

**Christ Church Cathedral  
Vestry Minutes  
June 26, 2017**

**Vestry Members Present**

Roger Moore (Senior Warden), Sam Bessey (Junior Warden), Charlie Cook III, Tameron Hedge, Arnold Malcolm, Anna Rodriguez Masi, David Morton, Gibson Prichard, Caroline Rossini, Katy Sheesley

**Vestry Members Absent**

David Berndt, Trey Caroland, Catherine Clark, Michael Hasty, Mary Herbert Kelly

**Clergy Members Present**

The Very Rev. Timothy Kimbrough, Dean & Rector, The Rev. Matthew Lewis, Assistant to the Rector

**Other Members Present**

Scott Hoffman, Ken King, Mark McQueen, Erica Ridderman

**Opening Prayer**

Dean Kimbrough led those assembled in the opening prayer.

**Meditation**

Gibson Prichard delivered the meditation.

**Approval of May Minutes**

The minutes of the May Vestry meeting were approved. (Malcolm, Bessey)

**Finance Committee Report**

Mark McQueen presented the Finance Committee Report. The income and expense reports were approved (Bessey, Malcolm), and the balance sheet was approved (Bessey, Rossini). The operating budget looks good overall, with a total positive variance from budget through May of \$17,125, derived from a net negative variance from budgeted income of \$5,928, coupled with a net positive variance from budgeted expenses of \$23,053. Pledges for May 2017 are up \$40,068, compared to May 2016.

Cash reserves remain at approximately 25% of budgeted expense on a 12 month moving average. Pledges and offerings as of May 31 are \$28,191 under budget compared to \$11,017 under budget as of April 30. Christian Education income is over budget due to Catechesis income, the Youth Giving Tree, and Bolivia income. Music contributions are under budget due to Chorister Festival income. Sacred Space income is over budget due to donations, workshop income, and ticket sales. Financial/Stewardship income is over budget due to parking proceeds. Administrative support, Lay Ministries, and Music Programs expenses are all under budget. Sacred Space expenses are over budget due to workshop costs. Financial/Stewardship expenses are over budget due to tax obligations, primarily associated with parking lot income. The sound system expenses have been paid except for the costs to be incurred for the choir microphones and for the removal of the old speakers from the walls in the nave and the subsequent patching of the walls. Trey Talley was acknowledged for his contributions to the Finance Committee, as he departs Christ Church for a new job in Memphis.

### **Old Business**

**Implementation Committee/Feasibility and Development Study Update** – Scott Hoffman reported on the progress of the Implementation Committee in realizing the Strategic Plan. He advised that there were four primary categories to report on:

- (1) **Feasibility Study** – The Feasibility Study, directed by Bob Hotz of American City Bureau, is moving along on schedule. To date, Mr. Hotz has conducted some 40 interviews with key parishioners, and several more are scheduled for this coming week. The ad hoc feedback from participating parishioners has been positive. These interviews will be supplemented by a written survey that is being formulated by Anna Grimes and the Communications group, which will seek additional input from members of the parish. A “heads up” mailing will go out to all parishioners in the coming weeks, and an e-mail “blast” also will be sent out by next Monday. This phase should be wrapped up by a week from next Sunday. A report from Bob Hotz to the Vestry should be ready by the July Vestry meeting, in which Mr. Hotz will offer, *inter alia*, his thoughts on the feasibility of a capital campaign, with suggestions to guide that process, including a target monetary figure. The Implementation Committee has been working on the development of a Stewardship Coordinator position, and it will present its proposals in that regard to the Vestry at its July meeting.
  
- (2) **Facilities Assessment** -- One key component of the Strategic Plan has been a comprehensive assessment of the campus facilities, with a focus on what may need to be repaired and/or updated, what may need to be replaced, what may need to be added, and what may need to be consolidated or eliminated. For that purpose, the Implementation Committee, working with the Property Committee, the Building and Grounds Committee, and the Campus Concerns Committee, has engaged a consultant to review and assess the property and

facilities of the Cathedral in order to make recommendations about appropriate steps to be taken, and to prioritize the items that need to be addressed. The consultant has produced a report in excess of 100 pages addressing those issues, and the Implementation Committee, together with the other committees referenced above, is in the process of studying that report.

- (3) Retaining Focus on Core Values** – The Implementation Committee remains keenly aware that the need to focus on bricks-and-mortar structural concerns carries with it the risk of ignoring equally important “soft issues,” such as parishioner community-building initiatives like the Ride Sharing program. Accordingly, the Committee continues to devote time and energy to these critical concerns as well, in order to foster an active parish life, working in conjunction with the Dean, the wardens, and the various commission chairs.
- (4) Timeline Particulars** – Assuming that the parishioner interview process results in a recommendation that the Cathedral move forward with a Capital Campaign to fund the Strategic Plan, certain critical questions need to be answered, including: (1) How much money do we need to raise? (2) What projects, and in what order, do we spend it on? (3) What kind of leadership structure will be necessary to make a capital campaign successful? (4) What is a realistic timeline for accomplishing each phase of the process? With respect to the last question, the Implementation Committee should be ready by the July 24th Vestry meeting to provide preliminary answers to the first three questions, after which it would need an additional two months to develop a campaign strategy to present to the Vestry for approval, most likely in September or October of 2017. During the third and fourth Sundays in September, the Implementation Committee will make presentations to the congregation on the progress of its work.

Vestry members expressed a desire to be kept apprised of developments as they occur, while avoiding undue intrusion into the work of the Committee. Scott suggested that he would be happy to have individual Vestry members attend meetings of the Implementation Committee if they wanted, and that additional Vestry members could be added to the Committee (Vestry members Bessey and Hasty are current Committee members), if that would foster Vestry buy-in to the process. Vestry members also requested that they be furnished with electronic copies of critical reports, such as the consultant’s 100-page Facilities Assessment and a copy of Bob Hotz’s Feasibility and Development Study sufficiently prior to the July Vestry meeting to enable them to adequately digest them. The issue was raised of whether Bob Hotz should be personally present at the July Vestry meeting to answer questions that might be posed, and there was consensus that such an undertaking could as easily, and more economically, be accomplished by teleconference during the meeting.

**Cathedral Staff Updates** – Sexton James Williams submitted his written resignation, effective June 4, 2017, but for personal reasons, his departure was accelerated, with his

salary paid to him through June 4, plus an additional monetary gift to him in recognition of his years of service to the Cathedral. A temporary sexton, Miguel Perez, has been employed on an interim basis to replace Mr. Williams. Sexton Will Fulcher will continue working on a full-time basis, and Sexton Marcus Frazier will continue working on a part-time basis. Ellen Coleman began employment a week ago as Special Assistant for Events and Hospitality. Approximately one-half of her work will consist of scheduling and maintaining a calendar of Cathedral events, one quarter will consist of staffing the reception desk, and one quarter will be devoted to special projects for the Cathedral. The Rev. Lissa Smith will begin her duties as Associate for Pastoral Care and Cathedral Life on July 22, 2017. The Rev. Naomi Tutu will begin her work as a Curate on September 2, 2017.

**Update from Rev. Matthew Lewis on Recent Service Trips** – Rev. Lewis updated the Vestry on his recent journeys to Haiti, Bolivia, and Mobile, Alabama. He advised that all three trips had been inspirational and memorable. On the latter two trips, he co-chaperoned groups of youth from the Cathedral parish. The Bolivian group, which included 11 youth members, visited the Amistad orphanage in Cochabamba, and the interactions with the children there were a source of joy and enrichment for all. The Mobile group of 14 youth members was scheduled to help on the reroofing of a house, but because of a tropical storm, ended up painting walls in a community center. The discussions he was able to have with members of the group about theological and spiritual matters was a source of great satisfaction.

### **New Business**

**Fund-raising by Groups within the Parish** -- Dean Kimbrough noted that the Rev. Matthew Lewis had recently organized a fund-raising effort for the youth ministries, selling parking spaces in lots A and B for Predators games, resulting in approximately \$3,000 in income. He proposed to the Vestry that income produced from such fund-raising efforts by various groups within the Cathedral (Youth, Choir, etc.), be treated as funds dedicated for use by the group in question, and that to the extent that those funds may not be entirely spent in the calendar year in which they were raised, they remain in the account of the group in question going forward, for that group's use and benefit. Management of such funds would be at the discretion of the Cathedral's Business Manager, Accountant, and clergy person involved. The Vestry unanimously agreed with that proposal.

**Discretionary Fund Authorization for new Clergy Members** -- The Vestry approved the creation of Discretionary Fund accounts at First Tennessee Bank for use by the new Cathedral clergy, the Rev. Lissa Smith and the Rev. Naomi Tutu. (Cook, Malcolm)

## **Senior Warden's Report**

The Senior Warden had no additional matters to report.

## **Dean's Report**

An event will be held in the near future to meet and welcome the new staff additions to the Cathedral. Attendance by Cathedral clergy and Commission Chairs will be mandatory, and attendance by Vestry members is encouraged.

Dean Kimbrough distributed to the Vestry working copies of organizational charts that depict: (1) Staff Organizational Structure and Relationships, (2) Cathedral Mission Structure for the Clergy, Vestry, and Commissions, and (3) examples of two Individual Commission Structures and Relationships (Liturgy and Outreach), noting that similar charts are in the process of being created for each of the other Cathedral commissions. Vestry members suggested that the individual commission charts also identify the Vestry Liaison to each commission.

Dean Kimbrough noted that Vacation Bible School has been a success, with approximately 35 to 40 children in attendance. The musical experiences were excellent, and the participants seemed genuinely to enjoy the activities.

The BreakingBread@6 service has experienced a summertime boost, averaging an attendance of 50-60 worshipers. At the last gathering, David Graves, a passionate supporter of the service who has been hospitalized, was "Face-Timed" in to the service and sent a special blessing from the participants, which he greatly appreciated. At the BreakingBread@6 service on July 23<sup>rd</sup>, a total immersion baptism will be celebrated in the Cathedral. Dean Kimbrough advised that he has given consideration to making the baptismal pool, which is situated in a space beneath the present baptismal font, available in the future, if feasible, for total immersion baptisms, upon request.

## **Adjournment**

There being no further business to conduct, the meeting was adjourned with a blessing by Dean Kimbrough.

Respectfully submitted,  
Ken King, Clerk