

**St. Mark's Episcopal Church
Highland, MD
Minutes of Vestry Meeting
October 13, 2011**

Vestry Members Present:

Bill Koenig
Diane Roca
Pete Scheidt

Mark Schoppet (Registrar)
Nancy Smith
Beth Trollinger (Senior Warden)

Newly Elected Vestry Members (terms begin in January 2012)

Steve Heaps

Beth Mitchell

Staff and Officers Present:

Rev. Dr. John Price, Interim Rector
Randi Hicks Rowe, Associate for Youth Formation
Ron Luman, Junior Warden

Opening Prayer

John welcomed Beth and Steve as newly elected Vestry members and led us in an opening prayer.

Review of Agenda

The Vestry moved to adopt agenda (Exhibit 1) with the deletion of the discussion of "Looking to the Future".

Approval of Previous Vestry Minutes

The Vestry moved to approve the minutes from September 8 as amended.

Report of Junior Warden (Ron Luman)

Ron Luman reported that Carl Mitchell looked at the heating plants in the Church and Parish Hall. Both are hot water systems with the church using forced air and the hall using radiators. It will cost \$22 thousand to convert both systems to natural gas: \$3 thousand to run the natural gas lines; \$11 thousand to convert the Parish Hall system; and \$8 thousand to convert the church system. This will move from an efficiency of about 50% to 88 percent and payback of the initial investment would be realized in 3 ½ years. The work could be done during three weekdays in November.

John+ pointed out that this does not include any improvements to the ventilation of the basement beneath the parish hall. There are concerns about smells in the basement. More discussion will be made with Carl, Ron and John Mcbeth who may have some other ideas.

The Vestry moved to accept Carl Mitchell's recommendation to install natural gas service to the Church and replace the boilers in the church and parish hall with natural gas systems. Carl is authorized to spend up to \$25 thousand.

Report of the Stewardship Committee (Diane Roca)Letter to Parish

Committee prepared pledge forms that are similar to last year's. It will have the option of not receiving envelopes. Nancy Smith will make an online version for the website.

The Committee has enlisted several people to discuss stewardship in the upcoming weeks: John Beakes, Bill Brazis, Madonna Dougherty, Sharon Koenig and Roxie Schoppet.

The Vestry then discussed the budget numbers to be used in the letter which are based expenses for the search process and moving expenses for the new rector and operating expenses. The letter will ask the Parish for increase of at least \$10 per week to cover the additional expenses. The committee plans to send out the letter and pledge forms the week of October 24.

Capital Campaign

The Vestry moved to establish a Capital Campaign and replace the Parish Hall by 2020.

John+ requested that discussion of the Capital Campaign be deferred until a later meeting.

Rector Search Process

Beth Trollinger reported that tomorrow is the deadline for the surveys for the Parish Profile; so far the Committee received 51 responses. The Committee will collect hard copies of the survey on Sunday between services. We need more to get a good representation.

Profile Committee will be meeting with the Christian Education ministries next Wednesday. John and Beth Trollinger met with the Reverend Thelma Smullens, the diocesan consultant for the search process. She possesses a wealth of knowledge and will be valuable in our search effort. The vestry moved to hire Reverend Smullens beginning October 1 at a rate of \$500 per quarter for 4 quarters.

Beth reported that she met with Rich Roca about the formulation of the Search Committee. They are not yet prepared to present a list, but will come up with a process to select members that broadly represents the views of the entire parish. By the next meeting Beth will present the process and the charge letter for the committee for the Vestry's approval.

Other Items

John+ reported that we are moving forward with upgrading the computer equipment in the church office which will include a new server, computer for Nancy Fadely and a new printer. Phoenix is designing and installing the system. The Vestry discussed the availability of wireless internet access. It should be made available for adults as needed but must be controlled since the teens and children may use it without supervision.

The Vestry moved to authorize \$1,200 for Bob Frederick to continue his discernment process for the deaconate.

Beth Mitchell asked about dates for the Town Hall meetings. Beth replied that they have not yet been set. Beth did mention that the Parish Profile Committee will meet with the Parish on November 13 to discuss the survey, ask for clarifications and make sure that they understood what was said. They will try to have the profile out by the end of the year, but may move into January.

John+ announced that Christ Church is celebrating its 200th anniversary and has invited a representative from St. Mark's to share in its service. St. Mark's is one of several churches that "spun off" from Christ Church.

Nancy Smith reported that the new Parish website will go live by the end of the month.

Beth Trollinger reported that the Parish directory will be sent out also by the end of the month. It will be hard copy in a booklet form. An electronic version will be e-mailed to each parishioner. It will also be available online under a secured site.

Sensing the Spirit

Diane said that it is important for the vestry to have input on the stewardship letter. She liked the way that the Vestry worked together even when we disagree.

Pete provided an update on the property (7 acres) that Kelly Warren has. She can afford taxes but not the upkeep on the property. She is looking for \$1.2 Million.

John reported that the right of first refusal is moving forward for the Bishop property adjacent to the Parish house. Dave Carney will draw up the papers for the Diocese to sign. There is no dollar commitment, but St. Mark's has the right to buy it should the property come up for sale.

John+ said that Randi is doing a terrific job with the youth. J2A program is responding well. Over 20 youth attended the last Sunday evening service. Next service is planned for October 30.

Closing

John+ closed the meeting with a prayer.

Respectfully Submitted



Mark J. Schoppet,
Registrar, St, Mark's