

## **VESTRY APPROVED 2/27/2024**

### **St. Mark's Episcopal Church Joint Meeting of the Vestry and Finance Committee January 23, 2024 Via Zoom**

Present: Doug Ammon, Travis Beatty, Chris Berendes, Jim Brooks, Katherine Buchanan, Mary Cooper, Hank Donnelly, Raiford Gaffney, Jan Lipscomb, Larry Lokken, Randy Marks, Annick Milde, Michele Morgan, Frank Nickerson, Chris Phillips, Meg Platt, Todd Thorpe

The opening prayer was offered by the Rector.

The Senior Warden reviewed the process of preparing the proposed budget, noting that cuts had been made to the requests submitted from various groups and that funds were expected to come in eventually from the Paycheck Protection Program, perhaps in the area of \$90,000. Since the timing is uncertain, the funds have not been budgeted. Replacing the deteriorating nave doors and installing lighting in the courtyard is expected to cost about \$100,000. The Archives Committee plans to request funds from the endowment in order to digitize parish records.

The Treasurer revised the proposed budget via an overview. He then directed attention to the detailed proposed [Budget 2024.Full.1-20-2023.pdf](#) for discussion and modification.

Chris Berendes moved that

- The Service and Social Justice Board line item be increased to \$39,500 and
- The Washington Interfaith Network (WIN) line item be increased to \$4,000.

Todd Thorpe seconded the motion and promised to increase his family's pledge to help cover the increased cost. APPROVED unanimously.

The Rector observed that prior to the Covid epidemic St. Mark's had increased its donation to the Diocese for each of several years. Following the shutdown, we have back-slid on this commitment but need to increase our support now

that the budget is once again on a steadier basis. It was agreed that the Vestry would revisit this issue in June.

The Rector stated that she has waived the contract requirement that the Vestry allocate \$3,000 to the Clergy discretionary expense line item on the understanding that:

- She will draw on the Pastoral Care Temporary Restricted Fund to pay appropriate pastoral care expenses.
- The Vestry will increase the \$1,000 Discretionary Expense budget line item if needed later in the year.
- The Vestry's 2025 budget will allocate at least \$3,000 to the Discretionary Expense budget line item in accordance with the Rector's contract.

Hank Donnelly moved that the budget, as amended, be approved and several Vestry members seconded.

APPROVED unanimously. The

■ Vestry Approved 2024.Budget 1-23-2024.pdf is incorporated by reference to these minutes.

The Vestry resolved that it will consider in the second half of the year providing additional funds to these accounts if funds above the budgeted amounts appear:

- Service and social Justice Board: add \$5,500
- Washington Interfaith Network: add \$1,000
- Diocesan Pledge: add \$12,000.
- Repairs & Maintenance: add \$5,000.
- - Building Reserve Contribution: add \$50,000.
- Other Possibilities:
  - o Add \$16,000 to Non-budgeted income without off-setting expenditures, which will reduce the deficit.
  - o Add \$16,000 to Communications to fund a re-design of the website.

Motion: \_\_\_\_; Second: \_\_\_\_; APPROVED unanimously.

The Rector announced that the Vestry Retreat will be on Sunday, February 11.

The Rector thanked the retiring Vestry members for their service.

The Associate Rector suggested that the March 27 meeting be canceled because of the Holy Week schedule. A decision will be made at the February meeting.

The minutes of the December 20 joint Vestry/Finance Committee meeting were approved.

The closing prayer was offered by the Associate Rector.

Respectfully submitted,  
Mary Anderson Cooper

**2024 Budget**  
**Vestry Approved 1-23-2024**

**Income**

**Pledge Income**

40010 Pledges This Year	\$645,291
40030 Pledges Past Years	\$35,000
40040 Pledges Next Year	\$150,000

**Total Pledge Income** \$830,291

**Non-Pledge Income**

40055 Columbarium Purchase	\$5,500
40061 Donor Pd Process Fees	\$1,300
40065 Solar Credits	\$6,150
40070 Plate/Unpledged	\$75,500
40090 Bank Interest	\$150

**Total Miscellaneous Income** \$88,600

40130 Players	\$2,000
40140 Yoga	\$1,200
40160 Dance Studio	\$3,000
40150 Music Studio	\$1,400
40170 Meditation Center	\$1,000

**Total Satellite Org** \$8,600

**40270 Use of Building** \$50,000

**49025 2023 Transfer Payment** \$24,589

**Total Non-Pledge Revenue** \$171,789

**Total Income** \$1,002,080

**Expenses**

## Administration

50785 Accounting Services	\$12,600
50790 ERTC	\$0
51410 Office Expenses	\$8,000
51420 Postage	\$300
51430 Telephone/Internet	\$11,000
51470 Audit	\$6,000
51480 Payment Process Fees	\$7,000
51531 Computer Operations	\$11,000
51540 Copier Operations	\$9,000
51542 Legal Fees	\$500
<b>Total Administration</b>	<b>\$65,400</b>

## Compensation

### FT Compensation

50440 Rector Comp	\$87,983
50442 Rector Housing	\$37,708
50444 Rector Soc Sec	\$9,612
50450 Assoc Rector Comp	\$45,500
50460 Assoc Rector Housing	\$22,407
50470 Assoc Rector SS	\$5,194
50475 Youth Director	\$46,557
50510 Parish Administrator	\$45,619
50520 Finance Manager	\$50,923
50530 Music Director	\$87,855
50531 Projected Savings	-\$45,000

**Total FT Compensation** **\$394,358**

### PT Compensation

50480 Supply Clergy	\$720
50515 Bulletin Coordinator	\$6,500
50532 Substitute Organist	\$2,600

50534 Musicians	\$5,250
50540 Child Choir Director	\$8,256
50545 Tenor Section Leader	\$25,020
50560 Nursery Workers	\$11,357
51240 Seminarians	\$2,100
50570 Deacon	\$354
Total PT Compensation	<b>\$62,157</b>
Taxes & Benefits	
50680 Clergy Pensions	\$34,536
50700 Staff Retirement	\$20,784
50720 Clergy Health Insur	\$45,024
50740 Staff Insurance	\$64,320
50760 Workers' Comp	\$3,223
50770 Payroll Taxes	\$20,200
50400 Sabbatical Reserve	\$5,000
Total Taxes & Benefits	<b>\$193,087</b>
<b>Total Compensation</b>	<b>\$649,602</b>

### Ministry Outside

51160 Diocesan Pledge	\$38,000
51350 Serv & Soc Just Board	\$39,500
51352 Wash Interfaith Net	\$4,000
<b>Total Ministry Outside</b>	<b>\$81,500</b>

### Parochial Ministry

50810 Clergy Discretionary	\$1,000
50840 Clergy Professional	\$700
50850 Worship Exp	\$1,000
50870 Music Exp	\$4,500
50880 Library	\$300

50970 Adult Christian Ed	\$0
50980 Communications	\$1,700
51080 Youth & Child Activities	\$6,000
51090 Hospitality	\$4,300
51130 Parish Life	\$700
51520 Vestry	\$2,000
51550 Public Awareness	\$5,500
51555 Sunday School	\$0
70589 Arts Council	\$50
<b>Total Parochial Ministry</b>	<b>\$27,750</b>

### Property

50781 Janitorial Contract	\$44,000
51620 Repairs & Maintenance	\$50,000
51640 Service Agreements	\$12,000
51710 Utilities	\$65,000
51740 Property Insurance	\$47,500
51850 Supplies & Equipment	\$12,000
51630 Buidling Reserve	\$0
<b>Total Property</b>	<b>\$230,500</b>

**Total Expenses** **\$1,054,752**

**Deficit** **-\$52,672**