

St. Mark's Episcopal Church
Vestry Meeting Minutes
October 20, 2019

Opening Devotion: The meeting was called to order by Jim Bailes at 11:24 a.m. at St. Mark's Episcopal Church in Alexandria, Virginia. Mr. Bailes led the Vestry in prayer.

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

Clerk's Report: Rob Bluey presented the September 21, 2019, meeting minutes. Charlotte Brown made a motion to approve the minutes, Rodney Fisher seconded, and the Vestry voted to approve.

Treasurer's Report:

- Eric Bryda provided a report and summary of the operating fund through September 2019. For the year to date, St. Mark's has a deficit of \$67,552.52, which puts us on track for a projected deficit of \$90,223.03 at the end of 2019. Pam Hamrin made a motion to accept the Treasurer's Report, Rob Bluey seconded, and the Vestry voted to approve.
- Mr. Bryda provided an update on the discretionary funds that were incorporated in the general fund. He noted the \$9,000 deficit on the mission trip as one example contributing to overall operating fund shortfall. The Vestry discussed ways to bolster mission trip fundraising, including more upfront information about the cost of the trip and the opportunity to provide scholarships.
- St. Mark's is currently paying Gaby Pineda's salary as a part-time youth minister. The Vestry will ask San Marcos to cover half of her compensation as half of the youth are from San Marcos.
- Mr. Bryda responded to questions from auditor Sareen & Associates and provided additional information necessary to complete the audit. The goal is to complete the audit before the Annual Convention of the Episcopal Diocese of Virginia on November 14.

Senior Warden's Report:

- Jim Bailes will represent St. Mark's as a delegate to the Annual Convention of the Episcopal Diocese of Virginia from November 14-16.
- Rev. John Hall's potluck retirement party, Christmas pageant, and youth party will take place on December 15 in Patience Hall. Jackie Cerio will help organize with another member of the congregation. We are seeking additional volunteers.
- Mr. Bailes led a discussion on compensation for the new rector, specifically the monetary breakdown between salary and housing allowance. The Vestry expects to receive the Discernment Committee's recommendation for a finalist in November.
- Mr. Bailes, David Walton and Charlotte Brown will be meeting with San Marcos to discuss the financial relationship between the two congregations.
- Bishop Susan Goff will visit St. Mark's on January 26. Mr. Bailes will discuss holding a confirmation class with Rev. Hall.

Junior Warden's Report:

- The next church cleanup will take place December 7, followed by another on January 25 in advance of Bishop Goff's visit. David Walton will contact all relevant volunteers.

Vestry Reports:

- Stewardship: Kickoff for this year's "Wonder in All" pledge campaign will be November 3. Rev. Hall, Mr. Bailes, and Charlotte Brown will sign a letter to parishioners that includes an updated pledge card. Over the course of five Sundays, members of the Vestry and parishioners will deliver a "Stewardship Minute" update about the importance of giving: Eric Bryda on November 3, Rev. John Hall on November 10, Bonnie Wilkins on November 17, Jim Bailes on November 24, and David Walton on December 1. St. Mark's will also promote the pledge campaign on its website and Facebook.
- Operations: Charlotte Brown provided an update on Realm, a more efficient and user-friendly church management software than Church Windows. She highlighted many of Realm's features, which include support for administration, accounting, and membership. A special was running through the end of October 2019 for new REALM customers, which required no fee for six months. We are converting from Church Windows to REALM ourselves to eliminate the \$500 conversion cost. After that period, Realm costs \$106 per month compared to \$79 per month for Church Windows.
- Operations: Pam Hamrin requested that the Vestry contact our assigned parishioners to address several upcoming events. Ms. Brown will send a follow-up email to identify those events so we are all sharing the appropriate information.

Resolution 1

Whereas, St. Mark's Episcopal Church members require a more efficient and user-friendly church management software to handle administration, accounting and church ministry responsibilities in one place, be it

Resolved that the Vestry authorizes the Charlotte Brown to contact Realm to take advantage of the current savings and begin the migration to Realm from Church Windows.

Charlotte Brown made the motion, David Walton seconded, and the Vestry voted to approve. [Note: Ms. Brown will notify Church Windows about terminating our online access by December 31. Eric Bryda would like to have the option to extend the online support if needed to ensure all statements and audit changes are completed prior to terminating the online access.]

Adjournment: Jim Bailes made a motion to adjourn the meeting at 12:48 p.m., Pam Hamrin seconded, and the Vestry voted to adjourn.