

**St. Mark's Episcopal Church
Highland, MD
Minutes of Vestry Minutes
June 9, 2011**

Vestry Members Present:

Deb Heggie
Bill Koenig
Jim Miller
Diane Roca

Pete Scheidt
Mark Schoppet (Registrar)
Nancy Smith
Bernice Winthrop

Staff and Officers Present:

The Rev. Dr. John Price+, Rector
Beth Trollinger, Senior Warden

Ron Luman, Junior Warden
Kathleen Huffman, Treasurer

Opening Prayer

John+ led us in opening prayer.

Approval of Previous Vestry Minutes

The Vestry moved to approve the minutes from May 5, 2011 as amended.

Review of Agenda

The Vestry moved to adopt agenda (Exhibit 1).

Governance:

A. Finance Committee/ Treasurers Report (Kathleen)

Kathleen expressed concern that the price of heating oil has gone up. John+ stated that we can make a projection for the rest of the year and adjust the budget accordingly. One option is to convert to Natural Gas. Pete's offered to consult with his daughter about the costs. **Ron took an action to follow up with Carl Mitchell on his planned energy audit and look at whether conversion to natural gas makes sense.** Kathleen is still waiting for an update from Cadoni-Waddell on the status of the audit.

B. Operations Committee Report (Beth & Ron Luman)

Ron Luman reported that the church roof was fixed.

Nancy provided a report from the Cemetery Committee (Exhibit 2). Rosemary Beakes wanted to plant a tree at the cemetery on June 19, this was not approved since was near an unmarked grave and the type of tree was questioned.

C. Personnel Committee Report (Beth & John+)

1. Interim Associate Director Search

John+ reported that Tim Kroh withdrew his name from consideration for the youth leader position. He is anticipating becoming rector of a small church in the next six months. Another candidate is Lura Kaval who will be interviewed by the subcommittee on June 16 at 7:00 PM. Due to timing the Vestry was invited to attend the interview. John+ stressed that it is important to make sure we get the best candidate and not rush into hiring someone.

There was concern voiced about having the person stay after hiring the new rector, however, whoever is hired will be aware of this issue and the position will be interim.

Two other candidates are being looked at.

D. Executive Committee (Beth & John+)

Beth reported that the Profile Committee has begun gathering data and formulating a plan to determine who we are. Paul Ludwig will be joining the committee. The Vestry needs to support them by laying groundwork and interviewing the committees that we lead. The latest Parish Ministry Committee Structure (Exhibit 3) was provided. **Beth proposed that each Vestry Committee come up with a mission statement / purpose and answer the questions contained in the homework (Exhibit 4).** At the next Vestry Meeting each would share our findings. It was pointed out that the brochure from the Ministry Fair would provide a good start. (Diane provided electronic copy of the latest version on June 11.)

Bernice pointed out that we need to have another member work with Diane on Outreach. Farrell MacAfee is now the chair of the committee.

John suggested inviting profile committee to the other committees when meeting. During the meetings we need to draw out the major needs and associated timeframes. Also we need to advertise what each committee does. Bernice suggested that we highlight each ministry weekly

Election of new Vestry to Replace Bernice

The Vestry voted and elected John Beakes as the new vestry Member to serve through December 2011. Beth asked that a subcommittee be formed to develop names for the three new Vestry Members serving beginning in January 2012. Deb, Diane, Peter and Mark volunteered to serve.

E. Facilities/Site Planning Committee:

Ron stated that we have not decided what direction we are to go with regard to building. The biggest priority seems to be the kitchen and could spend \$20 -30 thousand to upgrade it to an acceptable level.

John stated that he would like the Profile Committee to show who we want St. Mark's to be in the future (Vision). The core issue is to decide whether we need to replace or expand. Ron said that with the architect, we have a maximum building footprint for the land with assumptions for classrooms and offices that is based on attendance of 350 people per week.

Vestry members expressed frustration about starting projects and stopping over the years. Beth stated that we need to get the rest of the Congregation involved and develop a strategic plan on where we want to go. We also need to develop relationships with members and show that the Vestry is working for them.

John suggested that the parish hall cannot be improved adequately without tearing it down and we need to begin thinking ahead on the next steps. Upgrade of the kitchen may still be a good idea in the short term until adequate funds are raised (~\$1.8 Million).

F. Communications Committee:

Jim was assigned the task of evaluating methods and developing a plan for communications. Jim reported that what was more important is looking at the objectives of the communication and then to look at the delivery mechanisms. We need answer what are we trying to accomplish with a communications plan. Jim and Pete will summarize their perspective and will discuss it a later meeting.

Worship Committee Report (Peter and Beth)

Pete said that the issue about service schedule has never been addressed completely and handed out the result from a survey conducted in 2009. Due to timing, this will be discussed at the next Vestry Meeting.

It was requested that if there is not a "critical mass" of attendance at the 8:00 service that we delete it.

Parish Life Committee (Deb, Diane & Bill)

On the rebuild/Reconnect Project, Jim reported that there was not enough data to provide a single reason for people leaving.

Bill reported that we have one newcomer, Angie Purnell who will be coming to the upcoming picnic. The Membership Committee has the action to meet and develop a "Welcome Packet" for new members.

Goodbye to Bernice

Everyone celebrated Bernice's 26 years of service to St. Mark's. She was presented with a photo of St. Mark's as a remembrance. Bernice invited the Vestry to have a meeting at her house in Hyannis.

We all will miss her and appreciate all that she has done for St. Mark's and the Vestry.

Bernice asked us to pass the word that funding is needed to send kids who graduated Camp Amazing Grace to Claggett. These kids have a parent in prison and would otherwise be unable to attend camp.

Closing Prayer

John closed the meeting with a prayer and blessing.

Minutes Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Mark J. Schoppet". The signature is written in a cursive, flowing style.

Mark J. Schoppet
St. Mark's Registrar