

**THE CHURCH OF THE GOOD SHEPHERD**  
**VESTRY MEETING**  
**Monday, April 8, 2019**

**Vestry Members Present:** Don Blankenship, Jan Harris, Jamey Bass, Jack Boyne, Duke Fentress, Maggie Fyfe, Van Giersch, Caryn Meade, Michael Springston, Ed Sharp, Sheldon Smith, Caryl Fuller-Treasurer and Cle Newsom-Registrar.

**Absent:** Kevin LeCount  
Randy Coupland, Interim Financial Administrator

**Clergy Present:** The Rev. Canon Patricia Grace  
The Rev. Dr. Cheryl McFadden

The meeting was called to order by Rev. Pat Grace at 6:04pm.

**Approval of the Minutes:**

A motion was made by Van Giersch to approve the minutes as presented. Seconded by Ed Sharp. Motion carried.

**Rector's report (A copy is attached and included as a part of these minutes)**

Rev. Pat reviewed the Rector's report and asked for ideas for adult education. The Battle Bible class and the Tuesday Bible classes are going well, but otherwise adults do not seem to be interested. The Lenten series has not been well attended, as noted in the Rector's report. Possible reasons were the lack of desire to drive at night, school nights for families, no child care, and no food served. Last year's Lenten services had food, but attendance was still poor. Adult education on Sunday mornings has also not been well attended, except for the Battle Bible class. This should be an area of concern and effort for the Christian Education committee to address in the coming year (Maggie Fyfe).

The Vestry members discussed the Consortium of Endowed Episcopal Parishes (CEEP) membership, which is up for renewal. The renewal fee is \$750. A discussion was held surrounding the benefits of membership and the fact that no one has attended the annual conference lately. A motion was made by Duke Fentress to forego the renewal of membership this year. Van seconded the motion. Motion passed.

**Associate Rector's Report (A copy is attached and included as a part of these minutes)**

Rev. Cheryl reported that the CGS youth spent hours cleaning the church yesterday in preparation for Holy Week. They did an excellent job and it is well appreciated.

The nursery teachers' (Nancy East and Jessica Duncan) last day is June 9. Replacements are being solicited in our newsletter.

**Finance Report (A copy is attached and included as a part of these minutes)**

Caryl Fuller presented the Financial Recap for February and March 2019. We have a positive cash flow year-to-date. The Shepherd's Vision account has a \$16,011 balance as of March 31, but monthly interest payments on our Parish Hall loan in the approximate amount of \$4,000 will begin in April. We have enough funds to accommodate 4 payments from this account.

Randy Coupland, our Interim Financial Administrator, is reconciling other bank accounts. In doing so, he uncovered \$1,300 from an inactive account. The Vestry discussed possible uses of the funds. A motion was made by Don and seconded by Van to use part of the money for a CPR/First Aid/AED course for 12 people, including Leon Crosby and Rev. Dr. Cheryl McFadden. Lead ushers would fill the other 10 spots. The cost is between \$50-\$55 per person, maximum of \$660. Motion carried. Rev. Pat requested the remaining fees be undesignated for now.

The Designated Funds account has approximately \$93,000. Randy is auditing the accounts with a goal toward consolidating the smaller accounts into a new bank account. A discussion was held as to the name of the new account. A motion was made by Jan and seconded by Van to name the new account the "Good Shepherd Designated Funds Account". Motion carried.

A motion was made by Van to accept the February and March Recaps as presented. It was seconded by Jamey Bass. Motion carried.

Rev. Pat announced that she had received a verbal pledge from a parishioner to contribute \$5,000 to go toward the deficit in our budget. The Vestry discussed the best way to show the contribution and when to collect it. Randy C. will be consulted.

Rev. Pat presented four (4) financial challenges facing the CGS.

1. \$47,000 Budgeted Deficit
2. Upcoming principal payment of \$105,741.29 in April 2020
3. Interest payments in addition to what has been budgeted of approximately \$24,000 due in 2019
4. Funding for a new Youth Minister

Rev. Pat would like a steward for each of the 4 challenges above. A lively discussion was held surrounding the funding and need for a Youth Minister. The Vestry feels that calling a full-time Youth Minister is one of our greatest needs, but the financials will not allow it, at least for now. Rev. Pat thinks that even without the full time - Youth Minister, we would need to raise an additional \$200,000 in the next two years.

Depending on funding, the goal is to have the Youth Minister on a part-time basis, hopefully 30 hours a week. There was a wide range of estimated compensation discussed. The Youth Minister is a part of our strategic plan but we need a reality check on what we can offer. Rev. Pat and Don Blankenship will talk with Martin

Taylor as he has done a great deal of work toward structuring a Youth Minister package and funding. The new Rector will make the hiring decision.

The Vestry is united that we need to have a called congregational meeting to discuss our present finances and immediate needs, as well as a vision for our future goals. The presentation should be focused with achievable goals, and as soon as possible. The emphasis should be on the present and future, and not on the past. The vestry felt that the four challenges should be combined and addressed with one approach, e.g., special fundraising, rather than try to approach each item separately.

Rev. Pat asked for a Vestry volunteer to agree to take on the leadership of addressing these four challenges, which would include the organization of the parish-wide meeting. Jack Boyne volunteered and will be assisted by Jamey and Maggie. No specific dates were discussed. There is concern that our financial needs will compete with one another which is something we want to avoid. Fundraisers and a capital fund drive were discussed.

**Senior Warden's Report (A copy is attached and included as a part of these minutes)**

Don reviewed his written report. Rev. Pat asked for a written proposal for the October fundraising event to be chaired by Molly Propst. All interested ushers may attend a CPR/First Aid/AED class to be given April 20<sup>th</sup>. The certification will be valid for 2 years.

**Junior Warden's Report (A copy is attached and included as a part of these minutes)**

Jan Harris' written report recapped the tasks completed since the last Vestry meeting and the tasks that should be completed in the coming month. Jan, Don, and Rev. Pat met with Becky Chapman from Lily Rose Events to finalize organizational plans to rent the Parish Hall. Lily Rose Events will receive 40% of the rental income, but the fee includes all set-up, decorations, reservations, etc. An Open House of our facility will occur on May 2 from 4pm-7pm for potential customers. The Vestry members are asked to attend this event. The contract with Lily Rose will begin on July 1, 2019. It is estimated that the CGS will receive approximately \$15,000 from net rentals in 2019. We will continue to oversee the smaller rentals requests "in-house". We plan to train volunteers to give on-site tours to interested renters.

The Stormwater Project has secured all funding, including a \$5,000 grant from a parishioner. The Project will be featured in a recent edition of *The Disciple*, the Diocesan Magazine. Once the work is started, it will disrupt the parking lot and Shepherd's Table for a short period of time, but should not be a big problem.

The composting project is making headway with a formal proposal expected at the May Vestry meeting.

**Christian Formation Report (A copy is attached and included as a part of these minutes)**

Maggie Fyfe reported the committee is still forming and will meet prior to the May Vestry meeting. The Safe Church training will be held on April 14<sup>th</sup> from noon to 2pm. The certification is good for 3 years. Maggie presented the idea of forming a new group for younger adults.

**Business/Administration Report**

Ed stated that job descriptions, organizational chart and a personnel policy guide are being developed. Bob Goodale has contributed time and effort to this project, including interviewing all the staff.

Rev. Pat mentioned that Randy Coupland is working approximately 3 days a week in the office to organize our files. The CGS is exempt from sales tax so one of the projects is to complete the paperwork to receive a refund of taxes. We have not kept up with this over the past two years, so Randy will research how to secure the refund for prior years, pending a state of limitations that may make that impossible.

**Fellowship Report (A copy is attached and included as a part of these minutes)**

Van reported the EYC Shrove Tuesday Pancake dinner was a successful fundraiser for the EYC. Plans for the upcoming Mike Beard Memorial Pig Picking are in process. The event will take place on May 4<sup>th</sup> at Tara Farm.

**Leadership Report**

No report submitted as Kevin LeCount has been recovering from illness.

**Membership Report (A copy is attached and included as a part of these minutes)**

Michael Springston's report shows communications with other Vestry members and parishioners as Michael gets settled in his new role. He is reviewing the new "Invite, Welcome, Connect" literature to determine if the CGS might utilize these tools. Michael will check with Betty Dietz to see if she is still writing notes to visitors.

**Mary Beth Fee Center Report**

Please refer to Sheldon Smith's Pastoral Care report.

**Outreach Report (A copy is attached and included as a part of these minutes)**

Don's report includes updates on the upcoming Golf tournament, progress on the Habitat for Humanity home, and the Beyond Our Doors ministry. Only 2 parishioners are working on the Habitat home.

**Pastoral Care Report (A copy is attached and included as a part of these minutes)**

Shelton stated Elizabeth Phillips will be leaving our parish soon; therefore, a new volunteer pastoral care coordinator is needed. Meetings were held on March 15<sup>th</sup> and 27<sup>th</sup> for the Mary Beth Fee Pastoral Care Center. Those meetings involved the timing of a rollout and the final name of Center. Final decisions have not been made.

Rev. Cheryl added the following pastoral care events had occurred in February and March:

32 cards have been mailed

21 lay minister visits

16 meals delivered in February; 47 meals delivered in March

19 visits by men's shepherding group

53 Pastor visits in February; 30 Pastor visits in March

2 pet therapy visits

24 people attended the Shepherd's lunch organized by Lynda Terrell-Rea

Each of the above events has a point person.

**Stewardship (A copy is attached and included as a part of these minutes)**

Jack Boyne divided his report into 2019 Stewardship and 2020 Stewardship. The total amount pledged for 2019 is \$587,652. The Stewardship committee will be meeting April 23 with agenda items shown in his report.

**Search Committee update**

Jan reported the Search Committee would be meeting tomorrow to review proposed questions for the candidates' Zoom/Skype interviews that will occur in May. The committee will receive all names from Canon Massey. The application period will expire on May 3. The tedious part of the committee's work will be in the actual vetting and recommendations of the candidates.

**Worship/Liturgy (A copy is attached and included as a part of these minutes)**

Caryn Meade stated the focus on her new committee would be on non-clergy positions/functions of worship. Rob Stone and Don are putting together usher training and a security plan. A discussion was held regarding the microphone problems. It was suggested the microphones be taken to Creative Acoustics and have them determine any functional shortcomings.

**Old Business**

The yard sale mentioned last month has been delayed. The scheduling of the event must be coordinated with the Stormwater Project and other rental events.

**New Business**

Rev. Pat mentioned that the office had received word that Anne Goss, a long-time parishioner, had died. Our church will handle the burial services. There was originally miscommunication by the funeral home to our office.

**Adjournment**

A motion was made by Jack to adjourn the meeting at 8:45pm. Seconded by Van. Motion carried and the meeting was adjourned.

Respectfully submitted,

*Cle E. Newsom*

Cle E. Newsom  
Registrar