



Minutes of the Vestry

August 23, 2022

The Vestry convened via Zoom conferencing platform for the August meeting on the 23rdth at 7 pm. The following were in attendance.

Clergy: The Reverend Chris Philips

Wardens: Linell Grundman, Sr. Warden; David Wellman, Jr. Warden

Vestry: Chris Berendes, Edna Boone, Brent Bickley, Katherine Buchanan, Harrison Donnelly, Janet Lipscomb, Jeb Ory, Nick Rogers Fritz Henn

Officers: Randy Marks, Treasurer; Kim Bayliss, Register

Guests: Kenn Allen, Nancy Lucas, Raiford Gaffney

Opening Prayer

Led by Chris Phillips

Approval of the Minutes

Minutes for the June 28th Vestry meeting were circulated for review via email to Vestry members.

ACTION

Motion to approve the June minutes made by Fritz Henn and seconded by Jan Lipscomb. Motion approved by unanimous show of hands.

Report of the Sabbatical Committee

Nancy Lucas and Kenn Allen of the Sabbatical Committee updated the Vestry on activities related to the Sabbatical of the Rector.

- A “Welcome Back” lunch for Michele Morgan is planned for September 4th after the single 10 am service. RSVPs being accepted. An email invitation will go out to congregation from Chris Phillips to supplement the bulletin and verbal announcements.

Report from Liaisons, Working Groups, and Member Updates

- Jeb Ory previewed a motion that will establish the Membership Subcommittee of the Stewardship Committee as a separate entity. The Committee is developing a plan to revitalize membership at St. Mark’s.
- Jan Lipscomb reported on planning for a Halloween Dance to be held Saturday, October 29th from 6-10 pm. Ticket sales will finance the event.
- Edna Boone updated the Vestry on activity of the Communications Working Group. The group’s goal is to have all bulletin boards completed by the Parish Fair on 9/11.
- Christian Ed – Brent Bickley is now the Vestry Liaison to the Christian Ed Committee.

Review of By-Laws- Discussion

Randy Marks presented recommendations for changes to St. Mark’s By-Laws. He explained that it is good governance practice for organizations to periodically review their by-laws. The proposed changes were described as 1) increasing flexibility in governance, 2) allowing greater clarity in St. Mark’s governance, and 3) consideration of broader changes in governance..

Proposed changes include: allowing annual meeting to be held outside of Lent, allowing votes on by-laws changes outside of the annual meeting, allow the annual meeting to be held virtually, and changes to the titles of two Vestry Officers – Manciple and Register.

The Senior Warden tabled discussion until the September Vestry meeting.

Report of the Senior Warden

- The Stewardship Committee sub-group has finalized details for the Annual Pledge Campaign. The theme is “The Power of Homing: Welcoming, Community, Giving.
- The Stewardship Committee sub-group addressing Membership will create a separate Membership Committee, motion to be considered at the Vestry meeting.
- The Personnel Committee expects to have job performance review templates finalized soon. The Committee has a final draft of a Volunteer Handbook.
- The Vestry Working Group on Communication has completed work on a room reservation form to be used to reserve space at the church. The Working Group has also completed guidelines for bulletin board use.
- Parish Managers met on August 22nd and will be meeting quarterly.
- The newly former Community Caregiving Committee is working on a charter for their group.
- Announcement of the formation of a Security Working Group with Manciple Martha Huizenga.
- Call for Vestry volunteers to man the Parish Fair on September 11th.

- Report of the vote tally to approve solicitations at church for Everyone Home DC Thanksgiving Meal Drive and donation of grocery cards conducted via email. Voting in favor: Chris Berendes, Brent Bickley, David Wellman, Jeb Ory, Fritz Henn, Katherine Buchanan, Jan Lispcomb, and Edna Boone.
- The Worship Task Force will hold its final meeting on September 14th. A group of former Sr. Wardens, Jr. Wardens, and Directors of Christian Ed is developing a pilot program to encourage lay participation in Liturgy Planning.
- The Tending Our Soil team (Haley Brandt, Linell Grundman, Michael Knipe, Monica Mills, Greg Niblet, Nick Rodgers, and Jessica Royals) will begin the first EDOW learning lab for the 2022 class on September 10th.
- The Sr. Warden expressed her heartfelt gratitude and admiration for the St. Mark's staff who put in tremendous effort over the past 4 months of the Rector's sabbatical.

Report of the Junior Warden

Income from use of the building is higher than budgeted. Expenses are on budget except for a higher than anticipated outlay for janitorial services. The increase in janitorial services result from additional cleaning related to increased use of the building.

The Junior Warden highlighted three projects that will be finalized with the Fabric Committee.

- 1) Alleviating water intrusion during heavy rain in the basement along the 3rd street side that is affecting the Nursery;
- 2) Third street side brick repointing and stonework to the gable by the chapel first identified during the tower project;
- 3) The large exterior nave doors need repairs and refinishing. The Junior Warden is working with a consultant to better understand the scope of the work and identify options.

Report of the Treasurer

Randy Marks presented on these topics:

- In the July financial results and analysis, of note is that only 46% of 2022 pledge income has been received year-to-date. The relevant benchmark for July is 58%. Other July income is above budget. Expenses are running below benchmarked amounts, including expenses for the sabbatical.
- The annual audit report was circulated to the Vestry. The auditor found St. Mark's financial statements accurately reflect the church's financial position. A vote to accept the Audit Report was postponed until September's Vestry meeting.
- The Finance Committee developed two fundraising targets for the 2022 Canvass at the request of the Canvass Committee. The goals are: \$988,000 for a base budget and \$1.257 Million for an aspirational budget.

ACTION

Motion “To express the sense of the Vestry that the targets put forward by the Finance Committee in support of the canvass goals are appropriate” offered by Hank Donnelly. Motion seconded by Katherine Buchanan. Vote taken by show of hands with 8 voting yes and 1 voting no.

Creation of Membership Committee

The Stewardship Committee determined that a separate Membership Committee was important to carry out the goals of revitalizing membership in St. Mark’s.

ACTION

Jeb Ory offered the following motion for consideration by the Vestry:

I move that the Vestry create a standing committee for Membership that includes the following members: Jeb Ory, Karen Wiedemann, Randy Marks, Todd Thorpe, Heather Messera, and Jeremy Sierra. This committee will have the ability to add members for a total of 12 members, and that the committee will immediately create a charter so as to be eligible for budgeted funds.

Motion seconded by Chris Berendes. Motion adopted unanimously.

Annual Pledge Campaign Update

Senior Warden asked the Vestry to approve the adoption of the Stewardship Statement capturing the commitment of the Vestry to be responsible for how resources are used to support church activities.

ACTION

Katherine Buchanan offered a motion for the Vestry to adopt the Stewardship Statement. The motion was seconded by Edna Boone. Motion adopted by a unanimous vote.

Canvass Plan

Senior Warden presented the 2023 Canvass Plan to the Vestry and requested feedback.

[2023 Canvass Plan.8-19.docx](#)

The canvass will kick off on 9/11. All parishioners will be telephone between 9/11 and 9/25. A special meeting will be held on 9/25.

Personnel Committee

Brandon Knight on behalf of the Personnel Committee prepared an Equal Employment Opportunity statement for adoption by the Vestry. The statement will be included in St. Mark's personnel files to bring us up to date with human resource department practices.

ACTION

Hank Donnelly moved that the Vestry approve the EEO Statement of Purpose. Katherine Buchanan seconded the motion. The motion was adopted unanimously.

New Business

None

Meeting adjourned at 8:47 pm