



St. David's Episcopal Church & School

February 25, 2026

Vestry Meeting Minutes - APPROVED

Meeting Time & Location

February 25, 2026, 6:30 - 9:00 p.m. EST

Adult Education room and Via Zoom

Attending

Vestry Members

Present: The Rev. Stephen Hagerty (Rector), Bob Chirles (Sr. Warden), Margot Culhane (Jr. Warden), Katherine Beckett-Goodwin (Co-Treasurer), Betty Brown, Luke Donohue, Sharon Easley (Register), Bobbie Johnson, H.L. Norwich, Bill O'Donnell.

Additional Officers

Carol Bonifant (Chaplain), Greg Cross (Co-Treasurer)

Also Attending

Meg Antwi, Deacon Maureen Carey, Joel Sucherman, John Pomeroy, Chris Smith

Call to Order

The Rev. Stephen Hagerty, Rector, called the St. David's Episcopal Church and School Vestry Meeting to order at 6:32 p.m.

Attendees said the Lord's Prayer together.

Carol Bonifant offered an opening prayer:

Heavenly Father, it has been a full month with many leadership challenges. Your faithful presence has granted us the ability to lead, minister, and grow in our trust for the way You accomplish Your purposes. Show us how to make decisions that will prosper St David's. Your ways are not our ways, yet we need the ability to trust You when our ways get in the way. Grant us the wisdom of Soloman so we can see decision factors from Your perspective not just our own. Jesus, teach us to trust in You with all our heart and lean not on our own understanding but to submit to You and You will make our paths straight. When we do this, our faith grows; our leadership skills are magnified, and we find great joy in our service to You. Thank You for granting Your favor on us, in Your Name we pray, Amen

Scripture/Formation Study

The group read three translations of Philippians 4:4 and shared their thoughts on which one resonated most. Discussion also included theological aspects of celebration. Rev. Stephen shared his thoughts on a possible future exercise, "60-Second Celebration Round," where Vestry members will be invited to name: one moment of grace, one ministry fruit, or one person to thank.

Approval of Vestry Meeting Agenda

Rev. Stephen presented the previously distributed February 25, 2026 Vestry Meeting Agenda (parts a and b) for final review, several amendments were submitted:

- Item #9 add "Security Committee Report"



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- Item #10 delete Treasurer's Report
- Item #10 add discussion and vote on Vestry Election and amended Election Materials

Motion: Approve the February 25, 2026 Vestry Meeting Agenda as amended

Upon motion duly made and seconded, the Vestry unanimously approved the February 25, 2026 Vestry Meeting Agenda as amended.

Group Norms

H.L. Norwich read the Group Norms for the group.

Start and stop on time, and vote to extend meeting time | Use "I" statements to show respect for one another | Revisit open issues & discern when to table an issue for another time | Commit to speak up and contribute at each meeting | Come prepared for the meeting by having read the material beforehand | Be present and focus on active listening. | NEW: Raise your hand to speak. Wait for recognition by Presider. | NEW: Presider and/or Wardens may poll those who have not spoken for comment.

Parishioner Comment Period

Joel Sucherman shared his thoughts on Ginny Maddock, St. David's Music Director and all of the great things she is doing for St. David's, including practice and preparing for Sunday services and working with the choir. He feels she is the glue that holds the program together.

John Pomeroy shared his thoughts on interpersonal communications and the importance on choosing the best method (email, phone call, etc.), depending on the message. John also noted the importance of marketing St. David's to the new community that has sprung up around the church. Possibly events on campus so people know we are here.

Motion: Move to enter Executive Session

Upon motion duly made and seconded, the Vestry unanimously approved moving to executive session.

All non-vestry attendees (in person and online) left the meeting and Vestry members and officers entered executive session at 7:10 pm.

Motion: Move to end Executive Session

Upon motion duly made and seconded, the Vestry unanimously approved ending the executive session.

The executive session ended at 8:29 pm.

Motion: Approve all compensation changes as discussed in Executive Session, effective April 1, 2026, contingent upon staff signing new Letters of Agreement (LOAs) and also reviewing and signing the HR Manual.

Upon motion duly made and seconded, the Vestry unanimously approved all compensation changes as discussed in Executive Session, effective April 1, 2026, contingent upon staff signing new LOAs and reviewing and signing the HR Manual.



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Committee Reports

The Vestry received and reviewed January Committee Reports prior to the meeting. Any questions on the reports are to be sent directly to the report owner. (This is a new process to free up time during Vestry meetings for discussion.)

- [Property Report](#)
- [Ministry/Worship Report](#) | Rev. Maureen Carey, Pastoral Assistant
- [Preschool Report](#) | Meg Antwi, Preschool Director
- [Outreach Committee Report](#) | M. Culhane & M. Gibson, Co-Chairs
- [Rector's Report](#) | Rev. Stephen Hagerty, Rector

St. David's Treasurer

John McElderry joined the meeting and was introduced by Bob Chirles (Senior Warden) who has known John for several years and has worked with him in the past.

Candidate for St. David's Episcopal Church and School Treasurer: John McElderry

Professional Experience

- 2017 - 2025 Treasurer
Potomac Green Condominium Association.
- 2012 - 2015 Chief Operating Officer
American Community Management HOA Community Management company.
- 1998 to 2008 Vice President Operations
Pro Build Holdings - (Previously The Strober Organization) Acquisition Due Diligence and Integration

Education

- La Salle University in Philadelphia BS Marketing 1981
- La Salle University in Philadelphia MBA Finance 1985

Background:

Katherine Beckett-Goodwin and Gregory Cross have served as St. David's Episcopal Church and School Co-Treasurers and Finance Committee Co-Chairs since 5/15/2024. Katherine also served as Treasurer 5/7/2023 to 5/14/2024, and Finance Committee Chair from 2/21 to 5/14/2024. Both Katherine and Greg are transitioning out of the Co-Treasurer and Finance Committee Co-Chair roles as of 2/28/2026. Both are available to support the transition of the St. David's Treasurer duties. We thank both for their service in these roles.

John McElderry has volunteered for the St. David's Treasurer (officer) position. John's experience is outlined above. We thank John for generously volunteering his time.

Current signatories for the financial accounts are the Co-Treasurers and Register (three people). For the



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St. David's contract process for engagement of services (expenses, review of budget and terms) and for the rental of St. David's space (income), the signatories are Co-Treasurers and Sr. and Jr. Wardens. The Diocese Treasurer recommends two financial signatories for contracts, the Treasurer and perhaps someone from the Finance Committee.

Recommendations:

- John McElderry be nominated and elected as St. David's Treasurer effective 3/1/2026.
- John to be appointed to the St. David's Finance Committee and appointed as the Finance Committee Chair.
- Upon John's successful background check, he will be added to St. David's banking accounts in line with St. David's policies and practices for the Treasurer.
- Katherine Beckett-Goodwin and Greg Cross will remain signatories for the financial accounts and contracts during the transition of duties.
- Katherine Beckett-Goodwin and Greg Cross will continue to serve as members of the Finance Committee.
- John, Katherine and Greg will work together to plan and execute the transition of Treasurer responsibilities. This includes determining a second finance signatory for bank accounts and the contracts process in addition to the Treasurer.

Nomination and Election of St. David's Episcopal Church & School Treasurer

The Episcopal Diocese of Virginia Constitution & Canons, Canon 11, Section 9: "The Vestry shall elect ... a Treasurer, who shall continue in office until their successors are elected and qualified."

Motions:

Motion #1: Move John McElderry be appointed to the Finance Committee as of 2/25/2026.

Motion #2: Move John McElderry be appointed as the Finance Committee Chair as of 3/1/2026.

Motion #3: Move John McElderry become a financial signatory for St. David's upon return of his successful background check in line with the Treasurer duties.

Motion #4: Move Katherine Beckett-Goodwin and Gregory Cross remain as financial contract signatories during the transition of duties.

Upon all four (4) motions above duly made and seconded, the Vestry unanimously approved the four (4) motions regarding appointment of the St. David's Treasurer.



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Halstead & Halstead Contract

The contract for bookkeeping and accounting services is up for renewal. The contract scope is the same and there has been a 5% increase in cost for their services.

Motion: Approve a \$2,100 annual increase in cost for the 2026 contract for Halstead & Halstead accounting services expense to \$44,100 for budget year 2026

Upon motion duly made and seconded, the Vestry unanimously approved a \$2,100 annual increase in cost for the 2026 contract for Halstead & Halstead accounting services expense to \$44,100 for budget year 2026.

Approval of Vestry Meeting Minutes

Sharon Easley presented the previously distributed January 28, 2026 Vestry Meeting Minutes for approval.

Motion: Approve the January 28, 2026 Vestry Meeting Minutes as presented.

Upon motion duly made and seconded, the Vestry unanimously approved the January 28, 2026 Vestry Meeting Minutes as presented.

Email Vote Ratification of approving funds for Ark HVAC Expense

Motion: Approve up to \$11,000 to replace the VVT#3 HVAC unit serving the Ark/Garden classroom in the Church building. The funds will be allocated from the Repair Reserve Fund once the cost is finalized.

Motion above previously submitted by Margot Culhane on February 13, 2026 to Vestry members (via email). Motion was seconded and unanimously approved via an email vote. The motion was presented at the February 25, 2026 Vestry meeting for ratification.

Motion: Approve up to \$11,000 to replace the VVT#3 HVAC unit serving the Ark/Garden classroom in the Church building. The funds will be allocated from the Repair Reserve Fund once the cost is finalized.

Upon motion duly made and seconded, the Vestry unanimously approved up to \$11,000 to replace the VVT#3 HVAC unit serving the Ark/Garden classroom in the Church building. The funds will be allocated from the Repair Reserve Fund once the cost is finalized.

Email Vote Ratification of Clergy (Deacon) Housing Allowance Resolution for 2026

The previously approved Deacon's housing allowance (12/17/2025 Vestry Meeting) was revised and submitted via email to Vestry members by the Rev. Stephen Hagerty on February 5, 2026.

2026 Deacon Housing Resolution (Revised)

Whereas the **Rev. Maureen Carey** is employed as a minister of the Gospel by St. David's Episcopal Church & School in Ashburn, Virginia, which does not provide a residence for them, the vestry resolves that of the total annualized compensation to be paid to the **Rev. Carey** during 2026, that **\$38,664** (housing



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amount) be designated a parsonage allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code.

This stated parsonage allowance will remain in effect unless modified and approved by the St. David's Vestry.

Motion above previously submitted by Rev. Stephen Hagerty on February 5, 2026 to Vestry members (via email). Motion was seconded and unanimously approved via an email vote. The motion was presented at the February 25, 2026 Vestry meeting for ratification.

Motion: Accept the 2026 Deacon Housing Resolution as revised February 5, 2026

Upon motion duly made and seconded, the Vestry unanimously approved the 2026 Deacon Housing Resolution as revised February 5, 2026.

Change of Trustees and Property Stewards

Background: Property responsibilities at St. David's Episcopal Church and School (SDECS) have been attended to by volunteer Trustees and Property Stewards since the retirement of the Property Administrator in February 2025. In addition, the School engages a maintenance person at its expense for smaller, less complex repairs.

(From 4/19/2023 approved Vestry motions and discussion) In summary Trustees are charged with being the legal holders of title to all property of SDECS on behalf of the Diocese in accordance with Canon 15. In addition, at SDECS, Trustees are charged with the operation and use of the graveyard and columbaria. They have no responsibility for maintenance and repair of the rest of the property.

Property Stewards, on the other hand, oversee the maintenance, management and repairs of all buildings and other property belonging to St. David's Episcopal Church and School. They have worked in coordination with the Church Staff, Preschool Staff, the Rector, the Wardens, the Co-Treasurers, and the Vestry.

Members of the Parish may serve simultaneously as Trustees and Property Stewards. One Property Steward is appointed by the Vestry as the Sr. Property Steward. All Trustees are equal members and must act in consensus.

Current Property Stewards: Allan Steed, Sr. Property Steward, Bruce MacMonigle, John Pomeroy, Christopher Smith, and Betty Brown.

Current Trustees: Allan Steed, Marilyn Tracy, Christopher Smith, Bruce MacMonigle.

Discussion: Allan Steed is retiring from Trustee, Sr. Property Steward and Property Steward roles. After his resignation the Sr. Property Steward position will be unfilled.



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Conclusion: The Vestry will vote to confirm removal of Allan Steed as Trustee, Sr. Property Steward, and Property Steward, with thanks for his past years of faithful service in these roles. This will bring the number of Trustees to three (3) and Property Stewards to four (4).

MOTIONS:

Motion #1 – Move the Vestry confirm removal of Allan Steed as legal Trustee of St. David's Episcopal Church.

Motion #2 – Move the Vestry approve reduction of the number of Trustees from four (4) to three (3).

Motion #3 – Once ratified by the Loudoun Circuit Court, the St. David's Trustees are Bruce MacMonigle, Christopher Smith and Marilyn Tracy. The Register will prepare and submit the Application of Appointment of Church Trustees to the Circuit Court of Loudoun County in the Commonwealth of Virginia with the filing fee of \$31. The recording fee of \$26 will also be payable after the order is entered. Upon the Approval of the Application for Appointment of Church Trustees by the Circuit Court of Loudoun County in the Commonwealth of Virginia, the appointed Trustees shall hold title to the real estate of the Church and shall deal with the same according to law.

Motion #4 – Move the Vestry confirm removal of Allan Steed as Sr. Property Steward and Property Steward.

Upon all four (4) motions above duly made and seconded, the Vestry unanimously approved the four (4) motions as presented.

Calendar items:

April Vestry meeting will be the third week instead of the fourth. April 15, 2026, at 7:00 p.m. in the Adult Christian Ed. Room and via Zoom.

Vestry Workshop, Saturday, March 21, 2026, from 10 a.m. to 2 p.m. (lunch provided) – changed from March 7th.

Closing Prayer

Carol Bonifant offered a closing prayer:

Thank You Lord for using our differences to accomplish Your will. You delight in the way we come together to worship You in our work. We give witness to how we love You while we listen to each other, collaborate and minister together. We only find this kind of pleasure in this Vestry. Our vocations often dictate behaviors that do not include You. However, here our God reins! Amen

Adjournment

The Rev. Stephen Hagerty adjourned the Vestry Meeting at 9:00 p.m.



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The next Vestry Meeting will be held on March 25, 2026, at 6:30 p.m. in the Adult Christian Ed. Room and via Zoom.

Respectfully Submitted:

Sharon Easley, Register
St. David's Episcopal Church & School
March 25, 2026

Summary of Motions & Items of Note

Approved	February 25, 2026 Vestry Meeting Agenda as amended
Approved	All compensation changes as discussed in Executive Session, effective April 1, 2026, contingent upon staff signing new Letters of Agreement (LOAs) and also reviewing and signing the HR Manual
Approved	January 28, 2026 Vestry Meeting Minutes as presented
Approved	2026 Deacon Housing Resolution (Revised 2/5/2026)
Approved	John McElderry be appointed to the Finance Committee as of 2/25/2026
Approved	John McElderry be appointed as the Finance Committee Chair as of 3/1/2026
Approved	John McElderry become a financial signatory for St. David's upon return of his successful background check in line with the Treasurer duties
Approved	Katherine Beckett-Goodwin and Gregory Cross remain as financial contract signatories during the transition of duties
Approved	A \$2,100 annual increase in cost for the 2026 contract for Halstead & Halstead accounting services expense to \$44,100 for budget year 2026
Approved	Up to \$11,000 to replace the VVT#3 HVAC unit serving the Ark/Garden classroom in the Church building. The funds will be allocated from the Repair Reserve Fund once the cost is finalized.
Approved	Removal of Allan Steed as legal Trustee of St. David's Episcopal Church
Approved	Reduction of the number of Trustees from four (4) to three (3)
Approved	Once ratified by the Loudoun Circuit Court, the St. David's Trustees are Bruce MacMonigle, Christopher Smith and Marilyn Tracy. The Register will prepare and submit the Application of Appointment of Church Trustees to the Circuit Court of Loudoun County in the Commonwealth of Virginia with the filing fee of \$31. The recording fee of \$26 will also be payable after the order is entered. Upon the Approval of the Application for Appointment of Church Trustees by the Circuit Court of Loudoun County in the Commonwealth of Virginia, the appointed Trustees shall hold title to the real estate of the Church and shall deal with the same according to law.
Approved	Removal of Allan Steed as Sr. Property Steward and Property Steward