

St. Stephen's Episcopal Church

Vestry Meeting

October 11, 2011

The Vestry of St. Stephen's met on Tuesday, October 11, 2011. Those present were the following: Becky Boyers, Mary Anne Burke, Hank Chambers, Keith Dull, Bill Goodwin, Mark Krudys, Andy Luke, Alice Meadows, Benita Miller, David Shuford, Betsy Tyson, Karen Wise, Robert Allen – Treasurer, and Bill Mears – Assistant Treasurer.

Staff attending: Gary Jones, David Anderson, Matt Johnson, Janet Allen, Sarah Bartenstein, and Deb Lawrence

Also present: L.H. Ginn and Wesley Wright

Gary Jones, Rector, called the meeting to order. Bill Goodwin gave the opening prayer.

The minutes of the September 8, 2011 meeting were approved.

Next Steps for the Capital Campaign - Keith Dull

Carol Dickinson and Lowndes Burke were unable to attend the Vestry Meeting; however they submitted the following report:

Our responsibility was to meet with Bill Goodwin and Duncan Owen to formulate a plan for hiring an owner's representative who could coordinate our building projects. Here is a summary of our meeting:

Carol, Lowndes, LH Ginn, Bill, and Duncan met on September 29th. We discussed the key attributes of an owner's representative, such as a seasoned contractor who has experience working with large HVAC systems. After some discussion we agreed that at this time we would prefer to go forward without hiring an owner's representative, and instead we would focus our attention to adding people to our building committee who have construction management, design or engineering experience to help oversee the building projects. We feel that the scale and complexity of the projects is simplified by the Vestry's decision to exclude the chancel and baptismal font projects from this campaign. Therefore, we believe our committee can work with the architect and the general contractor to accomplish our goals.

We also will ensure that we have specific parishioners involved on the committee who are passionate about certain aspects of the projects, such as "green" aspects, accessibility and the gardens. And we recognize that we still need to sort through questions about the gardens, the

extent of work to the sacristy and the organ, and “green” versus “economy”. We also need to develop a plan for communicating all of the alternatives that are being explored and the decisions that we make.

We hope for our next report we will have filled in the committee members that we need to move forward.

Respectfully submitted,

Lowndes and Carol

Keith noted that he had spoken with Carol earlier in the day and she said that she and Lowndes were working on filling the committees with parishioners with expertise in the areas discussed as well as with parishioners with an interest in a particular project/aspect.

Bill Goodwin said the proposed committee structure was good and inclusive. He also noted that there was no need to rush, it is more important to take the time to do this correctly.

LH Ginn reported that the architect and contractor are aware that we are scaling the projects back. LH has just begun to review the initial numbers. He noted that reductions will be necessary. The HVAC was significantly higher than what was originally proposed as the scope of the project increased significantly – the original plan was to replace the air conditioning in the Nave only however, we now need to replace the chiller, the system controls, etc.

Other questions that LH noted his committee will continue to address include how best to renovate the current sacristy; how to access the lower level of the Church (not just a ladder); how to provide handicap access throughout the Church facilities; and explore possible changes to the Memorial Garden that would allow the current space to be utilized for the next five years.

LH’s committee and the contractor will be meeting and going through the proposed costs item by item.

Standing Committee Reports

A. Finance Committee – Robert Allen

Robert noted a change on the Revenue and Expense Report – under Pledges and Gifts, Current Year Pledge Payments and Current Year Pledges from Bequests are separate line items in 2011 whereas in 2010, these figures were combined in Current Year Pledge Payments. Overall, the Church is slightly behind where we were at this time last year.

The Treasurer reported that at the request of the Executive Committee, Bill

Mears, Assistant Treasurer, had reviewed and analyzed the property and casualty, liability, and workers' compensation insurance currently in force for St. Stephen's Church. After the evaluation, the Treasurer, Assistant Treasurer, and Steve Simon, facilities manager, met with a representative of The Church Insurance Company of Vermont on October 6, 2011 to review and discuss their proposal for the church.

On behalf of the Executive Committee, the Treasurer presented a motion to move our property and casualty, liability, and workers' compensation insurance to The Church Insurance Company of Vermont in accordance with their proposal, effective with the renewal date for our current coverage in November, 2011. The motion passed without dissent.

It was noted that The Church Insurance Company of Vermont only insures Episcopal Churches and St. Stephen's will be getting better coverage at a lower cost.

Endowment Fund Report – Becky Boyers

Becky presented the following report to the Vestry:

I have three topics to cover:

1. Payout for 2012
2. Review of the Diocesan Funds' performance
3. Development of an Endowment Fund Brochure and planned activities

First, I am happy to report the decision of the Endowment Fund (EF) Board of Trustees to increase the annual payout from 4% to 4.25% in 2012. In determining the amount available for distribution, the EF is to be guided by market conditions and the distribution policies of the Trustees of the Funds for the Diocese, which is currently 4.75%. We considered this payout policy, the volatility of investments, and the fact that the Diocese is reviewing its policy for a potential change in the spring. After thoughtful and extensive discussion, we decided to increase to 4.25% and reiterated our desire and openness to support the Church's requests and needs.

Secondly, at the Trustees' request, John Sherman and Keith Dull reviewed the investments of the Diocese Funds and reported that "the Diocese has performed very well with a disciplined structure." Based on the conservative nature of the portfolio, the experience of the portfolio managers, and fees, no change is recommended.

Lastly, in progress is a professional, educational, and touching brochure inviting gifts to the EF. Janet Allen presented a prototype to the Trustees, building on the work of Lee Camp, Chairman of the Trustees, and we were awed by its quality. We also discussed several activities and workshops to educate givers. The Trustees are very much looking forward to working with the Church collaboratively to grow our EF. Our appreciation goes to Janet, Sarah, and Gary for their insights and efforts.

Post-meeting addition:

As reported in The Loop, “At the September board meeting, the St. Stephen's Endowment Fund Board of Trustees voted to rejoin the Consortium of Endowed Episcopal Parishes. Membership makes the resources that CEEP offers available to the members of St. Stephen's including regional events and the annual conference. The conferences offer dynamic theologians and speakers working in the church and the world today, as well as exceptional workshops on topics important to our church's ministries and growth.”

B. Buildings and Grounds – David Shuford

The Buildings and Grounds Committee has identified projects that need to be addressed either through operating funds (2012 budget) or rolled into the projects included in the capital campaign. Some of the projects have been considered before but have been postponed for various reasons. The projects include a new furnace, the HVAC systems, lighting, audio visual upgrades in the Church and Palmer Hall, a generator, floor work in Parish Hall, roof work, plaster repair, a coat rack in the Church, and exterior signage. David will meet with LH Ginn to discuss the proposed projects to determine which might possibly fit in with the Capital Campaign projects.

Bob Livy, a longtime parishioner who died last spring left his home on Cary Street and a cash bequest to St. Stephen's. The Executive Committee recommended that the B&G Committee explore selling the house. Recognizing the large number of

parishioners who are realtors, the B&G Committee identified twelve realtors who work in the area of the Livy property. The list was reduced to five and David contacted them by email asking for their thoughts on the best way to sell the property. A wide range of thoughts and opinions were proposed. Given this, David and Keith will discuss the options and determine the best approach to move forward.

C. Outreach – David Anderson

At the September Vestry Meeting, David shared a proposal (attached) with the group which recommended that St. Stephen's serve as a local partner with the Red Cross and offer its facilities as a disaster/emergency site. A motion was made, seconded, and unanimously approved.

Project Team Reports

A. Report of the Parish Discernment Committee for Gene LeCouteur – Karen Wise

Karen commented what on a wonderful process Gene's discernment has been for her. She was impressed by Gene's depth of convictions and spirituality. The process went well and the Parish Discernment Committee recommended Gene for the next step – meeting with the Diocese Committee on Priesthood which will take place in February. Karen asked that the members of the Vestry consider signing the "Vestry Letter of Support for the Candidacy of Gene LeCouteur" which will be sent to the Diocese office. Gary explained that if all goes well, the Committee meeting in February will recommend Gene to the Bishop. If that happens, a decision will then be made determining what future education Gene would need, noting that he does have a Masters in Divinity from Union Theological Seminary.

Senior Warden's Report – Keith Dull

A. Livy House – Discussed under Buildings & Grounds

B. Stewardship

A group of Parishioners has been organized to discuss how stewardship within the Parish can be further enhanced and as well as ways to build on this year's campaign.

C. Next Steps for the Capital Campaign – Discussed at the beginning of the meeting

D. Annual Giving Campaign

As of October 10, 2011, 207 pledges had been received totaling \$680,137. Of those, 71 are increases. (See attached report.) Keith reminded the Vestry that they are the Church leaders and he encouraged all to make their pledge prior to October 23.

E. Nominating Committee

The Vestry Nominating Committee will be chaired by Douglas Wallace. There will be twelve parishioners on the committee including Douglas and the six retiring Vestry members. The Executive Committee recommended that the remaining five spots be filled by Donnan O'Keefe, Gordon Wallace, Jr., Pic Hester, Mary Brydon, and Thomas Parrish. The motion was made to approve these names, seconded, and passed unanimously.

F. St. George Award

Keith received a letter from Andrew Nea (Boy Scout Troop 400) requesting St. Stephen's endorsement of William H. Parrish IV (Billy) for the St. George Award – an Episcopal award for work with youth. It was noted that the Vestry earlier endorsed another parishioner for the same award. Keith said he would determine if these endorsements would be in conflict with one another and if not, we will give the Vestry's support.

The Rector's Report – Gary Jones

Gary noted that we currently have six individuals in the ordination process – Gene LeCouteur, Judy Davis, Dorothy White, Bob Dibble, Emily Cobb, and Steve Cobb.

Prior to the Vestry Meeting, the following was sent to all Vestry members:

Church Staffing for 2011-2012

A number of vestry people and parishioners have expressed continuing concern about the sparseness of our staff, particularly in the areas of clergy, music and youth. Over the past year, we have pared back church staffing in several areas, including music, communications, administration, and clergy. This has resulted in savings to the budget and has helped us to clarify the absolute minimum staffing needed to run St. Stephen's effectively.

Youth: We replaced our youth director, Whitney Bender, with a young ordained person, Matt Johnson, anticipating that he would help us cultivate a ministry among young adults in their 20's and 30's. We also anticipated that Matt would be our primary ordained presence in Palmer Hall and would be able to share in the many liturgical and pastoral care duties of our clergy. However, Whitney Bender had a full-time job without the ministry to young adults and the clergy responsibilities, so we have said from the beginning that hiring Matt would necessitate a youth intern.

Music: When our music assistant, Michael Simpson, left, we did not replace him, and we are now dramatically overburdening Dan Moriarty, to the point of significantly reducing his effectiveness and damaging our music program. The volume of funerals, weddings, and other services, combined with the communications and administration of our complex music program for all ages, require that we have an assistant, even if this is a person right out of music school who can assist with musical accompaniment, conducting, and the array of needs in that department.

Clergy: The demands on our clergy staff have led to a pattern of life that is unsustainable. With a large number of aging parishioners, a significant number of acute pastoral issues, a growing congregation, and the regular demands of a large and complex parish like St. Stephen's, there has been a general recognition that we need at least one more experienced clergy person to remain effective and to prevent clergy burnout.

Proposals

1. Hire a youth ministry intern to work with Matt Johnson, allowing us to keep the youth ministry strong and to free Matt to work with our growing young adult population and to assist as he is able with other clergy responsibilities. The salary for this position would be \$25,000/year, the same compensation we gave our first three youth interns: Bill, Whitney, and Abigail.
2. Hire a music assistant at the minimum salary recommended by the American Guild of Organists (a little more than half of what we paid our previous assistant). This will likely be a person right out of music school.
3. Hire an experienced parish priest. For the last six months, we have solicited applications from clergy with 5 or more years of parish ministry experience. We have a couple of applicants who look good, and one applicant who is simply stellar, a priest about whom David, Weezie and Gary are all very enthusiastic.

All three of these proposals could be accomplished while still remaining within the 2011 budget. However, hiring the priest whom we think would be the very best for this parish will represent an additional burden for the 2012 budget. The Executive Committee agreed on October 4 that we needed to move forward with numbers 1 and 2 above right away. The vestry will have a chance

to discuss possible next steps regarding the hiring of a clergy person at its meeting on October 11.

In the discussion that followed, it was moved that the Executive Committee select a group to explore the financial options available for hiring an additional clergy and report back to the Vestry at the November 15, 2011 meeting. The motion was seconded and approved.

David Anderson shared the attached informational document on a staged approach to further support certain aspects of the Wellness Ministry of St. Stephen's. Discussion will occur at a future Vestry Meeting.

There being no further business, the meeting was closed with a prayer from Mary Anne Burke.

**St. Stephen's Episcopal Church
 2011/2012 Pledge Comparison
 As of 10.11.11**

	Count	2011 Pledges	2012 Pledges	Difference
Decrease	20	\$31,185	\$20,990	-\$10,195
Increase	71	\$291,102	\$334,049	\$42,947
New	13	\$0	\$14,490	\$14,490
Returning	4	\$0	\$1,850	\$1,850
No Change	99	\$308,758	\$308,758	\$0
Total:	207	\$631,045	\$680,137	\$49,092

**St. Stephen's Episcopal Church
Summary R & E Report as of September 30, 2011
Operating Fund:**

	MTD Actual (This Year)	MTD Actual (Last Year)	YTD Actual (This Year)	YTD Actual (Last Year)	Budget Approved 3/18/11 (This Year)	YTD Budget	Forecast (Budget Updated June, 2011)	YTD Forecast (Budget Updated June, 2011)
Revenues								
Pledges and Gifts								
Current Year Pledge Pmts.	\$136,820	\$120,820	\$1,187,040	\$1,207,535	\$1,859,406	\$1,394,555	\$1,836,700	\$1,377,525
Current Year Pledges from Requests	\$15,214	\$0	\$45,642	\$0	\$60,856	\$45,642	\$60,856	\$45,642
Prepaid Pledges	\$0	\$0	\$288,119	\$313,673	\$288,119	\$216,089	\$288,119	\$216,089
Close the Gap Fund	\$0	\$810	\$0	\$48,443	\$0	\$0	\$0	\$0
Total Pledges and Gifts	\$152,034	\$121,630	\$1,520,801	\$1,569,651	\$2,208,381	\$1,656,286	\$2,185,675	\$1,639,256
Other Unrestricted Gifts								
Prior Year Pledge Pmts.	\$0	\$0	\$21,269	\$44,267	\$23,244	\$17,433	\$23,244	\$17,433
Extra Gifts	\$14,090	\$13,421	\$79,974	\$93,450	\$152,000	\$114,000	\$152,000	\$114,000
Total Other Unrestricted Gifts	\$14,090	\$13,421	\$101,244	\$137,718	\$175,244	\$131,433	\$175,244	\$131,433
Total Cash Offerings	\$4,652	\$3,485	\$30,120	\$34,513	\$51,000	\$38,250	\$51,000	\$38,250
Total Pledges, Gifts, & Cash Offerings	\$170,776	\$138,536	\$1,652,165	\$1,741,881	\$2,434,625	\$1,825,969	\$2,411,919	\$1,808,939
Total Other Income	\$22,484	\$6,968	\$121,993	\$120,878	\$192,828	\$144,621	\$178,100	\$133,575
Total Revenues	\$193,260	\$145,504	\$1,774,158	\$1,862,759	\$2,627,453	\$1,970,590	\$2,590,019	\$1,942,514

Expenses								
Outreach								
Diocesan/Seminary/Monastic Giving	\$17,312	\$18,092	\$155,811	\$162,825	\$207,748	\$155,811	\$207,748	\$155,811
Grants to In-House Programs	\$0	\$0	\$15,791	\$702	\$17,550	\$13,163	\$17,550	\$13,163
Grants to Ministries Outside Parish	\$0	\$2,266	\$66,450	\$60,895	\$107,200	\$80,400	\$107,200	\$80,400
Total Outreach	\$17,312	\$20,358	\$238,052	\$224,423	\$332,498	\$249,374	\$332,498	\$249,374
Staff								
Total Clergy Staff Expenses	\$44,145	\$32,948	\$353,678	\$404,869	\$450,200	\$337,650	\$475,979	\$356,984
Total Lay Staff Expenses	\$70,994	\$90,968	\$820,018	\$837,935	\$1,130,845	\$848,134	\$1,109,377	\$832,033
Total Staff	\$115,138	\$123,916	\$1,173,696	\$1,242,804	\$1,581,045	\$1,185,784	\$1,585,356	\$1,189,017
Music & Worship	\$4,794	\$4,979	\$53,091	\$58,564	\$79,950	\$59,963	\$79,950	\$59,963
Christian Ed & Formation	\$4,912	\$1,062	\$39,403	\$32,354	\$74,350	\$55,763	\$74,350	\$55,763
Parish Life & Fellowship	\$889	\$1,279	\$20,061	\$20,828	\$29,500	\$22,125	\$28,500	\$21,375
Administration	\$5,057	\$14,438	\$55,300	\$73,343	\$85,245	\$63,934	\$80,500	\$60,375
Communications	\$2,077	\$933	\$21,714	\$22,851	\$33,250	\$24,938	\$32,250	\$24,188
Buildings & Grounds	\$22,610	\$29,181	\$298,286	\$299,500	\$411,615	\$308,711	\$376,615	\$282,461
Total Expenses	\$172,790	\$196,146	\$1,899,603	\$1,974,666	\$2,627,453	\$1,970,590	\$2,590,019	\$1,942,514
Total Rev Over (Under) Exp:	\$20,470	(\$50,642)	(\$125,445)	(\$111,908)	\$0	\$0	\$0	\$0

Operating Fund Bank Balance as of 9/30/2011: \$58,273
 Operating Fund LOC Balance as of 9/30/2011: \$150,000

St. Stephen's Episcopal Church
Balance Sheet - September, 2011
Operating Fund:

Assets		
Cash		
10-002 - Petty Cash Account	\$200	
10-004 - Sun Trust - Operating Account	\$58,273	
Total Cash		\$58,473
Accounts Receivable		
12-001 - Advance - Preschool PY	(\$8,165)	
12-024 - Advance to CIR	\$2,652	
12-025 - Advance to ECBF	\$234	
12-301 - Miscellaneous Receivables	\$4,246	
16-001 - Due (To)From SS Market Fund	\$1,936	
17-004 - Due To/From Centennial Fund	\$200	
Total Accounts Receivable		\$1,104
Property		
13-300 - Buildings	\$6,143,688	
13-301 - Furniture & Fixtures	\$174,679	
13-302 - Playground	\$32,265	
13-303 - Kitchen Equipment	\$96,872	
13-304 - Autos	\$42,591	
13-305 - Computer Hardware	\$51,925	
13-307 - Computer Software	\$2,076	
13-308 - Reserve Depr - Bldgs/Equip	(\$2,109,756)	
13-309 - Reserve Depr - Auto	(\$42,591)	
Total Property		\$4,391,748
Notes Receivable		
12-010 - Advance/Employee	\$250	
Total Notes Receivable		\$250
Total Assets		\$4,451,575

Liabilities, Fund Principal, & Restricted Funds		
Liabilities		
Current Liabilities		
21-001 - Deferred Income	\$18,914	
21-017 - Security Deposit Held	\$2,775	
21-025 - Advance - Operating LOC	\$150,000	
Total Current Liabilities		\$171,689
Payroll Taxes Payable		
21-100 - FICA Withheld	\$21	
21-101 - Medicare Withheld	\$5	
21-200 - Federal Withholding	\$130	
21-300 - State Withholding	\$21	
Total Payroll Taxes Payable		\$178
Equity Balances		
22-001 - GENERAL OPERATING FUND	\$4,313,541	
Total Equity Balances		\$4,313,541
Total Liabilities		\$4,485,407
Excess Cash Received	(\$125,445)	
Total Fund Principal and Excess Cash Received		(\$125,445)
Restricted Funds		
Total Temporarily Restricted	\$91,612	
Total Restricted Funds		\$91,612
Total Liabilities, Fund Principal, & Restricted Funds		\$4,451,575

St Stephen's Episcopal Church
 Summary R & E Report as of September 30, 2011
 Centennial Capital Fund:

	2010 Actual	2011 Actual	Total
Revenues			
Centennial Fund Revenue			
47-000 - Centennial Fund Pledge Income	\$0	\$509,421	\$509,421
47-002 - Interest Income	\$0	\$2,087	\$2,087
47-003 - Centennial Celebration Income	\$59,533	\$46,625	\$106,158
Total Centennial Fund Revenue	\$59,533	\$558,133	\$617,666
Expenses			
Centennial Fund Consultant Expense			
57-000 - Centennial Fund Consultant (ECF)	\$3,260	\$16,907	\$20,167
57-001 - Centennial Fund Consultant (SS)	\$35,535	\$50,436	\$85,971
57-002 - Centennial Fund Supplies	\$361	\$261	\$622
57-003 - Centennial Fund Equipment	\$0	\$2,626	\$2,626
Total Centennial Fund Consult Expense	\$39,156	\$70,230	\$109,386
Centennial Fund Celebration Expense			
57-004 - Speaker/Preacher Series	\$27,801	\$47,715	\$75,516
57-006 - Worship/Music Events	\$50,325	\$30,937	\$81,262
57-007 - Other Centennial Events	\$16,028	\$4,159	\$20,187
Total Centennial Fund Celebration Expense	\$94,154	\$82,811	\$176,965
Centennial Fund Church Bldg Expense			
57-008 - Architect Fees	\$40,566	\$121,855	\$162,421
Total Centennial Fund Church Bldg Expense	\$40,566	\$121,855	\$162,421
Centennial Fund Church Grounds Expense			
57-008 - Architect Fees	\$5,000	\$0	\$5,000
Total Centennial Fund Church Grounds Expense	\$5,000	\$0	\$5,000
Centennial Fund Admin Expense			
57-015 - Stock Fees/Commissions	\$0	\$5,186	\$5,186
57-016 - SunTrust LOC & Bank Fees	\$0	\$648	\$648
Total Centennial Fund Admin Expense	\$0	\$5,835	\$5,835
Total Expenses	\$178,876	\$280,730	\$459,606
Total Revenue over (Under) Expenses	(\$119,343)	\$277,403	\$158,060

**St. Stephen's Episcopal Church
Balance Sheet - September, 2011
Reserve Fund**

Assets		
Cash		
SunTrust Reserve Fund Account	\$49,227	
B of A Pension Account	\$7,465	
Total Cash		\$56,693
Investments		
Investments - TOTF (Diocese)	\$649,702 *	
Total Investments		\$649,702
Total Assets		\$706,395

Liabilities, Fund Principal, & Restricted Funds		
Liabilities		
Equity Balances		
Reserve Fund	\$729,524	
Total Equity Balances		\$729,524
Total Liabilities		
Excess Cash Received	(\$23,129)	
Total Fund Principal and Excess Cash Received		(\$23,129)
Total Liabilities, Fund Principal, & Restricted Funds		\$706,395

* As of August 31, 2011

St. Stephen's Episcopal Church
Summary R & E Report as of September 30, 2011
Reserve Fund:

YTD As of
September, 2011

Revenues	
Investment Income	\$0
Total Revenues	\$0

Expenses	
Reimbursement to Operating - Admin Exp	\$11,250
Reimbursement to Operating - Chiller Exp	\$9,818
Retired Lay Employees Pension Payments	\$14,765
Unrealized Loss (Gain)	(\$12,704)
Total Expenses	\$23,129
Total Rev Over (Under) Exp:	(\$23,129)

St. Stephen's as an Emergency Shelter for the Red Cross of Richmond

The Outreach Committee has explored the parish becoming equipped to respond to local emergency scenarios and disaster relief efforts that are spearheaded by the Red Cross of Richmond. A team of 15 parishioners has completed training and become certified as assisting personnel at a local emergency shelter. In addition, the parish has been visited by a shelter site evaluator, to survey the appropriateness of the use of this facility as a shelter site in the event of a local emergency. St. Stephen's meets all the criteria of the Red Cross site evaluation. The Red Cross would like us to become a designated shelter facility.

This memo is to inform the Executive Committee of these developments. To proceed further with the Red Cross, and actually be approved as a shelter site on file in their office for use in the case of emergency, authorization beyond the Outreach Committee would be needed. We put this before you for such consideration.

Respectfully submitted,

Lynn Ivey, Chair of the Outreach Committee

David T. Anderson, Vicar

Addendum to Proposal for St. Stephen's designation as an Emergency Shelter for the Red Cross of Richmond

September 8, 2011

Issues raised as St. Stephen's leadership has reviewed the agreement proposal:

1. No pages missing; the first page is not numbered.
2. The Diocese agent's concern about the Shelter being close to the St. Stephen's Pre-School. At the time of the Shelter being open, the Red Cross mans the property with an on-site policeman. Any person troubling the site area is removed.
3. An attorney's concern about the Red Cross specifying what parts of the building it would utilize: the areas involved are the large fellowship hall, the kitchen, and the scout room downstairs with access to the shower. Any space made available is done so each time with permission of St. Stephen's Church.
4. St. Stephen's always has the power to say "No" at any given request.
5. There is no permanent storage of any kind at St. Stephen's.
6. All utilization is temporary, and is only during a period of disaster emergency.
7. Parking of vehicles: we tell them at any given time whether or not we will allow, or how many we will allow, Red Cross related vehicles in our parking lot.
8. There are no charges, no fees St. Stephen's will charge the Red Cross.
9. Out-of-pocket costs, including utilities, for the Red Cross being here will be re-imbursed to St. Stephen's by the Red Cross (water, gas, electricity, and waste disposal)

**American Red Cross
Facility Use Agreement**

Facility Name: St. Stephen's Episcopal Church

Parties and Premises

Owner:

Legal name: St. Stephen's Episcopal Church

24-Hour Point of Contact:

Name and title: Steve Simon, Facilities Manager

Work phone: (804) 288-2867 ext 321 Cell phone/pager: (917)215-4136

Address for Legal Notices:

6000 Grove Avenue, Richmond, VA 23226

Red Cross:

Legal name: The American National Red Cross, a corporation under the laws of the United States

24-Hour Point of Contact:

Name and title: Paul Hundley, Director of Disaster Services

Work phone: (804) 780-2271 Cell phone/pager: _____

Address for Legal Notices:

420 East Cary Street, Richmond, VA 23218-0655 or PO Box 655, Richmond, Va 23218-655

with copies to:

The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006

and

The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Building Address:

6000 Grove Avenue, Richmond, VA 23226

Description of Premises:

St. Stephen's Episcopal Church has a parish hall next to the church which has facilities to accommodate a shelter. The church Survey is on record with the Greater Richmond Chapter of the American Red Cross.

Terms and Conditions

1. Use of Premises. Owner agrees to allow the Red Cross to use and occupy, on a temporary basis, the Premises described above (the "Premises") in the Building identified above (the "Building") to conduct emergency, disaster-related activities. The Premises may be used for any of the following purposes (both parties must initial all that apply):

	Owner initials	Red Cross initials
Operations center	_____	_____
Client service center	_____	_____
Volunteer intake center	_____	_____
Storage of supplies	_____	_____
Parking of vehicles	_____	_____

No sheltering or lodging of clients or disaster victims is permitted, except as the parties may agree in a separate written agreement. As noted on survey of June 2011

2. Term. The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

3. Fee. Both parties must initial the applicable statement below:

- a. Owner agrees not to charge any fee in recognition of the services provided by the Red Cross to the community. Owner initials: _____ Red Cross initials: _____
- b. Red Cross agrees to pay \$_____ per day/week/month (circle one) for the right to use and occupy the Premises. Owner initials: _____ Red Cross initials: _____

4. Conduct of the Red Cross. Red Cross agrees to keep the Premises in good condition and promptly repair all damage to the Premises or the Building resulting from the operations of the Red Cross or reimburse Owner for the costs of repairing such damage in accordance with paragraph 6 below. The Red Cross agrees not to disrupt, adversely affect or interfere with other occupants of the Building.

5. Condition of Premises and Building. Owner makes no warranty or representation about the Premises or the Building. The Red Cross accepts the same "AS IS." Owner is under no obligation to prepare or repair the Premises or the Building for the Red Cross. The parties will jointly conduct a pre-occupancy survey of the Premises before it is turned over to the Red Cross. They will use the Facility/Shelter Opening/Closing Form, to record any existing damage or conditions. The Red Cross will exercise reasonable care while using the Premises and will make no modifications to the Premises without the Owner's express written approval.

6. Reimbursement. The Red Cross will reimburse the Owner for the following:

- a. *Damage to the Premises or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for damage will be based on replacement at actual cash value. The Red Cross will select from among bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.
- b. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices.

7. Insurance. The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction in which the premises are located and \$1,000,000 in Employers' Liability.

8. Indemnification. Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

9. Owner's Right to Revoke for Cause. Upon reasonable prior written notice to the Red Cross, Owner may revoke the permission represented by this Agreement if Red Cross (a) fails to pay any fee or payment required hereunder or (b) breaches any other obligation hereunder and such breach continues after written notice from Owner describing same. If the permission license is so revoked, Red Cross shall vacate the Premises in a neat and orderly manner. Owner shall have all rights and remedies available to it under applicable law.

10. Casualty or Condemnation Affecting Premises. Notwithstanding anything in this Agreement to the contrary, in the event that damage or casualty to all or a part of the Premises, this Agreement shall terminate and Red Cross shall have no right to restoration of the Premises or to receive any compensation whatsoever.

11. Legal Notice. Notice shall be deemed to have been duly given three (3) business days after having been mailed by certified or registered mail, return receipt requested, to the party's address for Legal Notice set forth at the beginning of the Agreement, or upon receipt if delivered by hand or recognized overnight delivery service. Either party may change its address for the purpose of Legal Notice hereunder by providing the other party with notice of the new address.

12. Governing Law and Binding Effect. This Agreement shall be governed by and construed under the laws of the state in which the Building is located. This Agreement shall be binding on the parties and their respective, successors, transferees and assigns.

St. Stephen's Episcopal Church

THE AMERICAN NATIONAL RED CROSS
(legal name)

Owner (legal name)

(legal name)

By (signature)

By (signature)

Name (printed)

Name (printed)

Title

Title

Date

Date

Wellness Ministry at St. Stephen's Church

The wellness ministries of St. Stephen's Church has expanded to include the Farmer's Market, the Food Ministry (both distribution from the parish house and delivery of food in the East End of Richmond), a course on nutrition and healthy eating, centering prayer, mindfulness classes, stress reduction classes, yoga classes, and one can easily include both the Celtic Eucharist and the Compline services as these are prescriptive from Richmond area psychologists and counselors. Experiments with a contemplative worship experience incorporating movement are underway as well.

Specifically in regard to the yoga classes and some of the other classes, we are discussing moving forward to support these efforts by

1. Space Needs

With the intent of growing our wellness program and reaching out to a wider community, we need to create a more welcoming space for our yoga classes. In doing so, we can also provide a multifunctional space for other contemplative worship practices.

The goals for Room 18 on the 2nd floor are as follows:

1st phase

General clean up and decluttering

Remove old computers and electronic equipment

Remove rolls of carpet at side of room

Find a new home for the Christmas pageant costumes

Reorganize prop closet; add extra shelving unit to hold blocks and straps

2nd phase

Take down bulletin boards and old posters from walls

Clean up walls; repaint with existing paint color

Provide a small closed cabinet at back of room for worship supplies that are used in youth class (currently there are bibles on open shelving unit against back wall)

3rd phase

Replace flooring with laminate or other hard surface

Repaint walls in a soothing color – maybe a sage green

Paint symbol on front wall to become focal point – possibilities are a labyrinth or tree

Put up narrow shelf along this same wall to hold a series of votive candles

Purchase new lamps for the room

Place small table at back of room by the door for money box, sign in sheet, etc

Purchase / Build a partition to separate chairs and other furniture when not in use – this partition should not look industrial but should be warm and contribute to the overall meditative feel of the room

2. Publicity

Create a publicity plan and reach out to the congregation, surrounding neighborhoods, schools, and even the wider community. Publicity should include an overview of St. Stephen's wellness ministry with yoga being a part of this ministry. Modes of communication could include:

- Comprehensive email list
- Greater Facebook exposure
- eSpirit updates
- Announcements at church functions
- Farmer's Market email blasts
- Community newsletters
- Post in local businesses
- Brochure

3. Weekend Workshops

Offer quarterly workshops of 2-3 hours in length. These workshops could be offered for free as a way to generate interest in our program and could touch on specific topics such as:

- Prayer and Yoga
- Yoga for pre-teens / teens
- Classes focused on certain postures such as backbends, balancing postures, inversions, etc...
- Meditation
- Yoga for Stress Relief