

**St. Mark's Episcopal Church
Highland, MD
Minutes of Vestry Minutes
February 10, 2011**

Vestry Members Present:

Deb Heggie	Peter Scheidt
Kathleen Huffman (Treasurer)	Mark Schoppet
Bill Koenig	Nancy Smith
Jim Miller	Bernice Winthrop
Diane Roca	

Staff Present:

The Rev. Dr. John Price + (Rector)
The Rev. Meredith Olsen + (Associate Rector)
Beth Trollinger (Senior Warden)
Ron Luman (Junior Warden)

Quorum:

A quorum was established.

Compline:

Meredith+ led us in Compline.

Agenda:

The Vestry reviewed and moved to adopt the agenda (Exhibit 1).

Governance

Finance Committee/Treasurer Report:

Kathleen Huffman (Treasurer) presented January's financial report (Exhibit 2). She reported that pledges for 2011 are at 53 for a total of \$252,700.

With regard to the audit, Kathleen is on track to delivering the documentation to the auditors. After that it should take approximately a month to complete.

The Vestry resolved to send a letter to Damascus Bank to allow two signatures on the cd (balance currently at \$33 thousand). (Exhibit 2). The account was created from funds from the sale of property bought by the State.

Beth Trollinger (Sr. Warden) requested that Kathleen provide a list of all of St. Mark's accounts including terms, rates and amounts.

Minutes:

The Vestry reviewed and approved minutes from January 13, 2011 Vestry Meeting with administrative changes.

Operations:

Beth reported that an IT Vendor (Who Phoenix Computer) will be running diagnostics on the IT infrastructure and will make recommendations for the best path forward. There is no charge for the diagnostics.

Ron Luman (Jr. Warden) reported that a bat was found in the kitchen, but could have been there a while. Also, there have been some challenges with the snow plow contractors overlapping and billings issues. With regard to building plans, we need to determine St. Mark's overall direction before moving forward.

Personnel:

Beth reported that the letter of agreement for Meredith Olsen+ is with the Diocese for approval (legal responsibility rests with St. Marks). Kathleen requested a copy for the auditors.

Executive Committee:

Beth presented the Parish Ministry Committee Structure (Exhibit 3) and wanted to collect names to assign Vestry Members for various areas. We expect to share this with the Congregation at the February 20, 2011 Town Hall Meeting. After discussions we were able to assign names to each Committee/ Ministry.

Ron requested that we rename the "Strategic Planning" Committee to "Site Development" Committee since strategic planning involves all of the vestry and involves more of the reconnect/ rebuild .

Regarding roles and responsibilities, it was emphasized that there is no problem with Vestry members participating in a committee that one is serving as a Vestry Liaison.

Reconnect/Rebuild

Communication Committee:

Beth Trollinger reported that Beth Mitchell has volunteer to head up a creation of Parish Newsletter. She will be working with the Communications committee to ensure that there is a consistent message.

She will be drafting a letter for distribution at the February 20 parish meeting. The letter will serve two purposes:

1. The best way of reaching members of St. Mark's
2. Household data including names and birth dates of children.

We will be looking at management software to develop ways to send out information via e-mail.

Beth provided the Vestry was provided with the current parish roster and requested that they review the list and provide corrections to Jim Miller and to indicate who would be appropriate candidates for the Profile and Search Committees to Beth.

Kathleen Huffman said that she would cross reference names with her list of "givers."

Jim Miller presented the draft communications plan to reach out to former members to find out why they left and what we can do to meet their needs. Action was given to the Vestry to provide Jim questions to ask.

The plan focuses on three phases:

1. Reaching out to parishioners that left.
2. Stabilize and revitalize our existing congregation and
3. Begin outreach effort to bring in new members

The Vestry discussed that there are differences in ages and that will necessitate differing ways of reaching them. We may need to use more "unconventional" ways such as Facebook or Twitter, but still retain a consistent message. The plan will be shared once it is fully vetted among the Vestry.

The Vestry discussed ways to make newcomers more welcome and discussed ideas such as welcome kits and the use of greeters at each service. Whatever we do should support ministries of St Marks.

Transition:

Beth reported that she is working closely with the Diocese. The Diocese currently has 26 parishes involved in searches, so due to the lack of staffing, John+ can provide start us on the search process.

Rev. Dr. John Price+ stated that he will provide us with the leadership through preparation of the Parish Profile and then the Diocese will continue on the Search Process.

After discussion the Vestry resolved that we establish a St. Mark's Parish Profile Committee. The committee will include a brief description of St. Mark's history, but emphasis will be on looking forward. John+ stressed that it needs to be honest and accurate. The Profile committee will be separate from the Search Committee and not comprised of members of the Vestry.

Conclusion:

John+ ended the meeting in prayer.

Respectfully Submitted



Mark J. Schoppet,

St. Mark's Registrar