

St. Mark's Episcopal Church
Vestry Meeting Minutes
April 12, 2023

Present: Fr. RJ, Leslie Redmon, Sr. Warden; John Willoughby, Jr. Warden; Carol Hayn, Joe Hoot, Mandy Pelger, Sara Strattan, Rick Werren (via Zoom)

Not Present: Kent Clark, Gene Little

Guest: Charlie Kiesling, Treasurer

The meeting was called to order at 6:00pm with devotion and prayer provided by Fr. RJ.

John **motioned** to accept the minutes of the March 1, 2023, meeting. Leslie seconded the motion, and the motion was unanimously approved.

Finance Agenda

- The Finance Committee will be reporting to the Vestry at the May meeting.
- Several capital expense items will need to be addressed.
- The Diocese is not able to do as many audits as they have done in the past, so we will be doing a self-audit this year.

Wardens' Reports

- **Senior Warden**
 - Leslie encouraged the Vestry to remind parishioners to be sensitive to fellow parishioners, particularly long-time and active contributors, when we are moving, reorganizing, and discarding items.
 - There will be a meeting on Saturday to decide on what we want done in the Betty Fortney Chapel so the Eagle Scout will know how to proceed.
- **Junior Warden**
 - The St. Mark's Vestry Handbook will be reviewed and updated.
 - Charlie mentioned that Katie has an Operations Manual for the church. The format is from the Diocese.
 - The Diocese has a new coordinator of the Safe Churches Training who will be sending out new invitation links to the program.

Rector's Report

- **Holy Week Attendance**
 - Holy Week attendance was good.
 - There was one service on Palm Sunday, with 93 parishioners attending. It was followed by a well-attended brunch.
 - Easter attendance was 29 at the 8:00 service and 120 at the 10:00 service.

Old Business

- **Reports from Ministry Contracts**
 - Reports from each of the ministry contacts were distributed and discussed by the Vestry.

Old Business (Continued)

- **Reports from Ministry Contracts (Continued)**
 - Five key areas needing follow-up emerged from the questions answered by the committee contacts:
 - **Need More People**
 - Increase church membership
 - Eucharistic Ministers/Eucharistic Visitors/Lay Readers
 - Choir
 - Stream Team
 - Ushers, create list of responsibilities, conduct CPR training
 - Acolytes
 - Fellowship/Social committee to plan events
 - **Participation**
 - Stewardship
 - Cluster Dinners
 - Parish events, dinners
 - Welcome and encourage new members to participate in ministry/committee/events and follow up with them
 - More flower dedications
 - Continued financial support through memorial funds for replacements of worship items as needed (Altar Guild)
 - **Communication**
 - Lion's Pause
 - Email, snail mail, digital, social media
 - Share, Like social media, add comments on posts
 - Weaver CDC benefits - financial/outreach as Christian education enabling us to use our building seven days a week.
 - Hope Chest (Blanket Brigade)
 - 24 Hour Blessing Box for homeless
 - Let photographer know of events wanting photos
 - Who within parish have talents (i.e. carpentry, handyman, artists, music, etc.)
 - Columbarium/memorials/estate planning
 - Notify cleaning staff when need set up for special events (Lenten dinners, etc.)
 - **Education**
 - Fr. RJ classes - confirmation, new member, reception, renewal
 - Bible study, topical study, find day of week/time most suitable to all
 - Mid-week study
 - Let Fr. RJ know of any requests for topic or study
 - Volunteer to present brief history of St. Mark's for new member class
 - **Sunday School**
 - Another classroom assistant (non-parent); Safeguarding God's Children training required
 - Volunteer "Guest" teachers once a year with special topic for kids
 - Ensure Library is set up appropriate for Sunday school use (access to closet spaces, etc.) and furniture not rearranged by Weaver
 - Simple to use and free resources are welcome to change things up

Old Business (Continued)

- **Reports from Ministry Contracts (Continued)**
 - Other suggestions were given, such as having another "Job Fair", creating a list of opportunities for involvement and put them in the pews, and hold a class for new parishioners about St. Mark's.
 - It was noted that the most successful way to keep a new person coming back is for another parishioner to develop a friendship with them.
- **Sunday School Project**
 - Fr. RJ will meet with parents and teachers about what parents want their children to experience and learn in Sunday School and what resources are needed.
- **Weaver Lease Update**
 - The new lease has been signed, and is effective April 1, 2023.

New Business

- **Columbarium Brochure**
 - The members of the Lazarus Committee are Derek Gordon, Bob Kocab, John Wise, and Kathy Sloan.
 - Fr. RJ **motioned** to give approval to the Lazarus Committee to publish a Columbarium Brochure with the approval of the Rector and the Wardens. Carol seconded the motion and the motion was approved unanimously.
- **8:00 A.M. Concerns**
 - Miscommunication within Altar Guild created a regretful situation regarding Easter lilies donated by 8:00 parishioners. The donors expected to return to pick up their lilies at some time after the 10:00 service was over. Unfortunately, after the 10:00 service, remaining lilies were assumed to be extras and were given away. Several of the lilies given away as extras were eventually located and given to 8:00 donors.
 - In order to remedy this situation, Altar Guild will be revising the flower donation forms and will create a system to monitor flowers and plants that will be picked up at a later time and by whom.
 - We need to make an overall effort to communicate better and promote inclusiveness with the 8:00 attendees so they do not feel disregarded.

The meeting was adjourned at 8:02pm with a **motion** by Leslie, seconded by John, and approved unanimously.

The next meeting is scheduled for Wednesday, May 3, 2023, at 6:00pm. Sara will provide the Reflection and Prayer for the meeting.

Respectfully submitted,



Karen Violand
Clerk