

**St. Timothy's Episcopal Church
Annual Parish Meeting Minutes
Jan. 25, 2009**

Documents distributed: Annual Parish Meeting Agenda Jan. 25, 2009; St. Timothy's Episcopal Church 2008 Budget and Results & 2009 Proposed Budget; volunteer survey.

Meeting was called to order at 11:13 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 2008 Annual Parish Meeting - A motion was made and seconded to approve the minutes of the Jan. 27, 2008, Annual Parish Meeting. The motion was approved on voice vote without dissent.

3. Volunteer awards - Father Michael Carney recognized parish members Whitney Thomas, Brenda Clagett, Steve Oelrich, Simon Caddick and Jerry King for their service as volunteers to St. Timothy's.

4. Election of wardens - Before proceeding, a motion to accept nominations from both the floor and the chair and to permit unseconded nominations was seconded and approved by voice vote without dissent. At this point, Michael nominated Bob Fullerton and Jeff Spahr to continue as senior warden and junior warden, respectively. 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 one opposed.

5. Election of Vestry members - Bob announced that a nominating committee of the three outgoing Vestry members and himself had recruited six parishioners to stand for election to the Vestry: Simon Caddick, Mary Carr, Elizabeth Dries, Sandy Mussato, Ann Pontius and

Nancy Van Hall. There were no additional nominations from the floor or the chair. (For results, see Item 16.)

6. Financial Report for 2008 – Treasurer Jeff Rudolph began his report by recognizing former treasurer and current Finance Committee Chairman Jerry King, the various parishioners who count each week's offerings and get the money to the bank, Cindy Gardner and Rebecca Troutman for entering into the church's computer system the information compiled by the counters each week, the Finance Committee, the Vestry, the Software Committee, the Audit (Financial Review) Committee, and the staff at St. Tim's, particularly Lindsay Leaman.

2008 highlights:

- Pledge offerings of about \$403,000 vs. a budget of \$431,000.
- 111 of 147 pledges either paid in full or exceeded, but experienced higher shortfalls in both dollars and pledging units than in the prior year, chiefly attributable the current economic downturn.
- Revenue from grocery coupons, the T-Mobile cell site contract and a Colorado Episcopal Foundation grant brought in about \$14,000, the rough equivalent of five new pledges.
- Challenge is for St. Tim's to find more creative ways to generate revenue.
- Expenses were in line with expectations.
- Started 2008 with cash surplus of \$68,000, but replacement of roofs leaves a cash surplus of only \$18,000 going into 2009.

7. Budget for 2009 – Bob prefaced his presentation of the 2009 budget with his thanks to the Vestry for its hard work in developing a streamlined budget for 2009, the Finance Committee and particularly its chairman, Jerry King, for work on the budget, and Treasurer Jeff Rudolph.

2009 budget comments:

- Starting off with a 7 percent shortfall carried over from 2008 did not help. But expenses coming in under budget in 2008 did help, and the staff was thanked for managing expenses so well.

- Process began in August 2008 with a hoped-for budget of \$476,000, plus a goal of \$20,000 in capital reserve pledges.
- As the economy's deterioration became clear, the budget was scaled back to a "bare bones" budget with expected pledges of \$420,000, salary freeze for the staff, program funding frozen at or set below 2008 levels, no health insurance for the staff beyond the rector.
- Finance Committee, the Vestry and Michael subsequently worked to make even more difficult cuts once a final pledge figure of \$391,750 came in. Included among these additional cuts was \$2,000 from the youth group, \$500 from music department, \$2,000 from pledge to High Plains Region, \$2,000 from maintenance, materials and labor, about \$1,000 from office expenses and about \$3,400 in cleaning expenses.
- Even with these cuts, however, St. Tim's is still \$25,000 short, assuming all pledges are fully honored. However, a parishioner has offered to make a challenge gift of \$10,000 toward that shortfall if the rest of the congregation will make up the remaining \$15,000.
- Among the priorities for 2009 is to come up with more ideas for raising money for St. Tim's, and congregational input along these lines was sought.
- Continued purchases of grocery cards, the use of the Good Search search engine and the donation of used vehicles were all encouraged, as was a renewed commitment to the contribution of time and talents.
- Please fill out the parish survey and drop it off as you leave the meeting. This will help us avoid hiring outside contractors.
- We're not where we'd like to be with the budget. Expenses have been cut aggressively. And while more cuts could be made, would prefer to avoid those cuts if possible.

8. Report of the Rector – Michael focused on these highlights from 2008:

- Signs of growth in ministries (e.g., Sunday School teaching corps, children's council and children's chapel, new teams for coffee-hour and grocery-coupon ministries, new opportunities for sharing the duties of the junior warden, eucharistic visitors group).
- Deepening conversations about the Anglican tradition, ethical decisions and developments in the wider church.
- Generous gifts that made it possible to call Sandy Blake, our new associate priest, and the beginnings of her contributions in the congregation.
- Continuing growth of our Vestry.
- Development of St. Tim's new purpose statement.
- Completion of the Camp and Conference Task Force work.
- Development of a job description for the rector.

At this point Michael extended his thanks to the anonymous donor of the \$10,000 matching gift to St. Tim's; to all who will contribute to the matching-gift challenge fund; the staff at St. Tim's, particularly Lindsay Leaman; Senior Warden Bob Fullerton; Junior Warden Jeff Spahr; Treasurer Jeff Rudolph; former Treasurer Jerry King; deacons Bill Riedell and Karen Henwood; retiring Vestry members Bill O'Melia, Dixon Cravens and Steve Oelrich; Altar Guild Chair Roberta Denham; retiring Liturgy Committee members Simon Caddick, Molly Bonner and Jan Watson; and to all parishioners who contribute any of their time, talent and treasure.

Finally, Michael reflected on his goals for the coming year:

- To continue building collaborative leadership in the staff, Vestry and ministry teams, using our new purpose statement as a guide.
- To refine our process for incorporating new members.
- To seek more balanced living in ministry for himself, his family, congregational leaders and for all who lead busy lives but also contribute time and talent to St. Tim's.

- To continue to deepen his engagement with Scripture and with the oral traditions of the church in his preaching, in children's ministry and in adult formation.

Michael concluded his report by saying how very grateful he was for the opportunity to serve St. Tim's and by vouchsafing some terrific opportunities ahead, notwithstanding the challenges we face.

9. Report of the Senior Warden -Senior Warden Bob pointed to several highlights of the past year:

- A focus on long-term strategic thinking, including the adoption of a purpose statement for St. Timothy's that will play an important role in helping to define future action steps for ministries and programs.
- The calling Sandy Blake as our new associate priest.
- Letters of agreement were entered into with all staff members, and a job description for Father Michael was adopted and posted on the church Web site.
- Installation of a new roof and the completion of a cell-tower arrangement with T-Mobile.

For 2009, Bob hoped:

- To see St. Tim's become more sustainable, building on several *Living Against the Grain* steps that have already been taken to make our building more green.
- Achieving a greater presence in the community, resulting in more publicity for the parish.
- To work with the Vestry to consider steps to place St. Timothy's on more solid financial ground.

Bob concluded his remarks by thanking the outgoing Vestry members and extending an invitation to parishioners to serve as delegates to the diocesan convention in Pueblo in the fall.

10. Report of the Junior Warden - Junior Warden Jeff Spahr reported, among other developments, these highlights for 2008:

- Both utilities and maintenance/repairs came in under budget thanks in part to significant savings on our gas bill (despite rising gas prices) due to hours of work put in on replacing relay switches in the heating system by Joe Thompson and Gene Troutman in 2007.
- The entire roof was replaced in April at a cost of \$83,000 thanks to gifts from parishioners, particularly Grace Gant, and a small amount from a class-action settlement on the old roof at St. Tim's previous location in Littleton.
- Kevin McCrea, with the assistance of Cliff Gagnon, remodeled the upstairs bathrooms for his Eagle Scout project.
- George McGeary went above and beyond the call of duty in repairing a failing sprinkler system.
- A first-aid kit was added to the kitchen and several safety posters hung in key locations throughout the church after a church insurance audit was completed last January.
- Associate Rector Sandy Blake's office was remodeled with the able work of Cliff Gagnon, Greg and Shanda and Marissa Velisek, Alice Young, Jerry King, George McGeary, Laura and Maddie Cravens, Sammy Ott and Bill Utter.
- The drainage project on the northwest corner of the St. Tim's lot was completed.
- A grant request has been made of MDU Resources, thanks to a contact through Jon Mussato, to replace the western driveway and the cement area that is cracking and breaking up around the recycling bins. (No decision on the grant is expected until February 2009.)
- New lawn service and snow removal contracts have been entered into.
- An online Xcel energy audit was completed showing St. Tim's to be a very energy-efficient organization with, of course, room for improvement.

Jeff also noted that 2009 will be his final year as junior warden. He said he had hoped someone else would take the job, but since no one volunteered to do so, he

would continue in the position. He said wanted to move beyond a focus on the church's physical plant to one centering on his own spiritual development. Jeff said there would be a move to reorganize the junior warden's job - delegating many of its duties - so that it is a more agreeable job to take on.

11. Report of the Associate Rector - Associate Rector Sandy Blake's noted that the welcome and honeymoon she experienced at St. Tim's - along with getting to know everyone - were the first highlights for her of 2008. She said she was impressed by many of the church's ministries (including welcoming, outreach, youth, leadership, hospitality, worship, music, etc.). Finally, Sandy expressed the hope that she could become more "missional" - to go out into the community - as a goal for 2009.

12. Report of the Youth Director - Youth Director Shanda Velisek began by thanking youth leaders and parents. She reported that the annual retreat of the youth in February 2008 was an "amazing weekend" that offered the youth of St. Tim's a wonderful opportunity to grow in their spiritual lives and relations with each other. Coming up in 2009, Shanda said, will be an annual mission, this time to Montana, in which St. Tim's youth would be joined by those from St. Luke's in Fort Collins. Finally, Shanda noted that a recent monetary gift received would be used to build a new youth room and nursery conversion, and she sought help in the project from workers and artists.

13. Report of the Music Director - Music Director Joyce Culwell extended an invitation to all to attend music rehearsals, even if just to experience the camaraderie of the sessions. She noted that the choir and bell ringers needed new members. Finally, Joyce spoke to the results of a survey guiding her to continue embellishing the Scriptures each week with hymn and anthem selections, and to vary the style and historical periods of the music chosen.

14. Old business - None.

15. New business - George Fosdick issued a plea for help with the church's Cherrelyn Manor ministry.

16. Election results - Elected to the Vestry were: Simon, Nancy and Ann, each for a three-year term, and Mary for a term of one year to replace a Vestry member who resigned in 2008.

The annual meeting was adjourned after a closing prayer at 12:37 p.m.

**Respectfully submitted,
Steve Oelrich
Clerk of the Vestry**