

Approved by Vestry Unanimously Via February 3, 2015, Electronic Vote

St. Mark's Episcopal Church Vestry

January 25, 2015, Minutes

Clergy: Associate Rector Justi Schunior

Wardens: Grady Hedgespeth, Senior Warden; Michael Summey, Junior Warden

Vestry Members: Pam Lacey, Nora Howell, Jim Steed, Gwen Dillard, Steve Dalzell, Amy Kovac-Ashley, Mary Thuell, Martha Huizenga

Officers: Randy Marks, Register; Penny Hansen, Treasurer; Andrew Stafford, Assistant Treasurer; Michael Knipe, Counsel

Absent: Rector Paul Abernathy; Vestry Member Fritz Henn; Manciple Jack Burton

Visitors: Mike Townsend, Kenn Allen, Doris Burton, Raiford Gaffney

VISION 2020

Kenn Allen and Mike Townsend reported that construction is done and management of the building is now in the hands of the Junior Warden and the Fabric Committee. They will report on finances at February meeting.

Action: To pass the following Resolution of Appreciation:

Many years ago, a predecessor Vestry embarked our Church on a journey to capture and make real our dreams. One big part of our dreams is complete. We have a newly renovated building that is larger, more environmentally sustainable, and more beautiful than what we had. For that, this Vestry is grateful. Our entire community contributed to this effort, so we take the risk to single out three groups for special recognition:

—The Vision 2020 Steering Committee (co-chairs: Kenn Allen and Mike Townsend; members: Ed Corr, Linda Ewald, Doris Burton, Charlie Rupp, Louise Walsh, Paul Abernathy, Justi Schunior, Grady Hedgespeth, Nora Howell, Fritz Henn) for holding the vision of our community, and leadership in the design, management, and fundraising needed to complete the project.

—The Transition Team (co-chairs: Jack Burton and Phil Guire; members: Janice Gregory, Jack Richards, Nora Howell, Charlie Rupp, Bobbi Smith) for doing, without complaint, the unglamorous task of managing our moving out, functioning during construction, and moving in.

—St. Mark's staff (Paul Abernathy, Justi Schunior, Jeff Kempeskie, Marcella Gillis, Susan Block, Angela Nedd, and Ed Green) for persevering to perform their duties in conditions that, in great understatement, can be described as trying.

On behalf of our beloved community, we express our deep appreciation to those who made this renovation possible and commit ourselves to honor their labors by using our new space to love and serve God, each other and our neighbors.

Motion: Nora Howell. Second: Mary Thuell. Approved unanimously.

BY-LAWS AMENDMENT ON MEMBERSHIP

Doris Burton, Membership Chair, and Mike Townsend, Stewardship Chair, reported on difficulties with getting members to pledge and are proposing a change in By-Laws to be more flexible how individuals become members.

Action: The Vestry shall ask the Parish, at the March 15 Annual Meeting, to approve the following amendment to the Parish ByLaws, with the understanding that the change shall take effect on April 15, 2015: That Article I, Section 101, be revised to read: *“Definition of Membership: Every person above fifteen years of age is a member of St. Mark’s Parish for purposes of an election and has the right to vote if, at some time, in the twelve (12) months preceding an election, that person has made a financial contribution to the Parish and (a) been recorded in the register of the Parish as a member of the Protestant Episcopal Church or (b) affirmed her/his wish to be a member in a manner as determined by the Vestry of the Parish.”*

Motion: Mary Thuell. Second: Amy Kovac-Ashley. Approved unanimously.

FINANCES

Treasurer Penny Hansen briefed the Vestry on Parish finances and the budget. See Attachments 1 [Year End Treasurer's Report] and 2 [Finance Committee Budget Proposal]. The Vestry discussed the Parish’s financial situation at length and agreed to vote on the budget by electronic mail. The Finance Committee will be considering the following proposal: "Beginning on January 1, 2015, it shall be the policy of St. Mark's Church to devote the proceeds of all bequests, which are not specifically targeted by the bequester to other approved activities of the church, to paying down the principal of the loan now held by the National Capital Bank of Washington."

Action: Vestry expresses extreme appreciation for Treasurer’s and Finance Committee’s extraordinary efforts to put together information for the 2015 budget.

Motion: Mary Thuell. Second: Gwen Dillard. Approved unanimously.

YOUTH DIRECTOR SEARCH

Action: The Vestry approves the formation of a Search Committee for Director of Youth and Family Ministry, to be chaired by Steve Dalzell and including as members Beth Mahood, Mary Freed, Kris Humphreys, Ken Johnson and Julie Murphy. It charges this committee to identify, prioritize, and present to the Vestry three candidates to fill the DYFM position, with a goal of completing these actions no later than 26 April 2015.

Motion: Steve Dalzell. Second: Pam Lacey. Approved unanimously.

OTHER BUSINESS

Gratitude for Paul's Stole

Action: The Vestry expresses its appreciation for Marcia Knutson's efforts to create a gift stole for Paul Abernathy on the occasion of its retirement, crafted in part from gifts of fabric from parishioners and friends.

Motion: Mary Thuell. Second: Nora Howell. Approved unanimously.

Minutes

Action: The minutes of the December 14, 2014, Vestry meeting and the December 22, 2014, and January 19, 2015, electronic votes are approved as submitted.

Motion: Grady. Second: Nora. Approved unanimously.

CLOSING PRAYER

Jim Steed offered the following prayer:

Dear God: We give you hearty thanks for the rich life our parish has known during the rectorship of Paul Abernathy. His knowledge, eloquence, and pastoral insight have blessed us in countless ways, and he's been mischievous into the bargain. Help us to cherish and preserve his gifts to us even as we set about finding a successor who will bring us different gifts. Paul, and Ponthy, our cherished friends, are leaving our community, though not our hearts. We ask you to send a special measure of your grace before them to smooth the bumps that even the most blessed paths seem to have in them. Give them a sense of adventure and happiness as they begin a new stage on their journey together.

Be with our dear friend and priest, Justi, whose warmth and skill have meant so much to us. Give her the strength and wisdom to do still greater things--and the ability to recognize that she cannot do everything that must be done before the close of the instant day. Give her also friends who can offer gentle, patient, but firm reminders of this inescapable reality.

Lord, you know that St. Mark's is busy about many things these days, some of them quite important. Help us to retain our focus on those that matter most, especially our work to choose a new Rector, our plans to develop leadership for our youth program, and our need to learn how to fund all the good works we aspire to do. And in the midst of all our doing, please help us to be loving and kind to one another, especially when we do not feel particularly noble or high-minded.

Above all, dear God, in all our cares and preoccupations do not let us forget that we are always in Your sight. Help us, so far as we are able, to be mindful of Your love and to grow in our openness to You.

All this we ask in the name of Jesus Christ, who made Himself like us so that we may become like Him. Amen.

Respectfully submitted,
Randy Marks, Register

Attachment 1: Treasurer's Report

Financial Situation

- 2014 Income:
 - o Operating budget required ~ \$72,000/month - \$884,000 total
 - o Received ~ \$66,000/mo - \$794,000 total (including one-time addition of \$36,000 to refund 2013 trailer costs)
 - o Vision 2020 - \$222,000
 - o Designated funds - \$103,000
 - o Possible reasons for shortfall
 - Concern about Rector change
 - Financial competition with Vision 2020
 - Long time parishioners retiring/moving
 - Constraints on programs from building construction
 - Fewer events (weddings, other outside use of buildings)
 - Port-a-potties
 - Others?

- 2014 Expenses:
 - o Operating budget required ~ \$72,000/month - \$884,000 total
 - o Actual costs tracked budget very closely all year - \$888,000 total; Income loss was caused primarily by pledge shortfall of \$80,000, highest in at least 16 years. Usually it is 3-4%.

- 2015 Budget - Propose expenditures of \$874,200 (see attachments) and possibility of a balanced budget, while adding numerous large expenditures - loan payments, unities, property insurance, search, transition, Interim Priest, youth director, etc. One year budget only - 2016 will have to be significantly larger.

Other Finance Committee information

- All of Paul's final financial transactions have been completed including the \$31,250 sabbatical payment from Parish Reserve (70500)
- Committee reviewed Fund Raiser data for 2013 & 2014, and does not recommend vestry "tithe" motion at this time due to too small an impact on budget (see attachment)
- 2014 contribution statements sent to parishioners last week (thanks to Susan Block)
- On January 29, Committee will meet with Washington Capital Bank to discuss loan and transfer accounts from V2020 to vestry bank account.
- 2012 Audit received, reviewed and sent to Diocese
- New form for space use approved and new designated account set up for Maintenance Services

Attachment 2: Finance Committee Proposal for 2015 Budget

Expenses (numbers rounded)

- Payroll and Related costs of \$434,200 (decrease of \$101,000)
- Parochial Ministry costs of \$40,700 (increase of \$7,300)
- Ministry Outside costs of \$60,000 (decrease of \$4000)
- Administration costs of \$74,620 (decrease of \$12,100)
- Property costs of \$264,700 (increase of \$62,200)
- Total expense cost of \$884,220 (decrease of \$39,630)

Income (numbers rounded)

- Total Pledge income of ~\$800,220 (\$16,220 increase over 2014 budget)
- Other Income income of \$50,700 (increase for weddings; \$36,000 decrease for V2010 trailer refund, overall decrease of \$35,000)
- Parish Organizations income of \$10,000 (increase of \$2,100)
- Outside Organizations income of \$13,300 (increase of \$6900)
- Total Income budget of \$874,220 (decrease of by \$10,000)

Bottom Line - \$874,200 balanced budget