

# St. Mark's EPISCOPAL CHURCH

## Capitol Hill

3rd & A Sts SE,  
Washington, DC



### Minutes of the Vestry Meeting Sunday, February 21, 2016 1:00 p.m.

Present:

Clergy: The Rev. Michele Morgan, Interim Rector

Wardens: Peter Sherer, Senior Warden  
Doris Muller-Burton, Junior Warden

Vestry Members: Stephen Dalzell, Gwen Dillard, Fritz Henn, Nora Howell, Martha Huizenga,  
Mary Thuell, Karen Wiedemann

Officers: Andrew Stafford, Treasurer; Penny Hansen; Assistant Treasurer, Jack Burton,  
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Absent: Vestry Members Doug Jackson and Christina White; The Rev. Justi Schunior,  
Associate Rector; Michael Knipe, Counsel

Visitors: Raiford Gaffney

#### I. Call to Order

The meeting was called to order at 1:05.

The minutes of the January meeting were approved electronically prior to the meeting.

#### II. Opening Prayer

The Opening Prayer was offered by Vestry Member Nora Howell.

#### III. Vestry Check-In

During the Vestry check-in, the Senior Warden offered his thanks to the departing members of the Vestry, Gwen Dillard, Nora Howell, and Mary Thuell.

The Junior Warden circulated a sign-up sheet for items to be contributed for the dinner in honor of retiring Vestry Members, to be held Friday, March 11 in Baxter Hall at 6 p.m.

#### IV. Treasurer's Report

Treasurer Stafford reported that the 2016 deficit is actually \$64,000 rather than the \$62,000 reported earlier. The Goldin Group will have a final report for 2015 ready by early March. Another firm has been engaged to assist with financial report management going forward.

The Senior Warden reported that he has met with members of the Diocesan Finance Committee concerning our loan with the National Capital Bank.

Assistant Treasurer Penny Hansen reported that the loan from the Endowment Fund for creation of the Chapel Columbarium has been paid off. The Senior Warden thanked Penny for her diligence in managing the Columbarium Fund. There are still spaces available in the Columbarium, for sale to parishioners.

The Vestry thanked Assistant Treasurer Penny Hansen for her service, as she leaves her post with the election of the new Vestry.

#### V. Senior Warden's Report

Annual Parish Meeting: Vestry Member Dillard reported that all parts of the program for the Annual Parish Meeting on March 13 are on schedule. Child care has been arranged. The proposed bylaws change is posted. There are seven candidates for three Vestry seats and their pictures and statements have been posted.

Photography Issue: Parents now have an opportunity to opt in or out of having their children photographed in Sunday School but not in other church settings. Vestry Member Thuell suggested that the membership data base include a column showing whether or not parents have an objection. Further discussion of the issue was postponed until Counsel Knipe could be present. The Interim Rector said that the permission form needs to be updated.

Nursery concerns: The Interim Rector also noted that there has been a problem with parents putting their children in the nursery and then leaving the church briefly. She recommended that one parent of each child be required to remain in the building or at least leave a contact phone number with the nursery caregiver, in case of illness or injury.

Rosslyn Planning Retreat April 9 and 10: The Senior Warden polled the Vestry to see how many members would be able to attend a planning retreat at Rosslyn Conference Center on Saturday and Sunday, April 9 and 10. Sufficient members and officers were available to go ahead with arranging for the retreat. Vestry Members, officers, and a few other parish leaders are to be included.

The Senior Warden reminded Vestry Members and Officers to plan to attend the parish retreat at Claggett Conference Center June 11 and 12.

Diocesan Work Days will be offered on February 27 and March 5 to train people in various aspects of parish management, such as membership and stewardship.

VI. Junior Warden's Report

The Junior Warden reported that the contract for restoration of the stained glass windows has been signed, with work to begin in late Spring. The Junior Warden has sent a note to Mary Cooper, thanking her for the extremely generous gift from the estate of Bert Cooper to restore the windows.

The RFP for cleaning services has gone to four companies, with proposals due by February 29.

VII. Standing Committee Reports

Youth and Family Ministries: Vestry Member Dalzell reported that there will be a Sunday School planning group to coordinate activities. Work is going ahead on upcoming service trips and family fellowship events and a teen retreat is being planned.

Communications Working Group: Website development is proceeding and should be available in a few weeks. A site map has been approved. The purpose is more focused on appealing to people who are church-shopping than to providing information to current parishioners, since they have many other ways to receive information about what is going on at church. It was suggested that some people outside the parish be asked to review the proposed site to get their responses on how appealing and informative it is to people not currently connected to the parish.

VIII. New Business

Vestry Member Dillard expressed interest in finding a better way to move designated funds into the budget. The Senior Warden said that the Vestry would be addressing this matter shortly. Manciple Burton expressed an interest in being part of the group working on this issue.

IX. What's Working/What's Not

Vestry Member Howell reported that she had recently met three new families/people who said they felt welcomed at St. Mark's.

The Interim Rector reported that there is a Newcomer's Class coming up shortly where lunch will be provided. She suggested that this arrangement would be more welcoming than the previous practice of sending people out to get their own lunch and then return for the class.

The Junior Warden reported that a pub lunch coordinator is still needed for the 11:15 service.

She noted that all reports needed for the Annual Parish Meeting booklet were submitted on time and expressed appreciation for cooperation by all involved.

Raiford Gaffney requested that the Friday Gospel include a notice when pub lunch is available the following Sunday, to help parishioners plan their Sundays.

The three retiring Vestry Members shared their views about serving on the Vestry.

X. Closing Prayer was offered by Vestry Member Mary Thuell.

FUTURE MEETING DATES:

Sunday, March 13 – Single Service at 10, followed by lunch, Annual Parish Meeting, and brief Vestry Meeting after APM to elect officers.

Saturday, March 19: 9 a.m. to 1 p.m. – Meeting of New Vestry

Saturday-Sunday, April 9-10: Lunch to lunch, Vestry and Leadership Retreat at Rosslyn Conference Center.

EXECUTIVE SESSION

The Vestry went into executive session to discuss the proposed Letter of Agreement with The Rev. Michele Morgan. The letter was reviewed and edited. Vestry Member Wiedemann moved and Vestry Member Henn seconded approval of the letter of agreement. It was **APPROVED.**

The Senior Warden announced that The Rev. Michele Morgan will be installed as Priest-in-Charge at a single service on May 22.

The Senior Warden expressed his appreciation to the Discernment and Search Committee for the excellent and diligent job they did in seeking a new Rector for St. Mark's.

Respectfully submitted,  
Mary Anderson Cooper, Register