



The Vestry was called to order at 7:15 pm, once a quorum (2/3) was present.

Attendance

Nicholas Morris-Kliment (Rector)	X	Duncan Allen (Treasurer)	X	Jeff Murphy (Warden)	X	Stan Hitron (Warden)	X
David Carnahan (Clerk)	X	Ingrid Melvin	X	Janet Haines	X	Annie Russell	
Phil Trussell		Bob Keener		Stefano Migliuolo	X	Phil Bergen	X
Michael Niden	X	Patty Smith	X	Tim Lysaght	X	Denise DeGroff	X
Linnea Wren							

Worship/Christian Learning Nick Chair: Jeff Timekeeper: Stan

Formation

The meeting started with an introduction to the Way of Love, Practices for a Jesus-centered Life that Nick learned about at the Diocese. From it came an exercise called telling A God Story, and we shared pivotal moments and who walked us through that time, and what attributes of God did they illustrate.

Information & Discussion

Treasurer (Duncan Allen)

See Appendix A for the report and narrative. We are technically over our forecast revenue for this point in the year, and our property expenses are also just over the forecast. We had many extra gifts this year, mostly from bequests that added to our revenue. A new expense line item for property improvements is now listed, which separates a provision for unexpected ‘running repairs’ from a provision for improvements planned by Property and approved by Vestry. The primary overruns in expenses were building related. Our year end is projected to close with a \$22k operating deficit, which is about what we had budgeted for 2019. A draw from the endowment will be recommended near the year’s end to close the deficit. Looking toward 2020, with no changes in staffing, we could end next year with a surplus of \$15-20k, absent any changes in the current staffing situation. The treasurer strongly encouraged Vestry members to attend Finance Committee’s next two meetings to provide their input as recommended the budget is formed.

A motion was made to accept the Treasurer’s report, which was seconded and passed unanimously.

Endowment (Nardin Baker)

Nardin reviewed the endowment allocation effort, the goal of which was to correctly apply the income and withdrawals within the endowment to their individual accounts (there are ~125 of these), which has not been done at that level of detail since 2005. This was exacerbated by multiple transitions of accounting software and other hurdles. Using 2017’s data, we created an adjustment to our books that will reconcile these accounts. Going forward, the process that we used to organize and reconcile these will be canonized. Of the \$900k total at the end of 2017, \$686k was restricted, and \$214k was spendable. The Vestry expressed its support for these adjustments, and gave its thanks to Nardin and the team. Our next steps will include asking our bookkeeper to enter these transactions, and also we must establish a records archive that is both physical and online. See Appendix B.



Property/Capital Needs (Tim Lysaght)

To install the new stove and fire suppression system that will meet code, the stove is \$4700, but the suppression expense may be ~\$21k. We will look at options.

Bishop's Visit Luncheon (Denise DeGroff & Janet Haines)

Janet is looking for volunteers to cook dishes to serve and more volunteers to clean up after the Bishop's visit on Oct. 27th. Janet will send out a reminder. Ken Cook's email is facilities@ccneedham.org We will have an opportunity to have a Vestry meeting with the Bishop, from 8:15-9:15am before the 10:00 service. We often make a special collection at this visit for a specific need.

The Vestry proposed that this collection be allocated to Monday lunch. The motion passed.

Ushers (Stefano Migliuolo)

Three years ago, Stefano took up organizing the ushers. As he will rotate off, he is looking for a replacement. He uses Signup Genius to organize these ushers.

Organ Committee Report

The Vestry reviewed the report from the Organ Committee, and are formulating a tentative plan for funding the request. We are considering options to fund this expense. One concept is to utilize \$50k from the West bequest, and raise funds from the parish in 2020 to fund the remainder.

Sabbatical Plan

After 5 years, the Rector is due a Sabbatical, and this is an opportunity for Nick to recharge. We will have to determine how we fill the void while he is away. Within Nick's proposal to the diocese, there is a request to the diocese help fund his travels. See Appendix C to review the plan. *A motion was made to the Vestry to support Nick's application to the diocese, specifically his request of funds, with the understanding that the parish is not agreeing to support costs beyond our current letter of agreement with Nick at this time. Motion passed.*

Parking Lot/Other Business

Inventory- 1/19 Vestry to fund and charge a group to conduct inventory for insurance purposes.

Calendar

Campaign: October 20-November 24

Sunday, October 27: Bishop Gates Birthday Visit, one service @10am, light lunch follows

Sunday, November 3: All Saints' Sunday, Baptisms at 10am; 125th Evensong at 5.30pm

Saturday, November 9: 7pm, Trivia Night

Tuesday, November 19: 7.15pm Vestry

Sunday, November 17: Nancy Gossling Guest Preacher and 11.15 Forum presenter (with husband, Paul) on Alcohol Addiction after 10am service

Saturday, December 14: Christmas Fellowship event....? (over)

Sunday February 9, 2020, Annual Meeting

March 6/7, 2020, Vestry Retreat, Bethany House of Prayer, Arlington

Meeting closed at 9:26pm with the Lord's Prayer, as is our custom.



Appendix A Treasurer's report

Christ Episcopal Church, Needham MA
 Treasurer's Report – Third Quarter of Calendar 2019

Operations

As of the end of September 2019, total operating revenues were \$410,643 or 107.2 percent of the forecast for the third quarter of 2019. The revenue results by budget line item are:

Christ Episcopal Church Third Quarter 2019 Financial Summary	2019 Budget	2019 Year to Date Actual	2019 Year to Date Budgeted	Fraction of 2019 YTD Budget	Projection for EOY	Projection Budget
Revenue:						
Offerings						
Pledge Income and Regular Support	\$ 402,400	\$ 239,136	\$ 263,169	90.9%	\$ 382,785	\$ (19,615)
Loose Plate	\$ 6,795	\$ 3,552	\$ 4,383	81.0%	\$ 5,507	\$ (1,288)
Christmas & Easter Offerings	\$ 4,661	\$ 4,909	\$ 1,792	273.9%	\$ 7,778	\$ 3,117
Donations/Gifts	\$ 11,024	\$ 4,214	\$ 2,028	207.8%	\$ 13,210	\$ 2,186
Unrestricted Bequests (Vestry-directed)	\$ -	\$ 42,500	\$ -	#DIV/0!	\$ 42,500	\$ 42,500
Section Leaders Donations	\$ 20,000	\$ 11,000	\$ 15,000	73.3%	\$ 20,000	\$ -
Fund Raising Events	\$ 5,500	\$ -	\$ 2,200	0.0%	\$ -	\$ (5,500)
Investment Income						
Facility Rental Income	\$ 85,080	\$ 61,332	\$ 67,029	91.5%	\$ 91,780	\$ 6,700
Endowment Income	\$ 55,000	\$ 44,000	\$ 27,500	160.0%	\$ 44,000	\$ (11,000)
Total Operating Revenue	\$ 590,460	\$ 410,643	\$ 383,101	107.2%	\$ 607,560	\$ 17,100

A new line item has been added to show our use of unrestricted bequests as approved by the Vestry. The amount shown above corresponds to an allocation for property improvement purposes from the Walsh bequest. The inclusion of this gift more than offsets a forecast shortfall on pledge income and operating support, loose plate, and fundraising, as well as our plan to make a reduction in our endowment income draw.

Operating expenses were \$465,218 or 101.6 percent of the quarterly forecast. These are shown on a line item basis on the following page. On the expense side, we have split off a new line item, 'Property Improvements' from the 'Building Repairs' item. 'Property Improvements' is budgeted to represent *planned* improvements for a year identified by the Property Committee. 'Building Repairs' now represents a provision for unexpected 'running repairs', which we have found typically to require \$5,000-\$7,500 annually (e.g. gutter replacements and squirrel damage). Our recent budget provisions for the combined 'Building Repairs' line item have been based on this amount plus providing about *half* the amount that is likely necessary in the long term to maintain our facilities in a state of good repair. The difference between the budgeted amount and what has been found to be really necessary has been made up from the endowment. We believe that showing these items separately will help us make better budget decisions.

Although our payroll expenses are below forecast without an assistant rector, and that item is forecast to see a substantial reduction by year's end, we have taken a number of unexpected 'hits' on the expense side so far this year:

- Unforeseen work to keep our organ functional, instrument tuning, and moving pianos increased expenses for music;
- We have had an unusually 'bad hair year' with respect to unforeseen building repairs, much of the unexpected cost being associated with our heating system;
- Legal expenses associated with gifts made by bequest (shown under 'Contingency'); and
- Utilities have run higher than forecast.



Christ Episcopal Church Third Quarter 2019 Financial Summary	2019 Budget	2019 Year to Date Actual	2019 Year to Date Budgeted	Fraction of 2019 YTD Budget	Projection for EOY	Projection- Budget
Expense:						
Operations & Education						
Child Care	\$ 2,250	\$ 1,241	\$ 1,540	80.6%	\$ 2,000	\$ (250)
Family Ministries	\$ 1,800	\$ 522	\$ 1,122	46.5%	\$ 1,800	\$ -
Adult Education	\$ 150	\$ 111	\$ 140	79.3%	\$ 150	\$ -
Holy Grounds	\$ 800	\$ 250	\$ 599	41.7%	\$ 400	\$ (400)
Music	\$ 6,200	\$ 9,821	\$ 4,042	243.0%	\$ 11,979	\$ 5,779
Section Leaders	\$ 20,000	\$ 12,460	\$ 15,000	83.1%	\$ 20,000	\$ -
Office Supplies & Expense	\$ 6,200	\$ 3,677	\$ 4,813	76.4%	\$ 6,200	\$ -
Vestry	\$ 775	\$ 750	\$ 775	96.8%	\$ 750	\$ (25)
Postage	\$ 1,800	\$ 1,028	\$ 1,199	85.7%	\$ 1,800	\$ -
Stewardship & Planned Giving	\$ 250	\$ -	\$ -	#DIV/0!	\$ 250	\$ -
Telephone	\$ 2,500	\$ 1,784	\$ 1,873	95.2%	\$ 2,381	\$ (119)
Travel	\$ 4,200	\$ 2,475	\$ 3,150	78.6%	\$ 3,000	\$ (1,200)
Treasurer	\$ 18,450	\$ 11,935	\$ 13,654	87.4%	\$ 16,627	\$ (1,823)
Worship	\$ 3,250	\$ 1,610	\$ 2,683	60.0%	\$ 3,250	\$ -
Altar Guild	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
Flowers	\$ -	\$ 971	\$ -	#DIV/0!	\$ 486	\$ 486
Sundry - Clergy	\$ 500	\$ 189	\$ 350	54.0%	\$ 500	\$ -
Technology	\$ 3,000	\$ 914	\$ 2,190	41.7%	\$ 2,126	\$ (874)
Communications	\$ 1,000	\$ 1,842	\$ 623	295.7%	\$ 2,219	\$ 1,219
Fellowship	\$ 1,800	\$ 1,028	\$ 950	108.2%	\$ 1,800	\$ -
Outreach*						
Community Concerns	\$ 5,250	\$ 2,425	\$ 2,625	92.4%	\$ 5,250	\$ -
Parish Partnership	\$ 2,907	\$ 2,822	\$ 1,938	145.6%	\$ 2,907	\$ -
Payroll/ Taxes/ Insurance/ Pension						
Payroll Expense	\$ 260,808	\$ 172,779	\$ 193,726	89.2%	\$ 226,440	\$ (34,368)
Taxes - Payroll	\$ 7,967	\$ 5,798	\$ 7,090	81.8%	\$ 7,967	\$ -
Insurance - Health	\$ 26,999	\$ 15,869	\$ 20,249	78.4%	\$ 20,117	\$ (6,882)
Church Pension Premiums	\$ 35,881	\$ 23,284	\$ 26,910	86.5%	\$ 29,777	\$ (6,104)
Continuing Education (Clergy)	\$ 2,500	\$ 810	\$ 1,873	43.2%	\$ 1,500	\$ (1,000)
Property Improvements & Maintenance						
Building Repairs	\$ 6,500	\$ 21,583	\$ 2,978	724.6%	\$ 23,605	\$ 17,105
Property Improvements	\$ 10,900	\$ 51,511	\$ 7,387	697.4%	\$ 51,511	\$ 40,611
Building Maintenance	\$ 20,750	\$ 17,120	\$ 17,415	98.3%	\$ 20,750	\$ -
Grounds	\$ 13,325	\$ 11,270	\$ 10,700	105.3%	\$ 13,325	\$ -
Building Supplies	\$ 4,100	\$ 2,849	\$ 3,026	94.2%	\$ 4,100	\$ -
Cleaning Service	\$ 20,000	\$ 15,346	\$ 20,249	75.8%	\$ 20,000	\$ -
Electricity	\$ 4,100	\$ 4,096	\$ 3,067	133.6%	\$ 5,129	\$ 1,029
Heat (fuel - oil & gas)	\$ 12,500	\$ 11,297	\$ 8,404	134.4%	\$ 15,393	\$ 2,893
Insurance - General	\$ 27,500	\$ 20,820	\$ 20,625	100.9%	\$ 27,500	\$ -
Copier	\$ 5,000	\$ 3,100	\$ 3,709	83.6%	\$ 4,590	\$ (410)
Sewer & Water	\$ 3,250	\$ 1,710	\$ 2,407	71.0%	\$ 2,779	\$ (471)
Repay Diocesan Green Loan	\$ 5,531	\$ 4,148	\$ 4,148	100.0%	\$ 5,531	\$ -
Diocesan Assessment						
Diocesan Assessment	\$ 57,167	\$ 16,843	\$ 42,875	39.3%	\$ 57,167	\$ -
Sub-Total Expense	\$ 607,860	\$ 458,088	\$ 456,104	100.4%	\$ 623,055	\$ 15,195
Contingency	\$ 2,603	\$ 7,130	\$ 1,820	391.8%	\$ 7,130	\$ 4,527
Total Operating Expense	\$ 610,463	\$ 465,218	\$ 457,924	101.6%	\$ 630,185	\$ 19,723
Operating Surplus (Deficit)	\$ (20,003)	\$ (54,575)	\$ (74,823)		\$ (22,626)	

The biggest single line item over budget is for 'Property Improvements'. This represents a specific program of improvements identified by the Property Committee and approved by the Vestry, relying on funding from the Walsh bequest, which funding is shown on the revenue side.

Outlook and Vestry Actions

Both the revenue and expense tables show our estimated status as of the end of this calendar year. It appears that there will be an operating deficit close to the amount budgeted for 2019. This means that the Vestry may be asked to approve funding for this in November or December.

Vestry will also need to be attentive to the budget-setting process for calendar 2020. A very preliminary look suggests that with a prudent approach to use of our endowment, and an emerging trend towards a lower average pledge, we may be facing some decisions that will require prayerful attention. Vestry attendance at meetings of the Finance Committee (second Tuesday evenings) is encouraged.

Respectfully submitted,

Duncan W. Allen, P.E.
 Treasurer



Appendix B. Endowment Review

Outline of Endowment Allocation Project

Bring endowment accounts up to date by allocating endowment income and applying withdrawals to the individual accounts to correct their current balances.

- Gather documents indicating purposes and restrictions on spending for each account
 - Still some documents missing but purposes are documented
 - Five points history and restrictions need to be clarified
 - Gather all the accounting information available for all the accounts
 - 90xxx account numbers are for permanently restricted funds (PR)
 - 80xxx account numbers are for temporarily restricted funds (TR)
 - Create table for all accounts through time
 - Create separate tables for each account through time
 - Gather annual endowment values and income available for distribution to accounts
 - Review and agree on values to be adjusted including Five Points accounts and the General Memorial Fund
 - Apply adjustments to individual accounts at end of 2017 as recommended by our consultant
 - Income automatically applied at the end of year - adjust total using the sum over years
 - Apply agreed costs to each account representing the sum over years
 - Make accounting entries to balance endowment accounts at the end of 2017
 - Report to the Vestry
-
- Create procedures to keep accounts up to date (quarterly or annual income distribution)
 - Review process with consultant
 - Create policy for bookkeeper
 - In the past the balances were updated with income quarterly



- Investment results for income distribution available three weeks after quarter end

Endowment Values after Adjustments

Category	Beginning Value 2005	Final After Adj. 2017
Unrestricted	217,132	203,541
Stewardship & Planned Giving	2,237	2,000
5 Points	258,471	402,176
Worship - Altar Guild	51,665	49,979
Music	14,137	11,037
Organ	60,107	68,078
Prayer Books/Hymnals	45,145	41,706
Property	30,988	14,576
Family Ministries	64,183	50,009
Camp (scholarship)	10,165	10,029
Organizations	30,577	16,092
Vestry	25,114	19,150
Church Clergy Disc.	15,875	14,820
Administraion	-	462
Closing Account	60,328	(3,294)
Total	886,126	900,359

Christ Church Needham Endowment: 12/31/2017		
VALUATION		
Beginning Value	12/31/2016	\$837,670
Net Contributions		-\$86,538
Net Gains		\$149,228
Ending Value	12/31/2017	\$900,359

December 2017		Valuations
Manager		Total
Pension Wealth		\$686,030
DIT		\$214,329
<i>Total</i>		\$900,359



Appendix C. Sabbatical Application

Episcopal Diocese of Massachusetts
CLERGY SABBATICAL PROGRAM APPLICATION
Due October 15, 2019, for Sabbaticals during 2020

Name: The Rev. Nicholas M. Morris-Kliment

Address: 19 Homestead Park, Needham MA 02494

Phone: 781-449-0529 (h) 339-223-2266 (c)

Email: nmorriskliment@gmail.com

How long have you been in active, ordained ministry? 18 Years

Location of current ministry: Christ Church, Needham

For how long? 5 years

How long since last sabbatical? 9 years

Part I: The Sabbatical

Why are you contemplating a sabbatical at this time?

First, I am profoundly grateful to my parish and to the Diocese to be able to contemplate a sabbatical at all. It goes without saying that in the working world, a sabbatical is a rare gift.

I have found that full-time ordained ministry in the parish demands deep physical, psychological, and spiritual strength. Together with my other full-time vocations as husband and father, my resources to be the priest I want to be are running low. While full of satisfying ministry in many areas, my five years here have also been challenging, particularly around the affordability/availability of an appropriately skilled second clergy person, which had been the tradition of the parish, but has become much more difficult to procure and fund. The sudden departure of our full-time associate this past May has brought this dilemma to a head. Currently, other than our exceptionally talented part-time music team, I am the sole paid program staff. Parish volunteers have picked up quite a bit. But we need to discern our way to a sustainable “new normal.”

In my prayer, I keep hearing a call to go deeper: to go deeper into my identity in Christ, to go deeper into the resources that will keep me healthy, to go deeper into the Love from which “nothing can separate us.” (Romans 8.39) Having had the standard sabbatical provision written into my letter of agreement (three months after five years of full-time ordained service), the time is right. Because my five-year anniversary came right at the beginning of the program year (September 1), and my high-school aged kids and wife are on an academic year schedule, it made sense to have the lion’s share of my sabbatical during the summer of 2020. A sabbatical after nearly six years will allow me, as well as the parish, to reboot, refresh, and recommit to discerning a vision of what following Jesus as a parish will mean for us when I return.

What is your preliminary idea of focus for sabbatical?

My theme takes its inspiration from Ephesians 3.17-19: “My prayer is that rooted and grounded in love, you may know the love of Christ that surpasses knowledge and be filled with the fullness of God.”

“Roots in God, Family, and Joy” is what I would call my time. I want to focus on activities (and times of non-activity) which identify, reclaim and nurture roots that contribute to being more fully anchored in God’s love. This will be rejuvenating to my parish work.

Because of a variety of factors—the complex interplay among school vacations; my wife’s work schedule; the availability of some of the programs; the prudent scheduling of regular parish vacation and continuing education time provided under my letter of agreement—some of the activities below that I consider part of the Sabbatical theme would need to happen outside of the delineated Sabbatical period of May, June and July, 2020. As far as the parish is concerned, some activities would fall under the vacation and continuing



education provisions of my letter of agreement. The ultimate approval, configuration, and timing of the dates, however, remain to be worked out with Parish leadership, especially with regard to adequate Sunday and pastoral coverage.

My current list of potential plans includes:

Jan/February

January 5–13: 8 Day Ignatian Retreat at Eastern Point, Gloucester MA_(Roots in God)

January 27 – February 6: “In the Footsteps of Jesus.” Pilgrimage through St. George’s College in Jerusalem (Roots in God)

March

March 14–21: Trip to Scotland with my wife—my middle name is McClure, my mother’s maiden name. (Roots in Family)

March 22–26: Trip to Prague with my half-brother: Prague was my father’s birthplace and home before escaping the Nazis on the last Kindertrain to Britain. (Roots in Family)

May/June/July—Sabbatical Time

June

June 7-12: Deep Calls to Deep Preaching Program at Virginia Theological Seminary (Preaching from the Roots of Joy)

July

July 13-19: Carolina Course of the Royal School of Church Music at Duke University (Roots in Joy)

The month of May would be a time to putter around the house, reading, doing projects, perhaps taking some music, yoga or calligraphy lessons while being available to my wife and kids as chauffeur, cook, cheerleader, etc. The spring is extremely active in our house—my wife adds varsity track coaching to her plate as a high school teacher, and my kids both run track as well. This will allow me to reconnect with my family. June and July would include the preaching conference and choir camp; when not on the program activities, again, I would be free to engage in all kinds of family activities; vacation, college visits, chauffeuring, more projects around the house, etc.

How will this sabbatical increase health in your spiritual, emotional, relational, vocational, and/or recreational life?

I believe that the Ignatian Retreat and Pilgrimage experiences will refresh my spirit, and I believe that refreshment will reverberate through the rest of my life. I am eager both for the time in silent contemplation, and for the time to be with Jesus in the company of other pilgrims, in his homeland, in the world where the Bible came to be.

The trips to the lands of my ancestors will refresh my family, relational, and emotional lives. I have never been to either of these places. I know very little about my Scottish roots. My wife and I have not had a real, get-away vacation together of significant duration since our first child was born nearly 17 years ago. My father’s early years are opaque to me, and this period of his life had a great impact on the kind of father he was able to be. His fathering affected my fathering. My half-brother speaks Czech and has been there before. It will be a time to get to know my half-brother better.

The preaching conference will refresh my vocational life. Especially in combination with the other experiences, I think the conference will help me draw on the totality of my being in relationship with God in my preaching.

Sacred choral music was (and is) a very important part of my conversion to Christ. The choir camp will be like a reunion with a dear friend. Before I entered the ordained ministry, I sang in many groups, sacred and secular, going all the way back to high school. I’ve been able to sing only in a very spotty way since



then. Sponsored by the Royal School of Church Music (whose mission is to promote the faithful singing of the highest caliber church music), the Carolina Course is a week-long intensive choir camp for adults and girls which culminates in an Evensong at the Duke Chapel. My goddaughter attended last year, and the Evensong was phenomenal. Each day begins with the Eucharist. This will definitely refresh my recreational, spiritual, and emotional lives.

How will the parish participate in and support your sabbatical?*

Financially the parish has been setting aside money since my installation (More on that below). The Vestry was alerted over the summer to the approach of the sabbatical year. The Wardens have been very supportive. A team of Vestry and non-Vestry persons is being put into place to anticipate likely questions from, and communicate answers to, the parish about my time away and what sort of leadership and pastoral care will be put in place. There will likely be some sort of a liturgical blessing to begin and end. At the latest, by the finish of our Vestry retreat in March 2020, we will have in place a clear set of goals around what the parish can learn during the Rector’s sabbatical.

Part II: Budget and Funding Needs

Needs

Outline of funding needs for sabbatical (travel, books, classes, etc.) and best estimates of all costs: (based on current prices)

8 Day Ignatian Retreat	\$807
Footsteps of Jesus	\$2550 program/food/lodging + \$1000 airfare
Trips to Scotland/Czech Republic	\$800 airfare + \$900 lodging/food + \$150 car
Deep Calls to Deep	\$500 registration and travel costs
Carolina Course	\$650 program/lodging + \$200 airfare

TOTAL \$7,557

Outline of funding needs for the parish’s sabbatical activities (events, outside speakers, parish projects, etc.):*

None at the moment.

How much do you anticipate supply clergy will cost?*

We are still working this out.

Resources

What does your Letter of Agreement require for sabbatical funding from the congregation?

My letter stipulates that \$600/year will be set aside for sabbatical funding.

How much has the congregation set aside for sabbatical funding and supply clergy?

By May 1, we will have set aside nearly 3600 dollars.



Part III: Commitment

1. If a grant is received, we hereby pledge that clergy and one or two key lay leaders will attend a meeting hosted by one of the Bishops in the winter before the sabbatical for the purpose of learning and sharing with other sabbatical parishes.
2. Furthermore, the Vestry hereby attests that the parish is fully honoring the clergy person's Letter of Agreement, including sabbatical funding, to the best of its ability (please attach explanation of why not if not).

Signed by:

Clergy person:

Vestry and Officers signatures:

Approved by motion of vestry on (Date):

Applications are due by **Tuesday, Oct. 15, 2019**, for sabbaticals in 2020; award decisions will be announced by Nov. 15.

Please submit applications to David Ames, Assistant to Bishop Harris, by e-mail at <mailto:dames@diomass.org> or by mail to him at the Episcopal Diocese of Massachusetts, 138 Tremont Street, Boston, MA 02111.

FOR INFORMATION contact The Rev. Michael Hodges, Sabbatical Grant Committee Chair, at 978-475-0529 or mhodges@christchurchandover.org.