

Christ Episcopal Church  
Vestry Minutes  
January 24, 2006  
Minutes

**In attendance:**

*Clergy:* John S. McDuffie, Rector

*Vestry Members:* Gene Sullivan (Senior Warden), Bob McCartin (Junior Warden), Christie Carrico, Dave Craig, Jane Follit, Donna Gentry, Charles Griffiths, Peg Hincke, Louise Wager

Father McDuffie convened the meeting at 7:45 pm with an opening devotion.

Minutes of November 29

**The minutes from the November 29 meeting were approved as amended.  
(Craig/McCartin, passed unanimously).**

Finance Report

Charles Griffiths reported that there had been a surplus of \$17,000 in the budget in December and an estimated surplus of \$22,000 for 2005. The savings account has \$100,630 and the Paine Webber Building Maintenance Fund (Plant Fund) has \$64,236. It was noted that the Plant Fund should contain all payments for the columbarium and for bricks. Expenses from this fund built the columbarium and paid for the engraving of the bricks. A monthly allocation from the school's payment to CEC should also go into the Plant Fund, as should a monthly allocation from the Church. An analysis of how the Plant Fund is funded should be performed. Procedures need to be established, written and implemented to insure that this happens. **Bob McCartin and Charles Griffiths agreed to work with Jim Ridgeway on procedures for properly managing the Plant Fund.** There was some discussion about changing the prices for the columbarium. **Christie Carrico was asked to do a market survey on columbarium prices.**

It was also noted that the Balance Sheet does not list the Jefferson Building as an asset of the Church. The current Balance sheet also contains a mortgage liability of \$113,622 for the Thompson House that needs to be removed since the mortgage from the Thompson House was paid off as part of the purchase of the Jefferson Building. There were also discrepancies between the net income on the balance sheet and the monthly revenue/expense statement as well as an unexplained jump in the retained earnings between April and May. **Charles Griffiths and Louise Wager will work with Jim Ridgeway to explore the earned income anomaly and the difference between the net income on the two financial reports.**

Following extensive discussion it was agreed that the school was correct in posting the capital improvements to the Jefferson Building to their balance sheet, even though the building itself is an asset of the Church. Charles Griffiths presented an audit of all the expenses billed to the school for 2005.

Budget Discussion

Father McDuffie indicated it is his conservative estimate that the Church will receive an additional \$10,000 in pledges. Charles Griffiths made a conservative estimate of \$12,000 carryover from 2005, once payments of \$1500 and \$8388 are made to memorials and to CES, respectively.

There is also \$50,000 in interest from the endowment in 2005 that has not been committed, although there is an estimated \$10,000 - \$12,000 repair to the bell tower that will likely be paid for from the endowment interest. Other likely expenses for this interest include the Rite 13 pilgrimage, repayment of the Diocesan loan, and seed money to hire the new Youth Minister.

The monthly contribution of CES to the plant fund was not included in the MOU but it should be. Repairs made to property from the Plant Fund should not be charged to CES at the 46% rate that applies for repairs appearing on the revenue/expense sheet.

Proposed salaries for 2006 include a 3.5% raise with the exception of the Music Director. This position includes a proposed 20% raise because the position is being paid well below Diocesan guidelines for the individual in the position. Because of the size of this increase the Vestry requested a time analysis from Tad Cavuoti.

The budget reflects a \$15,000 deficit for 2006. In view of this, the Vestry suggested reducing the Diocesan pledge by \$9000 which is still an 8% of NOI contribution.

**A subcommittee consisting of Bob McCartin, Jane Follit, and Louise Wager will evaluate the salaries of the paid staff and make recommendations to the whole Vestry for salaries for 2006.**

**It was moved and seconded (McCartin/Hincke) to use the 2005 interest from the endowment fund to repair the bell tower (\$12,000), fund the Rite 13 pilgrimage (\$10,000), repay the Diocesan loan (\$20,000), and provide seed money to hire the new Youth Minister (\$10,000). Passed unanimously.**

#### Christ Episcopal School

Gene Sullivan reported that there was a MOU meeting scheduled for January 25.

#### To Grow or Not to Grow

The last congregational meeting explored passive barriers to growth. On Saturday February 11, the learning team will have a session with Alice Mann exploring the systems change index.

#### Committee Reports

##### *Welcoming/Communications.*

Jane Follit reported that there will be a Newcomer's Coffee on February 12 and that the committee is currently redoing the information sheets given to the newcomers to provide more information about how to become actively get involved. She noted that there are 4 new members of the committee.

##### *Property*

Dave Craig asked about the timing of the choir room water repair. It will be necessary to remove the closets to repair the water leaks, but the estimates for this repair do not include carpentry work necessary to replace them. There was confusion over whether this room would continue to be used by the school or whether it would be used by the church for storage. **Dave Craig will email Father McDuffie a layout of the plan to remove the closets and repair the leak but with no replacement of the closets with a copy to Jane Pontius for her comment.**

#### Old Business

Father McDuffie asked if there were any Vestry interested in attending the meeting of the Consortium of Endowed Parishes the end of February. Dave Esmond was suggested as an appropriate member of the congregation to attend. Jane Follit and Christie Carrico expressed interest.

**It was moved and seconded (Wager/McCartin) to allow the Rector and up to three additional people to attend the Endowed Parishes Consortium Meeting. Passed unanimously.**

#### New Business

Because of an incident the preceding Sunday, Bob McCartin suggested that there be a formal procedure for how to handle homeless intruders and that cards be prepared with information for the homeless that the ushers could give them. Father McDuffie indicated that it is the policy to not give money out to people who approach parishioners in the church. He will mention this on Sunday and point out that CEC funds Community Ministries of Rockville for this purpose and that

his discretionary fund is also available for people in need. He will also prepare a note for The Angelus. **Christie Carrico volunteered to prepare the handouts for the ushers if someone could provide her with the necessary information on resources.**

*Nominating Committee*

The following individuals were appointed to the Nominating Committee to develop a slate for the Vestry election.

Charles Griffiths

David Craig

Peg Hincke

Karen Near

Gene Sullivan

The next Vestry meeting will be February 28.

The meeting adjourned at 10:15 pm.

Submitted by Christie Carrico

Items approved from interest on the endowment:

1. Repair of the bell tower - \$12,000
2. Rite 13 Pilgrimage - \$10,000
3. Repayment of the Diocesan Loan - \$20,000
4. Seed money to hire a Youth Minister - \$10,000