

Episcopal Church of the Ascension Vestry Meeting February 26, 2017

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**Episcopal Church of the Ascension
Vestry Meeting Agenda
Sunday, February 26, 2017**

- 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

- IV. **Old Business**
 - a. Sanctuary church issue; Janet
 - b. Annual Giving Campaign / Facilities Reserve Fund Campaign; Avin
 - c. RenewalWorks, next steps; Randy
 - d. Maintenance contract progress; Randy
 - e. Cookbook report; Zadinga
 - f. Tee shirts - Berenice
 - g. Committee to Reshape Ascension progress report – Janet, Randy
 - h. New Vestry discernment update - Betsy

- V. **New Business**
 - a. Request for Use of Parking Lot by City of Gaithersburg for July 4
 - b. Annual Meeting

- VI. **Open Mic**

- VII. **Adjournment and Closing Prayer**

Closing Prayer: Gary McLaughlin

**Next Vestry Meeting
Sunday, March 26, 2017**

**Episcopal Church of the Ascension
Vestry Minutes
January 22, 2017**

PRESENT: The Rev. Randy Lord-Wilkinson, Betsy Hasegawa, Janet King, Rose Buck, Avin Lalmansingh, Gary McLaughlin, Zadinga Ogada, John Pruessner, Berenice Rodriguez, and Paul Whitmore. **Absent:** Denise Lionetti and Najma Stubblefield; **Guests:** Bob Waters, Megan Didavi, Anika Lalmansingh, Dorett Sutherland and Lovetta Willie.

The meeting opened at 1:30 with a Lambeth Bible Study, concluding at 2:00.

At that time, prior to opening the meeting, the four guests who had volunteered to join in taking care of Parish Life activities were introduced – Megan Didavi, Anika Lalmansingh, Dorett Sutherland and Lovetta Willie. Betsy gave a brief description of what Parish Life does and why it's important. The four agreed that they could handle the responsibilities together, and that they, with Janet as Vestry Liaison, would not need a chairperson.

Shortly thereafter, Betsy, Janet and Randy introduced Bob Waters, who was at the meeting as a member of the Reshaping Ascension committee, charged with considering possibilities regarding our large budget shortfall. Bob reported on the brainstorming session the committee had held, and handed out a first cut. The committee, including Randy, Betsy and Janet, will meet again on January 29.

CONSENT AGENDA: At 3:05 Rose moved that the consent agenda be adopted as presented; Janet seconded the motion, and it passed.

OLD BUSINESS

Sanctuary church status. Janet reported that there are two ways to become a sanctuary church; first, as a physical sanctuary, and second, as a supportive church that helps provide food and other necessities. A major requirement is that the congregation supports it. Another meeting is coming up, and in addition to Janet, Javier and some of the Spanish language congregation will attend.

Annual Giving Campaign (AGC). Avin is setting up a “phonathon”, where Vestry members will telephone church members who have not pledged, and ask them to do so. The Vestry agreed that calling from the church is more effective than calling from home.

RenewalWorks status. Randy will scan the RenewalWorks survey report and send it to the Vestry. Per the review, we are a healthy congregation. Recommendations include doing instructed Eucharists, have a designated greeter as each service, and developing Lenten small groups.

Ghanaian church rental request. Betsy has tried to contact the church numerous times without success. However, they contacted Randy directly who went over Ascension's concerns with renting to them. At this point, we are awaiting a reply from the Ghanaian church to Betsy.

Fund raising – cookbook. Zadinga reported that the six-member committee will hold its first meeting on January 28 and decide how to proceed.

Fund raising – tee shirts. Berenice brought in a sample of the proposed tee shirt. Everyone was in favor of pursuing this fund raiser. She said that they could probably be sold for \$10 each. The Vestry recommended that she get them in several sizes to be displayed in the narthex, where people would be able to sign up for a shirt. Various colors were discussed, as were children's sizes. Berenice will talk with her supplier and email results.

Tri-State service contract quotation. Kathy has contacted two other companies to bid on the work for which Tri-State has already provided a bid. The Vestry had previously questioned the cost. The bids are due in next week.

Discernment for new Vestry. The vestry further examined who God might be calling as a candidate. Vestry members volunteered to contact them. Janet's term as Junior Warden will end as of the Annual Meeting. She indicated that she would be willing to continue serving, and the Vestry approved her having another term by acclamation.

NEW BUSINESS

“Adopt a Space”. Randy suggested that groups in the church be asked to adopt certain areas no one is taking care of. The Vestry like the idea, and Randy said he would draw up a “list of areas, looking for groups to adopt” for dissemination throughout the congregation.

OPEN MIC:

Berenice – kitchen cleaning. Berenice reported this has not yet been done due to several issues, but it will be done this week.

Rose – bulletin. Rose would like to see a better graphical illustration of our financial status in the weekly bulletin. She spoke with Howard about creating a one. In the meantime, she is open to suggestions for presenting the information

Office staff. Office administrator Kathy van Arnum needs knee surgery, which will mean 5-6 weeks off; various approaches to coverage were discussed.

ADJOURNMENT: At 4:43, Avin made a motion that the meeting be adjourned; John seconded the motion, and it was passed unanimously.

Respectfully submitted,

Sari Stoddard
Clerk of the Vestry

**Episcopal Church of the Ascension
Sanctuary DMV Congregation Information
Janet King, Junior Warden**

We are being invited as a congregation to join the Sanctuary Movement in our area. To do so we would need the support of our congregation. Below is a simple pledge we would be asked to support and then there is a survey to determine how involved we as a congregation wish to become.

Sanctuary DMV Congregations

We are a network of congregations in the DC/MD/VA region that are providing support and sanctuary to our neighbors, friends, and family who fear being detained and deported, or profiled because of their religion, race or political beliefs. Our faith will not allow us to permit the criminalization and scapegoating of immigrants and people of color. In the face of hate and discrimination we are committed to showing love, compassion and hospitality.

Ways to Participate

Identify your faith community as part of our network.

YES ____

NO ____

MAYBE ____

Other:-----

Organize Know Your Rights and Active Bystander trainings for congregation members and neighbors

YES-----

NO-----

MAYBE-----

Other:-----

Create a rapid response system for your congregation/neighborhood

YES-----

NO-----

MAYBE-----

Other:-----

Accompany people to their ICE check-ins and other legal hearings

YES-----

NO-----

MAYBE-----

Other:-----

Host an individual or family

YES-----

NO-----

MAYBE-----

Other:-----

Support another congregation that is hosting

YES-----

NO-----

MAYBE-----

Other:-----

With grassroots groups, meet with your city and state officials to press them to cut ties with ICE and stop aggressive policing and over-incarceration.

YES-----

NO-----

MAYBE-----

Other:-----

Comments or questions

**Episcopal Church of the Ascension
Vestry Action Report #2017-1
February 12, 2017**

SUMMARY

The Vestry sets the date for the Annual Meeting. Randy Lord-Wilkinson proposed it be held on Sunday March 5, which was approved by the entire Vestry. Upon consideration of actions that must be taken prior to the meeting, he asked that the Vestry consider changing the date to March 12, 2017 (the date had not been announced). Betsy Hasegawa made an email motion, in response to the request, to change the date. The motion was seconded by Paul Whitmore.

VOTE TALLY:

Yes	10	Not exercised	1
No	0	Randy	Yes

BACKGROUND

On Tuesday January 31, Randy wrote:

We need to schedule the Annual Meeting. The canons require us to give a month's notice. So if it gets announced this weekend, that means we will have it 12:30 on Sunday, March 5. Would someone make a motion to that effect, someone second it then everybody vote?

PS - The Vestry retreat can be as early as the following weekend. Stand by...

On Thursday, February 9, Randy wrote:

I was looking at last year's Annual Report and noticed that our parish meeting was on the 11th of March. Given that we are one candidate short and there's been no work on getting the reports in (AND it looks like the Vestry retreat will be the later date), I am thinking we need to bump the date forward one week.

VESTRY DISCUSSION AND VOTING

On Saturday, February 11, Betsy wrote:

I move that we change the agreed upon date of the annual meeting to from March 5 to March 12, 2017.

“Yes” votes were emailed by:

Rose Buck	Denise Lionetti	John Pruessner
Berenice Rodriguez	Janet King	Gary McLaughlin
Zadinga Ogada	Avin Lalmansingh	Paul Whitmore

The motion passed.

Respectfully submitted
Sari Stoddard
Clerk of the Vestry

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

OPERATIONS AND FINANCE COMMITTEE, Howard Holland, Chair
Budget Development and Implementation

With 2016 concluded, we are continuing to assess income and expenses for the year, as well as taking additional steps to finalize the budget for 2017. We are also working on the report for this year's annual parish meeting.

1. After further review by our accounting team, we made a number of adjustments to both income and expenses for 2016 following the regular January report. Total income for 2016 was \$524,165, with expenses of \$600,213. That translates to a net operating deficit of \$76,048.
2. However, in thinking about our total operating deficit, we also need to consider the \$40,000 we transferred from the Endowment as part of adopting the budget for 2016. Thus, the total operating deficit is \$116,048. That represents what we needed to use from the Endowment to meeting our operating needs for the year.
3. As we consider the budget for 2017, we will again need to decide how best to use the Endowment Fund to meet operating expenses and whether we will withdraw a portion now or at a later point to make up the difference between our expenses and income from month-to-month. An updated preliminary budget for 2017, together with 2015 and 2016 budget information, is included as a separate attachment to the Vestry packet email.¹
4. The report for this year's parish annual meeting will focus on the 2016 figures above, the use of the Endowment in 2016, and projections for income and expenses for 2017.

January Financials

Because we have not yet formally adopted a budget for 2017, we do not have the regular monthly reports used to gauge income and expenses against projections for the month and year. Once a budget has been adopted, we will finish the process of projecting the income we expect to receive each month as well, as the expenses we will incur. That will allow our accounting team to load the information into their program and generate the reports we are used to seeing.

As a result, the Executive Summary report on page 4 of the financials simply shows actual January figures. The "variance" in the adjoining column is the same as the actual income and expense figures. Again, once the budget is adopted, we will have monthly and year-to-date projections to use as the basis for making comparisons.

¹ A note regarding the Excel budget document: there are several rows in the document that are the sum of lines appearing below that row. In any instance in which there are italicized items appearing below a row, they make up the total of the non-italicized row above. For instance, the sums in row 13 are the total of what is in rows 14-18.

- Total income for January was \$43,487. Ascension received \$4,369 in plate receipts and \$29,697 in pledge income. Both are somewhat less than we might have expected given there were 5 Sundays in January. However, Miscellaneous Unrestricted Income was \$7,360, helping to bolster our income totals.
- For January, our total expenses were \$55,055. As noted in previous reports, January is one of our most expensive months, along with April, July, and October. We incur a number of regular quarterly payments in January, including ones in Salaries & Benefits and Facilities. That said, due to timing of bills, it appears that we made several regular payments in January that we will not need to pay in February. Thus, we hope that our February expenses will be proportionately lower.
- We had negative net income for January of \$11,568 based on the income and expenses figures just described. We made up the difference between our income and expenses using the Unrestricted Reserves shown on Treasurer's Report on page 2 of the financials.

Finally, the Treasurer's Report also shows that the balance in the Endowment Fund stands at \$266,580 as of January 31. In addition, with end-of-year donations, we now have \$27,801 in the new Facilities Reserve Fund. For any future capital improvement or building repair expenses, the Vestry will need to consider whether to begin using that fund or some other source to cover those costs.

PARISH LIFE COMMITTEE, Janet King, Vestry Liaison

We assembled for the first time at the Vestry meeting on January 22nd. All were interested in helping to keep the commitment to Parish Life ongoing and active. The Committee includes Anika Lalmansingh, Dorett Sutherland, Megan Didavi, Lovetta Willie, Berenice Rodriguez and Luis Pedron. We meet again on Feb 12th to start organizing for the Shrove Tuesday Pancake Dinner.

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) April 30, 2017 July 30, 2017 Oct 29, 2017
Shrove Tuesday Pancake Supper	Tuesday, February 9, 2016 Tuesday, February 28, 2017
Annual Meeting Potluck Lunch	Sunday, March 13, 2016 Sunday, March 12, 2017
Pledgers' lunch (catered)	Sunday, April 10, 2016 Sunday, TBD, 2017
Ascension Day International Potluck	Sunday, May 15, 2016 Sunday, TBD, 2017 (probably 5/28)
Parish Picnic at Bohrer Park Pavilion	Sunday, June 5 th , 2016 Sunday, June 4 th or 11 th , 2017

Special Events Usually 2-3 per year (welcomes, farewells, dedications, etc.)

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

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