

Vestry Minutes
St. Timothy's Episcopal Church
April 27, 2010

Present: Simon Caddick, Father Michael Carney, Mary Carr, Bob Fullerton, Deacon Cammie Houpt, Bruce McCrea, Ann Pontius, Jeff Rudolph, Kathi Rudolph, Karin Sugarman, Whitney Thomas, Nancy van Hall, Kent Wagner.

Absent: Associate Rector Sandy Blake, Rick Carroll, Deacon Bill Riedell.

Documents Distributed: Vestry Agenda, April 27, 2010; Treasurer's Report, March 2010; Response to 2008 Audit Management Letter; St. Timothy's Average Sunday Attendance Summary; Boy Scout Troop 114 Memo; 2009 Parochial Report.

Changes/Additions to the Agenda: None.

NOTE: Due to snow, the March meeting of the Vestry was cancelled.

Approval of February Vestry meeting minutes: The minutes were approved by unanimous voice vote.

Approval of Items from cancelled March meeting, conducted by e-mail: The 2009 Parochial Report; the Boy Scout Troop 114 Memo.

Important Dates:

- May 1 – Samaritan Saturday
- May 15 – Leadership Workshop-Ministry in Today's Society
- May 1 & 15 – Simon Caddick and Ann Pontius Discernment Groups
- May 15 – Youth Mission Trip Silent Auction
- May 22 – Parish Work Day
- May 22-23 – Parish Plant Sale
- May 25 – Vestry Meeting
- June 6 – Church Picnic
- September 7 – Staff and Vestry meet with Lou Blanchard
- September 12 – Lou Blanchard visit to St. Timothy's

Clergy and Warden Reports:

Father Michael Carney:

- a. Youth Director Shanda Velisek and Father Michael continue to be in conversations with a facilitator. The process should be concluding soon.
- b. Michael thanked the Vestry for the donation to his discretionary fund generated by funds received from the Lenten supper served by the Vestry.
- c. Michael found the Lenten Series, and working with Kathy Hendricks, as well as Holy Week, to be very fulfilling. Kathy has expressed an interest in continuing to offer her gifts in assisting with worship.

- d. Due to concerns regarding the impending consecration of Mary Glasspool in California in the coming weeks, Michael is encouraging continued dialogue and acceptance of differing viewpoints within the Anglican Communion.
- e. Youth Center Project is beginning to take shape. The Narthex and Community Garden projects are also underway. Money for all three projects has been received through specified gifts and donations.
- f. Due to Associate Rector Sandy Blake's hours being shortened from $\frac{3}{4}$ time to $\frac{1}{2}$ time, Sandy will be taking blocks of time off during the summer months. She will continue to come on Sundays, and be available when Michael is on vacation. Moms & Tiny Tim's and the Wednesday Morning Study Brunch will begin again in the Fall. Michael also reported that the shifting of pastoral duties as a result of Sandy's shortened hours has been challenging. In addition to the gift already given for a Parish Nurse to help with pastoral care, additional funds need to be raised before this ministry can be implemented.

Senior Warden Bob Fullerton:

- a. Bob thanked the Denver Water Board and the Mile Hi Youth Corp for the donation and installation of low-flow toilets.
- b. Bob also thanked Father Michael and Mickey Jackson for their work in updating the website.
- c. The Littleton Chorale will be holding a Christmas concert at St. Timothy's.
- d. Quarterly Giving Letters, giving parishioners a summary of progress on their pledge, as well as an overview of the financial health of the church, will be mailed shortly. Jeff Rudolph volunteered to write the cover letter for the giving statements.
- e. The Marketing Committee has met twice, focusing on improving our website and demographic information in the surrounding communities.

Associate Rector Sandy Blake:

- a. In Sandy's absence, no report was made.

Deacon Cammie Houpt:

- a. Cammie reported that Samaritan Saturday, scheduled for May 1st, actually includes so many activities, outreach opportunities will occur throughout the month of May. Because Cammie was out of town she was not able to organize and promote the event as effectively as she would have liked.
- b. The Lenten outreach projects were very successful.
- c. St. Claire's Supper – Every 2nd and 3rd Tuesday of the month, St. Timothy's will assist in this "Ministry of Presence", bringing cookies to St. Peter & St. Mary Episcopal Church and sharing fellowship with the people who attend this service.
- d. Cammie, along with ministers and community leaders from the southwestern metro area, has begun a Homeless Task Force. Through their efforts they hope to establish a central clearing house of information needed by persons facing homelessness. One area of great concern is the number of homeless youth in the southern metro area, with over 400 in Douglas County alone.

Junior Warden Whitney Thomas:

- a. Whitney reported that he continues to work with Boy Scout Troop 114. Before the troop moves into St. Timothy's, there are several issues that need to be resolved. Once the troop has relocated, they will have meetings on Monday evenings. For the use of the copier, they will pay us \$200 per year. The shed they will be constructing will be adjacent to our storage shed in the northwest corner of the parking lot; the troop trailer will be kept behind an enclosure in the parking lot.
- b. With Michael and Lindsay, Whitney is compiling a list of projects which need to be completed at the Parish Work Day on May 22nd. Whitney will use the spreadsheet compiled by Lindsay of people with expertise in specific areas to identify volunteers.
- c. Bill Utter and Bruce McCrea have volunteered to assist with the Property Committee.
- d. Although Bruce Igoe is no longer with the company that recently replaced St. Timothy's roof, he did come in to repair a leak around the swamp cooler.
- e. There is money in the budget to repair the parking lot; Whitney will report at a future meeting on the options and costs of making the necessary repairs.
- f. Whitney is interested in getting involved with the Marketing Committee.

Treasurer's Report:

- a. Jeff reported on budget results through March of 2010. Because January had five Sundays, income was higher than the average four Sunday month.
- b. Pledge offerings are \$7000 (7%) behind budget for the 1st quarter. The Easter offering was large, and is not reflected in the March report.
- c. Expenses are over budget in program costs due partly to the large up-front expenses in Youth at the start of the year. When calculated throughout the year, this number will come in closer to budget.
- d. Worship program expenses are a little high due to purchases for the altar. Again, these are up-front costs, and will not be made again during the year.
- e. Total expenses YTD are a little lower than budget, but because we're a little behind in budgeted income, we're about \$2,500 over budget.

On a motion made and seconded, the March 2010 Treasurer's Report was approved as submitted.

Old Business:

- a. Audit Letter Response – Bob Leaman, of Leaman & Associates, conducted the audit of St. Timothy's. The primary purpose of the audit was to provide assurance that the financial statements fairly represent the financial position and results of operations of the entity being audited. At the conclusion of the audit, several recommendations were made to St. Timothy's to improve our procedures. The Audit Letter Response outlines the steps taken by St. Timothy's to address these suggestions.

On a motion made and seconded, the Response to the 2008 Audit Management Letter was approved.

New Business:

- a. Vestry Donation for Mission Trip Silent Auction – The Vestry will donate two tickets to the LandMark at Greenwood Village movie theatre, and a gift certificate to Slattery's Irish Pub. Money was collected, and Kathi Rudolph will purchase the items.
- b. Church Attendance Trends – Although the number of baptized church members increased from 2008 to 2009, average Sunday attendance fell during the same period. It is unclear why this trend has occurred. There haven't been huge fluctuations in attendance. Attendance appears to be improving in 2010. Rather than looking at Sunday attendance, should we focus on people actively engaged in ministry groups? Although Michael is concerned about the attendance numbers, he is very encouraged by the growth in the Sunday school program during the past year. The Vestry will continue to discuss the possibility of setting attendance goals for the coming year, including how to grow ministry groups. A new stewardship ethic may be needed just as much as attendance increases. Consistency in how ushers count may also be an issue; the best time to count seems to be at the beginning of the sermon.
- c. Sign Restricted Fund Usage – Due to several donations, the Community Garden does not need additional money at this time.
- d. A question was raised regarding signage along Dry Creek, University or Broadway, identifying St. Timothy's. Nancy van Hall asked for information on what has been done in the past to get signs posted.

The meeting was closed with prayer at 9:18 p.m.

Next meeting: Tuesday, May 25, 2010.

(Note: Vestry meetings are generally held the fourth Tuesday of each month.)

Respectfully submitted,
Kathi Rudolph
Clerk of the Vestry