

Calvary Episcopal Church  
Vestry Meeting Minutes  
December 16, 2008  
6:00 PM  
Emison Room

**Vestry Present:** Sharon Bailey, Chris Bird, Allison Cates, Scott Crosby, James Dowd, John Frazer, Michelle Fulmer, Len Grice, Suzanne Henley, Bill Henry, Keith James, Beau Snowden, Gayle Spence, Peg Wahl, Lee Wakeman

**Vestry Absent:** David Balling, Mary Ann Ford

**Others Present:** Andy MacBeth, Bonnie Malone, Cap Pinkham

**Opening Prayer:** Keith James

**Bible Study:** Andy MacBeth led a bible study of 1 Thessalonians 5: 16-24

**Minutes:** The minutes of the November 18, 2008 vestry meeting were approved. Keith James suggested that anticipated report from the Finance Committee (noted in the November minutes) be changed to an annual report instead of a quarterly report since the monthly treasurers report keeps the vestry updated on the activities of this group.

**Bonnie Malone:** Bonnie addressed the vestry with her 2009 plans to re-invigorate her leadership skills. She will be working with a professional leadership coach to reflect on and evaluate her skills and gifts. She asked each member of the vestry to complete an on-line, confidential, leadership assessment.

**Treasurer's Report:** Peg Wahl – There was no formal November financial statement available to the vestry since Ricky Fortin has been unable to work because of a back injury. The report will be sent out when it is available. Peg reported that statements are being mailed to all pledging units in the congregation. Pledge receipts though below budget continue to track historically. Expenses were very well controlled during 2008 resulting in an anticipated surplus of \$55K for the year in spite of the economic environment.

**Budget Report:** Peg Wahl, Keith James, Cap Pinkham – Several changes have been made to the budget proposal since the November vestry meeting. The overall budget has been reduced to reflect current pledge receipts. The 2009 budget is based on receipts of \$1,805,000. There is no surplus built into the budget, but the numbers reflect a balanced budget. There are no changes in programs or ministries. All reductions are reflected in administration and building and grounds. Though parishioners have been slower to respond to requests for pledges the receipts so far show a 10% increase over 2008.

The endowment income will drop next year since it is based on the endowment's value over the trailing 3 years.

The 2009 budget proposal includes a 3% cost of living increase in lay salaries. This increase is offered at Andy's discretion and will be determined based on final budget numbers. The changes in the clergy salaries and lay salaries line items reflect a redistribution of personnel with one less clergy position and a new lay position.

Allison Cates suggested that it might be helpful to the rector to have a HR committee made up of 2 or 3 vestry members and 2 or 3 members from the congregation.

Keith James reminded the vestry that insurance companies have taken substantial losses in the market and that we may see increases in insurance premiums in the near future.

The choir budget shows a reduction for choir section leaders due to the reduced size of the choir. This reduction it is consistent with actual expenses for 2008. The actual breakdown of the music budget is at Sumner's discretion.

Calvary's funding for the Hospitality Hub has been removed as a line item in the budget and lumped into the overall outreach budget. Bonnie Malone has expressed concern about this change but the finance committee is confident that the outreach committee will continue to fund that Hub at the current

rate. The vestry needs to continue to watch this and assure that the Hub's ministry does not suffer from this change.

Keith James pointed out that the time that Calvary clergy spend working in outreach ministries (particularly Bonnie's time at the Hub) is not reflected as part of Calvary's contribution to those ministries. Hopefully this evaluation could be included in future budgets.

A motion to accept the proposed 2009 budget was made and seconded. The budget was approved unanimously.

**Capital Campaign Comments:** As resolved at the November vestry meeting, after Scott Crosby attempted unsuccessfully to renegotiate our original contract with Klote, he has terminated our contract with Sean Mitchell at the end of the 2008. With Sean's help we will transition to a volunteer base for the capital campaign with several functions already delegated to the campaign committee chair persons. There are currently 2 people being considered as campaign administrators. Sean plans to stay in Memphis as a Klote employee through the end of March and as time permits will be available to Calvary as an advisor.

**Capital/Annual Giving Campaigns:** Scott Crosby expressed the need for end dates for both the Annual Giving Campaign and for the Capital Campaign. Cap will ask the committee to establish an end date for the Capital Campaign separate from that of the annual giving campaign. Pledge commitments from the annual campaign need to be available sooner, and callers feel it would be helpful to be able to assign a time line to both pledge requests. Calls are taking longer than expected and more callers are needed.

**Rector's Report:**

- Thanks to the outgoing vestry: Scott Crosby, Chris Bird, Keith James, Susanne Henley, James Dowd, and Peg Wahl.
- Annual Meeting will be held Jan. 4<sup>th</sup>.
- January 11<sup>th</sup> there will be Baptisms.
- 2009 vestry meeting schedule – Continue to meet on the 3<sup>rd</sup> Tuesday
- Celebrate the work done by all of the staff to keep the budget under control
- Very successful Calvary and the Arts
- The transition in the Children and Youth leadership has gone very smoothly
- Public school ministries-great group working with these programs right now with much more involvement than in the past
- Youth-Successful pilgrimage and many Calvary youth are active in diocesan youth programs
- Outreach ministry projects-many ways that Calvary continues to do outreach-Emmanuel Meal, Soup Sunday, etc.
- Recognize that Calvary has had no growth and that we are addressing that concern. Seeing more Calvary parishioners bring friends to introduce them to Calvary
- Choir is doing well and offering excellent music. The Community choir is the largest in some time.
- Draft of strategic plan for 2009-Vestry asked to review and address suggestions to Andy

**New Business:** A resolution was made to accept the letters that define their housing allowance and are necessary for tax purposes for Andy, George, and Bonnie.

**Old Business:** none

Vestry Mailbox empty

No need for Executive Session or Good of the Order

Respectfully submitted,

Gayle Spence  
Clerk