

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

AUGUST 19, 2020

SUMMARY OF ACTIONS TAKEN

- Approved the Consent Agenda

The regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church convened on August 19, 2020 via ZOOM.

Vestry members in attendance were Jay Lipscomb, Senior Warden; John Ellerman, Junior Warden; Blair Oden, Warden-at-Large; George Baldwin, Richard D'Antoni, Jane Greene, Louise Griffeth, Hallie Lawrence, Stacey Malcolmson, John McFarland, Jr., Steve McKenney, Kyle Moore, Anna Paccone, Darrel Rice and Erica Sartain.

Ex-officio members in attendance included The Rev. Dr. Chris Girata, Rector; Kathy Kelley, Treasurer; Scott Wilson, Chancellor; and Ginger Brown, Clerk. Others in attendance were Chanta Bhan, Colleen O'Hara, Caroline Marak, Rob Baber, and Stewart Thomas.

Jay Lipscomb, Senior Warden, called the meeting to order. Erica Sartain opened the meeting with prayer.

The Senior Warden welcomed Chanta Bhan, the new Associate for Mission and Outreach to the meeting. He then removed the Building and Grounds Report from the Consent Agenda for later discussion and asked the Vestry to accept the amended Consent Agenda. Prior to the meeting the Vestry received for its review the materials included in the Consent Agenda, which consisted of the June 17, 2020 Vestry minutes, the St. Michael Women's Exchange Report, the Saint Michael Episcopal School (SMES) Report, the Mission and Outreach Report, the Jubilee Report, the Farmer's Market Report, and the Building & Grounds Report. Darrel Rice moved to approve the Consent Agenda as amended, and Richard D'Antoni seconded the motion. The Consent Agenda, as amended to remove the Building & Grounds Report, was unanimously approved.

Chris Girata, Rector, introduced Chanta Bhan, who joined SMAA on August 18, 2020, as the new Associate for Mission and Outreach. Chanta, who comes to SMAA from Boston, is currently a postulant for ordination, and comes to SMAA with great experience. Chanta's background includes recently completing the Anglican studies program at Virginia Theological Seminary, pastoral ministry, medical chaplaincy, emergency response, hospice and campus ministry. Chanta thanked everyone for the warm welcome saying she was grateful and honored to be here and to serve at SMAA.

Rector's Report

The Rector reported that during this time of online only Sunday services, there have been twice as many devices watching the services as people who would normally be in the pews. Average viewing time has been 40 minutes. In an effort to seize the moment, plans are underway to move forward and put the new member process online. The Rector and the Rev. Mary Lessmann are planning a program to invite viewers to be part of the SMAA community even if they are "out of the neighborhood". A virtual lunch is planned for September 27 at 12:30 p. m., and the Rector asked for 3 -4 vestry members to join the lunch and information session and to participate via ZOOM in breakout sessions with attendees.

The Rector then gave an update on the leadership process with staff and the designing of a structure around which staff operates. Centered on values and using the EOS tool Vision/Traction Organizer (VTO), values are being defined and short-term and long-term goals are being set to ensure that every staff member understands the core values of the organization. With a focus on strengths, the values will define the makeup of the staff and will be used in hiring and performance reviews. A specific one-year plan will be implemented along with a 3-year target plan and 10-year directional plan. Later the process will move out to the Vestry and Parish Ministry Council. He stressed that the church needs to be clear about its identity and be able to attract people to what the church is about. The VTO will be sent to the Vestry for review, and Ken Brannon, Vice Rector, will discuss with the Vestry in the September meeting.

The Rector reported to the Vestry that the church had implemented an internal agreement for space sharing with Honduras Threads. Short-term space is being provided to Honduras Threads in the mezzanine offices of the current gym for office space, inventory and order fulfillment.

The Vestry was asked to make 2021 pledges prior to September 16 with a goal of 100% leadership participation prior to the fall Stewardship campaign going out to the parish.

A discussion followed around the social upheaval triggered by the murder of George Floyd , what the church is doing, how the church can support the needs of its mission and outreach partners, address issues of race and reconciliation and be proactive in helping the community. The thought is that a proposed task force that represents different areas of the church could help raise awareness and be an outlet to task people to help the church move forward. The Rector noted that the fall theme for SMAA will be Discipleship and will include podcasts, sermons, journals and formation with intent to set the bar higher for Christian life and challenge how we live our lives. Issues of race will be part of the conversation. He invited the Vestry to share their thoughts and perspective as a group is formed to help in this effort.

Senior Warden Report

The Senior Warden thanked the Vestry for the quick response to approve the renewal of the Bank of Texas credit line, which was approved by the Vestry via email prior to the August Vestry meeting.

He then spoke about the Building and Grounds Report that he previously requested be removed from the Consent Agenda because of recommendations that require both Vestry and Finance Committee review and approval. The Building and Grounds Committee has determined that the church boilers need to be replaced. In consultation with Beck Architecture, the construction consultants at Pritchard, and the Campus Construction Committee, the Building and Grounds Committee has looked at several options and concluded with a recommendation to replace the three existing boilers with one unit of equal capacity. It has been requested that the Building and Grounds Committee hold off moving forward until the September Vestry meeting in order to give the Finance Committee and Vestry an opportunity to review the request. Kathy Kelley noted that the request needs to go through the Finance Committee, which will make a formal proposal to the Vestry. It was also noted that there are maintenance funds held at the Foundation as well as some operational funds to cover the expense. If it is necessary to obtain Vestry approval prior to the September meeting, detailed information will be made available to the Vestry via email.

An update on the Lincoln Properties request for an amendment and extension to the North Land lease, which will include additional compensation to SMAA, is expected to be ready for Vestry review in September with a vote in October.

Junior Warden Report

John Ellerman reported that the average attendance at the Farmer's Market is over 1100 each Saturday, a phenomenal number during this current pandemic. He noted the masterful job being done with all of the constraints and the considerable protocols to be managed, and he encouraged everyone to commend Tricia Stewart for a great job in difficult circumstances.

Stewardship

Caroline Marak reported that the Stewardship materials are in production, and copies of the packets would be sent to the Vestry for review. She also reported on preparations for the annual Stewardship retreat planned for August 27, which will be led virtually by a consultant from the Diocese of Long Island, who is the Diocesan Canon for Stewardship and currently has stewardship oversight for 130 parishes. The session will include training Stewardship participants in best practices for fundraising in a pastoral way.

Finance Report

Kathy Kelley reported on the August meeting of the Finance Committee. Two fundraising requests were considered with the committee approving a request from the Honduras Mission Trip group to raise funds for tuition for a Tela student attending college in Miami. These funds will be raised within the group and will flow through SMAA. The second request to seek a grant from the SMAA Foundation to purchase laptop computers for SMAA staff working part-time from home was determined to be an expense that should be covered by the church.

Kathy reported that revenue through July is \$208M ahead of budget; however, June and July pledge collections have tapered off some from earlier in the year. Expenses are continuing with a positive variance of \$234M through July, primarily the result of decreased program activity and less cleaning and maintenance with the church building being essentially closed.

It was also noted that the positive variance from the Saint Michael Episcopal School (SMES) would be impacted by the move to space vacated by the Episcopal School of Dallas and by the fact that SMES did not have summer programs. This variance, which has contributed to a year to date through the month of July surplus for the church of \$503M, is not expected to hold throughout the year.

Rob Baber reported that the PPP loan is currently a restricted item on the balance sheet and that the time frame to recognize the proceeds of the loan as revenue has been extended. He also confirmed that with the expenses to be incurred for the SMES move and make ready for school, he expected the \$66M SMES surplus reflected in July to drop by about \$45M.

Final Thoughts

In response to a question about where SMAA is on small groups coming back to the church, the Rector said that once the public schools are back in school, the Bishop would allow bringing people back for services and small group meetings, subject to social distancing. He said it was possible that SMAA would start small group meetings in late September, and that the congregation would be notified. He said there were discussions about delaying public worship for a few weeks in light of the virus spread on college campuses. Colleen O'Hara reported that the process is set up to bring people in for worship but that they did not want to bring in people and then have to stop.

The Rector reported that there is a plan to extend time and space for prayer but that current limitations are primarily a cleaning issue and making sure the staffing is okay. He said that SMAA has an effective check-in system for people to come into the building and to alert staff to where people are going. At this time, there is a very small number coming each day to the Bishop Moore Chapel. He also said that SMAA will be able to have larger groups up to 20 people indoors for weddings and funerals sometime in September. There is a plan to catch up on baptisms with about 30 families waiting. The Rector further noted that there is feedback that SMAA is communicating well.

Steve McKenney appealed for donations to the Farmers Market which requires about \$45M in outside funds to operate.

George Baldwin moved to adjourn the meeting until September 16, and the motion was seconded by Richard D'Antoni.

The August Vestry meeting was adjourned.

Respectfully submitted,

Ginger Brown
Clerk of the Vestry