

St. Mark's Episcopal Church
Vestry Meeting Minutes
September 1, 2021

Present: Fr. RJ, Bruce Hixon, Jr. Warden; John Wise, Sr. Warden; Beth Crowl, Linda Deuble, Carol Hayn, Marcia Kiesling, Gene Little

Not Present: Mandy Pelger, Caroline Willoughby

Guest: Charlie Kiesling, Treasurer

The meeting was called to order at 5:33pm by Fr. RJ. Linda opened the meeting with a devotion from *Forward Day by Day*.

Beth **motioned** to accept the minutes of the July 7, 2021, meeting. Marcia seconded the motion, and the motion was unanimously approved.

Marcia **motioned** to accept the minutes of the August 17, 2021, special meeting. Linda seconded the motion, and the motion was unanimously approved.

Finance Committee

- Charlie presented the 2 Q 21 Finance Recap Report and the Capital Reserve Transaction Report.

Wardens' Reports

- **Senior Warden**
 - No report
- **Junior Warden**
 - No report

Rector's Report

- **Office Hours**
 - Fr. RJ will begin to hold regular office hours on Monday through Thursday from 9:00am until 12noon. He will make pastoral visits and calls in the afternoons.
 - Due to the disruption in his office from the school, he may work remotely in the afternoons.
 - The best way to reach Fr. RJ is to call his cell phone (440) 723-1290.
- **Sunday Service Times**
 - After Labor Day, starting on Sunday, September 12, we will return to our pre-pandemic Sunday service schedule:
 - 8:00am
 - 9:00am Bible study between services led by Fr. RJ
 - 10:00am with music and Sunday School, live-streamed
 - We hope that attendance will rise as a result of resuming our former worship schedule.
- **Stewardship**
 - The first Stewardship Committee meeting was held. Plans to have several stewardship dinners by the end of the year may need to be modified because of covid.

Office Space

- **Discussion**
 - The Vestry continued the discussion that was started at the special meeting on August 17, 2021, about relocating the church office space.
 - Reasons for relocating the church offices were enumerated in the minutes from the special Vestry meeting on August 17, 2021, and are chiefly due to:
 - Distractions of having two administrative offices in the same space.
 - Difficulty concentrating in the Rector's Office due to classroom sounds.
 - Conversations in the Rector's office can be heard in the office area.
 - Fr. RJ will only meet with someone if his door is open or there is a window in the door, in accordance with the Safe Church Process.
 - The Vestry was given a tour of the proposed changes, and reviewed Charlie's summary of the construction estimates that we have received to date.
- **Proposed Design**
 - Rector's Office
 - The current Nursery will become the Rector's Office.
 - A dividing wall will be constructed parallel to the existing nursery coat rack wall.
 - An office door with a window will be installed.
 - Coat Room
 - The area between the Rector's Office dividing wall and the current Nursery coat rack wall will become the Coat Room.
 - Katie's Office
 - The current Coat Room will become Katie's Office.
 - A window will be installed that will face the outside building entry door, which will allow Katie to see who is at the door.
 - Nursery
 - The current Rector's Office will become the Nursery.
 - A Dutch door with a window will replace the current door from the hallway.
- **Motion to Approve**
 - Marcia **motioned** to: Move the offices per the design developed by Geoff Gordon, Joe Hoot, Charlie Kiesling, Katie Kuceyeski, and Fr. RJ at a cost not to exceed \$18,500. Carol seconded the motion, and the motion was approved unanimously.
- **Parish Notification**
 - It is important that the parish understand that Weaver did not ask us to move out of our offices. The move is being initiated by St. Mark's to alleviate the distractions that occur when two organizations share the same office space. Weaver has a positive impact on our parish and this move will benefit us both.

The meeting was adjourned at 6:43pm with a **motion** by Beth, seconded by Marcia, and approved unanimously.

The next meeting is Wednesday, October 6, 2021, at 5:30pm. Beth will provide the Reflection and Prayer for the meeting.

Respectfully submitted,



Karen Violand
Clerk