

*Christ Episcopal Church*  
*Vestry Minutes*  
*November 27, 2007*  
Minutes

**In Attendance:**

*Clergy:* John McDuffie, Rector; *Vestry members:* Bob McCartin, Senior Warden; Christie Carrico, Dave Esmond, Jane Follit, Donna Gentry, David Giulieri, Michael Hinds, Fran Palmer-Hill.

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

MINUTES OF OCTOBER 23

**It was moved and seconded (Follit/Hinds) to approve the minutes of the October 23, 2007, meeting as amended. Passed unanimously.**

The action item list was reviewed.

CES News

The Vestry reviewed the draft budget for Christ Episcopal School. The budget includes a tuition increase of \$1000 for grades K-8. Other assumptions behind the budget include flat enrollment and the addition of a lower school Principal, since that is the area of projected growth in the school. Bob McCartin reminded the Vestry that this is still a draft.

**It was moved and seconded (McCartin, Esmond) to approve the draft budget for Christ Episcopal School, including the proposed tuition increase. Passed unanimously.**

ENDOWMENT INTEREST DISCUSSION

The following pending projects have already been identified as potential needs from the endowment interest:

CES Scholarship	\$ 6,100
Sound System for Church	\$30,000
HVAC – Nursery/Choir Room/Dining Room/Kitchen	N/A
Stained glass window repair	\$50,000
Rite 13 Pilgrimage	\$10,000
Assistant Rector (2 months)	\$ 4,500
Outreach Africa Trip	\$ 5,000

The Vestry discussed the relative priorities of these projects and agreed that the CES Scholarship and the salary for the Assistant Rector were prior commitments that needed to be continued. The Vestry discussed the proposals for the Sound System and the possibility of using any remaining funds from the Capital Campaign to partially fund this project. While the exact amount remaining isn't known, it will not be enough to fully fund the sound system. Nevertheless, it was felt that this project was a very visible project that clearly benefited both the church and the school and should be pursued using a combination of Capital Campaign funds and endowment interest. Donna Gentry reported that adjustments had been made in the proposal to incorporate adjustments requested by the choir, the school and the Rector. Installation should take three days.

There was extensive discussion of a newly received proposal from Bridgette Hubbard requesting \$5000 to help fund travel expenses for the Outreach trip to Richmond Africa in February. Given that this project had already been approved for \$5000 from the endowment interest (not to be used for travel), the Vestry felt that they could not make a decision on this request without additional information on how the entire \$10,000 would be used and what fraction of that amount would be used to support travel. Father McDuffie agreed to go back to Bridgette Hubbard and suggest that she work with the Outreach Committee to put together a complete budget for the trip. One option suggested was to allow the Outreach Committee greater flexibility in how they used the originally approved \$5000. The Vestry agreed to have a special meeting in December if necessary to review the new proposal.

The Vestry discussed whether or not a certain portion of the interest endowment ought to be set aside for grants to various ministries, whether there ought to be an official guideline about the use of interest funds to support travel, and how best to communicate information about the use of the endowment interest to the Congregation.

**It was moved and seconded (McCartin, Giulieri) to approve the use of \$6300 from the interest on the endowment to continue the CES Scholarship to the family of a CEC parishioner. Passed unanimously.**

**It was moved (McCartin/Follit) to allocate up to \$30,000 for a new sound system for the Church. Passed unanimously.**

#### 2008 BUDGET PROCESS

The Vestry normally reviews the budget in early January. The Wardens, Rector and Chair of the Finance Committee (McCartin, Callahan, McDuffie, Esmond) will meet in December to draft the budget.

#### COMMITTEE REPORTS

Stewardship: As of YTD, pledges for 2008 total \$359,000.

Fellowship: The Candlelight Christmas Dinner is scheduled for December 8.

Welcoming & Communications: The annual Advent Church Tour for newcomers and others is scheduled for Monday evening, December 3.

Adult Christian Formation: The Wednesday Evening Advent classes will focus on Sabbath Practices. The Rev. Ken Howard from St. Nicholas's Episcopal Church in Darnestown will lead the next three Forums on the topic of "Christian Community."

#### Finance Report

David Esmond reported that pledge revenue is still behind by about \$20,000, resulting in a deficit situation. Cash flow is tight but being managed.

#### New Business

Christie Carrico raised two issues resulting from a minor gas leak in the kitchen discovered during the preparations for the Bargain Box reception. First, she asked if there is a regular maintenance check of the kitchen appliances and gas lines. Since Paul Beck was not present, she will contact him separately to suggest this be done in conjunction with the school if there is not already a process in place. Second, the Fellowship committee requested a list of appropriate emergency numbers be posted in the kitchen and other relevant places. The Vestry agreed that this was a good idea.

On behalf of the Bargain Box, Christie Carrico asked if there were objections to the Bargain Box offering donations to the Nellielewis Quay and Cai Conway funds as alternate giving ideas for the holidays and including these in the bulletin. The Vestry had no concerns.

Bob McCartin reported that he had met with city officials to discuss the location of the Bargain Box and the cost of rent in Rockville. The representative from Community Services was well acquainted with the Bargain Box and informed Bob of a grant process that could be used to help pay for the rent. Discussions will continue.

#### Housing Allowance

The Rector noted for the record that he has designated \$36,000 of his total compensation for a Housing Allowance. The Rector also noted for the record that the Assistant Rector has designated \$5000 of her total compensation from Christ Episcopal Church for a Housing Allowance.

The meeting adjourned at 9:55 pm.

Approved: January 22, 2008