



3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
January 18, 2022**

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	
✝ 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

Prayer for Wisdom, Guidance and Grace

Tony D’Emidio

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

Tony asked the Vestry to pray for Todd and June, for her healing. Kathleen continues to be in Florida with her mom who is not well.

Presentation of Minutes

Susan Awad

The minutes from the December 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 Michael and seconded by Eric, the members of the Vestry voted unanimously:

RESOLVED: That the minutes of the Vestry meeting held on December 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.

Treasurer’s Report

Michael Petrucelli

1. 2022 Budget Discussion. 2022 revenue is projected to be \$1.85M and projected expenses are \$2.55M, leading to a projected net loss of \$700k, including the amount historically funded by the Kingdom Campaign as well as other projected expenses in excess of projected revenue. Last month, the Vestry asked the finance committee and staff to look for options to reduce the expected operating deficit and set a trajectory that will allow us to balance our budget in future years. This work yielded recommendations for reducing expenditures in several areas, for a savings of about \$360k, resulting in projected expenses of \$2.2M.

These recommendations included reducing cleaning staff to pre-Covid levels, reducing the frequency of Sunday lunches to monthly rather than weekly, and reducing our Diocesan pledge, among other reductions in expenditures. Implementing these recommendations would mean no new staff or clergy are hired (until we identify a full-time Rector), no cost-of-living increases for current staff, and continued use of Kingdom Campaign funds to cover about \$350k in operating expenses (in line with previous years).

The Vestry discussed the significance of these implications, specifically the impact of reduced lunches on fellowship time and Chef Glenn’s income as well as the impact of going without a Children’s Minister indefinitely.

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

RESOLVED: That a 2022 budget of \$2.2M, with a \$360k operating deficit to be covered by approved use of the Kingdom Campaign funds, is hereby approved.

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

RESOLVED: That the 2022 Diocesan pledge will be reduced to \$74k.

2. **Annual Giving Campaign/Special Christmas Match.** The Christmas match was met. Thanks be to God!

3. **Approval of Clergy Housing Allowance Resolutions**

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

RESOLVED: That the clergy housing allowances presented to the Vestry are hereby approved.

Rector Search

Tony D’Emidio

Tony led a discussion of the key tasks to be accomplished over the next 2-3 weeks, the proposed interview approach, and the rector’s compensation (to be discussed in executive session). Tony, Edward, Cynthia, Bob and Chris are finalizing the job posting based on the parish profile. Phoebe has volunteered to put together a brief advertisement for social media and other publications.

Once the position is posted, we will need 2-3 people to screen resumes, 1-2 to conduct first-round interviews, and 3-5 to conduct second-round interviews. Pandemic-permitting, we would then move to site visits for the final round before a professional background check and the final discernment and call. The Vestry is reminded that this is a “priest’s market” and if a candidate whom we want becomes available, we need to be prepared to move quickly.

Susan, Chris, Lori, Edward, and Mark volunteered to participate in the interview process, in addition to Tony and Bob. Phoebe volunteered to review and prioritize interview questions.

Annual Meeting Date

Lois McDonald

The Vestry is asked to confirm a date for the Annual Meeting now, given the required timeline for notices. Concerns were raised regarding the timing of the Annual Meeting and terms ending of Vestry members who have institutional knowledge about the Rector search. There is a need to keep the church running in the absence of a Rector *and* to have continuity in the search process, which creates some tension around the timing of the meeting.

Tony recommended that a subgroup of Vestry members come up with a transition plan in the event that a new Rector has not been called and the search continues up to and after the Annual Meeting.

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

RESOLVED: That the 2022 Annual Meeting will be held on June 12.

Senior Warden’s Report

Tony D’Emidio

Tony ceded his time, having no other items to discuss beyond the budget and Rector search.

Junior Warden’s Report

Eric Fedowitz

1. **Rectory exterior deferred maintenance and interior painting update.** We have one bid for \$23k that may increase a bit as it’s refined. B&G is soliciting a second, competitive bid. They are planning to do the exterior work as soon as possible, likely in the spring, followed by the interior work.

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- 2. Organ renovation project update.** Work is progressing very well. There is research underway to find sound dampening solutions for the blower underneath the pipes. There is nothing to prohibit the use of the organ through Easter.
- 3. Great Hall project timing update.** Priorities for the work to be done have been scoped, and initial costs will begin to be obtained in February. The Vestry will be updated as they learn more.

Interim Rector's Report

Fr. BJ Buracker

Fr. BJ commended the Vestry for the work on the budget and the staff for its perseverance under the burdens of the pandemic. The recent newsletter captures all of the wonderful Gospel work that continues. BJ reminded the Vestry to pray for Todd and June, for David Reeve whose father passed away, and for Sara Tobin whose mother-in-law passed away. Sandy Tuttle, a parishioner, has been in the hospital with Covid and on a respirator.

Fr. BJ is also trying to lead outreach to families who have stopped coming due to the pandemic. Rev. Ruth has called the majority of families listed as active members who have not been involved. Several have responded positively, asking for their children to be baptized or receive first communion.

Reports of Clergy in Attendance

Fr. Matthew & Fr. Mac

Fr. Matthew reports that Phoebe, Edward, Cynthia and Mark have volunteered to write a Daily Moment with God. Phoebe suggested all the Daily Moments be compiled into a devotional.

Old Business/ New Business

All

None raised.

Adjournment

There being no further regular business to discuss, Bob moved to adjourn the meeting at 9:04 PM.

Executive Session

Tony D'Emidio

The Vestry needs to approve a range of Rector compensation to post with the position description. The Vestry reviewed recommendations from the Diocese and comparison points from nearby parishes (Christ Church, St. Columba's, etc.). Lori will send Tony and Bob an updated estimate for the housing allowance based on the estimated rent for the rectory. Otherwise, the Vestry is comfortable with the range recommended by Tony and Bob.

Action Items

All

Following is the current list of action items.

No.	Action Items	Lead	Date Assigned	Target Date
1	Finalize job posting for Rector position	Tony	1/18/2022	1/31/2022
2	Write short advertisement for Rector position	Phoebe	1/18/2022	1/31/2022
3	Provide estimate for Rector housing allowance	Lori	1/18/2022	1/31/2022