

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

**Vestry Members Present**

Deb Heggie

Kathleen Huffman

Bill Koenig

Ron Luman

Jim Miller

Diane Roca

Peter Scheidt

Mark Schoppet

Nancy Smith

Beth Trollinger

Bernice Winthrop

**Staff**

The Rev. Dr. John Price +

The Rev. Meredith Olsen +

**Others**

Carl Mitchell (Former Vestry Member and Registrar)

**Quorum**

A quorum was established.

**Opening Reading**

The meeting opened with a reading and discussion of the upcoming Gospel reading for Sunday January 16.

**Agenda**

The Vestry reviewed and moved to adopt the Agenda for tonight's meeting

**Minutes**

The Vestry reviewed and approved minutes from December 9, 2010 Vestry Meeting with administrative changes.

**Treasurer's Report**

Kathleen Huffman provided Budget vs. Actual (Exhibit 1) and Balance Sheet (Exhibit 2) for 2010. Results are still preliminary with some outstanding payments due. While income was less than budgeted, expenses were kept down.

Form 1099s are expected to be sent out by the end of the month.

Kathleen presented a letter from Cordoni Waddell, LLC to conduct an audit of the Statement of Financial Position for Calendar Year 2010(Exhibit 3). The total cost is expected to be \$7 to\$ 8 thousand after expenses. After discussion, the Vestry moved to approve the Contract. A list of documents required for the audit was presented (Exhibit 4).

**Stewardship**

Diane Roca presented a chart showing the number of pledges and amount by year (Exhibit 5). Currently there were only 39 pledges for \$191,820 which is greatly decreased from last year.

Kathleen Huffman provided two charts (Exhibit 6): the first showing the changes in number of "givers" by year from 1983 to day; the second shows distribution of giving by year and by number of givers.

After some discussion on how to increase the number of pledges, the Stewardship Committee was asked to work the issue.

**Draft Parish Committee/ Ministry Structure**

Beth Trollinger presented a proposed Parish Ministry Structure (Exhibit 8). After some discussions and proposed edits (deleting some items and moving items from one heading to another), Beth requested that each Vestry member choose up to three heading for which they would like to be responsible.

The Vestry moved that the structure be kept as a living document.

Beth proposed that the Vestry establish a reconnect/ rebuild committee to address immediate actions.

**Search Consultancy Model**

John Price† reported that the diocese has directed that he not lead the effort to develop the Parish Profile and search committee. Beth Trollinger was going to review names of potential members for the Profile Committee and Search Committee, but decided to request input from the Vestry Members. It is expected that each committee would contain 6 to 8 members and not be members of the Vestry.

**Attendance/ Pledging/ Active Members**

The Vestry then discussed charts prepared by the Reconnect/Rebuild Committee. Exhibit 8 shows the raw attendance data by week and by service from 2006 to 2010. Exhibit 9 shows average Sunday School attendance by year from 2006 to 2010.

Carl Mitchell presented his thoughts on developing a strategy for rebuilding and reconnecting. (Exhibit 10) First St. Mark's should work on stopping the decline and then finding out what the common threads for why people left. There was some discussion of including these people in our discernment process which will assist addressing their concerns.

Deb Heggie presented the Rebuild and Reconnect Project Plan that map out the tasks to be completed. Much of the work will be done by the Communications Committee. Beth Trollinger mentioned that she has found an updated electronic directory of all parish members and will e-mail it to the Vestry.

**Contemporary Service Music**

John Price+ expressed how important that music is to the 8:30 Service and the LaRocas have solely responsible for it. Through the discernment process we will explore where we want to go with music during both services, but it is critical that the La Rocas continue. After discussion, the vestry moved that John+ begin to explore financial support to the La Rocas music ministry. This will allow them to continue and may provide additional support for Youth functions.

**Update Information Technology for Parish Office**

Beth Trollinger is working with Kathleen to secure professional IT infrastructure and support.

**Building Program Communication**

Ron reported that there is a problem with lack of understanding about the concepts that have been posted in the Fellowship Hall. We need to decide how to approach the congregation and decide whether to go forward. This may have to wait for the discernment process.

**Assessment of Meeting**

John Price+ asked Vestry member how the meeting went. There was agreement that the agenda was longer than we normally have. Discussions on structure and governance may need more time apart from the normal monthly Vestry Meeting. Bernice Winthrop suggested that we use e-mail voting outside of Vestry Meetings. There was a suggestion that we set time limits for each agenda item and to address the time-sensitive items first. Also Meredith Olsen+ suggested that all material be provided ahead of time.

**Closing**

The meeting ended in prayer.

Respectfully Submitted,



Mark J. Schoppet,

Registrar