

St. James Cathedral – Chapter Meeting Minutes
March 10, 2009, 5:30PM
Chicago, IL

Voting Chapter Members Present: John McNeil Anderson, Mary Jo Barton, Phil Debush, T.J. Ferrantella (Sr. Warden), Noah Gartner, The Rev. Larry Green, Paula Harbage, Frank Hicks, Ann Meuse (Jr. Warden), Gary Norcross, The Very Rev. Joy Rogers (Dean), Amy Young. (12 voting members present)

Other Chapter Members Present: George Culver (Asst. Treasurer), Gary Maus (Secretary), Elsa Vaintzettel (Treasurer)

Voting Chapter Members Absent: Bill Cosper, Mary Downie, The Rev. David Stanford, Cathe McEnerney, Duncan Moore (all excused).

Others Present (Staff and Assisting Clergy): Bruce Barber, The Rev. Elaine Caldbeck, Susan Czolgosz

Audience: None.

Opening Comments: T.J. Ferrantella provided introductions of Susan Czolgosz and Anne Meuse. Susan was responsible for the Dean Search. Susan will lead discussions after the business meeting. T.J. also announced that Anne Meuse accepted the Cathedral's offer to become Junior Warden.

NEW BUSINESS

At the request of T. J. Ferrantella an agenda change was accepted by the Chapter. In a motion by Mary Jo Barton and seconded by Paula Harbage, the Chapter authorized cost of living raises for Dean Rogers and Bruce Barber in the amount of 3%, retroactive to January 1st. The amount was included in the 2009 budget but we haven't developed a process for employee reviews so the matter was brought to the Chapter for action instead of being authorized at the Commission level of the Chapter.

CONSENT AGENDA

Motion to accept the Consent Agenda (copy attached) was by The Rev. Larry Green, second by John Anderson, and passed with all in favor except Mary Jo Barton, who abstained from voting.

Motion to act on all items as noted on Consent Agenda was by Paula Harbage, second by Frank Hicks, and with all in favor except Mary Jo Barton, who abstained from voting.

OLD BUSINESS

Pledge Drive – Joy Rogers – Discussed an ongoing pledge update, the plan for stewardship activities to continue through Easter, and the objective of increasing the number of pledging units. Mary Jo Barton noted the need to thank people who pledge and build in a function that recognizes them on a higher level, which Dean Rogers noted she is working on with the Cathedral Community Commission. The goal is to reach \$300,000, as budgeted for pledge income in 2009.

Chicago Consultation – Joy Rogers – Nothing new to report.

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Associate Dean Search – Joy Rogers – Meeting with Richard Kelley, who has a number of resumes with several strong candidates.

Fire Department Inspection following Fire at Holy Name – T. J. Ferrantella – Reported that Henry Leach (Head Sexton) is working on the undercroft requirement for smoke detectors.

Motion to adjourn by Frank Hicks and seconded by Joy Rogers passed unanimously.

Duly recorded and noted into the record.

Sincerely,

[Digital Signature – GJM]

Gary J. Maus
Chapter Secretary

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Chapter Meeting – Tuesday, March 10, 2009

Consent Agenda

The Consent Agenda is used for items that require Chapter's formal approval with little or no in-depth discussion because: 1) the item is of a routine, repetitive nature, or 2) the item is only a matter of information, or 3) the item has been considered carefully by others and recommended to Chapter in such a manner that approval is simply procedural.

Any item that appears on the Consent Agenda and requires greater discussion shall be removed from the Consent Agenda and, instead, placed on the regular Agenda. Therefore, if you have any questions about items on this Consent Agenda, you are urged to contact T. J. Ferrantella for an explanation prior to the meeting. He can be reached on weekdays by calling 219/933-4110, evenings at 312/337-7044, or by email addressed to tj@old-town.us.

From the Bishop:

- None

From the Provost and Staff

- Edmonds Bequest of \$100,000 (documentation attached) – Authorization to execute the resolution required for payment to be made.
- Parochial Report to National Church (copy attached) – Submitted for approval by the Chapter.
- Corporate Resolution to establish Credit Card Account (copy attached) – Confirming resolution authorized at a special meeting conducted during the Chapter Retreat at Church of the Atonement on 2/21/09.
- Certification for Anna Brawley (copy attached) – To authorize Form 8 for parish certification of a “sober, honest, and godly life”, which is required as a condition precedent to Ordination to the Diaconate.

From the Wardens:

- Submission of Key Statistics – Report attached..
- Appointment of Ann Meuse as Jr. Warden for Real Assets – to fill the term vacated by Chris Plotner, who resigned due to changes at his work.
- Resolution to Amend Authorized Signers on all Bank Accounts – Resolution 2009-001 (copy attached).

From the Treasurer, Assistant Treasurer, and/or Finance Commission

- Acceptance of Financial Statements – 1/31/08 Statement enclosed.

From the Secretary:

- Acceptance of Minutes from Prior Meetings – February 10, 2009 Meeting Minutes (copies attached). January 13, 2009 meeting minutes have not been received yet from the former Secretary and they will be submitted for acceptance at a later date.

From Other Chapter Members

- No Items

THE DIOCESE OF CHICAGO



Endorsement of Application for Ordination to the Diaconate

FORM 8 - Return to:

Administrator, Commission on Ordained Ministry
The Episcopal Church Center - 65 East Huron Street - Chicago, IL 60611

To: The Bishop of the Diocese of Chicago

Name of Candidate: Anna Brawley

Congregation Name: St. James Cathedral

Meeting Date: March 10, 2009 Place: Chicago, Illinois

We do certify that, after due inquiry, we are well assured and believe that **Anna Brawley** for the last three years has lived a sober, honest, and godly life, and is loyal to the Doctrine, Discipline, and Worship of this Church, and does not hold anything contrary thereto. And, moreover, we think **Anna Brawley** a person worthy to be admitted to the Sacred Order of Deacons.

Signed [Signature]
Dean of the Cathedral

Vestry of Said Parish/Mission

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

Attestation of the Foregoing Certificate

I hereby certify Anna Brawley is a member of St. James Cathedral Parish in Chicago, Illinois and a confirmed

Adult communicant in good standing; that the foregoing certificate was signed at a meeting of the

Cathedral Chapter at 5:30 p.m. on the 10th day of March 2009 and that the names listed above are those of all (or a two-thirds majority of all) the members of the Cathedral Chapter.

Signed [Signature]
Clerk/Secretary of Chapter

RESOLUTION No. 2009-001

WHEREAS, Chapter of The Cathedral Church of St. James, Chicago (an Illinois not-for-profit corporation) has the legal authority to authorize its officers to open and maintain checking and savings accounts at various banks; and

WHEREAS, it is now necessary to update those persons who are authorized to be signatories on the checking and savings accounts.

NOW, THEREFORE, BE IT RESOLVED, that any and all checking and/or savings accounts for JPMorganChase for general disbursement and investment be modified as noted herein.

BE IT FURTHER RESOLVED, that the following are names of those persons who are authorized signatories for the checking and/or savings accounts on behalf of the Cathedral Church of St. James, Chicago:

T. J. Ferrantella, Warden for Administrative Affairs
Ann Meuse, Warden for Real Assets
Elsa Vaintzettel, Treasurer
George Culver, Assistant Treasurer

BE IT FURTHER RESOLVED, that the following are names of those persons who are authorized signatories for the checking and/or savings accounts on behalf of the Rush Hour Concerts at St. James Cathedral, an Illinois not-for-profit corporation, of which the Cathedral Church of St. James, Chicago is the sole member.

T. J. Ferrantella, Warden for Administrative Affairs
Ann Meuse, Warden for Real Assets
Elsa Vaintzettel, Treasurer
George Culver, Assistant Treasurer
Scott Bruner, Rush Hour Treasurer

BE IT FURTHER RESOLVED, that the following persons heretofore shall be deleted as a signatory:

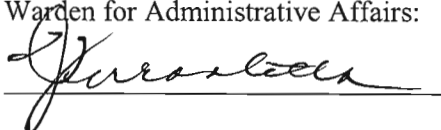
Cecilia Mowatt

BE IT FURTHER RESOLVED, that any funds in excess of \$3,000 drawn on said accounts shall require two authorized signatures.

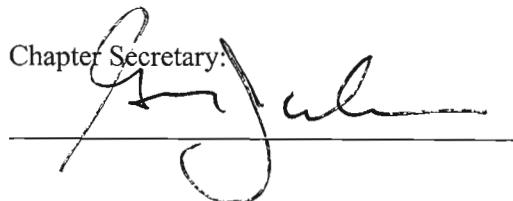
BE IT FURTHER RESOLVED, that the appropriate officers of the Cathedral are directed and empowered to execute and sign all documents necessary to effectuate the purposes of this resolution.

APPROVED BY CATHEDRAL CHAPTER this 10th day of March
in the year of our Lord 2009.

Warden for Administrative Affairs:



Chapter Secretary:



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Notes from the discussion regarding Vision / Goals – led by Susan Czolgosz

- Busier, orderly
- 100 @ 8AM
- 350 @ 10:30AM
- Deliberate programming
- Critical mass to move forward
- More people, keep building relationships with God, spread it to the world.

What are the goals of the church – RJR referred to the mission statement.

Frank Hicks asked a question about what / where should we be going? Longer term vision?

Vision ?

What will prevent the Chapter from achieving the aforementioned goals?

- Micromanagement. Instead, play a different role / over-see operator
- Lack of clear role / responsibilities ...what boundaries are set?
- Setting up separate “goals” / “idolatry of personality” - Remember the primary mission of the church – proclamation of the Gospel.
- Beyond the lens of “who’s here?”
- Anxiety over details (lack thereof)...
- Phil Debush – Lacking of adult faith formation. Need to develop new members.
- Undercroft / children and families joining in droves example...

Of what must you be intentional:

- Set direction
- Leave room for creativity / passion
- Coordination of creativity and direct intentions.
- Learning from best practices... Tracking and documenting practices.
- Understand resources (finance, personnel, etc.) necessary to achieve goals.
- Ways we treat people, and expectations of them
- Changing “what you should do” to “what I can do”
- Educate a wider audience, actions and words.
- Engage people, invite others into the “fold” – Noah Gardner
- Create strong healthy relationships with those who come through our doors.
- System of accountability.
- Ask hard questions.
- Speak up!

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How do we set up for success?

- “clear leadership”
- Advocate for staff
- Make sure we support the people that participate in the Cathedral.
- Build leadership from within.

What are the pushbacks?

- Let the Dean do it.
- Authority / decision making through the system
- Another Sunday service... always an issue.