



The vestry was called to order at 7:15 pm, once a quorum (2/3) was present. Time Keeper- Mike Niden, Worship-Duncan Allen, Chair-Joe Barr/Norms

Attendance

Duncan Allen	X	Nardin Baker	X	Joe Barr	X	David Carnahan	X
Kimberly Conrad	X	Denise DeGroff	X	Janet Haines	X	Tim Lysaght	X
Nicholas Morris-Kliment		Jeff Murphy	X	Stefano Migliuolo		Scottie Miller	X
Michael Niden	X	Patty Smith	X	Phil Trussell	X	Martin Walter	
Linnea Wren	X						

Worship/Christian Learning (20)

We read from a Service of Light, then from the Gospel of Luke and the New Zealand Prayer book.

Information (20)

Children/Youth/Families (Written-Scottie) See Appendix A

HR—(Written-Jeff) See Appendix B

Women’s Spirituality (Written-Denise) See Appendix C

Audit/Treasurer’s Report (Written-Duncan) See Appendix D

Newcomers (Written Janet Haines) See Appendix E

Other: we received a grant from the Diocese of \$6k to support music at summer afternoon services

Discussion (30)

Children/Youth/Families

Two items to stress from the written report- Nardin will assist with admin and tech support, and Mike Niden will help with youth group. A couple more teachers are sought for the fall.

Expressions (Bob Begin)

The committee has significant horsepower, and we are pretty much on track now. On June 25th, we will have a meeting with Amy and one of her staff, to come to agreement on this issue. This meeting will be without lawyers, back to a working relationship. The committee will meet on Thursday to avoid surprises. We will draft terms at that time, and convert them to a letter of intent that evening if possible. A lease will then follow before the end of the month. Bob will attend as a witness/facilitator. A five year term is sought to amortize those upgrades. The increased rent will support some investments in the facility. There’s no increased revenue to the church. *A motion*



was made to authorize a withdrawal from the endowment, not to exceed \$60,000 to make these upgrades and to repay this investment over the next five years from the increased rental income. The motion passed.

HR

Ingrid Melvin and Jeff Murphy met with the staff to talk about health care and other issues. There are some meetings coming up with the rector to communicate these concerns. The staff doesn't appreciate that they are limited in hours to keep them without healthcare. We are gearing up to find a replacement for Michael Beagan. One option is to replace the role as is, another option is to scale that back and add it to the parish administrator's role. There are 3 major areas- routine maintenance, preparing the facility for various uses, and tenant management. The vestry agreed to collect a purse for Michael.

Women's Spirituality

Denise reported that 30 women met at Nancy Sterling's place for fellowship and discussion about how this group should form. A luncheon will be held on the 30th of September, after church.

Audit/Treasurer's Report

Expenses are on track; income is somewhat off. The "We're All In" summer campaign was launched to try to address this.

Newcomers

Janet reported that there has been no new developments since our last visit by Kim Lysaght.

Stewardship (Phil Trussell)

On the "We're All-In" summer drive, a pot of about \$15,000 has been made available for matching, about \$2,500 has been promised as increased giving. With matching we have ~\$5,000 so far. There remains \$12,500 in matching funds. We will contact a number of people personally. We will have a roundup for the fall campaign.

Parking Lot/Other Business (15)

The vestry agreed to discuss the elder care initiative at our next meeting.

Stucco: the property committee was instructed to review this issue.

Attendance: Nardin had a sense that attendance was falling, and wanted to determine what factors influence this trend. We have that data up to April 8. The analysis shows a drop off, ameliorated by starting the Simple Sunday services, which has added ~20 ppl. At present we are stable in attendance. Last year was tough across the diocese, and we are slightly better now, after a couple poor years. We haven't seen much organic growth yet. Jeff suggested that we analyze data quarterly, starting 9/18. Joe, Mike, Janet, Linnea, and Nardin will determine their charge.

Online sermons: Recordings are already made, every week. We just need to have someone cut the audio file and post it each week. There may be software to clip out sermons nearly automatically. We need to train staff on how to record this. Nardin will look at how to create a stream.



RAID Code	Description	Date Opened	Owner	Action to be Taken/Status/Resolution	Due Date	Date Closed
AI	Elder action	9/2017		Report to be sent to the vestry by Linnea Wren.		
AI	Stucco on Sanctuary	9/2017		Looks unsightly, could be cleaned, or the flashing could be repaired. There isn't funding for now. Pushed to property		
	Attendance	9/2017	Nardin	Nardin analyzed attendance to determine trends. Jeff suggested we review it quarterly.		
AI	Stained glass lighting	11/2017	DC			
AI	Create online sermons	12/2017	DC, Tim	A recorder already turns on the sermon. Data gets stored already. We just don't do anything with that data-yet.		
	Stained glass leaks	5/18				
	Drip in chapel roof	5/18				
	Vestry drop box/ google drive/calendar	6/18	Nardin	Nardin suggested calendaring apps and vestry signups online too. We have 10 groups with calendars. We need a more vibrant online calendar.		

Where:

R= Risk, AI = Action Item, D=Decision

Action Items/ Follow up with absent members/Adjourn and Closing Prayer (5)

DATES TO REMEMBER

Nick Returns, June 23

No July Vestry Meeting

Vestry Meeting, August 21

We're All In target date for ending is September 1.



Appendix A. Children's and Youth Ministry Report, Mary Scott Miller

- Our nursery care provider, Geralda Jean, is expecting her first child in July. She is currently planning on returning this fall, but she will keep me posted after the baby is born.
- Church school teachers met May 20. They are generally pleased with the curricula we're using and we will continue.
- Church school and chapel resume September 9. We will commission teachers and bless back packs at the 10 o'clock Eucharist as well.
- Registration. Our hope is to do registration this year mainly electronically prior to September 9.
- We are in the process of planning the calendar, recruiting additional teachers and other volunteers, and working out additional activities for children and young people, as well as support and care for teachers. (Thoughts are a social event for teachers at the end of the summer, some outings for families and for children, service opportunities.)
- Nardin Baker will be assisting with church school administration and technical support.
- Youth group will begin meeting on September 9. Beginning this fall, we will meet twice a month.
- The primary goal I have for youth group is for it to become a self-sustaining community with regular meetings, outings, service projects, and other activities, that is not focused solely on the week-long service project. The service project would be one activity, not the whole goal. We are looking at how much of a component fundraising for the service trip will be.
- Mike Niden will be assisting with youth group this year. Bob Keener will have some role, probably assisting with special projects.
- In terms of recruiting for children's and youth ministries, I have one new volunteer for church school. I need as many as three more. I would like one more volunteer to assist with youth group.

Appendix B Human Resources Committee, Jeff Murphy

At Nick's request, several of the Human Resources Committee met with the lay staff on May 21st to listen to their concerns regarding the lack of health insurance benefits for staff who work less than 30 hours/week. This issue had arisen last June when one of our staff lost her family health insurance that had been provided through the employer of her spouse. The issue has re-surfaced again this year as the existing health insurance coverage available outside of their Christ Church employment is potentially subject to change given the age of their dependents or the possible loss of employment for a spouse who presently carries the family coverage. Human Resources members also spoke with the Diocesan benefits representative to clarify the Diocesan requirements regarding provision of health insurance and the plan options available to lay employees and clergy and the associated costs. Human Resources members will attend the June 28th meeting Warden's meeting with the Rector to report on their discussion with the staff and to assess how best to respond in follow-up.

Given Michael Beagan's resignation from the Facility Manager position, the Human Resources Committee has developed draft updated position descriptions in preparation for the recruitment of his successor. One option under discussion is whether we transition some of the tenant management functions to the Parish Administrator, thereby increasing her hours and making her eligible for health insurance benefits. Once the decision has been made about the scope of the Facilities role, our recruiting efforts will get underway.

Appendix C. Ministry with Women/Women's Spirituality Group, Denise DeGroff

From May's report- On April 24, 8 women met at Abby Carr's house to brainstorm ways to deepen the connections among women at Christ Church. Attendees in addition to Abby were the Rev. Scottie Miller, Annie Russell, Myra Anderson, Kim Benner, Denise DeGroff, Patty Smith, and Nancy Sterling. By all accounts this was a rich gathering, full of a variety of ideas and hopes and dreams for what God may have in mind for the women of the parish. The next concrete step is a potluck meal at Nancy Sterling's house after the 5.30 service on Sunday, June 3.



All of these ministries represent our congregation striving to more effectively love God and neighbor as Jesus teaches. I find them to be very encouraging, and feel the Holy Spirit is clearly present. Of the aforementioned, Stewardship is the ministry that most needs our prayerful, anxiety-free, attention.

Appendix D. Treasurer's Report, Duncan Allen

May 2018 Treasurer's Statement	2018 Budget	2018 Actual	Actual - Budget	Actual/ Budget	2018 Annual Budget	Projected 2018 Year End	Difference	Manager (voucher)
Revenue:								
Offerings								
Pledge Income and Regular Support	\$ 153,065	\$ 134,543	\$ (18,522)	87.9%	\$ 397,500	\$ 375,730	\$ (21,770)	#N/A
Loose Plate	\$ 2,413	\$ 3,908	\$ 1,495	162.0%	\$ 5,168	\$ 8,250	\$ 3,082	#N/A
Christmas & Easter Offerings	\$ 2,000	\$ 2,530	\$ 530	126.5%	\$ 5,200	\$ 5,500	\$ 300	#N/A
Donations/Gifts	\$ 1,668	\$ 9,461	\$ 7,793	567.2%	\$ 10,600	\$ 17,500	\$ 6,900	#N/A
Fund Raising Events	\$ 5,000	\$ 20	\$ (4,980)	0.4%	\$ 12,500	\$ 9,500	\$ (3,000)	#N/A
Investment Income								
Facility Rental Income	\$ 41,769	\$ 43,347	\$ 1,578	103.8%	\$ 95,000	\$ 95,000	\$ -	#N/A
Endowment Income	\$ 15,288	\$ 15,000	\$ (288)	98.1%	\$ 61,155	\$ 61,155	\$ -	#N/A
Total Operating Revenue	\$ 221,203	\$ 208,809	\$ (12,394)	94.4%	\$ 587,123	\$ 572,635	\$ (14,488)	
Expense:								
Operations & Education								
Child Care	\$ 892	\$ 1,284	\$ 392	143.9%	\$ 2,208	\$ 2,750	\$ 542	clergy
Family Ministries	\$ 762	\$ 333	\$ (429)	43.7%	\$ 1,800	\$ 1,800	\$ -	clergy
Adult Education	\$ 130	\$ -	\$ (130)	0.0%	\$ 150	\$ 150	\$ -	clergy
Holy Grounds	\$ 290	\$ 627	\$ 337	216.2%	\$ 700	\$ 700	\$ -	clergy
Music	\$ 6,500	\$ 6,364	\$ (136)	97.9%	\$ 13,000	\$ 13,000	\$ -	P. Goody
Office Supplies & Expense	\$ 3,128	\$ 2,778	\$ (350)	88.8%	\$ 6,500	\$ 6,500	\$ -	K. Ganz
Vestry	\$ 750	\$ 600	\$ (150)	80.0%	\$ 750	\$ 600	\$ (150)	J. Barr
Postage	\$ 857	\$ 482	\$ (375)	56.2%	\$ 1,650	\$ 1,650	\$ -	K. Ganz
Stewardship & Planned Giving	\$ -	\$ -	\$ -	#N/A	\$ 500	\$ 500	\$ -	C. Conrad
Telephone	\$ 1,103	\$ 999	\$ (104)	90.6%	\$ 2,650	\$ 2,650	\$ -	K. Ganz
Travel	\$ 1,750	\$ 750	\$ (1,000)	42.9%	\$ 4,200	\$ 4,200	\$ -	M. Badejo
Treasurer	\$ 8,250	\$ 5,781	\$ (2,469)	70.1%	\$ 17,500	\$ 17,500	\$ -	D. Allen
Worship	\$ 1,340	\$ 1,339	\$ (1)	99.9%	\$ 2,750	\$ 2,750	\$ -	clergy
Altar Guild	\$ 206	\$ -	\$ (206)	0.0%	\$ 500	\$ 500	\$ -	B. Brailey
Flowers	\$ -	\$ (49)	\$ (49)	#N/A	\$ -	\$ -	\$ -	K. Ganz
Technology	\$ 1,210	\$ 250	\$ (960)	20.7%	\$ 2,750	\$ 2,750	\$ -	T. Lysaght
Communications	\$ 596	\$ 656	\$ 60	110.1%	\$ 1,250	\$ 1,250	\$ -	clergy
Fellowship	\$ 710	\$ 648	\$ (62)	91.3%	\$ 1,400	\$ 1,400	\$ -	clergy
Outreach*								
Community Concerns	\$ -	\$ 3,425	\$ 3,425	#N/A	\$ 7,000	\$ 7,000	\$ -	C. Ruddy
Parish Partnership	\$ 2,584	\$ 1,292	\$ (1,292)	50.0%	\$ 3,876	\$ 3,876	\$ -	B. Murphy
Payroll/ Taxes/ Insurance/ Pension								
Payroll Expense	\$ 122,496	\$ 122,328	\$ (168)	99.9%	\$ 275,900	\$ 275,900	\$ -	M. Badejo
Taxes - Payroll	\$ 4,223	\$ 4,330	\$ 107	102.5%	\$ 9,720	\$ 9,720	\$ -	M. Badejo
Insurance - Health	\$ 10,650	\$ 13,723	\$ 3,073	128.9%	\$ 25,560	\$ 25,560	\$ -	M. Badejo
Church Pension Premiums	\$ 16,145	\$ 12,108	\$ (4,037)	75.0%	\$ 38,750	\$ 38,750	\$ -	M. Badejo
Continuing Education (Clergy)	\$ 1,040	\$ -	\$ (1,040)	0.0%	\$ 2,500	\$ 2,500	\$ -	M. Badejo
Property Improvements & Maintenance								
Building Repairs	\$ 4,635	\$ 8,923	\$ 4,288	192.5%	\$ 17,500	\$ 17,500	\$ -	T. Lysaght
Building Maintenance	\$ 5,937	\$ 7,754	\$ 1,817	130.6%	\$ 18,750	\$ 18,750	\$ -	T. Lysaght
Grounds	\$ 6,319	\$ 4,065	\$ (2,254)	64.3%	\$ 13,000	\$ 13,000	\$ -	T. Lysaght
Building Supplies	\$ 1,658	\$ 2,128	\$ 470	128.3%	\$ 3,800	\$ 3,800	\$ -	T. Lysaght
Cleaning Service	\$ 8,125	\$ 4,826	\$ (3,299)	59.4%	\$ 19,500	\$ 19,500	\$ -	T. Lysaght
Electricity	\$ 2,044	\$ 2,884	\$ 840	141.1%	\$ 4,000	\$ 4,750	\$ 750	T. Lysaght
Heat (fuel - oil & gas)	\$ 7,292	\$ 8,835	\$ 1,543	121.2%	\$ 12,250	\$ 13,000	\$ 750	T. Lysaght
Insurance - General	\$ 6,000	\$ 6,489	\$ 489	108.2%	\$ 24,000	\$ 24,000	\$ -	T. Lysaght
Copier	\$ 2,385	\$ 2,390	\$ 5	100.2%	\$ 5,200	\$ 5,200	\$ -	K. Ganz
Sewer & Water	\$ 790	\$ 873	\$ 83	110.5%	\$ 4,200	\$ 4,200	\$ -	T. Lysaght
Repay Diocesan Green Loan	\$ 1,150	\$ 1,150	\$ -	100.0%	\$ 5,531	\$ 5,531	\$ -	M. Badejo
Diocesan Assessment								
Diocesan Assessment	\$ 16,873	\$ 16,843	\$ (30)	99.8%	\$ 67,895	\$ 67,895	\$ -	D. Allen
Sub-Total Expense	\$ 248,820	\$ 247,208	\$ (1,612)	99.4%	\$ 619,190	\$ 621,082	\$ 1,892	
Contingency	\$ 1,611	\$ 1,750	\$ 139	108.6%	\$ 3,867	\$ 3,867	\$ -	Vestry
Total Operating Expense	\$ 250,431	\$ 248,958	\$ (1,473)	99.4%	\$ 623,057	\$ 624,949	\$ 1,892	
Operating Surplus (Deficit)	\$ (29,228)	\$ (40,149)	\$ (10,921)		\$ (35,934)	\$ (52,314)	\$ (16,380)	

Appendix E. Newcomer's Report, Janet Haines



Needham, MA
Vestry Minutes
Date: June 19, 2018



Appendix G. Music, Pam Goody

From May's report: This summer, we will have 9:00 AM services in Chapel. Steve Sussman will be our accompanist. Again, we raise the \$1,200 needed through parishioners' generosity. They can request a hymn for a donation. Some folks give \$100 to cover the week's fee. We are blessed to have such goodhearted people in our midst.

Charles Raines and I have formed an organ committee, to acquaint ourselves with the mechanics of our ailing Sanctuary organ and what needs to be done to ensure quality music in the future. You will be hearing from Charles in the near future.

Thank you, Vestry, for your devotion and countless hours of commitment to the running of Christ Church. Wishing you all a good summer.