

**Christ Church Cathedral  
Vestry Retreat Meeting Minutes  
February 3, 4, 2017**

FIRST SESSION  
February 3, 2017

**Vestry Members Present**

Roger Moore (Senior Warden), Sam Bessey (Junior Warden), David Berndt, Trey Caroland, Catherine Clark, Charlie Cook III, Michael Hasty, Mary Herbert Kelly, Anna Rodriguez Masi, David Morton, Gibson Prichard, Caroline Rossini

**Vestry Members Absent**

Tameron Hedge, Arnold Malcolm, Katy Sheesley

**Clergy Members Present**

The Very Rev. Timothy Kimbrough, Dean, Rev. Matthew Lewis

**Other Members Present**

Ken King

**Overview of the Primary Focus Areas and Goals of the Retreat**

Dean Kimbrough asked each member present to introduce themselves to the assembled group. He then undertook a brief review of the Agenda and goals for the Retreat, noting that it was his objective that the Vestry members would come to a shared understanding and a sense of ownership of the Strategic Plan for the Cathedral.

**Understanding the Strategic Plan for the Cathedral**

Dean Kimbrough distributed copies of the final draft of the 2016 Cathedral Annual Report, and copies of the Cathedral's Strategic Planning Report brochure. After recapping some of the history of the development of the Strategic Plan over the past several months, including the three visioning sessions led by Scott Viebranz for all interested parishioners, the monthly reports of the Strategic Planning Committee to the Parish, and other efforts to inform, and to solicit input from, various stakeholders, Dean Kimbrough guided a review of the individual components of the Strategic Plan as set forth in the brochure and in designated portions (pp. 12-15 and Appendix I) of the Annual Report. He noted that a \$50,000.00 donation has been made by a parishioner, earmarked for defrayal of

the Strategic Plan costs, and that a portion of that sum has been used to engage outside consultants for a Readiness Review (parishioner buy-in and fundraising capabilities) and a Facilities Assessment (proposed renovations and additions to the physical plant).

The implementation timeline for the Strategic Plan was reviewed, with a discussion of short and long-term goals. The Commission Chairs will meet monthly to review the Strategic Plan as the implementation process gets underway. The results of the Readiness Review will be reported to the Vestry at its March meeting, at which point the Vestry will decide whether to proceed to the Feasibility phase. Conceptual drawings may also be presented at that meeting.

Budget projections were discussed, with a focus on the projected needs through 2023, as graphed in Appendix I of the Annual Report. Dean Kimbrough noted that there is currently an annual disparity of some \$600,00.00 between income and expenditures of the Cathedral, with the shortfall being financed from the Cathedral's Endowment Fund. The Vestry has determined to try to reduce dependence on the endowment fund distributions for operating costs, and has created an Opportunity Fund, whereby, over a seven year period, the Cathedral will have reached a point where 35 percent of the annual Endowment total return distributions are placed in the Opportunity Fund, to accumulate for use in financing future projects, missions, and ministries as they arise. We are currently in the third year of that undertaking.

### **Planning for the Implementation Committee**

Dean Kimbrough explained that the Implementation Committee will be composed of a Chair and four (4) voting members. The four areas that will need to be staffed include: Program, Campus Concerns, Communications, and Finance. Staffing details will be discussed in more detail during tomorrow's (Feb. 4) Retreat meeting sessions.

SECOND SESSION  
February 4, 2017

### **Vestry Members Present**

Katy Sheesley joined the Vestry members referenced above.

### **Clergy Members Present**

Pere Noe Bernier, visiting priest from Haiti, joined the clergy members referenced above, for a portion of the day's meeting.

## **Vestry Liaison Roles and Assignments**

Dean Kimbrough invited the sharing of past experiences by Vestry members who had served as liaisons to the Cathedral's Commissions. He then led a review of the Vestry Overview document adopted on February 6, 2015, setting forth duties, responsibilities, and expectations of Vestry Members and Officers. Particular focus was given to the role of individual Vestry members as liaisons between the Vestry and the seven Commissions of the Cathedral. It was noted that Commission Chairs generally serve two-year terms, followed by a possible one-year extension, and that Vestry Liaisons should not only attend regularly scheduled meetings of their designated Commissions, but that they should make periodic reports, on a more regular basis than is currently the practice, to the Vestry concerning the activities of their assigned Commissions. A specific cycle for reporting was not adopted at this time.

Vestry members were asked to provide written advice of their preferences for Commission Liaison assignments, after a review of which, the following assignments were made by the wardens and clergy:

Commission for Cathedral Life -- Tameron Hedge  
Commission for Evangelism – Caroline Rossini  
Commission for Outreach -- David Berndt and David Morton  
Commission for Christian Formation – Catherine Clark  
Commission for Pastoral Care – Mary Herbert Kelly  
Commission for Parish Life – Katy Sheesley and Gibson Prichard  
Commission for Administration – Trey Caroland and Michael Hasty  
Commission for Liturgy – Arnold Malcolm and Anna Masi

In addition, Charlie Cook was assigned as Vestry Liaison to the Third Party Partnership Working Group.

## **Vestry Pastoral Responsibilities**

Fortnightly duties of Vestry members were explained, to include attendance at such parish events as funerals, Room in the Inn, and special events and celebrations of the Cathedral. Vestry members were asked to provide all known dates of unavailability over the course of the present calendar year to Roger Moore, who would use that information to formulate Fortnight Assignments for each Vestry member over the ensuing twelve months. Roger will send out an assignment schedule shortly, which will probably include two (2) fortnight assignments per vestry member.

Discussion was had about expanding the pastoral role of Vestry members to include sending notes of congratulation for baptisms, confirmations, and the like, notes of condolence for deaths, illnesses, and the like, and notes of welcome to

new members and newcomers, particularly for those events that occur during a Vestry member's fortnight assignment.

### **Calendar Planning**

The following dates were adopted for **Vestry Meetings** in 2017:

March 27, April 24, May 22, June 26, July 24, Aug 31 (a Thursday)  
September 25, October 23, November 27, December 18

The **Epiphany Dinner** (and the last meeting for the 2018 vestry class) will be held on Monday, January 22, 2018.

The **Annual Parish Meeting** will be held on Sunday, January 28, 2018.

Next year's **Vestry Retreat** will be held on February 2 and 3, 2018, at a location to be announced, probably outside of Nashville.

The **2018 Annual Convention of the Diocese of Tennessee** will be held on Friday and Saturday, January 19 and 20, 2018, at St. Paul's Church in Murfreesboro.

A sign-up sheet for Vestry Meditations was circulated by Roger Moore, who will send out a schedule of Meditation Assignments shortly.

### **Review of the 2017 Annual Parish Meeting and Annual Report**

Dean Kimbrough recommended the 2016 Annual Report as a useful resource for Vestry members to more fully familiarize themselves with the community life of the Cathedral. The Vestry discussed the growth of the Parish congregation, and potential strategies for enhancing that growth going forward. It was noted that the Average Sunday Attendance (ASA) has increased over the last 4 to 5 years, from a low of approximately 580 to a present ASA of approximately 640, and that the summer months always experience a marked drop-off in attendance. The BreakingBread@6 Liturgy, now in its second year, has been the subject of considerable advertisement and promotion, and it has achieved some success in drawing attendance from the downtown residential community. The Cathedral appears to have lost some families as parishioners to St. George's because that church begins the confirmation process at an earlier age for teens than does the Cathedral, and families who want to give their teenaged children that earlier option sometimes switch affiliations and do not return. The consensus agreement seems to be that the Cathedral is not prepared to alter its well-established confirmation practices to respond to such potential losses. Suggestions were offered for achieving increased attendance at the morning liturgies, including a possible return to the Rite I Liturgy for the 7:00 am service,

and a more deliberate effort to identify and contact parishioners whose attendance and/or pledging has dropped off or ended.

A brief review was conducted of the outreach allocations to various internal, local, and global programs and agencies, as set forth on page 30 of the Annual Report, which is frequently the subject of parishioner inquiries to Vestry members.

### **Housekeeping Matters Concerning the Work of the Vestry and Authorizations for Financial Undertakings**

The following individuals were granted authority to sign checks on behalf of the Cathedral drawn on the **General Fund** in excess of \$500.00:

Roger Moore (Senior Warden)  
Sam Bessey (Junior Warden)  
Bob Smyth  
Katy Varney  
Charlie Cook  
Pete Stringer (Clark, Rossini)

The following individuals were granted authority to sign checks drawn on the **Dean's Discretionary Fund**:

The Very Rev. Timothy Kimbrough (Dean)  
Roger Moore (Senior Warden)  
Sam Bessey (Junior Warden) (Berndt, Hasty)

The following individuals were granted authority to sign checks drawn on the **Assistant to the Rector's Discretionary Fund**:

The Very Rev. Timothy Kimbrough (Dean)  
Rev. Matthew Lewis (Assistant to the Rector) (Berndt, Rossini)

The following individuals were granted authority to sign checks drawn on the **Deacon's Discretionary Fund**:

Roger Saterstrom (Deacon)  
Roger Moore (Senior Warden)  
Sam Bessey (Junior Warden) (Berndt, Rossini)

### **Election of Cathedral Parishioners to the Cathedral Chapter**

The following Cathedral parishioners were elected to the **Cathedral Chapter**:

Roger Moore (Senior Warden)

Sam Bessey (Junior Warden)  
Walker Willse  
Jo Gilmer

(Berndt, Rossini)

### **Declarations of Potential Conflicts of Interest**

The following Vestry Members and Officers declared their status that could entail potential conflicts of interest:

David Berndt – Board Member, Diversity  
David Morgan -- Board Member, Room in the Inn  
Katy Sheesley -- Member, Gobbell Hays Partners  
Anna Masi – Fund Drive Director, Friends Life Community  
Charlie Cook – Wife, Lawrence, is a Board Member of St. Luke’s  
Ken King – Son, Christopher, is Executive Director of Amistad

### **Third Party Partnership Working Group Report**

The current members of the Third Party Partnership Working Group are Ellen Wright, Burgin Dossett, Chris Dawson, Brooks Smith, Katy Varney, and Barry Smith. This group has been working with commercial developers who have expressed an interest in acquiring, and/or developing the land upon which the Cathedral’s Parking Lot C is located. Dean Kimbrough provided a brief review of the negotiations that have taken place to date with respect to the possible disposition of that parcel, the potential income stream that it might generate, and the potential future uses to which the property, as developed or otherwise, might be put to benefit the Parish, the Cathedral, the Diocese, and/or the community as a whole. Negotiations in that regard are ongoing, and an interim report from the Third Party Partnership Working Group is expected shortly. A decision by the Vestry at its March, 2017 meeting will most likely need to be made with respect to a proposal by a development entity that would entail tying up the property during a 4 month due diligence undertaking by the developer and any counterproposal that the Working Group may make. The importance of ongoing communications with our parishioners as matters develop in these negotiations was emphasized. There was inquiry and discussion concerning the interface between these negotiations and the Cathedral’s Strategic Plan, and a recognition that each may significantly impact the progress and direction of the other.

### **Appointment and Charging of the Implementation Committee**

The task of the Implementation Committee is to start and carry on the process of bringing the essential elements of the Strategic Plan to fruition. The most difficult work of the Implementation Committee will be taking place over the next 24 months, particularly with regard to financial planning and expectations, and the initiation of a capital campaign. After an extended discussion of the

appropriateness and achievability of the proposed timeline for the Implementation Committee's work, and a review and modifications of a draft "Proposal for Implementation Committee," the Vestry approved the Proposal, as modified. *See Attachment 1 appended to these Minutes.* (Rossini, Moore)

**Approval of January Vestry Meeting Minutes**

The minutes of the January Vestry Meeting were approved. (Bessey, Prichard)

**Adjourn**

There being no further business to conduct, the meeting was adjourned.

Respectfully submitted,

Ken King, Clerk

# ATTACHMENT 1

## Proposal for Implementation Committee

CCC Strategic Plan

February 2017

### Scott Hoffman, \* Chair

<b>Finance</b>	<b>Program</b>	<b>Campus Concerns</b>	<b>Communications</b>
Ed Burgess, convenor*	Timothy Kimbrough, convenor Sam Bessey, chair*	Michael Hasty, convenor* Matthew Lewis, clergy rep	Anna Noser, convenor* Matthew Lewis, clergy rep
Rebecca Collins, CapCam Dale Maxfield, Treasurer Jill Meese, '18 Pledge drive Charlie Cook, III, Vestry rep	COMMISSION CHAIRS <i>Donna Nicely, Cathedral Life</i> <i>Cynthia Curtis, Liturgy</i> <i>Holly McCathern, Xian formation</i> <i>Phil LeGron, Outreach</i> <i>John/Catherine Teasley, Parish Life</i> <i>Dawn Edwards, Evangelism</i> <i>Debbie Webster, Pastoral Care</i> <i>Donald McKenzie, Administration</i>	Ken Sheesley, Building/Grds Ellen Wright, 3rd party working group Burgin Dossert, architecture group Mary Herbert Kelly, Vestry rep	Dianne Green, staff rep Capell Simmonds Tameron Hedge, Vestry rep Rob McDonald

**Term of service:** January 2017 through January 2019

**Statement of purpose:** To shepherd the progress of the Strategic Plan of Christ Church as adopted by the Christ Church Vestry on February 3, 2017.

**Decision-making criteria:** Any proposal requiring Vestry action (having to with property or finances) will first require majority approval by the Implementation Committee's voting members (see asterisk)

**milestones:**

- quarterly face-to-face reports to the parish
- monthly electronic updates to the Vestry and the parish
- Q1 2017 decision on feasibility study
- Q2 2017 consensus on concept drawings
- Q2 2017 Program timeline update
- Q3 2017 decision on Capital Campaign
- Q4 2017 silent phase of Capital Campaign
- Q1 2018 Capital Campaign announced
- Q2 Program timeline update