



*Sharing Christ's Love*

3 Chevy Chase Circle  
Chevy Chase, MD 20815

**Vestry Meeting Minutes  
Aug 16th, 2022**

**ATTENDANCE**

	Susan Awad – ‘24 <i>Senior Warden</i>	✝	Carrie Clark Carlson – ‘24	✝	Rev. BJ Buracker <i>Interim Rector</i>
✝	Eric Fedowitz – ‘23 <i>Junior Warden</i>	✝	Liza Cole – ‘25	✝	Rev. Matthew Kozlowski <i>Associate Rector</i>
	Michael Petrucelli – ‘24	✝	Catherine Eshelman – ‘25 <i>Assistant Clerk</i>	✝	Lois McDonald <i>Parish Administrator</i>
✝	Mark Pelesh – ‘24 <i>Treasurer</i>	✝	Cynthia Bryant – ‘23	✝	Teri Ballou <i>Communications Manager</i>
	(To Be Determined) <i>Assistant Treasurer</i>	✝	Robert Roop – ‘25		Todd Miller <i>Business Manager</i>
✝	Chris Robinson – ‘23 <i>Clerk</i>		Rev. Mac Stewart <i>Priest Associate</i>		Tina Zemba-Marie <i>ASP Liaison</i>
✝	Lori Shore – ‘23	✝	Matt Frank <i>Office Managing Partner, Prager Metis</i>		Gary Weider <i>Family Pastor</i>
✝	Jennifer Sirangelo – ‘25		Mark Pape <i>Assistant Jr Warden</i>		Edward Neuville II <i>Chancellor</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>
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**DETAILS OF THE MEETING**

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**Prayer for Wisdom, Guidance and Grace**

A quorum being present, Father BJ Buracker called the meeting to order at 7:03 PM. Lori led the Vestry in an opening prayer.

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**Presentation of Minutes**

**Chris Robinson**

The minutes from the July 19, 2022 regular meeting were presented for approval. Drafts of the minutes had been circulated in advance of this meeting. After a motion duly made and seconded, the members of the Vestry voted unanimously on the following:

**RESOLVED:** That the minutes of the Vestry meeting held on July 19th, 2022 are hereby approved at this meeting, and the Vestry directed that such minutes be placed on file along with the Parish records of the other meetings of the Vestry. These minutes will be made publicly available.

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**Treasurer's Report**

**Mark Pelesh**

1. **Update from Matt Frank, Office Managing Partner, Prager Metis CPAs** – Matt Frank shared the July 31st 2022 *Consolidated Statement of Financial Position (e.g. Assets and Liabilities), Consolidated Statement of Activities (e.g. Revenues and Expenses), and Consolidated Detailed Revenue Comparison (e.g. 2021 vs 2022) reports (Atch 1 'Jul 2022 ASC Consolidated Financial Statements\_8.16.22')*.

Summary:

- a. Revenues on track, modestly better than 2021
  - b. Composition of revenues:
    - i. Pledged Giving down
    - ii. Non-Pledged Giving up
      1. Jennifer asked about non-pledged giving and her and Mark will look into this and report back to the Vestry.
    - iii. Plate Giving up
    - iv. Rector search likely has had an impact.
  - c. Expenses – itemization and alignment against budget remain a work in progress
2. **Treasurer's Report** – Mark Pelesh provided the Treasurer's report and discussed above reports and the following:
    - a. Line of Credit (LOC) – Everything is in place to renew the LOC with United Bank. In addition, Bob and Mark are looking into the feasibility of using another bank for LOC.
    - b. Culver Street mortgage – loan is due Nov 22, 2022. It would be a balloon payment of ~\$450K. Plan is to refinance. A discussion occurred in which it was noted that interest rates are going up so it makes sense for us to make an application soon to lock into a lower rate. Mark is going to look into this.

- c. Finance Committee – a motion was brought forward to add Rick Rolandi to the ASC Finance Committee. The vestry voted and this was unanimously approved.

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**Stewardship Report**

**Jennifer Sirangelo**

1. Jennifer provided a presentation (Atch 2 ‘*Annual Giving Campaign Discussion\_Stewardship Report\_8.16.22*’) and led the discussion on ASC’s 2022 Annual Giving Campaign.
2. The discussion included Insights from the Diocese, ASC data, Insights from the ASC data, the 2023 Stewardship Campaign, and Support Needed from the Vestry
  - a. Average ASC Sunday Attendance down 50%
  - b. ASC Household pledging down 55%
  - c. Total ASC pledged giving down 36%
  - d. Average ASC pledge up 42%
3. Insights:
  - a. Attendance drives giving
  - b. Attenders faithfully increased giving
  - c. The Stewardship Committee will focus this year on increasing the # of households who pledge
  - d. The Vestry should plan for a likely giving rate in 2023 to be ~\$1.1M again
    - i. This should be a topic at the upcoming Vestry retreat
4. Focus areas for 2023 Annual Giving Campaign:
  - a. Improve support for Committee follow up calls
  - b. Special focus on non-givers and newcomers to increase # of households pledging
  - c. Initiate more creative thank you efforts
  - d. Need to have a realistic record of the number of ASC’s active households

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**Senior Warden’s Report**

**Susan Awad**

Susan was unable to attend but provided the following information via email:

1. Rector search: We have begun interviewing two applicants and continue to receive inquiries and interest from potential candidates. We are doing some intentional networking that is bearing good fruit.
2. Vestry retreat: Susan is working on securing space at the Claggett Center (about 45 min away) for a Saturday retreat early this fall (possible dates one of the first Saturdays in October). Susan will send information as soon as she knows. It will likely be a morning-to-mid-afternoon time commitment, and we will plan to focus our time on ways to reinvigorate attendance and stewardship as well as a review of progress on our strategic plan and where we need to focus on improvement.
3. Vestry update to the parish: We have the 9:30 education hour on Sept. 25 to provide an update to the parish on the Rector search as well as our financial position and stewardship. This is part of a continued effort to improve communication and transparency with the congregation. Susan will connect offline with Mark and Liza (Jennifer is out of town that Sunday) on the roles they will play

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**Junior Warden's Report**

**Eric Fedowitz**

1. Organ Progress Update: installation is going well with the expected completion date in September. Cost is very close to the original estimated cost.
2. Great Hall funds segregation holding account: as discussed last month, the Great Hall refurbishment project is delayed until next summer. The funds will still be available, with \$80K still in the Restricted Memorial Fund as well as the Boy Scout's original donation of \$50K. Of note, this donation will be placed in an account to accrue interest and to be available for the project next summer.
3. Buildings and Grounds (B&G) Unplanned Cost Update: Non discretionary funding is \$12K over what was expected. B&G Committee may need \$33K more than originally budgeted.

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**Interim Rector's Report**

**Fr. BJ Buracker**

1. Pre-School update:
  - a. Returning teachers received a 2.5% bonus
  - b. Currently we are short two teachers, and the Pre-School leadership is actively recruiting as well as working to find substitute teachers.
  - c. Teacher orientation begins 8.17.22
  - d. Pre-school Director has completed a 45-hour Pre-School Director's course.
2. Bill Garner's retirement: Bill will retire at the end of the month. A farewell lunch is scheduled for Aug 28<sup>th</sup>.
  - a. Phil Fought will be Bill's replacement.
3. Welcoming new members to ASC: Father BJ requested ideas for welcoming new members to our Church
4. Youth Minister: Father BJ announced the recruitment of a very strong candidate for Youth Minister. His name is JD Carr, and he has been actively recruited by Gary Weider. There is a possibility that he could be in place by Sept 11<sup>th</sup>, but more information will be forthcoming.
5. New Service Schedule for the Fall: Father BJ provided the following times for the Sunday services beginning Sept 11:
  - 8:30 - Early Service
  - 9:30 - Education (Adults, Students, Children)
  - 10:30 - Traditional Service
  - 10:30 - Contemporary Family Table Service
  - 11:45 - Fellowship (lunch?)

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**Reports of Clergy in Attendance**

**Fr. Mathew Kozlowski**

1. Youth Minister: Father Mathew expanded on the recruitment efforts of the Youth Minister applicant and provided more information about the strength of this applicant. If Mr. Carr accepts a position with us this would be beneficial for ASC youth ministry.

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**Old Business**

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**New Business**

None

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**Prayer Requests**

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None

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**Adjournment**

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There being no further regular business to discuss, Fr BJ moved to adjourn the meeting at 8:53 PM, and the Vestry went into an additional executive session at that time.

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**Action Items**

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**All**

There are no action items at this time.

No.	Action Items	Lead	Date Assigned	Target Date
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