

Christ Episcopal Church
Vestry Minutes
November 23, 2004

In Attendance:

Clergy: John S. McDuffie, Rector

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

Secretary: Christie Carrico

Father McDuffie convened the meeting at 7:40 pm. Karen Near offered a Collect and General Prayer for Thanksgiving.

Minutes of October 26

The minutes of October 26 are approved, as amended. (Jane Follit) Seconded. (Bob McCartin). Passed unanimously.

Finance Report

Charlie Griffiths reported there was a deficit of \$4700 this month due to a shortfall in pledges and some unanticipated expenses because of the month having five Sundays. The audit was also later this year and Church maintenance was higher than projected. The total year-to-date operating deficit is \$32,000.

Diocesan Pledge for 2005

The Diocese would like a response on the amount to be pledged by December 31 and would like the Church to tithe based on its normal operating income (NOI). This would be \$48,414.70 for 2005 based on 2003 NOI. In 2004 the pledge was 8.9% of NOI. There was considerable discussion as to whether, given the uncertain nature of the Church's NOI in the upcoming years with the expansion, it was possible to increase the contribution to the Diocese. Currently \$267,400 has been received in pledges for 2005, and it is estimated that the total will be \$414,000. Last year there was \$396,000 in pledges.

It was moved to pledge \$45,000 to the Diocese for 2005. (Bob McCartin). Seconded (Karen Near). Passed with one opposed.

New Administrative Assistant

Father McDuffie announced that Mary Lee Piku would start full-time after Thanksgiving, replacing Tracy Holmes. She has been volunteering her time to work with Tracy and learn the job more quickly. The Vestry requested that Father McDuffie include any proposed raises for the office clerical staff in the budget planning.

Jefferson Building Purchase

There is an effort to revamp the Capital Campaign and take it to the next level. Everyone who pledged will be receiving a statement by the end of January as well as a brochure updating people on the progress. This will be accompanied by an earnest effort to contact those who have not yet pledged. There is \$781,000 pledged to date.

The zoning meeting went well and the Appeals Board meets in two weeks. There are some questions about the timing of the one-way status of the entrance to the Jefferson Building parking lot.

John Marshall is drafting a Memorandum of Understanding between the Christ Episcopal Church and Christ Episcopal School to address the handling of accounting, insurance, and shared use

agreements. The group is still working on property management issues, but time is getting short since Magruder will cease to manage the property on January 31 and new arrangements must be in place.

Consortium of Endowed Parishes

Christ Episcopal Church has been a member of the Consortium of Endowed Parishes since 2001. Initially, the \$750 annual dues was a good investment since the Church got a good advice with regard to structuring the endowment, bylaws for the endowment fund, etc. The current benefit of membership is the annual conferences. Charlie Griffiths and Karen Near have attended these and while the conferences are very good, they do not feel that it is a justifiable expense to the Church or the endowment at this time to send members. The Consortium is agreeable to Christ Episcopal Church suspending its membership for the time being until the financial picture is more settled.

It was moved to accept the offer of the Consortium of Endowed Parishes to drop out temporarily. (Peg Hincke). Seconded. (Margaret Cevarich). Passed unanimously.

Report of the Endowment Fund Board

The current head of the Endowment Fund Board is stepping down and it is necessary to appoint a new Head. The endowment has weathered the market downturn well and has a current balance of \$1,966,614. It is prepared to issue \$91,938 to the church for projects and capital improvements.

Father McDuffie reminded the Vestry that capital improvements are pre-approved uses of the endowment funds. Other projects must be approved by the Vestry. Operating expenses are never allowed. All expenditures must be reported to the Endowment Fund Board at year-end, as well as a potential list of upcoming expenditures. Jane Follit suggested that some money be used to renovate the nursery immediately, rather than waiting for a piece of the capital campaign funds.

Action Item: It was requested that a discussion of the use of the endowment funds be put on the agenda for the next Vestry Meeting.

9:00 AM Worship Service

Father McDuffie outlined some proposed changes to the 9:00 AM service. These include:

- Serving the Eucharist at a small table at the front of the Chancel in front of the nave (between the choir stalls).
- Different service music
- Serving real bread

Children have not yet been integrated into the Prayers of the People or the responsive reading of the Psalm. The service will focus on St. Nicholas on December 5 and John the Baptist on December 12. Father McDuffie is also considering a jazz mass. He would like to get people to sign up to bake bread.

Action item: A note should be placed in the 9:00 am bulletin about the ingredients in the bread for people who might have allergies, and there should be wafers available as a contingency.

COMMITTEE REPORTS

Fellowship

The reception for the Bishop went well. A flyer on the Adult Christmas dinner is in the Angelus.

It was moved to permit people to drink wine and beer at the Candlelight Christmas dinner. (Bob McCartin). Seconded (Lucy Huffman). Passed unanimously.

Adult Formation

The schedule of adult forums for next year is currently being developed. The two sessions on "How to Talk to Teenagers" were very popular.

Outreach

The Community Ministries of Rockville campaign is underway. The Outreach Committee is trying to raise \$8000 through the campaign to help meet Christ Church's pledge of \$10,000.

Action Item: Someone should speak at the services about CMR and the campaign.

Christian Hospitality

The Greeters ribbons are in the drawer of the table in the Narthex. December 5 is the Greeters meeting. One hoped for outcome of this meeting will be to assign weeks to specific Greeters. Tom Rhoads designed posters advertising the coffee hour to direct congregants to the Dining Room.

Bob McCartin asked whether the Mother Support Group that used to exist was still functioning. Given the large number of recent baptisms in the Church, he felt this might be a useful activity. It was felt that this was more in keeping with Fellowship than Christian Hospitality, but regardless of which committee it fell too, the success of such a group would depend on having someone from within to lead it. Peg Hincke pointed out that a similar group for seniors and widows was needed as well. Jane Follit indicated that she would ask the Greeters to get ideas from people about what they would like to see in terms of smaller interacting groups.

New Business

Margaret Cevarich requested that the list of Vestry members be included back in the bulletin.

Action Item: Include the list of the Vestry in the bulletin wrapper.

Father McDuffie would like to ask congregants to write a brief paragraph for the bulletin on how they found God.

Peg Hincke noted that the railing on the marble steps is still loose.

Resolution on Clergy Housing Allowances for 2005

The Vestry formally recognized the Rev. John S. McDuffie's declaration of his housing allowance for 2005 to be \$35,000, and the Rev. Karen Johnson's declaration of her housing allowance to be \$5,000.

While the regularly scheduled Vestry meeting in December is cancelled, Father McDuffie asked everyone to hold December 21 in the event it was necessary to schedule a meeting. He also reminded everyone that the budget planning meeting was Saturday, January 8 at 9:00 am.

Father McDuffie offered a closing prayer and adjourned the meeting at 9:26 pm.

Respectfully submitted by Christie Carrico