



The vestry was called to order at 7:15 pm, once a quorum (2/3) was present.

**Attendance**

Nicholas Morris-Kliment (Rector)	X	Duncan Allen (Treasurer)	X	Jeff Murphy (Warden)	X	Stan Hitron (Warden)	X
David Carnahan (Clerk)	X	Ingrid Melvin		Janet Haines	X	Annie Russell	X
Phil Trussell		Bob Keener	X	Stefano Migliuolo	X	Phil Bergen	
Michael Niden	X	Patty Smith	X	Tim Lysaght		Denise DeGroff	X
Linnea Wren	X						

**Worship/Christian Learning Chair: Jeff      Timekeeper: Stan**

**Prayer and Formation**

Nick opened with BCP 212, the collect for 3<sup>rd</sup> Sunday of Advent and Mark 2:14. We then had an exercise guided by the Way of Love, discussing our faith mentors.

**Information/Discussion**

**Rental Team Report:**

The vestry had a goal last year to create a rental property committee to review our space in view of the market. Joe Sweeney has been in commercial real estate for 20+years. He came to report on comparable rentals in this area. Our basement space is clearly in the class C office category, without AC. We will need better bathrooms and AC to rent this reasonably. The vestry reviewed several properties on the market to set expectations for comparable rental rates. Current tenants at Expressions are tenant at will, as their lease is expired. We discussed options for making multiple tenant spaces and offering those. It may require more effort from administration. After school tenants have fit previously, others may be practice rooms, tutors, driving schools, or other nonprofits, etc. He suggested that we look at configuring several spaces that have independent utilities and services. He also suggested that we list on Craigslist and Loopnet. Someone will have to be available to show the space. Nick will send David the floor plan of the church, and David will list it on Loopnet and Craigslist.

**Warden’s Report:**

Jeff Murphy talked about the changes ongoing in the Church, reimagining the approach we take to being a church in Needham, against a backdrop of reduced attendance. As we are now becoming a one clergy parish, we need to assess our needs fully. We asked Bishop Carol Gallagher to come and discuss our particular situation. She has offered to come and meet with the vestry. She will be preaching Jan 12. We need more understanding about the needs of the church community and the support they are looking for. We are not clear yet about the budget we have to provide this support going forward, nor are we clear if that support needs to be lay-people or pastoral in nature. This may be a survey or gap analysis. Then Stan, Nick and Jeff will assemble a team to conduct this initial study. At our March retreat, we may review this data to help understand these issues. Duncan suggested that we look at highly performing churches in the diocese and town to see what services are being offered there. The assembled group will report sometime in January or February.

**61/65 Rosemary:**

Surveyors has been identified to advance our plans for these lots. We don’t have quotes yet for a survey, but this will occur in Jan.



**Vestry:**

Thanks to Phil Bergen in his recruiting: Duncan Allen, Bob Begin, Jim Black , Joe Sweeney, and Ginny Yerardi, who have agreed to serve as Vestry. Amy Sweeney, Annie Russell, & Emilie Hitron are willing to serve at the delegates to the Diocesan convention.

**Stewardship:**

Stefano Migliuolo reported that the number of pledges is tracking on par with last year, but the dollar amount is softening. The average is around \$2,800 per pledge at this point, off from \$3,000 a couple of weeks back. Some haven't pledged, or contribute all at once, but we should be prepared for a smaller budget for 2020. See the report in Appendix A.

**Treasurer:**

The year's deficit is looking to close at ~ \$15k. Duncan will send out a file of draft responses to the 2018 audit comments for the vestry to review and vote upon. With respect to the 2020 budget, outreach items were proposed to be flatlined at 2016 levels at the December finance committee, but as decided at the November meeting, will be considered as a source of additional expense reduction if necessary,

**Rector's Report:**

Our new Parish Administrator Ali Heard has been working out very well. She began December 2nd and has jumped right into this busy season, bringing fresh and positive energy and creativity to the office. Many thanks to Ingrid Melvin for coordinating the recruitment effort with our HR team and staff.

I want to note before the Vestry my gratitude to those in the parish who have helped shape a Special Advent. Thanks to Dave, Virginia, and Jack Carnahan, and Kim and Tim Lysaght for stringing the lights onto our first ever Christ Church goes-on-every-night-for-the-Advent/Christmas Season Christmas tree on Highland Avenue, and for the Carnahan and Lysaght coordination of the very well attended Advent Event worship and activities on the evening of December 8, and to Mike Niden for buying dinner for all. Thanks also to Wardens Jeff Murphy and Stan Hitron for bringing together the Wardens' Wassail, and to Duff and Becky Lindgard for decorating the Upper Parish Hall on December 14. And to Barbara Brailey and the Altar Guild teams who adorned our buildings with the beautiful Advent wreaths, And to Charles Raines, Pam Goody, Lea Peterson and Myra Anderson and the Adult and Youth Choirs for giving us such a magical, and well attended, Lessons and Carols on December 15. It has been a wonderful Advent, preparing for Jesus' next coming.

I met with the Sabbatical team of Dave Carnahan, John Carr, Barbara Murphy, and Linnea Wren on December 15 to drill down into the practical and pastoral concerns of having the Rector take a three-month Sabbatical, beginning Monday, May 18 and ending Monday, August 16. The team has been very helpful in sharpening my thinking about how to best use the time to retool and refresh for leading a changing church, and how to communicate this effectively to the congregation. We will be meeting again in January. The sabbatical time will dovetail nicely with work that the Wardens and I will be coordinating with the Rev. Pam Werntz, who will also be facilitating our retreat in March. This work regards a development review—what kinds of leadership and shared ministry skills, functions, and roles will be required by the Rector and lay leaders for Christ Church to thrive in a new context? I have made a verbal offer to the Rev. Laurie Rofinot to be our sabbatical priest. She will be covering for me on Sunday



December 29, when I am on vacation, so people will have a first chance to meet her. I will also ask her to write a letter to the congregation to introduce herself.

We are in the very last stages of finalizing the financial arrangements which will allow us to sign the Organ Contract. We expect the paperwork to be signed and the first payment delivered to the organ builder before January 1. Many thanks to Mike Niden and Jim Black for vetting the contract, to Charles Raines for facilitating the technical conversations, and to Pam Goody for securing the foundational funding.

The organ project has raised again the exciting prospect of a Capital Campaign to invite the whole parish into sharing the joy of a new 125th anniversary memorial organ in honor of John Jensen Isabel Nickerson and Alan West, and to meet the unexpected expenses of the project, fund a maintenance and repair fund, and also address other infrastructure needs. The hope is to announce a campaign at the Annual Meeting; the Vestry will need to sanction such an endeavor.

At this December meeting, we solicit nominations for the Giraffe Award, given at the Annual Meeting since 2000 to that/those person/persons who have “stuck out their necks” for the Christ Church community. We’ll vote in January.

A Blessed Advent and Christmas season to all as we await, and welcome the Savior of us all.

#### **Other**

##### **Organ**

The vestry discussed when and how to run the fundraiser for the organ. There is an organ fund, and if we raise more funds than are required, then we would leave the remainder in that account for future maintenance or ultimate replacement. This fundraiser is distinct from any future capital campaign that would be wider in scope.

We want to announce the organ fundraiser at the annual meeting in Feb. \$75k is committed already, and we will likely be asking for \$25-40k to round out this fund.

##### **Giraffe Award**

The vestry discussed potential candidates. Voting in January.

##### **Scottie Miller**

The Diocese sent us a letter reviewing their findings and actions with regard to the Rev. Scottie Miller. Her privileges to serve as a minister in the Episcopal Church have been revoked for seven years. Nick will send a pastoral message to the congregation.

#### **Action**

*Whereas, the Reverend Nicholas Morris-Kliment is compensated by Christ Church exclusively for the services as a minister of the gospel; and Whereas, Christ Church provides Fr. Morris-Kliment with a rectory; therefore, it is hereby*

*Resolved, that the total compensation paid to Fr. Morris-Kliment for the calendar year commencing January 1, 2020, shall be \$105,316 of which \$34,962 is hereby designated to be a housing allowance; and it is further Resolved, that the designation of \$34,962 as a housing allowance shall apply to all future years unless otherwise provided.*

*Motion passed*



**Parking Lot/Other Business**

Inventory- Stefano volunteered to photograph church assets over the next couple weeks.

2019 goals

25	61 Rosemary Street Review & Recommendation	Phil Trussell	Joe Leghorn
	Create Property Rental Committee	Dusty Hecker	Joe Sweeney
14	Re-imagine Sunday 5:30 pm Service	Nick Morris-Kliment	Myra Anderson
11	Re-imagine Christian Formation for All Ages		

Motion to adjourn made, seconded and passed at 9:43 p.m.

Calendar

Christmas Eve	4:00 pm Pageant and Holy Eucharist
	8:30 pm Christmas Music for Strings, Voice, Flute, and Organ
	9:00 pm Festive Candlelight Eucharist
Christmas Day	9:00 am Eucharist with Carols in the Chapel
Sunday, December 29	10:00 am in the Chapel, The Rev. Laurie Rofinot, preaching and presiding. No services at 8:15 am or 5:30 pm.
Tuesday, January 7	7:00 pm: Property Committee
Sunday, January 12	8:15 am and 10:00 am: The Rt. Rev. Carol Gallagher, Ph.D Regional Canon, preaching; Forum to follow the 10:00 am service
Tuesday, January 14	7:15 pm: Finance Committee "Budget Mark-up"
Tuesday, January 21	7:15 pm: Vestry/Budget Approval
Sunday, February 9	10:00 am Annual Meeting/125th Anniversary Exhibit/Organ Appeal, No services at 8:15 am or 5:30 pm.
Friday, March 6 – Saturday March 7	6:00 pm 4:00 pm 2020 Vestry Retreat: @ Bethany House of Prayer, Arlington The Rev. Pamela Werntz, Rector, Emmanuel Church, Boston, Facilitator



Appendix A. Treasurer's report

Christ Episcopal Church November 2019 Financial Summary	2019 Budget	2019 Year to Date Actual	2019 Year to Date Budgeted	Fraction of 2019 YTD Budget	Projection for EOY	Projection - Budget
<b>Revenue:</b>						
<b>Offerings</b>						
Pledge Income and Regular Support	\$ 402,400	\$ 314,807	\$ 325,944	96.6%	\$ 391,800	\$ (10,600)
Loose Plate	\$ 6,795	\$ 4,185	\$ 5,514	75.9%	\$ 5,157	\$ (1,638)
Christmas & Easter Offerings	\$ 4,661	\$ 4,909	\$ 1,792	273.9%	\$ 7,778	\$ 3,117
Donations/Gifts	\$ 11,024	\$ 6,304	\$ 2,913	216.4%	\$ 13,210	\$ 2,186
Unrestricted Bequests (Vestry-directed)	\$ -	\$ 42,500	\$ -	#DIV/0!	\$ 42,500	\$ 42,500
Section Leaders Donations	\$ 20,000	\$ 11,325	\$ 18,333	61.8%	\$ 19,000	\$ (1,000)
Fund Raising Events	\$ 5,500	\$ -	\$ 2,200	0.0%	\$ -	\$ (5,500)
<b>Investment Income</b>						
Facility Rental Income (status quo)	\$ 85,080	\$ 86,245	\$ 77,933	110.7%	\$ 91,780	\$ 6,700
Endowment Income	\$ 55,000	\$ 44,000	\$ 41,230	106.7%	\$ 44,000	\$ (11,000)
<b>Total Operating Revenue</b>	<b>\$ 590,460</b>	<b>\$ 514,275</b>	<b>\$ 475,859</b>	<b>108.1%</b>	<b>\$ 615,225</b>	<b>\$ 24,765</b>

Christ Episcopal Church November 2019 Financial Summary	2019 Budget	2019 Year to Date Actual	2019 Year to Date Budgeted	Fraction of 2019 YTD Budget	Projection for EOY	Projection - Budget
<b>Expense:</b>						
<b>Operations &amp; Education</b>						
Child Care	\$ 2,250	\$ 1,322	\$ 1,980	66.8%	\$ 1,750	\$ (500)
Family Ministries	\$ 1,800	\$ 1,012	\$ 1,574	64.3%	\$ 1,500	\$ (300)
Adult Education	\$ 150	\$ 111	\$ 150	74.0%	\$ 150	\$ -
Holy Grounds	\$ 800	\$ 736	\$ 733	100.4%	\$ 800	\$ -
Music	\$ 6,200	\$ 8,811	\$ 4,984	176.8%	\$ 12,600	\$ 6,400
Section Leaders	\$ 20,000	\$ 12,460	\$ 15,000	83.1%	\$ 20,000	\$ -
Office Supplies & Expense	\$ 6,200	\$ 4,800	\$ 5,739	83.6%	\$ 6,000	\$ (200)
Vestry	\$ 775	\$ 750	\$ 775	96.8%	\$ 750	\$ (25)
Postage	\$ 1,800	\$ 1,138	\$ 1,537	74.0%	\$ 1,700	\$ (100)
Stewardship & Planned Giving	\$ 250	\$ -	\$ 250	0.0%	\$ 250	\$ -
Telephone	\$ 2,500	\$ 2,095	\$ 2,291	91.4%	\$ 2,300	\$ (200)
Travel	\$ 4,200	\$ 2,475	\$ 3,850	64.3%	\$ 3,000	\$ (1,200)
Treasurer	\$ 18,450	\$ 13,640	\$ 16,606	82.1%	\$ 15,655	\$ (2,795)
Worship	\$ 3,250	\$ 1,677	\$ 3,132	53.5%	\$ 2,400	\$ (850)
Altar Guild	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
Flowers	\$ -	\$ 746	\$ -	#DIV/0!	\$ 560	\$ 560
Sundry - Clergy	\$ 500	\$ 189	\$ 450	42.0%	\$ 500	\$ -
Technology	\$ 3,000	\$ 960	\$ 2,727	35.2%	\$ 3,920	\$ 920
Communications	\$ 1,000	\$ 2,025	\$ 723	280.1%	\$ 2,312	\$ 1,312
Fellowship	\$ 1,800	\$ 1,988	\$ 1,323	150.3%	\$ 2,475	\$ 675
<b>Outreach*</b>						
Community Concerns	\$ 5,250	\$ 5,200	\$ 2,625	198.1%	\$ 5,200	\$ (50)
Parish Partnership	\$ 2,907	\$ 2,822	\$ 2,907	97.1%	\$ 2,822	\$ (85)
<b>Payroll/ Taxes/ Insurance/ Pension</b>						
Payroll Expense	\$ 260,808	\$ 203,929	\$ 237,374	85.9%	\$ 226,440	\$ (34,368)
Taxes - Payroll	\$ 7,967	\$ 7,147	\$ 8,796	81.3%	\$ 6,473	\$ (1,494)
Insurance - Health	\$ 26,999	\$ 17,947	\$ 24,749	72.5%	\$ 19,950	\$ (7,049)
Church Pension Premiums	\$ 35,881	\$ 27,987	\$ 32,890	85.1%	\$ 32,500	\$ (3,381)
Continuing Education (Clergy)	\$ 2,500	\$ 903	\$ 2,291	39.4%	\$ 1,500	\$ (1,000)
<b>Property Improvements &amp; Maintenance</b>						
Building Repairs	\$ 6,500	\$ 21,583	\$ 3,148	685.7%	\$ 23,018	\$ 16,518
Property Improvements	\$ 10,900	\$ 51,511	\$ 7,806	659.9%	\$ 51,511	\$ 40,611
Building Maintenance	\$ 20,750	\$ 20,859	\$ 19,190	108.7%	\$ 22,419	\$ 1,669
Grounds	\$ 13,325	\$ 13,180	\$ 12,082	109.1%	\$ 14,423	\$ 1,098
Building Supplies	\$ 4,100	\$ 1,179	\$ 3,742	31.5%	\$ 1,537	\$ (2,563)
Cleaning Service	\$ 20,000	\$ 18,151	\$ 18,333	99.0%	\$ 20,000	\$ -
Electricity	\$ 4,100	\$ 5,760	\$ 4,100	140.5%	\$ 5,760	\$ 1,660
Heat (fuel - oil & gas)	\$ 12,500	\$ 11,795	\$ 10,543	111.9%	\$ 13,752	\$ 1,252
Insurance - General	\$ 27,500	\$ 20,820	\$ 20,625	100.9%	\$ 27,500	\$ -
Copier	\$ 5,000	\$ 3,100	\$ 3,709	83.6%	\$ 4,590	\$ (410)
Sewer & Water	\$ 3,250	\$ 2,342	\$ 3,012	77.8%	\$ 2,889	\$ (361)
Repay Diocesan Green Loan	\$ 5,531	\$ 5,070	\$ 5,070	100.0%	\$ 5,531	\$ -
<b>Diocesan Assessment</b>						
Diocesan Assessment	\$ 57,167	\$ 47,127	\$ 42,875	109.9%	\$ 57,167	\$ -
<b>Sub-Total Expense</b>	<b>\$ 607,860</b>	<b>\$ 545,347</b>	<b>\$ 529,691</b>	<b>103.0%</b>	<b>\$ 623,602</b>	<b>\$ 15,742</b>
Contingency	\$ 2,603	\$ 7,130	\$ 1,820	391.8%	\$ 7,130	\$ 4,527
<b>Total Operating Expense</b>	<b>\$ 610,463</b>	<b>\$ 552,477</b>	<b>\$ 531,511</b>	<b>103.9%</b>	<b>\$ 630,732</b>	<b>\$ 20,269</b>
<b>Operating Surplus (Deficit)</b>	<b>\$ (20,003)</b>	<b>\$ (38,202)</b>	<b>\$ (55,652)</b>		<b>\$ (15,507)</b>	