

# 2024 ANNUAL CONGREGATIONAL MEETING

**November 10, 2024**



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**North Chevy Chase Christian Church  
8814 Kensington Parkway  
Chevy Chase, MD 20815**

**NORTH CHEVY CHASE CHRISTIAN CHURCH**

**2024 CONGREGATIONAL MEETING**

November 10, 2024

**AGENDA**

Call to Order - Andrea Sherman, Moderator

Opening Ourselves to God

Approval of the Agenda

Approval of the Minutes from the Previous Meeting (November 12, 2023)

Consensus Reports:

Update from the Pulpit Search Committee - Ann McClure

Update from Personnel Committee (Office Manager) – Wilsonia Cherry

Treasurer's Report - Nancy Solomon

Financial Secretary's Report - Richard Sherman

New Business:

Approval of the Report of the Nominating Committee

Approval of the January 1 through December 31, 2025 Proposed Provisional Budget

State of the Church

Benediction

Adjourn

**MINUTES**  
**Congregational Meeting - Special**  
**March 10, 2024**

In attendance: Jewel Barlow, Karen Bartman, Dwight Brock, Mary Brock, Dorothy Brown, Kathy Byars, Sarah Casseday, Wilsonia Cherry, Sally Coberly, Anne-Marie Crawford, Dot Harper, Diane Knight, Roland Lippoldt, Nancy Longo, Ann McCure, Yvonne McGee, Emmanuel Oladapo, Joseph Oladapo, Lydia Oladapo, Cheryl Parsons, Larry Petrovich, David Portas, Devi Rambarran, Jerry Rice, Mary Rice, Donna Ruginski, Betty Shelton, Andrea Sherman, Rich Sherman, Charlene Smith, Bob Solomon, Rachel Solomon, Cheryl Tatham, and Rev. Dr. Laird Thomason. Voting by proxy were: Patti Horrall, Robert Perry, Deborah Perry, Nancy Solomon, Bill Wydro, and Christine Wydro. Voting by ZOOM was Rosetta Robinson Battle. A quorum (35) was met.

The Congregational Meeting was called to order at 11:55am by Andrea Sherman, Moderator. The topics of the meeting were approval and adoption of the Rev. Dr. Cheryl Tatham's new contract and the revised budget for 2024. Copies of the relevant documents were emailed to the congregation prior to the meeting.

- Andrea explained the terms of Rev. Tatham's contract: After a 2-month sabbatical starting April 8, 2024, Rev. Tatham would return to the pulpit on a part-time basis (3 Sundays a month) and would be in the office a couple of days per week for Ministerial services from June through no later than the end of September or such other date as a new minister would begin service.

Wilsonia moved that the motion of the Pastoral Relations Committee (and approved by the Board on March 1, 2024) be approved. Sarah Casseday seconded the motion. The motion passed unanimously.

- Anne-Marie explained that the proposed budget was for the entire year, as opposed to the partial budget approved in November. The new budget now includes estimates of pending expenses relating to the Search Committee for a new Minister; all changes to Rev. Tatham's new contract; a contract for the new custodian taking Eric's place; and an increase in the cost for musicians and a section leader.

Sarah referred to the shortfall in budget versus church income and asked how we would address that shortfall. Anne-Marie and Rich Serman responded by saying that increases in giving and rental income would hopefully make up the difference. Ann McClure stressed the importance of spreading the word in our community activities that the church space is a very good option for rental versus commercial rental. The new 2024 budget was approved unanimously.

Rev. Tatham expressed gratitude for the affirmative vote on her new contract and announced that in light of the change in plans for April 7 as her last Sunday with us, April 7 would now be treated as a service of transition. Eric's last Sunday with us will be Easter Sunday, March 31, and we will honor him at that service. Rev. Tatham offered a closing prayer.

The meeting was adjourned at 12:17pm.

Respectfully submitted,

Cheryl Parsons

**Financial Secretary's Report for the Annual Congregational Meeting 2024**  
**Report for 1 January - 30 September 2024**

This report summarizes NC4 income from sources other than investments during for the first nine months of 2024. Amounts donated for various purposes are entered weekly into the OnRealm online database which constitutes the official financial record of the church. Individual giving statements generated by OnRealm for calendar year 2024 will be mailed to donors during January.

Undesignated offerings of \$231,648.59 are significantly up from the same period last year (\$174,584.93), but year-end totals are likely to be similar to last year. The major components of undesignated donations are regular offerings and contributions for facilities usage. Facilities contributions are currently at \$62,476. This is a new all-time high for facilities use, with 3 months still to go, so a very good year. Several new users have joined this year, helping to boost revenue.

Total giving income to date is \$246,497.91; this will likely bring us to around \$350,000 for the year, better than the past two years, and close to the average of the prior three years which was \$345,480.

## 2024 NOMINATION COMMITTEE REPORT

**Submitted by the Nominating Committee:** Anne-Marie Crawford, Dot Harper, Cheryl Parsons; ex-officio Andrea Sherman (Moderator); Rev. Tatham

This year's nominees are **highlighted**:

### **CHURCH OFFICERS** (terms continue through 2025):

Moderator: Andrea Sherman

Vice-Moderator: Wilsonia Cherry\*

Clerk: Cheryl Parsons

Treasurer: Nancy Solomon\*

Ass't Treasurer: Anne-Marie Crawford\*

Financial Secretary: Richard Sherman

Ass't Fin. Secretary: Yvonne McGee

Mbr at Large: Devi Rambarran

**NOMINEE** (term continues through 2026): **Lydia Oladapo**

**NOMINEE** (term continues through 2025): **Agnes Bike**

### **CHURCH TRUSTEES**

(2-yr terms continue through 2025):

Jewel Barlow

Nancy Longo

### **Church Trustee NOMINEES**

(terms continue through 2026)

**Dwight Brock**

**Laird Thomason**

### **ELDERS**

(2-yr terms continue through 2025):

Sarah Casseday

Betty Shelton

### **Elder NOMINEES**

(terms continue through 2026)

**Anne-Marie Crawford \***

**Dot Harper\***

**Diane Knight**

**Nancy Longo**

**Cheryl Parsons**

**Richard Sherman**

**Charlene Smith**

### **PEF TRUSTEES**

(3-yr terms continue through . . .)

Robert Perry (2025)

Cheryl Parsons (2025)

Anne-Marie Crawford (2026)

Robert Solomon (2026)

### **PEF Trustee NOMINEE**

(3-yr term 2025-2007)

**Sally Coberly**

\*May extend their term as approved by the Board, per the provision in the Constitution.

## MINISTER'S 2024 ANNUAL REPORT

As I write this, I sit in the hills of North Carolina, reflecting back on a year of transition, transition, transition! Throughout the months of this year, I and NC4, have worked together to complete tasks and address issues that put us in a better place for my retirement. Our Leadership Team met, our Elders met -- all to consider and make plans for the "chain of command" needing to be in place. Our Pulpit Search Committee continued to work faithfully and diligently in receiving and reviewing candidate applications for the position of settled minister.

After our March Called Congregational meeting, I took a two-month Sabbatical in April and May at which time I made the move from house, office, and storage unit into an apartment and got settled into a new space to call home.

We celebrated a beautiful Easter and the retirement of long-time custodian, Eric Pernell. Eric was recognised at our Coffee Fellowship with a generous money tree from the congregation as well as a balloon car created by Agnes Bikie. We brought on staff Juan Reyes as our new part-time custodian and he began work in April.

When I returned to the church in June, it was as a part-time minister- working in the office two days a week, with one Sunday off a month. In addition to my responsibilities of ministry, I began clearing out 19 years of collected records, church files, and frankly, lots of junk as I began getting the office ready for a new pastor!

Also during this time, our Personnel Committee took on the task of searching for a new office employee, as Emily Huang has given notice that she would be leaving at the end of January, 2025.

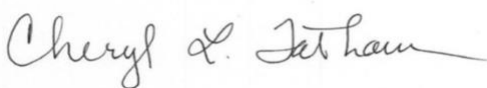
The Board also approved my offer to provide office support beyond my retirement in helping with bulletins, the Chimes and other issues as might be helpful during the interim. The Search Committee secured two ministers to provide pulpit supply from October through December. Rev. Dr. Michael McMahon and Rev. Brian Edwards are alternating Sundays for preaching.

The approaching date for my retirement loomed quickly as we moved into the fall and plans were made for a celebration on Sunday, September 29. Regional Minister Rev. Dr. Marcus Leathers was asked to preach for the service. Also scheduled as a part of worship were the Liturgical Dancers from Paintbrush Unitarian Church and our choir who sang two beautiful anthems for the morning. The congregation shared in a litany of celebration and farewell. The youth of the Paul Carr Jazz Academy provided music during the reception.

At the reception I was over-whelmed with the generosity of this congregation as I received gift cards toward anticipated retirement travel and many, many cards expressing love and gratitude for my years of ministry with this incredible congregation. Yvonne McGee presented a slide show of many wonderful memories.

I appreciate the opportunity to provide for you this final report for the 2024 Annual Congregational meeting and offer you my heart-felt gratitude for your support of my ministry with you over the past 19 years. May God continue to bless and guide North Chevy Chase Christian Church and its strong and faithful leadership!

Respectfully submitted,



Rev. Dr. Cheryl L. Tatham, (Ret.) Minister

	ADJ. Budget Expenses 2024	2024 Actuals (1/1-6/30)	2025 PROPOSED BUDGET
<b>INCOME</b>			
Dividends from Investments			
General Fund Income		71,486	
Interest Income			
Other Income		789	
Facility Use Income		41,114	
<b>TOTAL INCOME</b>		113,389	
<b>ADMINISTRATIVE MINISTRIES</b>			
<b>Church Office</b>			
COMMUNITY INFORMATION/Publicity	1,200	152	1,000
COPIER COSTS (Lease & supplies)	4,620	2,583	5,000
INTERNET - Website, Realm, Comcast Internet	7,500	4,366	8,000
OFFICE EXPENSES	1,200	415	1,000
POSTAGE-ENVELOPES	700	465	600
OFFICE MANAGER- SALARY	25,400	12,700	28,000
OFFICE MANAGER - Medicare	368	184	406
OFFICE MANAGER -Soc. Security	1,575	787	1,736
STEWARDSHIP MATERIALS	50		50
<b>Sub-Total Church Office</b>	<b>42,613</b>	21,652	45,792
<b>NC4 Payroll</b>			

BANKING FEES/EXPENSES	450	249	500
MISCELLANEOUS - STAFF GIFTS	1,200		1,200
PAYROLL SERVICES	660	355	720
WORKER'S COMPENSATION	1,700	1,215	1,500
<b>Sub-Total NC4 Payroll</b>	<b>4,010</b>	<b>1,819</b>	<b>3,920</b>
<b>Facilities</b>			
BUILDING/BOILER INSURANCE	12,000	7,829	16,000
CUSTODIAN - Salary	15,600	7,793	18,720
CUSTODIAN - Medicare	227	136	271
CUSTODIAN - Social Security	967	583	1,161
CUSTODIAN - BENEFIT	0	500	0
*PROJECT MANAGER	25,000	1,200	25,000
GROUNDNS -(Snow Removal, landscape)	10,000	3,836	12,000
MAINTENANCE & REPAIRS	20,000	14,935	25,000
CUSTODIAL EXPENSES	7,000	2,169	7,000
SERVICE CONTRACTS (incl. Elevator, chair lift, telephone; boiler no longer under contract)	12,800	1,582	10,000
SOLID WASTE & WATER	3,600		3,600
UTIL.-ELECTRICITY	10,000	5,806	12,000



UTIL-GAS	12,996	6,498	11,856
UTIL-WATER	3,000	812	2,000
<b>Sub-Total Facilities</b>	<b>133,190</b>	<b>53,679</b>	<b>144,608</b>
<b>TOTAL ADMINISTRATIVE</b>	<b>179,813</b>	<b>77,150</b>	<b>194,320</b>
<b>FAMILY LIFE MINISTRIES</b>			
<b>Faith Formation</b>			
MATERIALS & SUPPLIES	500	19	300
CAMPS/CONFERENCE/RETREAT SCHOLARSHIPS	500	53	500
NURSERY ATTENDANT	2,000	450	2,000
<b>Sub-Total Faith Formation</b>	<b>3,000</b>	<b>522</b>	<b>2,800</b>
<b>Hospitality &amp; Evangelism</b>			
CHURCH/COMMUNITY/ SPEAKER	1,700	680	1,700
COFFEE HOUR SUPPLIES	500	314	500
TRANSPORTATION - Cab/Lyft	150	61	150
<b>Sub-Total Hospitality &amp;</b>	<b>2,350</b>	<b>1,058</b>	<b>2,350</b>
<b>Outreach &amp; Service</b>			
DISCIPLES MISSION FUND	500		500
DIS. CTR. FOR PUBLIC	500		500
PPC/REPAIRER'S OF THE BREACH	500		500
OFF. OF GENERAL MIN. & PRES	500		500
<b>Sub-total Outreach &amp; Service</b>	<b>2,000</b>		<b>2,000</b>
<b>TOTAL FAMILY LIFE MINISTRIES</b>	<b>7,350</b>	<b>1,580</b>	<b>7,150</b>

<b>PASTORAL MINISTRIES</b>			
<b>Pastoral Services</b>			
DISCRETIONARY ASSISTANCE	500		500
GRIEF MINISTRIES	100		100
GUEST MINISTER	5425	1,400	2,600
<b>MINISTER EXPENSES (inc. candidate interview visits,out-of-state moving expenses,etc.)</b>	47,500	717	20,000
SR. MIN. - 403b	3810	1,914	Will be at the discretion of the new minister
SR. MIN. - AUTO	100		300
SR. MIN. - CONF, MTGS, ASSEMBLY	50		3,500
SR. MIN. - CONTINUING ED	50		200
SR. MIN.- HEALTH CARE	2529	927	10,000
SR.MIN. - HOUSING ALLOWANCE	27,840	14,131	TBA-Minister will allocate as sees
SR. MIN. - PENSION	2,924	2,924	11,900
SR. MIN. - PROFESSIONAL EXP	50		200
SR. MIN . -SALARY	55,695	25,753	85,000

<b>Sub-Total Pastoral Services</b>	<b>146,573</b>	47,766	134,300
<b>Worship &amp; Arts</b>			
ADULT CHOIR MUSIC & SUPPLIES	250		250
ADULT CHOIR DIR.-SALARY	21,707	10,854	22,265
ADULT CHOIR DIR.-MEDICARE	315	157	323
ADULT CHOIR DIR.-SOCIAL	1,346	673	1,381
SEASONAL DECORATIONS	400	380	400
INSTRUMENT TUNINGS, LEADER	1,250	175	1,250
	5,000	3,550	5,000
PIANIST/ORGANIST-SALARY	18,090	9,045	18,555
PIANIST/ORGANIST-MEDICARE	262	131	269
PIANIST/ORGANIST-SOCIAL SECURITY	1,122	561	1,150
WORSHIP RESOURCES	1,500	1,100	2,500
<b>Sub-Total Worship &amp; Arts</b>	<b>51,242</b>	26,626	53,343
<b>TOTAL PASTORAL MINISTRIES</b>	<b>197,815</b>	74,392	187,643
<b>TOTAL OPERATIONAL BUDGET</b>	<b>384,978</b>	153,122	389,113

\*PROJECT MANAGER position will be an "on-call" position. paid hourly @ \$49/hr w/a cap of \$25,000 for the year; no taxes, no benefits