

**Vestry Minutes  
Christ Episcopal Church  
Montpelier, Vermont  
April 16, 2018**

**Members present:** Bruce Story, Senior Warden, Chair; David Blythe, Shawn Bryan, Josh Fitzhugh, Sarah Hofmann (via telephone), Diane Holland, Ted Long, Junior Warden; Joan Murray, and Liz Slayton

**Others in attendance:** Rev. Paul Habersang, Priest-in-Partnership; John Jaworski, Treasurer; Virginia Catone, Secretary; and Sharon Winn, Capital Campaign Manager

Bruce called the meeting to order in the sanctuary at 6:30 p.m., followed by Paul reading from the initial Genesis passages known as the Song of Creation.

1. **Consent agenda:** Approved on a motion from Diane, seconded by Josh, was this month's consent agenda, consisting of the March 26 minutes, the Priest-in-Partnership report for March-April, and the financial statement for March. Paul called attention to the fact that due to the high cost of mounting the historic spire for display in the Memorial Garden, that project will not be undertaken now. He also mentioned that a permit is needed to display the dove banner which parishioner Mike Ridge designed for the upcoming sesquicentennial celebration, entailing some slight modifications in the banner's original dimensions.

2. **Christ Church Connections (CCC):** At the request of the Chair, Ginny Catone described the mission and functioning of this vibrant and relatively new ministry, which focuses on outreach and support to members of the congregation facing challenging personal situations such as health issues, loss of loved ones, and isolation. She gave several examples of ways in which the team members have responded to individual needs, pointing out that among the advantages of the ministry is the large quantity of semi-active members who are willing to help others even if they are unable to attend the group's monthly meetings. Another somewhat unique and positive aspect of CCC is that the coordinator position rotates on a monthly basis among numerous active members.

3. **Capital campaign update:** Capital campaign manager Sharon Winn gave an update on the campaign. Her oral presentation was essentially a recap of written highlights she had circulated electronically to the Vestry members prior to the meeting, including: campaign assumptions; standards of giving tables, Christ Church campaign structure; community input to date; and next steps in the campaign.

Among aspects of the campaign on which Sharon elaborated were that leadership structure and a well-engaged congregation are keys to success and that it will be essential to engage many people from the congregation to make specific gift requests. A "Standards of Giving Table" reflected what needs to happen to reach given campaign goals, and Sharon demonstrated how it would function for various goals. Sharon explained that once the steering committee has linked the names of key individual donors to their respective stated giving levels, it will settle on a goal and then present a standards of giving table for the church's campaign.

On the matter of campaign structure, a steering committee is being assembled, chaired by Helen Bryan with the addition of a co-chair who has strong community ties and the chairs of the six subcommittees that will be responsible for various aspects of the campaign.

A point about which Sharon had strong feelings, especially given the fact that much of the capital campaign will occur in the fall, was the importance of separating it from the annual

stewardship drive and making that distinction clear to the congregation. In reply to Joan's inquiry as to whether the parish will be alerted in advance about the forthcoming capital campaign, Sharon answered in the affirmative and added that she would talk to Connecticut consultant Mary Ann Doyle about this.

Paul proposed developing a postcard with a list of events on one side and the Church's new dove logo on the other, and that this card could also serve as a kind of introduction or invitation to the giving campaign. Liz considered it important for actual letters soliciting donations to the capital campaign to be somewhat personalized (by groups) to reflect the recipients' connection to Christ Church. Josh suggested asking the congregation via the weekly bulletin announcements to write the names of former members or others with a connection to the church on a card that they could leave in the sanctuary.

The conversation concluded with Bruce's pronouncement that this subject will be placed on the agenda for the May meeting.

4. Housing Committee report: Shawn called attention to his memo of this date, which he distributed electronically to the members prior to the meeting, on the subject of negotiations between Christ Church and the owners of the proposed hotel and garage on the property behind and adjacent to the church. Imminent approval of those projects by the city's Development Review Board (DRB) appears inevitable, but critical to the church's interests at his point are access to the rear of our property and the impacts of site work and grade changes on church property. Specifics of these and other matters described in Shawn's memo must be resolved in the Memorandum of Understanding (MOU) between the hotel owners and the church. Christ Church has retained an attorney, a civil engineer and a surveyor to assist in identifying those issues critical to us.

Shawn observed that the engineers are working very well together.

5. Finance Committee update: Josh and Paul reported that although there continue to be challenges in transitioning to the QuickBooks, Paul has contacted someone with the Diocese who is familiar with this software accounting system and is willing to help navigate through the QuickBooks manual. This individual will contact Treasurer John and work with him to accomplish the difficult transition this year.

Paul also reported that Beth Ann Maier is confident about assembling another leadership team to conduct the 2017 audit, which is essential to Christ Church's ability to apply for grants from the Diocese.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted:

Virginia Catone  
Secretary of the Vestry