

**Christ Church Cathedral  
Minutes of the Vestry Meeting  
January 27, 2003**

Vestry members in attendance: Rob Barrick, Susan Dupont, Roy Gottfried, Hal Johnson, Mark Kelly, Walker Matthews, Randy McCathren, Ann Olsen, Ben Page, Beverly Sanders, Kay Simmons, Tom Steele, John Whitaker, Charlie Wray

Clergy present: Ken Swanson, Geoffrey Butcher, Anne Stevenson

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, January 27, 2003 commencing at 6:40 p.m. in the Wheeler Room. The meeting began with a meditation by Ann Olsen. The minutes from the December 2002 meeting were unavailable for approval.

Marian Ott, newly appointed chair of the Finance Committee, presented the Finance Committee report (enclosed). She noted the following major points:

1. A review of the 2002 budget variance summary indicated an overall unfavorable variance of \$56,305. Specific budget variances included an unfavorable variance of \$40,628 for year end pledge income, a favorable variance of \$20,092 for salaries and benefits, and an unfavorable variance of \$33,679 for administrative and property management.
2. The negative balance reduces working capital and will dictate increased fiscal discipline.
3. The 2003 budget reflects more conservative assumptions including a revision of the discounting of pledges and a reduced figure for pledge income.

Report from Cluster Liaisons:

The Outreach Committee had not met since the last meeting, and therefore, there was no formal report. Randy McCathren did say that the operation of the Room at the Inn was going well. He reported that the church could accommodate twelve homeless individuals per night. Because of the extremely cold weather there is a need for more warm clothing. It was noted that the boiler in the Annex was not working properly and consequently the building was often very cold. Geoffrey Butcher responded that he would address the problem with Francis Eagle.

Ken Swanson reported that the Merriam family had returned home safely although it did take them five days to get there because of a mix-up in the airline ticketing.

Charlie Wray reported for the Spiritual Formation Cluster that met on January 13, 2003. Detailed minutes are attached. He noted that the committee requested that the Vestry reconsider the prohibition on specifically and publicly designating funds received at First Friday services for support of such services. The Vestry discussed that First Friday was an outreach and that the Dean does have the flexibility to use discretionary funds for the

services. There was consensus that the policy should not change. It was noted that because of the negative variance in the 2002 budget, the amount available for outreach in 2003 would be adjusted to \$142,574.

Matthew Walker stated that the Personnel Committee had not met, and therefore, there was no report.

Rob Barrick said that the Property Committee had not met, but he did report that the leak in the roof over the Chapel Hall was being repaired. Ben Page expressed concern over the possibility of vandalism and suggested that the lock on the front gate be repaired.

Hal Johnson reported for the Finance and Stewardship Committee. He stated that the Committee was concerned that the 2003 Stewardship Campaign results indicate a decrease in pledged dollars. He stated that Dean Swanson and the clergy would help identify several people who could follow up with phone calls with the hope of determining the intentions of the 15 people who pledged last year but who have not pledged this year. Hal Johnson expressed concern that for the past several years only the financial administrator was allowed to view individual pledge information. He requested that in the future others be allowed to review and analyze the pledge data. Ken Swanson said that the practice had been in place for several years and there was no official policy on the matter. After a discussion, the Vestry members agreed that the practice of limiting information from the leadership of the Stewardship Committee should be reconsidered. They agreed that the Dean and Senior Warden should be allowed to give permission for a limited group of people to have access to pledge information.

Old Business:

Alan Duesterhaus presented the Vestry with a proposal for a Nashville Cathedral School. He discussed the need for an Anglican school, the proposed mission, finances and facilities as outlined in the attached proposal. The Vestry agreed that the proposal needed additional study and suggested that the Dean appoint a committee to review the proposal and its implications in greater detail, after the seeing whether the proposal had support at the upcoming Future Search meetings.

Tom Steele reminded the Vestry members that Future Search would occur on February 28<sup>th</sup>, March 1<sup>st</sup> and 2<sup>nd</sup>. He reported that the response from those asked to serve was good and that a high attendance is expected. He also noted the upcoming January 31<sup>st</sup> and February 1<sup>st</sup> Vestry Retreat.

Susan Dupont presented a fundraising plan for the purpose of helping to finance the costs for the adult choir members and choristers to travel to Washington D.C. in May to sing at the National Cathedral. The proposed plan includes a Variety Show, a Parisian Department Store Sale, food sales, and plans for a High Tea at Belmont Mansion. Ken Swanson noted that admission could not be charged at such events but he stated that a suggested donation could be recommended. The discussion brought up the need for a general fundraising policy. It was suggested that the Finance Committee study the issues

involved with separate fundraising activities from groups within the church, and that the committee suggest a comprehensive policy which could be used as a guideline for all fundraising requests. The Vestry agreed to let the Choir and Chorister Committee proceed with their fundraising plans as outlined and presented.

Dean Ken Swanson reported that Ms. Eileen Hosking accepted the job as the Cathedral Executive Administrator and that she will begin work on February 24, 2003. He also reported on the recent Diocesan Convention where Walter Crouch was elected to the Bishop and Council and where Charlie Robinson was honored with the Bishop Cross. The Dean reported that the resolution reaffirming the Church's position that there be no discrimination in lay ministry was tabled after a close vote.

#### New Business:

The Dean reported that the Consulting firm of RSI presented him a schedule for the second phase of the capital campaign which called for the next phase to begin in September 2003. The Vestry agreed that the Church community was not ready for a campaign so soon and that the more likely time for the next campaign would be in 2005.

The Dean also reported that there had been a request for a pilates class which would cost \$10-\$12 per participant. He said that he would recommend that the request be tabled until he was presented with a formal proposal.

Tom Steele reported that a committee that includes Ken Sheesley, David Waller, Donnie Nichols, Rob Barrick, Walker Matthews and Tom Steele, is looking into the use of the Hathcock building. They hope to have a proposal for the use of the building and the long-range space plans ready to present to the Vestry at the February meeting.

Beverly Sanders suggested that the Church publicize the fact that the Christmas offering for outreach ministries totaled approximately \$20,000. She also suggested that the Church plan something to recognize Frances Eagle before he departs.

There being no further business, the Vestry adopted a motion to adjourn, and Anne Stevenson closed the meeting with a prayer.

Kay Simmons, Clerk

**Christ Church Cathedral  
Minutes of the Vestry Meeting  
February 24, 2003**

Vestry members in attendance: Rob Barrick, Susan Dupont, Roy Gottfried, Mark Kelly, Walker Matthews, Randy McCathren, Ann Olsen, Ben Page, Beverly Sanders, Kay Simmons, Tom Steele, Katy Varney, John Whitaker, Charlie Wray

Clergy present: Ken Swanson, Anne Stevenson

Also present: Marion Ott, Eileen Hosking

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, February 24, 2003. John Whitaker gave the meditation during dinner. Ken Swanson called the meeting to order at 6:45 p.m.

Dean Swanson began the meeting by welcoming Eileen Hosking as Christ Church Cathedral's newly hired executive administrator. He then asked the Vestry for their reaction to the "Dean's Report" distributed prior to the meeting. He commented that preparing and distributing a summary was helpful as it provided him the opportunity to articulate timely issues or concerns and prepare the Vestry members in advance of discussion. Those present agreed that the report was helpful. Beverly Sanders noted that additional information and/or further explanation would be needed on some issues. Dean Swanson told the Vestry that his personal relationship with the Bishop had become strained because of the leadership position he took at the Diocesan Convention on discrimination in lay ministry. The Vestry discussed at length the relationship between the Bishop and the Dean and the role of Christ Church as a Cathedral. The Vestry agreed that Christ Church's main identity was as a parish first and as a cathedral second. The Vestry also agreed that, as a cathedral, Christ Church has the responsibility to be inclusive and that it should not align with any one group or groups. The Vestry members also noted that it was important that the relationship between the Dean and the Bishop not become adversarial.

The minutes from the December 2002 meeting were approved with corrections received, and the January 2003 minutes were approved without any corrections or additions.

Marian Ott, chair of the Finance Committee, presented the Finance Committee report (attached.) She noted that current year to date budget figures show a \$41,000 positive variance. She explained that the favorable position was the result of timing issues such as early pledge payments. She cautioned that an expected increase in the cost of health insurance would be a strain on the budget in the months to come. The Finance Committee is investigating various options for a cost effective solution to the high rise of health insurance expenses.

#### Report from Cluster Liaisons:

Randy McCathren reported that the Outreach Committee had formalized the Global Missions' budget and that it basically was the same as last year. The Service Ministry Committee did not meet and their budget is not ready. Randy announced that St. Luke's is sending a poster to their supporters as a one-time appreciation gift. He stated that St. Luke's was especially grateful to our parish because, almost exclusively, we met their increased 2002 Christmas needs. Randy reported for the Global Missions Committee that Amistad Mission is facing financial difficulty, and that Christ Church parishioner Anne Morgan was elected to the Amistad Board. Ken Swanson added that the mission trip to Ecuador was still scheduled for the summer even though the bishop of Ecuador is under investigation for fraud.

Membership Care: Katy Varney noted that she is in the process of meeting with the members of the Membership Care Cluster for the purpose of learning more about how the various committees serve the parish.

Charlie Wray reported that the Spiritual Formation Cluster had not met and there was no report.

Walker Mathews reported that the Personnel Committee had not met and there was no report.

Rob Barrick reported that the Property Committee had not met and there was no report. He noted that the Design and Build Committee had met and he submitted the enclosed report. Ben Page commented that Metro Public Works improperly poured the sidewalk in front of the Church and to correct their work will cost the Church approximately \$2,000. Ben then presented a landscaping plan for the Church that includes proper waterproofing, conduits for future lighting, and plantings. He stated that, in addition to paying for the landscaping costs, his family would cover the cost of monthly maintenance for the garden, and that they eventually will set up an endowment for its upkeep. Ben commented that his landscaping goal is to make the outdoors space as friendly as possible, to include plantings with historically biblical meaning, and to create a space that will enrich the Church and the city. The Vestry unanimously approved \$50,000 for the landscaping project. They thanked Ben for his generosity and for his commitment to the project.

Hal Johnson was out of town, and therefore, there was no Finance Committee report. Tom Steele noted that he was calling parishioners who pledged last year but who had not pledged this year to ascertain their 2003 commitment to the Church. Tom said he was optimistic that the Stewardship Campaign would reach its goals.

#### Warden's report:

Senior Warden Tom Steele stated that the Hathcock Building Committee was scheduled to meet again in February. He said that he should have the recommendations for use of

the building and property by the March Vestry meeting. Tom estimated that razing the building would cost approximately \$240,000-\$250,000.

New Business: The Dean reported that St. Luke's requested that they be allowed to make a presentation to the parish about their capital campaign. Charlie Cook and Doug Anderson will be with us in March.

Ben Page commented on the value of the sexual misconduct course offered for the Vestry members. He asked if Christ Church had systems in place to prevent the occurrence of sexual abuse. Dean Swanson responded that the Church carefully screens those who interact with children. He stated that all who work with children, including the youth workers, are required to attend the sexual misconduct course. It was suggested that those who work with the Catechesis of the Good Shepherd program should attend also.

The Vestry agreed that their next meeting would be March 31.

New Business:

Katy Varney reported that the fundraiser dinner, talent show and auction to benefit the Youth Ireland trip is scheduled for May 4<sup>th</sup>. She requested that the Vestry participate in the talent show and suggested they compose and sing a song. The vestry agreed to her request.

Old Business:

Tom Steel reminded the Vestry members, who had not already done so, to pay \$100 to cover the cost of the retreat. He announced that there were informational notebooks for each Vestry member. The Dean noted upcoming events including:

Pancake Supper, March 4

Ash Wednesday services, March 5

Wednesday Lenten programs beginning March 12

The Songwriters' Showcase, Friday, March 14

The Lenten symposium on March 28 and 29

The Dean announced that the former Archbishop of Canterbury George Carey would visit Christ Church Cathedral on August 9 and 10.

There being no further business, the Vestry adopted a motion to adjourn, and Anne Stevenson closed the meeting with a prayer at 8:30 p.m.

Respectfully submitted,  
Kay Simmons, Clerk

**Christ Church Cathedral  
Minutes of the Vestry Meeting  
March 31, 2003**

Vestry members in attendance: Rob Barrick, Roy Gottfried, Hal Johnson, Mark Kelly, Walker Matthews, Randy McCathren, Ann Olsen, Ben Page, Beverly Sanders, Kay Simmons, Tom Steele, Katy Varney, John Whitaker, and Charlie Wray.

Clergy present: Ken Swanson, Anne Stevenson, and Geoffrey Butcher. Also present: Eileen Hosking.

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, March 31, 2003.

Marion Ott presented the Finance Committee report during dinner. She reported that the Finance Committee is tracking income and expenditures monthly, and through February there is no cause for concern. She stated that the Finance Committee strongly endorses the recommendation of Design and Build that no new projects be undertaken, including the remodeling of the bathrooms and the Wheeler room, until more pledged Capital Campaign income is received.

Roy Gottfried gave the meditation during dinner. Ken Swanson called the meeting to order at 6:40 p.m.

Dean Swanson began the meeting by reviewing issues covered in the report he sent to the Vestry members prior to the meeting. He discussed his conversation with the Bishop regarding their strained relationship. He reported that he and the Bishop “agreed to disagree” on two issues: the open discussion of gay rights and the exclusion of Christ Church members from key committee appointments. The Dean stated that he feels his relationship with the Bishop has improved, and that there is no reason to believe that they cannot work together amicably in the future. Dean Swanson commented that he was disappointed in the results of Future Search in some respects. The Vestry members agreed with the Dean that the process of Future Search served as a good way to build community but that it fell short of the Church’s goals for strategic planning. All agreed that the Future Search plenary session scheduled for April 5<sup>th</sup> is an important next step in the long range planning process and that the Future Search results needed to be presented to the full parish in May with an invitation to all to join the individual planning and implementation groups..

The Vestry members discussed at length options for changes affecting Vestry nominations and election, terms and meetings. There was general agreement that the monthly meeting schedule now in place works fine. There was not general agreement on other issues, such as the optimal number of vestry members and the election process. The senior class of Vestry members agreed to deliberate the issues of concern and to make recommendations at the next meeting.

Christ Church parishioner and St. Luke's volunteer Shirley Lechletter, President of the St. Luke's Board and Christ Church parishioner Charlie Cook, and Doug Anderson Executive Director of St. Luke's made a presentation on St. Luke's Capital Campaign. They began their presentation by presenting a poster as an expression of appreciation for the Church's many years of support. Secondly, they announced that Provence Bread Company will sell special loaves of bread throughout the six weeks of Easter. All profits from the bread sale will benefit St. Luke's. Finally, they asked that Christ Church Cathedral consider a three to five year pledge to St. Luke's Capital Campaign. They requested that the gift be over and above the Church's annual support, and if possible, that the gift be in the range of \$50,000 or more. St. Luke's \$5 million Capital Campaign was launched to fund renovation and new construction and to enhance their endowment. After the guests departed, the Vestry charged Tom Steele with the task of putting together a subcommittee (to include a member from the Outreach Cluster) to make a recommendation regarding the Capital Campaign request.

Dean Swanson stated that in the near future he would present the Vestry with a proposal for the appointment of a priest associate. He noted that a priest associate is especially advantageous to the Church for liturgical support during the summer months.

#### Report from Cluster Liaisons:

Outreach Clusters: Randy McCathren reported that the Service Ministry Committee approved a budget totaling \$87,716 (budget attached). The Vestry asked the Committee to consider designating more well-known agencies such as St. Luke's for the special offerings in order to increase potential support. The Vestry adopted the Service Ministry budget as presented. Randy noted that the Committee decided to exchange the special offerings schedule. This year the Easter offering, rather than the Christmas offering, will benefit Global Missions. The Committee made this decision to help Amistad Mission realize donations earlier in the year in order to address their budget constraints. Beverly Sanders suggested that the Christmas offering possibly could benefit from additional publicity, and that the recipient of the Christmas offering should be one that is popular with the parishioners. Randy noted that the Service Ministry Committee was discussing how best to respond to the homeless during the Sunday School hour. The Committee could not agree on whether to continue making referrals or to deal with the homeless in a more personal way. They will continue to discuss the issue. Randy also noted that Jane Boram had recently given a successful presentation on TNT (Tying Nashville Together) at the Dean's Forum.

Membership Care: Katy Varney reported that the Membership Care Cluster has met, but there were no specific issues or decisions to report. She noted that the Communications Committee was preparing the parish pictorial directory. Katy also noted that the members of the Nurture Committee were discussing suggestions brought up by Future Search and they were considering how to best implement the suggestions.

There was no report from the Spiritual Formation Cluster or the Personnel Committee.



Rob Barrick reported that the Property Committee had met and there were no issues discussed which involved spending money. He stated that Design and Build would be delaying renovations of the bathrooms and the Wheeler Room until the Finance Committee has a better idea of the money available from the Capital Campaign pledged income. Steve Ezell is helping with the follow up with the Capital Campaign. Ben Page reported that 60% of the landscape work was completed. Tom Steele reiterated the importance of being fiscally responsible this year.

Hal Johnson publicly thanked Tom Steele and Mark Kelly for their follow up efforts on this year's stewardship campaign. Hal stated the importance of the Church staying concerned about pledges and pledged income.

Warden's report:

Senior Warden Tom Steele stated that the committee members working on issues related to the Hathcock building were prepared to recommend that the Hathcock building be torn down. The cost of razing the building will be approximately \$250,000. By tearing the building down the Church could realize approximately \$30,000 per year from parking space income. In addition, having the Church's parking needs met will give more flexibility for long range planning. The committee reaffirmed that buying the Hathcock building was a good investment decision. They hope to have a written proposal with their recommendations for the next Vestry meeting.

Tom Steele reported that he had researched the McCurdy Fund, which generates income of \$185,000 per year for Christ Church Cathedral. He discovered that the money comes from a \$4 – \$6 million trust set up to benefit ultimately Christ Church and one other institution. Currently there are five or six living beneficiaries also receiving income, and upon the deaths of the living beneficiaries, the money will be divided between the two institutions.

New Business: Anne Stevenson reported that an article by Ray Waddle and three pictures from the First Friday service were featured by the Episcopal News Service and may appear in a future issue of the Episcopal Life publication. Ann Olsen suggested promoting subscriptions to Episcopal Life among the parishioners. The Vestry thought that she should pass along her suggestion to the Communications Committee.

Katy Varney distributed words to the song that the Vestry and the Clergy will sing at the May 4<sup>th</sup> Youth Talent Show and Silent Auction. The Vestry will rehearse the song at their April meeting.

Old Business: The Cathedral Chapter voted to approve the changes of the Cathedral Diocesan Agreement as amended by the Vestry in December 2002.

Geoffrey Butcher passed out Vestry notebooks to those who had not received them. He also distributed parish directories.

The Dean noted the following upcoming events:

- April 4<sup>th</sup>, First Friday
- April 5<sup>th</sup>, Future Search plenary session
- April 12<sup>th</sup>, Broadway on Broadway
- April 13<sup>th</sup>, Palm Sunday, Choral Evensong
- April 14<sup>th</sup>, Seder
- April 16<sup>th</sup>, Tenebrae
- April 17<sup>th</sup>, Maundy Thursday
- April 18<sup>th</sup>, Good Friday
- April 19<sup>th</sup>, Easter Virgil
- April 20<sup>th</sup>, Easter
- April 25<sup>th</sup> to 27<sup>th</sup>, Parish Weekend Away
- April 28<sup>th</sup>, Next Vestry meeting

There being no further business, the Vestry adopted a motion to adjourn, and Geoffrey Butcher closed the meeting with a prayer at 9:00 p.m.

Respectfully submitted,  
Kay Simmons, Clerk

**Christ Church Cathedral  
Minutes of the Vestry Meeting  
April 28, 2003**

Vestry members in attendance: Rob Barrick, Susan Dupont, Roy Gottfried, Mark Kelly, Walker Matthews, Ann Olsen, Ben Page, Beverly Sanders, Kay Simmons, Tom Steele, Katy Varney, John Whitaker, and Charlie Wray.

Clergy present: Ken Swanson, Anne Stevenson, and Geoffrey Butcher. Also present: Eileen Hosking.

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, March 31, 2003.

Marion Ott presented the Finance Committee report during dinner. She stated that expenses and income were all as expected and in line with the approved budget. She announced that the new health care plan through United Health Care would cost more than the Church is currently paying but less than if the Church remained with Blue Cross/Blue Shield. She noted that the impact of the change on the budget would be negligible.

Beverly Sanders gave a presentation on the Catechesis of the Good Shepherd for the meditation during dinner.

Paul Fulcher reported on the organ voicing and tuning he was doing on the new Lively-Fulcher organ. He explained the process of voicing the 3,400 pipes of the organ and commented that when finished, the organ may need occasional tuning but that the basic tone of the organ will forever remain the same. He stated that the changes made in the balcony and ceiling has resulted in better acoustics for the new organ. He commented that, with proper care, the new organ could be expected to last hundreds of years.

Dean Ken Swanson called the formal Vestry meeting to order at 7:00 p.m.

Dean Swanson began the meeting by reviewing the major issues of concern as outlined in the report he sent to the Vestry members prior to the meeting. He discussed the recent resignations of three members of the Columbarium Committee. They stepped down after a disagreement regarding the rules and regulations governing the columbarium and a letter sent to families who might want to buy a second niche. Dean Swanson asked the Vestry to review the rules of the columbarium and to reflect on them over the next month. He would like the Vestry to think about whether or not a Columbarium Committee is still needed, and to suggest revisions to the current rules and regulations that may be more pastoral and sensitive.

Dean Swanson reported that the Global Missions Committee would like the Cathedral to continue the Sabbatical Priest Program, but recommends that we discontinue seeking priests from East or West African countries. Instead, they recommend that we look for

relationships with priests from English speaking countries such as India, Sri Lanka or South Africa. Doing so would eliminate some of the systemic problems of the program.

The Dean expressed concern over the numerous special fund raising efforts that have taken place since the first of the year. He noted that he had ambivalent feelings about special appeals and asked the Vestry to consider what to do about special fund raising requests in the future. There were a variety of opinions surrounding the issue. Among them were that special fund raising efforts have the potential to hurt the overall stewardship effort, that no annual programs should be funded through special efforts, and that the Church should not seek "entertainment" dollars. It was also noted that the recent fundraisers had the unlooked-for windfall of building community both among those staging the events and those attending. It was pointed out that fundraisers such as the Songwriters' Showcase, the Belmont High Tea, the Youth Talent Show, and Broadway on Broadway allowed people to give of their talents and non-tangible resources to benefit church programs, people who otherwise could not have contributed that in a stewardship pledge, and that they drew in non-pledging participants from outside the parish family. The current policy is that there should not be special fundraisers. Although the Vestry agreed to allow specific fund raising efforts this spring to meet special needs, this should not be viewed as a change in policy.

The February and March minutes were approved as corrected.

Report from Cluster Liaisons:

There was no report from the Outreach Clusters.

Membership Care: Katy Varney reported that the first 4<sup>th</sup> Tuesday men's group breakfast was attended by approximately 40 people. She noted that the 2004 Parish Weekend Away would be April 30 – May 2 and that the 2003 Parish Picnic would be September 14 at Edwin Warner Park. In addition, she reported that the Church will sponsor its first ever Family Night on July 11, 2003 at University School of Nashville. The purpose of the evening is for parishioners and their families to participate in an evening of fun and games.

There was no report from the Spiritual Formation Cluster.

The Personnel Committee had met but there was no report.

Rob Barrick reported that the Property Committee had met but there were no major issues to report. Eileen Hosking stated that she had hired a part-time maintenance man who would work 18 hours per week. He will begin work as soon as he recovers from a back injury. Eileen also reported that she intends to hire a part-time clerical person to help with the scheduling and details of events and meetings. Parishioners will not be considered for that position.

Dean Swanson commented that the outside of the Church never looked better, and complimented Ben Page for his landscaping design and work. Ben began the landscaping report by stating that major work needs to be done on the Cathedral's gutters. He recommended that the current inexpensive gutters be replaced with copper gutters and cast iron boots so that they would last for a much longer time. He estimated that it would cost approximately \$5,200 for quality gutter work. Dean Swanson noted that there was money in the 10% fund for building upkeep and that the money should be expensed from that fund. Rob Barrick agreed to facilitate getting approval from the Property Committee and then the Finance Committee for the gutter work. In addition, Ben requested that an additional \$4,900 be approved for landscape work in the area between the Church and the hotel and an additional \$5,000 for the final plantings of perennials. The Vestry approved his request. Ben reported that there were several youth who were interested in helping with landscaping and he suggested that a Youth Garden Committee be established. Ben finished his report by noting that the air conditioning unit was making strange sounds and should be checked, and that the sign on Broadway was rusting away. Ben will examine the sign and determine what it will take to repair it.

Tom Steele reported for the Finance Committee that \$100,000 was added to the Church's general endowment from the estate of Rachael Farris and \$50,000 from the estate of Frances Corzine. Tom also reported that the trust that generates approximately \$185,000 per year of operating income for the Church was established by Matilda G. McCurdy of New York City on January 27, 1960. The trust was established to benefit six charitable institutions.

#### Warden's report:

Senior Warden Tom Steele reported that the committee members working on issues related to the Hathcock building recommended that the Hathcock building be torn down and that the property be paved for parking. The committee has already given 60 days notice to the tenants. Tom estimated that it would be early fall when the building would be torn down. At the next Vestry meeting, the Finance Committee will present a proposal for the financing of the building demolition. The process of tearing down the building will take two weeks and will begin around the first of September. Ann Olsen asked if there was a way to encourage recycling of the building debris. Walker Matthews responded that the competitive bidding process usually results in the selection of a company who recycles. Several issues will need to be worked out before the property is turned into a parking lot including the most efficient configuration of the new parking spaces and the landscaping. Ben Page agreed to head a small subcommittee to consider these issues. The Vestry voted unanimously to accept the recommendation to tear down the Hathcock building.

Tom Steele discussed the possibility of holding several luncheons for parishioners who had given generously to the capital campaign with the intent of bringing them up to date on the progress of the capital improvements, where the campaign stands, and what the future holds. He hopes that such conversations would help bring closure to the capital campaign, would give him feedback on a new master plan, and would help gauge the

possibility of future campaign commitments. He also wants to include in the conversations new members who have joined the Church since the campaign. Katy Varney suggested that before any conversations regarding another plan or another campaign are held that the work promised in this phase (i.e. renovation of bathrooms) be completed. Dean Swanson reminded the Vestry that the current plan, which was financed by the capital campaign, addressed current needs and was not a master plan for the future.

Old Business:

The Dean suggested that the Vestry wait until the next meeting to discuss the recommendations for Vestry elections and the Art Committee. He also noted that the Outreach Committee's response to St. Luke's request is that one feast day offering be set aside for the campaign gift. The Vestry will consider that recommendation also at the next meeting.

The Dean announced that the Parish Fair will be June 8 and that Mission Sunday will be September 7, 2003. In addition, on Sunday, November 23, 2003 various social service agencies will come and set up booths to encourage alternative Christmas donations.

Upcoming events:

May 2 – 4, Choir trip to the National Cathedral Washington, D.C.  
May 2, First Friday Sacred Soul Space  
May 4, Chris Findley ordination  
May 4, Youth Talent Show and Silent Auction  
May 11, Evensong, organ concert  
May 18, Final Sunday School  
May 19, Next Vestry meeting

There being no further business, the Vestry adopted a motion to adjourn, and Anne Stevenson closed the meeting with a prayer at 8:50 p.m.

Respectfully submitted,  
Kay Simmons, Clerk

**Christ Church Cathedral  
Minutes of the Vestry Meeting  
May 19, 2003**

Vestry members in attendance: Rob Barrick, Roy Gottfried, Mark Kelly, Randy McCathren, Ann Olsen, Ben Page, Beverly Sanders, Kay Simmons, Katy Varney, John Whitaker, and Charlie Wray.

Clergy present: Ken Swanson and Anne Stevenson. Also present: Eileen Hosking.

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, May 19, 2003.

Eileen Hosking presented the Finance Committee report during dinner. She stated that the Church was behind in pledge payments but that there was no cause for concern. In addition she noted that there is approximately \$600,000 outstanding in capital campaign pledges. Dean Swanson responded that Steve Ezell was following up on the outstanding capital pledges. Eileen noted that the May numbers reflected that revenue was under budget by \$29,000. She stated that this was due to the fact that a \$30,000 check had been lost in the mail. The check has now been deposited and revenue is back in line with the budget. Eileen reported that Marion Ott, chair of the Finance Committee, was apprehensive about the slow down of cash flow during the summer months.

Ben Page gave the meditation during dinner.

Dean Ken Swanson called the formal Vestry meeting to order at 7:00 p.m.

Dean Swanson began the meeting by discussing the recent fundraising efforts of the youth and the Choir. The Vestry noted the monetary success and the numerous intangible benefits associated with both efforts. They agreed that in the future the Dean should follow the current policy which prohibits special fundraisers, but they did recognize that there may be special circumstances that call for an exception to be made. The Dean should discuss any exceptions with the Vestry and also report to the Vestry any requests he denies.

The Dean noted that he was hosting Bishop Edward Neufville of Liberia this week, and, although the Church will not continue the Sabbatical Priest Program with Liberia, he will discuss other ways in which the Church can be supportive.

Dean Swanson reviewed the rules of the Columbarium and proposed to delete from the rules and regulations governing the Columbarium the following provision: [provided, however, subject to approval of the Vestry and the availability of niches within the Columbarium, a surviving spouse of an Eligible Person (defined below) whose ashes are interred in the Columbarium may, within 180 days of interment of the deceased spouse's ashes, request interment of the deceased spouse's ashes in a fully unused niche and reserve the second half of such niche for eventual interment of the surviving spouse's

ashes, in which case, upon approval of the Vestry, the surviving spouse shall purchase an interment subscription if no such subscription has been previously purchased by or on behalf of the surviving spouse.] In addition he asked that the Vestry consider deleting [under the same stipulations applicable to a surviving spouse.] as it relates to the purchases of both halves of a niche as a single subscription. The Vestry voted unanimously to delete both sections and to add that "Both halves of a niche must be purchased at the same time." The Dean said that double nameplates would be used for the niches in the future.

Charles Grummon and Liz Cole reported on the Youth Dinner Auction and Talent Show. They announced that more than 300 people attended the event that resulted in revenue of \$30,000 with expenses of \$11,000. There is a piano that was given to the auction which is yet to be sold. Once the piano is sold, the net amount raised will be more than \$20,000. The money will be distributed as follows: 10% tithe for the Church, 25% for outreach programs, 25% for the youth trip to Ireland, and 40% for general youth programs. The youth will make a recommendation on how to use the outreach money. Charles will be chairman of the Dinner Auction and Talent Show next year. The Vestry commended Charles and Liz for their commitment to the youth program, and thanked them for their outstanding dedication and leadership with this event. The Dean will meet with Charles and Liz once they begin to plan for next year's event to discuss some recommendations ( e.g. the event should be held at the Church and the ticket price reduced) for improvements.

The Dean reported that facilitators of the various Future Search committees will confer with other Future Search participants and interested parishioners to create a specific plan for each committee. The various committee plans will be weaved into an overall parish plan and presented to the entire congregation in November.

The minutes from April were approved.

Report from Cluster Liaisons:

Randy McCathren reported that the Global Missions trip to Ecuador this October is still recruiting additional participants. He noted that Amistad Mission regional leaders would be fundraising on behalf of the Mission, but that it will take place outside of Christ Church. He announced that the Global Missions Committee will work with the youth to expand the scope of Alternative Christmas Giving using a model from other churches. Mission Sunday will be September 7, 2003. Randy noted that the Services Ministries Committee had not met but would be discussing the request for a contribution to the St. Luke's Capital Campaign at its next meeting. He mentioned that Tying Nashville Together was celebrating its 10 year anniversary on June 22, 2003 and that Jane Boram hopes that 25 people from the Cathedral will participate.

Membership Care: No report.



Spiritual Formation Cluster: Charlie Wray reported that they had met and the minutes from their meeting are attached.

Personnel Committee: No report.

The Property Committee had not met since the last Vestry meeting. Rob Barrick mentioned that the handyman had begun working and seemed to be doing a good job. Rob noted that preparations were being made for the demolition of the Hathcock Building. An inventory is being taken of what is in the building. Plans are being made to donate some items to Goodwill and other items to World Ministry. Rob reported that work on the gutters had begun. Ben Page reported that the final phase of the landscaping work was being completed. He mentioned that he was concerned about the safety of the staff, particularly outside in the evenings. He suggested that more lights be installed for safety.

Eileen reported that she had placed an ad in the paper for a part-time event planning and house-cleaning employee. She noted that there was an event form which committee liaisons and/or chairs should fill out prior to committee meetings. She encouraged Vestry members to report needed building repairs to her.

The Dean announced that the Cathedral garden spaces would be dedicated in honor of Florence and Ben Page, Sr. on Sunday, June 1, 2003 immediately after the 8:00 a.m. service.

Old Business:

On behalf of the Finance Committee, Eileen Hosking asked the Vestry to consider approving a policy to increase to \$5,000 the value of items that require capitalization and that the policy become retroactive to fiscal year 2002. This will reduce the effort to prepare for the 2002 audit. It was noted that this does not replace the need for a periodic inventory of all equipment and furnishings for insurance and management purposes. The Vestry approved the request.

Randy McCathren reported that he had met with a Subcommittee to discuss and consider changes in the Vestry size and in the Vestry election nomination process. The Subcommittee concluded that the current size of 15 seems to work well, and therefore, there is no need to recommend a change. The Subcommittee suggested possible changes in the nomination process including a petition process, a nominating committee, or a combination of the two. After some discussion, the Vestry agreed that no formal change should be made. They also agreed that if certain skills were needed on the Vestry, that it would be appropriate for the Vestry members to encourage the election of someone who had the skills to fill that need.

Dean Swanson reported that parishioners sometimes express an interest in knowing about Vestry issues and decisions made. The Vestry agreed that it would be best to communicate with the congregation by way of a general report. Eileen Hosking

volunteered to write up the highlights from each Vestry meetings in a bullet point format and to post it on the bulletin board and on the Church's web page.

#### New Business:

Shelton Clark sent letters to several Vestry members expressing his desire to see a history of Christ Church published. Dean Swanson noted that there was a book that documented the history up to the 1940's. The Vestry agreed that Shelton should take his request to the Communication Committee.

Dean Swanson asked the Vestry to consider establishing an Arts Committee to work in conjunction with the Property Committee and the Design and Build Committee to advise him, the Rector, Wardens and Vestry on issues broadly relating to the aesthetics of Cathedral furnishings. This includes making recommendations regarding the suitability of proposed memorial and other gifts, and such other issues as may be referred to the committee by the Dean and Clergy. In addition, the committee will be charged with the responsibility of making recommendations regarding the arrangement and design of furniture in the chancel and other decorative issues following the relocation of the choir and organ to the rear gallery. The Vestry voted to establish a committee with six members with staggered, rotating two-year terms and they agreed that Bob Smyth would be a good person to chair the committee. They also agreed that the name "Arts Committee" does not accurately reflect the function of the Committee and that a better name should be chosen.

The Dean noted the following upcoming key dates:

June 6<sup>th</sup>, First Friday  
June 8<sup>th</sup>, Pentecost and Parish Fair  
June 23, next Vestry meeting

There being no further business, the Vestry adopted a motion to adjourn, and Anne Stevenson closed the meeting with a prayer at 8:40 p.m.

Respectfully submitted,  
Kay Simmons, Clerk

**Christ Church Cathedral  
Minutes of the Vestry Meeting  
June 23, 2003**

Vestry members in attendance: Rob Barrick, Susan Dupont, Hal Johnson, Mark Kelly, Walker Matthews, Ben Page, Kay Simmons, Katy Varney, John Whitaker, and Charlie Wray. Clergy present: Ken Swanson and Anne Stevenson. Also present: Eileen Hosking.

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, June 23, 2003.

Kay Simmons gave the meditation during dinner.

Walker Matthews presented the Finance Committee report during dinner. He stated that the operating budget was on track but the anticipated income suggests that there will be no room for unbudgeted expenses.

After determining that a quorum was present, Dean Ken Swanson called the formal Vestry meeting to order at 6:45 p.m.

**New Business:**

Susan Dupont reported that the Liturgy Arts Music Focus Group from Future Search met and discussed adding to and enhancing special musical events at the Cathedral, particularly ones open to the larger Nashville community. She introduced fellow parishioner Chris Teal who joined her in explaining the group's hope that we could build on the series of dedicatory organ concerts this year with future concerts (organ recitals, oratorio, and recitals of different instrumental combinations) which would be open to the general public and used to garner support for the Cathedral's music program. They proposed that those who come to such events be given the opportunity to contribute to a "Friends of Cathedral Music Fund." Such donations would go into the existing Music Fund to support future concerts events at the Cathedral. They proposed inserting a card in the organ recital program to invite people to become "friends" as well as give them an opportunity to volunteer their services in assisting at concerts and to add their name to the concert mailing list. The Vestry discussed the proposal in detail noting that the new organ and the music created should be shared with the greater community and that community concerts were appropriate as a Cathedral. Charlie Wray expressed concern that the focus of the Church, its programs, including the Music Program, should be directed to the parish rather than the community. A motion was made to allow the creation of "Friends of Cathedral Music" to reach out to the community as part of the existing music program. The motion passed with one dissenting vote.

Dean Swanson noted that he had not prepared a Dean's Report for distribution before the meeting and would not do so again until the Fall. He introduced Carroll Kimball as the 2004 Stewardship Chair and commented that her plans for the Stewardship Campaign had invigorated him in regard to the next stewardship effort. Carroll discussed her ideas for the 2004 campaign and she presented research on the congregation's giving patterns. (See attached.) A key part of the proposed plan includes the establishment of a Parishioner Information Committee to gather

information about parishioners to enable more directed and effective communication. Katy Varney expressed concern regarding sharing confidential financial information. In addition, she noted her concern that the stewardship message focus on the needs of the Church and its programs and that it not be dictated by the amount of money possible to raise. The Dean reassured the Vestry that the stewardship messages would remain theologically based.

The May minutes were approved.

Report by the Dean: Dean Swanson distributed the new Christ Church Cathedral brochure written and designed by parishioners. He commented on the unrest and difficult political situation in Liberia and expressed hope that the Vestry would voice their concern to American political officials and encourage American peace keeping intervention.

Reports from Cluster Liaisons:

Outreach – No report

Membership Care – No report

Spiritual Formation – No report

Personnel – No formal report, although Eileen Hosking stated that Peg Duffy was hired and had begun work supervising the cleaning and coordinating the details for Church meetings. She noted that a major summer job would be cleaning out the annex and the Hathcock Building.

Property – No formal report, although Rob Barrick noted that roof slates were being repaired and replaced.

Finance and Stewardship – Walker Matthews reported that the Capital Campaign officially ends July 1, 2003, and it appears that a total of \$477,000 was pledged but will not be collected. He stated that the Finance Committee decided to discount \$200,000 and the Committee assumes that the remaining \$277,000 eventually will be collected. He stated that it will cost \$260,000 to complete all of the approved Capital Campaign projects. The Vestry considered various financial options for paying for the outstanding project commitments including: taking money from the “10% Fund” (Building Improvements Endowment Fund); using money from the “One Time Fund” (Building/Capital Fund); and borrowing on the line of credit. The Vestry unanimously voted to draw \$100,000 from the One Time Fund, to leave the 10% alone entirely and to borrow the balance from the line of credit.

In order to prepare plans for the parking lot on the site of the Hathcock Building, Ben Page stated that he would need a boundary and topographic survey.

Old Business:

Mark Kelly reported that he was working with a Committee to organize the information coming out of the Future Search Task Force. The Committee will come up with a format for the ideas which will include specific goals, time lines, budgets and staffing. Doing so will help the ideas go through existing Christ Church Cathedral Committees.

There being no further business, the Vestry adopted a motion to adjourn, and Anne Stevenson closed the meeting with a prayer at 8:40 p.m.

Respectfully submitted,  
Kay Simmons, Clerk

**Christ Church Cathedral  
Minutes of the Vestry Meeting**

**August 25, 2003**

Vestry members in attendance: Rob Barrick, Mark Kelly, Walker Mathews, Randy McCathren, Ann Olsen, Ben Page, Tom Steele, Katy Varney, John Whitaker. Clergy present: Ken Swanson, Geoffrey Butcher. Also present: Eileen Hosking.

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, August 25, 2003.

Walker Mathews gave the meditation during dinner.

Dean Ken Swanson called the formal Vestry meeting to order at 6:30 p.m. He began his Dean's report with an overview of General Convention. He discussed the complexity of two highly publicized issues – the consecration of Gene Robinson and the condoning of local option for the blessing of same sex unions – and the ramifications of the final vote to our diocese and congregation. These issues have polarized the Episcopal community throughout the nation, and in Tennessee passions are running so deep as to compel at least four Vestries to consider leaving the diocese. The Dean said there are significant differences of opinions among CCC parishioners and that he is committed to inclusivity for our congregation. Vestry members discussed the importance of listening to the concerns of all members of the church and creating an atmosphere where people at all points on the spectrum of beliefs about this issue feel comfortable to worship. The Dean answered a host of questions concerning specific floor votes at General Convention, the responsibilities of a cathedral versus a parish, Bishop Herlong's position and activities on these issues, theological issues, and Gene Robinson's history with the church. He also led a discussion about diversity within our congregation and the importance of making everyone feel included.

The July minutes were approved.

Reports from Cluster Liaisons:

Outreach – Randy McCathren reported the following:

- Environment -- A record number of resolutions regarding stewardship of the environment and protection of animals passed at General Convention.
- Global Missions – Seven people have expressed an interest in the October trip to Bolivia, leaving space for an additional three. After some difficult times, Amistad has opened a teenage boys group home as a transition place to adulthood and is planning for two more group homes for the teenagers.
- Alternative Christmas – In conjunction with Global Missions and Outreach Committees, the youth group has decided to expand the number of opportunities offered by the alternative Christmas program.

- Future Search – In October, speakers will be invited to the Dean’s Forum to address the topics of poverty, world resources, outreach and social justice.
- Service Ministries – The amount of money to be pledged to St. Luke’s has not yet been determined but discussions should resume next month.

Membership Care – Katy Varney and Randy McCathren reported the following:

- Visitors -- June – 8 visitor cards,  
July – 9 visitor cards, 2 transfers to CCC  
August – 10 visitor cards, 2 transfers to CCC
- From a recommendation of the Future Search process, Tony Morreale and Scott Viebranz have created a Welcoming Committee that will organize volunteers to be available at the Baptismal font after the 8:30 a.m. and 11:15 a.m. services to greet visitors and answer questions.

Spiritual Formation – No report

Personnel – No report

Property – No report

Finance and Stewardship – Eileen Hoskins reported on discussions with the Finance Committee and chair of the Memorial Fund regarding use of Memorial Fund money. Any action would require a formal resolution by the Finance Committee. She further reported that the Capital Campaign still has \$360,000 in outstanding pledges, requiring us to borrow money and use Rainy Day funds to complete Capital Campaign projects such as the restrooms. She answered questions from Vestry members regarding income from parking, overall CCC debt, and use of monies in the 10% Fund. It was pointed out that the 10% Fund was created for the sole purpose of ongoing maintenance and that those funds should not be used for any other reason. Finally, Eileen said this year’s Stewardship campaign is off and running and should be visible soon.

Warden’s Report: Tom Steele reported that survey work has begun on razing the Hathcock building. Bill Maxwell will oversee the process. He also talked about possible opportunities for additional property in the area.

New Business: Dean Swanson reported that he has talked with Bishop Neufville about the situation in Liberia and that the Yarsiahs are in Ghana and the Merriams may be refugees on the Ivory Coast. Members of the parish have created a Friends of Liberia fund.

**Christ Church Cathedral  
Minutes of the Vestry Meeting  
September 22, 2003**

Vestry members in attendance: Susan Dupont, Roy Gottfried, Mark Kelly, Walker Mathews, Randy McCathren, Ann Olsen, Ben Page, Beverly Sanders, Tom Steele, Katy Varney, John Whitaker, Charlie Wray. Clergy present: Ken Swanson, Geoffrey Butcher, and Anne Stevenson. Also present: Eileen Hosking.

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, September 22, 2003.

Susan Dupont gave the meditation during dinner.

Dean Ken Swanson called the formal Vestry meeting to order at 6:45 p.m. He introduced Richard Treadway who presented recommendations of the Space Focus Group that formed in Future Search process. Dr. Treadway distributed an executive summary (attached) that focused on two phases. The recommendations involved in Phase I include the development of projects on the current Church campus between Ninth and Tenth Avenues and Phase II recommendations involve projects across the street from the Church in the block between Eighth and Ninth Avenues. The recommendations were made to help clarify options for the Vestry as it determines an appropriate development plan for Christ Church Cathedral. Dean Swanson suggested that the Vestry members study the report over the next month and send him issues and questions that can be distributed in advance to facilitate an informed discussion at the October Vestry meeting. The Vestry agreed to meet 15 minutes prior to dinner before the next meeting in order to walk around the property to get a visual overview of the areas to be discussed. The Vestry thanked Dr. Treadway and his committee for their work on this important project.

Carroll Kimball and Shelley Cammack presented a proposal for a Christ Church Cathedral Mother's Day Out Program (attached.) Previously, the Finance Committee approved the proposal on the basis that it would be self-supporting. The program needs \$7,075 for start-up costs that will be repaid after the program is up and running. The Vestry approved the request to establish the Mother's Day Out Program and the request for the start-up funding. The Finance Committee will recommend a source for the funds.

The minutes from the August meeting were deferred for approval at the October meeting

Reports from Cluster Liaisons:

Outreach – Randy McCathren reported the following:

- Nashville CARES annual AIDS Walk will be Saturday, October 11 and Christ Church is building a team of walkers to show the Cathedral's support of Nashville CARES.

- Global Missions – Randy will lead the upcoming October trip to Bolivia. There have been numerous pairs of tennis shoes contributed, but there is still a need for smaller size shoes.
- Alternative Christmas – On November 23 the youth and Global Missions Committee will sell crafts from the Mission countries and have small gifts available to symbolize mission and outreach contributions given in lieu of Christmas gifts.
- Environmental Ministry– On September 30<sup>th</sup> Jeff Ross-Bain, with Southface Energy Institute in Atlanta (and member of the Vestry of All Saints in Atlanta) will present “Sustainable Building: What is it? What does it cost? What does it save?” at a program sponsored by The Cumberland River Compact, Nashville Civic Design Center, and the Nashville Cultural Arts Project. Joyce Wilding has been instrumental in arranging Jeff’s visit to Nashville.

Geoffrey Butcher distributed a revised Vestry Clusters and Committees Overview that is used primarily to inform newcomers of the activities and opportunities for involvement in the Church. Geoffrey will continue to revise the Cluster and Committee sheet as needed. He has eliminated the Organ Committee already and at the recommendation of David Waller, the Design and Build Committee will be folded into the Arts Committee. Roy Gottfried will make a recommendation for a new name for the Arts Committee in the near future.

Membership Care: Katy Varney reported the following:

- The Parish Picnic was held on September 7<sup>th</sup> and was attended by a large number of families.
- The Welcoming Committee has begun greeting visitors with favorable response.
- The Communications Committee has launched a new web site. See [www.christcathedral.org](http://www.christcathedral.org)
- The Young Adults Group will have a dinner which will kick off the Cathedral’s plan to provide a variety of regular events and activities that will offer opportunities for spiritual growth, service and socializing.
- Cathedral Tours are being held on Thursday and Saturday mornings and Liturgical Ten-Minute Tours are being held on Sunday at 9:30 and 12:30.

Spiritual Formation: Charlie Wray reported that the Spiritual Formation Committee has met and he will provide a summary of their meeting in the next Vestry packet.

Personnel – Walker Matthews reported that the Personnel Committee had met to review the issues related to the new health care plan and they talked about the upcoming budget and personnel reviews. Eileen Hosking noted that there were several personnel changes including an opening for a part-time maintenance man, the hiring of Courtney Loving to replace Lee Ann Merrick as the parish chef and Robert Crittenden as Assistant Chef, the hiring of Matt Hamilton to work with the sound system, and Wendall Wilkes hired as a part-time sexton. She noted that Peg Duthie was doing an excellent job, and that the



2004 budget allows for an additional full time sexton position to be hired. Ben Page noted the importance of regular cleaning and maintenance for fire hazard safety.

Property – No formal report. Tom Steele noted that the construction on the Wheeler Room and the bathrooms should be complete by mid-October.

Finance and Stewardship – Eileen Hosking reported that both income and expenses were within the budgeted figures. She is confident that the Church will end the year in the black. She stated that additional money from the Capital Campaign has been received and only \$161,000 remained in uncollected Capital Campaign pledge income after discounting the outstanding pledges by \$200,000. She also stated that the Church was only \$2,000 in the red on capital construction projects. Eileen reported that the Finance Committee requested that \$100,000 be allocated from the Memorial Fund to be used to help cover expenses for choir chairs, music filing space, and vesting/restroom renovation. The Vestry approved the request. In addition, the Finance Committee recommended that the two Memorial Funds be merged into one Fund. The Vestry approved that request also.

Stewardship - Ken Swanson reported that he had begun meeting with selected families to discuss their satisfaction with CCC priorities and activities as part of the 2004 Stewardship Campaign. He noted he had received positive response as evidenced by a total of \$99,000 in increased pledges from 13 of the 15 families visited. He will visit a total of 60 families.

Dean's Report: Dean Swanson reported on the ongoing concerns surrounding the issues of sexual identity brought up during the General Convention. He stated that one family and two adult individuals have left Christ Church because of the Church's perceived position on the issues. Conversely, two families have contacted him regarding transferring their memberships to Christ Church. The Dean reported that he counseled both families to remain in their respective Churches. He noted how important it is for the Church, the clergy, the Vestry and each parishioner to affirm that Christ Church is an inclusive and diverse community and that issues of sexual identity not be central to our identity. Dean Swanson reported that there will be two significant meetings in October on issues related to actions taken at Convention. The first is a meeting for traditionalists in Dallas that may result in a plan to create an alternative non-geographical Anglican structure in North American and the second is a meeting of the Primates of the world wide Anglican Communion called by the Archbishop of Canterbury. This may result in a call by traditionalist archbishops to expel the Episcopal Church of the United States from the Anglican Communion. The long term effect on our diocese and our parish will become more clear at that time.

Warden's Report: Tom Steele stated that he was investigating the possibility of purchasing additional property. He will make a report when he is further along in negotiations.

New Business: Dean Swanson reported that our most recent Liberian Sabbatical family, the Yarsiahs, had left Liberia but were safe and were working on getting an immigration visa from the state department. They had requested that Christ Church be a sponsoring institution, which the Dean supports. There is no financial obligation as a sponsoring institution, and therefore, the Vestry concurred that the Dean should pursue the sponsorship.

Dean Swanson noted that the Bishop and Council passed a resolution for designated giving whereby individual churches would not be obliged to give money to the National Church. The Dean explained that this resolution was endorsed to make it easier for conservative parishes to stay rather than leave the diocese. The Dean noted that there were several legal issues that would surface if churches broke away from the Anglican Communion including the transfer of property and the amount of pension money clergy could take with them should they leave. The Dean stated that Bishop Herlong continues to support Christ Church's role as the Cathedral for the diocese. Dean Swanson also noted that if a number of churches did leave the diocese, programming would seriously be affected. However, as the most diverse parish in the diocese, he expects that Christ Church Cathedral will continue to prosper.

Dean Swanson reported that the Discernment Committee has approved Rachel Green for ordination, and that Anne Stevenson will be working with Callie Johnson during Callie's discernment process.

Vestry elections will be held on November 16 and November 23. The Registrar requested that absentee voting no longer be allowed. The Vestry passed a resolution to eliminate absentee balloting.

The following key dates were noted:

September 23, Men's Breakfast  
September 28, Organ Dedication  
October 1, Wednesday classes begin  
October 3, First Friday  
October 4 and 5<sup>th</sup>, Fall Symposium featuring Jim Wallis Executive Director and Editor of Sojourners and Convener of Call to Renewal  
October 27, next Vestry meeting.

There being no further business, the Vestry adjourned and Anne Stevenson led the Vestry in a closing prayer at 9:10 p.m.

**Christ Church Cathedral  
Minutes of the Vestry Meeting  
October 27, 2003**

Vestry members in attendance: Rob Barrick, Susan Dupont, Roy Gottfried, Mark Kelly, Walker Mathews, Randy McCathren, Ann Olsen, Ben Page, Beverly Sanders, Kay Simmons, Tom Steele, Charlie Wray. Clergy present: Ken Swanson, Geoffrey Butcher, and Anne Stevenson. Also present: Eileen Hosking.

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, October 27, 2003.

Randy McCathren gave the meditation during dinner. Following dinner Ben Page led the Vestry members on a walk around the church buildings and the adjoining properties to get a visual overview for expansion possibilities.

Dean Ken Swanson called the formal Vestry meeting to order at 7:00 p.m. The meeting began with Assistant Diocesan Treasurer Pete Stringer and member of the standing committee Dick Lodge discussing the ongoing issues surrounding the actions taken during the General Convention. They reported that Bishop Herlong continues to state that he has no intentions of leaving ECUSA. They noted that there may be some parishes in the diocese that may join with an alternative Anglican structure in North America. They talked about the importance of the annual convention of the Diocese of Tennessee in January 2004 and the need to send Lay Delegates who are knowledgeable of the convention processes. It is likely that there will be resolutions at the convention calling for the withholding of funds from ECUSA, and perhaps, for disassociation from ECUSA for the entire diocese.

The August and September meeting minutes were approved.

Reports from Cluster Liaisons:

Outreach – Randy McCathren reported the following:

- The Service Ministries Committee recommends designating the Thanksgiving offering for St. Luke's Capital Campaign. The Vestry approved the recommendation.
- Service Ministries recommends allocating \$500 from the Opportunity Fund to help underwrite the cost of Jim Wallis visit. The Vestry approved the recommendation
- Chair of Service Ministries for the remainder of the year will be Cathy Link and Chair of the Service Ministries for 2004 will be Sue Joyce.
- Service Ministries recommends reallocating \$7,000 that was allocated to ship a container of goods to Liberia to the Episcopal Relief and Development Fund working to restore basic services in Liberia. The money to ship the container of goods will be in the 2004 budget. The Vestry approved the recommendation.

- The committee recommends waiting to contribute money to Liberia until the country is more stable and waiting to send the \$3,000 Burundi funds and the remaining \$2,650 Ecuador funds until there is further information on how the funds will be used. The committee recommends increasing the amount of money from \$1,000 to \$3,000 to send to Life Water, an agency working to restore water to Liberia. The Vestry approved the recommendation.
- Global Missions requested \$250 to cover up front expenses from the Alternative Christmas project. Dean Swanson commented that Block money could not be used to underwrite expenses. Eileen Hosking will work with the cluster to determine how to cover the up front costs.

Membership Care: No report

Spiritual Formation: Minutes from the September 22, 2003 Spiritual Formation Cluster meeting are enclosed. Charlie Wray called attention to the fact that there were various items in the report to which the vestry should pay attention in the upcoming budget process.

Personnel: No official report. Eileen Hosking noted that three new people had been hired: Paul Tate (computer support), Jamie Yeager (Parents Day Out), and Frank Conner (maintenance).

Property: The property committee had not met. An executive committee is active and dealing with issues associated with the demolition of the Hathcock Building.

Finance and Stewardship: Highlights of the Finance and Stewardship report include:

- Year-end projections for both income and expenses are within budget.
- Dean Swanson and Eileen Hosking are working on a proposed budget to be presented on November 17. Vestry members are encouraged to attend the meeting. The final budget will be presented at the December Vestry meeting.
- The Vestry should be prepared to respond to future space issues. A subcommittee should develop a Phase II master plan that addresses future program needs.
- Tom Turner, new executive director of the Downtown Partnership, suggested that the Church participate in discussions with the city regarding the potential increase in the value of the church's land after the new Court House is built.
- Stewardship Campaign has reached 31% of its goal with \$180,000 of increased pledges.

Warden's Time: Tom Steele noted the upcoming Vestry elections. Candidates are Connally Campbell, Hal Cato, Shelton Clark, Ruthie Cowan, Steve Ezell, Carroll Kimball, Joanne Knight, Jamie Kyne and Walker Mathews. Vestry elections will be held on November 16 and November 23. The Vestry agreed that special skills might be needed on the Vestry in any given year, and that the outgoing class should be charged

with the responsibility of reviewing Vestry needs and suggesting potential Vestry candidates.

Tom Steele reported that Mark Kelly has been nominated for senior warden and that Randy McCathren and Katy Varney are the candidates for junior warden.

New Business: Dean Swanson commented on the large number of people who attended the organ dedication, only 20% of whom were Christ Church parishioners. He noted the upcoming election of delegates to the Annual Convention and commented that Pete Stringer would like to be a delegate. Because of Pete's perceived stance on issues of sexual identity, he may face a difficult election. The Dean suggested that Charles Cook Sr. would be a good candidate because he has a good chance of being elected.

Dean Swanson reported that a recent fire left Second Presbyterian Church without an organ. Therefore, Christ Church is considering donating the old organ to them. Second Presbyterian will pay the removal and moving expenses. The Vestry agreed to donate the organ to Second Presbyterian Church if they wanted to accept it.

Old Business: Tom reported that the Hathcock Building will be demolished in March or April. He announced that there are code issues that will affect the number of parking spaces available. Tom also noted that he is in negotiations for additional property near the church. Should the negotiations reach the stage of Vestry approval, Tom will e-mail the Vestry.

Anne Stevenson led the Vestry in a closing prayer. The Vestry asked the clergy to excuse themselves from the meeting in order to discuss clergy compensation issues. The Vestry adjourned at 9:30 p.m.

Respectfully submitted by Kay Simmons, Clerk

**Christ Church Cathedral**  
**Minutes of the Vestry Meeting**  
**November 24, 2003**

Vestry members in attendance: Rob Barrick, Susan Dupont, Roy Gottfried, Mark Kelly, Randy McCathren, Walker Matthews, Ann Olsen, Ben Page, Beverly Sanders, Kay Simmons, Tom Steele, Katy Varney, John Whitaker, and Charlie Wray. Clergy present: Ken Swanson, and Anne Stevenson. Also present: Eileen Hosking.

The Vestry of Christ Church Cathedral held its regular monthly meeting on November 24, 2003.

Rob Barrick gave the meditation during dinner.

Dean Ken Swanson called the formal Vestry meeting to order at 6:30 p.m. The meeting began with a discussion of whether the 10% Outreach Cluster block grant should be used for liturgical/artistic outreach to the community. The Dean noted his goal for the Church to think of outreach in a broader sense. Specifically, he wants the Church to consider liturgy, music and other artistic events that reach out to the entire city as a form of outreach. Of immediate concern was whether the First Friday services should be classified as outreach, and if so, the First Friday expenses should be budgeted from the block grant money in the 2004 budget. While the Vestry was very supportive of looking at ways to expand and fund liturgical/musical/artistic outreach, the Vestry reached a consensus that First Friday expenses for 2004 should not be funded from the Outreach block grant. The budget committee will consider the options for First Friday funding and make a recommendation to the finance committee.

The October minutes were approved.

Reports from Cluster Liaisons:

- Outreach – Randy McCathren distributed an Outreach Cluster report (attached). He noted that the Service Ministries Committee recommends allocating the 2004 and 2005 Thanksgiving offerings, in addition to the 2003 Thanksgiving offering, to St. Luke's Capital Campaign. The Vestry approved the recommendation and noted that they hoped that the total collected for St. Luke's Campaign would reach \$50,000. Randy reported that the Alternative Christmas Gifts and Market grossed more than \$13,373.
- Membership Care – No report
- Spiritual Formation – No report
- Personnel – No report
- Property – Rob Barrick reported that recent leaks in the roof were being repaired.
- Finance and Stewardship – Eileen Hosking reported that both income and expenses were in line with projections. Tom Steele thanked Vestry members for attending the preliminary budget meeting and stated that the 2004 budget will be presented for approval at the December meeting. Tom also reported that the Stewardship Campaign is doing extremely well. He noted Campaign commitments of more than \$1,353,000, and he stated that pledged dollars had increased by \$368,000. Seventy percent of those who have pledged have

increased the amount of their pledges and 6% have decreased. There are still 200 individuals who pledged last year who have not pledged this year. Tom asked for volunteers to help with follow up phone calls.

#### Warden's Report:

Tom Steele announced that the Vestry Holiday dinner would be on December 14 immediately following Lessons and Carols. He announced Hal Cato, Shelton Clark, Steve Ezell, Carroll Kimball, and Jamie Kyne were elected to the 2004 Vestry class. He suggested in future years that the Vestry consider what skill sets were needed on the Vestry before the close of nominations. He opened the floor for additional nominations for junior and senior wardens. There being no further nominations, Mark Kelly will be the candidate for senior warden, and Katy Varney and Randy McCathren will be candidates for junior warden.

#### Old Business:

Dean Swanson reported that there still remained fallout related to the decisions on human sexuality at General Convention. He noted that a third of the clergy in our diocese have stated that the breach was irreconcilable and that they intended to leave ECUSA. The Dean said that it is likely that a non-geographical Anglican structure will be put in place in the next year or so. He stated that the general attitude is that if a church chooses to leave ECUSA that the church's property will remain. Dean Swanson stated that it was imperative for Christ Church Cathedral to send experienced delegates to the upcoming convention, and that in order for the delegates to have a good chance of influencing their peers on key votes they should be well known and respected within the dioceses. He suggested that the delegates be Walter Crouch, Bill Coke, Shirley Lecheiter, Dick Lodge and Brad Reed. The Vestry approved his recommendations. The Dean is considering whom to select as alternates delegates in the event that one or more may not be able to serve.

Tom Steele reported that Second Presbyterian Church may decline Christ Church's offer to accept our old organ as donation, but there is another potential buyer for the organ.

Tom reported that the contract was accepted to purchase the property on Eighth Avenue for the price of \$150,000 and that he expects to close on the property before the end of the year. Smith Seckman Reid, Inc. is drawing up the documents for the deconstruction contract.

#### New Business:

Beverly Sanders suggested that the Vestry retreat should be set as soon in advance as possible (as early as May or June) for planning purposes. Beverly also suggested that we should reserve the parking lot closest to the church on Sunday mornings for the seniors and disabled.

Being no further business, the Vestry adopted a motion to adjourn, and Anne Stevenson closed the meeting with a prayer at 7:50 p.m.

Respectfully submitted,  
Kay Simmons, Clerk

**Christ Church Cathedral  
Minutes of the Vestry Meeting  
December 22, 2003**

Vestry members in attendance: Susan Dupont, Roy Gottfried, Hal Johnson, Mark Kelly, Walker Mathews, Randy McCathren, Ann Olsen, Ben Page, Beverly Sanders, Tom Steele, Katy Varney, John Whitaker, Charlie Wray. 2004-2006 Vestry members present: Shelton Clark, Steve Ezell, Carroll Kimball, Jamie Kyne. Clergy present: Ken Swanson, Geoffrey Butcher, and Anne Stevenson. Also present: Eileen Hosking.

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, December 22, 2003.

Dean Ken Swanson called the formal Vestry meeting to order at 6:45 p.m. Ken thanked Charlie Wray for his leadership as a Vestry member. Rob Barrick, Hal Johnson, Walker Mathews, and Tom Steele (also completing their terms) were recognized at the annual Vestry Christmas party on December 14.

Dean Swanson welcomed the newly elected Vestry members whose terms will start in January.

Tom Steele gave the meditation.

**Dean's Report.** Dean Swanson explained that the first part of the Vestry agenda relates to policy. We reviewed the process used in recent years to allocate Outreach funds raised through our special offerings. These offerings have been given to the Outreach Cluster, specifically Global Missions and Service Ministries. Earlier in 2003 we received a request from St. Luke's Community House to make a significant gift to St. Luke's capital campaign. In considering this request, we've agreed we do not want this gift to impact the block grant to Outreach. Last month, the Vestry agreed to dedicate the 2003 - 2005 Thanksgiving offerings, with the intention of providing at least \$50,000. However, it is apparent we overestimated the amount this approach will raise. After discussing various options and the needs of other special offering grantees such as the Amistad Mission, the Vestry approved a motion to add our Christmas offerings in 2004, 2005, and 2006 instead of the 2004 and 2005 Thanksgiving offerings.

**Approval of Minutes.** The revised November minutes were approved.

**Vestry Time -- Reports from Cluster Liaisons:**

- **Outreach.** Randy McCathren distributed an Outreach Cluster report (attached). He noted that the Alternative Christmas raised \$14,500. Next year, the Committee will do more to engage the youth in this event.
- **Membership Care.** Katy Varney reported the following:
  - The new Young Adults group has had two successful meetings.
  - Cathedral Moms will hold their retreat the last weekend in January.



- The next Men's Breakfast is tomorrow morning.
  - We have not yet identified a chairperson for the Parish Weekend Away.
- **Spiritual Formation.** No report.
- **Personnel.** No report.
- **Property.** Tom Steele reported the following:
  - The Cathedral closed on the purchase of the 8<sup>th</sup> Avenue property today.
  - The Hathcock demolition will include the 8<sup>th</sup> Avenue building. Smith Seckman Reid is putting a bid book together for the demolition. The parking lot will be closed for 6-8 weeks, if we do this in the winter/spring months, or 4-6 weeks, if in the summer.
  - The 8<sup>th</sup> Avenue property will net us 8-10 additional spaces. We have 46 spaces now and will have a total of 82 after the demolition. The Finance Committee recommends that we use parking revenue to pay back debt on the property.
- **Finance and Stewardship:**
  - **Stewardship.** Carroll Kimball reported on the Stewardship Campaign:
    - We have received a total of \$1,678,000 in pledges, 19% over the campaign total last year. This includes \$132,000 in new pledges.
    - We have 77 outstanding pledges (individuals & families who pledged last year and have not pledged yet), which represented about \$75,000 of pledges in last year's campaign.
    - From conversations with those who are not pledging this year, we've found they fall into two groups: (1) those who have decided not to pledge due to concerns about actions taken at General Convention or other issues with the Cathedral (later in the discussion it was noted that many of these people are still worshipping with us), and (2) those who are not pledging due to a personal circumstance. Each group reflects about \$40,000 in pledges.
    - Carroll projects we'll have \$1,700,000 in signed pledges and raise \$15,000 or so in new pledges from people who come into the Parish during 2004.
    - A suggestion was made that we consider ways to be more proactive on collection of the pledges as the year proceeds.
  - **Finance.** Tom Steele presented the 2004 budget, and he and Dean Swanson discussed how key priorities are reflected:
    - The proposed budget includes cost of living adjustments for the staff and merit increases for some staff. The merit increases will be phased in, initially lower at the beginning of the year. The new administrative support person will be half time rather than full time. The Youth Priest will start mid-year. Some of the youth ministry candidates are not available until June/July.
    - Dean Swanson commended Eileen Hosking on her wonderful creativity in developing multiple scenarios to illustrate alternative ways to meet our program goals within our budgeting constraints.
    - It was noted in discussion of the budget that the Finance Committee excluded "Prior Year Pledge Income" and reduced "Offering & Contributions"

significantly in the 2004 income estimate. The committee expects the latter will decline because more people/families are now pledging.

- Dean Swanson commented that high levels of disaffection within a couple parishes could lead a number of families to transfer to the Cathedral. Transferring families are usually already pledging and bring a positive attitude toward stewardship. He believes we've budgeted based on a very conservative income estimate and may be able to revisit the budget in March.
- Hal Johnson noted that additional income received in 2004 might be reserved for 2005. We will need approximately \$90,000 more in 2005 for the phased-in budget items in 2004.
- The Vestry voted to approve the budget as presented.
- Tom Steele noted that the Cathedral has received a \$50,000 contribution from the Buntin Foundation toward Phase II of the Capital Campaign. It will be used to pay down capital obligation debt.
- The Vestry also accepted the Finance Committee recommendations on equipment purchases and approved the clergy housing allowances.

#### **Warden's Time:**

- **Election of wardens.** The Vestry elected wardens for 2004. Mark Kelly will serve as Senior Warden, and Katy Varney, as Junior Warden.
- **Evaluation.** Tom Steele presented the results of the Vestry's evaluation of the Dean's and Cathedral's performance in 2003. Tom recommended that the rating form used in future years could be improved, and it was also suggested that the Vestry provide comments along with their ratings; these could be consolidated for each performance item and reviewed with the Dean.

#### **New Business:**

- **Search for new priest.** Dean Swanson reported on the search for a new priest to focus on youth (grades 7-12) and young adult (college plus 22-25 year olds) ministry. The members of the search committee are Katy Varney (Vestry liaison), John Stone, Judy Wright, Clare McKenzie (a high school senior), and William Hinds. The new priest will be fully integrated in our liturgical life. We already have five viable candidates. In the search process, we plan to bring in one candidate per week starting the first week in January. Each candidate will meet with key people on the Cathedral staff and with the Bishop. Our target is to have an offer made and accepted by the February Vestry meeting. Ben Page mentioned that Brentwood Methodist has a very popular program called "The Loop" that is attracting young adults from our parish and other churches in the area.

#### **Old Business:**

- **Disposition of the old organ.** We expect our broker to present an offer from Campbellsville College to purchase the organ, and Second Presbyterian Church is reconsidering our offer to donate it to them. We agreed that Eileen Hosking will need to become involved to facilitate an appropriate sequence of decisions and contracts.
- **Parking.** Reserving more space in the Broadway parking lot for our disabled and elderly parishioners is working well and has made a real difference.

- **Update on Diocesan plans.** Dean Swanson reported the following:
  - Bishop Herlong is committed to keeping this diocese together and wants the Cathedral to play a key role. He's asked Dean Swanson to work with Rev. Richard Kew to form a group of 12 (6 lay persons; 6 clergy) representing the spectrum of beliefs to begin meeting in January to create a structure for dialog for the Diocese. He's also asked the Cathedral to host a liturgy for reconciliation, healing, and unity (including prayer teams) on the eve of convention. In planning for the convention, an effort is being made to keep divisive issues off the floor.
  - The moderate to liberal clergy have met and recommended that Bill Coke be nominated for the open Standing Committee lay position. The Vestry voted to approve the nomination of Bill Coke to the Standing Committee.
  - In the last month, a group of very conservative/traditional lay people has formed with the objective of keeping the Diocese together. This group includes representatives of the newer parishes.
  - Last week it was announced that a group of 13 dioceses would leave ECUSA. However, the following day, bishops of two of those dioceses said they would not leave.

There being no further business, the Vestry adopted a motion to adjourn, and Anne Stevenson closed the meeting with a prayer at 9:00 p.m.

Respectfully submitted by Ann Olsen in Kay Simmons' absence.