

*Christ Episcopal Church
Vestry Minutes
October 25, 2005*

In Attendance:

Clergy: John S. McDuffie, Rector

Vestry members: Gene Sullivan, Senior Warden; Bob McCartin, Junior Warden; Christie Carrico, Margaret Cervarich, Dave Craig; Jane Follit; Donna Gentry, Charles Griffiths; Louise Wager

Guests: Tad Cavuoti

Father McDuffie convened the meeting at 7:40 pm and offered the opening devotion.

Minutes of September 27

The minutes of the September 27 meeting are approved as amended. Moved (Jane Follit). Seconded (Bob McCartin). Passed unanimously.

Report on Christ Episcopal School

Gene Sullivan reported that the school is facing a \$256,000 deficit this year and a \$191,000 deficit for next year. To deal with these deficits they are proposing a 7.5% increase in tuition for the 2006-2007 school year. Compared to other private day schools in the area, they are still among the most reasonable. CES does not have the funds to complete the final buildout of the Jefferson Building. In addition, all the windows need replacing, but there is not enough money to do that. They have recruited a potential new tenant, a lawyer who already has offices in the neighborhood and who needs space for some paralegals. The school is restarting the Capital Campaign among the CES community. There is currently about \$300,000 in outstanding pledges, half of which is due to the school. They would like the Church's cost-sharing numbers as soon as possible for planning purposes. They are budgeting \$145,000 in shared facility expenses.

Region 3 & 4 Meeting

Father McDuffie, Gene Sullivan and Joyce Bryant attended the Region 3 & 4 meeting. The Diocese is looking at a \$4 million budget. The Soper Fund is being used to supplement their operating budget by \$1.2 million. There are several parishes who are not paying the full Diocesan pledge, one is not paying anything at all.

Nursery and Choir Room

Michele Craig and Tad Cavuoti were looking at them but as yet there had been no feedback. Jim Chellini has figured out how to tie in the chiller to the existing HVAC system (with some supplementation). Coakley has the HVAC plans. Dave Craig reported that he had met with John Houghton and Jim Chellini (together they planned the HVAC system for the Jefferson Building). He hopes that John Houghton will draw up the mechanical plans for the nursery/choir room, but he can't stamp them for permitting. Dave will ask Eric Jorgensen to review, approve and stamp the plans. If this proposal works, it should cost CEC about \$1000 for plans to send out to bidders and for permitting. Dave Craig agreed to email the Vestry with the outcome of the meeting with Houghton and Chellini (who were inspecting the nursery/choir room even as the Vestry met). This will delay completion of the renovation by about a month, but in the long run is the best solution for cooling the newly renovated space and avoids having to go to PEPCO for more lines. It was suggested that an explanation for the delay be provided to the Congregation either during announcements or in the bulletin/Angelus.

Members of the Vestry asked that a reminder be sent out to people who had not yet paid this year's pledge to the Capital Campaign and it was agreed that CES' Ron West ought to be able to do this.

Database Software for the Church

Father McDuffie reminded the Vestry that the software currently in use by the parish office is terrible software and that he would like to move to using ACS, but the cost is approximately \$3000. The Vestry agreed that this was a sound move and a legitimate expense from the interest on the endowment. Christie Carrico asked if trying to convert the membership database during pledging season was a good idea and Father McDuffie indicated that he would talk with John Curts who is volunteering in the office working with the database. Margaret Cervarich and Donna Gentry agreed to followup with John Curts. Father McDuffie will further investigate the costs of the database and the conversion and get back to the Vestry.

Charles Griffiths reported that there had been no Fund Board meeting. One of the issues they need to address is the base on which interest is calculated, a question raised by the Vestry. He presented a list of the expenses for which the interest had been used over the past year and based on this list, there is approximately \$55,000 left in interest on the fund from the current year plus approximately \$40,000 for next year.

The Vestry was reminded that the \$20,000 development loan from the Diocese is due the end of December. Louise Wager suggested that the church should investigate whether paying the \$1200 annual interest on the loan made more sense than trying to pay the loan back all at one time.

To Grow or Not To Grow

The CEC team has now attended the second session. A parish meeting is scheduled for Tuesday, November 8 at 7:30 pm and Father McDuffie expressed his hope that all the members of the Vestry would be in attendance. The meeting will focus on how churches of differing sizes function differently and the passive barriers to growth, and where CEC fits into this.

COMMITTEE REPORTS

Stewardship Committee

A letter from Father McDuffie to the congregation has gone out. A letter from Margaret Cervarich, as stewardship chair, is scheduled to go out this week. Pledge cards will also be mailed, and will hopefully be received in time for Ingathering Sunday. Louise Wager gave a very powerful statement of the importance of increasing pledges to support the church and the need to educate the congregation. She agreed to refine this and give it the following Sunday at all three services.

Property

Dave Craig reported the replacement of the sump pump is moving forward. The current rain has revealed leaks in both the basement and the belltower. A representative of the roofing company will be in town in two weeks to look at the belltower leaks. Dave Craig is talking to companies who do foundation work on old buildings about getting estimates on fixing the leaks in the basement.

Hospitality (Welcoming)

Jane Follit reported that the Hospitality Committee had changed its name to the Welcoming and Communications Committee to more accurately reflect what it did and avoid confusion on the part of newcomers with what the Fellowship Committee did. An Advent event is planned for 2005 newcomers on December 5 at 7:30 pm in the Parish House. In addition to holiday refreshments and a talk about the history of Christ Church, Reenie Prettyman will give a tour of the church.

Fellowship

The Fellowship Committee is planning its usual Christmas Dinner for Adults. The Youth would like to a similar dinner for the youth. Father McDuffie reported, as an aside, that there had been no candidates for Youth Minister to date.

Finance

Charles Griffiths reported that the budget was still in surplus for the year by approximately \$13,000. August showed a surplus and September showed a lesser deficit. He proposed a new format for reporting the budget status in the Angelus and the Vestry approved it. It will appear in the December issue.

The third quarter summary of pledging needs to be sent out as soon as possible as people begin to think about pledging for the upcoming year.

Louise Wager said that she would put copies of the audit in Vestry members' mail boxes on Sunday. The Church received an audit management letter that requires a response. It is also necessary to report back to the Diocese.

CES has some expenses they feel the church should cover and it is necessary to audit those expenses and determine what we feel is reasonable and get back to the school. Also, it needs to be clarified what the arrangement is between the church and the school regarding the downpayment should the Jefferson Building be sold.

Charles Griffiths asked John McDuffie for a distribution list of committee chairs so that he can request budget submittals for preparing the budget for the upcoming year.

The next meeting is November 22.

The meeting was adjourned at 9:30 pm.

Submitted by Christie Carrico

Approved: November 29, 2005