

St. Aidan's Episcopal Church  
Vestry Minutes  
Saturday, June 17, 9:00 a.m.

Attendees: Rob Wood, Bobbe Frank, Becky Sullivan, Joel Shepard, Cathy Schlect, Mark Thompson, Pete Sansom, Clark Miller, Elwyn Alexander, Theo Manos, Jim Myers, Debby Flynn (clerk). Absent: Mary Katherine Nix, Patrice Skinner, Barry Mansell (Treasurer)

1. Opening a short Holy Eucharist and devotion by Fr Rob and Mark Thompson

2. Approval of agenda- unanimous approval

3. Approval of May minutes- unanimous approval

4. Finance Report

a. Parish gave \$2,000 check to Margaret Griffin for her work in Tanzania.

b. Three financial reports were reviewed. A few areas were questioned and will be looked into. Parish Life line looks a little high. Mark will request detail to determine if the amount is correct.

c. Revenues MTD May were \$8,000 and was less than expected.

d. There was a gift that was credited in January and February; this large credit is inflating the YTD numbers.

e. Items improving the budget outlook are: 1) Rent income for the building; 2) Three new pledges were received.

f. Summary of restricted account includes: 1) \$1,800 from the breakfast group for the playground; 2) Attic sale funds; 3) Landscaping funds; 4) VBS is currently negative but hopefully will even out.

g. Operating checking account has approximately \$50,000-\$60,000. We may move some to benefit from a higher interest account.

h. Building the future – letters went out this week outlining pledge commitments.

5. Capital Campaign Update –

Scott DeArme and Sue Lawton gave an update on the process of designing a new capital campaign. Scott gave a brief history of past campaigns. The first one was in year 2000, Imagine Faithfully, which was to build the church. The second one was Building the Future part 1 & 2. There are two ways to put together a campaign, a professional company can be hired or a group of parishioners can do it. The committee feels the church would be best served if an outside consulting firm was engaged. They are currently interviewing three as follows:

1.) Generis- (Used to be Genisis group)

2.) Evans-Davis

3.) Rauchenstein

They have interviewed all three firms, they offer slightly different services. Two of the firms offer a Feasibility study. (This would be a study on how much would be feasible for the church to raise.) This study would also give a vision to the money you are trying to raise. Trying to sell a ministry, not a debt campaign.

a. Feasibility study would include:

1.) Personal interview

2.) Focus groups in which all parishioners would be invited.

3.) Interviews with 30-35 members of giving influence

b. Compensation structure- all three are slightly different- the committee has not begun negotiating with any of the firms.

c. We have to decide what our goals as a church are. Do we have a financial goal or are we going to see what we can get?

d. The committee is recommending at this time that further discussions should be had with Rauchenstein. This firm would offer a resident consultant--

someone who would have office space at the church and worship with the congregation and get to know us. Rauchenstein comes highly recommended.

- e. The next steps would be as follows:
  - 1.) Discussion concerning the schedule
  - 2.) Need accurate feasibility study
  - 3.) Negotiate the fee schedule
  - 4.) Meet face to face with firm- try to meet the likely resident consultant
  - 5.) Obtain recommendations from 3-5 churches, try to get information on what churches met goals or what % of goal they did meet.
  - 6.) Ask consultant if they have any ROI data
  - 7.) If contract is signed, the vestry needs to decide where the \$ will come from; Building the Future funds are the like place, since they are of the same type.

## 6. Budget Process 2007

By August 1<sup>st</sup> each ministry will need to turn in a budget request. Review your current budget and make recommendations. Use a reasonable step-up. If you want a breakdown of what your Ministry currently is doing then Barry Mansell can provide this detail.

In mid August the church will need to send in a projected diocesan pledge, per Canon 20 guidelines. This pledge is expected to be 10% of operating income, using an average of the last three years. Our expected pledge for this next year would be \$35,000. We will not likely be able to meet this amount. In 2006, our pledge is \$25,000. We need to decide what we can give and write an appeal outlining why we are giving the amount. It was decided we would aim to pledge \$30,000 next year and try to get to the 10% amount as soon as we can.

## 7. Business

a. Liturgical Arts- Committee met this month and there is little additional progress. They are still in contact with the Baptist church concerning buying or renting the organ. A "mock up" of the church is being prepared for the church to get an idea of what the proposed changes will look like. The committee will meet again on July 8<sup>th</sup>.

b. Parish Business Directory- There has been some interest in having a parish directory and/or bulletin board with a listing of parishioners and business. It was decided that we would not have a bulletin board and have an internet directory. This internet directory could only be advertised in if the person was a member of St Aidan's. There would be a nominal charge to advertise in the directory with the funds to go to Shepard's ministry, and part to web master. Joel will contact the parishioner that had the interest and see if they are willing to help get this off the ground.

c. Maintenance for Burtenshaw Hall – the free floor scrubber needs 6 batteries @ \$260 each. At this cost this scrubber may not be a good fit. A new auto scrubber is about \$4,000. The walls in Burtenshaw Hall also need to be cleaned. Question was raised do we know the additional cost of utilities because of the special events? Need to compare utility cost from last year to get an idea.

d. VPOD-may leave the VPOD at two people; have a primary and secondary in case there are a lot of issues or opportunities. Everyone was in agreement. Joel will tweak the schedule. Should VPOD be counters, it was agreed upon that the Vestry have enough responsibility- will look to recruit people from the parish that meet certain qualifications to assume this responsibility.

- e. Newcomers dinner- the dinner scheduled for June 25<sup>th</sup> has been moved to August 20<sup>th</sup>. A contract has been signed with a company "New Beginnings" that is similar to welcome wagon. People moving into the area receive a packet of information and in that will be a card for St. Aidan's. This is a very cost effective way to get our cards out.

## 8. Rectors Report

- a. General convention: nothing too controversial at this time; a lot will be coming out this next week.
- b. Nicholas Beasley update: The hiring of Nicholas Beasley may not happen because Nicholas has some unexpected family matters he may need to address this year. Fr. Rob will still keep in contact with him and keep options open.
- c. Everyone needs to be thinking about prospective vestry candidates.
- d. We need to all look through the directory and try to isolate people who have not been attending.
- e. Need to put together a list of people who are Red Cross trained in CPR.
- f. Mothers Morning Out: Fr Rob has been working with Susan Griffis, Betsy Clark, Jenny Bouchilon, and Allie Smith to develop this program. This program would not just be childcare; it is pastoral, evangelism and a potential money maker. It would be helpful to the families of the parish. Fr Rob plans not be involved with the day to day operation. There are several areas that still need to be addressed:
  - 1) Increased insurance?
  - 2) State guidelines
  - 3) Accreditation- may not need because we would not call it a schoolThe hope is that this program would be self supporting; they would have their own budget. Each room would have their own teacher with an unpaid assistant. Vestry consensus was to go ahead and advertise for a director and proceed with planning. Final vestry approval is still needed.
- g. Playground: Where to put it? It was decided to locate the playground in the front of the church in the originally discussed area. The committee is looking into purchasing industrial playground like ones they have at schools and some neighborhoods. Pete and Theo will get prices, and we may build it in stages, depending on money.
- h. Memorial Garden: Location of the Memorial garden is still being discussed. There is an area in the back of the parking lot that would be easy for people who have limited mobility to get to; the area that is being consideration would require some work.

## 9. Pastoral Care

- a. PAC- Parish Area Care groups: With these groups, the parish would be split up into small groups divided by home location. The concept of this group is providing a smaller venue for getting to know people and to help each other in time of need. Each group would have a name and would be free to meet as often as they like. These groups could be valuable to each other in the event of a natural disaster; it was the consensus of the Vestry that this would be a good program to start. Fr Rob suggested finding 2- people to be administrators for each group, one would be the lead and 1 would be in training.
- b. There was discussion concerning the special needs of some of the children in the church. At this time it is believed that St Aidan's is at a level 4 of caring for needs. There will be further discussion concerning this ministry to come.

Meeting concluded with a prayer led by Fr. Rob

*Respectfully submitted by Debby Flynn, Clerk*