

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

June 13, 2012

The regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church was held June 13, 2012.

Vestry members in attendance were: Senior Warden, Van Sheets; Junior Warden, Tony Briggie; Chancellor, Robert Wilson; other vestry members included Ron Staffieri, Paige Wilbur, Donnell Wiggins, Cliff Miercort, Sheryl Wylie, Scott Wilson, Tom Stewart, Christine Ashmore, Stephanie Pearson, Cindy Carter, Grady Schleir, and Stewart Thomas. Guests included Tish Visinsky and Ann Mills; representing Welcoming Ministries, The Rev. Brenda Sol; Associate for Young Adults and Pastoral Care, John Wilson; Stewardship Chair, Giffen Weinmann; Foundation President, Jay Grogan; Decade Committee Chair, Rob Baber; Director of Accounting, Kimberly Hughes; Parish Administrator and Lowell Duncan; Director of Communications.

The Rector called the meeting to order at 4:40pm.

MINUTES OF THE PRIOR MEETING:

Upon motion duly made and seconded, the minutes of the May 16th meeting were unanimously approved.

The Rector introduced The Rev. Brenda Sol to the Vestry. She will be ordained a priest on August 1, 2012. She is assisting as Associate for Young Adults and Pastoral Care. We welcome Brenda!

DECADE COMMITTEE REPORT:

Mr. Jay Grogan presented the **Decade Committee: Facilities and Real Estate...Summary of Findings and Recommendations (Exhibit A).**

Mr. Grogan presented his report and emphasized the Mission Statement of the Committee which is: **“Enrich Our Parish”: Examine and recommend how to best utilize the “North Tract” and existing SMAA facilities to serve the needs and goals of the parish.**

During the process, the Committee launched an “Opinion Gathering” survey. This survey included a cross section of clergy, vestry members, Foundation Trustees, Stewardship leaders and a sampling of parishioners, from highly active to less active, older to younger, and more. Interview and dinners were conducted over a seven month period in 2011 including over 150 parishioners, staff, clergy and lay leaders.

Conclusion:

- Current facilities are not being fully utilized.
- Church has more pressing needs (e.g. more clergy).
- Church does not appear ready for a new capital campaign.

Other thoughts and ideas included: a need for a "Great Hall." The Committee expressed a need for community and gathering spaces, and an overall need to improve circulation.

Mr. Grogan concluded his report by stressing the value of the north property and the utilization thereof, whether it's now or in the future.

WELCOME MINISTRY:

Mrs. Tish Visinsky and Mrs. Ann Mills presented the Spring and Summer Summary of Welcoming Ministries-2012. Mrs. Mills presented the ministry report (**Exhibit B**) which includes over 150 volunteers. Mrs. Visinsky reported that they are hard at work on creating a "visitor portal" on our website, which will enable visitors to easily access the volunteer opportunities at Saint Michael's. She and Mrs. Mills are looking forward to this being available for all newcomers. Additionally, a new brochure is being printed for the Welcoming Ministries which should be available by Homecoming.

The Rector thanked them all their hard work on behalf of the church.

FINANCE REPORT:

Mr. Robb Baber, Director of Accounting, presented the Finance report on behalf of Mr. Matt Waller, Treasurer. The Income Statement for May 31, 2012 proved to be very close to budget for the month. In the month of May, the revenue was \$21k under budget, however, April was \$90k over budget - so this was not unexpected. On the revenue side, year to date we are \$126k above budget. Year to date expenses are \$69k under budget for a total positive variance of \$195k.

Our audit was completed in May and the audited financials have been delivered to the bank per the loan covenants. The full report is attached as **Exhibit C**.

STEWARDSHIP REPORT:

John and Kelly Wilson reported on the Annual Stewardship Campaign. They stressed that not only is the campaign a phase within the calendar year but a "day to day" thought process. This is the message the committee intends to expound. The Diocesan message is very much the same message...that stewardship is a way of life. The Committee is coming together nicely with 10-15 members. There also will be an ad hoc committee comprising of 20-25 members to assist. A Children's Program is also in the works. Additionally, Jim Skochdopole has agreed to Chair the Giving Council for the coming year.

BUILDING AND GROUNDS REPORT:

Mr. Tom Stewart reported that this is a busy time for the Building and Grounds Committee. There are three major projects on the forefront:

- SMAA Farmers Market is kicking off on June 30, 2012.
- New Children's playground will break ground in 30 days.
- The Columbarium construction will break ground in mid-August.

The Rector will be sending letters regarding the Farmers Market to the neighborhood and also informing them of the impending construction of the Columbarium on the south lawn.

RECTOR'S REPORT:

The rector reported that The Rev. Brenda Sol has joined our staff and adjusting well. In the next month, The Rev. Lisa Flores, Associate for Pastoral Care, will join us on July 8th.

Vacation Bible School was a big hit! Emily Given did a wonderful job facilitating the week's events with over 300+ children participating. This year a Wednesday night Celebration was held at the Flight Museum. Parents and children enjoyed the mid-week dinner and fellowship!

Regarding the summer worship schedule, the rector reported that the Discovery Mass and Joy Mass have joined together for one Celebration for the summer months. The Faith and Literature Sunday School class continues at 10am in the Saint Michael Chapel. Nancy Powers, Manager of SMAA Farmers Market, diligently has been working to contract vendors for our opening on June 30th. She expects 30 vendors with vegetables/produce/and other various items. Brenda Sol is chairing a committee of volunteers to assist each Saturday.

The rector also reported that Homecoming 2012 is scheduled for September 9th. The Rev. Bill Power is preaching and The Rt. Rev. Sam Hulsey is celebrating. Please mark your calendars!

OTHER BUSINESS:

Vestry member, Stephanie Pearson, presented her report for the Saint Michael Preschool Board Recommendations for 2012. Those nominated for a three year term include: Jiggs Foster, Pagett Gosslee and Annie Stock. Upon a motion duly made and seconded, the vestry unanimously approved the slate. Additionally, Mrs. Pearson reported that a new logo will be shortly forth coming for the preschool. Her full report is attached as **Exhibit D**.

The Vestry met in Executive session from 6:15-7:00pm.

Upon returning to regular business the rector reminded the Vestry of the upcoming Retreat this weekend from 8:30-3:30pm at Arlington Hall with Bill Bancroft facilitating.

The meeting was adjourned at 7:10pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kay Alfred". The signature is written in a cursive style with a large, looping initial "K".

Kay Alfred
Rector's Assistant

Saint Michael Preschool Board Recommendations 2012

Saint Michael Preschool serves families with children ages 6 weeks to 5 years old. Over 150 children are enrolled in the program with 26 full time teachers and staff. Mother's Day Out is one or two day per week program for children 0 to 2 yrs old. Preschool is three to five days per week program for children 3 to 5 years old.

The Preschool Board is a committee of the Vestry established in January 2011 as an advisory group to support the Preschool Director and staff. The role of the board is to support the school in it's mission to provide programs that meet the developmental and spiritual needs of the children.

The Committee is comprised of the Rector (including any Interim Rector) or his/her designee, the Associate for the Children, Youth and Family Ministries, a Vestry Liaison, and nine (9) other members, at least six (6) of whom shall be parents or grandparents of current or former SMAA School students, representing a mixture of infant, toddler and preschool age children. In addition, seven (7) members of the Committee, including the Vestry Liaison, shall be communicants in good standing of SMAA. The Director, the SMAA Director of Operations, and an SMAA School Teacher, chosen by majority vote of the SMAA School faculty, serve as *ex officio* members of the Committee.

Returning members of the 2012-2013 board include: Rv. Bob Dannals, Rector; Rv. Greg Pickens, Associate for Children, Youth and Families; Stephanie Pearson, Vestry Representative; Tracy Helms, Chair; Cindy Brown, Parishioner; Mike Keogh, Parishioner; Debra Sargis, Non-SMAA member; Kristen Scott, Parishioner; and Sandra Snyder, Parishioner. Members completing their service term as of June 30, 2012 include Padget Gosslee, Non-SMAA member; Reggie McFarland, Parishioner; and Nancy Moore, Parishioner.

The Preschool Charter states nominations will be brought before the Vestry annually in June. Nominations were accepted during the month of May 2012. Applicant nomination forms were placed in many church communication channels including a broadcast email to the Preschool parents. Thirteen candidates submitted nominations. All but three were self nominated. The Nominating committee's intent, in selecting three new members, was to present candidates with diverse skill sets able to compliment or enhance the current committee and able to support the various goals of the school.

The Preschool Nominating Committee would like to recommend the following candidates for a three year term of service effective July 1, 2012 and ending June 30, 2015.

Nominees - 3 year term of service

Jiggs Foster

- Jiggs has been a member of Saint Michael and All Angels for 15 years. She has three children ages 10,8 and 1. Jiggs has been active in numerous areas at SMAA including: Sunday School Teacher, Early Childhood Committee, Child and Families Committee, Catechist, SMAA Strategic Planning Committee, Engaged Couples Class Leader, and she and her family attend worship services regularly.
- She is currently a partner at Trion Consulting and has also served as VP of Marketing for Brinker International. She holds an undergraduate degree from Tulane and a MBA from Duke.

Pagett Gosslee

- Pagett attends SMAA with her husband Mike but is also an active member of Wiltshire Baptist Church. She has completed a one year term on the Preschool Board and has willingly accepted a nomination for an additional term.
- She is currently the Director of Development and Alumni Relations at UTD. She has served as Development Manager for Mercy Ships. She holds an undergraduate degree in Elementary Education and a Masters degree in Human Development.

Annie Stock

- Annie has been a member of Saint Michael and All Angels for 6 years. She has three children ages 4 and 16 month old twins. All three will be students at Saint Michael Preschool next fall. She serves on the Early Childhood Committee and is the Barn Yard Bash - Volunteer Chair. She is on the VBS Committee - closing ceremony co-chair and has been active in supporting the Preschool as Room Mother. She also was active in planning the Chairish Fundraising event.
- She currently works part time for Pylant Medical. She received an undergraduate degree in accounting from Kansas State University and a Masters in Tax from the University of Texas. She is a CPA and worked for Pricewaterhouse Cooper for six years.

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- She is currently a partner at Trion Consulting and has also served as VP of Marketing for Brinker International. She holds an undergraduate degree from Tulane and a MBA from Duke.

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- She is currently the Director of Development and Alumni Relations at UTD. She has served as Development Manager for Mercy Ships. She holds an undergraduate degree in Elementary Education and a Masters degree in Human Development.

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- She currently works part time for Pylant Medical. She received an undergraduate degree in accounting from Kansas State University and a Masters in Tax from the University of Texas. She is a CPA and worked for Pricewaterhouse Cooper for six years.

Saint Michael and All Angels Episcopal Church
Income Statement
May 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	2,022,072	2,228,018	205,946
Prior Year Pledges	225,000	190,400	142,544	(47,856)
Unpledged Contributions	285,000	133,679	100,496	(33,183)
Plate	100,000	49,492	44,591	(4,901)
Other Income	58,000	24,167	27,009	2,842
Credit Card Fees	(45,000)	(21,108)	(17,130)	3,978
Stock Fees & Adj.	0	0	(381)	(381)
Total Operating Revenue	4,934,000	2,398,702	2,525,148	126,446
Outreach				
Diocese Assessment	(557,837)	(232,432)	(232,432)	0
ECUSA	(98,442)	(41,017)	(41,017)	0
Seminary Contributions	(7,000)	0	0	0
Outreach Grants	(145,000)	0	0	0
Total Outreach	(808,279)	(273,449)	(273,449)	0
Total Revenue Available	4,125,721	2,125,252	2,251,698	126,446

<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)	(501,385)	(495,004)	6,381
Adult Education	(290,299)	(125,479)	(125,641)	(161)
Bookshop	4,051	846	2,038	1,192
Children & Family Ministry	(223,612)	(107,807)	(87,548)	20,260
Communications	(118,910)	(51,700)	(44,193)	7,507
Congregational Care	(9,025)	(3,400)	(3,789)	(389)
Early Childhood Ministry	(385,609)	(99,748)	(100,044)	(296)
Lay Ministry Engagement	(7,460)	(5,043)	(1,855)	3,189
Liturgy & Worship	(32,100)	(13,525)	(10,734)	2,791
Ministry	(750,545)	(319,854)	(317,957)	1,897
Music	(257,902)	(103,462)	(108,037)	(4,575)
Operations	(664,918)	(243,312)	(234,973)	8,338
Outreach	(26,000)	(13,292)	(8,137)	5,154
Parish Life	(27,200)	(7,815)	(5,145)	2,670
Pastoral Care	(21,875)	(9,280)	(3,677)	5,603
Stewardship	(34,447)	(4,737)	(1,635)	3,102
Welcome Ministries	(10,000)	(4,392)	(2,820)	1,572
Young Adults 20..30	(7,500)	(3,125)	(3,515)	(390)
Youth Ministry	(206,548)	(89,639)	(84,485)	5,154
Total Operating Expense	(4,201,967)	(1,706,149)	(1,637,150)	68,999
Revenue Over/(Under) Expense	(76,246)	419,103	614,548	195,444

SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH

WELCOME MINISTRY

Spring & Summer 2012

The Welcome Ministry Steering committee is composed of 14 parishioners who are the leaders of the areas listed below along with our Vestry Representative (Paige Wilbur) and staff members (Ann Mills & Tish Visinsky). The group meets six times a year in the Chapel Conference Room. We gather for a devotional (led by Karen Wiley) and then discuss Welcome Ministry business over lunch (coordinated by Lynn Hood). The Welcome Ministry has over 150 volunteers who are actively involved in the following:

Welcome Kick Off

The 2nd annual Welcome Kick Off was held on Saturday, September 10, 2011. All Welcome Ministry volunteers were invited along with the usher corps to a brunch to kick off another "Year of Welcoming and Engagement." Sherry Wilson (Chairman of the Welcome Ministry) did a wonderful job welcoming everyone and introducing the ministry team members. New volunteer nametags & folders were also distributed. The fall 2012 Kick Off Brunch is scheduled for Sunday, August 26th from 10-11am.

Greeters

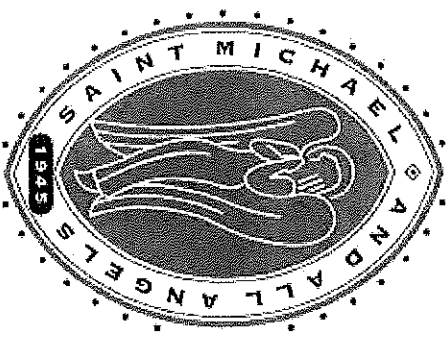
Sunday morning greeters are stationed by the Narthex, Lanai, ECM Entrance, Chapel, Theater & Parish Hall to welcome visitors and parishioners before and after most services. They wear red WELCOME name tags with lanyards and are available to answer questions and help guide visitors as needed. This dynamic group is headed up by Susan Thomas who is doing a fabulous job recruiting MORE greeters to make sure all areas are adequately covered each Sunday.

Newcomers' Lunch with the Rector

Visitors and newcomers are invited to join the Rector for lunch and informal conversation about life and community at Saint Michael and All Angels once in the fall and once in the spring. The very successful spring 2012 Newcomers' Lunch was held on Sunday, March 18th. The Fall 2012 Newcomers' Lunch is scheduled for Sunday, October 21st from 12:15-1:30pm in the Coke Activities Room.

Newcomers' Weekend (*Inquirer's Class*)

Newcomers who are interested in learning more about the Episcopal Church as well as Saint Michael are invited to a weekend retreat held once in the fall and once in the spring. We had 24 members who were confirmed, reaffirmed or received by the Bishop in May following our Spring Newcomers' Weekend which was chaired by Cherri Oakley. The fall 2012 Newcomers' Weekend will be Friday, Nov. 9th – Sunday, Nov. 11th.



Decade Committee: Facilities and Real Estate

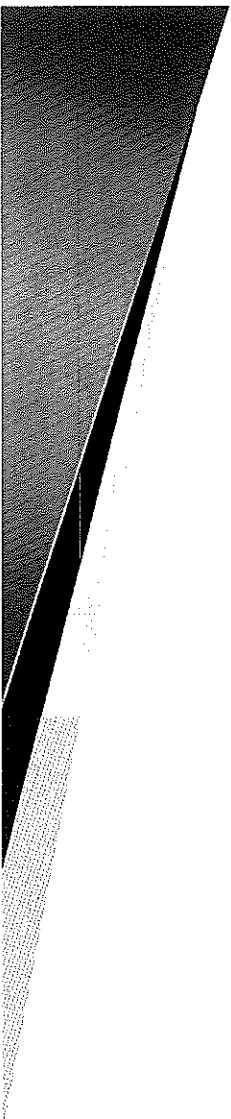
Summary of Findings and Recommendations

June 13, 2012

Issue: "Build it and they will come" or ...
"Form should follow function"

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Committee Members

Chair/Co-Chairs

Jay Grogan, Chair
Chris Schupp
Bob Wilbur

Representative Members

Tracy Helms - SMAA School
Tom Stewart - Building & Grounds
Paige Wilbur - Junior Warden

At Large Members

Jean Coleman
Rachel Hairston
Jane Hancock
Nancy Mulford
Jay Wagley
Phillip Wiggins

ex officio

Bob Dannals - Rector
Charlie Sartain - Senior Warden

Mission Statement

“Enrich Our Parish”: Examine and recommend how to best utilize the “North Tract” and existing SMAA facilities to serve the needs and goals of the parish



Process: Parish “Opinion Gathering” Survey

Challenge: How do we utilize the North Tract and Existing Facilities to best “enrich the parish”?

Response: Rather than simply assemble the opinions of the Decade Committee, committee members surveyed a cross section of the Parish through direct interviews and a series of dinners hosted by committee members including:

- All serving Clergy
- Former Clergy
- All Vestry members
- Former Vestry members
- Both serving Wardens
- Former Wardens
- Current and former Foundation Trustees
- Stewardship leaders
- Sampling of Parishioners, from highly active to less active, older to younger, and more.

Timing: Interviews and dinners conducted over a seven month period in 2011

Sample: Over 150 parishioners, staff, clergy and lay leaders

Survey Results: Summary

- Construction of new buildings on the North Tract at this time is not prudent or appropriate
 - Current facilities not fully utilized
 - Church has other more pressing needs (e.g. more clergy)
 - Church does not appear ready for new major capital drive to fund new buildings
- Today, traditional church uses (e.g. great hall) are strongly preferred for any new facility on the North Tract over non-traditional church uses (e.g. senior living facility)
- There is a need for better and more central “community spaces” and “gathering spaces” and a need to improve overall circulation
- There is a need for more “small group” meeting space
- Use of the “North Tract” needs to be consistent with the purposes of the “Expanding Our Faith” Capital Campaign

General Conclusions and Recommendations

- Defer planning for new additional facilities on the SMAA campus (including the North Tract) until current facilities are at or near full utilization
- Pursue interim short-term uses (i.e. 5 years or more) for the North Tract, such as
 - Existing new parking lot
 - Planned playground expansion
 - Contemplated “farmer’s market”
 - Periodic large “revival tent” events in open green space
- Pursue value-focused improvements to existing hallway/parlor/lanai spaces to create and enlarge “gathering space” in and abutting the North Lanai to South Lanai corridor
 - Continue efforts for coffee bar
 - Continue efforts for expansion of North Lanai and South Lanai
- Future development efforts, when warranted, should consider:
 - Utilization of entire North Tract as well as redevelopment opportunities for existing west parking areas and athletic fields
 - Possibilities for underground parking with direct church-to-parking access
 - Possible demolition of obsolete portions of the SMAA campus, such as the North Wing, with a concurrent northerly expansion of the Garden Cloister
 - Increased density of use, given limitations on further expansions of the campus footprint
- Consider redeployment of appropriate existing unused spaces to “small group” meeting spaces
- Coordinate any new facilities or modification of existing facilities with ESD exit and SMAA preschool expansion
- Any additions to “Way Finding” signage should be flexible and expandable so as to accommodate changes and additions to campus facilities

“Great Hall”: Conclusions and Recommendations

- A new “great hall” facility in not justified or appropriate at this time, but may be warranted in the future based on increased parish demand
- When considered, a “great hall” should be multi-purposed and accommodate needs for
 - “all parish” services (such as “Lift off Sunday”)
 - large food service events
 - entertainment/performance venue
 - additional small group meeting spaces
 - indoor sports (e.g. basketball)
- When considered, a “great hall” should be centrally located
 - easy flow from sanctuary, as well as other areas of the church
 - perhaps located north of and abutting an expanded Garden Cloister (after a demolition of the North Wing)
- Until a “great hall” is constructed, consider use of temporary “big tent” on North Tract for large worship, food and entertainment events, homecoming and events such as “Lift off Sunday”



Strategic Plan Considerations

The Committee reviewed the current SMAA Strategic Plan and believes the recommendations in this report are consistent with the Plan in all respects.

The Committee notes that the current facilities may require modification and new facilities may be required as Strategic Plan goals are achieved, including increased parish membership, expanded parishioner engagement, and enlargement of the preschool/MDO ministry.