

THE CHURCH OF THE GOOD SHEPHERD
VESTRY MEETING
Monday, June 10, 2019

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

Absent: Ed Sharp
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 6:07pm.

Dwelling in the Word:

The vestry spent some time reflecting on John 21:1-19.

Approval of the Minutes:

A motion was made by Van Giersch to approve the minutes. Seconded by Sheldon Smith. Motion carried.

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

Rev. Pat stated her last day is June 30, 2019. While Rev. Dr. Cheryl McFadden is extremely capable, she will be stressed with the duties that need to be done. Rev. Pat indicated that the Rev. Nancy Allison is restricted by the pension rules as to how much money she can make. The Rev. Anne Bonner Stewart will be a guest preacher several times this summer.

The Vestry needs to appoint another delegate to the Diocesan Convention. A candidate's name needs to be submitted by August 5th. The Vestry needs to nominate and approve a delegate at the July meeting. The Vestry agreed that Pat should contact the members who ran for vestry and were not selected to see if one of them would like to serve as a delegate and/or alternate. She will do so and report back to the wardens.

Rev. Pat explained the 2020 Diocesan Fair Share Notice as further detailed in her report.

The new Personnel Handbook was presented. The Vestry recognized the enormous work that went into creating this document with special kudos to Rev. Grace and Heidi LeCount. Van asked who is the keeper of the handbook and the response was the Parish Administrator once that position is filled. In the meantime, Randy Coupland, as the Interim Financial Administrator is the responsible party. The job descriptions will be on the central hard drive of the office, as well as a hard copy in the binder being presented to the new Rector.

Jan Harris asked how lunchtimes would be handled. Are they paid or unpaid; 30 minutes or 60 minutes? The answer is that employees should work 37.5 hours per week, so lunchtimes would be unpaid. Jan also suggested that "the replacement of misplaced, lost or broken electronic garage door openers and garage door keys will be the responsibility of the employee and at their expense" be added to section IV. Miscellaneous. Van moved that the Personnel Handbook be accepted as amended. Jan seconded. Motion carried.

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

The Vestry asked Rev. Cheryl how they could help during the month or so between Rev. Pat's ending date and the new Rector starting. Rev. Cheryl responded that she would appreciate help with the pastoral care needs. Otherwise, please review her report for the details. The J2A in item 5 refers to the Journey to Adulthood, which is an excellent Christian formation program for youth, ages 6th to 12th grade.

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

Caryl Fuller presented the Financial Recap for May 2019. We have a positive cash flow year-to-date. The Financial Committee approved that the sale proceeds from the "found" 2008 gift of stock be added to the Shepherd's Vision account. The new money will allow for 2 additional interest payments on the Parish Life Center. The newer dividends have been received by CGS but the older dividends were escheated to the State Treasurer. We are working to recover those funds.

The Finance Committee approved the withdrawal of the budgeted draw of \$18,750 from the Endowment Trust fund. Sr. Warden Don Blankenship will handle the transfer. This is the first draw of 2019.

Randy Coupland will continue his role as Interim Financial Administrator until the end of 2019. His volunteerism is saving our budget around \$1600 per month.

Van moved to accept the May Financial Recap as presented. Jack Boyne seconded it. Motion carried.

Sure Foundation Report (A copy is attached and included as a part of these minutes)

Jack presented the Kick-off Summary of the congregational meeting held Sunday, June 9th. The report outlines the efforts made prior to the meeting as well as the recap of the meeting itself. The Sure Foundation committee of Jack, Duke, Jamey and Maggie will be working on the next steps as specified in the report. Jack asked the Vestry to contribute sample questions for the FAQ document. We received approximately \$18,500 in pledges on June 9th. Duke mentioned that of the \$7 million needed to build the Parish Life Center, the parishioners contributed \$4 million during the 4 campaigns. The Parish Life Center took 18 months to build from the turning of the first spade to the finished building.

A short discussion was held on how to best report the revenues and expenses to the congregation. It was agreed we would report the year-to-date figures in the newsletter instead of the monthly figures. Rev. Pat also strongly suggested we add comments to notify the congregation that we passed a deficit budget of \$47,000 this year. We need to be sure to say thank you to all that contribute funds to the expenses of the church.

Maggie wanted to recognize the fine speeches by Evan Meade and Andrea Polik at the Sure Foundation Kick-off meeting as well as the Search Committee report by Meredith Swindell.

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

Don reported the Vestry would meet on June 25th at 6:00pm with the Search Committee. An interview with the final Rector candidate will follow. Other details can be found in his report as submitted. Jack and Nan Boyne's address was verbally changed to 807 Harvey Street. They will host a reception in Rev. Pat's honor to thank her for all that she has done for the CGS.

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

Last month the Vestry approved the Event Contract for the Shepherd's Hall rental by Lily Rose Events, subject to the signature issue being resolved. Jan has discussed with attorney Will Cherry whether the CGS needs to sign each event contract. The answer is yes and the Senior or Junior Warden can sign.

Jan described “in concept” the content of the agreement with Lily Rose Events and Church of the Good Shepherd, which will enable Lily Rose Events to serve as our event planner/coordinator. The contract will enable Lily Rose Events to market, rent and manage rental events in Shepherd’s Hall and ancillary break-out rooms for meetings. Our share of the rental income will be 60% and LRE’s, 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 and made the necessary changes to this agreement, which was developed collaboratively by Don, Jan, Pat and Lily Rose Events. Jan moved to accept these two contracts/agreements as outlined so that we could proceed with scheduling two events, already “in the hopper.” Seconded by Duke. The motion carried.

Jan also presented the revised Rental Policy for approval. She removed the references and associated fees for an “outside wedding”. She feels the new Rector should decide our church’s policy and fees for hosting outside weddings in our church. Jan moved to accept the revised Rental Policy. Jamey seconded the motion. Motion carried.

There will be a meeting on Sunday, July 14th to hear more about the plans for the Rainwater Project. A specialist will be here to lead the discussion.

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

In addition to her report, Maggie Fyfe reported the Christian Formation Committee will send a survey to the congregation regarding their preferences for adult formation programs. As also noted in the Associate Rector’s report, the use of the trial version of Journey to Adulthood (J2A) program will be free and offered to the 6-12 grade students. The program was originally created 25 years ago by staff and clergy at St. Phillips in Durham. They have completed a major revision of the program this year.

Business/Administration Report (A copy is attached and included as a part of these minutes)

Although Ed Sharp was unable to attend, he emailed a report focused on the communications efforts of Kirk Royal. Kirk is very busy with the many projects and is doing a great job.

Fellowship Report

Van submitted a written report via email prior to the meeting. He noted that Rally Day would be September 8. His committee is also working on a policy for the use of alcohol at Good Shepherd and will present a report at the July meeting.

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 reported that Karen Boyne is interested in joining the Membership Committee.

Lifetouch will orchestrate the new directory project. They will handle all the logistics, and the CGS will provide the space. There is no cost to the CGS. Michael was encouraged to come to the July Vestry meeting with a proposal for the Vestry on the elements of the directory project and the choices that are available. The event itself will likely be in September.

There are a few people interested in the newcomer class. It was suggested the new Rector be a part of the updated class.

Mary Beth Fee Center Report (Combined with the Pastoral Care Report)

The MBFPCC committee met May 23 and the annual budget was set at \$4,500.

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

Don's report stated the Habitat for Humanity dedication ceremony on June 9th was meaningful. Other details can be found in the report.

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

Sheldon mentioned that the Stephen Ministry program might be considered for CGS. The program is a high quality-training program for lay pastoral care ministers.

Stewardship

The Stewardship committee did not meet this month due to the focus on the Sure Foundation event. Jack was able to report the Stewardship Sunday Kickoff will be October 13 and the Commitment Sunday will be November 17.

Search Committee update

Sheldon reported the Search Committee is finishing the candidates' interviews. No further information at this time. Please refer to the Sr. Warden's report about the upcoming meeting on June 25th.

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

The report provides a detailed list of discussion topics from the May 19th committee meeting.

Old Business

There was no old business.

New Business

Rev. Pat handed out a July schedule for clergy duties, including preacher and celebrant assignments. There are no assignments yet for the Healing Eucharist on July 11, 18, and 25th. There are several priests available and they would need to be paid. Our Senior Warden Don will organize the assignments with the help of Canon Massey.

The Vestry thanked Rev. Pat for leading us this past year and gave her a round of applause.

Adjournment

The meeting adjourned at 8:31pm.

Respectfully submitted,

Cle E. Newsom

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Registrar