

St. Francis Episcopal Church
April 15, 2025 Vestry Meeting

The Vestry convened in person on Tuesday, April 15, 2025, at 8:00 p.m., Fr. Mark presiding. Members attending: Ms. Tendall, senior warden, Ms. Byam, Ms. Davis, Ms. Hurdle, Mr. Ruf, Dr. Schneider, and Mr. Tester. Also attending: Mr. Smith.

Invocation

Fr. Mark led the invocation.

Consent Agenda

Approval of the March 18, 2025 Vestry Meeting Minutes.

Rector's Report

Zion Church

Fr. Mark said everything is going well with Zion Church's Sunday worship services, Sunday School, and luncheon at St. Francis. There has been very little overlap between the services of St. Francis and Zion Church. Zion Church is asking for more storage space for their television, some furniture/equipment, and other materials. Ms. Hurdle said St. Francis is re-arranging the leased space to accommodate Zion Church's request. There were some challenges with an outside event last month when St. Francis Hall was rented to a Zion Church member, but the staff are working on updating the rules and procedures for rentals to ensure this does not happen again.

HVAC

Mr. Ruf reported on the HVAC Phase 2 progress – the wrong voltage (115 volts) pump for the boiler in the church was sent, but the unit we received will be sufficient for our needs, and will be installed this week. The test & balance report will be the final step in the project. There was a “dry run” of the automatic switch to change from the heating to the cooling system this week and it worked as designed. The church is delaying final payment for the HVAC Phase 2 project until all contract work has been completed.

Bradleigh has the new chilled water pump casing on order, at a cost of \$7,000 (\$4,500 + labor), from Chesapeake Systems. The church will use the repaired casing on the chiller during the summer cooling season, then probably install the new casing before the heating season. The two HVAC firms coordinating the HVAC project each deny responsibility for the cracked casing that occurred in January because the chiller was improperly winterized and we had an onset of severe temperatures, but Mr. Ruf said that Bradleigh will likely donate the company's time working on welding the cracked pump casing (even though the Projects Committee believes it most likely that the insufficient winterization of the chiller was RSC's fault).

Credit Cards

Fr. Mark said that the church credit card is in the process of being reissued by PNC bank, but this time no authorizing resolutions are needed. The church will be guarantor for the new card instead of a staff member, which is how the card should always have been set up.

Motion to Approve the Consent Agenda

Dr. Schneider made a motion, seconded by Mr. Ruf, to approve the consent agenda. The motion was approved unanimously.

2025-2029 Dutton Report Update

Mr. Ruf presented a summary table of the year-by-year projects that we plan to undertake on the basis of the Dutton Report, a 20-year facilities maintenance condition assessment prepared for St. Francis in 2018.

The update is based on careful evaluation of the actual condition of all aspects of the buildings and grounds last fall. It also factors in a 5% increase in the projected costs plus an estimated 2% inflation for real costs. The table summarizes these projects in color bands representing “high,” “medium,” and “low” priorities. For example, the HVAC’s Phase 3 components, ceiling tiles, and other maintenance work are listed as “medium” priorities for 2029.

Columbarium Plaza

Mr. Ruf said that more discernment is needed about the best long-term solution for the Columbarium Plaza. Continued relaying of the existing paving stones, the maintenance method that has been used thus far, is expected to cost over \$30,000 in the next several years. A more long-term solution may be to install a stamped concrete patio that looks like stone but would not require such extensive ongoing maintenance.

Routine Maintenance

Repainting, window work and other maintenance projects are scheduled for every seven years in the budget.

March Financial Report

Mr. Tester said the church continues to have a good financial report through March. Pledge receipts so far are \$50,000 over budget, although the cyclical nature of pledges makes this unclear if this trend will continue; and the church has received its last Employee Retention Tax Credit (ERTC) payments this month (a total of \$52,164). Zion Church’s monthly rent, he noted, is \$3,200 (which will be reviewed after four months). This income is set aside for capital purposes. Assuming the lease is extended in July and when added to the budgeted allocation for transfer to capital accounts and counting in the ERTC payments , this would give us \$159,164 of income for capital purposes in 2025.

Lenten Appeal

The final Lenten Appeal total is not yet known, although the outreach committee are hoping for \$40,000.

Zion Church Contract

Fr. Mark said Mr. Hough, church attorney, and Mr. Feagles were in the process of reviewing some adjustments to the license agreement proposed by Zion Church’s attorney in preparation for negotiation of the final version of the license agreement, which we would expect to go into effect on July 1.

Motion to Approve the Financial Report

Ms. Tendall made a motion, seconded by Ms. Byam, to approve the Financial Report. The motion was approved unanimously.

Women of St. Francis

Ms. Tendall said that she, Ms. Hurdle, and Ms. Lisa Ruf are discussing restarting the Women of St. Francis after several years of inactivity.

Attendance Report

Mr. Tester asked if there could be some improvements to the quarterly attendance report, particularly in the way that totals are listed for in-person and on-line Sunday services. Ms. Byam offered to help with this report going forward.

Motion to Adjourn

Mr. Ruf made a motion, seconded by Dr. Scheider, to adjourn the vestry meeting. The motion carried unanimously.

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