

Vestry Minutes January 2026

Christ Episcopal Parish

7:00 pm

Parish House

January 20, 2026

Meeting Minutes

Attending:

Father Tim Carr, Rector

Anne Scott, Senior Warden

Jay Renner, Junior Warden

Jeff Grimes, Treasurer

Bill Hickman, Clerk

Emily Correll

Jeff Lin

Mohit Mathew

Joe Richardson

Tiffany Violante, CES Board Chair

Absent:

Jamie Alvarado-Taylor

Jacqueline Aris

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

O Christopher and Mary Campbell

O Jonathan Campbell and his children Catherine and Paul

O Vincent and Jean Stanford

O Burt and Ann Rea

O Nate Evans

O Erica Ford

O Jackie-Williams Rocco and her husband, Joseph

O Kade Tibbetts

Vote to adopt agenda

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

Approval of the December minutes

- a. Emily Correll moved to approve. Jay Renner seconded.
- b. The minutes were approved unanimously.

Review of the December/Year End Financials (Jeff Grimes)

- a. Pledge income for December came in at 106% of budget.
- b. Overall expenditures for December were at only 84% of budget.
- c. The bottom line for December was a net income of nearly \$42K.
- d. The net income for the year was about \$142K.
- e. On the balance sheet, we had about \$1.3 million in cash as of December 31.
- f. Total cash is up about 3.2% from 12 months earlier.
- g. The new counting rota (schedule for money counters) will be developed after the new vestry orientation meeting.

Approval of the December/Year End Financials

- a. A proposal was made and seconded to approve the financials along with a \$25 carryover in net income from the 2025 profit and loss to the 2026 budget.
- b. The proposal was approved unanimously.
- c. The treasurer proposed four adjustments to the previously approved 2026 budget.
- d. Jay Renner moved to approve those adjustments. Anne Scott seconded.
- e. The four adjustments were approved unanimously.
- f. A proposal was made to dedicate \$25K to fix damage in the nave and protect the organ while the work is done.
- g. Jeff Lin moved that the proposal be approved. Joe Richardson seconded.
- h. The proposal was approved unanimously.

The Head of School Report (Tiffany Violante)

- a. The school has received a slightly higher number of inquiries than last year.
- b. The school has received about the same number of applications.
- c. There has been an increased number of clicks on the school's website.
- d. The school was the winner of the Best of Bethesda in three categories.
- e. The 2026-27 tuition rates have been approved by the Board of Trustees; the rates will come to the vestry for approval at a later date.
- f. An unusually high percentage of pre-kindergarten students are continuing on into the CES kindergarten.
- g. The middle school science teacher substitute position was filled recently.
- h. The recent "Jump Up" days were successful. These are events in which parents and students are invited to spend a short time experiencing classes at one grade higher than the one in which their student is normally enrolled.
- i. The school's Wine and Whiskey Party is coming on January 23. All are invited.

Property Report (Jay Renner)

- a. We still have the ongoing problem with the parking lot.
- b. There are no other major concerns in the property area.
- c. Father Tim shared with the vestry a letter written by Nicole Stone, Head of the School, requesting that the vestry authorize the hiring of a firm to do a quick paving of the driveway and affected parking areas.
 - Because the property owner and his contractor are responsible for doing the paving, the vestry will continue to pursue legal action to press them to live up to their obligations to resolve the paving issue.
- d. A proposal was made to purchase a new oven and range for the church kitchen at a cost of \$2,500.
- e. Emily Correll made the motion to approve. Jeff Grimes seconded.
- f. The proposal was approved unanimously.

Creation Care and Environment Committee (Joe Richardson)

- a. We have now launched the Community Solar program.
- b. Joe will hold a session in the church dining room for those interested in learning more about the program.
- c. A link to the program is on the church website.

Stewardship Update (Father Tim Carr)

- a. As of this meeting, the pledge amounts for 2026 total to \$584K.
- b. Our revised goal for 2026 is \$630K.
- c. We have 158 pledging units thus far.

The reading of The Rev. Angel Gabriel Roque Ramos' Letter of Agreement into the minutes (Bill Hickman)

- a. Bill read the title and first paragraph of the letter of agreement to the vestry.
- b. The entire letter of agreement is attached at the end of these minutes.

The resolution about "No congregation members and no married folks"

- a. It was decided that this resolution needed to be prepared in greater detail and specificity, so there was no vote on it and it will be reintroduced at a subsequent meeting.

The Vestry Approval of the Lois James Memorial of a harpsichord - \$22K gift

- a. Vestry approval is required in the case of accepting gifts over certain value amounts.
- b. Emily moved approval of the gift. Jeff Lin seconded.
- c. The gift was approved unanimously.

The Vestry Approval of the Anonymous donation to expand the organ -- \$100 K gift

- a. Jeff Lin moved approval of the gift. Jeff Grimes seconded.
- b. The gift was approved unanimously.

The Saturday Luncheon Social Update

- a. The planning sessions for launching the Saturday luncheons have begun.
- b. There is a clogging issue with the right-hand sink in the kitchen.
- c. The Saturday Luncheon Socials will begin sometime in February.

The Vestry Nominating Committee Update

- a. The candidate presentations last Sunday went very well.
- b. The four candidates presented were Seth Oldmixon, Augusta Ridley, Michael Sparks, and Jill Weaver.
- c. We also will have a new Junior Warden candidate – Melinda Adams.

The Annual Meeting will be on January 25, 2026

The 4th Annual Scout Sunday will be on February 1, 2026

The Vestry Retreat/Orientation will be on February 7 from 9 am to 12 pm. Lunch will be served.

Lent begins on Ash Wednesday, February 18, 2026. Services will be at 7 and 8 a.m. and at 12, 3, and 7 p.m.

Fr. Tim will be away from February 12 through February 15.

The next regular vestry meeting will be on February 24, 2026 at 7 p.m. in the Parish House.

The meeting ended with a closing prayer and adjournment at 8:10 p.m.

Respectfully submitted,

Bill Hickman

Clerk

Minutes approved unanimously at vestry meeting on February 24, 2026.

Bill Hickman, Clerk



A LETTER OF AGREEMENT

between the Wardens and vestry of
Christ Church Prince Georges Parish (“Congregation”)

and

The Rev. Angel Gabriel Roque Ramos (“Assistant”)

Who has been selected by the rector with the understanding that this agreement may be dissolved as provided for by the Canons of the Diocese of Washington and of The Episcopal Church. The bishop is final arbiter.

The assistant serving under the title assistant rector shall assist the rector as pastor, priest, and teacher, sharing in the councils of this diocese and of the whole Church, in communion with our bishop. By word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, and the Constitution and Canons of The Episcopal Church and the Diocese of Washington, the assistant shall proclaim the Gospel, love and serve Christ's people, nourish them, and strengthen them to glorify God in this life and in the life to come.

The following specific duties are assigned by the rector to the assistant:

- To minister to the people of Christ Church in the context of ordination vows
- To care for the sick and dying within the parish
- Direct and plan all events and ministries within Youth, Children and families
- To be Chaplain for Christ Episcopal School including 3 services per week
- The coordination of Community Ministries across all parish constituencies
- To share in the leadership of worship and preaching
-

Times of work and leave

This is a full-time position.

- "Full-time" is defined as 5 working days.

The assistant's work includes not only activities directed to the congregation and its well-being, but also labors on behalf of the diocese and community. In general, it is to be expected that a full-time assistant will work no more than three evenings per week. The assistant is expected to preserve at least one continuous twenty-four hour period each week solely for personal and family use.

In addition, the assistant is expected to take the time to develop and maintain a healthy spiritual life, including scheduling time for an annual retreat, quarterly reflection days, and weekly and daily time set aside for prayer, scripture study, and meditation.

The assistant will have the following periods of **leave** at full compensation

- National holidays, to be taken so as not to interfere with worship for major occasions.
- One month annual vacation, which shall include five (5) Sundays.
- Two weeks per year annually for professional development, spiritual retreat or continuing education.
- Sick leave, which will accrue at the rate of one day per month, to a maximum of 24 days.

- Twelve weeks of parental leave (eight weeks at full pay) for the period immediately surrounding the birth or adoption of a child to the priest.

Compensation to be paid by the congregation to the assistant:

The assistant's annual cash salary will be \$74,500 plus payment as compensation for half of the priest's expense under the Self Employment Contribution Act (SECA), computed by multiplying 7.65% times the cash salary.

Compensation will be reviewed and adjusted annually in light of recommendations from the diocesan Human Resource Committee and the current diocesan clergy compensation suggested guidelines and in consideration of the congregation's budget.

In accordance with the regulations of the Internal Revenue Service (IRS) the vestry will, at the request of the assistant, designate a portion of the assistant's compensation as a housing allowance. The housing allowance of \$24,000 will be recorded in the minutes of the vestry meeting that immediately follows the start date.

Benefits to be paid by the congregation:

- Pension assessments per Church Pension Group (CPG) policy; this is 18% of the Total Assessable Compensation—taxable salary, value of the housing, and SECA payments.
- Medical insurance premiums for the diocesan group plan.
- Group life and disability insurance (both short- and long-term) through the CPG are part of the 18% pension assessment.
- Workers Compensation insurance

Expenses to be reimbursed by the congregation to the assistant as the parish budget allows:

The vestry shall pay the following expenses incurred by the priest in fulfilling the duties of office:

- The Vestry of Christ Church has approved a \$3,000 expense bonus at the start date of this agreement.
- Expense allowance, not to exceed \$1000, with travel to be reimbursed at the current IRS rate per mile, plus out-of-pocket costs of parking fees, tolls, transportation fares, etc.
Also to be reimbursed in this allowance are other professional expenses including hospitality, professional dues, journals, books and other costs incurred in fulfilling the duties of the priest's ministry.
- These expenses will be reimbursed monthly upon presentation of documentation

under an accountable plan. The annual budget for these expenses will be reviewed against actual costs.

- The expenses of the church's operation, such as telephone, postage, office equipment, supplies, secretarial services, etc. in accordance with the annual congregation budget.
- The cost of cellular service shall be reimbursed at 50%. This telephone number shall be published to ensure the priest's ready accessibility in case of emergencies. The priest shall pay the cost of all additional users on the plan.

Supplementary compensation: The assistant shall not charge fees for performing any rites of the Church (e.g., baptisms, marriages, and funerals) for members of the congregation. The assistant may, however, receive income from other sources, such as:

- Sacramental services on behalf of persons not in any way related to the congregation.
- Fees and honoraria for professional services performed on personal time for groups unrelated to the congregation, or for sermons, books or articles published outside the congregation.

Mutual Ministry Reflection

The rector and assistant agree to a discussion and mutual review of the total ministry of the congregation. The first such review shall be held **DATE** and annually thereafter. The review will:

- Provide opportunity to assess the working relationship of the rector and assistant
- Establish goals for the work of the parish for the coming year
- Isolate areas of conflict or disappointment, which have not received adequate attention and may be adversely affecting mutual ministry
- Clarify expectations of all parties to help put any future conflicts in manageable form.

A mutually agreed upon third party may be engaged to facilitate. This is an appropriate time to review the compensation of the assistant.

Other Agreements

- Start date is Sunday, May 31st of 2026.
- All pay and benefits shall become effective on the start date.
- Relocation: The congregation will pay \$2500 in expenses related to moving the Priest from Austin, Texas to Rockville, Maryland. (Effective 2018, moving expenses can no longer be reimbursed tax-free or deducted on personal tax returns. Any payment of moving expenses or reimbursement to the cleric must be treated as

taxable compensation and included as salary on Federal Form W-2.)

- Assistant agrees to participate in program(s) designated by the bishop (e.g. Genesis) for new ministries.
- This contract shall expire six months following the start date of a new Rector. A new contract may be negotiated at the discretion of the new Rector.
- In the event of the death of the assistant, the vestry agrees to continue payment of the priest's cash salary and appropriate medical-dental insurance to the priest's surviving direct dependents for a period of three months.
- This letter of agreement shall be made part of the minutes of the next vestry meeting that follows the signature date.
- This agreement is entirely an ecclesiastical document and as such is not subject to any review, interpretation or enforcement by any secular authority, including but not limited to secular courts. If the assistant and vestry disagree concerning interpretation of this letter of agreement, either party may appeal for mediation to the bishop, or another mutually agreed upon third party, the bishop remaining the final arbiter. The bishop will consider only the terms set forth in this agreement . The parties agree to abide by the bishop's decision.
- This agreement is subordinate to the *Canons of the General Convention of the Episcopal Church* and to the canons and policies of the Episcopal Diocese of Washington, as they exist as of the date of this agreement or in the future. In the event that this agreement is in conflict with either of those sources, the *Canons of the General Convention* and/or the canons and policies of the diocese in effect at that time shall prevail.

Date Assistant

Date Rector

Date Senior Warden (for Vestry)

Date Director for Human Resources and Administration

