

**St. Francis Episcopal Church
April 21, 2026 Vestry Meeting**

The Vestry convened on-line on Tuesday, April 21, 2026, at 7:30 a.m., Fr. Mark presiding. Members attending: Mr. Ruf, Senior Warden, Mr. Feagles, Junior Warden, Ms. Davis, Mr. Harper, Ms. Hurdle, Dr. Schneider, Mr. Tester, Mr. Todd, and Ms. Warren. Also attending: Mr. Smith.

Invocation

Fr. Mark offered an invocation.

Devotion

Mr. Todd led the Bible Study on a passage from the Book of Job, and discussed the problem of evil and what we need to do to heal. Mr. Todd offered a prayer to conclude the Bible study.

Consent Agenda

Motion to Amend the Vestry Meeting Minutes for March 17, 2026

Mr. Todd made a motion, seconded by Mr. Harper, to amend the second paragraph of the Vestry Meeting Minutes for March 17, 2026. The motion carried unanimously.

My Church Website

Pastor Allison has submitted a proposal to hire the My Church Website company for \$3,400 to update the church website. This project will be financed by a grant received from the Narthex, a church communications project underwritten by the Lilly Endowment.

Playground Renovation

Georgetown Hill Early Childhood School (GHES) has proposed that the school and St. Francis undertake a joint, cooperative venture to renovate the church playground GHES's students use. The Vestry supports this venture as a good faith effort and shows the church's support and enthusiasm for GHES's plan to renew the school's lease for ten years. Mr. Feagles said maintaining a good relationship with GHES is important for both the church and the school. Mr. Todd said his son attends GHES and the playground is an important sign of the church's commitment to the Potomac Village community. Dr. Schneider and Mr. Todd agreed to serve as Vestry representatives, and will work with the church staff and the GHES staff on this venture.

Staff Probationary Reviews

Fr. Mark said he had conducted the 3-month probationary reviews for Ms. Steyn (parish administrator) and Ms. Tester (parish life and Sunday School director) and was very pleased with their work, saying they were off to a great start in their work. The Vestry said they were equally supportive of the work of the two staff members.

Bishop Budde's Loving Seeds of Growth Project

Bishop Mariann Budde has asked each parish to develop a congregation-led proposal to identify what is important to each parish and how to accomplish this within a 3-year period. Each parish should submit its proposal, and if approved, would be eligible for a grant from the Lilly

Foundation. The Vestry discussed this opportunity but decided that with the website update, playground renovation, and two of the staff still in their training periods, consideration of this project should be tabled until 2027. Fr. Mark said the church had undertaken a similar strategic assessment and planning project in 2018.

Motion to Approve the Consent Agenda

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

Motion to Move to Enter the Executive Session.

Mr. Ruf made a motion, seconded by Dr. Schneider to move to enter Executive Session. The motion carried unanimously.

Fr. Mark and the Vestry concluded their discussion during the Executive Session.

Motion to Leave the Executive Session

Dr. Schneider made a motion, seconded by Ms. Warren, to leave the Executive Session. The motion carried unanimously.

Old Business

Motion to Approve \$3,400 for the My Church Website Project

Mr. Ruf made a motion, seconded by Mr. Feagles, to approve the estimate from \$3,400 from My Church Website to rebuild the parish website. The motion carried unanimously.

Motion to Approve the Playground Renovation Project with Georgetown Hill Early Childhood School (GHES)

Mr. Harper made a motion, seconded by Mr. Tester to enter into conversations with GHES about playground renovations. Mr. Todd, Dr. Schneider, Ms. Davis, and members of the church staff will represent St. Francis on this project. The motion carried unanimously.

Financial Report

Mr. Tester said the March 2026 overall financial report was consistent with the forecast projections. Pledge revenue was down due to \$67,000 pledged by parishioners in 2025 for 2026. Property expenses have remained in line as anticipated forecast. The Lenten Appeal donations were lower than anticipated, and the Vestry decided to extend the Appeal to give donors more time to submit their contributions. Mr. Tester said that the church's finances remain in good shape.

Motion to Approve the Treasurer's Report

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

Parishioner Questions

Mr. Ruf said one of the duties of the Wardens and Vestry is to keep parishioners informed about the church's activities, including fielding any questions that they may have. The Vestry is open

to the congregation, and the Vestry will provide a Zoom link in the Friday email the week before the vestry meeting so anyone who wishes to attend the monthly meeting.

Caroline and Peter Davis are working on the technical arrangements for hybrid Vestry meetings. The project's cost is around \$500.00 – the TV feature being the largest cost for this. Mr. Feagles said the audio component of the hybrid meeting set-up is paramount. The Vestry also discussed a meeting technology that includes a video feature that can identify each speaker for hybrid meetings.

Church River Road Sign

The Vestry discussed the church's River Road electronic sign and how frequently it can be changed/updated. Fr. Mark said the sign's programming technology is "archaic," and that slight interruptions in power service reset its schedule. Ms. Hurdle said she will work with the website company to see if the sign's information can be updated more often, as needed. She also said she needs about 24 hours to ensure any changes can be made in the signage for Sunday of that week.

Property Updates

Mr. Harper is addressing the repainting for the basketball court and other projects. He and Dr. Schneider said the flame control on the heating system's boiler required fixing.

Motion to Adjourn

Mr. Harper made a motion, seconded by Mr. Ruf, to adjourn. 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 day and 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