

Powers will be assuming the duties of Treasurer the first Monday after Thanksgiving. Pete will be assisting her during a transition period over the next few months, staying involved through the 2008 budget process.

Proposal for Christian Education finances: To address the shortfall in Christian Education funds, Pete shared a Finance Committee proposal to 1) transfer \$600 from the Parish Reserve to reimburse the Penniman Fund for spending not related to its intended purpose, 2) transfer \$1,783 from the Parish Reserve to supplement the Christian Education designated account, which has run out of funds, and 3) allow the Christian Education program to overspend its Vestry budget account to pay for normal operating expenses. This overspending is expected to be a small amount.

The Vestry approved this plan, with Don Mosher's amendment that the amount allowed for overspending the Vestry account should be limited to \$1000 for those expenses not related to classes.

Linda Barnes Bequest : Pete Carlson shared a Finance Committee proposal that 1) a bequest from Linda Barnes for the preservation of the original details of the church building be deposited into a new designated account called the Linda Barnes Fund, 2) that fund be overseen by the Junior Warden, and 3) an advisory committee of parishioners who have participated in past restoration activities pursuant to the church's historic furnishings and fabric be set up by the Junior Warden to determine the priority of projects to be undertaken with the funds and to assist in the decision making process.

Jim Michael endorsed the advisory committee idea. He also reported that he does not have an immediate plan for spending this money but noted that our valuable stain glass window collection needs to be assessed.

Doris Burton suggested that there is a need to have a standing Historic Preservation Fund Committee to address future gifts designated for historic preservation. The Junior Warden endorsed this idea. Additional discussion centered around this standing committee potentially overlapping with the Fabric Committee. There was agreement that the jurisdictions between these two committees needed to be clearly delineated

The Vestry approved Doris Burton's motion that a Historic Preservation Committee be chartered to advise the Junior Warden on the use of the Historic Preservation Fund to be created with the bequest from Linda Barnes Estate to ensure her wishes are met.

The Reverend Canon (ret) Tony and Mrs. Anne Barnard to visit St Mark's November 30 – December 21 2008

Paul briefed the Vestry on the invitation that has been extended to Tony and Anne Barnard to come during Advent in 2008. Doris Burton and he have been working on this together and will put together a program that parallels the "Artist in Residence" program. The concept is that Tony, with whom St Mark's has had a long association, would serve as "THEOLOGIAN in RESIDENCE" participating in the life of the Parish. Paul said that this visit would be one of a series which may include Keith Reas leading the choir to Lichfield or Peterborough in 2010, and later, a possible pilgrimage to England. Folded into all this is an assessment of our connection with Lichfield. Doris's preliminary planning outline is at Attachment C.

Kenn Allen moved and the Vestry voted to approve in principle the planning necessary for the Advent 2008 visit by Tony and Anne Banard.

During the discussion, Eileen Blumenthal suggested we seek funding assistance from a foundation.

Vestry Reports and Votes

Register's Report

The October 21, 2007 Vestry minutes were approved as read.

Junior Warden's Report

Jim Michael reported in the area of ongoing issues, contracts are now in place for maintenance service contracts for the fire alarm, sprinkler, and heating, ventilating, and air-conditioning systems, with the exception of the elevator (pending) and the demise of the "dish sterilizer" in the kitchen provided a spontaneous opportunity that needed to be addressed. Under the category of "Deferred Maintenance and Space Needs," seven items have been identified. Many of these items may need to be deferred until 2008.

The property diagnostic report is being reviewed by Charlie Rupp, Jack Burton, Jane Rutherford, Charley Donnelly, and Don Lipscomb.

Jim spoke to security concerns announcing Baxter House has been rekeyed and new guidelines are in place for key accountability. More than 50 keys are to be issued to Staff, Vestry, Smart A's, teachers who teach in Baxter House, Money Counters, other with specific needs. When someone no longer requires access to Baxter House, they will be asked to relinquish the key. He has not yet determine the costs for new view windows in doors to offices and classrooms. He is looking at having a keypad lock for the courtyard garden door. The model being assessed can have different entry codes for different groups of people. Also, codes can be revoked. (The "panic" hardware will also be replaced.) In addition, the current key pad on the door to the Undercroft will be replaced.

"panic" hardware will also be replaced.) In addition, the current key pad on the door to the Undercroft will be replaced.

Jim Michaels reported in the area of ongoing issues, contracts are now in place for all systems with the exception of the elevator and the demise of the "dish sterilizer" in the kitchen provided a spontaneous opportunity that needed to be addressed. Under the category of "Deferred Maintenance and Space Needs," seven items have been identified. Some of these items may need to slip to 2008. The property diagnostic report is being reviewed by Charlie Rupp, Jack Burton, Jane Rutherford, Charley Donnelly, and Don Lipscomb.

Jim spoke to security concerns announcing Baxter House has been rekeyed and new guidelines are in place for key accountability. More than 50 keys are to be issued to Staff, Vestry, Smart A's, teachers who teach in Baxter House, Money Counters, other with specific needs. When someone no longer requires access to Baxter House, they will be asked to relinquish the key. He has not yet determine the costs for new windows and doors for classrooms. He is looking at having a keypad lock for the courtyard garden door. The model being assessed can have different entry codes for different groups of people. Also, codes can be revoked. (The "panic" hardware will also be replaced.) In addition, the current key pad on the door to the Undercroft will be replaced.

The Center for Progressive Christianity

Paul Abernathy gave the background about St Mark's participation/membership in this organization that has close ties with St Mark's former rector, Jim Adams. During Paul's sabbatical, he missed the email billing St Mark's for its \$300 dues and the St Mark's membership became "dormant." Louise Walsh suggested these annual dues come from a budget line item rather than rely on the Rector's discretionary fund. Don Mosher expressed concern that there might be more pressing needs for our budget to cover. Background on TCPC prepared by Janice Gregory is at Attachment D.

Louise moved and the Vestry voted to continue support to the TCPC with our institutional representation to come from the Rector's discretionary fund.

It was agreed that we need a roster of all the organizations we support.

The Vestry approved Anne Waller and Raiford Gaffney as Money Counters.

The Vestry approved The Alternate Gift Fair for the first three Sundays in December.

(It was noted that not only is this a fundraiser, it is a service to Parish members.)

What's New / What's Working

Margaret Wook, Lisa Sotir-Ozkan, and Eileen Blumenthal were given Annual Meeting planning materials prepared by Susan Thigpen.

Paul Abernathy provided an article from Episcopal Life which several views of Open Communion.

Nave Chairs: Charley Donnelly announced 24 special needs chairs have been delivered to the Nave. Jim Michaels discussed the plan for disposing of the old black nave chairs. They are being sold or given away as appropriate. Also after considerable research, it has been determined that the fabric on the new blue chairs is stain resistant; any stains need to be treated within 24 hours.

Policy on Nave Chair use: the new blue chairs may only be used in the Nave. They may be stored outside of the Nave.

Bruce Sherman announced Sian Jones has performed admirably in preparing a through budget for the youth program.

The Vestry thanked Woody Osborne, Louise Walsh and Susan Sedgewick for their efforts in making the Vestry Retreat successful.

Paul Abernathy thanked the Vestry for recognizing his personal needs.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Susan Sedgewick, Register

**St. Mark's Episcopal Church, Capitol Hill
Parish Priorities 2008**

(As established by the Vestry at the Fall Retreat, November 9-11, 2007)

To the Members of our St. Mark's Community:

This statement of priorities for St. Mark's sets forth the Vestry's objectives for our parish in 2008. You will see the priorities introduce programs to engage St. Mark's more fully in the wider world. The emphasis on outreach responds to the parish's yearning for greater collective involvement outside our church, as reflected in the sabbatical theme and the conversations since Paul's return.

In charting this course of outreach, the Vestry equally supports our individual and shared spiritual journeys that bring us together into community at St. Mark's. We believe that the work we do within our community – in effect, our reaching in – enables our reaching out to the world. Preserving and strengthening our existing programs will remain a critical part of our communal life.

Thus, the Vestry intends to sustain the vigor and creativity of our pillars. We pledge to be faithful stewards of our financial and human resources. We will also work to invest the necessary resources to safeguard and enhance our physical plant.

OUR SPECIFIC PRIORITIES FOR 2008 ARE:

1. To move forward on our parish commitment to engage with others outside St. Mark's and strengthen our engagement with each other, we will:

- Undertake a dialogue within St. Mark's on racism and racial reconciliation;
- Support and assist Paul in the discernment of his ministry to the broader world;
- Seek to engage in sustained dialogue with a Muslim and Jewish community to enhance mutual understanding and acceptance;
- Seek to strengthen our strategic partnership with Capitol Hill Group Ministry; and,
- Seek to engage public schools on Capitol Hill in a new St. Mark's arts initiative.

2. To make St. Mark's more visible and accessible to a wider community we will develop a communications strategy.

3. To successfully bring our new Associate Rector in to the life of our community, we will follow an intentional course of action.

The Vestry has identified a series of steps by which we can successfully integrate our new Associate Rector including formally welcoming the new Associate within the first month through a liturgical Welcome Rite with accompanying celebratory Pub

Lunch. Further steps will include weekly meetings with the Rector for purposes of general counsel and specific direction regarding joining and sharing in the parish's liturgical, educational, and pastoral ministry. The new Associate will enroll and participate in the Fall 2008 LCF Class and thereafter sharing more fully in ongoing Christian Education programs. And within six months after the Associate's arrival, an Advisory Committee will be formed to support, guide and help the Associate with vocational development.

4. To review and renew the roles and responsibilities of Vestry Members and Pillar Heads.

5. To advance the development of a robust youth program.

Led by the creative and energetic efforts of St. Mark's new youth director, the parish has begun to take long-desired steps toward developing a set of coordinated activities for our children that will build community for them and enrich their spiritual lives. Critical to near term success is engaging our youth, enlisting the active support of the parents, and linking with the appropriate parish pillars. For the future, there is a need to establish and commit to maintaining a structure for the youth program to help ensure continuity and consistency of results into the future.

6. To complete a needs analysis and begin the necessary repairs on our buildings so in the future they can be routinely maintained under a set of maintenance contracts.

As the Vestry continues to develop specific details about the new programs which have been proposed as well as the revitalization of existing programs, we will continue to keep our community updated through emails and postings on the vestry webpage: <http://www.stmarks.net/about/vestry.html>

St. Mark's Vestry

Rector: Paul Roberts Abernathy

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

Vestry Members: Kenn Allen, Eileen Blumenthal, Doris Burton, Kathryn Gerhard, Kristen Hartke, Don Mosher, Lisa Sotir-Ozkan, Bruce Sherman, Margaret Wood

Parish Officers: Pete Carlson, Acting Treasurer, Charley Donnelly, Manciple, Rosemary Harold, Vestry Counsel, Susan Sedgewick, Register

ATTACHMENT B

Resolution on Fundraising
Submitted for consideration: July 6, 2007
Doris Burton, sponsor

This resolution negates all prior resolutions on fundraising passed by the Vestry of St. Mark's Church

I. Definitions:

A. Fund-raising shall be defined as any activity designed to accumulate monies for any purpose.

B. There shall be four forms of fund-raising (1) every-member canvass;(2) single event; (3) continuing; and, (4) emergency.

1. Canvass: This shall be defined at the annual request by the Vestry for the contribution of monies which shall be used for the support of St. Mark's Church and any activities and/or events and/or programs so determined by the Vestry.

2. Single Event: These shall be defined as those fundraising events/activities which will occur one time. These shall include, but not be limited to such needs as (1) capital campaigns and/or specific needs for the building, grounds, or other aspect of the operation of St. Mark's, or (2) such other events as the vestry may deem a 'single' event.

3. Continuing: These shall be defined as fundraising activities pursued by an organization which seeks funds for its operation or a particular activity related to its operation. These shall be limited to sales approved by the Vestry such as shirts, pins, works sold under the auspices of the Arts Council and in accordance with the charter of that organization, or other similar, tangible items, as well as the sale of tickets to events (i.e. plays, concerts, etc.). These fundraising activities may continue so long as the organization desires and/or continues to require the financial support of such activities. Only continuing sales may occur during the period of time designated by the Vestry as 'canvass'.

4. Emergency: These shall be defined as a natural disaster or similar emergency situation/event which the Vestry and/or the Outreach Board of St. Mark's Church shall determine worthy of the support of the parish. These shall not be limited to the raising of funds for a legitimate disaster relief agency or program but may also include the request for the support of individuals or for donations of goods to be shipped to the area in need.

C. The direct solicitation of funds from individual parishioners for any of the above-defined activities, or for any other purpose not stated in this resolution shall require a 51% approval by the vestry.

II Vestry Approval and Responsibilities:

- A. All fundraising shall require the approval of the Vestry of St. Mark's Church.
- (1) All fundraising applications shall be submitted to the Executive Committee of the Vestry for inclusion on the next Vestry meeting agenda. Once placed on the agenda, the applicant shall be notified by the register and it shall then be the responsibility of the sponsoring organization to submit hard and/or electronic copies of the Application for Fundraiser (see attachment A) to all members of the Vestry no later than eight (8) calendar days prior to the Vestry meeting at which the request is to be considered. The presence of a representative of said group at that Vestry meeting shall be required.
 - (2) All fundraising requests shall include the following information:
 - (a) the name of the sponsoring group
 - (b) a description of the proposed activity(ies) including proposed length identifying whether single event or continuing, and the purpose of the funds collected
 - (c) the name of the treasurer for said activity(ies)
 - (d) the account name and number which shall receive the funds
 - (e) the goal amount expected to be raised
 - (f) the disposition of funds, including a determination of where funds over and above the anticipated amount collected shall be deposited, if appropriate, and
 - (g) the disposition of funds should the sponsoring organization discontinue its operation
 - (3) In the case of local, national, or international emergencies, the Outreach Board of St. Mark's Church may, if it so chooses, submit a request either verbally or in writing, to the rector (or his/her designee), the Senior Warden, and the Executive Committee of the Vestry for Emergency Fundraising approval. If such approval is given by the Executive Committee, it shall be the duty of the Executive Committee to report that decision to the Vestry at the earliest opportunity. The Vestry Liaison to the Outreach Board shall have the responsibility of over-seeing and Emergency Fundraising activity(ies) and insuring that all funds and/or donations are appropriately dispersed.
- B. All funds donated to St. Mark's Episcopal Church shall be considered the sole property of the Church unless otherwise approved by the Vestry and specified by the sponsor or sponsoring group.
- C. It shall be the responsibility of the treasurer of the fundraising activity to provide the Vestry with a copy of the "Report on Fundraising" (see attachment

B) within 45 calendar days after the conclusion of any time-limited fundraising and including the following information:

- (1) a description of the project outcome
- (2) a listing of the funds received including the names of all public donors
- (3) a listing of expenses incurred by the project
- (4) a statement of the amount collected and the location of all excess funds, if appropriate. In addition, the leader or treasurer of the activity shall provide an announcement to the parish stating the amount collected, the amount dispersed to the announced designee, and the disposition of any overage.

D. It shall be the responsibility of Vestry liaisons to:

- (1) distribute a copy of this policy, or a working adaptation of it, to each Pillar Head and to each organization leader within that Pillar's responsibility within 30 days of its adoption and to each succeeding leader for the duration of time said vestry member is that liaison.
- (2) ensure all pillar and organizational chairs have a copy of this policy and abide by its provisions. Furthermore, it shall be the responsibility of the Register to include a copy of this, or an adaptation as accepted by the vestry, in the Parish Directory and/or Handbook whichever is distributed to the largest number of parishioners and to post it on the Vestry bulletin board accompanied by an announcement to the parish that it has been passed.

E. It shall be the responsibility of the Parish Administrator or his/her designee to make available copies of the Application for Fundraising Activity and Follow-up Report for the parish in the same manner as other financial forms.

F. It shall be the responsibility of the parish treasurer to create and post on the parish bulletin board a Fundraising Calendar. Said calendar shall reflect the fundraising activities approved by the vestry for the current year and shall be updated as subsequent fundraising activities are approved. The calendar shall also reflect start/end dates when appropriate as well as those fundraising activities which have been approved to be continuing. No fundraising activity leader whose event does not appear on the calendar shall be permitted to make announcements either orally or in writing or to hold events at St. Mark's.

Application for Fundraising Activity

Date: _____

(a) Name of the sponsoring group: _____

Pillar: _____ Arts _____ Christian Ed _____ Parish Life _____ Outreach
_____ Worship

(b) Description of the proposed activity(ies) including type, proposed length (whether single event or continuing) and purpose

(c) Name of the treasurer for said activity(ies)

Contact Information(phone and email) _____

(d) Goal amount to be raised:

(e) Account name and number which shall receive the funds: _____

(f) Disposition of funds, including a determination of where funds over and above the anticipated amount shall be deposited

(g) The disposition of funds should the sponsoring organization discontinue its operation

Action of the Vestry:

_____ approved

_____ denied (reason)

Date Approved: _____

Signature of Register: _____

Signature of Treasurer: _____

Follow-up Report on Fundraising

Date

Due: _____

(45 days after conclusion of event/activity)

Name of organization/group _____

Position/Person submitting _____

phone or email _____

Type of Fundraising Activity: ___ Single Event _____ Continuing _____ Emergency

Date(s) of fundraising activity (if applicable): from _____ to _____

Date of this submission: _____

Please attach a copy of the original proposal to this report.

(a) Description of the project

outcome _____

(b) Listing of amount of funds received including the names of all public donors (attach as needed)

(c) List of expenses incurred by the project (attach as needed)

(d) Statement of the amount earned and the location of all excess funds (attach as needed)

A copy of the original application and the follow-up report shall be kept in the Vestry records or such other location as the Vestry designates.

ATTACHMENT C

THEOLOGIAN in RESIDENCE

(Preliminary planning—Paul Abernathy/Doris Burton—November 11, 2007)

When: November 30, 2008 to December 21, 2008

Who: The Reverend Canon (ret.) Tony and Mrs. Anne Barnard

Framework:

1. a. Tony: preach, teach, and lecture
b. Anne- World missionary—worked in Malaysia
2. Symbol of our relationship with larger world & history (Anglican roots)
 - Use “in Residence” format, application, funds
 - Crosses all Pillars
3. Costs:
 - Expenses for Barnards—transportation, housing
 - Stipend
 - Miscellaneous: Parish-wide event?

Preparation:

- Hospitality –Louise, Doris—research
- Pillar Representation: January vestry meeting
- Gather Funds
- Exploratory trip: Group to Lichfield (October 2008) to meet with Links Committee to discuss future goals and expectations.

Post:

- St Mark’s Choir to UK: in residence
- Pilgrimage to historic sites in UK: with Lichfield folk?

October 30, 2007

**MEMORANDUM REGARDING
AFFILIATION WITH THE CENTER FOR PROGRESSIVE CHRISTIANITY**

**TO: St. Mark's Vestry
CC: Rector, Wardens, Vestry Officers**

FROM: Janice Gregory, Vice President, The Center for Progressive Christianity & Member, St. Mark's

Most of us assume that St. Mark's is a member of The Center for Progressive Christianity, the network of churches and individuals created by our former rector, Jim Adams, during his last few years at St. Mark's. There is a similar assumption on the part of the TCPC leadership. Indeed, a notice of St. Mark's search for a new assistant clergy was displayed prominently in TCPC's most recent electronic newsletter and included on its website.

Two glitches have appeared in this relationship, however. Many, including Paul, have not "heard" from TCPC recently; and, according to TCPC's records, St. Mark's last sent a donation (of \$300) to TCPC in May of 2005.

Proposed Action #1 - What I will do:

Checking the records, I discovered that TCPC has the old "covad" e-mail listing for St. Mark's. While TCPC sends out one or two "snail mail" communications a year, most of its communication is by e-mail, which is in sync with its function as a network, and which also keeps the organization's expenses at a minimum.

I will have TCPC's data base updated so that Paul once more will receive TCPC information. I also propose to include the Wardens, Vestry, Vestry officers, and Pillars on the list to receive the now monthly e-mail newsletters. As long as I am associated with TCPC, I'll take it upon myself to keep these lists up to date.

I will also put a notice in the St. Mark's bulletin reminding those who want to stay in contact with TCPC to update their e-mail (and snail mail) addresses, which can be done on the TCPC website, and inviting them to affiliate if they so desire (suggested minimum donation for an individual is \$35).

Proposed Action #2 - What I ask you to do:

I ask that the Vestry resume approving and sending to TCPC annual affiliate contributions. TCPC is almost entirely dependent for its small operating budget (of about \$100,000) on contributions from affiliated churches as well as individuals who become affiliates. I ask that an affiliate contribution to TCPC be included in the St. Mark's 2008 budget. If it is possible to provide additional contributions for 2006 and 2007, I know TCPC would be grateful.

The suggested annual contribution for a church affiliate with 250 or more pledge units is \$100-\$250. (But of course, more always is appreciated and can rapidly be put to good use.)

Some Additional Background for Those Interested:

The Center for Progressive Christianity (TCPC) was founded in 1994 by Jim Adams, who served

as its President until he retired from that post in June of 2006. Jim is still active in the organization, but the day-to-day management is now in the hands of Fred Plummer, a retired, dynamic, high energy UCC minister who joined TCPC's executive council several years ago.

Of the several progressive Christianity organizations that now exist, TCPC has been a focal point for (1) providing support and information to congregations and individuals who want to pursue a progressive path, and (2) paying attention to the theological questions involved in re-imagining what it means to be Christian in our time. I've noticed that TCPC also has become the "go-to" organization for other progressive movements and activities. The TCPC leadership is frequently asked to lend the TCPC name to activities such as the recent "Walk Across America."

The organization primarily is web-based. It sends e-mail newsletters to about 4,000 persons each month, and it has an additional 4,000 contacts not currently receiving the e-mail version newsletter. Its website receives over 40,000 unique visitors each month. The website is located at <www.tcpc.org>

Besides pride of parenthood, since St. Mark's was instrumental in the start-up of TCPC, being a TCPC affiliate brings other benefits to an affiliated church:

- * Recognition as part of the network of progressive churches, making our voice stronger because we are not alone;
- * Help with church growth as individuals seeking a progressive church turn to the TCPC website to find a church in their area;
- * Access to information on what other progressive churches are doing as well as conferences and events that may be of interest;
- * Through the Center's eight points, a way to explore positive statements of an approach to Christianity that is inclusive, innovative, and informed (as opposed to defining ourselves by what we "are not");
- * Resources for program heads and others who can turn to the website's extensive library of information regarding –
 - Spiritual Exploration & Practice
 - Organizational Leadership & Development
 - Social & Environmental Ministry
 - The Younger Generation
 - Theology & Religious Education
 - The Arts & Culture
 - Interfaith Issues & Dialogue
 - Worship & Liturgy.

Please let me know if I can answer any questions you may have:
(202)544-8177 – janmaxgreg@msn.com