

**Christ Church Cathedral  
Vestry Minutes  
December 16, 2019**

**Vestry Member Present**

Gibson Prichard (Senior Warden), Catherine Clark (Junior Warden), Win Bassett, John Bridges, Wyeth Burgess, Charlie Cook III, Becca Ingle, Ken King, Anna Rodriguez Masi, Jill Meese, Trone Sawyer, Pete Stringer, Varina Willse, Ellen Wright

**Vestry Members Absent**

Mary Herbert Kelly

**Clergy Members Present**

The Very Rev. Timothy Kimbrough, Dean and Rector; The Rev. Matthew Lewis, Assistant to the Rector; The Rev. Lissa Smith, Associate for Pastoral Care and Cathedral Life; The Rev. Roger Sandstrom, Archdeacon

**Others Present**

Mark McQueen, Brooks Smith

**Opening Prayer**

Dean Kimbrough led those assembled in an opening prayer.

**Meditation**

Charlie Cook delivered the meditation.

**Approval of the November Minutes**

The minutes of the November 25, 2019 meeting were approved. (Stringer, Sawyer)

**Finance Committee Report**

Mark McQueen presented the Finance Committee Report. The Income and Expense Reports were approved (Prichard, Bridges), and the Balance Sheet was approved (Sawyer, Wright). The Finance Committee is satisfied with the Cathedral's financial performance thus far in 2019, inasmuch as it has recorded a positive variance to budget of \$31,745. This is a result of a negative variance to budget in income of \$24,730 being offset by a favorable variance to budget in expenses of \$56,475. Cash reserves remain

at approximately 24.63% of budgeted expenses on a 12 month moving average, which is slightly below the target of 25%.

**Income and Expenses.** Pledges, offerings, and contributions as of November 30<sup>th</sup> are \$12,868 under budget compared to \$11,682 over budget as of October 31<sup>st</sup>. Cash interest income is over budget due to high balances and a higher rate of interest, while income for Christian Education, Lay Ministries, and Parking is under budget. Expenses for Salary and Benefits, Administration, Christian Education, and Lay Ministries are all under budget, while Financial/Stewardship expenses are over budget due to federal tax and audit fees.

**Capital Campaign.** The Finance Committee reviewed the Capital Campaign expenses incurred to date. The Campaign has spent \$408,803.68 to date, with \$21,806.32 remaining in the budget for 2019 Campaign expenses. The only significant expenses related to the Campaign itself going forward are salary and benefits for the Campaign Coordinator, whose work will end in March of 2020. Thus far, \$2,834,999.55 in pledges and other income has been received. The amount pledged has recently risen from roughly \$8.4 million to \$8,950,370.66. Each month, the Finance Committee will review the Capital Campaign expenditures and pledged funds received, and report these data to the Vestry. The Finance Committee also raised the issue of how best to maximize a return for the cash on hand deposited into the Capital Campaign fund. After some discussion, a motion was duly made and seconded (Stringer, Wright), and unanimously approved, to adopt the following resolution:

#### **Resolution No. 1**

***Resolved*, that the Vestry of Christ Church Cathedral, gathered for its regularly scheduled December 2019 meeting in Nashville, Tennessee, hereby authorizes the Treasurer of the Cathedral, acting with the advice and consent of the Finance Committee, to seek out and employ the most secure and efficient method for maximizing a return for the “cash on hand” deposited in the Capital Campaign fund. The Finance Committee and Treasurer shall take into account anticipated funds needed to meet the costs of the development and execution of the Cathedral’s building project. This authorization shall run through the completion of the “Let the Doors be Opened” project.**

**2020 Pledge Drive.** As of December 16, 2019, a total of \$1,803,211.07 has been pledged for 2020, approximately \$240,000 of which was pledged last week, after calls by the campaign chairs and Dean Kimbrough to households that had not yet pledged for 2020. Additional calls will be made this coming week to households that have yet to pledge. A total of 424 households have pledged. Of these, 164 have increased their pledges over last year, 38 have decreased their pledges, and 181 pledges remain unchanged. There are 41 new pledging households.

**Draft of 2020 Budget.** The second draft of the 2020 operating budget for the Cathedral was reviewed by the Finance Committee at its December meeting, and a copy of that draft budget was furnished to the Vestry as a proposed Provisional 2020 Program Budget for its review. It is essentially the same as the first draft budget reviewed last month. It features a cost of living salary increase for Cathedral staff, and a decrease in use of endowment income for operating expenses. It also allocates more resources for BreakingBread@6 and for keeping the Cathedral doors open to the public for a greater number of hours each week. After considering the Provisional Budget for 2020, a motion was duly made and seconded (Stringer, Meese), and unanimously approved, to adopt the following resolution:

### **Resolution No. 2**

***Resolved*, that the Vestry of Christ Church Cathedral, assembled at Christ Church Cathedral, Nashville, Tennessee, at its regularly scheduled meeting of December 16, 2019, hereby adopts the proposed 2020 Provisional Program Budget, pending an analysis of the final results of the 2020 Pledge Drive, with the understanding that final adjustment to this Provisional Budget will be made by the Vestry Officers when those results are obtained, no later than January 17, 2020, and that should pledge income for 2020 fall short of budgeted expectations, reconsideration of the Provisional 2020 Program Budget will begin with those items marked in red in the narrative budget notes.**

### **Special Request Regarding Columbarium Protocol Variance**

The Dean has been approached by members of a family in the congregation, seeking permission to remove the ashes of their deceased family member from the Cathedral's columbarium at some time in the future so that they can be reinterred in a family burial plot. Prior written consent of the Dean and Vestry for such an undertaking is required by the provisions of paragraph 1.6 of the *Rules and Regulations Governing the Columbarium*. After reconvening in executive session for a short period, during which the specifics of the request were discussed, the Vestry returned to regular session, during which a motion was duly made and seconded (Stringer, Masi), and unanimously approved, to adopt the following resolution;

### **Resolution No. 3**

***Resolved*, that the Christ Church Vestry, gathered at its regularly scheduled December meeting in Nashville, Tennessee, pursuant to paragraph 1.6 of the *Rules and Regulations Governing the Columbarium*, and acting with the advice and consent of the Dean, hereby grants to a family of a deceased parishioner specified by the Dean in a separate written document shared with the Vestry,**

**permission to transfer the ashes of their family member from the Christ Church Cathedral columbarium to a site of the family's choosing, at a time of its choosing, in the future.**

### **Death Penalty Abolition Resolution**

The 79<sup>th</sup> General Convention of the Episcopal Church, in Resolution 2018-D077, called for efforts to seek the abolition of the death penalty in the United States and its federal jurisdictions. One of the Cathedral's parishioners, Abu Ali Abdur' Rahman, is currently incarcerated at the Riverbend Maximum Security Institution in Nashville, under a sentence of death. In recognition of these facts, the Vestry discussed at length the appropriate role of the Cathedral parish in advocating both for an end to the death penalty in Tennessee and for the life of Abu Ali Abdur' Rahman. At the conclusion of that discussion, a motion was duly made and seconded (King, Bridges), and unanimously approved to adopt the following resolution:

#### **Resolution No. 4**

***Resolved, that the Christ Church Vestry, meeting at Christ Church Cathedral, Nashville, Tennessee, at its regularly scheduled meeting of December 16, 2019, hereby endorses the resolution entitled "Prayer for Abu Ali Abdur' Rahman, and an end to the use of the death penalty," and Forwards it for the consideration of the 188<sup>th</sup> Annual Convention of the Episcopal Diocese of Tennessee. Said resolution is appended to these minutes as Attachment A.***

### **Report of the Building Committee**

Charlie Cook, III, Chair of the Building Committee, gave a report of its recent activities. The Building Committee met last week to review the latest plans prepared by EOA Architects. These include some elevation drawings. Two members of the committee are running cost estimates based on EOA's most recent submissions, which include certain architectural features that could drive up the cost of the project. The committee wants to meet with the Vestry prior to the Annual Parish Meeting in January to seek approval of what plans will be shown to the parish. Design drawings may be available, but it is possible that all that will be ready for general viewing will be concept drawings. The date and time for a potential Vestry review and approval meeting was provisionally set for Sunday, January 19, 2020, at 3:00 p.m. Other potential dates were discussed as well, the latest being Thursday, January 23<sup>rd</sup> at 5:15 p.m.

## **Report of the Vestry Nominating Committee**

Anna Masi reported on recent activities of the Vestry Nominating Committee. The committee has met once. What began as a handful of possible candidates grew recently to a rather large number, and the committee will be going through that list of names to cull it down to the ten best candidates who are willing to have their names placed in nomination for the five Vestry positions that will be coming open next year.

## **Interview of Brooks Smith for Vocational Discernment to the Diaconate**

Brooks Smith, a postulant for the Diaconate, has been recommended favorably by his Discernment Committee to proceed to the next steps in his candidacy. He appeared before the Vestry for an interview and colloquy, seeking the Vestry's formal endorsement of his candidacy for holy orders. After an extended period of personal presentation, questions, and commentary, a motion was duly made and seconded (Masi, Ingle), and unanimously approved, to adopt the following resolution:

### **Resolution No. 5**

***Resolved*, that the Christ Church Vestry, meeting at Christ Church Cathedral, Nashville, Tennessee, at its regularly scheduled meeting of December 16, 2019, hereby endorses the application of Brooks Smith for Postulancy (Holy Orders, Diaconate).**

## **Dean's Report**

- Advent is well underway, and the Cathedral is preparing for the Christmas Pageant, which is expected to be well attended.
- The Feast of St. Thomas will be celebrated on Saturday, December 21<sup>st</sup> at 11:30 a.m.
- Four baptisms will be performed at this week's BreakingBread@6 service, bringing to eight the number of baptisms celebrated in a two-week period.
- The Cathedral will recognize retired Bishop Sanders, who is celebrating his 100th birthday this month.

## **Adjournment**

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

Respectfully submitted,  
Ken King, Clerk

## **Addendum to Vestry Minutes**

Subsequent to the adjournment of the December Vestry Meeting, the Vestry Officers convened via electronic communication to review and consider additional housekeeping resolutions necessary for federal tax purposes, which were inadvertently omitted from the December Vestry Meeting agenda. The Vestry Officers unanimously approved and adopted the following resolutions, subject to ratification by the entire Vestry at its next convening:

### **Resolution No. 6**

***Resolved***, that during calendar year 2020, 33% of the Very Reverend Timothy E. Kimbrough's cash compensation is designated for his housing exclusion. Additionally, \$2,750 are designated from his total cash compensation for a Medical FSA (Medical Reimbursement Plan). These monies shall be disbursed under an Accountable Plan as described by the IRS. Requests for reimbursement shall be accompanied by a receipt and made within 60 days of incurring the expense. Any funds remaining in these accounts at year's end shall revert to the General Fund.

### **Resolution No. 7**

***Resolved***, that during the calendar year 2020, 50% of the Reverend Matthew Lewis's cash compensation is designated for his housing exclusion. No other designations have been requested by the Reverend Mr. Lewis.

### **Resolution No. 8**

***Resolved***, that during the calendar year 2020, 40% of the Reverend Lissa Smith's cash compensation is designated for her housing exclusion. Additionally, \$2,750 are designated from her total cash compensation for a Medical FSA (Medical Reimbursement Plan). These monies shall be disbursed under an Accountable Plan as described by the IRS. Requests for reimbursement shall be accompanied by a receipt and made within 60 days of incurring the expense. Any funds remaining in these accounts at year's end shall revert to the General Fund.

Respectfully submitted,  
Ken King, Clerk