

MINUTES OF THE MEETING OF THE VESTRY OF
ALL SAINTS' PARISH, BEVERLY HILLS
26 September 2017

Vestry Present: Joseph Becci, Ruth Loomis, Theresa Amy, Sydney Nichols, Chris Cook, Bob Craft, Susan Humphreville, Jean-Marc Madelon, Dennis McGuckian, Maggie Reid, Ken Sulzer, David Van Iderstine

Vestry Absent: None

Clergy Present: Rector Steven Huber, Associate Rector Allison English, Associate Rector Nat Katz

Guest: Rev. Canon Joanna Satorius, Episcopal Diocese of Los Angeles

Staff present: Debbie Gauer, Jennifer Hill, Josh Paget

Parishioners Present: Three

Meeting was **called to order** at 7:07 p.m. and chaired by Senior Warden Joe Becci. He acknowledged the guests, noted that **vestry meetings are open to all parishioners** and stated that the order of business would be changed slightly from what was stated in the agenda.

Ken Sulzer led the group in **opening prayer**.

Minutes of the vestry meeting of 26 July were approved without opposition. Senior Warden Becci stated that a copy of the Operating Agreement for "Faith and Fear Collide, LLC," known as the "movie project," will be posted as an attachment to the minutes when the same appear on-line. Becci explained the process for posting approved minutes to the web, which had been several meetings behind, and the same is now current.

Rector's Report: Rector Huber reported briefly on the Choir Pilgrimage to England, and stated that there will be a parish-wide forum on the Pilgrimage on 29 October at which participants will share their experiences. All Saints' Parish Family Camp was attended by more than 50 people. Jean-Marc Madelon provided additional details. The annual "Blessing of the Back Packs" drew more than 80 children. The parish program year is underway, with particular mention of the Godly Play and Nest programs. A youth swimming party was held at the Rectory. There will be a Holy Hoe Down on 8 October, at which time a clip from "Faith and Fear Collide" will be shown. The small-groups program is underway, with some 20 groups. Associate Rector Allison English supplemented that there are almost 200 participants in these groups. The Blessing of the Animals will take place on 7 October.

Associate Rector Nat Katz reported on the several minor adjustments being made to the regular Sunday liturgy. The Sages program is underway, with an emphasis now on expanding the community beyond merely those aged 55 and older, and also inviting members of the group to serve as hosts for events. Jean Dillingham (who was present at the meeting) is playing a leadership role, and Sages are meeting twice monthly at All Saints', with one meeting including an outside speaker on a substantive issue, and the second with less pedagogical content. All Saints' Weekend will take place on the weekend of 4-5 November, commencing with a screening of "Faith and Fear Collide" at the Laemmle Monarch Theatre on Saturday at 5 p.m. Sunday services will take place at 8 and 10 a.m., with a feast after the 10 a.m.

service. For participants in the AS2 service, they will feast first, with the service commencing at 12:30 p.m. Andrew McGowan, Dean of the Berkeley Divinity School at Yale, will preach at all three services.

Rector Huber continued that Bishop Coadjutor John Taylor will be at All Saints' on 1 October, will preach at all three services, will host a parish forum and Q&A on the rector-search process beginning at 9 a.m. after an open breakfast, and will then meet with the vestry in the early afternoon.

Parishioner Jim Keagy is at work on the 2017 Parish Art & Gift Auction, set for 3 December at the Rectory. As with last year's first-ever event, this one will immediately follow the Advent Lessons and Carols service. Staff member Debbie Gauer is at work on Stewardship, and the written materials have been reviewed in draft form. This year the Fourth Sunday of Advent is Christmas Eve, 24 December. Following normal 8 and 10 a.m. services, the AS2 service at 11:30 a.m. will be a Christmas Eve service. The Pageant will take place at 4 p.m., and the customary choral services at 8 and 11 p.m. will take place.

Rector Search: Rev. Canon Joanna Satorius from the Episcopal Diocese of Los Angeles made a presentation and answered questions regarding the rector-search process. A PowerPoint presentation she used will be made available to the parish and will be posted on the parish website, though the sequence of activities as presented in it has changed somewhat.

Briefly, the sequence of events, partly subject to parish discretion but ultimately resulting in the vestry's selection – referred to in church practice as the "calling" – of a rector, subject to approval of the Bishop, consists of (1) the development of a Parish Portfolio (formerly known as a parish "profile"), (2) the seating of a rector-search committee of 10-12 individuals selected by the vestry, and (3) the interview and selection process.

The parish is advised to develop a page on its internet web site devoted to this process, with regular updates made to the parish, both via the website and other means such as email. The Parish Portfolio is described as a process of parish self-discovery in which all parishioners are urged to participate. In it the parish tells its story, identifies its values and vision of itself, and voices the qualities it seeks in a new rector. The Portfolio comprises, among other components, the results of a Parish History Day (described as akin to a large-group oral history project) open to all and aided by a facilitator, plus surveys and questionnaires. A portion comprises statistical and financial data regarding the parish. The parish is advised to post each module of the Portfolio to the website as it is completed, rather than wait for the entire document to be finished.

The resulting narrative is published to the internet and serves, in part, as the job posting to be considered by those priests interested in becoming All Saints' next rector. Upon completion of the parish profile the vestry determines whether it wishes to follow one of three interview-based processes for calling a new rector, or wishes instead to pursue (via a Priest-in-Charge-Under-Special-Circumstances (PICUSC) process) an abbreviated alternative process under which an Interim Rector is called for a 12- to 18-month period intended to conclude, subject to vestry approval, with the Interim becoming the new rector. Rev. Canon Satorius expressed that she thinks it unlikely All Saints' would wish to pursue this abbreviated "temp-to-perm" alternative.

Interested candidates are already identifying themselves to the Diocese. Candidates identified by or directly to the parish itself must also identify to the Diocese. At some point following the completion of the Parish Portfolio, the Diocese will close the "window" for receiving expressions of interest. The Diocese will then vet candidates through the Episcopal Church U.S.A. for technical standing and

eligibility issues and then submit the list of vetted candidates and supporting information about them to the parish search committee.

Under all but the PICUSC process, screening of interested candidates typically consists of a combination of reviews of submitted written materials from and regarding the candidates, Skype and/or in-person interviews with those believed to be better candidates, observation visits with some and “in-home Eucharists” with some of them. After all of this, the search committee produces a list of three finalists to be presented to the vestry, which makes the final determination in a process that, while it is not to duplicate or redo the work of the search committee, includes interviewing the finalist candidates.

The Diocese recommends that there not be any overlap of membership between the vestry and the search committee. Though the search committee should keep the vestry informed of its progress through the use of one or more liaisons to the vestry, it is to maintain in confidence from the vestry the names of the various candidates until the determination of the final three. Senior Warden Becci inquired if, in the event the search committee believes one candidate is far superior to all others, consideration of three finalists was nevertheless required; Rev. Canon Satorius replied three finalists are required. Senior Warden Becci inquired if spouses of vestry members could serve on the search committee: Rev. Canon Satorius said that was up to the parish.

A proposed contract must be negotiated with the vestry’s choice for rector. The agreement with the proposed new rector and the new rector’s seating in the parish is subject to approval by the Bishop.

It is not at all unusual for the entire process to take 12-18 months.

With respect to the selection of an **Interim Rector** to serve until the new permanent rector is in place, Rev. Canon Satorius noted that the position requires specific training and skills, different from those of a permanent rector. The Diocese will identify to the parish any priest within the Los Angeles Diocese who is so qualified and available, but, unlike with the search for a permanent rector, will not entertain or present candidates from outside the Diocese of Los Angeles. The parish is free to seek qualified candidates on its own from other sources, however, though vetting by the Diocese is required.

Josh Paget urged the vestry immediately to begin events and communications to keep the parish informed and involved in the rector-search process. Senior Warden Becci expressed the desire to seat before year-end the committee which will develop the Parish Portfolio and to have the Interim Rector in place prior to 14 January 2018, the date on which Rector Huber’s retirement will be effective.

Following the conclusion of Rev. Canon Satorius’ presentation, Senior Warden Becci raised the **draft resolution regarding calling an Interim Rector** which he had drafted and circulated to the vestry by email prior to the meeting. A motion to raise the draft for debate was passed. As drafted, the resolution provides for a three-person committee of the vestry – Treasurer Sydney Nichols, Junior Warden Ruth Loomis and Secretary Theresa Amy – to constitute the Interim Committee. The draft further provided that the Interim Committee would develop its own process for screening candidates, for determining which to interview and for deciding if the full vestry would be permitted to interview any of the candidates. Whether or not there were to interviews by the vestry, the Interim Committee would present the names of at least two final candidates to the vestry, which would select a first choice and a back-up choice. Upon agreement with one, Treasurer Nichols and Junior Warden Loomis would negotiate an employment contract with that individual, which Senior Warden Becci would then sign and submit to the Bishop for his required approval.

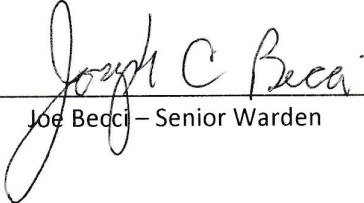
Vestry member Ken Sulzer proposed that the resolution be modified to provide that the full vestry would interview proposed finalist candidates and would vote on the proposed contract with the agreed-upon candidate. His proposed modifications were accepted and the final version of the resolution will reflect those changes.

Financial Reports. A motion to approve the financial reports for June and July was made and approved. Those financial reports will be attached in physical form to the hard copy of these minutes and posted to the internet on the parish website along with these minutes. A projection for the parish's financial condition as of year-end will be an agenda item for the next vestry meeting.

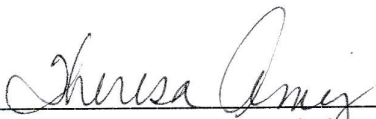
Additional Vestry Meetings. Because of the volume of work to be accomplished between now and year-end, the vestry agreed to increase the frequency of its meetings to two meetings per month from the current one meeting. **The next vestry meeting will take place on 10 October 2017 at 7 p.m.**

Rector Huber gave a **closing prayer**.

The meeting ended at **9:55 p.m.**



Joe Becci – Senior Warden



Theresa Amy – Clerk

RESOLUTION OF THE VESTRY OF ALL SAINTS' PARISH (the "Church")

September 26, 2017

WHEREAS, Rector Stephen H. Huber has tendered his retirement notification to the Church Vestry and the Episcopal Diocese of Los Angeles ("EDLA") and his final Sunday will be January 14, 2018; and

WHEREAS, in order to facilitate the continuing operations of the Church, the Church Vestry wishes to hire an Interim Rector ("Interim") beginning employment ideally before Rector Stephen H. Huber departs the Church and terminating approximately when a new Rector is called and begins employment;

WHEREAS, the EDLA has provided the Church Vestry an Interim Pastor Letter of Agreement (attached) and has informed the Church Vestry that the Church Vestry may select an Interim who will then be appointed to the Interim position by the Bishop;

THE VESTRY OF THE CHURCH HEREBY:

RESOLVES, that the Vestry shall form a committee known as the Interim Committee which will solicit candidate suggestions for an Interim from EDLA, the Rector, Clergy and the Church Vestry and perform screening phone calls or meetings with potential candidates, and the Interim Committee shall reduce the list of potential candidates by a process chosen by the Interim Committee; and

RESOLVES, that the Interim Committee shall bring the final Interim candidates to the Church for a final interview with the Vestry; and

RESOLVES, that the members of the Interim Committee shall be Junior Warden Ruth Loomis, Treasurer Sydney Nichols and Clerk Theresa Amy; and


RESOLVES, that after the presentation of the final candidates to the Church Vestry,, that the Vestry will select two final Interim candidates; and

RESOLVES, that the Junior Warden and Treasurer will then negotiate a compensation package and final contract with the Interim or the backup candidate if necessary which shall be approved by the Vestry; and

RESOLVES, that upon completion of a successful negotiation with the selected candidate, that the Senior Warden will sign a contract with the selected Interim and the Interim will be appointed by the Bishop.



**BUILDING A PROFILE OF YOUR
CHURCH**
A CONGREGATIONAL SELF-STUDY



**THE EPISCOPAL DIOCESE OF
LOS ANGELES**

WHAT IS A PROFILE?

A profile describes a congregation's history, mission and goals, hopes, dreams and the qualities they seek in their next priest.

Most often it is published on the Parish's website.



HOW DOES IT HELP US?

It helps us see our life as a community more clearly.

We clarify goals, articulate history, identify qualities we seek in the new priest.

It invites whole congregation into process.

Others learn about us as they read our profile.



ELEMENTS OF A PROFILE

Mission statement and goals

History of the congregation

Description of program, organizations

Financial summary

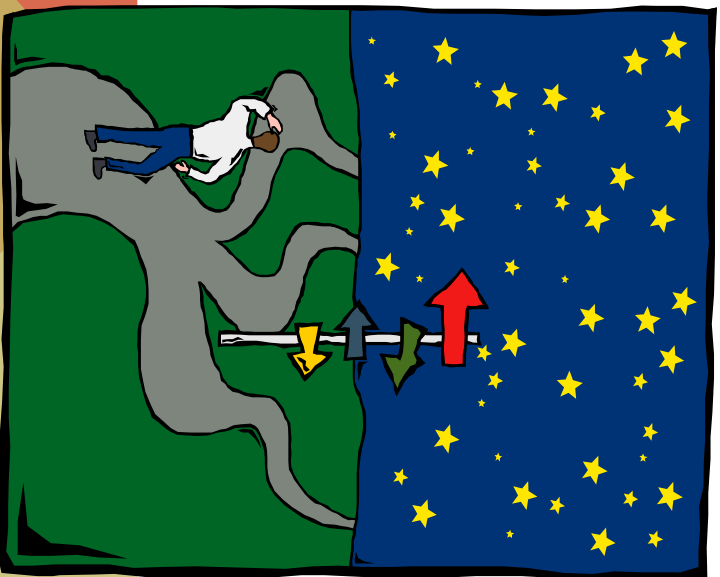
Hopes and dreams of members

Qualities sought in a new priest

Information on community, diocese



MISSION STATEMENT & GOALS



Should be concise
Should reflect current congregational hopes and goals.
Should reflect the priorities of the congregation.

HISTORY OF THE CONGREGATION

Should be brief

Conveys the “flavor” of the congregation

Remembers significant events, people.

Reflects blessings and challenges over the years.



PROGRAMS AND ORGANIZATIONS



Education programs

Fellowship and prayer
groups

Youth activities

Outreach ministries

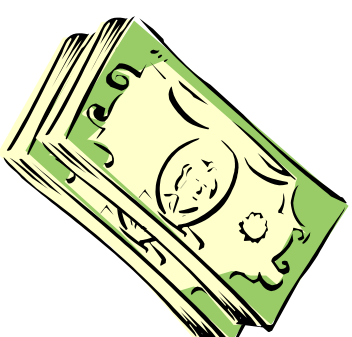
Seasonal and traditional
events

FINANCES

Report should be brief and accurate.

Include pledging units, budget, debt.

Avoid complex tables and charts



DETERMINE HOPES AND DREAMS

WAYS TO GATHER INFORMATION

Conversation among leaders

Focus groups in congregation

Home meetings that discuss common topics

Town hall meeting at church

Survey of congregation



ORGANIZING THE INFORMATION

Profile or search committee analyzes.

What stands out? Where are clear priorities?

What have we learned about our congregation?

What does this tell us about the skills and

experiences we hope our next priest will bring?

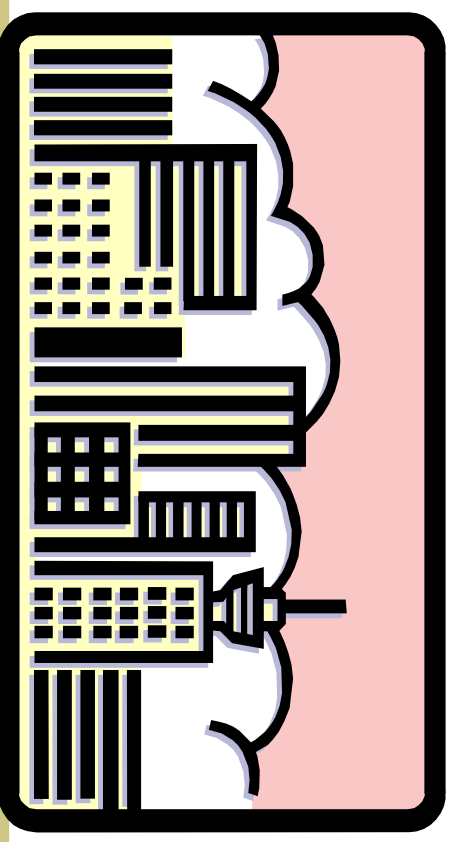


INFORMATION ABOUT YOUR COMMUNITY, DIOCESE

Include a brief description of the diocese.

Keep to essentials on community information.

Chamber of Commerce is good resource.



MAKING AN EFFECTIVE PROFILE

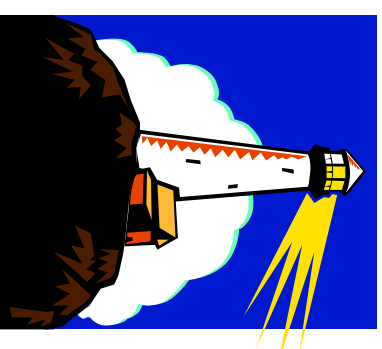
Be clear and concise

Edit carefully.

Be honest

**Use attractive layout,
graphics.**

If you need help, ask

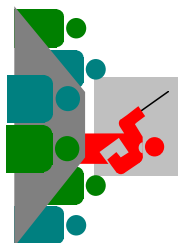
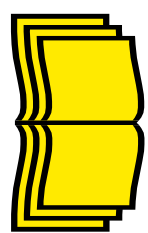


**your consultant or
deployment officer.**

TYPES OF SEARCHES IN CALLING A NEW RECTOR

A PRESENTATION BY
THE REV. CANON JOANNA R. SATORIUS
CANON FOR FORMATION AND
TRANSITION MINISTRY,
DIOCESE OF LOS ANGELES

DEPLOYMENT IN THE EPISCOPAL CHURCH



Open Position
(END)

(BEGIN)

Parish Profile

Search

Search
Request

Committee

Interested
Candidates

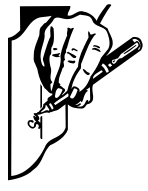
CDO Database

Personal
Profiles

Call

Vestry

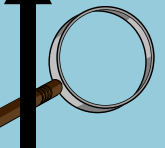
BISHOP & DEPLOYMENT OFFICE



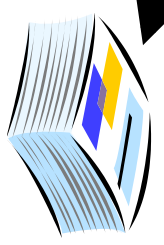
Jose

Sue

Pat



Search Committee



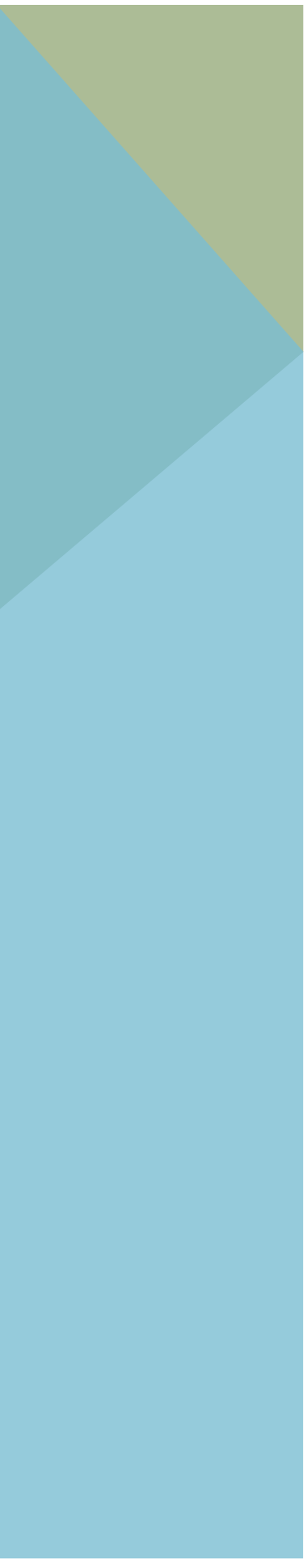
SEARCH PROCESS

After the Profile Committee develops a congregational profile,

Vestry determines the method for conducting the search

Search Committee conducts the search (unless a priest-in-charge model is used)

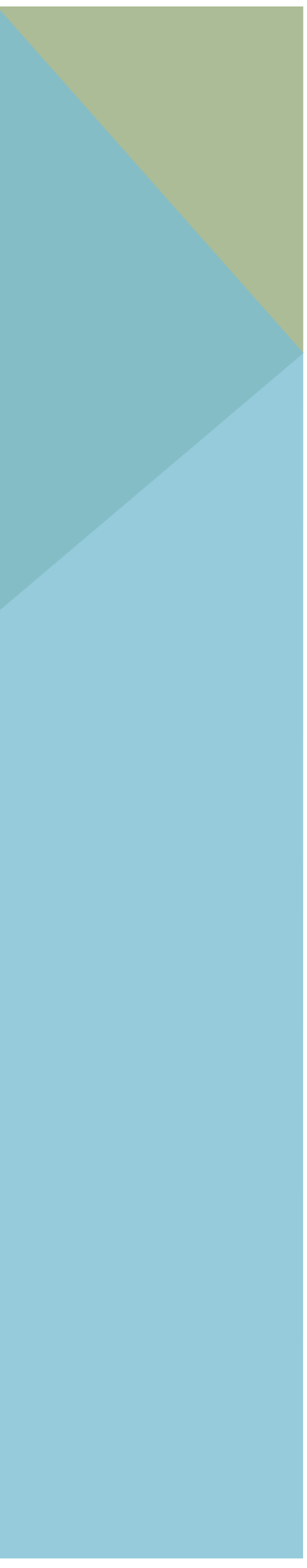
Vestry selects the Rector



TYPES OF SEARCHES

There are several ways to conduct a search

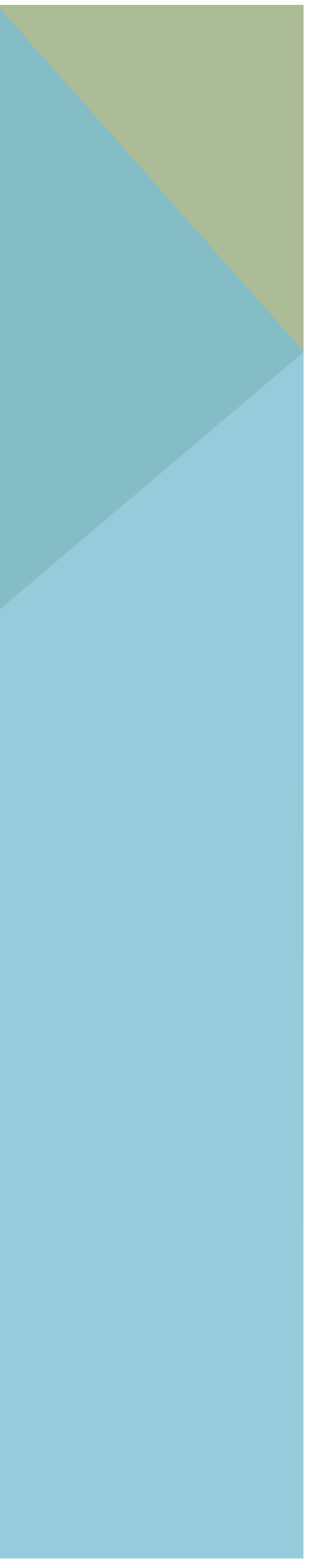
- Traditional
- Limited
- Short List
- Priest-in-Charge Under Special Circumstances



TYPES OF SEARCHES

Traditional Search

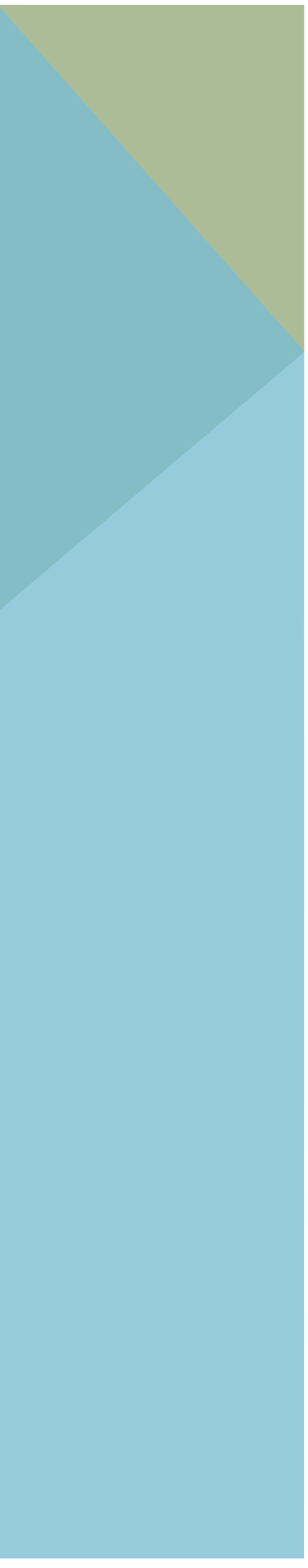
- National:
 - names gathered from a) National Database, b) listing in a national positions open bulletin, c) the congregation and d) the Diocese
 - Bishops review all names before they are considered by the search committee.
 - Search committee asks for answers to written questions, interviews by telephone and visits a short list of candidates.
 - Search committee gives three names to the vestry, candidates visit, vestry selects rector.



TYPES OF SEARCHES

Limited:

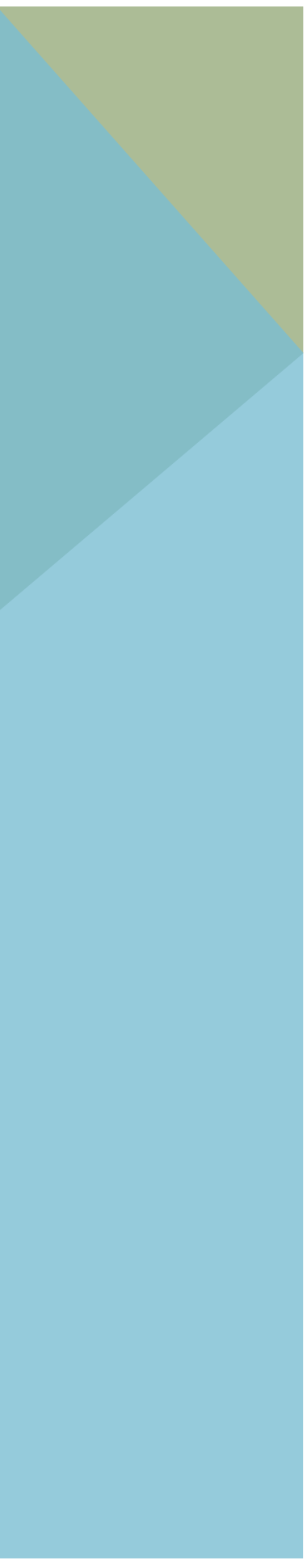
- Similar to the national search, only the Search Committee and the Vestry determine a more limited geographical area (e.g. State of California).



TYPES OF SEARCHES

Short List:

- The Bishops and the Deployment Office search for candidates and give a list of 4-6 names to the Search Committee and Vestry for consideration.



TYPES OF SEARCHES

Priest-in-Charge Under Special Circumstances (PICUSC)

- Bishops and Deployment Office search for appropriate Candidate.
- Candidate is introduced to the Vestry with the understanding that the priest will be called as PIC.
- Priest serves as a rector except without tenure for 12 months.
- Priest and Vestry meet with a bishop for a Mutual Ministry Review at six and at twelve months.
- The Vestry may then call the priest as Rector.

