

**MINUTES OF THE VESTRY
TRINITY EPISCOPAL CHURCH
BLOOMINGTON, INDIANA
MARCH 25, 2009**

The meeting of the Vestry was called to order by Fr. Charlie Dupree at 6:15 p.m.

Meditation/prayer/devotions were led by Mary Ann Keko and a brief discussion ensued.

Attending: Fr. Charlie Dupree, Patrick Martin, Mary Ann Keko, Betty Rose Nagle, Kimberly Hurley, Mo. Virginia Hall, Mary Ellen Brown, Gates Agnew, Deac. Connie Pepler, Randy Lloyd, Christina Johns, Norm Crampton, Mary Ann Hart, Mary Jo Barker, Murray Robinson, Janet Stavropoulos/clerk.

The Downtown Bloomington Award 2009, for historic preservation, and conferred upon Trinity Episcopal Church in recognition of the design and construction of the new offices and education wing was acknowledged and circulated.

The minutes for the Vestry meeting of February 4, 2009 were unanimously approved. Mary Ellen Brown so moved, and Chris Johns seconded.

The appointment of Janet Stavropoulos as Clerk was approved. Mary Ann Keko so moved, and Betty Rose Nagle seconded.

Treasurer's Report, presented by Parish Treasurer Murray Robinson

From this date, Reports will be available in the Parish office on the Friday preceding the Vestry meeting;

The primary expense for the Capital Campaign is interest on the debt;

More expenditures than net income for the year are forecast, and thus \$ 327,111.00 net loss is anticipated;

Murray recently met with the Standing Committee of the Diocese. Approval was gained for a debt of \$ 1,600,000.00 to be incurred by the Diocese in regard to loan Trinity sought from Chase Bank. We cannot carry debt without diocesan approval though we incurred the debt and Chase approved the loan without diocesan approval. The Diocese guarantees the loan. Chase will provide loans for 1, 2, and 3 years. The current rate is LIBOR + 3.5 for Year 1, + 4.5 for Year 2, and 5.5 for Year 3. The LIBOR rate is now .43%. So that means that currently the interest rate is 3.93% for Year 1. The annual payment in Year 1 would be approximately \$100,000.00, and some of that figure would be structured to reduce principal. Murray and Randy Lloyd are nervous about LIBOR loans because they would prefer fixed rate. Murray told the Standing Committee of the Diocese that Trinity would have a follow-up campaign to retire debt, but the Committee is, nonetheless, nervous.

United Commerce holds the construction loan and wants to maintain the loan with Trinity. Another bank is also interested, so Murray will talk to both to get quotes for rates and terms. For example, a 5% rate and 25% amortization would cost less than \$ 90,000.00/year. This may be easier to deal with. Murray told the Standing Committee that he would use the Chase quote to deal with the other lenders. Ultimately, the Diocese is responsible.

Murray stated that Trinity needs a more definitive plan as to how to pay off its debt. We need a plan to operate on a balanced budget with excess income. We need to communicate with the Parish about the debt situation. As of now, the total of salaries, diocesan apportionment, and insurance premiums exceeds pledge income.

John Fox, a new parishioner from Beaufort SC, has brought information from his former parish as to useful strategies to retire parish debt.

The newsletter will begin to show income, expenditures, and the shortfall, with additional information from Murray to demonstrate that current income doesn't provide sufficient funds to keep doors open, with current building and program needs.

Randy Lloyd stated that a plan of action will be devised through discussions with Murray and with Larry Taylor and the Finance Committee. John Fox will be consulted also. LIBOR is now at its lowest level historically, and now it's less than ½%. It is not fixed. This means a floating month to month payment. All banks have low rates so it's a good time to shop for the best terms. The residential national average is now 4.6%.

Murray commented that he contemplates a 25-year amortization loan, with payments against principal so as to move out of the loan more quickly. The diocesan apportionment is based on reported income over a period of years. The 2006-7 statements included capital campaign income, but the statements should not have been done that way. However, to correct this means that the Diocese would have to reapportion all other parishes in the Diocese. Fr. Charlie advises against this tactic now. Murray will meet with Chase on April 6.

Financial report moved MEB and second Pat and approved.

Rector's Report, presented by Fr. Charlie Dupree

On March 31, Matthew Cole will participate in an Expo for newcomers to Bloomington as part of the Leadership Bloomington program. The Expo will take place at the Convention Center from 5:00–8:00 p.m.. The purpose of the Expo is to familiarize newcomers to the non-profits in Bloomington and Monroe County.

On May 31, Patricia Agnew will pass the torch of the Capital Campaign. This will be the finale for the existing three-year campaign. The event will begin at 4:30 with a service and will be followed by a parish meal.

The beginning of a new campaign and centennial celebration will follow soon thereafter, but no dates have been set as yet.

Fr. Charlie stated that he is “insanely busy” with many meetings and all sorts of things happening. He will need to depend on others for help, so watch out!

Lent is going well, and Holy Week is planned.

People's Warden Report, presented by Kim Hurley

Concern about the Harvest Room has been voiced. It looks trashy and lots of stuff gets stored there, often left and then forgotten. Please be aware, and clean up after your meeting or group activity. Mary Ellen Brown and Randy Lloyd suggested the use of the basement for storage.

Mo. Virginia Hall

She is concerned with Pastoral Care and Outreach.

Pastoral Care: the LEV program is underway and includes efforts to reach older parishioners.

She has made her first visit to Sewanee for EFM training.

There are increasing requests for aid from the Rector's Discretionary Fund, which consists of the plate collection from the Sunday in each month.

On April 4, from 8:30-10:30, there will be a gratitude breakfast for those involved in the Emergency Winter Shelter.

Deacon Connie Pepler

She met with the Bishop for a teaching retreat.

She could not go to Deacons' formation in Jackson MS this past weekend.

She will be shadowed by person in discernment process, John Steel from Washington, Indiana, maybe this coming weekend.

Randy Lloyd asked about the relationship between people panhandling downtown and the expenditure of discretionary funds for individuals. How do other churches handle this? Connie responded that when the weather gets warm, landlords have no problem evicting people. So more people are at risk and there could be more requests. Fr. Charlie added that last week, he dispensed \$450.00 to people who came in from the street. They have to have bills and be screened.

Report on the Capital Campaign, presented by Randy Lloyd

We need to adopt a holistic approach: Campaign/Finance/Stewardship. One more visit with the consultants at RSI is planned to generate more information and ideas.

Will Trinity have another campaign, and what will it look like? We will have a campaign.

Pat Martin commented that he needs a mental picture. The initial campaign went to construction. How to describe costs for a new campaign?

Randy will do a report on fundraising for the Capital Campaign that is concluding. We spent more than we thought but raised more than we anticipated.

Gates Agnew commented that the construction cost was \$ 2.5 million, but we raised \$1.5 million.

Pat Martin commented that we've paid 45% of the debt so he is more positive on the prospects for the next campaign goals and presentation.

Report on the Centennial Celebration, fall 2009–2010, presented by Christina Johns

The Design Team consists of Nancy Rayfield/history, Pat Martin/Buildings & Grounds, and Marilyn Keiser/music. They will meet next Monday, March 30, and Nancy will make a list of significant dates. Questions pertain to linking this celebration to stewardship. How to approach that connection?

Fr. Charlie suggested that the new capital campaign be linked to this celebration so the planners should consult Randy Lloyd.

Randy suggested that something regarding the celebration be done every month and that Nancy Heistand at the City be contacted regarding historic preservation in light of community celebration.

Report on Personnel, presented by Mary Ellen Brown

The personnel manual is a preliminary document as of now. Companion documents pertain to job descriptions and applications. Mary Ellen reviewed this for the group. Other Personnel Committee members who worked on this effort include Murray Robinson, Steve Chambers. David Smith, Elizabeth Johnson, Stanley Hamilton, Margie Taylor, and Rich Hvale for advice. Elbert Johns participated at the inception of the work on the manual.. The committee took the manual of the Diocese of Indianapolis as its blueprint. A new committee is being assembled to continue the work, with its first meeting to take place on April 20..

Fr. Charlie commented that we hope to use approved manual for next year 2010, and Mary Ellen stated that the manual is attempt to provide humane document that expresses our values as opposed to hard nosed approach to personnel matters.

Report on the Emergency Winter Shelter, presented by Fr. Charlie Dupree

The question is how to end the Shelter on March 31 but to maintain continuance of awareness and momentum of effort. The Shelter operated for 82 nights.

Mo. Virginia and Pat Martin distributed a summary report. Between 20-30 individuals stayed each night. Over 120 different individuals have stayed here. The biggest in-kind donation came from the Indiana Memorial Union's laundering of blankets. Over 49 volunteers participated. Some anticipated problems did not occur but some individuals were turned away for behavioral reasons. The police were called 7 times, and one small minor injury was recorded. Jim Shackelford, our new sexton, has done a great job with keeping up with carpet-cleaning. The staff cost was \$ 23,812.00, at \$12/hr + 10% administrative costs. Income from donations and the grant totaled \$ 25,000.00. The real cost was close to \$ 30,000.00, with utilities factored in. Trinity also received substantial in-kind donations.

Pat Martin added that Martha's House and Backstreet Missions had normal levels of occupancy so our shelter provides new beds. Joel Rekas of Shalom, the manager of the entire project, provided this data previously unavailable. If our total costs are \$ 30,000.00 and out-of-pocket expenditures amount to \$ 25,000.00 for the payment of Shalom staff, we end up with the 80-20 rule, as to staff and facility expenditures.

Mo. Virginia stated that on April 19, the Homeward Bound Walk, to draw awareness to the problem of homelessness, will take place. Today she and Fr. Charlie attended a meeting of Monroe County religious leaders and gave a short report on the Shelter. The religious leaders were asked if they were interested in participating in the next step, along with Shalom Center and Trinity.

All funds have been raised independently of Trinity's operating budget. Mo. Virginia commented that a deficit of \$ 5000.00 remains, so that donations for overhead will be appreciated.

Other churches feel empowered by the initiative which Trinity took with its Shelter.

Job Description for Parish Administrator, presented by Fr. Charlie for Todd LaDow

Jacque needs this job description for her benefit and ours: what she does and what she does not do. She took on a lot of responsibility, especially as to the Altar Guild. This description acknowledges that she is the first contact, the face of Trinity's hospitality. Her responsibilities are building management, office support, and hospitality. Fr. Charlie wants Trinity to present a "sphere of joy" when people come to the church. She is also the event manager. She needs to know when things come up, start, and stop. She will

not put tentative things down on the calendar. Calendar management is an important responsibility.

She also does sexton's work regarding locks/keys/doors, so the relationship with Buildings & Grounds is important. Now she handles all details pertaining to the Columbarium: plates, remains, legal paperwork, grieving families. No Columbarium committee is in place now. Buildings & Grounds has been requested to look at the formation of a committee, and Sara Wood has volunteered to help.

Jacque is responsible for office support, church management and maintenance, the data base, updating the prayer list, dealing with new members. Fr. Charlie wants the parish administrator to help run the office so she needs help. The development of this job description is underway. We will live with this draft for six months and then review. Congregation needs to be weaned off of Jacque for incidental activities. She needs to focus on office administration and community activities such as the website. A parish administrator for a program-sized parish such as Trinity does office management and not everything else, too.

Wedding Policy Proposal for 2009–2010, presented by Fr. Charlie

We will suspend weddings for people without a direct link to Trinity, and he will make decisions. He requires premarital counseling as a matter of course. Charlie has recently has six inquiries. This policy does not apply to funerals. This new policy will be written up for "Topics."

Deacon Connie noted that we don't have wedding coordinator now like Sheila Butler in the past.

Report on Newcomers, presented by Mary Ann Keko

The hope is to have all efforts together and on track with the fall season 2009, including greeters, newcomer follow-up and incorporation., greeting stations between services, tracking, pairing up with parishioners with similar interests, a newcomer event, on-going communication with newcomers. This effort is overseen by Ross Martinie-Eiler, Mary Ann Keko, and Fr. Charlie, and Lydia Finkelstein is also involved. A lot of newcomers attended the recent event at Charlie's and Matthew's home.

Report on Buildings & Grounds, presented by Pat Martin

The issue of exterior signage is under discussion regarding the Centennial Celebration.

Work parties are planned for April 4 and April 11 for interior and exterior cleaning, refurbishment, and maintenance.

Other goals for 2009 include rewiring of the Sanctuary "lantern" lights, the replacement of the wood sash in the Bell Tower, and the tuck pointing of the exterior of the Sanctuary.

The splash panel in the kitchen behind the dishwasher prep. area needs attention also.

Report on Outreach, presented by Betty Rose Nagle

Trinity is very active in the area of Outreach. We are currently looking for a new chair as Jennifer Lloyd is bowing out. We are pleased that so many have volunteered to help out with activities, such as the Circles dinner initiative. There is a need for participation with Renovo meals. Coming attractions will be featured in the new and improved "Topics."

All organizations have been funded on this round of Outreach grants. How will we structure and allocate grants in the future?

Regarding the Homeward Bound Walk on April 19th: We will have an ice cream social afterwards.

Fr. Charlie commented that the Vestry is in charge of programming, so it's good to see so many great ideas here.

Gates Agnew stated that CATS had prepared a DVD of the Easter 2008 service similar to the one prepared for the 2005 Lessons & Carols service. Forty copies are available for sale at \$25 for adult parishioners and \$5 for music students.

Norm Crampton stated that the Environmental Commission has met for first time. Its short-term objective pertains to an energy audit re electricity usage and gas and water consumption. We need to assemble data regarding utility records, etc. A question is posed as to whether downtown churches can have their recyclables handled by the City.

Fr. Charlie noted that April events include the Labyrinth, Easter services, and the Homeward Bound Walk.

The next meeting of the Vestry will take place on April 22, 2009 at 6:00.

A motion to adjourn was made at 8:26 p.m. by everyone present and approved by acclamation.

Respectfully submitted,

_____/s/_____
Janet C. Stavropoulos, Clerk