

All Saints' Episcopal Church
Regular Vestry Meeting Minutes
April 15, 2019

PRESENT: The Rev. Cynthia Caruso, Associate Rector; Alan Nelson, Senior Warden; Bill McLellan, Junior Warden; Cynthia Beeman; Phil DeFalco; Kit Garvin; Olga Garza; Johanna Hartelius; Karen Mountain; Charles Stuart; Gary Thompson; Robert Wells; Kate Wood; Sandra Kelley, Clerk; Patricia Goubil-Gambrell, Treasurer. (Via phone)

OPENING PRAYER: The Rev. Cynthia Caruso

DEVOTIONAL. Olga Garza

The Vestry enjoyed cascarones and a card to write our own faith statement. Robert Wells will present the devotional in May.

MINUTES: Sandra Kelley

The minutes of the March meeting were approved as presented.

DAY SCHOOL REPORT: Cindy LaPorte

I plan to attend almost all of the succeeding Vestry meetings.

The goal for the Annual Fund raising exceeded the planned amount. The raised funds are used for faculty continuing education.

Cindy shared the following letter that was sent by the President of the Board of Trustees to families of students dealing with the transition of the rector of All Saints' who serves as the Head of the Board of Trustees.

Dear Parents,

All Saints' Episcopal Church is going through an unanticipated transition in the Rector position (lead pastor for those not familiar with the Episcopal lingo). The Reverend Mike Adams's last day at All Saints' was 31 March 2019.

The School operates independently from the Parish. The Rector does serve as the Chairperson of the School's Board of Trustees, but our by-laws provide for those duties to be delegated when the Rector is not present.

During this time of transition for All Saints' Church, please rest assured that the School is healthy and thriving, and the Head of School and Board of Trustees remain committed to the smooth operation and success of the School.

The schedule, activities, and operation will proceed as usual. All Saints' Episcopal Day School will continue to provide a learning environment that encourages your children to engage with the learning process, inspires them to explore the world around them, and supports them as they grow into individuals with minds that think, hearts that love, and hands that help.

If you have any questions about the transition in leadership occurring at All Saints' Church, please reach out to Alan Nelson, leader of the governing body of the Church, or The Rev. Cynthia Caruso, Associate Rector.

On behalf of the Board of Trustees,

*LisaDiane Etheredge
President, Board of Trustees*

New Board of Trustee nominees are still being chosen and names will be presented for approval by electronic vote or at the May Vestry meeting.

TREASURER'S REPORT: Patricia Goubil-Gambrell (via phone)
The Treasurer's report as presented was approved on voice vote.

The Treasurer presented the following items from the Finance Committee for the vestry to consider and accept.

A motion was presented from the Finance Committee, with a later electronic vote clarification, to approve the transfer of \$5000 from A.C. Powell Endowment fund, to Home Cooked Fridays to be used for the core mission of Home Cooked Fridays program. The motion passed on voice vote.

A motion was presented from the Finance Committee to use \$17,000 from the Wilson Nolle Endowment Fund to cover a portion of the under-calculated pension contributions for Michael Adams and Cynthia Caruso. The Operating Fund will cover the balance of \$1,923. The motion passed on voice vote.

The Diocese of Texas Episcopal Church Women (ECW) has asked All Saints' for its "fair share assessment," an offering from each church in the Episcopal Diocese of Texas—no matter if there is an active ECW group or not—to support their charitable projects (e.g. 1960 Hope Center, a homeless day shelter). All Saints' fair share assessment is \$1443.

All Saints' has not had an active ECW group for a number of years. There is \$674.77 in an ECW account; these monies were raised by past ECW garage sales. The assessment was paid in 2017; it slipped through the cracks in 2018. We do not have a budget line for this item.

The motion was presented from the Finance Committee that the vestry send the remaining monies in the ECW account (\$674.77) with the balance of \$768.23 from the Operating Account to cover this fair share assessment and recommends including this as a line item in the 2020 budget. The motion passed on voice vote.

The Finance Committee will continue the review of the policies and procedures regarding the use of church credit cards, transfer process of Rector's Discretionary Fund and purchasing policies. The Committee has begun work on a recommendation for the strategic use of Endowment Funds.

JUNIOR WARDEN: Bill McLellan

Gregg Free, of the Building and Grounds committee, is working at getting cost estimates for some of the long-range improvements needed to the All Saints' campus. There was discussion on a time line for Capital Improvements and how the necessary funds be made available when needed.

SENIOR WARDEN: Alan Nelson

I have been in touch with The Rev. Blake Rider of the Diocesan Transition team this week and we have a short list of names that can be interviewed for Interim Rector. I'll be putting together an interview committee this week.

Future items to be aware of:

Rector Search – I'll be meeting with Blake Rider at some point after Easter to begin the Rector search process.

Bookkeeper – Anita will be retiring in 2020. We will want to be ahead of the curve so that we can maintain continuity with her terrific work.

COMMITTEE REPORTS; Children and Youth Ministry, Robert Wells

The committee wishes to proceed with the job posting and will not be posted as a contract position. The following report was presented to the Vestry.

Because of the change in circumstances at ASEC, the Children and Youth Program Committee met on April 3, 2019, to discuss the best way to go forward. In the March Vestry meeting, Bishop Doyle indicated that we could go ahead with the hiring process. We were assured that during a transitional time, the Senior Warden is allowed to make hiring decisions.

Recommendation

Because the Committee's original discussions centered on the need for a Children and Youth Program Director and that was its original mandate, we determined that the best decision for us at this time is finding a candidate with that focus rather than a more broad approach as recently explored. Committee members noted the challenge of finding a person who has skills and interest in children/youth as well as in adult formation and social media outreach. We believe the expressed needs of the parish will best be served with someone who is not also trying to direct adult formation. We felt that adult formation was an area that the rector would be involved in directing. Moreover, at the current time, the volunteers running the Adult Forum are managing it well. This alteration to the process moving forward would only take place with Vestry approval.

The Committee also determined that in keeping with our original mandate, the position should be full-time rather than part-time. The funding for the position is in place and we believe that we can attract a better quality candidate for a full time position rather than a part time one.

The Committee considered making the position a contract one in order to give the new rector the option of keeping the person we hire or making her/his own hire. Carolyn Ostrom, our chancellor, recommended that the Committee investigate with EDOT whether this approach is common in a transitional time. We contacted the appropriate Diocesan authority, the Missioner for Christian Formation, and she assured us that we are on the right track to move forward with a full-time hire as originally intended.

Next Steps

- 1 Post job ASAP
- 2 Recommend candidate for job in June timeframe
- 3 Hire candidate for July 15 start date

OLD BUSINESS: Rectory Usage

The current resident of the All Saints' Rectory at 1501 W 30th St. has until June 10, or earlier if new quarters are found, to vacate. If the Interim Rector that might be hired does not need the use of a home, then it will be necessary to consider perhaps a leasing situation that could have tax implications that will need to be dealt with.

NEW BUSINESS;

The Senior Warden requests reimbursement for some clinical counseling due to the sudden departure of the rector and its implications. The request was granted and is to be funded by one of the Endowment Funds available at the use of the rector or in the absence of a rector, the Senior Warden as almoner.

The Senior Warden, in the absence of a rector, requests the Vestry approval of the appointment of Anne Province to a five years term on the Endowment Committee. The approval was given on voice vote.

ASSOCIATE RECTOR;

Cynthia wishes to stress the need to adhere to the current Vestry Procedure policies particularly as to attendance at vestry meetings. The next two years will prove to be busy ones and will need the attention of every vestry member

FEATURED CONVERSATION

There was discussion as to just how Mike Adams' service to All Saints for the last 15 years could be honored. It must be kept within the scope of Diocesan accord policy in light of the circumstances of the ending of the service. It was proposed that scholarships to both Camp Hartner in Louisiana and Camp Allen of the Diocese of Texas be awarded in the name of The Rev. Mike Adams. The funds would be raised as a volunteer offering from All Saints'. An announcement to the effect will be made at the services on Easter and Sundays subsequent to that.

Before closing the meeting, Gregg Free of the Buildings and Grounds committee presented a brief report from the committee. The committee continues to consider various contractors for the upcoming jobs such as the flashing down in the chapel as well as some of deferred maintenance needs.

Meeting adjourned at 9:50 p.m.

Sandra Kelley,
Clerk of the Vestry