



Sharing Christ's Love

3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
Sept 20th, 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>	✚	John Ballance <i>ASC IT/AV Mgr</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

✚ A quorum was present ✚ Review and approval of minutes ✚ Treasurer's report ✚ Wardens' reports	✚ Rector's report ✚ Reports from Clergy in attendance ✚ Old and new business ✚ Closing prayer and adjournment
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DETAILS OF THE MEETING

Prayer for Wisdom, Guidance and Grace

Fr BJ Buracker

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

Presentation of Minutes

Chris Robinson

The minutes from the Aug 16th, 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 Aug 16th, 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.

Treasurer's Report

Mark Pelesh

1. **Review of Prager Metis financial information** – Mark shared the Aug 31th 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 (Attch 1 'ASC Consolidated Financial Statements_Aug 22')*.

Summary:

- a. We are historically at a lower point within the fiscal year this time of year, as giving tends to be the highest in the final quarter
 - b. However, plate giving and Pre-school revenues are up
 - c. Budget for 2022 Revenues \$1.85M/Expenses \$2.2M
 - d. YTD Giving \$1,014,808 (2022) vs \$918, 661 (2021)
 - e. Final quarter of this calendar year is key for us financially
2. **Treasurer's Report** – Mark provided the Treasurer's report and, in addition to the above reports, reported the following:
 - a. Line of Credit (LOC) –LOC signed and finalized with United Bank with a \$200,000 credit limit
 - b. Culver Street mortgage – loan is due Nov 22, 2022. Underwriting is underway. The property has been appraised at \$1.165M
 - c. Budget 2023 – preliminary work is underway for next year's budget.
 - i. Mark emphasized that ASC can no longer run a deficit and this budget will be central to this effort.

Stewardship Report**Jennifer Sirangelo**

1. Jennifer reminded the Vestry that the Stewardship Campaign will be Oct 2nd – Nov 20th this year
2. She requested for each Vestry member to provide their 2023 pledge by Oct 1st. She will be sending an email with instructions.
3. She requested additional names for the Stewardship Committee from all on the call, and several names were offered
4. She requested 4-6 testimonials from Vestry or other Church members as part of the Stewardship Campaign to help encourage other Parishioners to also pledge

Proposal for Nave Microphones**John Balance, IT/AV Mgr**

1. John reported to the Vestry that ASC needs to upgrade wireless microphone system.
 - a. We are using outdated technology
 - b. Could replace it piecemeal as different component break but this is becoming more and more difficult to do.
 - c. John recommended we replace the entire system with a Sennheiser Digital Wireless System
 - i. Cost Summary:
 1. Main system - \$9043
 2. Upgrade control panel - \$1172
 3. Remove old hanging microphones - \$400
 4. Hearing Assistance system upgrade - \$1897
 5. Total Cost - \$12, 512
 - ii. \$7500 has already been donated by various Parishioners

After a motion duly made and seconded, the members of the Vestry voted unanimously on the following:

RESOLVED: That a new Sennheiser digital wireless system (summarized above) will be purchased for a total cost of \$12, 512.

Introduction of New Seminarian Intern and New Student Minister**Father Mathew**

1. Father Mathew introduced the new seminarian intern, Saleem Kasabreh from the Virginia Theological Seminary. Saleem will be with us this Fall and Spring. Saleem was present and remained for the rest of the Vestry meeting.
2. Father Mathew introduced the new Student Minister JD Carr (wife Kelsey) and provided an overview of his resume. He will be the Director of all Youth Ministries.

Senior Warden's Report**Susan Awad**

Susan provided the following information:

1. Rector search: The Rector search committee currently have 4 strong candidates in various stages of interviews.
 - a. Rector Search Committee will meet on Tuesday Sept 27th

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2. 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 (provided by Mark P) and an overview of the stewardship campaign (provided by Liza C). This is part of a continued effort to improve communication and transparency with the congregation.
3. Vestry Retreat – This event will occur on Oct 15th at the Claggett Center. Will be focused on ASC's strategic plan, stewardship campaign, ways to bolster attendance, and 2023 budgeting.
4. Washington Diocese Annual Symposium – A discussion occurred about the upcoming symposium. Susan reported that the delegates will convene before the convention to discuss the resolutions that will be considered.

Junior Warden's Report

Eric Fedowitz

1. Organ Progress Update: In the last 30 days of this project. Completion date is targeted for Oct 18th. This will be communicated to the Church in the next few weeks.
2. Men's Work Day Oct 29th: Oct 29th work project is being planned and we will be working at the Rockville Women's Shelter, in addition to laying in the grass more Engraved Stones near the rear entrance to the Church

Interim Rector's Report

Fr. BJ Buracker

1. Budget prep with staff for 2023 Budget – coding all expenses by the end of October so we can see where we spend our money in detail and provide this input for next year's budget
 - a. Will categorize it by Ministry so we can budget more effectively and accurately in 2023
 - b. Moving forward we will be quarterly reports
2. Attendance has gone up the last 2 weeks, ~ 300 attendees. Lots of energy and enthusiasm
3. Working to reinstate the Greeter Ministry
4. Education Hour – all new Sunday morning education classes have been well attended.
5. Pre-School Update – the preschool will be re-inspected in 1 month by Montgomery County.
 - a. Lots of work has been accomplished and we are ready for this inspection
 - b. Compliance Mgr has been actively involved with mock inspections
 - i. All items have been fixed
 - c. Director has completed the Director's Course
 - d. Currently we are at 90% enrollment with 84 students
 - e. Need to have 2 more Teacher's Aides
6. Newcomers Reception Oct 23-24
 - a. Will also be setting up smaller dinners and inviting both newcomers and parishioners
7. "Oldcomers" – also reaching out to people who have attended ASC previously, but whom we are no longer sure of their status. Developing a Small Group program to better build a sense of community with ASC which will also address retention moving forward.
8. Outreach with Knollwood Village Retirement Home – several Bible studies have occurred, very popular with the residents, have had a few requests to become members of our Church.

Reports of Clergy in Attendance

Fr. Mathew Kozlowski

1. Father Mathew yielded his time

Old Business

None reported

New Business

A discussion about considering providing a salary to the Manager of the Thrift Shop. She is currently a volunteer but contributes greatly to this Ministry. More discussions to follow on this.

Prayer Requests

Father BJ requested continued prayers for Reverend Bisoke of the Congo who experiences many trials and tribulations as part of his Ministry and Church leadership there.

Adjournment

There being no further regular business to discuss, Fr BJ moved to adjourn the meeting at 9:01 PM, and provided the closing prayer. The Vestry went into an additional executive session at that time.

Action Items

All

There are no action items currently.

No.	Action Items	Lead	Date Assigned	Target Date
1				