

Christ Church
Vestry Meeting Minutes
Regular Meeting of the Vestry
Tuesday, September 8, 2015

Present: The Rev'd Joanna P. Hollis; Rector's Warden Artie Phills; People's Warden Sheila Cooper; Vestry members: John Ager (arrived at 7:06 PM), Beth Binde, Andrea Cunnell, Carole Forsythe, Mel Garber (arrived at 7:42 PM), Mervis Johnson, Effie Lamptey, Debra Lowe, Andy Murphy, Melisande Skillicorn

Also Present: Treasurer Jonathan Gloster (via telephone), Intern Andrea Treadwell

Absent: Vestry members: Austin Cooper, Cheryl Ann Stofan,

Rev'd Joanna P. Hollis called the meeting to order at 7:02 PM with opening prayer by Andrea Cunnell.

Rev'd Hollis introduced Andrea Treadwell, the new intern for Christ Church New Brunswick (CCNB) and asked everyone to go around the room and give a brief introduction.

Dwelling in the Word was Mark 8:27-38

Approval of Minutes of Regular Meeting of August 11, 2015: The minutes were moved for approval. People's Warden Sheila Cooper and Vestry members Andrea Cunnell and Melisande Skillicorn abstained.

Correspondence: Clerk of the Vestry Debra Lowe reported that CCNB received a letter from the Church Insurance Agency Corporation asking that someone call them regarding our Commercial Package policy that will renew in the next few months. Debra said that she would contact them to confirm that the current information should be contained in the renewal policy.

Rev'd Hollis discussed a letter received from the Food & Water Watch organization based in New Brunswick, regarding a private water company operating New Brunswick's water system. The request was for CCNB to sign a letter going to the Mayor of New Brunswick petitioning privatization. The majority of the Vestry members agreed that more information was needed before signing the petition on behalf of CCNB. However, if individuals living in the affected communities were interested in signing, they were welcome to on their own behalf. People's Warden Sheila Cooper opposed; Vestry member John Ager abstained.

Treasurer's Report: Jonathan Gloster explained the written Monthly Financial Report. He stated that there was a decline in revenue, which is typical for summer. Jonathan pointed out that the plate offering was down significantly. There is a lot of activity with Shop with Script. CCNB has made \$400 to \$470 within three months of reintroducing the program. All of last year brought in \$500. We are at 79% of projected income budget. As of now, there are no significant events that will negatively impact our income.

Carole Forsythe moved to receive the report and file for audit. The motion carried unanimously.

Jonathan informed the Vestry members that he will be attending the Clergy Compensation & Benefits Workshop for Diocese on September 12, 2015.

Reports by Title

Rector's Report: Rev'd Hollis informed the Vestry members that goal setting has been moved to the Leadership Retreat taking place in February 2016.

In the Rector's Report, the Vestry members were reminded to refer all parishioners to the proper channels if they have concerns or complaints about the parish. Jerry Skillicorn is concerned that, with his new title, people will seek him out more than what they do now. Vestry member Andy Murphy asked if parishioners know what the proper channels are. Rev'd Hollis said that we will remind people by putting something in the Close Call and mentioning it during the announcements. The proper channels are the Comments Box and the People's Warden, Sheila Cooper.

Committee Reports

The Way of St. Paul: People's Warden Sheila Cooper gave a verbal report on The Way of St. Paul. The eight person team attended two meetings at the New Jersey Diocese on June 26 – 27 and August 29. They were able to use the work the Missional Leadership Team started. There are two upcoming meetings on September 9, and October 4, where they will work with mentor Jim LaDoux, a coach from Vibrant Faith. In January 2016, community building opportunities may begin.

Vestry member Andrea Cunnell asked if we are creating boundaries before we begin the conversation. People's Warden Sheila Cooper responded that there are boundaries that we are trying to overcome: geography, difference between the two services. She added that age, race, and ethnicity can become boundaries if we allow them to be. Parishioner Meegan Adames will provide the parishioners with updates on what is happening.

Stewardship: The Stewardship Committee Chair Andy Murphy submitted a written Stewardship Committee report. He passed around a sign-up sheet and asked Vestry members to volunteer and select a day to facilitate as there are still openings. Facilitators will be given a script. The amount of money needed to sustain CCNB will be shared. The amount is much bigger than last year's number. It is realistic and transparent and the Committee hopes it will yield a better pledge amount.

Vestry member Andrea Cunnell asked how we can make sure we meet our goal when we have not met it in the past five years. She asked if we need to conduct a feasibility study and map out who can give more money. Vestry member John Ager suggested that we give individual pledge cards indicating the amount people pledged last year. Andy Murphy stated that when we asked people to increase their pledge, they did. Now we want to be pro-active and do it ahead of time. There are two letters that Rev'd Hollis and Andy Murphy are working on: Fall letter and Stewardship Letter.

Personnel: The Personnel Committee Chair Debra Lowe submitted a written Personnel Committee report. She informed the Vestry members that Rev'd Hollis is working with the staff to complete their goals by next Vestry meeting. In addition, Debra informed the Vestry members that Joanna has been using her personal cell phone for work and that she will ask Julia Utz, the Administrative Assistant, to

look into adding another line to the work phone that Brian Breen, the Sexton, has. The cost for Brian's phone is approximately \$76 per month. Once the cost for an additional line/phone is available, it will be shared with the Vestry members.

Property: Property Committee Chair John Ager submitted a written Property Committee Report. He informed the Vestry members that Art Erickson is retiring and moving to Pennsylvania. He explained that pages 1-5 are open items; 6-7 are closed items and page 8 lists workdays. There is a critical need for people to volunteer to help because the cost of labor is too expensive. He'll reach out to Rutgers University to see if fraternities and sororities would be interested in volunteering. John informed the Vestry members that the HVAC system has a leak and needs to be replaced; the floor in the food pantry cannot be repaired this year; and that he is working with the City of New Brunswick on signage for CCNB.

Vestry Member Carole Forsyth mentioned that we cannot keep cutting expenses for property when we are in a historic building.

Fellowship: Fellowship Committee Co-Chairs Effie Lamptey and Melisande Skillicorn submitted a written Fellowship Committee Report. Effie and Melisande are in the process of coordinating an Ingathering Brunch in partnership with the Stewardship Committee. Although not yet advertised, the upcoming events are Italian Night on November 7 and a pizza party on December 5.

Music: Music Committee Chair Andrea Cunnell submitted a written report and reviewed it with the Vestry members. She said that they are raising the bar musically in the following areas: Choir, Outreach and Concerts. Andrea highlighted that the choir starts this week, they are having a retreat on September 12, and that they do not have enough children in the choir.

Old Business

Leadership Retreat: Rev'd Hollis told the Vestry members that she understands that staying two days overnight may be difficult for some. She offered options that would accommodate everyone's needs. After much discussion, it was agreed that the retreat would remain in the same location, but with only one overnight stay.

Matter of the Estate of Gladys K. Anderson: Rev'd Hollis informed the members of the Vestry that CCNB will be splitting the attorney fees with St. John Episcopal Church. So far, the total cost is \$4,500. The attorney representing Christ Church New Brunswick and other religious groups is Ryan L. Erdreich, Esq. from Piscioti Malsch Counselor & Litigation.

Rector's Job Description: Based on initial feedback, Rev'd Hollis will prioritize her job duties. She mentioned that she would like comments and feedback before the next Vestry Meeting on October 13.

Ministry Fair: People's Warden Sheila Cooper said that the Ministry Fair will be held on September 27, after both services. She will set up displays the day before the event. Sheila asked that for coffee hour, each committee bring in breakfast items and have them on their committee's table. This will help drive people to each ministry table. Sheila mentioned that a significant change from last year will be to share the time commitment required for each ministry and a list of specific tasks people need help with.

Rummage Sale: Although Austin Cooper, the Fundraising Committee Chair was absent, it was mentioned that there are three dates for dropping off items for the sale. The items that do not sell will be donated to a local charity.

New Business

Security Measures: Rector's Warden Artie Phills discussed the security measures for CCNB. The people selected for the committee represent all areas of the church. The committee members are: Brian Breen (Sexton), Pete Cornell (Deacon), Hansford Kilkenny (Usher), Milesande Skillicorn (Fellowship), Cheryl Ann Stofan (Newcomers), and Julia Utz (Office Administrator). The committee will conduct a risk assessment and determine next steps from there. The goal is to simultaneously be welcoming and raise awareness around security

Ordination to Priesthood: Ali Van Kuiken will be ordained in January 2016. Rev'd Hollis asked that the Vestry members sign the form from the Diocese of New Jersey (same as the one signed in June 2015) attesting to our support of her ordination.

Topics on the Mind of the Vestry:

Rector's Warden Artie Phills mentioned that the meeting minutes posted in the corridor are not accessible to all parishioners. He suggested that we make copies available and leave them on the bookshelf in the back of the church. In addition, parishioners should be reminded that they have an open invitation to attend Vestry meetings.

Carole Forsythe asked each Vestry Chairperson to provide her with their 2016 budget by September 20, 2015.

Beth Binde informed the Vestry members that she is having surgery on December 9, 2015.

Rev'd Hollis reminded Vestry members to send Julia Utz their photos so that she can post them on the bulletin board. This will help parishioners know who the Vestry members are.

The meeting adjourned on consent with Compline at 9:36 PM.

Respectfully submitted,
Debra P. Lowe
Clerk of the Vestry