

*Christ Episcopal Church*  
*Vestry Minutes*  
*May 22, 2007*  
Minutes

**In Attendance:**

*Clergy:* Karen Johnson, Associate Rector Pro Tem; David Pollock, Assisting Rector; *Vestry members:* Bob McCartin, Senior Warden; Cindy Callahan, Junior Warden; Christie Carrico, Dave Esmond, Donna Gentry, Jane Follit, David Giulieri, Michael Hinds. Guest: Alison Olsen, Chair CES Board of Governors

Rev. Karen Johnson convened the meeting at 7:30 pm with an opening Devotion and Prayer.

CES NEWS

Alison Olsen reported that two new members had been elected to the Board of Governors at the last meeting. Cheryl Burruss is a Church-member parent and Carla Shipley is a non-member parent. Bill Goetzenberger, a member of the first eighth grade graduating class, was elected as the new chair. He will not be able to assume those duties until January 2008, and Ms. Olsen requested that her term be extended until that time. The faculty elected Candice Brown as their faculty representative.

**It was moved and seconded (McCartin, Follit) to approve Cheryl Burruss and Carla Shipley as the two new members to the Christ Episcopal School Board of Governors. Passed unanimously.**

**It was moved and seconded (McCartin, Gentry) to extend the term of the current chair of the Christ Episcopal School Board of Governors for six months until January 2008. Passed unanimously.**

**It was moved and seconded (McCartin, Follit) to allow an exception to the bylaws requiring that the chair of the Christ Episcopal School Board of Governors be a member of Christ Episcopal Church for William Goetzenberger. Passed unanimously.**

Ms. Olsen reported that the school is doing better financially because of increased rentals of the unused space in the Jefferson Building. Enrollment for next year is on a par with previous years. They expect to be at budget for pre-school and kindergarten. This year's kindergarten class has a larger than usual percentage of boys.

MINUTES OF APRIL 24

**It was moved and seconded (Callahan/McCartin) to approve the minutes of the April 24, 2007 meeting as amended. Passed unanimously.**

UPDATE ON DINING ROOM RENOVATION

Bob McCartin reported that the plans being drawn up by the architect should be ready for submission to the City by the first week in June. If the City approves them, construction can start on schedule in early July. The cost to replace the tables and chairs for the dining room is approximately \$30,000 (160 chairs without arms, 20 chairs with arms, 14 tables). CES has been asked to contribute half that amount, but may not be able to. The Vestry discussed sources of funding for the furniture since it appears that there will be no money left from the Capital Campaign.

**It was moved and seconded (McCartin/Giulieri) to use up to \$20,000 of the interest on the endowment to purchase tables and chairs for the newly renovated dining room. Passed unanimously.**

Reminders will be sent out within the month to those who have not yet fulfilled their pledges to the Capital Campaign.

REPORT ON AVAILABLE ENDOWMENT INTEREST FUNDS

Christie Carrico distributed a table that showed the interest provided each year since 2005 and the projects and amounts which the Vestry had authorized. She has asked Dave Esmond to try to locate the exact amounts of the projects so that a better estimate of the funds available can be made. Based on the maximum amount approved by the Vestry, there is currently \$148,694 left in the account. However, it was noted that future obligations include partial salary for the Assistant Rector and the second year of the CES scholarship.

#### REPORT ON CONSULTATION FOR THE SOUND SYSTEM

Donna Gentry reported that one addition to the original proposal is the repair of the podium in the Murdock Room. She thinks this repair will be effective and less expensive than purchasing a new podium. For the complete church sound system upgrade, the single quote from Acoustical Design, the group that did the acoustical study, is for \$80,000. Of this \$66,000 is for the hardware alone. The Vestry felt that a second bid should be obtained and Cindy Callahan provided the name of a second group who has done church sound installations, Maryland Sound. Donna Gentry will contact them to get a second quote on the sound system installation. It was originally planned to pay for the sound system out of the Capital Campaign, but it appears that there will not be sufficient funds. If the system is paid by the interest on the endowment, some agreement for partial payment by CES needs to be reached. Another option would be to pay for the installation from the Plant Fund. An inexpensive, short-term solution is to simply replace the microphones that don't work. Karen Johnson requested that Donna Gentry proceed to replace the one microphone at the prayer desk as soon as possible since it is the worst problem.

#### CES SCHOLARSHIP

The review committee selected a recipient for the scholarship and the family has been notified.

#### COMMITTEE REPORTS

Welcoming and Communications: Jane Follit reported that the Newcomers' Coffee had been held Sunday, May 20, but there were no newcomers in attendance. There is some question as to whether invitations were sent. June 4 is the date for the spring Newcomers' Event. This will be a tour of the Jefferson Building and the parts of the Church building used by CES, led by Jane Pontius, followed by refreshments in the Parish House. Invitations have been provided to the office to be sent. Karen Johnson suggested that she have the office follow them up with calls to the recipients. Rev. David Pollock indicated that he would attend as clergy.

Outreach: The Outreach Committee presented information on the Richmond Project in South Africa at an Adult Forum. One person signed up. The ESOL program is looking for a teacher for the fall, and Karen Johnson suggested that they contact the Latino Outreach Program of Community Ministries of Rockville. Money to cover this is budgeted in the Outreach budget. The TLC apartment is to be furnished in August.

Adult Christian Formation: The Sunday morning series over the summer will be studying Kathryn Jefferts Schori's book. The Fall Forum program is in the planning stages.

Fellowship: The lemonade on the porch program will start Sunday May 27, organized by Cindy Griffiths.

Finance: Dave Esmond had sent the financials and his analysis out earlier by email. Essentially, the Church is roughly on budget. A new bookkeeper has been hired, although Jim Ridgeway has offered to stay to see the audit through to completion.

#### OLD BUSINESS

There was no Old Business.

#### NEW BUSINESS

Staff contracts: Maura Kenerson is leaving for a better paying job at St. Francis in Potomac. Ads have been placed in the Gazette and Diocesan newsletter, and Karen Johnson will be interviewing an applicant on the 23. The Vestry agreed that, if suitable, he could be offered up to the current salary being paid for the position.

Maura's salary and benefits were within the Diocesan guidelines. The guidelines set salary ranges, encourage employers to contribute an amount equivalent to 10% to a retirement plan and encourage employers to pay full health insurance but require that they pay 50% of health insurance. For those not needing or wanting such coverage, an alternative equal to the cost of the benefits should be offered.

The Vestry discussed the need to review staff contracts and to make sure that new contracts were signed each year documenting leave allowance, severance and any special conditions of employment.

Time sheets: Dave Esmond and the new bookkeeper, Beth Brown, plan to institute a policy of time sheets in order to track leave. It was pointed out that while hourly employees should fill in actual time worked as well as any leave taken, a question arose as to whether exempt employees are only legally required to fill out time sheets for reasons other than annual leave, sick leave and administrative leave. All agreed that it was important to track when people use leave, but there was disagreement as to whether all employees could be required to track hours worked.

Hillstrom House: The current tenant has requested a lease extension for a year. Given the need for flexibility to offer housing when the new search for an Assistant Rector begins, the Vestry decided to offer the lease on a month-to-month basis.

Painting: Two classrooms need painting at a cost of \$800. Bob McCartin authorized the use of the Plant Fund for this purpose. The Vestry should discuss at some point what dollar amount from the Plant Fund triggers a Vestry discussion and vote.

**It was moved and seconded (Callahan/Esmond) to adjourn. Passed unanimously.**

The meeting adjourned at 9:05 pm.

The next Vestry meeting is scheduled for June 26 at 7:30 pm. Christie Carrico is responsible for the opening devotion.

Approved: June 26, 2007