

**Christ Church  
Minutes of the Annual Parish Meeting  
January 30, 2011**

**I. OPENING BUSINESS**

Father Adam Kradel opened the Christ Church Annual Parish Meeting at 10: 40 AM with a prayer.

Janet Miller, Rector's Warden, announced that Ruth LeStourgeon was appointed secretary of the Annual Meeting.

A motion was made to approve the Agenda for the Annual Meeting. The motion was seconded and unanimously approved.

A motion was made to approve the Minutes of the Annual Meeting of January 24, 2010. The motion was seconded and approved as presented.

**II. ELECTIONS IN ACCEPTANCE WITH THE BY-LAWS**

Janet Miller reviewed the qualifications for members to vote at the Annual Meeting. To be qualified to vote, a parishioner must be over 16 years of age; have been baptized; and have been a member of Christ Church for at least a year. The member must have received communion at least twice and have contributed at least one dollar to the Church during the past year. Since there are currently about 300 qualified members of Christ Church, a quorum (at 10%) would consist of at least 30 people. There were 85 qualified parishioners present at the meeting; therefore, the quorum requirements were met.

Janet introduced and thanked the outgoing members of the vestry: Lynn Kelley, Chris Reiss and Terry Snyder. She then introduced the nominees for Vestry. The new Vestry members would be elected to serve a term beginning February 2011 and ending in January 2014. The Vestry nominees were: Martha Ash, Leslie Bullitt, Holly Cunningham, and Peter Spiotta.

A motion was made and seconded to approve the slate of new Vestry members. The motion was approved.

Janet Miller introduced the nominees for delegates to the Diocesan Convention.

The Diocesan Convention Delegate nominees were: Holly Cunningham, Hope Giamboy, Laurie Weber and Diana Buckley Motley.

A motion was made and seconded to approve the slate of Diocesan Convention Delegates. The motion was approved.

Janet introduced the nominees for Deanery Delegates. The Deanery Delegate nominees were: Laura Hanson, Hope Giamboy and Jan Ross.

A motion was made and seconded to approve the slate of Deanery Delegates. The motion was approved.

**III. PRESENTATION OF THE REPORTS**

**A. The Rector's Report**

Father Adam pointed out that Janet Miller was also retiring from the vestry. He noted that she had been Rector's Warden during the outgoing, searching and incoming of a new rector. He thanked her for her work and stated that we will miss her.

Father Adam pointed out that the major weakness in our parish is that we have not had a balanced budget for six years, even though our membership is large enough to provide for a balanced budget. He reminded us of the Biblical mandate of the tithe which stipulates that Christians give back a minimum of 10% of what they have to God.

He then listed the many strengths of our parish: our worship having a broad participation of parishioners (acolytes, ushers, alter servers, choristers, organist/choirmaster, acolyte director, Taize services and Lay readers); our outreach ministries (Interfaith Hospitality, Aid for Friends, food collection for Saint Mary's food cupboard in Chester, food baskets to families through Delaware County Family and Community Services, collection of clothes for the Seaman's Institute), and other ministries in which members of this parish live into the call to serve Christ through the church and in the world.

Father Adam noted that one of his main goals as rector of Christ Church has been to empower the ministry of the laity. He listed the new ministries that have been undertaken by parishioners of Christ Church in the past twelve months.

Father Adam also listed his priorities as rector (preaching and liturgical preparation, teaching and teaching preparation, pastoral care, especially through his monthly visits to Lima Estates and Granite Farms, administrative leadership and engagement, activity in the Deanery, Diocese and national Episcopal Church, and generating energy in parish programs). He noted that he has had to spend more time than he would like in administration, and plans to do more pastoral visiting in the future.

His vision for Christ Church is for it to be a place where we have a balanced budget and where we will continue to flourish as a witness to the love of Jesus through the vision and energy of the lay ministry. His dream is that Christ Church will be a place where parishioners' talents are used.

Father Adam asked us all to think about how we live as a child of God.

He mentioned that he will begin working with the vestry to examine and create a more concise mission statement for Christ Church.

Father Adam thanked all those who have been especially helpful to him this year: Rita Caserta, Parish Administrator; Mike Gay, Christian Formation leader; Joel Lenderman, music; Dan Weber, maintenance; Shawn Seeney, sextant; and Lee Seeney and the Seeney family for overseeing the parish landscaping and for being available to help wherever they are needed.

#### **B. The Rector's Warden's Report – Janet Miller**

Janet urged everyone to read her report in the Annual Parish Meeting Booklet.

She noted that this has been a good year; we have completed our first year with Father Adam, formed new ministries, and are settling into the new norm and rhythm. We have turned the page on transition and now must get back to the work of growth. We need to focus our energies on growing membership, ministries and pledging.

She pointed out that we are in a financial dilemma. We have declining income and mandatory expenses that increase each year. We have been blessed with some generous donors who have made very special gifts for capital projects, but we have had to dip into our reserves, using the principal from our investments to carry operating costs. Our pledging needs to increase.

Janet reiterated that we must concentrate on growth and urged us to invite friends and neighbors to worship with us and to attend our social events and group ministries so they can see what a wonderful place this is.

#### **C The Accounting Warden's Report - Beth Moore**

Beth indicated that the financial information is being presented in a new format this year and asked for our input on the understandability of this information. She pointed out that it is her job to make this information more understandable to the parish members.

She stated that we had a planned operating deficit of \$41,708 last year, but our actual operating deficit of \$33,318 was less than planned. Donation income was \$24,559 above budget. This included pledge and plate offerings, and donations designated for specified items not included in the Church's operating budget such as the garage rebuild, lectern cleaning, Godly Play and loose offerings going to outreach. Total operating income (all sources) was \$349,695 (\$20,480 above budget).

Total expenses were \$383,013 (\$12,090 above budget) giving a negative net income of \$33,318. However, when total expenses were adjusted to exclude expenses paid for by designated donations (such as the garage rebuild,

lectern cleaning, Godly Play and the loose offerings going to outreach), the operating expenses were below budget by \$4,905.

The \$33,318 deficit was funded by transfers from the LPL Sinking Fund and \$1,030 from Super Dollars.

Beth also pointed out that we had gained \$23,235 on non-operating investment income, less \$4,323 on investment fees. We also gained \$44,681 on unrealized, investment appreciation. She noted that this represented fluctuation in market value that would not be realized until the securities are sold, and could be worth more or less based on the stock market at that time.

Total Church assets, as of December 31, 2010 totaled \$882,014, which was an increase of \$31,505 from this time last year.

Beth noted that our Super Dollar income was double what it had been in the prior year,

She emphasized that in order for Christ Church to go forward, we must have an operating budget based on pledges.

Laura Hanson indicated the budgeted deficit of \$41,708 included \$2,000 in income from the Gonnella Memorial Fund.

A question was raised concerning how long we have been taking money from the "Sinking Fund". It was pointed out that, until this year, all money taken from the "Sinking Fund" had been used to pay our diocesan assessment and pledge. It was also noted that we had reduced our pledge to the diocese from \$43,000 (approximately) to \$25,000 this year. Before this, we had been one of the few churches in the diocese making the full diocesan pledge.

Beth pointed out that the Preschool was an outreach of our Church to the community. Although the Preschool is a service run by the church, the Preschool does pay rent and does reimburse the Church for their utilities.

Beth noted that the Preschool accounting reports covered the school year starting September, 2009 through August, 2010.

Christ Church Preschool ended the year with a \$7,634 loss. Although total operating income was over budget by \$7,639, total expenses were over budget by \$28,931. Beth pointed out that some of these expense items were paid from Keystone grant money rather than operating income. These expenses included part of the teachers' salaries which had to be included in the salary line of the operating budget in order to correctly account for the payroll taxes the teachers will owe on those amounts. When operating expenses were adjusted to exclude those items that were paid from grants, the Preschool's adjusted budgeted expense deficit was \$15,888 and the actual YTD net operating loss was \$7,979. The overage was caused by an increase in rent, reimbursement to Christ Church for cleaning services and certification consultant expense not anticipated and therefore, not included in the 2009-21010 budget.

Beth pointed out that we had received \$21,000 from the Keystone Stars Merit Award and Education Grant. All of the grant monies were spent on salaries, equipment, and supplies by June 2010.

Christ Church Preschool assets totaled \$36,845 on August 31, 2010 (the end of the school year). This was a decrease of \$7,679 from the prior year.

Beth indicated that the Preschool should not have a deficit next year. She noted that the school had run in the black for the past four or five years. Before that it was in the red.

It was pointed out that the Preschool did do fundraising in 2010.

#### **D. The Finance Committee Report – Douglas Sisk**

Douglas Sisk, Finance Chair, thanked the members of the Finance Committee: Father Adam, Beth Moore (Accounting Warden), Janet Miller (Rector's Warden), Chris Reiss (Property Chair), and Dave Klassen (minute's taker). He also thanked Rita Caserta (Parish Administrator) for her extraordinary labor in keeping the Church's accounting records and managing day-to-day operations.

He pointed out that the annual Independent Audit of Christ Church revenues and expenditures, conducted by Zelenkofshe Axelrod LLC reported Parish accounts as accurately stated with no exceptions.

The financial health of Christ Church reflects three variable factors: pledging; the vitality of our investments; and fixed and extraordinary expenses.

He pointed out that pledging is the lifeblood of the Church's finances. Luckily, 2010 pledge money received was \$4,068 over the budgeted amount. For 2011, we have received 113 pledge units for a total of \$258,218. This reflects an increase of six pledging units this year, but a decrease of approximately \$9,500 in pledge amount.

Our investments (the "Sinking Fund") was established in 2004 (\$400,000) to help fund the gap between revenues and expenses. Fund investments are subject to "market swings" with substantial variations depending on the health of the market and the needs of our program. Although the fund balance as of 12/31/2010 was \$331,985 (up from \$259,107 on 1/1/2010), it is important to note that much of the gain is unrealized "paper" income.

The final component of our fiscal health is the operating fund of the Church which is subject to planned and unanticipated expenses. For 2010 it will end up with a small cash reduction, due in part to the fact that in 2010 the Church spent approximately \$15,000 in un-budgeted repairs and improvements which were funded from the Church operating budget and through generous designated donations.

As of 1/30/2011, the budget is not finalized. Church pledge dollars are down from last year by approximately \$9,500, and withdrawals from the Investment Sinking Fund are currently budgeted to be approximately \$40,000.

Douglas noted that we have more than 100 pledging units at Christ Church, and that if each pledging unit could increase their pledge by just \$5.00 per week, it would go a long way towards balancing the budget.

#### **E. The Property Report – Chris Reiss**

Chris Reiss, Property Chairman, noted that this year was not as dramatic as in prior years: squirrels did not return; we have a reliable plan for snow removal; the landscaping committee has done a great job maintaining the Church's grounds; and the water heater did not flood the rectory. It was a relatively quiet year, thanks to: Rita Caserta who has handled many of the smaller property issues; Dan Weber, our sexton, who has been fixing all the little problems that would turn into big problems if they weren't addressed; Bill Roberts who has headed up the landscaping committee, Jim Ross, who has become our Kitchen Czar, Jan Ross and Sue Welfley who have organized the kitchen, and especially to the Seene family who have always been there to help shovel snow, maintain the lawn, open and close the Church, and to do anything else to make the job of Property Chair a lot easier.

He noted that we all have a duty to maintain the property so we can hand it over to future generations the way it was handed to us.

Chris noted that this year we completed a large project of rebuilding the garage. Chris reminded everyone that due to tighter and tighter budgets in the coming years, the Church will need parishioner help in order to maintain and improve the Church's buildings and grounds. He asked parishioners to donate their time to help in this regard.

The new project for next year will be the refurbishing of St. Joseph's Hall. He noted that there is someone willing to donate a large part of the funds needed to do the work, but that we will need additional money and help to make this project successful.

#### **F. Committee Reports**

##### **a. Preschool Report – Sandra McKeown**

The Preschool program is a great support to our community and our Church. Currently, the Preschool is fully enrolled and there is good enrollment in the Kindergarten and After School Programs.

The Preschool staff consists of several teachers who have been with the program for many years, bringing continuity and stability to the program, as well as a few new members who have brought new ideas and energy to it.

In late 2010, Christ Church Preschool was granted the Keystone Stars 1 designation. In 2011, efforts will be directed at completing steps to regain our 4/4A Keystone Stars designation and at continuing work towards regaining our NAEYC accreditation. These accreditations are important in ensuring that our standards remain high, but also in providing grant money which will lead to additional programs and facility improvements that will attract more families to our program.

Christ Church Preschool has had several fundraising activities and is trying to establish partnerships with local businesses in these activities. In the fall, the annual Claire's Gourmet fund-raiser earned enough money to purchase shelves for the Acorn Sunshine room. The Preschool has partnered with Five Below to sponsor two fundraising events at the Springfield location. The hot lunch program also continues to raise money as well as provide a nice meal for the children.

The Preschool will continue to focus on accreditation and to enrich the program so it can continue to provide a benefit to Christ Church.

Janet Miller noted that the accreditation processes involve a tremendous effort of time. The processes will take several months, requiring hundreds of hours to be spent in completing paperwork and documentation.

#### **b. Church School Report – Rachel Adcock**

Rachel indicated that there have been two significant changes to the Church School this year. Because we have fewer students this year than in previous years (our current enrollment is 34), we have moved from four classes to three, giving between 10 and 12 students in each class. The second change is the introduction of the Godly Play curriculum in the first grade class.

She noted that the Church School is planning to offer the second annual "Children's Walk through Holy Week", also known as "Palm Saturday".

Rachel challenged the congregation to think about ways in which the children can become more involved in church ministries and become integrated into the actual activities of Christ Church. She pointed out that the children have successfully helped with "Aid for Friends".

Rachel thanked all those who are helping in the Church School: Marianne Spiotta, Marie Quinn, Sandy McKeown, Cindy Young, Jim McKeown, Beth Moore, Karen Mason, Paige Loper, Mike Gay, Ann Haslanger and Geoff Young.

#### **c. LOGOS Report – Judi Seeney**

Judi pointed out that there are 35 youths enrolled in LOGOS this year. Only two will be graduating in June, and there will be more youths, currently in fifth grade, who will be joining the group next year.

Last spring, the LOGOS group held their second Youth-led service. All parts of the service, including the sermon were chosen, designed, or written by the youth.

This year, LOGOS highlighted service. LOGOS supported an Animal Rescue organization, planted Easter flower bulbs around the church and rectory, cleaned the Sanctuary and held a bake sale to raise funds. They also took a trip to QVC Studios and a few participated in the Nightwatch program in Philadelphia at the Cathedral.

The group spent the Martin Luther King Day of Service making brownies, writing letters to deployed military personnel and their families, and supporting our local Philadelphia USO. The group is currently exploring how to become involved in Chester Ministries' rebuilding projects. They are looking forward to the LOGOS' annual Lock In, another youth-led service and an "end of school" picnic.

Judi pointed out that the LOGOS program consists of: Bible Study led by Dave and Mary Ann Klassen; Crafts, Games and Events led by Judi and Milt Seeney and Laurie Weber; Worship Skills led by Frank Mathews, assisted by Sean Seeney; and Lunch prepared by Janet Riddle, Dan Weber, and Leslie Bullitt.

Judi extended thanks to the youth, parents and members of the congregation for their continued support of this ministry. She noted that Laurie Weber will be heading the LOGOS Youth Ministry for next year. Judi will remain to help out wherever she can.

**d. Membership Report – Terry Snyder**

Terry noted that we welcomed 20 new members to our parish family last year. Terry thanked Jan Ross for organizing the Newcomer's Reception which was held on December 5<sup>th</sup>.

She also thanked Hope Giamboy for providing lists of new residents in the area. 125 welcome letters were sent to these new residents, inviting them to join us in worship at Christ Church.

Terry encouraged the congregation to extend a welcome to people who are new and to reach out and invite them, and the children of our parish, to join and participate in our various ministries and activities.

Terry noted that Holly Cunningham will become Chairman of the Membership Committee next year.

**e. Stewardship Report – Leslie Bullitt**

Leslie thanked everyone on the committee for their participation in the 2010 Stewardship Campaign. The committee was composed of the following members: Father Adam Kradel, Leslie Bullitt, Faith Elcock, Jack McCullough, Rosemary Bilbrough, Greg Miller, Mary Ellen Maatman, and Jeff Kitson.

The Stewardship campaign began in the spring of 2010 when several members conducted a "Gifts and Talents" session in the Adult Forum. In the fall, letters and pledge cards were mailed to all Church members. A sermon, written by Jack McCullough, entitled "Giving from the Heart" was delivered in October. A Spaghetti /Pasta Dinner sponsored by the Stewardship Committee took place on November 6<sup>th</sup> at which time parishioners were encouraged to turn in their pledge cards on November 7<sup>th</sup>.

Leslie reported that we have received 113 total pledging units with \$258,218 pledged. The number of pledges has increased from last year but the dollar amount is lower and will not cover the Church's operating expenses.

Leslie asked that if you have not yet pledged, or if you can consider increasing your pledge, to please do so by contacting Rita in the Church office.

**f. Communications – Judy Fitzgerald.**

Judy thanked the members of the communications committee: Laura Hanson, Andy Kirk, Lynn Kelley, and Vincent Jouenne. She also thanked Rita Caserta, our Parish Administrator, for her assistance.

Judy noted the various changes and articles that were included in the Church Chronicle and Bulletins.

In October, Judy contacted the Borough of Media requesting that Christ Church be included in their website "walking tour". Media Borough will be contacting Father Adam regarding this request.

Advertisements (paid) and Press Releases (free) about Holy Week and Christmas Services were published in the Daily Times, Town Talk and the County Press. Other Press Releases concerning the Lenten Series, the Christmas Pageant /Pot Luck Supper and Wednesday Bible Study were announced in the Daily Times.

In June, Banners were purchased to draw attention to the Christ Church Preschool fall registration, Christmas Eve/Day Services and Holy Week (2011) services.

Judy stated that our website has been posting the weekly bulletin and the Chronicle monthly calendars. She thanked Laura Hansen, Lynn Kelley and Vincent Jouenne for their assistance with website maintenance and noted that the website is a growing opportunity to get word out about what is happening here at Christ Church.

A new Parish Directory will be go into publication at the end of March, with updated parish family and individual photos from the December 5<sup>th</sup> "newcomers' reception. Judy thanked Andy Kirk for his photography and Lynn Kelley for her work on the Parish Directories.

**g. Endowment Report**

There was no endowment report.

**VI. OTHER**

Janet Miller asked if there was any other business or if anyone had any questions. There were none.

**V. FINAL BLESSING AND ADJOURNMENT**

Father Adam concluded the Annual Meeting with a prayer.  
The meeting was adjourned at 11:38 AM.

The congregation adjourned to lunch in St. Mary's Hall.

Faithfully and Respectfully Submitted,

Ruth LeSturgeon