



3 Chevy Chase Circle
Chevy Chase, MD 20815

Vestry Meeting Minutes July 17, 2018

ATTENDANCE

A **CROSS** means that the individual was present. An empty box indicates absence.

✝	Rev. Ed Kelaher		Dan Batlle – '19
	Rev. Nate Lee	✝	Susan Billington – '19
✝	Jonathan Stroebe – '19 <i>Senior Warden</i>	✝	Catherine Dunlop – '21
	Charle Fiegl – '21 <i>Junior Warden</i>		Thomas Espy – '20
✝	Cary Buckingham – '20 <i>Treasurer</i>	✝	Bill Gray – '19
✝	Stefan Awad – '20 <i>Assistant Treasurer</i>	✝	Cindy Wade – '21
✝	Rip Wilson – '21 <i>Clerk</i>	✝	Rev. Matthew Kozłowski
✝	Elizabeth Wrege – '20 <i>Assistant Clerk</i>		

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE

- ✝ A quorum was present
- ✝ Minutes/action items
- ✝ Treasurer's report
- ✝ Kingdom Campaign update
- ✝ Nomination and election of 2019 Convention delegates
- ✝ Rector's report
- ✝ Senior Warden's report
- ✝ Priest Associate report
- ✝ Old and new business

DETAILS OF THE MEETING

Prayer for Wisdom, Guidance and Grace

Rev. Ed Kelaher

A quorum being present, Father Ed+ called the meeting to order at approximately 7:05 pm, and led the Vestry in an opening prayer.

Presentation of the Minutes

Rip Wilson

Vestry Clerk Rip Wilson circulated a draft of the minutes from the June 19, 2018 Vestry meeting in advance of the meeting. Rip reviewed these minutes with the Vestry members. Following discussion, upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That the minutes of the Vestry held on June 19, 2018 are approved, with such changes and modifications, if any, as were discussed at this meeting, and the Vestry directed that such minutes be placed on file with the records of the other meetings of the Vestry.

Treasury Report

Stefan Awad

First, Father Ed announced that the Parish recently hired a new staff accountant, Smythe Kannapell, who will take over the day-to-day accounting duties and free Nancy Harris to have more time to work on budgeting, financial reporting and investment tasks. Smythe will join the staff in the next few weeks. Father Ed will circulate a copy of Smythe's resumé to the Vestry after the meeting.

Assistant Treasurer Stefan Awad then led the Vestry through a review of the financial statements. Stefan circulated to the Vestry a copy of the P/L statement, including the capital campaign data, for the first six months of 2018. The Vestry then asked questions and discussed the expenses incurred during the period. The Vestry also discussed the need to find new leadership for the Generous Giving campaign to replace Jonathan Stroebel now that he is the Senior Warden. Jonathan and Father Ed will confer on potential replacements and report back to the Vestry.

As a follow-up from the June meeting, Treasurer Cary Buckingham and Stefan will meet with Cindy Wade and Rip Wilson to review the status of existing accounting policies and procedures, as well as ways to generate more informative summary financial reports for the Vestry. The meeting has been delayed because of summer vacation schedules. The group hopes to meet in advance of the half-day Vestry retreat scheduled for August 18, as it is expected that this information may help inform the Vestry when it deliberates its goals for the 2018/19 year.

Kingdom Campaign Update

Catherine Dunlop

Catherine Dunlop, Director of the Kingdom Campaign, updated the Vestry on the campaign. The campaign has now raised close to \$4.9 million. She then discussed Kingdom Campaign's desire to develop a regular communication plan to provide more transparency to the congregation around both the sources and the planned utilization of funds to support the three pillars of the campaign: Kingdom Building (expanding clergy staff and enhancing the Parish's ministries), Our Building (upgrading existing buildings and grounds) and Future Building (increasing financial stability by expanding the Parish's endowment). The goal is to have the initial materials ready for dissemination to the Parish in September.

Nomination and Election of Convention Delegates for 2019**Ed Kelaheer**

Father Ed re-introduced the topic regarding nomination and election of delegates for the 2019 convention that was deferred from the June meeting. He briefly spoke of past conventions and the Parish's goals for these conventions. After discussion, the Vestry agreed that Father Ed, in his discretion, may request parishioners to serve as the Parish's delegates, and he will inform the Vestry of the names of the delegates once the parishioners have accepted the nomination.

Rector's Report**Ed Kelaheer**

Clergy deployments and staff transitions: Father Ed confirmed that two part-time priests, Jonathan Musser and Matthew Kozlowski, joined the Parish's clergy as of July 1st.

In addition, Father Ed is in the process of interviewing candidates for a full-time clergy member slated to start in September 2018. Father Ed has interviewed more than 25 potential candidates, including potential female priests. To date, Father Ed related that the start date and salary requirements did not work for most of the candidates. Father Ed will keep the Vestry apprised of the process.

Father Ed then noted that under Diocesan policy, he's entitled to a 3-month sabbatical for every three years of service as rector, and that he has not taken advantage of this benefit since he joined the Parish as its rector. He indicated that with the hiring of new clergy members to serve the Parish, he expects that he will take a one-month sabbatical next summer. He will discuss the timing and length of his sabbatical with the Vestry next spring.

As discussed above, Father Ed has hired a new staff accountant.

Mission for this Vestry: Father Ed then reminded the Vestry to consider its mission statement for this upcoming year. Previously, he had suggested that the theme could be improving the Parish's management practices and processes. Father Ed then re-circulated a high-level summary of the rector's suggested initiatives and goals around the theme of management entitled "A Recent History of Progress of the All Saints Church Vestry and What is Needed Next." That said, Father Ed reiterated that the mission statement is the Vestry's decision and the Vestry's decision alone. He asked that the Vestry consider its mission statement at the half-day retreat in August.

Worship Schedule: Father Ed then discussed revising the potential worship schedule for the fall. The current proposal under consideration is to adopt a version of the summer schedule, which combines the 9 AM and 11:15 AM services into one service at 10 AM. The Vestry then discussed the impact of the change on all participants and considered alternative schedules for service, forums, Sunday school, etc. Based on Vestry's input, Father Ed agreed to circulate a draft worship schedule to both the Vestry and the staff for further comment.

Senior Warden's Report**Jonathan Stroebe**

Senior Warden Jonathan Stroebe confirmed that the Vestry's half-day retreat had been scheduled for the morning of Saturday, August 18th. The Vestry then discussed the potential agenda and outside contributors. After discussion, the Vestry agreed that it would be helpful to invite Todd Miller to provide an overview of the Parish's strategic plans and his historical perspective as a former Vestry member and long-term parishioner. Jonathan committed to provide the Vestry with a draft agenda for comment in advance of the retreat.

Priest Associate Report

Rev. Matthew Kozlowski

Father Ed welcomed Rev. Matthew Kozlowski to the Vestry, who joined the Parish's clergy this month. Matthew then gave a quick overview of his family, education and faith interests, including, among other things, his interest in teaching Alpha courses here in the Parish.

Old Business / New Business

Rev. Ed Kelaher

Given the Vestry retreat will now occur on Saturday, August 18th, the Vestry discussed whether the retreat would take the place of the regularly scheduled August Vestry meeting. Following discussion, upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That given the members of the Vestry will be participating in a half-day retreat on Saturday, August 18, 2018, the Vestry will not convene its regularly scheduled August meeting; therefore, the next regularly scheduled Vestry meeting will occur in September 2018.

Adjournment and Prayer

Rev. Matthew Kozlowski

There being no further business to discuss, Father Matthew+ closed the meeting with a prayer at approximately 8:55 PM.

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