

# 56<sup>th</sup> Annual Meeting

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SUNDAY JANUARY 19, 2020

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The Episcopal Church of the Ascension  
11:30 AM





**The Episcopal Church of the Ascension  
Gaithersburg, Maryland  
Agenda for the Fifty-Sixth Annual Parish Meeting  
11:30 a.m., January 19, 2020  
The Reverend Javier Garcia Priest in Charge**

- \* Opening Prayer: **Javier**
- \* Adoption of Agenda
- \* Minutes of Fifty-fifth Annual Meeting (*March 10 , 2019*)
- \* Financial Presentation
- \* Nominating Committee Report
- \* Appointment of Tellers
- \* Casting of Ballots for:  
Three (3) three year Vestry members  
One (1) two year Vestry member
- \* Open Discussion and Dialog with Rector and Wardens
- \* Outgoing Vestry members
- \* Voting results

**OATH OF OFFICE:**

“We, having been duly elected to the office Warden/Vestry Member of Ascension Parish in the city of Gaithersburg, Maryland, do declare our belief in the Christian religion, our assent to the Constitution and Canons of the General Convention of The Episcopal Church and of the Diocese of Washington and do affirm our adherence to the doctrine, discipline and worship of the said Church in the United States of America and promise to discharge faithfully the duties of a Church Warden/Vestry Member.”

- \* Blessing
- \* Next annual meeting January 17, 2021
- \* Adjournment

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## MINUTES OF THE 55th ANNUAL MEETING

MARCH 10, 2019

The Senior Warden, Betsy Hasegawa, opened the meeting at 12:20 pm with a prayer and a brief statement outlining the year's achievements, including a general statement on the positive nature of the budget and committee activity. There were no questions from the floor.

At 12:42 pm, the agenda was adopted, followed by approval of the 2018 minutes at 12:44 pm.

### Election Process:

The next item was election of Vestry members for the 2019-2022 term, using a method that had been in place for some time referred to as "discernment". The discernment method entailed the Vestry offering names of persons thought to be excellent candidates or those who had stated an interest in becoming a member. After a period of discernment Vestry members voted as a group for three of the names on the list. The top three vote getters were approached about their interest in joining the Vestry and given a period of one to two weeks to respond. The process continued in this manner until the necessary number of volunteers had been obtained. At the annual meetings, the congregation could offer names from the floor. Once done, a vote was taken. Reasons this method had come into practice included powerful feelings of rejection and hurt as a result of election outcomes, and to ensure inclusion of persons from all services with as much diversity as possible.

Questions were taken from the floor that focused on the discernment process and progressed to roles and selection of Wardens. The strongest comments included that the discernment process was undemocratic and exclusive. Several spoke in defense of the current system, focusing on the assured diversity and the negative personal outcomes mentioned above. Processes proved successful at other churches were shared. Different roles of Wardens were also shared.

A motion was made to change the election procedure with the 2020 election at 1249. The motion was seconded; a point of order was raised for discussion to be allowed before voting and when would voting happen. Priest in Charge Javier Garcia Ocampo recommended that any change in the election process become effective in 2020. He also recommended that the Vestry form a committee to evaluate election processes and recommend ways that Ascension can move ahead with a more democratic system with transparency for the all parties, and present these recommendations to the congregation.

By show of hands, a majority of those present showed in favor of changing the election process.

The candidates for the 2019 Vestry class introduced themselves. They were, Zadinga Ogada as Junior Warden; and James Black, Wadai Dennis, and Kristen Keating for three-year terms ending in 2022.

At 12:52 pm Tellers David Mitchell, Gary McLaughlin, and Phyllis Eddy were appointed.

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12:53 pm: A call for floor nominations was made; none were offered. This was followed by a motion that nominations close. This was seconded and passed with a majority. Ballots were distributed, marked and delivered to the tellers for counting.

Treasury Report: Ascension Treasurer Avin Lalmansingh introduced himself and gave a summary of the 2018 finances and how we are positioned going into 2019. He cited cost cutting in 2018 (salaries), better building use agreements with associated donations, pledges and trust monies. The Vestry must decide how we are to replenish the Endowment while growing it and when and how to use it.

Facilities: Many questions were raised about the Facilities report including, how much will it all cost and how projects are prioritized. Avin addressed the Facilities Reserve fund, reiterating that the term of collecting funds dedicated to facilities use was three years; that time was still available for donations; and direct deposit is available.

Betsy repeated that 2019 will be the first year of the past three years in which Ascension won't receive diocese's money. She thanked all for the faith in Ascension that kept our pledge and plate fairly stable.

#### General Discussion:

The Lenten Rice Bowl. An explanation of the intended use of Lenten Rice Bowl funds to serve an anti-hunger effort was requested. Zadinga described an organization called Rise Against Hunger which she had participated in. A certain amount of money is required up-front to take part; because the result of the Rice Bowl drive was unknown, a specific organization was not named the beneficiary, only the cause of eradicating hunger. Clarification was requested to know if the funds would be used to pack meals. A weekly report on how much money was contributed to the Rice Bowl was requested. A suggestion was made for shipping containers or boxes of dried food to Liberia but done more individually than the formal Rise Against Hunger. The sentiment was that an international effort be joined, as we currently support hunger in our community through Gaithersburg Help.

Call for Volunteers. Javier called for volunteers for the personnel and outreach committees in particular and all committees and other opportunities for service in general.

Community Support. A member pointed out that Methodist church members might be feeling unwelcome in their home parishes following a vote to not support same sex couples, and that Ascension should reach out in support and welcome. Another member very adamantly incited the congregation saying that we don't accept people because of something. We just accept them, period! This received a round of applause and vocal acclamations.

Election Results: At 1:21 The Tellers reported the results, the candidates and their positions as stated above were approved.

Javier invited Nan up for recognition of her work with the Pastoral Care and organizing Care Teams. He then invited the Vestry members to come forward to be thanked for their work supporting the mission of the Church.

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1:25 pm the new Vestry members were sworn in.

Nan provided a blessing

1:27 pm a motion to close was moved, seconded, and passed unanimously.

### **Priest in Charge Annual Report**

This has been the most exciting, productive, and humbling year of my young life! Very little has happened that I could have predicted, and for this, I thank God and his infinite wisdom to keep me on the right path, and you, the people of Ascension, who make the burden light, and the journey a pleasure.

I have been your priest in charge, pastor, and friend for almost two years. During that time, I have been honored to share the Gospel and the Eucharist with you. From the very first, I sensed the spirituality and deep commitment of this congregation, and I see it as a gift we share with each other in all that we do. Over the past year, we have made several important strides together. I can see the outlines of some of the challenges to come; but with the inspiration of the Holy Spirit and your help, too, I think we will meet those challenges as we did this year.

My first goal when I came to Ascension was to unify the Church. Over the past year, we have solidified the unique character of the three services, while encouraging everyone to “visit” a service they do not usually attend. The vestry has been especially willing and cooperative in helping to bring this about. I hope you have noticed a renewed spirit of willingness and ability to get things done --from clean up parties on the grounds to serving on committees and checking up on each other’s well-being. It has given me much joy to experience the energy and happiness that you radiate toward each other; but it fills me with special pride to know that you have chosen to reach out to each other in the dark hours around sickness and death. Funerals at Ascension are no longer lonely rituals attended only by stunned family members. They have become a source of consolation and hope for everyone, and another way in which we demonstrate that we are One Ascension.

Our Latino community remains strong and vibrant. Volunteers from this group are present on the vestry and on several committees. Gradually, people from all the cultural strains within Ascension have begun to mingle, work together, learn each other’s names and look forward to getting together for another 1-A celebration. The Parish Life committee has become so expert at managing these events that the whole process has become swift and sure.

One of the most important tasks I faced this year was the need to assure the financial solvency of Ascension. After careful study of the situation, I find that we have closed the year in the black, although there are questions embedded in the budget that I cannot answer. Happily, we will begin the promised audit process this month, and it will become a little easier to be as transparent as the congregation deserves. Some of the changes that the vestry and I have implemented this year include new rental policies and rates for use of the building, and tighter controls on contracts and supplies. Despite very large expenditures on roof repairs and HVAC malfunction, we did not have to seek commercial loans to get them fixed. For this, we are sincerely grateful to those of you who donate to the Facilities Reserve Fund, which provides reliable funding for both planned and unplanned repairs. Thank you again.

One of the most urgent demands of the congregation when I first began was for much more pastoral care. I understand this need and agree with you completely. As you are probably aware, the Reverend Nan Hildebrand

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and I set up a comprehensive Pastoral Care program nearly two years ago. It uses the services of both clergy and lay leadership and is available to everyone, at any time. Unfortunately, Nan has had to rent an apartment in Cleveland to help provide assistance to her family for a time. She is still interested in Ascension, has been back several times, and will come again. None of us knows today how this will resolve. I invite your prayers for her and for her family. Meanwhile, with the help of Deacon Eugene Wright, the healing prayer team, the Eucharistic visitors and myself we visit the sick (home and hospital) counsel the troubled, call in emergencies, mail cards and email for fast response.

Finally, I would like to recall to your attention our continuing concern about the average Sunday attendance at Ascension. While the precipitous decline of recent years has abated, a downward trend is always dangerous. Unlike some churches, we will not flail about, seeking anything and everything to bring additional people into the church. Novelty and forward trends are not the message we look to promote. Rather, as I have told you before, I would like Ascension and the Episcopal Church to be known in the neighborhood as a loving and constant neighbor. I would like to grow our community with the addition of young people who are seeking something more in their lives, and with families with young children who will help all of us grow. To that end, the vestry and I have met with Fr. Ken Howard to assess the spiritual and social needs of the neighborhood. We found his data driven methodology for assessing a community's spiritual needs to be interesting and open to many practical applications. If you have feared that I would ask you to take on the mantle of desert evangelist or unstoppable doorbell ringers—cast that image away! While we may not know the “one right way” to share the good news of Jesus, salvation, and the Church of the Ascension, we do already know how to be good neighbors—and are prepared to do so.

You may not have realized it but you have all been practicing to become evangelist. This annual report details the steps you have already been taking this year. Together, we will spread the Word!

Many blessings,

Javier

#### FROM THE SENIOR WARDEN

While 2018 was a time of change, 2019 was a time to get things into order and watch the budget. Our renewed committees played a valiant role. I can't list them all here, but you will find descriptions of many of these activities in this booklet. Please read and volunteer. It's such a good investment in Ascension and in yourself, as I have learned.

**Facilities**—it seems they were everywhere looking at everything in 2019! Keeping us comfortable and safe.  
**Finance**- Padre Javier saw this group as a year-round budget builder and leader of stewardship. They are doing excellent work right now, watching the pledge campaign carefully and weighing it against our priorities for 2020.

**Contracts**-This isn't actually a committee, but agreements with people who use our spaces were updated and improved by two Vestry members, which required finesse, persistence, and excellent teamwork. Thank you to Berenice Rodriguez and Zadinga Ogada for all of the above.

**Worship**-Encompassing so much that we at Ascension hold dear and make our services work, from acolytes

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to welcome teams, worship leaders, altar guild, our world-famous coffee hours, and much more.

**Personnel-** quietly finalizing work on requirements for the path from Priest in Charge to Rector of Ascension. This group also makes sure that our paid staff have agreements that are consistent with diocesan guidelines, in compliance with laws and regulations, and keep our staff engaged and interested.

**Childrens' Formation-**Our teachers are so very dedicated, offering the best Christian formation for our children and looking for ways to improve

**Parish Life-**providing lovely settings and food for fellowship—very important.

**Mission-**As always, Ascension members quietly go about providing outreach to important community groups such as Gaithersburg Help; Mobile Med; the Lord's Table; not so quietly: Rise Against Hunger! Which in about two hours packaged 10,000 meals to meet need wherever it may be.

**By-Laws-**They are and should be, a work in progress. Thank you all who worked very hard on the updates.

Why do I write about committees? It's because they represent investment in our church and ourselves; faith that we are here to stay and that we love it. Back in 2018, Bishop Mariann asked me what was going on that I wanted to report to her. The first thing that came to mind was that our committees were growing again, and being active. She covered her face with her hands and bowed down in her chair, she was so happy. To everyone that comes out at night or Sunday afternoons-and works at home (or at your workplace) Thank You. We are very lucky to have you.

Finally, as I complete my eighth and final year on the Ascension Vestry, things come to mind. What a ride; an education, a pleasure, and a privilege to have served with all of you. I believe the future of Ascension is great. When I see who is volunteering to lead us into that future, and the energy that exists to support and participate, I am certain that yes, we are great. I offer special thanksgiving for our Padre Javier, who after his own long journey has agreed to stay and take on the work God intends for us to do together. Please join me in embracing and supporting him throughout the years to come.

Betsy Hasegawa

#### FROM THE JUNIOR WARDEN

In the Episcopal Church it is a tradition for the Junior Warden to focus on property management and maintenance. Maintenance, in particular, is always a concern with a building the age of ours. Luckily, we have a wonderful church administrator and facilities committee who work tirelessly to keep our building up and running. This year, the vestry provided support for repairs to the church's plumbing system, elevators, emergency lights, HVAC system and much more.

In the spring of 2019, I worked with Berenice Rodriguez to update the facilities use agreement between Ascension and Sandy Ridge Academy, longstanding tenants who operate a preschool on the church's lower floor. The existing agreement had been in place since 2012 and no longer fully reflected the relationship between the church and Sandy Ridge. We also instituted the practice of meeting with Sandy Ridge every two or three months in order to facilitate a strong landlord-tenant relationship. Berenice has taken the lead on

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updating many of the church's other facilities use agreements.

This year, I also worked with Gordon Donnelly, Susan McLaughlin and Berenice to update the church's bylaws. Over the course of several months, we surveyed the bylaws of episcopal churches near and far and then set about updating Ascension's bylaws to best reflect current practices. We really appreciated everyone's interest in the bylaws and all of the feedback we received. The bylaws should be a living document, so we will continue to update them as Ascension changes.

One of my best memories of 2019 at Ascension was our Rise Against Hunger meal-packing event in June. I was lucky to attend a similar event at another church and immediately thought it would be an amazing experience to have at Ascension. Made possible by so many generous donations of money and time, over 80 volunteers packed more than 10,000 meals in well under two hours. It was so special and just reinforces what a wonderful place Ascension is.

It has been such a pleasure to serve as Ascension's Junior Warden, and I look forward to new challenges in the year to come. We have an amazing parish, and we should be very proud.

Zadinga Ogada

### **MINISTER OF MUSIC**

Since September 2018, I have had the privilege of serving Church of the Ascension as its Minister of Music. The concepts of ensemble and teamwork are at the forefront of my musical ideology and leadership practice. Over the past year, members of the choir, instrumental ensemble, office staff, and I have worked diligently to provide the congregation with meaningful and diverse music that connects to our prayers, scriptures, and spoken words each Sunday morning. Every passing worship service gives us the opportunity to learn more about the needs of this congregation and what we can do to help grow and serve this community through music.

The choir and instrumental ensemble have continued to grow in membership since our last annual meeting. During the spring and summer months, the ensemble gained a new saxophone player and the choir gained three altos. We also opened up opportunities for visitors to sing in worship through summer pick-up choir in which all are welcome to arrive on Sunday morning and rehearse two pieces to perform in the service that day. The choir and instrumental ensemble have been very supportive of me and they are dedicated to the process of learning, rehearsing, and performing music for the worship services. They are also very willing to make changes to their schedules and attend additional rehearsals in order to present the best music possible.

On January 19, the choir will be presenting its first evensong in several years. While it follows the traditional liturgy of an evening prayer service, the emphasis will be the life, work, and legacy of Dr. Martin Luther King, Jr. It will also feature a guest speaker who worked for Dr. King and transcribed one of his most famous writings. Our hope is that this service will be meaningful to all who attend and that it will encourage new people to get involved in our worship services.

Moving forward, I hope to continue growing the church's music ministry through increased participation in its ensembles. The choir will continue to be a welcoming group to people of all ages and backgrounds in which

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community and musical excellence are our priorities. Service music, hymns, and anthems will continue to be as diverse as the people who sing them. Guest musicians will continue to have recitals and performances at our church so that we can reach out into our community and share music with them. My hope is that new people will enjoy what music they hear and want to share in the joy that we all feel in making music together as one church family.

Andrew Kullberg

## CHILDREN'S FORMATION

**10:00**

### **Infant/Toddler class**

This class began in Summer 2018, as a way to serve families who attended the 10:15 "Families with Young Children" service which was discontinued that spring. The class also welcomes all ages on days when there is no regular Sunday school, like holidays and One Ascension Sundays.

Parents bring children to the "Place of Peace" (room 3) at the beginning of the service. After some playtime, we sing "This is the Day that the Lord has Made". Next, we read a bible story, often using toys to illustrate it with the intention that the children may later try to retell stories with the toys. We follow that by singing the creed and some other songs like "Marching (Jumping, Dancing, Singing) in the Light of God". We talk about what we are thankful for and what we would like to pray for. Lastly, we play with toys, modeling positive social relations, until it is time for the children to rejoin their families for Communion.

Unfortunately, this fall, we have only occasionally had one or two children attending. We would like to use some of the funds allotted to Children's formation to replace the unattractive play kitchen set and the grey metal shelving to make the class more inviting. We also need to invest time to arrange the toys in a more attractive manner.

### **Godly Play (Preschool-5th grade)**

The children and teachers start off in the service with their families. After the processional hymn and the Collect for Purity, we are called up to the front of the church for a prayer before going downstairs to Room 6 for Sunday School. Godly Play is a Montessori-based curriculum which presents the stories of the Bible using figures and objects within a sacred space. Children experience these stories, wonder about them with the story teller and explore the stories using the story objects or art materials. After the lesson and exploration, they rejoin their families for Communion.

About 3 children typically attend on any given day which has worked out well. There are a total of about 10 children who come on different days. The 10:00 Sunday School classes are taught and assisted by teachers, rotating from a strong team consisting of Georgette Dennis, Kristin Fitzpatrick, Denise Lionetti, Lovetta Willie, Michelle Wood and Kay Kolle. Megan Didavi also teaches and coordinates the Children's formation program.

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**12:00**

### **A Joyful Path**

Beginning in September 2018 Gordon Donnelly began offering the curriculum called “A Joyful Path” during the 12 noon Latino Service in Rm 2. They use the Year One curriculum of Joyful Path which explores being a Christian in our modern world. The age range is from 3-16 and attendance varies from 2 to 12 children. Gordon adapts the curriculum to the ages present each Sunday with stories, arts and crafts. An adult assistant(s) is needed to assist with this class.

Mega Didavi

## **CHRISTIAN FORMATION FOR YOUTH**

For grades 6th and up (including local college students), we gather for Youth Group on the second and fourth Sundays of each month from 6:00 - 8:00 p.m. in the "Undercroft Commons," of the main church. We have nearly 20 active students, one of the largest in Montgomery County. Our leadership team is composed of three lay leaders. As we no longer have a Sunday morning educational component for Youth in this age group, we added formation to the evening program-when most of our students are more awake and engaged. Each Youth Group meeting consists of the three “Fs”, Food, Formation and Fun!

At the annual Mission Fair in September, we begin recruiting new students. Then our first meeting is a cookout where we brainstorm themes for year ahead. We selected “52 Great Bible Studies” as our curriculum because the material is simple to use, complete, and biblically based. Most importantly it treats students as responsible young individuals who want to learn more about the Bible and its meaning for their lives. The focus this year was on forgiveness. During Lent in 2019 we also used Bishop Michael Curry’s Pledge to Care for Creation. A presentation to the Vestry to also an early event in our year.

Service is a key component of the Ascension Youth program. Through a week-long summer work camp experience in intercity Philadelphia and activities throughout the year, our Youth learn and demonstrate empathy and Christs’ love. This year we served at Comfort Cases, gathering items and packing the important backpacks for children taken into Foster Care, and with Rise Against Hunger. The Rise Against Hunger service project involved the entire church! We packaged 10,000 meals and everyone had a great time doing so! We hope to make this service project and annual activity.

Ascension Youth have long had a close and supportive relationship with the unserved community at St. James school in Philadelphia. Our Summer 2019 work camp was again a wonderful success! The Youth and Ascension specifically raised funds to construct and fill a Science Lab. The impact of seeing the complete room as amazing! Finally, the Youth organized an activity day for local children, mapping out games, designing rules and signage and shepherding the kids through stations. In recent years our trips have included Youth from a couple churches in Virginia, which expands our close community. The Summer 2020 trip is scheduled from July 12-17.

Ascension Youth provide the congregation with a summary or report out from their trip in late September which is always well attended. Also, this year the head of St. James School, David Kasievich, attended

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Ascension and gave the story to the whole church of the important work underway at St. James and the positive impact Ascension has had over our nearly decade of service.

Another major activity of the Ascension Youth Group is to put together the annual Youth Sunday. They plan all aspects of the service with the Seniors providing the homilies. In 2017 we started the “One Ascension” for Youth Sunday and so the Youth include Spanish readings. Last year in 2019 we had two seniors- active and long time members-provide touching remarks. March 29th, 2020 will be Youth Sunday this year and it will be followed by a luncheon which makes the event even more special.

Ascensions Youth Group is focused on forming lasting relationships through shared meals, fellowship, service and fun. The strength of these relationships is born out in the closeness of the community. Fun outings include trampoline parties and laser tag as annual events.

Angela and Trevor Hight Walker  
Steve Heinig

### **REPORT OF THE WORSHIP COMMITTEE**

The committee undertook several efforts during 2019 to support Ascension's worship services, including matters some of the members perceived as being related to worship. Major accomplishments this year were:

\* Conduct of a worship styles survey. Parishioners were offered the options of expressing their opinions of our service styles both online and in paper form. There were multiple-choice items as well as open-ended ones where opinions could be expressed in free form.

\* Organization and presentation of Ascension Expo 2019, formerly known as the Ministries Fair. Committee members supported the development of the displays, and in several cases created the displays. They also set up tables in the undercroft and positioned the displays. At a committee meeting after the presentation, it was noted that only a few of the displays relate directly to worship, and so the Worship Committee should not be tasked with this effort in future years. Instead, a committee specifically dedicated to the Expo should be formed each year, preferably early in the year.

\* Support for the diocese's North Montgomery Regional Discovery Session. Ascension hosted this event, and Worship Committee members were on hand to guide attendees to the meeting room and assist them with whatever needs they might have had.

\* Support for the visit by the Rt. Rev. Chilton Knudsen, assisting bishop in the Diocese of Washington. Various extraordinary needs were identified, such as provisions for extra parking and positioning displays showing our activities in the undercroft for viewing during the luncheon after the service. It turned out that space limitations prevented putting up the Ascension Expo displays as originally planned.

\* A presentation by a Gaithersburg Police Department officer on handling active shooter events. These seem to be occurring with increasing frequency around the country, and it was considered important to be prepared

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for such events in order to ensure the safety of worshippers.

\* A survey of the building and grounds with a Gaithersburg police officer. Several hours were spent one evening walking around the building and identifying potential improvements that could be made to enhance general safety as well as assist first responders in locating the site requiring their assistance. The latter is being addressed by posting signs around the hallways indicating the directions to the various rooms in the building.

\* Inventorying safety equipment and enhancing awareness of their locations. A check was made to ensure that first-aid kits were located in convenient places. Several of those which had been procured were found to be missing. One was placed in the cabinet at the back of the nave. A suggestion was made that a single large first-aid kit be procured and affixed to a wall, perhaps in the parish office, to address the problem of disappearance of the small kits. A poster has been made and is on display in the narthex showing the locations of the fire extinguishers.

\* Training of worship support team members. This includes the Altar Guild, acolytes, lay readers, and Welcome Team members. Training sessions were held during the fall. Levels of attendance were varied, and in some cases quite poor. Written instructions and suggestions were provided for at least some of the teams and distributed to their members.

\* Creation of a Worship Support Teams handbook. This consists of a loose-leaf notebook with dividers for each of the teams. The goal is to have each team's written instruction sheet in its section, together with a few sheets of blank notebook paper for entering lessons learned, pass-down items, and amendments to the instructions. Most of the teams have contributed their instruction sheets. The current plan is to place the notebook in the cabinet at the back of the nave.

Co-chair Gary McLaughlin has accepted the position of parish treasurer beginning in 2020. He bade the committee farewell at its final meeting of 2019. Curt Lindsay is now the chair; he hopes to identify a co-chair in the near future.

Curt Lindsay

## FACILITIES COMMITTEE

Given the age of our facility and the on-going needs for TLC, it is clear that we need to find more people to serve on this committee. Despite their small numbers the committee has completed the following tasks over the past year.

Replaced HVAC units for the Chapel

Repaired the HVAC unit that serves the downstairs in Ascension House

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Replaced seven “Exit” lights throughout the church

Had the kitchen cleaned

Replaced the refrigerator

Fixed elevator and fire alarm in elevator

The following issues will need to be addressed in the very near future.

The fire alarm panel will need to be replaced.

Two flat sections of the roof still need to be replaced along with all of the shingled sections.

The HVAC unit that serves the upstairs in Ascension House will need to be replaced.

The cost of these facilities needs is substantial. We do not have sufficient funds in the Facilities Reserve Fund to cover these costs.

Respectfully submitted,

The Facilities Committee

#### **PERSONNEL COMMITTEE**

The Personnel Committee consists of James Black, Betsy Hasegawa and Kristen Keating. The purpose of this committee is to ensure that the contracts of the existing church staff, excluding clergy, are current; to draft contracts for any new staff; and assist the rector with annual staff evaluations. In the last year, we have reviewed all current contracts and updated them as needed. All contracts are written in accordance with the personnel rules and guidelines provided by the Episcopal Diocese of Washington (EDOW) and reviewed by a member of the diocesan staff. The committee has also begun discussing the evaluation process which will be developed and implemented in the coming year.

Kristen Keating

#### **EMERGENCY PREPAREDNESS COMMITTEE**

The Emergency Preparedness Committee consists of Kristen Keating, Sue Snay and Robert Waters. The purpose of this committee was to evaluate the church and chapel for issues related to public safety. The committee did a walk-through of the church with Officer Dan Lane, a community resource officer with the Gaithersburg Police Department in July. Officer Lane suggested ways to make the church safer and friendlier for the congregation and visitors including the signage that has recently been installed. We have also published a document showing the location of all of the first aid kits in the church. The committee will continue to work to make Ascension a friendly and safe place.

Kristen Keating

OPERATIONS AND FINANCE COMMITTEE

**Church of the Ascension**

**Treasurer's Report  
Cash and Reserve Funds  
December 2019  
(unaudited)**

<b>Cash Account Balance Per Balance Sheet</b>	
BOA Checking	\$164,786
BOA Savings	\$52,524
BOA Columbarium Account	\$21,808
M&T Endowment Account	\$355,179
<b>Total Cash</b>	<b>\$594,297</b>
<b>Cash Totals by Cash Classification</b>	
Unrestricted Reserves	\$156,685
Restricted Reserves	\$437,612
<b>Total Cash</b>	<b>\$594,297</b>
<b>Cash Balance by Fund Category</b>	
<b>1) Unrestricted Reserves</b>	<b>\$156,685</b>
<b>2) Endowment Fund</b>	<b>\$355,179</b>
<i>Held in an account with M&amp;T Bank,         managed through the Diocese of Washington</i>	
<b>3) Facilities Reserve Fund</b>	<b>\$17,267</b>
<b>4) Memorial/Worship Fund</b>	<b>\$9,500</b>
<b>5) Columbarium Fund</b>	<b>\$21,808</b>
<b>6) Other Restricted Funds (Special Offerings)</b>	<b>\$33,858</b>
<b>Reconcile Change in Cash to Total Income</b>	
<b>Total Net Income (Accrual Basis)</b>	<b>\$0</b>
<b>Change in Cash</b>	<b>\$0</b>

	2016	2017	2018	2019	BUDGET 2020
<b>INCOME</b>					
Plate and Pledge	411,006	413,353	452,348	397,750	405,000
Rental Income	27,902	34,448	48,965	56,444	55,000
All Other Income	72,044	49,790	23,032	11,054	20,000
Trust/Endowments/Gifts	14,784	57,782	86,644	13,191	20,000
<b>TOTAL REVENUE</b>	<b>525,736</b>	<b>555,373</b>	<b>610,989</b>	<b>478,439</b>	<b>500,000</b>
<b>EXPENDITURES</b>					
Salaries and Benefits	346,759	342,446	206,120	211,812	240,000
Mortgage Interest	21,558	18,993	16,449	13,738	15,000
Diocesan Pledge	21,473	26,572	26,572	29,366	30,000
Utilities	39,316	32,652	37,861	33,903	31,000
Accounting	29,748	24,861	10,485	2,658	17,000
Ministry, Outreach, Education	15,503	12,533	11,301	14,414	19,500
Office Expenses	23,276	19,509	19,148	21,483	28,000
Facilities	66,453	59,264	65,376	92,192	100,000
<b>TOTAL EXPENDITURES</b>	<b>564,086</b>	<b>536,830</b>	<b>393,312</b>	<b>419,566</b>	<b>480,500</b>
<b>NET</b>	<b>-38,350</b>	<b>18,543</b>	<b>217,677</b>	<b>58,873</b>	<b>19,500</b>

Appendix B: From the Parish Office  
Membership

2015	2016	2017	2018	2019
1,056	1,017	863	895	897

Average Sunday Attendance

2015	2016	2017	2018	2019
245	254	231	206	184

Dollars Pledged per Pledging Unit

2015	2016	2017	2018	2019
\$1,981	\$1,997	\$2,210	\$2,312	\$2,478

Number of Pledging Units

2015	2016	2017	2018	2019
179	169	171	149	140

Number of Baptisms

2015	2016	2017	2018	2019
5	7	6	7	4

Number of Weddings

2015	2016	2017	2018	2019
0	1	1	0	1

Number of Funerals/Deaths

2015	2016	2017	2018	2019
8	3	2	1	3

Baptisms:     Mika Ella Justiniano  
                   Alex Isaac Diaz Guzman  
                   Lucas Thomas Dunn  
                   Henry David Musikar

Weddings:     Sarah Louise Dufour  
                   John Buxton

Baptized

Funerals/Deaths:     Thomas Hall

Members:     Kathrine Victoria Cooper  
                   Henry Allen Crouch

Laura Ann Whirley  
                   Marcia Sutherland