

Vestry Minutes—Church of Our Redeemer

Wednesday, October 21, 2009 – 7:30 pm

Handley Library, Church of Our Redeemer

Attendance: The Rev. Kate Ekrem (Priest-in-Charge), Connie Parrish (Sr. Warden), George Murnaghan (Jr. Warden), Jim Neumann (Ass't Treasurer), Dinesh Dulipsingh (Treasurer), Randy Bowlby, Erica Brotschi, Janet Kern (Clerk), The Rev. Sabeth Fitzgibbons, Sandra Keshishian, Peter Lund, Katherine Mirani, Paula Antonevich (Welcome Team), Murray Daniels (Music Committee), Cheryl Duerr (Music Director).

Absent: Jed Geyerhahn, Lindsay Koso, Jack Manes.

The meeting was called to order at 7:30 pm by Kate Ekrem; We began with prayer using stones placed on our labyrinth.

Approval of Minutes:

A MOTION was made and seconded to approve the minutes from the Vestry meeting of October 7, 2009. The motion was approved unanimously with one amendment.

Budget Meetings: Welcome/Parish Life, Rector, and Music

Welcome/Parish Life: (Paula Antonevich) – Welcome falls under larger umbrella of Parish Life committee, for which there is no committee currently. Paula provided budget information for Parish Life, including Welcome. Most things that are budgeted have to do with coffee hour, breakfasts, and welcoming activities: rainbow ribbons, printing, etc. Total proposed budget was \$1300.

Organ Proposal from Music Committee

The vestry took a field trip to the organ loft so we could see the pipes from the 1966 organ and its 1982 electronics. Murray Daniels, chair of the Music Committee, gave a brief introduction describing the importance of the organ to our worship, and the fact that it is poor quality instrument, not worth repairing.

Cheryl described the organ reliability as “extremely tenuous”, and gave examples of various difficulties and challenges. The Music Committee recommended that the vestry approve internal fundraising to investigate possibilities and plan for the future. They would like to establish a dedicated organ fund. Asked for permission to solicit approximately \$1300. Discussion included :

One question asked how the aims of the proposed study differed from the study done seven years ago? The answer given was that there is a need for someone to come and observe, play and make precise recommendations (vs. general possibilities). No decision was made at this meeting.

Budget Meetings, continued:

Music Budget: (Cheryl)

The Music Budget includes several different line items and budget categories. Although total annual budget numbers were not provided, individual line items amounted to a Music Budget proposal for 2010 of \$9,035 vs. \$6,205 budgeted for 2009. Most of the difference could be accounted for in a budgeted line items for an Advent Procession in 2010, an increase in substitute musicians (due to increased vacation time for the Music Director) and an increase in continuing education and professional memberships for 2010.

As part of the music discussion budget, a note was made that all budget managers should charge against the correct budget category as the year progresses, even if they know it will be overcharged. Please allow the Treasurer to recommend handling of budget categories when they are overcharged.

Priest-in-Charge Budget: (Kate)

Jack had agreed to handle a number of items Continuing Ed., Diocesan and Ecumenical as part of Personnel budget, so they will be presented at a later date in the context of Personnel. Please note that the Library Budget not active. There are no plans to fund Theological (donations to Theological Educational schools) in 2010. Kate suggested \$0 for Parish Development budget .

Clergy Discretionary Funds : Kate proposed sharing a budget between herself and Sabeth
Worship: Worship budget proposal is not significantly changed from 2009.

Personnel Team Statement of Purpose

The Personnel Team shared its statement of purpose with the vestry and is attached as Appendix A.

Planning for Music Director's Sabbatical

Kate is in discussion with Cheryl about a sabbatical in the summer of 2010. If the sabbatical proceeds, it appears we would need supply coverage which will amount to approximately \$3000 - \$4000 during the time of her absence, starting a week after Easter through mid-July.

Jim Neumann reported that although we had put money aside every year preceding an earlier sabbatical in 2005, we did not do that for a second sabbatical, under the belief that it was a one-time provision. Vestry then had a conversation regarding the vague language of the Music Director's contract with respect to a sabbatical. Vestry agreed to continue this conversation as Kate and Cheryl's ongoing sabbatical discussion unfolds.

Nursery Personnel

Sabeth reported that Elaine Huang is no longer working as a nursery care provider.

Acknowledgements – no names were submitted for acknowledgement (thank-you notes) this meeting.

Closing

Kate offered a prayer to close our meeting.

The meeting adjourned at 9:10 pm

Respectfully submitted,

Janet Kern, Clerk

Appendix A

Personnel Committee
Statement of Purpose

The Personnel Committee's primary responsibility is to advise and support the rector or priest-in-charge in the direction & administration of lay staff members. Specifically, the Personnel Committee is responsible for keeping the PERSONNEL POLICIES & PRACTICES GUIDELINES for Lay employees up to date and for administering said policies. Those guidelines will be reviewed yearly. The Committee will also assist in preparing the personnel/compensation portion of the annual budget.

The Personnel Committee will support the rector/priest-in-charge in goal setting, establishing performance standards & expectations, evaluating achievement of goals, and celebrating successes for lay employees and the provision of support and coaching to the clergy as they supervise lay employees.

In the case of hiring a new employee, the Personnel Committee will help the rector/priest-in-charge prepare the job description for the vacant position and form and set goals for a search committee to assist the rector/priest-in-charge in the search process.

The Personnel Committee will also provide support to the vestry and wardens in being informed about diocesan and national church policies and practices for clergy employment, and it will be available to support the vestry, wardens and rector or priest in charge as required in the care of the church's relationship with its clergy.