

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

Opening Devotion: The meeting was called to order by Jim Bailes at 11:15 a.m. at St. Mark's Episcopal Church in Alexandria, Virginia. The Rev. John Hall led the Vestry in prayer.

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

Guests: Bonnie Wilkins reported that the Discernment Committee recommended a candidate to the Diocese of Virginia for review. Ms. Wilkins is hopeful the candidate can meet with the Vestry in December. Jim Bailes will plan to reschedule the December 15 meeting as soon as the Diocese approves the selection and the candidate is able to meet with the Vestry. A candidate might not be able to start until January or February and supply clergy would serve in the interim period.

Rector's Report: The Rev. John Hall noted upcoming dates: a Thanksgiving service will be at 7 p.m. November 27; Advent begins December 1; and the Christmas pageant is December 15. Due to the sale of Rev. Hall's home, his final Sunday will be December 22 and last service will be Christmas Eve.

Clerk's Report: Rob Bluey presented the October 20, 2019, meeting minutes. Jim Bailes made a motion to approve the minutes, Charlotte Brown seconded, and the Vestry voted to approve.

Treasurer's Report: The Vestry accepted Eric Bryda's report but did not vote to approve it.

Senior Warden's Report:

- Jim Bailes and Rev. Hall represented St. Mark's at the Annual Convention of the Episcopal Diocese of Virginia from November 14-16. Major actions included the election of delegates to various roles and meetings, a resolution to discontinue single-use plastic utensils and foam products and transition to biodegradable, and a resolution stating the Vestry cannot conduct church business under the influence of alcohol. Another resolution requires St. Mark's to report clergy compensation and their race/gender to the Diocese. Bishop Susan Goff announced she will call for election of new diocesan bishop at next year's convention. Bishop Goff will retire in 2023. Jennifer Brooke-Davidson is now serving as assistant bishop of the Diocese of Virginia.
- Mr. Bailes, David Walton and Charlotte Brown met with San Marcos to discuss the financial relationship between the two congregations. Discussions are ongoing.
- Rev. Hall will conduct a confirmation class for St. Mark's parishioners in advance of Bishop Goff's visit on January 26.
- Mr. Bailes established a Vestry Nominating Committee with Rev. Hall, Rodney Fisher, Pam Hamrin, and Tracy Tienken as members.
- Mr. Bailes will schedule the Annual Meeting, tentatively planned for January 26, 2020.

Junior Warden's Report:

- The next church cleanup will take place December 7 from 9 a.m. to noon. David Walton will contact all relevant volunteers and provide a list of cleanup needs to volunteers.
- A potluck farewell/retirement party for Rev. Hall will take place December 15 in Patience Hall.

- River Farm Cooperative School is raising money and seeking a \$600 grant to improve St. Mark's garden. We will promote the link to SeedMoney.org on our website and weekly bulletin.

Vestry Reports:

- Stewardship: Charlotte Brown provide an update on the "Wonder in All" pledge campaign. She has set a \$20,000 goal for capital projects; a \$36,000 goal for mortgage; and \$100,000 goal for the overall campaign. She will include an update in the weekly bulletin.
- Operations: Ms. Brown reported on the implementation of REALM. (See attached document.)
- Evangelism: Tracy Tienken suggested revival of a group like the Social Saints to encourage connectedness through potluck dinners, game nights, and other activities. It could also serve as a way to invite potential new parishioners and address the needs of an aging congregation.
- Education: Pam Hamrin said the youth are taking a lead in planning the Christmas pageant. Youth will have speaking roles in English and Spanish. Mrs. Hamrin suggests we advertise with a banner in front of the church. The youth holiday party will take place December 14.
- Pastoral: The last committee meeting focused on establishment of a Stephen Ministry and increasing the number lay eucharistic ministers. Both will be addressed with a new rector.
- Service: Rodney Fisher reported the important role of food donations to United Community and how much it is appreciated by recipients. St. Mark's has also begun collecting for the Salvation Army Angel Tree program. Mrs. Hamrin said St. Mark's donated 1,678 diapers and 5,400 wipes.

Resolution 1

Whereas, San Marcos rents space from St. Mark's at a monthly rate of \$600, be it

Resolved that the Vestry authorizes a 20% increase in rent for San Marcos as of January 1, 2020, and begin the process of reevaluating building use costs to more specifically reflect San Marcos' use of the facility and consider parity with other renters.

David Walton made the motion, Jim Bailes seconded, and the Vestry voted to approve.

Resolution 2

Whereas, Pan de Vida rents space from St. Mark's at a monthly rate of \$1,210, be it

Resolved that the Vestry authorizes a 5% increase in rent for Pan de Vida as of January 1, 2020.

David Walton made the motion, Charlotte Brown seconded, and the Vestry voted to approve.

Resolution 3

Whereas, St. Mark's seeks to make its mission statement more clear and concise, be it

Resolved that the Vestry approves an updated mission statement: "We are a warm and friendly congregation where diversity is celebrated, children are embraced, and all people are welcome."

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

Good of the Order: The Rev. John Hall shared his advice to the Vestry on the upcoming rector transition. He noted it could take 2-3 years for the new rector to be settled at St. Mark's and he encouraged the congregation to offer grace during this period.

Adjournment: Jim Bailes made a motion to adjourn the meeting at 12:38 p.m., Rob Bluey seconded, and the Vestry voted to adjourn.

REALM Status as of November 17, 2019

PLAN: St. Mark's was initialized October 21, 2019, in REALM.

PREPARE: Identified Functions (members, directory, campaign/pledges, giving, accounting), identified core team, identified training/adult forum requirement, verified/modified the Church Windows (CW) information for congregants to include giver #s, identified active vendors in CW and giving fund codes.

BUILD: Established 200+ profiles based on active records from CW, assigned Giver #s to all adult members, established vendors and Capital One bank account, created giving funds codes, created Ministries (SWEEPS) with Groups, created Volunteer Teams (ushers, tellers, etc.), created calendar of events. (further testing of groups/volunteer teams required). Established Every Member Canvass Campaign –entered 5 pledges received to date to test out the setup and process. Will be using this to track pledges (letters will be generated –working with Becky).

LAUNCH: Began soft launch to Eric and Mike (accounting), Jimmy (Sr. Warden), Becky (Parish Admin) and Bonnie (team lead for 2 volunteer teams). Based on soft launch, modified the REALM invite email, modified the Email Verification email and the Realm Invite Reminder email. Further testing of volunteer teams and accounting features required.

NEXT STEPS

BUILD: Create 2nd letter to members explaining REALM features, what to expect and their profile information for validation. Define chart of accounts based on Treasurer/Accountant guidance. Develop training program or adult forum overview. Define a staged migration of other features in REALM. Finalize access needs for Accountant.

TESTING: Test a 2019 giving transaction (exported from CW) into REALM, continue testing groups vs volunteer teams, test process to export myeoffering into REALM, link REALM calendar to website. Finalize accounting codes and chart of accounts with appropriate bank account links. Confirm all accounting links and processes. Test bill payment (print test check) and validate accounting processes. Test payroll information into REALM. Continue utilizing the (Every Member Canvass) Pledge Campaign to track pledges.

LAUNCH: Invite remaining vestry members to begin the directory process (to verify and update their profiles) and resolve any issues. Invite the 1st group of members A-D (to verify and update their profiles). 2nd group E-M, 3rd group N-Z. Note: ONLY if the individual sets their profile to EVERYONE will the individual's profile be visible in the directory. (applies to children as well).

EXPECTATIONS

- 1st phase: congregants are able to access REALM, update their profiles, access the directory and the calendar. Pledges are tracked and recorded in REALM.
- 2nd phase: Import myeoffering. Issue payment checks to vendors. Balance accounts and budget.
- 3rd phase: Institute online scheduling by leaders of groups and volunteer teams. (based on REALM software rollout)
- 4th phase: new features expanded based on REALM software rollouts and the needs of St. Mark's.

NOTE: NO TIMEFRAMES HAVE BEEN DEFINED as of November 17, 2019—these dates will be solidified based on the testing results in NEXT STEPS.