

Christ Episcopal Church  
Minutes of Vestry Meeting

**October 24, 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; Mary Barnstead, Geoff Fuller, Peggy Gilliam, Adebayo Laniyonu, Meghan Matulka, Delia McCormick, Steve McNeil, and George Wolohojian.

Father McDuffie convened the meeting at 7:06 PM, then offered opening prayers.

Presentation of the 2017 Audit

Steve McNeil presented the report on behalf of the Mike Febrey, the auditor. The audit revealed no issues. During this year, we have a new bookkeeper and new software; both should make financials even better.

Review and Approval of the Minutes of September 26<sup>th</sup> meeting

There was a motion to approve the September 2017 minutes as amended. The motion was seconded and passed.

CES Update

Christie Carrico reported on the Board of Governor's retreat, saying the retreat was focused on long range planning for the school. She said the board is a very good board, and are engaged and actively working in support of the school. The Board agreed on the need of an "oversight" committee for the new property plan, acknowledging they will need to get a project manager; Christie asked Geoff Fuller to represent the Vestry on the oversight committee, and he agreed to serve.

Finance Report – Steve McNeil

The parish ended the month of September with a surplus; spending for that month was the lowest of any month of this year. We should see some savings in facilities maintenance for this year. The total expenses are 2% under where they were, last year.

There will be a payment coming from the day school of \$56,000 to cover expenses for the capital campaign.

The Endowment Fund has experienced another good month, ending the fiscal year being maxed out. –There will be a total of \$123,000 available for spending. Of note, the mortgage swap is currently at \$529,000.

Steve commented that he is working well with the new bookkeeper, Erin Lopez. He added that it has been a joy working with her.

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

George Wolohojian reported the visits for the capital campaign are continuing; there have now been 153 visits, resulting in 128 pledges, with some pledges still pending. There are 117 more visits to be made. The total amount currently pledged to the campaign is \$2,196,854. He gave credit to members of the steering committee and the visiting teams. Everyone from the parish and school will hopefully have an opportunity to hear the story of Christ Episcopal School, whether they pledge or not. George distributed copies of Cindy’s recent sermon, *Tending the Vineyard*. Christie added that the CES Board members have admitted they have been lagging in their visits. George said the capital campaign will not be “over” until the doors of the school are open, and even then there will be new opportunities for giving.

Christie reported the Jefferson Building went on the market last week, and already there have been several inquiries. There will be at least one walk-through soon.

#### Stewardship Campaign Report

Father John said there is no prepared report on stewardship, but pledges are starting to come in. He said that he will continue to encourage “random acts of giving”.

#### Committee Reports

##### Environmental Stewardship –

Rev. Cindy Simpson reported on behalf of the committee, saying there was a contest sponsored by Peerless Rockville, and Janice submitted the names of Ann English and our gardeners. We won – there will be an awards dinner upcoming honoring Ann English, Gregory Lin, Diana Locke, and Carolyn Oakford. - - another person (ask Cindy)

The lighting plan is in progress, and several proposals will be forthcoming.

George said there will be an opportunity for future consideration for the environmental stewardship committee – a garden opportunity, when the school moves across the driveway to its new space.

##### Property – Geoff Fuller reported on property, with the following accomplishments:

- Window repairs for the stained glass windows in the church are scheduled to start on Thursday (October 26) and will ultimately require some scaffolding. A final payment of \$14,669 will be due when the work is completed.

- The new sound equipment will be purchased, the cost will be \$2561, shared between the church and the school.
- Wayne and Hal Roach repaired the cracked pew.
- Several cracked floor tiles have been found; we may need to consider planning to get these repairs done.
- The energy usage information will be entered into the energy audit site.
- Several valves in the boiler have been repaired; the cost is approximately \$8000. Apparently, fumes from some cleaning supplies were sucked into the boiler and caused corrosion.
- Repairs are needed in a closet near the Nursery, at a cost of \$545.
- The front rails of the worship area were tightened; no invoice has been received yet.

St Francis Flock – Meghan Matulka reported the Pet Memorial service has been cancelled.

Pastoral Care – No report

Outreach – Fr John reported the *Rise Against Hunger* event will be held on November 18. George distributed invitations to the blessing service on Nov 12, 1:30 pm. at the Bargain Box, to celebrate the 60th anniversary of the shop.

Communications – Christie reported the committee is reviewing the website for updating.

Fellowship – Christie reported the annual Christmas Dinner will be held on December 9.

Adult Christian Formation – Cindy reported that Sister Fiedler of interfaith ministries is interested in coming to the Adult Forum. Fr John will present reflections on his 19 plus years of ministry at Christ Church, once in December, and once in January.

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

Stewardship – No report

Old Business: No old business

New Business: Fr John said he will retire January 28, saying first that he has been considering this since he turned 65 a couple of years ago. He said now is a good time to step out; it is a time for the church to move on forward, as we have a good staff, good vestry, and are in a stable position and retirement now feels right, feels good. Fr John said he had already shared his plans with the wardens and the treasurer, and added that he and the wardens have met with the Reverend Canon Paula Clarke of the diocese.

Fr John said that Rev. Clarke will meet with the Vestry at the November meeting. Additionally, Peter Bastien will be available to help with preaching on Sundays. A small group from Vestry will work with Paula Clarke to find an interim rector. As temporary housing for an out-of-town interim, Hillstrom house may be available; we would have to tell Fr Choi if a change for his housing is needed.

Fr John said the interim process has changed a lot over 20 years, and the parish can decide how long to wait for a new Rector. A search committee will be chartered by the Vestry, then they will leave the search committee alone to do its work. Fr John added that he will leave at the end of January, but he can be brought back for special occasions if invited by the new rector.

There had been a lot of pain in this parish when Fr John arrived, and he said in some ways he was a family therapist. He is glad he got involved in the nominating of Vestry members, finding mature responsible persons to be the leaders of the parish.

Christie reported that on January 28, there will be a large reception for Father John, following one service at 10:00 AM. And there will be another event, the date and time to be determined.

Christie said the entire retirement – interim – new Rector process has significant budget impact. We will need to have money available starting in January, from the Endowment Fund. She said she is so grateful we have Cindy (this was affirmed by vestry members), as Cindy will have to shoulder a larger part of load for the foreseeable future. George added that Cindy will also have significant involvement with the school as we go through this transition.

Christie said it is critical to keep the staff in place.

Date of Next Meeting: November 28, 2017

#### Prayer and Adjournment

The closing prayer was offered by Christie Carrico, and the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Dotty Reitwiesner