

Christ Church
Vestry Meeting Minutes
Regular Meeting of the Vestry
Tuesday, October 13, 2015

Present: The Rev'd Joanna P. Hollis; Rector's Warden Artie Phills; People's Warden Sheila Cooper; Vestry members: Austin Cooper, Andrea Cunnell, Carole Forsythe, Mel Garber, Effie Lamptey, Debra Lowe, Andy Murphy, Melisande Skillicorn

Also Present: Treasurer Jonathan Gloster (via telephone), Parishioners: David Burns and Penelope Lattimer

Absent: Vestry members: John Ager, Beth Binde, Mervis Johnson, Cheryl Ann Stofan,

Rev'd Joanna P. Hollis called the meeting to order at 7:00 PM with opening prayer by Austin Cooper.

Reflection was on an article from the Alban: Ten Tips for Better Church Announcements by Dan Wunderlich. The Vestry members decided to keep announcements brief by welcoming newcomers and highlighting one to three items in the church bulletin that require action – no reading.

Approval of Consent Agenda: The consent agenda was moved for approval with one correction to the Minutes from Regular Vestry Meeting on September 8, 2015. The correction was made to the Music Committee Report recap to read: 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: 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 to form a children's choir.

Treasurer's Report: Treasurer Jonathan Gloster highlighted that the overall projected deficit continued to widen. In addition, the net profit on Shop with Script is \$678 and the rummage sale held in October netted over \$500.

Vestry member Andrea Cunnell asked if the Diocesan Fair Share payment will be stopped or reduced. Rev'd Hollis responded that this year, the decision was made to pay what we pledged. However, we can discuss this for 2016. She explained that we would need to go to the Diocese and let them know that we are unable to meet our obligations. As it stands today, they asked for \$76,000 and we offered \$42,000. Vestry member Carole Forsythe added that if we offer 10% of the income, the Diocese is usually fine. The cost of the health care plan was also discussed. The Vestry concluded that overall, the church as a whole must do a better job of managing costs.

Correspondence: Clerk of the Vestry Debra Lowe reported no correspondence.

Old Business

Rector's Job Description: Rev'd Hollis stated that she only received feedback from Vestry member John Ager, on her job description. His concern was that it was a lot and asked that she prioritize the

duties and responsibilities in order of importance. Rev'd Hollis reviewed the order of importance and indicated that she would update the document.

Vestry member Andrea Cunnell asked if the Vestry would like a report on pastoral care. Rev'd Hollis explained that pastoral care is no longer done in the traditional sense, it's very different now. It is not only in-person visits, but is done through social media, email, phone calls, etc. Vestry member Debra Lowe asked about the purpose of the report; what it was used for in the past. It was used to inform the Vestry of the Rector's daily activities. There wasn't an interest from the Vestry. It was decided that it would be revisited every year to determine if there is a need for the report, if it's realistic and worth the time it would take to track, compile and report. The Rector's job description was moved for approval with the changes to the priority order.

Personnel: The Personnel Committee Chair Debra Lowe stated that she only received feedback from Vestry member Carole Forsythe, on the Personnel Policy. It was suggested that vacation time be pro-rated for part-time employees who are be hired in the future. In addition, if a staff member works 20 hours or less per week, they will not be eligible for pension benefits. The Personnel Policy was moved for approval with the changes in vacation and pension amounts for future hired part-time staff.

Rummage Sale: The Fundraising/Special Events Committee Chair Austin Cooper gave an update on the rummage sale held on October 3 and October 4. He stated that the goal was \$400 and they collected \$439. To ensure that the church wasn't storing left over items that did not sell, a parishioner took everything, except the clothes, to a local yard sale and sold the items for \$123. Therefore, the total profit was \$562. Austin explained that the low turnout was attributed to the inclement weather (rain and hurricane threat). He would like to hold two rummage sales again next year; April or May and in the fall. The clothes not sold this year, will be part of the sale for next year.

New Business

Annual Meeting Committee: Terms will be ending for the following members and they will be rotating off the Vestry: Andrea Cunnell, Effie Lampsey and Melisande Skillicorn. In addition to the members rotating off, parishioners Jim Nichols and Allen Abbott will be part of the nominating committee and will get information to the parish; Paul Ambos is the parliamentarian.

Budget Meeting: Rev'd Hollis gave the Vestry members the option of having the annual budget meeting on December 6, 2015 or January 3, 2016. The Vestry members voted for January 3, 2016. Lunch will be served.

Episcopal Church Signs: Rector's Warden Artie Phills gave an update on the church signs in the absence of the Property Committee Chairperson John Ager. Two signs at each location on Albany Street and Neilson Street will be installed. The Vestry members voted that the signs be ordered from the vendor who provided the lowest quote. The signs will cost \$300, which includes the \$30 for shipping.

Topics on the Mind of the Vestry:

Volunteers are needed for the Halloween Spooktacular taking place at Christ Church New Brunswick (CCNB) on October 31. Mel Garber sent an email to all ushers and they will make sure there is coverage.

People's Warden Sheila Cooper thanked everyone who helped make the Ministry Fair a success. She also congratulated Rev'd Hollis on her second anniversary with CCNB.

Vestry member Effie Lamptey asked if there could be only one service the next time a Ministry Fair is done. She believes it will be more efficient, effective and generate higher participation. Although she understands the benefit, Rev'd Hollis said we need to be mindful of the number of times per year we have a joint service. Another suggestion was to hold Rally Sunday and the Ministry Fair on the same day. This seemed to be a possibility.

Rev'd Hollis stated that Blessing of Animals was rained out and only a few people attended. This is the second year it was to be held in Donaldson Park. However, due to the rain, it was moved to the church; where it's been held in years past.

Vestry member Mel Garber mentioned that he will report on Outreach next month.

The meeting adjourned on consent with Compline at 8:45 PM.

Respectfully submitted,
Debra P. Lowe
Clerk of the Vestry