

Christ Church Vestry Minutes
May 14, 2015
7 PM

Present: Larry Ashby, John Chabalko, Rick Gessner, Margaret Higgs, Ruth Lawson Kirk, Richard Laird, Diane Mateson, Fred Moran, Jane Schindewolf Romano, Natalie Szumel, Tomoko Werbe, Maryann Younger.

Absent: Martha Bolling

The meeting was called to order by the Rector at 7:04 PM.

Opening prayer offered by Natalie Szumel.

In Dana's absence, Tomoko is elected to take the minutes. As Dana's most recent caregiver, Fred gave a brief update on Dana's condition.

Formation

What Now, Kemosabe?/The Work of Gratitude

This is our last meeting with the Wardens and Vestry Class '15, and Ruth took time to express gratitude to Larry Ashby, Maryann Younger, Richard Laird, Diane Mateson, Ran Barton, and Natalie Szumel. Each individual's unique qualities and contributions were acknowledged, and other vestry members added their appreciative comments. Ruth announced that Joe Zakeliarz will be our next Senior Warden. Ruth reiterated that we are in a transition time with many committee leaders changing positions.

Information

Rector's Report

Personnel:

- **Curate:** Amy Molina-Moore has signed an agreement with CCCH and will start work as our new curate on June 1. Her ordination will be at the Cathedral in Philadelphia on Saturday, June 13 at 10 AM. All Vestry are encouraged to attend and carpool. Amy will fly to Jalonga on June 15 to join the Youth Mission trip.
- **Associate Rector:** Stephen Setzer and his wife Yoana will arrive in Delaware on May 26-27, shortly after their wedding. They will live in the upper apartment of the Sexton's house which staff members (Mike, Sherry and Andy) have been helping to repair and clean up. Stephen and Yoana plan to take a honeymoon in October.
- **Pastoral Associates:** George Karney and Bill Lane will continue in this capacity, a very limited ministry at Christ Church after June 1. They will continue to have email addresses at the church. Bill will lead 3 book sessions over the summer and mentor Stephen Setzer. George will mentor Amy in Pastoral Ministries.

Emergency Response System Installation: The CCEP board met on April 21 to address how to increase security for the preschool. They propose the installation of a system that would include duress buttons, an intercom at the front door, and an exterior siren. The system is estimated at \$5000-\$5500 of which the preschool will contribute \$3000.

Warden's Report

Vestry Elections: Maryann announced that votes have been tallied and 4 new members elected. They will be announced at the Annual Meeting. To manage future nominations and elections, Vestry Class '15 advises that Vestry Class '16 cultivate the upcoming vestry

class early in the church year, talking to potential candidates in the fall. Maryann will go over the spreadsheet with them.

Discussion

Deeper Dive: Annual Meeting

Ruth ran through the agenda with us. 200 parishioners have signed up. Kristin Finio has prepared a slideshow of CCCH to provide visual backdrop. The Vestry is asked to go to separate tables to facilitate but not take over discussion during Vestry listens time.

Questions on Cluster Reports (see Addendums A, B, & C)

- Spirit Life: Is Friendship House breakfast on a Saturday or Sunday? Natalie will check about dates.
- Service to Others: What were CCEP Gala results? The organizers are pleased (15 less participants, almost the same dollar amount raised as last year).

MLK Communications Contest: Jane Rubini is leading this project that has grown out of the Peace Initiative. For the moment, there is no financial obligation related to it for CCCH.

Global Missions Solar Project: Tomoko reported that Ruth's contact at the Episcopal Church, Sam McDonald (COO and Director of Mission) has confirmed that a project as such aligns with the church's environmental and sustainability initiatives. He has offered to help us seek funding within the church and asked for a report with project description and cost. After reading the Engineer's Report (the Solar Photovoltaic Project Feasibility Study prepared by Michael Manlove for CCCH, 8/28/14), Tomoko needs confirmation of facts to write a report. She wants to convene a meeting with this year's trip leaders before their departure (June 13) to go over a list of information to gather on the trip.

Decisions

- Larry Ashby made a motion to authorize Mike Sayer to move forward with the Emergency Response System Installation. The church will share costs with CCEP (50%) for a total project cost of up to \$6000. Ran Barton seconded the motion that carried by unanimous vote.
- Maryann Younger made a motion to appoint Frances Buckley as the new Youth Vestry Representative. The motion was seconded and carried unanimously.
- The April Vestry Minutes were approved.

Closing Prayer: Natalie Szumel

Meeting adjourned: 8:44 PM

Next meeting: June 11 at 6:30 PM at the Rectory for a social gathering with Wardens and Vestry Class '15 and current Vestry before a regular meeting.

Respectfully submitted,
Tomoko Werbe

ADDENDUM A - SERVICE TO OTHERS CLUSTER REPORT

CCEP:

- Enrollment is at 67 with the following class enrollments: Pre-K = 28/32, Primary = 15/28, Nursery = 15/19 and Beginners = 9/8. Other things to note – Afternoon numbers are also skewed with the Pre-K taking most afternoon slots. This is good for revenue but difficult for staffing. It also has ramifications for the 2016-17 school year.
- Jo is not planning to replace Barb Simon, who is retiring as a Primary teacher.

- Jo and Buzz Hannum have been working with Lyons Insurance to explore medical insurance options. There are three things under consideration:
 - Continuance to provide a benefit supplement for teachers to purchase their own insurance but run it through payroll. Taxes will be withheld.
 - Continuance to provide a benefit supplement as above, running it through payroll but grossing up the amount of the benefit to cover taxes.
 - Offering a group policy to teachers. (CCEP's group would be tiny – 5 teachers or so.)
- Difficulties with technology on Friday night for the CCEP Gala have been reported to Andy Kosinski, the church staff member who is responsible for technology. Other concerns about technology have also been expressed to both Andy and Sherry Lawton-Fasic.
- The Licensing inspection is this Thursday. Our representative will probably be here for 4 hours or so, touring and inspecting the building and grounds, observing teaching, and going through personnel files and children's files.
- The Trike-a-Thon was a huge success. CCEP raised \$800 for St. Jude's and a fun time was had by all.
- Security updates – From the list that we created together on 4/21, here is a status update:
 - Create a crisis communication plan – the committee met today and got a good start. Thank you, Ashley Schlobach, for representing the BOT on this committee.
 - Duress button system and monitoring – Mike has a quote, but no action has been taken on this.
 - Push to talk intercom system at front door – Mike has a quote and is looking for a less expensive way to do this.
 - Practice emergency procedures – We did a lockdown drill with the teachers and discovered a few flaws we needed to correct. For the most part, it was successful.
 - The phone company came and activated our building-wide phone paging system. Teachers have been trained on how to use it.
 - The building-wide intercom system was tested and found to be limited to parish halls only.
 - Air horns were tested and found to be ineffective.
 - Detective Jenkins came to meet with Ruth, and she asked Jo to sit in on that meeting.
 - Jo contacted the Director of St. David's Day School (Janet Leishman) for the name of the person who provided security training to their faculty. That person is not willing to do a wider training, but Janet offered to provide the link to the excellent Power Point on the FEMA website.
- CCEP had their first ever resale shop and made \$354. Thank you to the Parent Association.
- CCEP hosted the DAIS Pre-K and Kindergarten teachers on 4/15.
- This year's Pre-K students are moving on to the following schools: Tower Hill (4); Wilmington Friends (1); Independence (3); Tatnall (3); St. Edmond's (2); Odyssey (1); Saint Mary Magdalen (1); Centreville Layton (1); PA Public (2)
- Students leaving before Pre-K are going to the following schools: Tower Hill (3); Tatnall (2); Independence (2)

PASTORAL MINISTRIES:

- Pastoral Ministries had a luncheon to honor and thank Bill Lane and George Karney for contributing their time and input. They said farewell to Margaretta Hershey who is leaving as representative from CCEP. They welcomed Fran Bayard as a new member. They also welcomed Jane Rubini as the staff representative. Amy Molina-Moore will be joining Pastoral Ministries as of June 1.

OUTREACH:

- The committee met on May 12.

- Jane Rubini presented a proposal for the Martin Luther King Jr. Communication Contest (to take place on January 18, 2016). This is a Wilmington community project that will give high school students from Cab Calloway, Charter School of Wilmington, Howard High School of Technology, Cathedral Choir School, and Delaware Futures the opportunity to speak about their hopes and dreams for the city of Wilmington and allow them to be heard by an audience including community leaders from government, business, educational, and faith based organizations. The proposal was met with great enthusiasm, and the committee voted to include this project under the Outreach umbrella. Spearheaded by Jane, committee members for the project include Faye Bonneau (YWCA Delaware), Anne Buckley, Carol Mongan, Joan Sharp, Susan Sherk, Charles Dale, Lynne Jensen, Al Smith, Steve Werbe, and clergy leader Bill Lane.
- June Collections will be cleaning supplies for UrbanPromise and STEHM.
- Tom Scott leads the process to select our next Jessie Ball du Pont Fund grant candidate. A subcommittee is forming to continue the discernment process (Tom Scott, Jane Romano, Susan Sherk, Rick Gessner). Three proposals were brought to the committee's attention:
 - Friendship House – replicate the Newark Empowerment Center outreach model to support homelessness in other areas of New Castle County
 - CCCH for the Global Missions Solar Power Project
 - CCCH for the CCCH Youth Service Corps
- Tomoko Werbe reported on the status of the Global Missions Solar Project.
- Planning continues for the October Outreach Agency Breakfast.
- UrbanPromise will not hold their annual retreat at CCCH this summer. This decision was made in light of the desire to offer other agencies the opportunity to use the Parish Hall. The Parish Hall Use Policy discussion was reopened. Rick Gessner will contact Maryann Younger to follow up.
- Outreach Agency visits to CCCH during coffee hours have not drawn significant parishioner interest. The committee will reevaluate how to move forward.
- The June 2 meeting and end of year luncheon has been postponed to June 9 so that Bill Lane and our new Associate Rector can attend. (There is another clergy event on June 2.)

ADDENDUM B - SPIRIT LIFE CLUSTER REPORT

ACOLYTES

- No report.

ADORNMENT

- No report.

ALTAR GUILD

- After a busy spring, the Altar Guild is looking forward to a simpler summer. There will be a June tea, but no date has been set.

ADULT CHRISTIAN EDUCATION

- No report.

CHILDREN'S MINISTRY

- Godly Play ends on May 17, and the Summer Godly Play program begins on May 31. A big thank you to all the Godly Play teachers this year: Martha Henley, Marilyn Tulloch, Heather Jefferson, Anne Keller, Mike and Missy Flynn, Marina Attix, Michele Harra, Marissa Stipa, Kendall Massett, Kristina Duncan, and Lynne Jensen. Each of you shared your heart and love with the third grade and younger children this year.
- A big thank you also to Nadine DiLorenzo for leading Godly Play Enrichment each week this past year and for leading the St. Nicholas Choir so beautifully. We are blessed to have Dr. D here at CCCH.

- Martha Holler and Beth Faulkner led the 4th and 5th grade class, Sowing Seeds of Faith, this year. A special thank you to these two amazing teachers.
- The Nursery has been coordinated by Leah Rowe with Stephanie Flowers, Margot LaCombe, and Carly Bartkowski. Thanks to these young women who give loving care to the youngest of our children each week.
- It has been an honor and joy to share in ministry with all these faithful, loving and awesome teachers! Each of you is a blessing to all of us here at CCCH, especially to our children!

YOUTH MINISTRY

- On April 26, 48 youth were confirmed here at CCCH. It was a glorious Sunday!
- On May 10, eight 7th grade youth participated in the Rite-13 Ceremony welcoming the youth into young adulthood.
- On May 10 the youth gathered together and celebrated their last day of class with fellowship, food, a great kickball game, and the opportunity to plant their part of the Keith Dawson Garden.
- A special thank you to all the adult advisors and leaders for the youth groups this past year. These are the amazing adults who helped to lead and guide our youth this past year by sharing so much of themselves and their faith.
 - 6th and 7th Grade – Chris Holler, Cathy Parsells, Mary Dougherty-Hunt, Clint Walker
 - 8th Grade Exploring Our Faith and Confirmation – Jane Romano, Lisa White, Joe Zakielarz
 - 9th-12th Grade BRIDGE Class Adult Advisors – Luke Mette, Rosanne Miller, Roberta Tucci, and Chuck Durgin
 - Confirmation – Lynne Jensen, Ruth Lawson Kirk, Amy Molina-Moore
- There will be several opportunities this summer for the youth and young adults to gather around the fire on a Sunday evening to meet and get to know our new Associate Rector, the Rev. Stephen Setzer and our new Curate, Amy Molina-Moore. Refreshments will be served. The two dates scheduled are June 7 and August 23. There will also be a date in September to be announced.
- Several of the youth participating on the youth mission trip to the Dominican Republic spread mulch and cleaned up the grounds at SOAR this past weekend. The youth will also have the opportunity to serve breakfast at Friendship House on June 6 at 6:45AM.
- The youth participating in the Youth Mission Trip to Jalonga will be commissioned on June 7. The trip will be June 13-20. Newly ordained Deacon, Amy Molina-Moore will be joining the group on June 15, and Brad du Pont will be joining the group June 13-16. The youth will be preaching on Sunday June 21 at the 10 AM service.
- The Youth Leadership Team will be saying goodbye to Justin Hill and Henry Mette, our graduating seniors. Christian Stanborough and Frances Buckley will be retiring as the Chairs and Natalie Szumel as Vestry representative. Next year's Youth Leadership Team will be: Natalie Szumel and Spencer Johnson, Chairs; Frances Buckley, Vestry Representative; Members – Abby Poole, Alexa Reilly, Peter Durgin, Andrew Farquhar, Rand Barton, Alexandra Pfleegor, Jackson Parsells, Brett Nilsen, Will Provine, Mark Cordell, and Christian Stanborough.

USHERS

- No report.

COFFEE HOUR/LEMONADE ON THE LAWN

- Signups for Coffee Hour and Lemonade on the Lawn have been dismal. Only two volunteers have come forward to assist between now and the end of the summer. Help is needed to generate interest in hosting this event, or we will need to rethink how we provide hospitality in this place.

PARISH LIFE

- The church golf outing was held again at Bidermann. There were 12 golfers (6 new participants), and the winners were Richard Laird, Jason Ayers, Jamie Holden, and Kevin Mrozinski. It was another great golf outing with Bidermann doing a fine job.
- The next big event is the Crab Feast scheduled for July 31. It is always a very popular event, and we expect a good turnout again this year. As always the availability of crabs at a reasonable price is an issue and will determine the price per person of the event.
- The next PLC meeting is on Monday, June 8.

GREEN SHOW

- No report

WELCOMING

- No report.

ADDENDUM C - STEWARDSHIP CLUSTER REPORT

Please note that there are new committee chairs for all committees under the Stewardship Cluster.

STEWARDSHIP COMMITTEE – *Ken Hilk, Chair*

- We had a small core team meeting on Monday, May 4 to continue planning our approach to the 2015 Stewardship Campaign. I also met last week with Mike Sayer and plan to meet with Ruth this week, both of whom will participate on the committee. We are in the process of selecting 3-4 additional committee representatives, and we are particularly interested in any help the Vestry can give to help us with a diversified set of parishioners. We are especially looking for a younger or young family parishioner, one or two more women, and a person to represent our older parishioner generation. In addition, we are starting to set the calendar planning in order for the fall campaign.

BUILDINGS & GROUNDS COMMITTEE – *Linda Boyden, Chair*

Special Note:

- This is my last Vestry Report as Chair of the Buildings & Grounds Committee. It has been a pleasure to serve in this capacity for the last 8 ½ years and lead the efforts of a very talented, committed group. On June 1, Jeff Schlerf will become the new chair and John Faulkner the vice-chair. I have agreed to remain on the committee and look forward to continuing to serve. Thank you! – Linda

May Project Status Report

\$ 20,000	Church Phase III renovations to the Lower Level of the Church. Specifications and bid complete. Work to begin in June.
\$ 50,000	Audio-Visual Installation of new systems in the Church & Parish Center. The AV sub-committee has reviewed bids and selected <i>Sound Designs</i> to complete the project. We will be working through details and questions next week and expect to award the contract. The work will be completed over the summer.
\$ 9,800	Church and Chapel refinishing of hardwood floors under pews. Waiting on bids for with all flooring-related projects; to be awarded at June meeting. Work will be scheduled over two weeks in July or early August when services can take place outside or in Parish Halls.
\$ 9,500	Sextons House removal of old carpeting and refinishing of all hardwood floors. Coordinated with flooring project above over the summer.
\$ 6,500	Parish Halls protective polyurethane coating on wood floors. Coordinated with flooring project above over the summer.
\$ 10,500	Sextons House replacement of 30-year-old roof and gutters. Waiting on bid; summer installation.
\$ 1,800	CCEP playground addition of an outdoor drinking fountain. COMPLETE; \$800 under budget.

\$ 6,300	CCEP Bathroom Phase II renovations to the large Children's bathroom. 2 nd floor specifications complete; proposal in process; Parish Center to include new toilets, partitions, and tile repair. Planning for mid-summer installation.
\$ 5,000	Landscaping Phased Master Landscaping Plan for the property. Identification of trees in danger of falling is in process; any removal will take place over the summer. Review of winter damage to new plantings along parking lot has identified possible replacement of new magnolias. New trees to be installed in conjunction with paving repair.
\$ 15,000	Parking Lots Asphalt repair/resealing of lots and sidewalks. Currently being bid for late-summer installation. This will include repairs to the drives at the circle entrance and in front of the rectory. We have delayed removing the tree causing the damage at the circle entrance for years and have decided to remove and replace the tree with an appropriate selection to avoid future driveway damage. The tree in front of the rectory will remain and the damaged drive will be reconfigured to avoid future damage and provide improved circulation.
\$ 13,440	Contingency Reserve – unforeseen, emergency, new and expanded projects. Currently in progress: CCEP storage shed door repair complete, Exterior light fixture cover complete, installation of bronze dedication plaques in process. After obtaining pricing, we decided to purchase new side chairs outside the Parish Halls instead of reupholstering. The (2) outside the Commons room will be purchased now; (2) at the circle entrance will be purchased either with available funds at the end of the year, or included in the 2016 budget.

PERSONNEL COMMITTEE – Lu & Andy Johnston, Co-Chairs

- The Personnel Committee met on May 5.
- We continue to work on the landlord/tenant terms and conditions.
- The committee decided that when Andy M. moves into the church apartment, Andy K. will set up a system so that Andy M. will receive the pension benefits of "housing provided."
- Ruth reported that a staff performance evaluation process has been developed. These will be conducted in June. Ruth has identified parishioner involvement for Lynne Jensen and Jo Harney's performance reviews. Personnel chairs with the Sr. Warden will conduct Ruth's performance evaluation.
- The committee discussed ways to integrate Amy and Stephen into the life of the parish, ongoing roles for Bill and George, and generalities of Bill Owen's situation. (Andy and Lu remain involved with more detailed conversations on this matter.)
- The committee thanked Larry for his active participation and wisdom.
- Ted Cover has agreed to join the committee and serve as Chairman.

FINANCE COMMITTEE – Wes Jones, Chair

- The committee met on April 30. We reviewed and approved the 1Q15 Financial Statements with no issues to report to the Vestry. We want to pass along that computer expenses will be higher in the second quarter than budgeted due to unanticipated cyber and data protection security issues – estimate is \$5,000 at this time.
- Andy provided an update on the status of the Internal Accounting Controls review discussed last month, noting that preliminary work has begun with an estimated August completion date for the project.
- The Treasurer reported current year pledge dollars collected are tracking true to form with respect to budgeted year-to-date pledges expected. In addition, \$20,397 of prior year pledges still outstanding have been collected this year, an increase of 128.9% as compared to last year, the result of a collaborative effort with Stewardship and Vestry to follow up with parishioners and send out reminders this past January and February.
- Committee membership turnover was discussed. Paul Stanborough, John Crossan, and the chair will be cycling off in June. Candidates for the opening parishioner seat and the chair were discussed.

Submitted by John Chabalko