



**AGENDA**  
**Vestry Meeting: April 19, 2015**

**Present:** Rev. Justi Schunior, Peter Sherer (SW), Doris Burton (JW), Gwen Dillard, Nora Howell, Mary Thuell, Fritz Henn, Martha Huizenga, Steve Dalzell, Doug Jackson, Christina White, Karen Wiedemann, Andrew Stafford, Penny Hansen, Blair Ford, Jack Burton, Michael Knipe

**Absent:**

**Visitors:**

- I. **Call to Order:** The meeting was called to order by the Senior Warden, Peter Sherer, at 1:03PM.
  
- II. **Opening Prayer:** Nora Howell offered the opening prayer.
  
- III. **Approval of Minutes: March meeting:** The minutes were provided electronically. Nora asked that the minutes incorporate language that clarified the notes regarding the Fabric Committee. Specifically, she requested that the minutes state that St. Mark has "reached agreement on the statement of work and schedule, but that's not the full contract." Peter Sherer moved to approve the amended minutes. Fritz Henn seconded the motion. **The motion passed.**
  
- IV. **The Discernment and Search Committee Report:** The Discernment and Search Committee (DSC) offered an update on the parish profile revision process. The DSC is working on tightening up the profile. When the Committee has formally approved the report, they will send it to Peter to distribute to Vestry. Once the report has been approved by Vestry, it will be sent to the Bishop. The DSC hopes to send the report to the Bishop by May 1. The DSC requested that the report not be shared until it is final. Once it is final, the Bishop will help disseminate this to the correct people. On May 29, the report will be made public and there will be a celebration of their work so far.

The Vestry discussed the Salary level for the incoming rector. The Vestry hopes to offer \$96,000. To arrive at this number, St. Mark's collected information from several other parishes and identified six parishes that were most similar to St. Mark's based on factors like Sunday attendance numbers and pledge offerings. These parishes offered a comparison to ensure that our salary proposal is competitive. Additionally, when

proposing a salary, the DSC took into account that we are looking for a rector with ten years experience in ordained ministry.

St. Mark's noted that the rector's salary will be a big chunk of the 2016 budget that is unknown. St. Mark's wants to offer a conservative estimate that will also allow us to find someone terrific.

There was a discussion surrounding the timeline of the search process.

- V. Review of the 12 Challenges:** Christina White and Fritz Henn offered a review of the 12 Challenges. Peter Sherer originally proposed the idea to look at the 12 challenges to see if we can update them to reflect our parish now. Christina and Fritz are currently fleshing these out to prepare them for the congregation.

They noted it is important to assess these 12 challenges and decide if the Vestry still wants them to be our focus. Additionally, if we like these 12, the Vestry should decide if they want modifications to the descriptions.

When proposing updates or modifications, it is important to think of these challenges in terms of short, medium, and long term goals. Additionally, the updated 12 challenges should offer broad guidance to ensure that the group charged with managing the challenge buys in. Each challenge group should plan for a neutral budget; however, we recognize that good ideas sometimes cost and those shouldn't be taken off the table.

Christina and Fritz will bring an outline to the May meeting. By June, they hope that the plans are specific enough that parishioners can engage in the conversation at 'Shrine Mont on the Hill'. This process will help the Vestry to be transparent with the parish as well as engage with them.

All Vestry members were tasked with thinking about what our role should be and letting a challenge manager know if you'd like to get involved in a new challenge.

The Vestry discussed expanding the Stewardship challenge to include planned giving. The Vestry agreed that this should be incorporated into challenge five. The Vestry also discussed the language surrounding challenge three. Some noted that this should include internal, as well as external, communications. There were comments on the language of a "challenge" and a concern with the negative connotation of this word when the Vestry wants to convey a sense of opportunity. Ultimately, the Vestry seemed to come around to the "challenges."

These challenges will be rolled out in advance of 'Shrine Mont on the Hill', so the community has time to review prior to the festivities.

It was also proposed that these challenges tie into Vision 2020. The challenges could be the next step for our vision, "Living into Vision 2020."

- VI. Treasurer's Report:** Andrew Stafford sent the financial report electronically. He hopes that the pledge allocations is closer to what the Vestry is looking for. In addition, the report highlighted that St. Mark's has spent only 15% of utility bill. Lastly, Doris reported that the solar panels are up and running however Pepco is not coordinating with the

panels yet. The paperwork to prompt Pepco has been submitted and we are waiting their response.

Additionally, Andrew highlighted that we have already paid back \$50,000 of its loan in March. Andrew anticipates that another \$34,000 will be paid back this month.

Andrew moved to change the signatories on the bank account following Paul's departure. Mary Thuell seconded the motion. There was no discussion and **the motion passed.**

## **VII. Senior Warden's Report**

**A. Interim Rector Update:** Peter Sherer offered an update on our Interim Rector. He reported that the Finance Committee discussed salaries for the incoming Rector, Interim Rector, and Youth and Family Minister. A written letter of agreement for the Interim Rector outlines St. Mark's compensation. Overall, the Committee decided that \$90,000- \$92,000 for salary and housing was reasonable. This is less than the full time rector position. Peter recommends buying Rev. Morgan an airplane ticket and provide a homestay for the 'Shrine Mont on the Hill' weekend.

Peter noted that Mary Lou Sherer will assume the position of Pillar Chair for Parish Life. Deanna Garner was unable to fill this role.

Peter commented that once the letter of agreement for the Interim Rector is finalized, the announcement of Michelle joining St. Mark's will be communicated to the parish.

**B. Approval Margaret Brown as money counter:** Margaret Brown needs to be approved as a new money counter. Fritz Henn moved to her appointment. Martha Huizenga seconded the motion. The motion passed

**VIII. Junior Warden's Report:** Doris Burton sent her report electronically. The report summarized that the columbarium is doing well. The sales price for these units is \$1,200. Doris noted that, at some point, St. Mark's should do a new survey to see if this is still the market price. St. Mark's has already sold five units and paid back a portion of the investment to the endowment.

Doris reported the Friday Women's AA sent a donation towards the repair the Adam's Room. She also noted that there is a possibility of renting room seven (the room off the Adams Room).

Doris commented that she is currently reviewing the supplies list for the maintenance contract. St. Mark's is hoping to put in place purchase orders and limits surrounding how much Ed Greene can buy without permission. Currently, Doris is reviewing the purchases after the fact. There was discussion on ways St. Mark's can support local vendors and purchase environmentally friendly cleaning supplies. There was some interest in pursuing a cooperative purchasing agreement with a local ACE hardware.

Finally, Doris noted that there will be a garden work day on May 9th from 9:00AM to 1:00PM. She hopes the Vestry should participate, for at least a portion of the event.

Peter suggested that if members are unavailable, s/he should find a replacement. Doris is also working on scheduling a kitchen work day.

A Vestry member commented that these are great opportunities to get involved and hopes that these work days become more permanent.

## **IX. Standing Committee Reports**

**A. Youth & Family Ministries Report:** Steve Dalzell reported that the Youth and Family Ministries work is coming along. Pam Lacey will present their report to the Vestry. He noted that the Committee had the two finalists visit this Sunday. Both candidates were able to meet with Justi. The Committee is now gathering input and moving towards finalizing a candidate. Peter Sherer noted that he will hire whoever the Committee recommends and emphasized how thorough this search process has been. Michael Knipe and Steve will prepare the contract for Peter to sign when we are ready to hire the Youth and Families' Minister

**B. Membership:** The Membership Committee will present a report at the May meeting, which will include language that the Vestry will need to approve for affirming membership. The Committee has talked with Susan Block and wants her to be comfortable with the Committee's ideas.

**X. Old Business:** No additional items were discussed.

## **XI. New Business:**

**A. Greeting Schedule:** The sign up for Vestry greeting was passed around. Vestry members should sign up for two or three slots. Christina White added a slot to sign up for the 5:00 PM service. To clarify the responsibilities of Vestry Greeting, Peter Sherer and Doris Burton noted that the first column is the volunteer for offering the greeting during the respective services and the second column is for volunteering to thank individuals for attending the service following the service at each door.

The Vestry considered the St. Mark's tradition of asking new guests to stand during the greeting. While some were opposed to this, others were in favor. Overall, it was decided that each Vestry member offering the greeting can do what s/he feels is right. One option is to mention that the visitor cards will be provided at the doors as everyone is leaving. Another suggestion is for Membership to consider providing newcomers with take away bags.

### **B. Leadership positions to fill**

**1. Pillar chairs (Christian Ed, The Arts):** Joe Calizo will fill the Christian Education leadership position and Peter Sherer is actively recruiting a second leader. For this position, he is looking for an experienced teacher.

For the Arts position, Peter is recruiting someone who is enthusiastic about this position. There is a lot of opportunity to better integrate this into the St. Mark's community. This individual doesn't have to be a dancer,

singer, or theater person. Instead, the individual needs strong organization skills and a passion for the arts.

- XII. WW/WN (what's working/what's not):** The Vestry discussed the need for a coffee hour following Sermon Seminar. This time would provide an opportunity for socializing. However, currently, there is no consistent food supply to draw people in. Some Vestry members suggested that parishioners should sign up. To spearhead a coffee hour, St. Mark's needs a coffee hour maven to make an announcement for sign ups, clean up, and set up. The Vestry discussed the idea that coffee hour would fall under a ministry of welcome. Penny Hansen reported that she is organizing four couples who will each take a Sunday a month to coordinate and arrange volunteers for the coffee hour. The Vestry also considered the possibility of having a coffee basket for donations.

Doris Burton provided everyone on the Vestry with a stack of St. Mark's notecards. These allow Vestry members to write thank yous appreciating various members of St. Mark's. Prior to writing the note, the Vestry member should highlight to the Vestry who is being thanked.

Nora Howell reported attending a church in McLean recently. The church had a lot of materials on how churches welcome people with disabilities, and in particular autism. Nora will use these materials as resources for Sunday School. She also noted that if anyone is interested, she is happy to pass them along.

Doug Jackson noted that the Outreach Board has drafted an amended charter and is seeking vestry approval. This charter will formalize the structure of Outreach Board by adding a Treasurer and a Secretary. This report will be sent to Blair Ford for consideration at the next Vestry Meeting. Blair will post the report for everyone.

- XIII. Closing Prayer:** Steve Dalzell offered the closing prayer.

- XIV. Adjournment:** Mary Thuell moved to adjourn. Steve Dalzell seconded the motion. The meeting was **adjourned** at 3:20PM.