

*Christ Episcopal Church*  
*Vestry Minutes*  
*September 26, 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

Father McDuffie convened the meeting at 7:37 pm with a reading from Deuteronomy and a prayer.

MINUTES OF AUGUST 22

**It was moved and seconded (Wager/McCartin) to approve the minutes of August 22 as corrected. Passed unanimously.**

RECTOR'S REPORT

A letter of agreement has been sent to Nancy Dilliplane which she will sign and return next week when she comes to visit. She will start on October 10 and will be rooming with Karen Near until she finds a house and her family joins her. October 15 is her first Sunday, and there will be a reception at the 10:15 coffee hour. She is getting estimates for the cost of her move and once those are in hand, the Vestry can discuss a reasonable ceiling on what can be paid toward those expenses in light of what funds are available from the interest on the endowment.

Bob McCartin and Louise Wager summarized their meeting with Michele Craig briefly since a detailed written summary had been distributed to the Vestry earlier. They suggested that there should be discussions with each of the staff in the fall before the budget preparations. The Vestry agreed and discussed the applicability of the discussions to compensation planning in the budget process.

CES NEWS

Bob McCartin reported that CES has an enrollment of 236 for this year, 2 below the number budgeted. This means that CES may need a \$100,000 loan from the church sometime in 2007. The only source for that money at this time is the Capital Campaign. Should it become necessary to float a loan, a repayment schedule will have to be established.

The CES Board of Governors put forward two names for appointment to the Board. William Goetzenberger is a CES alumnus. Stuart Hagen requires a waiver for approval because he is filling a parishioner parent slot, but is not a parishioner.

**It was moved and seconded (McCartin/Giulieri) to approve the appointments of Stuart Hagen and William Goetzenberger to the CES Board of Governors but to request from the Board a proposal as to how it plans to get back in balance with respect to parish parent representation. Passed unanimously.**

Fr. McDuffie will notify Jane Pontius of the Vestry's motion.

ACTION LIST

The Vestry reviewed the Action List provided after the last meeting. Several completed items were removed and the list was updated. See attached.

During the discussion of the list, Dave Giulieri distributed a draft scholarship application to the Vestry with a request for comments by email by Wednesday, October 4. He will email an electronic version to facilitate this.

FURTHER USES OF ENDOWMENT INTEREST

A discussion of further uses of the interest on the endowment was deferred because the information on already approved expenses was not available at the meeting. By the October meeting, the amount of interest for 2007 should be known as well.

#### ROLLING LADDER FOR CHOIR ROOM

A discussion of the purchase of a rolling ladder for the choir room was tabled until the next meeting.

#### ELECTRONIC KEYBOARD FOR CHILDREN'S CHURCH

Children's Church now meets in the Murdock Room, and it is not possible to move the piano into that room without purchasing an expensive dolly. It was suggested that the church purchase an electronic keyboard with weighted keys, sustaining pedal, and internal speakers that is easily portable and could be set up for Children's Church. The estimated cost is \$800. Fr. McDuffie has approached St. Anne's about funding it, but final approval must wait until Rosezanne McFadden returns. Given that the need for the piano is urgent, Fr. McDuffie requested that the Vestry approve the purchase of the electronic keyboard now, and he will request St. Anne's to donate the funds to the church.

**It was moved and seconded (Wager/Cervarich) to approve the purchase of the designated electronic keyboard for Children's Church and to request reimbursement in the form of a donation from St. Anne's. Passed unanimously.**

#### COPIER TO REPLACE DUPLO MACHINE

The Vestry felt that the quoted price for the Konica copier was exorbitant and asked about leasing options. Since Stephen Pirozzi had handled this and was not present, Dave Giulieri was asked to contact Steve and request an analysis from him comparing purchase vs lease. This also needs to take into account what is being paid for maintenance now as well as the disposition of the newer copier in the workroom. The source of funding was discussed, including whether or not a leased piece of equipment could be paid for out of the interest on the endowment. Dave Esmond believes that it can. The Vestry will attempt to resolve this issue via email since the office needs a replacement for the duplo machine urgently.

#### FINANCE REPORT

Dave Esmond had previously sent out information on Youth Group expenses. Currently the revenue and expenses for Youth Group are run through the income statement rather than the balance sheet, which makes it impossible to assign them to a specific activity in a given year. He suggested changing the accounting for Youth Group to accrual based, rather than cash based, which will defer all revenue and expenses to the year in which they are to be used. He also emphasized the need to identify the sources of revenue for each activity. He will work with Michele Craig to come up with a better system for coding the revenue.

The issue of monthly reports for committee chairs, ministry heads, and others with budgetary responsibility came up again. Dave Esmond agreed that anyone with budget authority should get a monthly report and he will work on that.

Following discussion on the use of the corporate credit card, Dave Esmond indicated that he is in the process of establishing guidelines for the use of the credit card, including tracking and coding expenses. The original bill will go directly to Jim Ridgeway, with a copy to Michele Craig for coding.

Dave Esmond reported that the church is currently \$23,613 over budget. Bob McCartin suggested that some of this may be because money has not been transferred from memorials or from the plant fund or the interest on the endowment into operations to cover expenses paid out of operations. There needs to be documents processes to insure that these transfers occur. Part of this can be incorporated into the to-be-drafted guidelines for the plant fund. Committee chairs also need procedures to use to code expenses. At this time, they do not receive a copy of the chart of accounts so coding is impossible. The Vestry agreed that anyone who incurs expenses should have a copy of the chart of accounts so that they can properly code those expenses. Bob McCartin suggested that all of these issues should be discussed by the Finance Committee with the goal of drafting guidelines.

Christie Carrico reminded the Vestry that over a year ago it had been agreed that a separate bank account should be set up for the interest on the endowment and that the interest should be taken as soon as available and placed in that account. Funds could be drawn directly from that account for approved purchases, or transferred to operations as reimbursement. The Vestry again agreed that this should be done.

#### COMMITTEE REPORTS

Stewardship – Margaret Cervarich reported that the Celebration of Ministries had been poorly attended for a variety of reasons. Fr. McDuffie indicated that one of Nancy Dilliplane's primary responsibilities would be to enlist more volunteer participation. The monetary stewardship drive begins October 1 with a special service. On subsequent Sundays in October, parishioners will give stewardship talks. Ingathering Sunday is November 5. In mid-October a practical, needs-based letter should go out to the congregation from the wardens. Margaret Cervarich will remind them.

Fr. McDuffie informed Dave Esmond that a call for budget proposals should also go out to committee chairs and ministry heads.

Adult Formation – Adult Forums are scheduled through December. Nancy Dilliplane will participate in the planning process for the spring.

Outreach – Michael Hinds reported that the Outreach Committee was exploring some way to have outreach activities within the church. What can be done is limited by the proximity of the school. Fr. McDuffie noted that Community Ministries of Rockville is trying to establish a free health clinic, and perhaps those health professionals in the congregation could donate time there. He plans to put out a call to the congregation.

Bob McCartin reported that he had spoken with Donna Wolohojian, Manager of the Bargain Box, about the need to find a new location. The current one suffers from poor maintenance, and the building is likely to be torn down in the not-too-distant future. He suggested that he would approach the City of Rockville for assistance since the Bargain Box has been contributing to the needy of the city for 50 years.

Property – Paul Beck reported that he will be meeting with the stained glass company to put together a plan for restoring the buckling stained glass in the church windows. The belltower is still leaking and Paul Beck requested information on how to contact Jim Head to discuss the first repair. Fr. McDuffie indicated that he had a lot of information about that repair and he would see that Paul Beck got it. Paul Beck also met with the insurers and discussed the level of the deductible as well as whether the silver and gold belongings of the church were adequately covered. He suggested getting in an appraiser who could appraise the altar ware as well as paintings and other valuables in the church. The current deductible is \$500 and raising that would significantly lower the premiums. CES should also be involved in these discussions since they are covered under the same policy. They are interested in school bus liability and tuition loss clauses in the policy.

Welcoming & Communications – Christie Carrico reported that sign up sheets for the pictorial directory would be available on Sunday after the 7:45 am service, at the coffee hour, and after the 11:00 am service. If these sheets fill up, it may be possible to schedule additional times. The next Newcomers' Coffee is November 19, and the Newcomers' Church Tour is the first Monday in December.

#### NEW BUSINESS

Fr. McDuffie reported that Paul Cooney will be a visitor at the November Vestry meeting. Bishop Chane will be visiting Christ Church on December 3 at the 10:00 am service and there will be a reception for him following that service.

The next meeting is scheduled for Tuesday, October 24.

The meeting adjourned at 10:04 pm