

St. Mark's Episcopal Church  
Vestry Meeting Minutes  
August 3, 2022

**Present:** Fr. RJ, Bruce Hixon, Sr. Warden; John Willoughby, Jr. Warden; Beth Crowl, Carol Hayn, Marcia Kiesling, Gene Little, Mandy Pelger, Leslie Redmon

**Not Present:** Sara Strattan

**Guests:** Charlie Kiesling, Treasurer; Joe Hoot, Buildings and Grounds

The meeting was called to order at 5:35pm by Fr. RJ. Mandy provided the opening devotion.

Beth **motioned** to accept the minutes of the April 6, 2022, meeting. Leslie seconded the motion, and the motion was unanimously approved.

The June 1, 2022, Vestry meeting did not have a quorum, so there are no minutes from that meeting.

There was no Vestry meeting in July 2022.

### Finance Update

- **Quarterly Update**
  - A shortfall in prepaid pledges continues, but some of the pledge money still may come in over the rest of the year. Cash and capital improvement fund balances decreased due to the changes in the financial markets.
- **Audit Report**
  - The audit report stated that the church's financial records were in good order and no discrepancies were found.
  - The auditor made four recommendations:
    - Even though the Rector's Housing Allowance is the same amount each consecutive year, it must be mentioned in each year's minutes.
    - At the first regular meeting after the Annual Meeting, a resolution listing all check signers must be noted in the minutes.
    - It was noted that there were no reports available regarding the ECW account.
    - We should create a general Church Insurance file in the office that contains the declaration pages of all previous years, so they are all in one place in case we need to prove we had coverage.
  - Carol **motioned** to approve the Audit Report. Mandy seconded the motion and the motion passed unanimously.

### Wardens' Reports

- **Senior Warden**
  - No report
- **Junior Warden**
  - John expressed the appreciation the parish has for the "Quiet Ministries" such as Letters of Appreciation, Contact Letters, Prayer List, Men Out Dining group, Cluster Dinners, Book Club, Knitting, etc.

## Rector's Report

- **Outreach**
  - Fr. RJ is focused on building our capacity for outreach in the community.
- **Doctor of Ministry Program**
  - Fr. RJ is considering the Lexington Theological Seminary's Doctor of Ministry Program, Building Capacity for Transformational Ministries. He asked for Vestry members' thoughts on his pursuing the program.

## Buildings and Grounds

- Joe distributed a list of buildings and grounds maintenance issues. He has gotten quotes on some of the more urgent items and will get quotes on the others.
  - Painting – Clean and paint sanctuary walls, clean ceilings and beams. We have a pre-pandemic cleaning quote of \$5,000. We have a current painting quote of \$1,500, and there is money in the budget for this.
  - Drainage – The Columbarium floor is cracked, water pools at the base of the Columbarium and leaks into the tool room underneath.
  - Family room/old choir room corner – Moisture coming through wall needs rectified.
  - Parking lot – At minimum, cracks need filled. Or the whole lot needs sealed.
  - Outdoor chapel – Needs maintained.
  - Windows and doors – One classroom window is broken and needs replaced. Family room windows need replaced. Door from undercroft stairwell needs replaced. Wood siding above undercroft needs replaced at some point.
- Marcia **motioned** to spend an amount not to exceed \$1,500 to paint the walls in the sanctuary. John seconded the motion and the motion passed unanimously.
- The Lazarus Committee should address the drainage problems in the Columbarium if there are funds in the Trust for it.
- We will form a committee to maintain the Betty Fortney Chapel. We may be able to get assistance from agencies who arrange community service projects.
- Fr. RJ will investigate getting a grant from the Ohio School Safety Grant Program that may help fund replacing the windows and doors.

## Outreach Committee

- The Girl Scout troop that met in the church undercroft pre-pandemic has asked to resume meeting in the church. Fr. RJ told them yes as long as they have appropriate insurance.
- Susie, Director of Weaver, plans to talk to the parish about St. Mark's members coming and reading to Weaver students.

## Stewardship Committee

- The members of the Stewardship Committee are Pam McCarthy, Linda Deuble, Fr. RJ, and Joe Hoot.
- We don't have signs that say what times our services are held. We can use Evangelism budgeted money to buy 10 signs for \$250 that show service times and put them in various places and attach to our current signs.
- We are planning two Stewardship dinners in September with the theme "Moving Forward Together" to educate parishioners about where we are now and provide a vision of where we are going as a parish. The committee is planning for John Werren to speak about the past and how we navigated various issues, and for the Finance Committee and the Vestry to talk about our current challenges.

### **Lazarus Committee**

- The Lazarus Committee oversees the upkeep and administration of the Columbarium.
- Leslie **motioned** to approve the Lazarus Committee members: Derek Gordon, Bob Kocab, and John Werren. Mandy seconded the motion and the motion was approved.

### **Convention Delegates**

- This year's Annual Convention will be held November 18-19, 2022. This convention is especially important because we will participate in electing a new bishop.
- We are permitted to have 3 delegates and up to 3 alternates at the convention.
- Nominees for St. Mark's delegates are John and Tory Willoughby, and Charlie Kiesling, with MaryAnn Kiesling as nominee for alternate.

### **Social Media**

- We are going to encourage those parishioners who are active on social media to share St. Mark's activities.
- We are considering putting old photos on the website and social media pages.
- A parish historian may be needed.

The meeting was adjourned at 7:23pm with a **motion** by Carol, seconded by Marcia, and approved unanimously.

The next meeting is scheduled for Wednesday, September 7, 2022, at 5:30pm. Charlie will provide the Reflection and Prayer for the meeting.

### **Addendum – Buildings and Grounds**

- After the meeting, we received 2 bids for filling the parking lot cracks. Because we need to schedule this work as soon as possible prior to cold weather, Charlie, along with Fr. RJ, the Buildings and Grounds Team, and the Wardens, are recommending we accept one of the bids without delay.
- All Vestry members were contacted by email for their approval to "Move forward with the Parking Lot Crack Filling at a cost not to exceed \$2,000." Eight Vestry members responded to the email, all with approval. Hensel's Paving is scheduling the work.

Respectfully submitted,



Karen Violand  
Clerk