

Minutes of the Vestry Meeting  
Emmanuel Episcopal Church  
January 13, 2010

Present: Anne Brightwell, Butch Bush, Curt Collier, Dee Forester, Chuck Galis, Matthew Hicks, Sean Hogan, Matt Humphrey, Sandy Jarrett, Marty Kemp, Nancy McDuff, Mary Moore, Father Robert Salamone, Father. Edwin Beckham.

Absent: Joe Clements, Vince Howard, Lisa Yarn.

The meeting was called to order by Fr. Robert at 7:02 pm.

Fr. Robert gave the devotion on the theme that the first vocation of Christians is to serve the people who are the church.

Additions to the agenda concerned a stewardship update, a schedule for Vestry responsibilities for services for January and February, Emmanuel's response to the crisis in Haiti, and approval of the housing allowances for Emmanuel clergy.

**Information/Discussion Items:**

Butch asked if all Vestry members planned to attend the Vestry Retreat. All responded yes with a caveat from Nancy McDuff that she would be absent if her daughter had her baby at that time.

Fr. Robert gave a stewardship update and distributed a list of those pledging in 2009 but not yet in 2010. He noted that if all these units pledged at the same level as last year, the budget would have an income above the current total requested. The list will be updated for the Retreat and the Vestry will make personal contacts to those remaining on the list. Joe already sent reminder letters and pledge cards in December.

Marty distributed the work schedule for Vestry members to place the offering in the safe after the 8:30 and 10:30 Sunday services and to lock the buildings after the 10:30 service. Fr. Robert pointed out that the Vestry has full fiduciary responsibility for Emmanuel. Following the Retreat scheduling for the rest of 2010 will be the responsibility of the Junior Warden.

**Reports:**

**By-Laws Revision Committee**

Dee presented the proposed By-Laws changes. Changes must be read at two Vestry meetings to be accepted into the By-Laws. The changes involved reducing the size of the Vestry from 15 to 12 by 2013 and adding a Youth Representative (age 16 to 20) to serve as an associate member of the Vestry for twelve months (to be a voting member except for fiduciary decisions).

**Senior Warden**

Butch reported that Emmanuel has signed a **contract with The James Company** as the capital campaign consultant. The Emmanuel core committee for the campaign will meet with Fred Stoltz of The James Company for the first time in mid-February. Payments will be spread out over the first year. Either party may cancel the agreement. The James Company will continue to follow the campaign for two more years.

Another initiative for 2010 is to formalize the procedures of the **Cornerstone Society** and facilitate progress for the Society. Assets may be donated to Emmanuel at the end of life through the Society.

The **Vestry sections of the website** are: Vestry Business, Finance Committee, and the Planning Committee. These are password sensitive. Butch asked everyone to review these sections before the Retreat.

Nancy recalled that there once was a **written procedure for locking the campus**. Butch said such a document needs to be updated or recreated.

### **Rector's Report:**

Fr. Robert commented about and distributed information concerning:

- Rooms for the Retreat and preferences for Commission Chairs.
- Sunday Checklist for observing how Emmanuel welcomes guests and parishioners.
- Characteristics of a Servant Leader – parishioners, especially Vestry, must adhere to these qualities, operating in the light and in the truth.
- Levels of Consensus.
- Emmanuel's Vision Statement, Mission Statement, and Goals.
- Philosophy for Emmanuel's Strategic Action – understanding "why" we need the capital campaign. Answering the "why" leads to the "how".
- Vestry Resource Book.
- Emmanuel Organizational Chart.

Fr. Robert asked the Vestry for particular topics desired to be included during the Retreat. Some responses were: connecting spiritually, hearing from past Vestry members about the background on issues, and brainstorming.

Fr. Robert read news from Haiti, comments from Episcopal Relief and Development, and words from Bishop Alexander (Diocese of Atlanta).

### **Finance Report:**

Nancy made the following points in her reports:

- Bob Wood was giving two workshops on Emmanuel finance for new Vestry. Returning Vestry are welcome to come for a refresher.
- The 2010 Draft Budget was approved in December so that bills and salaries could be paid in January and February. The final budget is expected to be approved in February.

- Finance Director Karen Holland must close out the 2009 year before producing the December budget statement.
- Nancy asked that everyone bring a copy of the draft budget to the Retreat and the December statement if it is available by that time.
- The Finance Committee will be putting together a policy manual. They will also try to determine the value of all of Emmanuel's capital assets. Dale Wetzberger will oversee this process.
- The value of the Endowment Fund increased in 2009.
- Nancy has instituted the development of the history of endowed funds as well as keeping minutes of the Finance Committee.

**Action Items:**

**Motion:** Dee moved to accept the By-Laws as revised and written: decreasing the size of the Vestry from 15 to 12 by 2013 and adding a Youth Representative (age 16 to 20) to serve as an associate member of the Vestry each year for twelve months (to be a voting member except for fiduciary decisions).

The motion was seconded and passed unanimously.

**Motion:** Nancy moved that the housing allowance for Fr. Robert for 2010 be \$25,000.

The motion was seconded and passed unanimously.

**Motion:** Matt moved that the housing allowance for Fr. Edwin for 2010 be \$22,000.

The motion was seconded and passed unanimously.

**Motion:** Mary moved to send \$7000 of the funds remaining of the amount allocated to the MEMC in the 2009 Budget (line 606200) to Episcopal Relief and Development for relief in Haiti.

The motion was seconded and passed unanimously.

**Good of the Order:**

The devotion will be given on February 24 by Anne Brightwell.

The next Vestry meeting will be on February 24, 2010.

The meeting was closed with a prayer by Fr. Edwin and adjourned at 9:20 pm.

Respectfully submitted by Lee Albright, Clerk of the Vestry

Approved by: Anne Brightwell, Butch Bush, Curt Collier, Dee Forester, Chuck Galis, Matthew Hicks, Sean Hogan, Matt Humphrey, Sandy Jarrett, Marty Kemp, Nancy McDuff, Mary Moore