

**Minutes of the Vestry  
St. Mark's Church Capitol Hill  
June 29, 2008  
Adams Room  
Approved July 20, 2008**

**Present:**

*Clergy:* Paul Roberts Abernathy, Rector  
Kay Johnson, Interim Associate Rector

*Wardens:* Louise Walsh, Senior Warden; Jim Michael,  
Junior Warden

*Vestry:* Kenn Allen, Doris Burton, Don Mosher, Mary Lee  
Watts, Susan Thompson-Hoffman, Kristen Hartke

*Treasurer:* Kathryn Powers

*Human  
Resources:* Ed Cousins  
*Co-Counsel:* Michael Knipe

**Absent:**

*Vestry:* Joe Calizo, Bruce Sherman  
*Register:* Susan Sedgewick  
*Counsel:* Rosemary Harold

The Rector convened the meeting at 1:15 pm with an opening prayer. Michael Knipe took notes of the meeting in the Register's absence.

Proposed gift from Bert and Mary Cooper

Bert and Mary Cooper presented their proposed gift to honor St Mark's Sextons. They proposed a stained glass window to be designed and installed over the courtyard door. The window is to incorporate 1888 "temporary" glass that was removed and stored when the last two clerestory windows were installed in 1984 and 1999. The Junior Warden will review and approve the window design prior to its fabrication. (The Cooper's letter to the Rector and the Senior and Junior Wardens providing the details of the gift to is at Attachment A.)

**The Vestry approved accepting the Bert and Mary Cooper gift as proposed in their June 3, 2008 letter.**

Subsequent discussion included how to best recognize the Coopers for this gift.

Newcomer Cards and Processes

Doris Burton led the discussion. Susan Thompson-Hoffman's draft of suggested instructions for Vestry Greeters (Attachment B) was distributed and adopted. Doris announced visitor cards were already in place. She reviewed the contents of the Greeter's card and how they might be used by Vestry members in talking with newcomers. In addition, she mentioned parish nametags will be available starting on July 13.

### Pillars Scheduling and Meeting

Louise Walsh and Doris Burton reported the meeting on June 19, 2008, to set the church calendar (to reduce scheduling conflicts) was relaxed and constructive. They encouraged all Vestry Liaisons to attend this meeting in the future. Kristen Hartke noted that it was instructive to observe how the process works noting the detail required to set the calendar. The Rector reinforced the importance of the meeting by saying it provides a process for resolving conflicts. In addition, Louise reported that Pillar heads were asked to take control of their respective storage closets.

### **Vestry Reports and Votes:**

#### Treasurer's Report

Kathryn Powers reported the need to hire a new auditor for St Mark's as the one we have been using is retiring. She proposed contracting with John Angevine who estimates the cost of the annual audit at \$6,000, more than what is currently budgeted for it. The Rector said that the selection of auditor does not require Vestry approval but as this is a change to past practices, he thought he would be good to obtain Vestry support. Discussion yielded the fact the proposed contractor has experience with auditing churches.

**The Vestry approved supporting the contract with John Angevine to perform the annual audit for no more than \$6,000.**

#### Register's Report

The motion to approve the Minutes of the May 18, 2008 meeting as amended carried.

#### Junior Warden Report

(See Attachment C for submitted report dated June 21, 2008.) Also, Jim Michael reported he recently received a fire and life safety evaluation for the church that was funded by the Endowment Committee. He is to have further discussions with the consultants before determining any actions.

In discussion about the need to raise funds for a new air conditioning system, Paul Abernathy suggested the Executive Committee take up the issue of a potential capital campaign. Louise Walsh suggested that the parameters of such a campaign be addressed at the next Vestry retreat.

### **What's new, what's working, what needs attention, who needs acknowledgment**

- Kenn Allen thanked the Vestry for their help in providing the Pub Lunch honoring Paul Abernathy's service.
- Kristen Hartke reported the Yoga Center has developed a logo to use on its monthly e-newsletter. This logo was received favorably by the Vestry. However, Paul stated he would like groups to use one logo to identify the fact they are supported by St Mark's.
- Kristen also reported the Joint Committee on St Mark's Players meeting was successful in addressing issues such as scheduling, use of space, and have

determined that the Players should resume a 3-play season. She noted the Players provided the sound system support to Paul Abernathy's celebration activities.

- In response to Susan Thompson-Hoffman's question as to Shrine Mont follow-up, Paul said he would soon be connecting with the Content Team and then with the facilitators.
- The following Vestry members agreed to write thank you notes:
  - Kenn Allen to the Shrine Mont Content Team
  - Paul Abernathy to the Shrine Mont Comfort Team
  - Doris Burton to Raiford Gaffney for the Early Music Festival

The Vestry went into Executive Session to address Personnel and Clergy Compensation at 2:35 pm.

The Vestry approved the following motion:

**The compensation (salary + FICA + housing) of the Rector of St. Mark's Church is increased to \$125,000 per year effective July 1, 2008, and the Rector will be eligible for a COLA, effective January 1, 2009.**

There being no further business, the meeting adjourned at 5 pm.

Respectfully submitted,

Susan Sedgewick  
Register

Dear Paul, Louise, and Jim ✓

3 June 2008

Mary and I want to donate a window over the door into the foyer from the court yard, using some of the temporary 1888 glass that was removed for installation of the last two new clerestory windows: "Mary Magdalene" in 1984 and Verna Dozier's "Amos" in 1999. I have discussed this project with David Evelyn, who has examined this glass and believes that it should be used in this way. This venerable 1888 glass would be used in an abstract 21<sup>st</sup> century design that would be fabricated by J. & R. Lamb, who made 4 of our clerestory windows in the mid-1930s and the small St. Mark's window in the East Vestible in 1976.

In November of 2007, I showed our windows to a group of people attending a symposium at the Library of Congress about the Lamb firm, celebrating its 150 years (1857-2007) as this country's oldest maker of stained glass. One of the speakers was Don Sameck, now the owner of J. & R. Lamb, whom I knew from 1975-76 when he was the young man in charge of restoring our Tiffany window and several of the Mayer windows. So it was a great reunion for us and I told him about this project, which he said would cost about \$2,000. All they need would be the old glass and a template showing the exact measurements of such a window. Dieter Goldkuhle, who restored five of our windows in 2000, has produced such a template, and he will install the new window.

A plaque in the foyer would read as follows: *The window in the Foster foyer honors our sextons since the first part of St. Mark's was built in 1888. Three of these faithful custodians of our parish home are James Branson (1888-1903), James Peters (1958-1978), and Edwin Green after 1978. Designed and made by J. & R. Lamb in 2008, this window contains 1888 glass removed for installation of the Mary Magdalene window (1994) and the Amos window (1999) in the clerestory.*

With permission of the Vestry, we will proceed with this project, which would entail no costs to the parish.

Sincerely, Bert & Mary Cooper

## ST. MARK'S VESTRY GREETERS' RESPONSIBILITIES

### BEFORE THE SERVICE

- If you are unable to be a Vestry Greeter as assigned by the Vestry Register:
  - **Find your own replacement.**
  - **Email this information to the Church Administrator** (kathrine.ebert@stmarks.net) to place in the bulletin, copying Linda Chandlee ([Lchandlee@jhu.edu](mailto:Lchandlee@jhu.edu)) and Jim Steed (silverthorn@starpower.net), Co-Directors for Worship.
  
- As a Vestry Greeter:
  - **Remember to bring and wear your Vestry name tag.**
  - **Come 20 minutes before the service begins and check in with the Verger** on duty when you arrive.
  - If you are the Vestry Greeter for the 9 am service, **take out the rolling cart of materials** from the Sacristy and move it to the Baptismal area of the church. **Set up the Welcome Table** and make sure there are pens available so newcomers can complete their forms.
  - **Check with the Verger on your door assignment. Stand and give a warm personal greeting** to congregants and visitors as they come in, providing each with a church bulletin

### DURING THE SERVICE

- **If Beadles ask the location of the attendance count cards, they can now be found in the purple file in the rolling cart.**
- **Make the Welcome Announcement immediately following the Peace at both the 9:00 and the 11:15 services.** Take a copy of the Newcomer's Cards and our business card with you when you make the announcement. Greeters should develop their own script, using language they are most comfortable with and with which they can convey the greatest enthusiasm. A sample is:

*Good morning, I am \_\_\_\_\_ representing the Vestry of St. Mark's Church. We are very glad that you are with us this morning, and we welcome you! If you are visiting or are new to St. Mark's, please stand so we can greet you. (Pause so the beadles/vergers can find them) Thank you! Please fill out the Newcomer's Cards and drop them in the collection plate or give them to your greeter after the service. Please keep our business card as a reminder of how to find us again.*

*I will be at the welcome table by the Tiffany window to welcome you personally and answer any questions you may have. Please stay after the service and join us for coffee in the Parish Hall following the 9:00 service's Sermon Seminar, or for Pub Lunch in the Parish Hall following the 11:15 service.*

*We are a friendly group and ask that you introduce yourself to others so we can get to know you!*

*Current members of St. Mark's – please wear your nametag during the service, at coffee hour and for pub lunch. The Hospitality Committee has made these name tags available to us and placed them in the foyer so that those new to St. Mark's can easily identify others.*

- **Make a mental note of the newcomers** and where they are sitting **so you can greet them after the service and give them materials from the rolling cart** that may be of interest to them.
- **Take the collection.** After the collection is completed, the Vergers will ask you to line up to present the plate to the altar.

#### **AFTER THE SERVICE**

- **Stand under the Tiffany window and welcome newcomers.**
- **Provide any materials they may need from the rolling cart**, including the white visitor packets and a card for visitors to have for Pub Lunch.
- **If you are the Vestry Greeter for the 11:15 service, please put the Welcome Table materials back into the rolling cart at the end of the service and store it in the Sacristy.**
- **If you find any materials low or missing in the rolling card, please let Jane Michael (Hospitality Chair) or Doris Burton know.**

**Junior Warden Report, June 21, 2008**

**JUNIOR WARDEN ENERGY INITIATIVES**

Alternative Electricity Supplier

- Contract with Direct Energy

**Energy efficient lighting**

- **Compact Fluorescent Lights – Replace existing incandescent**

Energy / maintenance efficient HVAC

- Energy efficient HVAC - Replace exist systems

**JW PROJECTS UNDERWAY**

Alternative Electricity Supplier

- Contract with Direct Energy

Handrails

- Baxter House – Loose, repair
- Nave choir – Loose, repair

Kitchen

- Prewash Disposer – Replace in kind

Nave

- Platforms – Re-carpet

Players

- Risers – Store on site (Rector)

Stained Glass Window/Bert & Mary Cooper Gift

- Over door into Foyer from Courtyard
- By J & R Lamb using 1888 glass removed from clerestory. Lamb made four clerestory windows in 1930's and small window in E Vestibule, 1976

Undercroft

- Clean out exterior area drains at doors
- Use high performance anti-allergen filters
- Clean carpet
- Dehumidify

**JW PENDING PROJECTS**

Baxter House

- Remodel whole house (prohibitive), or selected projects?

Columbarium (Penny Hanson, Chair)

- **Brick walls – Clean**
- **Floor – Refinish wood/repair spilt wood in Nave floor**
- **Lighting - Sconces**

Hearing Impaired (Charley Rupp, Mgr)

- **Install loop system in Nave to broadcast to hearing aids**

Foyer

- Flooring – Replace
- Walls – Repaint

- Heating, Ventilating & Air-Conditioning Systems
- Existing early '90's systems energy inefficient & high maintenance – Replace with energy efficient units.

**Historic Preservation**

- **Linda Barnes Bequest**

Kitchen

- Room exhaust fan – Add to remove stove odors when kitchen is not in use/room doors closed

Music Director's Office

- Room is hot – Re-insulate overhead hot water pipes from boiler in adjacent room (only when Music Director returns from sabbatical by request)
- Water leak – Find & repair

Nave

- Brick walls – Remove effervescence
- Suspension Line over Alter – Replace

Parish Hall

- Flooring – Replace
- Roof – Replace Plexiglas covering window that blew off in storm

**Parking Lot**

- **Brick joints – Add sand to joints to prevent spalding**

Restrooms

- Ground Floor – Update/upgrade

Sidewalks

- Eco-friendly deicer, Chateau Animaux, 8<sup>th</sup> St, SE

**Stairwell to Dance Studio**

- **Handrails – Add**

Space Planning

- Survey – Compile

Storage

- Not permitted in mechanical electrical rooms
- Construct "condo" style storage units backstage
- Construct two alcoves in Parish Hall for Pub and Genie/furniture storage

Undercroft

- Classrooms & Offices – Add windows in doors for security (Rector request)
- Windows in areaways – Replace windows that won't close properly due to rot and warp

Wrought Iron Fence

- Paint tested lead based - Encapsulate existing paint and repaint to EPA/DC requirements