

Christ Episcopal Church  
Minutes of Vestry Meeting

**November 28, 2017**

Opening Devotion & Prayer

In attendance were The Rev. John McDuffie, Rector; the Rev. Cindy Simpson, Assistant Rector; and Vestry members: Christie Carrico, Senior Warden; Wayne Cross, Junior Warden; Mary Barnstead, Geoff Fuller, Peggy Gilliam, Adebayo Lanionu, Meghan Matulka, Delia McCormick, Steve McNeil, Katherine Schexneider, and George Wolohojian.

Father McDuffie convened the meeting at 7:03 PM, all members introduced themselves to Rev. Paula Clark; Fr. John then offered opening prayers.

Conversation with The Rev. Paula Clark, Diocesan Canon for Clergy Development, Multi-Cultural Ministries, and Justice

Rev. Clark led a discussion on the upcoming transition and search for a new Rector for Christ Church; the process will include hiring an interim, then forming a search committee & then the parish will call the new Rector. The Vestry will appoint an interim; the Vestry will also appoint the search committee and then return to its work of the church.

Rev. Clark said she feels it will take one year, at most, to find the new Rector.

Rev. Clark distributed a document called the Standard Process for Transition of Parish Clergy, outlining the steps to be followed by the Search Committee, the Vestry, and the Diocese. She then reviewed the overall process. Rev. Clark also distributed the list of Qualifications for a Search Committee Chair and other supporting documents, including samples (of announcements, vestry charge for the search committee, and budget).

The search committee will discern the finalists, and Bishop Mariann will then review and approve the list. The committee presents the list in either alphabetical or rank order to the Vestry. The Vestry then thanks the search committee, celebrates their work and honors them and disbands that committee. Next, the Vestry will bring in the candidates, and will prayerfully discern the next Rector; then call Bishop Mariann and Rev. Clark right away. Once the candidate is selected and agrees to the offer, a transition committee will be established.

Rev. Clark will be here at Christ Church the week after Father John's departure, to meet with the parish on the transition. The Vestry thanked Canon Clark for her presentation, and she left.

Reviewing Budgetary Impact during the Transition Period

Christie presented a draft budget of costs for the transition. The budget includes supply clergy until an interim is called. She reviewed the full budget; including supply and interim, and potential search costs, she estimated the transition will cost \$53,029.00. Much of the expenses will not occur for some time. Christie moved to approve \$24,000 to begin the search and transition process, funding to come from Endowment. The motion was seconded and approved.

## Review and Approval of the Minutes of October 24<sup>th</sup> meeting

The minutes of the October 2017 meeting will be reviewed and approved at the next meeting.

## CES Update

Fr John reported on Christ Episcopal School, first reporting there were no significant issues found during the recent audit. Steve McNeil requested a copy of the audit, to deliver to PNC Bank as part of the mortgage covenant.

There has been some progress on the planning for the new school building. Jeff Whitman expressed concern over the tight window of time, as the scheduled opening of the new building is the fall of 2019. The school board expressed its thanks to Christie for her work with the Jefferson Building. Of note, financially the school is slightly below budget for this school year.

Christie reported the Diocesan Finance Committee has approved the selling of the Jefferson Building for no less than the swap and mortgage plus fees (\$4 million). That approval will now go to the Standing Committee. On the sale, Christie continued, we have received an offer on the building for \$2.6 million. The diocese will not approve of any sale for less than cost recovery as stated above.

## Finance Report – Steve McNeil

October was a good month, receipts wise. For the year, we are in a positive status, by \$20,000; also in the month of October, online giving was at an all-time high. The School has reimbursed the church for our expenses for the Capital Campaign, totaling \$56,000. Cash flow is positive this year whereas last year at this time, it was not. For the fiscal year, there is \$117,000 available from the Endowment Fund. Finally, to note, the swap is currently \$531,000; the mortgage on the Jefferson Building is \$3.2 million.

## Update on the Capital Campaign: “Firm Foundation, Bright Future”—George Wolohojian

George reported the capital campaign is slowing down. There is currently \$2.2 million in pledges. The plan is to close out visits and pledges, and then go into another quiet phase. The next phase, some time after the first of the year, will be to send letters asking for pledges and contributions for the capital campaign. All faculty and staff are being approached, and all are agreeing to contribute to the campaign.

## Stewardship Campaign Report

Father John said the currently 62% of the total need has been pledged. Part of his Advent discipline is to review the status of the campaign and to get letters out to parishioners, which he will work on.

## Committee Reports

Environmental Stewardship – no report

Property – Wayne reported on property, with the following accomplishments:

- Stained glass/rose window/transcept work is being done. Wayne thanked Geoff for working with the contractors, and said the work should be completed tomorrow. The last of three installments will then be due. Someone from City Hall said a permit was needed (\$253) because of the cherry picker in front of the building.
- A few slate tiles fell from the roof; these will be repaired on Friday. Wayne added that the slate tiles used on our roof are not available commercially, which made for a challenge to find them.
- The new sound equipment has been ordered, but has not yet arrived to Cardinal. They are looking into why it has not arrived.
- Air quality report has been received. The Murdock room in good shape; the youth room is full of mold spores; the recommendation has been made to add dehumidifier(s) in that room.
- There is a “mouse” problem in the church, and traps have been set (school is aware of the issue) – the cost will be \$75 for the exterminator.
- Payment has been made to Jim Chellini of \$1765 for repairs of the Nursery roof leak, the boiler repair, and for cleaning the boiler
- The sidewalk in front of the church is crumbling in one section.

St Francis Flock – Meghan Matulka reported on the Pet supply drive for supplies, as part of the Pet Connect relief effort. She said the committee is growing.

Pastoral Care – Fr John said he is training “friendly visitors” for home Eucharist visits within the parish.

Outreach – Katherine reported on a successful Rise Against Hunger event, and said the committee has spent all of the allotted money for the year.

Communications – Christie said, in response to the conversation earlier in the meeting, that she will let the Communications Committee know about the need to update pictures on the web site.

Fellowship – Christie reported that so far only 22 people are signed up for the annual Adult Christmas Dinner on December 9.

Adult Christian Formation – Cindy reported that on the 2<sup>nd</sup> Sunday in December Father John will be presenting in the adult forum.

Welcoming – Bayo reported the fall Newcomer reception will be held on December 3<sup>rd</sup>.

Old Business:

No old business

New Business - Establishment of Clergy Housing Allowances for 2018:

Rev. Cindy reported that her Housing Allowance for 2018 will be \$10,000

Father John reported that his Housing Allowance for 2018 will be \$3,000

Mary said the upcoming months will be a difficult time, and proposed to move to only one weekly Sunday service with music, adding that we need to come together as a parish. Fr John said he will leave any decision about modifying service times to his successor. Christie added this is the sort of thing an Interim is often tasked to do.

Cindy asked how much space is currently available for newcomers. The 9:00 service is often three quarters full, and with the church that full we may turn away some visitors and potential new members.

Date of Next Meeting: January 23, 2018

Prayer and Adjournment

The closing prayer was offered by Christie Carrico, and the meeting was adjourned at 9:45p.m.

Respectfully submitted,

Dotty Reitwiesner