

Draft of July 15, 2007

**MINUTES OF THE REGULAR MEETING OF THE VESTRY
OF
SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH
June 20, 2007**

The regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church was held on June 20, 2007. All members of the vestry were present except for Fred Fowler, Becky Casey, Amy Fikes, and Robert Wilson. Also present at the meeting were Chancellor Sharon Alexander, Rector Search Committee Co-Chair Rusty Smith, Assistant Chancellor Bob Wilbur, Properties Howard Templin, Foundation Jim Skochdopole Todd Howard and Parish Administrator Priscilla Owens. The Senior Warden called the meeting to order at 4:30 p.m.

MINUTES OF PRIOR MEETING

Upon motion duly made, seconded and unanimously adopted, the minutes of the regular meeting of the Vestry held on May 16, 2007, were approved and submitted.

CORRESPONDENCE

Senior Warden Martin passed around the following correspondence for review by the Vestry:

- An invitation to the ordination of Marci Pounders on June 23, 2007.
- A letter from David Knight to Interim Rector Hill regarding his retirement.
- An Open House invitation for Canterbury House for June 24, 2007.

INTERIM PRIEST'S REPORT

Interim Priest Hill advised the Vestry of the following:

- Asked that the Vestry to be aware of the clergy shortage at this time and the need for the current clergy to go on much-needed vacations. Although all services are covered, he asked the Vestry to be mindful of pastoral care. On July 29, Interim Rector Hill and 2 other deacons will be the only clergy for all Sunday services. Therefore, the Joy Mass and the Discovery Mass will be moved to the Church and combined with the 8:45 service. Despite some opposition, the music from the Joy Mass and Discovery Mass will be used at the 8:45 service.
- Interim Priest Hill also discussed the need for variety in the music in the main sanctuary and the need for direction in the music department.

- Interim Priest Hill also wanted to inform the Vestry of an article which he authored, which appeared in the *Espirit Magazine*, in which the editor of the magazine changed the words of the article. He wanted to let the Vestry know that the words printed in the magazine were not his words.
- Interim Priest Hill also passed out a sermon entitled “Moving the Ladder,” and asked that the Vestry read and share this sermon with the parish, as it was an excellent sermon and a must read. *See attached.*

SENIOR WARDEN’S REPORT

Senior Warden Martin advised the Vestry of the following:

- Senior Warden Martin updated the Vestry regarding the youth space. The Senior Warden has met with the staff regarding the reconfiguration of the first floor and encouraged the input of the staff.
- Bishop Jeko’s funeral was attended by several members of the parish. Bishop Stanton expressed his appreciation of our attendance.

JUNIOR WARDEN’S REPORT

No report at this time.

STEWARDSHIP REPORT

No report at this time.

JUBILEE REPORT

Arden Showalter reported that the youth volunteers for the summer Jubilee program are making a huge difference and the program is going great. This week, there were 20 youth volunteers, with an average of 16 volunteers per week. Ms. Showalter also reported on a grant for Hillcrest called Healthy Children, Stronger Community, which encourages less television and more activity for children.

SEARCH COMMITTEE REPORT

Rusty Smith reported on the Compensation Committee’s Vice Rector study of compensation. Senior Warden Martin added that any deviation from the recommendation of the Compensation Committee would need to be approved by the Vestry.

SMAA FOUNDATION REPORT

Jim Skochdopole reported that the Foundation has changed asset account managers from Merrill Lynch to Trumore Advisors.

COMMITTEE/LIAISONS REPORTS

No reports at this time.

OLD BUSINESS

Capital Campaign

David Martin gave the Vestry an update on the Capital Campaign. The committee has tried to restart the private dinners and cocktail receptions. There were two to three scheduled for June, but none of them were held because of lack of interest as well as summer vacations. Therefore, these receptions have been put on hold. Mr. Martin reported that two things need to happen to restart the campaign: (1) parents of youth must take charge of the fundraising and (2) a new rector needs to be brought on. Because of these issues, how fast the church proceeds with the construction of the new youth space will depend upon how fast we can raise the funds.

Property Update

Bob Wilbur reported on the Hines development. The city vote got pushed to today and despite some negative comments about SMAA from Christ the King, the Hines development was approved by a vote of 11 to 1.

Mr. Wilbur also reported on the changed management for the leasing company for the office building. He also informed the Vestry that one of the leases in the office building has not been renewed and by July 31, the church should have approximately 3000 to 4000 square feet of vacant space.

Mr. Wilbur also updated the Vestry regarding the abandonment of the street and a possible conveyance of a portion of the street to the city by the old owners.

Finally, Mr. Wilbur informed the Vestry that the Property Committee was conducting a study of the parking spaces and would report back to the Vestry at a future date.

Space Update

Todd Howard and Howard Templin reported on the status of the new space. According to a preliminary report, the construction cost of Phase 1 is going to be approximately \$35 per foot. Phase 1 includes reconfiguring the space on the first floor and getting the space in the office building ready. The first floor would include clergy offices, the IT department, two conference rooms (one of which would replace the Adult Classroom) and the music department. All other offices would be moved to the office building. The Mother's Day Out program would be unaffected except for the addition of 2 classrooms. The second floor from the current youth space to the music space would be converted to the new youth space. However, a plan is still being developed for the second floor. It will cost approximately \$200,000 to renovate the first floor.

There was a discussion regarding paying for the costs of this plan. The options are to proceed, with some risk, without having raised the money to complete the project or to use the money already raised during the Capital Campaign. There was a discussion about the use of the Capital Campaign funds, as the original goals of the campaign did not include new construction. It was suggested that the goals of the Capital Campaign be amended to include the construction of the new youth space. There was also some discussion regarding contacting previous donors and requesting permission to use their donations for the amended purpose.

Upon motion duly made and seconded, the Vestry unanimously agreed to amend the Capital Campaign goals to include construction of a new youth space.

Upon motion duly made and seconded, the Vestry unanimously agreed to proceed with Phase One of the construction plan, including reconfiguring the first floor, remodeling the office building, and moving church offices to the office building with a maximum expenditure of \$300,000. The Vestry also agreed to contact previous donors of the Capital Campaign and request approval for their donations to be used for this purpose.

Transition Committee

Phil Ritter reported on the plan for transitioning the new rector into the parish. The transition committee is planning a series of Sundays which will include the announcement, the welcome, the thank you to Interim Priest Hill and the official investiture of the new rector. If anyone would like to assist with this process, please contact Mr. Ritter.

NEW BUSINESS

Columbarium Policy & Committee Approval

Sharon Alexander presented the newly revised Columbarium Policy. She indicated that the prices will need to be amended at a later date. Upon motion duly made and seconded, the Vestry unanimously approved the Columbaria Rules and Regulations. *See attached.*

In accordance with the old and new policy, the Vestry must elect one member nominated by the Columbarium Committee to the Committee. This has slipped through the cracks the past two years, so the Vestry needs to approve the election of the following individuals to the Columbarium Committee: Tom McConnell – term ending February 2010; Howard Templin – term ending February 2009; and Neal Lacey – term ending February 2008. Also, because the church does not currently have a Rector, the Vestry must also ratify the appointment of Parish Administrator Priscilla Owens to serve *ex officio* on the Committee.

Upon motion duly made and seconded, the Vestry unanimously approved the appointment of Mr. McConnell, Mr. Templin, and Mr. Lacey to the Columbarium

Committee and the appointment of Ms. Owens to serve as an *ex officio* member of the Committee.

Rector Job Description

Sharon Alexander presented a revised Rector Job Description. Although the Vestry previously approved a rector job description, this newly revised one changes some of the language and reorganizes the job description. Upon motion duly made and seconded, the Vestry unanimously approved the revised Rector Job Description. *See attached.*

Rector Search Procedures

Sharon Alexander presented Saint Michael and All Angels Episcopal Church Procedures for Rector Search Process. Upon motion duly made and seconded, the Vestry unanimously approved these procedures. *See attached.*

Parish Organizations

Sharon Alexander presented the list of approved Parish Departments, Corporations, Organizations Entitled to Meeting Space, and Parish Organizations. Upon motion duly made and seconded, the Vestry unanimously approved the list. *See attached.*

Parochial Report

Upon motion duly made and seconded, the Vestry unanimously approved the Parochial Report.

Gym Floor

Senior Warden Martin presented a request to the Vestry from several donors in honor of Bob Sibley. They would like to build a memorial on the gym floor for Mr. Sibley and will donate \$30,000 to redo the gym floor. A discussion regarding procedures for memorials and plaques was discussed. A policy will be developed to address this issue. Upon motion duly made and seconded, the Vestry unanimously approved the donation and memorial for Mr. Sibley.

FINANCE REPORT

Treasurer Allen Lassiter reviewed with the Vestry the current Financial Report. *See attached report.* Mr. Lassiter also reported that overall, the church is utilizing its cash better and operating expenses are under budget. In addition, Mr. Lassiter asked for Vestry approval of two renewals of debt instruments: (1) the working capital loan on the facility and (2) the chapel debt loan. Senior Warden Martin reported on the outstanding donor pledge for the chapel debt and reported that the donor does plan on paying off the pledge as soon as possible. Upon motion duly made and seconded, the Vestry unanimously approved the renewal of the two debt instruments.

The Vestry adjourned into Executive Session at 6:10 p.m.

The Regular Meeting was adjourned at 6:45 p.m.

Respectfully Submitted

Dianna D. Wojcik
On behalf of Fred Fowler, Clerk