

**St. Francis Episcopal Church
Potomac Parish
December 19, 2022 Vestry Meeting**

The Vestry convened in person and online via Zoom on Tuesday, December 19, 2023, at 7:30 p.m., Fr. Mark presiding. Members attending: Ms. Tendall, senior warden, Ms. Bahar, junior warden, Ms. Byam, Mr. Feagles, Ms. Hurdle, Mr. Maroulis, Ms. Oleson, Mr. Ruf, Dr. Schneider, and Mr. Whitlock. Also attending: Mr. Hough and Mr. Smith.

Invocation

Fr. Mark led the invocation.

Bible Study

Mr. Whitlock led the Bible Study with readings from John 3:16, “For God so loved the world that he gave his only begotten son, that whoever believes in him should not perish but have eternal life.” He said this scripture showed God’s love for us by sending Jesus to save us from sin; and as we gather at Christmas to exchange gifts, we remember God’s selfless act of love for us. Mr. Whitlock asked the Vestry how God’s love has influenced their lives and examples of God’s mercy when we make mistakes. He said that we are called to experience God’s love and to extend it to others.

Consent Agenda (*previously circulated electronically*)

Rector’s Report (attached)

Minutes of November Meeting

The November minutes were approved with no edits.

Budget

The Vestry had questions about the proposed 2024 Budget that showed Francis Lawn Service’s bid of \$13,730 for grounds maintenance. Fr. Mark said the grounds contract totals \$18,630 – Georgetown Hill Early Childhood School will pay three-fourths of this cost. There is an additional \$3,000 for grounds care at the rectory, which St. Francis pays in full.

Mr. Ruf said the Finance Committee went through the budget and trimmed parts to reach a slight budget surplus with only minor cuts to building and maintenance, programs, and worship. The Vestry had no questions.

HVAC Maintenance Contract

Mr. Whitlock said the church received three bids for the 2024 HVAC maintenance contract from Bion Mechanics, RSC (current HVAC contractor that installed the new boilers), and NAC. Only RSC included all the requested items in their bid of \$2,500/quarter. He said the reduction in expense over our last contract was related to the major overhaul of the cooling system in 2023.

Diocesan Contribution

St. Francis has budgeted \$55,000 for the Diocesan Contribution. Mr. Ruf said the church is asked by the diocese to increase its contribution each year until it reaches 10% of the church budget, but in a year when pledges are down and the budget is much tighter, the Finance Committee did not recommend increasing the contribution for 2024.

Stewardship

Mr. Feagles said that the December 15th pledge total was less than expected due to several members who were large contributors having died or moved away, which is a continuing concern for the church. He is encouraged that several new members have made large pledges.

Business Office Changes

Mr. Maroulis said Ms. Krajcik, who is a senior accountant with Your Part-time Controller (YPTC), has continued to provide good financial reports and updated the church's financial records as the church transitioned following Ms. Riddle's retirement in 2022. The church will gradually shift to a model in which St. Francis staff (mainly Fr. Mark) take on more responsibilities and a less expensive staff accountant at YPTC (supervised by Ms. Krajcik) does more of the routine tasks. This should allow for a significant reduction in accounting expense in 2024.

Aaron Dunn's Ordination

Fr. Mark said that Aaron Dunn will be ordained to the diaconate on January 13th at 10:00 am. The church will present Mr. Dunn with vestments in honor of his ordination on January 14th as the first Sunday as an ordained minister. He encouraged members of the vestry to make financial contributions toward the effort.

Executive Session

The Vestry went into Executive session from 8:00 to 8:30 pm to discuss financial matters.

Motion to Conclude the Executive Session

Mr. Ruf made a motion, seconded by Dr. Schneider, to conclude the Executive Session. The motion carried.

Motion to Approve the Draft 2024 Budget

Mr. Ruf made a motion, seconded by Dr. Schneider, to approve the Draft 2024 Budget. The motion carried.

Motion to Approve \$10,000 Quarterly Payment for RSC

Dr. Scheider made a motion, seconded by Ms. Hurdle, to approve the HVAC maintenance contract bid submitted by RSC, for quarterly payments of \$2,500.

Financial Report

Mr. Maroulis said that pledges were down by \$17,000 in November, but he anticipates that there will be an increase in donations in December. The contract accountant expense continues to be the major outlier, and is significantly over budget.

Motion to Approve the Financial Report

Mr. Ruf made a motion, seconded by Ms. Tendall to approve the November Financial Report. The motion carried.

Fr. Mark asked if there were other reports or matters before the Vestry, and there being none, he called for adjournment.

Motion to Adjourn the Vestry Meeting

Mr. Maroulis made a motion, seconded by Ms. Tendall to adjourn the Vestry Meeting. The motion carried.

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.

Respectfully submitted,

Les Smith
Clerk