***Christ Episcopal Church, Dearborn***

**Vestry meeting – Sunday, January 8, 2017 at Noon**

**Meeting Minutes**

**Attendance**: Carolyn Blackmore, Diana Brehob, Chris Burkhalter, Selia Danes, Rosine Kubwimana, Matt Quam, Daniel Pawa, Terri Pilarski, Thomas Trimble

**Absent:** Margaret Green, Mitch Yudasz

**Guests** (for Capital Campaign dialog until 1.30pm, except as noted**):** Bob Denman, Shirley Damps, Dennis Kirchoff (until meeting adjourn), Monica McLeod, Matt Sallman

**Recording Secretary**: Nicholas Bell

**eMail Motion and Voting on minutes of December 4, 2016 Vestry meeting**

* On December 5th 2016, Thomas made an eMail motion to approve the minutes of the December 4th Vestry meeting. Margaret seconded the motion. Voting ended on December 12th and the motion passed with all eight Vestry members approving

**eMail Motion and Voting on Appointment of Rosine Kubwimana to Vestry**

* On December 15th Daniel made an eMail motion to appoint Rosine Kubwimana to Vestry to complete Carm Yero’s term, ending January 2018. Diana seconded the motion. Voting ended on January 2nd and the motion passed with all eight Vestry members approving

**Opening Prayer:** Terri called the meeting to order and opened with prayer at 12.32pm

**Consent Agenda**

* The agenda was agreed as emailed by Terri on January 7, 2017

**New Vestry member welcome**

* Rosine Kubiwama was welcomed to Vestry. Rosine was appointed to complete the term arising from resignation of Carm Yero as she begins her Seminary field assignment associated with her seminary training

**Capital Campaign discussion**

Vestry and guests considered three questions and wrote a personal response on a card.:

* What is a capital campaign?
* What are the merits of a capital campaign?
* What are the benefits to Christ Episcopal Dearborn of a capital campaign?

**Discussion**

* What is a capital campaign?
  + Fundraising for a designated purpose, often in parallel with annual stewardship ingathering
  + Extra budgetary
  + Larger building related project
  + Funding maintenance of church infrastructure
  + Opportunity for community to refocus on its purpose through raising targeted funds
  + Creating awareness of purpose & mission
  + Strengthening community
  + Opportunity to vision
  + Typically, multi-year and multiple projects
* What are the merits of a capital campaign?
  + Identifies mission and strategic plan & prioritization
  + Learn about mission & strategic plan and take a stake in ownership
  + Ability to fund a big-ticket item
  + Potential ‘green’ environmental initiatives
  + Bring the community into closer conversation
  + Discuss differences in dreams, coming to common understanding & conversation
    - Learn to listen to one other
  + Allows upgrades to physical plant that have been deferred due to operating deficit
  + Major maintenance or new physical infrastructure
  + Making connections obvious between CEC ministries & the building infrastructure that enables the ministries
  + A project that enhances the beauty and utility of our physical plant (and can lower future operating cost)
  + Community building through working together on projects
* What benefit would a capital campaign offer to CECD?
  + Catch up with deferred maintenance
  + Outreach – shows building is cared for
  + Dream ***BIG*** – impact on community
  + Opportunity for significant green initiative to reduce impact on the environment and lower ongoing operating cost
  + Develop commitment as part of daily life to ensure sustainability of the church going forward
  + Opportunity for everyone to participate - - and be 100% “all in” (at whatever level of contribution that works)
    - Inspiring others
  + Could consider a focused capital campaign (single project, shorter duration)
    - Manageable piece of work with short time before seeing results
* Next steps
  + There will be a meeting on the afternoon of Sunday February 26th (Vestry retreat weekend) to discuss CEC mission & sustainable budget with Mark Miliotto (Diocesan Finance Officer), and Jim Gettel (Diocesan Congregation Development Officer). A similar meeting will be planned for an evening in March (date TBD). These discussions will include continuing dialog about a capital campaign

**Commission Reports**

* Christian Formation – Chris / Terri
  + New room (under the Narthex) is working for children’s worship. Need to close the doors to the undercroft to discourage children moving away from the room
  + The ‘Spark’ curriculum is effective
  + Rite 13 and Journey continue to meet jointly with St. Paul’s Lutheran young people
* Evangelism – Daniel
  + Liberia S.C.H.O.O.L project is moving ahead with fund raising through monthly trivia nights
  + Carolyn is maintaining a notice board (next to first floor kitchen) with what’s going on in the community so that it is immediately visible to visitors and guests. Vestry members are encouraged to help make sure that this is maintained with latest information
* Finance –Thomas
  + Matt sent out financial report to Vestry. December pledge income was $5,000 more than budget. But overall budget deficit was higher than budgeted at $29,909 leading to a cumulative deficit of $37,310, including carry over from prior years
  + The parish has been notified about proposed changes to the Endowment Policy, with several communications to parishioners and copies of the ‘red lined’ document available through the Office and in the Fellowship Hall during coffee hour
  + Some parishioners were unhappy that the December letter was sent asking for pledges to be fulfilled or increased to reduce the deficit
  + Finance is close to completing updates to the Commission Roles & Responsibilities document
  + Rosine commented on need for a strategy to appeal to new parishioners, especially young people and how the mission of the church can be used help grow engagement and income. This will be a good topic for the February 26th meeting with Diocese Finance and Congregation development officers
* Parish Life - Selia
  + Continuing need for volunteers to provide snacks during coffee hour
* Property – Matt
  + Property is going to proceed with irrigation of grass around the new plaza and the garden. The three sets of double doors to Stacy Hall are problematic and need replacement. The cost of this work significantly exceeds available budget - - prior bids from years past came in as high as $25,000
* Stewardship – Carolyn
  + Carolyn, Bob Denman and Sue Bennett will contact the thirteen members who pledged in 2016 and have not returned a pledge card for 2017
  + The Stewardship Commission has lost members and is not presently functioning as a group
* Worship – Terri
  + Discussion about formal dedication of the font. Perhaps at the same service as dedication of the refurbished organ?
* Nominations for Vestry and for delegates to Diocesan Convention Nominees – Terri/Carolyn
  + Three parishioners have agreed to be nominated to Vestry: Michael Mroczyk, Dennis Kirchoff and Shirley Damps
    - Carolyn made a motion to recommend this slate of three candidates for open Vestry positions to the Annual Meeting. Diana seconded the motion. There was no discussion and the motion passed with eight Vestry members approving
  + Delegates to Diocesan Convention.
    - Carolyn Blackmore and Vera Fakhouri have agreed to be nominated as a delegates. One more nominee is required
    - Three alternate delegates for Diocesan Convention are also required.

**New Business**

* **Approval of Rector’s housing allowance**
  + Thomas made a motion that Vestry approves that $600 per month of the Rector's stipend be designated as the Rector's housing allowance for 2017. Daniel seconded.
    - Discussion: this motion has no effect on Rector compensation. Allows Terri, within Diocesan and IRS guidelines and supported by documentation (including this motion and necessary receipts), to report certain housing & living expenses to the IRS as before tax spending
  + Thomas called the question and the motion passed with seven Vestry member approving and one abstention
* **Feedback on Endowment Policy changes**.
  + Carolyn reported that she had been approached by a parishioner who is not able to attend the Annual meeting whether they might vote in absentia and have their voice heard.
  + It was clarified that under Christ Church Bylaw’s and Diocesan Canon members must be present at a parish meeting to vote.
  + Vestry members should continue to listen to the opinion and input of parishioners on this (and any other topics) and are empowered to communicate members’ concerns and sentiments at Vestry meetings, Annual meetings and other settings
* **Vestry Person of the Day (VPOD) Sign up for February**
  + Terri will send a list of existing VPOD commitments through the end of January
  + Vestry volunteers are needed for each of the four Sundays in February. Please contact the office

**Meeting Close**

* Terri closed the meeting with prayer at 2:36pm

*Respectfully submitted by,*

*Nicholas Bell*

**Next Vestry meeting:**  **SATURDAY** January 21, 2017 9am-Noon - - gathering at 8.45am

**Reminder**: Short Vestry meeting January 29, 2017 - - immediately following the Annual Meeting

**eMail Motion and Voting on minutes of January 8, 2017 Vestry meeting**

* On January 11, 2017 Diana made an eMail motion to approve the minutes of the January 8th Vestry meeting. Thomas seconded the motion. Voting ended the same day (January 11th) and the motion passed with eight Vestry members approving and one abstention

**ATTACHMENT 1**

Agenda  
Vestry Meeting  
January 8, 2017  
12.30pm – 2.30pm

12:30   Opening Prayer

12:25   Capital Campaign discussion

1:30    Break

1:40    Commission Reports as needed: Christian Formation; Evangelism; Finance; Parish Life; Property; Worship

2:15    Update on Vestry nominees; delegate nominees for Diocesan Convention

2:20    Per IRS regulations, a motion to approve Rector's Housing Allowance

2:30    Adjourn

**Ongoing**

Twelve Keys of an Effective Church

CCMT’s Roles and Responsibilities   
LGBTQ conversation  
Racism conversation  
Capital Campaign   
Five Point Action Plan  
  
**MMR schedule:**

June - Property, Finance, Christian Formation, Stewardship   
October - Evangelism, Worship, Parish Life, Staff 

**Future Vestry Meeting topics:**

Jan 21 (Saturday): approve budget

Jan 29 (Sunday – short meeting following 150th Annual Meeting to approve Wardens, Treasurer and Clerk. To agree dates for future Vestry meetings

**ATTACHMENT 2**

Building on our strengths, approaches to deficit? *Carried over from our conversation in June:*

**Twelve keys of an effective church** (based on book of the same name by Kennon Callahan, see also Attachment 2, below)

Group report outs:

|  |  |
| --- | --- |
| **Strengths** | **Strengths to build on….** |
| Corporate dynamic worship  Visible / known at the corner of Military and Cherry Hill  Relationships  Strong leadership, talent, caring  Find gaps in community needs, caring groups  Outdoor space – building relationships | Focus on a small number of things  How do we make our worship strength, more visible / accessible?  Leadership training with a spiritual focus  Be deliberate, intentional in calling leaders  Discernment in calling people to serve |

**Questions/Discussion**

* We call ourselves a community centered church. What do we mean by “the community”? Our neighbors? The City? SE Michigan? Our Country? The Globe?
* If we select a small number of missional focus areas, we can channel time, talent and resources on these things (noted that the food pantry is a CEC staff activity)
* Need a clear concise mission - - how to be a Christian in this place?
* If music and worship are key strengths, maybe consider internet streaming worship for shut-ins and the non-churched

**Possible Next Steps:**

* Consider a mission focused article in the Courier
* Could be a forum discussion? What is the mood of the congregation?
* Further discussion between Vestry and other commissions in the October MMR

Mission of Christ Church “Christ Episcopal Church welcomes, inspires, nurtures and replenishes through worship, fellowship and education. We seek to live a Christ-like life by embracing our broader, diverse community and serving others.”

Mission statement: Feeding people: Mind, Body, Spirit

Core Values: We at Christ Church Dearborn affirm our identity as Episcopalians, living our relationship with God in mind, body and spirit, through tradition, scripture and reason. We journey together asserting the following core values:

Acceptance Christ Episcopal Church opens its doors to all, encouraging open-mindedness, celebrating diversity, embracing reason and nourishing the spirit.

Worship CEC offers a traditional liturgy, with beautiful ritual, scripture and music, honoring each individual’s devotion to God and the experience of multiple pathways to spiritual fulfillment.

Outreach Seeking to do God’s work in our community and the world, Christ Church serves others by sharing our time, talent and treasure.

Education Seeking to do God’s work in our community and the world, Christ Church serves others by sharing our time, talent and treasure.

Social Conscience Seeking to do God’s work in our community and the world, Christ Church serves others by sharing our time, talent and treasure.

Interfaith Seeking to do God’s work in our community and the world, Christ Church serves others by sharing our time, talent and treasure.

Fellowship We gather in joyful communion, giving thanks for all that is and will be, offering and accepting hospitality, support and care which nurtures our relationship with God and one another.

Sanctuary CEC strives to be a safe, spiritual place, where diverse people feel welcome to seek God and feel comfortable to open their hearts and minds.

**FIVE POINT ACTION PLAN:**

The five point action plan to address the 2015 deficit states that Christ Episcopal Church will:

1. Remain focused to become stronger in our Mission as a Community-Centered Church
2. Invite parishioners to participate actively in more strategic and concerted activities that build relationships among ourselves and more importantly with the wider community in the Dearborn area
3. Encourage parishioners to join a group to identify and implement reasonable cost reduction ideas; particularly those that reduce our carbon footprint and make us better stewards of the environment (examples: use less paper, reduce natural gas and electricity consumption)
4. Appeal to the Parish to increase pledges by 15%, or about $510 on average per pledge
5. With advice from Treasurer and Finance Commission, borrow from a restricted fund, as and when necessary, to meet cash flow needs or to close any remaining budget gap