

# **Annual Meeting**

# AGENDA

January 28, 2018

<b>Call to Order</b>	Elizabeth Marie Melchionna, Rector
<b>Appointment of Parliamentarian</b>	The Rector
<b>Adoption of the Minutes from the 2017 Annual Meeting</b>	The Rector
<b>Vestry Election Results</b>	The Rector
<b>Treasurer's Report</b>	Carrie Fraipont
<b>Senior Warden's Address</b>	David Ross
<b>Looking Forward</b>	The Rector



# REPORT FROM THE **Rector**

Dear Chapel of the Cross Parish Family,

In January 2017, just over a year ago, our parish celebrated a corporate Renewal of Ministry, as those gathered renewed their baptismal vows. Throughout the halls of our church thundered the words of our responses to each question in the baptismal covenant—"I will, with God's help." And indeed we have been living faithfully in response to our baptisms.

All throughout this past year we have looked forward with thankful hearts as we have met changes in our parish and in the world.

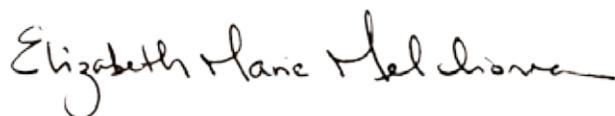
We bid farewell to beloved staff members in Travis Powers, Van Quinn and Victoria Jamieson-Drake. We have bid farewell to beloved parishioners having buried 22 in 2017.

We have experienced new life in welcoming 89 new parishioners through baptism and transfers. We created a new position of Parish Life and Worship Coordinator in which Ellen Cole serves. And we welcomed David Eaton as Interim Director of Music and Organist and Mike Peterson as full-time Family and Youth Minister. We have contributed to the formation of future clerics in receiving Paige Hanks as our seminarian. I am grateful for the generosity of our parishioners in funding our missional initiatives and for the prudence of the staff in being continued good stewards of our resources. We have taken an important step this year on a journey to more stable financial footing.

God's spirit has been stirred up among us—I have heard during the past year how you have been moved to care for one another and to extend that care into the world. You have shown up for worship, formation, fellowship, and service in the community. You have cared for one another at home and at hospital bedsides. You all are journeying with one another in prayer and fellowship, to help us be a place of transformation to make us disciples for Jesus Christ.

One of the things I have most enjoyed is connecting you all to one another—hearing how you think about your life in light of God's story and what that story compels you to do in the world. There is synergy that develops from being connected to another who is looking in the same direction in which you look, living out their baptism and boldly declaring "I will, with God's help." As we accompany one another as disciples we must also ask, who is not yet here among us? Whom will you invite to come and see our parish, who will you welcome to be a companion in the journey?

Faithfully,



Elizabeth Marie Melchionna

## DRAFT MINUTES OF THE

# Annual Meeting

of the Chapel of the Cross  
Sunday, February 26, 2017

### Call to Order

The Annual Meeting of the Chapel of the Cross convened at 10:15 a.m. in the Great Hall. Rector Elizabeth Marie Melchionna presided and offered a prayer to begin the meeting. She expressed thanks to Boykin Bell for providing a formation activity for children so that their parents could attend the Annual Meeting. She also thanked Nick Jaeger for making the meeting possible via live-streaming satellite to parishioners at Carol Woods, Carolina Meadows, and Galloway Ridge retirement communities.

Attached is a copy of the 2017 Annual Meeting Agenda. This includes reports from the Rector, the Sr. Warden, the six commissions of the parish, and the 2017 Narrative Budget, as well as minutes from the 2016 Annual Meeting.

### Appointment of Parliamentarian

Ms. Melchionna appointed Parish Chancellor Eugene Dauchert to serve as parliamentarian for the meeting.

### Vestry Election Results

Mr. Dauchert reported on the results of the advisory ballot, saying that all five of the candidates had received a majority of the 350 ballots cast and that according to the by-laws, the four candidates with the most votes would be elected to the Vestry.

*It was moved by Sankey Blanton, seconded by Syd Alexander, and passed unanimously, that Andrew Joyner, Charles McClaskey, Nancy McGuffin, and Stephanie Perun, having received a majority of the ballots cast in the advisory balloting and being the four candidates with the most votes, be elected to the Vestry by acclamation.*

Ms. Melchionna expressed thanks to all those who had put themselves forward as candidates for Vestry.

### Adoption of Minutes of 2016 Annual Meeting

Ms. Melchionna called for adoption of the minutes of the 2016 Annual Meeting.

*It was moved by Syd Alexander, seconded by Sankey Blanton, and passed unanimously, that the minutes of the 2016 Annual Meeting be adopted.*

### Challenge Grant Update

Ms. Melchionna announced that the challenge grant, made possible by an incredibly generous parishioner who made a sacrificial gift to the parish, has exceeded the goal of \$120,000 and currently stands at \$126,077, with any additional pledges made to be added to the total until the end of the challenge grant period on March 1.

Ms. Melchionna also reported that an added bonus of this challenge grant is that the parish is capturing wonderful data on how parishioners are engaged and how they would like to be engaged in the life of the parish.

### Treasurer

Mr. Pegram provided an update on the budget. The first thing to be noted was the trend of increasing deficits during the past five years, culminating in a deficit of \$123,402 at the end of 2016. Mr. Pegram stated that revenues fell short in pledges, unpledged contributions, and plate offering, and that expenses increased.

As for the Development Fund, the balance as of December 31, 2016, was \$686,000. There remains a balance of \$2,520,000 on the loan, which means that in the not-too-distant future there will need to be a retire-the-debt campaign.

Mr. Pegram then compared the 2016 and 2017 budgets. The 2016 budget was a deficit budget, with an anticipated deficit of \$47,000. The 2017 budget is a balanced budget, and Mr. Pegram sees more cause for optimism this year with anticipated greater income and a more careful monitoring of expenses.

Ms. Melchionna thanked Mr. Pegram for his four-and-a-half years of service as Treasurer. Matt Pohlman has been serving this year as Assistant Treasurer in anticipation of his taking over as Treasurer at the Vestry retreat.

### **Sr. Warden**

Mrs. Savage then addressed the congregation. She began by thanking Martha Schütz, Ted Vaden, Katherine Kopp, and Barbara Day for their service on the Vestry through these past three years of tremendous transition, change, and stress.

Mrs. Savage said that it has been her honor to serve as Ms. Melchionna's first Sr. Warden, adding that calling our new Rector was the greatest accomplishment and saying that Ms. Melchionna's preparation and vision will enable the parish to carry its mission into the future.

### **Rector**

Ms. Melchionna began her remarks by expressing her gratitude to the wardens, the Vestry, and parishioners for the many ways in which the Christian community showed up to welcome her family and help in their transition with a move into a new home, a new job, a new school, and a new baby.

She went on to say that the Chapel of the Cross is an Episcopal expression of the Jesus movement in Orange County. She said that she hopes that the parish can and will allow itself to move toward the idea that this is one church and not a series of separate entities. She urged each parishioner to consider prayerfully how he or she can contribute to the life of the parish.

Although we have been through an extended period of transition in the parish, we need to prepare for more transitions and changes. The Vestry has approved a budget that will enable the parish to call a new Youth and Family Minister. We will also be saying good-bye to Van Quinn and then will begin to look for new leadership for the music program.

### **2017 Narrative Budget**

Ms. Melchionna then led the parish through a series of slides to illustrate the 2017 Narrative Budget. A pie chart showed the percentage of the budget allocated to each of seven different areas:

- 20.92% for outreach and justice
- 12.50% for Christian formation
- 13.69% for worship and music
- 11.54% for pastoral care
- 12.94% for administration
- 14.44% for finance, stewardship, and business costs
- 13.97% for physical plant.

Clergy and staff were asked to estimate how much of their time was spent in each category, and the figures above include pro-rated salary figures. The figures do not, however, include contributions of time and talent that make possible much of the work in each area.

Ms. Melchionna then turned to the strategic mission and ministry plan priorities of the parish.

1. Shaping Christian lives through worship, music, education, and healing compassion.
2. Creating a living embodiment of Christian community with a sense of belonging, fellowship, support, and engagement.
3. Inviting, welcoming, and engaging all who come to COTC; encouraging diversity and practicing inclusiveness and hospitality.
4. Sharing our faith, values, and voice with the community, university, diocese, and beyond and translating them into faith-in-action projects.
5. Sustaining our church by being responsible stewards of our people and staff, facilities, and financial resources as we grow and evolve.

### **Questions**

Ms. Melchionna then opened the floor to questions. The first individual to respond did so with a comment: "We're glad you're here!" This comment elicited enthusiastic applause.

The next questioner asked, since we have met the challenge grant, has the call gone out for a Youth and Family Minister? Ms. Melchionna replied that the Vestry has just approved the budget, including funds

to hire a full-time Youth and Family Minister and that the process will begin soon.

Another parishioner asked about plans for the position of organist and choirmaster. Ms. Melchionna responded by saying that first we need to celebrate the ministry of Van Quinn and thank him for the impact he has had on the music program of the church. Doug Kelly is coordinating this celebration, which is to include a series of organ concerts during the spring, a junior and senior choir reunion concert, and a parish celebration on Trinity Sunday.

Ms. Melchionna said that she plans to form a team of advisors for dealing with the transition to new positions in youth and family ministry and in music. Prefacing his remarks by stating that he is glad we met the challenge grant, a parishioner commented that we won't have the additional pledges of a challenge grant to count on every year and suggested that the Vestry needs to reach out more effectively to those who may indeed be contributing members of the parish but are not making a pledge that the Vestry can count on in drafting and monitoring the budget.

A follow-up comment asked what changes we are making to avoid having to rely on initiatives such as challenge grants in order to meet budget needs. Sad Alexander responded to this question with the assurance that the challenge grant funds are not going into the operating budget but rather will be used to increase the currently minimal reserves of the parish. The 2017 budget is balanced without the challenge grant funds.

Ms. Melchionna commented that we as individuals need to learn about, think about, and reflect on our generosity, about how we can return the bounty received from God. She added that we as a parish need to be strategic about how much we can realistically do and do well compared to what we would like to do.

A final question centered on the need to be a moral and spiritual model in our use of non-renewable energy. We need to examine the costs of non-renewable energy use and look seriously at the costs to the environment. Ms. Melchionna suggested

that this issue be brought to the attention of the Creation Care team and the Buildings and Grounds Committee.

### **Adjournment**

*It was moved, seconded, and passed unanimously, that the Annual Meeting adjourn.* Ms. Melchionna adjourned the meeting with a prayer at 11:05 a.m.

Respectfully submitted,

Nancy F. Kelly  
Clerk of the Vestry

# REPORT FROM THE **Senior Warden**

It has been a busy year in the life of our church. Under the strong leadership of our new Rector, Elizabeth Marie Melchionna, we have been able to not only examine how we operate, but also to explore paths we want to take in the future.

In the 2016 Senior Warden's Report, Melody Savage talked about the number of transitions that occurred in the parish. And that change though inherent in a healthy system, is almost never easy. She concludes by saying that in this time of continuing change it is both an exciting and challenging period. This time of change has indeed continued during 2017 as evidenced by the retirement of Van Quinn, after almost 50 years of loyal and exemplary service as our esteemed Choirmaster and Director of Music, and the arrival of David Eaton as interim Organist/Choirmaster. In addition, Mike Peterson was hired as Youth and Family Minister, enhancing our programming in an essential area. And we welcomed Paige Hanks in her service as a Seminary Intern which has already brought new energy and programming in a number of important areas of our worship and outreach efforts.

Another key highlight of the year was the operation of the parish on a balanced budget with expenses below projections, and income exceeding what had been anticipated. The Rector, priests, and staff are to be commended for this significant accomplishment, along with the generosity of parishioners.

The retirement in January 2018 of Vicky Jamieson-Drake as Associate for Pastoral Ministry, after 23 years, was announced. Vicky's exceptional and tireless work with retirement communities, and in many other aspects of our parish, has had profound impact and we are exceedingly grateful for her devoted service.

2017 has paved the way as an exciting time of new beginnings, new and strengthened existing programs, and even greater opportunities for growth as a parish and welcoming Christian community.

Faithfully,



David Ross  
Senior Warden

# REPORTS FROM THE **Six Commissions** of the Chapel of the Cross

## Worship Commission

The Chapel of the Cross mission statement affirms our “commitment to the Sacramental Worship of God, engaging the richness and beauty of the Anglican Liturgy.” At the Chapel of the Cross, we are privileged and blessed to do so in beautiful and cherished worship spaces with the support of the Book of Common Prayer, Anglican spirituality, and liturgical music.

We are active and faithful in the life of worship at the Chapel of the Cross. Worship would not happen without those faithful volunteers whose ministry it is to serve as: greeters, ushers, altar guild, lectors, acolytes, intercessors, and choristers. We offer Sunday Eucharist, weekday Evening Prayer and Eucharist, Compline, and seasonal Morning Prayer. This year we offered new observances of the church’s liturgy such as the Triduum and All Faithful Departed.

	2015	2016	2017
Members baptized, confirmed, received or transferred and those received from inactive status	50	74	89
Average Sunday Worship attendance	451	424	460
Total Saturday and Sunday Evening Eucharist	215	212	227
Total Weekday Eucharist	158	112	79
Total Eucharistic Visits	147	138	148
Marriages conducted	13	6	8
Burials conducted	23	28	22
Baptisms 16 years and older	1	0	2
Baptisms under 16 years of age	31	16	11
Confirmations 16 years and older	10	2	18
Confirmations under 16 years of age	17	13	8

During the past year we have continued to emphasize our Lay Eucharistic Visitation program, in which parishioners bring the Eucharist to those who cannot be with us in worship. We also support the worshipping communities at Carol Woods, Carolina Meadows, and Galloway Ridge with monthly services.

In the last year, we have offered multiple trainings for our acolytes and lay readers. We have revised our usher handbook and given basic AED training to our congregation. We are revitalizing our program of welcome and incorporation through our greeters.

This year we have been gifted by our choristers of all ages leading us in worship, joining together at services like Advent Lessons & Carols. We have also experimented with a presentation hymns from authorized supplements such as Voices Found and Wonder, Love, and Praise. We are well into our search for our new Director of Music and Organist.

# Faith in Action Commission

This has been a pivotal year for those groups that operate under the Faith in Action umbrella at The Chapel of the Cross, demonstrating vividly our commitment to live out our faith through service to our local, diocesan, national, and global communities. The commission made concerted efforts to realign service projects and distribution of funds for greater strategic impact and to involve more parishioners in direct service.

- The 55th annual ABC Sale raised more than \$26,000 and involved more than 150 volunteers. Proceeds were distributed to 11 community agencies selected through a rigorous grants-making process, including \$10,000 to support a capital building project at Club Nova.
- The Outreach Ministry Committee began implementation of a more integrated approach to Faith in Action, emphasizing cooperation with Global Mission on initiatives and funding, realigning projects for broader inclusion of parish volunteers, and focusing both time and financial resources to make a greater impact.
- Outreach distributed more than \$56,000 to support A Helping Hand, Alamance-Orange County Prison Ministry, Club Nova, Education Equals Hope, Freedom House, Habitat for Humanity of Orange County, Inter-faith Council for Social Services, Justice United, and Meals on Wheels.
- Service projects publicized and coordinated by OMC include the second annual Rise Against Hunger event; Habitat for Humanity builds and Habitat Home Preservation events; the Thanksgiving meal for Club Nova; and a Christmas Giving Tree to benefit UNC Horizons.
- Under the leadership of our Seminarian Paige Hanks, 100 parishioners participated in an MLK Day of Service, honoring the legacy of Dr. King and our parish commitment to justice and racial equality.
- Global Missions collaborated closely with Outreach Ministries to envision a more integrated Faith in Action initiative at Chapel of the Cross, resulting in the sponsorship and coordination of a COTC group tour of the Refugees exhibit at the Friday Center.
- GMC hosted our global partners – Sharron Dinnie of Kwasa College in South Africa, Mike and Kim Miller of La Esperanza in Honduras, and Mike and Cameron Vivanco of Education Equals Hope in Ecuador –for Sunday services, special programming and socializing, further deepening our ties and understanding of these critical missions.
- Our Church School children interacted with visiting South African students and participated in a school supply drive for children at La Esperanza.
- GMC managed and supervised the distribution of funds to each of our three global partners, as well as smaller grants to El Hogar in Honduras, and for relief efforts for the earthquake in Mexico, the hurricane in Puerto Rico, and the Rohingya refugees fleeing Myanmar.
- The parish continued to support and participate in Episcopal Campus Ministry programs and the Lilly Endowment grant on vocation and discernment.
- Nine Johnson Service Corps members were recruited to live for one year in intentional community residences in Durham and Carrboro while working for non-profit partner agencies and exploring the concept of servant leadership. JSC is a separate 501c3 non-profit organization and an affiliate of the national Episcopal Service Corps. Its mission is to develop young-adult servant leaders through participation in a year of social justice engagement, intentional community living, servant leadership training, and spiritual formation.

# Pastoral Care, Hospitality and Fellowship Commission

The Pastoral Care, Hospitality and Fellowship commission is charged by the Vestry with the privilege of nurturing, celebrating and caring for this parish family. The commission is made up of hundreds of lay leaders who truly embrace this mission and do their very best to honor the second great commandment: Love your neighbor as yourself.

We are happy to report that in 2017, members of this commission:

- Planned, prepared and served both the festive 12th Night reception celebrating the Renewal of Ministry of the parish and the weekend of events honoring the retirement of our longtime Director of Music, Van Quinn.
- Organized large gatherings for fellowship: the ever-popular Dinner on the Grounds summer potluck suppers (complete with everyone's favorite, fried chicken); the Easter, Advent and Christmas Eve receptions (even adding a 2nd reception on Christmas Eve!); Confirmand Reception; and the Stewardship Celebration BBQ.
- Comforted the grieving by preparing and hosting receptions after most of the funerals held here.
- Helped the bottom line! The Kitchen Guild sponsored two parish wide fund-raising events. The Little Shop pops up periodically to provide food and other goodies for the parish to purchase and enjoy. This year, Guild members prepared 50+ chicken pies, multiple batches of cheese straws, rosemary almonds, soup and fudge sauce and offered these and other gift items for sale to parishioners (and others!) during Advent. The Lenten Fish Fry and Silent Auction was held on March 12. Over 100 parishioners gathered together to lovingly bid against one another for donated items and enjoy a tasty dinner, catered by Tim and Amy Roberson and their crew from The Filling Station.
- Continued to facilitate opportunities to gather together in ever increasing numbers: Foyers Dinner Groups, Wednesday Night Potlucks and Programs, Men's Breakfast Group, Book Groups, Crossties, Naomi's Network, 11:15 Receptions, and 1st Sunday Coffee Hour. All of these happenings help parishioners deepen our connections with one another.
- Sustained our fellow parishioners with Support Teams. These teams are made up of parishioners trained to provide practical, emotional, and spiritual support to parish members with serious health concerns and other special needs. In 2017, we had three active teams.
- Cared for one another through the Good Samaritan's Guild and the Guild of the Christ Child. Members of Good Sam's help those in our parish family who have short term health needs. The Guild of the Christ Child provides welcome gifts and support for the newest members of the church family and their families.
- Nurtured the spirit through the Eucharist Visitors Ministry. These lay ministers take communion to members of our parish family who are homebound or ill.
- Continued to refine the duties of the Newcomer's and Greeters teams, assuring that all who visit here are greeted and welcomed. This fall, a small committee of PCHF members studied the Invite, Welcome, Connect program to help grow our newcomer's ministry. In 2018, we are planning three Adult Education sessions to explore with one another exactly what it means to invite, welcome and connect. Also, we began using our database, ACS to help us follow up with our newcomers.
- Greeted visitors to our building with friendly faces. Administrative volunteer duties include answering the phones, giving directions, stuffing envelopes and prepping Christian Formation supplies. These volunteers are an important part of the week day operation at COTC.

It is important to note that everything listed above was only accomplished by the support and collaboration of the entire parish family. While we are divided into 'commissions' for organizational purposes, we are really just a

family. Parishioners, staff and priests working together, planning together and praying together. And, as we pray in the General Thanksgiving, "...We thank you for the blessing of family and friends, and for the loving care which surrounds us on every side."

## Christian Formation Commission

The most exciting change in Christian Formation this year was the hiring a full-time family and youth minister (to work with middle and high-school parishioners and their families) and the move of Youth programs from "Fellowship and Hospitality" to the "Christian Formation" Commission. We are also excited to share that:

- Sunday morning programs for children, youth and adults continue to provide space for interactive learning and rich discussions thanks to dedicated teachers, guest speakers and thoughtful participants of all ages.
- The "Still in Our Pilgrimage: Discussing Death and Dying while Faithfully Living" series offered practical tips and spiritual encouragement.
- Lay-led small groups, including a Sunday evening book group, Martha's Circle, Bible studies and Centering Prayer, have continued to grow and thrive.
- Our youth engaged in mission work across the state, as over 35 young people participated in Middle School and Senior High Mission Trips, working with the Episcopal Farm Workers Ministry and Asheville Youth Mission, respectively.
- The Episcopal Youth Community (EYC) is vibrant, engaging, and formative, as 35-50 youth gather each Sunday evening for fellowship, discussions, music, activities, games, dinner, and meaningful, authentic community.
- In addition to regular Sunday School and EYC meetings, our youth have enjoyed periodic service opportunities, outings, meals, and other creative forms of engagement with their parish and their community.
- Wednesday Potlucks, Advent Craft Teas, Sunday morning Parent Gatherings and an Epiphany celebration invited members of our church family to gather informally and inter-generationally, in formation and fellowship.
- Our much-loved Christmas pageants – the No-Practice Children's pageant, the Special Service Pageant and two Christmas Eve pageants – welcomed over 1500 worshippers.
- Children's Chapel is a reverent and joyful introduction to our Episcopal liturgy, stories, hymns and prayers. The service follows the Revised Common Lectionary; volunteer leaders share Children's books related the Sunday Gospel readings. Music is chosen to enrich worship but also to prepare young voices for the Cherub, Cantus and Junior Choirs.
- Vacation Church Camp 2017 gave children (and youth and adult volunteers) an entire week of formation and education focused on the parables of Jesus. To paraphrase Madeleine L'Engle, "if a story is too difficult for an adult, teach it to a child."
- Resources for exploring faith at home were enriched and extended through the website, the church Facebook page, parent emails and youth text groups. Take-home resources like Advent devotions, Lent in a Box and Epiphany bags were also provided.
- The Commissions worked together to enhance each other's programs. The Outreach Commission visited church school classrooms to teach students about parish-supports missions. The Hospitality and Pastoral Care Commission energized potlucks and celebrations. Pageants couldn't happen without Worship and Music. Nothing could happen without Administration! We are all truly blessed to be part of such a creative and collaborative parish.

# Finance Commission

The Chapel of the Cross begins 2018 in a relatively strong financial position. The successful challenge grant campaign completed a year ago allowed us to replenish diminished reserves and provided the parish with sufficient pledged contributions to fund our 2017 operations. Increased contributions, fiscal discipline and a strong annual return on our endowment funds have put us in a more secure financial position than we have been in recent years.

- Although our financial statements for 2017 have not yet been finalized, we expect to end the year with a small positive balance in the operating fund. The combination of fiscal discipline, generous pledges, and on-time payment of pledges enabled us to achieve this result.
- Pledged contributions, unpledged contributions and other income for 2107 are all expected to exceed 2016 amounts. Operating expenses in 2017 are expected to remain relatively consistent with the prior year.
- We have completed a successful Annual Campaign for 2018. We have received 537 pledges, totaling slightly over \$1.5 million. Based on this amount, the Vestry has adopted a balanced budget for 2018. The budget honors the commitments made in the Annual Campaign to support our devoted staff, lay personnel and the pay plan that was approved by the Vestry. This is the first time in recent history that the Vestry has approved a budget in December for the following year.
- Recent gains in the financial markets have resulted in higher than usual income in our endowment funds.
- The building loan had a \$2,420,000 balance on December 31, 2017. There is currently \$486,000 in the development fund to service this debt through 2019, when it will need to be refinanced. The Oversight committee will be planning a “retire the debt” campaign to begin sometime in 2019.
- Planned Giving: The parish has benefitted immeasurably from planned gifts that support our endowment. It’s the gift that keeps on giving!! Parishioners who have given the church notice of planned gifts - by bequests, charitable remainder trusts, and other donative instruments for future gifts - are included in the William Mercer Green Society. We are grateful for those who have included the Chapel of the Cross in their estate planning, and encourage others to consider gifts to support the church in perpetuity.

**Chapel of the Cross  
2018 Narrative Operating Budget**

	<b>2018 Budget</b>	<b>Percent of Total Budget</b>
<b>Revenues</b>		
Prior Year Pledges	\$5,000	0.28%
Current Year Pledges	\$1,500,000	83.01%
Plate Offering	\$35,000	1.94%
Unpledged Contributions	\$80,000	4.43%
Camp Min Diocesan Grant	\$65,526	3.63%
B&G Endowment Income	\$3,334	0.18%
E&UO Endowment Income	\$5,569	0.31%
CO Endowment Income	\$24,058	1.33%
W&PS Endowment Income	\$8,065	0.45%
External Endowments	\$7,928	0.44%
Investment Income	\$900	0.05%
Interfund Transfers	\$23,000	1.27%
ABC Sale Grants	\$25,000	1.38%
Building Use Inome	\$10,000	0.55%
Parking Revenue	\$3,600	0.20%
Parish Fundraisers	\$10,000	0.55%
<b>Total Revenues</b>	<b>\$1,806,980</b>	<b>100.00%</b>
<b>Expenses</b>		
<b>Faith in Action</b>		
Salaries and Benefits	\$81,044	4.49%
Diocesan Share	\$182,357	10.09%
Yates Scholarship	\$200	0.01%
Faith in Action	\$65,570	3.63%
Johnson Service Corps	\$5,000	0.28%
Campus Ministry	\$10,000	0.55%
Diocesan Conv. Delegates	\$2,500	0.14%
<b>Total Faith in Action</b>	<b>\$346,671</b>	<b>19.19%</b>
<b>Christian Formation</b>		
Salaries and Benefits	\$175,962	9.74%
Christian Formation	\$14,500	0.80%
Nursery & Child Care Expenses	\$200	0.01%
Books & Pamphlets	\$400	0.02%
Youth Ministry	\$7,500	0.42%
Speakers, Preachers, & Scholars	\$3,000	0.17%
Spiritual Life Committee	\$700	0.04%
<b>Total Christian Formation</b>	<b>\$202,262</b>	<b>11.19%</b>

**Chapel of the Cross  
2018 Narrative Operating Budget**

	<b>2018 Budget</b>	<b>Percent of Total Budget</b>
<b>Worship and Music</b>		
Salaries and Benefits	\$207,930	11.51%
Supply Clergy	\$6,000	0.33%
Liturgical Expenses	\$10,000	0.55%
Music Program	\$13,539	0.75%
Supply Organists	\$3,000	0.17%
Musical Instruments	\$2,000	0.11%
<b>Total Worship and Music</b>	<b>\$242,469</b>	<b>13.42%</b>
<b>Past. Care Hosp. Fellowship</b>		
Salaries and Benefits	\$198,762	11.00%
Hospitality	\$13,000	0.72%
Crossties	\$300	0.02%
Pastoral Ministries Support	\$200	0.01%
Other Parish Program Exp	\$1,000	0.06%
<b>Total Past. Care Hosp. Fellowship</b>	<b>\$213,262</b>	<b>11.80%</b>
<b>Administration</b>		
Salaries and Benefits	\$185,758	10.28%
Communications	\$4,000	0.22%
Postage	\$3,500	0.19%
Postage Equipment	\$1,800	0.10%
Telephone	\$11,000	0.61%
Telephone Equipment	\$2,200	0.12%
Office Supplies	\$2,500	0.14%
Printing	\$2,000	0.11%
Printing Equipment	\$13,000	0.72%
Computer Equipment	\$2,500	0.14%
Computer Maintenance	\$12,000	0.66%
Parking	\$6,000	0.33%
Events & Conferences	\$250	0.01%
Training and Enrichment	\$8,500	0.47%
Insurance and Disability	\$4,189	0.23%
<b>Total Administration</b>	<b>\$259,197</b>	<b>14.34%</b>

**Chapel of the Cross  
2018 Narrative Operating Budget**

	<b>2018 Budget</b>	<b>Percent of Total Budget</b>
<b>Finance Stewardship Bus. Costs</b>		
Salaries and Benefits	\$47,208	2.61%
Stewardship & Development	\$15,000	0.83%
ACS OnDemand/Access ACS	\$9,300	0.51%
Accounting Services	\$49,131	2.72%
Audit	\$12,600	0.70%
Accounting Supplies	\$800	0.04%
Service Charges	\$9,000	0.50%
Merchant Fees	\$2,500	0.14%
Worker's Comp Ins	\$5,000	0.28%
Retired Housekeeper	\$13,020	0.72%
Search & Moving Expenses	\$20,000	1.11%
Property & Liability Ins	\$28,280	1.57%
Debt Service Support	\$25,000	1.38%
Staff Expense Accounts	\$14,375	0.80%
Xfer to Capital Fund	\$0	0.00%
<b>Total Finance Stewardship Bus. Costs</b>	<b>\$251,214</b>	<b>13.90%</b>
<b>Physical Plant</b>		
Salaries and Benefits	\$95,905	5.31%
Utilities	\$75,000	4.15%
Buildings & Grounds	\$50,000	2.77%
HVAC	\$26,000	1.44%
Furniture & Equipment	\$3,000	0.17%
Cleaning Vendor	\$40,000	2.21%
Janitorial Supplies	\$2,000	0.11%
<b>Total Physical Plant</b>	<b>\$291,905</b>	<b>16.15%</b>
<b>Total Expenses</b>	<b>\$1,806,980</b>	<b>100.00%</b>
<b>Net Total</b>	<b>\$0</b>	

# Administration Commission

The administrative commission oversees processes and systems for communications, development, budgeting, scheduling, strategic planning, human resources, buildings and grounds, information technology, website and parishioner portal, and member database. Our job is to smooth the way for worship, Christian formation, pastoral care, fellowship, and faith in action commissions to live into mission and ministry goals, and for the vestry to meet its mission and ministry priorities. Highlights for 2017 include:

- Managed parish budget to achieve promised goal of ending the year with a budget surplus.
- Negotiated contracts and settlements with vendors, partners, and maintenance providers resulting in substantial savings and improved functionality.
- Coordinated design, installation, and financing for multiple projects: chapel railings, parking lot and memorial garden steps, aumbrey and sanctuary light, HVAC updates, and regular repairs and maintenance.
- Diversified revenue sources with expansion of building rentals and parish fundraisers to support operating budget (Lenten fish Fry and Little Pop-Up Shop).
- Implemented funeral and wedding information packets, including price lists and invoicing for services provided.
- Reinvigorated altar flower fund by advertising open Sundays for donations, updating donor information, and enabling electronic donations.
- Managed pension and benefits for staff, including retirees and new employees, and added disability and life insurance coverage for all employees.
- Facilitated annual review process and adoption of updated personnel policy manual.
- Supported annual campaign volunteers throughout successful 2018 annual campaign.
- Continued management of Light on the Hill campaign wrap-up and debt service; positioning for retire-the-debt campaign in 2019.
- Prepared 2018 budget for vestry adoption reflecting annual campaign pledge revenue.
- Facilitated vestry, committee, parish, and staff meetings, activities, and events.
- Acted as administrator and staff liaison for youth minister and music director searches.
- Completed another successful and clean audit.

## **THE EPISCOPAL DIOCESE OF NC**

The Rt. Rev. Samuel Rodman *Bishop Diocesan*  
The Rt. Rev. Anne Hodges Copple *Bishop Suffragan*

### **THE CLERGY**

The Rev. Elizabeth Marie Melchionna *Rector*  
The Rev. Tambria Lee *Associate for University Ministry*  
The Rev. Victoria Jamieson-Drake *Associate for Pastoral Ministry*  
The Rev. Scott Balderson *Deacon*  
The Rt. Rev. Peter James Lee *Bishop in Residence*  
The Rev. Dr. William H. Morley *Priest Associate*

### **THE STAFF**

Dr. David D. Eaton *Interim Organist & Choirmaster*  
Boykin Bell *Christian Formation Director*  
Mike Peterson *Family and Youth Minister*  
Walker Mabe *Chief Administrator*  
Nick Jaeger *Communications and Technology Manager*  
Ellen Cole *Parish Life and Worship Coordinator*  
Ron McGill *Facilities Manager*  
Debby Kulik *Parish Accountant*  
Elizabeth Joyner *Cantus and Cherub Choir Director*  
Paige Hanks *Seminarian*  
Anna Lorenz *Wedding Coordinator*  
Sarah McRae *Wedding Coordinator*

### **Vestry**

Syd Alexander, Ann Craver, Melody Harrison Savage, Kevin Trapani - 2018  
Ann Henley, Doug Kelly, Anna Lorenz, David Ross (Senior Warden) - 2019  
Andrew Joyner, Charlie McClaskey, Nancy McGuffin (Junior Warden), Stephanie Perun - 2020  
Nancy Kelly (Clerk) and Carrie Fraipont (Treasurer)

