



3 Chevy Chase Circle
Chevy Chase, MD 20815

Vestry Meeting Minutes January 21, 2020

ATTENDANCE

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

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| ✝ | Cary Buckingham – '20 <i>Senior Warden</i> | ✝ | Cindy Wade – '21 <i>Assistant Clerk</i> | ✝ | Rev. Ed Kelaher <i>Rector</i> |
| ✝ | Charles Fiegl – '21 <i>Junior Warden</i> | ✝ | Catherine Dunlop – '21 <i>2nd Assistant Clerk</i> | | Rev. BJ Buracker <i>Associate Rector</i> |
| ✝ | Julie Goodall Dever – '22 <i>Assistant Junior Warden</i> | ✝ | Thomas Espy – '20 | ✝ | Rev. Matthew Kozlowski <i>Associate Rector</i> |
| ✝ | Stefan Awad – '20 <i>Treasurer</i> | ✝ | Elizabeth Wrege – '20 | ✝ | Brit Frazier <i>Associate Rector</i> |
| ✝ | Rip Wilson – '21 <i>Assistant Treasurer</i> | ✝ | Phoebe Miles – '22 | ✝ | Lois McDonald <i>Parish Administrator</i> |
| | Tony D'Emidio – '22 <i>Clerk</i> | ✝ | Edward Neufville III – '22 | ✝ | Smythe Kannapell <i>Comptroller</i> |
| | | | | ✝ | Gary Wieder <i>Family Pastor</i> |
| | | | | ✝ | Mark Gottwald <i>Dir of Student Ministry</i> |

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE

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| <ul style="list-style-type: none"> ✎ A quorum was present ✎ Review and approval of minutes ✎ Treasurer's report ✎ Family Ministry report ✎ Safety and Security Committee update ✎ Annual Meeting and staff update | <ul style="list-style-type: none"> ✎ Wardens' reports ✎ Rector's report ✎ Reports from Clergy and staff in attendance ✎ Old and new business ✎ Closing prayer and adjournment |
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DETAILS OF THE MEETING

Prayer for Wisdom, Guidance and Grace

Rev. Ed Kelaheer

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

Father Ed welcomed Gary Wieder, Family Pastor and Mark Gottwald, Dir of Student Ministry, as guests.

Presentation of Minutes of December Meeting

Catherine Dunlop

The minutes from the December 17, 2019 were presented for approval. A draft of the minutes had been circulated in advance of this meeting. After discussion and upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That the minutes of the Vestry meeting held on December 17, 2019 are hereby approved, with such changes and modifications as were discussed at this meeting, and the Vestry directed that such minutes be placed on file with the Parish records of the other meetings of the Vestry.

Treasurer's Report

Stefan Awad, Smythe Kannapell

Stefan Awad, Treasurer, led the Vestry through the Treasurer's report.

The Accounting department is working to close out month end December and year end 2019. The anticipated close date is January 28th, 2020. Full financials will be posted on the Vestry website when available – Smythe will confirm availability by email.

December revenues were 13K higher than 2018. December expenses were 21K lower than 2018. December 2019 total revenues were \$243,648 and expenses were \$279,686, for a net ordinary loss of \$36,037. This compares to a net ordinary loss in December 2018 of \$70,275. Preliminary year-end total revenue is \$2.95M, compared to total expenses of \$2.85M, which represents a net ordinary gain of \$102K! In 2018 there was a net ordinary loss of \$20K.

Stefan and Smythe discussed the Parish Retreat expense and the need to execute a contract with the retreat center to secure the space for the Parish Retreat on January 8th -10th, 2021. The church is required to make a deposit of \$34,960. This is a slight increase of \$6/person over last year. ASC will be advancing the money that will be paid back by parishioners who attend the retreat. \$36,000 of total expenses is in the budget, an increase of 2% over 2019. 80% of retreat expenses are covered by registrations. ASC operates the retreat at a loss, but only by a small margin. We discount and offer scholarships to parishioners who need it. The church typically receives \$2,000-\$3,000 that don't attend by donate to the event. In the budget the revenue is recorded as pass through revenue, not income.

Stefan presented and reviewed the contract for Sandy Cove Retreat Center. After discussion and upon motion duly made by Rip Wilson and seconded by Julie Dever, the members of the Vestry unanimously:

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RESOLVED, that Stefan Awad is authorized to sign the Sandy Cove Retreat Center contract for the ASC Parish Retreat in the amount of \$34,960.

Rip then provided a Finance Committee update. Rip reconfirmed that a provisional budget was passed at the December Vestry meeting that included funding for a development officer. Fr. Ed mentioned that Todd Miller and Jennifer Sirangelo were providing guidance and advice on the development role. Once the scope of the role is clearly defined Fr. Ed will work to staff this position. Fr. Ed made it clear we don't want to rush to hire without fully understanding the needs of the role. Rip reassured the Vestry that we will be able to find money to do all the things we hoped to do in the budget. Now that Todd is on staff at the church, he is fully engaged in helping here. Rip mentioned that the Finance Committee also believes they can help fund the playground and other projected projects.

Thomas Espy asked if the preschool was doing anything to help fund the playground project. It was noted by several in the meeting that the Preschool is having their annual action in February. Money raised at that event will help offset the costs of the playground project. Fr. Ed mentioned that the Columbarium Committee may be able to provide funds for the playground project. It's within their bylaws to provide funds for capital improvements.

Rip noted that the Finance Committee meets again on Thursday, January 23rd.

Family Ministry Report

Gary Weider, Mark Gottwald

Gary opened the discussion and spoke about him meeting Fr. Ed in late 2009. They never worked together, but dreamed of doing so. Much of what we've done at ASC with families is what Fr. Ed and Gary discussed years ago: Family Forum, Family Table, Retreat, Parenting Class, Mission trips. No one more influential in a child's life than the parent, so ASC heavily focuses on the parents. Gary and his team are here to partner with families, to come alongside them with resources and encouragement to do it. Helping parents find their kid's "fab 5", five adults that can speak truth in their child's life. Students stick with their faith when they have 4-5 adults who speak the truth to them alongside their parents. Gary has been here 8 years. Premarital counseling is a focus as well.

Mark Gottwald provided an update on the work he is doing building relationships with the youth. It was noted that Mark's wife Megan has started helping with youth ministry and will be working for ASC on a part time basis. Mark emphasized how it takes time to build relationships and trust with youth. He spoke about how much of an honor it is to have his new youth pastor role and how he loves to spend time with youth and talk about Jesus. He talked about joining ASC in the thick of the strategic plan – incredible timing to be able to not just look at job that he wants to do this week and next, but hash out 5-year vision with such amazing input on what people want the program to look like.

Mark's goal is to make changes slowly so the youth program can be self-sustaining – it's about volunteers and what happens when you leave. He's currently reading the book *Sustainable Youth Ministry* by Mark Devries. His main goal is to get to know people by building relationships so he can get a feel for what's working and what people need. His end goal is to not only create a youth program that is self-sustaining but also build a program that youth will want to come to, not come because they are forced to.

Mark recognized Stefan, Tony and Lori Shore for their commitment to youth programs Sunday mornings every single week. Ideally, he would like more consistent volunteers and also support volunteers in a much better way. Megan is now helping teach middle schoolers, and is a great role model for young women in our youth program. Mark noted the impact of having Megan and not just himself is a totally different message to our kids, girls need a strong female role as well.

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There is a small young women's youth group led by Sydney Jordan that occurs every other Sunday evening. Great feedback has been received on this program. There is some discussion about trying to organize a youth retreat. Fr. Ed noted that we are also looking to organize a 20s group, similar to the over 50s group that is going strong.

Thomas asked a question about whether we are inventorying parishioner talents to assess how to engage with potential volunteers. Rip said team is considering doing a survey so people can self-identify. Phoebe spoke about a desire to do an annual Spiritual Gifts Inventory.

Confirmation for the youth, 7th grade or older, will be on May 17th. Matthew, BJ, Brit, Gary and Mark are well underway with planning confirmation. There will be four dates for classes for confirmands. Mathew, BJ Brit, Gary and Mark will teach classes. In addition to classes there will be a mini retreat likely to the Cathedral. Candidates for confirmation will have to read a short reading with parents and talk through some questions. Candidates will meet with Fr. Ed and write a letter to Bishop Little.

Gary thanked the Vestry for their involvement and support.

Safety and Security Committee Update

Cindy Wade

Cindy Wade reported that the Safety and Security Committee met on January 9th to get a status update on how things are progressing with Safety and Security. Cindy, Lois, Smythe, John Balance and Bill Garner are meeting on January 29th to discuss the State of Maryland houses of worship grant and to finalize the scope of the ASC project so they can submit the grant application. All bids and needs assessment need to be completed before the grant application can be finalized.

Annual Meeting & Staff Update

Lois McDonald

The date for the Annual Meeting has been set for Sunday, May 3rd. Many dates were discussed with church staff and this was the best date based on other activities going on in the church.

After discussion and upon motion duly made by Phoebe Miles and seconded by Cary Buckingham, the members of the Vestry unanimously:

RESOLVED, that the Parish Annual Meeting be set for Sunday, May 3rd.

Fr. Ed and Lois also noted how grateful the church is that Todd Miller is on staff as a volunteer. He is working Tuesdays, Wednesdays and Fridays. He brings depth and institutional knowledge which will be incredibly valuable to our parish.

Lois also announced that Rashena Thomas the church HR Administrator is leaving ASC and going back home to Louisiana. Fr. Ed noted that no decision has been made on whether they will fill her current role or use her headcount for other needs, such as beefing up the communications team, and reassign her current HR duties to other people. Rashena will be with ASC through the end of March so she can train other staff members.

Senior Warden's Report

Cary Buckingham

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Cary received several thank you's from staff regarding year-end bonuses.

Cary has had several people come to talk to her about the strategic plan meeting and all feedback was very positive and people expressed their appreciation of people's hard work. A couple people also mentioned they thought it was great we spoke openly about areas of concern. 40 people came to the meeting. Lots of comments and discussion. Overall very positive meeting and it was well received by the congregation.

Junior Warden's Report

Charles Fiegel

The Building & Grounds committee met last Tuesday. The committee unanimously recommended we move forward with doing a global study of climate systems here at the church. We don't have a sense of when air flow handlers should be turned on or off. Scope of work for study we discussed at November Vestry meeting but there was back and forth between committee and Bill Garner. Wanted to make sure everything we want tested to be in the study.

The engineering firm's report was sent to the Vestry. This firm we used when we scoped out chiller last year. They have a lot of inhouse knowledge of the church. We think we can save money by using them because they have firsthand knowledge. Goal is to run systems more efficiently so we can save money on energy costs, but the primary benefit is the comfort of all staff and parishioners.

After discussion and upon motion duly made by Thomas Espy and seconded by Stephan Awad, the members of the Vestry unanimously:

RESOLVED, that the Vestry approves the signing of the contract with TRC Engineering not to exceed \$14,360.

Rector's Report

Rev. Ed Kelaher

Father Ed noted that he has kept a relationship up with Trinity Episcopal Church and spoke of his appreciation for all they did for BJ's ordination. He is attending their retreat and preaching there the weekend of February 23rd. Fr. Ed stated he does not take missing Sundays at ASC lightly and feels it is the right thing to do given all they did in support of BJ.

Fr. Ed continues to prayerfully consider where he needs to be focusing his time to spread the message of what it means to be a Kingdom Church and a beacon of light in Washington DC. He is working on his plans to communicate more details on his Kingdom Church initiative. He is meeting with Southeast White House and DC Dream Center on Thursday, January 23rd.

Reports from Clergy in Attendance

Matthew Kozlowski, Brit Fraser

Matthew reported that the 7-week parenting course on 'Non-Anxious Parenting in Anxious Times,' that began in January is going very well. It is likely he will run a second session.

Saturday is the Diocesan convention. Clergy will be there and reported that there is a very cordial relationship with the diocese.

There is the possibility that ASC could take on a seminarian intern from VA theological seminary. This intern would possibly devote 10-20 hours a week to our church. In the past we didn't have capacity to do this but have capacity to do this now. There is a student interested in coming to help at our church. All Saints isn't officially set up for it and will need to go to a workshop to learn what our parish is supposed to do. The parish and seminarian would need to work together to make sure it's a fit and someone on staff would need to attend workshops and file paperwork. All clergy have said they are interested in taking on extra duties that would be required to take this on.

Brit reported that she is meeting with David Reeve regarding Advent and discussing Christmas feedback from 2019 to see what we should continue next year or do differently. She is also preparing for Lent and Holy Week with Peter and David.

Brit mentioned that Phoebe has been a wiz working with the Strategic Plan and Biblical scriptural and spiritual foundations and that is going very well. She spoke about adult formation hour at 9am and an idea for a retreat. She mentioned how great Phoebe is driving committee meetings and making sure initiatives align with strategic plan.

There will be a Wednesday evening Eucharist during Lent, gathering over food and six-week study.

Adult formation hour kicked off. Full house for all sessions. Good excitement and momentum for all offerings.

Women's retreat May 2nd couple options Katie F, Brit and Shireen Stories of Faith. Talked about possibly doing an overnight. It was discussed that the Friday night would be better since most will want to be back for Sunday services and the Annual Meeting.

Brit noted that the parish trip to the Holy Land trip dates are confirmed and she has received soft commitments from 12 people. She is hoping for 30, but we can go with as many as want to go – Feb 25th – March 7th or 8th cost \$4,200-\$4,500 all inclusive – Light Line Tours is paid directly no finances go through church.

Bishop of Jerusalem possibly to visit All Saints in the Fall.

Old Business/New Business

All

Cary Buckingham noted that Todd Miller contacted her to give notice that he would like to relieve himself of his endowment committee position. Cary noted that Julie Dever agreed to take the position.

After discussion and upon motion duly made by Cary Buckingham and seconded by Edward Neufville, the members of the Vestry unanimously:

RESOLVED, that the Julie Dever be elected to serve on the Endowment Committee effective January 1st, 2020.

Adjournment and Prayer**Brit Fraser**

There being no further business to discuss, Brit Fraser lead the Vestry in a closing prayer. The meeting adjourned at approximately 8:47 PM.

Action Items**All**

Following is the current list of action items.

| No. | Action Item | Lead | Date assigned | Target Date |
|-----|---|--------------------------------|---------------|-------------------------|
| | Carry-over items | | | |
| 1 | Develop plan for a 'Volunteer Day' in the Spring | R. Wilson, J. Dever | 12/17/19 | March Vestry meeting |
| 2 | Report on plan to pay off the line of credit | S. Awad | 7/16/2019 | November Vestry meeting |
| 3 | Communicate to the Parish the status of the Organ Project | C. Wade C. Fiegl S. Awad | 6/18/2019 | September |
| 4 | Search for candidates to serve as Chancellor | T. Espy | 5/21/2019 | August Vestry meeting |
| 5 | Review implications of indemnification provisions under ASP and Parish bylaws | R. Wilson | 3/19/2019 | As soon as practicable |
| 6 | Provide bids to refurbish organ for consideration and approval by Vestry | C. Fiegl | 2/19/2019 | August Vestry meeting |
| 7 | Document B&G information from Bill Garner | E. Kelaher | 1/15/2019 | Mid-2019 |