

Christ Church Parish Kent Island (CCPKI)
June 16, 2025
Vestry Meeting Minutes

The meeting was called to order at 6:30 pm. Called to order without objection.

Present: Father Frank, Lois Vanderbok, Toinette McDowell, Warren Prender, Jone Taylor, Liza Hamill, Karin Olsen, Kate McNealy, Stan Link, Sue Schaefer, Lisa Herlihy, Patti Snyder

Absent: Mike Parker, Marguerite Starsonneck,

Opening Prayer: Father Frank opened the meeting with a prayer.

Motion to adopt the Agenda with the deletion of the item under the New Business (CECDS Letter of Understanding) was made by Stan Link. Seconded by Liza Hamill. All were in favor of adopting the Agenda for this meeting.

Last Month's Minutes

Review of minutes from May 19, 2025.

Motion to approve the minutes from May 19, 2025 as written was made by Jone Taylor. Seconded by Patti Snyder. All were in favor.

Father Frank: Rector Report

- Reviewed his report (see attached)

Motion to accept the Rector's Report was made by Liza Hamill. Seconded by Lisa Herlihy. All were in favor; the report will be placed in the files.

Lois Vanderbok: Senior Warden Report

- Reviewed her report (see attached)

Motion to accept the Senior Warden's Report was made by Liza Hamill. Seconded by Stan Link. All were in favor; the report will be placed in the files.

Warren Prender: Junior Warden Report

- Parking Lot – weeds growing into the cracks. Looking into placing tar in these cracks to alleviate this issue
- HVAC - the thought was it may have needed \$1000.00 to repair. Fortunately, the HVAC is currently working, and no repairs are needed at this time.
- Altar legs – Legs are loose and need to be tightened/repared as a safety issue. Mr. Hamilton (who has worked in Shand Hall) has agreed to install new legs on the altar. Work to begin July 1st.
- Carpet replacement for the school has been recommended by Finance Committee.

- Paving for the parking lot (back lot & by the kitchen) has been recommended by Finance Committee.
- Rectory is good. No updates are needed at this time.
- Warren may start looking into cameras. Narthex doors were left open Saturday morning.
- This will be Warren's last year of Junior Warden. He wanted everyone to be aware and give plenty of notice.

Motion to accept the Junior Warden's Report was made by Jone Taylor. Seconded by Patti Snyder. All were in favor; the report will be placed in the files.

Kate McNealy: Treasurer's Report

- Reviewed Monthly Financial Reports (see attached)
- Reviewed her report (see attached)

Based on the recommendation of the Finance Committee, motion to approve the replacement of the carpet in the school was made by Stan Link. All were in favor.

Based on the recommendation of the Finance Committee, motion to approve the parking lot pavement was made by Jone Taylor. All were in favor.

Based on the recommendation of the Finance Committee, motion to approve a donation of \$250 to the Kent Island Fire Department was made by Kate McNealy. Discussion was open to all. Warren Prender suggested increasing the donation to \$500. No further discussion was made on this subject. All were in favor of the \$500 donation to the KI Fire Department.

Motion to accept the Treasurer's Financial Reports was made by Stan Link. Seconded by Jone Taylor. All were in favor; the report will be placed in the files.

New Business

- Vestry Liaisons – Stan asked if the members reached out to their committees.

Motion to adjourn the meeting was made by Patti Snyder. Seconded by Stan Link. All were in favor.

Father Frank closed the meeting with a prayer.

Meeting adjourned at 7:23 pm.

Next Meeting – 6:30 pm, Monday, August 18, 2025 Due to several members not being able to attend in July, the next meeting will be held in August.

Our Mission

At Christ Church Parish Kent Island, you will find worship grounded in our congregation's four centuries of living God's mission. We value Jesus' teaching of all inclusive, non-judgmental love. We are nourishing bodies, mind, and spirits; providing a safe place for renewal and recovery; and cultivating faith through meaningful relationships.



Vestry Meeting Agenda

June 16, 2025

Opening Prayer

Fr. Frank B. Crumbaugh III

May 19, 2025 Meeting's Minutes

Antoinette MacDowell

Priest in Charge Report

Fr. Frank B. Crumbaugh III

Sr. Warden Report

Lois Vanderbok

- *See report attached to agenda*

Jr Warden Report

Warren Prender

Treasurer Report

Kate McNealy

- *Financial Reports*
- *Major Projects Finance Recommendations*

Vestry Liaisons

Stan Link

New Business

- *CECDS Letter of Understanding*

Lois Vanderbok

Closing Prayer and Adjourn

Next Meeting – 6:30 pm, Monday, July, 2025

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Christ Church Parish Kent Island (CCPKI)
May 19, 2025
Vestry Meeting Minutes

The meeting was called to order at 6:30 pm. Called to order without objection.

Present: Lois Vanderbok, Toinette McDowell, Warren Prender, Mike Parker, Jone Taylor, Liza Hamill, Karin Olsen, Kate McNealy, Marguerite Starsoneck, Stan Link, Sue Schaefer

Absent: Patti Snyder, Father Frank, Lisa Herlihy

Watched the Christ Church Parish video.

Opening Prayer: Lois said the opening prayer.

Motion to adopt the Agenda was made by Stan Link. Seconded by Mike Parker. All were in favor of adopting the Agenda for this meeting.

Last Month's Minutes

Review of minutes from April 21, 2025. Father Frank's middle name was misspelled. Lois Vanderbok's name was misspelled. Patti Synder's name was misspelled.

Motion to approve the minutes from April 21, 2025, with the above corrections was made by Jone Taylor. Seconded by Liza Hamill. All were in favor.

Father Frank: Rector Report

- No report this month.

Lois Vanderbok: Senior Warden Report

- Reviewed her report (see attached)
- Vote to approve Vicar Terrance Lively of Living Water to occupy the Rectory on a month-to-month basis until the Priest-in-Charge is hired.

Motion to accept the Occupancy Agreement and the Church with the amendments as discussed was made by Stan Link. Seconded by Mike Parker. All were in favor.

Motion to accept the Senior Warden's Report was made by Liza Hamill. Seconded by Jone Taylor. All were in favor; the report will be placed in the files.

Warren Prender: Junior Warden Report

- To replace the toilets that were mentioned, they will need to be replaced and the plumbing needs to be replaced. Will need to revisit on what to do with these toilets.

- A couple paper towel dispensers will be ordered for the men's room. If these dispensers help with the usage of the paper towels, more will be added to the other restrooms.
- The area outside the kitchen doors and the music room needs to be weeded. This area appears to be expensive to keep weeding this garden. Warren would like to come up with another way to get this garden weeded that is not so expensive.
- New signs were ordered to show where to park. Warren trying to figure how to get the area mowed without damaging the signs or landscaper's equipment.
- HVAC - valve needs to be replaced to keep running efficiently. This is the same unit that heating elements were replaced during the winter. This should be fixed this Friday, May 23rd.
- The Finance Committee reviewed Stan Link's 5-year report. They discussed replacing the toilets, the parking lot lights in the circle, security items, the driveway around the school, digital sign out front and the carpet in the day school. The Finance Committee is looking at approving one or two items.

Motion to accept the Junior Warden's Report was made by Liza Hamill. Seconded by Marguerite Staroneck. All were in favor; the report will be placed in the files.

Kate McNealy: Treasurer's Report

- Reviewed Monthly Financial Reports (see attached)
- No Financials this month due to Jean being on vacation. They will be sent out to the Vestry for review when they are received (about a week later than usual).

Motion to accept the Treasurer's Financial Reports was made by Mike Parker. Seconded by Jone Taylor. All were in favor; the report will be placed in the files.

New Business

- **Stan Link – Vestry liaisons**
 - Discussion was held regarding all the committees.
 - The final list was sent to the Vestry members
 - Next steps to let the committees know about the Liaisons.
 - Liaisons should try to attend a committee meeting, if possible.
 - The idea is for the committees to have a voice at the Vestry.

Motion to accept this topic and lists was made by Marguerite Staroneck. Seconded by Jone Taylor. All were in favor.

- **Stan Link – Cemetery**
 - The cemetery committee is working on a 3-year plan to improve and maintain the cemetery.
 - Second columbarium will be ordered shortly.
- **Lois Vanderbok & Kate McNealy - CCPKI Endowment Investment Policy**
 - Needs to be approved every 3 years.

Motion to accept the Endowment & Investment Fund Policies & Guidelines was made by Stan Link. Seconded by Mike Parker. All were in favor.

- **Lois Vanderbok – CECDS Budget Accept & Record**

Motion to accept the 2025-2026 Budget as written was made by Stan Link. Seconded by Liza Hamill. All were in favor. Budget to be placed in files.

- **Marguerite Staroneck – Emily’s Shower**

- to be held on June 22nd – after the service at 9:30 am
- details will follow
- Molly, Dottie & Marguerite are planning the shower, if anyone would like to help with the planning
- Living Waters will be joining us that day & Vicor Terrance will preach that day

Lois closed the meeting with a prayer.

Motion to adjourn the meeting was made by Jone Taylor. Seconded by Mike Parker. All were in favor.

The meeting was adjourned at 7:51 pm.

Next Meeting – 6:30 pm, Monday, June 16, 2025

Our Mission

At Christ Church Parish Kent Island, you will find worship grounded in our congregation’s four centuries of living God’s mission. We value Jesus’ teaching of all inclusive, non-judgmental love. We are nourishing bodies, mind, and spirits; providing a safe place for renewal and recovery; and cultivating faith through meaningful relationships.

Report of the Senior Warden

To the Vestry

June 16, 2025

A new ministry stood up this month, the Children's Food Ministry. This collaboration by Kathy Sells, Dottie Wilson, Leona Parker, and Stan Link with Susie Reckord representing Haven Ministries, looks to provide much needed child friendly food to those whose parents may be working this summer. These children are frequently recipients of backpack meals through their schools and they will not be receiving them when school is not in session. This ministry primarily seeks financial contributions to ensure that the items identified by Haven's food pantry are kept in stock and readily available. These five parishioners identified a need, came up with a plan, collaborated and brought the ministry to life on their own. They came to me only for a blessing to proceed. This sets an example for our parish that anyone can bring a lay ministry to life, it does not have to come from the "top". Empowering the laity is the model we need to embrace for the future of this parish.

News from the Diocesan Standing Committee regarding the Discernment process has been released. Please know that the Presiding Bishop has taken an active role in the process.

I am currently working with Brenda Faulkner to define her roles and responsibilities. The job has increased proportionately to the growth of the parish. She does have a volunteer to help her one day a week, she is still in need of assistance by someone with good computer skills. Once we define what can be taken up with additional clerical assistance, I will present a plan to the Vestry and recommend any increase in budgeted payroll to the Finance Committee.

Vicar Terrance Lively has moved into the Rectory. The benefit to us has been noticeable in his presence in the church office during the weeks Fr. Frank was away. He is a calming and supportive presence for Brenda, and will help out in any way needed as a sounding board with a clerical lean.

I have been approached by Charlie Mead and Molly Canon to identify two people who could "intern" to be Stewardship Co-Chairs. We would be interested in speaking with those who have skills in planning, writing or marketing. After twelve years in this position, they would like to move on to other interests.

Molly is hoping the Vestry can be counted on to bring food to the shower for Emily and Gary Van Essen. If you wish to contribute to the group gift, and want to, please see Molly as soon as possible. Of course, individual gifts are always welcome.

I will be away on vacation from June 26 until July 7. Please contact Frank+, Brenda or Warren if you need anything.

Thank you for all that you do in this community of the faithful. I am blessed to work with you.

From: **Brenda Faulkner** <parishadmin@ccpki.org>
Date: Fri, Jun 13, 2025, 7:01 PM
Subject: Fwd: christ church class rooms carpet quote
To: Lois Vanderbok <srwarden@ccpki.org>

Brenda Faulkner

Parish Administrator



Office Hours
9am-3pm Tues, Wed, Thurs
Christ Church Parish
[830 Romancoke Road](https://www.ccpki.org)
[Stevensville, MD 21666](https://www.ccpki.org)
410-643-5921
www.ccpki.org

----- Forwarded message -----

From: **Rich Ringgold** <richie@kentislandabbeyfloors.com>
Date: Fri, May 30, 2025, 7:46 AM
Subject: christ church class rooms carpet quote
To: jrwarden@ccpki.org <jrwarden@ccpki.org>

241 yds of style perspective carpet tiles

Installed material and labor	\$7,953.00
Take up old carpet and haul away	\$482.00
New white vinyl base installed	\$492.00
total	\$8,927.00

Brenda email me back so I know you received this quote



303 Anna Carol Dr
Stevensville, MD, 21666
(443) 699-9831
pat@premierpavingmd.com
www.premierpavingmd.com
Licensed Bonded and Insured
MHIC #147084

Estimate

For: Christ Church Parish
830 Romancoke Rd
Stevensville, MD, 21666

Estimate No: A049806
Date: 06/06/2025

Description	Quantity	Rate	Amount
Drive lane paving and patching 2 separate areas	1	\$8,900.00	\$8,900.00
Mobilize all necessary equipment			
Sawcut all transition points			
Clean and edge entire lane from debris and vegetation			
Supply and install 2.5 inches of 9.5mm hotmix surface asphalt in a single controlled lift			
Roll new asphalt in place using a vibratory power roller for a smooth uniform finish			
(1) year warranty from settling or mass cracking we will repair or replace any failing area for *No charge*			
	Subtotal		\$8,900.00
	Total		\$8,900.00

Total \$8,900.00

Comments

Depending on the total tonnage the invoice will reflect the tax exempt status

Scope of work for paving estimate



Brenda Faulkner

Thu, Jun 12,
2:47 PM (1 day
ago)

to Finance, Jr, me

Good Afternoon,

This email serves to follow up on the estimate Warren sent to you.

I am the contact person that went over the work with the paving contractor. The work includes:

1. repaving 60+ feet of the drive lane by the day school. The work will begin at a point just past the corner of the split rail fence at the back of the building and will run around the lane 60+ feet. There is a noticeable difference in the pavement where there is no need to repave.
2. Patching and repairing 2 significant areas in the drive lane located between the mailbox and the kitchen driveway. This is approx 30+ feet of paving.

Please let me know if you need any further information.

I am confident in this contractor's work and support Warren's recommendations to move forward with this project. This is the same person that we have used in the past.

--

Brenda Faulkner

Parish Administrator



Finance Committee
Recommendation to the Vestry
June 13, 2025
Paving the Back Driveway Around CECDS
New Carpet for CECDS

The Jr. Warden has requested that the Finance Committee approve funding in this fiscal year for two projects that are part of the five-year plan:

- (1) Replace the carpet in the day school (estimate \$8927). The carpets are extremely worn and are difficult to clean and maintain a healthy environment for the children.
- (2) Pave the back drive around the school (estimate \$8,900). The driveway has significant potholes and low spots that need to be addressed for the safety and security of school and parish operations. This estimate will be adjusted to include repair of a low area near the kitchen drive.

Recommendation:

A motion was passed to recommend acceptance of the estimates and proceed with the projects. After the meeting, further details were discussed and approval was given via email. The detailed final estimates will be provided to the Vestry at the regular meeting on June 16.

Respectfully Submitted,

The Finance Committee:

Cary Gates, Dick Sells, Bob Thompson, Dave Ellwood, Laurelle McCready



A parish of the Episcopal Diocese of Easton