

St. Timothy's Episcopal Church
Vestry Minutes
May 20, 2019

Present: Simon Caddick, Mark Sneden, Jennifer Saldanha, Matt Jonsen, Nancy Hough, Katharine Wells, Neil Scarlett, Dennis Haugh, Jana Loyd

Absent: The Rev. Dr. Nicholas Myers, Sheila Beurket, Bale Barrera, Courtney O'Malley, Laura Osborne

Opening Prayer

Simon opened the meeting with several short readings from scripture and with a prayer.

Establish Quorum

A quorum was present.

Minutes of the March Meeting

The minutes of the April 29, 2019 meeting were discussed. Neil moved and Jennifer seconded that the minutes be approved. Approval was unanimous.

Update from Music Director Search Team

Shawn Murphy presented an update on how the Music Director Search team plans to proceed with the music program. Handouts were provided that had been previously emailed to the Vestry. (See Attachments A and B.) Shawn explained that his team had engaged the choir and the entire congregation for input. More than 100 people attended a meeting after the 10:00 service and some 20 people attended a similar meeting after the 7:45 service. It is clear that the parish considers music important and like what we have been doing. They also wanted more ways to participate and provided ideas of what we could be doing.

The team considered whether the organist and director should be one or two positions. They have decided that one person with more hours would be the best way to proceed. One person with 25 to 27 hours per week would have more time to do visioning and creative planning for the music program. They looked at pay rate guidelines and the requirement to pay pension for anyone working more than 20 hours per week. Their recommendation to the Finance Committee was to budget \$50,000 per year, \$12,000 more per year than in our current budget for the Music Director and Organist positions. The Finance Committee approved the recommendation to set aside \$60,000 (\$12,000 x 5 years) to back up this position, which is the amount above our current annual budget over five years. Dennis stated the actual amount to be set aside will depend on the candidate chosen. The hope is that the investment in this person will contribute to the growth of St. Tim's, and revenues will grow accordingly. Future budgets then would be able to cover the total amount.

With Vestry approval, the search team will immediately post the job opening. They will proceed with interviews, auditions and choir rehearsals to find the best applicant.

Jennifer moved that the Vestry approve hiring a Music Director, combining the positions of Choir Director and Organist, and further approve the allocation of \$60,000 to underwrite the additional compensation required over five years. The motion was seconded by Mark and approved unanimously by the Vestry.

Reports

- **Treasurer's Report**

Dennis Haugh reviewed the April 2019 Analysis of Revenues & Expenses – Summary. He pointed out that our April unpledged and pledged revenues were above budget by a total of \$9000 for April. With the revenues to date, he believes we can expect to hit the budgeted revenues for the year.

In the April Summary of Restricted Accounts, Dennis highlighted the additional \$3,180 received in April for the commercial loan. The amount in excess of the loan is now a total of \$49,795. Dennis also reported that the formatting of financials will change next month to reflect the auditor's comments and to better show all contributions and where they are used.

Dennis provided a handout summarizing the recommendations of the Finance Committee, shown in Attachment C. The Finance Committee recommends placing the funds supporting compensation in the Colorado Episcopal Foundation (COEF) bond fund. Those funds include support of the new associate rector and the proposed music director, in addition to establishment of a \$15,000 fund to support the rector's sabbatical. The endowment fund currently contains \$16,425 which they recommend moving to a COEF equity fund. Both the bond and equity funds can only be withdrawn once per quarter.

Mark pointed out that the Finance Committee does not recommend adding to the endowment at this time. The principal cannot be accessed, only the interest. Flexibility is important for St. Timothy's for now. Some discussion followed of the process to reinvigorate a legacy campaign at a future date. To be useful for the future of a church, Dennis stated that an endowment needs to be about twice the annual budget, about \$1.2 million.

The Finance Committee recommendations account for about half of the current excess funds. Recommendations for the remainder will depend on an evaluation of upcoming large capital expenses. The Property Committee is working on an estimate of all the major expenditures over the next few years. Mark hopes to have that report ready by September. Other long range planning was discussed, including a wide array of expenses associated with the wish lists of various groups and expected growth.

The Finance Committee found that St. Timothy's Bylaws, Article IX, Section 1, state that all "major gifts and bequests" not designated for a special purpose by the donor will be invested by the Endowment Committee. This section also states that the Vestry is to determine what constitutes a "major" gift or bequest. The Finance Committee recommended that the Vestry set the threshold amount at \$1.0 million for an undesignated gift or bequest to be considered a "major" gift. Furthermore, they request a review of St. Timothy's Bylaws and Articles of Incorporation to insure compatibility with the long-term welfare of St. Timothy's and consistency among the documents. Bob Hough and Dennis Haugh have volunteered to work on this and requested a member of the Vestry join in this effort. Simon volunteered to work on this and others may be added if desired.

Mark moved that the Vestry approve allocation of \$15,000 to establish support for the Rector's sabbatical. Neil seconded the motion, and the Vestry unanimously approved.

Mark moved that the Vestry approve the recommendation of the Finance Committee to move a total of \$275,000 supporting compensation for the associate rector and music director and rector's sabbatical to the COEF bond fund and the \$16,425 endowment to the COEF equity fund. Neil seconded the motion, and the Vestry unanimously approved.

Jennifer proposed a motion that the Vestry define "major gifts and bequests not designated for a specific purpose" as referenced in Article IX, Section 1 of the St. Timothy's Bylaws, as being amounts greater than \$1.0 million. Neil seconded the motion, and the Vestry unanimously approved it.

- **Senior Warden's Report**

Simon Caddick reported on the Consecration of Bishop Kym Lucas on Saturday, May 18 at St. John's Cathedral. Numerous members of St. Tim's were present. Presiding Bishop Michael Curry led the service. The Very Rev. Kelly Brown Douglas, Ph.D., Dean of Episcopal Divinity School at Union Theological Seminary, spoke.

The Vestry Retreat will be June 28 and 29.

Simon also mentioned YouTube videos prepared by the Diocese of Colorado for Vestry members. He will send us links.

Simon reported that Fr. Nick requested the thoughts of the Vestry regarding a mission trip to the Episcopal Diocese in Cuba. He has been invited to go as clergy/chaperone with another church which is going in August. This is an opportunity to do some reconnaissance and make contacts for St. Timothy's to have a mission trip there next year. This absence would not be vacation time, but St. Timothy's would also not be paying for his trip expenses. After discussion of all that is going on this summer, the Vestry agreed that we should fully support Fr. Nick's going on this trip, with our blessing.

- **Junior Warden's Report**

Mark Sneden had nothing new to report.

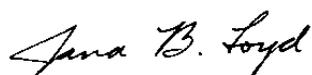
Next Meeting

The next meeting of the Vestry will be June 24, 2019 at 6:30 p.m.

Adjourn

Jennifer moved and Jana seconded that the meeting be adjourned at 8:30 p.m. Approval was unanimous.

Respectfully Submitted,



Clerk of the Vestry

ATTACHMENT A

Music Director Salary and Position Information and Recommendation Music Director Search Team Vestry Report

Summary

Over the last 2 months the Music Director Search Team has been gathering data regarding the music program at St. Timothy's to inform our search for a new Music Director. Information was gathered through a parish wide survey, a discussion with the choir, and through a conversation with the parish. Recently our Organist resigned and so this team was given the responsibility to address filling that position as well.

Through this process the search team has determined it is best to move forward with a single position for Music Director and Organist (to be known as the Director of Music) at 25 – 27 hours per week. Minimum requirements for the position are a Bachelor of Music degree or equivalent proficiency with 5 years of experience. The annual salary needs for this position as described are \$45,000 + 9% Pension, totaling around \$50,000. This is \$12,000 greater than the current budget for Music Director and Organist combined. **The team recommends that the Vestry commit to 5 years at this greater salary level, resulting in a monetary commitment above current budgetes of \$60,000.** The Music Search team took this request to the Finance Committee this past week for their concurrence. The Finance Committee passed a resolution recommending the Vestry set aside \$60,000 out of the church's current cash liquidity in a restricted fund to be used for this purpose.

Details

Parish Engagement

For the music survey, we had 134 participants in the survey on the Music Program: 26 from the 7:45 service, 107 from the 10:00 service, with 1 person not answering the question. Most participants were age 55 or over, with only 25 participants younger than 55. Members of the search team met with the Choir one Sunday after church for a discussion of what's important to them in the music ministry and in a Music Director. We also held a meeting with the parish after the 10:00 service on April 28th. The key takeaways from these engagements were:

- Music is a very important liturgical element of worship at St. Timothy's
- Our current forms of congregational singing are well liked (hymns, service music, praise and worship)
- Corporate singing in the service is important. People want to participate more in singing during the service ... they are looking for easier music to sing
- The choir is seen as ministry
- People are looking for more from the Music Program, whether it be additional choirs (handbells, youth, etc.), additional youth participation, growth in the current choir, additional instrumental offerings, different types of congregational music, etc.

Position & Costs

The team spent time considering the merits of whether to proceed forward with two distinct positions for Music Director and Organist, or whether to proceed with one combined position. The message from the parish was clear: music is an essential liturgical element of worship, and they are looking for more

and different ways for music to enhance their worship experience. This seems to be where God is calling us. So the question came down to how to best position St. Timothy's for growth and development in the Music Program while working within the financial realities of the parish at this time. The current separate positions are paid at 15 hrs (Music Director) and 10 hrs (Organist), with several hours overlapping between the two positions (e.g. choir rehearsal, and the 10:00 am service Sunday morning). With a combined position at 25 – 27 hours per week, the Director of Music would be afforded a few hours a week to develop a Vision and Strategy for the music program. It is during this part of our discussions that the search team got most excited, considering the possibilities of the future. And it is here where the team discerned God is calling us as a parish.

The team reviewed the Salary Guidelines from the Association of Anglican Musicians to determine a good Salary for the combined Director of Music position. The team believes it is important to bring someone in with the Bachelor of Music degree or equivalent proficiency, and that they have at least a few years of experience. For the hours and degree and experience requirements, the Association of Anglican Musicians recommends a salary range of \$40,401 - \$54,946 (for 25 – 34 hrs/wk). For over 20 hrs/wk the church is required to pay into a pension fund at 9% of salary. The team recommends we offer a salary of \$45,000 annually + pension benefits (which would be around \$4050 annually), which would have a total annual compensation cost (rounded up) of around \$50,000. The team also recommends that 2 weeks of paid Personal Time Off (PTO) be included as a benefit.

At $\frac{3}{4}$ time (30 hrs/wk or 1500 hrs/yr) or more, the church is required to provide and pay for health insurance. The team estimates that this would add approximately \$2500 per month to the compensation costs (or an additional \$30,000 annually). This is believed to be too expensive at this time, and is thus additional rationale for keeping the number of hours for this position below 30.

The total recommended annual compensation cost of \$50,000 is about \$12,000 more than the total 2019 budget for the Music Director and Organist positions. It is important that the church commit to this additional cost over a period of time, and the team believes 5 years to be an appropriate commitment for a Director of Music position. The search team therefore recommends that the Vestry authorize / plan for additional compensation expenditures of \$60,000 (additional \$12,000 x 5 years) over the current 2019 budget baseline of \$38,000.

Next Steps

Once approved by the Vestry, the team will post the job description and start accepting applicant's resumes and schedule interviews.

Respectfully Submitted by

Shawn Murphy, Team Chair
on behalf of the Music Director Search Team

May 2019

ATTACHMENT B

DIRECTOR OF MUSIC

ST. TIMOTHY'S EPISCOPAL CHURCH, CENTENNIAL, CO

Posted May 21, 2019 (open until filled)

St. Timothy's Episcopal Church is seeking a versatile, engaged, and passionate pastoral musician to serve as Director of Music. This position is for 25 – 27 hours per week. St. Timothy's offers two Sunday services (7:45am and 10am) that feature music as a central component of worship. As a growing and vital parish community, we seek to deepen and expand our music ministry in order to strengthen our congregational song and choral music. We seek someone who can help us reimagine our music ministry in order to deepen our common worship and engage the larger community. We value our beautiful, rooted Episcopal liturgy, but also singing spirited and varied music. We appreciate creative expressions in liturgy that honor the Anglican tradition, but also make room for a more diverse community. St. Timothy's stays connected to our Episcopal identity by maintaining many "high church" liturgical practices but also celebrates the gifts of all its parishioners by utilizing their musical gifts within the liturgy.

Our adult choir provides music for the 10am Sunday service, as well as various yearly services; the adult choir is comprised of approximately 20 singers. We have started a children's choir, which meets on Sunday mornings and sings every other month in the 10am service. St. Timothy's recently purchased a new and highly customized Johannus Ecclesia D-570. This 4-manual organ of 81 stops and 94 ranks in 5 divisions plays a vital role in the church's diverse music program, supporting worship, choral works and community concerts. In addition, a portion of our choral and congregational music is played on a Weinbach grand piano.

The Director of Music will be responsible for coordinating and managing the music programs of St. Timothy's. We seek someone who brings energy, passion, and gifts in helping our community reimagine and deepen our music ministry for the benefit of our worshipping community, as well as the building up of the larger community. The ideal candidate will possess an identity as a pastoral musician and value care, encouragement, and humor; possess musical skills as an organist and choral director; experience leading worship in a liturgical setting; knowledge of choral music across style periods, or be open to exploring a diverse repertoire; demonstrated ability to creatively and collaboratively work with staff and volunteers; an understanding and appreciation for a variety of liturgical styles; and the capability to manage a program budget and other administrative responsibilities required for the production of worship materials and communications. We seek someone who is committed to the worshipping life a parish community, as well as encouraging and empowering talented musicians within the parish to offer their gifts.

DUTIES

Some of the duties expected of the Director of Music include, but are not limited to, the following:

- Leading of music, congregational song, choral music, and playing of organ and/or piano at weekly worship services and additional services as the parish has need
- Work closely with the rector to select repertoire that complements and enhances each service of worship, as well as develop overall strategic plans for the music program
- Work collegially with the staff of the church to ensure atmosphere of hospitality, welcome, and embrace for all
- Prepare organ repertoire for weddings, funerals, and special events, as well as preludes, postludes, anthems, and service music for regular worship services
- Direct and reimagine our choral music programs
- Coordinate with the rector and staff in planning and coordinating musical events for the larger community
- Serve as the music department's primary point of contact with the rector and clergy for liturgical planning, attending regular staff meetings, and working in a creative, collaborative and collegial fashion with entire church staff and membership

QUALIFICATIONS

- College degree in music or equivalent proficiency with minimum of 5 years of experience
- Proficient skills and experience in directing and accompanying a choir
- Must possess a spirit of collaboration, flexibility, the ability to work with all ages and musical abilities, and possess an understanding of and commitment to music as an element of liturgical worship

COMPENSATION AND APPLICATION

St. Timothy's offers competitive compensation for this position. Interested candidates should submit a resume and cover letter via email to musicsearch@sttims.net. Candidates may be asked to send follow-up materials (repertoire lists, video/audio of performances, etc.) upon request.

The position is open until filled.