



3 Chevy Chase Circle  
Chevy Chase, MD 20815

**Vestry Meeting Minutes  
October 19, 2021**

ATTENDANCE					
✝	Tony D'Emidio – '22 <i>Senior Warden</i>	✝	Susan Awad – '24 <i>Clerk</i>		Rev. BJ Buracker <i>Associate Rector</i>
✝	Eric Fedowitz – '23 <i>Junior Warden</i>	✝	Edward Neufville III – '22 <i>Chancellor</i>	✝	Rev. Matthew Kozlowski <i>Associate Rector</i>
✝	Michael Petrucelli – '24 <i>Treasurer</i>		Phoebe Miles – '22	✝	Lois McDonald <i>Parish Administrator</i>
✝	Mark Pelesh – '24 <i>Co- Assistant Treasurer</i>	✝	Cynthia Bryant – '23	✝	Smythe Kannapell <i>Comptroller</i>
	David Stanley <i>Co - Assistant Treasurer</i>	✝	Kathleen Dillon – '24	✝	Teri Ballou <i>Communications Manager</i>
✝	Chris Robinson – '23	✝	Robert Roop – '22 <i>Assistant Clerk</i>	✝	Todd Miller <i>Business Manager</i>
✝	Lori Shore – '23 <i>Assistant Junior Warden</i>	✝	Rev. Mac Stewart <i>Priest Associate</i>	✝	Tina Zemba-Marie <i>ASP Liaison</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><input checked="" type="checkbox"/> A quorum was present</li> <li><input checked="" type="checkbox"/> Review and approval of minutes</li> <li><input checked="" type="checkbox"/> Treasurer's report</li> <li><input checked="" type="checkbox"/> Wardens' reports</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Rector's report</li> <li><input checked="" type="checkbox"/> Reports from Clergy in attendance</li> <li><input checked="" type="checkbox"/> Old and new business</li> <li><input checked="" type="checkbox"/> Closing prayer and adjournment</li> </ul>

**DETAILS OF THE MEETING**

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**Prayer for Wisdom, Guidance and Grace**

**Tony D’Emidio**

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A quorum being present, Tony called the meeting to order at 7:07 PM. Lori led the Vestry in an opening prayer.

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**Presentation of Minutes**

**Susan Awad**

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The minutes from the September 21, 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 Cynthia and seconded by Eric, the members of the Vestry voted unanimously:

**RESOLVED:** That the minutes of the Vestry meeting held on September 21, 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**

**Michael Petrucelli**

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1. **Housing allowance for Fr. Mac.** Under the IRS tax code, Section 107 allows clergy to designate a portion of their compensation as a housing allowance. The total compensation remains the same, but that designated housing allowance amount would not be taxed. After a motion duly made by Michael and seconded by Mark, the members of the Vestry voted unanimously:

**RESOLVED:** That the amount of \$1,000/month for a total of \$12,000/year is to be designated as a housing allowance for Fr. Mac Stewart.

2. **Monthly Treasurer’s Report**
  - a. The Treasurer generated and submitted the financial report for the Diocese in preparation for the Rector search.
  - b. The Stewardship Committee kicked off the 2022 Annual Stewardship Campaign.
  - c. September operating results were reported. Revenue for September was \$114K and was up \$27.7K compared to 2020. However, revenue was still down \$87K compared to the same time period of 2019. Expenses for September were \$193K, which was up \$29K compared to 2020 and up 10K compared to the same time period of 2019 due to reopening expenses and higher prices for regular expenses.
    - i. Compared to the budget:
      1. Monthly revenue was \$14.46K higher than our best-case projection of \$100K
      2. Monthly expenses were \$707 higher than the budgeted amount of \$193K
  - d. Third quarter and year-to-date results: Revenues for the 3rd Quarter were \$311K, 15% higher than the projected \$271K. Expenses for the 3rd Quarter were \$555K, 1.76% lower than the projected 545K. Year-to-Date Revenue (\$1.12M) is down 1% from projections and Expenses (\$1.55M) are 3% lower than projected. Net Operating Loss to Date is about \$431K, which is \$17.5K less than in 2020
    - i. Aug/Sept is normally a low water mark for cash flow. Cash balances are running low, but we haven’t tapped Kingdom Funds yet. We are managing cash flow on a weekly basis but the Kingdom reserve remains intact.

**3. Diocesan Pledge**

- a. Each year, the parish pledges a certain amount of funds to the Diocese. About a decade ago, All Saints stopped contributing to the Diocese. Under Fr. Ed's leadership, we have committed to annual Diocesan giving and have gradually increased our pledge by about 1% per year with a goal of giving 10% of revenue to the Diocese.
- b. In 2020, the original Vestry-approved pledge of \$116K (~7% of expected relevant revenue) was reduced by 30% due to Covid-related reductions in our revenue.
- c. Our 2021 pledge was \$114K, but we have made no payments to date on it. The Treasurer recommends using the same methodology as was used in 2020 to reduce the amount paid to \$77K, to be paid over November and December 2021. After a motion duly made by Michael and seconded by Tony, the members of the Vestry voted unanimously:

**RESOLVED:** That All Saints reduce the amount to be paid to the Diocese of Washington to \$77K for 2021 and pay this amount over November and December.

- d. For 2022, the recommendation is to approve a pledge of \$84k, which is a little over 8% of expected relevant annual revenue. Mark requested the motion to approve the recommendation be updated to specify that payments would be made on a quarterly basis. Cynthia seconded the motion, and the members of the Vestry voted unanimously:

**RESOLVED:** That All Saints Church pledge to contribute \$84K to the Diocese of Washington in 2022 and pay this amount in quarterly installments over the course of the year.

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**Ministry Report: All Saints Preschool**

**Tina Zemba-Marie**

Tina introduced herself, sharing that this is the seventh year her family has had a child in ASP.

Lisa Hollingsworth and Sara Tobin have done an outstanding job through the pandemic, and it was a blessing to families to have a school operating in person last year. Last year began with about 50 students; the current enrollment is 81. This year specials (music, PE, chapel) are back in person. There have been no incidents of quarantine thus far. The licensing application is being renewed, and there has been some feedback from the county that has been taken care of. The new license will allow for expanded classrooms. Lisa is also communicating more regularly with other neighboring preschools, and they were invited to the Fall Festival.

There is one open position on the Preschool Board, as Anders Drewry is no longer serving. Tina welcomes the Vestry's recommendations for potential Board members.

Fr. Matthew added that the teacher pay scale was looked at closely earlier this year, and some raises were made. Lisa and Sara did research with neighboring schools to understand their pay scales and ensure that ours is comparable and competitive.

There is a Mid-Atlantic Episcopal School Association (MAESA) conference at Washington Episcopal School coming up. 17 of the ASP teachers are attending in person and 2 are attending virtually for networking and professional development.

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**Parish Listening Sessions**

**Tony D'Emidio, Chris Robinson**

We have had three scheduled sessions thus far. No one attended at 10:30 on Sunday morning; the 11:45am Sunday session had about 10 attendees and Monday evening had 2 attendees. During the

sessions, Chris has reviewed the eight “vital signs” of a healthy parish and asked attendees for feedback on which are strengths or growth areas for ASC. The goal is to provide a succinct summary for potential Rector candidates. An online survey will also be shared with parishioners to fill out.

Vestry members are encouraged to volunteer for the remaining sessions. Mark agreed to facilitate on Friday morning.

On Nov. 7 there will be an update on the Rector search or another listening session if the demand is there.

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**Senior Warden’s Report**

**Tony D’Emidio**

Tony ceded his time as he had no business to raise.

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**Junior Warden’s Report**

**Eric Fedowitz**

1. **Rectory Update** – Property tax complications would make renting out the rectory more trouble than it’s worth, so we will not rent it out. (In short, we would need to pay the taxes and then ask for a refund after the fact.) We will proceed with needed exterior repairs and hold off on interior repairs until we identify a new Rector. The house can still be used for church gatherings, with the caveat that there isn’t much furniture inside it.
2. **Organ Renovation Update** – ASC signed the contract with Lewis & Hitchcock. Peter will work with them to determine the timeline. Renovations will start after Easter but there are still details to be finalized. Once those are finalized, Lewis & Hitchcock will countersign the contract. Eric is working with Teri and Ft. Matthew to communicate this update back to Kingdom Campaign donors who targeted funds toward the organ.
3. **Building and Grounds Updates** – The larger repair job for the water leak from the roof into the Bride’s Room is underway (\$14k repair). Other non-discretionary water repair work is underway. The first of the discretionary projects is underway with the planning stage which encompasses improvements to the heating, ventilating and air conditioning of the Church.

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**Reports of Clergy in Attendance**

**Fr. BJ & Fr. Matthew**

Fr. BJ sends his regrets that he could not join tonight as he is with the Bishop at a clergy conference.

Fr. Matthew shared a few items for Fr. BJ: (1) Staff morale is very high. Fr. BJ has been able to have one-on-one meetings with all staff save two, and he will do the same with those soon. (2) Fr. BJ commended the work of Shireen David and the Outreach Committee for the work they have done for Afghan Refugee outreach. (3) Fr. BJ complimented all the leadership for continuing ministry apace in the wake of Fr. Ed’s departure. The Fall Festival was a success on Saturday, both in terms of participation and financially.

Fr. Matthew mentioned that he and Eric did a walk around the church and identified major needs for signage as there are approaches to the church with no markers. He recommends developing a signage plan.

Fr. Mac greeted the Vestry and shared that he is immersing himself in the church to learn its rhythms and meet its members.

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**Old Business/ New Business**

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**All**

No old or new business raised.

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**Adjournment and Prayer**

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There being no further business to discuss, Lori moved to adjourn the meeting at 8:46 PM, seconded by Edward. Kathleen led 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	Update 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)	9/21/2021	10/8/2021
2	Make 2022 Annual Giving commitments	All	9/21/2021	10/10/2021