

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

September 16, 2020

SUMMARY OF ACTIONS TAKEN

- Approved the Consent Agenda
- Approved a request to purchase laptop computers for SMAA staff
- Approved the distribution of the Christmas Plate

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

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, Vice Rector; Colleen O'Hara, Caroline Marak, Rob Baber, Steve Haal, Stewart Thomas, Kimberly Colonna, Joe Colonna, and Meredith Rose.

Jay Lipscomb, Senior Warden, called the meeting to order. Richard D'Antoni opened the meeting with prayer.

The Senior Warden welcomed Stewart Thomas from the Saint Michael Foundation and Kimberly and Joe Colonna, 2021 Stewardship Co-Chairs to the meeting. He then removed the V/TO Report from the Consent Agenda to be addressed in detail later in the meeting by the Vice Rector, Ken Brannon. Prior to the meeting the Vestry received for its review the materials included in the Consent Agenda, which consisted of the August 19, 2020 Vestry Minutes, the Stewardship Chair Pledge Request, the Vision Traction Organizer (V/TO), the St. Michael Women's Exchange Report, the Saint Michael Episcopal School (SMES) Report, the Mission and Outreach Report, the Jubilee Report, and the Farmer's Market Report. The Senior Warden moved to approve the Consent Agenda, the motion was seconded, and the Consent Agenda, as amended to remove the V/TO Report, was unanimously approved.

Rector's Report

Chris Girata announced that Saint Michael and All Angels would be hosting a virtual book signing and discussion with Bishop Michael Curry on Sunday, October 18 on his new book to be released this month. SMAA will be one of five sites around the country to host a discussion and will be the only church making it a public event. SMAA will be partnering with Interabang Books, which will sell the books. SMAA's only financial commitment is to guarantee the sale of 500 books through the end of the year. The Rector will host the discussion with Bishop Curry along with an interviewer, potentially Krys Boyd, host of KERA Public Radio's program, Think.

The Rector then spoke about the launch of the Discipleship series, which will dovetail with Stewardship. SMAA wants to provide an engaging experience for the parish and encourage people to get serious about their own discipleship. A new podcast series for daily devotion began on September 14; and meditation books, which include contributions from members of the Stewardship Committee, have been mailed out to parishioners.

Noting that monthly revenues have declined over the last few months after running ahead of budget earlier in the year, the Rector said that the church would be reaching out and checking in with members of the parish, who based on their giving patterns, have missed 75% of their pledge thus far. He wants to ensure that the church provides care to any parishioners who are in need or experiencing hardship during this time. The church will also be reaching out to parishioners who prepaid their pledges earlier in the year to ask for help with any shortfall that might result from pledges that cannot be met. The church intends to be more transparent and to be clear in communicating the church's needs and vision.

The Rector then reported on the progress being made to set up a task force that will focus on healing social differences in the community. He thanked Vestry members for thoughtful responses to the proposal of the task force presented at the last Vestry meeting in August. He announced that Stacey Malcolmson and Erica Sartain along with a Vestry member from the new Vestry class would be on the task force which would have 8 – 10 members. He spoke about this being a moment to define who we want to be, and as a neighborhood church how we can be a resource to the city. Various vestry members expressed support for this idea of serving the community with a long-term vision.

Speaking about the quarantine, the Rector said that the church has continued to employ all staff members at the same level; however, it was not anticipated that there could be a 12 – 18 month period of absence of people from the building. The church has now reached a point necessary to ask how to staff when not using all employees and will need to transition some employees from the payroll. It was noted that while it is not easy to make targeted changes, the church has been generous to keep everyone employed, and this will also provide an

opportunity to reimagine how some areas might work. Ken Brannon and Eric Liles are working together to ensure people are cared for when they are no longer employed.

Ken Brannon, Vice Rector, presented an overview of the Vision Traction Organizer (V/TO), the EOS (Entrepreneurial Operating System) tool, being implemented at SMAA. Noting that the Organizer is a business tool, he said it is cutting edge for a church and has been developed by the SMAA executive staff over the last 8 months. The tool, which includes a one-year plan, a three-year picture and a ten-year target, is designed to clarify where the church is going, its core values and who it is targeting. He reviewed the five **Core Values** of *Collaborative, Loyal, Effective, Kind* and *Growth-Oriented*, the **Core Focus** of “*Build Christian disciples for a transformed community*”, and the **Marketing Strategy** identifying who comes naturally to SMAA. He also referenced the one-year plan and the three-year picture paying particular attention to the one-year plan, which includes hiring a membership coordinator. He asked the Vestry to review the V/TO Report and ask questions, and he said there would be more time for Vestry members to engage with the V/TO and EOS at the Vestry retreat in October. The Vice Rector thanked his staff for their assistance on the V/TO project and thanked all of the church staff for embracing it.

The Rector spoke about the prospective growth of SMAA that will result from people being genuinely transformed and the excitement that can be created as members find something they value that is not available elsewhere, and as a result spread the news that will bring new people into the church. He thanked the Vice Rector for leading the V/TO process.

Senior Warden Report

The Senior Warden remarked on the massive undertaking by the Vice Rector and his staff to develop and implement the V/TO and thanked them for their time and effort.

In an update on the Lincoln Properties’ lease amendment the Senior Warden reported that while there isn’t a finalized amendment, the basics are not in question, and only some details still need to be formalized. He expects to send the amendment out to the Vestry prior to the October Vestry meeting and to vote on the amendment in October.

In an update on the SMAA Foundation he reported that four grants for a total of \$50,000 were awarded for back to school technology providing laptops and notepads for students to fill needs created in the Covid-19 environment. The Foundation working with the Women of Saint Michael and the Dallas Foundation identified four recipients: Catch Up and Read for \$5,000, St. Philip’s School and Community Center for \$7,500, United to Learn for \$12,500, and Vickery Meadows Youth Development for \$25,000 (matched by Mayor’s Relief Fund). He thanked Stewart Thomas and the Foundation trustees for their vision and for helping the community. Stewart Thomas then added that the Foundation had also distributed some excess funds from the Columbarium Fund to St. Philip’s School and Community Center in the amount of \$20,000 and Jubilee Park and Community Center in the amount of \$10,000.

Junior Warden Report

John Ellerman, Junior Warden, thanked the Foundation for contributing \$100,000 in support of Bishop Curry's book and the discussion with the Bishop that will be hosted virtually by the Rector in October. He also commended the Vice Rector for the stellar work on EOS that will provide SMAA with the equivalent of a strategic business plan.

Stewardship

Caroline Marak thanked Kimberly and Joe Colonna for their leadership of the Stewardship Committee and campaign. She reported on the recent Stewardship retreat and the discussions about relationship with money and what our giving and spending say about what is most important and valued. A spiritual component of gratitude, discipleship and worship will be part of the Stewardship campaign. Noting that stewardship engagement will be different this year, a request was made to all clergy and church leaders - including Vestry, Finance Committee, and Foundation members - to make a 2021 Stewardship commitment before the end of the month with the goal of 100% participation prior to the launch of the campaign. It was noted that the 2021 Pledge form is now available online on the SMAA website.

Caroline reported that the pledge materials are ready to mail at the end of September with a plan to send out 2800 packets including to those who have given without a pledge during 2020. The Stewardship Committee will make critical asks and will take a combined spiritual and business approach to the campaign.

Financial Report

Kathy Kelley reviewed the financial statement for the eight months ending August 21, 2020. While current year pledge revenue has tapered off, the generous upfront pledges this year have offset the decline, and year to date pledges are \$5,000 ahead of budget. For the month of August revenues were below budget by \$145M, and Kathy reported that there is a plan to reach out to those who have not paid in an effort to stay on budget through the end of the year. Year to date operating expenses are below budget by \$345M with most member engagement areas running under budget since programs have been virtual. The Saint Michael Episcopal School (SMES) remains under budget on expenses after booking registration fees in August; however, that will taper off as the school year goes on. The Diocesan assessment is also below budget this year after the Diocese waived \$60M due to Covid – 19.

Kathy reported that the Finance Committee had approved an out of budget request to provide \$27,000 for the purchase of laptop computers for SMAA staff members currently using desktop computers. This upgrade will allow seventeen employees who did not have laptops to work from home. Noting the positive variance in the SMAA budget year to date, a request was made

for the Vestry to approve the budget exception. John Ellerman moved to approve the request, and Jay Lipscomb seconded the motion. The Vestry voted unanimously to approve the request. It was noted in discussion that the PPE loan proceeds have not yet been recognized as income, and Rob Baber stated that SMAA is working with the auditors on an expected offset to expenses. He also reported that the contract with the Episcopal School of Dallas was completed in August in a smooth transition with all billings collected.

Mission and Outreach

Stacey Malcolmson reported that the Mission and Outreach Committee had approved and was recommending to the Vestry for their approval a theme of Covid – 19 relief and the following three designated beneficiaries for the Christmas offering plate:

- Local – The North Texas Food Bank
- National - St. Christopher’s Episcopal Mission – a Navajo Nation mission in Utah run by an Episcopal priest
- International – Episcopal Diocese of Jerusalem for relief in Beirut, Lebanon

Stacey moved to approve the recommendation of the Mission and Outreach Committee for the Christmas offering, and Richard D’Antoni seconded the motion. The Vestry unanimously approved the M&O Committee recommendation. It was also reported that recipients for the Heart of Giving this year will be Aunt Bette’s Community Pantry, Jubilee Park and Community Center, North Dallas Shared Ministries and the Good Samaritan Fund.

Concluding Remarks

George Baldwin noted that the Usher Team had discussed the opening of the Church for Sunday services. Ken Brannon and Colleen O’Hara both remarked on the amazing SMAA team working tirelessly to prepare. The Vice Rector stated that with the preparations being made and a lot of backstage work, worship will be fine and safe. He noted that the peace, the collection plate and communion would not be included and asked the Vestry to help people understand that while it will not be normal, it will feel good to have people back in the church for worship.

The Vestry meeting was adjourned at 6:00 p.m. The Vestry went into Executive Session.

Respectfully submitted,

Ginger Brown
Clerk of the Vestry