

# ANNUAL REPORT FOR THE YEAR 2018

## CHRIST CHURCH † WASHINGTON PARISH

620 G STREET SE, WASHINGTON, DC 20003

OFFICE: (202) 547-9300

[www.WashingtonParish.org](http://www.WashingtonParish.org)

### THE 225TH ANNUAL MEETING 2019

January 27, 2019

10:00 am

Item/Report

Page

<b>Minutes of the 2018 Annual Meeting</b> .....	2
<b>Reports of the Ministries</b>	
<b>Care of the Money and Assets</b>	
Care of Property .....	Todd Litchfield ..... 3
Treasurer's Report.....	Jason Miller ..... 3
Capital Campaign .....	The Rev. Cara Spaccarelli..... 4
Budget for 2019 .....	Jason Miller ..... 5
Statement of Assets & Liabilities.....	Jason Miller (& Carol Itskowitz) ..... 6
Historic Congressional Cemetery .....	Shawn Freeman ..... 7
<b>Care of the People</b>	
Adult Education/Lifelong Learning .....	The Rev. Cara Spaccarelli & The Rev. Serena Sides ..... 7
Fellowship.....	Jennifer Baker Howard ..... 8
Liturgists .....	Gary Abrecht ..... 9
Outreach.....	Jennifer Baker Howard ..... 9
Children's Ministry .....	The Rev. Serena Sides ..... 11
Music Ministry .....	Richard Thibadeau ..... 12
<b>Care of the Parish</b>	
Rector .....	The Rev. Cara Spaccarelli..... 13
Senior Warden.....	Anne Curry ..... 13
Invite Welcome Connect.....	The Rev. Serena Sides ..... 14
<b>Candidates for Vestry</b> .....	15
<b>List of Voting Members for the Annual Meeting</b> .....	Carolyn Johnson..... 16
<b>Report of the Registrar</b> .....	Carolyn Johnson ..... 19
<b>Summary of Proposed Bylaw Changes</b> .....	The Rev. Cara Spaccarelli..... 20

### 2018 Christ Church Vestry and officers

**Senior Warden:** Anne Curry

**Junior Warden:** Todd Litchfield

**Treasurer:** Jason Miller

**Clerk:** Beth Mullin

**Class of 2019:** Olivia Brickey, Amber Gove, Joe Smith, Mary Miller Flowers

**Class of 2020:** Anne Fletcher, Todd Litchfield, Beth Mullin, Erik Winchester

**Class of 2021:** Chase Adams, Stephen Bellum, Anne Curry, Ed Warren

# MINUTES OF THE ANNUAL MEETING, JANUARY 28, 2018

The Reverend Cara Spaccarelli called the Annual Meeting at Christ Church + Washington Parish to order at 9:50 a.m. and opened with prayer.

## **Roll Call/Establishment of Quorum.**

Registrar Carolyn Johnson began calling the roll. The roll call ended at 10:00 a.m. after it was determined that a quorum was present.

## **Appointment of Parliamentarian.**

The Rector announced the appointment of Charles Floto as Parliamentarian.

## **Minutes of the 2017 Annual Meeting.**

It was noted that the date was in error in the minutes. With a correction changing the date from 2016 to 2017, a motion was made and seconded. The motion passed unanimously.

## **Reports of the Ministries.**

The reports were contained in the Annual Report for the Year 2017.

## **Recognition of Outgoing Vestry Members and Clerk.**

The Rector thanked outgoing vestry members Carol Knight, Ruth Kroeger, John Payne, and Gregg Porter and outgoing clerk Emma Tucker for their service.

## **Candidates for Vestry.**

The Rector introduced the following candidates for vestry for three-year terms: Chase Adams (not present), Stephen Bellum, Anne McGhee Curry, and Ed Warren. There were no nominations from the floor. A motion to close nominations was made, seconded, and passed unanimously.

## **Rector's Report and Discussion.**

The Rector introduced and described "Invite Welcome Connect," a transformational ministry to equip and empower people to cultivate intentional practices of evangelism, hospitality, and connection, which the vestry had adopted as Christ Church's strategic focus for the next two years. The Rector identified steps already taken as part of this ministry and then invited people to have short conversations about the concepts. A few members shared their thoughts with the group as a whole. The Rector identified next steps, which included participation of interested people in the upcoming vestry retreat, involvement of lay leaders in their areas of interest, and simple steps each person could take, such as wearing a name tag or greeting new people before or after the service.

## **Treasurer's Report.**

Treasurer Sid Neely presented the 2018 budget approved by the vestry, which included a planned \$20,000 deficit. He also presented the 2017 balance sheet. There were no questions.

## **Vestry Election.**

Members voted by paper ballots and elected the slate of candidates nominated.

## **Closing Prayer.**

Senior Warden Joe Smith gave the closing prayer.

## **Adjournment.**

A motion to adjourn was made, seconded, and passed unanimously. The Annual Meeting adjourned at 10:46 a.m.

Respectfully submitted,  
Beth Mullin, Substitute Clerk

# REPORTS OF THE MINISTRIES

## CARE OF THE MONEY AND ASSETS

### Care of Property ..... Todd Litchfield, *Junior Warden*

It has been an eventful year in property care at Christ Church. In the absence of any large project like the parish hall renovation or sanctuary painting, many small improvement or maintenance projects were completed.

The beginning of the year saw some exterior improvements to the church in the form of rot repair, window sill painting, exterior red door painting. Continuing outside, the rectory fence was replaced and the roof over the kitchen/nursery area was replaced due to persistent leaks. With the wettest year on record for the DC area, we chased leaks in the rectory and around the Mother Window with some success toward the end of the year.

Inside saw the addition of two new fans in the parish hall to better heat and cool the space on all levels. The Holy Rollers re-painted the parish office and improvements to the Narthex were completed to make the space more welcoming.

Other exterior improvements included the repainting of the iron fence along G Street and all exterior lighting was replaced/repared to improve safety. Two of the most noticeable exterior projects included the rectory garage repair from a motor vehicle accident in the parking lot and the grounds clean-up. Robin Blackwood led 3 property clean-up days with the help of many volunteers to spruce up the grounds.

In closing, I would like to thank the members of the property committee, executive committee, and vestry for their help and guidance as we all work to maintain our building and grounds to foster the ministry of Christ Church.

### Treasurer's Report ..... Jason Miller, *Treasurer*

As you'll soon hear, 2018 was a great financial year for our church. In total, the annual revenue was \$106,500 greater than budget with a majority of the overage coming from designated gifts and offerings. Total designated gifts were \$50,000 more than anticipated. We began 2018 with Stewardship Campaign pledges totaling \$393,000, we ended the year with total offerings of \$428,000, which is a pick-up of \$35,000 more than planned. Other income was \$28,000 more than anticipated. Overall expenses were slightly over budget as we focused on core programs such as outreach and parish related activities as they directly related to the designated gift income. Additionally, we budgeted a 2018 shortfall of \$20,000, but in the end had total net income of \$48,560 (before Capital Campaign), which is a positive difference of \$68,560.

As with the 2017 and 2018 budgets, the vestry approved a 2019 shortfall of \$20,000. We will be able to meet that need by using a portion from our reserved funds in the account (TRNA-Program) that we have planned to use as a part of our investment in a second clergy position in partnership with the diocese grant.

*Memorials/Bequests:* In 2018, we lost several long-time congregants, some of whom designated Christ Church as a place to give memorials in their honor. Carolyn Cheney asked that memorials in her honor go to the organ. An added organ part, a zimmelstern was installed and the remaining funds went to the capital campaign in which the organ was a major part. M'El Abrecht asked that memorials in her honor go to Music. Those designated funds will be used in 2019 for the purchase of chairs for the choir. Memorial gifts were also given in honor of Joe Shaffer and Bob Conly. In 2018, Christ Church received a bequest from Carolyn Cheney's estate, and we expect to receive a gift from Bob Conly's estate in 2019.

*Audit:* During the 2018 year, we are pleased to announce the financial results of both 2017 and 2016 were audited. Overall, our internal control systems are well-maintained and overall audit recommendations only related to the presentation of our financial information. We plan to soon begin the audit of the 2018 financial results. Additionally, we continue to meet with the Finance Committee where our Finance Committee members ask questions as they review monthly financial results. Each of the committee members and our rector, Cara, continue to display a sharp financial understanding. We're excited for our church as we continue to grow spiritually and financially.

*Stewardship 2019:* The fall stewardship campaign included a plan for continued investment in two full-time clergy, and the congregation responded with 68% of renewing pledges increasing their pledge. We also received 26 new pledges. The end results: 131 pledges for \$434,681

**Capital Campaign and Capital Projects 2015-2018 ..... The Rev. Cara Spaccarelli**

This will be the last report on the Capital Campaign because it is paid off! The \$67,857 in pledges in the third and final year of the campaign got us very close to paying off the capital campaign. What took us across the finish line was the funds that came in as memorials in Carolyn Cheney's honor (\$9,171) and a portion of the bequest from her estate (\$12,508). Considering Carolyn's leadership in the campaign, I cannot imagine a more appropriate ending. There will come time for another capital campaign one day; let us remember that God saw us through our good efforts and strong faith in this one.

**Income (2015-2018):**

\$965,035	Pledges/Gifts Received
\$152,508	Estate Legacy Gifts (includes Cheney bequest)
\$ 51,983	Organ Fund/Organ-Designated (includes Cheney memorials)
\$ 22,000	From Church Reserves
\$ 501	Interest

**\$1,191,027**

**Expenses Paid (2015-2018)**

\$454,300	Organ Payments
\$581,005	Parish Hall, Meeting Room and Bathrooms
\$29,500	Architect
\$ 6,266	Permit Fees, Environmental testing for Parish Hall
\$51,304	Fundraising Expenses (materials, consultant, etc.)
\$16,075	Additional Costs Associated with Organ/Sanctuary (includes electrical)
\$31,465	Tech Painting
\$18,549	Re-enforcement of Floor
\$ 2,563	Bank Service Fees

**\$1,191,027**

Just over 2% of pledges were not met – given the shifts and changes of life over a three year period, that is truly amazing. For those looking at this for future campaigns, the fundraising stage of the campaign was launched with plans to spend \$1,125,000. After fundraising, it became clear we needed to spend more; luckily, we had more; in spring of 2016 we rewrote the campaign budget for \$1,192,000. We came in slightly under that.

We took several loans to cash flow our capital campaign. As of 1/1/2018, our remaining loans were:

\$72,000 – Loan from Jane Dennison Fund      \$33,000 – Loan from Operating Funds

As of 1/1/2019, all our loans are paid off.

Since the capital campaign is paid off, additional funds we receive designated for the capital campaign will be placed in the Contingency reserves.

Budget for 2019, approved by the Vestry 1/13/2019 .....Jason Miller, Treasurer

<b>Income</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>2019 Budget</b>
Building Use	45,000	45,362	42,000
Designated and Other Gifts/Grant	9,000	59,320	10,000
Fundraising Events	10,000	17,243	15,000
Income from Programs	4,000	10,480	9,000
Income on Investments	17,000	16,118	15,000
Offerings*	400,000	428,334	440,000
Rector's Discretionary Fund Gifts	3,000	15,830	3,000
Rental Income	70,000	83,800	72,500
Diocesan Grant	40,000	30,000	20,000
<b>Total Income</b>	<b>598,000</b>	<b>706,487</b>	<b>626,500</b>
<b>Expenses</b>			
Administrative	19,000	18,832	19,000
Communications/Advertising	7,500	7,000	6,500
Diocese	53,000	53,369	53,000
Fundraising Costs	4,000	7,498	7,500
Major Capital Projects	10,000	9,685	10,000
Music Expenses	14,500	19,890	14,000
Outreach Expenses	15,000	21,302	15,000
Parish Programs	11,000	18,066	16,000
Personnel Expenses	380,000	377,395	397,000
Property Expenses	30,000	35,476	32,000
Property Insurance	16,000	14,862	16,000
Rector's Discretionary Fund	3,000	15,830	3,000
Rental Property Taxes/Expenses	22,000	22,205	22,000
Utilities	28,000	29,633	30,000
Worship	5,000	4,963	5,500
<b>Total Expenses</b>	<b>618,000</b>	<b>656,006</b>	<b>646,500</b>
Net Income (Deficit)	(20,000)	50,481	(20,000)
<b>From TRNA-Program</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>

## Christ Church+ Washington Parish Accounts BALANCE SHEET

ASSETS	12/31/2018	12/31/2017
<u>Investment Real Estate (Assessed Value)</u>		
612 G Street, SE	950,100	932,900
614 G Street, SE	848,980	848,980
616 G Street, SE	833,380	833,380
<b>Total</b>	<b>2,632,460</b>	<b>2,615,260</b>
<u>Financial Accounts</u>		
National Capital Bank - Interest Checking	136,644	203,495
Morgan Stanley - Stock Transfer Account	764	0
Stocks	716	0
State Street	248,374	151,207
<b>Total</b>	<b>386,498</b>	<b>354,702</b>
<u>Restricted Capital Campaign Accounts</u>		
NCB Capital Campaign	0	67,760
Capital Campaign Stock	0	10,418
NCB Savings 3245	0	1,606
<b>Total</b>	<b>0</b>	<b>79,784</b>
<u>Due to Christ Church from Cap Camp</u>		
	0	33,000
<b>Total</b>	<b>0</b>	<b>33,000</b>
<u>Christ Church Endowment</u>		
Diocesan Investment Fund: Principal Account	562,365	615,025
Episcopal Church Foundation - State Street Bank	289,866	295,481
Diocesan Investment Fund: Reinvestment	37,807	25,565
Transfer between accounts (from Treasury Direct)	0	0
Direct Investment in Equities	0	0
<b>Total</b>	<b>890,038</b>	<b>936,071</b>
<u>Other Long Term Funds</u>		
Diocesan Investment Fund - Jane Dennison	158,845	34,568
Due to Dennison from Cap Camp	0	0
<b>Total</b>	<b>\$158,845</b>	<b>\$34,568</b>
<b>Total Assets</b>	<b>\$4,067,841</b>	<b>\$4,053,385</b>

<b>LIABILITIES</b>		
Accounts Payable	1,845	4,464
Capital Campaign Loan - NCB	0	0
Capital Campaign Loan from Dennison	0	138,000
Capital Campaign Loan from Operations	0	33,000
2019 Pledges (received in 2018)	5,000	42,800
<b>Total Liabilities</b>	<b>6,845</b>	<b>218,264</b>

<b>NET ASSETS/EQUITY</b>		
Restricted: Real Estate	2,632,460	2,615,260
Restricted: Endowments	890,038	936,071
Restricted: Dennison Fund	158,845	34,568
Restricted: Capital Campaign Projects	-	(89,666)
Restricted: Program Investment	80,000	80,000
Restricted: Children's Ministries	2,800	3,860
Restricted: Music	9,590	0
Restricted: Repair and Replacement Reserve	100,000	87,009
Restricted: Rectory Repairs	40,000	0
Restricted: Rental House Repairs	30,000	0
Restricted: Sabbatical	15,000	0
Unrestricted	-28,168	71,349
Net income	130,431	96,476
<b>Total Equity</b>	<b>4,060,996</b>	<b>3,834,927</b>
<b>Total Liabilities and Equity</b>	<b>\$4,067,841</b>	<b>\$4,053,191</b>

**NOTES:**

Christ Church also receives income from, but does not control, the Bessie Wood Cramer Trust. It is valued at approximately \$290,144 and is maintained by Bank of America.

Our historic buildings, grounds and improvements and those of Congressional Cemetery are not included.

**Historic Congressional Cemetery .....Shawn Freeman**

Christ Church owns Historic Congressional Cemetery, located at 1801 E St. SE, and has a 40-year lease with the Association for the Preservation of Historic Congressional Cemetery (APHCC) [a non-profit 501 (c) (3) organization] to operate the cemetery. As owner of the cemetery, our parish appoints three directors to the APHCC board. Our current representatives are Shawn Freeman, Cara Spaccarelli, and Kirsten Sloan.

The cemetery’s annual budget is \$1 million and includes a contribution each year to matching an endowment fund that is administered by the National Trust for Historic Preservation. Primary income sources are site sales and burials, cemetery events, the K9 Corps (a private dog-walking membership program), donations, and disbursements from the endowment. On the expenditure side, the cemetery’s water bill rocketed up to \$40,000 in 2018 due to DC’s Clean Rivers Impervious Area Charge (CRIAC). The cemetery is hoping to reduce that in 2019 by applying to the relief fund set up by the DC City Council to offset the CRIAC fee for non-profits.

HCC is an active burial ground and has approximately 5,000 traditional sites available. The cemetery is also adding real estate in the form of columbaria, which provide niches for cremains above ground. Certain sections of the cemetery have been informally designated for Christ Church parishioners. Information about purchasing either type of site is available by contacting Crystal Pate at 202-543-0539 or at [cpate@congressionalcemetery.org](mailto:cpate@congressionalcemetery.org).

The current lease between Christ Church and APHCC is up for renewal in 2019. Parishioner Sid Neely is heading up the ad hoc Lease Committee for the church. The Lease Committee members are working to have a new lease in place by this summer.

Christ Church members are encouraged to visit Congressional Cemetery, participate in cemetery events, donate to the cemetery, and get involved in the life of the cemetery. More information about the cemetery is available at [www.congressionalcemetery.org](http://www.congressionalcemetery.org).

## **CARE OF THE PEOPLE**

**Adult Education/Lifelong Learning.....The Rev. Cara Spaccarelli and The Rev. Serena Sides**

Adult Forum: Adult forum continues to be a time of robust exchange and learning. In 2018, the rector, seminarian, Elisabeth Malphurs, and associate, Serena Sides, led the series on such topics as Christian Cliches, Christian mystics, anti-Jewish thought in Christian theology, the Apocrypha, introduction to Christian theology, and Christmas pageants.

Friday Night Flicks: This year the weekly Friday night movie series was the Lent program and explored a wild card theme. The films were excellently curated by Paul Laymon, Joe Smith, Hallie Smith, and Conor McCarthy. Attendance was about 20 people each week.

First Friday Book Group: Barbara Laymon continued to lead a monthly spirituality book group, exploring how to live more faithfully in everyday life. The group meets on the first Friday for dinner and discussion. In the summer, a group selected the books for the year - Attendance is around 10 people each time.

Men’s Spirituality: Meeting on Saturday mornings in the Church kitchen, this group eats and talks. All men are welcome to join the group at 9:00 AM on Saturday mornings for sustenance both physical and spiritual. The group has also traditionally coordinated the Shrove Tuesday Pancake Dinner.

Small Groups: In 2018 Cara and Serena continued our small group ministry with a total of 4 more groups—2 men’s groups and 2 women’s group. These intentional groups offered the participants the opportunity to contemplate where God has been in their lives and where God is today in their lives. The groups consisted of 7-9 participants of all ages, life experience, and church involvement. We have now had about 45 members of our parish participate in these groups. They met once a week for an initial 8-week commitment to share their faith journeys and reflect on other faith topics. The groups all decided to continue in some format, meeting monthly or quarterly. Two new groups--a men’s and a women’s group--are forming now to meet in February and March.

Social Media: We sponsored a Facebook group in the summer of 2018 to respond to posts by Rev. Serena from two books on God in everyday life. The group consisted of 20 participants, although a small number posted on the group’s timeline. We also posted on

Facebook and Instagram the Advent Word of the Day for the second year in a row and invited parishioners to respond with their own images and reflections.

Other: **20s/30s:** In the winter, the rector led a small group of young adults that met weekly for 6 weeks to explore faith using the *animate:faith* series. **Lenten Retreat Day:** Almost a dozen congregants and both clergy joined together for a day retreat offered through Bon Secours Retreat Center near Baltimore. **10 min Summer Education Series:** Each Sunday we featured a different person from Episcopal Church history. **Parenting Classes with PEP:** In the fall, we hosted three workshops with the Parent Enrichment Program and DC127 charity; the classes were attended by 10-20 parents each time.

**Fellowship..... Jennifer Baker Howard, Parish Life & Office Manager**

The sense of community of Christ Church remained strong in 2018 and was strengthened by the people who worship here. These events were made possible by volunteers who shepherded them from planning to execution. It takes a lot of work and effort to organize these events and we are deeply grateful to the volunteers who coordinated and assisted with these events.

- Shrove Tuesday Pancake Supper –The Men’s Spirituality Group
- Parents’ Night Out – Carrie Miller
- St. Patrick’s Dinner and Auction – Event and Auction volunteers: The Events Committee; Kate Rebholz; Mary Woodward; Vicky Smith; Anne Curry; Kitchen volunteers: Frank Young; Emma Tucker, Marcia and Ed Warren; Decorations/set-up led by Linda Mellgren and many volunteers
- Easter Reception - decorations/set up: Linda Mellgren & many volunteers
- Pentecost Picnic – Carol Knight
- Reception after the Organ Dedication Concert – Vicky Smith; Linda Mellgren
- Grill and Chill – many volunteers
- July 4<sup>th</sup> Picnic – many volunteers
- Crab Feast – Carol Knight
- Christ Church Camping Trip – Michael Crawford; Gary Abrecht
- Trivia Night – questions prepared by Cara Spaccarelli & Michael Lawyer; Amber Gove and Tom Mitchell
- Thanksgiving Potluck – Carolyn Johnson; Kirsten Sloan; Sandy Hussey; Harrison Flakker; decoration/set up by Linda Mellgren
- St. Nick’s Dinner and Christmas Sale – Kitchen: Frank Young; Nathan Barker; Kirsten Jensen; Set Up Coordinator: Linda Mellgren, The Events Committee; Anne Curry; Jean Denton; many volunteers
- Christmas Eve Reception – Linda Mellgren, Andrea Harles, and Jocelyn de Castro
- Sunday Coffee Hours – Various congregants

In 2018, the Events Committee continued to serve as a resource in guiding fellowship events at Christ Church, particularly with major events, the St. Patrick’s Dinner and Auction and St. Nicholas Day Dinner & Christmas Sale. This year (2018) was the first year without Carolyn Cheney (who passed away in February) as the chair and leader of the St. Nicholas Day Dinner & Christmas Sale, and members of the Event Committee were instrumental in spreading the word, recruiting volunteers and assisting in many ways. Members of the Events Committee are: Carrie Miller; Emily McCarthy; Vicky Smith; Jean Denton; Nancy Broers.

In October 2018, over 60 members embarked on the second Christ Church camping trip at a new location - Massanetta Springs, in Harrisonburg, VA. It was a beautiful weekend to be outside, enjoying the beauty of the Virginia Piedmont, including two hikes led by Gary Abrecht. Activities included: canoeing; bonfire; small group gatherings; enjoying the (very) cold springs; Sunday morning worship around a picturesque lake; quiet time; and, lots and lots of fun and fellowship. We look forward to continuing the camping trip annually. Special thanks to Michael Crawford who helped scout a new location and coordinate some of the activities.

I would be remiss if I didn’t give special acknowledgement to the Office Volunteers and weekly volunteers who step in to make sure that the business of the church continues to run smoothly and seamlessly. Finance/Pledges: Marcia Auberger; Russ Mawn; and Ruth Pontius. Handyman/Weekly Shopper: Gary Abrecht; Registrar: Carolyn Johnson; Office Volunteers: Anne Curry, Lynne Mallonee Schlimm; and Vicky Smith.

**Liturgists & Acolytes ..... Gary Abrecht**

The Liturgists' primary function is to set up for each of the parish's worship services, assist the priests during the service, and clean up afterwards. We also meet most months to study liturgy and help plan the worship life of the parish. On a weekly basis, members care for the linens, vestments, and vessels, and keep the brass rails shining. For those more familiar with a traditional Episcopal parish structure, the Liturgists encompass the duties often performed by an Altar Guild, Lay Eucharistic Ministers, and a Worship Committee. To learn more about becoming a liturgist, please talk with Cara or one of the Liturgists.

Under the leadership of our innovative rector we added several new services this year: Holy Humor Sunday livened up the often quiet Sunday after Easter; observing the Feast of Mary Magdalene gave us the opportunity to celebrate the role of women in our faith; and "Christmas before Christmas" gave those who were heading out of town for the holiday the chance to celebrate with their church community. Responding to the heavy attendance at family-oriented Christmas Eve services last year we added a fourth service at 11:00 a.m. The service featured a petting zoo on the front lawn drew over 160 people.

The ordination of Jenifer Gamber to the diaconate and her new ministry at St. Patrick's Church and School left a vacancy as acolyte coordinator. This has been ably filled by Kirsten Sloan who has held training sessions for them and through her tireless efforts we now have acolytes at most of the Sunday services.

We were saddened this year by the death of one of our hardest-working sacristans, Carolyn Cheney. In addition to many other roles in the parish, she contributed extensively to the worship life of the parish, primarily behind the scenes setting up for Sunday services. She is sorely missed. May she rest in peace and rise in glory.

**The Liturgists:**

Gary Abrecht (convener), Eleanor Billington, Charlie Bolden, Joe Howard, Keith Lopes, Randy Norton, Gregg Porter, Karen Wilson Román, Lynne Mallonee Schlimm, Paul Shinkman, Kirsten Sloan (coordinator of acolytes), Cheryl Stadel-Bevans\*, Michael Stroud, Cynthia Thomas, Vicky Smith, Bill Woodward.

**The Acolytes:**

Petra Bellum, Aiden Chalk, Chase Dettman, Jonas Howard, John Jameson, Cardel Montgomery-Vielmo, Raine Montgomery-Vielmo, Katherine Pipes\*, Elijah Rebholz\*, Adam Román\*, Colin Román, Nolan Spangenberg\*, Kimmy Titus, Renate Weber.

\* New Liturgist or Acolyte in 2018

**Outreach..... Jennifer Baker Howard , Parish Life & Office Manager**

*Monthly/Weekly Outreach Programs:*

- **Homeless Lunches** - This Outreach program relies on congregants signing up to purchase and deliver lunch supplies for the first Sunday of each month. Following the 11am service and occasionally between services, parishioners make the sandwiches/bagged lunches and another group of volunteers deliver the bagged lunches to the CCNV shelter on Capitol Hill. In 2018, we made approximately 1,200 bagged lunches. A special thank you to the 21 individuals/families who purchased the monthly supplies and coordinated making the lunches and delivery and to the all the parishioners who helped make the lunches. Thank you to Linda Mellgren who is the tireless leader who emails reminders, coordinates the receipts and makes sure that all the supplies are stocked for the monthly lunches.
- **Laundry Love** – This initiative provides two free loads of laundry and complimentary laundry supplies to our low-income neighbors at Good Hope Laundromat in Ward 8 on the first Sunday of the month. From January – December 2018, we washed 728 loads of laundry; the average cost of laundry was \$4.74 per load. The busiest months were July and November when we did 94 and 92 loads each of those months. Thank you to the many volunteers who gave their time to support this initiative and special thanks to Carol Knight for her leadership at the events and Kirsten Sloan for coordinating the kids' activities.

- **Our Daily Bread** - In April 2018, Christ Church joined 6 other local churches who've been supporting the food program, Our Daily Bread, which is coordinated and held at Capitol Hill United Methodist Church. Our Daily Bread welcomes our neighbors in need Monday through Fridays and typically feeds between 40 and 60 people per day. Christ Church made a commitment of providing one casserole a week, and thanks to the generosity and incredible response from our congregation; we haven't missed a week! Despite generous donations from local/DC businesses like Firehook, Le Pain Quotidien, and Magruders, as well as from several CSA's, the churches provide the most reliable food source, since obviously commercial donations fluctuate from week to week. Christ Church's participation has been greatly appreciated and has really made a difference. Special thanks to Nancy Broers who coordinates the program, sending reminder emails to the weekly cooks, delivers the casseroles and is the Christ Church liaison for this invaluable ministry.

*Special Projects:*

- **The 2018 Quilt Raffle** – the Christ Church Quilters, a group of individuals who share their time and talents with the community by creating a one-of-a-kind quilt that is auctioned off at the annual St. Nick's Christmas Dinner and Sale, raised \$4,815 which was divided equally between two "Good Neighbor" organizations. Buenos Vecinos (Guatemala/Honduras) provides education and health services to children in rural areas and the Good Neighbors Capitol Hill who is assisting refugee families who are relocating to the DC Metropolitan area. Thank you to the Quilters and the many people who purchased raffle tickets and/or made a donation in support of the charities.
- **Lent Project/Spring Time Change:** It is a Christ Church tradition to organize an Outreach drive during Lent and collect change and donations on Time Change Sunday to assist a local organization doing Outreach work in the community. This year's recipient was Samaritan Ministries, an Episcopal organization that strives to help the vulnerable in our city take the next step towards stability in their lives. This year's Lent project was a toiletries drive to collect personal hygiene and feminine products for Samaritan Ministries to give to the people they are serving. This year we contributed \$493.63 from Time Change Sunday, and in the Fall, Samaritan Ministries Board Member and CCWP parishioner/Vestry member Ed Warren hosted a coffee hour bake sale, raising an additional \$522 for Samaritan Ministries. Executive Director The Rev. David Wolff preached on March 4 and led the Adult Forum about Samaritan Ministries' work in the community, need for support and how parishioners can become more involved.
- **Summer Mission Trip:** A dozen Christ Church parishioners traveled to rural St. Timothy's Outreach Center in rural Appalachia Kentucky for 1 week and assisted with needed repairs, including roof repairs; hung siding; painted fences, and built coffins. They met local people who generously welcomed them to the area and shared the stories of their lives with all its beauty and struggles. Additionally the parishioners shared hard work, a beautiful hike, daily prayer, assembling puzzles, playing games, and many meals together and got to know each other better.
- **Arthur Capper Senior Housing Fund:** In September, a devastating fire burned the Arthur Capper Senior Housing, displacing 150 residents who lost their homes and belongings. Christ Church collected funds and donated over \$800 to the Arthur Capper Senior Housing Fund, managed by Capitol Hill Foundation, to assist our neighbors in need.
- **Tommy's Toys:** Annually Christ Church parishioners donate new, unwrapped toys (or contribute money to purchase toys) to go to the families Community Action Group (CAG) who are in the drug treatment program. This year was a record year for donations and was a huge surprise and success at CAG's annual Christmas party when the parents in treatment give the gifts to their children. Without CCWP support, these children would have received little or nothing this Christmas, according to Tommy Wells, the longtime liaison between Christ Church and CAG. Special thanks to Carol Knight and Russ Mawn for collecting funds, shopping for the gifts and delivering the toys to CAG.

*Partnership with Capitol Hill Group Ministry:*

- **CHGM Grill & Chill**, July 11, 2018, coordinated by Ruth Kroeger - Christ Church invited families who are working with CHGM to attend this event for fun, food, and fellowship. We had outstanding attendance with a bubble machine which was a huge hit. We appreciate the volunteers who helped with set-up/clean-up, brought extra food for the dinner potluck and assisted with the art & craft projects to keep the kids entertained.
- **Backpack and School Supply Drive for CHGM**, July-August: This summer Christ Church parishioners donated 15 backpacks and many school supplies (coordinated by Carol Knight) to CHGM's annual Backpack and School Supply Drive.
- **CHGM Family Night and distribution of the Thanksgiving Baskets**, November 19, – We are proud to contribute 51 baskets and many gift cards to grocery stores, donated by Christ Church members to families who needed a little bit of assistance during the holiday season. Much gratitude to the many volunteers who donated baskets, brought food to the potluck and helped with the arts & crafts projects. Basket collection coordinated by Carol Knight; dinner event and activities coordinated by Ruth Kroeger; additional thank you to Kirsten Sloan and Girl Scout Troop 6518.

*Refugee Resettlement Assistance:*

- **Employment Fair** - On September 15, Christ Church hosted a refugee mentoring event and job fair in partnership with One Journey and NOVA Friends of Refugees. The event was very well attended with over 120 people seeking jobs or serving as advisors and mentors.
- **Capitol Hill Good Neighbors Capitol Hill** – Christ Church has supported the efforts of a group of churches and faith organizations in supporting refugee families that have re-located to the DC Metropolitan area. Lisa Nickerson serves as the representative from CCWP, and she faithfully attended monthly meetings, assisted with promoting events (including Pancake Fundraisers held in September and November and benefit concerts), and serves as a volunteer tutor. The focus of the Good Neighbor group is transitioning to assisting the refugees with achieving financial independence by improving their English and helping them find higher-paid jobs.

**Children’s Ministry..... The Rev. Serena Sides, Assistant Rector**

We have an exciting and active Children’s Ministry program at Christ Church! In 2018, we offered a number of new programs and expanded our traditional programs.

Program Overview

*Sunday School.* Sunday School is offered on Sunday mornings from 10-10:45 am from September through May for grades PK through 9. We have four different groupings of children: our 5th-9th graders meet in the Loft, our 3rd and 4th graders meet in half of the Upper Room, our 1st and 2nd graders meet in the other half of the Upper Room, and our PK/K class meets in the nursery space on the 1st floor. At least 64 different children have attended one or more Sunday School classes in the course of the last year. We are using Sparkhouse curriculum that is Biblically-based, with hands-on activities in the younger classes and videos and discussion in the older classes.

In fall 2018, we moved to having 9 dedicated lead teachers in our Pk/K, 1st/2nd and 3rd/4th classrooms and 12 assistant teachers. Each lead teacher prepared and led 4 Sundays in the fall and will prepare and lead 4-5 Sundays in the winter/spring 2019. Each lead teacher is helped in the classroom on Sundays by an assistant teacher, so that we always have two teachers in each classroom. This new system creates consistency for the children, encourages the lead teachers to plan their teaching dates ahead of time, and makes it easy to switch dates if something unexpected arises.

Our youth Sunday School is newly invigorated this fall with a large group of 5th graders entering the youth program. Youth Sunday School is led by an able group of four members of our parish’s 20s/30s cohort, which allows our youth to see faith in action in those closer to their own age. Rev. Serena also taught an overview class on the Bible and will teach one on the Book of Common Prayer in January 2019. We have had consistent turnout this fall of 4-6 students (with as many as 10 youth on occasion), which is an improvement over last year. In a youth planning session in spring 2018, parents clearly wished to continue with Sunday School and it is great to see the families responding.

In addition to a feedback session in spring 2018 and informal feedback collected in December 2018, we held a training session this fall for our teachers. Our lead teachers for the 2018-2019 program year are: Anne Fiala, Anne Fletcher, Mary Miller Flowers, Katherine Knight, Jen Kuskowski, Carrie Miller, Will Patterson, Ben Pipes, Jamie Schafer, Mary Beth Tyler, Jill Verret, Kimberley Wallner, Cathy Weber. Our assistant teachers for the 2018-2019 program year are: Lisa Barton, Stephen Bellum, Charlie Bolden, Robbie Curry, Kyle Fortson, Mike McEleney, Jason Rebholz, Amy Rzepka, Natalie Skidmore, Joel Spangenberg, Andy Weber, Sylwia Winchester. We also thank a number of teachers who served in Spring 2018: Katherine Brewer, Jenifer Gamber, Stuart Hall, Lindsay Heitger, Nick Heitger, Kirsten Jensen, Michael Lawyer, Paul Laymon, Cynthia Thomas, and JW Verret.

*Children’s Chapel.* In Spring 2019, we began to offer Children’s Chapel for children in second grade and under during both the 9am and the 11am service. Children’s Chapel offers children an age-appropriate story tied to the day’s readings, prayers, and songs. Children begin the service with their parents and return for Eucharist. Mary Miller Flowers is our dedicated leader at the 9am Children’s Chapel (with an occasional substitute) and our volunteer leaders at 11am include Susan Holmes, Ellen Psychas, and our clergy, with occasional help from Anne Fiala, Anna Laymon, and Carrie Miller. We routinely have 10 or more children at Children’s Chapel. We are looking to train more volunteers to lead the 11am service.

*Worship & Play.* Worship and Play is our monthly 5pm worship service and play time, including a simple dinner, for children ages 6 and under. We have had some fluctuations in attendance over the last year, but a renewed effort to raise awareness about this service has resulted in several large gatherings, of close to 20 participants. We are using more targeted emails to our parishioners, as well as Facebook and list-servs, to encourage attendance.

*Children's Choir.* Children's choir, under the leadership of volunteer Susan Holmes and music director Richard Thibadeau, was also active this past year. The children rehearse for 30 minutes on Monday evenings for 5 weeks and then offer their gift of song. In spring 2018, they sang on Mother's Day. They sang on December 19, 2018 at our new "Christmas before Christmas" service. There were a record 24 children in choir in December 2018. There was active parent engagement, as several parents regularly attended the rehearsals to help the children follow directions and learn the music.

*Christmas Pageants.* This year we offered three Christmas pageants on Christmas Eve. Our 11am and 4:30pm "Come as you Are" pageants for our youngest children was informal and lively, with close to 40 children (and a few adults) participating at 11am and close to 60 children participating at 4:30pm. Our 6:30pm rehearsed pageant for 1st graders and up went off without a hitch and included 13 children, many with speaking parts or musical offerings, and a number of volunteer parent helpers.

*Special Events.* In spring 2018 we offered Communion Recognition for second graders and up and their families. This fun and educational 3 hour workshop introduces children to the theology, history, and practical considerations of the Holy Eucharist. The children were recognized at the 11am service on February 4 and we used the children's bread in both services. We also offered a well-attended Children's Ash Wednesday service after our pancake supper on Shrove Tuesday and a Walk Through Holy Week for children on Maundy Thursday. This fall 2018 we served pizza and showed Joseph: The King of Dreams to over 40 parishioners of all ages.

*Seasonal Family Activities:* New in 2018 was a commitment to offering family activities in lieu of Sunday School and the Forum on certain Sundays throughout the program year. We offer children and their parents activities (such as crafts of Legos) to mark a new liturgical season (e.g., Advent, Lent, etc.) or because we anticipate low Sunday School turnout during a school holiday. Most sessions have been well attended with at least 12 children.

*Youth Programming.* This fall parent volunteers organized a Game Night for youth and a social hour for their parents, which were both well attended. At St. Nick's, we had close to 15 youth hanging out together in the library, enjoying pizza and a movie. We tried to offer a Friday evening class on Healthy Bodies/Healthy Relationships to older youth (7th-9th grade) but canceled due to low turnout.

*Childcare.* We offer childcare on Sunday mornings from 8:45am-12:15pm, with an average of 12 children per Sunday. We have a dedicated team of 6 babysitters, two of whom serve each Sunday morning. These babysitters also help out at our special events such as St. Nick's and St. Pat's. We occasionally use Girl Scouts as assistant babysitters alongside an adult babysitter.

**Music Ministry ..... Richard Thibadeau, Music Director**

What an amazing year we've had. In addition to our regular music activities, there were several comings and goings of note. On a sad note, we lost two very active parishioners. Carolyn Cheney, a hard working member of the Organ Committee died in February; and M'El Abrecht, a long-time member of the Parish Choir, passed in August. Their dedication to the music program was beyond measure. Also in 2018, the Parish Choir wished Godspeed to Karen Ross, Scarlett Saunders and Maddy Gates, while we welcomed new singers Jocelyn de Castro, Emma Lutton, Andrew Lyons and Bill James, along with the return of Connie Citro. The Parish Choir currently numbers 22 active members.

In September, we began adding a hymn to the 9:00am service on an experimental basis. The success of this will be reviewed in January 2019.

In the spring and fall, the Children's Choir offered anthems on Mother's Day and during our first Christmas-before-Christmas service. Both efforts were well received. The choir, under the leadership of Susan Holmes and shepherding of The Rev. Serena Sides, has grown to 20+ members.

In June, we dedicated our new pipe organ built by Canadian organ builders, Casavant Frères. The guest recitalist, Christopher Houlihan, brought in over 100 concert goers of parishioners, representatives from the builders, and the local community of organists. It was an exciting event made possible by gifts of several congregants.

It is an honor to serve alongside Cara, Serena, the staff and seminarians. We are all grateful to the many folks who give their time, talent and treasure to keep music alive and vital here at Christ Church, and to the entire parish for their support. *Soli Deo Gloria!*

## CARE OF THE PARISH

### **Rector's Report ..... The Rev. Cara Spaccarelli**

As I reflect on 2018, I am full of gratitude and amazement: gratitude for the steady commitment of our leaders, gratitude for the talent and contributions of our staff, gratitude for the people that God draws to our doors every week, and amazement that the ministry here continues to bear such fruit. Our average Sunday attendance has increased again to 188, and we welcomed almost 40 new adult members. Participation in outreach ministries, small groups, and children's programming continues to grow. Financially, our capital campaign was fully paid off, and our annual income continues to surpass our spending.

In regards to our two-year strategic focus on Invite Welcome Connect, you will see in the annual report the accomplishments of the first year and the goals of the second year. What this doesn't depict is the success we have had in enculturating the principles of Invite Welcome and Connect into our congregation. I see it at coffee hour; I see it at Vestry meetings; I see it in planning for worship and communications; I see it in our increased levels of engagement of newcomers.

This is the first year in my time here that we have been fully staffed for the entire year. It has made a tremendous difference in the work of the church both behind the scenes and in programming that we have been able to offer. The small groups, the strong children's program, and our investment in Invite Welcome Connect involves about 1/3 of the congregation in ministry, but it wouldn't be possible without the staff support of the Rev. Serena Sides. I'm so pleased that the Vestry decided earlier this year to continue the funding of a second full-time priest after the diocesan grant ends in June for the foreseeable future. We have money set aside in savings (from our surpluses over the last five years) to bridge the gap if there is one. We have planned to use these funds for two years now for this added staff position and have not had to due to the generosity of our congregants (and the above average income of the rental homes). We have a tremendous staff here and I hope that you take an opportunity to thank them for all that they do. In 2019 we were able to give the non-clergy staff a well-deserved 5% raise.

As I continue in my ninth year at Christ Church, I want to thank all of you; I am truly blessed to be in ministry with you.

### **Senior Warden's Report .....Anne Curry**

Christ Church Washington Parish experienced another year of growth in multiple ways. We are financially sound & continue to see increased attendance at both services & an outstanding children's ministry. The stewardship campaign resulted in many increased & new pledges that will allow us to support a full-time assistant Rector. At the Annual Meeting we outlined our strategic focus for the next 2 years & introduced Invite/Welcome/Connect. Throughout the year changes were implemented to reflect recommendations by the parish. We all agree this is a work in progress and will continue to search for additional ways to connect with each other and strengthen our ministry in the community. Our multiple outreach opportunities, social events on the lawn, successful St. Pat's and St. Nick's dinners, pancake supper, movie night, book club, and formation of small groups underscore some of the ways we share our spiritual journey and growth. Bottom line: we are in a good place. We are a healthy and vibrant parish. Let us give thanks to God.

**What We've Done Together in 2018**

*Thanks to our parishioners, we have done a lot this year to spread the word about Christ Church in the community, welcome both newcomers and regulars to Christ Church, and connect parishioners to one another.*

**INVITE**

- Updated our website – the first place new folks go to find out more about us
- Staffed a booth at Day of the Dog at Congressional Cemetery
- Spread the word with our Christ Church t-shirts and coffee mugs
- Donated the use of Parish Hall to local school auctions
- Created a new Christmas Eve service with petting zoo to attract our neighbors
- Posted frequently on Facebook
- Direct Mail Campaign to 5000 households for Christmas Services

**WELCOME**

- Posted new directional signs for the Parish Hall and bathroom facilities
- Created a welcome table staffed by our vestry hosts with information for all
- Painted the front fence
- Added tea to coffee hour
- Updated the look of the narthex with new curtains and new heaters
- Created a new welcome card and new children/family information card for the pews
- Improved paper stock for informational brochure in pews
- Developed guidance for ushers and readers
- Revamped our kids worship bags
- Created two family friendly “take-a-break” spaces with audio from the sanctuary
- Offered parking help on Easter Sunday
- Consistent Vestry host welcome and messaging
- Recruited additional 9am ushers

**CONNECT**

- Revamped our weekly emails to optimize for mobile phone viewing
- Established a “name tag station” at the welcome table
- Offered our sermons on podcast apps
- Interviewed parishioners for our quarterly newsletter
- Offered intentional small groups
- Began groundwork for daytime mother’s group for those who can’t make the small groups
- Created a ministries fair to connect parishioners to ministries
- Camped together on our second parish retreat
- Offered a five-week class on living in anxious times
- Developed a Facebook for Faith group to reflect on God in our lives

With thanks to our group leaders: Nancy Broers, Anne Fletcher, and Marissa Womble. With thanks to all the parishioners leading or actively participating in Invite-Welcome-Connect projects: Gary Abrecht, Chase Adams, Stephen Bellum, Robin Blackwood, Olivia Brickey, Matt Dannan, Charles Floto, Mary Miller Flowers, Amber Gove, Mike Grace, Michael Lawyer, Todd Litchfield, Elisabeth Malphurs, Russ Mawn, Mike McEleny, Carrie Miller, Beth Mullin, Lisa Nickerson, Ashleigh Pipes, Edgar Román, Sherry Saunders, Lynne Schlimm, Joe Smith, Vicky Smith, Cynthia Thomas, Marcia Warren, Andy Weber, Sylwia Winchester.

**INVITE WELCOME CONNECT STRATEGIC FOCUS - YEAR TWO**

**Invite**

1. Improve logos and signature lines and custom our advertising/communications for different mediums
2. Identify 5 volunteers who are willing to put up flyers for special events a few times a year

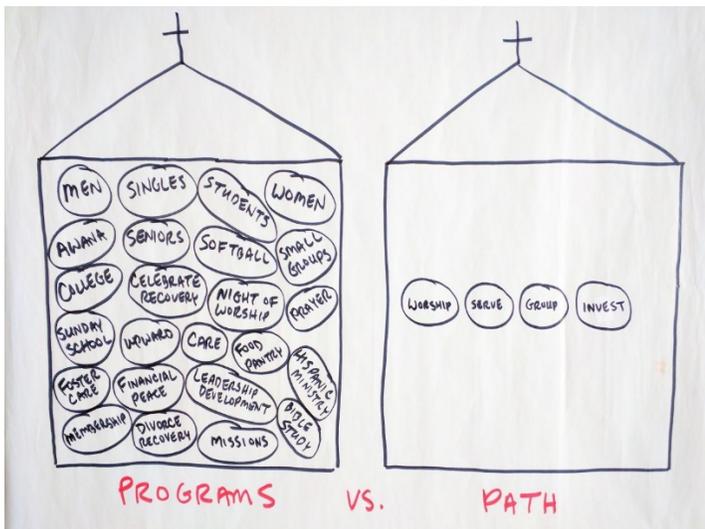
**Welcome**

1. Recruit Mystery Visitors for 3-5 churches to review other churches with form and bring back ideas. Review feedback and make changes as needed
2. Identify clear pathway/entry points for newcomers to become incorporated as members (officially and unofficially)

**Connect**

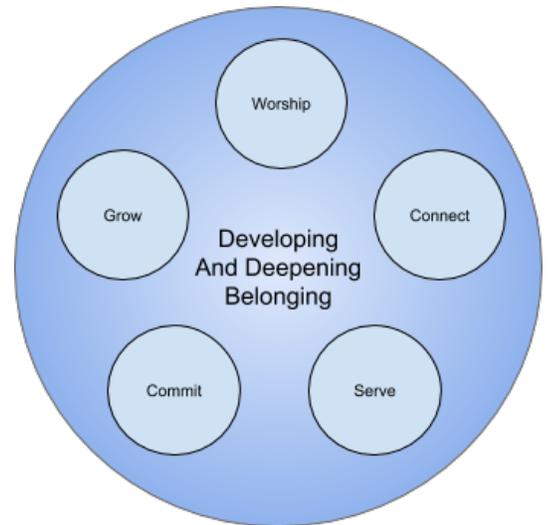
1. Clearly articulate how to make belonging more meaningful at Christ Church for newcomers and not so newcomers
2. Create an Inquirers Class for those new to Episcopal Church

**Making Belonging More Meaningful**



How a church looks without a path

vs. How a church with a path looks like



For Christ Church – not a path, but a clearer articulation

**CANDIDATES FOR ELECTION TO THE VESTRY**

**Nathan Barker**

After moving to Washington, DC in January 2017 to work on Capitol Hill, my fiancé, Kirsten, and I started searching for a church community in which we could thrive. We did a lot of ‘church shopping’ and after nearly giving up our search, God helped us stumble upon Christ Church Capitol Hill. The congregation welcomed us with open arms and, instantly, we knew we had found our church home. As a cradle Episcopalian, I found the qualities of diversity, tradition and the inviting atmosphere at Christ Church to be a perfect fit. I enjoy ushering at the 9 AM service, attending the 20s/30s group, attending the Men’s Group and volunteering at the church whenever I can. I especially enjoyed being a part of last year’s cooking crew for the St. Nick’s dinner. I am eager to continue serving this church as a member of the vestry and look forward to future opportunities to be more involved.

**Wallis McClain**

I was born in Paducah, Kentucky, into a military family with the concomitant travel to all parts of the United States as well as to Europe. I was raised a Presbyterian, but was never baptized as a child. After my college education — Vanderbilt as an undergrad and Washington University (St. Louis) and the University of Missouri as a grad student — I moved to DC and worked in journalism from 1976 until my retirement in 2012. During the 1980s, I felt an unmet and powerful spiritual longing. A friend took me to St. Thomas’ in Dupont Circle. Within a year I was baptized and confirmed in the Episcopal Church. At St. Thomas’, I served twice on the Vestry and once on a search

committee. After moving to Capitol Hill and commuting for several years back to Dupont Circle, I started searching for a closer church home. I always admired the charming Christ Church when I walked by on the way home for the gym, so I started attending. I immediately knew I had found a new church home. Several years ago, my membership was formally transferred to Christ Church. I am extremely flattered and honored to be asked to stand for election to the Vestry.

#### **Michael McEleney**

I grew up in a Navy family up and down the East Coast. I came to DC to attend graduate school before working for the government. I grew up as a Catholic but came to the Episcopal tradition when I met my wife, Gilda. We were married at St. Paul's Episcopal Church here in DC. The addition of our son Liam and daughter Iris challenged us to find a way to share our journey with God. After moving to the Hill, we came to know and love Christ Church first as neighbors, then friends, and now members. We are excited by the opportunity to give back to the community and grateful that Christ Church has given us the support to grow in our faith as a family

#### **Lynne Mallonee Schlimm**

I was raised as an Episcopalian in Wichita, Kansas, moved to Capitol Hill in 1985, joined Christ Church in 1997, and married the boy next door in 1998. But since leaving my roots more than 30 years ago, I **have** never lost the need in my life to participate in a faith community. For that reason, I have thoroughly enjoyed my participation at CCWP for more than 20 years -- serving on vestry and on the rector search committee, as a liturgist, and as an office volunteer. Indeed, one of my favorite things about Christ Church is the opportunity it provides to everyone of all ages to explore ways to enrich their faith lives. I welcome the opportunity to work with the clergy and staff and members to continue this tradition. And I thank you for the opportunity to stand for vestry.

---

## **Christ Church + Washington Parish List of Voting Members for the 2018 Annual Meeting January 27, 2019**

Abrecht, Gary  
Abrecht-Litchfield, Rachel Benson  
Adams, Chase  
Aman, Sally  
Anderson, Lloyd  
Andrews, Paul\*  
Atherton, Allison Miedema  
Auberger, Marcia  
Avett, Claire  
Avett, Reid  
**Bailey, Rebekah Jewell**  
Baldwin, Valerie  
Barber, Jackie  
**Barker, Nathan Russell**  
Barnes, Lawrence  
Barton, Lisa  
Bellum, Stephen  
Bevans, Paul  
Billington, Eleanor Steele  
Billington, John  
Blackwood, Robin  
Bolden, Charles  
Bolden, Jackie  
Bonyun, Meredith Mino  
Bosworth, Sharon  
**Bowen, Lisa Ann**  
Bressler, Caroline Parker  
Bressler, John Wellington

Brewer, Christopher\*  
Brewer, Katherine\*  
Brickey, Olivia  
Broers, Nancy  
Brooks, Alison  
Burger, Charles  
**Campbell, Jack MacGregor**  
**Campbell, Katherine Church**  
Carrillo, Andrew  
Carrillo, Trisha  
Chalk, Kenneth  
Citro, Constance  
Citro, Joseph  
Clavel, Lise  
**Clelan, Elizabeth**  
**Clelan, Kyle**  
Connolly, Gerard  
Connolly, Marian  
**Cook, Emily Williams**  
**Cooper, Charles Spencer**  
**Cooper, Kristi Lake**  
Cosgrove, Sean  
Crawford, Michael  
Crusey, Kimberly  
Curry, Anne  
Curry, Robert  
**Daffner, Chris**  
**Daffner, Whitney**

Dannan, Matt  
**De Castro, Jocelyn Pearl**  
Denton, Don  
Denton, Jean  
Denton, Shelby  
Denton, Zachary  
Dettman, David  
Dettman, Louise  
Dix, Brian\*  
**Duffy, Marcus**  
**Duffy, Taylor Elaine**  
Duncan, John  
Duncan, John Jr.  
Duncan, Marcia  
Earhart, Farleigh  
**Ensor, Andy**  
Evans, Sarah  
Farrow, Margaret  
Farrow, Mark  
Fiala, Anne  
Fiala, Eric  
Flakker, Harrison  
Flakker, Tara  
Fletcher, Anne  
Floto, Charles  
Flowers, Benjamin  
Flowers, Mary Miller  
**Fortson, Joseph Benjamin**

**Fortson, Kyle**

Free, Charles  
Freeman, Shawn  
Fritzel, Chuck  
Gant, Mary Martin  
Gamber, Edward  
Gamber, Jenifer\*\*  
Gethin, Laurie  
Giesecke, John  
Giesecke, John Maximus  
Giesecke, Stephanie  
Gilles, Joanne

**Gomez, Alicia**

Gove, Amber  
Grace, Ann  
Grace, Michael  
Harles, Andrea  
Harles, Charles  
Hash, Michael

**Hawkins, Carole Anne****Hawkins, David Wayne**

Head, Brittani  
Heitger, Lindsay  
Heitger, Nick  
Hughes, Dorothy Goddard  
Hughes II, Peter Christopher  
Hermann, David  
Holeyman, Greg  
Holmes, Susan  
Howard, Jennifer Baker  
Howard, Joseph  
Humbert, Jenny\*  
Humbert, William\*  
Humphrey, Carole  
Hussey, Sandra  
Jackson, Helen  
Jacobs, John Patrick\*  
James, William  
Jameson, Booth  
Jameson, Jennifer  
Jameson, John  
Jenkins, Thomas Jr.

**Jensen, Kirsten Elizabeth**

Johnson, Carolyn  
Knight, Carol  
Knight, Katherine McRae  
Kotis, Linda  
Kroeger, Ruth  
Kuskowski, Andrew  
Kuskowski, Jennifer  
Lawyer, Michael

**Laxton, Catherine Scott****Laxton, William George**

Laymon, Anna

Laymon, Barbara  
Laymon, Paul  
Lester, Inez  
Litchfield, Todd Eric  
Lopes, Keith  
Lowe, Mary Frances  
Lyons, Andrew  
Lyons, Elizabeth  
MacGarrigle, Ellen Fain  
MacGarrigle, Kelly Virginia  
Malone, Ivy Williams  
Malone, Mark  
Marzen, Moira  
Mawer, Randall  
Mawn, Russell  
Mawn, Russell Jr.  
McCahan, David  
McCarthy, Conor Justin  
McCarthy, Emily Biskey  
McClain, Wallis  
**McEleney, Gilda Rose**  
**McEleney, Michael David**  
McGinnis, Jamie  
Mellgren, Linda  
Miedema, Stephanie\*  
Miedema, Virgil  
Miller, Carrie  
Miller, Jason  
Mitchell, Thomas  
Moore, Linda\*\*  
Mottley, Lew  
Montgomery, Jack  
Mouta-Bellum, Carla  
Muench, Kris  
Mullin, Elizabeth Duncan  
Neely, Sidney  
Neibeling, Rachel  
Nickerson, Lisa  
Norris, Alice  
Norton, Linda  
Norton, Randall  
Norwood, Ann  
O'Brien, Alden  
O'Brien, Celia  
O'Brien, Lydia  
Palmer, Joyce  
Pascuzzo, Christopher Philip  
**Patterson, Will**  
Payne, John III  
Payne, John IV  
Pipes, Ashleigh  
Pipes, Benjamin  
Pollock, Jennifer Purdy  
Pollock, John Robert

Pontius, Ruth

**Porter, Aman Aine**

Porter, Gregg  
Porter, Sally Harris  
Psychas, Ellen  
Rebholz, Jason  
Rebholz, Kate  
Rees, Joseph  
**Riedel, Durwood Heinrich**  
Rimensnyder, Nelson  
Robinson, Doris  
Román, Edgar  
Rubio, Charles

**Rzepka, Amy G.****Rzepka, Justin Daniel**

Sanderson, William  
Sandman, James Joseph  
Saunders, Sherry

**Schafer, Jamie Allison****Schafer, Robert Andrew****Schans, Jonathan Braley**

Schillinger, Emily  
Schillinger, Ian  
Schlimm, Lynne Mallonee  
Schmid, William  
Schmid, Deborah  
Schmid, Stephanie Laura

**Schwartz, Douglas****Schwartz, Elizabeth**

Sharron, Ayasha Williams  
Shea, Jan  
Shea, Richard  
Shinkman, Paul  
Shinkman, Sarah  
Simon, Albert  
Singer, Paris Suzanne  
Skidmore, Jesse  
Skidmore, Natalie  
Sloan, Kirsten  
Smith, D. Joseph  
Smith, Randolph  
Smith, Thomas  
Smith, Victoria  
Sousa, John Philip IV\*  
Spaid, Barbara  
Spangenberg, Joel  
Stadel-Bevans, Cheryl

**Stewart, Aimee Krause****Stewart, Michael Elliot**

Stroud, Michael  
Svejkosky, Joseph  
Sylvester, David  
Sylvester, Kit  
Symington, Duncan

Symington, Emily  
Symington, John  
Symington, John Jr.  
Symington, Margaret  
Taylor, David  
Taylor, Ryan Joseph  
Thomas, Cynthia  
**Thompson, Lynn**  
**Thompson, Joseph**  
Thornley, Mary  
Tucker, Emma  
Turkiewicz, Jean  
Two Bulls, Robert\*\*  
Tyler, Mary Beth  
**Van Wagoner, Christopher Edward**  
Verret, Jill  
Verret, JW  
Vielmo, Kelly  
Wagner-Smith, Wendy  
Wallner, James  
Wallner, Kimberly  
Ward, Beverly  
Warren, Edward  
Warren, Marcia  
Watson, Kathy  
Weber, Andrew  
Weber, Cathy Hurst  
Wells, Barbara

Wells, Thomas  
Welch, Lauren  
Werwie, Doris  
Whittaker Navez, Christine\*\*  
Whalley, Judy  
Whyte, Gaye  
Wilson, Christopher  
Wilson, Megan  
Wilson Román, Karen  
Winchester, Erik  
Winchester, Sylwia  
Withum, Mary  
**Wolff, Jeffrey William**  
**Womble, Marissa Schmauch**  
**Wood, Allison Maryan**  
**Wood, Stephen Powell**  
Woodward, William  
Yost, Holton  
Yost, Morey  
Young, Anna Proctor  
Young, Frank  
Zappala, Jordan

**Associate Members**  
**(7 new + 23 Existing = 30)**  
Anschuetz, Carol  
Carolan, Jessica  
Carolan, Michael

Cilenti, Beth  
Cilenti, Michael  
**Dumm, Brian**  
Gosser, Allison  
Gosser, David  
**Gray, Glenn**  
**Gray, Samantha**  
**Jordan, Jason**  
Kilbourn, Linette  
Kilbourn, Scott  
Legge, Christopher  
Legge, Pricillia  
Lischer, Mary  
Lischer, Jeff  
Metzger, Nancy  
Metzger, Norman  
**Neilmann, Ana**  
Sears, Keri  
Selfridge, Greg  
Sharron, Matthew  
**Stonesifer, Sarah**  
**Tejcek, John**  
Titus, James  
Tubbs, Michael  
Vogel, Lucie  
Wright, Monroe  
Zimmerman, Stephen

\*Non-Resident – Member

\*\*Non-Resident – Priest

## Summary of Comings and Goings in 2018

### **Baptism (not of Voting Age) (21)**

Billington, Samuel Kester  
Bonyun, Halston, Thatcher  
Bressler, Jack McClellan  
Campbell, Joseph Walker  
Carolan, Zoe Mariana  
Cosgrove, Lucy Rutherford  
Daffner, Charlotte Lois  
Dannan, Hazel Geonette  
Hawkins, Jasmine Elizabeth  
Kahn, Nathaniel Hutchinson  
Kaiser, Robert Paul  
Laxton, Valerie Jane  
Malone, Major Williams  
Marie, Lucien Amin  
Parker, Vera Rose  
Schafer, Theodore Parker  
Stewart, Emerson Jean  
Svejkosky, Joseph Bennett  
Wolff, Christopher James  
Wolff, Gabriel William

Zappala, Luca Richard

### **Baptism Adult of Voting Age (0)**

#### **Added by Request (37)**

Barker, Nathan Russell  
Bowen, Lisa Ann  
Campbell, Jack MacGregor  
Campbell, Katherine Church  
Clelan, Elizabeth  
Clelan, Kyle  
Cook, Emily  
Cooper, Charles Spencer  
Cooper, Kristi Lake  
Crandall, Barbara  
Crandall, Del  
Daffner, Whitney  
Daffner, Chris  
Duffy, Marcus  
Duffy, Taylor Elaine  
De Castro, Jocelyn Pearl

Ensor, Andy  
Gomez, Alicia  
Jensen, Kirsten Elizabeth  
McEleney, Gilda Rose  
McEleney, Michael David  
Patterson, Will  
Reidel, Durwood Heinrich  
Rzepka, Amy G.  
Rzepka, Justin Daniel  
Schans, Jonathan Braley  
Schwartz, Douglas  
Schwartz, Elizabeth  
Stewart, Aimee Krause  
Stewart, Michael Elliot  
Thompson, Joseph  
Thompson, Lynn  
Van Wagoner, Christopher Edward  
Wolff, Jeffrey William  
Womble, Marissa Schmauch  
Wood, Allison Maryan  
Wood, Stephen Powell

**Transferred in from other Parishes (1)**

Knight, Katherine McRae

**Lost by Death (3)**

Abrecht, Mary Ellen  
Conly, Robert  
Cheney, Carolyn

**Added by Being of Age (16) to Vote (1)**

Porter, Aman Aine

**Reactivated (4)**

Baldwin, Valerie  
Welch, Lauren  
Werwie, Doris  
Withum, Mary

**Declared Inactive (15\*)**

Baker, Mark  
Baker, Meredith  
Dahlman, Anthony  
Goldberg, Jasper  
Hatch, Sarah

Keating, Kirsten  
Koudelka, Karla  
McGonigle, Sarah Podmaniczky  
Menefee, Jake  
Menefee, Sydney  
Nickerson, Heather  
Parker, Erin  
Parker, Nick  
Pezzarossi, Carolina Modlin  
Pezzarossi, Nicholas Joseph

**Transferred Out (4)**

McClellan, Jessica Langston  
McClellan, Chandler Blalock  
Ross, Douglas  
Ross, Karen

**Made Associate Member (7)**

Dumm, Brian  
Gray, Glenn  
Gray, Samantha  
Jordan, Jason  
Neilmann, Ana  
Stonesifer, Sarah  
Tejcek, John

**Transferred to Associate Member (0)**

**Confirmations/Reception (0)**

**Children Added (18)**

Cooper, Lillian Mary  
Duffy, Jameson Marcus  
Duffy, Laurel Elaine (Bapt)  
Fortson, Joseph Benjamin  
Fortson, Ruthie Cordelia  
Heitger, Ellis Christie  
Heitger, Rhetta Lilly  
Laxton, Meredith Virginia  
Malone, Major William  
McEleney, Liam Faulknor (Bapt)  
McEleney, Iris Rose (Bapt)  
Riedel, Max Jacob Patterson  
Rzepka, Anne Carol  
Rzepka, Grace Catherine  
Schafer, Robert Todd (Bapt)  
Schafer, Juliette Allison (Bapt)  
Spangenberg, Jeremy Thomas  
Ozkan, Paul Guner-Williams

In keeping with the canons of the Church and the current Christ Church Bylaws, voting members must: 1) be 16 years old one month before the meeting, 2) attend worship regularly, 3) contribute to the parish in a manner recorded by the treasurer or known by the Rector 4) be recorded in the parish records as baptized.

In order to be listed as a voting member of Christ Church, you must be made a member. Priests are always members of the last parish where they were laypersons. For more information about church membership, please talk with the Rector

**Associate Members** are active congregants at Christ Church contributing to the life of the parish but are not officially members (1) by their own request, (2) have not officially joined but have filled out a pledge card, and/or (3) are members and active at another Episcopal church.

**\*Declared Inactive** indicates (1) they have not been active members in the last year or (2) requested removal from membership rolls. Those who did not request removal from the membership roles are still officially members; however, they are not active members for voting purposes.

**Summary**

Members of voting age added = 43 (By request 37 + Transferred in 1 + Reactivated 4 + Being of Age 1)  
Members of voting age lost = 22  
Net gain/loss of voting members = +21

As of January 1, 2018, Christ Church reported **304** voting members. As of January 1, 2019, the total number of voting members is **325** as a result of the **net gain of 21** listed above.

Respectfully submitted,

The Rev. Cara Spaccarelli, Rector, and Carolyn Johnson, Registrar

**Summary of Proposed Bylaw Changes..... The Rev. Cara Spaccarelli**

Our bylaws were last completely revised in 2005 and a revision of Article 10 was passed in 2013. They are in pretty good shape, but there are a few things that have come up over the years that would improve our functioning as a parish. The Rev. Cara Spaccarelli took the lead on making these edits, and they were reviewed and improved by Randy Norton and Marian Connolly. At the annual meeting in January 2019, they will be voted on. The proposed bylaw are included at the back of the annual report; below is the summary of each proposed change. Upon adoption, the new provisions are immediately effective.

1. **I.1 Add February as an option for the annual meeting.** Requiring the annual meeting to be in January forces a tight timeline for the formation and review of end of year financial reports. Given the time it takes to get these reports and the Martin Luther King holiday weekend, there is typically only one Sunday to have the meeting. Adding February as an option allows greater flexibility. This change would not affect consideration of the budget as the Vestry approves the annual budget and then presents it at the annual meeting.
2. **IV.6 Change to appointment process of Vestry nominating committee.** The amendment would allow the Executive Committee to serve as the Nominating Committee if the Vestry decides not to appoint a nominating committee or fails to appoint one by December 15<sup>th</sup>.
3. **IV.7 Provide the option of voting by acclamation for new Vestry members.** This change would allow for voting by acclamation after the floor has closed to nominations if the number of candidates matches the number of vacancies on the Vestry. Written ballots will continue to be prepared for every annual meeting including all candidates and providing space in case additional nominations are made from the floor.
4. **V.1 Broadening the ability to cancel Vestry meetings.** Occasionally there are not enough agenda items to warrant a Vestry meeting; no one appreciates coming to a meeting without substantive content. Under this amendment, the Executive Committee would make the decision to cancel a meeting but would not be able to cancel two months in a row or more than three months of a calendar year. The current provision remains that two Vestry members can request a Vestry meeting be held, thus providing a way for Vestry members to respond if they feel meetings are cancelled inappropriately.
5. **V.7 Added Section: Electronic Meetings.** Our bylaws do not provide any instructions on electronic meetings (phone conference calls or video conference calls). This addition to the bylaw reflects the pertinent language of Canon 47 of Title 9 of the Episcopal Church which requires that electronic meetings must provide access for everyone to speak to everyone else. Any electronic meeting would be governed by those provisions of our bylaws regarding Vestry meetings (three days notice, minutes must be taken, quorum present for votes). While we do not expect to use these methods often, it is prudent to have them available.
6. **VII.2 Placement of List of Duties of Officers of the Vestry.** The list of duties of Vestry officers is not generally relevant to the business conducted at annual parish meetings. Removing this requirement would shorten the length of the annual report.
7. **VII.4 Responsibility for the placement and preservation of Vestry minutes.** This addition makes explicit the responsibility of the Clerk to ensure that a paper copy of the current Vestry minutes is kept in the church office and in the parish archives.
8. **Grammatical Edits.** Various spelling and typing mistakes have been corrected throughout the document. These have been highlighted in red in the proposed bylaws for ease of review.

## **BYLAWS**

### **Christ Church + Washington Parish The Diocese of Washington**

#### **ARTICLE I. OF PARISH MEETINGS**

##### **Annual Meetings**

**Section 1.** -Each year in January **or February** at a time and on such date as the Vestry shall determine, there shall be an annual meeting of the voting members of this Parish at the Parish Church or Hall for the election of members of the Vestry and for the transaction of such other business as may lawfully come before the meeting. By direct mailing or e-mail at least fifteen (15) days prior to the annual meeting, the Rector shall give written notice of the date, time, and place to all known members of the Parish.

##### **Special Meetings**

**Section 2.** A special Parish meeting may be called by the Rector, the Senior Warden in the absence of the Rector, or by four or more members of the Vestry upon ten (10) days written notice to each voting member of the Parish, such notice to state the business to be considered.

##### **Presiding Officer**

**Section 3.** The Rector shall chair all Parish meetings. In the absence of the Rector, the Senior Warden shall preside. In the absence of the Rector and the Senior Warden, the Junior Warden shall preside. In the absence of the Rector and both Wardens, a member of the Vestry chosen by a majority of the Vestry members present at the meeting shall preside; provided that, if the rectorship is vacant, the Bishop shall preside, if present.

##### **Clerk**

**Section 4.** The Clerk of the Vestry shall keep an accurate record of all business transacted at the annual or special Parish meeting and shall be responsible for completing election reports to be sent to the Diocese, and for all other communications resulting from the meeting. In the absence of the Clerk, the Presiding Officer shall select a voting member to serve as Clerk for the meeting.

##### **Resolutions**

**Section 5.** In so far as possible, any voting member wishing to offer a resolution at a Parish meeting shall submit such resolution in writing to the Rector or, in the Rector's absence, the Senior Warden, at least fifteen (15) days prior to the date of the Parish meeting at which

consideration is desired. Except for resolutions of courtesy, commendation, or condolence, the text of such resolution must be communicated in writing to the voting members.

**Annual Report**

**Section 6.** The Rector shall cause to be prepared an Annual Report for the preceding year for distribution at or before the annual Parish meeting to all voting members of the Parish and to such others as the Rector deems appropriate. The Report shall include a list of the Vestry members and their terms, a list of voting members, the minutes of the last annual meeting and any special Parish meetings, a statement of current Parish assets and liabilities, a statement of income and expenses for the preceding year, the budget for the new year, and such reports of Parish programs and activities as the Rector deems appropriate.

**Annual Budget**

**Section 7.** At the annual Parish meeting, the Vestry shall present the approved budget for the coming year and provide for discussion thereof.

**Proceedings**

**Section 8.** *Robert's Rules of Order* shall govern the proceedings of the meeting in all cases not otherwise provided for in these bylaws. The Rector may appoint a Parliamentarian to interpret and advise on the application of these Bylaws and Roberts Rules of Order to the conduct of the meeting.

**ARTICLE II. OF QUALIFICATIONS OF VOTERS**

**Voting Member**

**Section 1.** Any member of the Parish who has attained the age of 16 may be lawfully admitted to vote at any Parish meeting; *provided*, (a) that such person shall be a member of this Church as defined in Title I, Canon 17, Section 1<sup>1</sup> and a communicant in good standing as defined

---

1

Title I Canon 17 [2003]. Of Regulations Respecting the Laity. Sec. 1 (a) All persons who have received the Sacrament of Holy Baptism with water in the name of the Father, and of the Son, and of the Holy Spirit, whether in this Church or in another Christian Church, and whose baptisms have been duly recorded in this Church, are members thereof.

in Title I Canon 17, Sec. 3<sup>2</sup> of the Canons of the General Convention of the Protestant Episcopal Church of the United States of America or amendments thereto; (b) that such member shall have been enrolled as a member on the books of the Parish at least thirty (30) days prior to the date of the Parish meeting; and (c) that such person shall have been a contributor of record to the support of the Parish during the period between the last annual meeting and thirty (30) days prior to the date of the Parish meeting.

A contributor of record is any person who contributes one or more times during this period through pledging, by check, or by other instrument duly recorded by the Financial Secretary, or who contributes in such other fashion as can be attested to by the Rector.

**Posting of Voter List**

**Section 2.** A list of voting members shall be prepared and posted in a conspicuous place at the Parish Church or Hall at least two (2) weeks before the date of the annual Parish meeting.

**Judge of Qualifications**

**Section 3.** The Vestry or a majority of the Vestry present at a Parish meeting shall judge the qualifications of voters and qualifications of parishioners proposed to be elected as members of the Vestry.

**ARTICLE III. OF THE QUORUM AND METHOD OF VOTING**

**Quorum**

**Section 1.** In order to transact any business at an annual or special Parish meeting, a quorum must be present. Twenty (20) percent of the voting members of the Parish; or thirty (30) such members, whichever is less, shall constitute a quorum at annual and special Parish meetings. A quorum shall be established by a call of the roll by the Clerk.

**Voting Process**

**Section 2.** No vote shall be taken at an annual or special Parish meeting unless a quorum is present. A majority of voting members present shall be necessary for the adoption of any matter voted upon, except for amendments to the Bylaws. A two-thirds majority is necessary to amend the Bylaws.

---

<sup>2</sup> Title I. Canon 17, Sec. 3 [2003]. All communicants of this Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are to be considered communicants in good standing.

**ARTICLE IV. OF THE QUALIFICATIONS, NOMINATION, AND ELECTION  
OF THE VESTRY AND WARDENS**

**Vestry Function &**

**Section 1.** Christ Church + Washington Parish is the agent and legal representative of the Parish in all matters concerning its corporate property and the relations of the Parish to its clergy. The Vestry is the administrative body of the Parish, constituted under the laws of the United States applicable to religious corporations, and to parishes and separate congregations of the Protestant Episcopal Church in the Diocese of Washington.

The Vestry shall consist of the Rector and twelve (12) persons elected by the voting members of the Parish, and the Senior Warden, Junior Warden, Treasurer, or Clerk, if these officers are not elected members of the Vestry. Any assistant clergy elected by the Vestry in accordance with Article IX, Section 2, shall be a nonvoting, *ex officio* member of the Vestry.

**Qualifications**

**Section 2.** The members of the Vestry, the Wardens, Treasurer, and Clerk of the Vestry must be voters as prescribed in Article II, Section 1, and must have attained the age of eighteen (18).

**Terms**

**Section 3.** The terms of office for each of the twelve (12) elected members of the Vestry are three (3) years, and shall be staggered so that four (4) members are elected at each annual Parish meeting.

**Vacancies**

**Section 4.** Any vacancy occurring during the period between annual meetings, shall be filled through election by a majority of the Vestry. Members so elected shall serve only to the time of the next annual Parish meeting, at which time the Parish shall elect a member to serve the remainder of the unexpired term.

**Length of Service**

**Section 5.** Members of the Vestry shall hold office until their successors have been elected and qualified, except as otherwise provided by these Bylaws.

No member of the Parish may serve on the Vestry, including service as an officer, for more than four consecutive years. After a fourth year of consecutive service, a year must elapse before the member is eligible for election to the Vestry or to any Vestry office. After a member of the Vestry has served a three-year term, he or she is not eligible for re-election to the Vestry, but may be elected by the Vestry

to serve as an officer. A member who has been elected by the Vestry to fill a vacancy between annual meetings is eligible for election by the Parish to a three-year term on the Vestry.

### Nominations to Vestry

**Section 6.** The Vestry shall appoint a nominating committee to propose candidates for election to the Vestry. In the event that the Vestry has not appointed a nominating committee by December 15, the Executive Committee shall serve the Rector shall appoint a as the nominating committee. Nominations from the floor shall be acceptable.

All candidates must have indicated in writing their willingness to serve if elected, or be present at the time of the meeting to so indicate at the time of nomination.

### Method of Electing

**Section 7.** Members of the Vestry shall be elected by written ballot by a majority of the voting members present and voting at an annual Parish meeting, except as otherwise provided for in this section.

The pPresiding Officer shall appoint three (3) members of the Vestry not standing for election as tellers to count the ballots and report the results to the Presiding Officer.

Of those candidates receiving a majority of the votes, the candidate(s) receiving the highest numbers of votes shall be declared elected; *provided that* in the case of a tie among those candidates, a further ballot shall be held and the candidate(s) receiving the highest number of votes shall be elected.

If after any ballot, a vacancy remains because no candidate received a majority, the two candidates receiving the fewest votes shall be dropped and another vote taken, *provided that there are* at least two candidates, if available, for the vacancy.

If after the floor is closed to nominations, there are the same number of candidates as vacancies, a voting member may move to elect the candidates by acclamation.

In the event of questions or dispute about the voting process or outcomes, the Vestry, or a majority of the Vestry present, shall judge elections.

### Declaring a Vacancy

**Section 8.** Any member of the Vestry who, unless for reasons of health or explained absence, such as critical business, misses four (4) consecutive meetings or has attended fewer than five (5)

meetings in any calendar year, shall be found to have vacated such office, unless such member can provide reason to the Vestry why such vacancy should not be declared.

Before any such vacancy shall be declared, the Clerk of the Vestry shall notify the incumbent, in writing, of his or her absences and of the Vestry's obligation to declare such a vacancy, and the Incumbent shall have fourteen (14) days in which to provide reasons to the Vestry why he or she should retain membership.

## ARTICLE V. OF VESTRY MEETINGS

### Regular Meetings

**Section 1.** The Vestry shall establish a date and time for regular monthly meetings; *provided*, however, that at any meeting, a majority of the Vestry may postpone the next regularly scheduled meeting for as many as fourteen (14) days. a majority of the Executive Committee also may postpone the next Vestry meeting upon notice to each member of the Vestry and concurrence of a majority thereof.

Proposed Section 1. The Vestry shall establish a date and time for regular monthly meetings. A regular meeting may be postponed or cancelled by a majority of the Executive Committee upon five days notice to each member of the Vestry, provided however that the regular monthly meeting may not be cancelled for two consecutive months or for more than a total of three months during any calendar year.

### Special Meetings

**Section 2.** Special meetings may be called by the Rector, the Senior Warden, or at the request of two or more members of the Vestry; **provided**, that except in the case of extreme emergency, the officers and members of the Vestry must receive at least three (3) days notice.

### Notice & Parish Attendance

**Section 3.** Periodically, the Vestry shall notify the Parish of the dates and time of upcoming Vestry meetings. Any parishioner may attend a regular or special Vestry meeting, and, upon recognition of the Presiding Officer, may comment on any matter under discussion, unless, by majority vote in open meeting, the Vestry votes to go into closed session.

### Quorum

**Section 4.** Any six (6) elected members of the Vestry shall constitute a quorum for the purpose of conducting business at any

regular or special meeting.

**Chairman**

**Section 5.** The Rector shall preside over meetings of the Vestry and shall have the right to vote on all matters presented to the Vestry for action or decision. In the Rector's absence, the Senior Warden shall preside, and in the Senior Warden's absence, the Junior Warden. In the absence of the Rector and the Wardens, a majority of the Vestry present shall select one of its members to preside. If the Parish is without a Rector, the Bishop shall preside, if present.

**Authority to Make Rules**

**Section 6.** The Vestry may adopt rules and procedures necessary for the conduct of its meetings, provided that such rules and procedures shall conform to the Constitution and Canons of the General Convention and of the Diocese of Washington.

**Proposed Addition**

Electronic Meetings

**Section 7.** A meeting of the Vestry or Executive Committee may be conducted electronically (including by telephone). In any such electronically conducted meeting, every vestry member participating in the meeting must be capable of simultaneously communicating with every other vestry member participating in the meeting.

**ARTICLE VI. OF ELECTION OF WARDENS AND OFFICERS OF THE VESTRY AND OTHER POSITIONS.**

**Positions to be Filled & Voting Method**

**Section 1.** No later than twenty-one days following the annual Parish meeting, the Vestry shall meet and, by written ballot and majority vote, elect persons from among voting members of the Parish who are 18 years or older (as defined in Article II, Section 1) to fill the following offices: Senior Warden, Junior Warden, Treasurer, Clerk, and the positions of Parish Registrar, and Delegate and Alternate Delegate to the Diocesan Convention. The Rector shall be the Judge of such elections.

**Notice**

**Section 2.** Prior to said meeting, the Clerk shall notify the Vestry that such elections shall take place and of the method of nomination that will be used.

**Nominations**

**Section 3.** Any person nominated for said positions must have indicated a willingness to serve prior to the election and shall have received an explanation of the duties of the position to which

nominated.

**Terms**

**Section 4.** The terms of office for the Wardens, officers, and agents of the Vestry elected or appointed pursuant to this Article shall be for one (1) year. Such persons are eligible for re-election to these positions subject to the restrictions of Article IV, Section 5.

**Vacancies**

**Section 5.** In the case of a vacancy, by death, resignation, or otherwise, of any of the officers, the Vestry shall elect an eligible person to hold office until a successor is elected following the next annual Parish meeting.

**ARTICLE VII. OF THE DUTY AND AUTHORITY OF WARDENS, OFFICERS,  
AND AGENTS OF THE VESTRY.**

**Authority to Define Duties**

**Section 1.** The authority, duties, and responsibilities of the Rector, assistant clergy, the Wardens, the Treasurer, and the Clerk are defined in the Canons of the General Convention and the Diocese of Washington, civil law and these Bylaws. The Vestry may further define the authority, duties, and responsibilities of Wardens, Treasurer, Clerk and other agents, upon approval by a majority of the Vestry.

**Notice**

**Section 2.** The duties of ~~the Senior Warden, the Junior Warden, each Warden,~~ the Treasurer, and the Clerks shall be described in writing, ~~and~~ placed on file in the Parish office, ~~and available for review by any church member., and included in the annual report prepared for each annual Parish meeting.~~

**Treasurer**

**Section 3.** The individual elected to serve as Treasurer, if not already a member of the Vestry, shall have a seat and voice thereon, without a vote. It shall be the duty of the Treasurer to receive and disburse all monies collected and to maintain books of accounts, charters, and ledgers in accordance with standard accounting procedures. With advice and approval of the Vestry, the Treasurer shall render accounts to the Vestry at each regular meeting and periodically to the Parish at large. At the direction of the Vestry, accounts shall be audited annually by a qualified person who is neither a member of the Vestry nor a compensated employee of the Parish. The Rector shall cause the audit report to be sent to the Bishop as required by the Canons. In case of temporary inability of the Treasurer to act, from illness or other cause, the Vestry shall appoint an Acting Treasurer, who shall perform all duties of the Treasurer until the Treasurer is able to resume them.

**Clerk**

**Section 4.** A Clerk who is not an elected member of

the Vestry shall have a seat and voice in Vestry meetings, without a vote.

The Clerk shall be responsible for preparing, distributing, and maintaining an accurate record of all meetings of the Vestry and the Parish, including documents attendant thereto. The Clerk shall correspond in the name of the Vestry upon direction of the Vestry or its officers, and shall be the keeper of the official seal of the Vestry and responsible for its protection and proper use. The Clerk shall fulfill the duties prescribed in Articles I, section 4, III, section 1 IV, section 8, and VI, section 2 and such other duties as may be prescribed pursuant to Section I of this Article.

The Clerk also shall be responsible for ensuring that the parish office and archives maintains a current file of Vestry minutes and supplemental documents presented at Vestry meetings. This file must be kept in paper form.

In the event of a planned absence, the Clerk shall designate a member of the Vestry to record the minutes of the meeting. In the absence of such an arrangement, the Presiding Officer shall designate a temporary clerk.

## **ARTICLE VIII. OF VESTRY COMMITTEES.**

### **Authority to Appoint Committees**

**Section 1.** A majority of the Vestry may create committees consisting of two (2) or more members of the Vestry. To the extent provided by resolution of the Vestry, such committees shall have and exercise the authority of the Vestry in the management of the Parish. However, such committees shall not operate to relieve the Vestry of any responsibility otherwise imposed upon it by civil or canon law. The Rector, the Senior Warden, and/or a majority vote of a quorum of the Vestry at any regular or special meeting of the Vestry may also create committees not having the authority of the Vestry in the management of the Parish

### **Executive Committee**

**Section 2.** The Executive Committee shall consist of the Rector, the Wardens, the Treasurer, and the Clerk of the Vestry as voting members. Any assistant clergy shall be a non-voting, *ex-officio* member.

The Executive Committee shall meet prior to each Vestry meeting to

determine the agenda for the upcoming meeting, to discuss new proposals and current activities, and to consider recommendations on planning, policy, and financial matters for approval of the full Vestry. The regular meeting time of the Executive Committee shall be made known to the Vestry.

The Executive Committee may meet to address routine matters in line with policies set by the Vestry. In the event the Executive Committee obligates unbudgeted funds, without prior authorization of the Vestry, such action shall be placed before the Vestry for review and consideration at its next regular meeting.

The Executive Committee may perform such other duties as the Vestry may delegate to it.

## **ARTICLE IX. OF THE ELECTION OF THE RECTOR AND ASSISTANT CLERGY AND HIRING OF TEMPORARY CLERGY.**

### **Vacancy in the Parish**

**Section 1.** When the rectorship of the Parish becomes vacant, the Vestry shall by, at least a majority vote of all members, elect and issue a call to a new Rector from among the priests in good standing, of the Protestant Episcopal Church or other clergy authorized by the canons of the General Convention to officiate in the Episcopal Church. Such election and call shall follow consultation with the Bishop of the Diocese, in conformity with the applicable canons of the General Convention.

### **Assistant Clergy**

**Section 2.** The Vestry may, by majority vote, elect one or more assistant ministers from among the priests or deacons in good standing of the Protestant Episcopal Church, at the nomination of the Rector, and after consultation with the Bishop, in conformity with the appropriate Canons of the General Convention.

### **Call to Rector**

**Section 3.** The call of a new Rector or new Assistant Clergy shall be made to and accepted by the member of the clergy in writing. The call shall contain at a minimum the provision set forth in Canon 25, Section 6, of the Canons of the Diocese of Washington.

### **Hiring of Temporary Clergy**

**Section 4.** The Vestry, upon recommendation of the Rector, or in the Rector's absence, upon recommendation of the Senior Warden, may contract for clergy to serve as vacation supply, as a temporary replacement if the Rector is incapacitated, or for other part-time duties and responsibilities requiring the services of priests of the Church.

## ARTICLE X. OF ENDOWMENTS AND TRUSTS.

**Vestry Responsibility**      **Section 1.** The Vestry shall oversee, manage, and maintain the Endowment of Christ Church + Washington Parish (hereinafter referred to as the Endowment), ~~which was~~ established in 2000. The Vestry shall record and preserve the records of the original value of gifts and bequests to the Endowment.

**Purposes**      **Section 2.** The Endowment shall be used only for historic preservation of church facilities, outreach programs, extraordinary maintenance, and capital expenses. The Endowment shall not be used for routine or customary operating expenses.

**Permanently Restricted Amount**      **Section 3.** The Vestry shall permanently restrict from spending the original value of donations to the Endowment.

**Investment Policy, Management, and Monitoring**      **Section 4. (a)** The Endowment shall be managed by the Vestry and its designee(s) in accordance with the District of Columbia Prudent Management of Institutional Funds Act and the Manual of Business Methods in Church Affairs. (b) The investment goals shall be to (i) preserve long-term purchasing power and (ii) provide a reasonably stable, predictable, and growing revenue stream to support the purposes of the Endowment as set forth in Section 2 of this Article. (c) The Vestry or its designee(s) shall be responsible for (1) developing and implementing an Endowment investment policy that identifies the types of assets and asset class allocations that are suitable (or unsuitable) for the Endowment investment portfolio; (2) monitoring the performance of the Endowment investment portfolio; and (3) monitoring the performance of trusts held by third parties for the benefit of Christ Church + Washington Parish.

**Annual Appropriations**      **Section 5.** Each year the Vestry may appropriate a prudent amount for the purposes set forth in section 2 of this Article. In no event, however, may the Vestry appropriate Endowment funds if the balance of the Endowment is less than the total original value of gifts and bequests to the Endowment or would fall under that permanently restricted amount as a result of the appropriation

**Reporting**

**Section 6.** The Vestry or its designated Endowment manager shall provide, at each annual parish meeting, a written report on the implementation of this Article and on the performance and management of the Endowment.

**Other Endowments and Trusts**

**Section 7.** Trust funds managed for the benefit of Christ Church + Washington Parish shall be managed in accordance with their governing documents. In addition, the Vestry or its designee shall provide a written report on the performance and management of these trusts at the annual parish meeting, which shall be made part of the Annual Report.

**ARTICLE XI. OF AMENDING THE BYLAWS**

**Amendment**

**Section 1.** These bylaws may be amended or repealed at any annual or duly called special meeting, by a two-thirds vote of the voting members present and voting at such meeting. Notice shall be given to all voting members of the Parish at least thirty (30) days prior to any meeting of any proposed amendment or repeal of any provision of the bylaws.

**Application to Civil & Canon Law**

**Section 2.** Amendments to and repeals of -provisions of the Bylaws must conform to applicable civil and Canon law.

**Printing & Availability**

**Section 3.** Upon adoption of any modification of the Bylaws the Vestry shall print the full text of the Bylaw, incorporating the modification, which must be retained on file in, and available from, the Parish Office.