

Continued enthusiasm for the Guest Preacher series was discussed and continuation beyond the sabbatical period in some fashion was urged. There was discussion on ways to harness a perceived increase in parish energy, particularly through work with other churches around the Hill, such as ecumenical services, overall state of outreach on the Hill, and special projects.

Treasurer's Update

2007 Budget Cycle

The process of formulating the 2007 budget was discussed:

- November – solicitation of vestry priorities and pillar budget requests
- December – Finance Committee meets to draft a budget for review at the December meeting of the vestry
- January – final budget presented to the vestry for approval

The Finance Committee includes representatives by role (Treasurer, Sr. and Jr. Wardens, Rector, Human Resources Officer, and Canvass Chair) and by appointment (David Willson, Penny Hansen, Rod Lawrence, Christie Hawley Anthony, and Tom Hoppin).

Cash Flow

Cash flow is positive – \$76,000 of 2007 pledged money has already been received (the average is \$115,000, generally received at year end). For the first time, notices of unfulfilled pledges will be mailed in early December in an effort to receive the last payments on 2006 pledges before December 31 (historically, an average of \$36,000 is not received until January of the next budget year). St. Mark's does exceptionally well – we lose approximately 12% in uncollected pledges, but gain 6% in overpayments, for a net realization of 94% +/- of pledges made each year. Expenses are running on average. Plate offering is below average although Sunday attendance remains constant; neither the sabbatical nor the guest preacher series seems to have caused anticipated spikes.

The Canvass

As of November 9th, pledges totaling \$863,300 had been received from 402 households. In 2006, we raised \$848,000 from 403 households (384 households at the end of the canvass). We anticipate reaching \$870,000.

The Budget

The 2006 planned budget was \$860,000. We anticipate a working budget of \$870,000 for 2007 which will limit our financial flexibility. Anticipated increases are:

- \$5,000 for staff health insurance premiums
- \$6,000 for a choir director for Grades K-3
- \$15,000 for a 4.3% COLA recommended by the Diocese
- \$ TBD for utilities

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This will directly impact efforts toward administrative restructuring, improved use of facilities, and the reserve account. The carryover from this year will be markedly less than the \$79,000 carried over from 2005 which was used to augment the Rector's sabbatical (\$5,000), begin funding the Music Director's 2007 sabbatical (\$15,000), add to the Building Reserve (\$10,000), and establish a Parish Reserve account (\$46,000).

The top three vestry priorities which will be recommended to the Finance Committee are: completion of new classroom space, staff Cost-of-Living Adjustments (COLA increases), and administrative restructuring. Other priorities identified included a youth coordinator, adoption of worship budget requests, building the reserve accounts, printing and mailing *The Gospel*, hiring an architectural space consultant, implementation of maintenance contracts recommended in the Rutherford Report, and development of a strategy and budget for marketing St. Mark's more broadly.

Junior Warden's Report

The final drawings for enclosure of the library in the undercroft are in hand. The permitting process will begin the week of November 13, and it is expected the project will be completed by December 2006 / January 2007.

Resolutions

Three resolutions that flowed from discussions about our changing demographics were presented, voted upon, and adopted. Discussion on the demographics and attendant issues began at the 2005 fall vestry retreat, continued throughout the year, and was an integral part of the 2006 fall vestry retreat.

Motion for the first resolution, for members of the vestry to engage other parish leaders in a discussion to increase opportunities for adult Christian Education classes on Sunday morning and to look at structuring Sunday mornings in a way that best meet the needs of our community, was adopted unanimously.

Motion for the second resolution, for members of the vestry to engage in a focused effort to better utilize existing space and consider options for physical expansion, was adopted unanimously.

Motion for the third resolution, regarding the relationship with the St. Mark's Players, was followed by significant discussion about the impact of rehearsals and performances on our physical space, calendar, facility maintenance and appearance. It was noted that the original intent was to support a fledgling community theater through its early years; that while there were still several

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valued members of the St. Mark's community deeply involved with the Players, the organization had evolved, for the most part, into an independent entity; that alternative venues exist for Players' performances; and, that the Washington performing arts community has developed significantly since the inception of the Players. It is the sense of the vestry that the relationship with the Players can no longer continue as it is structured, and that a change will open opportunities for new expressions to emerge from the St. Mark's community and for new relationships with the larger Capitol Hill community to take root.

A substitute motion and an amendment were considered and defeated. Vote on the original motion, to terminate the space usage agreement with the Players effective June 1, 2007 was passed with a single nay vote.

What Needs Attention

St. Mark's Organization Calendar

The Senior Warden has asked both the Pillar Heads and the Vestry to consider a change to the By-Laws that would streamline and improve the efficiency of the existing organizational calendar cycles: Budget (Jan – Dec), Vestry (April – April), Pillar Heads (June – May) and Christian Ed program year (September – May). Such an amendment would be presented and voted on at the 2007 Annual Meeting, to take effect in 2008.

The Christian Ed pillars had identified the difficulty of recruiting teachers during the summer months; the Senior Warden identified the difficulty of preparing for a Shrine Mont retreat eight weeks after election. Several ideas were identified for further discussion, and it was recommended that the focus be on solving problems created by the existing schedule rather than simply streamlining. Action was delayed pending further discussion.

Children's Choir (Grades K-3) Update

Keith Reas has placed ads in several publications for a part time instructor for young children at a salary of \$6,000. The \$6,000 salary figure was questioned – was it what the vestry approved? *See addendum excerpted from Vestry minutes.* One identified candidate has withdrawn for personal reasons.

Thanksgiving Baskets

On October 27, 2006, the Vestry approved by electronic vote a request by the Outreach Board to engage in a fundraiser for Capitol Hill Group Ministries, inviting parishioners to purchase items for a Thanksgiving basket for a homeless family (or contribute \$40 for the purchase of the requested food items).

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Canvass Appreciation

Kathy Gerhard agreed to identify a date and coordinate a Pub Lunch hosted by the vestry in recognition of and appreciation for the work on the 2006 Canvass by co-chairs Greg Niblett and Margaret Wood.

Minutes from the October 15 Meeting of the Vestry

Draft minutes were circulated for approval at a future date.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Susan Thigpen
Member of the Vestry
Acting Register

Attachments:

1. Three resolutions:
 - a. To address Christian Education and Sunday morning structure.
 - b. To address space utilization issues.
 - c. To review the relationship with St. Mark's Players.
2. Excerpts from previous minutes regarding salary for Children's Choir.
3. Minutes from the Special Meeting of the Vestry, November 20, 2006.
4. "Children to Children" – Bishop' Outreach Initiative.

**Resolutions Adopted by the Vestry
November 2006**

Resolution 1. *Adopted November 11, 2006*

Be it resolved, that in order to address the needs of our changing demographics, the Vestry of St. Mark's Capitol Hill will engage with other leaders in the parish to address the following issues:

- 1) the need to increase opportunities for Adult Christian Education on Sunday morning; and
- 2) structuring Sunday morning to best meet the needs of our entire community.

Lisa Sotir-Ozkan, Vestry Liaison to Christian Education and Burton Reist, Vestry Liaison to Worship will coordinate this effort.

Resolution 2. *Adopted November 11, 2006*

Be it resolved, that to meet the needs of our growing parish, the Vestry of St. Mark's Capitol Hill will engage in an intentional effort to better utilize existing space and explore options for physical expansion.

Charley Donnelly, Junior Warden and the Fabric Committee will act on this resolution.

Resolution 3. *Adopted November 20, 2006*

The Vestry has been engaged in a discussion for over a year about the relationship between community groups and St. Mark's Capitol Hill. A number of concerns have been raised regarding the multiple impacts on both the physical and temporal space. As a result, it is the decision of the Vestry that the relationship with the St. Mark's Players must be reviewed immediately.

Therefore, be it resolved that:

1. The St. Mark's Players shall be advised to refrain from entering any binding agreements for the 2007-2008 season until further notice;
2. A Vestry Committee shall engage in discussion with the leaders of the Players and the Arts Pillars to articulate the needs of the St. Mark's community; and
3. The Vestry Committee shall report back to the Vestry at the regularly scheduled meeting of the Vestry on December 17 with a recommendation for action.

Mike Townsend, Senior Warden, Charley Donnelly, Junior Warden, Shearon Williams, Associate Rector, Susan Thigpen, Member of the Fabric Committee, and Don Mosher, Vestry Liaison to the Arts Council shall engage the President of the St. Mark's Players, the Arts Pillar Co-Chairs and other members of the Players' Board as appropriate in this discussion at the earliest possible date.

Excerpts From Previous Minutes RE: K-3 Children's Choir

From June 25, 2006

Children's Choir Update *(selected excerpts)*

The sub-committee received 20-21 responses (There are 100 families with kids in age range in church database) to questionnaires and felt it was a good exercise – Based on survey, the sub-committee learned:

- Proposed cost basis: \$4,000. for 40 weeks – 2-3 hours a week total at \$100 a week.

Susan made the motion: To approve the intention of the Vestry to continue a K-3 choir program by contracting a part-time children's choir director for a one-year term, reporting to the Director of Music with Vestry approval of final salary.

Seconded – Kathryn. Call the question: All approved.

From July 16, 2006

7. Children's Choir Update (Bruce and Don) *(selected excerpt)*

Bruce's assignment was to go out to get cost of children's choir in the \$4,000 range. They spoke to Keith who doubted that the \$4,000 figure would prove adequate.

No action taken.

From September 17, 2006

Children's Choir Update – Bruce Sherman

Bruce reported on the progress of the search:

- Recruiting now – job announcements out; Keith has reviewed all materials
- Advertised \$4-6k salary

Discussion:

- Concerns expressed about the salary range of \$6,000 for 4-6 kids. Nadine referred to earlier Minutes that stated that the Vestry approved a \$4,000 salary.
- Everyone agreed that the Vestry should review in one year depending on canvass and budget. There are still concerns about the two-year commitment. Several Vestry members questioned whether this kind of expenditure for a small number of participants, given other priorities in the church, made sense.

No action taken.

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