusion Committee. This is different from Fellowship, as Fellowship is expanding its role with increased activities, and the parish needs to think about how better to welcome newcomers and incorporate them into parish

life. Depending upon whether the parish gets a second deacon, the Committee may operate under the deacon and report to the Fellowship Committee or as a Vestrymember-chaired committee. Rev. Hollis would prefer that it be a new Vestry committee.

Mr. Ambos moved the following resolution:

Resolved, That the Vestry approve the formation of a new vestry committee to be named the "Newcomers/Inclusion Committee" for the purpose of developing strategies for presentation to the Vestry to better incorporate visitors and new members into the parish, the members of such committee to be appointed by the Rector.

Mr. Ambos stated that if the vestry decides to create the new committee, the scope can be written flexibility so that it can be created either inside or outside of the Vestry. Mr. Murphy stated that he would prefer to wait until next meeting to vote on the resolution in order to have appropriate time to consider whether to create a new committee and moved to table, which motion was passed.

Vestrymember Judith Kuldinow asked about securing candidates for the upcoming vestry openings. Mr. Ambos stated that pursuant to the parish bylaws, the Annual Meeting Committee cannot solicit candidates for particular committee assignments but can only solicit for a vestry position, since the rector alone appoints committee chairs. The vestry engaged in discussion about skills for serving on the vestry.

Topics on the Minds of the Vestry: Vestrymember Beth Binde asked about Faith in New Jersey. Rev. Hollis discussed the organization and advised that Christ Church is not in a position to commit to participate by the December deadline.

Mr. Ambos asked for volunteers for the parish's regular Elijah's Promise crew for November 15, since neither he nor his wife Catherine would be able to attend. Ms. Cooper volunteered and suggested that Suzzette Kilkenny create a schedule .to get more parishioners involved.

The meeting adjourned at 9:10 p.m. on consent, with Mr. Ambos leading compline.

Respectfully submitted,
Gerri Callahan
Clerk of the Vestry