



3 Chevy Chase Circle
Chevy Chase, MD 20815

Vestry Meeting Minutes November 16, 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		Teri Ballou <i>Communications Manager</i>
	David Stanley <i>Co - Assistant Treasurer</i>	✙	Kathleen Dillon – '24	✙	Todd Miller <i>Business Manager</i>
✙	Chris Robinson – '23	✙	Robert Roop – '22 <i>Assistant Clerk</i>		Tina Zemba-Marie <i>ASP Liaison</i>
✙	Lori Shore – '23 <i>Assistant Junior Warden</i>		Rev. Mac Stewart <i>Priest Associate</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"> ✎ A quorum was present ✎ Review and approval of minutes ✎ Treasurer's report ✎ Wardens' reports 	<ul style="list-style-type: none"> ✎ Rector's report ✎ Reports from Clergy in attendance ✎ Old and new business ✎ Closing prayer and adjournment

DETAILS OF THE MEETING

Prayer for Wisdom, Guidance and Grace

Tony D'Emidio

A quorum being present, Tony called the meeting to order at 7:03 PM. Tony wished Edward a happy birthday! Phoebe led the Vestry in an opening prayer.

Presentation of Minutes

Susan Awad

The minutes from the October 19, 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 Eric, the members of the Vestry voted unanimously, with one abstention:

RESOLVED: That the minutes of the Vestry meeting held on October 19, 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

1. **The Comptroller resigned** on October 28. The parish administrative and financial staff have been taking up those responsibilities to ensure a smooth transition. They are also reviewing some of the systems used for book-keeping and reporting.
2. **Authorization of Transfer of Kingdom Campaign Funds.** Current 2021 net income projection remains negative, approximately (\$431K).
 - a. Current Funds: \$70k cash bank balance on 11/08/2021. \$150k transferred on 11/11/2021 from Kingdom (previously authorized by Vestry).
 - b. Current Expenses: November items include regular bimonthly payroll, \$44k credit card balance (appears to be 2021 budget items paid for on credit card), \$47k accrued past-due vendor payments, \$27,750 budgeted outreach payments due in Q4, and \$38,500 2021 Diocesan pledge (first half of total).
 - c. Near-term Projections: Regular monthly operating expenses and an additional \$38,500 (second half of total) Diocesan pledge due in December. Paying off accrued accounts payable items in Q4 will likely exhaust cash on hand plus predicted incremental new net income

After a motion duly made by Susan and seconded by Eric, the Vestry discussed the implications of transferring Kingdom funds versus other potential options for covering the 2021 operating deficit. During the discussion, Kathleen Dillon needed to excuse herself from the meeting due to a work emergency. After the discussion, the Vestry voted unanimously, with two abstentions,

RESOLVED: That up to \$200K from the Kingdom Fund be transferred to support parish financial operations into January 2022.

Senior Warden's Report

Tony D'Emidio

The Vestry discussed lessons learned and ways to grow in the wake of a security incident at the church, and how best to love the parties involved.

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Junior Warden's Report

Eric Fedowitz

Men's Workday, November 20 – Fr. Matthew and Eric are leading a Men's Workday on Saturday at the Rockville Women's Shelter.

Rector Search

Tony D'Emidio, Chris Robinson

Overview of Parish Listening Sessions – Chris gave an overview of the results of the listening sessions that sought parishioners' feedback on our parish's strengths and opportunities for growth. The Vestry has held 10 discussions with search experts (e.g., former Sr. Wardens), 39 people have responded to the online parish survey, and 83 people attended in-person listening sessions.

Strengths identified include: community, lay and ordained leadership, Bible-based foundation, Kingdom church focus, liturgy/worship services, Christian education, music, and mission trips.

Opportunities for growth include communication on mission/vision/finances, lay leadership development and volunteers, youth/children's ministries, giving, pathways for newcomers, and the relationship with the Diocese and other churches.

Next steps are the website review and compilation of the parish profile, which will be shared with the parish and posted publicly to solicit applications. Cynthia volunteered to take the lead in drafting the profile. Bob volunteered to draft structured interview questions.

Reports of Clergy in Attendance

Fr. BJ & Fr. Matthew

Fr. BJ asked the Vestry what we want him as the Interim Rector to accomplish before the new Rector is hired. He wants to ensure he is prioritizing his time in a way that fits the Vestry's goals for him.

Fr. Matthew reports that we are bringing back the Christmas pageant.

Old Business/ New Business

All

No old or new business raised.

Adjournment and Prayer

There being no further business to discuss, Bob moved to adjourn the meeting at 9:25 PM. Cynthia led the Vestry in a closing prayer.

Action Items

All

Following is the current list of action items.

No.	Action Items	Lead	Date Assigned	Target Date
1	Make 2022 Annual Giving commitments	All	9/21/2021	10/10/2021
2	Draft Parish Profile	Cynthia	11/16/2021	12/21/2021
3	Draft interview questions for Rector search	Bob	11/16/2021	12/21/2021