

**Christ Episcopal Church, Rockville, MD**  
**Vestry Minutes**  
**Dec. 19, 2023, 7-8:30pm in the Parish House**

Present: Fr. Tim Carr (Rector), Matthew Salter (Junior Warden), Bill Hickman (Treasurer), Jeremy Snider, Emily Correll, Victor Ban, Rose Buck, Cindy Griffiths

**Opening**

An opening prayer was provided, and the agenda for the December meeting was approved by unanimous vote.

**Approval of October and November Minutes**

The October and November minutes were reviewed via email prior to the meeting. A motion to approve the October and November minutes was seconded and passed.

**November Financial Report**

November pledge income hit about 81% of the target, putting us at 97%, YTD. However, other giving has compensated for this slight shortfall.

Operating income is at about \$35 K over budget, YTD.

The endowment fund experienced solid growth in November.

The November financial report was approved by unanimous vote.

**Stewardship**

We have received approximately 79% of our \$600 K target for 2024, or approximately \$472 K, and are ahead of where we were last year. The stewardship committee, with Fr. Tim's help, has completed individual outreach to parishioners whose renewals are still outstanding.

We are planning an adult forum in early 2024 to discuss stewardship.

The vestry discussed the possibility of accepting loose plate offerings via Venmo but decided to hold off on piloting this, pending further study.

**2024 Budget**

The vestry reviewed and approved the 2024 budget, reflecting a reduction in pledge revenue from \$600 K to \$550 K.

No income is expected from Christ Episcopal School for the school's use of the Hillstrom House, given delays in permitting.

The vestry agreed to make the following budget adjustments:

- The vestry discussed the pledge to the diocese and agreed to maintain the pledge at \$40 K, as already communicated to the diocese, freeing up around \$ 5 K.
- The vestry agreed to increase plate receipts by \$10 K given the expectation of continued growth.
- The vestry agreed to reduce the projected net operating income (surplus) from around \$17 K to \$10 K, freeing up around \$7 K.

In total, the approximately \$22 K freed up will be allocated between youth expenses, advertising, outreach, and maintenance.

The vestry voted to approve the 2024 budget, as amended.

### **F&C Trust**

Former parishioners bequeathed about \$180 K “for the good of the church”; the funds are currently held by Edward Jones. Vestry discussed various options: 1) deposit the funds into the endowment fund; 2) split the funds 50/50 between the endowment fund and church maintenance expenses; 3) use all funds for church maintenance. Generally, as a matter of church policy, absent specific direction from the deceased, bequeathed funds are deposited in the endowment fund, unless the vestry determines that the funds are needed to meet an urgent need.

The vestry voted to disburse the funds to the church to address urgent maintenance needs.

### **School Report**

Christ Episcopal School’s board chair was absent, but shared her report via email in advance of the vestry meeting. As of now, enrollment stands at 113.6 FTEs, 5.6 FTEs over budget. Several holiday events are coming up, and recent events (Grandparents’ Day, Turkey Trot) were well attended.

### **Property report**

The \$7,100 bill for the new pipe above the school’s server was approved by the vestry via email on December 7. Matthew will meet a roofing company about repairing a leakage. A proposal has come in to replace an evacuator fan on the roof, but this is not immediately urgent and can be addressed later.

### **Worship Committee – 1<sup>st</sup> quarter**

The vestry reviewed the 1<sup>st</sup> quarter schedule. Fr. Tim called for assistance with guiding traffic at the Christmas family service.

### **Vestry nominating committee**

Members of the nominating committee are Rose, Victor, and Matthew, whose terms will end in January 2024. The committee met on Dec. 12 to discuss four open positions, including that of Cole Milla. Cindy Griffiths will run for her own term.

**Confirmation of January's in-person meeting**

The next vestry meeting will take place on January 23, prior to the Annual Meeting on January 28.

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A closing prayer was offered, following which there was a motion to adjourn, which was seconded and passed.