

## THE CHURCH OF THE REDEEMER

### MINUTES OF THE VESTRY MEETING TUESDAY, JANUARY 18, 2022 7:00 P.M. – VIRTUAL MEETING

*Be still, and know  
that I am God.*

*Psalm 46:10*

**Quorum.** The January Vestry Meeting was called to order virtually on Tuesday, January 18, 2022 at 7:00 p.m. The following Vestry members were present, representing a quorum for the conduct of business: Ally Abernathy, Peter Bain, Nancy Bowen, Sara Engram, Sean Goldrick, Erin Hagar, Dixon Harvey, Kristen Heerema, Anita Richardson, Peter Shafer, and George Tracy. The following clergy members, staff members, and officers were present: David Ware, Ellen Chatard, Keri Frisch, Steven Sutor, Doug Riley, and Fern Riley. The following Vestry member was absent: James Guyton.

**Opening Prayer.** David Ware opened the meeting with a prayer.

**Reflection.** Kristen Heerema offered a spiritual reflection on Psalm 46:10.

**Approval of Minutes.** Fern Riley presented the minutes of the Vestry Meeting held on December 21, 2021. A motion to approve the minutes was made, seconded, and unanimously approved.

**Rector's Report [David Ware].** Due to pandemic safety concerns, the church offered several services throughout the day on Christmas Eve, and David reported 1,358 people participated in the services in person and on-line. In person attendance was 47 at 10:00 a.m. and 109 at 1:00 p.m. Three services were offered at 4:00 p.m. with 48 parishioners attending in the chapel, 240 in the church, and 130 at the outdoor service, and 221 parishioners came to the 9:00 p.m. service. Livestreaming was available for the 4:00 p.m. and 9:00 p.m. church services. David said he was glad for the many ways the community engaged in worship across these services; he was thankful for the outdoor service for bringing families and individuals together safely on the front lawn and for the opportunity in the church and the chapel services to allow parishioners to feel safe and spread apart. He is also thankful to Mark Schroeder for producing beautiful livestreaming services for virtual worship.

David said the Parish Day School inaugural first grade class, led by teacher Erin Hoover, is meeting in the refurbished former nursery in the Parish Hall basement. The area contains a classroom and a breakout space, lockers, two restrooms, two stairways, and access to the school intercom system. The students are engaging with first grade students at Govans Elementary School in a program called, "Hi,

Neighbor!" They have made video cards and have sent drawings, posters, and photos between the two schools to get to know each other. The classes are planning to meet for story time at the new Govans School library and for outdoor play time at the Redeemer playground as soon as improved Covid transmission rates will allow them to be together safely.

The Parish Day School will expand to second grade for the 2022-2023 school year, and 15 out of the current 16 first graders have applied to return for second grade. David said he has met with Ellen Chatard, Steve Sutor, and Tom Spies to discuss space needs for the school in the coming years. Current configurations of the existing rooms in the church buildings do not lend themselves readily to creating another classroom, so in the short term, David said we may need to use a temporary learning cottage for the coming year. For the long term, the school ultimately hopes to grow to offer two classes for first, second, and third grade students with 15 students in each class, and areas would also be needed for shared science, art, and music rooms. David said we would need to consider a new building to accommodate these students, and any building design plans would start by looking at our current buildings and campus to think about how the parish and the school can best serve each other and serve the community together.

**Junior Warden's Report [Steve Sutor]**. Steve Sutor reported a lighting contract for the church nave has been signed, and the work will occur this summer at the end of the program year. This change to LED lighting will use less energy and will last for 50 years with a design created to use clear light close in color and brightness to incandescent light.

Steve also reported the National Fish and Wildlife Foundation is interested in promoting the 2020 North Parking Lot reconstruction project and its creation of bioretention areas to filter storm water run-off to reduce pollution and improve the health of the Chesapeake Bay.

**Treasurer's Report [Doug Riley, Ellen Chatard]**. Doug Riley noted the \$350,000 from the Endowment Fund authorized by the Vestry to be used to finance a portion of the 2017 building of the West Columbarium has now been fully replaced from the sale of Columbarium niches.

Ellen Chatard gave an update on the 2022 Stewardship campaign. The church has received 343 pledges totaling \$1,348,000, including \$123,866 from new and increased pledges. An additional 50 parishioner pledges are outstanding and expected to be returned.

Doug reviewed the church Bylaws on voting to clarify that it is the 12 Vestry members who vote on church business at the Vestry meetings with the Rector voting in the case of a tie. Officers are not voting members and do not make motions.

Doug said the Vestry needs to hire the auditor to conduct the annual church financial audit. Gross Mendelsohn has conducted the audit in past years, and Doug reports their proposed letter of engagement states: "The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America." The fee for the audit and tax services provided by Gross Mendelsohn will be \$19,250 for the church and \$6,200 for the Parish Day School. A motion to hire the accounting firm of Gross Mendelsohn to audit (1) the financial statements of the Church of the Redeemer as of December 31, 2021 and (2) the financial statements of the Parish Day School as of June 30, 2022, together with all related statements of support, revenue and expenses, and cash flow was made, seconded, and unanimously approved.

A formal approval of the Clergy Housing Allowances is needed, Doug noted, to meet the requirements of the Internal Revenue Code to specify the parsonage allowance portion of the Clergy compensation packages for tax purposes. A motion to approve the Clergy Housing Allowances as designated in the 2022 Operating Budget was made, seconded, and unanimously approved.

The 2020 budget surplus of \$95,563.00 has been undesignated throughout 2021 as a buffer against potential unknown financial issues during the pandemic, and Doug suggested the Vestry consider using \$34,909.12 of this sum to pay for the livestreaming equipment and designate the remaining \$60,653.88 to the church's Endowment Fund as is customarily done with the surplus. A motion that the fiscal year 2020 surplus of \$95,563.00 be allocated for \$34,909.12 to be used to pay for Redeemer's new livestreaming equipment, and for \$60,653.88 to be designated to the Endowment Fund was made, seconded, and unanimously approved.

**Adjournment.** David offered a closing prayer, and the meeting was adjourned at 9:02 p.m.

Fern Riley, Registrar