



**St. John's Anglican Church**  
**Vestry Meeting**  
**September 22, 2008**  
**Submitted: Jody Smith, Secretary**

**Location & Time**

The Vestry met at St. John's on September 22, 2008, at 7:00 pm.

**Present**

The Reverend Doug Folsom, Theresa Mason (*Sr. Warden*), Scott Hill, Steve Bock, Bruce Kirchenheiter, Jim Wirkus

**Conference Call:** Matt Lehman, *Treasurer*

**Excused:** Jim Swartz, Jill Ainsworth

**Others:** Jody Smith, Charles Cunningham

**Opening Prayer & Sharing**

**Minutes for July 17, 2008 Vestry Meeting** – previously approved via Vestry email

**Outreach Committee Report – by Charles Cunningham**

- Charles presented an overview of the Outreach Committee (Charles Cunningham, Stan Sydenham, Jeri Lambourne and Jody Smith. The Committee recommended Vestry support for the Navajoland Project as a parish activity. Tim Dahlin needs help boxing and loading donations to be taken to Navajoland the weekend of 18 October. Charles would like to get volunteers together at the Park City Christian Church following the 10:15 am service the weekend of 12 October. Lunch will be provided.
- Stan Sydenham has worked on a Policy and Procedure guide for the Vestry to consider. The committee structure includes three sub-committee's:
  - Financial (Budgeting and allocations of funds/donations);
  - Community Outreach: actual hands on service projects
  - The Marketplace (still under-developed) though Cathy Wirkus and Park Silly volunteers made \$500 which will be donated back to the organizations providing the material goods.After consulting with Fr. Doug the Committee will not include an Evangelism Committee and encourages the Vestry to adopt a separate organization which will specifically focus on growing the church and the local community.
- Charles clarified the historical intent of previous Vestries to allocate 10% of ALL income to a charitable donation fund. The committee is aware that it is not financial feasible at this time but would like the commitment from the Vestry to work toward that once the financial crises is remedied.
- The Committee recommends that the Vestry create a separate line item in the budget for "Evangelism."
- Charles responded to questions by Vestry members including the amount of the loan by St. John's for the building (\$20 K) and the \$10K, approximately 50% of the budget amount will not be used for outreach at this time.
- Scott clarified the budget process in the past allocated 10% of all income to be sent to AMiA and another 10% was to go to Outreach.
- The vestry is considering options including one to allocate 7% to Outreach and 3% to Evangelism
- Jim Wirkus suggested that any further discussion be suspended until the Vestry has spoken with Matt Lehman.

The Vestry decided to postpone formally adopting the Outreach Committee Policy and Procedure at this time and will encourage parishioner support of hands on outreach projects.

## Treasurer's Report via Conference Call

- Matt Lehman discussed the options to increase cash flow he presented to Vestry members and the Parish in September including:
  - ✓ renegotiating the lease
  - ✓ reducing the amount required in the Letter of Credit by 50%
  - ✓ implementing budget cuts
  - ✓ negotiating a forbearance with VAMCU on the line of credit with VAMCU
  - ✓ He indicated that reducing the lease would be the least effective approach.
  - ✓ Matt discussed the growth of the Ark and has every reason to believe it will continue to grow, just slower than hoped.
- Matt answered questions and clarified the various approaches as well as the industry standard for commercial leases.
- Matt indicated that he wanted to impress upon Santa Fe that St. John's is growing, and a good tenant.
- Matt clarified the negotiations process and projected counter offers and various approaches to bargain and negotiate with Santa Fe. He felt they would most likely come back with a counter offers requesting that St. John's sign an additional two-year lease.
- Matt indicated that St. John's could meet the expected lease payments over the next 5 years if St. John's pledging units double. 2 donors increased their donations in response to the request for additional capital with a combined total of about \$35K, about half of the \$70K needed to meet the lease obligation for the year.
- Both Scott and Matt discussed the historical basis for the financial difficulties i.e. loss of rector which hampered growth and the projected growth of the Ark has not been met.
- The assumptions Matt is making include each of St. John's pledging units will increase their pledge, the parish will need to increase to 52 pledging units (57 to meet long term needs)
- Bruce clarified Matt's request to receive authorization to:
  - negotiate with Santa Fe to reduce the Letter of Credit to increase St. John's cash on hand
  - to receive clear boundaries and parameters for negotiating with Santa Fe.
- Matt was granted authorization to negotiate the reduction of the Letter of Credit by 6 months in turn St. John's will honor the lease agreement and remain good tenants. He is authorized to continue negotiating with Santa Fe as needed including renegotiating the monthly lease payment if necessary to the extent that if Santa Fe completely shuts down negotiations Matt will have the latitude to inform them that St. John's and the Ark may be forced to vacate the premises in 45 – 60 days.
- Matt was authorized to increase the lease by two years
- If Matt believes that the negotiations have stalled and he can no longer in good faith pursue any viable alternative offers he will ask the Vestry to intervene.
- Bruce specifically asked Matt if he was willing to negotiate with Santa Fe on the behalf of St. John's . Matt replied in the affirmative.

The Vestry thanked Matt for his willingness to pursue the negotiations.

It was moved and seconded that the Vestry approve Matt's request to negotiate with Santa Fe a reduction in the Letter of Credit, reduced monthly lease payments if necessary, a two-year extension on the lease term and other terms as deemed appropriate by Matt. **Approved by Vestry**

## Rectors Report

- *AV Equipment/HD Technology* - The audio visual equipment including the screen and projector has been installed. The projector is not HD/Blue-Ray Technology as intended. Fr. Doug requested authorization to obtain HD technology from Comcast which would cost an additional \$30/month approximately but would enable St. John's to host various movies, football games etc. **The Vestry approved the monthly Comcast service.**
- *Service Times* – Fr. Doug discussed and requested approval by the Vestry to change the service times to 8:30 am and 10:15 am with Christian Education/Sunday School beginning at 9:15 am. **The Vestry approved.**
- *Vestry Meeting* – Fr. Doug asked if Vestry members would be willing to move the Vestry meeting to Tuesday evenings. Steve and Bruce indicated that they had already scheduled their flights around the Monday schedule. The Vestry did not approve a change of date.
- *Flash Reports* – Fr. Doug handed out a sample “Flash Report” he’d like Vestry members to submit 2-3 days prior to a Vestry meeting with any items up for discussion with the Vestry. This will allow sufficient time for members to ask questions in advance and clarify any concerns prior to the Vestry meeting; in turn reducing the length of the Vestry meeting.
- *Vestry Liaisons* – In order to better facilitate communication between various parish groups and the Vestry it has been suggested that each Vestry member take responsibility for asking assigned ministry leaders if they have specific needs etc.; report those needs back to the Vestry; and assist in the development of new ministries (Evangelism) or redefining the purpose of existing ministries (Fellowship). The liaison was not directly responsible for chairing the ministry.

Liaisons are:

Steve Bock – Outreach

Bruce Kirchenheiter – Evangelism, Fellowship, Agape

Scott Hill – Worship (Greeters, Layreaders, Acolytes, Altar Guild, Prayer Ministry)

Theresa Mason – Music

Jill Ainsworth – the Ark as discussed between Jill and Theresa

Jim Wirkus – Christian Education (Adult Education, Sunday School, Youth, Small Groups)

Jim Swartz – unassigned

- *Tellers and Lock up* – keys will be given to Vestry members:
  - October – Scott Hill (Bruce will fill in on Sunday 12 October)
  - November – Bruce Kirchenheiter
  - December – Theresa Mason (Jim will fill in over Christmas)
  - January – Steve Bock
  - February – Jim Wirkus
- *Coffee Hour* - An announcement will be made by Fr. Doug and Vestry members that Coffee Hour Hosts and Hostesses will be responsible for taking out the garbage and cleaning up following coffee hour since the janitor cleans on Saturday.
- *Salary Reduction* – Fr. Doug asked what the status of regarding the salary reduction proposal stood. Theresa indicated the Vestry felt it was unethical and not necessary at this time. **The Vestry approved to forgo salary reductions for a year.**

**The Ark – No Report**

**Jr. Warden Report – No Report**

**Senior Warden's Report – No Report**

**Parish Administrator**

Jody asked that a specific chain of command be established regarding all communication from the Vestry and requests being made to reduce possible oversight or redundancy. Previously the chain was directly through Jeri. Jody suggested the chain of command include Fr. Doug, Theresa and Matt.

**Closing Prayer**

**Next Meeting** October 13, 2008 at 7:00 pm

**Meeting Adjourned at 9:10 pm**