

St. Mark's EPISCOPAL CHURCH

Capitol Hill

3rd & A Sts SE,
Washington, DC



Minutes of the Vestry Meeting

Sunday, January 31, 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,
Doug Jackson, Mary Thuell, Karen Wiedemann

Officers: Andrew Stafford, Treasurer; Penny Hansen, Assistant Treasurer, Michael Knipe,
Counsel; Jack Burton, Manciple

Staff: Caroline McReynolds-Adams, Director of Youth & Family Ministries

Absent: Vestry Member Christina White; The Rev. Justi Schunior, Associate Rector

Visitors: Raiford Gaffney, Chuck Divine

The Opening Prayer was offered by Doug Jackson.

The Minutes of the December Vestry meeting were approved electronically in advance of the meeting, with thanks to Raiford Gaffney who served in the absence of the Register.

Members of the Vestry shared personal news regarding family and employment changes.

TREASURER'S REPORT

Nora Howell reported on behalf of the Canvass that there are now 284 pledges, including seven new ones, 150 reflecting increases over the previous year, 90 with no change, and 34 decreases, for a total of \$803,000. These totals reflect a pattern of decreasing pledge units that has been in place for several years. The Interim Rector and Senior Warden agreed to contact people who have not pledged.

Budget. The Treasurer's Report and proposed 2016 Budget were distributed electronically in advance of the meeting. Treasurer Stafford reported that pledge income is budgeted at \$855,500, which includes expected income from 2016 pledges, yet-to-be-paid pledges from 2015, and advance giving on 2017 pledges, consistent with St. Mark's experience over many years. There are some new income lines to reflect current operations. The Vision 2020 income and expenses have now been folded into the parish

budget since that campaign has ended. In response to recommendations from the auditors, efforts are underway to combine some designated funds and move them into the budget.

With regard to expenses, the proposed budget reflects full salaries for the new Rector and for the Youth Director, as well as costs for departing staff plus the choir’s tenor and the Music Director for Youth.

Concerning Ministry Outside, the Diocese of Washington requests an annual donation based on parish membership and budget. St. Mark’s has not paid our full Asking for several years. Many parishioners have requested that we do better and have offered to hold a special fund raising event, proceeds of which would go into a designated fund. Several people noted that the parish has consumed a vast amount of services from the Diocese in the past few years, especially with regard to our clergy transition and our capital campaign for Vision 2020.

The Vestry discussed whether or not to raise our donation to the Diocese. We now pay 4.5% of our budget toward our Asking, as opposed to the 10% requested. An increase of \$4,000 would get us to 5%. The Senior Warden proposed that we put an additional \$4,000 in the budget now, educate the congregation on the need to fund the Diocese adequately, and ask the Finance Committee to propose a plan to raise funds for the Diocese in future years. It is important to help the parish understand what we get from the Diocese and what they do in the world.

MOTION: The Junior Warden moved, seconded by Vestry Member Martha Huizenga, that the budget be increased by \$4,000 to be added to the Diocesan Asking and that the Finance Committee be requested to work with the Interim Rector to develop a plan to increase our contribution over time to meet the full request (10% of the operating budget). The motion was **APPROVED.**

MOTION: Vestry Member Thuell moved, seconded by the Junior Warden, that the proposed budget be approved, including the \$4,000 increase in funding to the Diocese. With one abstention, the motion was **APPROVED.**

The Senior Warden requested that the minutes reflect the Vestry’s great appreciation to Treasurer Stafford for his hard work in preparing and presenting the budget.

NAMING OF NURSERY

The Vestry considered a petition by Jane Miller to name the Nursery in honor of the late Margareta Trusheim, a lifelong parishioner and lover of children.

MOTION The Senior Warden moved, seconded by Vestry Member Dillard, that the nursery be named for Margareta Trusheim. The motion was **APPROVED.**

AMENDMENTS TO PLAYERS CHARTER

Proposed amendments to the charter of the St. Mark’s Players were distributed in advance of the meeting. It was noted that all satellite accounts and their charters will be reviewed and revised shortly.

MOTION: The Junior Warden moved, seconded by the Senior Warden, that the amendments proposed by the Players be accepted. The motion was **APPROVED.**

STAFF CHANGES

The Senior Warden announced that Diana Church has been hired as Parish Administrator for Programs and Facilities. Later in the meeting the Interim Rector reported that Diana was hired for a six month period, after which she is leaving the area. Part of her assignment is to design a job description for her successor, who will be hired by the new Rector.

ANNUAL PARISH MEETING

Vestry Member Dillard announced that there are five candidates for Vestry, with more expected.

The Vestry Class of 2018 is handling meals and the Class of 2017 is in charge of the election process.

The Junior Warden recommended that qualifications for voting be announced repeatedly to the parish.

The election of officers will take place immediately after the Annual Parish Meeting.

FUTURE DATES:

The new Vestry and Officers will be installed at all three services on April 10.

The new Vestry will meet on Saturday, March 19, from 9 until noon.

JUNIOR WARDEN REPORT

The Junior Warden reported that the Fabric Committee has put out RFPs for a cleaning service and has four under consideration. Price, technical quality and treatment of workers are key considerations.

She reported that we had no service contracts until 2008, when Junior Warden Jim Michaels established them for several building systems (heating, air conditioning, etc.). Monarc, the company that did the Vision 2020 construction, offers maintenance/repairs contracts that would cover all of the maintenance areas, so that we would need only to call them to get servicing, rather than dealing with a number of different contractors. They will be handling repair service calls in the future.

YOUTH AND FAMILY MINISTRIES

Caroline McReynolds-Adams reported that there is a new group of parents and parishioners helping her to design new events and programs for the children. Over 40 people attended the meeting for a service trip to New York.

MEMBERSHIP COMMITTEE

Vestry Member Thuell reported that the Membership Committee is working on getting name tags in operation again.

She said that some people have reported discomfort with the way the greeting to newcomers is handled and the Committee is seeking ways to improve that process. Also, the process of handing New Member cards to visitors has not been entirely successful, so new member forms are now on the back of the

weekly bulletins instead. People who wish to fill them out can do so and send them in or put them in the offering plate.

PROPOSED BYLAWS CHANGE

At the December 2015 Vestry meeting, a proposed change to the parish bylaws was presented which would change the term of each Warden from one to two years and allow each to serve an additional single year if they wish to seek such. This amendment requires approval by the Annual Parish Meeting.

MOTION: Vestry Member Thuell moved, seconded by Vestry Member Wiedemann, that the proposed amendment be forwarded to the Annual Parish Meeting for a vote. The motion was **APPROVED.**

WHAT'S WORKING?/WHAT'S NOT?

The Senior Warden reported that the Rector search is proceeding, although slowed down a bit by the blizzard, and that a report is expected by the end of February.

The Closing Prayer was offered by Vestry Member Dalzell.

Respectfully submitted,
Mary Anderson Cooper