

MINUTES OF THE REGULAR MEETING OF THE VESTRY OF SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH

April 18, 2012

The regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church was held March 21, 2012.

Vestry members in attendance were: Tony Briggie, Cindy Carter, Cliff Miercort, Stephanie Pearson, Van Sheets, Nancy Skochdopole, Ron Staffieri, Tom Stewart, Stewart Thomas, Donnell Wiggins, Sheryl Wylie, Chancellor Robert Wilson and Clerk, Blair Richert. Auxiliary member included Matt Waller. Guests included Lowell Duncan, Guy Griffeth and Tom Lynn.

The Rector called the meeting to order at 4:34pm.

MINUTES OF PRIOR MEETING

Upon motion duly made and seconded, the minutes of the March 21, 2012 meeting were unanimously approved.

Engagement Ministry Report

Mrs. Marta Holden presented the Vestry an update regarding “Get Plugged In, Find Your Fit” efforts (see **Exhibit A** for details). Highlights include that since Get Plugged In Sunday, there have been 600+ views on the website of Ministry Sunday Lay Messages (the number on the handout is incorrect) and that there have been over 4,100 views of Stories of Saint Michael. In addition, the average time spent viewing is 2:39. This average time is much greater than any other area on the church website. In the coming months, Marta will be hosting Identity Purpose and Belonging Workshops. Anyone can sign up for different offerings, but they will also offer ministry specific IPB workshops that coincide with already planned ministry meetings. The Vestry is asked to attend a workshop May 2nd 4:30 – 6:00pm in the Edge Room. Currently, there is no information that specifically addresses if these efforts are reaching potential new members, but all feedback received has been positive from people who have taken advantage of the material.

Finance Report

Mr. Matt Waller reviewed the 2012 actual operating income statement through March 2012 (**Exhibit B**). Total operating revenue is \$57,507 ahead year to date. However, we are about \$66,000 behind on projected receipt of prior year pledges. Please note that one gift of \$50,000 is included in this number. Letters of reminder will be mailed today regarding prior year pledges. Year to date actual revenue is \$104,993 ahead of budget, however this is greatly influenced by timing. We anticipate this number is closer to \$60,000 ahead. The audit is close to being completed and is on schedule to be finalized by May.

Building & Grounds Report

Mr. Tom Stewart announced that based on Vestry approval at the last meeting, the Columbarium plans are with the architects and a formal estimated cost for the project should be forthcoming. He also highlighted that we have raised \$100,000 in pre-sales and there are already 90-100 parishioners on the waitlist.

The Rector noted that Mr. Stewart Thomas raised the important point that parishioners may have sentimental reactions when we begin work on a project that impacts the building. The Rector confirmed that we will certainly address this by being forthcoming about changes prior to beginning work. There will be a period of sensitive listening. The Rector also recommended including an insert in the May Archangel sharing general design information and a note from the Rector inviting parishioners to information gatherings. Mr. Stewart Thomas also recommended getting colored renderings to make available to parishioners.

Lastly, Mr. Tom Stewart announced that the Preschool Playground should break ground next month.

Farmer's Market Discussion

Messrs. Matt Waller, Guy Griffeth and Tom Lynn presented the most updated information regarding the consideration to host a weekly Farmer's Market on the north lawn. Mr. Griffeth reminded Vestry members that this is a break even proposal in the long term. The initial years will come at a cost. **Exhibit C** outlines pertinent information, including projected cost.

According to the proposed budget, the project will cost \$25,000 the first year. Years two and three are anticipated to run at a \$15,000 loss so this would have to be incorporated into the church budget. The goal is this would be held 29 weeks out of the year and would offer 20-40 vendors. It would be a place for our greater community to gather. The Finance Committee has approved the initial grant request to the Foundation.

Mr. Griffeth noted that Bracken is hand delivering the city permit request with the hope of walking it through the approval process quickly. It is worth noting that the City of Dallas Farmer's Market which is held in downtown Dallas is currently being bid out. Other factors of note include that Mr. Griffeth has met with the insurance company and they raised no concerns. They estimate that at most the church would incur an additional \$1,000 in insurance fees. In researching this proposition, two other churches which already host market's have been reviewed. These churches are St. Stephens in Richmond, VA and St. Phillips Cathedral in Atlanta, GA.

The grant request to the Foundation for \$25,000 was put forward, seconded and approved unanimously.

The Rector thanked Messrs. Don Baty, Guy Griffeth and Tom Lynn for the tremendous effort they have put into this project.

Junior Warden's Report

Mr. Tony Briggie announced that an acoustical engineer is in town from Boston to look at the analogue system. Summer clean-up for ESD will begin end of May once out of session. The library is being updated. Chapel window lights are being replaced. Phase one of Wayfinding has been completed and phase two is getting under way. Flag signs are part of phase two.

Mr. Matt Waller asked that the paint on the ceiling on the MDO porte cochere be checked as it is peeling.

Senior Warden's Report

Mr. Van Sheets asked Vestry members to be sure to reach out to staff members within their Ministry Liaison roles so the Vestry is always prepared to support the Clergy and staff.

Rector's Report

The Rector first noted that Vestry Clerk, Mrs. Blair Richert and her family are moving to Austin, TX this May. The Rector and Senior Warden plan to make an official ask of another parishioner to serve as Clerk prior to the May Vestry meeting to ensure a smooth transition.

The Rector was pleased to announce that the Reverend Brenda Sol would be graduating from seminary in the next couple of weeks and is already getting settled as our newest Lilly Fellow. Reverend Jemonde Taylor's search continues to be fruitful and we are supporting him in every way that we can. The search for an Associate for Pastoral Care is also going well, as anticipated. There are three candidates scheduled to interview next month. All three candidates are women. While we must continue to look forward, let us not forget that there is a Farewell Party planned for Reverend Willett on Sunday, May 20th after the 11am service in the Garden Cloister. Please plan to attend.

Mr. Plack Carr is now the Chair of the ESD Board. The Rector, Mr. Sheets, and Mr. Charlie Sartain have participated in conversations thus far and Mrs. Beth Puckett and Mr. Allen Lassiter have agreed to represent the church in discussions to frame the issues around ESD's interest to continue leasing church space for its Lower School until sometime in the 2020s. It is anticipated that a lease agreement through 2025 will be considered as well as increased fees.

Bishop James Stanton will visit our church May 6th. Vestry members are encouraged to welcome him at the 11am service or 3pm visit.

Other Business

Stewardship Planning by Nancy Skochdopole

Immediately following J. Puckett's Giving Council presentation to the Vestry, The Rector, Mr. Sheets, Mr. Briggles and I met to discuss how best to present this to the parish. It was determined that a Giving Council would be formed to work on larger initiatives regarding stewardship. This Council, which will be a part of the Stewardship Committee, will include The Rector, Senior Warden, Junior Warden, Cliff Miercort, myself and one additional Vestry member. Long-term plans for the Council are that one member from each Vestry year will sit on the Council so there is continuity. The next step is Mr. and Mrs. John Wilson will staff the Stewardship Committee with an intergenerational demographic. Fall Gatherings will be planned which will be hosted in parishioners' homes and will be planned for the different affinity groups within the church and the purpose will be similar to a mini inquirers class and Bible study. Posters will be created to support the message of giving of time, talent and treasure. The Vestry will serve as a focus group. Training will be provided for Gathering Hosts. Mr. Lowell Duncan is working on an SMAA smart phone app.

The Rector adjourned the meeting at 6:12pm.

Respectfully submitted,

Blair Richert

Blair Richert
Clerk



UPDATE for VESTRY APRIL 18, 2012

| | | |
|--------------------------------|---|-------------------|
| Ministry Sunday Lay Messages | 430+ views | |
| Stories of Saint Michael | 4,106 views | average time 2:39 |
| Get Plugged In Main Page | 496 views | |
| Spiritual Gifts Survey | 448 views | average time 3:11 |
| Volunteer Central | 245 views | average time 3:26 |
| Identity Purpose and Belonging | April 22 and May 6 Sunday School offering | |
| | Vestry May 2 at 4:30 pm | |
| | Newcomers- TBD when | |
| | Adult Formation June 18 | |

Looking Forward:

Continue giving IPB Workshop to groups within the church

Explore virtual meetings, support groups, Bible study, etc.

Work and Faith series of videos for the fall

More online offerings for personal study

Saint Michael and All Angels Episcopal Church
Income Statement
March 31, 2012

| <u>Description</u> | <u>Budget Annual</u> | <u>Budget YTD</u> | <u>Actual YTD</u> | <u>YTD Actual Less Budget</u> |
|--------------------------------|--------------------------|-----------------------|-----------------------|-----------------------------------|
| Operating Revenues | | | | |
| Current Year Pledges | 4,311,000 | 1,487,693 | 1,637,617 | 149,924 |
| Prior Year Pledges | 225,000 | 149,967 | 83,792 | (66,175) |
| Unpledged Contributions | 285,000 | 98,351 | 66,464 | (31,887) |
| Plate | 100,000 | 28,922 | 29,762 | 840 |
| Other Income | 58,000 | 14,500 | 15,844 | 1,344 |
| Credit Card Fees | (45,000) | (15,530) | (11,739) | 3,791 |
| Stock Fees & Adj. | 0 | 0 | (331) | (331) |
| Total Operating Revenue | 4,934,000 | 1,763,903 | 1,821,410 | 57,507 |
| Outreach | | | | |
| Diocese Assessment | (557,837) | (139,459) | (139,459) | 0 |
| ECUSA | (98,442) | (24,610) | (24,610) | 0 |
| Seminary Contributions | (7,000) | 0 | 0 | 0 |
| Outreach Grants | (145,000) | 0 | 0 | 0 |
| Total Outreach | (808,279) | (164,070) | (164,070) | 0 |
| Total Revenue Available | 4,125,721 | 1,599,833 | 1,657,340 | 57,507 |

| <u>Description</u> | <u>Budget Annual</u> | <u>Budget YTD</u> | <u>Actual YTD</u> | <u>YTD Actual Less Budget</u> |
|-------------------------------------|--------------------------|-----------------------|-----------------------|-----------------------------------|
| Operating Expenses | | | | |
| Administration | (1,132,068) | (331,779) | (322,375) | 9,403 |
| Adult Education | (290,299) | (90,523) | (90,400) | 123 |
| Bookshop | 4,051 | 46 | 2,365 | 2,319 |
| Children & Family Ministry | (223,612) | (61,575) | (55,401) | 6,174 |
| Communications | (118,910) | (34,590) | (26,065) | 8,525 |
| Congregational Care | (9,025) | (2,025) | (2,998) | (973) |
| Early Childhood Ministry | (385,609) | (58,710) | (60,033) | (1,323) |
| Lay Ministry Engagement | (7,460) | (3,810) | (825) | 2,985 |
| Liturgy & Worship | (32,100) | (8,975) | (6,193) | 2,782 |
| Ministry | (750,545) | (195,760) | (193,557) | 2,203 |
| Music | (257,902) | (63,512) | (66,598) | (3,086) |
| Operations | (664,918) | (153,594) | (146,964) | 6,630 |
| Outreach | (26,000) | (9,375) | (6,114) | 3,261 |
| Parish Life | (27,200) | (4,715) | (6,097) | (1,382) |
| Pastoral Care | (21,875) | (6,125) | (2,341) | 3,784 |
| Stewardship | (34,447) | (4,441) | (1,086) | 3,355 |
| Welcome Ministries | (10,000) | (1,975) | (1,417) | 558 |
| Young Adults 20..30 | (7,500) | (2,275) | (2,282) | (7) |
| Youth Ministry | (206,548) | (55,570) | (53,415) | 2,155 |
| Total Operating Expense | (4,201,967) | (1,089,284) | (1,041,797) | 47,487 |
| Revenue Over/(Under) Expense | (76,246) | 510,549 | 615,542 | 104,993 |

Notes

1. Pledge and Unpledged revenue is almost \$120K over budget. Prior Year Pledge Payments are below budget. 2011 reminder letter to go out in April.
2. Overall, expenses are below budget primarily due to timing differences.

**Saint Michael and All Angels
Foundation of Dallas**

Grant Application

Name of the Organization or Department making the application:

Operations/Administration

Contact Persons

| | |
|---------------|--|
| Bracken Reece | breece@saintmichael.org |
| Bob Dannals | bdannals@saintmichael.org |

Describe the project

This is a request to the Foundation to provide seed start-up funding to launch a parish-based, community-wide Farmer's Market at Saint Michael and All Angels. A primary purpose of this new ministry is to provide a new doorway into the Saint Michael's mission and ministry for non-church and members alike. The market will host growers selling vegetables, fruit, honey, flowers, and related products, and is intended to have a "village" atmosphere on Saturday mornings, providing wholesome community-building on the Church's campus, linking stewardship of the environment, healthy food choices, support for local farmers and exposure to our church's location and ministries.

The Market would be located on a portion of the parish's north parking lot with direct access from and visibility to Douglas Avenue. It would be held for 20-29 weeks per year on Saturday (May thru October) mornings from 8am-12 noon. The market, to be called "Saint Michael's Farmer's Market," connects the wealthier neighborhoods (Park Cities and Preston Hollow) with a more diverse socio-economic public, and links adults, teens and children-and pets. An added resource to the market is the new playground of our Preschool which would be physically adjacent to the market.

Providing a farmer's market at the parish would also link and broaden the wellness ministries-yoga, parish nurses, the spirituality of health, etc. – of our church, and presents a positive image of "church" in a world that increasingly sees "church" as irrelevant and/or unnecessary. The request is for \$25,000. Please find the budget attached.

Describe your department's relationship to Saint Michael and All Angels Church, and explain why this project or program is not considered an ordinary operating expense.

This is a new endeavor of the parish and the operating budget doesn't have the capacity presently to fund the start-up.

Has the Foundation previously been asked for funding for this or a similar project?

No.

Within the last three years, has the Foundation funded any other programs or projects in this department? If so, for what projects, when, and in what amounts?

Restrooms in the north hallway of the Parish House. \$46,014.97 from designated funds.

How, when, and by whom will the success or effectiveness of this project or program be assessed?

The Farmer's Market will be planned and guided by a "Market Committee" – Guy Griffeth, Chair, Don Baty, Tom Lynn, and Bracken Reece. Success and effectiveness will be managed by a part-time Market Director (paid) and assessment and evaluation will be done by the Committee, the staff, the Rector and the Vestry.

Are there any other potential sources of funding for this project/program?

Yes. We are attributing \$15,000 left from a restricted fund no longer applicable to its original intended use.

If applicable explain how and when the project/program will be self-sustaining and/or incorporated into the normal operating budget.

Within the first 24 months.

Saint Michael's Farmers Market

Projected Costs

| <i>Action Items Description</i> | <i>Proposed Cost</i> |
|--|----------------------|
| Application and permit from City of Dallas (annual cost) | 400.00 |
| Additional Liability Insurance for the Market | 1,000.00* |
| Traffic control signage and barricades for the Market (one time cost with minimal annual costs) | 1,500.00 |
| Weekly maintenance costs for the Market perpetual costs (lot cleaning, refuse, set-up/strike etc.) | 7,000.00 |
| Part-time/seasonal Market Director (perpetual costs based on 56 days per year @ \$25 per hour) | 12,500.00 |
| Storage facility for the Market supplies and materials (one time cost for storage building) | 3,000.00 |
| Field prep and all weather access to the site (grading, gravel, new entry gate and new foot bridge) | 1,000.00 |
| Booth material for SMAA Market participants tables, chairs, kiosk (one time cost with reduced annual costs) | 3,000.00 |
| Weekly security and traffic control annual cost (off-duty DPD officer) | 4,000.00 |
| Print and Electronic Advertising and Marketing | <u>10,000.00</u> |
| | \$40,400.00 |

* This cost is being researched.