

**St. Francis Episcopal Church  
Potomac Parish  
March 21, 2023 Vestry Meeting**

The Vestry convened online via Zoom on Tuesday, March 21, 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, Ms. Olsen, Mr. Ruf, Dr. Schneider, and Mr. Whitlock. Also attending: Mr. Aaron Dunn, Mr. Hough, and Mr. Smith.

**Invocation**

Fr. Mark led the invocation.

**Bible Study**

Mr. Ruf led the Bible Study. He read St. Matthew 4:1-11 and reflected on Lent by discussing Jesus's 40 days in the wilderness and the Devil's three temptations, but Jesus, full of the Holy Spirit; Jesus, as an Advocate for the Holy Spirit; and Jesus, led by the Holy Spirit had rejected the three temptations. Jesus quoted Deuteronomy 8:11-16, remembering all the things that God had done for the Israelites during their 40-year sojourn in the Sinai wilderness. Mr. Ruf also read Psalm 91.

Aaron Dunn, Postulant for Ordination

Mr. Dunn, a member of St. Francis, gave a brief talk about his journey towards the priesthood and his seminary experiences as a postulate in this middle year at Virginia Theological Seminary. He talked about how his previous career as a teacher had helped him in his Christian formation. In his current studies, he is working in parish ministry; as chaplain at the St. Stephen and St. Agnes School; as a chaplain at Sibley and Suburban Hospitals; and in an interfaith dialogue program with Jews and Muslims; Mr. Dunn will preach at St. Francis on Pentecost.

**Consent Agenda** (*previously circulated electronically*)

Reports in the Consent Agenda

Minutes of January and February Vestry Meetings

The January and February Minutes are part of the Consent Agenda.

**Rector's Report** (attached)

Finance Committee

Mr. Feagles spoke about the re-formation of the Finance Committee and the proposed guidelines that had been first reviewed by a task force appointed by the Vestry. Mr. Feagles said that the Finance Committee is envisioned to play a collaborative, collegial, and consultative role providing support to the Vestry, who are the decision-makers on financial matters. The monthly financial reports will be distributed to the Finance Committee, which is expected to meet at least once a quarter. The group thinks that the annual audit should be done by an outside group who will exercise a "skeptical approach" in conducting the audit. Mr. Feagles suggested several members with a good grounding in financial matters who could be asked to serve on this

committee headed by Mr. Maroulis. Fr. Mark, Mr. Maroulis, Mr. Ruf, and the wardens will meet to nominate candidates for the committee, who will be elected at the April vestry meeting.

### Fencing

Georgetown Hill has requested permission to replace existing fencing along the property border by the playing field and the north side of the columbarium, as well as some new fencing near Glenolden House. Fr. Mark provided a rough diagram of where the replacement fencing would be placed. The fencing will provide better security and safety for the Georgetown Hill School's children and will have two gates. There is concern about fencing in the area east of Glenolden House, because bamboo incursion from the neighboring property might require access for a backhoe to remove it. GHES will pay for the fencing. The Vestry had other questions about this fencing, and it was decided that Fr. Mark, Ms. Bahar, Ms. Byam, and Ms. Hurdle will meet with GHS officials to discuss the fencing issues, taking such action as was needed, and reporting back to the vestry.

### Organ Payment

Fr. Mark said that the down payment on the organ renovation can be made as soon as Whitesel Organs verifies the final cost. Funds for this payment have been transferred from the Schwab account. We expect that there will be additional expense from the original estimate because of changes in the organ stops – the initial estimate was for push-button organ stops, but John Widmann prefers pull stops, which are more reliable. Father Mark will notify the vestry of the final cost for digital approval when it is received, so the organ can be ordered as soon as possible.

### Vestry Retreat

The Vestry's annual retreat is scheduled for Saturday, March 25<sup>th</sup> at All Saints Church in Chevy Chase, MD. Fr. Mark said that the Vestry members will receive a packet with financial reports and other parish information for review in advance.

### 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 Candidacy of Aaron Dunn as a Candidate for the Priesthood

Ms. Byam made a motion, seconded by Ms. Bahar, to approve Mr. Dunn's candidacy for the priesthood. The motion carried unanimously.

### Motion to Approve the Draft Financial Committee Guidelines

Ms. Bahar made a motion, seconded by Dr. Schneider, to approve the draft Finance Committee Guidelines. The motion carried unanimously.

### Door Replacements

Fr. Mark said that the church has received two proposals to replace the two front doors in St. Francis Hall. The proposals are for metal doors with windows and a remote control, electronic switch to open and unlock them. The doors have been problematic since the door opener was installed. The door frames do not need to be replaced. RSC's bid is \$9,200 to replace the two

doors, and Campbell Door & Glass's bid is \$10,050. The Vestry discussed the two bids. Mr. Whitlock said that RSC is the current HVAC contractor. There was a brief discussion during which the Vestry asked for specific details about various aspects of these two proposals.

*Motion to Approve RSC's Bid to Replace the Two Doors in St. Francis Hall*

Mr. Hunter made a motion, seconded by Mr. Whitlock, to accept RSC's bid to replace the two doors in St. Francis Hall.

*Property Matters*

Mr. Whitlock said that the church boilers were drained the prior week; valves were added to the new chillers; and new dampers were installed in St. Francis Hall. (The church is using small space heaters while the HVAC work is underway.) The boiler room work is also completed. The HVAC contractors are on schedule to start work on the air handlers around March 30<sup>th</sup> and complete this phase by the first week in April. The entire HVAC project will be finished by the end of April.

*Church Photo Directory*

The church is going to update the church directory. Parishioners are asked to submit recent photos or schedule a photography session that Mr. Sean Smith will do. This will be a print directory, *i.e.*, not electronic.

*Treasurer's Report*

Dr. Schneider said that Mr. Maroulis had submitted the monthly budget reports. The pledges are ahead of budget estimates, but the church is over-budget by \$32,000 - \$45,000 due to the work required to set-up the new accounting system, which took more time than estimated, and the software for the new system, which is a one-time expense of \$6,500.00. The new bill paying system is working very well. The payroll fees are currently over-budget due to the fee owed to the accounting company that is managing the church employment retention tax credit refund, which the church will receive sometime soon.

*Motion to Approve the Treasurer's Report*

Dr. Schneider made a motion, seconded by Mr. Feagles, to approve the Treasurer's Report. The motion carried unanimously.

*Motion to Adjourn*

Ms. Bahar made a motion, seconded by Ms. Tendall, 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