

*Christ Episcopal Church*  
*Vestry Minutes*  
*January 22, 2008*  
Minutes

**In Attendance:**

*Clergy:* John McDuffie, Rector; *Vestry members:* Bob McCartin, Senior Warden; Cindy Callahan, Junior Warden, Paul Beck, Christie Carrico, Dave Esmond, Jane Follit, Donna Gentry, David Giulieri, Michael Hinds, Fran Palmer-Hill; *Guests:* Bill Goetzenberger, Jane Pontius, Linda Rhoads

Rev. John McDuffie convened the meeting at 7:40 pm and gave the opening devotion.

CHRIST EPISCOPAL SCHOOL STRATEGIC PLAN

Linda Rhoads gave an overview of the draft strategic plan for Christ Episcopal School, outlining the process used in developing the plan and noting the extensive involvement of Vestry members in developing the plan. She highlighted the eight strategic goals and the next steps in formalizing and implementing the plan. She, Jane Pontius, and Bill Goetzenberger asked the Vestry's support for the plan. The Vestry expressed its strong support for the CEC Strategic Plan.

MINUTES OF NOVEMBER 27

**It was moved and seconded (Callahan/Follit) to approve the minutes of the November 27, 2007, meeting as amended. Passed unanimously.**

The action item list was reviewed and updated.

NOMINATING COMMITTEE

Fr. McDuffie noted that the Annual Meeting was the fourth Sunday in April. Those members whose terms on the Vestry are ending (McCartin, Carrico, Gentry, Giulieri) were named to the Nominating Committee and given the responsibility to assemble a slate of Vestry candidates for the Annual Meeting.

COMMITTEE REPORTS

Stewardship: Members of the Stewardship Committee are called members who have not yet pledged.

Fellowship: Bridgette Hubbard is looking for someone to take over being in charge of the coffee hour.

Welcoming & Communications: Cindy Simpson and Denise Trogden are working on forming a new Welcoming Committee so that the current committee members (Follit, Carrico, Rhoads) can move full-time to the new Marketing and Communications Committee.

Adult Christian Formation: The Spring Adult Forum schedule is nearly complete. The committee is preparing the next Studies in Christian Faith class.

Property: The foundation of the Parish house needs repairing at a cost of approximately \$3500. The HVAC for the kitchen/dining room is currently on hold based on the estimated \$65,000 cost. The HVAC for the nursery and choir room is estimated to cost \$50,000, and the project is ready to be bid out if there is money available. The Vestry recommended proceeding to get bids for the nursery and choir room HVAC. The second vote on the sound system (\$32,000) was tabled because of concerns surrounding the budget and possible other needs for the endowment interest.

Outreach: The grant made to the Outreach Committee from the Endowment interest is being used to fund medications and partial travel. The Coffee House raised \$1700 for the trip. The ESOL classes are starting again and are interesting in how to best advertise their availability. The Bargain Box did not have the necessary information on hand in time to apply for the grant from the City of Rockville this year. The Board will work on acquiring that information to apply next year.

### 2008 Budget Discussion

The budget for 2008 is flat, given the loss of approximately \$35,000 - \$40,000 in pledges from parishioners who have moved away from the area.

Pledge revenue is budgeted at \$460,000.

The Plant Fund has been exhausted and it will cost CEC \$21,000 to restock the Plant Fund this year.

Salaries are flat, with no raises and no cost-of-living increases.

Ron West of CES is investigating the possibility of locking in utility costs by some alternate approaches and will present a proposal to the Church when he has completed his research.

**It was moved and seconded (Callahan, McCartin) to approve the 2008 budget with a \$39,000 deficit. Passed unanimously.**

The Vestry extensively discussed strategies to improve the budget picture, particularly in the area of salaries where the view was that it was unacceptable to not provide a cost-of-living raise to staff. It would cost an additional \$5712 to provide a 4.3% COLA to the Rector, Music Director, office assistant, nursery staff and sexton. It would not take much in additional pledges or increases in existing pledges to provide this amount. The Parish Administrator and Youth Director have just signed new contracts and so are not included. The Vestry felt strong that the Junior or Senior Warden should make a presentation to the Congregation about the state of the budget, the need to provide COLAS for the staff, and the pledging/options available to them. Fr. McDuffie presented a pledge analysis showing that six pledging units have pledges between \$10,000 and \$14,999 per year, and only about 20 pledging units have pledges in excess of \$5000/year.

Cindy Callahan and Bob McCartin agreed to put together talking points for the Congregation, scheduled tentatively for Sunday, February 10.

The meeting adjourned at 10:05 pm.

Approved: