

St. Mark's Episcopal Church  
June Vestry Meeting Agenda  
June 9, 2011

Opening Prayer - John+

Adoption of Agenda

Approval of May Vestry Minutes

Governance:

A. Finance Committee/Treasurer's Report (Kathleen)

- 1) Information Item: Any questions regarding the May financials?
- 2) Information Item: Update on Audit by Cardoni-Waddell

B. Operations Committee Report (Beth & Ron)

- 1) Information Item: Facilities update from Junior Warden (if any)
- 2) Information Item: Cemetery Committee report (Nancy)

C. Personnel Committee Report (Beth & John+)

- 1) Information Item: Update on Interim Associate Rector Search
- 2) Action Item: Schedule date for Interview of next candidate

D. Executive Committee Report (Beth & John+)

- 1) Information Item: Update on Parish Profile Committee
- 2) Action Item: Nomination and Election of new Vestry Member to replace Bernice Winthrop
- 3) Action Item: Establishment of a Vestry sub-committee for recruiting nominees for new Vestry class (term to begin in Jan 2012)
- 4) Action Item: Discussion of Parish Ministry Committee Structure & establish next steps

E. Facilities/Site Planning Committee:

- 1) Question: As part of the feasibility study did the committee look at the space needs of the various ministry groups?
- 2) Action Item: Develop a plan for identifying the space needs of the various ministry groups based on 1-3 years, 3-5 years and 5+ years.

F. Communications Committee:

- 1) Action Item: Evaluate the current communications methods used by St. Mark's
- 2) Establish a plan for improving and enhancing communication to the Parish (part of this plan may include how best to incorporate social media into the life of Parish)

Worship Committee Report (Peter & Beth):

- 1) Action Item: Follow up discussion on Worship service schedule and establishment of next steps/actions

Parish Life Committee Report (Deb, Diane & Bill):

- 1) Action Item: Update on Reconnect/Rebuild Project from the Membership Committee
- 2) Information Item: Update on upcoming Parish Picnic

Closing Prayer and Blessing

Action Items For Next Meeting

**From:** Jack Bufton <Jack.Bufton@gst.com>  
**To:** Neksmith <neksmith@aol.com>  
**Subject:** Cemetery items fo update to Vestry  
**Date:** Thu, Jun 9, 2011 10:54 am

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Nancy,

Here are some things I know about or have done recently for the Cemetery for Vestry liaison purposes.

1. Check for \$890 sent to Merkle Monuments for repair of mower damage some years ago to brass marker plate and for tracing paper ----- two important steps in maintenance and record keeping.
2. Plan to spend \$1,000 for Merkle day of general tombstone maintenance in near future.
3. Merkle will repair at no charge two older tombstones that were broken in half by the mowers ----- one broken this year. Both are now marked by stakes for Merkle repair by epoxy.
4. I met with Cory Fansler (our mower) last week and showed him the broken tombstones. He agreed to instruct his people to not hit stones and not run over plates.
5. Furthermore on the mower damage issue, Conrad and I are wording proposed revisions to the mowing contract to require no contact with markers except from weed whipper and to make mower responsible for repair of any future damage to markers.
6. Contacted Deutsche Bank and found out procedure and \$95 fee needed to transfer funds to Fidelity and close out the account.
7. Contacted Fidelity (forms are on the way) to open brokerage account and change signatories per Vestry resolution.

Jack

## St. Mark's Episcopal Church Parish Ministry Committee Structure

Woven in and throughout each of these committees is the overall work of Evangelism – to the Parish; to our community and to the world, as we strive to make and become disciples of Jesus Christ.

### Governance – John+ Price

- **Executive Committee** (John+ Price, Beth Trollinger, Ron Luman, Kathleen Huffman, Mark Schoppet)
- **Vestry**
  - **Reconnect/Rebuild Project** (John+ Price, Beth Trollinger & Deb Heggie)
  - **Finance Committee** (Kathleen Huffman)
    - Audit
    - Annual Budget
    - Capital Campaign
    - Stewardship
    - Tellers
  - **Facilities/Site Planning Committee** (Ron Luman & Richard Boales)
  - **Personnel Committee** (John+ Price, Beth Trollinger & Jim Miller)
  - **Communications Committee** (Jim Miller, Pete Scheidt, Bernie Winthrop, Deb Heggie, Beth Trollinger, John+ Price)
    - Marketing/Communications portion of Reconnect/Rebuild
    - Parish Newsletter, eNews, Refrigerator Sheets
  - **Operations Committee** (Ron Luman)
    - Property, Facilities, Building & Grounds Maintenance
    - IT Infrastructure
    - Cemetery Committee (Jack Bufton)

### Parish Life (Ministry to St. Mark's)

Vestry - Bill Koenig, Diane Roca & Deb Heggie

Clergy – John+ Price

- **Fellowship/Hospitality** (Bill Koenig, Diane Roca & Deb Heggie)
  - Coffee Hour
  - Parish Social Events (Boars Head Feast, Easter Vigil Break The Fast Party, Wine & Cheese Party, Parish Picnic, Potluck Dinners, etc.)
- **Membership** (Deb Heggie & Diane Roca)
  - Creation of a “Welcome Packet” for Reconnect/Rebuild Project
  - Develop strategy for welcoming visitors/new members (i.e. Newcomers Brunch, Bagels with Rector, etc.)
- **Fellowship Groups** (Bill Koenig)
  - Support current House Groups & explore opportunities for creating additional House Groups
  - Support current Foyer Dinner Groups
  - Support Men's Fellowship

\* **Outreach/Mission (Ministry to the World)**

Vestry - Bernie Winthrop & Diane Roca

Clergy – John+ Price

- Guardian Angel
- Dream Builders
- Seafarers
- Grassroots

**Pastoral Care**

Vestry – Pete Scheidt & Beth Trollinger

- Lay Eucharistic Visitors Ministry
- Intercessory Prayer Ministry
- Compassionate Visitors Ministry
- Meals & Transportation Ministry
- Prayer Shawl Ministry
- Card Ministry

\* **Spiritual Formation**

Vestry – Nancy Smith & Mark Schoppet

Clergy – John+ Price (Adults) & **New Interim Associate Rector (CE/YM)**

- Sunday Adult Formation
- Youth Programs (Rite 13, J2A, YAC)
- Children's Sunday School (K-6)
- Catechesis of the Good Shepherd (3 & 4 year olds)
- Lenten Series
- EFM
- Weekly Bible Study
- Morning Prayer

**Worship**

Vestry – Pete Scheidt & Nancy Smith

Clergy – John+ Price

- Acolytes
- Altar Guild
- Flower Guild
- Lay Eucharistic Ministers
- Lectors
- Ushers
- Greeters
- Music
  - Contemporary Musicians
  - Adult Choir
  - Teen Choir
  - Choristers

Homework from the June 9, 2011 Vestry Meeting

- A) Work with your Vestry Steward partner to develop a Mission Statement describing the purpose of each Ministry Category (i.e. Governance, Parish Life, Outreach/Mission, Pastoral Care, Spiritual Formation & Worship).
- B) Identify and describe the ministries which fall under this ministry category.
- C) State the mission of these ministries and answer the following questions:
  - a) Who does the ministry serve?
  - b) What resources are provided for carrying out the ministry?
  - c) How many members serve in this ministry?
  - d) How often does the ministry team meet?
  - e) What is working well within the ministry itself?
  - f) What improvements or changes need to be made to enhance the success of the ministry?
  - g) What resources (i.e. financial, additional members, physical space, etc.) are need for the to maintain its current level of ministry?
  - h) What resources would be needed in order for the ministry to grow?
  - i) What mechanism is in place to recruit more members of to serve this ministry?
  - j) How best can the Vestry and the Clergy help support this ministry?
  - k) Who is the "leader" or facilitator of this ministry.
  - l) Where do you see this ministry in 3 years, 5 years, etc.?
  - m) What are your hopes and dreams for this ministry?
  - n) How do you communicate your ministry's activities with the greater parish?
  - o) How long has this ministry been in existence at St. Mark's
- D) For our July Vestry Meeting, prepare a written report of the ministries within your category and prepare a short presentation on these ministries highlighting their mission, who they serve and what their greatest needs are for the future and how the John+ and the Vestry can help.