



The vestry was called to order at 7:16 pm, once a quorum (2/3) was present.

Attendance

Nicholas Morris-Kliment (Rector)	X	Scottie Miller (Associate Rector)	X	Duncan Allen (Treasurer)	X	Tim Lysaght (Warden)	X
David Carnahan (Clerk)	X	Joe Barr	X	Janet Haines	X	Martin Walter	
Phil Trussell	X	Jeff Murphy	X	Stefano Migliuolo	X	Nardin Baker	X
Michael Niden	X	Patty Smith	X	Stan Hitron	X	Denise DeGroff	X
Linnea Wren	X	Kimberly Rocco	X				

Organizer (Nick) Timekeeper (Scottie)

Worship/Christian Learning

We read and prayed, guided by the daily devotion, BCP, 139

Newcomer/Fellowship

We reviewed the newcomer article, and compared experiences at other churches, such as Greendale. Stefano noted that we have an “Ask Me” button to invites. Nick asked how we could flip the behavior, so we approach others without prompting. Jesus engages without fear. We discussed a personal invite to coffee hour.

Warden Election

Joe Barr lead the discussion leading to Stan Hitron’s election as Warden pro tem.

A motion was made to elect Stan Hitron as Warden pro-tem, to serve until the date of the 2019 annual meeting.

The motion passed with unanimous support.

Nick proposed that the departing Vestry serve as the nominating committee for new vestry, which is otherwise appointed by the Rector. This proposal met general agreement, but the vestry did not want to consider changing the bylaws to mandate this.

Report Q&A

1. Rector, see appendix A

The attendance is up roughly 3% year over year, the 5:30 service is attracting a new segment. Kim suggested increased social media presence. Our listing in the Needham Times and Hometown Weekly need to be updated. Stan volunteered to write something.



2. Children youth and Family

There is a concern over children's choir and youth group. Mike Niden is putting together a list of attendees parents and work on scheduling.

3. Property

In brief, the tenants are happy, construction for Total Eclipse is essentially complete, and Ken, our new Sexton, is doing a great job. The flood we faced two weeks ago stems from a leak on our property, between the curb and the building. Our water supply is currently coming from COH. ARS Restoration Specialists came in to mitigate flood damage, and that cost will be carried by insurance. The water line will be sleeved, if possible, in the coming week.

4. Stewardship update

Nick thanked those who put together the mailing. Five categories of letters have been drafted, along with envelopes, which will be stuffed this week on Thursday.

Nick reviewed the course he is taking in Boston, focused on nonprofits. It covers giving, framing giving in theology, and best practices. He shared a series of handouts from his class, to give the vestry a sense of current thought about giving. We then interviewed each other about giving, and how we would like to be remembered.

5. Treasurer's Report

See Appendix C

The projected deficit will be \$18k, about half of that first projected in January, due to revenue from the summer appeal, new renters, and a grant, which is offset by extra expenses, notably dance studio improvements, and repairs to solar panels.

A motion was made to authorize up to a \$5000 out-of policy withdrawal from the endowment to defray costs for repair of the water line.

The motion passed

A motion was made to authorize a \$15,000 out of policy withdrawal from the endowment to fund the costs of rental facility improvements for Total Eclipse Dance Studio. This shall be returned to the endowment by then end 2019.

The motion passed



A motion was made to designate the Rector as being the approving party for the Controller/bookkeeper's invoices in lieu of the Treasurer.

The motion passed

A motion was made to request that the Treasurer identify one or more criteria for a class of journal entries that might be considered 'significant' and report to Vestry by its November 2018 meeting. Further, the Vestry commits to reviewing and approving a list of all such journal entries quarterly, in conjunction with the Treasurer's quarterly reports beginning with the first quarter of 2019.

The motion passed

A motion was made to direct that following the completion of finance committee work to identify particulars of the endowment funds, the Treasurer include a statement regarding the adequacy and/or appropriateness of available endowment funds for the purpose of any out-of-policy request for such funds.

The motion passed

6. Newcomer/Fellowship report

See appendix D

7. Music

See Appendix E

Dates to remember

- 10/20 Building the World with Love Concert, 7 pm
- 10/21 Fall annual appeal Kick off
- 11/4 Diocesan Convention
- 11/18 ingathering/ Common Art Opening
- 11/20 Vestry 7:15 pm

Closing

The meeting adjourned at 9:17.



Appendix A. Rector's Report

A.1. Worship Attendance:

As an exercise, I compared the first 5 Sundays of the program year in 2017, before adding the 5:30 service to the same 5 Sundays of this year.

<u>Early Fall 2017</u>	attendance	<u>Early Fall. 2018</u>	attendance
9.10.2017		9.9.2018	
8:15	20	8:15	8
10:00	100	10:00	116
		5:30	9
total	120		133
9.17.2017		9.16.2018	
8:15	11	8:15	18
10:00	102	10:00	93
		5:30	24
total	113		135
9.24.2017	(Cuttyhunk)	9.23.2018	
8:15	12	8:15	6
10:00	112	10:00	93
		5:30	17
total	124		116
10.1.2017		9.30.2018	
8:15	12	8:15	14
10:00	111	10:00	92
		5:30	21
total	123		127
10.8.2017	(Long Weekend)	10.7.2018	
8:15	18	8:15	9
10:00	80	10:00	65
		5:30	11
total	98		85
GT	578		596
			3%

Though probably too early to mean anything big, by my math, this is a 3% increase over the same period last year. Apart from the numbers, which is one way to measure impact, what has been interesting to me is that the 5.30 continues to draw worshippers from our known "base" whom we don't see at 9am in the summer or 10am in program year, including families with kids. To me this means that worship is important to them, and they will come when we accommodate their schedules. They are clearly grateful to have the opportunity to worship. I have been able to bring the occasional kid up to the altar to help me serve. The occasional newcomer shows up as well.



A.2. Formation and Fellowship

I am greatly encouraged by events in both in the continuing-to-evolve men's and women's formation and fellowship.

The Women's Luncheon sponsored by PRM was a huge success; nearly 60 women of all ages participated, though there were more older women than younger. PRM received some of the most wonderful thank you letters you can imagine. There is an event planned for November, as well as and Advent retreat.

The planning session for the men's "Continuing the Discussion with a Meal" drew nine men for a delicious meal and a very fruitful discussion of guidelines for podcast discussions and a meal on four evenings in November and December. That venture, a continuation of the men's book group of last year, has been beautifully led by John Carr and Brian Mukherjee. That group continues to draw men who have not been able to make Cuttyhunk, who want to extend the spirit of that weekend year 'round, and those who simply want to make meaningful connection with other men around faith and other big questions—and to eat.

The Confirmation program will present 8 confirmands to Bishop Bud on October 27. We will present one adult for reception as well. Stan and Emilie Hitron will rotate off after 3 faithful years as wonderful teachers. Recruiting for teachers is in process. The 2019 date is in mid-September, which is an awkward date. We may consider a hiatus of a year to rethink the program and gather a larger cohort.

A.3. Election Committee: By Laws Article IV, section 1

I'd like to try something to constitute the Election Committee that looks to be consistent with the by-laws but is a little simpler. I propose that the Vestry members who are in their last year of Vestry service become the core of the Election Committee. Thus, for this coming election season, the Election Committee, so constituted, would consist of those rotating off as of the 2019 Annual Meeting: Nardin Baker, Kim Conrad Rocco, Jeff Murphy, and Martin Walter. Bill Hagar has agreed to do a second year as Chair, and Nancy Stern to serve a second year as well. Assuming everyone says yes—we have a committee of six members—the by-laws call for at least five members.

A.4. Stewardship

I will have more to say on Tuesday, but I do want to heartily thank the Stewardship Team of Duncan Allen, David Carnahan, Jeff Murphy, Stefano Migliuolo, and Phil Trussell for their dedication of time, energy, and expertise. Particular kudos go to Stefano and Dave, who made mail merge happen.



Appendix B. Associate Rector's Report

B.1. Church School

Many thanks to Nardin Baker, who is helping with support and administration of our children's programs. Our teachers include: Joe Barr, Virginia Carnahan, Dottie and Bill Hagar, Kevin Ruddy. Our Chapel Leaders include Diane Gaitley and Patty Smith. Following are some of highlights and challenges this fall:

- A number of parents have volunteered to assist with special projects.
- 21 children are registered for church school and chapel, 1 toddler is registered for nursery care with Geralda Jean.
- Nardin is working to administer our Safe Church training, and ensuring that all the volunteers who work with children are certified. The next steps after that are to make sure all volunteers are Safe Church trained.
- We're working to make sure we have a good database, and that all children are entered into our Realm system at church.
- We distribute "The Sunday Paper" each Sunday, which is a lectionary-based hand out with a summary of the gospel, and activities.
- We'll be tracking attendance and making sure we know who is attending, and so we can follow up as needed.
- Upcoming: Guided Eucharist, November 11.

B.2. Youth Group

Mike Nlden has agreed to assist with youth group, and I am very grateful for his help. This year, our goal is to build a cohesive and supportive group. We are meeting twice a month, with food and an activity. Our hope is to do some activities in conjunction with the diocesan youth programs. We had six young people at our first meeting, and at the second, we were joined by the confirmation class, and had 14 teens.

Goals in the coming months:

- Participation in La Posada in Chelsea-traditional Advent celebration in the Hispanic tradition commemorating the Holy Families trek to Bethlehem
- Collaboration with other Deanery and Diocesan youth workers
- Service trip (date and place tbd)
- Ski trip/retreat at BCH Camp (January or February)
- Retreat/spring trip to BCH (ropes course, activities)



Appendix C.

Treasurer's Report

Christ Episcopal Church, Needham MA Treasurer's Report – Third Quarter of Calendar 2018

Operations

As of the end of September 2018, total operating revenues were \$399,831 or 103.0 percent of the forecast for the third quarter of 2018. Operating expenses were \$427,009 or 93.1 percent of the quarterly forecast. Results for this quarter include some of the early 'returns' from the summer 'We're All In' campaign which was undertaken to offset a significant increase in the operating deficit forecast in the second quarter.

The results by operating budget line item may be found on the reverse of this page. Items worthy of note include:

- The pledge and regular support income line item is at 96.3 percent of forecast, including receipt of some of the increased pledge commitments of \$20,556 made during the summer campaign.
- We have benefited from some unforeseen donations by parishioners and a \$6,000 Congregational Development grant from the diocese for the music for our new 5:30 pm service.
- Damage to one of our solar arrays from squirrels cost us about \$2,500 to repair and ran up our electric bill by about \$1,000 while it was down. .

Outlook

Two developments have made the outlook for the rest of the year a bit complicated: First, the summer campaign is expected to net us more than \$40,000 from pledge increases and the one-time gifts that parishioners made for the matching funds. Second, we are spending about \$15,000 to make improvements for a new tenant, a dance studio. Their rentals will pay the improvements off by the middle of 2019, but as of the end of the year, our books will be carrying about \$6,000 'owing' on this. Therefore our cash accounting is now projected show a deficit of about \$18,000 at year's end, about half the amount projected in January 2018.

Vestry Actions

Vestry needs to approve responses to the diocesan auditor's comments for 2017.

Vestry will be asked to authorize up to \$20,000 as an out-of-policy draw from the endowment to cover operations to the end of 2018.

Respectfully submitted,

Duncan W. Allen, P.E.
Treasurer



September 2018 Treasurer's Statement	2018 Budget	2018 Actual	Actual - Budget	Actual / Budget	2018 Annual Budget	Projected 2018 Year End	Difference
Revenue:							
Offerings							
Pledge Income and Regular Support	\$ 261,387	\$ 251,608	\$ (9,779)	96.3%	\$ 397,500	\$ 396,286	\$ (1,214)
Loose Plate	\$ 3,333	\$ 5,186	\$ 1,853	155.6%	\$ 5,168	\$ 7,500	\$ 2,332
Christmas & Easter Offerings	\$ 2,000	\$ 2,530	\$ 530	126.5%	\$ 5,200	\$ 6,000	\$ 800
Donations/Gifts	\$ 2,236	\$ 35,469	\$ 33,233	1586.3%	\$ 10,600	\$ 45,156	\$ 34,556
Diocesan Assistance (1730 music)	\$ -	\$ -	\$ -	#N/A	\$ -	\$ 6,000	\$ 6,000
Fund Raising Events	\$ 5,000	\$ 2,111	\$ (2,889)	42.2%	\$ 12,500	\$ 5,000	\$ (7,500)
Investment Income							
Facility Rental Income	\$ 68,472	\$ 64,127	\$ (4,345)	93.7%	\$ 95,000	\$ 100,145	\$ 5,145
Endowment Income	\$ 45,866	\$ 38,800	\$ (7,066)	84.6%	\$ 61,155	\$ 61,155	\$ -
Total Operating Revenue	\$ 388,294	\$ 399,831	\$ 11,537	103.0%	\$ 587,123	\$ 627,242	\$ 40,119
Expense:							
Operations & Education							
Child Care	\$ 1,656	\$ 1,788	\$ 132	108.0%	\$ 2,208	\$ 2,700	\$ 492
Family Ministries	\$ 1,122	\$ 623	\$ (499)	55.5%	\$ 1,800	\$ 1,500	\$ (300)
Adult Education	\$ 140	\$ 100	\$ (40)	71.4%	\$ 150	\$ 150	\$ -
Holy Grounds	\$ 523	\$ 685	\$ 162	131.0%	\$ 700	\$ 900	\$ 200
Music	\$ 8,474	\$ 5,094	\$ (3,380)	60.1%	\$ 13,000	\$ 12,700	\$ (300)
Office Supplies & Expense	\$ 5,045	\$ 4,428	\$ (617)	87.8%	\$ 6,500	\$ 6,500	\$ -
Vestry	\$ 750	\$ 696	\$ (54)	92.8%	\$ 750	\$ 600	\$ (150)
Postage	\$ 1,099	\$ 839	\$ (260)	76.3%	\$ 1,650	\$ 1,650	\$ -
Stewardship & Planned Giving	\$ -	\$ -	\$ -	#N/A	\$ 500	\$ 500	\$ -
Telephone	\$ 1,987	\$ 1,794	\$ (193)	90.3%	\$ 2,650	\$ 2,650	\$ -
Travel	\$ 3,150	\$ 3,525	\$ 375	111.9%	\$ 4,200	\$ 4,200	\$ -
Treasurer	\$ 12,950	\$ 12,060	\$ (890)	93.1%	\$ 17,500	\$ 18,000	\$ 500
Worship	\$ 2,270	\$ 2,300	\$ 30	101.3%	\$ 2,750	\$ 2,750	\$ -
Altar Guild	\$ 374	\$ -	\$ (374)	0.0%	\$ 500	\$ 500	\$ -
Flowers	\$ -	\$ 461	\$ 461	#N/A	\$ -	\$ -	\$ -
Technology	\$ 2,008	\$ 1,979	\$ (29)	98.6%	\$ 2,750	\$ 2,750	\$ -
Communications	\$ 778	\$ 656	\$ (122)	84.3%	\$ 1,250	\$ 1,250	\$ -
Fellowship	\$ 740	\$ 1,147	\$ 407	155.0%	\$ 1,400	\$ 1,800	\$ 400
Outreach*							
Community Concerns	\$ 3,500	\$ 3,325	\$ (175)	95.0%	\$ 7,000	\$ 7,000	\$ -
Parish Partnership	\$ 2,584	\$ 2,572	\$ (12)	99.5%	\$ 3,876	\$ 3,876	\$ -
Payroll/ Taxes/ Insurance/ Pension							
Payroll Expense	\$ 204,937	\$ 197,605	\$ (7,332)	96.4%	\$ 275,900	\$ 275,900	\$ -
Taxes - Payroll	\$ 7,090	\$ 6,024	\$ (1,066)	85.0%	\$ 9,720	\$ 9,720	\$ -
Insurance - Health	\$ 19,170	\$ 20,320	\$ 1,150	106.0%	\$ 25,560	\$ 25,560	\$ -
Church Pension Premiums	\$ 29,063	\$ 22,075	\$ (6,988)	76.0%	\$ 38,750	\$ 38,750	\$ -
Continuing Education (Clergy)	\$ 1,873	\$ 1,186	\$ (687)	63.3%	\$ 2,500	\$ 2,500	\$ -
Property Improvements & Maintenance							
Building Repairs	\$ 12,408	\$ 19,472	\$ 7,064	156.9%	\$ 17,500	\$ 37,500	\$ 20,000
Building Maintenance	\$ 15,713	\$ 14,887	\$ (826)	94.7%	\$ 18,750	\$ 20,250	\$ 1,500
Grounds	\$ 10,441	\$ 8,065	\$ (2,376)	77.2%	\$ 13,000	\$ 12,500	\$ (500)
Building Supplies	\$ 2,804	\$ 3,936	\$ 1,132	140.4%	\$ 3,800	\$ 4,800	\$ 1,000
Cleaning Service	\$ 14,625	\$ 12,317	\$ (2,308)	84.2%	\$ 19,500	\$ 19,500	\$ -
Electricity	\$ 2,992	\$ 4,467	\$ 1,475	149.3%	\$ 4,000	\$ 5,000	\$ 1,000
Heat (fuel - oil & gas)	\$ 8,236	\$ 9,029	\$ 793	109.6%	\$ 12,250	\$ 13,500	\$ 1,250
Insurance - General	\$ 18,000	\$ 19,683	\$ 1,683	109.4%	\$ 24,000	\$ 25,000	\$ 1,000
Copier	\$ 3,860	\$ 4,004	\$ 144	103.7%	\$ 5,200	\$ 5,200	\$ -
Sewer & Water	\$ 3,110	\$ 2,031	\$ (1,079)	65.3%	\$ 4,200	\$ 4,000	\$ (200)
Repay Diocesan Green Loan	\$ 4,149	\$ 4,149	\$ -	100.0%	\$ 5,531	\$ 5,531	\$ -
Diocesan Assessment							
Diocesan Assessment	\$ 50,921	\$ 33,687	\$ (17,234)	66.2%	\$ 67,895	\$ 67,895	\$ -
Sub-Total Expense	\$ 458,542	\$ 427,009	\$ (31,533)	93.1%	\$ 619,190	\$ 645,082	\$ 25,892
Contingency	\$ -	\$ -	\$ -	#N/A	\$ 3,867	\$ -	\$ (3,867)
Total Operating Expense	\$ 458,542	\$ 427,009	\$ (31,533)	93.1%	\$ 623,057	\$ 645,082	\$ 22,025
Operating Surplus (Deficit)	\$ (70,248)	\$ (27,178)	\$ 43,070		\$ (35,934)	\$ (17,840)	\$ 18,094



Appendix D

Newcomer/Fellowship Vestry Update- Kim Lysaght

1. Sign Up genius is active and has been sent to all Committee Members as well as Vestry to sign up to be greeter.
2. The post its from the Vestry meeting about ideas and suggestions has been compiled and can be viewed at this link:
https://docs.google.com/document/d/1Nzw2LQO5zBYdBzh7LcoCpYntmpHHiDUXRtJaGUZ5V_E/edit?usp=sharing
3. The Committee will be meeting again (meeting time TBD) to go over the suggestions from the Vestry and discuss next steps.

Appendix E

Music Report - Pam Goody

Since September, we have had a number of art and music events and look forward to more in the near future. The Community Art Gallery in Upper Parish Hall is generating a lot of interest. It is a gallery dedicated to reaching out to the community with a variety of themes. Artists of any age and of any ability can show their masterpieces and be a super star. Portions of the artwork sold, goes to an organization that helps people in the community. For instance, our Farmers' Market project on September 23 was a big success. I think it was a good time of year for this project, as folks are getting into the harvest season. It's before the major holiday rush, giving people time to chat and browse and just have fun. We made \$700. We donated \$600 to Community Servings and \$100 to Friends of Music, both worthy causes.

For the past couple of weeks, we have displayed animals in honor of St. Francis Day. Yesterday, after church, people gathered around tables in the sunshine to paint portraits of their beloved pets. Again, it was a chance to share in friendship through art.

This coming Thursday, the 11th, Lucy Nims-LaFleche and I will be hanging another themed exhibit: "We Build the World with Love," featuring young artists from Needham, Sudbury, and even Rhode Island. On Saturday, October 20 at 7:00 PM, a concert of the same name will be heard in our Sanctuary. Cantorial Soloist, Jodi Blankstein and the band "Sanctuary" will present an interfaith concert with songs of peace, reconciliation, friendship. Our Choir will be singing with Jodi and the band as well as three selections of our own. All Needham houses of worship have been invited, Jodi's Congregation B'nai Torah of Sudbury with Rabbi Lisa Eiduson, the Islamic Center in Wayland, Kids4Peace Boston and their families, Needham Superintendent Gutekanst, School Committee Members, and more. I don't know who in particular will attend, but it's going to be a great turnout. Please spread the word to your social media contacts and your friends and family. I will attach a poster that you can print or send electronically.

After the concert, the audience is invited to a reception in Upper Parish Hall, where they can chat and buy the youths' artwork for a donation of any amount. The proceeds will go to Kids4Peace Boston, an organization that trains youth (grades 7-12) to become peace leaders. This combination concert/art exhibit is yet another way to reach out to the community and bridge trust and understanding through the universal language of music and art. We SO need some feel good songs that bring us peace and unity.

If anyone would like to bake some cookies or bars, it would be appreciated. Just drop them off before the concert. Thank you.