

Christ Episcopal Church
Minutes of Vestry Meeting

September 26, 2017

Opening Devotion & Prayer

In attendance were The Rev. John McDuffie, Rector; the Rev. Cindy Simpson, Associate 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, and Katherine Schexneider.

Father McDuffie convened the meeting at 7:10 PM, then offered opening prayers.

Review and Approval of the Minutes of July 18th meeting

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

CES Update

Christie Carrico reported that Christ Episcopal School expects to have a slight surplus this school year, totaling about \$14,000. The reason for the surplus is there are a few more students at the school than are budgeted for. 40% of CES students are receiving financial aid; there are 31 new students this year.

On the new school building, Christie reported the topographical survey of Foley Park is underway. Rockville city will likely recommend combining the church and Foley properties as part of the process.

Peggy Gilliam asked if there has been any consideration of future use for the Hillstrom House, and if there is any total strategy for the use of the property (Fr Choi hopes to remain in the Hillstrom House through July 2018). Mary Barnstead asked if there would be any consideration of renting rooms in the Hillstrom House to CES single teachers.

Finance Report – Steve McNeil & Presentation and Discussion on 2018 Budget

Steve McNeil said the auditor was not able to meet with the vestry tonight and asked that that presentation be put on next month's agenda.

The parish had a decent month in August financially, as the church lost \$19,000 (not out of the ordinary, for summer months). The total pledge offering is down about 2%. The overall budget income numbers are close to last year, and are shaping up to be about the same. This year the net loss is about \$2,000 better than last year.

Of note: Loose plate offering is up for 2017, as there is a \$50,000 contribution this year; the Korean Congregation continues to pay for the Hillstrom House rent; the Columbarium income is under budget. The music line item is over budget because paid singers are used more in the first half of the year; choral scholars were retained. Outreach is over budget as there were up-front

costs which will balance by end of year; also Insurance has been paid (75% paid for the year over the first 2/3 of the year).

The Endowment Fund has experienced another good month, and is on target for the maximum income for the year. As of last night, the mortgage swap was at \$578,000 (it was up to \$596,000 at the end of August).

We will have a new bookkeeper, effective October 1st, Erin Lopez. She was a member of our parish for short time, is on the CES board, has children at the school, and wants to work part time to be there for her family.

Wayne Cross reported that he is not seeing invoices related to property; he will discuss this with Judith, to make sure he reviews them in the future.

Budget

Steve reported that the Budget Committee, consisting of Father John McDuffie, Christie Carrico, Wayne Cross, Steve McNeil, had met and prepared a draft 2018 budget. For receipts, the overall proposed increase is 1%, including a pledge increase of 1.3%. Of note, income from the rental of the Hillstrom House has been budgeted for the entire year; loose plate receipts are down from what is hoped for, for the full year.

Steve said the former Junior Warden, Janice, has saved the parish \$10,000 a year on the trash bill after she negotiated with Waste Management and reduced the bill in half.

For the line item of Diocese Support, we will return some of the budget that had been reduced due to budget shortfall. There will be an increase in staff salaries of 2.5% for 2018; one paid singer (the annual cost is \$7000/each) is in the budget, and the choral scholars are included in the budget for 2018 (\$1800). The Outreach budget includes extending SOS, as Michele has requested more. Youth line item has requested \$5000; not all requested was granted. Year over year, the altar guild has reduced expenses. Overall, the proposed budget has a 1.3 increase, and is a balanced budget.

During discussion, Rev Cindy Simpson said that Fran Palmer-Hill, who has coordinated the Adult Formation for years, will be retiring, so she requested an increase from \$1000 to \$1500 for the Adult Education programs. With consensus for that adjustment, Steve said he will make that change (Katherine offered to take that from Outreach).

There was a motion to approve the proposed budget as amended. The motion passed unanimously.

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

Christie reported for George Wolohojian, saying first that five new volunteers have been trained for the capital campaign, and thanking the clergy for their references to the campaign in recent sermons. As of now, she said, there have been 121 visits, resulting in 79 pledges. There are 42 pledges pending. A total of 303 families have been assigned out for visits. The total amount

currently pledged to the campaign is \$2,005,558; another \$60,000 has been verbally promised. The school has been slower to get pledges and to train volunteers to make visits.

Katherine Schexneider asked when the campaign will “end”. Pledges from parishioners are mostly received, but the school is behind schedule. Geoff Fuller commented that he is a “7:45 attendee”, yet he has been getting to meet others, and feels the visiting has been a good experience.

In response to a question, Christie said the Jefferson Building is on target to go on the market in mid-October.

Stewardship Campaign Report, and Review of Vestry Stewardship Statement

The stewardship campaign begins this Sunday, and will continue through Nov 12 or 19 (there will not be CES Sunday on Nov. 19th as originally scheduled). The campaign is titled, “New Heart, New Spirit.” Stewardship pledge packets will be available on Sunday.

Father John reviewed the history of the vestry stewardship statement, which was first developed in a vestry workshop in 2004; the statement has been affirmed and modified over the years. Following review and discussion, there was a motion to affirm and to update the date to indicate, “Reviewed and adopted Sept 26 2017”. There was a second, and the motion passed.

Committee Reports

Environmental Stewardship –

Rev. Cindy Simpson reported on behalf of the committee; first saying from Janice Musselman the committee would love to have a vestry representative.

Columbarium –Janice and Barbara Hunt Wolper have ordered a brass plaque to recognize Gregory Lin and the gardeners involved in the landscaping project. This plaque will be put in Columbarium (cost will come from donated funds). Wayne indicated that the property budget would cover the installation cost. There was a motion to affirm that plan; the motion was seconded and passed.

Finally, the environment stewardship committee wanted to inform the vestry to expect tiered levels of requests for energy improvements.

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

- The crosswalk by the cafeteria has been repainted;
- The cast iron rail by cafeteria has been repaired;
- The exterior lighting timer has been adjusted, turning the lights on at 5:30 pm and off at 5:30 am
- The handrail on the right side of the steps to the altar has been repaired;

- A leak above the nursery has been repaired.

Upcoming / needed repairs include:

- One pew is cracked, Wayne reported that he and a representative from Clark construction will work on it;
- The transmitter on the portable mikes is not working well, and the options are either to repair or replace. Only 2 of 3 work well. The cost would be \$351 to replace the existing mikes. There will be a new spectrum, effective in 2020, making the existing system obsolete. A new receiver would cost \$288, and then we would also need peripherals. Fr John said we need to move toward the new receiver, and Steve said there is money available in the plant fund. **There was consensus for Wayne to move forward on this.**
- Window repairs have been pushed out to November.

St Francis Flock – Meghan said the Blessing of Animals service will be held on Sunday October 1, and said it is always a fun event. A field trip to Stargazing Farm is scheduled for October 21st. The pet memorial service will be held at 5 PM on November 12th. The committee will be losing Eva, who is moving to Alexandria, Va. Finally, she reported that this coming Sunday there will be a presentation from Second Chance wildlife.

Pastoral Care – No report

Outreach – Katherine reported that in March there will be a work group with Wider Circle. There will be a *Rise Against Hunger* event on November 18.

Communications – Christie reported that, at the Ministries Fair this weekend, about half of the parish groups got one or two people to sign up. The fair has been held for two years in a row, after no fair for several years.

Fellowship – No Report

Adult Christian Formation – Cindy reported that the committee is considering how to recognize & thank Fran Palmer Hill for 17 years of her leadership.

Welcoming – Cindy reported the committee is pleased that Bayo is their new vestry rep. The fall Newcomer reception will be held on the first Sunday in December.

Stewardship – No report

Old Business: No old business

New Business:

Tad Cavuoti's Request for a New Office Computer and Printer

- Tad's computer is the oldest computer on the property. It needs new upgrade to the software to get music; version 8 is currently available but his existing computer can only support version 2. **There was consensus from the Vestry to support the purchase.** Steve McNeil indicated that money is available.

Induction Ceremony

- Christie – Wayne was presented with a stuffed raccoon and inducted into the “Christ Church Order of Raccoon Chasers”

Date of Next Meeting: October 24, 2017

Prayer and Adjournment

The closing prayer was offered by Christie Carrico, and the meeting was adjourned at 8:56 p.m.

Respectfully submitted,

Dotty Reitwiesner