



Vestry Minutes

11 May 2015

Attendees: David Abbott, David Ball, Ashley Bracken, Andrew Britton, Jen Courtney-Keyse, Jack Denman, Suni Devitt, Tim Dunbar, Larry Kueter, Mike McCall, Jane Schumaker, Charles LaFond, Elizabeth Marie Melchionna, Jadon Hartsuff, Kim McPherson, Mike Orr, Stephen Tappe, Tara Williams

Absent: Tamra d'Estrée, Anna Pendleton, Ned Rule, Robert Hendrickson, Liz Costello

Call to Order: 7:20 PM Larry Kueter

Summary of Action Taken—Consent Agenda Item:

- Approval of Minutes from the April 20, 2015. The Buildings & Grounds Committee's final charter is attached to these minutes.

Information:

- **Interim Dean Update:** Fr. Pat Malloy's first Sunday will be May 31st. He will meet with the Chapter and Staff earlier that week.
- **SJC Dean Search Plan:** The latest version of the SJC Dean Search Plan was included on p. 28-35 of the May Vestry Packet. Five minor changes were included in this version that are described on p. 27 of the May Vestry Packet.
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- Ashley Bracken will prepare a condensed version of this plan for distribution to the congregation. Vestry comments on the condensation were requested.
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- **Interim Committees Composition:** Larry Kueter and Ashley Bracken went through the list of those who volunteered for a committee and those who were nominated for a committee. A tentative listing of Committee members was discussed. The Vestry, Chapter, and Senior Staff were asked to review the tentative committee membership and to recommend changes to be sent to Larry. The recommendations should consider ranking recommended membership in order of importance to the committee's membership so that if a proposed Committee member declined to serve, the next best candidate would be identified.
- **Clergy/Staff Reports:** no questions
- **Saint Francis Center Supportive Housing Project:** Larry Kueter described the current status of this project in his Senior Warden's report in the May Vestry Packet. The Saint Francis Center submitted its application for state project funding on May 1st.
- **Treasurer's Report:** Andrew Britton presented the following items:
 - Pages 65 and 66 of the May Vestry Packet contain the current draft of the "Approval Authority Matrix" that sets out the types of financial and contracting decisions that are to be made by the Dean, the Sub-Dean, the members of the Chapter, Managers-Administrators, Sextons, and Volunteers. The Vestry was asked to review this matrix and its authorization will be voted on next month.
 - Clergy Housing Policy: the Audit Committee is considering what this policy should be going forward (current housing agreements will continue unchanged) and will provide a draft to the Finance Committee for its consideration in June. Vestry action on this policy



- will be requested in July (if there is a July Vestry meeting) or at the August Vestry meeting.
- Personnel and Operations Committee: the policies for this committee's work are ongoing.
- Informal authorization was requested and granted to allow the Finance Committee and the Personnel and Operations Committee members, and the Vestry to have access to the actual compensation paid to clergy and senior staff so that a general policy for compensation and clergy housing can be developed.
- The Finance Committee discussed with the Investment Committee how the Cathedral's non-financial assets (real estate, etc.) should be handled. Should these be the responsibility of the Investment Committee or someone else? Discussions are continuing regarding a surprisingly complex issue.
- Budget principles: should and, if so, how should reserves for be initially funded and maintained for such things as long-term buildings maintenance, organ maintenance? Discussions are continuing.
- **Financial Dashboard:** Tara Williams reviewed the Dashboard included in the May Vestry packet. The Dashboard is intended to provide a readily understandable overview of the budget and year-to-date revenues and expenses. Tara welcomes suggestions for improvement.
- **Stewardship:** Charles LaFond noted that the handwritten thank-you notes sent out last week are actually part of the initiation of the 2015 Annual Campaign. The Cathedral leadership (Clergy, senior staff, Vestry, Vestry College (past Vestry members), and major contributors will be asked to make their 2015 pledges in June and July. This year's campaign will employ large postcards rather than a booklet as in past years. This way parishioners will receive regular reminders of the Cathedral's mission and ministry and the need to fill out pledge cards.
- **Personnel and Operations Committee:** Jane Schumaker reviewed the initial activity of the Committee. Members are currently Jane Schumaker, Chair, Andrew Britton, and Suni Devitt. The Interim Dean will join the Committee when he arrives. Meetings are on the 3rd Monday of the month. Transitional discussions regarding the Letters of Agreement have been conducted with the clergy and will begin with the Senior Staff next week. Changes to the Letters of Agreement are being considered as a result of these discussions.

Discussion: Missioner-in-Residence

Elizabeth Marie introduced the discussion by noting that the idea for a Missioner-in-Residence has been discussed for the past 10-11 months. Robert Hendrickson has been an advocate for the program. Charles LaFond presented slides of the key points of the Missioner-in-Residence program. The Missioner-in-Residence was described as a Pied Piper who will be leading the congregation by example. The Missioner-in-Residence will:

- Catalog the existing mission work at Saint John's.
- Prepare a multi-year plan mission work including metrics to measure the success of each program.
- Work with existing and new partner organizations to develop mission programs of mutual interest—partnership in developing and implementing these programs is key.
- Work with the clergy, staff, and parishioners to implement newly identified programs.
- The mission programs are intended to appeal to current parishioners and to potential parishioners by involvement in hands-on ministries to help the impoverished and needy in a variety of categories.



- The Missioner-in-Residence will receive an apartment at the Kimberly and a \$1,000 per month stipend. This poverty-level stipend is intentional so that the Missioner-in-Residence will be a situation similar to those we are working to serve.
- Further details are included on page 48 of the May Vestry Packet.

Ed Watson, whose resume is on pages 43-45 of the May Vestry Packet, has been selected as our initial Missioner-in-Residence for a 3-year term. Ed and his wife, Rose, will arrive in Denver this summer.

Funding for the Missioner-in-Residence program has been secured for the first year is being sought for subsequent years so there will be no impact on the SJC budget.

Consent Agenda Items:

- Approval of Minutes from the April 20, 2015. The Buildings & Grounds Committee's final charter is attached to these minutes.

Closing Prayer: Jadon Hartsuff

Regular Meeting Adjourned: 9:47 PM

Executive Session: Vestry only

Call to order 9:49 PM

- Sample draft Letters of Agreement for the clergy were distributed along with a 1-page sheet of proposed amendments were distributed. These Letters of Agreement will replace the current Letters of Agreement that effectively terminated with Peter Eaton's departure. The new Letters of Agreement will cover the Interim period and continue for 90 days after the installation of the new Dean. The draft Letters of Agreement provide that the clergy will receive two days per week off, clarify the maternity/paternity/non-custodial parental leave policy among other things.
- The final Letters of Agreement will be drafted by the Personnel and Operations Committee and the Interim Dean and will reflect what has been learned through the transition interviews with the clergy and senior staff.
- The Vestry informally authorized the Personnel and Operations Committee to proceed as planned with the finalization of the Letters of Agreement.

Adjourned: 10:17 PM