

# St. Mark's EPISCOPAL CHURCH

## Capitol Hill

3rd & A Sts SE,  
Washington, DC



Minutes of the Vestry Meeting  
Monday, September 24, 2018  
6:00 p.m.

Present:

Clergy: The Rev. Michele Morgan, Rector

Wardens: Nora Howell, Senior Warden; Kenn Allen, Junior Warden

Vestry Members: Jim Brooks, Tracy Council, Thia Hamilton, Christina Herman, Brandon Dunn Knight, Beth Mahood, Amber Macdonald, Alix Pereira,

Officers: Rosemary Harold, Counsel; Martha Huizenga, Treasurer

Absent: Vestry Members Stephanie Deutsch; The Rev. Scott Lipscomb, Assistant Rector; Mary Anderson Cooper, Register

Visitors: Chris Berendes, Julie Murphy

Opening. Nora called the meeting to order at 6:05 PM. Michele opened the meeting with a prayer.

Check In. During the check-in, it became apparent that the prevailing commonality among us was a sense of being very busy with a lot of references to “dropping balls.”

Approval of the Minutes. On motion by Thia and second by Jim, the minutes of the July meeting were approved without objection. **APPROVED.**

Ministry Scheduler Pro. Nora introduced Chris Berendes for a report on our adoption of Ministry Scheduler Pro (MSP). He showed us that MSP can be downloaded on to one’s phone. He explained how it now is being used to schedule ushers and will be expanded to other positions. Support will be provided by the leaders of each of the “ministries” served by it. Goals are to bring more people into the ministries and to make preparation of the bulletin easier. It was noted that MSP helps solve the scheduling process but does not solve the problem of bringing new people into various service roles.

Treasurer’s Report. Martha reported on the recent Finance Committee meeting where a major topic of discussion was the upcoming process for developing the 2019 budget. The goal is to bring the draft budget to the vestry in December and a final proposed budget in January. There will not be the same kind of parish managers meeting focused on budgeting as there has been in the past. Rather, Nora reported, that meeting will focus on program plans for next year, with date TBA, probably in October.

Martha reported that we now are at 75% of our projected income for the year and 57% of our budgeted expenses and are running at a surplus.

The Finance Committee recommends acceptance of the bequest of ~\$4,000 from Janice Brown to be used in development and maintenance of the courtyard and garden. Alix moved approval of the Finance Committee's recommendation; Amber seconded; approved without objection or abstention.

**APPROVED.**

Junior Warden's Report. Kenn presented the Junior Warden's report, focusing primarily on the status of the repair work to the exterior (delayed by rain) and the status of bids that will be received for future work on the exterior, the sound system and the new HVAC system.

Special Fundraising Notification. Michele explained the rationale for her decision to announce in the Gospel the fundraising effort by the Capitol Hill Community Foundation to support the victims of the fire at Arthur Clapper Senior Housing.

Parish leadership & Vestry Liaison Reports.

- Nora noted that Stephanie's report is posted on the Vestry drive.
- Julie reported on the success of the picnic and the parish fair. For next year, she wants to be more aggressive in recruiting parish groups to participate, in promoting the event and in figuring out how to extend it to the 5 PM service. Halloween dance is scheduled for Friday, October 26. Discussions continue re what the "Middle Agers" are and will be doing.
- Thia reported on the ongoing update of the website and distributed an outline of revisions that are being considered. Michele asked Vestry members to review the material and provide feedback to Thia by the end of the month. Thia said that her target for completion is Thanksgiving.
- Jim reported that Steve Dalzell is the new chair of the Outreach board.
- Jim presented to the Vestry a revised Resolution on Gun Violence Prevention. On motion by Kenn, seconded by Brandon and Tracy, the Vestry adopted the resolution without objection or abstention.,

**APPROVED.**

- Amber reported that the dinners for Scott are at a standstill due to Scott's schedule. Michele will follow up with Scott. She also reminded that this weekend it the Barrack's Row Festival.
- Tracy reported for the Arts, noting the sculpture that Linda Smith-Bugge and the children built during the parish picnic and plans for an Advent art project.

Rector's Report. Michele will place her report on the Vestry Drive, showing the various activities she is engaged in. There was some discussion about the extent of her responsibilities, the amount of time required and how she can best manage her workload.

Senior Warden's Report. Nora noted that the Assistant Rector's report will be on the Vestry drive tomorrow. She referred to her written report. She asked for help with doing Sunday lunch on November 18.

Complaint Procedure. Brendon presented a progress report on work being done to develop a complaint procedure and responded to questions from Vestry members. It is expected that a draft will be presented to the Vestry for action at the October meeting.

Senior Warden Duty Sharing. Nora talked about her desire to evaluate the duties of the Senior Warden to determine whether there should be a reconsideration of those duties in order to make it a more sustainable job for people to take on. She will be asking for two or three vestry members to assist her in doing this, along with some representation from the Elders and her advisory council.

Vestry Meeting Date/Time Feedback. There was a brief discussion about how it is working out to have the Vestry meeting on Monday night. Michele asked us to continue the test for a couple of more months before we evaluate it.

Closing Prayer. Brandon presented the closing prayer.

The meeting was adjourned at 8:37 PM.

Respectfully submitted,  
Kenn Allen  
In the absence of the Register