

Christ Episcopal Church  
Minutes of Vestry Meeting

**May 22, 2018**

In attendance were The Rev. Cindy Simpson, Assistant Rector; and Vestry members: Christie Carrico, Senior Warden; Wayne Cross, Junior Warden; Mary Barnstead, Rob Follit, Geof Fuller, Delia McCormack, Steve McNeil, Katherine Schexneider, and Audra Snider. In attendance for a part of the meeting were Caroline Chapin, Bob Tresseler, and Janice Musselman.

Opening Devotion & Prayer – Rev. Simpson

Christie Carrico convened the meeting at 7:06 PM and Rev. Simpson offered the opening prayer.

Swearing in of Robert Follit as a new Vestry member

Christie swore Rob Follit in as a vestry member.

Update on the Capital Campaign: “Firm Foundation, Bright Future” – Caroline Chapin/Bob Tresseler

Bob Tressler thanked all for their support of the capital campaign, and reported the campaign has now received pledges of \$2.486 million toward the goal of \$4 million. The next plan is to “close out” the rest of the current promises, and then to continue to reach out to present and former parents. The next group approached will be former board members; a kickoff for this year’s continuation of the drive was held last Wednesday with past leaders from the school, including former board chairs and donors. Events will be held in coming months for the classes of 2000 and 2001 to “hear the story” as part of the capital campaign for the school, and alumni will then have an opportunity to share in the campaign.

Upcoming this summer, Bob continued, will be the renovation of the Murdock room; money from the “raise the paddle” fundraiser allowed this renovation to proceed now. Plans include ‘demolition’ and ‘dedication’, and other opportunities to host people to hear the story.

Caroline Chapin addressed the meeting and presented new diagrams of the proposed new school building. From South Washington Street, the building appears to be a two-story building. From the back of school, however, a new lower level will be added, to allow for the addition of a room of about 1000 square feet (as comparison, she said, the Murdock Room is 1700 square feet) to be used as a gymnasium and multi-purpose room. Many activities that currently use the Murdock room now will be able to utilize this new space.

The lower school will be housed in the new building; the upper levels will be in the current existing space.

Caroline provided additional specifics on the Murdock room renovation, saying that the annual “raise the paddle” fundraiser is typically for a specific item. This year, \$22,000 was raised; additionally, a grant of \$36,000 was received for improving the infrastructure of older parochial schools. Caroline reviewed the detailed diagram for the renovation, including paneling, colors,

etc. Part of the plan is to have the color theme in the Murdock room match/complement that in the dining room. She concluded by saying that the new lighting will include sconces and hopefully ceiling in the Murdock Room will be raised a few inches.

Following their presentations, Bob and Caroline left the meeting.

#### Review and Approval of the Minutes of April 24, 2018 meeting

There was a motion to approve the April 2018 minutes as presented. The motion was seconded and passed.

#### Interim Rector Search Report – Christie Carrico

Christie distributed copies of a letter of agreement for the potential interim. Christie said the candidate was “pleased and amazed” that our parish has an annual audit that is handled by the treasurer. The vestry reviewed the agreement and discussed. Of note, we would pay the interim’s utilities; we would charge her rent as she will reside in the Hillstrom House. The Interim salary will be around the same as the cost was for Fr John. Fr Choi will be leaving the Hilstrom house on June 2. Geof will go into the house on June 3<sup>rd</sup> to determine what will need to be done before the Interim Rector moves in. Wayne has been in the house and reported it is in pretty good shape.

There was a motion to accept the agreement between Christ Church and the Rev Debra J Kissinger. The motion was seconded, and passed.

Christie then phoned Rev Kissinger to inform her of the agreement. Rev. Kissinger said she is looking forward to joining the parish. She will probably arrive late on July 2<sup>nd</sup> and will unload on the third. She said maybe there could be an informal gathering, with pizza, on the 5<sup>th</sup>.

#### Search Committee Report – Janice Musselman

Janice Musselman first said that Canon Clarke expressed her thanks to Steve McNeil for his work on the stipend for the new rector.

Janice then reported there were 172 responses to the focus groups; some parishioners did attend more than one meeting. The responses were amazing, she said, adding that it’s been a treat to “plow through” the material. By mid-June, the search committee will have a complete synopsis of responses.

Following the synopsis from the focus group responses, questions for candidates will be formulated. Janice said the open position of Rector of Christ Church will be listed on the diocese website, hopefully as early as next week. Janice will also confirm with Canon Clarke on the notice to go on our parish website.

From the focus groups, three issues were mentioned that Janice wanted to share with the Vestry:

1. The relationship between the church and the school – issues noted include the sharing of the building, and financials, especially the capital campaign (6 verbal responses);
2. The timing of Fr. John’s retirement, the capital campaign, and the stewardship campaign – in a couple of instances, the Vestry was blamed and was accused of knowing the plans prior (3 responses);
3. Communication between the Vestry and the congregation – some people feel decisions are being made and are not being shared with the congregation (6 responses).

There was an ongoing problem with certain staff attempting to influence the process. Janice responded to an inquiry that no staff member will be able to meet with the search committee.

#### CES Update (including real estate)

Christie said Jeff Whitman has been nominated as the Chair of the school’s Board of Governors. She said it is her recommendation that the Vestry approve that nomination. She then distributed a list of candidates for the remaining open positions on the Christ Episcopal School board. Following discussion, the motion was made to approve the slate of Board members. The motion was seconded and was then approved.

CES Graduation will be on June 8<sup>th</sup>, with a graduating class of 19, the largest graduating class in recent years. August 27<sup>th</sup> will be start of school for 2018-2019, so the school can end a week earlier next summer, for construction on the new building.

#### **ACTION:** Approval of Jeff Whitman as CES Board of Governors’ Chair

There was a motion to approve Jeff Whitman as chair of the Board of Governors. The motion was seconded and was approved.

Christie reported that neither she nor Caroline have been happy with the realtor (Transwestern) that was working to sell Jefferson Building; Morgan Sullivan, a new school Board member with extensive knowledge of area real estate has consulted and has suggested other firms. AMR has been very impressive and provided an education on what was done right and wrong. Delia added she is optimistic that this time around will be a better experience.

#### Finance Report – Steve McNeil

Steve reported that the parish had a good month financially in April, a slight gain as opposed to last year. The main reason has been no Rector salary and no paid singers. Utilities are down from last year. Of note: pledge income is up from last year, for the month of April; there was a slight increase year-over year in pledge income. Investment income is not doing well currently.

On the balance sheet: the plant fund is increasing. The Endowment fund earned \$8,000 in April; for the fiscal year, the fund is up by \$88,000. The Clergy Transition line item did spend some

funds in April. We did receive an insurance settlement in May. Currently, the mortgage 'swap' is at \$359,000.

#### Stage 2 Funding for Rector Search

**ACTION:** Stage 2 Funding for Rector Search – second vote

There was a motion to approve another \$16,000 to fund the continuing expenses for the search process; funding is to come from Endowment interest. The motion was seconded; the motion passed.

#### Ministry Liaisons

Christie tentatively proposed Audra Snider as liaison for Pastoral Care and Rob Follit for Stewardship. Cindy said that Bayo would be interested in Adult Christian Formation. Delia volunteered to be the liaison for Welcoming. Rob asked what is involved with Environmental Stewardship – the committee will meet regularly, and there is a group of master gardeners who coordinate with the team. He agreed to be liaison to that group.

#### Committee Reports

Adult Christian Formation – no report

Communications – Christie said the committee is working to keep website updated for rector candidates who may use it to gather information on the church

Environmental Stewardship – no report

Fellowship – will have a reception for interim when she arrives.

Outreach – no report

Pastoral Care – Cindy asked for prayers for Katherine Schexneider, for Kerry Cross, and for John Arnold.

Property – Geof reported on property:

- Roof work on the Parish House, Church, and preschool will be starting this week; McGraw will be doing the work.
- There have been some leaks – there was 4 inches of water that leaked into the third grade classroom; the leaves were cleared and the leak went away. Another leak was found on the flat portion of the church roof. Also, there is a leak in the Jefferson Building.
- \$14,500 of roof work on church building is needed. Caulking will need to be done periodically later, to keep maintenance up if we don't install copper flashing.
- A bill for repair of the ice machine in the kitchen came through; Geof said he doesn't know who made the call for the repair.

St Francis Flock – no report

Stewardship – no report

Welcoming – The Newcomer reception will be held on June 10<sup>th</sup>.

Old Business: none

New Business:

Hillstrom House (already discussed)

Emergency Operations Plan – Most of the ushers met with Rockville Police Department to discuss emergency operations. The police have recommended having an emergency plan, and we will put together a committee to complete a plan and then to train parishioners. Wayne offered to serve as liaison for that activity.

Lighting Fixtures for church – there is a possibility to acquire some lighting fixtures that match what we have in the church. A local house has those fixtures; Emily Correll is willing to work on this, on our behalf, if we would like. There was consensus to proceed.

Mary said that on choir evenings, there's a problem where several chorister parents are concerned about cones in parking spaces needed during choir rehearsals. The after school program wants three spaces marked for line-of-sight to the playground. Mary asked if the time can be modified on choir evenings.

Cindy shared "Reclaiming Jesus", inviting all to read and consider the document. Bishop Marianne has signed the article; it will be published in the summer Angelus.

Date of Next Meeting: June 26, 2018

Prayer and Adjournment

The closing prayer was offered by Christie, and the meeting was adjourned at 9:36 p.m.

Respectfully submitted,

Dotty Reitwiesner