

Vestry Minutes – Church of Our Redeemer

Wednesday, May 18 – 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), Anna Kern, Frank Kern (Treasurer), Paula Antonevich (Clerk), Bob Bettacchi, Susan Emanuel, Ian Fox, Sandy Keshishian, and James Surprenant. Absent: Emily Charlton; Peter Lund. Guest attendee: Chris Giguere, Director, Lexington Playcare Center.

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.

Lexington Playcare Center Playground Proposal (Chris Giguere and George):

Background & Renovation information and Concept Drawing were previously distributed for review over email.

George provided brief background about LPC and Redeemer: LPC has been a tenant at Redeemer for over 25 years in which the tenant/landlord relationship has been a very positive one. Currently, LPC and Redeemer have been operating without a signed lease agreement since 2007 as a result of failure to agree on language surrounding lead paint (namely responsibility for identifying and resolving any lead paint found in areas outside the exclusive LPC space – which has been fully remediated). In that time the relationship has been in good faith and has remained positive. Coming to an agreement and having a signed lease is a priority for LPC and Redeemer, and George and Chris have met once to renew the conversation about it.

Chris shared that LPC would like to renovate the playground to better suit its needs and the evolution of regulations governing playgrounds used by pre-school age children. The staff has spent considerable amount of time thinking about how kids play and how to recreate more natural elements in lieu of climbing structures and plastic toys. The result is the conceptual drawing [attachment 1] that Chris reviewed with Vestry. The estimated cost is \$100K – 125K to be met with fundraising, grants, and LPC operating budget. LPC is seeking necessary approval from Town of Lexington and the Historic District Commission and construction would likely begin in the late summer and fall, dependent on their fundraising for the renovation.

After Chris' departure from the meeting, George noted that there are no concerns related to the plan regarding the Given Garden or the Memorial Garden.

A MOTION was made and seconded to authorize Lexington Playcare Center to proceed with renovations to the playground of the scope and nature outlined in their Schematic Plan dated 4/11/11, subject to LPC obtaining all of the necessary approvals and permits and to its working with the Property Committee to resolve any issues that arise.

There was significant discussion surrounding the approval of the playground renovation without a signed lease agreement. Specifically, about the length of time LPC would want to engage in a lease (to optimize the return on their investment in the playground renovation) and concern over whether those terms might conflict with plans Redeemer might have as the result of the building space use and capital needs review identified through the Strategic Planning process.

It was proposed that the motion be amended to include language to the effect that approval of the playground renovations as proposed by LPC does not mean that Redeemer is willing to enter into a longer term lease arrangement than what has been negotiated in the past. That proposal did not have support of the Vestry and therefore was not pursued.

The motion carried with the vote being 6-4 in favor. Immediately following there was an expressed desire by one member to change their vote from yea to nay. It was agreed that further discussion is needed and the LPC lease and playground renovation will be included on the June meeting agenda.

Ending meetings on time (Kate):

In an effort to use Vestry meeting time wisely and honor the scheduled adjournment, there will be concerted effort to follow time guidelines established in the vestry meeting agenda. Additionally, to allow for review, all are encouraged to email committee reports and all other reports prior the scheduled meeting in which they will be discussed.

Endowment Fund discussion (Connie):

The Endowment Fund, The Endowment Fund Committee, and the Plan of Operation for the Endowment Fund were established in January of 1999 by a vote of the annual meeting. The Plan of Operation called for the Endowment Committee to be responsible for investing the assets in the Fund, determining the amount to be distributed from the fund each year, and recommending to the Vestry to whom the funds should be distributed. The Charter and additional information on the Endowment Committee was previously distributed for review over email.

The committee has five members – three from the parish, who serve staggered three-year terms, elected at annual meeting, and two from vestry who are appointed each year. Current parish members are Tom Swithenbank, (Chair), Sally Zimmerman and Claudia Cooper. Bob Bettacchi and Frank Kern volunteered to serve on the Endowment Committee for one year.

A MOTION was made and seconded to appoint Bob Bettacchi and Frank Kern as vestry members to the Endowment Committee. The motion was passed unanimously.

Instrument and Music Area Building Use Policy (Kate):

Music Director Bernadette Colley and the Music Committee have created and approved an Instrument and Music Area Building Use policy that was previously distributed for review over email [attachment 2].

A MOTION was made and seconded to accept the policy. After brief discussion, the motion was approved unanimously.

Rummage Sale approval (Connie):

Ashley Rooney has proposed having a Rummage Sale on October 29 in the Great Hall with proceeds going to the Capital Fund. Connie previously distributed for review over email the outline and planning details of the request.

A MOTION was made and seconded to approve the Rummage Sale. The motion was approved unanimously.

Ted's Transition (Kate):

As announced to Vestry and the Redeemer community, Deacon Ted Gaiser will be leaving Redeemer to begin his discernment for the priesthood. Ted's last day at Redeemer will be June 26. Ted has asked that a purse not be collected for him personally but for a mission to be named at a later date.

A MOTION was made and seconded to approve the mission fundraiser as a "mission purse" in honor of Ted's service and departure. The motion was approved unanimously.

Task Group Reports:

Strategic Plan task group report (Emily, James and Susan): Nothing to report at this time.

Property/Capital task group report (Bob, Connie, Frank, George and Ian): Members of the group met to review the "blue book" and developed categories to organize potential projects. The categories include: those that are critical to Redeemer's daily operation (deemed "mission critical"); projects that are part of regularly scheduled maintenance; and projects to be considered relative to space use decisions related to the strategic plan. Connie is in the process of meeting with ministry leaders to evaluate current and anticipated ("wish list") space requirements.

Leadership Development task group report (Paula, Peter and Sandy): Members of the group are still collecting data from ministry group leaders. A draft Excel spreadsheet of the data was previously distributed over email. The group expects to have the spreadsheet complete soon to discuss findings and next steps in June.

Minutes (for approval) (Paula):

A MOTION was made and seconded to approve the minutes from the Vestry meeting of April 13, 2011, previously distributed for review over email. The motion was approved unanimously.

Treasurer's Report (Frank):

Total revenues through April are \$3.8K behind budget year to date. This is due to "other contributions" being behind budget. "Other contributions" such as open plate and contributions by non-pledge members are difficult to budget and forecast. J2A group contributed \$1K to the capital fund.

Expenses are \$19K under budget through April. Approximately \$6K of the expenses is due to the clergy health and pension payments. The finance committee will discuss it at the next meeting. Additionally, most of the capital operating budgeted projects are weather sensitive and have been "on hold."

The annual audit is taking place and there will be one more session with the audit committee before the audit is completed.

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

Vestry Liaison Reports:*Mission Committee (Susan):*

Mission Committee has not met since March and the primary focus of that meeting was Patriots' Day Pancake Breakfast.

Personnel Committee (George): Nothing to report at this time.

Priest-in-Charge Report (Kate):

The P-I-C report was previously distributed for review over email.

Holy Week and Easter went very smoothly thanks to the planning and help of many. The Worship Committee is meeting in June and will make recommendations for next year (if needed).

The Pastoral Care Team has been busy with an Easter service as Brookhaven, the "Take Them a Meal" and the prayer shawl ministries. New members have joined the Pastoral Care Team and others have expressed interest in participating. Additionally, the Lay Eucharistic Visitor ministry is blossoming and there may be as many as seven participating in the training to be held in September. Kate is encouraged by the interest in Pastoral Care from lay members and sees its strength in helping to meet the needs of a large, pastoral church like Redeemer.

Planning for the fall, especially Christian Formation is well underway. Two formation fall events that Kate will lead include a newcomer's class and Education for Ministry.

Diocesan Jubilee Dinner (Connie):

Redeemer will be holding the annual diocesan fundraiser on Saturday, May 21, 2011.

A MOTION was made and seconded to approve the serving of alcohol on Saturday night at the event. The motion was approved unanimously.

Important Dates:

Next Vestry Meeting: June 15

Executive Meeting: June 6

Bishop's Visit: June 19, Vestry lunch with bishop to follow service & adult forum.

"Coffee Talk" with Vestry: May 22. These are abbreviated versions of quarterly the conversations with Vestry, and will occur during 15 – 20 minutes fellowship before adult forum.

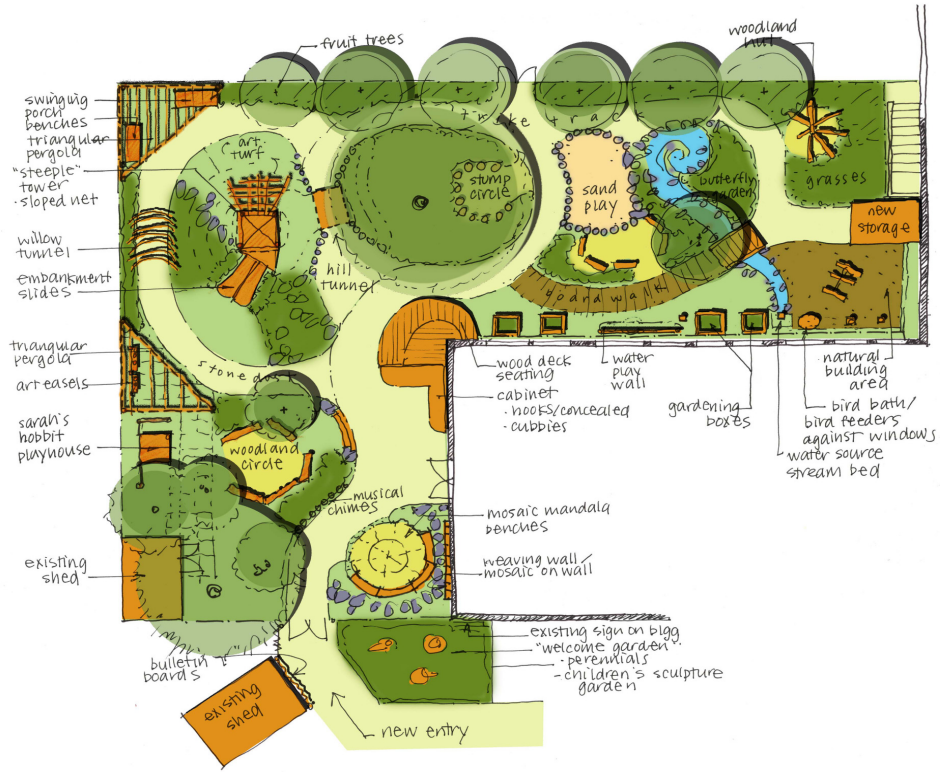
Acknowledgements:

Randy Bowlby et al, for the Patriots' Day pancake breakfast and "Redeemer's Greeners" for spring yard clean-up.

Meeting adjourned at 9:00 p.m.

Respectfully submitted by Paula Antonevich, Clerk

[Attachment 1; Lexington Playcare Center, proposed playground concept drawing, 4/11]



[Attachment 2]**Music Committee**
Instrument and Music Area Building Use Policy

Approved by Music committee 5/1/11

Purpose:

The formation of this written policy arose out a need for a uniform response to requests from individuals and groups seeking to use the church's music facilities and instruments for rehearsal and performance space. It replaces informal agreements and arrangements made between individuals and/or church staff in the past.

In essence, our intent is to enable access to the Church's instruments and rehearsal spaces which might not be otherwise available to professional or student musicians who need them, while ensuring that the Church both receive fair compensation for associated costs, and allow sufficient access to staff to carry out our music program. The music committee affirms that members in good standing of the Church of Our Redeemer will, in keeping with the church's general building use policy, be acknowledged preferentially.

Availability:

1. As per contract item#22, the resident music director shall be permitted to use the church facilities and instruments for private teaching, scheduled in advance so as not to conflict with the church's music program needs. Uses in lieu of private teaching shall be approved by the rector/priest-in-charge with advice from music committee in advance.
2. In keeping with Diocesan safe-church guidelines and policy, no person under the age of 18 will be allowed to rehearse or use church space or instruments without the required adult supervision.
3. Some times of the church year are busier than others for music space usage. Availability of the church's musical instruments for uses unrelated to the church music program shall be determined by the music director in consultation with the rector/priest-in-charge and the music committee.

Requests:

4. All requests for use of musical instruments or music rehearsal space, whether by member or non-member, shall be made to music director in writing (bernadette@our-redeemer.net) specifying the purpose, date, duration, names (and ages if under age 18) of individuals involved.
5. The music director shall notify the rector and Church's office administrator of approved uses of the building which the director has arranged. The administrator will have in writing the name, designated purpose and rooms requested, and contact information for approved uses. If usage is scheduled at times other than church office hours, arrangements for access/keys shall be in keeping with church's security practices for other building use, and will be arranged with the church administrator Lisa Thistle at 781-862-6408 or Office@our-redeemer.net

Fees:

6. Uses of the church instruments on an ongoing basis for fee-for-services teaching, whether by member or non-member, shall be executed with a signed formal rental agreement with the church, specifying days and hours approved, at a cost of \$5/hour
7. Fees for single-instance uses by *non-members* will be calculated at a rate of \$5/hour. If an individual or party is renting an entire church space for a function, the instrument fee shall be waived.
8. Single-instance or occasional uses by *members in good standing* as determined by the music committee will be permitted without charge.

For any requests, questions, or issues not addressed by this document, please contact the music director or priest in charge through the church office 781-862-6408.