



3 Chevy Chase Circle  
Chevy Chase, MD 20815

**Vestry Meeting Minutes**  
**August 17, 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	
✝ A quorum was present	✝ Rector's report
✝ Review and approval of minutes	✝ Reports from Clergy in attendance
✝ Treasurer's report	✝ Old and new business
✝ Wardens' reports	✝ Closing prayer and adjournment

**DETAILS OF THE MEETING**

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**Prayer for Wisdom, Guidance and Grace**

**Tony D’Emidio**

A quorum being present, Tony called the meeting to order at 7:04 PM. Lori led the Vestry in an opening prayer.

Tony recognized that this is Ft. Ed’s last Vestry meeting with us. Ft. Ed deferred to Tony to lead the meeting, as the Senior Warden will preside over Vestry meetings in the absence of a Rector.

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**Presentation of Minutes**

**Susan Awad**

The minutes from the July 20, 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 Cynthia, the members of the Vestry voted unanimously:

RESOLVED: That the minutes of the Vestry meeting held on July 20, 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.

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**Treasurer’s Report & Finance Ministry Report**

**Michael Petrucelli & Smythe Kannapell**

Michael shared the month’s Treasurer’s Report. Work has begun on the ’21-’22 Stewardship Campaign and the ’22 Operating Budget, as well as work looking into the financial implications of wrapping up the Kingdom Campaign (this will be discussed next month).

July revenue (\$96k) was close to average, up 10% from July 2020 but down 16% from July 2019. Expenses were on budget, up from last year but down from 2019. July’s net loss was close to budget, leaving ASC with YTD net loss of \$275k (compared to \$311k for 2020). Month-end cash balance was “not bad” for July as we lead into year-end contributions.

Michael concluded his report.

Smythe shared the Finance Ministry report. When Smythe started in 2019, there was very little in the way of budgeting or internal controls. These were implemented in 2020 along with a new accounting system. Todd Miller came onboard in Jan 2020, just before the pandemic hit. Because of the processes that were put in place in 2019, we were in a better place than we would have been otherwise. A new accountant has been hired. Now Smythe is working on new analytics and measurement mechanisms, and will increase a focus on stewardship (with Jennifer Sirangelo) to increase giving and transparency around how the church’s money is spent. Finally, she is working with the communications team to share clearly and honestly the status of the church’s finances.

Smythe concluded her report.

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**Nomination and Election of Additional '21-'22 Vestry Officers**

**Tony D'Emidio**

Tony nominated Lori Shore to the position of Assistant Junior Warden. Eric seconded the nomination, and the Vestry approved it unanimously.

Tony nominated Bob to the position of Assistant Clerk. Lori seconded the nomination, and the Vestry approved it unanimously.

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**Kingdom Relationships Update**

**Tony D'Emidio, Cynthia Bryant & Phoebe Miles**

1. Tony invited Vestry members who were in attendance at the Kingdom Relationships dinners to share their experiences. Five dinners have been held with one more on Aug. 30. Tony shared that the dinner he attended was very cordial, with the only substantive feedback being about the sense of disunity around the two worship services. Ft. Ed shared that the dinner last night was even more harmonious, as Eric had volunteered to moderate and that led to rich and open discussion.

Eric shared that the dinner on Aug. 9 did have some heated discussion. Eric followed up with one of the attendees, who thought that there was too much attention paid to the “vocal minority” at the Annual Meeting and we are ignoring the “middle 80%” of the congregation. The attendee also recommended a round of introductions and an agenda with goals for the dinners, with a Vestry member facilitating the discussion. This was implemented at yesterday’s dinner. Last night, it was expressed that the criteria for a replacement rector should not be to duplicate Ft. Ed or a rector who is nothing like Ft. Ed; the new rector should share our vision for where our church is going and growing; we should consider the opinions of the “middle 80-90%” of parishioners. Vestry members who are attending the final dinner should take it upon themselves to get the conversation going and document the discussion. Ft. Ed shared that the same attendee didn’t appreciate the Kingdom Resolution because he didn’t feel that there are divisions in our parish to begin with, but the resolution might create them.

Lori shared that there is a large portion of our congregation that doesn’t understand that the groups on both sides are hurting, and it is important to make sure they feel heard. Lori asked if any Vestry members had heard from parishioners who are hurting, because she hadn’t heard from any.

Ft. Ed shared a few stories of parishioners who have voiced strong emotions about the window. All of those who are coming to Ft. Ed now want to keep the window; the group that originally wanted it removed has backed down. Tony suggested that the Associate Rectors, he and Phoebe gather to discuss how they can minister to those who are upset. Cynthia reminded us all that many people are hurting deeply for other reasons now, and their emotions may be reflective of larger issues going on.

2. Tony thanked the Vestry members and clergy who worked on the FAQ document, and reminded the Vestry that our intent is to share the document with the Parish in a dedicated e-blast in the coming days. Bob suggested this be a living document that we update as needed to demonstrate a commitment to ongoing communication and transparency. Tony agreed. Teri emphasized that the short introduction in the email will influence how it’s received. It was agreed that the document will be sent out this week.

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**Columbarium Report**

**Ft. Ed**

Ft. Ed shared the report from the Columbarium Committee for the Vestry’s information. Bob shared that his mother-in-law was interred in 2020 and the three clergy were wonderful in ministering to his family after their loss.

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**Ministry Report: Governance**

**Lois McDonald**

Lois shared the Governance report, leading with a verse from 1 Corinthians that emphasizes the importance of order in the church. Administration is the background ministry that keeps order so that preaching, teaching, and other ministries can thrive.

She then reviewed an organization chart of the governance staff and the scope of their services, as well as recent successes such as improving maintenance and safety, establishing a new website, establishing livestreaming for worship services, adapting to an improved database, and navigating all business operations during the pandemic shutdown.

Current challenges include (1) HR review of personnel files and pay scale, updating the personnel manual, clarifying Diocesan and National Church policies, and developing an HR policy manual; (2) continuing COVID concerns and changing recommendations; (3) the need for a Parish Records Administrator/Database Manager; and (4) managing staff morale during the transition. Goals include (1) launch of the interactive parish directory; (2) fall 2021 staff retreat; (3) HR review in winter '21-'22; (4) hire the Parish Records Administrator/Database Manager; (5) communicating all ASC policies and procedures to all staff; and (6) support each staff member to live into their God-given calling.

Lois concluded her report.

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**Senior Warden's Report**

**Tony D'Emidio**

Tony shared that we are converging on Sept. 25 for the retreat, although there are two members with conflicts so we may need to look for another date. He reiterated that we are so grateful for Ft. Ed's wise and gracious leadership over the past 10 years.

Tony concluded the Senior Warden's report.

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**Junior Warden's Report**

**Eric Fedowitz**

1. Organ Insurance – Currently the organ is listed as personal property on our insurance, which has a limit of \$2M. The current value of the organ is ~\$960k, which is not a replacement cost. The goal will be to have the organ re-evaluated for proper insurance coverage after the renovation.
2. Discretionary Project Prioritization – These projects have been on hold for more than a year, and they need to be prioritized for when budget is available again. Top priorities are HVAC controls (\$40k), then completing the Great Hall. When the Vestry identifies the time to spend on discretionary projects, the Buildings & Grounds Committee is ready.
3. Organ Project Update – Renovation scope has concluded. Cost estimate is \$225k. Work time is 5-6 months, with the organ inoperable for 2-3 months. Payments are due incrementally over project w/ 10% at contract signing. The Kingdom Campaign has allotted \$150k, leaving a need for \$75k more. We need to decide whether to move forward, identify a start date, and announce the plans to the parishioners, especially those who contributed to the Kingdom Campaign with the intent of renovating the organ.
4. Men's Workday Update – BJ, Matthew and Eric are planning two more men's workdays on 10/2 and 11/20. The B&G Committee will install the Preschool stones along the playground sidewalk and slate on ground along youth room exterior wall. Announcements coming soon. Lori suggested these be re-named to "Workday" rather than "Men's Workday" so that women feel welcome to join.

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**Rector's Report**

**Rev. Ed Kelaher**

Ft. Ed shared that Ft. Mac Stewart has been offered a contract for 20 hrs/week including Sundays to supplement our Associate Rectors for the next six months. He has verbally committed but has not returned the signed contract.

Ft. Ed asked Ft. Matthew or Ft. BJ to update the Vestry on the children's minister and fall Sunday schedule.

Finally, Ft. Ed thanked the Vestry for how supportive they have been over the past 10 years and how grateful he is for that support.

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**Reports of Clergy in Attendance**

**Ft. Matthew & Ft. BJ**

Ft. Matthew reminded the Vestry that the children's minister role was split into two positions, one being administrative (weekday) and the other ministerial (focus on Sundays). The Sunday team is coming together with great Sunday school teachers on board. The administrative role has been filled by Lucie Lytle, whose first day was today.

Ft. BJ updated the Vestry on the Fall service schedule. The Family Table service will continue to be at 8:30, followed by an education hour for all ages at 9:30, then Eucharist in the Nave at 10:30 with brunch at 11:45. There will be an opportunity for children to be dismissed during the 10:30 service for an age-appropriate activity. Tony asked if the clergy had discussed a monthly joint service to allow for shared fellowship between the services, which is missing in the current schedule. Ft. Matthew replied that it is under consideration but that it presents a lot of challenges. Communications will emphasize this is a transitional schedule for this fall, due to COVID and the Rector transition.

Ft. BJ shared that Shireen organized a small group of youth to go to Little Lights to run VBS for them, which was wonderful. We were also able to send more money to Rev. Bisoke.

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**Old Business/ New Business**

**All**

Lori shared that she toured the Rectory with Patty. Lori has a property management company that takes care of single-family homes for families that work overseas. Once the rectory is vacant, we could rent it for \$6,500-\$7,500/month even just for six months. Ft. Ed cautioned that we would need to be careful about our non-profit status. Todd would need to confirm the rule but there is a limit linked to our property tax exemption. He agreed that it's a good idea to explore. Bill Garner also has noted that the wood on the dormers is rotting and needs to be replaced. Todd will look into this idea from a tax/legal lens. Lori would be willing to find a tenant and manage the rental for free should we move forward with this idea.

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

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

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**Executive Session**

**All**

The Vestry discussed confidential matters during Executive Session.

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**Adjournment and Prayer**

## VESTRY MINUTES AUGUST 17, 2021

There being no further business to discuss, Tony moved to adjourn the meeting at 9:39 PM followed by Lori Shore leading the Vestry in a closing prayer.

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**Action Items**

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**All**

Following is the current list of action items.

No.	Action Items	Lead	Date Assigned	Target Date
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	COMPLETE
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	COMPLETE