

Christ Episcopal Church

Minutes of Vestry Meeting

Tuesday, February 24, 2019

Attendees

Assistant Rector	Senior Warden	Junior Warden
<input checked="" type="checkbox"/> The Rev Cindy Simpson	<input checked="" type="checkbox"/> Christie Carrico	<input checked="" type="checkbox"/> Wayne Cross

Vestry Committee			
<input checked="" type="checkbox"/> Mary Barnstead	<input checked="" type="checkbox"/> Robert Follit	<input checked="" type="checkbox"/> Geoffrey Fuller	<input type="checkbox"/> Adebayo Lanionou
<input checked="" type="checkbox"/> Meghan Matulka	<input type="checkbox"/> Delia McCormick	<input checked="" type="checkbox"/> Steve McNeil	<input checked="" type="checkbox"/> Katherine Schexnider
<input checked="" type="checkbox"/> Audra Snider	<input checked="" type="checkbox"/> Secretary: Kennerly Chapman		

The Rev. Cindy Simpson opened the meeting with a prayer of thanksgiving for the efforts of Senior Warden, Christie Carrico and in celebration of the impending arrival of our new rector, the Rev. Lisa M. Zaina. A floral arrangement and light refreshments were served to recognize the tireless efforts of our Sr. Warden.

A welcome was extended to Kennerly Chapman, as the new secretary to the Committee.

Review of the Minutes of January 22, 2019

The minutes of the January 22, 2019 meeting were approved with revisions as follows:

- A minor correction mentioning the property report submitted by Geoff
- Revise the update regarding the basement project
- Clarify a question (p. 4 of the 1/22/19 minutes) regarding the \$32K endowment that was previously allocated for clergy transition. It was suggested that this be clarified to identify that \$79K *would* be available for future projects.
- Scholarship fund of \$10K- clarity was asked regarding with these funds came from the annual or endowment budget. It was recommended that the record be updated to clarify this point. It was noted that endowment funds may not be used for operating expenses. Further discussion focused around the \$10K that provides financial support to one CES family. It was recommended that the name of the family be removed from the

minutes to respect the privacy of the family. Traditionally the CES school selects the family who receives the scholarship fund. There is typically only one family selected who receives these funds given funding levels.

- Youth room renovation – a question was asked to clarify the specific funds that would support this (\$7K) from the \$20K funds set aside for property improvements.

The minutes were approved with the items to be amended. (Geoff/Rob)

CES Report

Christie Carrico reported that there was no CES board meeting. The recent CES gala, which was deemed reasonably successful raised \$20K towards the elevator project. Additionally, there is sufficient funding already in hand to begin other building renovations. There was a recent hearing with the Rockville Historic District Commission (HDC)¹ to discuss changes to the windows and doors of the church building as part of the school renovation project and a courtesy hearing of the proposed new building was also presented. The general impression from that meeting with the HDC membership was favorable and proposed changes were noted as being consistent with the area despite protests from Peerless Rockville² members who also attended that hearing. The HDC will complete its initial review by the end of February. There are some remaining issues to resolve with other organizations, but the City of Rockville is on-board with the two (2) plats and funding at \$4.5 million to start construction has been allocated.

Finance Report

Steve McNeil referenced the “Christ Episcopal Church Summary of Balance Sheet Accounts” dated January 31, 2019 in his update. He reported that pledge income and other categories had a deficit in January, but this is not unexpected. Pledges were down by 2% plus one service was not held because of the weather. Loose plate contributions were also down significantly but investment income saw a gain. There were also expenses related to snow removal and an increase in utilities that were weather related. Endowment funds were used to cover some operating expenses; monies were spent to cover roof repairs, with other funds reallocated to cover costs associated with the arrival of our new rector. \$86K can be set aside to cover costs based on spending to date but, we cannot count on income from investments in the coming year. Therefore, it would be prudent to not commit all of the available funds from this year’s endowment draw. A brief overview of the clergy transition fund was mentioned noting it was revised to include salary and benefits. A commitment to interim rector, Deborah ended approximately in the end of April it was noted.

Committee Reports

Adult Christian Formation

Mary Barnstead reported on a Mother’s Day and Mother Earth project. She also stated that

¹ <https://www.rockvillemd.gov/107/Historic-District-Commission>

² <http://www.peerlessrockville.org/>

Father Peter Bastien will be coming in March, we will have names of new Vestry candidates soon and a newcomer reception is planned.

Communication

Christie reported that the new photo directory has received good support and to continue encouraging parishioners to sign up. This will take place in May with additional updates in groups of fifteen. There was a general discussion about a software interface as an option to increase visibility within the CEC community.

Environmental Stewardship

Rob reported the next meeting is in March.

Fellowship

There is a funeral reception planned for Nancy Parraras, who recently passed away.

Outreach

Katherine reported a Wider Circle event is planned for April 6th. We are in discussions with St. Stevens and the Incarnation about Loaves and Fishes. Ongoing collaborations we have with them were given recent budget cuts; the goal being to continue the same funding level to Community Service of Rockville (if possible).

Pastoral Care

It was reported that N. Small and M. Roach will be taking on additional responsibilities as K. Kubas mentioned she will need to step back.

Property Committee

The Christ Church Property report dated 2/26/2019 was referenced in the update by Geoff and Steve. In brief:

- Repairs to the Parish House will be undertaken
- The church pews and kneelers came underbudget at \$2119.84
- The installation for HH Garage gutters cost \$350
- The Youth room – a firm fixed price quote is pending
- The phone system installed in 2004 needs to be updated.
- Carpeting in the Hillstrom House will need to be replaced—no estimate as yet. The furniture that is there may be retained for a future rental. There will be a real estate agent/property manager that will manage this.
- Repair of the Nursery – The issue is less concerning than originally determined. The estimated cost is \$500.
- Youth Room – Construction work will commence in the next few weeks and is estimated at \$7K. Other cost saving measures include using Michelle's truck and a solicitation for volunteers.
- Hillstrom House Driveway repair- The estimated cost is \$1,200 but the correct size

railroad ties are needed to do the repair. An additional \$600 for gravel and to extend it is needed. Projected completion date is approximately four weeks.

- Hillstrom House repairs- a number of repairs were mentioned in preparation for placing the home on the rental market
- Unbudgeted items- Exterior painting and the PH kitchen need painting, an upgrade to the lock system in the PH with consideration of an electronic system projected at \$14,900, roof damage repairs were presented.
- Boiler Room Ejector Pump- Estimated at \$2,000 and the work was performed by J. Chellini. The CES will be informed as expenses will be shared. The invoice has not been received.
- Church Emergency Operating Plan – discussions are underway and when more information is available, including a draft plan it will be presented to the Vestry for comment.
- Microphones – new lapel mics were discussed as those in the current inventory can't be repaired. Projected cost for (2) is \$300.

A vote to allocate \$7K to complete repairs and update the Youth Room was recommended and seconded by Meghan. A first vote had been taken at the January meeting with a second vote as follow up in this meeting. All present voted in favor. The property committee was asked to consider installing a dimmable chandelier in the Parish House living room/parlor to match the one installed in the dining room.

St. Francis Flock

An Adult Forum was held on Christian Animal Ethics and the speaker, David Clough, had a good message on animals, care of animal wildlife, farm animals and our Christian responsibility. Approximately sixty people attended from the church and others from the community at large. There will be two movies shown during the Lenten season. The first on April 3rd, with the second shown on April 10th. Stay tuned for more details. The church Facebook page will be updated to reflect the movie themes and dates of the showings.

Stewardship Committee

We received an increase in new pledges, which is up \$15,000, getting us closer to the \$674K needed.

Welcome Committee

The committee will meet in mid-March. A welcome reception for newcomers is planned for May-June. We continue to have new people coming to Christ Church. Need to determine who is coming and new members are still needed.

Nominating Committee

Christie reported that Janice Musselman is nominated for Sr. Warden, Geoff Fuller for Jr. Warden, with nominations to the Vestry of Emily Pierce, James Suit, and Diana Locke. We are still looking for someone to serve a one-year term. Diocesan delegate nominations are Anne Scott, Kennerly Chapman, Kate Albus and Peggy Gilliam as alternate.

Old Business

Katherine proposed we vote to provide \$10K of financial support to a CES family and it was seconded by Meghan. All were in favor.

New Business

The Rev. Debra Kissinger had submitted a request that her 100% of her salary be allocated as housing allowance for the duration she was with Christ Church along with the 3-4 months from August-October 2018. The Vestry discussed this and noted that she asked that it be reported this way. Upon review of her contract, it was determined that as referenced in the employment agreement 100% of her salary may be allocated as housing allowance.

As information, the Parochial report was passed out and has been submitted. The sabbatical request by Michele Craig was reviewed and was considered favorably conditional on our new Rector Zaina's review and concurrence. The plan was detailed and per the terms of her contract allow for a sabbatical once in seven years. Geoff voted yes, with Steve seconding this. All voted in favor.

It was reported that the Bargain Box donated \$47K to charities, including Christ Church in 2018.

Our next meeting scheduled for March 26th will be under the leadership of Rev. Zaina. The e-newsletter will announce that our rector joins us on March 3rd and will be attending all three services.

Christie Carrico led a closing prayer.