

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

NOVEMBER 18, 2020

**SUMMARY OF ACTIONS TAKEN**

- Approved the Consent Agenda
- Approved the appointment of the three 2021 Vestry wardens to represent the Vestry in ground lease discussions with Lincoln Properties.
- Approved the recommendation of the Mission and Outreach Committee for the distribution of \$145,000 in grants

The regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church convened on November 18, 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, 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; and Ginger Brown, Clerk. Others in attendance were The Rev. Ken Brannon, Vice Rector; Caroline Marak, Colleen O'Hara, Rob Baber, Tricia Stewart and Meredith Rose.

Jay Lipscomb, Senior Warden, called the meeting to order and welcomed everyone especially the incoming Vestry members. Hallie Lawrence 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 October 21, 2020 Vestry Minutes, the Building and Grounds Report, the Jubilee Report, the Mission and Outreach Report, the Saint Michael Episcopal School (SMES) Report, and the St. Michael Women's Exchange Report. Also included for review were revised minutes for the September 16, 2020 Vestry meeting. George Baldwin moved to approve the Consent Agenda, and Hallie Lawrence seconded the motion. The Consent Agenda was unanimously approved. George Baldwin then moved to approve the revised minutes for the September Vestry meeting, and John McFarland seconded the motion. The revised minutes were unanimously approved.

## **Rector's Report**

The Rector welcomed the new Vestry members to the meeting. He reported on the Fall Parish meeting, which went very smoothly and was well received by the parish. He then presented the proposed Vestry leadership slate for 2021 which includes the following six leadership roles:

Senior Warden – Blair Oden  
Junior Warden – Stacey Malcolmson  
Warden-at-Large – Richard D'Antoni  
Chancellor – Scott Wilson  
Clerk – Nancy Wilbur  
Treasurer – Janice Bywaters

The slate will be affirmed at the December 2020 Vestry meeting by the 2021 Vestry members after the official handoff to the new Vestry. It was noted that the Treasury position transitions in March after the completion of the 2021 budget under the current Treasurer.

The Rector reported that Christmas giving would be moved online due to the pandemic and the limited number of persons able to attend services at the church. The end of year giving will be mission directed, and the Heart of Giving and I Believe in Angels will both be accessed through the giving portal on the website. There are plans reach out to ask people to consider helping close the gap for those who have been hard hit by the current economy and to follow up with parishioners still needing to complete their 2020 pledges.

The Rector also reported that there would be no in-person Christmas Eve or Christmas Day services this year. He explained that there is no functional and safe way to have people on site in a meaningful way for Christmas services and that SMAA would invest in excellent on-line services. On-line services planned include:

- Children's Nativity Pageant on December 13 at 9:00 a.m. (no in-person service)
- Lessons and Carols on December 20 at 5:30 p.m.
- Joy, Contemporary, and Traditional services at 11:00 a.m., 3:00 p.m. and 5:00 p.m. and a new Carols by Candlelight service at 9:00 p.m. on Christmas Eve
- Christmas Jazz service on Christmas Day at 10:00 a.m.

In addition, there will be a *Journey to Christmas* for the parish on December 23 from 5:00 – 6:30 p.m. Stations of Christmas and decorated trees will be in the hallways where people can stop and read the Christmas story before entering the church for communion and a Christmas blessing. Two booklets that follow the stations will be available for adults and children, and no reservations will be required. A photographer will be available to take family pictures. The Rector thanked Vestry members for their enthusiastic response to this opportunity for families to come to SMAA during the Christmas season.

The Rector reported two new open positions at SMAA, one for a Director of Engagement and another for an Associate for Worship and Liturgy expected to be filled in 2<sup>nd</sup> quarter 2021. He referenced the Dallas Morning News story about St. Mary's Guild and praised the great work that the Guild and others at SMAA are doing in the community.

### **Senior Warden Report**

Jay Lipscomb spoke about the ongoing discussions with Lincoln Properties regarding proposed changes in the ground lease and the need to have Vestry representation in the discussions. He recommended that the Vestry empower the three new 2021 Vestry wardens to represent the Vestry, which would allow a greater understanding of any requested changes. Jay then moved to appoint the new Senior Warden, Junior Warden and Warden-at-Large to be Vestry representatives in ongoing lease discussions. John Ellerman seconded the motion, and the motion was unanimously approved by the Vestry.

The Senior Warden also reported that Lincoln Properties, as agreed, is now paying a \$40,000 fee for a 30-day extension of the ground lease and intends to extend at least one more month. He also noted that at least the first three months of payments from Lincoln Properties would temporarily be held in reserve for any expenses and that these payments would later go to the church and foundation net of expenses.

It was reported by Erica Sartain that the St. Michael Women's Exchange has appointed a long-time volunteer who is not a parishioner to be the new treasurer for the Exchange. While the appointment requires a change in the standing rules of the Exchange, it only requires notice to the Vestry but does not require Vestry approval. The amended documents for the Exchange were reviewed and approved by Margaret Spellings, Vice Chancellor.

As an update on the Diocesan Convention held on November 7, it was reported that Bob Buchanan was elected Secretary of the Convention and Kelly Reddell was elected to the Executive Council. Also reported was a 1% reduction in the 2021 Diocesan assessment, which along with a one-month forgiveness of payment in 2021, represents a \$100,000 savings to SMAA. A question was asked about the gas line repair and access to the kitchen, and Colleen O'Hara reported that they were still working on the repair, but the kitchen should not be affected.

### **Junior Warden Report**

No report.

Tricia Stewart, Director of the Saint Michael's Farmers Market (SMFM), presented a report to the Vestry with an update on the 2020 Farmers Market and a preview of 2021. Tricia reported that the regular season of the Farmers Market ended on October 31 with a Family Day at the market. The market partnered with ten ministries from SMAA, which set up tents for tent or

treating. Over 1000 people attended the market that day with 33 vendors on site, most of whom sold out. She reported that SMAA had been invited to do a Pop Up Holiday Market at Klyde Warren Park on December 19. 35 vendors have signed up for the market which will be from 9:00 a.m. to 1:00 p.m. The event, which is free to SMFM, will be an opportunity to introduce the Saint Michael's Farmers Market to a new population of regulars at Klyde Warren Park.

Tricia reported average attendance at the market in 2020 of 895 customers down from 917 in 2019 and average vendors of 33 down from 35. She noted that the market ran longer this year and that numbers in the fall are usually down from the peak of summer.

She also reported that plans are underway to move the SMFM to SMAA's west parking lot for the 2021 season. Plans include moving their shed and adding electrical power to the west lot. The new layout for the market is expected to be conducive to and friendly for shopping; although there are some concerns about the traffic on Colgate. She also noted that 2021 would be the 10<sup>th</sup> Anniversary of the Saint Michael's Farmers Market and they are looking forward to being involved in the design for the Plaza in the North development where the SMFM will eventually be located.

Ken Brannon gave a shout out to Tricia for managing with grace and patience under Diocesan restrictions saying the market was a joy to the neighborhood, and it meant a lot for people to gather outdoors.

John Ellerman commended Tricia on a great job for a special ministry. Tricia thanked the Vestry for their support of the market.

### **Stewardship Report**

Caroline Marak presented an update on the Stewardship campaign with 563 parishioners having pledged at this point and pledges reaching 65% of the goal. Of those pledges 45% have increased from last year, which is in line with the prior three years. Since most parishioners have not been on-site this fall, calls have been made to parishioners who usually pledge in October to thank them for their support; and follow-up emails are being sent. The focus is now on historical pledge data and those pledges not yet received to date. SMAA Vestry members, leadership and staff will again be sending notes to parishioners to thank them for their pledges. She also reported that Rob Baber and a consultant were making progress working on analytical reports to be built into Touchpoint.

### **Financial Report**

Kathy Kelley reported on the Finance Committee meeting held the previous day. There were no fundraising or foundation grant requests. The committee did discuss the lease extension fees that would be coming to SMAA during the next few months. She noted that after three

months of reserves for any unplanned legal or administrative costs, \$22,500 of the \$40,000 would go into the church's monthly operating budget with \$17,500 going to the foundation.

Kathy reported ten-month year to date revenues of \$149M above budget with current year pledges only slightly below budget and unpledged contributions over budget, noting that people have been very supportive this year. Ministry areas continue to be below budget on expenses with less in-house activity due to the pandemic. Total operating expenses through October are \$456M below budget resulting in a \$605M surplus. The surplus is not expected to hold at that level as pledges may slow down; and there are a number of year-end budgeted expenses that will be recognized along with boiler repair and HVAC expenses expected in the last two months. A conservative forecast would be a fiscal year end positive net income of \$176M.

The 2021 budget process has begun, and ministry areas will present their budget requests to the Finance Committee in December, with final budget approval by the Vestry in February. In answer to a question about budget assumptions for 2021, plans are to plan for January through June to be similar to current operations and July through December to be more normal operations. Ken Brannon noted that the church is now looking at a vision for the next three years and what does 2021 need to look like to reach that goal. Rob Baber is working closely with the department leaders on budget assumptions. Expenses will also shift to meet the vision e.g. in the area of communications which is getting great feedback.

### **New Business**

Stacey Malcolmson presented the 2020 grants recommended by the SMAA Mission and Outreach Committee. The process, which was run by Lillian Greene, researched and recommended grants of \$145M out of a total of \$160M in requests. All of the organizations are closely related to SMAA. As outlined in the Mission and Outreach Report included in the November Consent Agenda, grants were awarded to Amistad Mission, Austin Street Center, Honduras Threads, Jubilee Park and Community Center, VNA Meals on Wheels, North Dallas Shared Ministries, Project Moses, St. Philip's School and Community Center, and Tela Honduras Mission. Stacey then moved to approve the distribution of grants as recommended by the Mission and Outreach Committee. George Baldwin seconded the motion, and the Vestry unanimously approved the motion.

Jay Lipscomb moved to adjourn, and Louise Griffeth seconded the motion. The November Vestry meeting was adjourned, and the Vestry went into executive session.

Respectfully submitted,

Ginger Brown  
Clerk of the Vestry

