

MINUTES OF THE MEETING OF THE VESTRY OF  
SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH

January 16, 2019

**Summary of Actions Taken**

- Approved Consent Agenda
- Approved allocation of a projected net surplus for the fiscal year 2018 to two Vestry controlled reserve funds – the School Transition Fund and the Maintenance Fund
- Approved two grant requests to be submitted to the SMAA Foundation; one for a Divorce Recovery Program and one for a rent subsidy for Care Dallas

Prior to the regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church on January 16, 2019, Eucharist was celebrated in the Bishop Moore Chapel.

Vestry members in attendance at the meeting were: Warren Houser, Senior Warden; Bonner Allen, Junior Warden; Jay Lipscomb, Warden-at-Large; Marla Jacks Briggie, John Ellerman, Hallie Lawrence, Ben Leal, Stacy Malcolmson, Steve McKenney, Kyle Moore and Christine Paddock. Ex-officio members in attendance included The Rev. Dr. Chris Girata, Kathy Kelley, Treasurer, and Ginger Brown, Clerk. Others in attendance included Margaret Spellings, Rob Baber, Caroline Marak, Keith Quarterman, and Susan Kalen.

Warren Houser, Senior Warden, called the meeting to order at the appointed time., and Steve McKenney opened the meeting with prayer. Following the opening prayer, Steve shared with the Vestry the success of the SMAA Prayer Ministry, which is now receiving 600 prayer requests per year. He noted that the Prayer Ministry will soon be recruiting new members. Warren Houser expressed the Vestry's appreciation for all that the Prayer Ministry does.

**Approval of Consent Agenda**

Prior to the meeting, the Vestry received for its review the materials included in the Consent Agenda, which consisted of the December 2018 Vestry Minutes, the Youth Report, the Building and Grounds Report, the Farmers Market Committee Report, and the SMES Report.

A motion to approve the Consent Agenda was made by Kyle Moore and seconded by John Ellerman. The Consent Agenda was unanimously approved.

## **Stewardship Report**

Caroline Marak distributed the 2019 Stewardship Pledge Summary and reported to the Vestry that pledges as of January 16, 2019 totaled \$5,234M compared to \$4,847M for the same period 2018. There remains \$662,000 still unpledged from 2018. Caroline asked the Vestry to reach out to these members, who pledged in 2018, with phone calls before month end when the final budget for 2019 will be finalized. She reported that average pledges are trending up and that half of the 2019 pledges are increases over 2018 pledges. Average pledge to date is \$5,630 compared to \$5,059 for 2018.

Warren Houser thanked Stewardship for all the hard work and a great job.

## **Financial Report**

Kathy Kelley presented the financial report and reviewed the preliminary financial statements for the twelve months ending December 31, 2018. Although the statements are the result of a 'soft close' for the end of the year, Kathy does not expect any material change other than possible minor adjustments for expense accrual. Statements after the 'hard close' will be distributed to the Vestry in February.

Kathy reported a 2018 fiscal year end positive revenue variance of \$231M with expenses ending under budget by \$52M resulting in a pre-reserve net surplus of \$283M. The Finance Committee recommended to the Vestry that the surplus be allocated to two Vestry Controlled Reserve Funds, the School Transition Fund and the Maintenance Fund, which had not been funded in 2018.

A discussion followed regarding budget line items with material variances as well as potential capital and maintenance expenses. Kathy noted that 2018 pledges exceeded the budgeted amount by \$121M prompting discussion about new energy in the parish and creating momentum around extra giving. In addition, the unpledged contributions exceeded budget by \$125M primarily from an unexpected gift of \$100,000 early in the year. Plate receipts were over budget by \$15M reflecting the energy and high attendance at the various services offered. On the expense side, the negative variances were primarily in communications, ministry, and music; and it was noted that there were some staffing additions contributing to the overages.

After further discussion, a motion was made by John Ellerman and seconded by Christine Paddock to increase the School Transition Fund by the previously budgeted amount of \$186M and to increase the Maintenance Reserve Fund in the amount of \$80M. The Vestry unanimously approved the proposed allocations.

## **Grant Requests**

Two grant requests to be submitted to the SMAA Foundation were presented by Rob Baber:

- Request from SMAA Administration for \$5,000 to assist with the monthly rent subsidy given to Care Dallas, which offices at 8100 Lomo Alto in the church owned office building. Care Dallas is a nonprofit organization seeking to educate the community about the consequences of drug and alcohol use. The rent subsidy agreement, which is reviewed annually, is viewed as an outreach opportunity for SMAA.
- Request from Rev. Greg Pickens, Pastoral Care, for \$10,140 to fund a divorce recovery ministry at SMAA to serve parishioners and the neighborhood. The amount requested would cover expenses over a three year period.

The Vestry Finance Committee approved these grant requests in November. John Ellerman moved to approve the request for funds for the Divorce Recovery program and Steve McKenney seconded the motion. Christine Paddock moved to approve the request for funding the Care Dallas request and Kyle Moore seconded the motion. The Vestry unanimously approved both requests.

## **Fundraising Request**

John Ellerman spoke to the Vestry about a fundraising request submitted by the SMAA Farmers Market Committee to raise \$40,000 to pay a salary to the new Executive Director of the Farmers Market. The past ED had served without compensation; however, there will be an ongoing need to raise funds to compensate an Executive Director. He discussed the great success enjoyed by the SMAA Farmers Market including an increase in shoppers in 2018 to 800 per Saturday from 600 the previous year as well as an increase in farmers and vendors wanting to be at the market. He further related that Tricia Stewart had agreed to serve as the new Executive Director. The fundraising request was approved by the Finance Committee of the Vestry and does not require Vestry approval.

## **Other Discussion**

It was noted that the Finance Committee is in the budget process. Pending the official close out of the stewardship campaign at the end of January, the Finance Committee will complete the final 2019 Budget and present the budget to the Vestry for discussion and approval at the February Vestry meeting.

Warren Houser recognized Margaret Spellings, former Senior Warden, as present at the meeting and serving as an assistant chancellor for the 2019 Vestry. He welcomed Margaret back to serve as assistant chancellor.

Discussion followed regarding the Welcome Ministry staff position, which has been redesigned to move to Adult Formation where a vital need has been identified.

### **Senior Warden Report**

Warren Houser, Senior Warden, emphasized to the Vestry the importance of good, effective communication and encouraged any general questions, needs or concerns be addressed to the Senior Warden, Junior Warden or Warden-at-Large. He related to the Vestry that the Church was using Google Docs and that folders were being set up to hold documents for the Vestry and would be ready by the next meeting.

A list of important 2019 dates for Vestry members was distributed, and everyone was reminded to wear name tags at all times when on the SMAA campus.

A brief statement regarding the plans for the North Land indicated that we would not be in front of the City Planning Commission or Dallas City Council any time soon and that process would take several months. Warren also said that there were no major issues to discuss at this point, and he would provide an update at the February Vestry meeting.

### **Junior Warden Report**

Bonner Allen, Junior Warden, reiterated the Senior Warden's comments on the importance of good communication. Bonner invited everyone to attend the Interfaith Panel discussion and reception scheduled for Thursday, January 17 at 7:00 p.m. She said a great turnout was expected to hear the panel, comprised of The Rev. Dr. Chris Girata, Rabbi Nancy Kasten, and Imam Omar Suleiman. She said that as a follow up to the panel discussion, there is a plan to bring people together in small groups for further discussion.

Christine Paddock noted that last year everyone felt so welcome at the first Interfaith Panel held at SMAA, and it was good to be opening our doors again. Christine invited everyone to attend the Parish Party on February 1 saying they were expecting a great auction and fun event.

### **Rector's Report**

The Rev. Dr. Chris Girata invited interested Vestry members to attend the annual Consortium of Endowed Episcopal Parishes (CEEP) meeting, which will be held in Boston in February. He explained that SMAA was an early member and is a resource parish for CEEP, an organization geared primarily toward finance and development and using best practices. The Rector is not planning to attend this year; however, four staff members will be attending, and Van Sheets will hold a workshop and present his new book for lay leaders on Rector transitions.

The Rector also discussed the SMAA membership in the Compass Rose Society, an international charity, which is made up primarily of Americans and supports the work of the Archbishop of Canterbury and the global Anglican community. The Society meets annually in London. He invited Vestry members to consider attending the next annual meeting in October 2019. He also expressed an interest in engaging SMAA to join the Society in their fund raising effort to provide sponsorships to enable bishops from poorer countries to attend the next Lambeth Conference in 2020.

The Rector expressed his gratitude that due to a very good budget year, SMAA was able to thank the staff for a great year with an unplanned bonus before Christmas, which he said was very well received. He noted SMAA was making formal plans to be a responsible employer including the HR Committee working on a salary matrix for specific roles, establishing staff development practices and that all staff members received an annual performance review in 2018.

The Rector noted the excellent turnout for the Lessons and Carols on the day before Christmas and the overflow crowd at the 3:00 p.m. Christmas Eve service. Although the new process of lining up for the 3:00 and 5:00 p.m. services worked well, he thought adding another service at 1:00 p.m. next year might alleviate the crowding at 3:00 and 5:00. He also noted that the number of babies in the nursery on Sunday is trending up with 50 in attendance on January 13.

Warren Houser warned everyone about recent email fraud and asked everyone to verify the email source before opening emails.

A question was asked about the status of the search for a Vice Rector. Since the Vice Rector search committee did not find the right fit, the committee plans a restart in 2019 and expects to fill the position.

John Ellerman, Vestry HR Committee chair, asked the Vestry members to complete a performance and planning review for the Rector, focusing on how the Rector can best spend his time, connect with parishioners and meet the needs of the church. He will summarize and report back to the Rector. The Rector asked the Vestry to assist in prioritizing his time and to give him 3 – 5 things that they see as a priority. A Clergy Performance Planning and Review form was distributed to the Vestry for their completion.

There was a request for a list of committees in the church, and the Senior Warden said the list was in process and would be sent out to the Vestry members when completed.

The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Ginger Brown, Clerk of the Vestry

