

Church of the Holy Comforter

Vienna, Virginia

Minutes of the Vestry Meeting

March 13, 2025

The meeting opened at 7:00 pm with a welcome from Kathy and a prayer from Jon+. Laurie Pedry led a spiritual reflection by Richard Rohr regarding God's radical grace.

Clergy Update:

Jon+ attended an Episcopal conference in Kansas City.

A support group is being formed for anyone at a transition point in life, for example, career transition or grieving.

There will be a funeral on Friday, March 21 at 11:00 am for Luanne Obert.

Confirm Not Conform class is in session in preparation for the Bishop's visit in June.

The Movie Night group will meet on Thursday, March 20, to discuss the Oscar-winning film "Flow."

Youth Sunday is this weekend with youth running the service and giving the sermon.

Monday, March 17 at 6:30 pm is the interfaith Iftar dinner with the American Turkish Association. Afghan families we have sponsored will attend.

Warden's Report:

Upcoming staffing changes include:

- Peggy retiring as Parish administrator to become volunteer Treasurer
- Susan McGuire retiring from Children's Ministries

- Tom Gadell, Facilities Manager, is retiring in July
- Victor Hernandez, Sexton, retiring in August.

There will be a new job description for the Parish Administrator position, to include duties of both Tom (facilities) and Peggy (admin.) The position will first be posted to the parish, and then to the community.

Brian Land, Art Kron, and Peter Eareckson offer strong facilities support as parish volunteers.

Peggy commented that, coincidentally, during our week hosting the Hypothermia Shelter, the dishwasher, fridge, and a toilet broke, and there were tree branches left dangling after high winds!

There will be a new job description for the Family and Youth Ministry Director, providing admin support to Dennis of the Youth Ministry. A search committee will be formed to manage the interview process to fill the position.

The Security Team will install key fob security access at eleven exterior doors and some interior doors near the preschool area.

Kim reported that the facilities rental committee is working on website updates to define what we offer to potential renters.

The committee working on the 3rd Floor Renovation project needs a parishioner to lead the project, as well as a general contractor. The bids we have are 2 years old. We plan to obtain a cost-plus bid to build on these bids; if costs run over, the parish, as the owner of the building, absorbs the overage. The key driver of the expense is updating the HVAC system to make it environmentally sound and improve fire evacuation. After construction, the old choir room will be used as the rainy day room for the preschool.

Peggy pointed out the need to approve four new members, including three alternates, to become delegates to submit votes representing the parish at both the regional and Diocesan meetings. Regional meetings are

quarterly, and there is an annual Diocesan conference. Alternates need to be actively involved so they can step up to attend meetings if needed. Three representatives attend per meeting. The possibility of forming a nominating committee for the parish to address such vacancies was mentioned.

Building and Grounds:

A motion was made, seconded, and approved for the following expenditures:

- To obtain architectural design inputs to make the crumbling steps to the office code-compliant.
- To do masonry work to fix crumbling steps at the Rodman House, and to provide mortar repointing in the window wells under McGill Hall, so that an egress ladder can be installed.

The Vestry reached a consensus to replace the side staircase leading from the upper lot to the office door, as they provide additional egress from the back parking lot to the front door.

It was discovered that two thermostats need to be installed for the preschool section of the building, to integrate with our legacy HVAC system so that it runs more efficiently. A motion was made, seconded and approved to provide for these thermostats to be installed. Eventually all of our thermostats will need to be replaced throughout our 12 HVAC zones, as the ones we have will not be able to be serviced within the next two years.

The Buildings and Grounds report includes expenditures expected to maintain the parking lot and replace the sanctuary roof, among other capital replacement items.

A motion was made, seconded and approved to withdraw from the endowment fund, for the Carol Stock Book Award, which provides \$200 per graduating senior for college book expenses.

Financial Reports:

We have received four tax credit payments from the ERC (Employee Retention Credit during COVID.) A motion was made, seconded and approved to keep the money in the building fund, our highest interest earning account.

We hope to receive funds for the Inflation Reduction Act application, having installed solar panels.

There was discussion about ranking the items listed on the Building and Grounds Project List as needing attention. Kerry asked that the Vestry each complete their priority ranking of the items on the list, either in numerical order, high-medium-low groups, or green-yellow-red groups (red=highest priority), and submit it to him by 3/19/25. It was asked that we consider that life, health, and safety are first priority. Kerry will set up a Zoom meeting with the subcommittee to provide costs and other information for each item, to aid in ranking. The subcommittee will report back to the vestry after getting everyone's input.

The treasurer's report showed a February surplus Utility bills were down 50% in February, reflecting our new energy source from the solar panel. After Dominion Power fixes, we are generating close to 1 megawatt per day.

Parochial Report:

In-person attendance continues to rise; online viewing numbers continue to drop.

A motion was made, seconded and approved to accept the minutes of the February meeting.

VPOM (Vestry Person of the Month) Report:

Sherryl hosted one of the coffee hours personally, and Pennywise and ECW also stepped forward to host the coffee hour. Later this month, the choirs, Building and Grounds committee, and Creation Care will host coffee hours.

ECW and Pennywise Report:

The funeral receptions need more coverage as the size of the funeral committee is smaller. Kim will reach out again to offer help from the Meaningful Engagement survey project.

Flower donations are insufficient to cover the \$3900/year cost. ECW decided to cover the shortfall.

ECW proposes to collaborate with the Outreach Committee to consolidate the two charitable giving lists and to raise funds together. There was discussion of whether one fundraising event would raise enough money; a dinner can be expected to raise between \$2,000 and \$20,000.

Attendance at the upcoming Women's Retreat is less than expected and ECW will need to cover the shortfall. It was mentioned that more registrations will probably be forthcoming for the April 25 weekend event. This year the Iona pilgrimage takes place within a month of the retreat. The weekend after Easter can be hard to fill, as families have just returned from Spring Break travel. The Friday evening start can be cumbersome for those coming from work.

In May, there will be a bus visit to the Franciscan monastery in DC.

The proposed June 1 date for the ECW meeting now conflicts with another booking in the Ministry Center and may need to be changed.

A motion was made, seconded, and approved to accept the Treasurer's February report.

The meeting ended at 9:05 pm with the Lord's Prayer.

Respectfully submitted,

Susan Stager, Registrar