

St. Anne's Episcopal Church  
Middletown, DE

Special Vestry Meeting  
January 11, 2009

The Reverend Louise Howlett called the meeting to order at 11:55 a.m. and opened with a prayer. The meeting was held in the Rectory Office following the 10:30 a.m. service.

Present: Rev. George Karney, Sr. Warden Charlie Wolf, Jr. Warden Tom Vail, Scott Lawrence, Ellen Jennings, Sally Sutton, Shanna Schuler, Diane Dudderar-Foster, Sue Norfleet, Toni Meadowcroft, Anne Nutter.

Absent: Norene Taylor

Also in Attendance: Rev. Dr. Jo Ann Barker, Rector-elect: Rev. Carl Kunz, Moderator; Ted Nutter, Treasurer; Dan Bennett, Larry Norfleet, Matt Wolinski and Matt George, four prospective Vestry members; Lea Hutchins, FACTS Team Co-Chair; Rachel Mandes, FACTS Team Site Selection Leader; Chris Garrod – FACTS Team Architectural/Design Leader; Ed Masterson, representing FACTS Team Financial Leader Ron Taylor, Kathy Means and Bobby Bolton.

Agenda: The Special Meeting was called for the purpose of a FACTS Committee presentation to Vestry.

Welcome and Introductions:

Diane Dudderar-Foster, Vestry Member and FACTS Team Co-Chair welcomed all, thanked Rev. Dr. Barker for attending, introduced Rev. Kunz and explained the purpose of the meeting as providing information to Vestry to aid them in making informed decisions and to provide further opportunities for guidance to the FACTS Committee. Sr. Warden Charlie Wolf thanked all for attending.

FACTS Overview and History:

Lea Hutchins presented for the committee, beginning with very early work toward development of the Strategic Plan in 2001 from which Vision Force emerged with three phases – survey, small groups, and committee collaboration. These efforts resulted in providing data and information to the Strategic Plan group which met concurrently. The Strategic Plan was formalized by a group of parishioners working with a consultant to determine the path for St. Anne's over the next 5-10 years.

The Strategic Plan has three priorities: Facilities, Organizational Structure, and Ministry and Programs. The Facilities goal led to the formation of the Space Needs Assessment Committee (SNAC) which worked with ministry leaders and architects to determine space requirements for the upcoming 10 years.

SNAC made its final report to the congregation on 6/7/09 noting the need for twice the 10,000 sq. foot space that currently exists to accommodate growth, the limitations to adding to the current town church and the flood plain, waterway and land issues at Old St. Anne's.

In response to the SNAC report, Vestry created the FACTS Committee (Facilities, Architecture & Design, Communications, Town Church and Site) to address issues raised by the 6/7/09 report.

The heads of the various subcommittees of FACTS were called to present subcommittee reports.

FACTS Prayer:

Rev. Kunz offered a brief prayer for guidance and explained his role as moderator and initiated the subcommittee reports.

### Financial Feasibility Presentation:

Ed Masterson, recapped Ron Taylor's report of Dec. 16, 2009 which examined, Stewardship, existing assets of the parish (excluding Old St. Anne's), Loans and Grants available, and Capital Campaigns. Rev. Kunz opened the floor to questions. After a lively discussion of endowments, real property appraisal processes, the role, use of campaign consultants and how to maximize their value to the congregation by basing their compensation on results actually attained the following action item arose:

***ACTION ITEM: Look at and interview three different possible consulting firms for fund raising.***

### Architectural Design Presentation:

Chris Garrod reviewed the team's work toward spiritual guidance on church buildings, what a 'holy space' should be. He outlined the subcommittee's experimentation with different layouts in the Great Hall for 9 AM services. Based on feedback, it appears that the half box/half circle design is favored by the congregation.

The team is collecting names of architectural firms experienced in church design and construction. They expect to do a formal Request for Information (RFI) in several weeks and possibly recommend interviewing up to five different firms.

The importance of site was discussed.

***ACTION ITEM: Since no formal decision has been made to move from the present Town Church location, this is a matter requiring Vestry attention, deliberation and action.***

It was noted that the Vestry will be better informed and able to proceed with the discussion and action regarding possible move since this presentation was specifically planned to provide Vestry with comprehensive information from the various subcommittees. Charlie Wolf noted that it should be the work of the newly appointed Rector and the Vestry which will be elected later this month. Rev. Karney proposed that the parties consider a special meeting of Vestry for that particular purpose.

### Communications Presentation:

Sue Norfleet reviewed the work of the committee and its efforts to keep the congregation informed of the work of the FACTS committee. She circulated the artwork the committee has selected to represent the process and the motto the committee has selected, "With God's help, let us embrace our journey for growth." The group has supported other subcommittees throughout the process to date.

### Town Church Presentation:

Matt George reported on the group's progress toward documenting contents of the town church and inventorying all items for possible use in a new church or for sale. The Rectory has not been inventoried to date. Rev. Kunz noted that a complete inventory of all contents of both the town church and the rectory would be advisable.

### Site Selection Presentation:

Rachel Mandes reported on the group's progress toward completing the charge given them by Vestry to recommend the most feasible site for a potential new church. A progress report was prepared in November, 2008 for Vestry. The committee has sent the report to Bishop Wright, Gary Rowe in the Diocesan Office and St. Anne's School Headmaster Peter Thayer.

The committee reviewed a number of properties and potential sites including the Smith property which is outside Middletown limits, St. Anne's School property which is inside Middletown limits, and looked into seven other acreage parcels that are currently available and listed for purchase. The seven parcels were evaluated for acreage, cost, location, and cost of infrastructure development. None are recommended.

The Smith property, which included a generous donation of 15 acres, was evaluated for location, and infrastructure development costs. This property, since it is outside town limits, would involve significant

expense to bring utilities and infrastructure to the property and timeliness of working with New Castle County is an issue.

The cost to the parish for the land at St. Anne's would be determined by the Bishop Wright, St. Andrews School and St. Anne's School. The committee expects a lease.

It was noted that the Diocese would own the property, including a new church – just as they currently maintain ownership of the existing St. Anne's Church property.

The committee recommends the St. Anne's School site.

There was a lively discussion of need for a chapel at St. Anne's School, the parish need for classrooms and a hall, the comparison of cost for getting infrastructure to land inside and outside town limits. It is noted that the Town of Middletown would forgive the costs of bringing utilities to the site and that the process of developing a parcel inside town limits would be speedier than one involving a parcel in the unincorporated area of New Castle County.

***ACTION ITEM: If Vestry determines to move to a new location, Vestry will need to choose a site.***

***ACTION ITEM: Vestry will need to determine if another committee or the existing committee would be charged to move to the next phase to determine costs, etc.***

The group discussed visibility at the site, noting the challenges that St. Anne's School faces with its building located to the rear of the property as well as reviewing potential conflicts that might arise between the church and the school. Rev. Dr. Barker suggested perhaps a board consisting of St. Andrews, St. Anne's School and St. Anne's Church could be established to deal with such an eventuality.

***ACTION Item: Sr. Warden Charlie Wolf is shaping an agenda to formulate a committee to have dialogue with representatives of St. Andrews and St. Anne's School to discuss visibility and other site issues.***

The reports of the FACTS Committee as well as the action item steps are recommended as priority items for consideration and discussion at a Special Vestry meeting after the Vestry election later this month and the Rector's arrival in February.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

*Anne Nutter*

Anne Nutter, Secretary

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