

St. Stephens Vestry Meeting

10-9-07

Attendance: Fr. Jonathan Sams, Steve Fragnoli, Diane Kenefic, Cheryl Davenport, Carol Hyland, Anne Mortensen, Tim Maxwell, Rich Bialowas, Penny Piantedosi, Harold Hotelling, Joan Morgan, Manisha Dostert and John Morley.

1. Cheryl opened with a prayer.
2. The August Minutes approved with corrections. The September minutes were approved.
3. The Rector's Report presented the Future Vision (attached).
 - a. New Member development drew comment as to whether it would be too intrusive and put people off. The discussion was that a formal tracking process is a means of measuring the congregation more than the new members. It formalizes activities we have always done informally. Other comments were that we might also track older members to see where the participation is.
 - b. Staff retirements.
 - c. A Reconciling Church.
 - d. Holy Wisdom. In this activity, individual Ministries would have special events to go beyond tasks and examine the meaning of their ministry. Even things like Finance and Buildings & Grounds.
4. Associate Rector's report (attached).

Manisha reports that Sunday School attendance is lower than last year. Jonathan raised the point that we should be able to figure out who they are and gain some learning as why we are declining. Steve will investigate last year's numbers.
5. Financial.
 - a. Revenue exceeded expenses by \$5K. YTD deficit is \$18K but expects to drop to \$10K with utility revision, below.
 - b. Utilities. Kevin called Consumers Power and asked for a recalculation of our bill. Consumers has revised their estimate of our use downward from \$4560 to \$2560 a month. We will get a refund of \$8000 immediately for our payments so far this year. The Vestry then also questioned if St. Stephens should be on a budget plan at all, or pay for direct usage every month. The Finance Committee will investigate the budget plan as well as alternate gas suppliers.
6. Miranda was nominated to be a delegate to the 172nd Diocesan convention. The Vestry approved the nomination.
7. Information on the Diocese' request for a Risk Manager is still not available.
8. Buildings & Grounds Update.

Rich is re quoting the front drainage. Miranda has quotes for the roof. Rich has quotes for all new windows at \$100k. The Contingency fund is currently \$50K. Miranda is talking about the furnace in the choir room needing repair or replacement. The sound system still needs to be quoted. Rich will give a detailed presentation of outstanding Buildings & Grounds objectives at the November meeting.

9. Identification of New Vestry members will be an item for November. Ideas for nominations should be emailed to the Vestry.
10. Jonathan closed the meeting with a prayer.

Rector's Report:

From all the data collected in connection with Future Vision 3 it is evident that the parish community has the following principle concerns:

1. transition in leadership;
2. financial stability and improved stewardship;
3. the possibility of divisive conflict in the congregation;
4. sustaining commitment to youth & children's ministry & outreach;
5. sustaining sense of "family";
6. spiritual growth and Christian discipleship.

FUTURE VISION GOALS (#'s indicate "areas of concern" to be addressed)

GOAL # 1: BUILDING MEMBERSHIP FOR THE FUTURE

Intentional Discipleship Formation (IDF) (1,2,4,5,6)

In 2011 St. Stephen's will have 25 new households NOT on the rolls in 2007, each of which to fit the following criteria (Note: what follows are not "requirements for membership", but rather *goals that St. Stephen's will try to achieve* for as many of our new members as possible. There may be new members added to the rolls who will *not* meet these criteria, and newcomers will be informed that S. Stephen's welcomes participation at whatever level of involvement a person may choose.)

- Participation in an extended New Member Group, to consist of three to five sessions
- For those recognized prior to 2010, participation in at least one adult faith learning event subsequent to becoming a Member
- OR exercising some definable leadership role in one of St. Stephen's ministries
- Participation in some form in an outreach ministry
- Giving in support of the church's mission
- Form at least one significant relationship with another household/person in the congregation

HOW MEASURE?

- Maintain a Master List of new members in the office
- Track participation of new members in learning & outreach activities
- Track participation of new members in leadership roles
- Announce progress toward IDF goals at each Vestry Retreat during the Interim.
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WHAT STEPS TO ACHIEVE?

- Train parish leaders to invite newcomers to educational and outreach activities
- Design at least one event each year (in addition to Newcomers Group) around new member needs & interests
- Design stewardship materials with the needs of new members in mind
- Charge the Member Development Group, with participation by the Rector, to pray for members of each new household by name, make contact with them, and monitor and support efforts by other ministries to incorporate them into their activities. This would take the place of administering a “Host/Mentor” program.

GOAL # 2: CELEBRATING TRANSITIONS

Staff Retirements (1,5,6)

Retirements of long-serving staff members should be positive experiences for the congregation and the retiree. They should be indicative of our “stewardship of persons”, and of how people can expect to be treated as part of this parish community. They should also express confidence in the future and help define the ministry that a new incumbent will be called to perform.

WHAT STEPS?

Each staff member that retires should compose a written description of everything they do on a weekly, seasonal, and annual basis, as well as a list of people who play important roles in their ministry, and a more confidential list of problems, issues, and obstacles they routinely encounter.

A special Transition Task Force will be assembled that will hold office until 2011 and ensure that retirements be marked by opportunities for closure, celebration, affirmation, and grief.

HOW MEASURE?

- At the Vestry meeting preceding each retirement the Rector will poll the Vestry re “Is there unfinished business re _____’s retirement?”

GOAL # 3: PRACTICING RECONCILIATION

A Reconciling Church (1, 5,6)

At the time of the present Rector's retirement, St. Stephen's will be prepared to undertake a search process in which members are informed about potentially divisive issues, prepared to be respectful toward dissenting views, and focused upon discerning God's call for this congregation. (Note: This part of Future Vision 3 may not be implemented until 2008 or later).

HOW ACHIEVE?

Every year until 2011 at least one adult education activity should be held that helps people become familiar with potentially divisive issues in the church, and helps them understand their own discipleship within a diverse parish community.

HOW MEASURE SUCCESS?

- Devise a questionnaire to give to parish leaders and participants in adult education re their perception of "safety" re the discussion of potentially divisive issues

GOAL # 4: UTILIZING SMALL GROUPS FOR SPIRITUAL GROWTH

Holy Wisdom (6)

The clergy and Adult Faith Ministry will develop a model for Discipleship Formation that 1) by 2011 will have involved at least 50% of parish leadership in 2) at least one intentional learning and community-building activity that 3) enables them to express in their own words how their personal ministry expresses the gospel of Jesus Christ.

Each group should consciously seek to minister to the needs of its members, and to encourage their spiritual growth, as well as to carry out its assigned tasks. This applies to any ministry, committee, or group: choir, church school teachers & YACYM, Buildings & Grounds, Finance, EM's, Outreach, Hospitality, Vestry, etc.

HOW ACHIEVE?

- The clergy & Adult faith Ministry will design a model for a "Discipleship Mini-Retreat" that the membership of each committee/ ministry will attend as a group at least once before 2011. A Mini-Retreat can be held in connection with one or more other groups.

HOW MEASURE SUCCESS?

- By 2011, every parish ministry group will have participated in a Discipleship Mini Retreat at least once, with at least 50% attendance from the membership of each group.
- By 2011, every member of a ministry group will be able to answer a single-question survey that asks, "The committee/ministry on which I serve proclaims the gospel of Jesus Christ by..." .

Associate Rector's Report for the October, 2007 Vestry Meeting

- ☞ **NURSERY:** We are having some changes in staffing in the nursery. Miranda Spates has agreed to supervise the nursery staff. Jenna Scott, who has of late been absent without notice, has requested to be let go, and so we have released her from her duties. Katie Yant is pregnant and going through morning sickness. The YACYM Committee will be exploring various options, including finding replacements, hiring a nanny service, and ceasing nursery care during the Saturday service.

- ☞ **SWAT:** We are moving forward with our stewardship program, and are in the midst of it. Please pray for us and for the stewardship of our church!

- ☞ **SUNDAY SCHOOL:** Our registration was lower than usual. We had 69 students sign up on the first day of Sunday School. Since then, we have had children register, so I would estimate we are up to 80 students. Parents continue to struggle with balancing various activities with church attendance on Sundays. Our programs, however, have been quite exciting and the children and youth are enjoying learning, while the teachers seem to be energized by the experience.

- ☞ **BOUNDARIES TRAINING:** I attended a clergy training session on setting up boundaries provided by Southeast Michigan Synod of the Lutheran Church. It was very interesting, and I was glad I could go.

- ☞ **BIBLE STUDY:** Wednesday at 10AM! Spread the word! I really am hoping that more people begin to come to these amazing gatherings. And there is a new push in the Lutheran Church to read the Bible—I don't think that a similar emphasis would hurt the Episcopal Church.

- ☞ **I will be late for this meeting**—I have a homeowner's meeting at the same time, and there is contention in our neighborhood. I have already spoken once as the peacemaker, and feel called to do it again, so forgive my absence! (By the way, my parents have arrived safely and they are happy! I am grateful for the congregation's prayers and well wishes.)

2007 St. Stephen's Flash Report

	MTD Actual (This Year)	MTD Actual (Last Year)	MTD Actual Variance	YTD Actual (This Year)	YTD Actual (Last Year)	YTD Actual Variance	YTD Budget (This Year)	YTD Act/Bud Variance
Revenue	\$40,204	\$37,389	\$2,815	\$314,475	\$282,774	\$31,701	\$329,904	(\$15,429)
Expenses	<u>35,260</u>	<u>30,887</u>	(4,373)	<u>333,231</u>	<u>314,188</u>	(19,043)	<u>351,050</u>	<u>17,819</u>
Variance	<u>\$4,944</u>	<u>\$6,502</u>	<u>(\$1,558)</u>	<u>(\$18,756)</u>	<u>(\$31,414)</u>	<u>\$12,658</u>	<u>(\$21,146)</u>	<u>\$2,390</u>

Forecasted Giving

	Min	Max	Average	2006	Variance to Avg Rate	Variance to 2006 Rate	2007 YTD Parish Giving	2007 Forecast
Jan	6%	10%	8%	10%	(\$59,088)	(\$148,773)	\$30,632	\$390,479
Feb	12%	18%	16%	18%	(\$93,023)	(\$132,491)	\$57,398	\$356,544
Mar	22%	27%	24%	24%	(\$8,410)	(\$14,329)	\$106,460	\$441,157
Apr	30%	34%	32%	32%	(\$2,265)	(\$11,214)	\$141,254	\$447,302
May	38%	40%	39%	39%	(\$14,226)	(\$10,848)	\$170,060	\$435,341
Jun	47%	50%	48%	47%	(\$29,185)	(\$19,177)	\$203,407	\$420,382
Jul	53%	58%	55%	54%	(\$21,935)	(\$13,343)	\$236,020	\$427,632
Aug	59%	66%	62%	59%	(\$34,881)	(\$11,952)	\$258,162	\$414,686
Sep	68%	72%	70%	68%	(\$27,044)	(\$12,065)	\$297,018	\$422,523
Oct	75%	81%	78%	77%				
Nov	82%	89%	86%	85%				
Dec	100%	100%	100%	100%				

YTD Budget: \$449,567
 2006 Actual: \$394,906