

St. Mark's Episcopal Church
Vestry Meeting Minutes
September 5, 2018

Present: Rev. Beth Frank, Derek Gordon, Sr. Warden; Rhonda Warren, Jr. Warden; Beth Crowl, Grace Giammarco, Bruce Hixon, Bob Kennedy, Charlie Kiesling, Beck Rand, Christy Thorley **Excused:** Sara Strattan
Guest: Rick Werren, representing St. Mark's Trustees

The meeting was called to order at 6:00pm. Opening devotions were led by Beth Crowl.

Acceptance of the minutes of the August 1, 2018 meeting was postponed until the October meeting to allow for inclusion of additional financial detail.

Library Improvements

The Trustees reviewed the Vestry's request to use funds from the Library Trust Fund to finance the Library and Library HVAC improvements. The Trustees do not support using any of the Library Trust Fund principal because other funds are available. However, the Trustees did agree to withdraw \$1,000 of income from the Library Trust account for the Library project. For the remaining costs of the Library renovation, the Trustees suggested refunding less money to the Trust account and using Restoration funds.

The Finance Committee reviewed the revised estimated cost of \$3,500 for the Library project and considered sources for the remaining \$2,500 after the \$1,000 contribution from the Library Trust. The Vestry felt that the Library was not part of the original plan of the Restoration Campaign and decided to instead use Memorial Funds.

- Bob motioned: The Vestry authorizes the use of \$1,000 Library Trust funds, and up to \$2,500 of Memorial Funds for the Library renovations. Beck seconded the motion and the motion passed.

5-Year Financial Forecast

Charlie presented the 5-year forecast that was prepared by the Finance Committee for review with the Trustees. The Trustees reviewed the document and requested the specific timing and dollar amounts needed for funding operations. At this time their preferred funding pattern would be quarterly.

- Charlie motioned: Based on the 2018 forecasted operating deficit of \$29,772, the Vestry requests the Trustees to take the appropriate action to provide \$30,000 to support 4th Quarter 2018 operating expenses by October 5, 2018. And, develop an investment strategy which supports the forecasted 2019 deficit of \$51,375, including a first quarter transfer of \$12,850 by January 4, 2019. Additional funding requirements for 2019 will be established in February 2019 based on 2018 actual financial results. Rhonda seconded the motion and the motion passed.

Altar Guild Meeting Request (Alcohol Provision)

Altar Guild has made a request to host a dinner meeting in which wine will be served on September 26, 2018.

- Derek motioned: Approve the Altar Guild's request to serve wine at a dinner meeting on September 26, 2018. Charlie seconded the motion and the motion passed.

Diocesan Delegate Search

The Diocesan Convention will be held November 9-10, 2018 beginning with Eucharist on November 9th at Trinity Cathedral and the business meeting on the 10th in Warrensville Heights. We need 2 delegates plus an alternate. All three delegates will need to be approved at the October Vestry meeting. Bob Kennedy volunteered to be one of the delegates. Grace offered to help find two other delegates.

Rector's Report

Rev. Beth presented a Planning Calendar of parish activities for September – December 2018.

- Wednesday Evening Prayer has been very successful. Beginning in October, it will be held on alternating weeks with Wednesday Holy Noon Eucharist.
- Rev. Beth is working on a Stewardship calendar as well as how to present Stewardship in a different way. The tentative launch date for the Stewardship Campaign is October 21st and ending on November 25th.
- On October 21st the American Guild of Organists is sponsoring a Hymnfest at St. Paul's, singing church hymns and sacred music. There will be a joint choir of St. Mark's, St. Paul's, and St. Timothy's.
- An Election Eve Prayer Service will be held on Monday, November 5th.
- The Community Christmas Brunch is tentatively scheduled for November 11th.
- The Moving Night Thanksgiving Outreach Project, followed by Compline, will be Friday, November 16th at St. Paul's.
- An intergenerational Advent Journey Event will take place on Sunday, November 18th after the 10am service.
- There will be a Thanksgiving Day Eucharist at 10:00am.
- HymnSing Sunday will be Sunday November 25th. Parishioners submit favorite hymns, which are then selected at random, and a few verses are sung from each hymn.
- An Advent Journey Series will be offered either on Sundays at 9am or 11:30am, or on a weeknight.
- Rev. Beth will decide on times and formats for Christmas Eve and Christmas Day services. Beck will talk to Bob and provide input from the choir. Christmas Day may be a spoken service with no choir.

Transition - Search Committee Update

The surveys have been received and tabulated and Joe is reviewing the data with Rev. Percy Grant, Canon for Ministry. Congregational meetings will be held after combined 9:00am services on September 9th to rate personal characteristics, and September 23rd to gather information for short-answer questions. Rev. Beth will attend the first meeting but not the second meeting, as it is important that she is not part of the process.

The meeting was adjourned without motion at 7:30pm.

The next meeting is Wednesday, October 10, 2018 at 6:00pm. Bruce Hixon will provide the devotions.

Respectfully submitted,

Karen Violand
Clerk