

## **Minutes of the Vestry Meeting, February 9, 2023**

**Opening:** The meeting opened at 7:00 pm with a prayer.

### **Discussion/Decision:**

#### **Rector's Report:**

The Vestry Retreat was great.

Thanks to Zara for hosting the Vestry dinner.

There is still discussion ongoing about the solar project.

The Hayden family wants to give a gift for the outdoors.

There were lots of funerals.

There were two baptisms.

The first "Being With" class was great.

Tom Gadell's job description is still a work in progress.

HVAC discussion for the sanctuary is still ongoing.

I attended the Turkish/American Friendship vigil.

The 3<sup>rd</sup> Sacred Grounds session is over and 68 people attended the series.

The Lenten Book study has ended.

The Holy Land trip is coming up next month. There will be a daily blog.

#### **Warden's Report:**

Staff appreciation lunch is the Wednesday after Ash Wednesday.

There will be four Vestry members on the Holy Land trip and will miss the March meeting.

There was discussion about changing the date of the March meeting. It was decided to have the meeting on the regular date and if there were not enough members for a quorum, all votes would be delayed until the Holy Land tour members returned and the votes would be taken by email.

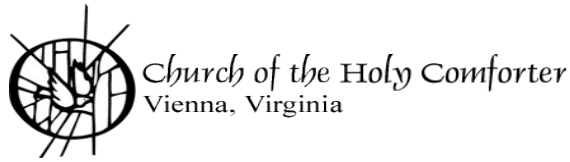
#### **Capital Campaign:**

There has been no change in debt retirement. There are plans to have a celebration for the success of the Capital Campaign during the Annual Parish meeting. There is no change in the status of the solarization project. The choir room project is awaiting two bids from air handling companies. There was discussion about calling this the choir room since it would also be used for music instruction. It was decided to call it the music room.

#### **Parochial Report:**

Peggy handed out the Parochial report. It shows that attendance is trending upwards. It is difficult to get an accurate number since no one is sure how many people are watching during a view of the service.

#### **Treasurer's Report:**



Cash on hand is good. Pledge receipts for the month of January were over budget and loose checks were over budget. Cash receipts were over budget. Expenses were under budget. Net income for the month was positive. A motion was made to approve the Treasurer's report for the month of January. It was seconded and approved.

Peggy presented a Memorandum which would establish a Discretionary Fund for Philene Ware Dunn. Philene does not have a church but does have money in a Discretionary Fund held by the Diocese. However, in accordance with Diocesan rules, Philene can not withdraw money from her fund unless it is monitored by a church. When she does get a church of her own, the discretionary fund will also go with her. A motion was made to approve the establishment of a Discretionary Fund for Philene Ware Dunn. The motion was seconded and approved.

**Information:** It was brought to the attention of the Vestry that there is no flier with information about the church available to hand out to individuals who ask about the church. It would be a great benefit to Pennywise where questions about the church are often asked. The flier would also be put in the Welcome Bag. The Communications Committee will take the lead on developing this flier.

#### **Standing Committees and Program Updates:**

**Fellowship:** The Annual Parish Meeting is February 26. The Parish picnic is Jun 4. Saturday family services start Feb 11. There will be two additional Vestry dinners during the year. The Ice Cream social is September 16. Town Hall meetings will be held in May, August, and November. Book discussion with soup and bread will be held in February and March. Sheryl is trying to establish a Ministry Center Rental committee.

**Stewardship:** Current pledges have reached 78.4% of our goal. If the households that pledged in 2022 were to pledge the same amount we would reach 97% of our goal. The Capital Campaign has reached 97.2% of the goal. Kirby Smith is to follow up with some individuals who had indicated a willingness to contribute but haven't done so yet.

**Building and Grounds:** There will be a men's work morning on March 18. They will spread wood chips. If time permits, other projects include, replacing the poles for visitor and handicap parking spaces, painting an arrow on the exit only portion of the lower parking lot, and repainting the pole holding the Welcome sign near the front sidewalk. Discussion is ongoing about replacing the sign at the corner of Beulah and Maple Av. The tree trimming is partially complete. The water heater that services the third floor has been repaired. The fire inspection was completed with one minor problem. A scope of work is to be developed for the exterior painting. The numbers for the doors will be permanently mounted. There will be an exhibit in the Ministry Center on Earth Day (April 22). There will also be activity in the natural area behind the parking lot. The clergy will bless the trees. There was discussion about replacing the sanctuary HVAC. A detailed report about the HVAC was provided. A heat pump would cost



*Church of the Holy Comforter*  
Vienna, Virginia

around \$132,000 and to replace the current HVAC in-kind will be about \$97,000. The committee is waiting for another bid, but time is of the essence so that it can be done before the heavy spring workload for HVAC companies begins. After further discussion, a motion was made to allocate \$100,000 for the in-kind replacement of the HVAC. New directional signs for inside the church are almost complete and will be put in place when completed.

**Outreach:** Grants were awarded last month. International grants accounted for 33% of the total. Bishop Patrick Augustine (former Associate at CHC) would like to speak to the congregation about his project in Sudan. The project will fit well with our criteria of international mission support.

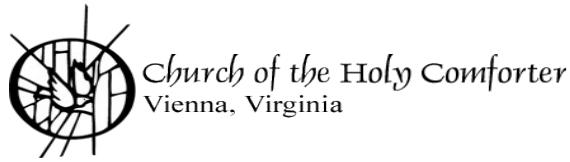
**Newcomers:** A member of the committee will assist at the 9:30 service in capturing information about newcomers. A customized response will be sent to individuals who make inquiries on the website. There were four newcomers January 29. The Realm database is being cleaned up by contacting members listed on the database dating back to 2011.

**Preschool/Youth/IONA Fund:** The HCEP board is looking for two new members. Children's Ministry is planning to start a Parent Coffee hour and re-initiate the Mother's Group. Confirmation class has eleven students. They have completed eight classes and three field trips. There is a need for two female teachers for the High School program. Christmas green sales netted \$1400. The youth group is continuing the FACETS program and is looking for chaperons. Due to an ARPA grant, HCEP has a budget excess. They plan to use the money for scholarships, gifts, Capital Improvement, and Program Development. The IONA fund is doing better. Upcoming dates are Apr 23<sup>rd</sup> – youth movies night; May 20<sup>th</sup> –youth adventure park.

**ECW/Pennywise:** Christmas giving was good, but less than pre- pandemic. On-line donations are down.

**Adult Formation:** Advent Quiet Morning was well attended. Sacred Ground finished year three on January 16. Men's, Women's and Sunday Bible study are all on zoom and attended by 8-12 people for each. 'Being With' starts February 6 and ends May 15. It is ten sessions. The Creation Committee is organizing an Earth Day celebration: Science, sustainability, and Spirituality. Lent book study will be Demon Copperhead. There are three different ways to participate in this book study: five Wednesday evenings in March; Monday, March 20 with Becoming Beloved Community Book Club via zoom; or in current small groups.

**Finance Committee:** The money on hand that has been donated through the Capital Campaign was discussed. The fact that the two major projects are still not near the stage of committing funds, there was discussion about further reducing the loan. A motion was made to apply \$100,000 to reduce the loan. The motion was seconded and approved. There was discussion about the money needed to replace the HVAC. It was reported that the Endowment Fund had money available in the General Fund. A motion was made to have the Endowment Fund



transfer \$23,000 from the Endowment General Fund to the church capital replacement fund. The motion was seconded and approved. A motion was made to have the Endowment Fund release money from the Carol Stock funds to be available to high school seniors requesting money for college books.

**Communications Committee:** A draft plan for the objectives and initiatives of the committee has been developed. Three individuals have agreed to be members of the committee and hopefully one more will agree. This committee will connect informally with the Newcomers Committee to share information.

**Endowment Board Report:** There is money available from the General Fund for programs or capital improvement; the Columbarium Fund; the LEAD Fund for development of staff and volunteers. More people are giving to the Endowment Fund.

**VPOM:** Six condolence cards were sent. I attended five funerals. I sent two congratulation cards.

A motion was made to approve the minutes for the January meeting. It was seconded and approved.

**The meeting ended at 9:20 pm with the Lord's Prayer.**

Respectfully submitted,

Richard Fitzsimmons  
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