

**Meeting of the Vestry
The Chapel of the Cross
November 28, 2018**

Attendance:

The Rev. Ben Robertson	Amy Barker	Amanda Camp
George Ezell	Debbie Lominick	Steve Middleton
Whit Rayner	Jim Russell	Reggie Sims
Jon Woodward, Jr. Warden		

Reflection by Jon Woodward

October Minutes

- Steve Middleton made the motion to approve the October minutes. Jon Woodward seconded the motion. The motion passed unanimously.

November Agenda

- New business was added: Funeral Guild and approach to funerals in the chapel

Organ/Music Recommendation from Building Committee

Michael Beattie, director of music, reviewed the building committee recommendation regarding music and organ. Michael reviewed:

- History of the organ planning
- Organ Structure and Design/Proposed location
- High Level Overview: Recommendation from Chapel of the Cross Organ Committee
- Projected financial needs
- Proposed design adjustments

Michael confirmed with the proposed builder that they are willing to put together a thorough proposal including some renderings at no cost to us, and meet with us (for reimbursed travel expenses only.) This could be completed by the end of December.

Financial Statement

- Whit Rayner reviewed the October financial statements
- \$101,000 cash flow available for operating expense – highest it's been in several years
- We are running a deficit of \$85,004 YTD. We were budgeted to be \$98,000 behind, so as long as the last two months of the year are positive, we should end the year positively.
- We are \$6,000 under the projected income for Wednesday night supper. It is recommended that we discuss the strategy for 2019 budgeting
- There were questions about Day in the Country expenses and also marketing expenses (some of which will be allocated to DITC expenses from the restricted expenditures.) The budget for

marketing is \$9,000; however, part of that expense will be allocated to specific parts of the budget. Action item: Ben will meet with Pam to understand how that will be allocated.

- The most significant portions of income are pledge and non-pledge. We had budgeted ~ \$80,000 to be released from restricted funds. The FAM leaders and owners of restricted funds need to review ending balances.

Reggie Sims made the motion to accept the financial statement, and George Ezell seconded the motion.

The finance committee has only received 12 – 14 budget requests. Vestry members need to refresh the request with the chairs. Whit will provide a list of outstanding budgets.

In 2018, there was no budget request for Daughters of the King. They have created rosaries and would like to purchase cards to accompany the rosaries.

Jon Woodward made the motion to add \$200 to the 2018 budget for Daughters of the King and Steve Middleton seconded the motion. The motion passed unanimously.

Christmas Bonuses

Historically, the vestry has approved an amount of \$2400 for the rector to use to distribute Christmas bonuses to the staff.

Reggie Sims made the motion to approve \$2400 in Christmas bonuses for staff to be paid from Program/Personnel. Jon Woodward seconded the motion. The motion passed unanimously.

2019 Stewardship Campaign

Ben shared a memo with progress for 2019 stewardship.

- Total 2018 pledges as of 11/30/17 – 73 pledges at \$349,264
- Total 2019 pledges as of 11/28/18 – 81 pledges at \$486,743
- Total 2018 final pledges: 138 pledges at \$616,252

Vestry members are asked to contact the former pledging members who have not turned in a pledge card. Please call or contact as soon as possible. A phone call or email to the office will suffice.

Building Report

Reggie Sims made a motion to approve Michael Beattie continuing conversations with Noack Organ company and, as much as they are willing, to engage in collaboration with the architects and contractors to fully vet organ placements, potential window changes, railing changes, and ductwork adjustments.

The vestry authorizes moving forward in obtaining a formal proposal from Noack organ company, which will be provided at no cost to the chapel. Jim Russell seconded the motion. The motion passed unanimously.

The vestry discussed the next communication to the parish, and it was determined that following planning and zoning approval (December 13) another communication would be sent (with input from Michael) and address the organ placement and next steps.

It was discussed that active fundraising for the organ was already approved in a prior vestry meeting and should continue.

Junior Wardens Report

- Discussed alarms
- T-shirts for gravediggers
- Discussed cleaning crew and possibility of adding a day of cleaning on to be paid for by PDO. Discussed trying to find a new cleaning crew.
- Discussed lighting

Rectors Report

- Advent workshop will be December 2nd after 11 am service
- Nativity pageant will be December 9th for the 5 pm service.
- Lessons in Carols will be December 16th.
- Advent party at the Pooly's on the 16th also
- Talked about the Centered Prayer workshop at the Chapel .

Motion to adjourn made by Reggie Sims, seconded by George Ezell and approved by all