

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

August 22, 2018

Summary of Actions taken

- * Approved Consent Agenda, including a resolution setting the date of the Annual Meeting of the Parish for Sunday, October 28, 2018.
- * Approved Clergy Sabbatical Policy

Prior to the regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church on August 22, 2018 in the Coke Room, Eucharist was celebrated in Bishop Moore Chapel.

In attendance were Vestry members: Margaret Spellings, Bonner Allen, Marla Briggie, John Ellerman, Whitney Grogan, Warren Houser, Jay Lipscomb, Kyle Moore, Anna Paccone, Sally Schupp, and Chris Wiley.

Ex-officio members in attendance included the Rev. Dr. Chris Girata, Margaret Cervin, and Kathy Kelley.

Others in attendance included The Rev. Bob Johnston, Rob Baber, Justin Brooks, Squeaky Connolly, Steve Haal, Susan Kalen, Caroline Marak, and Keith Quarterman.

Senior Warden, Margaret Spellings, called the meeting to order at the appointed time, and John Ellerman opened the meeting with prayer.

Approval of Consent Agenda

Prior to the meeting, the Vestry received for its review the materials included in the Consent Agenda, including the June 2018 Vestry minutes, the youth report, the buildings and grounds report, the Farmers Market committee report, and a resolution setting the date of the Annual Meeting for October 28, 2018. John Ellerman made a motion to approve the consent agenda, Kyle Moore seconded the motion, and the Vestry unanimously approved the consent agenda.

Included in the consent agenda is the following resolution:

Resolution setting date of Annual Meeting

RESOLVED, that the Annual Meeting of the Parish will take place on Sunday, October 28, 2018. Notice of the date and time of the Annual Meeting will be communicated to the Parish.

Discussion Items:

Youth Report

Lauren Wainwright and Chase Monson reported that the youth mission trip to Alaska was a success. Youth from St. James and Ascension joined Saint Michael youth. Lauren and Chase then announced that all youth meetings will now be held on Sunday evenings. Middle schoolers will gather from 4:30 – 6:30 pm, and high schoolers will gather from 6:00 – 8:00 pm. Justin Brooks will lead a joint music session for the middle and high schoolers from 6:00 – 6:30 pm.

The “Healthy and Holy” sexuality class will be offered to 5th – 8th graders this fall. A concurrent class for parents will be offered.

Lauren and Chase noted the middle school retreat at the end of the summer was canceled due to timing and registration issues. A lock-in is being held this weekend, and a ski trip to Colorado will be offered MLK, Jr weekend for 6th – 12th graders.

Lauren and Chase also announced upcoming training for EYC small group leaders and Sunday school teachers.

Initiative/Imperative Update

Former Senior Warden, Eric Conner, noted that the overall five year strategic process continues to make great strides. The imperatives continue to enter the “lexicon” of the parishioners, which allows leadership to tell the story of where SMAA is heading. The worship Initiative (Define and market traditional and modern "tracks" of worship that celebrate the Anglican traditions) was split into two Initiatives to better reflect the current efforts:

- Fully develop all aspects of the Sunday and non-Sunday sanctuary experience
- Facilitate growth of the Contemporary Service through enhanced marketing, communication and educational efforts

The quarterly road maps were updated in preparation for an organizational retreat, to be held September 8, 2018. Attendees will include Vestry along with various lay leaders, staff, and clergy. The objectives will be to:

- Review the five year vision
- “Rate” the progress on the current Initiatives
- “Brainstorm” on 2019 Initiatives
- Develop a process to integrate new leadership

Worship Update

The Rev. Lisa Flores Musser discussed traditional worship:

- Funerals – The funeral policy has been streamlined and that the worship/liturgy office will coordinate all aspects of funerals.
- Baptisms – The Rev. Eric Liles is working on baptism preparation for families and getting families engaged in both the process and in the Saint Michael family.
- Weddings – Policies are being updated to provide more definition about membership, expense, security costs, alcohol, and reserving a date. A renewed focus will be placed on providing a faith community to support the marriage (both pre-marriage counseling and on-going support).
- Sundays – Rev. Musser thanked the ministries that help support traditional worship services, including the altar guild, lectors, and ushers. Training is planned for lectors and ushers. Lisa hopes to encourage more youth to become engaged in services. She is also working on defining what each service looks like, including music and liturgies.
- Compline – Beginning September 30, compline will be led by the compline choir. This 30-minute service is a unique lay-led experience at 8:00 pm in the Saint Michael nave at the church.

The Rev. Bob Johnston discussed contemporary worship:

- Bob described that contemporary worship is a different track from traditional worship, with its own leadership and challenges.
- Bob discussed the sermon/liturgy plan for 2018-2019, refining Initiatives as defined by the Vestry, monitoring Average Sunday Attendance (ASA), and getting feedback from parishioners.
- Pub Theology during the summer was a big hit and well attended.
- Lighting and electrical work to provide a better worship experience in the Parish Hall is ongoing.
- The stairwell to the Parish Hall will be a welcoming, tasteful collage/billboard of contemporary services.
- A contemporary concert and reception is planned for September 27, 2018.
- Contemporary worship will provide music for the full church December 30, 2018.
- Plans are underway to enable better flow and signage for contemporary services.
- Plans are also underway for future events, including next year's Pub Theology, pastoral courses in divorce care, and bring-a-friend Sunday.
- Bob also discussed worship, outreach, evangelism, fellowship, pastoral care, and formation within the contemporary track.
- The Vestry thanked Bob Johnston and Justin Brooks for their ministry and leadership.

Justin Brooks discussed contemporary music:

- Justin discussed “contemporary” music as being described by the flavor of service and that it's not rock & roll. He stressed the liturgical richness and deep theology that resonates through contemporary music in new musical arrangements of hymns and Psalms, among others.
- Justin announced a September 27 concert at 7:00 pm in the Church to allow parishioners an opportunity to see what contemporary music has to offer. A reception will follow the concert.

- Justin also reported that he is developing original music for the youth and is helping to identify and create a youth music group. He noted that the back-to-school “petting zoo” for musical instruments was well received.

Stewardship Report

Caroline Marak and Squeaky Connolly, chair of the stewardship committee, discussed the importance of stewardship based on a partnership between parishioners, clergy, and ministries. Caroline and Squeaky have evaluated ways to increase participation and how to better understand what inspires giving. They hope to make stewardship participation more inclusive and intentional. They announced stewardship Sunday this year will be October 14 and introduced a new theme for stewardship: “Beyond Your Giving.” A garden cloister reception from 9:30 – 11:30 am will celebrate fellowship and participation in stewardship season. A sermon series in October will highlight stewardship. Senior Warden, Margaret Spellings, thanked Caroline and Squeaky.

Finance Report

Kathy Kelley reviewed the July 31, 2018 income statement and statement of financial position, noting a \$127,000 profit ahead of a \$5.2 million budget as of July 31. She noted that the collection of current year pledges is behind. Statements of giving were sent to parishioners over the summer. Kathy Kelley also discussed the traditional music ministry budget, noting that it is over budget due to a lot of activity, special events, and continued building of the program. The Vestry expressed concerns about the overruns but noted that the parish identified music as a priority. The finance committee approved the overrun and will closely monitor expenses.

Farmers Market Update

The Farmers Market annual report will be sent to contributors and is also available at the church. Updates from the report included:

- The final Farmers Market of the season will be held September 15, 2018.
- Attendance averages 800-850 each Saturday, with four consecutive Sundays in May with more than 1,000 shoppers each Saturday. Attendance has increased approximately 20% over 2017 levels.
- The Farmers Market committee has already begun planning for the 2019 market season.

Clergy Sabbatical Report

John Ellerman presented the proposed updated sabbatical policy, which incorporates diocesan guidelines as well as enhancements to allow clergy members to have a special time for study, reflection, and refreshment. All members of Saint Michael’s clergy will be encouraged to take advantage of this special benefit.

A motion was made to approve the attached policy, and following a second, the Vestry unanimously approved the policy.

Senior Warden's Report

none

Junior Warden's Report

Junior Warden, Sally Schupp, reported that nominations for Vestry and diocesan delegates closed last week and that a questionnaire was sent to each nominee for the nominating committee to consider. The nominating committee comprises the five retiring Vestry members, one nominating committee member from last year's committee, and three members-at-large. The nominating committee meets September 10, 2018, and the Vestry will vote on the slate at the September Vestry meeting.

Rector's Report

The Rev. Dr. Chris Girata, rector, provided a staff update, including the departure of Anne Schmidt, who will focus on her consulting business. Additions include a graphic artist, Christi Morrow as director of Mission & Outreach, and Rene Somodovilla, Amy Heller, and Michael Harmuth as associate priests. He reported that the vice-rector search is ongoing. Staff updates will be provided to the parish.

The rector announced the launch of the Bible year and reported that the read-through of the Bible was wonderful and attracted much interest. The rector also announced that going forward, all Sunday school lessons will be recorded.

The rector announced that the fall resource guide is now available. He also presented an attendance trend line (excluding Easter), which shows a consistent increase in attendance, and passed out information about resolution B12 from the General Convention.

The rector was delighted to announce a public forum to be held at Saint Michael September 20 with the Archbishop of Canterbury, Justin Wellby, and the Presiding Bishop, Michael Curry. The rector will moderate the discussion. The panel will focus on love and reconciliation. Volunteer opportunities will be available.

The rector also announced plans are forming for the celebration of the 75th anniversary of Saint Michael and All Angels. He also noted the new Saint Michael website should go live soon. The rector also provided an update on the zoning application and noted that the plans are neighborhood-friendly, following extensive discussions with residential and business neighbors to ensure that the church campus is a benefit to the entire community.

Old/New Business

none

Executive Session

None

The Vestry meeting was then adjourned.

Respectfully submitted,

Margaret Cervin
Clerk of the Vestry

Attachments:

Saint Michael and All Angels Episcopal Church Sabbatical Policy for Clergy

Preamble:

Saint Michael and All Angels Episcopal Church has developed this special policy for the direct benefit of our clergy which allows clergy to take an official sabbatical leave from the parish after a required period of service. The intent of this sabbatical policy is to allow the clergy member to have a dedicated special time for study, reflection, and refreshment, and all members of our clergy will be encouraged to take advantage of this special benefit.

Principal Terms and Provisions:

1. **Effective Date:** This policy will become effective on _____ and will remain effective thereafter unless amended, revised, or terminated by the Vestry.

2. **Eligibility:** After five years of full time, successive ministry as a member of the clergy of Saint Michael and All Angels, the Rector and associate clergy shall be granted the right to take a six-week sabbatical leave (in addition to allocated paid vacation leave) which can be used during the succeeding 12-month period with an additional six-week sabbatical available at the end of seven years. In lieu of taking a six-week sabbatical leave after five years of consecutive service, the same clergy person may elect to take a three-month sabbatical leave after seven years of consecutive service (in addition to allocated paid vacation leave) with Saint Michael and All Angels. During the sabbatical period, the Rector or clergy person taking the sabbatical leave will continue to receive his or her regular monthly salary and employee benefits coverage as in effect at the start of the sabbatical period.

3. **Application Process:** The clergy person seeking to request a sabbatical leave must provide advance notice to apply for the sabbatical leave at least 12 months in advance of the desired sabbatical period. Such notice and application shall be provided to the Rector. In the case of the Rector, the notice and application shall be provided to the Senior Warden.

4. **Subsequent Sabbatical Leaves:** Once a clergy member has been granted and participates in a sabbatical leave, he or she shall begin earning subsequent sabbatical eligibility after serving a new five-year period of service with Saint Michael and All Angels.

5. **Financial Considerations:** The clergy member seeking a sabbatical leave will work with the Rector, Senior Warden, and Treasurer in developing a financial plan to fund the sabbatical. Included in the financial plan will be considerations of the cost of the clergy person's travel, tuition or seminar costs, expense for replacement clergy if applicable, and other direct or indirect expenses to be associated with the sabbatical leave. Special consideration will be given to funding assistance from the Lilly Foundation, the Saint Michael Foundation, the Diocese, and other sources.

6. **Post Sabbatical Employment:** Any clergy member seeking a sabbatical leave must commit to remaining with Saint Michael and All Angels for a period of 12 months following the sabbatical period.

7. **Offer Letters and Letters of Employment to Clergy:** Saint Michael and All Angels will include all future offer letters and/or letters of employment extended to clergy to include full reference to this sabbatical policy and its terms and provisions.

8. **Part-Time Clergy:** Part-time clergy of Saint Michael and All Angels will be subject to the same sabbatical policy, terms, and provisions as full-time clergy, including the requirement of five years of consecutive service to attain eligibility. Sabbatical leaves extended to part-time clergy will be negotiated with the Rector, Senior Warden, and Treasurer. Consideration shall be given to financial terms equivalent to the pro-rated hours of part-time service by the clergy member.

9. **Other:** Sabbaticals shall not be granted in anticipation of termination of employment. The Vestry, in consultation with the Rector, Senior Warden, and Treasurer, shall formally approve the request for sabbatical leave and the financial plan associated with the sabbatical.

<i>Provision</i>	<i>SMAA 2014 Policy</i>	<i>Diocesan Customary Policy</i>	<i>2018 Recommended Policy</i>
Eligibility	1 month sabbatical after 5 years 2 month sabbatical after 6 years 3 month sabbatical after 7 years Months awarded are cumulative	3 months sabbatical after 7 years of service	6-week sabbatical after 5 years with option to take an additional 6-week sabbatical after 7 years of service; or 3-month sabbatical after 7 years
Application Process	No mention of length of advance notice required of clergy member to parish about desire to request sabbatical	Like SMAA policy, there is no mention of timing of advance notice by clergy member	Clergy member must provide advance notice of desire to apply for sabbatical leave at least one year in advance of desired sabbatical period.
Subsequent Sabbatical Leaves	Clergy may begin earning subsequent sabbatical after new 7-year cycle	Vestries may lengthen the time (i.e., term of sabbatical) should they support additional leave for their clergy	Clergy may begin earning subsequent sabbatical after new 5-year eligibility period is completed following initial sabbatical
Finances	General statement that the Vestry shall consider ways to establish a fiscal plan for the sabbatical	Cost to be typically allocated as to one-third to individual, one-third to parish, and one-third to the diocese (given as a grant as funds are available).	Clergy member will work with the Rector, Sr. Warden, and Treasurer in developing a financial plan to fund the sabbatical. Special consideration will be given to funding assistance from the Lilly Foundation, Saint Michael Foundation, the Dicoes, and other external sources
Post Sabbatical Employment	Requires clergy member to expect to remain at the parish for at least 12 months following sabbatical	Simply states that such sabbatical leaves are not to be granted in anticipation of termination of employment	Require clergy member to commit to remaining with the parish for a minimum of 12 months following the the sabbatical period
Initial Offer	Not mentioned	Recommends that subject and its terms be covered in the initial Letter of Agreement (offer letter)	All future offer letters and letters of employment to SMAA clergy will include full reference to sabbatical policy and its terms
Part-Time Eligibility	Not mentioned	Sabbaticals for part-time clergy are to be negotiated with the Rector and Vestry	Part-time clergy will be subject to the same sabbatical policy, terms, and provisions as full-time clergy, to be negotiated with with Rector, Sr. Warden and Treasurer. Consideration will be given to financial terms equal to the pro-rated hours of part-time service by the clergy member.