



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

Attendance

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

Worship/Christian Learning Chair: Nick, Parliamentarian: Scottie

Prayer and Formation (20)

We read the Evening Prayer rite 2 from the Book of Common Prayer with psalm 118, and John 20:19-31 as the Scripture texts.

Information (30)

Brief Field Trip- We viewed the potential gallery sign location.

Youth Trip- Scottie and Mike reported on the youth trip to Harlem, NYC, hosted at the Salvation Army by Mission Experience. Ingrid and Tim commented that their kids enjoyed the trip. Scottie commented that while Salvation Army has a different set of beliefs, all were respectful and good guests. They worked in a food pantry, toured the area, worked with kids, etc. This visit was tailored for our group alone.

Lenten Program-we distributed 'Ashes to Go' at Hersey commuter rail train station. It was a cold day, so Nick stayed for just one train. Numbers the same as the previous year's 7am service in the Chapel. We have done Lenten programs on Wednesdays or other days of the week in previous years. This year we had a Saturday breakfast, Sunday dinner, and a post bible study lunch meeting, to hear a TED talk about gratitude. This Lenten program reached about twice as many people (26) as 2018.

Holy Week/Easter- We had average numbers for a school vacation week. The Easter 2nd service was more popular, with an egg hunt. Roughly attendance was ~140 at the 9:00 and ~180 at the later service.

Longwood-Scott Brumit wrote a note that the Opera cannot really function in the now smaller space. All the 2019 dates are now released, so there will be no performances this summer here. They usually gave us ~15% of their door, perhaps \$2k/year.

Expressions was \$12k behind last year, and is paying ~50% (\$2k/month) this year for their \$4k. We would only consider an extension if they could bring the balance current, and then have upfront payments, which we think is not feasible for them. We expect the space to be vacant as of June 30. Dusty Hecker is putting the termination letter together.

Rental Team-Joe Sweeney is leading the group of Mark Lane & Tim Lysaght, and Bob Begin, and Dusty Hecker. They are collecting documents to have a portfolio of our leases, and inventory of rental spaces and rates.



Total Eclipse is paying \$18.50/ft for 1500sf here in town. They are doing well, but are having space issues. She would like access to the rest of Fellowship Hall, and would put down a floor. The issue is the theater groups that use the space. Total Eclipse would use the stage perhaps once per year. Other theaters use the space, totaling ~ \$7-9k/yr. Most use the space on weekends, when Expressions is closed. So some use of the space will still be possible.

61 Team- The team (Joe Leghorn and Phil Trussell) is talking with Roy Cramer to determine what could be built on the lot. There is no simple solution, and there is not enough information as yet to present alternatives to the Vestry.

Alcohol policy- The Diocese issued a template policy for use of alcoholic beverages. Vestry are to read it, and we will vote on it at the next meeting. See Appendix A.

Quarterly Treasurer's report (20)

Duncan reviewed our financials. Pledge income in Q1 was 79% of forecast, versus last year at 78% at this time. Facility income is holding as expected. Expenses are generally near forecast. Building repairs are running high, ~\$10k from an unforeseen boiler repair. Once Easter results are in, we can project the year end numbers. Finance is also working to sort the various bequests & endowments. See Appendix B.

Discussion (30)

125th Anniversary- Bishop Gates is coming Oct 27, 2019, to help celebrate. The official anniversary is October 24. The Vestry is asked if we want to leverage that visit for something more?

Action (10)

1. *Total Eclipse*
A motion was made to approve the rental team to move forward with considering expanding the Total Eclipse Dance studio rented space to include more of the Fellowship Hall. Motion passed.
2. *Vote Community Gallery Sign*
A motion was made to approve the mounting of the Community Gallery sign at a chosen location on the Church grounds. The motion passed.
3. *Bequest use of funds*
A motion was made to accept the \$50,00 bequest of Alan West. Motion passed.
(\$25k is slated for the use of the music program at the discretion of the Choir Director, and the remaining \$25k is to be used for the church's generable charitable purposes.)

Parking Lot/Other Business

Inventory- 1/19 Vestry to fund and charge a group to conduct inventory for insurance purposes
Vote to approve Remainder of Walsh bequest
Vote to approve Endowment project
Confirm all educators are compliant with abuse training.

Meeting closed at 9:10pm

Calendar

Newcomer Sunday, Sunday, May 5 at 10:00am, Vestry May 21 Last program Choir Sunday-June 9
Summer Worship Schedule starts June 16 Vestry June 18



Appendix A. Alcohol Policy

A Policy for the Use of Alcoholic Beverages at Christ Church of Needham, Episcopal Diocese of Massachusetts

Endorsed by Diocesan Council on October 24, 2018

Christ Church seeks to welcome and serve all God's people. In order to do so, Christ Church must purposefully regulate alcohol use at all church functions. Responsible alcohol use or abstinence is required at all church events.

Clergy shall consecrate an appropriate amount of wine when celebrating the Eucharist and perform ablutions in a way that does not foster or model misuse.

The consumption of non-sacramental alcohol at any church event, whether held on Christ Church property or elsewhere, is permitted only when all of the following conditions are met:

1. All laws regarding alcohol are complied with, including those related to the sharing of alcoholic beverages and the prohibition of serving alcohol to minors (those under 21 years of age) or allowing minors to drink.
2. No business or open discussion of the church's governance or financial affairs may be conducted during or after the serving or sharing of alcohol. This includes vestry meetings, search committees, all church committees, and all church school and youth group leadership groups.
3. Parishioners volunteering to do work on the church grounds must not be alcohol impaired or use alcohol while working on behalf of the parish (this includes but is not limited to lawn mowing, using heavy machinery or equipment, painting, or clean-up crews).
4. Whenever alcohol is served, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.
5. Food must be served when alcohol is present.
6. Any food served at the church, cooked or cold, that contains alcohol, must be clearly labeled as such. This includes all food brought to potluck occasions.
7. The sharing of alcohol is not advertised or promoted in any way and shall not be the primary purpose of any event. Alcohol may never be used as an enticement for any event or function (e.g. wine tasting, wine and cheese, BYOB dinner, etc.).
8. No alcohol may be served or consumed at any event sponsored by or put on for the children and youth of the parish (e.g. a dinner put on by the youth group).
9. No alcohol may be consumed by any adults accompanying children or youth on church-related outings (e.g. youth mission trip).
10. Beer and wine may be served at a public parish event (any event that is open to and advertised to the public e.g. the Christmas Bazaar) only if permission has been obtained from the rector and vestry [*if applicable*: and a special license has been obtained from the Town/City of



Needham]. The parish organizer of the event must comply with all terms of the license and must hire a certified bartender.

11. Beer and wine may be served at a parish fellowship event (any event held by the entire church or a group of church members that is not open or advertised to the public e.g. Fall dinner, choir party) as long as all the conditions of the Christ Church alcohol policy are met and an adult appointed by the rector oversees the serving of the alcohol. That adult must not drink alcoholic beverages during the time of executing his or her responsibilities. If minors are present, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.
12. Moderation must be observed in the consumption of alcoholic beverages at such parish public and fellowship events. Following the event, all alcohol will be removed from church premises by a responsible adult.

Should any vestry member or the rector or the designated server become aware of the use of alcohol at a parish-sponsored fellowship event in a manner contrary to this policy, the use of alcohol will be immediately stopped at that event.

13. No alcohol may be served or sold by persons or groups holding any private events on Christ Church property unless permission in writing has been received from the rector, [*if applicable*: a special license has been obtained from the Town/City of Needham] and the sponsor of the event has submitted to Christ Church proof of the license, liquor liability insurance for a minimum of \$1,000,000 and [*if applicable*: a list of designated drivers as required by the town license]. The Hold Harmless Agreement signed by persons or groups using the buildings or property of Christ Church will reference the Parish Alcohol Policy.

This policy was approved by the vestry of Christ Church on ____ and will be effective on June 1st, 2019.



Appendix B. Quarterly Treasurer's Report

Christ Episcopal Church, Needham MA Treasurer's Report – First Quarter of Calendar 2019

Operations

As of the end of March 2019, total operating revenues were \$126,331 or 83.4 percent of the forecast for the first quarter of 2019. Operating expenses were \$153,485 or 110.7 percent of the quarterly forecast.

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 \$87,325, or 79.5 percent of estimated year to date. At this point in calendar 2018, the same ratio was 78.5 percent.
- Facility income (rentals) is holding up a little better than our conservative forecast.
- Expense items are generally near forecast. Building repairs and maintenance are running high as we have paid for a few items from 2018 in 2019, and some projects are already underway.
- We have held off making our first installment of the diocesan assessment to make sure we have received our out-of-policy endowment draws.

Outlook

It is early enough in the year that a meaningful projection of an end of year position cannot be made. There are no signs of a significant departure from our expectations at this point. Once Easter results are in, it may be possible to form at least a preliminary picture.

Vestry Actions

Vestry is advised that an additional \$303 of attorney-related expenses is planned to be charged to Contingency.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Duncan W. Allen".

Duncan W. Allen, P.E.
Treasurer



March 2019 (1st Quarter)	2019 Budget	2019 Year to Date Actual	2019 Year to Date Budgeted	Actual less Budgeted, Year to Date	Actual as a Percent of Budgeted
Revenue:					
Offerings					
Pledge Income and Regular Support	\$ 402,400	\$ 87,325	\$ 109,775	\$ (22,450)	79.5%
Loose Plate	\$ 6,795	\$ 830	\$ 2,005	\$ (1,175)	41.4%
Christmas & Easter Offerings	\$ 4,661	\$ -	\$ 177	\$ (177)	0.0%
Donations/Gifts	\$ 11,024	\$ 11,518	\$ 882	\$ 10,636	1305.9%
Section Leaders Donations	\$ 20,000	\$ 5,100	\$ 5,000	\$ 100	102.0%
Fund Raising Events	\$ 5,500	\$ -	\$ -	\$ -	#N/A
Investment Income					
Facility Rental Income (<i>status quo</i>)	\$ 85,080	\$ 21,558	\$ 19,909	\$ 1,649	108.3%
Endowment Income	\$ 55,000	\$ -	\$ 13,750	\$ (13,750)	0.0%
Total Operating Revenue	\$ 590,460	\$ 126,331	\$ 151,498	\$ (25,167)	83.4%
Expense:					
Operations & Education					
Child Care	\$ 2,250	\$ 504	\$ 520	\$ (16)	96.9%
Family Ministries	\$ 1,800	\$ 194	\$ 313	\$ (119)	62.0%
Adult Education	\$ 150	\$ 17	\$ 45	\$ (28)	37.8%
Holy Grounds	\$ 800	\$ 250	\$ 200	\$ 50	125.0%
Music	\$ 6,200	\$ 1,326	\$ 1,414	\$ (88)	93.8%
Section Leaders	\$ 20,000	\$ 5,900	\$ 1,475	\$ 4,425	400.0%
Office Supplies & Expense	\$ 6,200	\$ 1,036	\$ 2,195	\$ (1,159)	47.2%
Vestry	\$ 775	\$ 750	\$ 775	\$ (25)	96.8%
Postage	\$ 1,800	\$ 494	\$ 598	\$ (104)	82.6%
Stewardship & Planned Giving	\$ 250	\$ -	\$ -	\$ -	#N/A
Telephone	\$ 2,500	\$ 599	\$ 623	\$ (24)	96.1%
Travel	\$ 4,200	\$ -	\$ 1,050	\$ (1,050)	0.0%
Treasurer	\$ 18,450	\$ 4,097	\$ 7,538	\$ (3,441)	54.4%
Worship	\$ 3,250	\$ 200	\$ 910	\$ (710)	22.0%
Altar Guild	\$ -	\$ -	\$ -	\$ -	#N/A
Flowers	\$ -	\$ 210	\$ -	\$ 210	#N/A
Sundry - Clergy	\$ 500	\$ 112	\$ 125	\$ (13)	89.6%
Technology	\$ 3,000	\$ 359	\$ 792	\$ (433)	45.3%
Communications	\$ 1,000	\$ 427	\$ 149	\$ 278	286.6%
Fellowship	\$ 1,800	\$ 392	\$ 58	\$ 334	675.9%
Outreach*					
Community Concerns	\$ 5,250	\$ -	\$ -	\$ -	#N/A
Parish Partnership	\$ 2,907	\$ 1,235	\$ 969	\$ 266	127.5%
Payroll/ Taxes/ Insurance/ Pension					
Payroll Expense	\$ 260,808	\$ 71,449	\$ 70,418	\$ 1,031	101.5%
Taxes - Payroll	\$ 7,967	\$ 2,374	\$ 2,095	\$ 279	113.3%
Insurance - Health	\$ 26,999	\$ 6,376	\$ 6,750	\$ (374)	94.5%
Church Pension Premiums	\$ 35,881	\$ 7,476	\$ 8,970	\$ (1,494)	83.3%
Continuing Education (Clergy)	\$ 2,500	\$ -	\$ 625	\$ (625)	0.0%
Property Improvements & Maintenance					
Building Repairs	\$ 17,400	\$ 19,640	\$ 1,531	\$ 18,109	1282.8%
Building Maintenance	\$ 20,750	\$ 6,469	\$ 3,030	\$ 3,439	213.5%
Grounds	\$ 13,325	\$ 2,305	\$ 2,718	\$ (413)	84.8%
Building Supplies	\$ 4,100	\$ 1,002	\$ 1,074	\$ (72)	93.3%
Cleaning Service	\$ 20,000	\$ 5,193	\$ 5,000	\$ 193	103.9%
Electricity	\$ 4,100	\$ 1,761	\$ 1,103	\$ 658	159.7%
Heat (fuel - oil & gas)	\$ 12,500	\$ 7,971	\$ 5,688	\$ 2,283	140.1%
Insurance - General	\$ 27,500	\$ -	\$ 6,875	\$ (6,875)	0.0%
Copier	\$ 5,000	\$ 1,426	\$ 1,235	\$ 191	115.5%
Sewer & Water	\$ 3,250	\$ 558	\$ 390	\$ 168	143.1%
Repay Diocesan Green Loan	\$ 5,531	\$ 1,383	\$ 1,383	\$ -	100.0%
Diocesan Assessment					
Diocesan Assessment	\$ 57,167	\$ -	\$ -	\$ -	#N/A
Sub-Total Expense	\$ 607,860	\$ 153,485	\$ 138,634	\$ 14,851	110.7%
Contingency	\$ 2,603	\$ -	\$ -	\$ -	#N/A
Total Operating Expense	\$ 610,463	\$ 153,485	\$ 138,634	\$ 14,851	110.7%
Operating Surplus (Deficit)	\$ (20,003)	\$ (27,154)	\$ 12,864	\$ (40,018)	#N/A