

**St. Mark's Episcopal Church**  
**Vestry Meeting Minutes**  
**January 23, 2020**

**Opening Devotion:** The meeting was called to order by Jim Bailes at 7:02 p.m. at St. Mark's Episcopal Church in Alexandria, Virginia. The Rev. Elizabeth Gardner led the Vestry in prayer.

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

**Clerk's Report:** Rob Bluey presented the meeting minutes. Charlotte Brown made a motion to approve the November 17, 2019, minutes, Tracy Tienken seconded, and the Vestry voted to approve. Tracy Tienken made a motion to approve the December 3, 2019, minutes, Jim Bailes seconded, and the Vestry voted to approve.

**Rector's Report:** The Rev. Elizabeth Gardner reviewed upcoming events, including Bishop Susan Goff's visit on Jan. 26 at 10 a.m., the Annual Meeting on Feb. 2 at 11:30 a.m., and Vestry Retreat at Roslyn in Richmond on Feb. 8-9.

**Treasurer's Report:**

- Eric Bryda provided a preliminary report and summary of the operating fund through December 2019. For the year, St. Mark's has a deficit of \$65,358.78, which is less than the budgeted deficit of \$108,074.00. Mr. Bryda expects a slightly higher deficit when final numbers are in. Jim Bailes made a motion to accept the report, Rob Bluey seconded, and the Vestry voted to approve.
- Presentation of the 2020 budget was delayed until Mr. Bryda and Mike Morgan finalize the 2019 numbers. He will share a budget update via email prior to the Annual Meeting.
- Sareen & Associates is close to finalizing the 2018 audit, but recently requested additional documents. Mr. Bryda suggested a conference call with them to speed up completion.

**Senior Warden's Report:**

- Jim Bailes reported there will be at least three candidates to stand for election to a three-year term on the Vestry. The congregation will vote by secret ballot at the Annual Meeting.

**Junior Warden's Report:**

- The next church cleanup will take place January 25 from 9 a.m. to noon. David Walton will contact all relevant volunteers and provide a list of interior cleanup needs to volunteers.
- Mr. Walton circulated the next Vestry Person of the Day list through the end of February.

### **Vestry Reports:**

- Operations/Stewardship:
  - Charlotte Brown provided the final numbers for the “Wonder in All” pledge campaign. There were 48 pledges for \$148,985.04, three parishioners pledged an additional \$1,520 toward the mortgage, and four pledged an additional \$1,820 toward capital projects.
  - Update on church maintenance: the parking lot lights are now fixed and new labels have been added to light switches in the sanctuary and Vesting Room. Ms. Brown has compiled a to-do list for 2020.
  - Becky Sanders and Ms. Brown will enter monetary offerings in Realm weekly.
  - San Marcos is in the process of opening a new bank account; St. Mark’s will hold all San Marcos funds until they are ready to be deposited. Ms. Brown is working on revamping processes, including payment of rent to St. Mark’s.
- Worship:
  - Rev. Elizabeth met with Music Director Tatiana Andronikova to discuss improvements to the choir. She plans to use music that parishioners know and are comfortable singing. Ms. Andronikova is in the process of organizing the music collection by Ash Wednesday.
  - Rev. Elizabeth is also planning a Lenten Program and will share more information soon.
- Evangelism: Tracy Tienken provided an update on reviving the Social Saints through a series of activities, such as group dinners, game nights, and other events for parishioners.
- Education: Rev. Elizabeth is evaluating a new curriculum for children. She is also exploring a “soft space” for children in the sanctuary. Adult Forums are scheduled for the next six weeks.
- Pastoral: David Walton shared an update on the establishment of a Stephen Ministry.
- Service: Jim Bailes reminded the Vestry to donate to “Souper Sunday.” All donations will be provided to United Community.

### **Good of the Order:**

- The St. Mark’s and San Marcos youth groups will travel to Lynn, Massachusetts, for this year’s mission trip with YouthWorks from June 13-19, 2020. The youth group will hold fundraising events throughout the spring to offset the cost of the trip. The estimated cost per missionary is \$600 and parents are being asked to pay \$375 with the balance to be paid through fundraising. If youth need financial support, Gaby Pineda will make arrangements to ensure everyone can participate. The deposit is due by February 23.
- Rev. Elizabeth received a request from an Ethiopian church to rent St. Mark’s on Saturdays from 6-9 a.m. She will commence negotiations using the facility use agreement and report back to the Vestry on any updates.
- A neighbor to St. Mark’s asked if the church could remove the Boy Scouts’ trailer from the parking lot. Rev. Elizabeth will consult with the Boy Scouts about relocating it.

**Resolution 1**

**Whereas**, Gaby Pineda serves as Youth Minister for St. Mark's and San Marcos, be it **Resolved** that the Vestry approves reimbursing 50% of Ms. Pineda's compensation to San Marcos.

*David Walton made the motion, Tracy Tienken seconded, and the Vestry voted to approve.*

**Resolution 2**

**Whereas**, St. Mark's has a mortgage loan with John Marshall Bank that is due for payoff on February 27, 2020, be it

**Resolved** that the Vestry approves a new loan with John Marshall Bank that has a five-year term with a monthly mortgage payment of \$1,630. St. Mark's will also apply \$100 from River Farm Cooperative School's rent payment toward the principal each month.

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

**Resolution 3**

**Whereas**, the Diocese of Virginia requires the Vestry of every church to elect Trustees, be it

**Resolved** that the Vestry appoints James C. Bailes, Mary J. Stockstill, and Stephen Mitchell as Trustees of St. Mark's Episcopal Church.

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

**Resolution 4**

**Whereas**, the Rev. Elizabeth Gardner and the Wardens have agreed to a Letter of Agreement, be it

**Resolved** that the Vestry approves the Letter of Agreement with the Rev. Elizabeth Gardner to serve as Rector of St. Mark's Episcopal Church.

*Rob Bluey made the motion, Charlotte Brown seconded, and the Vestry voted to approve.*

**Adjournment:** Jim Bailes made a motion to adjourn the meeting at 8:58 p.m., Tracy Tienken seconded, and the Vestry voted to adjourn.