**Vestry Meeting**

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**FINAL MEETING MINUTES**

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*Tuesday, October 22, 2019*

**Attendees**

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| **Rector** | |  | **Senior Warden** | | **Junior Warden** | |
| The Rev. Lisa M. Zaina | |  | Janice Musselman (21) | | Geoffrey Fuller (21) | |
| **Vestry Committee** | | | | | | |
| Robert Follit (21) | Timothy Johnston (20) via phone | | | Adebayo Laniyonou (20) | | Diana Locke (22) |
| Meghan Matulka (20) | Delia McCormick (20) | | | Emily Pierce (22) | | James Suit (22) |
| Steve McNeil, Treasurer | Kennerly Chapman (21), Vestry Secretary | | | Guest Speaker: Rev. Dr. Robert Phillips | | |

**Agenda**

**Opening Prayer**

Rev. Lisa led the Vestry in an opening prayer with the Vestry reciting it in unison.

Rev. Lisa introduced The Rev. Dr. Robert Phillips, Sr. Associate for Leadership Development and Congregational Care, in the Diocese of Washington. Dr. Robert serves as a resource to parish communities as they build relationships, foster trust, work through challenges, and move forward.

In his opening remarks, Dr. Phillips, recited Psalm 23 and noted this is one of the most powerful and healing passages in the Psalter for a broad range of emotions across the spectrum of life. This psalm uses images of, “green pastures, still waters, souls being restored, walking the valley of the shadow of death, the Lord always being with us” to name a few. Every individual and parish experiences this. The way in which we manage these various passages in life is important. As a parish family we will have good times and we will have hard times. This is quite natural. It’s important that the community develop ways to connect with empathy and trust. Dr. Phillips identify several key areas that the Vestry and the community can do this by (1) Active listening, (2) Communicating, and (3) Support and (4) Prayer. Consider what we might be able to offer each other through honesty, compassion, love, forgiveness, grace and peace.

Dr. Phillips closed with a reference to the book, “Scandalous Gospel of Jesus” by Dr. Peter Goemes, minister at Harvard University. Dr. Goemes invites reads to , “hear anew the radical nature of Jesus' message of hope and change. By providing examples, we see that the “good news is every bit as relevant today as when it was first preached.” Prayer and God’s word give us the opportunity to move into another space together, to build trust and identify and manage challenges that come our way.

Rev. Lisa then informed the Vestry that she became aware of an issue related to Dr. Hemchand Gossai, brought it to the attention of Bishop Marianne and wanted to inform us first, before a broader communication is disseminated to the parish community. The circumstances are challenging, but with love, kindness, humility and forgiveness, she felt we can grow in faith and hope. In 2005, Dr. Gossai was deposed from the priesthood in the Diocese of Bethlehem, Pennsylvania. Dr. Gossai accepted this sentence then and renounced his orders. Christ Church was not aware of this nor had Dr. Gossai informed the church. The normal screening procedures were not followed when he initially offered to teach and perform services at CEC. Rev. Lisa and Bishop Marianne have spoken with Dr. Gossai and steps have been taken to address the situation, including him not worshipping at CEC for a year. Going forward there will processes in place to ensure that anyone providing clergy services at CEC will be formally vetted to ensure they meet the requirements to perform pastoral and sacramental ministry.

**Review and Approval of Minutes of September 3, 2019**

The minutes were reviewed. Geof first motioned, Jim seconded. All voted in favor. Meghan abstained, as she did not attend the September meeting.

**Presentations**

**Jr. Warden Report** – Geoffrey Fuller

* The school moved back into renovated spaces.
* Nursery - Ceilings of both the nursery and the choir room will probably need to be insulated. One contractor is working on a budget estimate to do so, which will be used in a trade-off between insulating just the nursery or both spaces. This and other potential contractors will be asked to bid once a decision is made. It does not appear that the cost to insulate one or both ceilings can be covered in the $35K approved for nursery HVAC repairs previously approved by the Vestry.
* The Hillstrom House was leased for 20 months starting 11/1/19. Lessee has a good credit rating. Rent is $2175 per month. Note: post- meeting, the figure was corrected to $2275/month.
* Capital Campaign accounting - Following a meeting with representatives of the CES Board it appears we will get the information we need to determine where we stand with Capital Campaign funds.
* Nave floor - If pledges come in as expected, by January we should have sufficient funds to replace the entire floor.
* Water cooler, new wall, janitor's closet - Prices for new water fountains were requested along with a price for a magnetic door hold-back on the new door near the flower room. An upper floor janitor's closet was not included in the original plans; a price for one has been requested.
* Phone system for PH - The old system cannot be properly maintained so a price for a new one was requested. Replacement could cost as much as $12K.
* Renovated classroom roof - Serious leaking occurred last week and yesterday. The roof needs to be replaced. Cost could be $15K-$20K.
* Boiler controls - The church HVAC system was switched to heat last weekend. We found that the boiler had to be manually operated to get it to work. The control system hardware components failed completely and will have to be replaced. Cost could be $15K-$20K.
* Maintenance support - Our regular HVAC maintenance person decided to back away from work somewhat, although this decision of his appears to be a bit fluid. The property committee is now looking for an HVAC maintenance contractor to take his place and allow him to move to a consultant role.
* Sound system – The Correl’s have agreed to cover the cost of the sound system, including some investigative costs (within reason) for an improved system and to use what we have or augment it.
* Pulpit and lectern- It is difficult to read from both of these as they are both too small and do not hold a lectern book adequately. The size also creates an issue with the sound system/microphones. The Roulier’s have offered to pay for the adjustment.

**Sr. Warden Report** - Janice Musselman

* The Task force comprised of members from Vestry and the CES Board will make recommendations to Vestry on October 29th. The working relationship between members has been collaborative. While not everyone agreed on all matters, they nonetheless did work together. Both Diana and Jim echoed this sentiment. Janice was asked about an emergency operation planning committee and it will likely be reconstituted with John Tanny (JT) as the chair work; workgroup members will be recruited.
* Lynn Parry-Parker, who is a lawyer by training is also a Zumba instructor. She would like to hold a Zumba class at CEC and donate the proceeds to the church. The class could either be a Tuesday evening, or after Sunday service. A previous yoga class was held here. Details to follow. The Vestry concurred with this. No vote was taken.
* Allison Roulier broached the idea of expanding our ministry to hearing impaired and worship at CEC. Vestry commented that there was a previous group that explored worshipping here. Sign language would need to be provided. Vestry suggested that Allison get in touch with Christie Carrico for more details.

**Financial Report – Steve McNeil**

He presented some September results a few Sunday’s ago in connection with the stewardship campaign:

* + 2019 Pledges were 48K versus $60k from last year
    - Down 4% YTD compared actual that was down 3%.
  + YTD revenue is 75% but expenses of budget is 77% -- so a loss for the first nine months of 2019
  + Rental from HH – not any for 7 months. Well below plan.
  + Investment income held steady
  + Facility maintenance – well over budget. 4 projects equaling $5500 to be reimbursed from the Plant fund in October
  + Balance sheet – the checking account dwindled to $35K; transferred $24K to checking from endowment fund in October
  + Endowment – wrote check for $10K approved for CES scholarship
  + Endowment fund- the distributable amount for fiscal year 2019 was $91K + $33K carry over from prior period means $125K cash available for projects
  + Mortgage swap down but liability for swap up $180K since the beginning of the year

**Music** **Ministry** - Jim Suit

There was a request for funds to refurbish the hand bells for a total of $6142.70. They need to be properly stored, but currently do not have proper coverings. This ensures they will stay in good shape (they are after all a musical instrument). A down-payment of $1K was already paid from the music budget. When choir bells are fully functional, they can be extraordinary and amplify our music program.

There was a motion to approve the $6142 with Meghan first motioning, Diana seconding and all voted in favor. This confirms that the down payment comes from the music budget, the remainder to be charted to the endowment fund.

**St Francis Flock** – Meghan Matulka

Meghan reported we are an animal friendly congregation and are listed in the animal welfare community as such. We have 131 Facebook followers. We will also hold a pet memorial service on November 24th. If you have lost an animal, you can submit photos of those being honored. The workgroup may do another presentation ---date TBD.

**Other business**

Jim Suit acknowledged the outstanding effort of Emily Pearce in the write up of our stain glass windows and presented the church with a framed picture of the write up that will be placed on the back wall of the sanctuary or some other visible yet suitable place.

Meghan Matulka asked Vestry to keep Brian in prayer (Uncle of spouse) who passed away today.

**Rector Report** – Rev. Lisa

* Rev. Lisa presented the idea of streamlining Sunday services and the Vestry discussed several options. Talking points and communication with the CEC community will be forthcoming.
* There is a newcomer’s reception on November 10th. Vestry is invited.
* All four Sundays of Advent are planned.
* Electronic pledges - there was a general discussion including offering training to parishioners on how to do this. Diana Locke offered to look into this and do a write up/tutorial if people are willing to come for hands on training

**Closing Prayer**

Rev. Lisa led us in a closing prayer with Janice also providing a prayer.

The next Vestry meeting is scheduled for November 26th.