

**Episcopal Church of the Ascension  
Vestry Meeting  
April 23, 2017**

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**Episcopal Church of the Ascension  
Vestry Meeting Agenda  
Sunday, April 23, 2017**

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- I. **Relational Bible Study: Randy**
  
- II. **Set Agenda Times**  
Consent Agenda for Acceptance  
*Questions/concerns should be raised in advance of the meeting. Acceptance of the consent agenda implies approval of the following:*
  - a. Minutes from previous month's Vestry Meeting
  - b. Current month's Treasurer's Report
  - c. Mission Area Reports
  
- III. **Oral Reports:**  
*By Exception for Discussion or Action items*
  - a. Final pledge appeal mailed with next quarterly giving statements
  - b. Cookbook report; Zadinga
  - c. Tee shirts – Berenice
  - d. Renting Ascension House – Janet
    - Annual registration and inspection required
    - Utilities costs
    - Parking lot usage
    - Cleaning, maintenance
    - Structural integrity
    - What should the charge be?
    - Advertising
  - e. Church office review:
    - Kathy - request for 4 weeks leave
    - Consolidation of office
    - Quicken training
    - Document editing
    - Pastoral care by laity
    - Announcement in bulletin
  
- IV. **Old Business**
  - a. HVAC Contract – Randy
  - b. One Ascension Sunday (4/30) – Vestry to share cost of chicken for meal
  - c. Victor Sogah/insurance, alcohol – Janet, Berenice
  
- V. **New Business**
  - a. Letter of support for Enid's candidacy to the Diaconate – Randy
  - b. Town Hall meeting prior to Vestry Meeting – report and discussion
  - c. Vestry Liaison choices
  - d. Budget review, alternate scenarios - Howard

VI. **Open Mic**

VII. **Adjournment and Closing Prayer**

**Closing Prayer: Zadinga Ogada**

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**Next Vestry Meeting  
Sunday, May 28, 2017**

**Episcopal Church of the Ascension  
Vestry Minutes  
March 26, 2017**

**PRESENT:** The Rev. Randy Lord-Wilkinson, Betsy Hasegawa, Janet King, Gordon Donnelly, Meredith Horan, Avin Lalmansingh, Gary McLaughlin, Zadinga Ogada, Luis Pedron, Berenice Rodriguez. Absent: Rose Buck, John Pruessner,

The meeting opened at 1:30 with a Lambeth Bible Study, concluding at 1:53.

As the first order of business, Randy passed around the 2016 Parochial Report to the Diocese. After review, Gordon made a motion that it be approved as written. Zadinga seconded, the motion passed and the rector and clerk signed the report.

**CONSENT AGENDA:** At 2:07 Janet moved that the consent agenda be adopted as presented; Gary seconded the motion, and it passed.

**OLD BUSINESS**

**Rice bowl proceeds to Cuban refugee family.** Luis spoke to Ivan Flores about possibly getting Mario Leonhart and his family a ride to Ascension, as they all live in Riverdale. The Vestry had already voted to donate last year's Rice Bowl to them; Avin made a motion that the family be designated as recipients of the 2017 Rice Bowl. Gordon seconded, and motion was passed.

**Liaisons from church to sanctuary movement.** Janet, Claire Rosser, Kathy Bainbridge, Barb Mansfield and Randy joined in the recent Sanctuary march. For our church, the question is, how involved do we want to be. Is the congregation willing to support another church? Would Ascensionites want to join in "flash mobs" called to witness possible deportation snatches? If the congregation is interested, she can arrange for a spokesperson for the movement to come to the church, answer questions and provide training. In the meantime, Janet herself will speak at the various Sunday services to gauge interest and provide information. An online survey, approved by the Vestry at the February meeting, will be developed to ascertain the congregation's interest.

**Final pledge appeal to be mailed with next quarterly giving statements.** Janet told the Vestry that quarterly statements will be going out soon. She suggested including another pledge card asking people to increase or start a pledge, since our serious financial status has been presented. Avin volunteered to write the letter.

**Cookbook report.** Zadinga reported that the committee has received a lot of recipes in the last 2-3 weeks, which are being typed up by the committee. The recipes will be in English on one side and in Spanish on the other. She plans another tasting event on One-Ascension Sunday, April 30<sup>th</sup> (see Tiger Team, "Community Building" below.)

**Tee shirts.** Berenice has also arranged for sweatshirts and baseball caps in the same design. She will ask Eleni to put the order form on the website. She has enough orders to place right now, but a larger number will give us a reduced cost, so she is holding off placing the order for now.

## **NEW BUSINESS**

**Tiger Teams.** At the Vestry Retreat, discussion of the financial situation led to creating four Tiger Teams to address different aspects of improving it. The Tiger Teams reported at the meeting.

**--Communications:** Rose suggested in the team meeting that we have one person for each service who would be the communication liaison, someone who would keep the service congregation informed and abreast of events, and for people to ask questions to. The team agreed that it's necessary to give our parishioners a clear picture of where we stand, but that it be as upbeat as possible. It was also suggested that we could develop a "buddy system" wherein a volunteer would keep track of several parishioners, noting if they had missed a service or two, and contacting them if so.

**--Capitalizing on our Assets:** This tiger team brought correspondence from Victor Sogah, a professional rental agent, submitting a proposal to act as a rental agent for our property for all non-parishioner events. He has an event for May 20<sup>th</sup> that he asked for immediate response on. Since Sogah has a liquor license, Berenice asked what his insurance situation is. The church would be vulnerable if a person drank here and then damaged property or harmed another person. Gordon made a motion that Ascension contract to engage the rental services of Mr. Sogah for May 20<sup>th</sup>, pending proof of insurance, and, if the insurance is acceptable, from then on. Gary seconded the motion and it passed.

**--Budget:** Gary emphasized the critical need for cutting expenses immediately. We have already spent ¼ of the 2017 budget, so it's vital that we make major budget adjustments as soon as possible. The first action needed is to go over the budget with Treasurer Howard Holland to understand all the individual expenses, so the impact of cuts can be determined. At that point, the lead person must meet with the Vestry for discussion and approval of the recommendations. Gary would like to see some financially astute non-Vestry members on the team.

**--Community Building:** At the retreat, this team decided that having a single joint service on our 5<sup>th</sup> Sundays (4 times per year), would be a good way to have congregants from different services get to know one another, fostering a feeling of unity. The events will be called "One-Ascension" Sundays. The upcoming 5<sup>th</sup> Sunday is April 30<sup>th</sup>, which is also Youth Sunday. The Youth leaders, Trevor and Angie Hight Walker, were supportive of having just the one service that day. Originally scheduled for 11:00 a.m., the Vestry decided that 10:00 would be better since a luncheon will follow. Janet suggested having the Vestry available for a Q&A session after the service while the luncheon was being set up.

This team, along with the Communications team, felt asking several people to "champion" each service, people willing to stand up and field questions, pass on information, etc. This could be during services or afterward in the narthex or equivalent for each service.

## **OPEN MIC:**

**Pledgers Thank You Luncheon.** Avin brought up the Pledgers' Thank You Luncheon and asked that the Vestry set a date for it. But the Vestry was concerned about spending money on

this considering our financial status and that we are continuing to ask for pledges. Betsy asked all to email thoughts on the subject to Avin. Janet suggested that maybe it's time to let this go; we have only done it the last two years, and no evidence suggests that it increases either the number of pledges or the amount of money donated. Meredith suggested making a very attractive poster listing all the pledgers' names for the narthex in lieu of the luncheon. The Vestry agreed that the poster would be the official thank you to the pledgers.

**ADJOURNMENT:** At 4:28, Avin made a motion that the meeting be adjourned; Gary seconded the motion, and it was passed unanimously.

Respectfully submitted,

Sari Stoddard  
Clerk of the Vestry

**Episcopal Church of the Ascension  
HVAC bid**

From: **Gutierrez, Elton** <[Elton.Gutierrez@serviceexperts.com](mailto:Elton.Gutierrez@serviceexperts.com)>

Date: Wed, Feb 8, 2017 at 2:42 PM

Subject: Quote for Maintenance Agreement

To: "[office@ascensionmd.org](mailto:office@ascensionmd.org)" <[office@ascensionmd.org](mailto:office@ascensionmd.org)>

Dear Sir or Madam:

My name is Elton Gutierrez, field service supervisor for Parker Pearce Service Experts heating and air conditioning, I was at your property at the church of the ascension evaluating the heating and a/c units on #205, #202 and the Chapel. I have noticed you have 2 systems on each of them except for the main building where you have 4 heat pumps and 2 air handlers. All of the systems including the belts and filters for the main building would be included on the agreement. It would also include 2 visits per year on each of the systems for maintenance, 15% discount on parts if we ever have to replace any part and 24/7 emergency calls if needed, with no weekend or holiday rates just a regular flat rate price. The price for a whole year for all the systems would be \$898.00. If you have any concerns or questions feel free to call me at 301 548 9000 or you can email me. Thanks for your interest in our company and looking forward to doing business with you.

Elton Gutierrez  
Field Service Supervisor

**Episcopal Church of the Ascension  
Committee Chairs' and Liaisons' Reports**

**OPERATIONS AND FINANCE REPORT, Howard Holland, Chair**  
Budget Development and Implementation

We continue to work with the Randy, the Wardens, and the Budget Tiger Team to address the financial issues that have been identified for 2017. In particular, we have re-examined all of our expense categories, except for the ones representing fixed expenses such as the mortgage, to determine where additional savings can be found.

Based on that review, we have identified a series of steps that can be taken to bring our income and expenses more closely into alignment. Those steps include decisions about staffing and use of other resources to meeting operational needs. It also includes decisions about our worship and the musicians who help support our services.

A new set of financial documents for 2017 has been prepared based on the steps identified and assumptions about their timing and implementation. In addition, we have created a very rough, high-level placeholder budget for 2018. While it's not possible to achieve a balanced budget in 2017, we can lay the foundation this year for getting much closer to a balanced budget in 2018.

March Financials

Unfortunately, due to timing and a somewhat earlier Vestry meeting in April than usual, we don't have March financial figures to share at this time. However, as soon as the March figures are available, we will send them to the Vestry in a separate report.

**No other committee reports received.**

**Episcopal Church of the Ascension  
Parish Life Events Calendar  
2016 - 2017**

**Annual events:**

Fifth Sundays	Potluck Luncheons May 29, 2016 July 31, 2016 Oct 30, 2016 Jan 29, 2017 (cancelled) One-Ascension Sundays with luncheon April 30, 2017 July 30, 2017 Oct 29, 2017
Shrove Tuesday Pancake Supper	Tuesday, February 9, 2016 Tuesday, February 28, 2017
Annual Meeting and Potluck Lunch	Sunday, March 13, 2016 Sunday, March 12, 2017
Pledgers' lunch (catered)	Sunday, April 10, 2016 Sunday, TBD, 2017 - CANCELLED
Ascension Day International Potluck	Sunday, May 15, 2016 Sunday, TBD, 2017 (probably 5/28)
Parish Picnic at Bohrer Park Pavilion	Sunday, June 5 <sup>th</sup> , 2016 Sunday, June 4 <sup>th</sup> or 11 <sup>th</sup> , 2017
<b>Special Events</b>	Usually 2-3 per year (welcomes, farewells, dedications, etc.)

**Episcopal Church of the Ascension  
Committee Chairs and Vestry Liaisons**

<b>Standing Committees</b>	Vestry Liaison	Chairperson
Christian Formation for Children	Zadinga Ogada	Megan Didavi
Christian Formation for Youth	<b>TBD</b>	Angie Hight-Walker
Facilities	John Pruessner	Ted Bedell
Outreach	Gary McLaughlin	Paul Boynton
Parish Life	Janet King	On-Call volunteers
Pastoral Care	<b>TBD</b>	Randy Lord-Wilkinson
Personnel	Rose Buck	Jean Cohn
Worship	<b>TBD</b>	Carleton MacDonald
 <b>Ad hoc Committees presently in effect</b>		
Annual Giving Campaign	Avin Lalmansingh	Gary McLaughlin
Christian Formation for Adults	Zadinga Ogada	TBD
Health and Wellness	<b>TBD</b>	Laura Shay
Operations and Finance	Betsy Hasegawa	Howard Holland
Reshaping Ascension	Executive committee	Randy Lord-Wilkinson