

Vestry Minutes August 2025

Christ Episcopal Parish

7:00 pm

Parish House

August 26, 2025

Meeting Minutes

Attending:

Father Tim Carr, Rector

Anne Scott, Senior Warden

Jay Renner, Junior Warden

Jeff Grimes, Treasurer

Bill Hickman, Clerk

Jamie Alvarado-Taylor

Jacqueline Aris

Emily Correll

Jeff Lin

Mohit Mathew

Joe Richardson

Tiffany Violante, CES Board Chair

The meeting started at 7:05 with a prayer. Then Father Tim offered a thanksgiving for the following six new families who have joined Christ Episcopal Church:

O Craig and Judit O'Connor and their children, Sofia and Alex

O Tony and Sandy Brown

O Christy Choi

O Caroline Demougeot and her family

O Lynn Willis

O Olga A. Madison

Vote to Adopt Agenda

- a. Emily Correll moved to adopt. Jay Renner seconded.
- b. The agenda was adopted unanimously.

Approval of the June Minutes

- a. Jeff Lin moved to approve. Jeff Grimes seconded.
- b. The June minutes were approved unanimously.

Approval of the Minutes from the July Supplemental Meeting

- a. Jacqueline Aris moved to approve. Emily Correll seconded.
- b. The minutes from the July Supplemental Meeting were approved unanimously.

Review of the June and July Financials

- a. Treasurer Jeff Grimes reported that the June Balance Sheet was strong.
- b. The checking/savings balance was up 13% year over year.
- c. In the June Profit & Loss statement, revenue for the month of June was at 119% of budget.
- d. Interest revenue in June was substantially over budget.
- e. At the end of June, year-to-date total revenue was 127% of budget.
- f. Expenses for June were 120% of budget, but year-to-date they were only 5% over budget.
- g. Maintenance was the main category that was driving extra expenditures.
- h. At the end of June, the bottom line year-to-date net operating income was a plus \$98K.
- i. The July Balance Sheet showed an 11% growth year over year in the checking/savings balance.
- j. In the July Profit & Loss Statement, the year-to-date total revenue was at 121% of budget.
- k. Expenditures performed better in July, so that the year-to-date expenditures at the end of July were at 101% of budget.
- l. The year-to-date net operating income at the end of July was a plus \$92K.

Approval of June and July Financials

- a. Jay Renner moved to approve. Jacqueline Aris seconded.
- b. The financials for June and July were approved unanimously.

The Head of School Report on the Pre-School Task Force

- a. Tiffany Violante gave an update on the work of the task force examining the need for improvements in strategies to attract more students to CES' pre-school program.
- b. One need is to get the pre-school community more engaged with the broader community.
- c. The task force is also examining the question of whether the tuition at the CES pre-school is too high.
- d. The task force hopes to come up with two or three actionable items for the pre-school to take.
- e. The school has already bought a software program to enhance communication.

Updated Funeral Guidelines

- a. Christ Episcopal Church's current funeral guidelines are outdated and insufficient, particularly in the area of fees for various services that the church offers in conjunction with funerals.
- b. Father Tim conducted some research into the standards other local Episcopal churches maintained in this area, and presented a proposed set of guidelines for the vestry to consider.
- c. Jeff Grimes moved adoption of the proposed guidelines. Emily Correll seconded.
- d. The updated funeral guidelines were adopted unanimously.

Asset Liquidation Discussion and Vote

- a. It has been determined that the following equipment items owned by the church are no longer needed – a freezer, a refrigerator, three musical keyboards, a manual folder, and an ice maker.
- b. It was proposed that these items be liquidated or sold.
- c. There was a unanimous vote by the vestry to liquidate or sell these items.
- d. Jay Renner volunteered to take responsibility for disposing of the items.

Property Report by Jay Renner

- a. An Eagle Scout will be working on a Rain Barrel project on the CEC campus and will get credit from the City of Rockville for doing it.
- b. Jay will speak to bookkeeper Erin Lopez about the process for paying for the replacement of the garbage disposal in the pre-school.
- c. Isolation valves will be added to the kitchen/school domestic hot and cold water supplies.
- d. We will be seeking quotes from additional vendors regarding costs to repair the opening near the kitchen door.

- e. Joe Richardson reported that the solar contract was signed. After the signing, the contractor raised an issue about contract termination that is under discussion.

Report of the Creation Care and Environment Committee

- a. On September 21, the Interfaith Partners for the Chesapeake will hold an adult forum on creation care.
- b. The main speaker for this event will be announced at a later date.

Curate Update

- a. Since we have not yet been able to hire a curate, we will put in new ads for one in the fourth quarter of this year.
- b. In the meantime, to provide help to the rector, we plan to hire a 20-hour-per-week person to specialize in Children and Family Ministries.

Results of the Vestry Survey (Reported by Anne Scott)

- a. The survey asked about views concerning actions to be taken if we were to add an extra service each Sunday.
- b. The survey showed little consensus on whether an additional service was needed or how a Sunday would be structured to accommodate an additional service together with additional functions like hospitality, adult forum, choir practice, etc.
- c. It was also noted that for the first time in two years, attendance at church service had not exceeded attendance for the same Sunday in the previous year.
- d. There are no immediate plans to add an extra service.

Vestry Appreciation Letters for the HVAC Committee

- a. There was unanimous vestry approval to issue such letters.
- b. Anne Scott will be responsible for preparation of the letters.
- c. Bill Hickman, as clerk of the vestry, will sign them.

Adjudication of the Employee Retention Credit Funds

- a. The Employee Retention Credit was a Covid-era legislative provision that offered employers some Federal funding for retaining employees on the job. The church applied for that funding and finally received two checks summing to \$608,000 almost two months ago.
- b. Before spending that new source of funding, we had to ensure that all the legal provisions had been met, which is why there was a delay in announcing and moving with this.
- c. The report at the vestry meeting was that the legal requirements had been met.

The Baptism of Sam Fox

- a. On August 31, infant Sam Fox will be baptized at the Sunday service.

Welcome Back/Bring a Friend to Church Sunday

- a. This will be on September 7.
- b. There will be a photo booth for taking pictures.
- c. A video will be filmed of people arriving.

The Vestry and CES Board of Trustees Retreat

- a. The retreat will be held at St. Andrew's in Potomac on September 13.
- b. A social get-together will be held at Botanero in King Farm on Sept. 12

Sunday School Report

- a. Jamie Alvarado-Taylor gave a report on plans for this year's Sunday School program.
- b. Sunday School will open on September 14.
- c. Plans include guidance to the instructors and curriculum changes.

The Society of Catholic Priests Conference

- a. Father Tim will be attending this conference from Sept. 30 to Oct. 3.
- b. The Society's members serve as clerics throughout the Anglican community.

The Christ Episcopal Parish Book Club Leader

- a. Barbara Fennelly has agreed to become the Book Club Leader for this program year.

The Memorial Brick Campaign

- a. The campaign will take place from October 5 to October 26.

The St. Frances Festival will be held on Sunday, October 5.

- a. This will include the Blessing of the Animals.

Rockville City Police Department Faith & Blue

- a. Will be holding this event on October 10.
- b. This is part of a national police Faith & Blue effort on the October 10-12 weekend.
- c. It engages law enforcement officers with community residents through faith-based organizations.

Breast Cancer Awareness Sunday – October 19

- a. Parishioners are asked to wear pink.

The Celebration of Christ Episcopal School – October 26

- a. The Sunday Eucharist will be student led.
- b. \$13,000 has been raised in a special fund-raising effort.

The Ministry Fair

- a. There was discussion about ways to draw more parishioners into participating in the various church ministries, but we haven't yet determined a preferable course forward on this issue.
- b. There will be further discussion on this at a future meeting.

Date of Next Vestry Meeting

- a. The next vestry meeting will be on Sept. 23 at 7 p.m. in the Parish House.

The meeting ended with a closing prayer and adjournment at 8:27 p.m.

Respectfully submitted,

Bill Hickman

Clerk

Minutes approved unanimously at vestry meeting on September 23, 2025.

Bill Hickman, Clerk