

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

September 20, 2017

Summary of Actions taken

- Approved Consent Agenda
- Approved Finance Committee's request to submit grant application to Saint Michael and All Angels Foundation for "pursuit costs" involved in the ongoing project to explore the viability of a rezoning effort for (a) a new Campus Master Plan and (b) development of the North Property (two parcels east of Lomo Alto)
- Approved October 15, 2017 as the record date for all candidates for the Vestry, Diocesan Delegates, and Alternate Diocesan Delegates
- Approved the slate of candidates for Vestry, Diocesan Delegates, and Alternate Diocesan Delegates as presented by the Nominating Committee
- Approved a change in the clergy housing allowance

Following Eucharist in the Bishop Moore Chapel, a regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church was held on September 20, 2017.

Vestry members in attendance were: Eric Conner, Senior Warden, Margaret Spellings, Junior Warden, Arnold Spencer, Warden-at-Large, Bonner Allen, Marla Briggie, Mark Demler, Whitney Grogan, Warren Houser, Kathy Kelley, Christine Paddock, Sally Schupp, Elizabeth Selzer, JC Snead, and Chris Wiley.

Ex-officio members in attendance included The Rev. Dr. Chris Girata, The Rev. Dr. Bill Murray, Margaret Cervin, and Grady Schleier.

Others in attendance included Rob Baber, Lowell Duncan, Susan Kalen, and Caroline Marak.

Eric Conner called the meeting to order at the appointed time, and Margaret Cervin opened with prayer.

Approval of Consent Agenda

Prior to the meeting, the Vestry received for its review the materials included in the Consent Agenda. A motion was made and seconded to approve the Consent Agenda as submitted to the Vestry, a copy of which is attached as Exhibit A. The motion was unanimously approved.

Discussion items:

1. Stewardship Committee Report

- Caroline Marak reported that a Renew-Refresh-Revive reception will be held September 21, 2017 to present updates on the campaign and progress on work. Interest in both the campaign and the event has been strong.
- Caroline announced that a solicitation letter will be mailed to parishioners and stressed an emphasis on transparency and a goal of a 10% increase over last year's financial gifts.

2. Financial Report

- Grady Schleier reported that revenue is approximately \$184,000 behind budget year-to-date, but that the expense side is approximately \$164,000 better than budget. The expenses savings are largely attributable to the school and CFM because of slower than anticipated filling of previously open positions which have now been staffed. Grady noted that overall the church is \$21,000 worse than budget year-to-date. The net result is about neutral with a disappointment in the revenue shortfall.
- Grady also noted that in order to help us understand the revenue shortfall, the Finance Committee will be doing a more detailed data assessment of pledge payments once September revenues are posted. He further remarked that prior year pledge collection poses a challenge since these intended gifts are not as likely to be given after the close of the year and particularly in the last quarter.
- During discussion, Grady noted that the budget itself is not adjusted during the year but that expectations may be adjusted.
- Grady then discussed the September 16, 2017 water line rupture. Service was reestablished the morning of September 20, 2017 with an anticipated expense of about \$40,000. Although the anticipated expense was not budgeted, the Church's discipline of building an operations reserve covers this unanticipated expense. Grady thanked Rob Baber, Tom Stewart, and Bill Pardoe for their extraordinary assistance in getting water service reestablished. The ruptured 10" water line has now been abandoned.
- Grady then presented a request from the Finance Committee to submit a grant request in the amount of \$100,000 to the Saint Michael and All Angels Foundation of Dallas for "pursuit costs" involved in the ongoing project to explore the viability of a rezoning effort for (a) a new Campus Master Plan and (b) development of the North Property (two parcels east of Lomo Alto). As presented in the grant application, any project of this nature has up-front costs that are necessary to assess the overall viability and feasibility of the project itself. The grant specifically requests two tranches of \$50,000.
 - JC Snead moved to approve submission of the grant application.
 - Mark Demler seconded the motion.
 - The motion was approved unanimously.

3. Junior Warden's Report

- Junior Warden, Margaret Spellings, noted that an update on the committee project will be presented at the October 2017 Vestry meeting.
- Margaret then reported that Jack Rubarth is forming a technology committee and that John Ellerman is forming an HR committee that will merge with the compensation committee. The marketing committee will also see some revisions. The goal of all committee changes is to bring committees up to a strategic business practice level.
- Margaret reported that the nominating committee has presented to the Vestry a slate for the Vestry, Diocesan Delegates, and Alternate Diocesan Delegates as follows:
 - Vestry: John Ellerman, Jane Greene, Jay Lipscomb, Kyle Moore, Anna Paccone
 - Diocesan Delegates: Terry Demler, JC Snead, Scott Wilson
 - Alternate Diocesan Delegates: Heather Lorch, Blair Oden, Jack Rubarth
- After some discussion of the timing of the announcement of the slate and the October 11, 2017 deadline for nominations by petition, Margaret proposed October 15, 2017 as the record date, the date by which voting members of the parish must be recorded as communicants and members in good standing.
 - October 15, 2017 record date:
 - Margaret made a motion to accept the record date of October 15, 2017.
 - Christine Paddock seconded the motion.
 - The motion passed unanimously.
 - Slate:
 - Arnold Spencer made a motion to approve the slate as presented.
 - Sally Schupp seconded the motion.
 - The motion was unanimously approved.

Deleted: nominees

4. Senior Warden's Report

- Senior Warden, Eric Conner, discussed the clergy housing allowance, noting that the Vestry is required to approve the allowance. The allowance is approved in the budget and only changes if there is a change in clergy staffing. In this instance, the housing allowance is shifted from salary.
 - Elizabeth Selzer made a motion to approve the change in the clergy housing allowance.
 - JC Snead seconded the motion.
 - The motion passed unanimously.
- Eric then discussed Saint Michael's Diocesan assessment and national church contribution. No vote or approval was required, as the discussion was for information and education only.

5. Rector's Report

- The Rev. Chris Girata, Rector, reported that a few Sunday worship services have transitioned and that attendance at Joy Mass has increased, whereas attendance at Discovery Mass has been flat. The Rector noted that he is aware that the change in location from the Chapel to the Parish Hall for the Discovery Mass has created some issues.
- The Rector then presented a draft proposed Stewardship letter and solicited input on verbiage to make clear how the Church intends to invest resources generously donated by parishioners.

6. Other/New Business

- The Rev. Dr. Bill Murray presented a draft revised organizational chart, which will help structure salary analysis and job descriptions.
- He then presented an improved staff development and appreciation program.
- Oleta Salyards was announced as the interim Director of Mission and Outreach.
- Elizabeth Selzer announced that the confirmation class kicks off Sunday, September 24, 2017 and encouraged Vestry members to serve as mentors.
- Chris Wiley asked how many Saint Michael parishioners have become ordained priests and suggested that the Vestry further discuss formation, discernment, and the possibility of a seminary fund to support parishioners called to the priesthood.

7. Executive Session

- The regular meeting of the Vestry adjourned at 6:15, and the Vestry then met in executive session.

Respectfully submitted,

Margaret Cervin
Clerk