



3 Chevy Chase Circle  
Chevy Chase, MD 20815

## Vestry Meeting Minutes July 20, 2021

ATTENDANCE					
✚	Tony D'Emidio – '22 <i>Senior Warden</i>	✚	Susan Awad – '24 <i>Clerk</i>	✚	Rev. Ed Kelaher <i>Rector</i>
✚	Eric Fedowitz – '23 <i>Junior Warden</i>	✚	Edward Neufville III – '22 <i>Chancellor</i>	✚	Rev. BJ Buracker <i>Associate Rector</i>
✚	Michael Petrucelli – '24 <i>Treasurer</i>	✚	Phoebe Miles – '22	✚	Rev. Matthew Kozlowski <i>Associate Rector</i>
✚	Mark Pelesh – '24 <i>Co- Assistant Treasurer</i>	✚	Cynthia Bryant – '23	✚	Lois McDonald <i>Parish Administrator</i>
	David Stanley <i>Co - Assistant Treasurer</i>	✚	Kathleen Dillon – '24	✚	Smythe Kannapell <i>Comptroller</i>
✚	Chris Robinson – '23	✚	Robert Roop – '22	✚	Teri Ballou <i>Communications Manager</i>
✚	Lori Shore – '23		None <i>Assistant Clerk</i>	✚	Todd Miller <i>Business Manager</i>
			None <i>Assistant Junior Warden</i>		

A CROSS indicates that the individual was present, while an empty box indicates absence.

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE	
<ul style="list-style-type: none"> <li>✚ A quorum was present</li> <li>✚ Review and approval of minutes</li> <li>✚ Treasurer's report</li> <li>✚ Wardens' reports</li> </ul>	<ul style="list-style-type: none"> <li>✚ Rector's report</li> <li>✚ Reports from Clergy in attendance</li> <li>✚ Old and new business</li> <li>✚ Closing prayer and adjournment</li> </ul>

## **DETAILS OF THE MEETING**

---

**Prayer for Wisdom, Guidance and Grace**

---

**Rev. Ed Kelaher**

A quorum being present, Ft. Ed called the meeting to order at 7:06 PM. Ft. Ed led the Vestry in an opening prayer.

---

**Presentation of Minutes**

---

**Susan Awad**

The minutes from the June 15, 2021 meeting were presented for approval. A draft of the minutes had been circulated in advance of this meeting. After a motion duly made by Bob and seconded by Michael, the members of the Vestry voted unanimously:

RESOLVED: That the minutes of the Vestry meeting held on June 15, 2021 are hereby approved 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**

---

**Michael Petrucelli**

Michael shared the month's report, which showed that revenue numbers are still down, although not as low as they could have been, and expenses are being held artificially low. As we return to normal, expenses will rise.

The Q2 snapshot (excl. Preschool and Kingdom campaign) shows close to best-case scenario, which can be credited to things that didn't happen and keeping a tight rein on spending. The Q2 net loss of \$172k was less than the budgeted \$251k. Revenue tracked near the middle/average case scenario (down 10% from Q2 2020 and 33% from Q2 2019). Actual loss was less than anticipated.

The church building requires some water-related repairs. Eric will discuss further in his Jr. Warden report.

Q3 budget (excl. Preschool and Kingdom Campaign, presented by Smythe Kannapell): Proposing best case revenue \$319k and worst case \$190k, with expenses of \$556k.

Mark asked about how the cash balance this year compares to previous years, and Smythe replied that it's pretty comparable.

Tony asked if Jennifer Sirangelo might come present to the Vestry once she has begun her new role as Chair of the Stewardship Committee, in which she will run our Annual Campaign and Planned Giving Campaign. Lois noted that she and Todd Miller had a productive and positive meeting with Jennifer this week as she maps out her plan.

Eric noted that we are starting to pass the offering plate again, and cash is coming in, which may be a positive sign.

Smythe updated the Vestry that we were not funded with the PPP loan. Organizations that had never received a loan, very small (<10 employees or very low receipts) organizations, and those in a hardship area were prioritized. ASC only hit two of the seven priority criteria.

After a motion duly made by Michael and seconded by Mark, the members of the Vestry voted unanimously, after brief discussion to clarify that the Q3 budget factors in the reduced salary and benefits expenses related to staff departures:

RESOLVED: That the Vestry approves to adopt the Q3 budget.

Michael concluded his report.

---

**Kingdom Relations****Tony D'Emidio**

---

Ft. Matthew reminded the Vestry of the letter that went out to the congregation saying we want to pray together (Vigil), talk together (Monday night dinners) and learn together (Ft. Ed's three-part series on the Fruits of the Spirit and the Works of the Flesh adult education).

There has been confusion about why we are doing this, that we are bringing politics into the church or otherwise not acting as a Kingdom church. As we convey the Vestry's intent and clarify the motivations, people have been appreciative of what we are trying to do.

Cynthia offered reflections on the prayer vigil. Cynthia, Cindy, Nancy and Shireen modeled the prayer vigil materials after the resolution and found relevant Psalms and other Scripture to guide participants in prayer. Peter contributed the music and Tam Bryfogle put together the artwork. At least 40 people signed up to participate, totaling over 50 hours of prayer.

Ft. BJ shared that at least two participants had previously expressed reservations about the resolution, but seemed to come to a better understanding of what we are trying to do. ASC is unique in its ability to have these more difficult conversations because of its diversity. Just putting together the packet involved engaging in these Kingdom relationship conversations. **Action: Ft. BJ will share the materials with the Vestry.**

The Monday night dinners are being held to create a space for discussion about Kingdom relationships. Michael, Bob, and Edward have participated thus far. Michael shared that structured conversations can be challenging, especially for American culture which tends to be more agenda or goal-oriented. The dinner reflected about what we expected in terms of people's questions and concerns regarding what happens after Ft. Ed leaves and what will happen with our relationship with the Diocese. Overall, people were thoughtful, respectful and engaged, and one takeaway is that people are hungry for information and greater communication could be helpful. Bob shared that there are two major areas of concern: (1) What does the new relationship with the Diocese look like and what is the role of the Bishop in calling a new Rector and/or an Interim Rector? (2) There were a lot of questions related to the mechanics and process of the search. An FAQ about the search process might be helpful.

Phoebe shared that many people think that the window question, our reunification with the Diocese, and Ft. Ed's departure are connected, even though they are not or were not intended to be.

Edward offered that participants seem to be trying to figure out how these three challenges fit together or how to handle each in light of the others. The Rector search is unsettling to some congregants as they fear big decisions being made without a trusted leader in place. He noticed an openness to listen and consider, and we have to do the work to keep communicating and create safe spaces for dialogue.

Tony suggested it might be helpful to have opportunities on Sunday mornings for people to ask questions and get more information, a "Vestry Office Hours" of sorts.

Phoebe encouraged us to share information quickly, as people feel like the news about reunifying with the Diocese was sudden. Also, it is not clear what comes next after these dinners – no one is taking notes, for example. What do we plan to do with what comes out of these conversations? Tony replied that there are plans for adult education forums in the fall where we can continue discussion. There are views that these

conversations are to get people's opinions about the window, but that is not what they are for. The conversations are the end in themselves; they are not a crowd-sourcing decision-making process.

Kathleen shared concerns that have been raised with her about just coming back together to worship together after being apart for a year and half. We will need to foster re-entry into church community. Tony replied that the dinners are a part of this – building relationships and giving people space to talk.

**Action:** Tony, Matthew, BJ, Lori, Phoebe, Bob, Mark and Susan offered to help with FAQs/talking points for the Vestry regarding the Kingdom Relationships resolution.

Chris noted that the resolution indicates the Vestry will collect input from the parish. Going forward we will have the Vestry members take notes/summarize the conversation at each dinner to report back to the Vestry. Cindy Wade took notes at one of the previous dinners; we can contact her for those notes.

---

**Strategic Priority Report: Communications & Transparency****Teri Ballou**

---

Teri reviewed the status of the strategic plan, which includes a goal to improve communications and transparency, with a focus on celebrating what God is doing among us rather than just communicating about upcoming events. She reviewed the five-year goals for internal and external audiences. The communications team had developed several core initiatives (e.g., communications survey; rebranding Gather, Grow and Go; developing a “story corps”; replacing signs and banners; among others) that were either put on hold or re-imagined due to COVID. The biggest and best news is the new website went live yesterday!

---

**Ministry Report: Governance****Lois McDonald**

---

Lois offered to postpone her report until next month given the limited time available. We will prioritize this item next month as good grounding for the Vestry as we move into the transition period.

---

**Senior Warden's Report****Tony D'Emidio**

---

1. Rector Transition – Tony has spoken with several parishioners who have participated in Rector searches in the past and he shared his learnings. These will be included, in part, in the FAQ document to be shared with the parish to answer questions/allay fears about the process.
  - a. Lessons learned include:
    - i. We are not alone as many other parishes are in some transition,
    - ii. ASC is special with our talented Associate Rectors and seminarians,
    - iii. The Vestry (not the Diocese) owns the decision process,
    - iv. Average search time is 18-24 months,
    - v. There are clear stages/process (Farewell until Sept. 12, Interim/Reflection, and then Discernment/Search), but no “one size fits all” approach,
    - vi. Engage the parish and communicate often, allow room for true reflection and encouragement, and
    - vii. Be guided by the Holy Spirit – our role is not to choose but to discern whom God has already chosen.
  - b. Pitfalls to avoid:
    - i. Don't give up control of the search,
    - ii. Don't rush the process/force a decision,
    - iii. Don't promote associate clergy, and
    - iv. Don't engage staff in the search.
2. 'Senior Warden Emeritus' Advisory Committee

## DRAFT VESTRY MINUTES JULY 20, 2021

- a. Richard Miles, Richard Ranger, Cindy Wade and others have agreed to participate on an advisory committee to counsel the Vestry through the transition (akin to the finance committee's advice to the Treasurer). No objections noted.
3. Future Vestry meeting schedule and location
  - a. The Vestry typically/occasionally takes a break in August. Given all that is going on, that may not be advisable. The Vestry agrees we need to meet in August.
  - b. The Vestry agrees to start meeting in person at the church.
4. Vestry retreat
  - a. We will move forward with planning a half-day Vestry retreat for September.

---

### Junior Warden's Report

Eric Fedowitz

- i. Organ Project Update
  - i. There are three components to the proposal to update/repair the organ: a new console, relocating the wind system which is currently under the floor, and tonal work.
  - ii. Peter has sent specifications to Lewis & Hitchcock and will meet with them this month to discuss proposal details.
  - iii. We will likely have cost estimates for our August Vestry meeting to review.
- ii. Building and Grounds Update
  - i. The church building has significant water damage that needs to be repaired, and is forcing us to exceed our annual non-discretionary budget this year. Eric is leading an effort, with Michael and Todd, to prioritize the work so that as discretionary funds become available, we know what to put them toward. Plans should be available in August.

---

### Rector's Report

Rev. Ed Kelaher

Ft. Ed offered up his time to allow the Vestry time to cover the other agenda items.

---

### Reports of Clergy in Attendance

Ft. Matthew waived his report.

Ft. BJ asked for prayers for Bishop Besoke and the people of the Congo, who have suffered violence, famine, and now COVID is prevalent with no vaccines available.

---

### Old Business/ New Business

All

None was brought up.

After a motion duly made by Bob and seconded by Mark, the members of the Vestry voted unanimously:

RESOLVED: That the Vestry will confer in Executive Session for the duration of the meeting.

---

### Executive Session

All

The Vestry discussed confidential matters during Executive Session.

**Adjournment and Prayer**

There being no further business to discuss, Tony moved to adjourn the meeting at 9:26 PM followed by Lori Shore leading the Vestry in a closing prayer.

**Action Items**

**All**

Following is the current list of action items.

<b>No.</b>	<b>Action Items</b>	<b>Lead</b>	<b>Date Assigned</b>	<b>Target Date</b>
1	Develop FAQ document to answer questions about the relationship with the Diocese, rector search, and Kingdom Relationships resolution	P. Miles (also T. D’Emidio, L. Shore, S. Awad, M. Pelesh, B. Roop)	7/20/2021	August Vestry meeting
3	Develop plan for a ‘Volunteer Day’ in the Spring	R. Wilson	12/17/19	TBD (pending COVID)
7	Provide bids to refurbish organ for consideration and approval by Vestry	E. Fedowitz, T. Miller	2/19/19	As soon as practicable