



**St. John's Anglican Church**  
**Vestry Meeting**  
**May 18, 2009**  
**Submitted: Jody Smith, Secretary**

**Location & Time**

The Vestry met at St. John's on May 18, 2009, at 7:00 pm instead of May 13<sup>th</sup> the regularly scheduled date.

**Present**

Charles Cunningham (*Sr. Warden*), Theresa Mason (*Jr. Warden*), Matt Lehman (*Treasurer*)  
Tim Dahlin, Henry Johnson, Scott Hill, Stan Sydenham, Phyllis Booth, Neal Robinson (*phone*)

**Absent:** Steve Bock, Bruce Kirchenheiter

**Others:** Jody Smith, Lorraine Johnson and Roger Booth (*Prayer Team*)

**Opening Prayer– Lorraine Johnson and Roger Booth**

**Minutes for April 16, 2009 Vestry Meeting** – approved

**Search Committee – Charles and Henry**

- The Search Committee has met twice and will continue meeting regularly on Monday's at 7:00pm.
- Parish Profile – the Committee has been reviewing St. John's profile and asked for clarification of the parameters regulating the information to be included. The Vestry charged the committee with developing the profile and presenting it to the Vestry. Copies will be made to the congregation.
- Vestry Member Involvement – Charles discussed concerns that Vestry members are on the committee. The Vestry emphasized that the Vestry members who are on the Search Committee are NOT functioning in any formal capacity and are a cross representation of the parish. They are in no way influencing the Vestry and there is a clear delineation and full transparency about their activities as search committee members or Vestry members.
- Three unsolicited resumes have been received. Two of which are very strong. The Vestry will approve the final draft of the profile prior to sending to the candidates.
- During the retreat the Vestry will consider additional answers to the questions brought forward by the Search Committee.

## Senior Warden Report

- Gerry Schnackenberg is St. John's network leader. Charles will contact him and invite him to visit.
- Visiting Clergy – Tim Dahlin, Reverend Keith, Brad Kramer are all assisting with services. Charles will work on getting Fr. Gerry to celebrate sometime during the upcoming weeks.
- Attendance is running an average of 41 parishioners. The fluctuation is normal with the number of travelers in St. John's congregation. Charles asked if any Vestry members had additional concerns or recommendations for increasing attendance. There were no comments.
- Pew Ropes – Gretchen will purchase ropes to rope off the back pews and encourage individuals to sit in the front pews. It was mentioned that parents frequently sit in the back pews in order to exit the service with the least amount of interruption. Some of the pews on the West side will be left open for families.
- Transitions- as expected Charles and Jody have received a few requests by members and/or visitors who would like to have their names and emails removed from the parish records. Vestry members will continue to follow up and be sensitive to any parishioner concerns.
- What areas are we lagging in – there were no concerns in fact comments have been positive about the layministry, services, bible studies etc.
- Lay licensing – Scott and Henry have submitted their applications for lay ministers and have not heard back. Henry called Denver and was assured the Bishop is aware that St. John's is in transition and the application process is moving forward. The applications have been received and will be reviewed.
- Vestry Retreat – the Vestry members will meet on Saturday, 30 May, from 9:00 am to 6:00 pm primarily to address lease concerns, the Search process, and items sent out by Tim in an email. Charles will draft and send out via email the agenda and final details. Phyllis and Theresa will provide coffee and snacks in the morning/afternoon and the Vestry will go to a local restaurant for lunch. Matt, Bruce and Steve will not be able to attend.
- Check Writing – Charles and Henry mentioned their concerns about check writing limits. Jody clarified that the procedure has been that any budgeted expenses including the lease payment, payroll, utilities did not require two signatures. For appropriate policy and procedures it is within appropriate protocol for any amount over \$500 dollars have two signatures. Jody drafted a finance policy which has been given to Scott, Matt, Henry and members of the 2008 Vestry.

Scott will remove himself from the account and Charles and Henry will go to the credit union and be added.

### **Treasurer's Report– Jody Smith**

- The Treasurer Report's for both the parish and Ark were presented.
- Jody reviewed the material and raised concerns about the lack of substantial growth in the Ark and increase in the Parish utility expenses (primarily the gas which was not connected in St. John's name correctly in 2007.) The gas bills will increase dramatically including a \$2300 payment made May 5<sup>th</sup>.
- The Senior Warden asked Jody if it was possible to email the Treasurer's Report's in advance of the Vestry meetings. She will email them though some of the information may be incomplete (Brokerage, Charles Schwab) if the meeting is prior to the 10<sup>th</sup>.

### **Finance Report – Matt Lehman**

- Thrift Store – Although discussions have continued and Matt has continued to negotiate with Santa Fe there are some concerns with moving forward.
  - a) There is nobody to manage it who is committed to make it work.
  - b) It will need a number of volunteers to help in keeping in running in order to be the most productive.
  - c) The concept is to be a money generator and given today's economy and the vacancy in Quarry Village; the risk profile is not ideal.
- The Vestry will need to brainstorm during the retreat and generate ideas to meet the expected \$45,000 shortfall for 2009 and raise approximately \$150,000 next year and annually until the lease term expires.
- Cost-cutting – Jody has cut costs and expenses down significantly. There are very few areas left open which can be cut any further and none of them will significantly impact the shortfall.
- Other options being considered are renting a portion of the existing space, allowing any of a number of churches to use the Sanctuary for services, renegotiate a significant decrease in the lease and Common Area expenses among others which will be discussed later.
- Tim mentioned that he is in the process of negotiated a lease/buy of a building in Park City which may be available to St. John's. Tim will go back to his board and see if they would be willing to negotiate space use.
- The Vestry was in agreement that the current lease payments prevent St. John's from accomplishing its primary mission – that of "reaching the lost". Members felt that St. John's should be building the body not a building.
- The pro's and cons were briefly discussed for many of the options and the topic was tabled until the retreat.
- The Vestry formed a sub-committee including Henry, Tim and Theresa to look at options; Matt indicated he was willing to assist with financial conversations.

## **Other Items**

- Music – A larger and more professional soundboard is being donated to St. John's.
- Phyllis was welcomed and thanked for being willing to serve the balance of the Vestry term left open with Jim Wirkus' resignation from the Vestry.
- The Anglican Church in North America is asking each parish to collect a Thank Offering on Pentecost Sunday. The Vestry unanimously decided to take a DESIGNATED offering and donate any loose/plate offering on Pentecost to AMiA.
- Fellowship opportunities being planned by Bruce include the Halloween Camping and a lake/boating outing sometime this summer. Bruce will provide more details at a later date.
- The Prayer Ministry is providing pastoral care to both parishioners and those going into the hospital including Susan and Howard.
- The Altar Guild is down to a handful of volunteers.
- Powerpoint – The projector and computer need to be turned on earlier in order to reduce delays in the service. Charles will turn on the equipment. Abbie will be returning from India and Adam and Christopher will continue to run the powerpoint during the service.
- It appears that the Green River church will disband in response to the harsh economic conditions. They are welcome to attend any services at St. John's.
- Website – Henry, Gretchen, Roger and Jody have met to discuss updating the parish website. Henry has discussed hiring his daughter to assist in redeveloping the website, making it easier to negotiate, and more modern. Henry will provide updates when available.

## **Jr. Warden – Theresa Mason**

- Carpet Cleaning – Tim Dahlin made arrangements for St. John's to borrow a carpet cleaner which is now being stored in the Rector's office. Charles, Bruce and any other volunteers will schedule a date.

## **Closing Prayer**

The meeting adjourned at 9:15 pm.

**Next Meeting** – June 8, 2009 at 7:00 pm