



*Sharing Christ's Love*

3 Chevy Chase Circle  
Chevy Chase, MD 20815

**Vestry Meeting Minutes  
Jan 24th, 2023**

**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>	✝	Nick Thompson <i>Prager Metis</i>		
✝	Lori Shore – '23	✝	Mark Pape <i>Assistant Jr Warden</i>		
✝	Jennifer Sirangelo – '25				
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**

**Fr BJ Buracker**

A quorum being present, Father BJ Buracker called the meeting to order at 7:00 pm. Carrie led with an opening prayer.

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### **Scripture Reflection**

**Father Mathew**

Father Mathew led a reading and brief discussion of Psalm 8

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### **Presentation of Minutes**

**Chris Robinson**

The minutes from the Dec 13th, 2022 Vestry meeting were presented for approval. Drafts of these minutes, as well as the one (1) attachment 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 Dec 13<sup>th</sup> 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, but only after the final budget is approved and has been shared with the Parish on Feb 5<sup>th</sup> 2023.

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### **Treasurer's Report**

**Mark Pelesh**

1. **Review of Prager Metis financial information** – Mark shared and reviewed the Prager Metis Dec 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 (*'ASC Consolidated Financial Statements as of Dec 31, 2022\_Jan 2023 Vestry Meeting\_Attch 1'*).
2. **Summary of 2022:**
  - a. Vestry Budget 2022: \$1.85M revenue, \$2.2M expenses, \$350K deficit
  - b. Actual performance – 2022
    - i. Revenues (excluding investments): \$1,829,946 (Vestry); \$2,846,346 (Combined)
    - ii. Expenses: \$2,559,246 (Vestry); \$3,218,084 (Combined)
    - iii. Deficit: \$729,300 (Vestry); \$378,190 (Combined)
  - c. Vestry revenues and expenses very close to projections
  - d. Investments turned positive in December: ~\$75K
  - e. Preschool surplus: \$317,403
3. **Summary of 2023:**
  - a. 2023 budget discussion led by Father BJ
  - b. Revenue projections are key
  - c. Successful Stewardship Campaign ~\$1.4M (fulfillment is crucial)

- d. Need continuing strong non-pledge giving
- e. \$100K estimated contribution from the Endowment and Investment Funds (revision of governing documents and Investment Committee underway)
- f. Estimated Employee Retention Tax Credit is \$587,286

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**Stewardship Report**

**Jennifer Sirangelo**

- 1. Jennifer presented the Vestry with the final report of the 2023 Stewardship Campaign (*'Vestry Annual Giving Campaign Final Report\_Attch 2'*).
  - a. Christmas Match Results applied to 2022 deficit:
    - i. Major donors providing match: \$62,500
    - ii. Parishioners Christmas giving: \$66,409.21
    - iii. Total: \$128,909.21
  - b. All Saints Pledged Giving 2022: \$1,392,296 (average pledge \$6,245)
  - c. Focus Areas for 2023
    - i. Increase # of households participating in campaign
    - ii. Increase # of Stewardship Committee members
    - iii. Continue to update records of active households
    - iv. Creatively improve thank you efforts
  - d. Next Steps:
    - i. Thank pledgers
    - ii. Outreach campaign to non-givers

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**2023 Budget and Discussion**

**Fr. BJ Buracker**

- 1. Father BJ led a discussion on the 2023 Budget (*'2023 Budget Narrative\_Attch 3'*)
  - a. Key 2023 Budget Assumptions for Income:
    - i. \$1.4M pledged income
    - ii. \$100K of new money from pledges
    - iii. \$580K non-pledged contributions
    - iv. \$150K Preschool budget surplus
    - v. 10% from Music Fund of approximately \$70K
    - vi. \$100K from Endowment Fund
    - vii. \$20K from Thrift Shop
    - viii. \$5K in Facility Use Fees from weddings and other events outside of regular business hours (conservatively based on last year's income)
    - ix. \$80K from Kingdom Funds to cover Kingdom and strategic initiatives in Student Ministry
    - x. An additional ~\$500K, or more, may be realized from the Employee Retention Credit grant (note: this is not included in the 2023 budgeted income)
  - b. Key 2023 Budget Assumptions for Expenses:
    - i. 2023 expenses were calculated based upon 2021 actual expenses and 2022 projected expenses
    - ii. Building and Grounds has no new budgeted funds for non-discretionary building projects—only maintenance and repairs; however, funds designated

and raised in prior years will fund the Great Hall renovation project in Summer 2023

- iii. Three current staff members will not serve ASC in 2023: Mac Stewart, LaJeune Small, and Glenn Jahnsen
  - 1. Zacher Bayonne has been asked to serve as a stipendiary clergy to help with preaching and teaching
- iv. Prager Metis will take on the parish accountant's duties; budgeted amount for Prager-Metis was increased by \$30K
- v. Occasional church meals will be catered
- vi. A new copier contract will be finalized to save \$20K
- vii. Musicians for special services, including Easter and Christmas, will be funded through special donations
- viii. Altar flowers will be funded entirely from special donations
- ix. The Diocesan Pledge is set at \$50K with the understanding that it may be increased when/if we receive ERC grant
- c. After a motion duly made and seconded, the members of the Vestry voted unanimously on the following:
  - i. Adopt the budget as presented in Atch 3 with the two (2) following changes (resulting in a balanced budget for 2023):
    - 1. A 6% cost of living raise for the staff, effective immediately
    - 2. Adjust the assumption on the Preschool income contribution from \$150K to \$151K (item a.iv above)

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**Senior Warden's Report****Susan Awad**

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Susan provided the following information:

- 1. Rector search: The Rector search committee currently has two candidates under consideration at this time, and interviews are being scheduled and accomplished.
- 2. 2023 Vestry Nomination Committee – The Vestry voted to approve the members of this year's Vestry Nominating Committee: Eric F., Cynthia B, Tony D'Emidio and Cary Buckingham.
- 3. Diocesan Convention is coming up – Eric F. and Cynthia B. will be our delegates.
- 4. The Vestry will be providing an update to the Parish on Feb 5<sup>th</sup> during the 9:30 hour.

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**Junior Warden's Report****Eric Fedowitz**

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- 1. Great Hall Renovation project moving forward
  - a. Received one bid with two other bids pending
    - i. The work will occur from the end of June into August 2023
  - b. The Church sold the ASC SUV to a local dealership for \$4000.
  - c. Developing a Men's Work Day for Saturday Feb 11<sup>th</sup> and the information will be pushed out to the Parish.

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

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- 1. Father BJ reported that the Christmas services went very well and that he is excited and encouraged about the turn out.
- 2. The Clergy and the staff are now planning for Lent and Easter services

3. Discussed which staff would be appropriate to invite to update subsequent Vestry meetings. The Vestry is interested in hearing from the Church's Youth leaders and Preschool leaders at this time.
  - a. Father BJ will invite the Preschool leaders to provide information at the next Vestry meeting.

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**Reports of Clergy in Attendance**

**Fr. Mathew Kozlowski**

1. Preschool Auction at the Columbia Country Club will happen on March 11<sup>th</sup>
2. Father Mathew will be traveling to Andrew Lazo's ordination soon

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**Old Business**

None reported

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**New Business**

None reported

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**Prayer Requests**

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**Adjournment**

There being no further regular business to discuss, Fr BJ moved to adjourn the meeting at 8:33PM, and provided the closing prayer.

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**Action Items**

**All**

There are no action items currently.

No.	Action Items	Lead	Date Assigned	Target Date
1				