

A 7/2/2025
St. Mark's Episcopal Church
Vestry Meeting Minutes
June 24, 2025
In Person & By Zoom, 7:00PM-9:00PM

Attendance

- *Vestry Members Present:* Jim Brooks (Senior Warden), Martha Huizenga (Junior Warden), Doug Padgett, Kristina Keenan, Katherine White, Ben Flowers, Elizabeth Becker, Todd Thorpe, Travis Beaty, Mary Ellison, Meg Platt
- *Vestry Member Absent:* Michele Morgan (Rector)
- *Officers:* Randy Marks (Clerk), Ryan Baugh (Assistant Clerk), Doug Ammon (Treasurer), Frank Nickerson (Assistant Treasurer, Bequests)
- *Clergy:* Caitlin Frazier (Assistant Rector)

Actions

- [Vestry Minutes, 5-27-2025](#) approved unanimously.
- The Vestry recommends that the membership approve the following changes to the By-Laws of St. Mark's Episcopal Church. [By-Laws Amendments, 6-24-2025](#). Motion: Jim; Second: Elizabeth; Approved unanimously.

Reports

Clerk

- Randy Marks introduced the new [Who To Contact](#) document and will present it to the Membership Committee.
- He urged Vestry members to sign up for the Vestry greeting and reminded members of the resources in the Vestry Manual folder.

Rector

- Michele Morgan submitted her [report](#) in advance.
- Caitlin Frazier reported in place of the absent Michele:

- We will revive the 3rd Agers lunches in the fall.
- Michele has promoted Caitlin to Associate Rector effective July 1.
- We are finalizing the contract with an interim Music Director to serve during Jeff Kempskie's sabbatical.
- Michele is finalizing the Parish Finance Administrator's job description and updating money counting procedures.

Senior Warden.

- Jim Brooks discussed the need to look at how we use the Annual Meeting and said the Vestry will discuss proposals at the September meeting.
- He has been working on the personnel issues (with Michele) and accessibility improvements (with Martha).
- He and Randy highlighted the benefits the Parish receives from the excellent Diocesan staff.

Junior Warden

- Martha Huizenga submitted her [Report](#) prior to the meeting.
- Jim Pittman has created a ramp to make the sacristy accessible.

Treasurer

- Doug Ammon submitted his [Report](#) in advance of the meeting.
- He reported that the Raiford Gaffney estate proceeds and surplus cash from the checking account are now in a higher earning Money Market account.
- Having used up the available Endowment funds, we are now funding the organ cleaning from the building reserve fund.

Discussions

By-Laws Amendments

- Randy Marks proposed the final version of [amendments to the Parish By-Laws](#), mostly related to the nominations and the annual meeting.

- As the Vestry had discussed the proposals at its April and May meetings, Jim reviewed the proposals, after which the Vestry voted to offer the amendments to the Annual Meeting (see above).

Strategic Planning

- The Strategic Planning Group (Doug Paggett, Ben Flowers, Katherine White, & Mary Ellison) presented a [proposal](#) for developing a strategic plan.
- Discussion included:
 - The need to identify the team to run the process.
 - The need for discipline and the ability to say “no.”
 - The value of a short plan, like [that of the Diocese](#).
 - The need to involve Parish Pillars and committees.
 - A possible calendar: launch at the Parish Picnic, town hall in January; finish at the Annual Meeting.
- The Vestry supported the plan and scheduled a check in on the planning process at the November Vestry meeting.

Walk-Through

- Michele submitted a [Walk Through Document](#) to simulate arrival and being in the church. In addition, the Vestry received a [Tik Tok video](#) of a visitor arriving at the church.
- The Vestry’s discussion focused on the exterior (parts A-C of the document):
 - The need to improve signage:
 - Identifying the courtyard door as the Main, as well as accessible, entrance. For example, the sign would be at the tower to direct visitors to the courtyard.
 - Including a QR code on the signs to direct to the Parish website.
 - Parking:
 - Adjusting signs in the parking lot.

- Possibly asking the City to change the parking restrictions in front of the church.
- Paving the parking lot.
- Possibly having a greeter on the street.
- Including on the website some version of the Walk Through Document.

Respectfully submitted

Randy Marks, Vestry Clerk

Ryan Baugh, Assistant Vestry Clerk