

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

DECEMBER 16, 2020

SUMMARY OF ACTIONS TAKEN

- Approved the Consent Agenda
- Approved the designation of a portion of Clergy compensation paid to each Clergy member to be a housing allowance

The regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church convened on December 16, 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.

Vestry members-elect in attendance were Holly Pena, Carol Roehrig, Jack Rubarth, Ginger Sager and Arnold Spencer.

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 The Rev. Ken Brannon, Stewart Thomas, Nancy Wilbur, Caroline Marak, Colleen O'Hara, Steve Haal, Rob Baber and Meredith Rose.

Jay Lipscomb, Senior Warden, called the meeting to order. Jane Greene opened the meeting with prayer.

Prior to the meeting, the Vestry received for its review the materials included in the Consent Agenda, which consisted of the November 18, 2020 Vestry Minutes, the HR Committee Report, the Jubilee Report, the Mission and Outreach Report, the Saint Michael Episcopal School Report, and the St. Michael Women's Exchange Report. George Baldwin moved to approve the Consent Agenda, and Jane Greene seconded the motion. The Consent Agenda was unanimously approved.

RECTOR'S REPORT

The Rector began his report by reminding the Vestry that everyone is expected to read the Consent Agenda containing Vestry minutes and various committee reports prior to the meeting. The Consent Agenda is meant to expedite reporting; however, if any Vestry member wants to

discuss an item in the Agenda further, he can request that it be pulled from the Consent Agenda for questions and discussion. The Rector also noted Vestry tradition would have the 2020 Vestry leave the meeting when the 2021 Vestry takes over; however, he asked that the outgoing Vestry members remain at the end of the meeting for a Christmas toast.

The Rector expressed thanks to Caroline Marak, Joe and Kimberly Colonna, and the Stewardship team for their work on the 2021 Stewardship campaign. Reporting that the first round of the 2021 Budget is completed, the Rector said that he feels good about the direction of the Church and sees the vision and directional efforts into the future of the Church beginning to unify. He also reported that online engagement continues to go very well and that engagement numbers had continued to increase over the last four Sundays.

Speaking of plans for Christmas, the Rector reported a great week of pre-recording for the Christmas services, which will include four distinct and unique Christmas Eve services and one service on Christmas Day. He also reported a great response to the Nativity pageant and reminded everyone of Lessons and Carols on December 20 and the Journey to Christmas on December 23. In addition, he outlined the SMAA Christmas giving program, which is online this year and includes I Believe in Angels, Heart of Giving, Flowers and the Christmas Plate, which will go to three designated beneficiaries at the local, national and international level.

Lastly, he reported that the approved performance awards for staff had been given out and that the staff is very grateful. He thanked the Vestry for investing in the team.

SENIOR WARDEN REPORT

The Senior Warden reported that the boiler replacement is on schedule and on budget and that Colleen's group had done a phenomenal job staying on top of the project with little distraction to the Church. He also reported that Lincoln Properties had requested a third extension to the ground lease agreement and made a third \$40,000 payment. They are still hoping for a mid-March groundbreaking.

The IRS allows clergy members to designate a portion of their salary to housing, and these clergy housing allowances are approved by the Vestry each year in December. The Warden, noting that Rob Baber had received the requested amounts from the clergy and would draw up resolutions for the record, moved to approve the clergy housing allowances. John McFarland seconded the motion, and the Vestry unanimously approved the designation of a portion of compensation paid to each clergy member to be a housing allowance.

The Vestry was advised that the new Employee Handbook referenced in the HR Committee Report of the December Consent Agenda would be distributed to Vestry members for review and a vote in the January Vestry meeting. The Warden thanked John Ellerman, Diana Bowen and Colleen O'Hara for their work on this project.

The Senior Warden thanked the Vestry members for being responsible and flexible during this year and expressed his appreciation for their support and commitment. He noted that many great things are on the horizon.

JUNIOR WARDEN REPORT

John Ellerman reported that the Memorials and Gifts Committee had met recently for the first time in a few years. The committee, which is made up of three Junior Wardens (including the past two Junior Wardens) and two at large members, was established to discuss and approve, along with the Rector, the acceptance of a non-monetary gift to SMAA. He reported that the committee met to discuss a bequest and would meet again in January to consider the bequest.

In reference to the recently completed Employee Handbook, the Junior Warden offered to leave comments and insights to the Vice Rector. Ken Brannon, Vice Rector, noting that it was fun working with the Junior Warden on the project, said that the committee wanted ample time to see that the handbook was in good order before submitting to the Vestry for a vote and that the handbook was based on a solid legal foundation for human resources.

STEWARDSHIP REPORT

Caroline Marak reported that the Stewardship campaign was at 80% of its \$6.25MM goal. Forty-three percent of 2021 pledges are increases, and that trend is expected to continue. The Rector noted that a team of staff, finance, Vestry, and Stewardship Committee members were following the Rector's letters to everyone with handwritten thank-you notes. Caroline asked that Vestry members pick up a packet and send a simple thank you, which greatly helps to keep people engaged. Caroline also asked Vestry members to help with the last set of reminder calls in January to people who have pledged before but not yet made their 2021 pledge.

Richard D'Antoni expressed appreciation to Caroline, the Rector, the staff and the Colonnets for their leadership in the Stewardship campaign. The Senior Warden also thanked Caroline noting a phenomenal 2020 year.

TREASURER'S REPORT

Kathy Kelley reviewed the year-to-date financial statements through November noting a good year despite all of the challenges of COVID-19. The slight negative variance in pledges is offset by the unpledged amounts received. In addition, there were savings in most ministry expense areas and with the pre-school given the reduced on-site activity due to Covid stipulations. The result is a net surplus of revenues over budget of \$508M through November. Looking forward, Rob Baber has prepared a brief projection for fiscal year-end December 2020. After collecting pledges and accounting for year-end expenses, there will possibly be a surplus of close to \$200M. Prior to the close of the 2020 books in January, the Finance Committee along with the Rector, Vice Rector and Finance office will look at prospective needs and consider where

reserves might be needed including possible additions to the maintenance fund. The treasurer encouraged the Vestry to be part of the January conversation on surplus funds.

The 2021 Budget will be finalized in January and approved by the Vestry at the February Vestry meeting. The goal is a realistic 2021 budget for all ministry areas following a very unusual year in 2020.

NEW BUSINESS

Darrel Rice reported to the Vestry some exciting recent news for the Jubilee community. A community health care clinic in conjunction with Parkland Hospital is scheduled to be established in the Jubilee neighborhood to address the needs of the community and improve the overall health of community members. It was noted that 80% of the residents are Parkland patients; however, many are elderly making it too difficult for them to utilize the facilities at Parkland Hospital.

The health care clinic will be a 15,000 square foot building with the clinic on the first floor being run by Parkland physicians and physician assistants. The second floor will house services currently provided by Jubilee including the Jewish Family Services program now housed in a church across the street from Jubilee, the program for children with special learning needs funded by the Jubilee 20th Anniversary event, exercise classes and wellness education classes.

Darrel reported that Bill and Lydia Addy had donated \$1,000,000 for the purchase of land for the clinic and that the total cost of the project will be \$6.7MM. Although it is a difficult time to raise funds, 40% of the cost has been raised with several foundations and individuals making major donations. Plans are to raise the remainder of the needed funds in early 2021 and start construction in April 2021 with completion expected in June 2022.

Darrel also reported that although Jubilee has been closed during the pandemic, the staff and volunteers have done a fantastic job supporting the community. In addition, SMAA parishioners and others have funded assistance for rent and utilities. SMAA continues to be very involved at Jubilee including recent assistance with drive by luncheons for the Seniors at Thanksgiving and Christmas and David Martin and his family delivering the I Believe in Angels gifts to 330 kids in the neighborhood.

FINAL THOUGHTS

The Rector recognized the retiring Vestry members for their service – Jay Lipscomb, John Ellerman, Jane Greene, Kyle Moore and Anna Paccone – as well as Kathy Kelley, who has served three years as Treasurer after serving on the Vestry, and Ginger Brown, who has served as Clerk of the Vestry for two years. He thanked John Ellerman for being super engaged in the HR process and Jay Lipscomb, Senior Warden for the trust in and support for the Clergy leaders saying he was grateful for the trust.

Jay Lipscomb handed over the Senior Warden responsibility to Blair Oden. George Baldwin moved to adjourn the meeting and Anna Paccone seconded the motion. The final 2020 Vestry meeting was adjourned.

Respectfully submitted,

Ginger Brown
Clerk of the Session