

St. Mark's EPISCOPAL CHURCH

Capitol Hill

3rd & A Sts SE,
Washington, DC



Minutes of the Vestry Meeting
Monday, January 19, 2018
6:30 p.m.

Present:

Clergy: The Rev. Michele Morgan, Rector

Wardens: Nora Howell, Senior Warden; Kenn Allen, Junior Warden

Vestry Members: Stephanie Deutsch, Thia Hamilton, Christina Herman, Brandon Dunn Knight;
Beth Mahood, Amber Macdonald, Alix Pereira,

Officers: Rosemary Harold, Counsel ; Martha Huizenga, Treasurer; Mary Anderson
Cooper, Register

Absent: The Rev. Scott Lipscomb, Assistant Rector; Vestry Members Jim Brooks and
Tracy Council

Visitors: Raiford Gaffney and Michelle Strange

The Opening Prayer was offered by the Rector, who mentioned several parishioners facing difficult situations.

MINUTES OF PREVIOUS MEETINGS: The Minutes of the December meetings were posted electronically prior to the meeting. Beth Mahood moved, seconded by Stephanie Deutsch, and the Vestry concurring unanimously that the Minutes be **APPROVED.**

TREASURER'S REPORT: Martha Huizenga reported that the deficit reported in November had been eradicated in December, allowing the year to end with a surplus. One factor is that \$112,000 in 2019 pledges was paid in December 2018. Only part of the advanced payments were budgeted for 2019 in order to produce a balanced budget without making cuts in budgeted programs. The Rector said that it is still her goal to increase our payment to the Diocese of Washington when funds are available. Kenn Allen moved, Amber Macdonald seconding and the Vestry concurring unanimously that the Treasurer's report be **APPROVED.**

JUNIOR WARDEN'S REPORT: The Junior Warden's report was posted electronically in advance of the meeting. Kenn Allen reported that plans for the new sound system in the nave are underway. Repairs to the cherry tree panels in Baxter Hall will begin shortly. The high lift is on site to allow measurements to be made for replacement stones on the exterior. Scaffolding is expected to go up in March. A contract has been signed for the new HVAC system. Efforts to improve exterior lighting are underway,

including installation of exterior lanterns with LED lights with timers. Other projects underway include: repairs to the east vestibule ceiling and repairs to the lights in the undercroft restrooms undertaken by Jim Pittman; repairs needed to the terrazzo in the nave. Monarc has completed its annual survey of the building, identifying no major items needing attention.

SENIOR WARDEN'S REPORT:

2019 PARISH MANAGER PLANS: The Vestry reviewed draft parish program plans for 2019. Photos are needed from each area and groups that have not yet provided information need to do so. Members of the Vestry were asked to provide pictures and fill in any missing information.

ANNUAL PARISH MEETING: The Nominating Committee has met and begun planning. At the Annual Parish Meeting, retiring Vestry members will manage the nomination process. The second year class, led by Alix Pereira, will handle logistics while the first year class, led by Brandon Dunn Knight will manage lunch.

There will be a Vestry dinner Friday, March 22, at the Deutsch's home.

CANVASS AND EXTENDED VISION CAMPAIGN: Nora Howell reported that the Extended Vision Campaign will no longer include the year 2020 in its title, in an effort to avoid confusion with the pledge campaign for the year 2020. As of January 27, \$1,376,407 has been pledged, including first-time pledges of \$101,000, which activates the \$100,000 matching grant offered by a parishioner if a matching \$100,000 could be raised from new donors. Donations will also be sought from neighbors and those who have rented space in the building in the last four years.

SAFETY PLAN: The Rector and Assistant Rector are working on developing a safety plan for the parish. A plan for in-house staff is already in place but work is ongoing for a Sunday plan and for groups using the church.

NOMINATING COMMITTEE: The Nominating Committee consists of the retiring vestry members (Deutsch, Hamilton, and Mahood), the Wardens, and Karen Wiedemann. One more member is being sought. Beth Mahood noted that the Committee would like to have a member from the 5 p.m. service.

JACK BURTON MEMORIAL: People wishing to make gifts in memory of Jack Burton will be asked to donate in his name to either Extended Vision campaign of the designated account for Historic Preservation.

RECTOR'S REPORT: The Rector reported that pastoral care has been a priority, with a number of parishioners in need of comfort. She met with delegates to the Diocesan Convention to help them prepare for that event. Randy Marks and Raiford Gaffney also served as volunteers at the Convention. The Convention next year is January 24 and Bishop Curry will conduct a revival the night before. The Rector is continuing to work with former seminarian Andrew Arakawa, as well as seeking accreditation as a supervisor from VTS and interviewing candidates for placement at St. Mark's. She is also continuing to meet with her advisory committee and the staff on a regular basis and working with Patricia Catalano as she takes on preaching and celebrating responsibilities. The columbarium audit is approaching completion, but there is difficulty with getting the metal plates made. She noted that new people are coming to services and staying.

ASSISTANT MINISTER’S REPORT: The Assistant Minister was not present but submitted a written report stating that he is meeting with parishioners and newcomers, has visited parishioners at Ingleside, and continues to convene Community Liturgy Planning sessions for the seasons of the church year. He is planning and preparing for the Belongings class and Lenten discussion group with Patricia Catalano and continues work with Membership, Worship and the Incarceration Justice Committees.

LIAISON REPORTS:

Communications: Thia Hamilton reported that the website updates are finished. The Senior Warden suggested putting mention of this in the eGospel.

Beth Mahood noted that she had met with Patricia Braley about getting StMarks.net to set up addresses to facilitate parish work, but the system being used is less flexible than hoped. She is seeking a more readily used system.

Complaint Procedure: Brandon Dunn Knight reported that there will be a sermon series and an eGospel article by Amber Macdonald outlining the procedures.

Membership: Amber Macdonald reported that the committee is interested in having new members.

Canvass: Alix Pereira reported that Beth Mahood and Mary Cooper had volunteered to help.

Parish Life: Christina Herman reported that the 20s and 30s group is continuing to meet. The Middle Agers usually do the Halloween and Mardi Gras events but were overwhelmed with other responsibilities in the past year. There will be no Mardi Gras activity this year but another Halloween dance is planned. The Third Agers are having a potluck February 9 with Susan Flanders discussing her new book. The issue of sexual harassment was the focus of Bystander Intervention Training on January 27, along with the Parliament of Owls event on February 2. Julie Murphy is taking over coffee hour responsibilities but needs more help. More volunteers are needed for both provision of bread and wine and for the Altar Guild.

CATECHESIS SURVEY: Nora Howell reported that the Catechesis program has been in use in the parish for 22 years. It is a demanding program that requires a lot of the teachers. Nora is seeking input on how to evaluate our program to see what difference it makes. She wants to talk with people in the parish who are 18-25 years old and who experienced Catechesis as children. She noted that contact information would be kept confidential and no data base of names would be established. Her request was unanimously **APPROVED.**

Respectfully submitted.
Mary Anderson Cooper, Register