



Sharing Christ's Love

3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
Dec 13th, 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		
✚	Chris Robinson – '23 <i>Clerk</i>		Rev. Mac Stewart <i>Priest Associate</i>		
✚	Lori Shore – '23	✚	Nick Thompson <i>Prager Metis</i>		
✚	Jennifer Sirangelo – '25		Mark Pape <i>Assistant Jr Warden</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 7:04pm. Father BJ led with an opening prayer.

Scripture Reflection

Susan Awad

Susan led a discussion on Revelation 19:5-8 and St Lucy of Syracuse. She offered a prayer at the conclusion of this reflection.

Presentation of Minutes

Chris Robinson

The minutes from the Nov 15th, 2022 Vestry meeting were presented for approval. Drafts of these minutes, as well as the two (2) attachments referenced within 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 from the Nov 15th 2022 Vestry meeting 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 and reviewed the Prager Metis Nov 30th 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 (*'ASC Consolidated Financial Statements as of Nov 30, 2022_Dec 22 Vestry Meeting_Attch 1'*).

Summary:

- a. Operating revenues are on track (\$1.8M - \$1.83M)
 - b. Operating expenses above budget, with a projected budget deficit likely to be ~\$350K
2. **Treasurer's Report** – Mark provided the Treasurer's report and, in addition to the above, reported the following:
 - a. Budget 2023
 - i. Mark is getting information from the Diocese on 2023 budgets for comparable Churches to help with our planning
 - ii. Stewardship campaign is encouraging
 1. Well ahead of where we were last year
 2. Mark cautioned the Vestry to watch for potential dollars that were previously provided as non-pledged giving but are now shifting from non-pledged giving to pledged giving. While it is positive to get more

parishioners to pledge support, it will not result in a net \$ gain for ASC so we need to be mindful if this is a significant trend

a. Jennifer agreed to look into this.

iii. Endowment and Investment Funds

1. Mark is still meeting with the Endowment and Investment Committee to get clarity on how these funds can be used

2. Mark is recommending a potential \$100K contribution for the 2023 budget. This will require a vestry vote, date TBD

iv. Pre-school contribution is likely to be significant as they are showing a \$273K surplus right now

v. Employee Retention Tax Credit – this has the potential to be a windfall for ASC

1. Prager Metis looking into this to see if we qualify

2. If we do qualify and get a windfall here, we still need to balance the budget as best we can

Stewardship Report

Jennifer Sirangelo

1. Jennifer presented the Vestry with a report on the 2023 Stewardship Campaign
 - a. Jennifer reported that we are \$300K in pledges ahead of where we were this time last year
 - b. The Stewardship Committee has set a goal to reach \$1.4M in pledges
 - c. Currently we have 194 family units who have pledged \$1.25M for 2023
 - i. 33% of those pledges are increased from last year
 - ii. 33% are from people who didn't pledge last year
 - iii. Average pledge is \$6K
 - iv. 152 more families left who will be contacted
 - v. Christmas match in place which will help the 2022 deficit

2023 Budget and Discussion

Fr. BJ Buracker

1. Father BJ led a discussion on the 2023 Budget
 - a. He and the staff have continued to work very hard on developing scenarios involving expense cuts and to provide estimated \$ savings for each
 - b. Scenario 1 – Functional Reduced Budget
 - i. Estimated budget deficit of \$320K
 1. Eliminate Priest Associate position (through Jan 2023 voluntary attrition)
 2. Close the office on Mondays
 3. Reduce accounting department and move most accounting responsibilities to Prager Metis
 4. Eliminate chef position
 5. Cost controls for Building and Grounds
 6. Reduce Sunday hospitality
 7. Fund guest musicians and alter flowers through Special Funds
 - c. Scenario 1A – Scenario 1 plus below
 - i. Estimated budget deficit is \$79K

1. Accurately account for new money from 2023 pledges plus pre-school income
2. Account for other sources of income (Endowment, Music funding, Thrift Shop, and Facility use)
3. Further reduce Ministry budgets
4. Adjust salaries and benefits for staff
- d. Scenario 4 – Optimal Staff Functional Reduced Budget
 - i. Estimated budget deficit is \$99,165
 1. 12-month Deacon contract
 - a. Note: this will result in a savings of about \$40K since we could eliminate the part time Priest. Also, the Deacon could take a significant burden off the current full-time clergy.
 2. Retain Parish accountant
 3. Salary reductions for remaining clergy
 4. Hourly reductions for Communications team
 5. Reduction in the ‘Grow’ and “Go’ ministries
- e. Scenario 4A - All of Scenario 4 plus below
 - i. Estimated budget deficit is \$49,165
 1. Move all accounting tasks/roles to Prager Metis
- f. Potential Ideas for additional revenue streams:
 - i. Making our facilities available to third parties
 - ii. Rent space as offices (counseling department?)
 - iii. After School care programs
- g. Vestry comments:
 - i. A discussion was held about comfort levels with a deficit, and pros and cons were discussed about tolerance towards a smaller, albeit reduced, deficit vs balanced budget into 2023.
 - ii. Need to be careful to not over cut...might be prudent to consider a multi-year plan to get to a balanced budget vs doing it all in 2023
 - iii. Several Vestry members not comfortable with the idea of clergy salary cuts
 - iv. Recommend 6% salary increases for staff be in the balanced budget
 - v. Most of the Vestry were comfortable with a \$100K - \$150K deficit
- h. The plan moving forward is for the Vestry to be presented with a proposed budget in Jan 2023 for vote

Senior Warden’s Report**Susan Awad**

Susan provided the following information:

1. Rector search: The Rector search committee currently has two candidates under consideration at this time
 - a. Rector Search Committee will be sending a team to meet with one candidate in their home Church Dec 17th – 18th
 - b. A visit is being planned for the second candidate at this time

Junior Warden's Report**Eric Fedowitz**

1. The following seven (7) "Safe Church" independent study courses are required to be completed by each Vestry member by end of Feb 2023:
Vestry Members
 1. Introduction and Theological Background
 2. Keeping your Church Safe
 3. Safe Church Safe Communities: Power and Relationships
 4. Safe Church Safe Communities: Abuse and Neglect
 5. Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith for Ministries
 6. Safe Church Safe Communities: Inclusion
 7. Duty to Report: Mandated Reporter
2. Dishwasher and oven have been repaired, avoiding significant replacement costs
3. Great Hall project – will be putting out calls for proposals in the next 30 days, with goal to get signed contract by the end of January
4. Planning to sell the Church's SUV, which will result in a gain of \$7K

Interim Rector's Report**Fr. BJ Buracker**

1. BJ waived his report considering the extensive budget discussion he provided.

Reports of Clergy in Attendance**Fr. Mathew Kozlowski**

1. Father Mathew reported 55 children have signed up for the Christmas Pageant this year, occurring on Dec 24th.
 - a. Costumes are available for all

Old Business

None reported

New Business

None reported

Prayer Requests

Adjournment

There being no further regular business to discuss, Fr BJ moved to adjourn the meeting at 9:05 PM, and Father Mathew provided the closing prayer.

Action Items**All**

There are no action items currently.

DRAFT VESTRY MINUTES Dec 13th, 2022

No.	Action Items	Lead	Date Assigned	Target Date
1				