

Christ Episcopal Church

Annual Meeting Minutes

April 28, 2019

DRAFT

Call to Order and Prayer

The Rev. Lisa Zaina convened the 2019 Christ Church Annual Meeting and offered an opening prayer.

Ascertainment of a Quorum

It was confirmed that there was a quorum.

Review and Approval of the Minutes of the 2018 Annual Meeting

Rev. Zaina invited comments and corrections to the minutes of the 2018 Annual Meeting. There being none, a motion was made and seconded for the approval of the minutes of the 2018 meeting. The motion passed.

Report of the Nominating Committee & Election

Christie Carrico presented the slate of nominees for Senior Warden, Junior Warden, Vestry, Diocesan Convention Delegates and Alternate Diocesan Convention Delegate. The nominees were:

Senior Warden: Janice Musselman

Junior Warden: Geoffrey Fuller

Vestry (terms): Diana Locke (3 year)

Emily Pearce (3 year)

James Suit (3 year)

Kennerly Chapman (2 year)

Tim Johnston (1 year)

Diocesan Delegates: Kate Albus

Kennerly Chapman

Anne Scott

Alternate Diocesan Delegate: Margaret Gilliam

These motions were seconded and passed for each category in turn; all candidates were elected.

### Senior Warden's Report

Christie Carrico reviewed the past year's activities in terms of the search for, and subsequent hiring of, a new Rector; the hiring of an Interim Rector and the series of events that led to her eventual departure; the dismissal of the Director of Music and the hiring of an Interim Director of Music; the ongoing attempts to sell the Jefferson Building; and the promotion of the Rev. Cindy Simpson to Associate Rector. She noted that the long-awaited elevator would be part of the upcoming construction phase or the Capital Campaign. She referred the congregation to her written report for more details. Finally, she thanked the Vestry, the Search Committee, the Transition Committee, all the committee chairs, and everyone else who had helped CEC get through this difficult year of transition. In particular, she expressed her thanks to the Rev. Cindy Simpson for all the many duties she had assumed over the past year.

### Report of the Rector

The Reverend Lisa Zaina noted that she had been at Christ Church for six weeks and was becoming familiar with the church. She informed the congregation that work would begin in June to transform the classrooms in the church building into state-of-the art classrooms. She is participating in the search for a new Head of CES as Dr. Chapin is retiring at the end of the 2019-2020 school year. She is also constituting a committee to begin a search for a new organist/choirmaster.

### Report of the Assistant Rector

The Reverend Cindy Simpson noted that in the fall of 2019, she will enter her 13<sup>th</sup> year of ministry at Christ Church and expressed how blessed she felt for those years. She remarked that over the past year she had served as the staff liaison to the following committees: Adult Christian Formation, Environmental Stewardship, Fellowship, Saint Francis Flock, Welcoming/Newcomers (of which she serves and transitional chair), and Pastoral Care. She thanked the chairs of those committees for their efforts.

### Junior Warden's Report

Wayne Cross reported on the work that the Property Committee, consisting of himself and Geof Fuller, had done over the past year, including preparations for the upcoming work on the back half of the church building and installation of the elevator. He noted that several repairs had been made to the Hillstrom House to get it ready for the Interim Rector. There were also extensive repairs to the church building due to aging and weather events. The weather-related repairs were covered by insurance. He referred the congregation to the Property Report for more detail

### Capital Campaign Report

George Wolohojian reported on the Capital Campaign. He noted that the first project of the campaign had been the refurbishment of the Murdock Room. The second phase will begin this

summer with the complete gutting of the back half of the church building and creation of a new educational space. In addition, an elevator will be installed for the use of the church and school. Work is continuing on permitting and parking issues related to the building of a new building on Foley Park and sale of the Jefferson Building. Fund-raising for the campaign has slowed down significantly and is now focused on CES alumni and parents. As of January, just over \$3,000,000 had been raised.

### Christ Episcopal School Report

Dr. Caroline Chapin, Head of the school, gave an overview of the role of Episcopal Schools. She highlighted events of the past year, including: putting the Jefferson Building on the market, liaising with the City of Rockville and surrounding neighborhoods to insure a smooth transition, recognition of several of the faculty for their accomplishments, and the many academic recognitions that CES students had received.

### Financial Report and 2019 Budget

Treasurer Steve McNeil reported that at the end of 2018, there was a surplus of \$1,207 as declines in pledges, memorial gifts and investment income were offset by lower operating expenses, most notably clergy salary due to the lack of a full-time rector. Other factors contributing to the decrease in expenses were the phase-out of the choral leaders program, and lower facilities maintenance and trash fees. Pledge income fell 6% to \$674,000 in 2018 compared to \$715,800 the previous year. Loose plate offerings increased but were offset by a decline in holiday gifts. Memorial gifts were significantly down, by over \$50,000.

The Stewardship Committee was given a goal of \$735,000 for pledge income in 2019 but the final budget figure for 2019 fell well short of this, at \$674,000, equivalent to the 2018 actual pledge income. At this point, we are still \$20,000 short of that amount. Additional adjustments were made to the final budget to reflect Rev. Zaina's employment terms, and to increase the Interim Music Director's weekly hours to 25 (from 20) for January through May following the Vestry's decision to continue offering two Sunday music services in 2019. To balance the revised budget, planned staff pay increases of 2.5% were eliminated, and the budgets for Diocesan financial support, youth ministry, outreach, and facilities maintenance were frozen at 2018 levels.

The Endowment Fund generated distributable investment income of approximately \$115,200 for its fiscal year ended September 30, 2018. During the year we withdrew \$64,400 from the Fund to cover clergy transition costs, Hillstrom House renovations, legal fees related to the dismissal of an employee, and a CES scholarship. Investment losses of \$256,300 in the fourth quarter of 2018 reduced the fund balance to \$2,451,500 at year-end, of which \$167,600 was available to finance recently approved and future spending requests.

## Report of the Parish Endowment Fund Board

Endowment Fund Chair Buzz Von Arx reported “there is some good news”, adding that it’s nice to have some good news. The Endowment Fund runs on a fiscal year, not a calendar year. For fiscal year 2018 (10/1/17 – 9/30/18), the Ending Balance for the Fund was \$2,732,235.98. This recognizes an 8% gain of \$198,087. With the positive performance of the Fund in FY18, the Board was able to commit for disbursement to the Vestry \$114,505.36.

## Parish Ministry Reports

Rev. Zaina recommended that all read the reports in the Annual Meeting packet on the parish ministries, including:

- Bob James and the acolytes
- Anna Von Arx and the Altar Guild
- Allison Roulier and the LLEMs
- Amy Ellis and the Lectors
- Jason West and the music program
- Michele Craig and children and youth programs
- Tim Smelzer, Kathy Moch and the assembly team for the Angelus
- Buzz Von Arx, Peter Hardinge and John Lynch and their teams of ushers for all three services
- The coffee hour team, led by Nancy Small
- The Fellowship Committee led by Bobbie Power
- The Counters, led by Mark Wright
- The Pastoral Care prayer team led by Kaye Kubas and Mary Louise Roach
- The Christ Church Chefs ministry led by Mary Louise Roach
- Environmental Stewardship, chaired by Mark Wright and Janice Musselman
- St Francis Flock –animal welfare (Lori Knicely)
- Communications led by Jeremy Snider,
- Welcoming Committee led by Cindy Simpson
- Donna Wolohojian and the Bargain Box team
- Outreach, led by Ben Schuman

Bobbie Power had announced her intention to retire as Chair of the Fellowship Committee following the Annual Meeting, and she was recognized for her years of service as chair of that committee.

## Old Business

Rev. Zaina asked if there was any old business. There was none.

## New Business

Rev. Zaina asked if there was any new business. There was none.

#### Recognition of Retiring Vestry Members

Christie Carrico and Wayne Cross were thanked by the congregation for their service and given a token of that appreciation by Rev. Zaina. Christie and Wayne received a standing ovation.

Mary Barnstead, Steve McNeil, and Katherine Schexnider were recognized and thanked for their service on Vestry, as their terms were completed.

#### Administration of Oath of Office for New Vestry Members

Kennerly Chapman, Tim Johnston, Diana Locke, Emily Pearce and James Suit came forward to be sworn in by Rev. Zaina as new vestry members.

Janice Musselman was sworn in by Rev. Zaina as Senior Warden.

Geof Fuller was sworn in by Zaina as Junior Warden.

#### Closing Prayer and Adjournment

The meeting was adjourned at 11:45 am after which the attendees were invited to a chicken and waffle brunch in the dining room sponsored by the Youth Group.