

**St. Francis Episcopal Church
September 16, 2025 Vestry Meeting**

The Vestry convened online on Tuesday, September 16, 2025, at 7:30 p.m., Dave Ruf, Senior Warden, presiding. Members attending: Ms. Davis, Ms. Hurdle, Mr. Hunter, Ms. Oleson, Dr. Schneider, Mr. Tester, Mr. Todd, and Ms. Warren. Also attending: Mr. Smith.

Invocation

Mr. Ruf led the invocation.

Bible Study

Mr. Hunter led the Bible Study on John 8:1-11, which recounts how Jesus forgave a woman caught in adultery after the scribes and Pharisees, who brought her to him to test him, left one by one, beginning with the oldest. Jesus said to the woman, "Neither do I condemn you; go and sin no more," showing both mercy and justice by not condemning her but also calling her to a life of repentance.

Consent Agenda

Motion to Elect Dustin Todd to the Vestry to Fill the Unexpired Term of Dave Ruf who was elected Senior Warden.

Dr. Schneider made a motion, seconded by Ms. Oleson, to elect Dustin Todd to the Vestry to fill the unexpired term of Dave Ruf, who was elected Senior Warden. The election was unanimous.

Honorarium for Seminarian Austin Hackel

Fr. Mark has asked the Vestry to approve a \$1,500 per semester honorarium for Austin Hackel, who will serve St. Francis parish under Fr. Mark's guidance while he attends Virginia Theological Seminary. The Vestry agreed with Fr. Mark's recommendations.

Building Use Policy

The Vestry discussed the qualifications for those who were baptized and/or are regular members who are active participants at St. Francis and their request for holding their funerals at St. Francis and/or burial in the columbarium, which are restricted to St. Francis's members. These individuals will be charged the lowest fees for their requests. The Vestry also discussed any fees for graveside interments and deferred to Fr. Mark's guidance on fees for his services for these requests. Mr. Ruf said these fees cover the majority of funeral-related changes. Ms. Hurdle said it was important that the parish administrator have a list of these fees to provide inquirers, and that Fr. Mark should be consulted when these inquiries were made. The church has a brochure listing these fees that may need to be revised. It was decided that the Wardens and Fr. Mark would confer on these fees and related charges.

Rental Charges

Ms. Hurdle did research to determine what other churches charge to rent their facilities and found that St. Francis charges higher fees because of the church's four hour minimum use of its facilities. The higher charges are also to discourage outside groups who wish to rent the church's facilities. The Vestry expressed concerns that with Georgetown Hill Early Childhood School

and Zion Church currently using the church's facilities, and other outside organizations also meeting at the church, e.g., Alcoholics Anonymous, they did not want to jeopardize the arrangements the church as with these two organizations' use of St. Francis's facilities. The church currently charges approximately \$450 per event for other, outside groups to cover clean-up and discourage requests to rent space.

Parish Administrator

The new parish administrator will be announced during September. Mr. Chesley Hurdle is the interim parish administrator. He is currently assisting with the September 17th "annual walk-through" to look at the church's facilities.

Georgetown Hill Early Childhood School (GHES)

Father Mark has been in conversation with Meg Breitenbach, the CFO of GHES about the provision for GHES paying 75% of operating expenses, as defined in the lease agreement. GHES has been regularly billed for utility expenses since the lease began in 2018, but a significant number of repairs of shared facilities and regular service of shared systems seem also to fall under this category (though capital expenses clearly do not). Ms. Breitenbach has been very responsive to this concern, and has agreed to review and pay smaller operating expenses as a matter of course, but expenses over \$5000 will require further discussion. Mr. Maroulis and Mr. Hurdle have set a system to track these various expenses, and Father Mark plans to meet with Ms. Breitenbach in November to present an annual estimate of shared operating expenses, which can be factored into the 2026 Budget.

Property Maintenance

The sexton, Mr. Enrique Fuentes has removed the wall air conditioner in the rectory and is repainting the restrooms in the undercroft. The stove in the undercroft has also been removed, which presented a potential fire issue. Ms. Hurdle and Ms. Bahar are drafting a "scope of work order" outlining the upgrades for the undercroft restrooms. The vestry may need approve this expense as it may be over the \$5,000 threshold to hire an outside maintenance firm to do other work in the church's facilities.

New Church Members and Confirmands

There are ten confirmands enrolled in the confirmation class, and sponsors are needed for several of those in this class. The confirmation ceremony will take place on November 15th or on April 23rd when Bishop Budde makes her pastoral visit. The vestry and the clergy are encouraging those seeking confirmation to attend Sunday services on a regular basis.

Nursery Helper

Ms. Annabelle Lapsley is the new nursery helper, working with Ms. Sarah Harich. She replaces Ms. Lisa O'Donnell, who stepped down last spring.

Motion to Approve \$1,500 for Seminarian Austin Hackel's Semester Stipend

Mr. Hunter made a motion, seconded by Ms. Hurdle, to approve \$1,500 for the semester stipend for Austin Hackel, the new seminarian at St. Francis. The motion carried unanimously.

Motion to Approve the Consent Agenda

Dr. Schneider made a motion, seconded by Mr. Tester, to approve the items on the Consent Agenda. The motion carried unanimously.

Motion to Approve the Minutes of the August 19th Vestry Meeting

Mr. Tester made a motion, seconded by Dr. Schneider, to approve the minutes of the August 19th vestry meeting. The motion carried unanimously.

Stewardship Campaign

Mr. Hunter said the 2026 stewardship campaign's theme is "Christ Before Us." He said the church is in a better financial position than in previous years.

Zion Church Lease

Ms. Hurdle is reviewing the current Zion Church lease that expires this fall, as preparation for its renewal as 12-month lease.

Savvy Senior Christmas Party

Ms. Warren asked for \$200 to pay for the Savvy Senior's Christmas Party luncheon. The vestry said this money can be allocated from the Fellowship Fund.

Fellowship Portfolio and Fellowship Events

Ms. Hurdle said since the vestry had eliminated the Fellowship Portfolio, events and expenses it covered were divided among the vestry members. It might be necessary to create committees to sponsor various fellowship events. Dr. Schneider said these "hospitality events" may fall under the Parish Life Portfolio. Ms. Hermann needs volunteers to help with the coffee hour and other fellowship functions like a fall gathering of new members and attendees and families with children in St. Francis Hall. It was also suggested to hold more parish activities like Sunday brunches after church services and this month's vestry cocktail party.

Sunday School

The Sunday School leadership are developing a curriculum for the children in Sunday School.

Financial Report

Mr. Tester, church treasurer, said the church's finances were going well, with steady income from pledges and other sources, providing \$100,000 in additional funds and \$30,000 in unrealized capital gains. His report did not include all the GHES monthly payments.

HVAC Project's Phase 3

Mr. Ruf said phase 3 of the HVAC project may be delayed due to the project's costs with only various interim updates being done as needed.

Motion to Approve the Treasurer's Report

Mr. Ruf made a motion, seconded by Ms. Oleson, to approve the Treasurer's Report. The motion carried unanimously.

Mr. Ruf 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