

Christ Episcopal Church
Vestry Minutes
February 28, 2006
Minutes

In Attendance:

Clergy: John S. McDuffie, Rector

Vestry members: Bob McCartin, Junior Warden; Christie Carrico, Margaret Cervarich, Dave Craig; Jane Follit, Donna Gentry, Charles Griffiths; Peg Hincke, Karen Near, Louise Wager

Guest: Steve Pirozzi

Father McDuffie convened the meeting at 7:35 pm. Karen Near offered the opening devotion.

System Change Index

The vestry discussed the factors of Systems Change Index in terms of their views of the congregation. In most cases, it was felt that the congregation did not clearly fall in the higher or lower description but shared elements with both.

Factor 1: Congregational self-definition – medium to high

Factor 2: Pastor's role – medium to high

Factor 3: Size of paid staff – low

Factor 4: Optimum unfilled capacity at our main Sabbath services/programs – medium to high

Factor 5: Degree of movement toward "multi-cell" reality – low to medium

Factor 6: Delegation of planning and change management tasks to special groups with appropriate gifts – low

Factor 7: Growth aspiration to quality – medium to high

Factor 8: Infrastructure for member care and involvement – low to medium

Factor 9: Conflict prevention and management – medium

Overall the scores among the Vestry were in the 18-20 range, indicating that the congregation is ready for growth but not equipped to manage it. The Vestry discussed how to address those issues which brought the score down, but agreed that the Vestry cannot do this as part of its regular monthly meetings. Christie Carrico suggested that the Vestry form one or more small subcommittees comprised of Vestry and others to address specific issues impeding growth.

Questionnaire

Father McDuffie asked the Vestry's permission to participate in a multi-parish questionnaire which he had been sent. **The Vestry moved to request additional information on the nature of the survey and a copy of the survey is possible. (Near/Wager. Passed unanimously).** Father McDuffie agreed to get this and send to the Vestry by email.

Historical Plaque

Father McDuffie reported that the City of Rockville had requested permission to put a historical plaque on the outside of the church. **The Vestry moved to approve placement of the historical plaque (Near/McCartin. Passed unanimously).**

Staffing Issue

Father McDuffie informed the Vestry that the Reverend David Pollock had expressed an interest in assisting Father McDuffie with services during Lent and through Holy Week. The Vestry was enthusiastic about this, and Father McDuffie requested permission to provide Rev. Pollock \$1000 from the interest on the endowment. This is not expected to be an ongoing expense. **The Vestry approved requesting \$1000 from the interest on the endowment to compensate Rev. Pollock for his assistance during Lent. (Near/Cervarich. Passed unanimously).**

Report of the Endowment Fund Board

Charles Griffiths reported that as of September 30, 2005, the balance in the endowment fund was \$2,990,000. Using 5% of the three year trailing average, the Board is prepared to distribute \$95,818.10 in interest for use by Christ Church for non-recurring expenses in 2006.

In accordance with the procedures for use of interest, **it was moved to request for the second time money from the interest on the endowment for the following uses: Repair of the bell tower (\$12,000); Rite 13 pilgrimage (\$10,000); Repayment of the Diocesan loan (\$20,000); seed money to hire a Youth Minister (\$10,000). (Craig/Near. Passed unanimously).**

Parochial Report

In reviewing the draft numbers in the Parochial report, it appeared that revenue was slightly over-reported, and expenses included some pass-through funds, making it appear that the 2005 budget had operated significantly in the red. The numbers need to be validated to reflect the slight positive year-end result as well as to accurately report operating revenues, since this is the number on which the Diocesan pledge is based. **It was moved to approve the parochial report contingent on Louise Wager checking the operating revenue and expense figures. (Griffiths/Near. Passed unanimously.)**

Lilly Foundation Grant for Sabbatical

Father McDuffie distributed information on a program funded by the Lilly Foundation to provide \$45,000 support for ministerial sabbaticals. There is an extended process involved to prepare the grant for the May 15, 2005 deadline. Karen Near and Christie Carrico volunteered to assist Father McDuffie in preparing an application.

Shared Use Agreement

The Vestry reviewed the draft shared use agreement between Christ Episcopal Church and Christ Episcopal School. The primary purpose of this agreement is to protect both parties in the event of the potential sale of the Jefferson Building, giving CES the option to purchase it. There was a question about whether the numbers for maintenance of shared space reflected the previously agreed upon split. It was also suggested to add a phrase to insure that the sale does not include negative appreciation. The Vestry agreed to the document in principle, providing that the percentages for shared maintenance are corrected and will vote on it after the School Board votes.

Choir/Nursery

Bob McCartin reported that the expenses for the choir room/nursery renovation were not-to-exceed \$135,000. The space is expected to be ready April 7. Approximately \$5000 is needed to outfit the nursery. It was suggested that memorials should be solicited for this purpose.

Minutes of January 22

It was moved to approve the minutes of January 22. (Near/McCartin. Passed unanimously.)

Pledges

Father McDuffie reported that pledges had now reached \$442,000.

Committee Reports

Welcoming and Communications: There will be a newcomers event on March 6 which will include a reception in the Parish House and a tour of the church conducted by Reenie Prettyman.

Adult Formation: The spring program for adult formation is proceeding, meeting at 9:00am in the Parish House.

Nominating: Peg Hincke reported that the following individuals had agreed to run for Vestry and delegates.

Bob McCartin – Senior Warden
Louise Wager – Junior Warden
Vestry – David Esmond, Steve Pirozzi , three more individuals are considering for a total of 5
Delegates – Summer Hardinge agreed to run as alternate Delegate. The current delegates all
agreed to run again.

Finance: Charles Griffiths will email the financials to the Vestry.

Father McDuffie will do the devotion for the next meeting.

The meeting was adjourned at 10:05 pm

Submitted by Christie Carrico

Interest on the endowment:

\$1000 to compensate Rev. Pollock – needs to be voted on again at March meeting.

Action Items:

Establish subcommittees to address issues preventing congregational growth – **Father
McDuffie/Wardens**

Validate numbers in Parochial Report – **Louise Wager**

Obtain copy of questionnaire and email to Vestry – **Father McDuffie** (completed)

Email financials to Vestry – **Charles Griffiths**

Work on application to Lilly Foundation for sabbatical support – **Father McDuffie, Christie
Carrico, Karen Near**

Correct maintenance percentage splits in shared use agreement – **Charles Griffiths**