

St. Mark's Episcopal Church
Vestry Meeting Minutes
February 27, 2019

Present: Rev. Beth Frank, Derek Gordon, Sr. Warden; Rhonda Warren, Jr. Warden; Linda Deuble, Grace Giammarco, Bob Kennedy, Beck Rand, Sara Strattan, Christy Thorley, Caroline Willoughby

Excused: John Wise

The meeting was called to order at 6:00pm. Rev. Beth led opening devotions with two videos, "Charter for Compassion" and "Interview with God".

A motion to accept the minutes of the February 9, 2019 meeting was made by Sara Strattan and seconded by Bob Kennedy. The motion was approved.

Nursery Attendant

- Derek has a candidate to interview, and will continue with other interviews, as we hope to have more than one attendant for flexibility of schedule.
- A surprise farewell party for Riley is being planned for April 7, 2019 at the 10am service.

Event Requests

- The Brewmeisters' Annual Brewery Visit will be at Lockport Brewery in Bolivar on April 27, 2019 at 2:00pm. The Vestry had no objections and unanimously approved.
- The Brewmeisters are planning their annual event at the church and want the Vestry's approval to pursue asking David Baker of the PFHOF to be the speaker, as his availability will determine the date. Any proceeds would go to St. Mark's as well as concussion research or something similar. The Vestry had no objections.

Finance Committee

- **Audits** - Our auditor is no longer doing church audits, so we will request that the Diocesan Audit Team do our audit. Three parishioners have volunteered to work with the auditors: Norm Warren, Kathy Kennedy, and Sara Strattan.
- **Stewardship** - We have received 6 new pledges. Sara felt that the thank-you notes made a difference as well as the stewardship letter and reflection articles in the Lion's Pause.
- **Investments** - We are not earning as much on our money market investment as in the past. Huntington has a better rate of interest than KeyBank. Sara **motioned** to move the KeyBank Money Market account to Huntington Bank. Carolyn seconded the motion and the motion passed.
- **Finance Report** - Emily has prepared a finance report template to be used for quarterly reporting in the service bulletins and Lion's Pause.

Safety and Security Committee

- **Fire Drill** - A fire drill will be scheduled on either Beth's last day or when Percy is here. Katie will be present to help direct people and handle the alarms. We want to bypass the sounding of the alarms so the Fire Dept. isn't notified. Notification of the fire drill will be announced at the beginning of the service, and those who cannot move quickly will not be expected to participate.
- **Doors and Locks** - Many doors and locks need repaired or updated, including the columbarium gate. Some work can be done in-house to keep the cost down. It will cost around \$4,600 - \$4,800 to get uniform locks throughout the building. With other repairs, the cost of the entire project will approach \$8,000. Beth discouraged us from having a fundraiser to cover the costs, as too many fundraisers impact pledging.

New Vestry Initiatives

The Vestry discussed possible new initiatives for the Vestry and the parish:

- **Welcoming** – Increase awareness within the parish of how to be more intentional when welcoming newcomers and visitors and helping them feel comfortable, whether as a Sunday Greeter, in the pew or after a service, or being present by the front door at public events.
- **Stewardship** - A group of people is needed for stewardship activities similar to what was done last year. The thank-you notes sent after pledges were received last year seemed to make a difference.
- **Gratitude** – Beth plans to give 2 sets of Gratitude Cards as a gift to the parish. People can borrow them to use at family events and other gatherings.
- **Communications** – Derek, Katie, and Pam McCarthy met to recommend and oversee communications that can be improved.
 - Ministry descriptions need updated. Giving people a template might help.
 - Lion's Pause – see if we can get Paul Gaston or other parishioners to write short articles.
 - Bulletins - Beth recommended that someone review the back pages of the service bulletins to make sure they include items that are on the parish calendar.
 - Website - two Vestry members are needed to monitor updates to the website and the bulletins.
- **Vestry Prayer Practice** – During the Vestry Retreat, Vestry members' names were put on puzzle pieces and each member listed their own gifts on one side and gifts of the other members on the other side. Beth recommended that each Vestry member take someone else's puzzle piece home, pray for that person during the month, and shuffle and redistribute the pieces at the next meeting.
- **Civil Discourse Initiative** – Promote this initiative within the parish.

Transition Update

The Search Committee has completed all the tasks necessary to profile our parish and we are waiting for the response to our listing. The submission deadline was set for March 16, 2019. Sara mentioned the importance of maintaining the history of our church and the need to find and consolidate all our historical materials.

Rector's Report

- **Revised Bylaws** - Beth distributed the revised Code of Regulations, or Bylaws, which includes the changes from December 2018. The Bylaws will be put on the church website.
- **Lent and Holy Week** – Ash Wednesday services will be at 12 noon and 7pm, with music but no choir. The Lent program will use Bishop Curry's "The Way of Love" practices and will be held Wednesday evenings beginning March 13th.
- **Beth's List of Things Left Undone:**
 - Katie's contract and policy documents will be reviewed by the Wardens.
 - Library cleanup was started in summer but not finished. Novels from book sharing were removed.
 - Website and ministry updates will be taken over by a committee.
 - Archival material – The diocese will scan archival material for us because it is part of the diocese's history, too. The diocese has hired 2 summer interns to do this. Sara has more archives from the Altar Guild. This is an ongoing project with the diocese, under the leadership of Rev. Brian Wilbert from Christ Church Oberlin as the Diocesan Archivist.
 - Update church records.
 - Music planning

The Vestry thanked Beth for her guidance and commended her on all that she has accomplished in the time she has been with us.

Executive Session

Sara made a motion to go into Executive Session. Rhonda seconded the motion and the motion was approved. Rhonda made a motion to adjourn Executive Session. Linda seconded the motion and the motion was approved.

Other Business

- Bob **motioned** to approve the Interim Rector Letter of Agreement with Fr. Paul Gaston. Beck seconded the motion and the motion was approved.
- The search committee would like updated photos as well as a video on our website. We received a quote of \$1,600 for a video. We will consider this and other proposals after deciding the specifics of the message we want to convey in the video and determining a parishioner to work with Katie on its production.

The meeting was adjourned by consensus at 8:00pm.

The next meeting is Tuesday, April 2, 2019 at 5:30pm. Rhonda will provide the devotions.

Respectfully submitted,

Karen Violand
Clerk