

**THE CHURCH OF THE REDEEMER**  
**MINUTES OF THE VESTRY MEETING**  
**TUESDAY, MAY 21, 2024**  
**8:00 P.M. – WOMEN’S COUNCIL ROOM**

*When I called, you answered me;  
you increased my strength within me.  
Psalm 138:4*

**Quorum.** The May Vestry Meeting was called to order on Tuesday, May 21, 2024, at 8:00 p.m. The following Vestry members were present, representing a quorum for the conduct of business: David Frisch, Michelle Gutberlet, Anne Haskins, Kathy LaPlant, Mary Lord, Karen McGee, Jean Mellott, Noel Morelli, John Schmick, Paul Smith, and Jim Stipe. The following clergy members, staff members, and officers were present: David Ware, Ellen Chatard, Steven Sutor, Doug Riley, and Fern Riley. The following Vestry member was absent: Margie Chandler. The following officer was absent: Lucy Neale Duke.

**Oath of Office for New Vestry and Officers.** New Vestry members David Frisch, Mary Lord, Karen McGee, and Noel Morelli signed the Oath of Office. The officers in attendance, Junior Warden Steven Sutor, Treasurer Doug Riley, and Registrar Fern Riley, signed the Oath of Office.

**Approval of Minutes.** Fern Riley presented the minutes of the Vestry Meeting held on April 16, 2024 and the minutes of the Annual Parish Meeting held on April 28, 2024. A motion to approve the April Vestry Meeting minutes and the Annual Parish Meeting minutes was made, seconded, and unanimously approved.

**Reflection.** Jim Stipe offered a spiritual reflection on walking through times of transition with each other, guided by the Spirit.

**Parish Day School Expansion.** Following a presentation by the consulting firm CCS for the Vestry and the Parish Day School Board, the Vestry discussed their early impressions of the feasibility of fundraising for a PDS building expansion. David Ware asked the Vestry to bring questions and thoughts to the June Vestry meeting for a discussion about whether to move forward.

**Rector’s Report [David Ware].** In light of Rebecca Ogus’ departure in September, David said he has posted a job description for the Associate for Youth and Young Adult Ministries position with the Episcopal News Service and the Office of Transition Ministry and has received a number of inquiries about the position. He will be speaking with two individuals next week and plans to form a search committee once potential candidates have been identified. He is also refining the job description for Freda Marie Brown’s position as Associate for Spirituality in preparation for a second search process following her retirement in August.

David said the Executive Committee would like the Vestry to consider giving Cristina Paglinauan a bonus for her work as Priest-in-Charge during his recent sabbatical. Funding would come from the Operating Budget surplus for last year, any surplus from this year, and the Endowment Fund. The Vestry expressed overwhelming and enthusiastic agreement with this plan. A motion to approve a bonus for Cristina in recognition and appreciation for her work as Priest-in-Charge during David's sabbatical was made, seconded, and unanimously approved.

**Treasurer's Report [Doug Riley].** Doug Riley reviewed the purpose of the Heritage Trust Fund to maintain the buildings and campus of the church with an annual allocation for projects recommended by the Buildings and Grounds Committee. The Rector David Ware, Senior Warden Lucy Neale Duke, and Junior Warden Steven Sutor are ex officio trustees of the fund, and Doug asked the Vestry to consider the following proposed trustees for appointment for the following terms: Katie Gray, one year term; John Griffith, two year term; Tom Spies, three year term; and Doug Riley, four year term. A motion to appoint Katie Gray, John Griffith, Tom Spies, and Doug Riley as Trustees of the Heritage Trust Fund for the above specified terms was made, seconded, and unanimously approved.

Doug electronically distributed the 2024-2025 Parish Day School Proposed Budget to the Vestry. The PDS Budget was prepared by Mary Knott in consultation with David and was reviewed and approved for submission to the Vestry by the PDS Board and the Budget and Finance Committee. A motion to approve the 2024-2025 Parish Day School Proposed Budget was made, seconded, and unanimously approved.

At the end of fiscal year 2023, the church had a surplus of \$ 1,800, and Doug noted it is customary for the Vestry to move this money into the Endowment Fund. A motion to transfer the fiscal year 2023 surplus from the Operating Account to the Endowment Fund was made, seconded, and unanimously approved.

The church's fiscal year 2023 Audit Report, prepared by Gross Mendelsohn & Associates, has been received. Doug noted the records all have been found to be in order, and bookkeeper Katrina Schisler was commended for the excellence of her work. As requested by Gross Mendelsohn, the church has changed its basis of accounting from a modified cash basis to GAAP reporting standards.

**Other Business.** David noted the Vestry will not meet in July or August. The Executive Committee will continue regular meetings over the summer.

**Adjournment.** Doug offered a closing prayer for servant leadership, and the meeting was adjourned at 9:00 p.m.

Fern Riley, Registrar