

Christ Episcopal Church
Vestry Minutes
March 22, 2005

In Attendance:

Clergy: John S. McDuffie, Rector

Vestry members: Gene Sullivan, Senior Warden; Bob McCartin, Junior Warden; Margaret Cervarich; Jane Follit; Charles Griffiths; Peg Hincke; Lucy Huffman; Karen Near; Louise Wager

Secretary: Christie Carrico

Guests: Jane Pontius; J.T. Triandafilou

Father McDuffie convened the meeting at 8:19 pm and offered an opening prayer.

Minutes of February 22

The minutes of February 22 are approved, as amended. (Karen Near) Seconded. (Lucy Huffman). Passed unanimously.

Finance Report

Charles Griffiths reported that the deficit YTD is \$11,171.32. There is a \$13,000 deficit YTD compared to the budget.

He provided an updated budget for 2005, noting that there had been an anonymous contribution of \$5000 designated for staff raises for music, youth and clergy. The Vestry questioned whether this applied to all staff and suggested that the money be given as a bonus instead of a raise. In addition, there were questions about whether or not the donor had taken into account FICA, taxes and retirement. Charles Griffiths said he would go back to the donor to try to get answers.

Monthly financial reports should be available to programs and committees soon. He has worked out the exact amount that needs to be transferred from the general fund to memorials, but the details of how and when it is transferred still need to be worked out.

CES Report

Jane Pontius and J. T. Triandafilou made a presentation on the construction. The plans have been submitted but the use permit has been delayed, thereby delaying issuance of the building permit. Construction cannot start without the building permit. The use permit is on the County agenda for April 13 to be finalized. A table of fees from Coakley Williams was presented, amounting to \$685,075 to be spent by August 15. There are an additional \$200,000 in fees for sidewalk work, and a possible increase in the estimate for the HVAC. Fortunately, an environmental assessment indicated that there was no asbestos that needed remediation and the roof is in good condition. The estimate is in line with what it was originally expected to cost to renovate the Jefferson Building. The Vestry asked if there was money to pay for these costs, especially since CEC would like to use some of the Capital Campaign money to renovate the nursery before the fall. J.T. Triandafilou indicated that there was sufficient cash available in the short term to pay the bills. According to Triandafilou, contracts will be between Coakley Williams and Christ Episcopal Church.

Jane Pontius reported that there are currently tenants still in the building paying rent which will help the cash flow. Those legal firms whose practices focus on criminal law will be vacating the building before the students move in. In addition, there will be a security guard in and around the building.

Jane Pontius brought the Vestry up to date on enrollment for the 2004-2005 school year. The budget calls for 216 K-8 students and 55 preschool students. So far there are 143 returning

student contracts in K-8 and 16 in the preschool. There are 28 new student contracts for K-8 and 14 for preschool. Of the 28 new contracts, 27 are for the new kindergarten. That leaves 46 openings in K-8 and 24 openings in preschool. There are some returning and new contracts outstanding as well as several applications in process and they are just entering the peak enrollment time. Contracts for teachers have been written and will be sent to them to review over the spring break.

In terms of space, all of the rooms from the organ forward will be vacated by the school and turned over to the Church. The school hopes to move out by June 1, clearing the way for the renovation of the McKay Room into the nursery. CES is planning a dedication and convocation on September 9, the Friday after Labor Day. The Church would like to have a church/school service the following Sunday with some sort of celebration.

CES is working with the country traffic engineers to minimize the congestion on Washington Street during drop-off and pick-up hours. The angled parking in the driveway has been eliminated and replaced with parallel parking to allow more room for emergency vehicles. The Vestry suggested that those spaces be marked for Church Business only. Details for parking and policing of parking will need to be worked out between the school and the church before the fall.

2005 Parochial Report

The Parochial Report provides statistics on membership, baptisms, and finances to the Diocese of Washington and to the national Church. The Rector, Wardens and Treasurer signed off on it. The Vestry was asked to ratify the report.

It was moved (Karen Near) and seconded (Bob McCartin) to accept the 2005 Parochial report as submitted to the Diocese. Passed unanimously.

Report of the Nominating Committee

Lucy Huffman reported that the following individuals comprise the Vestry slate.

Junior Warden – Bob McCartin (running for a second term)

Vestry – Louise Wager (running for a full term); Christie Carrico, Donna Gentry

Delegates to the Diocesan Convention – Gene Sullivan, George Wolohojian, Joyce Bryant (all running for a second term)

Alternate to the Diocesan Convention – Dick Miller (running for a second term)

Report on the Bargain Box

Lucy Huffman presented a proposal to the Vestry from the Bargain Box Committee outlining the principles behind the mission, the outreach policy, and budgetary guidelines. In addition, a proposed budget for 2005 was submitted for Vestry approval. For 2005, it is estimated that there will be a net revenue of approximately \$6000 to go for outreach projects. The 2005 budget outlined an annual giving proposal for the \$10,000 drawdown on reserves, including community ministries, Heifer Project, Youth Group Summer Mission trip, college scholarship, Tsunami orphanage and several other worthy programs that the committee would consider at their discretion.

The Vestry was very pleased to receive such a thorough document but suggested that the wording on page 2 which described the discretionary authority of the Bargain Box Committee be changed to better reflect what the Vestry believes is the actual intent of the committee. Lucy Huffman will take this back to the Committee for approval.

The 2005 outreach budget for the Bargain Box is approved, subject to the changing of the wording in the process section. Moved (Margaret Cervarich). Seconded (Karen Near). Passed unanimously.

Discussion of Church Growth

Father McDuffie raised the possibility of holding a retreat with the new Vestry with a facilitator in order to discuss the future growth of Christ Episcopal Church. While there was considerable discussion and disagreement as to the content and format of such a retreat, the Vestry was generally in favor of doing this. Father McDuffie will request dates from the Vestry members. Karen Near suggested a possible venue and will provide that information to the office.

It was moved (Margaret Cervarich) and seconded (Karen Near) to request \$1500 from the interest on the Endowment fund to pay for this retreat as a special project for the Vestry. Passed unanimously.

This motion must be reconfirmed either at the April meeting or by email before going to the Endowment Committee.

CES Gala

Peg Hincke asked the Vestry if it would contribute to a half-page ad in the program for the CES gala to show the Vestry's support of the school.

It was moved (Margaret Cervarich) and seconded (Karen Near) for the Vestry to take out a half-page ad in the CES Gala Program. Passed unanimously.

The per capita contribution is \$5.00. Louise Wager said she would coordinate the payment to the school.

Recognition of Departing Vestry Members

Father McDuffie recognized Lucy Huffman and Eric Jorgensen, departing Vestry members. He thanked Lucy for the outstanding job she had done in working with the Bargain Box Committee and other outreach efforts.

Father McDuffie offered a prayer and adjourned the meeting at 10:28 pm.

Submitted by: Christie Carrico