

St. Mark's Episcopal Church

Vestry Meeting, December 7, 2023, 7:30 PM

Present: Michael Bowman, Martha Belury, Steve Brindza, Cheryl Boop, Kevin Fix, Betsy Gillespie, Phil Glandon, Brenda Hammersley, Julia Johnson Davis, Bruce Johnson, Barb Keyes, Jody Porreca, Roman Skoracki, Vicki Zust,

Absent: Anna Markwardt, Ted Meyers, Jodi Hess, Andi Waller,

Welcome and Opening Prayer: Vicki Zust

Call to Order: Cheryl Boop – Senior Warden Meeting called to order at 7:30 PM

Approval of Previous Minutes: (November) The minutes were approved as written. Minutes passed as amended. (Fix Phil Glandon)

Reports:

- Rector's Report (Vicki)
 - a. Several times during year, year to date average attendance dates are run. We are back to pre-pandemic in person attendance. 136-140. In addition, we have between 80 – 100 unique digital devices joining weekly. Standard metric is 1.4 to 1.5 persons per device. This means somewhere between 120 – 150 additional viewers per week. About 25% are not local. (Florida, S. Carolina) We continue to see new families each week.
 - b. Vicki has had a research proposal accepted from the Fred Rogers Institute for 2024. She wants to delve into the archives to see how he formed community with his broadcast audience. She can go into the archives for up to 10 days. The Institute is in Pennsylvania. She will go there for her research. She will go January 22 and 23 for her first visit. This will be her continuing education for 2024.
 - c. Diocesan commitment: Vicki's commitment is to serve on the Commission on Ministry, and the Dispatch of Business Committee.
 - d. Capital Campaign ad hoc committee. Working on processes.
 - e. We have begun using handbells.
 - f. There is a baptism on Sunday at 10:30.
 - g. Two new families have reached out to schedule a time to talk to Vicki about the church. One has already made a pledge.
 - h. Next vestry meeting is scheduled January 2. It was decided to keep it on the 2nd. It may be by email.
- Senior Warden Report (Cheryl)
 - a. People are finding her, and their issues are things she can handle.
 - b. She continues to love the atmosphere.

- Junior Warden Report (Kevin)
 - a. The shrubs are gone, and tree pruning have been done. The cost was around \$2000. The pruning should help with the problems of overhanging on the roof. The trees hadn't been done in years.
 - i. Roof and gutter work start tomorrow. Clean-up of gutters etc.
 - There is a TV now for the choir room.
- Treasurer's Report
 - a. Went over the statements. The numbers are outstanding. Phil answered questions about unpledged donations.

Discussion Items:

1. Stewardship (Julia and Betsy)
 - a. \$460,000 plus is what we expect to end up with. There are four members that need to be followed up on. Vicki will take care of it. There are 16 new, 41 increased their pledges. 30 were the same as last year and six decreases. What we are doing seems to be working.
2. Emergency Procedures (Kevin)
 - a. Met with representatives of the UA police and fire yesterday. Discussed events we should prepare for, weather, fire, health, protesters, or other disruptions. There was a bit of discussion about active shooters, but not much. A lot of what we decide to do is up to us. They gave general guidelines, and we have latitude to strike a balance between protection and being a welcoming community.
 - b. Chief Thompson offered a private CPR class at the Reed Rd station if we have enough interest.
 - c. Who do we designate to decide what the threshold of behavior is to need to eject someone from the service or call law enforcement. Probably the vestry person of the week rather than the ushers. Vicki says if it gets to the point that she needs to stop the service, it's gone too far.
 - d. The fire department offered to do a fire drill and a walk through of the building.
 - e. The parents need to know where the children will be in the event of an evacuation. The kids have practiced, but we need to communicate the plan to the parents.
 - f. There are limited safe places for a weather event, but a few have been identified.
 - g. The team will bring recommendations to the next meeting.
 - h. The elevator phone needs fixed. It doesn't call the dispatcher.
3. Budget: (Vicki, Cheryl, Kevin, Phil)
 - a. Includes a 3% raise in salaries. Vocal music salaries were increased in anticipation of singing for the bishop's ordination. Should that not happen, the funds will go into additional income.
 - b. The choir room piano needs a humidifier. The small system that goes in the piano monitors and controls the humidity, which helps keep it in tune.
 - c. Are we comfortable presenting the budget to the congregation? Do we show a break-even budget? Or present a conservative estimate? Are we reflecting income and investing? The Vestry agreed to support the 3% increase for staff.

- d. Additional Expenses
 - i. Bookkeeper for the general ledger. The rate is \$22 dollars an hour @ 10 hours a month. It can be done as a contractor, and possibly work from home.
 - ii. Deep cleaning: Occasional extra cleaning. Conversation about more than occasional extra help. The church is being used by many outside visitors and the church is not presenting as well as it could be. Suggested an extra \$4000 a year in the budget. They will get estimates before the end of the year to see if the estimates are reasonable.
 - iii. Sponsorships/Community Event Presence: Should it be moved into the budget? It has been in the discretionary fund. The drawback is we would pay diocesan assessments. There could be a fund created for discretionary funds from donations. The funding comes from donations. Also, when Vicki is paid for a wedding or a funeral, she puts it in the discretionary funds. This would be more visible to the congregation. There will be a resolution to set up a designated fund.
 - iv. Children's Formation Assistant: There are two people teaching, but we need people who are comfortable stepping in to substitute teach. We need to look for a first-year seminarian, or an early childhood educator who could step in. The annual amount would be \$4,500. They would not be required to create curriculum, just to present what has already been planned.
 - v. All the above would add \$8,665 to the budget. The Vestry gave approval.
- e. Additional one-time expenses:
 - i. Humidity control on the choir room piano. This is a one-time expense. \$1,200 Ongoing maintenance can be done with regular piano tuning.
 - ii. New choir folders and hymnals. \$520
 - iii. Vicki has a request in for a deacon. There is minimal expense for a deacon; expenses., mileage, supplies.
 - iv. It was moved and seconded to give the staff 3% raise. The motion passes.
- 4. Memorial Garden Granite Tablets; Vicki
 - a. The tablets with the names are almost full. Additional tablets are about 1300, (for 2), installing them will be \$1200.
 - b. Moved and seconded to purchase and install two new tablets and install them. Motion passes.
- 5. Organ Recognition: (Vicki)
 - a. Recognition for the donors. This fell through the cracks during Covid, and rector changes. The quote for this is \$7,500. This will come out of our funds. Vicki will confirm that they will do the installation. It was approved by a previous vestry. Our vestry approved the design.
- 6. Vestry Candidate updates
 - a. Julia, Roman and Jodi are coming off.
 - b. Norman Jones, Michael Bowen have agreed to run. Vicki is waiting on confirmation of a few other people.
- 7. Vestry Person of the week Sign-ups: The list was passed around for sign-ups.
- 8. Christmas Eve/Christmas Day

- a. 9:00 AM 4th Sunday of Advent, Christmas Eve 5/11/ music at 10:30, Christmas day is 10:30
9. Balloon Arch Donation
 - a. The Skoracki family has donated a balloon arch to be used by the church for the cultural artisan's fair as a decoration.

Open Discussion: Parking Lot Issues

Blessing and Adjourn Meeting adjourned at 9:28

Respectfully Submitted,

Joanna Porreca, clerk

Addendum:

By email vote in the first week of January the vestry approved:

1. The 2024 final budget
2. A resolution setting up a Community Events Fund as a Fund of the Church.
Resolved that the Vestry of Saint Mark's Episcopal Church authorizes the establishment of a fund for the purposes of funding sponsorships of school teams and activities, sponsorships of community events and funding Saint Mark's presence at community events.

The expenditures from the fund will be authorized by the rector and by any other people authorized by the vestry.

Sources of funding for the fund will be: transfers from the Rector's Discretionary Fund; contributions from members of the congregation and transfers from the operating budget and/or other funds of the congregation as authorized by the vestry.

The fund may be disbanded by the action of the vestry, with any remaining balance to be returned to the operating budget or otherwise as directed by the vestry.

3. The following motion

The treasurer is instructed to distribute the employee gift pool collected from members of the parish in equal amounts to our four employees unless individual donors designate the amount of their donation be split in specific amounts to individuals.

By email vote on January 10 the vestry approved:

The Vestry of Saint Mark's Episcopal Church, Columbus, Ohio, on the 10th day of January 2024, approves the submission of an application for grant funding to Episcopal Community Ministries of the Diocese of Southern Ohio, such funds to be used to support and expand the Vinton County Ministry of Saint Mark's Outreach Programs.