

**St. Timothy's Episcopal Church  
Annual Parish Meeting Minutes  
January 31, 2010**

**Documents Distributed:** St. Timothy's Episcopal Church Purpose Statement & Annual Parish Meeting Agenda January 31, 2010; St. Timothy's Episcopal Church 2009 Budget and Results & 2010 Proposed Budget.

**Meeting was called to order at 11:20 a.m. and Senior Warden Bob Fullerton opened the meeting with an invocation and prayer, followed by the Lord's Prayer recited by all.**

- 1. Establishment of quorum** – After reviewing the sign-up sheet for the meeting, Bob declared a quorum present. No objection was voiced.
- 2. Minutes of 2009 Annual Parish Meeting** – A motion was made and seconded to approve the minutes of the January 25, 2009, Annual Parish Meeting. The motion was approved on voice vote without dissent.
- 3. Parish Leadership Recognition** – Father Michael Carney recognized the staff members of St. Timothy's, including: Associate Rector Sandy Blake, Deacon Cammie Houpt, Parish Administrator Lindsay Leaman, Youth Director Shanda Velisek, Music Director Joyce Culwell and organist Gene Culwell, thanking them all for their service and commitment to Saint Timothy's. Michael also thanked Senior Warden, Bob Fullerton; Treasurer, Jeff Rudolph; and Finance Committee Chair, Jerry King for their service. Both Lorie Newey and Lyn Zolman were recognized for their three years of service on the Vestry; Mary Carr was recognized for finishing the final year of a three year term. Sunday School Coordinator Jennifer Perry was thanked for her service, and Lorie Newey was introduced as the Altar Guild Directress.
- 4. Volunteer Awards** – Father Michael Carney gave special recognition to parish members Mary Lou Laubach, Bill O'Melia, Lyn Zolman, Jeff Spahr and Roberta Denham for their many years of service to Saint Timothy's.
- 5. Election of Wardens** – Senior Warden Bob Fullerton announced that he had been nominated by Father Michael Carney to continue as senior warden. After recognizing the many years of service by Jeff Spahr as retiring Junior Warden, Whitney Thomas was nominated as Junior Warden. There were no additional nominations for either post from the floor or the chair. A motion to accept the nominees by acclamation was seconded and approved by voice vote with none opposed.
- 6. Election of Vestry Members** – Bob announced that a nominating committee of two outgoing Vestry members and himself had recruited four parishioners to stand for election to the Vestry: Mary Carr, Bruce McCrea, Bill Utter and Kent Wagner. Bob clarified that although Vestry members are unable to run for consecutive terms, Mary Carr was elected at the last annual meeting to complete the term of a Vestry member who

resigned in 2008. She is therefore eligible to run for a full three year term. There were no additional nominations from the floor or the chair. (For results, see Item 17).

**7. Report of Senior Warden** – Senior Warden Bob Fullerton thanked the parish for allowing him the opportunity to serve as Senior Warden in 2009. Bob reflected that although the year had not been free from challenges, Saint Timothy's had enjoyed many successes, including:

- The church staff has done a tremendous job in carrying out vibrant ministries and programs, while spending less than the budget allowed for expenses.
- Welcoming Cammie Houpt as our new Deacon; completing the new nursery; exceptional staff support and involvement in the Lenten series based on the book "The Shack"; Sandy's excellence in planning and carrying out a variety of adult faith formation activities such as the study brunch; Shanda's outstanding work in organizing and carrying out successful junior and senior high mission trips; Joyce and Gene Culwell's fine leadership of our music ministry; and Michael's excellent facilitation of the Bible as a Moral Compass sessions.
- Bob thanked Lindsay for her willingness to take on the added responsibilities associated with her new role as parish administrator.
- Bob congratulated Roberta Denham on her many years of faithful service as Altar Guild Directress, and Jeff Spahr's perseverance as Junior Warden for six of the past nine years.
- Bob thanked outgoing Vestry members Lorie Newey, Lyn Zolman and Mary Carr for their good work.
- Bob noted that the St. Tim's Vestry has been very proactive in setting a course for the future of Saint Timothy's, including holding a retreat in March to focus on ways to bring life to the church purpose statement; adopting a policy on building use and fundraising; and convening an unprecedented Vestry meeting with the church staff in August to discuss and set goals for the 2009-2010 program year.
- For the first time in the history of St. Timothy's, the Vestry conducted a mutual ministry review with the church rector.
- In November, the Vestry agreed to redefine the Junior Warden position. In order to make this position more strategic and focused on the long-term needs of the church, and to attract people to the position/spread the workload around, the job of the Junior Warden will now be focused on providing leadership in carrying out goals adopted by the Vestry. For 2010, goals are completion of the website upgrade, taking initial steps to form a marketing/church growth committee, and forming a property committee and getting it running. Maintenance and upkeep will be coordinated by Lindsay Leaman in her new role as Parish Administrator. As stated earlier, Whitney Thomas has been elected the Junior Warden. Bob asked for volunteers to serve on both the Property and Marketing Committees.
- Bob went on to say that he is very appreciative for the congregation's support of the budgetary needs of St. Timothy's. Through support of the supplemental budget campaign early in 2009, and in response to a challenge to match a \$10,000 anonymous gift, the congregation pledged an additional \$25,935. This allowed the Vestry to adopt a balanced budget without additional painful budget cuts. Thanks to the continued generosity of our parish, through the response to

Treasurer Jeff Rudolph's appeal for contributions at the end of 2009, St. Timothy's had its best month, collected almost \$62,000 in November. This significantly narrowed the deficit we were facing.

- The outside audit done in 2009 of our 2008 internal controls and financial records was positive. The auditor remarked that the "financial records (are) in impeccable condition" and "it was a stretch to come up with items for the management letter".
- On June 3, 2009, the Vestry and staff met with Bishop O'Neill. The discussion was focused largely on mission of the church, such as Episcopal Relief and Development.
- Bob thanked Deacon Cammie Houpt for her planning and promotion of Operation Christmas Child, Cherrelyn Christmas in 2009, and her other efforts in Samaritan Outreach.
- Bob reported that he attended the diocesan convention in Pueblo last October. One of the goals of the Diocese, and Bishop O'Neill, is establishing direct, ongoing, hands-on engagement of the poor, the marginalized, and the needy by at least 25% of the membership of each congregation in the diocese. Bob encouraged people to sign up for the Samaritan Outreach Committee to meet their goal of engagement with the poor. Bob asked that if anyone in the congregation is interested in attending the diocese convention this fall at the Hyatt Tech Center to please let him (or Father Michael) know.

**8. Report of the Rector** – Michael focused on these highlights from 2009:

- Michael reflected on how we have all continued to grow in our faith, through our various ministries, worship, music, and ongoing discussions regarding issues facing the Episcopal church. Much of this has been accomplished through the leadership of the staff and ministry heads.
- Faith Formation Programs – Including staff support of the Lenten series in 2009, making it exceptional; three excellent retreats held throughout the year; the continued growth of EFM; the sessions on the Bible as a Moral Compass; the successful Children's Weekend Bible School; development of the Wednesday morning Study Brunch and Moms and Tiny Tim's by Associate Rector Sandy Blake; the Adult Forum series; the completion of the new nursery; and the confirmation of our young adults, with Bishop O'Neill. In addition, we continue to grow in our faith through serving others through such things as Samaritan Saturday, Junior and Senior High Mission Trips, and the outreach done through the ministries of Deacon Cammie Houpt.
- Michael invited all members of Saint Timothy's to embrace our Purpose Statement ("St. Timothy's embraces all people with the love of Jesus through joyful worship rooted in tradition, ministries for all generations and reaching out to those in need."), and to keep this statement in mind when setting goals for the upcoming program year.
- Noting that stewardship is not a program or campaign, but a way of life, the Stewardship Committee has adopted as its themes for the coming year, "Freedom to be Faithful" and "Celebrating our Legacy".
- In November, 2010, Saint Timothy's will commemorate our 10<sup>th</sup> Anniversary in our Dry Creek location with a big celebration.

- Michael concluded his report by saying how very grateful he was for the opportunity to serve St. Timothy's and by expressing his excitement for the many opportunities ahead.

**9. Report of the Junior Warden** – Outgoing Junior Warden Jeff Spahr submitted his report as written in the 2009 Annual Report. Jeff thanked the many people who have helped him over the past three years in his job, making it much easier.

**10. Report of the Associate Rector** – Sandy Blake submitted her report as written in the 2009 Annual Report. Sandy expressed gratitude for being given the opportunity to serve and to grow in her preaching. She acknowledged the Women's Retreat & Spirituality Committee; the Mom's & Tiny Tim's childcare volunteers and participants; the Wednesday morning Study Brunch; and the WindCrest Residential Worship Team.

**11. Report of the Youth Director** – Shanda thanked all involved in the Youth Program. She noted the Vestry had to make cuts to the Budget, including the Youth Program. She fears this will not allow her to be able to do all of the events which have become a part of the Youth Program, including Genesis, Kick-off, Summer events and the Icebreakers. Shanda read a letter from a former youth member, highlighting the gifts she was given as a member of St. Timothy's Youth Group.

**12. Report of the Music Director** – Joyce Culwell noted that 2009 brought music for regular services, festival events and special occasions. Joyce thanked the choir, the Glory Bells, the Drum Group, and all the special musicians who have made the past year so musically successful. Although cuts were made to the music budget, there will still be beautiful music. Joyce asked for guidance and prayers in looking where she will make decisions in how to best use the money allotted in the budget. She then led the congregation in reciting together the Prayer for Church Musicians and Artists, found in the Book of Common Prayer.

**13. Financial Report for 2009** – Treasurer Jeff Rudolph acknowledged and thanked Jerry King for his mentoring, the Finance Committee, the Vestry, the counters, Cindy Gardner and DeDe Holmes, Leaman & Associates, and the staff for all their support. Jeff also thanked the 33 families who helped at the end of 2009 make up some of the shortfall we were facing. Although we were still facing a deficit at the end of 2009, it made the budget process for 2010 less painful. Jeff noted that the Vestry is charged with coming up with a balanced budget. Given the current financial situation facing Saint Timothy's, this was serious challenge. It was helped by several one-time gifts of \$10,000 each, with two being from younger families.

**14. Presentation of Budget for 2010** – Senior Warden Bob Fullerton began by thanking the Vestry for its hard work in developing a streamlined budget for 2010, which was unanimously approved the previous Tuesday. Bob also thanked the Finance Committee for their efforts, and in particular the chair, Jerry King. Special thanks to Treasurer Jeff Rudolph for his insight and counsel. And thank you to the Stewardship Committee, which worked very hard on the pledge campaign over the last several months.

- At the Vestry meeting on December 15, 2009, we had received pledges totaling \$338,220, far short of the original target of \$470,000. We were looking at a six figure shortfall for 2010.
- After Father Michael's talk on January 10 describing our financial plight, we have received three separate anonymous gifts of \$10,000 each. Many others responded with pledges and gifts, both large and small. As a result, pledges and gifts had risen to \$400,608 as of the Vestry meeting on January 26. 137 people pledged; 26 new pledges. Despite the strong response, the Finance Committee and Vestry needed to make significant cuts to the 2010 budget to make it balanced.
- Given that our reserves that are not already obligated or restricted have fallen to \$31,000, a sum that does not meet even one month of our church expenses, it was absolutely necessary that we come up with a balanced budget. Because of this, we had to make several painful cuts. Some of the more significant cuts include: Reducing Sandy Blake's work hours from  $\frac{3}{4}$  to  $\frac{1}{2}$  time; cutting the church's financial support for youth group activities; slashing the cost of professional musicians for our Easter and Christmas services; eliminating all staff continuing education; reducing janitorial services to once a week; cutting back our lawn care and the watering of the lawn; and keeping our diocesan pledge at the same level as last year. We have added money to the budget for several essential purposes, such as updating our website and repairing our parking lot.
- After considerable discussion, the Vestry decided not to discount pledges. Although we recognize how actual pledge income has recently been less than pledges during the stewardship campaign (2% less than budget last year; closer to 7% the year before), this allowed us to avoid even further painful cuts. If we are faced with a continued shortfall, it is anticipated that furloughs of staff will be necessary. The Vestry has also decided to not have a supplemental pledge campaign to increase revenues.
- Bob stated that although he is disappointed in the cuts the Vestry made, he is filled with gratitude at how blessed we are to have over \$400,000 in pledges and gifts from the congregation.
- Bob concluded by mentioning the church's Legacy Society, and thanking those parishioners who have included St. Timothy's in their wills, and as beneficiaries for insurance policies and financial accounts.
- A question was raised as to the approval of the Budget. Per the by-laws, the Vestry approves the budget, making it unnecessary for a vote by the congregation.

**15. Old Business** – None.

**16. New Business** – None.

**17. Election Results** – Elected to the Vestry were: Mary Carr, Bruce McCrea and Kent Wagner, each for a three-year term.

**The annual meeting was adjourned after a closing prayer at 12:54 p.m.**

**Respectfully submitted,**

Kathi Rudolph

Clerk of the Vestry