

# Emmanuel Episcopal Church

## Rapid City, South Dakota

**March 21, 2016**

**Call to Order:** The meeting was called to order by Senior Warden Michael Luciano at 6:31 p.m.

**Opening Prayer:** Fr. Chris and the Vestry prayed the Strategic Planning Prayer.

**Vestry members Present:**

- |                                   |                       |
|-----------------------------------|-----------------------|
| 1. Michael Luciano, Senior Warden | 6. Peter Hansen       |
| 2. Bob Ermish, Junior Warden      | 7. Stewart Flanery    |
| 3. Brian Allen                    | 8. Lynn Lafferty      |
| 4. Kelli Trebil                   | 9. Lynn Von Wald      |
| 5. Richard Hatzenbuhler           | 10. Jamie Clapham     |
|                                   | 11. Julie Grundhoffer |

**Vestry Members Absent:** Richard Jones (excused)

**Non-Vestry members present:**

1. Fr. Chris Roussell, Rector
2. Kim Morey, Treasurer
3. Ron Senne, Consultant

**February Minutes:**

The February, 2016 Minutes were distributed to Vestry members via email prior to the meeting. Motion and seconded to accept as written (*Hatzenbuhler/Flanery*). Motion carries.

**Strategic Planning Update:**

Senior Warden Michael Luciano requested and received permission from all present to add a Strategic Planning Update to the agenda.

Fr. Chris reviewed the current timeline for focus group development, implementation, and progress among the three committees (Communications, 2-Pillar, and Teaching). With each committee hosting approximately 16 focus groups each and the necessity that either Ron Senne, Fr. Chris, or Deacon Virginia must be present to serve as second recorders, Fr. Chris reported that the schedule demands are becoming burdensome. Fr. Chris recommended that the Vestry request that the Teaching Committee which is lagging behind the other committees, delay further progress for a defined period so that focus groups from all three committees do not run concurrently.

Ron Senne reported that the request to delay the work of the Teaching Ministry should not inhibit the group from meeting the projected August deadline for presenting

qualitative and quantitative data. Various Vestry members were engaged in asking questions for clarification purposes. Ron and Fr. Chris answered concerns about focus group participation over the summer, including the ability to use 'snowbirds' who return in the summer and using individuals whose schedules did not permit them to participate in other groups earlier in the process.

A motion was made and seconded (*Von Wald/Allen*) to defer the Teaching Pillar work until mid-May at the latest. One abstention is noted (*Lafferty*). Motion carries.

### **Treasurer's Report:**

February Treasurer's Report and Balance Sheet was provided to the Vestry via email prior to the meeting, including Treasurer's Notes offering explanation of items which were significantly over/under budget. Treasurer Kim Morey reported that revenues should be near or over projected earnings by year's end.

Morey also noted that some expense items such as 'Dues/Subscriptions' are higher than projected because of first of the year invoicing and obligations. Clapham asked about the higher than budgeted monthly expense for 'Internet' at \$318.00. Ermish explained that the amount includes the cost of installation which was recently incurred when service providers were changed. Clapham also noted that the budgeted water amount is lower than usual, but acknowledged that it will balance out in the summer months when lawn watering is undertaken. Von Wald questioned the value of the Stained Glass Windows reported. Fr. Chris, Morey, and Ermish explained that the diocesan insurance adjusters make those estimates periodically, though it has been more than a few years since that evaluation has been done.

According to Morey's report, Bookkeeper Betty Welke has reached a milestone recently in having for the first time the donations module balance with the accounting software being used. Great progress is being made in the accounts at Emmanuel!

The outside specialist from Ketel-Thortenson has reported that 100% of all donations to Emmanuel in 2015 were deposited as necessary. A report will be provided and some final work completed after the current tax season is completed.

A motion was made and seconded (*Lafferty/Clapham*) to accept the Treasurer's Report as provided.

### **Senior Warden Report:**

Senior Warden Michael Luciano has no specific report this month.

### **Junior Warden Report:**

Junior Warden Bob Ermish reported that the 10:15 a.m. service attendees on Sunday, March 20<sup>th</sup> all passed their cardiac assessment tests due to the fire alarm going off during services. The alarm went off due to incense being stoked by acolytes in the non-

ventilated sacristy. The fire department arrived shortly thereafter. The good news is that the fire alarm system works adequately. Ermish reported that the system is not tied into the fire department, but only has an interior and exterior audible alarm.

Parish clean-up is scheduled for Sunday, May 22. There will not be a single Eucharist that day, but will retain the usual schedule of 8:00 a.m. and 10:15 a.m. Some items have been put on a list for clean-up or repair. Ermish will discuss the plans in the upcoming April newsletter. Von Wald confirmed that ECW anticipates providing the sack lunches for the clean-up volunteers. A motion was made and seconded (*Flanery/Hatzenbuhler*) to allocate up to \$150.00 from Account 5000.23 Building/Ground/Repairs/Maintenance to cover the cost of the lunches.

Clapham questioned whether the oversized television in the nursery is ever used. Fr. Chris and others reported that they were uncertain about recent usage, though Ermish reported that it had been used by the Youth Group at one time in the distant past. Clapham suggested that removing it or donating it on clean-up day would help free up space in the Nursery.

Ermish also reminded the Vestry members to make sure that during lock-up procedures to ensure that the doors in the parlor that lead to the courtyard are also locked. A recent report of young men on Emmanuel's roof raised concern that if they lowered themselves into the courtyard, access into the building would be far too easy. Discussion about adding more security cameras and whether or not Emmanuel should investigate an alarm system with or without monitoring should be considered. Vestry members requested that Ermish obtain cost estimates for additional security cameras around the campus.

### **Rector's Report:**

Fr. Chris reported that he will be in North Carolina on a retreat from April 5 – 12. It is a holistic retreat that addresses his physical, emotional, and spiritual health. He is looking forward to going and expressed appreciation to the Vestry for providing the funds and opportunity for him to go. While he is away, Fr. Tom Campbell will celebrate Eucharist on Sunday, April 10.

Fr. Chris showed the Vestry a large canvas print of President Franklin Roosevelt's visit to Emmanuel in 1936. The print now hangs in the hallway between the church and parish hall. Fr. Chris has drafted a letter inviting the governor, congresswoman Noem, Senators Thune and Rounds, the mayor, fire chief, police chief, Ellsworth AFB commander, and head of the SD National Guard to a prayer service memorializing the event on August 30, 2016 at 11:00 a.m.. A suggestion had been made by Hansen that the current President of the United States be invited. Clapham stated that she has a friend who works in the embassy in Cuba who can give her direction on the most expedient way to invite President Obama.

The Young Life Partnership proposal that had been email to the Vestry prior to the meeting is now null and void as the Young Life board voted the previous night to not

enter into such a partnership with Emmanuel. An alternative proposal was offered verbally by Young Life to assume responsibility for Emmanuel's Youth Group by folding that group into Young Life's group. The Vestry members adamantly opposed such a proposal.

Fr. Chris reviewed the current state of Food Certificates at Emmanuel. This program is a ministry of Church Response. There are a few members of Emmanuel who are committed to the Food Certificate program. Currently, the Altar Guild oversees the Food Certificate program, but they have recently voted to divest themselves of the responsibility. Fr. Chris also reported that revenue earned by the program is oftentimes donated back to Church Response or other outside organizations. Several Vestry members expressed surprise in learning that the Food Certificate revenues are not often retained for use within Emmanuel. Fr. Chris has suggested that the Food Certificate program be removed from Altar Guild and either dissolved completely or become a stand-alone committee with Vestry oversight. The proposal should contain the closing of the Food Certificate's separate checking account and flow through the accounting office of Emmanuel. A motion was made and seconded (*Clapham/Lafferty*) to defer further discussion to next month's meeting with a definitive decision about the program to be made at that time. Motion carries.

Fr. Chris had emailed Vestry members a copy of the proposed Emmanuel Employee Handbook. The handbook has been reviewed by Kim Morey (MBA and Ph.D. in Business Management and Human Resources), Ron Senne (extensive HR experience), and Fr. Chris' priest mentor in Louisiana who also has extensive HR experience. All of them have offered feedback which has since been incorporated into the document. The employees of Emmanuel have also reviewed the document and offered feedback. A recommendation was made that the Vestry take time in the coming month to review the document and email questions or suggestions to Fr. Chris during the month. A vote on the document will be taken at the next Vestry meeting.

A motion was made and seconded (*Lafferty/Grundhoffer*) to adjourn with the understanding that a post-adjournment prayer would be said. Motion carries.

The Vestry adjourned at 8:00 p.m. followed by the recitation of the Lord's Prayer.

**\*\*Next Vestry Meeting to be Moved to:  
Monday, April 25, 2016 at 6:30 p.m.**