

MINUTES OF THE MEETING OF THE VESTRY  
SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH  
June 20, 2018

Summary of Actions taken\*

\*Approved Consent Agenda

- May 2018 Vestry Minutes
- Youth Report
- Farmers Market Committee Report
- Jubilee Report

\*Approved a request by the Finance Committee to approve fundraising efforts for Saint Michael Presents.

\*Approved two requests by the Technology and Finance Committees to enter into contracts with Roland and Touchpoint.

\*Approved a request by the Audit Committee to accept the 2017 Audit.

Eucharist was celebrated in the Bishop Moore Chapel prior to the regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church on June 20, 2018 in the Theater.

In attendance were Vestry members: Bonner Allen, Marla Briggie, Jane Greene, Whitney Grogan, Warren Houser, Ben Leal, Jay Lipscomb, Kyle Moore, Anna Paccone, Christine Paddock, Sally Schupp, Elizabeth Selzer, Margaret Spellings, and Chris Wiley.

Ex-officio members in attendance included the Rev. Dr. Chris Girata, and Kathy Kelley. Others in attendance included Rob Baber, Susan Kalen, Rev. Dr. Eric Liles, Caroline Marak, Keith Quarterman, and JC Snead.

Senior Warden, Margaret Spellings, called the meeting to order at the appointed time, and Chris Wiley opened the meeting with a prayer.

Approval of Consent Agenda:

Prior to the meeting, the Vestry received for its review the materials included in the Consent Agenda. The Vestry unanimously approved the Consent Agenda, which included the May 2018 Vestry Minutes, the Youth Ministry Committee report, the Building and Grounds Report, the Farmers Market Committee Report, and a Jubilee Affordable Housing report.

Discussion Items:

Formation Ministry Report

The Rev. Dr. Eric Liles gave an overview of Formation for the coming year. The entire church will be reading the Bible and participating in God's Story, a customized curricula from several different Episcopal curriculums. The actual stories will be taught the first year, followed by teaching the theology in years 2-3.

There will be one adult class in the church. Children and youth will meet in their respective locations, and Catechesis and Godly Play will be offered.

On August 19<sup>th</sup>, at 3pm, there will be a 72 hour live Bible read through. (Sign up opens on July 1<sup>st</sup>.) The stories of creation will begin on August 26<sup>th</sup>, followed by Moses and the Prophets, which will run through May 12<sup>th</sup>. There will be a church wide celebration on May 19<sup>th</sup>. The adult classes will be audio recorded and available on the church website for those who can't attend. There will also be an adult class offered on Thursdays at 11am for a deep dive of the week's story.

The first year goal is for church members to become more Biblically literate, in addition to using the stories as a way to unify the congregation, as all will be studying the same thing week in and week out. Years two and three will focus on articulating what it means to be Episcopal, including scriptural knowledge, and enabling congregants be confident enough in the Bible to defend an idea that may not be spiritually or scripturally correct.

### Finance Report

Kathy Kelley presented the Income Statement and Statement of Financial Position as of May 31, 2018. She reported that YTD revenue is \$102,000 ahead of budget. The current year pledges are running slightly behind budget but are offset by one large gift in the unpledged category, thus netting the positive revenue variance. Expenses are performing well, running under budget, especially in the areas of CFM, Operations and the SMES school. She noted that Traditional Music is over budget due to extra departmental activity as will be explained in more detail in August. The net result is a \$267,664 positive net income variance for the first five months of 2018.

Kathy reported that the Finance Committee approved a fundraising request from Saint Michael Presents (SMP). The SMP committee has been dormant for about a year as we transitioned into a new music director. They are starting up again by sending out about 150 letters requesting donations to support the Fall and Spring concerts. The goal is to raise \$50,000 as has been raised in earlier years.

Pursuant to the SMP request, there was discussion about there being too many individual fundraising requests that might interfere with the annual Stewardship campaign. Kathy concurs with the concern and reminded everyone that we require all fundraising requests to go through Finance, Vestry and the fund development department to avoid as much overlap as possible. She reported that most, if not all, fundraising requests are completed for the year in anticipation of Stewardship starting in September. A motion was made by Chris Wiley to approve the SMP fundraising request. It was seconded by Jay Lipscomb, and unanimously approved by the Vestry.

- Contract Approvals

Warren Houser reported that the Technology committee, led by Stuart Brown has identified Touchpoint for the new church community platform. It was noted that the current system, Shelby, was not doing the job, and Warren believes Touchpoint will be able to satisfy all of SMAA's needs. It will cost more, but will be beneficial in the future.

Keith Quarterman reported that the Touchpoint price is based upon the volume of active members. Shelby was priced per record. SMAA is a pioneer user for Touchpoint. They have no Episcopal churches, but

75% of their other church clients are former Shelby users. The contract was agreed upon for 3000 active records, followed by incremental growth costs.

From a budget standpoint, Keith said that Touchpoint will save the church between \$12,000 and \$13,000 a year. In 2018, there will be upfront costs that have not been budgeted. The estimate is that this contract will cause Operations to go \$34,000 over budget. Keith stated that the Finance Committee discussed the \$34,000 and added \$10,000 to this number for training. Thus, the total expense approved by Finance Committee for Touchpoint is \$44,000.

Keith reported that the economic terms of the contract are negotiated. The fine print is not but it is currently under review by the chancellor. Since the Vestry is not meeting in July, we are being ask to approve this contract subject to final review by the chancellor and changes approved by the Rector. Keith noted that it was important to get the new software in place prior to the stewardship campaign later this year. The Touchpoint contract was moved out of the Technology Committee and Finance Committee.

A second contract was presented to the Vestry for IT support. Keith Quarterman noted that SMAA is currently under resourced. An RFP was submitted and there were seven responses. The Technology Committee reviewed the proposals and decided upon Roland Technology. Roland routinely works with churches, and has over 100 engineers on staff. Keith went on to state that the Roland contract has a fixed cost, and any problems that SMAA encounters are covered in Roland's monthly fee. He reported that the Roland contract had been reviewed by the chancellor, and was moved out of the Technology Committee and Finance Committee.

Elizabeth Selzer noted that these contracts fulfill the Technology Initiative under the Build the Future Imperative which is part of SMAA's Strategic Plan. She then moved to approve the Touchpoint and Roland contracts, subject to final review by the chancellor. Anna Paccone seconded the motion, and the Vestry unanimously passed the motion.

#### Audit Committee Report

Jay Lipscomb reported that the Audit for 2017 is complete. The report reflects all entities, including the church, SMES, and the St. Michael's Woman's Exchange. One line was changed from the 2016 Accounts Receivable item, because it was handled differently in the 2017 audit.

There was a management statement included. It stated that the St. Michael's Woman's Exchange needs a segregation of duties. One person should not have the ability to perform every step of the disbursement process without having a second individual involved. Per Rob Baber, this statement has been communicated to the Woman's Exchange and they will take corrective measures.

Jay also reported that the auditors commended Rob Baber for his cooperation. Jay noted that the Audit Committee had approved the 2017 Audit, and moved that the Vestry approve it. Chris Wiley seconded the motion, and it was passed unanimously.

#### Stewardship Report

Caroline Marak presented the report on behalf of Squeaky Connolly, Stewardship Chair, who was traveling. She noted that future fundraising endeavors will need successful annual campaigns. Caroline said that the

Stewardship Committee was committed to this goal but that it takes church leadership to accomplish. She asked the Vestry for help with parishioners who have not pledged, and said she would be approaching the Finance Committee as well.

Caroline stated that there would be a full Stewardship presentation to the Vestry in August. Also in August CCS will be coming to do an audit of Stewardship. Chris Girata noted that collection of unpledged contributions are more than two times ahead of budget due to intentional conversations. He went on to note that serving on the Vestry means being an active giver, and going forward the Stewardship approach will be more intentional, including greater accountability with and by church leaders. He wants church leaders out front, emphasizing leaning into the meaning of membership, which includes both pledging and participating.

### Senior Warden's Report

There was no report given by Margaret Spellings, Senior Warden.

### Junior Warden's Report

Junior Warden, Sally Schupp, distributed refunds for the DJ that the Vestry had sponsored for the Pentecost celebration. The Vestry was only charged half due to the rain.

Sally noted that Nominations for Vestry and Diocesan Delegates are now open. Nomination forms are due on August 17<sup>th</sup>. The Nominating Committee includes the 5 Vestry members who are completing their third year of service, plus four members at large selected from the Parish Council. The slate will be presented to the Vestry at the September meeting and elected at the October General Meeting of the Parish.

### Rector's Report

The Rev. Dr. Chris Girata reported that the Vice Rector Search will begin later this month. It will be a fluid process since there are very few people with this skill set. There is no expectation of a hire date. Kathy Jenevein will chair the Vice Rector Search Committee, as well as the Vice Rector Transition Committee. Chris reported that he has made preliminary calls to get names from deans of cathedrals, and CEEP, and will also seek names at the General Convention in July. In addition, he has been in touch with a head hunter that he has used in the past. He also reported that the job description will be published publicly.

Chris wants to begin preparations for the 75<sup>th</sup> Anniversary of Saint Michael and All Angels in 2020. To that end, he asked the Vestry to submit names for the Committee that he will be appointing. He said committee members would be charged with updating the church's history with a new book, and will be deciding how the church should mark this occasion. In preparation, Karen Pardoe has written a report on the 50<sup>th</sup> Anniversary Celebration to be used as a guide going forward.

Six people have begun discernment to recommend to the Vestry about a satellite church. Chris noted that there are currently two happening in the Diocese. In North Dallas, an Episcopal Church has "yoked" a church in South Dallas that it is intentionally supporting. There will be more information forthcoming as the discernment process continues.

Chris also reported that Jeff Rice and Harriet Cousins are working on a Rector Emeritus status for former rectors of Saint Michael and All Angels. They are in the process of developing a set of criteria, and will be submitting a proposal in August for the Vestry to consider.

There will be a vigil tomorrow from 7am-5pm in the Bishop Moore Chapel. Chris noted that prayers will be offered for the children and parents who have been separated at the border. The Clergy will pray on the hour, each hour, and parishioners are encouraged to attend.

Old/New Business

There was nothing to report.

The Vestry adjourned its regular meeting at 6:55pm. There was no Executive Session held.

Respectfully submitted,

Whitney Grogan for  
Margaret Cervin, Clerk