

Christ Episcopal Church
Vestry Minutes
May 23, 2006
Minutes

In Attendance:

Clergy: John S. McDuffie, Rector

Vestry members: Bob McCartin, Senior Warden; Louise Wager, Junior Warden; Paul Beck, Christie Carrico, Margaret Cervarich, David Esmond, Donna Gentry, David Giulieri, Michael Hinds, Stephen Pirozzi

Father McDuffie convened the meeting at 7:45 pm with a devotion and prayer. David Giulieri was sworn in as a member of the Vestry since he had not been sworn in following the annual meeting. The new Vestry signed the Vestry Record Book

MINUTES OF MARCH 28

It was moved and seconded (Beck/McCartin) to approve the minutes of April 25. Passed unanimously.

MINISTRY LIAISONS AND VESTRY FUNCTIONS

Louise Wager outlined the responsibilities of the Vestry Treasurer vis a vis the Chair of Finance. The Treasurer is responsible for overseeing the audit, financial statements, financial matters between Christ Episcopal Church and Christ Episcopal School, depository accounts, banking investment accounts and the financial aspect of the annual report and parochial report to the Diocese. The Finance Chair works with the accountant to produce monthly financial reports for the Vestry. David Esmond indicated that he would like to get the monthly financial statements out to the Vestry ahead of the meeting. Margaret Cervarich suggested that the Vestry start the budget planning process in the fall rather than waiting until January, even if it meant doing multiple scenarios based on the actual amount of pledges.

The following ministry liaison assignments were made:

Adult Formation – Donna Gentry

Christ Episcopal School Board - Bob McCartin; Fr. McDuffie

Fellowship – Bob McCartin

Finance – David Esmond

Treasurer – David Giulieri

Memorials – Christie Carrico (working with Peg Hincke)

Outreach – Michael Hinds

Pastoral Care – Fr. McDuffie; Louise Wager

Property – Paul Beck

Stewardship – Margaret Cervarich; Stephen Pirozzi

Welcoming & Communications – Jane Follit; Christie Carrico

RECTOR'S REPORT

Fr. McDuffie reported that he had spoken with three potential candidates for the position of Assistant Rector. He briefly outlined the background of each candidate and indicated that he would like to set up interviews on the next three consecutive Tuesday evenings. The Vestry discussed how best to interview the candidate to insure that the interview balanced both the youth ministry function and the assistant rector function. Louise Wager asked Fr. McDuffie to provide some ideas on the role of the assistant rector. The Vestry decided to combine Vestry members and youth parents in a single interviewing group to meet with the candidates at 7:00 pm. Fr. McDuffie will send out emails to find out attendance.

CHRIST EPISCOPAL SCHOOL

Bob McCartin reported on the School Board meeting. The School currently has 209 students enrolled with contracts for approximately 230 students. The budget goal for this year is 238 students. One challenge the school is facing is gender balance in their classes. The Board is looking for a replacement for John Marshall. The School has achieved several of its goals – the average amount of aid provide by scholarships is now 8% and the curriculum will soon be online. By June 2007, the school estimates they will need approximately \$100,000 from some yet unknown source, and it is possible that the school will approach the church for a loan. The Memorandum of Understanding should be done, and Bob McCartin will check with Charlie Griffiths on the exact status of that document. He will distribute copies to the Vestry when he has a final version.

PLANT FUND

There was discussion on how the Plant Fund should be used and whether using it required Vestry approval or whether some threshold amount should be set below which Vestry approval was not needed. Guidelines should be drawn up for the use of the Plant Fund.

COMMITTEE REPORTS

Stewardship – Margaret Cervarich briefly outlined the responsibilities of the Stewardship Committee. She noted that the “time and talent” survey had been distributed and responses were due June 4.

Adult Formation – The next meeting currently scheduled for Tuesday, May 30, may need to be rescheduled if there is an interview for the assistant rector scheduled.

Outreach - Michael Hinds reported that he had participated in the Loaves and Fishes ministry with the committee.

Memorials – Bob McCartin informed the Vestry that a few thousand dollars had been identified from memorials to refurbish the Parish House Living Room. Peg Hincke and Michele Craig were managing this project.

Property – Bob McCartin reported that he was expecting the bill for the choir room and nursery renovations in the amount of approximately \$139,000. The next big project to be funded from the Capital Campaign will be the dining room, pending discussions with Jane Pontius and Alison Olsen. He asked that this be placed on the agenda for the next Vestry meeting. Work would not begin until summer 2007.

Welcoming and Communications – Fr. McDuffie reported that the Newcomer’s Coffee had been held the previous Sunday. Invitations were sent out to 24 families.

FINANCE REPORT

David Esmond indicated that he plans to streamline the financial reporting process. Louise Wager summarized and identified the assets appearing on the balance sheet.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Christ Episcopal School is interested in having Christ Episcopal Church put money in one of the scholarship programs. Bob McCartin suggesting that this would be a good way to solidify the relationship between the two groups and requested that a further discussion of this be put on a future Vestry agenda.

Fr. McDuffie requested that the next meeting be moved to June 20.

The Vestry prayed the Lord’s Prayer.

The meeting adjourned at 9:37 pm.