

**St. Mary's Episcopal Church
Vestry Meeting
17 January 2017**

(Draft v.3, incorporates changes from Rev. Lewis + misc. others)

In Attendance: Joe Ciliberti, Sally Hastings, Lenore Hubbard, Al Krueger, Pam Lanier, Jim Menendez, Trina Perna, Kathy Pignataro, Sue Riddell, Father Todd, Father Christian, Ernie Peixotto and Melissa Lewis

Absent: Todd Balfourt, Brendan Rogan and David Earle

After a light meal, the meeting commenced at 6:00 pm.

Opening Reflections and Prayer, Father Todd: The Vestry read together Ephesians 2:14-22, concerning Paul's explanation that Jesus' purpose during his time on earth was to give both gentiles and Jews access to the Lord, uniting us as one in spirit and destroying the barriers erected to separate us. During discussion, the Vestry felt that these verses reiterated that all people matter, that we are all one and nothing should divide us. We are all one spirit, and whether our spiritual journeys have been long or short, through Jesus we can come together and become one all-inclusive body.

When considering the relevance of this reading to St. Mary's current hopes to improve our campus through the 2017 Capital Campaign (CC), the CC can be an opportunity for our members to come and work together for the benefit of all. We must all join together in prayer, in thought, and in action. Fr Christian added, "Like the foundation of apostles and prophets we are all here to find the spiritual in the process". Fr Todd concluded the discussion by reminding the Vestry that it is critical in this project that we keep sight of what these facilities can do to build people. Through our conversations, presentations, etc. we must use the bricks and mortar to bring us all together.

Special Presentation - Horizons Stewardship Analysis (HS), Tom Baker: Ninety-five (95) members of St. Mary's responded to the survey administered by Horizons Stewardship. [Note: St. Mary's is comprised of approximately 1200 members, or 630 families]. All survey results reported below reflect the opinions of these 95 members. Terry Goolsby (from HS) felt this was a good representative sample of the congregation.

Respondent characteristics:

Attendance at St. Mary's - 65% over 10 years; 13% less than two years

Age of Respondents – 56% are over 65; 1% under 30

Do you agree **with the** needs identified in the Case Statement? 62% Strong Yes;
12% Strong No

Are modifications to the Traditional Church necessary? 70% Yes

Ranking of Case Statement Goals (rated on scale where 1 = low and 6 = high):

Repair Roofs - 5.40 out of 6 (highest ranking)

Improve HVAC system - 4.72

Update Traditional Space 4.27

Transfer 10% of CC money raised to Outreach Programs – 3.33

Ability to transform PC into a recreational space - 3.14 out of 6 (lowest ranking)

Other Campaign Aspects

Do you feel St. Mary's has the right folks in place to lead us through this project?

69% Clergy Yes; 47% Staff Yes; 44% Lay Leadership Yes

Do you believe most people in the congregation are aware of the needs or importance of this CC? 57% No; 33 % Unsure

Do you believe St Mary's can raise sufficient funds in a 3-year CC? 43%

Doubtful; 31% Likely, 8% Yes; 18% No

Would you be willing to make a 3-year commitment to this CC over and above your annual stewardship contribution? 60% Yes; 17% No

If asked would you be willing to work for this project? 45 % Yes

Are you aware of any issues or concerns that might impact the success of this CC? 50% No; 30% Yes; 20% Unsure

Summary

As a result of the survey responses, Mr. Goolsby feels that St. Mary's has the support of the congregation and can raise \$2 to 2.2M through a Capital Campaign for these purposes, with \$3M highly possible. Fr Todd has already received a donation of \$300K towards the CC, plus \$150K for Facility Repairs and another \$150K for Youth Ministries, thanks to the generosity of Mr. Rich and Mrs. Yvonne Ross.

Special Presentation - Master Plan Proposal, Rev. Hap Lewis: From the results of the "Dream Together" charrettes, Hap proposed a plan of action that could provide solutions to most of the wishes expressed during the staff, vestry and congregational meetings held in the fall of 2016.

Per Fr Todd, funds raised through the CC will be allocated as follows:

- #1 Priority: Fund the operating fund for 2017
- #2 Priority: Take care of deferred maintenance, parking lot, roofs (exception, hold actions for roof on Smith Hall until CC funding/goals are more defined regarding addition of a second story)
- #3 Priority: Make changes to Traditional Church and PC

Hap distributed binders to the Vestry which summarized his proposals. He then discussed his plan of action, breaking it into geographical areas.

Highest Concerns with Main Campus (consisting of offices, Smith Hall and the Traditional Church)

- Office: Most everyone agreed the offices are crowded, but their biggest problem is location.

- Smith Hall: Crowded due to space allocated to Mary's closet.
- Traditional Church: What can we do to increase the number of people who can attend "high" services and thereby reduce the number of and differences between services? What can we do to make it more user friendly with good handicap access, etc.?

Proposed Changes to Offices and Smith Hall (ref. S2). [Final proposals to be held until CC funding/goals are more defined regarding addition of a second story.]

- Tear down Smith Hall and rebuild foundations and create a whole new two-story building. Include over hang to protect folks from elements when walking around main campus. Receptionist would be on ground floor with offices above (design would include elevator), for a combined total of 4000 sq. ft. on two floors. Reduces ground level footprint, thereby increasing green space.
- Hap proposes that the old offices would become maintenance space in back, with nursery in front (cribs to toddlers).
- Choir meeting and robe/instrument storage space will expand (as they will no longer share with nursery in this proposal).
- Hap proposed Mary's closet move into current Youth Building.
- Meeting spaces would include a large lounge downstairs and conference rooms upstairs near offices.

Proposed Changes to Traditional Church (Hap estimates these will cost about \$750K)

- Add transepts to Traditional Church (two 19' sections, seating 50 ppl each added to N&S side of church near W end, 48 seats on each wing), Seat 340 vs. currently 210.
- S Transept **would** incorporate 3 **stained glass** windows behind current choir **area**.
- Folks can enter from both W and E ends.
- **Could still use** church when starting transept **construction** ... until need to break through **and/or** transform current choir into new E entrance.
- Choir moved to W end, with no "pit".
- **Proposed new design** capable of allowing communion to be given 360 degrees around a center altar area.
- Entire space would be ADA accessible including up to two bathrooms in this building.
- Current Narthex **would** become the working sacristy for the Altar Guild (sight lines behind newly proposed choir area will be blocked by some sort of decorative screening).
- Open/flexible seating for area that currently comprises the Altar and Choir areas.
- How long will it take? Don't know at this time. St. Mary's will have to hire an architect to do the final drawings. Rev. Lewis's son (**contractor** who did the Lyric renovations) has offered to submit his ideas.

Proposed Changes to East Campus (includes Pittenger Center, two Meeting Rooms, the Healing Center and Rental Space currently occupied by Lucido)

- Remodel PC to add windows to North side of main hall; expand lobby.
- In this proposal, the Youth would move into the Lucido Space (this would be an increase in square footage for the Youth Programs).
- Hap would move the children's play yard to green area East of Lucido space. Would require 10 ft. encroachment into Women's Club area (St. Mary's would need to lease); keep large ficus tree currently there, but trim.
- Keep Healing Center and Meeting rooms right where they are.
- Lucido space would (possibly) incorporate new bookstore/library.

Note: Though Hap's time and efforts to develop a plan to meet St. Mary's dreams have exceeded his original estimate, he is holding his costs to the original \$7500 budget.

A motion was made by Kathy P to accept Rev. Hap Lewis' concepts for all St. Mary's campus renovations as proposed. The motion was seconded by Lenore H. After some discussion, seven of the nine Vestry members present voted to call the question with Trina P and Joe C voting against the call to end discussion. Question called. A vote on the motion passed with one member abstaining (Trina P) and no opposition.

Tom Baker and Rev. Lewis will each make similar presentations to the congregation at St Mary's Annual Meeting on 22 January. The dual drives for St Mary's annual Stewardship and this Capital Campaign will begin 1 March and conclude on Palm Sunday, 9 April 2017.

(*) Minutes - 20 December 2016, v.3: Motion to accept the minutes as written was made by Sally H. Motion seconded by Pam L and passed unanimously.

Minutes - 2016 Annual Meeting, v.2: No discussion. Distributed prior to the meeting for comments only. Filed by title. Will be presented for final approval at the 2017 Annual Meeting.

Committee Report, Sue Riddell on Stewardship: Written report provided prior to meeting. Discussion was limited due to lateness of evening. Filed by title. Highlight – Covering the 2017 Annual Budget requirements is the Capital Campaign's number one priority.

Parish Administrator's Report, Melissa Lewis: Written report provided prior to meeting. No discussion due to lateness of evening. Filed by title. Highlight – Melissa's broken ankle has healed enough to allow her to return to working on campus. [Please continue to pray for Melissa's full recovery and freedom from pain!]

People's Warden's Report, Kathy Pignataro: Written report provided prior to meeting. No discussion due to lateness of evening. Filed by title. Highlight – Mary's Closet is now able to accept credit and debit cards.

Rector's Warden's Report, Lenore Hubbard: Written report provided prior to meeting. No discussion due to lateness of evening. Filed by title. Highlight – Lenore is putting together a Prayer Team with the goal of inviting the entire congregation to participate in prayer and reflection for the success of the Capital Campaign.

Rector's Assistant's Report, Christian Anderson: Written report provided prior to meeting. No discussion. Filed by title. Highlight – The number of new faces seen at the CFW service continues to grow!

Rector's Report, Father Todd: Written report provided prior to meeting. No discussion due to lateness of evening. Filed by title. Highlight – The upcoming Annual Meeting will be particularly important as it will be our first opportunity to communicate with the parish the direction we are heading with the CC.

(*) Financial Reports, Ernie Peixotto: Written reports provided prior to meeting. **(*) 2017 Preliminary Operating Budget** – Main difference between this and the “No Deficit Budget Model of \$1.251M” that was approved by the Vestry at their December 2016 meeting (and which required reductions in funding across all Ministries) is that Ernie and the Finance Committee propose to fund all Ministries at or slightly above their 2016 budget levels and uses \$32K total from four Heritage Funds **as income** to pay for activities which are “Outreach” in nature. At this time, the proposed (pre-CC) 2017 budget includes no staff increases. At the completion of the combined stewardship and capital campaign, this budget will be revised to reflect the contribution responses from St. Mary's congregation. Motion made by Joe C to accept the 2017 Draft Budget, with income and expenses of \$1,277,875 as proposed by the Treasurer in his written report dated 17 Jan 2017. Motion seconded by Kathy P and approved unanimously by all Vestry members present.

(*) Approval of Treasurer's Report- The final financial statements for 2016 will not be completed until the outstanding bills and receivables are documented. Motion made by Sally H, and seconded by Joe C to accept the Treasurer's report as written. Motion passed unanimously.

New Business: A reception to honor Father Steve's service to St. Mary's will be held on Sunday, February 19th, in the Courtyard, after the two 9 o'clock services. More details to come.

Father Todd thanked all the outgoing Vestry members for their service this year and for the past three years. Rotating off the Vestry are Todd Balfort, Sue Riddell, Jim Menendez and Pam Lanier.

Sue, Jim and Pam agreed to be St. Mary's three new Diocesan Delegates. Terms are two years, acting as an alternate the first year, and as a voting member in the second year.

Old Business – None

Mark your calendars for:

- Annual Parish Meeting: January 22nd at 10:30 am in the PC

- Celebrate St. Mary's Dinner: January 28th, 6pm in Pittenger Center
- Vestry Retreat: February 3rd (dinner) and 4th (in Tequesta)
 - Retreat Speaker, Rev. Jay Sidebothom from RENEWAL Works
 - Please prepare to transfer any previous years' SMART goals to the new Vestry member taking over your Ministry.

Meeting adjourned at 8:15 pm

Respectfully submitted,
Trina Perna, Clerk

(*) Agenda Items with asterisks required Vestry approval.

Vestry minutes represent the highlights of meeting discussions and/or reports and are not intended to record verbatim conversations.