

*Christ Episcopal Church*  
*Vestry Minutes*  
*September 25, 2007*  
Minutes

**In Attendance:**

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

Rev. John McDuffie convened the meeting at 7:35 pm and offered an opening devotion and prayer.

MINUTES OF AUGUST 28

**It was moved and seconded (Follit/Callahan) to approve the minutes of the August 28, 2007 meeting as corrected. Passed unanimously.**

The action item list was not available and will be sent out with the corrected/approved minutes.

CES News

Cindy Callahan reported that enrollment for 2007 is 20 below the number CES had planned for growth. Nevertheless the budget looks good for the upcoming year. The school finished \$45,000 in the black last year. There is a Strategic Plan Retreat scheduled in October and several members of the Vestry will be attending. According to Jane Pontius' annual Headmistress' Report, goals are being set to increase training of the faculty, to increase diversity of both students and faculty, to get the faculty more involved in the budget process, and to address the enrollment issue, especially at the lower grades. Cindy is planning a Vestry/School Board party later in the fall.

Proposal for Cindy Simpson to Become Part-time Assistant Rector

Fr. McDuffie presented a proposal to hire Cindy Simpson to work 50% as Assistant Rector and to see how this works for a year. He presented a financial proposal for the position which the Vestry discussed and agreed that it could be accommodated within the already existing plan to fund a full-time Assistant Rector position that had been developed when Nancy Dilliplane was hired. Fr. McDuffie will be assuming Karen Johnson's pastoral care responsibilities and Cindy will assume duties with adult Christian formation, welcoming and communications, worship, and some outreach.

Because the pre-existing plan for funding the position initially uses money from the Endowment interest fund, it was necessary to vote for funds for the upcoming year.

**It was moved and seconded (McCartin/Follit) to commit \$51,000 from the interest on the Endowment towards twelve months of salary for a part-time Assistant Rector. Passed unanimously.**

Call for Ministry Budgets and Budget Process for 2008

Fr. McDuffie indicated that budgets will be requested from each of the ministries and committees and should be submitted to David Esmond. He would also like to appoint a Personnel Task Force to review staff salaries in light of the Diocesan guidelines as part of the budget preparation. He asked Jane Follit, Cindy Callahan and Christie Carrico to serve on this committee.

Discussion of Choir Trip Funding Proposal

The Vestry discussed the proposed choir trip to England and the associated funding issues. The Vestry felt that the trip was worthwhile but that the amount of funding requested from the church could not be provided within the confines of the operating budget.

**It was moved and seconded (Callahan/McCartin) to provide \$5000 from the interest on the endowment to the choir to help in funding their trip on the condition that the leadership**

**appear at the October Vestry meeting with a feasible written plan as to how they will cover the remainder of the expenses for the trip. Passed unanimously.**

Appointment of a Task Force to Define Qualified Areas of Support by the Endowment Fund

Fr. McDuffie would like to set up a task force to define qualified areas of support for the Endowment Fund. This action was called for in the plan that set up the Endowment Fund, but had not yet been actualized. He will invite people outside of the Vestry to serve as well as Vestry. Christie Carrico volunteered.

COMMITTEE REPORTS

Stewardship: The theme of this year's Stewardship campaign is "Giving opens the heart to joy." For the next four weeks, there will be brief talks at each of the services by parishioners telling how their particular ministry brings them joy. A letter from Margaret Cervarich to the congregation will be going out soon. A letter from the Wardens needs to follow mid-October with the pledge cards. Cindy Callahan and Bob McCartin will draft such a letter.

Welcoming and Communications: Jane Follit reminded the Vestry that the next Newcomers' Coffee is scheduled for October 14.

Property: Paul Beck reported that the porch roof on the parish house had been repaired. He reviewed the proposal from Bovard to repair the stained glass windows. All the problem windows can be done at one time for \$52,000. Work would be done in place except for the Ascension window which needs to be removed and taken to their studio. The cost to do just the Ascension window is \$25,000. To repair the other windows at a later date will cost \$29,000, so there is some economy in doing them all at one time if financially feasible. The drawings for the air conditioning for the nursery and choir room are completed, but Paul would like to wait until a decision is made about the heating/cooling system for the kitchen dining room and submit them all as a package for approval. A decision has to be made about the design of the kitchen/dining room system before drawings can be made. At issue is the frequency of use of the kitchen hood fan which throws off the head load in the dining room.

The other outstanding property issues, the sound system, has quotes in the \$30,000 - \$50,000 range.

Outreach: Michael Hinds reported that four parishioners are considering a trip to Richmond, South Africa next year, but details are still being discussed. Outreach will begin their fund-raising for Community Ministries of Rockville once the Stewardship campaign is complete.

Adult Christian Formation: Fran Palmer-Hill reported that there were 37 people at the prayer vigil and that all times were covered. The Advent Class will cover Sabbath Practices. The Adult Forum schedule is nearly complete for the fall. The Sunday Studies in Christian Faith class is discussion *Testament of Devotion*.

Fellowship: Mindy McCartin has resigned as chair of the Fellowship Committee and a new chair will be sought.

Finance Report

David Esmond reported that the cash flow is very tight right now. This may improve as fall pledge fulfillment increases.

The audit is in process, but will not likely make the end of September deadline set by the Diocese.

The meeting adjourned at 9:50 pm.

Approved: October 23, 2007