

Vestry Approved 2-25-2025
St. Mark's Episcopal Church
Vestry Meeting Minutes
January 28, 2025
Vestry Meeting
In-Person and Via Zoom, 7:00PM-8:45PM

Attendance

- *Vestry Members Present:* Michele Morgan (Rector), Jim Brooks (Senior Warden), Jan Lipscomb, Nick Rogers, Meg Platt, Travis Beaty, Hank Donnelly, Doug Padgett, Elizabeth Becker, Kristina Keenan,
- *Vestry Members Absent:* Martha Huizenga (Junior Warden), Todd Thorpe
- *Officers:* Randy Marks (Clerk), Doug Ammon (Treasurer), Frank Nickerson (Assistant Treasurer for Bequests and Special Gifts), Rosemary Harold (Counsel)
- *Clergy & Staff:* Caitlin Frazier (Assistant Rector), Lydia Arnts (Seminarian), Annick Milde (Parish Administrator for Finance)
- *Guests:* JR Randall (Diocesan Delegate), Don Lipscomb, Ryan Baugh

Actions

- January 7 [w Vestry Minutes, 1-7-2025](#) approved unanimously.
- The Vestry approves the [Dance Board By-Laws](#). Motion: Jan; Second: Hank; Approved Unanimously.
- The Vestry approves the [2025 Budget](#). Motion: Meg; Second: Elizabeth; Approved Unanimously (Michele abstained).

Finances

Treasurer's Report:

- Doug submitted his [Treasurers Report.2024 close-out](#) in advance of the meeting.
- Discussion included [2024 financial results](#):
 - Small operating budget surplus.
 - Cash on hand (including bequests) around \$690,000; will be shifting some to Vanguard Money Market Fund.
 - Vanguard: 9% return; balances for reserves and Endowment balances up about \$366,000 for the year.

2025 Budget:

- The Vestry discussed the [proposed 2025 proposed budget](#), which the Vestry approved (see above).
- It differs little from what the Vestry discussed at its January 7 meeting (e.g., slightly higher hospitality) and projects a \$40,000 deficit.
- Total Income up a bit more than \$100,000 from 2024 budget. Pledges for 2025 exceed \$1 million and expect more. Budget assumes \$1 million, which amounts to about \$945,500 in pledge income for the year.
- Every proposed expense increase request funded.
 - Compensation: \$60K increase includes:
 - Funding our assistant rector for the whole year (rather than half).
 - Slightly higher salary for new Parish Administrator for Facilities.
 - Staff salary adjustments:
 - Cost of Living Allowance for all staff.
 - Salary adjustments to compensate for potential higher out of pocket health care expenses due to church buying a more cost-effective health insurance plan.
 - Added section leader for choir.

- Other significant expense increases: Diocesan pledge up \$12K (closer to average over past five years); doubled Youth and Family Ministries expenses.

Reports

Rector:

- Michele reported that the Dance Studio has a functioning board and has submitted revised By-Laws, which the Vestry approved (see above).
- She discussed preparations for the February 2 Annual Meeting and the Vestry discussed member responsibilities and logistics. The Vestry (with newly elected members) will meet immediately after the Annual Meeting to elect officers.

Senior Warden:

- Jim announced that Vestry Retreat will be March 7-8.
- He asked that Vestry members be prepared to address any questions from Parish members about the [Annual Report](#).

Discussions

Race & Reconciliation:

The vestry heard remarks from Don Lipscomb about his experience as a person of color in our church, as well as his perspective of our parish's racial dynamics over the last few decades. The vestry wrestled with how it might provide better leadership forward for the parish. The parish also considered some of the hardships facing federal workers and those working in diversity, equity, and inclusion efforts.

Diocesan Convention:

- [Jan reported](#) on Friday's and Saturday's (January 24-25) Diocesan Convention.
- Friday Night Repentance Service: Bishop Mariann [apologized](#) for the harms the Diocese and its members had caused black people.
- Bishop Mariann announced an evaluation of the Diocesan strategic plan. She noted that her time as bishop is coming to a close, but didn't discuss the time frame.
- The five resolutions were approved with minor changes to a couple of them:
 - Three Resolutions on Reparations: [acknowledgement](#), [creating a committee](#), and [allocating \\$5 million for reparations](#), to be spent over ten years, which will come to a variety of sources.
 - [Energy use audits](#).
 - [Affordable health care](#).
- We need to have hard conversations on reparations and be willing to disagree and work together.
- Michele and Randy discussed the Diocesan Committee on Congregational Stewardship and Diocesan Support [report](#).
 - Michele noted the Diocese requires tithing (giving 10% of income). But average giving is 3.6% of incomes, and only 4 congregations tithed.
 - Our \$50,000 is only 4.4% of income.
 - Randy, who serves on the Committee, noted that there is really no need to get to tithing; a smaller percentage would suffice. The Committee would be creating dialog over next months among Wardens, Delegates, and Clergy on three questions: how can we get our congregations to "own" our Diocese's work?; what should our giving standard be?; what should be our accountability mechanisms for congregations that fail to meet that standard.

CLOSING

Retiring Vestry members Hank Donnelly, Jan Lipscomb, and Nick Rogers reflected on how they joined the Vestry during COVID, when the future of the church was in doubt, and now see a thriving church.

Respectfully submitted

Randy Marks

Vestry Clerk

	PROPOSED
	2025
	BUDGET
INCOME	
2025 Pledge Goal	\$1M
Pledge Income	
40010 Pledges This Year	\$741,000
40030 Pledges Past Years	\$35,504
40040 Pledges Next Year	\$171,000
Total Pledge Income	\$947,504
Miscellaneous Revenue	
40051 Clergy Discretionary Move to Off-budget fund	\$0
40055 Columbarium Purchase	\$5,500
40061 Donor Pd Process Fees	\$1,300
40065 Solar Credits	\$5,000
40070 Plate/Unpledged	\$65,000
40090 Bank Interest	\$200
Total Miscellaneous Income	\$77,000
Satellite Org Contributions	
40130 Players	\$4,000
40140 Yoga	\$1,200
40160 Dance Studio	\$3,000
40150 Music Studio	\$4,000
40170 Meditation Center	\$1,500
Total Satellite Organizations	\$13,700
Use of Building	
40260 Major Tenant	\$0
40270 Use of Building-Other	\$60,000
Use of Building	\$60,000
Total Non-Pledge Revenue	\$150,700
Transfer Payment (Surplus of 2025 Pledge Revenue)	\$25,000
Total Budgeted Income	\$1,129,304

	2025
EXPENSES	
Administration	
50785 Accounting Services	\$12,600
51410 Office Expenses	\$9,000
51420 Postage	\$600
51430 Telephone/Internet	\$13,000
51470 Audit	\$12,000
51480 Payment Process Fees	\$9,000
51531 Computer Operations	\$9,300
51540 Copier Operations	\$9,000
51542 Legal Fees	\$0
Total Administration	\$74,500
Compensation	
FT Compensation	
50440 Rector Comp	\$91,590
50442 Rector Housing	\$38,613
50444 Rector Soc Sec	\$9,827
50450 Assoc/Assist Rector Comp	\$37,317
50460 Assoc/Assist Rector Housing	\$31,765
50470 Assoc/Assist Rector SS	\$5,250
50475 Youth Director	\$51,675
50457 Youth Director - Bonus	
50510 Parish Administrator	\$58,000
50520 Finance Manager	\$53,647
50530 Music Director	\$91,466
Total Full Time Compensation	\$469,151
Part Time Compensation	
50480 Supply Clergy	\$500
50515 Bulletin Coordinator	\$6,000
50532 Substitute Organist	\$1,425
50534 Musicians	\$6,250
50540 Child Choir Director	\$10,500
50545 Section Leaders	\$32,490
50560 Nursery Workers	\$11,698
51240 Seminarians	\$1,000
50570 Deacon	\$354

	2025
Total Part Time Compensation	\$70,217
Taxes & Benefits	
50680 Clergy Pensions	\$35,885
50700 Staff Retirement	\$22,720
50720 Clergy Health Insur	\$28,080
50740 Staff Insurance	\$56,160
50760 Workers' Comp	\$3,350
50770 Payroll Taxes	\$22,000
50400 Sabbatical Reserve	\$5,000
Total Taxes & Benefits	\$173,195
Total Compensation	\$712,563
Ministry Outside	
51160 Diocesan Pledge	\$50,000
51350 Serv & Soc Just Board	\$42,500
51352 Wash Interfaith Net	\$5,000
Total Ministry Outside	\$97,500
Parochial Ministry	
50810 Clergy Discretionary - Move to Off-budget fund	\$0
50840 Clergy Professional	\$2,000
50850 Worship Exp	\$2,000
50870 Music Exp	\$6,000
Children Choir Exp (new line item)	\$1,000
50880 Library	\$200
50970 Adult Christian Ed (not Penniman)	\$1,000
50980 Communications	\$2,520
51080 Youth & Child Activities	\$12,000
51090 Hospitality	\$7,000
51130 Parish Life	\$1,000
51520 Vestry	\$2,500
51550 Public Awareness	\$5,000
70589 Arts Council	\$500
Total Parochial Ministry	\$42,720
Property	
50781 Janitorial Contract	\$46,200

	2025
51620 Repairs & Maintenance	\$52,500
51640 Service Agreements	\$12,600
51710 Utilities	\$68,250
51740 Property Insurance	\$49,875
51850 Supplies & Equipment	\$12,600
Total Property	\$242,025
Total Budgeted Expenses	\$1,169,308
2025 PLEDGE ESTIMATES	\$1M 2025
BUDGET NET	(\$40,004)
NON-BUDGET GUIDELINES	
Pre-Approved Use of the Penniman Designation Fund	\$6,100
50970 Adult Christian Ed (Penniman Designated)	\$3,000
51555 Sunday School. (Penniman Designated)	\$3,100
Clergy Discretionary Fund (off-budget)	
Beginning Balance (2024 Surplus plus Pastoral Care	\$13,105
Tentative Music Fund (off-budget)	
Beginning Balance (2024 Surplus)	\$16,296