

Christ Episcopal Church
Minutes of Vestry Meeting

January 24, 2017

Opening Prayer & Devotion

Clergy: The Rev. John McDuffie, Rector; Assistant Rector, the Rev. Cindy Simpson; Vestry members: Christie Carrico, Senior Warden; Janice Musselman, Junior Warden; Wayne Cross, Peggy Gilliam, Meghan Matulka, Steve McNeil, Tristan Poje, George Wolohojian and Mark Wright.

Father McDuffie convened the meeting at 7:07 PM, then offered opening prayers.

Welcome to George Wolohojian as a New Member of the Vestry

The Rector welcomed George Wolohojian, followed by introductions made, all around. The oath of office for a Vestry person was administered by Fr John. Father John then offered opening prayers.

Review and Approval of the Minutes of November 29, 2016

The minutes of the November 29, 2016 meeting were presented. It was moved to approve the minutes as amended. The motion was seconded and approved.

Christie said she had a question on the minutes; in the past, the final approved minutes had been published on the parish website as matter of public record. It was agreed by consensus to start that practice again.

CES News – Update on Discernments on CES and Property Long-Range Planning

Father John reported that the CES Board is moving forward with their long range planning. The Board has contracted Jim Klote as their Capital Campaign consultant; there will be a presentation made to the parish in early March. The Capital Campaign is primarily for the school; Father John said that having no renovation for the parish will likely result in few contributions to the school's campaign. Currently, there is not a lot of crossover, not many school families are in the parish. Mary suggested that some of the after-care students could learn to sing and join the choristers (the family could potentially come to services, join the parish).

Fr John and Christie met with Paul Cooney and Jim Jones (of diocese) to discuss the school's vision and the complexities around the plans. They are supportive of whatever risk the Vestry is willing to take.

CES News – Review and Approval of CES Proposed Budget 2017-2018

Christie presented the CES budget for 2017-2018. She reported that the school currently has 6.3 full time enrollments over the budget, and the school is ahead of last year for 2017-2018 enrollment. The proposed budget does not have any amount of loan from the church. Overall, there is a modest or no increase in the budget; this is a conservative budget, based on enrollment, and a balanced budget. Following discussion there was a motion to approve the proposed CES 2017-2018 budget. The motion was seconded and passed.

Report on Korean Ministry and its Future Funding

The Rector confirmed that the Diocese of Seoul is no longer funding the Korean Ministry (\$1700/month) from budget. The Diocese will send \$420 directly to Fr Choi. Father McDuffie said he was not certain whether that is a monthly amount or a single amount.

The loss of the funding of the ministry will affect the 2017 parish budget. Having the family remain in the Hilstrom house would allow the building to continue as a tax-free property.

Financial Report – Steve McNeil

Steve McNeil presented the December financial report, noting we had a surplus of \$215 for the year, in line with our budget. The budget contingency of \$19,300 partially covered the cost of the new fire safety system. Of note, loose plate offerings continued to decline year over year. Holiday offerings were up in the month of December. Memorial gifts received in 2016 totaled \$34,000. Steve noted that Columbarium sales were down for the year; investment income was up.

In expenses, diocese support was up 31%; Music expenses were under budget as Tad was on disability for part of the year, but this was partially offset by increased expenses for paid singers and fees for interim music directors. The Youth and Korean ministries were both over budget in expenses, but the higher spending was largely offset by greater than anticipated receipts.

Steve reviewed the balance sheet, first reporting that the operating account ended the year with \$45,000, compared to nearly \$60,000 at the beginning of the year. The Plant Fund and the Korean Ministry accounts also declined. The Endowment Fund had investment income of \$8900 for the first quarter of its fiscal year. Of note, the parish will be changing the financial software to Quickbooks this year.

Janice noted that the Environment Stewardship/Columbarium account was funded by private donations (\$3000); she said there is remaining \$817.39 in the account for Landscaping projects.

Review of proposed 2017 Budget, Report on Anticipated Income for 2017, and modifications to budget

The Budget committee met last night to address two shortfalls in projected income in 2017.

Pledges for 2017 currently total \$756,000, and are not expected to exceed \$775,000, well short of our \$800,000 stewardship goal. To offset this shortfall, the Budget Committee proposed budget reductions totaling \$25,000 for Jazz Vespers, Music Ministry, Outreach and Youth Ministry.

The discontinuation of financial support for the Korean Ministry from the Diocese will reduce planned receipts by up to \$20,400 in 2017. To offset this shortfall, the Budget Committee proposed to reduce its Diocese support by \$10,200 and make up the remainder using Endowment monies. The Church's financial subsidy of its Korean Ministry is anticipated to be limited to 2017, during which time we will evaluate the viability of this ministry going forward.

Steve noted that the drop in the contribution to the Diocese is still a net increase from several years ago (the parish made a significant increase a couple of years ago). Janice noted that the Endowment Fund has a balance of \$108,500 that is not yet been encumbered.

There was a motion to approve the revised budget. The motion was seconded and passed with one opposed.

There was a motion to allocate \$10,200 from Endowment to fund the Korean Ministry; there were several seconds and the motion passed.

Committee Reports

Property – Janice and Wayne reported on current projects:

- Wayne reported on the upcoming refurbishing of the church windows; the person from the windows company will reexamine the rose windows, and will investigate a bulge and two small cracks. The millwork will cost about \$11,000. A painter can do most of the other necessary work, including wood work to be done on the side window sills.
- Wayne has received one quote for a lightning rod for the bell tower (\$6100) and one for the bell tower and the other buildings on the property (\$20,650). Estimates will continue to be sought.
- Wayne reported that the Security Audit has been completed and the installed cameras can be viewed from the Parish House computers; one camera is currently not functioning, the feed is available for that one camera.

- Janice reported that, while she is waiting for the written report, she is aware of the water problem in the bell tower. This will need to be resolved.
- Janice reported that Michelle Craig would like to donate the large cooking pots to soup kitchens in Washington, DC where the youth are involved. There was consensus approval to make the donation.
- Janice said she would like to schedule a “trash” day in the spring, hoping to get people to clean up around the parish property. She said she feels this can be done for about \$200. She then added there is a soda machine in the boiler room that is not being utilized.
- Janice said there was Vestry approval to remove a dishwasher (June 23- 2015). She has spoken with a parishioner, who is willing to remove it. (She will be meeting with him later this week)
- The sprucing up and/or renting of parking spaces in the back lot has been deferred

St Francis Flock – Meghan reported that on May 6th, there will be an animal fair, “All Creatures Great and Small,”

Pastoral Care – No report

Outreach – No report

Communications – No report

Fellowship – No report

Adult Christian Formation – No report

Welcoming – Cindy reported that for the past two years, we have had volunteers at the Rockville metro station offering “Ashes to Go” This year, volunteers are being sought from the Welcoming committee, the Vestry, and LLEMs.

Environmental Stewardship – Janice said the second energy audit was not positive. The recommendation is to put in LED bulbs in every place possible, and motion sensors for lights. Also, there is a request to turn off lights, and to remind committees that lights should be turned off when finished with an area.

Stewardship – No report

Old Business

None

New Business:

Father John appointed Janice chair of the Nominating Committee. Other members will include Mark & Wayne. George is completing this year’s term until the annual meeting.

Date of Next Meeting: **February 28, 2017**

Prayer and Adjournment

The closing prayer was offered by Christie Carrico, and the meeting was adjourned at 10:05 p.m.

Respectfully submitted,

Dotty Reitwiesner