

Vestry Minutes – Church of Our Redeemer

Wednesday, March – 7:30 p.m.

Handley Library, Church of Our Redeemer

Attendance: The Rev. Kate Ekrem (Priest-in-Charge), Connie Parrish (Sr. Warden), George Murnaghan (Jr. Warden), Frank Kern (Treasurer), Paula Antonevich (Clerk), Bob Bettacchi, Emily Charlton, Susan Emanuel, Ian Fox, Sandy Keshishian, Peter Lund and James Surprenant. Absent: The Rev. Sabeth Fitzgibbons; Anna Kern; Jim Neumann

The meeting was called to order at 7:30 p.m. by Kate Ekrem and began with prayer offerings through the use of the hand labyrinth.

Vestry Goals for 2011:

With the adoption of the “DRAFT Vestry Goals for 2011-12” as a working document, three working groups were created in February to elaborate the action steps within each goal. Each group worked on their goal area to develop and act upon the identified action steps [attachment 1, Vestry Goals for 2011 Final].

Strategic Plan task group report (Emily, James and Susan):

To communicate the recently completed Strategic Plan, the working group is actively pursuing the idea of creating a Strategic Planning bulletin board that will highlight and share the progress of the Strategic Plan. They are also looking to program adult formation information sessions, similar to the February 27 and March 6 meetings. Other ideas include regular updates in *Redeeming Features*, in the newly established church blog, and in Sunday morning announcements. They are also actively pursuing creating a Vestry bulletin board with names, photos and liaison information, as well as name badges that easily identify Vestry members at Worship and other church events.

Property/Capital task group report (Bob, Connie, Frank, George and Ian):

In an effort to develop a strategic view of the Property Maintenance and Capital needs, the working group identified four action steps that includes: commissioning a working group composed of property and finance committee members to evaluate the ongoing maintenance needs identified “Blue Book” to propose a multi-year capital expenditure plan; commissioning an evaluation of current and anticipated (“wish list”) space requirements; evaluating potential means for funding ongoing identified needs; and recruiting new leadership and membership for the Property committee.

Leadership Development task group report (Paula, Peter and Sandy):

To accurately assess the human resources, the working group is contacting every committee and program leader and staff member – either directly or through the Vestry liaison structure – to collect data on committee leadership and membership. Once data is evaluated and synthesized, Vestry will assist the working group to help determine each committees’ and programs’ criticality to the core values identified in the Strategic Plan. The working group will evaluate and create measures to better recruit, support and train lay leaders and committee members. The working group will also engage and support the Priest-in-Charge discernment process to be launched in October.

Minutes (for approval) (Paula):

A MOTION was made and seconded to approve the minutes from the Vestry meeting of February 16, 2011, previously distributed for review over email, with noted syntactical corrections. The motion was approved with one abstention (Ian).

Treasurer's Report (Frank):

Revenues are approximately \$9K ahead due to cell tower rental payments and fulfilled pledge offerings. Expenses are approximately \$4K less than budgeted because fire alarm insurance claim received and fuel oil expense not seasonally adjusted.

A MOTION was made and seconded to accept the Treasurer's Report previously distributed for review over email from the month of February 2011. The motion was approved unanimously.

Housekeeping (Connie):*Discretionary Fund Audit Approval:*

It is the Senior Warden's responsibility to annually audits Rector and Assistant Rector's discretionary funds. Connie conducted the audits and found all in order. The paperwork has been filed in the office.

A MOTION was made and seconded to accept the report of the audited discretionary funds for the Priest-In-Charge and the Assistant Priest. The motion was approved with one abstention (Connie).

Rite 13 Bake Sale:

A MOTION was made and seconded to approve the Bake Sale held by the Rite 13 class on March 6 for the benefit of the Society of St. Margaret of Haiti. Due to the timing of the bake sale and the Vestry meeting, an unofficial vote was taken via email, prior to March 6. The motion was approved unanimously.

Parochial Report Approval:

The annual Parochial Report for 2010 was prepared for the Diocese of Massachusetts. The data from the Report is used to determine the Diocesan Assessment and to establish guidelines for clergy compensation. The assessment for 2011 is \$49,300 and is based on the 2008 Parochial Report.

A MOTION was made and seconded to accept the 2010 Parochial Report. The motion was approved unanimously.

Mission Calendar Approval:

A MOTION was made and seconded to accept and support the Mission Fundraisers and Offerings Calendar for 2011 as previously distributed for review over email. (To provide background information about the Committee's approach and donation request structure, Connie also previously distributed copy from 2010 email from Mission Committee Chair, Chris Needham for review [attachment 2].)

There was discussion regarding timeline and transparency regarding the Mission accounting policy. The motion to accept the Calendar was accepted unanimously and concerns regarding the Mission accounting policy will be discussed further with the Mission Committee and Finance Committee.

Vestry Liaison Reports:

Property (Peter): Upcoming projects on the Property agenda include: Spring clean-up (April 30); preparation for previously approved Soft Space; the painting of the steeple, before the end of the Summer; and the driveway side windows will be re-glazed.

Stewardship (Bob): The committee met in early March to start planning for the 2011 Stewardship Campaign, set to begin in May. Jed Geyerhahn has volunteered to be the Chair again and Randy Bowlby has joined the committee. Having ten committee members to serve during the campaign is preferable and the committee leadership will be looking to fill the vacancies. One of the goals of the Committee this year is to have financial information continually available to the congregation. To meet this goal, current budget information (brief recap) will be included in future editions of *Redeeming Features*.

Priest-in-Charge Report (Kate):

Discernment Process: As part of the Priest-in-Charge discernment process, Kate has been meeting regularly with her assigned PIC mentor (provided by the diocese) and her spiritual director. Both guides continually assist Kate in thinking about her spiritual journey and how it relates to her possible call to the Rector position.

Personnel: Kate has been spending time helping Bernadette acclimate to Redeemer and has found her to be very enjoyable to work with.

Worship Planning for Lent and Holy Week: There is a lot of planning involved in the several worship events. The Worship Committee has made the decision to offer two services on Easter Sunday, 8:00 AM and 10:00 AM. The third service, usually at 11:30 AM, was poorly attended last year and therefore it was decided to not offer it this year. Also, there will be music at the 8:00 service and there will be an Easter Vigil on Saturday evening. There has been extra adult formation programs during Lent that have been well attended.

Important Dates:

Next Vestry Meeting: April 13

Executive Meeting: April 4

Acknowledgements:

Jim Brady and Steve Burns for IT support for the office; Rite 13 for Bake Sale; Burns and Needham families for youth ski trip arrangements.

Meeting adjourned at 9:05 p.m.

Respectfully submitted by Paula Antonevich, Clerk

[Attachment 1]**Final Vestry Goals for 2011-12**

At our Vestry retreat, we concluded that we should focus on a limited set of goals, centered on the Sustainability component of the Strategic Plan. Based on those priorities outlined at our Vestry retreat, we have identified the following goals and action steps:

Strategic Planning

- **Communicate the recently completed Strategic Plan to the parish through forums and other means to ensure broad understanding and concurrence with the key elements and core values.**

Action Steps

1. Creation of vestry bulletin board with photographs & names, contact info for vestry members and to provide a place to post vestry new items. Location TBD.
 2. Creation of Strategic plan bulletin board to communicate parish happenings regarding Strategic Plan. Location TBD.
 3. Organize parish meetings for strategic plan and PIC discernment issues as needed.
 4. Work to see that all vestry members are identified as such through distinctive name badges.
 5. Explore other avenues for communicating strategic plan news to the parish including a series of RF articles, the use of a blog, Sunday announcements, etc.
- Maintain existing Vestry/PIC oversight of church programs, with particular attention to fidelity to core values of the Strategic Plan

Action Step

- Charge Vestry Liaisons to work with their committees to review Strategic Plan and its applicability to those ministries, and to report back to Vestry on their findings

Property Maintenance and Capital Plans

- **Develop a strategic view of Property Maintenance and Capital needs that enables better planning, funding and execution of Property maintenance and improvement undertakings and results in optimal use of our physical resources in support of our identified core values.**

Action Steps

1. Commission a working group to evaluate the ongoing maintenance needs identified in the "Blue Book" to propose to Vestry a multi-year capital expenditure plan for all existing facilities to project a 10 year horizon. The nucleus of this working group would come from our current Property and Finance committees.

- Identify and invite membership (proposed Jim Neumann, Frank Kern, George Murnaghan, Peter Koso, Bob Bettacchi and possibly Bruce Francis)

[Attachment 1 cont'd]

- Charge group with preparing a multi-year maintenance budget by end-October for integration into 2012 budget
2. Commission an evaluation of our current and anticipated space requirements for Worship, Formation and Mission and on capital improvements necessary to live into our expressed core values.
 - Commence a survey of our ministries to identify needed and desired capital improvements (Connie Parrish to coordinate)
 - Identify and recruit a working group to evaluate and develop ballpark cost estimates for desired projects and to prioritize.
 - Request working group to communicate closely with the Property Maintenance working group and to issue its findings by mid-December
 3. Evaluate potential means for funding ongoing the identified capital maintenance and improvement needs.
 - To commence in 2012 once maintenance and improvement needs are more fully developed
 4. Recruit new leadership and deeper membership for the Property Committee to enable a more strategic focus on the needs and uses of our physical plant.
 - Currently being pursued by Executive Committee

Leadership Development

Assess our current human resources to ensure sufficient lay and staff resources to support our array of ministries, to encourage broader involvement across the parish and to facilitate smooth transitioning of leadership roles.

Action Steps

1. Assess current and anticipated human resource needs, both lay and staff, across all programmatic areas and supporting groups (e.g., Finance, Property, Stewardship) to identify short-term and longer-term needs and leadership requirements. Use grid from Strategic Planning document as outline.
 - Contact committee or program leader directly or through Vestry liaison for assessment of human resource needs.
 - Synthesize information into format that allows for clear understanding of each committee or program composition.

[Attachment 1 cont'd]

2. With Vestry assistance, evaluate ministries for their criticality to Redeemer's core values and operation so that greatest emphasis on leadership can be given to those of greatest institutional importance.
 - Identify overlapping ministries or gaps in ministries.
3. Evaluate measures Redeemer might adopt to better recruit, train and support lay leaders.
 - Consider coordinating leadership development workshop.
 - Create system to determine to match position vacancies with interest and talent of parishioners.
4. Engage in and support the Priest-in-Charge/Rector discernment process to be launched in October.
 - Recruit and commission a Discernment Committee of 6-8 people, including 2-3 Vestry members.

[Attachment 2]

We have a lot of "housekeeping" items to take care of in a very short amount of time Wednesday night, including approval of the Mission Fundraisers and Offerings calendar. Here is some background on Mission's approach to their calendar, to set the stage for our vote, It is taken from Bob King and Chris Needham emails dated early 2010. I hope you find this helpful.

Peace,
Connie

The Mission Committee has given some thought to how to we might make monetary giving to mission more intentional on the part of parishioners and more productive for our partners. We want to tie financial contributions more closely with our engagement with our mission partners and with the life of the parish. The idea is to divide the entire year (with some flexibility) into segments of 2-8 weeks during which we focus on one of our principal missions. The segment would normally include one of the fund-raising events we already carry out and an explicit invitation for worshipers to contribute financially.

The Mission Committee, working with the parish and past vestries, has chosen to focus our parish mission activity on food insecurity and homelessness and the growth and development of children.

Fundraisers such as the FunFest, Patriot's Day Pancake Breakfast and El Hogar bike-a-thon are very visible in the community outside of our parish. They typically involve activity of a large group of parishioners and help build our parish community. They raise funds from outside our parish as well as from parishioners.

Mission Offerings occur within our parish, particularly in our worship services. They can be an appeal for money or goods for one of our missions, or occasionally in response to a disaster such as Hurricane Katrina or the tsunami in Indonesia – disaster relief is often directed to Episcopal Relief and Development. These include the recent appeals for Habitat and The Grow Clinic (Everything But the Baby included both diapers, formula, etc. and an appeal for cash for those purposes). We make Mission envelopes available in the pews for direct cash appeals. Mission Offering appeals for specific items usually take place over several weeks with a particular Sunday designated for a final in-gathering and blessing.

Both appeals for Mission Offerings and Fundraisers are part of the parish calendar process. They also are closely tied to the calendars of the mission organizations we support, so we cannot always coordinate the two calendar processes exactly as we would like at Redeemer.