

Vestry Minutes November 2025

Christ Episcopal Parish

7:00 pm

Parish House

November 25, 2025

Meeting Minutes

Attending:

Father Tim Carr, Rector

Jeff Grimes, Treasurer

Bill Hickman, Clerk

Jamie Alvarado-Taylor

Emily Correll

Jeff Lin

Mohit Mathew

Joe Richardson

Tiffany Violante, CES Board Chair

Melinda Adams, Co-Chair, HVAC Committee

The meeting started at 7:05 with a prayer. Then Father Tim offered a thanksgiving for the following 12 new families who have joined Christ Episcopal Church:

- Victoria Sauder
- Ashleigh Weaver
- Mac Ambler
- Garin Danielian
- Jared Freeman
- Steve Ryan
- Jonathan Lee
- Nick Roberts

- Oliver Jarjosa
- Adam & Diana Little and their children, DJ and Harry
- Benjamin & Patricia Marks and their children, Cyrus and Alexander
- Laura Myers

Vote to Adopt the Agenda

- a. Emily Correll moved to adopt. Mohit Mathew seconded.
- b. The agenda was adopted unanimously.

Approval of the October Minutes

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

Review of the October Financials (Jeff Grimes)

- a. The October pledge revenue was at 115% of budget.
- b. The October Total Revenue was at 120% of budget.
- c. The year-to-date Total Revenue stood at \$843,000, or 115% of budget.
- d. October expenses were at 90% of budget.
- e. Church maintenance expenses were still high.
- f. Utilities expenses were below budget for October.
- g. The net income for October was about \$12,000.
- h. The year-to-date net income was about \$105,000.
- i. On the balance sheet, the total cash position is about \$1.2 million.
- j. Our liabilities are at a minimum.
- k. In the first week of December, a pledge statement will go out to parishioners.

Approval of the October Financials

- a. Emily Correll moved to approve. Mohit Mathew seconded.
- b. The October financial reports were approved unanimously.

Review of the 2026 Parish Operating Budget (Jeff Grimes)

- a. Jeff Grimes indicated that the operating budget he was presenting was the same as the vestry had reviewed before with the exception of a correction to the page title.

Vestry Vote for the Approval of the 2026 Parish Operating Budget

- a. Jeff Grimes moved to approve. Emily Correll seconded.
- b. The 2026 Parish Operating Budget was approved unanimously by the vestry.

Review of the EDOW 2026 Operating Budget

- a. The EDOW operating budget and supporting materials had been circulated to vestry members in advance of the meeting.
- b. The budget was reviewed without comment.

Head of School Report (Tiffany Violante)

- a. The school had its biggest open house so far.
- b. We are in line with last year in terms of inquiries for next year.
- c. In looking at the school budget, it is important to note that some ERC funds are being used during the 2025-26 school year.
- d. Nicole Stone will review the pre-school tuition plan with the CES Finance Committee in December.
- e. 114 students are enrolled for the 2025-26 school year. That amounts to 105.4 FTE's.

Property Report

- a. New Ice Maker
 - i. Jay Renner had requested that the vestry vote to purchase a new ice maker at a cost of \$3,000.
 - ii. After some discussion, it was decided to table action on that request and instead have Jay and Jeff Grimes engage in further discussion about options.
- b. HVAC Committee Report (Melinda Adams)
 - i. The committee recommended that CEC purchase a new air conditioning and ventilation system from RSC Electrical & Mechanical Contractors at a cost of \$615,000, payable on completion of the work (approximately April, 2026).
 - ii. This will include a building automation system.
 - iii. This does not include upgrading our heating system. That would require an additional purchase which we are not undertaking at this time.
 - iv. The presentation of the report and vestry questions were followed by taking a vote on whether to approve the proposed contract.
 - v. Joe Richardson moved to approve. Mohit Mathew seconded.
 - vi. The motion to enter the contract was approved unanimously.
- c. Parking Lot
 - i. The church & school parking lot in the back remains in a state in which we can't use its full capacity.
 - ii. The City is doing safety inspections through its Police Department and Inspections Department.
 - iii. SGR, the contractor, installed a pipe of the wrong material.
 - iv. They are the firm which is supposed to complete the work in the parking lot.

- v. D R Horton is a large national home-building firm. They are building town houses next to the Jefferson Building. This delay in fixing the water main under the parking lot is having a negative impact on D R Horton's building schedule.
- vi. The City of Rockville has sent a letter to SGR, giving them 30 days to fix the water system.
- vii. CEC will be pursuing legal action against SGR to get them to complete their work and restore the parking lot to good order.

Environmental Report (Joe Richardson)

- a. The EDOW Benchmarking Study 2025 showed a high base load for CEC. Lewis Morgante, with the Montgomery County Department of Environmental Protection, offers us free consultation on how we can find the most promising energy savings opportunities.
- b. Community Solar is now covering about 8% of our electricity use.
- c. Joe is working on finalizing promotional materials for the CEC-Neighborhood Sun promotion of Community Solar.
- d. Joe is inventorying the plants around the building. He wants to start an "Adopt a Highway" type project to get parishioners, including school children, to care for areas of the garden.

Marketing Update and Growth at Christ Episcopal Church

- a. 18,000 people looked at our FaceBook page last month.
- b. We are now the 11th largest church in the Diocese.

Curate Update

- a. Fr. Tim has held discussions with the presumed curate's bishop and canon to the ordinary.
- b. The security clearance is underway for this individual.
- c. We're anticipating that his remote employment with this church will begin on February 1.
- d. Fr. Tim will meet with him on December 9.
- e. Recognizing that it is expensive for this person to move from his current location to Rockville, it was proposed that we award a signing bonus of \$3,000 to him
- f. Jeff Lin made the motion to award the bonus. Jamie Alvarado-Taylor seconded.
- g. The signing bonus was approved unanimously.

The Christ Episcopal Parish Bell Choir

- a. We have six members so far.

How to better care for families with children Task Force

- a. Laura Dumais is the chair of the task force.
- b. CEC currently has 68 families with children.

Saturday Luncheon Social Update with Community Ministries Chair Meeting

- a. Fr. Tim has met with Nick Buck, the committee chair to discuss strategies for bringing in community members.

The Memorial Brick Campaign

- a. Eleven bricks have been purchased.

Thanksgiving Day – November 27

- a. Mass is at 10 a.m.

The Rockville Brass Band and the Christ Church Choir Concert

- a. The concert is at 2 pm on December 7.

Christmas Eve and Christmas Day Schedule

- a. Christmas Eve at 4 pm, 7 pm, and 10 pm.
- b. Christmas Day at 10 am.

The Vestry Nominating Committee

- a. The committee has had one meeting and has issued assignments to contact prospective candidates.

The church office will be closed from 1 pm November 26 until 8 am December 2.

Fr. Tim and Ed will be away from December 26th through January 3rd.

The Rev. Cynthia Baskins will be the celebrant for December 28th.

The Rev. Catherine Manhardt of St. James will be cover for pastoral emergencies.

The Church Office will be closed from December 24th through January 6th.

Confirm the date of the next meeting – December 16 at 7 pm in the parish house.

December 6 is “Drop and Shop.”

The meeting ended with a closing prayer and adjournment at 8:40 p.m.

Respectfully submitted,

Bill Hickman
Clerk

Minutes approved unanimously at vestry meeting on December 16, 2025.

Bill Hickman, Clerk