

St. Aidan's Episcopal Church
Vestry Regular Meeting – 15 April 2008
Minutes

Attendees:

Mary Kate Schroeder+, Chair
Dustin Berg+, Chaplain
Bill Kaempfer, Senior Warden
Warren Taylor, Junior Warden
Matt Clark
Karen DeSousa
Nicholas Lee
Ben Prieb
Carol Rasmussen
Sue Sassano
Andy Shaw
William Sweeney, Parish Clerk and Treasurer
Jamie Mills, Observer

Absent

Megan Hebbe
Kevin Sanford

The meeting was called to at 7:00 PM by Mother Mary Kate Schroeder, and a quorum was declared to be present.

FORMATION

Mother Mary Kate asked the Vestry to form small groups of two or three persons and to read the following scripture and discuss the comments and questions below.

²⁴ I will take you from the nations, and gather you from all the countries, and bring you into your own land. ²⁵ I will sprinkle clean water upon you, and you shall be clean from all your uncleannesses, and from all your idols I will cleanse you. ²⁶ A new heart I will give you, and a new spirit I will put within you; and I will remove from your body the heart of stone and give you a heart of flesh. ²⁷ I will put my spirit within you, and make you follow my statutes and be careful to observe my ordinances. ²⁸ Then you shall live in the land that I gave to your ancestors; and you shall be my people, and I will be your God. Ezek 36:24-28 (NRSV)

This short section from Ezekiel is used at the Easter Vigil sometimes. It is followed by the Collect that is below. It is in a longer section about the new Israel – the restoration of the people of God after the exile. Renewal of the Heart is the theme we will be using for the next 12-18 months of ministry together.

St. Aidan's Episcopal Church
Vestry Regular Meeting – 15 April 2008
Minutes

What is stony or hard in your heart? Are there people or issues that receive a "hard heart" from you? What would it look like (in terms of actions or words) for your heart to be renewed?

What is being renewed at St. Aidan's, in the heart of the congregation? Do you feel connected to that?

What kind of renewal in your own heart would you ask for if you knew it would happen?

Almighty and everlasting God, who in the Paschal mystery established the new covenant of reconciliation: Grant that all who are reborn into the fellowship of Christ's Body may show forth in their lives what they profess by their faith; through Jesus Christ our Lord. *Amen.*

After good discussions, the Vestry re-convened. Mother Mary Kate asked us to remember our small group partner's work to remove any hardness of heart for silent remembrance in the evening's closing prayers. All joined in reading the collect.

INFORMATION

Mother Mary Kate handed out cards with the names and phone numbers of all vestry members for us to use to pray for one another and to communicate with one another.

Don Burt will begin worshipping at St. Aidan's in May and begin his diaconal field work sometime thereafter.

The Canterbury Board of Stewards will require recommendations of two new appointees, one of whom may be the treasurer. The Vestry will require a new member to replace Kevin Sanford, who has left for Portland, OR to begin his new job.

The building will be used for lessons in Kreyol (Haitian Creole) beginning in April and for Dance lessons beginning in the Fall. There is already a cello teacher giving lessons in the building, who also hosted a student recital in the building in April.

DISCUSSION

Karen DeSousa spoke to two plans for potential changes in the church. One plan is to remove the third pew forward from the entry aisle on the Gospel side and cover the floor there with a rug. This space would be designed to attract families with children. It was also discussed that up to four pews might be cut short near the center aisle of the Gospel side aisle to provide wheel chair seating integrated with the pews and not blocking the aisles. All were asked to pray about and discuss this plan prior to the next meeting.

St. Aidan's Episcopal Church
Vestry Regular Meeting – 15 April 2008
Minutes

Amy Paine presented the attached facilities needs report. It is clear that Canterbury House (2419 Colorado) is not usable for our needs both because of deterioration and because its footprint and floor plan are not suitable our programs. We are asked to pray and talk about our facilities needs and the concept that Canterbury House needs to be replaced by a new structure that fits our needs and vision.

Bill Sweeney presented first quarter financial reports. The Balance Sheet was in good format; the Income and Expense Statement was printed in four segments due to an error in Shelby. As of the end of the first quarter, St. Aidan's is generally better than budget in both income and expense.

DECISION

Mother Mary Kate noted that vestry member Kevin Sanford had begun a new job in Portland, OR, and that he and his family were beginning a process of relocation. The Vestry recognized Kevin's resignation, and voted a sincere thank you for the contributions he had made as a vestry member and that the entire Sanford family had made to our life at St. Aidan's.

Mother Mary Kate then discussed the 60th Anniversary / Renewal of the Heart campaign. Rob Sibley, Bev Shaw, Karen DeSousa and Bill Sweeney have been asked to work on the communications for this process. Mother Mary Kate's initial solicitation of leadership gifts for the Fireplace Lounge furniture / Corridor of Light project resulted in pledges of \$44,100 from the first 15 contacts. The project budget remains at \$75,000. The vestry expressed consensus that the Renewal of the Heart Campaign was a correct course for St. Aidan's. Kickoff is set for Sunday, May 11. The Renewal of the Heart theme is expected to guide actions consistent with our vision and mission statements for 12 to 18 months.

Next, Bill Sweeney discussed the chartering of three committees that had been discussed on several occasions over the past year, most recently at the annual retreat and at the prior meeting. After discussion, and upon motions duly made and seconded, it was unanimously:

1. Adoption of Buildings and Grounds Committee Charter and Appointment of Members

RESOLVED that the Building and Grounds Committee shall consist of one Vestry Member and five Members of the Parish. The Committee Chair shall be the Junior Warden. The Rector, the Senior Warden, the Parish Treasurer, the Facilities Manager and the immediate past Chair of the committee shall be members ex officio.

The Building and Grounds Committee will ensure that the physical assets of the church are managed to meet the Mission of the church, and that the congregation

St. Aidan's Episcopal Church
Vestry Regular Meeting – 15 April 2008
Minutes

is kept informed regarding the status of the buildings and grounds. The Building and Grounds Committee is accountable and responsible to the Vestry, and is expected to work cooperatively with the Vestry and other committees of the church on the matters with which it is tasked. Specific responsibilities include:

1. Oversee the maintenance, upkeep, and improvement of the physical assets of the church;
2. Maintain prioritized lists of maintenance, upkeep, and improvement projects, and develop plans for implementation;
3. Regular (at least quarterly) communications to the Vestry and congregation regarding the status of the physical assets of the church and completed and pending activities for maintenance, upkeep and improvement;
4. Oversee all workdays, volunteers, and vendor projects dealing with the maintenance, upkeep, and improvement of the physical assets of the church; and
5. Pray regularly for the Committee and each member and for the goals and work of the committee.

FURTHER RESOLVED that Warren Taylor, Ben Prieb, Matt Clark, Karen DeSousa, Carlen Penfold and Grace Pierce be and hereby are appointed as members.

2. Adoption of Stewardship Committee Charter and Appointment of Members

RESOLVED that the Stewardship Committee shall consist of one Vestry Member and four Members of the Parish. The Committee Chair shall be elected by the members of the Committee. The Rector, the Senior Warden, the Parish Treasurer and the immediate past Chair of the committee shall be members ex officio. The Chair of the Stewardship Committee shall serve in this capacity for no more than three (3) consecutive years, unless extended by vote of the Vestry.

The Stewardship Committee will ensure that the members and programs of the church are led to meet the Mission of the church by means of the teaching and exemplary doing of stewardship. The Stewardship Committee is accountable and responsible to the Vestry, and is expected to work cooperatively with the Vestry and other committees of the church on the matters with which it is tasked.

Specific responsibilities include:

1. Draft and present to the Vestry, prior to its regular meeting for the month of August, a proposed plan for the annual fundraising campaign;
2. Recommend to the vestry plans for such other fundraising activities as may be appropriate;
3. Publish communications and arrange for events and training on themes of stewardship; and
4. Pray regularly for the Committee and each member and for the goals and work of the committee.

St. Aidan's Episcopal Church
Vestry Regular Meeting – 15 April 2008
Minutes

FURTHER RESOLVED that Nicholas Lee, Warren Taylor, and Bill Sweeney be and hereby are appointed as members.

3. Adoption of Governance and Nominating Committee Charter and Appointment of Members

RESOLVED that the Governance and Nominating Committee shall consist of one Vestry Member and five Members of the Parish. The Committee Chair shall be the Parish Clerk and each vestry member whose term of office is expected to end within one year. The Rector, the Senior Warden, and the immediate past committee chair shall be members ex officio.

The Governance and Nominating Committee will ensure that the formalities and technicalities of governance are complied with, according to the Constitution and Canons of the Episcopal Church and the Diocese of Colorado; the Articles of Incorporation and By-Laws of St. Aidan's, and such charters, indentures, contracts, laws and regulations as may be applicable, and shall recommend candidates for nomination to open vestry positions, open delegate positions, open St. Aidan's positions on the Canterbury Board of Stewards, and open positions on various committees of the church.. The Governance and Nominating Committee is accountable and responsible to the Vestry, and is expected to work cooperatively with the Vestry and other committees of the church on the matters with which it is tasked. Specific responsibilities include:

1. To draft and present to the Vestry, prior to its regular meeting for the month of October, a proposed calendar of recurring or required vestry duties for the following year;
2. To review the "Articles of Incorporation" and "By-Laws" each year and present to the Vestry, prior to its regular meeting for the month of October, a proposed slate of changes to such documents;
3. To present to the Vestry, prior to its regular meeting for the month of November, a proposed slate of vestry members for the following year;
4. To present to the Vestry, prior to its regular meeting for the month of December, a proposed date and agenda for the Annual Meeting and the annual Vestry Retreat;
5. To search for and recommend candidates for nomination to open diocesan delegate positions, open St. Aidan's positions on the Canterbury Board of Stewards, and open positions on various committees of the church;
6. To review at least once in every three years the charter of each committee formed by the vestry and each significant contract in force in the church and to make any recommendations to the Vestry as to appropriate compliance or document considerations;
7. Recommend to the Vestry charters for such committees or other bodies as may be appropriate;

St. Aidan's Episcopal Church
Vestry Regular Meeting – 15 April 2008
Minutes

8. Review all insurance policies on an annual basis and recommend appropriate coverages to the Vestry; and
9. Pray regularly for the Committee and each member and for the goals and work of the committee.

FURTHER RESOLVED that Bill Sweeney, Bill Kaempfer, Nicholas Lee, and Andy Shaw be and hereby are appointed as members.

Mother Mary Kate noted that the newly chartered Nominating and Governance Committee had immediate work in the nomination of two members of the Canterbury Board of Stewards and the additional of a vestry member to replace Kevin Sanford.

Next, Bill Sweeney noted that the existence of a checking account with a balance of slightly more than \$140 in deposited funds accumulated some years ago by the St. Hilda Chapter of Daughters of the King had been reported to St. Aidan's by parishioners Herm and Betty Trabold who asked that St. Aidan's take steps to close the account and recommended that the funds be donated to NavajoLand. After further discussion and upon motion duly made and seconded, it was unanimously:

RESOLVED that the Rector, Senior Warden, and Treasurer, and each of them acting singly, are hereby authorized and empowered to close that certain Small Business Checking Account # 204353 in the name of St. Hilda Chapter – Daughters of the King, an informal organization of St. Aidan's Episcopal Church, and to request that the funds deposited therein be paid to St. Aidan's Episcopal Church.

FURTHER RESOLVED that any and all funds recovered from such account shall be credited to the benefit of the Navajoland ministry.

Mother Mary Kate led the Vestry in prayers, and adjourned the meeting at 8:50 PM

Respectfully Submitted

William Sweeney
Parish Clerk

St. Aidan's Episcopal Church
Vestry Regular Meeting – 15 April 2008
Minutes

VESTRY CALENDAR

All meetings are at 7pm and at St. Aidan's unless otherwise indicated. In general, Regular meetings are the 4th Tuesday and Mission and Ministry are the 2nd Tuesday.

Date	Topic/Kind of Meeting
Tuesday, May 13	Mission and Ministry
Tuesday, May 27	Regular Meeting
Tuesday, June 24	Regular Meeting
Tuesday, July 22	Regular Meeting (or take July off??)
Tuesday, August 12	Mission and Ministry
Tuesday, August 26	Regular Meeting and Financial Report
Tuesday, September 23	Regular Meeting
Tuesday, October 14	Mission and Ministry
Tuesday, October 28	Regular Meeting
Tuesday, November 18	Regular Meeting (early: Thanksgiving) and Financial Report
Tuesday, December 9	Regular Meeting (early because of Christmas)

Other Important Dates

Easter Day, March 23
Pentecost, May 11

Fifth Sundays (Combined services at 9:07:30 followed by program)

March 30
June 29
August 31
November 30

And 2009....

Annual Meeting January 25 or February 1
Ash Wednesday, February 25
Palm Sunday, April 5
Easter Day, April 12
Pentecost, May 31

St. Aidan's Episcopal Church
Vestry Regular Meeting – 15 April 2008
Minutes

Mother Mary Kate's Schedule for 2008

- April 17-24 Vacation (1 Sunday)
- April 25-30 Continuing Education (Clergy Family Systems at the LMPC in Lombard, Illinois) (1 Sunday)
- July 2-11 Retreat at Snowmass Monastery (1 Sunday)
- July 11-12 General Convention Staff Meeting (Anaheim, CA)
- July 27-August 2 Diocesan Wilderness Camp (1 Sunday)
- August 11-13 Gathering of Leaders (Denver)
- September 5-14 Colorado Haiti Project Teaching Mission (2 Sundays)
- November 6-24 Vacation (3 Sundays)

St. Aidan's Episcopal Church
Vestry Regular Meeting – 15 April 2008
Minutes

Report to the St. Aidan's Vestry on Facilities needs for Campus Ministry

The committee was formed in the Fall of 2007 to assess the facilities needs of Canterbury Colorado in the short, medium, and long term. The current facilities were defined as:

Canterbury House
2700 University Heights
St. Aidan Church and grounds
University of Colorado Facilities

Current State:

Canterbury House, which is owned by St. Aidan's, is currently not in use. St. Aidan's has been advised that Canterbury House is structurally unsound. An inspection report was prepared by a structural engineer that has been and can be made available to the vestry. Weaknesses in the beams that support the floor make Canterbury House uninhabitable and dangerous for group meetings. The problems are multiple, including code violations and water damage. It would be very expensive to repair - actually rebuild. The patio area can be used for BBQ and Brat Frys. Even if Canterbury House were brought up to code it is too small to host the Canterbury Colorado ministry activities. Functions that were previously held in Canterbury House have been moved to the St. Aidan's facilities. This is part of the Management Agreement between St. Aidan's and Canterbury Colorado.

2700 University Heights is owned by Canterbury Colorado and serves as the residence of the chaplain to St. Aidan's.

St. Aidan's Church and Grounds is owned by St. Aidan's. Most of the program activity for Canterbury Colorado takes place in the St. Aidan's facilities. Canterbury Lounge and a study room are located in the Church. Sunday night worship takes place in the Chapel; Sunday night suppers take place in the Gingly Pat Hall; and Thursday Bible Study takes place in the Canterbury Lounge.

The **University of Colorado** has facilities that can be used by Canterbury Colorado usually on a fee basis. Activities on campus include Taizé services and Christos lectures. Food Service is and must be supplied by the University's catering service.

Necessary functions for Canterbury Colorado are defined as:

Fellowship
Outreach
Worship
Education

St. Aidan's Episcopal Church
Vestry Regular Meeting – 15 April 2008
Minutes

Details of function:

- Fellowship, eating, recreation
- Education, Bible Study, Academic Studies
- Worship
- Study
- Living – Peer ministers, chaplain
- Participation
- Gathering
- Goofing off/Alone time
- Internet Accessibility
- TV& Entertainment
- Parish Involvement
- Outreach/Muffin Ministry/Brat Fries
- Visibility on Campus

Short to Medium Term Needs:

The short to medium needs for Canterbury Colorado can be met by the current facilities although it may not be the optimal set up. There were several small projects that have been completed to improve the Canterbury Lounge area. They include: improved signage, upgraded electricity to accommodate more lap tops etc, more natural lighting, In addition, an adjacent room was converted to a quiet study room. This is considered a shared facility with the Sunday School.

The St. Aidan's reception area was refurbished to be more welcoming to students and the public. Grace Pierce coordinated the effort with the Art and Architecture Committee. Grace distributed a questionnaire to the parish asking about the appearance of the reception area and how it should be used. The consensus was that the reception area was confusing because of the desk that was largely unused. The desk has been removed and more comfortable furniture from one of the meeting rooms has been placed in the reception area.

Two needs that could probably be met within the current facilities are:

1. space for peer ministers / small office – private counseling area
2. small, private worship space – not public

St. Aidan's Episcopal Church
Vestry Regular Meeting – 15 April 2008
Minutes

Possible options include:

- Sharing the space now used by the Canterbury Colorado Administrator
- Modifying the chapel space and or chapel sacristy
- Reconfiguring and/or sharing Sunday School Space
 - e.g. using it as small private worship space except on Sunday morning
- Having designated times the conference room is available for counseling or worship

Information Gathering:

In order to determine the future state we needed additional information. John Moore was charged with contacting other college ministries to get a sense of what their facilities are like. John did a great job. 28 ministries replied.

Two things stood out:

1. There should be dedicated worship space and a separate space for fellowship
2. Campus ministries should not be shy about sharing facilities or being ecumenical because the financial burden of a dedicated facility can sink the ministry.

There was a distinction between on campus and off campus ministries. The on campus ministries are more likely to draw in people who are unchurched or other foot traffic. The ability of off campus ministries to draw in walk-ins, etc. depended on the location near major thoroughfares etc.

Those ministries that had tried to provide student housing faced all the normal issues that occurred in dormitories - so we do not consider that a viable part of the ministry.

Concerns:

A major concern to the committee is that the ministry is not visible to the street. The current location of the Canterbury Lounge requires students to enter through the church or the parish hall and go to the most remote corner of the facility. The St. Aidan's campus is visible from the street but even St. Aidan's is located at the edge of the campus. The existing Canterbury House is not a usable facility. But serious consideration needs to be given to a street facing facility.

Future State:

Separate Facility with coffee house, meeting rooms, housing for peer ministers, and or chaplain, performance spaces, study places.

Conclusion:

While we can meet the short to medium term needs with the current facilities in order to proceed to a future state we would require professional assistance.