

*Christ Episcopal Church*  
*Vestry Minutes*  
*October 23, 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, Stephen Pirozzi. *Guests:* Tad Cavuoti, Louise Wager

Rev. John McDuffie convened the meeting at 7:35 pm with a brief history of the Feast of St. James.

PRESENTATION OF FUNDING PLAN FOR CHOIR TRIP

Louise Wager and Tad Cavuoti presented the plan for funding the choir trip to England. To date \$8500 has been pledged and \$4000 of that has been received. The Music Endowment will provide \$2500, and the Music budget surplus will provide \$1000. The Vestry approved \$5000 for a total committed of \$17,000. Carl Schwartz and others have guaranteed the remaining \$10,000 if necessary. However, the choir has plans to raise funds as follows: \$5000 from direct solicitation to the congregation via a letter in December, \$3000 from a benefit concert on April 5, \$1000 from the Wiggins Rigoletto concert, and \$1000 from Bargain Box consignment sales. Louise Wager also presented a plan to reinvest the Phillips Music Endowment at year end to obtain higher interest. The Vestry thanked Louise and Tad for the detailed presentation.

**It was moved and seconded (Cindy Callahan/Christie Carrico) to provide \$5000 from the interest on the endowment to the choir to help in funding their trip. Second vote. Passed unanimously.**

MINUTES OF SEPTEMBER 25

**It was moved and seconded (Callahan/Follit) to approve the minutes of the September 25, 2007, meeting as submitted. Passed unanimously.**

The action item list was reviewed and several items were marked as completed.

CES News

Bob McCartin and Fr. McDuffie reported on the strategic planning retreat held the previous Saturday. The strategic planning group acknowledged that the main problem facing the school is under enrollment, and as a result there was a lot of emphasis on marketing and development. There is also emphasis on professional development and the recognition of the need for a full-time principal for the lower school.

Appointment of Cindy Simpson as Become Part-time Assistant Rector

Cindy Simpson is in process to be ordained in January, but she needs the Vestry's endorsement which was given without reservation.

**It was moved and seconded (Dave Giulieri/Michael Hinds) to endorse Cindy Simpson to be ordained as an Episcopal priest. Passed unanimously.**

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

Fr. McDuffie outlined his plans for ministry development with the departure of Karen Johnson and the appointment of Cindy Simpson. Cindy Simpson will assume responsibility for Newcomers and Welcoming, Fellowship and Adult Formation. Fellowship is being reformed and Bobbie Power has agreed to chair the committee temporarily. Fr. McDuffie briefly presented a proposal from the current Welcoming and Communications Committee to split the duties of newcomer integration from communication and create a new Communications and Marketing Committee. This will be discussed in more detail at the November Vestry meeting, including the possible integration of newcomer welcoming into fellowship.

### Report by the Task Force on Qualified Areas of Support by the Endowment Fund

Cindy Callahan presented Exhibit B, a part of the Endowment Fund Guidelines that outlines appropriate uses for the interest from the endowment and procedures for requesting that interest.

**It was moved and seconded (McCartin/Follit) to accept Exhibit B as amended. Passed Unanimously.**

### Sound System

Donna Gentry presented a summary of the three proposals she has received for the sound system for the church. There are three options for configuring the new sound system: Line array, Central Cluster, and Split Cluster. Two of the proposals (Curdts and Cardinal) were very close in price on the Line Array and Central Cluster, but only one company proposed a price for the Split Cluster. The Vestry suggested that the Curdts be asked to provide a quote for the Split Cluster as well. Meanwhile Donna will continue discussions with Cardinal to define exactly what the \$33,000 bid provides.

Because there are several necessary physical plant issues being considered (i.e. sound system, HVAC for kitchen/dining room, HVAC for choir room/nursery/ stained glass window repair), plus other proposals for the endowment interest, Bob McCartin suggested that half an hour be set aside at the November Vestry meeting for a discussion of funding priorities. Before then, Christie Carrico will update the table on what has been committed by the Vestry and Dave Esmond will get the information on exactly what has been spent so that the Vestry will know how much money is available going forward.

### COMMITTEE REPORTS

Stewardship: The pledge cards have been mailed out with a letter from the Wardens. November 4 is Ingathering Sunday.

Fellowship: Bobbie Power has agreed to chair the committee temporarily. She requested the Vestry approve the serving of wine at the annual Christmas Dinner.

**It was moved and seconded (Dave Giulieri/Paul Beck) to allow the serving of wine at the annual Christmas Dinner. Passed unanimously.**

Property: Paul Beck reported that they are still working on the drawings for the kitchen/dining room AC.

Outreach: St. Francis' Church in Virginia is offering a dollar for dollar match for Samaritan Ministries during the Hunger Walk. The Outreach Committee is planning on donating some of its discretionary money to take advantage of the match. Community Ministries of Rockville is losing its lease and is looking for new headquarters.

Adult Christian Formation: The Fall Forum schedule is being restructured due to some last minute changes in Sunday morning activities. The committee still plans on having Ken Howard in December to talk about the development of Christian Communities.

### Finance Report

David Esmond reported that the cash flow has improved significantly although pledge revenue is still \$26,000 below budget. Monies have been moved into operations from the Plant Fund and the Endowment Fund to cover appropriate expenses that had been paid out of operations.

### New Business

Bob McCartin reminded the Vestry that there will be a Rite 13 pilgrimage in July to Heifer Farm and he will be requesting \$10,000 from the interest on the endowment to help pay for this. In addition, the Christ Episcopal School Scholarship needs to be renewed from the interest on the endowment.

The meeting adjourned at 9:50 pm.

Approved: November 27, 2007