

Calvary Episcopal Church  
Vestry Meeting Minutes  
September 15, 2009  
6PM  
Emison Room

**Vestry Present:** James Aldinger, Sharon Bailey, Allison Cates, Mary Ann Ford, Len Grice, Bill Henry, Mark Johnson, Jeff Kitterman, Gayle Spence, Ginny Strubing, Lee Wakeman, Beebe Woodside

**Vestry Absent:** David Balling, Michelle Fulmer, Andy Mathes, Beau Snowden,

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

**Opening Prayer:** Len Grice

**Bible Study:** Andy MacBeth – From Mark's gospel about servant leadership

**Minutes:** The minutes were approved with the clarification that there was no vestry meeting in July.

**Treasurer's Report:** Cap Pinkham presented the treasurer's report in Peg Wahl's absence. A review of the Actual to Budget Comparison sheet shows that revenues continue to track historically, though at the low end. YTD expenses are approximately \$150K to the good due largely to lay and clergy staffing and maintenance expenses that are under budget. Jeff Kitterman is reviewing the status of this year's pledge income. The finance committee will be starting on the budget for 2010. The Treasurer's report was approved.

**Finance Committee Report:** Cap Pinkham

Pursuant to the authority granted it by the Vestry, the Budget and Finance Committee has approved the establishment of a \$1.1 million line of credit with 1<sup>st</sup> TN Bank for 3 years with no initiation fee. The bank has agreed to decrease the appraisal fee. The interest rate on amounts drawn down will be LIBOR + 2.50 % at the time received, payable monthly. A lawyer at Glankler Brown has agreed to close the loan for no fee.

A cash flow problem is not unusual at this time of year, but is now compounded by our having spent \$350K last year on the organ and the capital campaign. The cash needed should be considerably less than \$350K. All requests for draw downs from the line of credit will require two signatures from among Calvary's Treasurer, Director of Finance, and Senior Warden, after prior consultation with the Budget and Finance Committee. Withdrawals will not require vestry approval but will be reported to the vestry as part of the Treasurer's report. A motion was made, seconded and approved to accept the Finance Committee Report. 2010 pledge cards were then presented to the vestry for prayerful consideration.

**Security Committee Update:** Mark Johnson chairs a committee to evaluate security concerns at Calvary consisting of Mark Johnson, Allison Cates, Andy Mathes, Bill Webster, Amy Taylor (ATF). Mark has had discussions with several staff members about their personal experiences and their security concerns. They perceive risks in several situations, including persons working alone on the second floor or in the nave, the information desk attendant, and the Rector's secretary. Several ideas for improvement were discussed. Bids have already been received for some security changes. Mark will meet with Bill Webster to review these bids and the entire committee will meet to make a cost/benefit analysis of proposed changes, create an integrated security plan, and bring their findings to the vestry. Beebe Woodside suggested that we contact other downtown churches about how they handle security at their facilities.

**Associate Rector Search Committee Report:** Andy MacBeth – Members of the search committee include Michelle Fulmer, Andy Mathes, Ginny Strubing, Beebe Woodside, Hal Crenshaw, Nina Grice, and Tommy Parker. The committee has met and discussed the process that will be used for the search.

They are formulating a description of the desired applicant to meet the needs of our parish. Using the format of the National Church, the position will be posted on-line through the National Church deployment office. The Committee will also be working locally with Renee Somodevilla.

**Rector's Report:**

- Scenario for the Oregon Bishop election
  - If elected
    - Continue to call an associate rector who would work for the vestry and receive a commitment from the vestry for a specified period of time.
    - Interview interim rectors – Expect to have an interim for 10-12 months
    - Holidays as usual
    - Move to Oregon in February
  - If not elected
    - Call associate rector
    - Focus on annual meeting
    - Plan for vestry retreat and up-coming year
- Sunday School – Heather and Ellen have had a hard time recruiting teachers. They still need 5 or 6 more for the Youth program and Godly Play
- Parish Retreat – 100 people have signed up. There are 20 rooms left.
- The OPUS group continues to meet monthly
- Foyers kick-off will be held the 2<sup>nd</sup> week of October
- YAMS have had good crowds
- 1st Sunday brunch – Will be held in October in spite of expected low attendance
- Annual Giving Campaign is getting started - mailing to go out this week
- Church repairs – They are done with the repairs in the church and will start on the restrooms.
- Lighting in the church – Light bulbs will be replaced, but no major update is planned at this time.
- Lay staff
  - Laura Trott is leaving to accept a job as communication director of her college sorority.
  - Robyn Mauldin is staying to take Laura's job in communications @ Calvary – She will be attending a seminar to learn to use the software that Calvary uses for the Chronicle.
  - Ebet Peoples will pick up some parish life work and will supervise Barbara Hawkins
  - Interviews are underway for the Rector's Administrative Assistant
- It has been suggested that the information desk be manned on Sunday mornings – possible by Vestry members
- The gathering of Calvary parishioners at Trezevant Manor was very well attended.

**Vestry Mailbox:** 4 items

**New and Old business**

**Closing Prayer** – Andy MacBeth

Respectfully submitted,

Gayle Spence  
Clerk