

Emmanuel Episcopal Church

Rapid City, South Dakota

November 16, 2015

Call to Order: The meeting was called to order by Senior Warden Steve Flanery at 6:34 pm.

Opening Prayer: Fr. Chris offered a prayer for peace by Francis Paget, Bishop of Oxford (1851-1911) from the Oxford Book of Prayer (p. 80).

Vestry members present:

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|---------------------------------|---------------------|
| 1. Steve Flanery, Senior Warden | 7. Jamie Clapham |
| 2. Key Parker, Junior Warden | 8. Lynn Von Wald |
| 3. Brian Allen | 9. Lynn Lafferty |
| 4. Rory Hammerbeck | 10. Richard Jones |
| 5. Richard Hatzenbuhler | 11. Michael Luciano |
| 6. Tim Pederson | |

Non-Vestry members present:

1. Fr. Chris Roussell, Rector
2. Deacon Virginia Bird
3. Thom Hellmer, 2016 Stewardship Campaign Chair
4. Ron Senne, Ron Senne and Associates – Strategic Planning Consultant

October Minutes:

The October, 2015 Minutes were distributed to Vestry members via email prior to the meeting. Motion and seconded to accept as written (*Parker/Hatzenbuhler*). Motion carries.

Treasurer's Report:

STEWARDSHIP REPORT by Thom Hellmer

Thom Hellmer reported the following:

	<u>2016</u> (as of 11/16)	<u>2015</u> (Final Total)
Pledge Units	87	90
Total Pledged	\$ 279,977.00	\$ 282,525
Average Pledge	\$ 3,218.13	\$ 3,210.51
High Pledge	\$ 26,000.00	\$ 23,400.00

Thom recommended the following for the 2017 campaign:

- Continue to use the Episcopal Church's TENS program which is easy to use and works well.
- Envelopes for Pledge Cards should be provided to ensure privacy and confidentiality.
- Set a series of policies and procedures for the Stewardship Campaign.

Thom reported that the following remains to be done for the 2016 campaign:

- Follow-up Thank You letters to those who have pledged.
- Reminders to be placed in e-blasts, bulletins and newsletters for those who have not yet pledged.
- Time and Talent portion of campaign to begin soon with information on the committees and ministries available for volunteering.
- Determine how to tie-in the Time and Talent portion of the campaign with the goals of the Strategic Plan.

October Financials by Fr. Chris

In the absence of Treasurer Kim Morey, Fr. Chris addressed the financials. He explained that Bookkeeper Betty Welke and Kim Morey continue to be on a learning curve with the Church Windows Program. It was reported that Betty and Kim have discovered a problem with the accounting software which they've brought to the attention of the software provider.

Fr. Chris also pointed out that it appears the previous bookkeeper may have also had difficulty with the Church Windows software, but that she was not communicative about those problems and either forced solutions or ignored problems. Fr. Chris commended Betty to the Vestry for the difficulty of her responsibilities in clearing up the left over mess. He also pointed out that because account names/titles are not described, there may be some instances where expenses have been coded by the previous and current bookkeepers differently. He asked for the continued patience of the Vestry as such things get sorted out and rectified.

The Vestry had the following questions about the Treasurer's Report (TR) and Balance Sheet (BS):

- TR Item 5306.10 Water: Why is there such a large overage on the Period Activity and the annual Budget for this item?
 - Key Parker responded that he believes it has to do with the Utility Drainage Fee that is assessed on all properties.
- TR Item 5000.80 Altar Supplies: Why is there such a large overage on this line item?
 - Lynn Von Wald responded that she thought it could be the result of new linens recently purchased by the Altar Guild, though it's

unclear if that would have come out of their own account or not. Fr. Chris stated that he'd ask the bookkeeper and report back.

- TR Item 5000.62 Cornerstone Mission Programs Expense: Why is there such a large overage on this line item?
 - Fr. Chris responded that this is an Outreach Committee expenditure. He thought that there had been some error in coding that was being cleared up, perhaps having to do with Item 5000.52 Mission Meal Expense. He said that he would investigate and report back to the Vestry.
- It was stated that the Acolyte Expense Account (a budgeted item) is missing from this report.
 - Fr. Chris stated that he would investigate and report back to the Vestry. He will also attempt to determine if there are other budgeted expenses which are missing from the report.

Fr. Chris reported that Kim Morey and Rose Rangle have purchased a drop safe and donated it to the church. The safe will be used by money counters. The current safe will continue to be used, but will be more secure since Money Counters will no longer need access to that safe.

The Vestry had been asked to determine where the funds from the sale of an existing Certificate of Deposit should be deposited when it matures in the next week:

- A motion was made and seconded (*Parker/Hammerbeck*) that the proceeds from the sale of the CD should be deposited into the General Fund Checking Account (BS Item 1001.10 titled BH Comm Bank – 4164) to cover the expenses designated for payment from the sale of that CD as voted upon by the Vestry at the October, 2015 Vestry meeting. Once those expenses have been covered, the remaining balance from the sale of the CD should then be transferred to the Funds Savings Account (BS Item 1100.20). Motion carries.
- A motion was made and seconded (*Hammerbeck/Parker*) to accept the October Financial Reports as presented including the questions which remain to be answered. Motion carries.

Ron Senne Strategic Planning Report:

The Ad-Hoc Committees have begun meeting. Each committee has been provided with a variety of information for their review and discussion. Currently, teams are being built as talking/working groups as they begin to grasp the ministries they will be reviewing as well as curtailing any individual preferences. Acquiring consensus on scheduling meetings has been the biggest hurdle to overcome. There is also concern about the attrition of some committee members, therefore recruitment will need to be revitalized. A meeting of the committee chairs will be on Wednesday, November 18 at 6:30 p.m.

The Chairs of each committee provided reports on the membership and progress of their groups:

Lynn Lafferty – Teaching Ministry Ad-Hoc Committee

David Lust
Kaitlyn Riggs
Nyle Hedin
Karyl Shannahan

- Tweaked their mission statement, changing the word “purpose” to “opportunity.”
- Concern over a team member who feels overwhelmed and might possibly discontinue their participation.
- Lynn foresees data collection by the group through January.
- No date has yet been set for their next meeting.

Key Parker – Communications Ad-Hoc Committee

Caroline Landry
Wiley Hughes
Michael Luciano
Vicki Sweet

- The group has had one meeting and will meet again in the coming week.
- They have formally reviewed and approved the goal set for the group, including determining what is meant by “level of performance.”
- They’ve determined that “level of performance” means an outcome which works and is viable.
- The committee has been encouraged to review the entirety of Emmanuel’s new website to determine what resources are available, especially as a primary form of communication within and outside the parish.

Jamie Clapham; Lynn Von Wald; Steve Flanery – Ministries Review Ad-Hoc Committee

Mara Vucurevich
Greta Chapman
Candise Hollis

- Concern about possibly losing a member of the committee.
- This committee is responsible for evaluating two pillars which doubles the workload.
- The next meeting is scheduled in the coming week.

Senior Warden Report:

Senior Warden Steve Flanery led discussion regarding the planning necessary for the upcoming 2016 budget. Recognizing that the Strategic Plan will not be in place in time for the budget process, it was suggested that ‘place holders’ be built into the budget so

that if work which flows from the Ad-Hoc Committees is presented during the year, money will be available for their use.

It was determined that the January meeting schedule shall be:

- **January Vestry Meeting**: Sunday, January 10th at 12:00 noon (following services).
- **Annual Meeting**: Sunday, January 17th (following a single Eucharist service).

Steve also reported that he and Key Parker will visit to discuss Rector's Annual Review.

Junior Warden Report:

Junior Warden Key Parker thanked ECW for their generosity in donating funds to support Emmanuel Parish, including the purchase of a new freezer and a new desk for the bookkeeper. Key also reported that the sanctuary candle has been moved with proceeds from the Wendline Ehli Memorial fund covering the cost of the required counter balance.

Rory Hammerbeck shared that during the recent movement of data and phone lines, it was discovered that the current video system recording equipment is tied to the server by an antiquated telephone line. As a result, uploading of videos takes an extraordinarily long time. Replacement should be considered.

Rector Report:

Fr. Chris reported on the proposed phone systems, sharing an outline of the proposals between VAST, KT Connections, and Golden West. It was suggested that Fr. Chris obtain pricing from Golden West which would reflect 'bundling' of the phone system with internet service. Once the information is gathered, Fr. Chris will email the Vestry for an electronic vote.

Fr. Chris also reported on a few important staff issues:

- The 90-Day probationary period for new Bookkeeper Betty Welke is coming to a close. Fr. Chris will have a formal review with her. He reports (and several Vestry members concur) that she is doing an outstanding job. Her current hourly rate is below average for her experience. Fr. Chris has requested that her hourly rate be raised. A motion was made and seconded (*Lafferty/Clapham*) to raise Betty's hourly rate to \$18/hour. Motion passed.
- Fr. Chris also reported that he would like to see an increase in the hourly rate of Office Manager/Administrative Assistant Nanette Branch. Vestry members and Fr. Chris reported on the excellent job Nanette has done since joining Emmanuel's staff two years ago. Though a definitive amount was not discussed, the Vestry made a verbal commitment to build into the next budget an increase in her salary.

While Nanette Branch is away during December, Fr. Chris has asked Eve Luciano if she would fill-in at the front desk. Fr. Chris would like to compensate Eve for her time and asked the Vestry to determine the rate. (Eve's husband, Michael Luciano, recused himself from the conversation and exited the room prior to the discussion). A motion was made and seconded (*Lafferty/Pederson*) to pay Eve \$10/hour during Nanette's absence. Motion passed.

December Lock-Up by Vestry members was decided:

- 12/6: Von Wald and Flanery
- 12/13: Allen and Luciano
- 12/20: Hatzenbuhler and Jones
- 12/27: Parker and Lafferty

Fr. Chris responded to a question about his recent conversations with Young Life Executive Director Corey Harrouff about Emmanuel and his organization partnering on hiring a Youth Minister. The discussions are preliminary, but Fr. Chris reported that Corey believes the cost of such a partnership would be approximately \$40,000/year (each) to obtain a high quality and well trained individual. The person would serve as Emmanuel's Youth Minister/Coordinator for 20 hours/week and a Young Life Minister for 20 hours/week. Discussion with Young Life will continue. Fr. Chris will obtain more information prior to the next Vestry meeting.

Next meeting: Monday, December 21 at 6:30 p.m.

Closing Prayer: The Vestry prayed the Lord's Prayer together. At 8:35 p.m. motion to adjourn was seconded and passed (*Hatzenbuhler/Hammerbeck*).

The Vestry stands in adjournment.