Christ Church Vestry Meeting  
November 30, 2021 – via Zoom

**Evening Prayer** at 6:40 p.m. was led by the Rev. Noelle York-Simmons

**Attending**
Clergy: Noelle York-Simmons, Lauren Banks Killelea  
2022: Marilyn Bromley, Bob Cady, Carol Donlan (Sr Warden), Mary Dixon Hutcheson  
2023: Betsy Hahn, Brett Levanto (Jr Warden), Liz Nelson, Anne Ramsey  
2024: Sean Dalton, John Grey, Elizabeth Trigg, Libby Witt  
Others: Jilinda Crowley, Ed Mills, Anne Richardson

**Call to Order and Opening Prayer**
The Rev. Noelle York-Simmons called the meeting to order at 7:00 p.m.  
Mary Dixon Hutcheson offered the Opening Prayer.

**Stewardship Report – Anne Richardson**
We have received 265 pledges totaling $1,000,000. Anne Richardson’s best-case estimate of the final total of pledges is $1,500,000. There were fewer new pledgers this year, but more new members may still pledge, and many people pledge in December and January. Stewardship calls are planned before Lent.

**Preliminary Budget Update – Ed Mills**
Chairman of the Finance Committee, Ed Mills, presented the draft budget. The Finance Committee has been working closely with Controller, Stephanie Woodland Kelly. Total revenues are budgeted to be $2,100,000. Pledges are assumed to be $1,500,000 – in line with Anne’s goals. Based on the past few months, a rebound in cash and coin giving during services and from tourists is assumed. There will be a full year of Ross rent. We hope to increase income from weddings, meetings, and other events.

Ministries expenses are consistent with last year. The Diocesan pledge is based on its new formula. Outreach/Missions remain the same. The COLA (cost of living adjustment) rate is still being determined. Health care insurance costs are up. Salary and benefits assume the addition of a third clergyperson. The phone bill is a little higher; utilities remain the same. The new communications website design budget is reduced. Funds for an annual audit are allotted. The draft budget projects a deficit of $90,000.

The vestry will review the budget – including additional changes made in the draft budget – in December and will vote to approve the budget at the December or January vestry meeting.

**Worship Report/Covid – Noelle York-Simmons**
Noelle continues to review the Covid statistics. Our Covid policies will not change before mid-January. We are operating with care but understand we want to have fellowship together. Sunday School will move inside on December 5th.
During Advent, each 5:00 p.m. service will have a special focus. Christmas services this year will be at 2:00 p.m., 4:00 p.m., 6:00 p.m. and 9:00 p.m. Capped at 200 worshippers, the service at 2:00 p.m. is designed for those who are more Covid-cautious and prefer not to be out at night. The service at 4:00 p.m. is designed for children and families with a homily by Ariel Rudy, Director of Children’s Ministries. The choir will sing at 6:00 p.m. and 9:00 p.m.

Organ Updates – Noelle York-Simmons
The organ has arrived and is being assembled – ahead of schedule. We are not counting on it being available for Christmas. All outside vendors have been paid. Because a large organ pledge has not yet been received, expenses were paid using $300,000 from the Reserve Fund, a $50,000 gift from a parishioner and a $25,000 loan from a parishioner, which will come due in three years. We are working to build up the Reserve Fund, which now is about $150,000.

Treasurer’s Report – Jilinda Crowley
Conservative estimates indicate that pledges will be in line with our budget. October revenue was $44,000 better than budgeted. Year-to-date revenue was $18,000 better than budgeted. The unusually high large utility bill last month (presumed to be a billing error) showed as a credit this month. Ross will pay much of the tax bill next month. October expenses were $27,000 higher than budgeted. Our expenses were $5,000 higher than revenue this past month. Year-to-date expenses have exceeded revenue by nearly $48,000.

Vote on the Fowler House – Noelle York-Simmons
The vestry discussed three possible options for the future of Fowler House: keep the property for ministerial use; sell the property; contract a 99-year ground lease for the property. [Following the October meeting, the vestry held a working session to continue discussion of the church’s vision, mission, ministry, and finances regarding the future of Fowler House.]

After additional discussion during this meeting, John Grey moved for the vote. Sean Dalton seconded. The selection of the ground lease option was unanimous.

Noelle will send a letter to the parish announcing the vestry decision. Noelle expressed her thanks to all those who have been working on this project over many years.

The process will be handed back to Chris McMurray, Jim Coakley, John Weaver. They will not make any major decisions without talking to the vestry.

Rector’s Report – Noelle York-Simmons
Advent has begun. The parish is in good shape. The church is filled with happy, new faces.

We continue to wait for Robbie Laughton’s paperwork from the State Department. It appears to be moving along.

Turnover of FAs (Facility Assistants) continues; the lack of available supervision and training has been a challenge. Pouyan Meghdadian will return from paternity leave on December 11. An 86” Smart TV has been installed in the Meade Room. The sound quality is excellent. We received the Owl (a speaker with a automatic speaker-focusing camera) yesterday; it will be used in the Meade...
Room with the TV. The Owl, sponsored by DOK (Daughters of the King) member Susan Bowman, will facilitate meetings with both in-person and Zoom attendees.

We are still having problems with the livestream of Sunday services. Slye, the company that installed the system, does not seem to be able to get it operating successfully. To try to make the system functional, we will consult with an AV (audio-visual) company used by the company that manages Christ Church’s computers and internet. After the first of the year, cameras that face the choir and microphones over the choir will be installed.

Warden’s Report – Carol Donlan and Brett Levanto
Carol Donlan praised the vestry for their conduct during the discernment process and decision about the Fowler House.

Consent Agenda
Noelle moved that the October vestry meeting minutes be approved as corrected; Mary Dixon Hutcheson seconded. The motion passed and the minutes are accepted.

Marilyn Bromley moved that the Lessons & Carols loose plate offering be allocated to the Kids of Note ministry (of the choir). Bob Cady seconded. The motion passed.

Announcements & Upcoming Events
- December 5, 5:00 pm – Advent II, Festival of Nine Lessons & Carols
- December 4 – Walk the Labyrinth
- December 11, 1:00 pm – Advent Quiet Time
- December 12, 5:00 pm – Advent III, Comfort Ye: An Advent Service for a Difficult Time
- December 18, 10:30 am – Lauren Banks’ ordination to the priesthood, Richmond
- December 21 – Vestry Meeting
- December 24 – Services at 2:00 p.m., 4:00 p.m., 6:00 p.m. and 9:00 p.m.
- December 25 – 10:00 a.m.
- December 26 – 10:00 a.m.
- December 24 – December 31 – Christ Church offices will be closed

Closing Prayer
Betsy Hahn offered the closing prayer.
The meeting adjourned at 8:35 p.m.