

# Calvary Episcopal Church

## Vestry Minutes

November 24, 2009 and December 9, 2009  
Parker Hall

### Participants

#### Present:

Larry W. Frederiksen, Molly Isaacs-McLeod, James M. Barnes, Morris K. Belknap, Thomas H. Fulton, Michael E. Hensley, Franklin Starks III, William Vail Jr., John A. Bugbee, Dorn Crawford, Ruth Robins, John S. Speed

#### Absent:

Marsha L. Webb, Athans I. Adoki, Kit Llewellyn, Kelsey Hensley

### Call to Order

The meeting was called to order at 5:15 PM by Senior Warden Larry Frederiksen.

### Opening Meditation & Prayer

Larry Frederiksen read two collects from the BCP followed by the Lord's Prayer.

### Minutes of Previous Meeting

Dorn Crawford moved to accept the minutes of the October 27, 2009 Vestry meeting; seconded by Jim Barnes. The minutes were accepted as amended.

### Action Items – Strategic Planning Committee

#### 3<sup>rd</sup> Street Property:

Ginger Ray presented a report on the status of the Third Street building and property. Needed repairs include the air conditioning and possibly the roof. Options for selling, leasing, or using the property for Help Ministries of Central Louisville were discussed. Dorn Crawford made the motion to initiate discussions with Help Ministries to consider using the property for community outreach; seconded by Tom Fulton. Motion carried.

#### Publishing/Content Management:

Morris Belknap reported on his survey of other Episcopal churches and named a final list of software products. Larry Frederiksen made the motion for Morris to organize a trial period and workshops to evaluate software; seconded by Tom Fulton. Motion carried.

### Committee Reports

#### Worship:

Jim Barnes reported for Marsha Webb. Thanksgiving Day service is at 10:00 AM. Christmas Eve services are at 4:00 and 9:30 PM. There is a Christmas Day service at 10:00 AM.

*Action Item for Worship Committee: none*

#### Parish Life:

Molly Isaacs-McLeod had no report.

*Action Item for Parish Life: none*

**Pastoral Care:**

There was no report.

*Action Item for Pastoral Care: none*

**Christian Formation:**

Franklin Starks referred to Callie Hausman's Report to the Vestry for November. Vestry members were reminded to take the online *Safeguarding God's Children* course if they have not done so.

*Action Item for Christian Formation: none*

**Stewardship:**

Will Vail reported on the status of pledge receipts for the 2010 Every Member Canvass. The goal is \$390,000. So far 111 pledges have been received totaling \$278,099 or 71% of the goal. The average is \$2055.40.

*Action Item for the Stewardship Committee: none.*

**Outreach:**

Larry Frederiksen referred to Margaret Dickinson's November Outreach, Music and Communications report.

*Action Item for Outreach: none.*

**Communication:**

Dorn Crawford reported that Time and Talent signup has been posted.

*Action Item for Communication: none*

**Property:**

Michael Hensley reported that the work on the triangular stained-glass windows should be finished within a few weeks. Also, the plastering that is currently needed is estimated at \$8,000 if and when this work is performed.

*Action Items for the Property Committee: none.*

**Finance:**

Jim Barnes presented the financial statements for the month ending October, 2009. Michael Hensley made the motion to accept the Treasurer's Financial Reports for October, 2009; seconded by John Bugbee. Motion passed. The status of the endowment funds was reported also.

Budget for 2010: The budget is to be discussed in executive session.

Fundraising: Tom Fulton asked that a letter be sent from Fr. Hines to all the artists thanking them for their contributions to the fundraiser.

*Action Items for the Finance Committee: none*

**Executive Session:**

Tom Fulton made the motion to enter into executive session; seconded by Ruth Robins. Motion carried.

**Motions Made After Executive Session:**

Tom Fulton made the motion to return the meeting to open session; seconded by Molly Isaacs-McLeod. Motion carried. The following motions based on discussions made during executive session were brought to the floor:

- o Larry Frederiksen made the motion to defer the payback of the loan; seconded by Tom Fulton. Motion carried.
- o Will Vail made the motion to limit outreach donations to Help Ministries of Central Louisville and to keep the donation at the existing level; seconded by Michael Hensley. Motion carried.
- o Tom Fulton made the motion to advise the Search Committee that the rector's compensation is to be in the range of \$75,000 to \$84,000. Seconded by Ruth Robins. Motion carried.
- o Jim Barnes moved to freeze all program expenditures for the remainder of 2009; seconded by John Bugbee. Motion carried.

**Junior Warden:**

Molly Isaacs-McLeod had no report.

**Senior Warden:**

Larry Frederiksen reported that four parishioners had offered to have their names placed in nomination for the next vestry class and that more names are needed. The annual Diocesan Convention is February 10, 2010 in Paducah. Delegates will be selected at the December vestry meeting.

**Old Business**

**Strategic Planning Committee:**

Dorn Crawford reported on his efforts to organize planning and to bring a systematic approach to project management.

**2010 Sesquicentennial Celebration:**

John Bugbee had no report.

**Search Committee Update:**

Will Vail passed around a copy of the 2-disc DVD that was sent out to candidates.

**2010 Diocesan Convention:**

Names for nominees need to be submitted by November 2.

**New Business**

**Building Use Committee:**

Will Vail spoke of activating a committee to study or manage events patronized by non-parishioners such as weddings and commencements.

**Announcements**

There were no other announcements.

**Closing**

A special meeting was called for Wednesday, December 9, 2009 @ 5:15 PM in Parker Hall to discuss the 2010 budget in executive session. Morris Belknap will officiate *Compline* for this meeting. The next regularly scheduled meeting of the

Vestry is December 15, 2009 @ 5:15 PM. The meeting will be held at Calvary Episcopal Church in Parker Hall. Tom Fulton will officiate *Compline*.

There being no further business, the meeting was adjourned 8:53 PM with Ruth Robins officiating *Compline*.

### **Special Called Meeting – December 9, 2009**

#### **Present:**

Larry W. Frederiksen, Molly Isaacs-McLeod, James M. Barnes, Morris K. Belknap, Thomas H. Fulton, Michael E. Hensley, Marsha L. Webb, Franklin Starks III, William Vail Jr., John A. Bugbee, Dorn Crawford, Kit Llewellyn, Ruth Robins, John S. Speed

#### **Absent:**

Athans I. Adoki, Kelsey Hensley

#### **Proceedings:**

Larry Frederiksen opened the meeting with a prayer from the BCP. Dorn Crawford made the motion to enter executive session; seconded by Molly Isaacs-McLeod. Motion carried. After discussion, Molly Isaacs-McLeod made the motion to return to open session; seconded by Marsha Webb. Motion carried.

Will Vail made the motion to adopt the following recommendations of the Personnel Committee; seconded by Marsha Webb. Motion carried.

1. Amend Article I, Section 6 of the Calvary Bylaws to read as follows:  
"All officers, staff, and employees of the Parish are responsible in all ecclesiastical matters to the Rector, and in the Rector's absence, to the Wardens, and in all temporal affairs to the Vestry, acting through the Wardens, or its appropriate committee. The Vestry shall produce and maintain an Employee Handbook to assist the Vestry, Wardens and appropriate committees in providing uniform guidance to employees regarding temporal affairs. The policies included in this Employee Handbook shall comply with all applicable federal, state and local laws and regulations. A copy of this Employee Handbook shall be provided to each employee and staff member. Additionally, lay employee compensation shall be established by the Vestry based upon the employee's position description. Payroll records/timesheets shall be maintained for all employees, including clergy."
2. Express appreciation for their continuing service and inform the Calvary staff that there is funding for the salaries of their positions at 2009 levels. On or about June 30, 2010, the staff will be subject to a performance review based on guidelines as communicated to them in January 2010. Additionally, there will be ongoing conversations between the staff individually and the Personnel Committee during the period between January and June 2010.

The next regularly scheduled meeting was changed from December 15 to December 29. Larry Frederiksen adjourned the special meeting.

Respectfully submitted,

Morris K. Belknap  
Secretary