

St. Mark's Episcopal Church
Vestry Meeting Minutes
February 24, 2019

Opening Devotion: The meeting was called to order by Rev. John Hall at 9:11 a.m. at the Roslyn Retreat Center in Richmond, Virginia. Rev. Hall led the Vestry in prayer.

Present: Jim Bailes, Rob Bluey, Eric Bryda, Charlotte Brown, Rodney Fisher, Rev. John Hall, Pam Hamrin, Tracy Tienken, David Walton.

Absent: Belinda Appiah, Nihal Masih.

Guest: Gaby Pineda, youth director for St. Mark's, reported on the mission trip. It is scheduled for the third week of June to the Adirondack Mountains in New York. Upcoming fundraisers include a pancake breakfast, spaghetti dinner, and car wash. A total of 23 students will participate in the trip. The group is still looking for chaperones. Ms. Pineda reported that the youth group will be attending the 10 a.m. service at least once per month to focus on God and spirituality, plus strengthen relations with St. Mark's parishioners.

Officer Elections: The Vestry elected the following individuals as officers for the next year.

- Senior Warden: Jim Bailes
- Junior Warden: David Walton
- Clerk: Rob Bluey
- Treasurer: Eric Bryda

Ministries: The Vestry agreed to a new organizational structure, known by the acronym SWEEPS, for its core ministries. The following Vestry members will serve in a liaison role for the next year:

- Stewardship: Charlotte Brown
- Worship: Jim Bailes
- Evangelism: Tracy Tienken
- Education: Pam Hamrin
- Pastoral: David Walton
- Service: Rodney Fisher

Resolution 1: Audit

Whereas, St. Mark's must conduct an external audit and review of its finances, be it Resolved that Treasurer Eric Bryda is hereby directed to contact Diocesan Treasurer Ted Smith and solicit a proposal from auditor Moran & Co. in advance of the March 17 meeting.

Tracy Tienken made the motion and Rodney Fisher seconded. The Vestry voted to approve.

Resolution 2: New Rector Compensation

Whereas, St. Mark's is seeking a new Rector, be it

Resolved that the full-time, annual compensation package offered for the position of Rector of St. Mark's shall be as follows:

- \$60,000 base salary and scheduled taxable cash payments
- \$15,000 cash housing allowance and/or utilities
- \$5,000 SECA
- Pension contributions per current Church Pension Fund rules
- Life insurance per current Church Pension Fund rules
- Certain health and dental insurance as offered by the Diocese of Virginia
- Authorized business travel and expense reimbursement per IRS code

Jim Bailes made the motion, Charlotte Brown seconded, and the Vestry voted to approve.

Resolution 3: Finance Committee

Whereas, St. Mark's is in need of a Finance Committee and a chairman to lead it, be it Resolved that the Wardens and Rector are hereby directed to seek out a candidate to be chairman of the Finance Committee.

Pam Hamrin made the motion, Tracy Tienken seconded, and the Vestry voted to approve.

Resolution 4: Personnel Committee

Whereas, St. Mark's is in need of a Personnel Committee to assist the Rector, be it Resolved that a Personnel Committee is hereby commissioned with Rev. John Hall, Charlotte Brown, Eric Bryda, and David Walton as its members.

Rob Bluey made the motion, Pam Hamrin seconded, and the Vestry voted to approve.

Resolution 5: Parochial Report

Whereas, St. Mark's must submit the Parochial Report annually to the Episcopal Church, be it Resolved that the Vestry approves the report, as amended.

Jim Bailes made the motion, Pam Hamrin seconded, and the Vestry voted to approve.

Resolution 6: Attendance at Vestry Meetings

Whereas, members of the St. Mark's Vestry must regularly attended scheduled meetings, be it Resolved that the Vestry requests Rob Bluey and Pam Hamrin meet with absent members to discuss their engagement with Vestry and desire to continue serving.

Jim Bailes made the motion, Tracy Tienken seconded, and the Vestry voted to approve.

Resolution 7: Facility Use

Whereas, St. Mark's must maintain up-to-date facility use letters of agreement, be it Resolved that the Vestry authorizes Charlotte Brown to complete new letters of agreement with Pan da Vida and San Marcos for 2019.

Rob Bluey made the motion, Jim Bailed seconded, and the Vestry voted to approve.

Resolution 8: RFC Liaison

Whereas, St. Mark's Episcopal Church and River Farm Cooperative School have a non-exclusive facility use agreement in place through June 14, 2020, be it

Resolved that the St. Mark's Vestry reaffirms the agreement, commits to working collaboratively with RFC through the remainder of the agreement, and appoints Rob Bluey to assist the Junior Warden as a liaison with RFC to foster communication between the two organizations.

Rob Bluey made the motion, Tracy Tienken seconded, and the Vestry voted to approve.

Resolution 9: RFC Proposal

Whereas, tenant River Farm Cooperative School proposes an opening between classrooms 1 and 2 to create a more conducive space for educational instruction, be it

Resolved that the Vestry approves construction of an 8-inch deep pocket wall with a 5-foot opening on the existing concrete wall between classrooms 1 and 2. RFC will pay for the entirety of the project, hire a licensed and insured contractor, and comply with all building codes.

Rob Bluey made the motion, Tracy Tienken seconded. After discussion, Jim Bailes made a motion to table the resolution and request that the Junior Warden and Rob Bluey make a recommendation to the Vestry on the proposal in advance of the March 17 meeting. David Walton seconded and the Vestry voted to approve Mr. Bailes' motion.

Resolution 10: VPOD

Whereas, St. Mark's has designated a Vestry Person of the Day to assist on Sundays, be it

Resolved that Evangelism liaison Tracy Tienken will review the VPOD roles and responsibilities and report back to the Vestry with an updated document by the March 17 meeting.

Jim Bailes made the motion, Rob Bluey seconded, and the Vestry voted to approve.

Resolution 11: Church Windows

Whereas, St. Mark's uses a local version of Church Windows management software, be it

Resolved that the Vestry authorizes Charlotte Brown to move to a cloud-based version of Church Windows, effective immediately.

Charlotte Brown made the motion, Jim Bailes seconded, and the Vestry voted to approve.

Good of the Order

- Discernment Committee Focus Groups: Rev. John Hall reported that Ashley Bryda, a member of the Discernment Committee, submitted a letter documenting several concerns the committee has heard in its meetings with parishioners. Rev. Hall will send the letter to members of the Vestry via email for review.
- 2019 Vestry Meetings: The Vestry agreed to meet on the third Sunday of each month at 11:15 a.m., except for the months of April and June. Meeting dates are as follows: March 17, April 28, May 19, June 23, July 21, August 18, September 15, October 20, November 17, and December 15.
- San Marcos: Rev. Juan Pablo Valderrama and his family are leaving the United States on Feb. 26 for Colombia. A pastor studying at Virginia Theological Seminary will be able to fill the gap for about four months and a two seminarians are able to help on occasion.

Adjournment: Jim Bailes made a motion to adjourn the meeting at 11:25 a.m., Pam Hamrin seconded, and the Vestry voted to approve.