

## June 2019 Committee Reports

### Rector's Report to the Vestry – June 10, 2019

**Interim issues** – Here is an update on the items I continue to work on as we move into the last portion of the interim period. I am anticipating ending my tenure here on the 30<sup>th</sup> of June.

- Continuing to work with vestry leaders on their areas of responsibility
- A draft of the personnel policies has been sent to the vestry for review and comment/approval.
- Recruit a Personnel Committee – time permitting
- Finish job descriptions for Music Director and Parish Administrator.
- Complete staff evaluations
- Randy Coupland and Caryl Fuller continue to work with me and other staff to improve our financial processes and administrative controls. There are many issues to address which will take some time and planning to put in place and execute. This will be an ongoing process beyond the interim period.
- Continuing to work on reducing the deficit and addressing our other financial challenges, including the youth minister position
- Working with the oversight committee that is working on the Mary Beth Fee Center for Pastoral Care to solidify the work and plans for the immediate future
- Responding to pastoral needs of the parishioners as they arise
- Arranging for a planning meeting to address the program of work for the EYC and youth/children programs when it becomes clearer as to the time frame for the calling of the new rector. (We will need to do some planning with staff, youth and parents for the coming program year, but will want to make sure to allow for input from the new rector).
- Continuing to put a notebook of information together for the new rector
- Working with Canon Deats to determine how to handle the required Mutual Ministry Review
- Planning my involvement in VBS as storyteller and covering pastoral and liturgical needs, as Cheryl covers the mission trip and takes some vacation.
- Meet with Cheryl and Tristen to begin planning for the Parish Nurse program. Tristen will attend training shortly at a cost of \$400. This will be paid through the Rector's Discretionary Fund.

**Diocesan Convention Delegates** – We received notice that we need to respond to the Diocese with our Diocesan Convention delegates for this coming November need to be submitted by August 15, 2019. We are allotted five delegates and need a couple of alternates. We currently have the following delegates in place: Julie Lowe and Gerard McNeil (terms ending 2019); Kevin LeCount and Cary Edgar (terms ending 2020). So, we need one new delegate (term ending 2021). Last year Don Blankenship agreed to serve as an alternate – and I would ask him again to serve in that role. I would suggest we think about a parishioner or two – possibly an up and coming leader – who would enjoy being a delegate and can take off a Friday to attend. We can discuss this further at the vestry meeting.

**2020 Diocesan Fair Share Notice** – We received a copy of our 202 Diocesan Fair Share notice from the Diocese. The amount is \$88,708, compared to \$88,656 which was budgeted for 2019. This amount comes from the information we submitted on our Parochial Report and represented 10.75% of the amount on Line A of that report. (This is as per the Canons of the Diocese.)

**Guest Preacher** – We will have The Rev. Anne Bonner Stewart as a guest preacher several times this summer. Anne is a member of the parish, along with her husband and two children. She is the

chaplain at St. Mary's School and available as school is out for the summer. She is volunteering to help out as we handle vacations, mission trips, etc.

**Continuing Education time:** I will be out of the office June 11-15, 2019, taking that last of my continuing education time. I appreciate the time and the funding to study and learn in my profession. Many thanks!

**Attendance:** Here is a chart showing attendance so far in 2019, and in parentheses, the attendance in 2018 in the same calendar week.

| Date                    | 8:00 AM                    | 10:15 AM                                  |
|-------------------------|----------------------------|---|
| January 6, 2019         | 39 (32)                    | 230 (222)                                 |
| January 13, 2019        | 15 (44)                    | 175 (195)                                 |
| January 20, 2019        | One service this day (5)   | 165 (184)                                 |
| January 27, 2019        | 40 (44)                    | 165 (225)                                 |
|                         |                            |   |
| February 3, 2019        | 47 (47)                    | 203 (215)                                 |
| February 10, 2019       | 34 (37)                    | 197 (260)                                 |
| February 17, 2019       | 33 (54)                    | 159 (176)                                 |
| February 24, 2019       | 29 (60)                    | 194 (190)                                 |
|                         |                            |   |
| March 3, 2019           | 39 (45)                    | 212 (180)                                 |
| March 10, 2019          | 29 (34)                    | 170 (160)                                 |
| March 17, 2019          | 29 (60)                    | 165 (195)                                 |
| March 24, 2019          | 36 (47)                    | 187 (320) – Palm Sunday 2018              |
| March 31, 2019          | 27                         | 167                                       |
|                         |                            |   |
| April 7, 2019           | 46 (60) Easter Sunday 2018 | 167 (570) – two services 2018             |
| April 14, 2019          | 51 (20)                    | 208 (120)                                 |
| April 21, 2019 (Easter) | 57 (44)                    | 437 (160)                                 |
| April 28, 2019          | 42 (38)                    | 143 (400) – Bob Sawyer's last Sunday 2018 |
|                         |                            |   |
| May 5, 2019             | 28 (39)                    | 135 (186)                                 |
| May 12, 2019            | 40 (37)                    | 152 (176)                                 |
| May 19, 2019            | 21 (45)                    | 151 (195) – Pentecost 2018                |
| May 26, 2019            | 33 (28)                    | 121 (151)                                 |
| June 2, 2019            | 35 (32)                    | 171 (172)                                 |

## Senior Warden

I want to thank all of the Chairs and their committees for all of their hard work. Please continue with all of the great plans that you and your committees are working on. Please let me know if I can help in any way.

Raleigh has installed passport parking downtown. It is a mobile app that you can pay remotely without running back to the meter to pay. However, there is a .25 fee each time you use it.

Preparation will soon start on the next phase of the Columbarium. Trim will need to be removed, and blocking will need to be installed, this will ensure delivery will not be held up. I will make sure everything is ready for delivery.

Please plan to join us: Nan and Jack Boyne have graciously offered their beautiful home to help us celebrate Rev Graces' time with us. The celebration will take place on June 23<sup>rd</sup> from 6:00-8:00 at 809 Harvey Street. Please plan to bring a food item to share.

### **Fellowship Committee Report 6/4/20**

**Fellowship committee met May 20 to follow up and review the Pig Picking and make notes for next year. No expenses have been turned in to date so most, if not all, have been donated.**

**Remaining events for the year; Rally Day -Sep 8, Oyster Roast-Nov 2, All Parish Dinner Dec 15, have been posted to the church calendar.**

**A Draft on an alcohol policy has been sent to members of the committee and clergy for review prior to finalization to the Vestry for review.**

**Committee will meet August 19 to plan Rally Day.**

**Van Giersch**

## Office of Family Ministry Vestry June 2019 Update

1. We recognized all of our Sunday school teachers and volunteers for both children, youth, and adults on May 19<sup>th</sup>. We also introduced our new nursery teachers to the congregation on this date. We have received many positive comments about our new nursery staff.
2. We have 11 youth and 5 chaperones attending the mission trip in New Bern, June 16-21. We appreciate your prayers for our youth and chaperones.
3. VBS registration has 33 participants registered. Please encourage your friends to register their children. We have a terrific program planned. VBS is June 24-27.
4. We are in the process of planning the EYC calendar of events.
5. We will be piloting for FREE the J2A curriculum in grades 6-12. A special thanks to Kirk Royal for making these arrangements.
6. We are considering using the parish-wide retreat theme (Hebrews 13:1-2) as our Rally Day and year-long theme for Sunday school. Stay tuned.

June 10, 2019 – Jr. Warden – Vestry Report (2 pages)

Requesting approval in concept of the 'Agreement between Lily Rose Events, LLC and Church of the Good Shepherd' and of the 'Event Contract for Shepherd's Hall @ Church of the Good Shepherd'. These documents have been developed collaboratively between Becky Chapman [Owner of Lily Rose Events (LRE)], Pat Grace, Don Blankenship and me to allow LRE to market, rent and manage rental events in Shepherd's Hall and ancillary break out rooms for meetings. Our share of the rentals is 60% and LRE 40%. LRE will coordinate with Kirk Royal for calendaring and collaborate with him on social media pieces and promotions. LRE will do a turn key job for us with these rentals – to include meeting and working with clients, hiring of security officers and helping clients with food and equipment vendors. Will Cherry has reviewed the documents, made changes and approved them to protect the Church's interests as well as that of Lily Rose Events.

Requesting approval of the 'Church of the Good Shepherd Rental Policy' – attached as page 2. This was approved in part last month, but has been corrected and before you now as complete. I am not willing to put forth a recommendation for pricing of our Sanctuary for outside weddings at this point as I feel strongly our new Rector should be in place and have a voice in this decision.

Other items this month:

Continuing to work on City of Raleigh Fire Department Compliance issues with Pye-Barker.

Continuing work on Systems Notebooks.

Caryl, Leon and I met with our lawn maintenance company regarding items we feel are not being addressed. They will have a month to address these items and do so consistently.

Dealing with water fountain issue on 2<sup>nd</sup> floor – stuck in on position with water spraying out on the floor for enough time to soak the 1<sup>st</sup> floor ceiling tile until it fell. Leon took care of this – getting company out to install fans to dry out the carpet. Will continue with this to complete and determine cause. Company price to do the minimal repairs to the paint, installing the ceiling tile and reattaching

the baseboard was \$1900 !! Leon, Ethan, Grant and I did this on 6/4 for a fraction of that !!

Planning a meeting with all past Jr and Sr Wardens on July 21<sup>st</sup> at 9am to 'pick their brains' about Church and PLC systems/who has worked on them in the past/hot button issues – Room 403.

Accepted an Oriental rug for the Parlor from Bit & Dicky Hardy.

Rental contract and agreement with event contractor and our rental rates are complete and willful to the Vestry on 6/10.

Elevator went on the fritz beginning on Sunday, but completely on 6/4. Schindler came and repaired on 6/4. Have not received the bill for this as yet.

I will be away June 11-July 6. Caryl and Sheldon will handle getting the collection to the office safe while I am out.

Jan S. Harris

6/10/19

#### **CHURCH OF THE GOOD SHEPHERD RENTAL POLICY**

Lily Rose Events - Becky Chapman - 919-760-9006

CGS Contact - Kirk Royal - 919-831-2018

#### **Shepherd's Hall & Kitchen -**

These spaces will be rented thru Lily Rose Events (LRE). LRE will contract a Sexton & Security and vet caterers and vendors for these events

**RATES:** Friday            \$3,500 \

Saturday \$4,500 \ 8 hours of use

Sunday \$3,000 /

Additional hours = \$200/hour

Monday - \

Thursday / \$500 4 hours of use

**Breakout Rooms** - Rooms 303, 304, 403, 404 or other classroom space on 2nd floor may be rented thru LRE if in conjunction with Shepherd's Hall OR thru CGS if separate and during Monday - Friday office operating hours of 9am - 5pm.

**RATES:** \$ 50/hour/room

**Sanctuary** - Only coordinated thru CGS

**RATES:** Wedding Ceremony (members) \$1,200 8 hours of use

Includes use of Parlor on 1st Floor, printing of service bulletins, Honorarium for the Organist and Sexton fee. Does not include honorarium for the Crucifer nor a thank offering for the Officiating Clergy. Coordinated by Bev McTaggart from CGS (919-831-2012).

Other Rental Use \$550 4 hours of use

Must also secure a Sexton at \$ 50/hour and Security through off duty

Raleigh Police at approximately \$100/hour

Recital Rehearsal \$22 Per hour

**Stoker Chapel** Only coordinated thru CGS

**RATES:** Wedding Ceremony \$300 8 hours of use

Includes use of Parlor on 1st Floor and Honorariums for Priest and Crucifer only.

Other Rental Use \$50 Per hour

## **Pastoral Care/MBFPCC – June 2019 Vestry Report**

The MBFPCC committee met on Thursday, May 23. The budget for the Center was discussed and it was agreed to set the overall annual budget at around \$4,500. The clergy also informed and discussed with the committee the possible implementation of Stephen Ministry program at CGS. Stephen Ministry is an established training program for quality lay pastoral care givers.

Sheldon Smith