

**St. Francis Episcopal Church
Potomac Parish
April 18, 2023 Vestry Meeting**

The Vestry convened online via Zoom on Tuesday, April 18, 2023, at 7:30 p.m., Fr. Mark presiding. Members attending: Ms. Tendall, senior warden, Ms. Bahar, junior warden, Ms. Byam, Mr. Feagles, Mr. Hunter, Ms. Hurdle, Mr. Jannotta, Mr. Maroulis, Ms. Olsen, Mr. Ruf, Dr. Schneider, and Mr. Whitlock. Also attending: Mr. Smith.

Invocation

Ms. Tendall led the invocation.

Bible Study

Mr. Maroulis led the Bible Study. He read Exodus 3:4 When the Lord saw that he had gone over to look, God called him from within the bush, “Moses! Moses!” And Moses said, “Here I am.” He included a reflection from *My Utmost for His Highest* by Oswald Chambers, and asked the Vestry to reflect on two questions: Question 1: When in your life do you think the Lord has called you for an obscure duty; and Question 2: Do you feel ready to answer a call from God? What do you do in your life to prepare you for His call?

Consent Agenda (*previously circulated electronically*)

Minutes of March Vestry Meeting

The March Minutes are part of the Consent Agenda.

Rector’s Report (attached)

Finance Committee

Mr. Maroulis, Treasurer, said that Prentiss Feagles, John Whatley, and Steve Harper had agreed to serve on the re-formed Finance Committee and two other parishioners were considering appointment to this committee. Fr. Mark asked if there were other candidates. Mr. Feagles said that several other people may be asked, and would require subsequent vestry approval.

Georgetown Hill School (GHS) Fencing

Ms. Byam, Chair of the Grounds Committee, said she had contacted several parishioners seeking their interest in serving on a committee to work with GHS on the fencing. There has been no action on the fencing issue at present, and she will report back to the Vestry in a couple of weeks.

Organ Testing

Fr. Mark said that the organ would be tested as a final stage in preparing to order the new instrument.

June Vestry Meeting is Canceled

Since Fr. Mark and several Vestry members will be away in June, the Vestry decided to cancel the June meeting.

Indians for Christ

Jay and Pamina Kasi, representing Indians for Christ, a Tamil-speaking congregation associated with the Church of South India, has asked if St. Francis would rent them space to hold Sunday services and other meetings. The congregation made a similar proposal to St. Francis in 2018, but ultimately decided to stay in Silver Spring. They have used our church for special services a few times a year for several years without any difficulties. The Vestry was in favor of moving forward in seeing if details could be worked out to mutual satisfaction. Fr. Mark said that the church staff and the Vestry would be planning the events calendar for September 2023 – May 2024 to avoid any conflicting dates for St. Francis's functions and the Indians for Christ. They will also notify GHES, which also requests usage of the church's space at various times in the year. The Vestry asked about the terms of a leasing agreement. Fr. Mark said that a six-month trial lease had been proposed in 2018, and that this is the length of the lease the congregation now holds in Silver Spring. He said that the Indians for Christ would be responsible for leaving St. Francis Hall in a clean condition after their Sunday afternoon fellowship gatherings (as the professional cleaners do not clean the space on Sunday nights). They will have their own insurance policy to cover their uses of St. Francis's facilities. The Vestry raised a concern about signage issues, and Fr. Mark said that he believes that use of the electronic sign to post messages for Indians for Christ services and events could be coordinated easily, and that this would be better than having them erect a new physical sign. The Vestry proposed a \$3,000/month rent for the lease. Fr. Mark closed the discussion saying that there seemed to be consensus around moving forward with the proposal, and that once details were worked out, approval would be sought from the vestry.

Motion to Approve the Members of the Re-formed Finance Committee

Mr. Ruf made a motion, seconded by Ms. Bahar to approve Mr. Feagles, Mr. Whatley, and Mr. Harper to serve on the newly re-formed Finance Committee. The motion carried unanimously.

Motion to Approve the Consent Agenda

Ms. Bahar made a motion, seconded by Ms. Olsen, to approve items on the Consent Agenda, The motion carried unanimously.

Motion to Approve the Organ Renovation Contract Amendments

Mr. Ruf made a motion, seconded by Ms. Tendall, to approve the organ renovation contract amendments. The motion carried unanimously.

Motion to cancel the June Vestry Meeting

Mr. Jannotta made a motion, seconded by Dr. Schneider, to cancel the June Vestry Meeting. The motion carried unanimously.

HVAC

Mr. Whitlock said that all the HVAC's equipment worked in the test that was done earlier today (Tuesday, April 18th). There is one more month of work to complete this project and then have it inspected. Some pieces of the HVAC automation system are still needed. He said that there have been no cost overruns, and in fact, the HVAC project is coming in under budget.

Mr. Whitmore said that the church had purchased 16 or 17 space heaters (some still unused) to provide heating while the boiler work was being done. It was decided not to return the unused space heaters but to keep them for future needs, *e.g.*, if there were heating issues in parts of the church facilities.

Newcomers to St. Francis

Ms. Tendall said that the increase in the number of newcomers to St. Francis since last September was very good news.

Financial Report

Mr. Maroulis reported on the church Financial Report (attachments). He said that Ms. Krajcik is assembling the Vestry's monthly financial report as part of her duties, and a separate narrative summary by the Treasurer is no longer needed. The church's 1st Quarter 2023 finances are in a good position, although expenses are above what was planned, but they are not outstripping revenues. The church is saving on personnel costs, and there are fewer property expenses. The church has not yet received the federal Employee Retention Tax Credit money.

Revised Policy and Procedures Manual

Ms. Krajcik is updating the church's Financial Policy and Procedures Manual, which has not been updated since Fr. Mark and Ms. Riddle wrote it several years ago. The Vestry will have to approve the updates.

Motion to Approve the Financial Report

Mr. Ruf made a motion, seconded by Dr. Schneider, to approve the Financial Report. The motion carried unanimously.

Motion to Adjourn

Dr. Scheider made a motion, seconded by Ms. Bahar, to adjourn the Vestry Meeting. The motion carried unanimously.

Adjournment

Fr. Mark led the Vestry in the closing prayer:

Keep watch, dear Lord, with those who work, or watch, or weep this night, and give thine angels charge over those who sleep. Tend the sick, Lord Christ; give rest to the weary, bless the dying, soothe the suffering, pity the afflicted, shield the joyous; and all for thy love's sake. Amen.

Les Smith
Clerk