

**St. Mark's Episcopal Church**  
**Vestry Meeting Minutes**  
**March 17, 2019**

**Opening Devotion:** The meeting was called to order by Rev. John Hall at 11:20 a.m. at St. Mark's Episcopal Church in Alexandria, Virginia. Rev. Hall led the Vestry in prayer.

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

**Absent:** Eric Bryda, Nihal Masih.

**Guest:** Bonnie Wilkins provided an update on the Discernment Committee's search for a new rector. The committee finished writing section 4 of the Community Ministry Portfolio for posting on the Episcopal Church's national database. The goal is to have the job posted for six weeks from April 1 to May 13. The Vestry provided additional information about salary and benefits. Ashley Byrda will present at the March 24 Adult Forum on focus group results.

**Rector's Report:** Rev. John Hall informed the Vestry he would need 90 days notice if his contract is extended beyond the current September 1, 2019, expiration date. The Vestry agreed to make a decision at its May 19 meeting, along with decisions on supply clergy and payment of Rev. Hall's pension. Rev. Hall also reviewed the Holy Week schedule. St. Mark's will hold evening services on Maundy Thursday and Good Friday (not Tenebrae).

**Clerk's Report:**

- Rob Bluey presented the meeting minutes from January 20, February 24, and March 4. Jim Bailes made a motion to approve the minutes, Pam Hamrin seconded, and the Vestry voted to approve.
- Mr. Bluey also reported on that Vestry members owe \$140 each (\$207 for families) for the recent stay at Roslyn Retreat Center. Mr. Bluey is coordinating with Roslyn on a date for 2020. He suggested the Vestry schedule a half-day retreat in the fall once a new rector is hired.
- Finally, Mr. Bluey reported on the requirements of Safe Church Training. As clerk, he will keep a spreadsheet tracking who from St. Mark's has completed the training.

**Treasurer's Report:**

- Eric Bryda provided a written report and summary of the operating fund through February 2019. St. Mark's has a deficit of \$5,949.39 for the year, which would total \$36,000 if projections hold. He noted this doesn't include expenses for an audit, the new rector search, and major repairs. He expects to have final 2018 numbers at the April meeting.
- The new pledge total for 2019 is \$153,532, approximately \$12,000 more following the appeal at the annual meeting.

- Mr. Byrda spoke with Moran & Co., which is now Sareen & Associates, as they have recently merged. They will do an "agreed upon procedures" audit, which would be an audit of cash receipts and disbursements, for \$3,600 or they can do a full audit for \$5,000. They would like to do it in May or June.
- Finally, Mr. Byrda reported a successful transition to the cloud-based Church Windows software. Reports should now be more accurate, relevant, and timely as he will be able to review everything more frequently. Many thanks to Charlotte Brown. Jim Bailes motion to accept, Tracy Tienken seconded, and the Vestry voted to approve.

#### **Senior Warden's Report:**

- Jim Bailes reported Accountant Mike Morgan reviewed the Bank of America credit card statement and discovered a \$839.78 charge for Enterprise Rent-A-Car. Mr. Bailes will call Enterprise prior to the March 21 due date. He requested the Treasurer confirm the Bank of America card is canceled.
- Mr. Bailes also asked the Vestry to host the Lenten dinner on March 27; Pam Hamrin agreed to purchase soup and others volunteered to assist with setup.

#### **Junior Warden's Report:**

- David Walton announced there would be a church cleanup April 13.
- Mr. Walton asked Rob Bluey to provide an update on River Farm Cooperative School. In an effort to improve communication, Becky Sanders and Kimberlee Belcher-Badal will meet on the 15th of each month to discuss the schedule for the upcoming month. RFC is holding its annual consignment sale April 6-7 in Patience Hall; Mr. Bluey will ask RFC if any proceeds will be donated to the Mission Trip. RFC has postponed the wall project in classrooms 1-2 until summer due to a delay obtaining the Fairfax County permit. St. Mark's and RFC are exploring a joint event with parents and parishioners in May. RFC would like to apply for a government grant to address the drainage problem near the garden; the Vestry supports RFC's initial exploration of the grant.
- Mr. Walton asked Rodney Fisher to serve as the Vestry's liaison for the Fairfax County Parenting Education Program.
- The Vestry discussed St. Mark's ability to support the Fairfax County Parenting Education Program and other outreach programs, including providing food for Mondloch Place. Rev. Hall recommended that the Vestry determine which outreach programs St. Mark's will support and provide funding in the annual budget. Every dollar should go to general operations to clear up confusion. This is a preferable solution to one-time special fundraisers and designated funds. Rev. Hall asked Senior Warden Jim Bailes to call a meeting of the four officers to review designated funds and budget codes prior to the April meeting.

#### **Resolution 1: VOICE Membership**

**Whereas**, St. Mark's Episcopal Church is a past member of the group Virginians Organized for Interfaith Community Engagement (VOICE), be it

**Resolved** that the St. Mark's Vestry approves 2019 membership dues for \$100.

*David Walton made the motion, Pam Hamrin seconded. After discussion, Jim Bailes made a motion to table the resolution and request that Treasurer Eric Byrda review the 2019 budget for available funding prior to the April meeting. Tracy Tienken seconded and the Vestry voted to approve Mr. Bailes' motion.*

**Resolution 2: HVAC Maintenance**

**Whereas**, St. Mark's Episcopal Church requires its HVAC equipment to be operational, be it **Resolved** that the St. Mark's Vestry approves a service agreement with AirPlus for the duration of March 2019 to April 2020.

*Charlotte Brown made the motion, Tracy Tienken seconded, and the Vestry voted to approve.*

**Good of the Order**

- Stewardship: David Walton asked about the Vestry's plans for fostering a culture of stewardship at St. Mark's. Rev. Hall recommended the Vestry put together a strategic plan to address stewardship between now and launch of the fall campaign. The Vestry agreed to first review the designated fund to determine an accurate budget number.
- Vestry Liaison Program: Charlotte Brown provided an update on the contact list. She asked Vestry members to help her make sure we have all parishioners covered. Rev. Hall reminded the Vestry of the importance of getting on the phone and talking to parishioners during this transition period and sharing the status of the church's financial challenges as well as upcoming events.
- St. Mark's in the Park: Pam Hamrin asked about this year's event. The Vestry agreed to schedule it for June 9, followed by a picnic. Jim Bailes and Tracy Tienken will coordinate.

**Adjournment:** Jim Bailes made a motion to adjourn the meeting at 12:55 p.m., Tracy Tienken seconded, and the Vestry voted to approve.