

**St. Mark's Episcopal Church  
Highland, MD  
Minutes of Vestry Minutes  
May 5, 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)  
Kathleen Huffman (Treasurer)

**Opening Prayer**

John+ led us in intercessional prayers.

**Adoption of Agenda**

The Vestry moved to adopt the proposed agenda (Exhibit1) with the addition of Music and Summer worship schedule.

**Approval of Previous Vestry Minutes**

The Vestry moved to approve the minutes from April 14, 2011 with edits amended.

**Governance**

Financial Report (Exhibit 2)

Kathleen Huffman provided a report of the Financials which reflected the modifications approved by the Vestry at the last meeting. The Vestry moved to adopt the modified budget. Kathleen explained that the line item titled "Youth Ministry" refers to the funds needed for the J2A pilgrimage; not for the entire youth program. The line item will be modified to more accurately reflect the item.

The Vestry discussed the best way to share the financial information with the congregation. John Price+ suggested that we need to be as transparent as we can about the financials. Jim Miller suggested that we need text to highlight areas that have important changes. The Vestry moved that Kathleen provide a short (3 line) statement on the weekly refrigerator and post an abbreviated statement without all the line items on the website monthly with text explaining highlights. If any member wants more detail, they will be able to review the details at the office.

### Bernice Resignation

Bernice Winthrop submitted to the Vestry her resignation effective July 1. (Exhibit 3). Mark Schoppet read the St. Mark's bylaws regarding how to handle vacancies in the Vestry. The Vestry accepted Bernice's resignation with regret and thanked her for her service on the Vestry and to St. Mark's. The Vestry moved to fill the vacancy and proceed to suggest names for potential candidates.

### **Operations**

#### IT updates

John+ reported that the Website Developer (Jason Barrie) needs to increase the contract price to \$3,200 (from \$2500) to cover taxes. We will be issuing a 1099 and "19". Nancy has developed a map for the new website and will be meeting with the contractor in the next week.

John+ reported that we are waiting for a formal contract from Phoenix Computing Strategies for IT Hardware maintenance. Their rate is \$100 per hour and they have already been helpful in resolving some problems.

#### Personnel

The La Rocca's were appreciative of the contract offered to them for the musical planning and leadership of the 9:00 service. John will issue a formal letter of agreement

Beth and John+ reported that they are working directly with Frederick Gray on inventory of all audio/visual equipment including obtaining and evaluating options for a new sound mixer and forecasting times for replacement of other equipment. Beth requested that any requests from the congregation should go to the Executive Committee who would address it directly.

Nancy Smith is working with a locksmith to rekey the lock on the aumbry (where the reserve sacrament is stored).

The vestry established a search committee (Beth, Deb, , Diane, Nancy and John+) to hire a staff person to focus on St. Mark's teens and their families. They met on May 1 and have developed a draft Job Description (Exhibit 4). In discussing the job description, while the biggest need seemed to be the teens, we would need for this person to also provide support and oversight for the younger children. It was pointed out that there is a different skill set for the younger children than teens. This could be brought out more during the interview process. This person has a big job and will need help from the congregation to be successful. The job description will make sure it covers recruitment and training youth leaders. Vestry moved to accept the job description as draft amended to cover all youth.

Beth has been in contact with the Diocese and has received resumes from some potential candidates. The Committee will work on questions such as whether this position should be a lay person or clergy or part time vs full time. Once the committee completes interviews they will recommend the candidate for the Vestry's approval.

John+ reported that he has had no response from the Diocese on a placement of deacon at St. Mark's.

### **Summer Worship Schedule**

After discussion, the Vestry moved for the following schedule to begin after the Parish picnic:

8:00 Short early service

9:00 Informal Bible Study (kept informal with kids in the room)

10:00 Combined service blended between traditional and contemporary

### **Rebuild/Reconnect**

Jim Miller reported on his progress in reaching out to former members. Diane completed two calls. Mark made five calls and conducted three interviews.

Jim made 10 calls and conducted four interviews. There was no mention of Rick+ leaving or changes to the worship schedule. Some reasons for leaving included having a gay bishop, not feeling connected to the congregation and one family having doubts about religion in general. Jim obtained a lot of information and seemed to have established a good rapport with the interviewees. John+ will be following up with one family.

Beth reported that we have five members called for the profile committee. They include Kathy Boyer, Steve Heaps, Eddie Humphrey, Farrell McAfee and Madonna Dougherty. The profile committee will choose their chairperson(s) when they meet in a few weeks.

### **Resolution 2011-4**

The Vestry discussed a resolution that will be proposed in next week's Diocesan Convention that could require Search/Transition Committees and Vestry to complete a workshop that will encourage them to consider all persons without regard to "race color, ethnic origin, national origin, sex, marital status, sexual orientation, disabilities, or age." John said that we need uphold the Constitutions and Canons of the Episcopal Church. After discussion the Vestry moved to adopt the following statement:

As the Vestry of St. Mark's Highland, we believe that all baptized persons who are duly ordained and currently licensed as priests within the Episcopal Church (PECUSA) shall

not be excluded for any staff position based upon criteria of race, color ethnic origin, national origin, sex, marital status, sexual orientation, disabilities or age.

**Other Items**

Deb, Diane and Bill will be working on a plan for newcomers.

Bernice requested that we put in the announcement a request for support to send children to Camp Amazing Grace. \$385 per child is needed. This program serves children whose parents are in prison.

**Sensing the Spirit**

The Vestry felt like tonight's meeting covered a lot of material and there was a lot of interaction. Everyone was heard and we completed the agenda. Discussion of finances is becoming easier to understand. There may be some time savings on not discussing things that could be merely presented in writing.

People seem to appreciate the town hall meetings and they are building community.

**Closing Prayer**

John+ closed the meeting in prayer.

Respectfully Submitted,



Mark J. Schoppet,  
Registrar