

**Christ Church Cathedral**  
**Minutes of the Vestry**  
**June 25, 2007**

Vestry Members in attendance: Jennifer Johnston, Joanne Knight, Walker Mathews, John Stone, Judy Wright, Stanford Adams, Ken King, Marian Ott, Libby Patterson, Pete Stringer, Thor Urness, Christy Hooper, Ed Burgess, Sigourney Cheek, Charlie Cook. Clergy present: Ken Swanson, Geoffrey Butcher, Anne Stevenson. Also present: Eileen Hosking, Pat Cooper.

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, June 25, 2007. Dean Ken Swanson called the meeting to order at 6:30pm.

Charlie Cook gave the meditation.

- **Dean's Report:** The Dean asked Geoffrey Butcher and Pat Cooper to discuss the Stephen Ministry program. Geoffrey Butcher discussed the Stephen Ministry program. Pat Cooper discussed the training and supervision of the Stephen Ministers and her experience as a Stephen Minister.
- **Approval of Minutes from May 2007 Meeting:** The following resolution was introduced and seconded: *Resolved, that the Vestry approve the minutes of the May 2007 Vestry meeting, as amended.* Unanimously approved by the Vestry.
- **Vestry Time: Reports from Cluster Liaisons**
  - **Outreach:** Libby Patterson submitted a written report.
    - Pete Stringer asked Libby Patterson whether the Outreach Committee has approved a gift to the LEAD Academy charter school. Libby Patterson reported that the Outreach Committee used money from its opportunity fund to make a gift to LEAD Academy. Thor Urness reported that the gift was to help the school secure property and did not represent a commitment by the Cathedral to provide future support to LEAD Academy. Pete Stringer noted that the gift was to meet a specific need of the school and did not reflect an ongoing commitment by the Cathedral to support LEAD Academy.
  - **Sacred Space:** Ken King submitted a written report.
    - Ken King reported on the Mayoral Candidates' reception. The Dean commended Mary Morgan for organizing the event.
  - **Membership Care:** Joanne Knight submitted a written report.
  - **Spiritual Formation:** Christy Hooper submitted a written report.
    - The Dean reported that the Cathedral has hired Monica Urness as the youth program administrator. The Dean reported that the Cathedral plans to hire a youth intern this fall.
    - Charlie Cook distributed a report from the Youth Program fundraising commission. Charlie Cook reported that he plans to discuss ways to reduce the cost of the trips with Matthew Corkern. The Dean reported that the Cathedral is working on methods to more accurately price the trips in advance.
  - **Property and Personnel:**
    - Eileen Hosking reported that the Cathedral is beginning construction in the former organ space next week. The Dean thanked Walker Mathews for his assistance renovating the former organ space.
    - Eileen Hosking reported that the Property Committee is meeting to consider a list of long-term restoration and maintenance projects to consider for the 2008 budget.

- Eileen Hosking reported that the Cathedral is interviewing for the Membership support coordinator position.
- **Finance and Stewardship:** Walker Mathews submitted a written report.
  - Walker Mathews reported that the Finance Committee is tracking the pledge fall-off ratio. Walker Mathews reported that the Committee does not consider this a concern for this budget year but that likely there will not be a surplus at the end of 2007.
  - Walker Mathews reported that the Finance Committee has increased the Cathedral's credit card limit to enable to Cathedral to make purchases related to pilgrimage trips. Walker Mathews reported that the Cathedral does not carry a balance on the card and that the Committee is considering the best type of card rewards program for the Cathedral.
  - Walker Mathews reported that the Finance Committee has discussed adopting policies and procedures regarding Cathedral discretionary funds. Walker Mathews reported that the Committee will continue to consider this.
  - The Dean reported that Michael Velting is the only employee of the Cathedral with a written employment contract. The Dean asked Geoffrey Butcher to discuss employment contracts for musicians. The Dean and Vestry discussed the Cathedral's employment policies and practices. The Dean asked that the Personnel Committee and a representative of the Finance Committee study the Cathedral's employment manual and employment policies, including considering whether employees should have written contracts and who is authorized to enter into such contracts.
- **Wardens' Time:**
  - Jennifer Johnston reported that the clergy compensation study is ongoing.
  - Jennifer Johnston reported that the Diocese has asked the wardens of parishes in the Diocese to survey parishioners regarding issues related to the Windsor Report. Jennifer Johnston plans to send an email to parishioners requesting responses to the survey questions.
- The Dean called the Vestry into executive session, and the Vestry met in executive session.
- **New Business:** Joanne Knight distributed an email from Dan Schafer regarding the Cathedral's response to the genocide in Darfur.
- **Old Business:** No old business.
- **Key Dates:**

June 26: Men's Breakfast, 7am.  
 June 27: Presentation by the "New Committee", noon.  
 July 4: Independence Day holiday, parish offices closed.  
 July 6: First Friday, 6pm.  
 July 24: Men's Breakfast, 7am.  
 August 3: First Friday, 6pm.  
 August 12: Taize, 6pm.  
 August 22: Arrival of Trevor and Gwen Slade, sabbatical priests.  
 August 26: Annual Parish Fair, 9:30am.  
 August 27: Next Vestry Meeting, 5:15pm.

The meeting was adjourned at 8:45 P.M.

Respectfully submitted by Stanford Adams, Clerk

**Attachments and handouts:**

- Vestry Agenda, June 25, 2007
- The Dean's Report, June 2007
- Vestry meeting minutes, May 21, 2007
- Outreach Cluster Report, June 2007
- Membership Care Report, June 2007
- Spiritual Formation Cluster Report, June 25, 2007
- Finance Committee Report, June 2007
- Balance Sheet Detail, May 31, 2007
- Budgeted Income and Expense Statement, May 31, 2007
- Sacred Space Cluster Report, June 2007
- Youth Pilgrimages and Fundraising Report
- Email from Dan Schafer to Joanne Knight regarding Darfur

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