

**Christ Episcopal Church, Rockville, MD**  
**Vestry Minutes**  
**Sept. 26, 2023, 7-8:30pm in the Parish House**

Present: Fr. Tim Carr (Rector), Bryant Trost (Senior Warden), Matthew Salter (Junior Warden), Bill Hickman (Treasurer), Jeremy Snider, Emily Correll, Cindy Griffiths, Victor Ban, Rose Buck, Emily Pearce (Chair of the CES Board of Trustees)

**Opening**

An opening prayer was provided, and the agenda for the September meeting was approved by unanimous vote, with the addition of an item for stewardship.

**Approval of July Minutes**

The July minutes were discussed. A motion to approve the July minutes, as amended, was seconded and passed, with one abstention (due to an absence from the July meeting).

**Treasurer's Report: Review of July and August Financials**

- Bill Hickman shared the latest financial reports, indicating that as of August, the church's net income was ahead of budget.
- Motions to approve the July and August financial reports were seconded and passed.

**Review of Preliminary 2024 Budget**

- Bill Hickman presented the preliminary draft budget, recognizing helpful input from Charlie Griffiths, Gary Correll, Fr. Tim, Bryant, and other ministry leaders.
- Four priorities are reflected in the budget: 1) growth (investing in communications), 2) youth services, 3) maintenance, and 4) outreach.
- The budget reflects a goal of 140 pledging units, up from approximately 108 for 2023.
- Most expenses are consistent with 2023 figures, with notable increases for day porter and maintenance costs.
- The final budget will be on the agenda for approval in the October meeting.
- New receptionist position (19 hours / week) to handle large portion of administrative tasks.

**Expressing Appreciation for Judith Schneider**

- 3-part approach: In-church announcement (Bryant Trost); adding link to Gofundme in weekly newsletter (Victor Ban); targeted emails (Jeremy Snider)

**Realm – What we need to prepare**

- Next step: meet with ACS Technologies. They need to know what data needs to migrate into Realm.

- Bill Hickman will meet with Father Tim and Caitlin Vredenburg (CES) re: transition of member data. A key challenge is eliminating duplication between Google and ACS systems.
- Counters and training: Need to identify volunteers to do data entry; looking to grow pool of volunteers.

### **School Report**

- 120 children enrolled, translating into 111.4 FTEs, about 3.4 FTEs above budget.
- Revenue is up due to successful grant applications.
- Fall festival is coming up this weekend.
- Moved ~\$100 K into reserve funds, and moved reserve funds into a money market account.
- Positive feedback on Hillstrom House use, and use of art studio space in the church (formerly youth space).
- Outdoor Education program is under development.

### **Property Report**

- Thompson House roof and gutter work is complete.
- New pump purchased; deferred work on chiller tower; electrical cable was temporarily remedied.

### **Selection of Vestry Members for Endowment Committee**

- Bryant Trost will join; looking for one more vestry member to join.

### **Parking situation as a sign of welcome**

- Fr. Tim: Growth depends on parking; newcomers should use street parking / rear parking.
- Parishioners/vestry should use parking behind burgundy house (16 spaces) and behind blue house (8-9 spaces). Also a huge lot across the street, behind the houses, which might become the choir parking lot.
- A parking map for the website would be useful.

### **Insurance deductible**

- CES/CEC to split \$5000 deductible

### **FOB system**

- System was recently hit by lightning.
- CES put a grant toward this security upgrade.
- Bryant Trost proposed unifying CES/CEC fob system.

### **2026 – Discussion of Rector’s Committee for 300<sup>th</sup> Anniversary**

- Planning is underway.

### **Christmas Services Plans/Expectations**

- Christmas Eve falls on a Sunday, so there will be multiple services on that day; attendance potentially will be lower in the morning.

### **Stewardship**

- Following up from the vestry resolution regarding stewardship revisioning at the July meeting, Victor Ban provided an update on this year's stewardship efforts
- This year will be a "hybrid" year for stewardship, as we are not yet ready to launch the year-round stewardship model, and we still need to invite pledges for the 2024 calendar year.
- This Sunday, we will begin communicating to the parish with a presentation and follow up with a letter. Pledge card will be available in the narthex. Unlike past years, pledge card will expressly invite gifts of time and talent.

### **Next In-Person Meeting**

The next vestry meeting will be held on October 24, 2023 at 7 pm.

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