

# Minutes of the Vestry

St. Mark's Church, Capitol Hill

July 19, 2009

Adams Room

## Present:

Clergy: Paul Roberts Abernathy, Rector  
Susan Beth Pinkerton, Assistant Rector

Wardens: Kenn Allen, Senior Warden  
John Sedgewick, Junior Warden

Vestry: Doris Burton, Joe Calizo, Ed Corr, Christine Farrell, Kristen Hartke,  
Vicki Street, Susan Thompson-Hoffman, and Mary Lee Watts

Treasurer: Kathryn Powers

Register: Greg Niblett

Human Resources Officer: Ed Cousins

## Absent:

Vestry: Cecilia Monahan

Manciple: Jack Richards

Legal Counsel: Michael Knipe

## Agenda

1. Paul Abernathy, Rector and Chair of the Vestry, called to order the meeting of St. Mark's Vestry at 1:15 pm on July 19, 2009 in the Adams Room in the Undercroft of the St. Mark's Church.

2. The Rector offered an opening prayer.

### 3. Update on Membership Committee

Stan Smith and Amber Palmer, the two Co-Chairs of the newly formed membership committee, attended the Vestry meeting and reported to the Vestry. The highlights of their report and the discussion are as follows:

#### Informational Items

- August 18 will be the first meeting of the newly formed membership committee.
- The committee is not fully populated yet and members are still being recruited. However, members thus far include:

Paul Abernathy (Rector)  
Susan Pinkerton (Asst. Rector)  
Ken Allen (Senior Warden)  
Doris Burton (3<sup>rd</sup> Year Vestry)  
Susan Thompson-Hoffman (2<sup>nd</sup>  
Year Vestry)  
Cecilia Monahan (1<sup>st</sup> Year Vestry)

Lynda Smith-Bugge  
Chuck Divine  
Kitty Donnelly  
Peter Eveleth  
Lynn Kneeder  
Suella Henn  
Fritz Henn

- Second meeting of the committee will be September 29 with a goal of meeting monthly on the last Tuesday of the month.

### **Discussion and Questions**

- a) How useful is the visitor's card? What is the process for bringing visitors into contact with Paul and Susan and church members? When newcomers fill out a "visitor" card, it is important to keep that information confidential. Vestry consensus was that the card is helpful and that several are received each week. Susan Block adds the data to our TWASM database and Susan Pinkerton uses the information for clergy outreach calls.
- b) St. Mark's used to have "business cards" to give to newcomers. It was suggested we consider what is the best "take away" to give a visitor.
- c) A possible Q&A session for visitors after Sunday morning services may be an idea to be considered.
- d) On the positive side, it was noted that we have done a good job sensitizing parish members to be outgoing to newcomers with the result that more members of the congregation reach out to visitors immediately after the service. However, as a result, sometimes, visitors do not make it to the visitors table.
- e) A suggestion was offered that we might consider having a welcome table in the rear of the church (its current location) and also a designated table in the Parish Hall where visitors and newcomers might go during either coffee hour (after 9am) or pub lunch (after 11:15). It would have an obvious sign and be "staffed" with committee members or other helpful people.
- f) A need was identified to develop a strategy to recruit more young people and determine how to best engage new couples.
- g) There was a suggestion that we do more to understand the specifics of the demographics of our church population and our visitor population.

- h) The demographic discussion led to a discussion on the benefits of doing a parish survey to determine reasons why members of St. Mark's originally came to St. Mark's and why they stayed. Given the need for a worship survey, both the Vestry and the membership chairs said they would consider whether both could be combined.

#### **4. Update from the On-line Task Force**

Kate McFadden and Karen Falk are the leaders of the task force and attended the meeting to provide a report. A copy of that report is attached.

Highlights of the report (in addition to the attachment) are as follows:

- a) The on-line task force had sent a survey to various church leaders and Vestry but only 4 to 5 had responded.
- b) The task force would like to make the website more useful to newcomers.
- c) The task force is setting a goal of December 31 to have most of the changes made to our on-line presence. The website and the home page are the first priorities.
- d) The task force will be addressing a system to manage and update content on a regular and de-centralized basis, allowing ownership for sections by their subject matter experts.
- e) The task force will be looking into how to best use Twitter and Facebook to enhance our on-line presence and determine if we are using the most diverse and best means of reaching parishioners and potential parishioners based on how they receive messages. The discussion also focused on concerns about privacy issues while employing these technologies.
- f) The task force would like to develop ways that parishioners can pledge on line and possibly pay their pledge on line.
- g) The need for "ownership" and ultimate responsibility was brought up, meaning that someone has to be consistently responsible for management of the website when the move is made to decentralize access for updates. The system now is cumbersome with a single contracted webmaster, but the move toward access by multiple area leaders (e.g., the pillar directors) may be prone to pitfalls without appropriate management.

The attached power point presentation will provide more details on what the committee is considering.

#### **5. Officer Reports**

- a) Register's Report – The Register presented the Minutes of the June 28 meeting. No changes or modifications were requested. The Rector called for a motion to accept the minutes as presented. The motion was made, seconded, and passed.
- b) Treasurer's Report – The Treasurer's report was distributed in advance. The Treasurer reported that total income as well as the total general funds receipts are lagging behind last year's income by about 2%. The Finance Committee will meet July 22 to revise the budget accordingly. Personnel changes and the collection of past pledges have resulted in \$15,000 in unexpected revenue which will be used to subsidize utilities and to assist in keeping the budget balanced.

No significant discussion of the Treasurer's report or the church finances ensued.

c) Junior Warden's Report

- The Junior Warden's Report is attached and was distributed in advance.
- A highlight of the report included the need to address leaks in Baxter House.
- Vicki Street suggested that the Junior Warden look into possible "sewage smells" in the church that some individuals had noticed during a recent concert event.
- Doris Burton suggested that damage to the church sign be looked into and that necessary repairs be made.
- A suggestion was made that the church look into obtaining a "sandwich board" sign to announce both special and recurring events (worship schedule, etc.).

d) Senior Warden's Report

Kenn Allen reported on the following:

- Bill Jordan has agreed to Co-Chair the Management and Governance Task Force. The Senior Warden is still in the process of recruiting another Co-Chair.
- The Building Task Force will meet on August 4 or 5 to begin discussions of various concepts for church renovation and additions.

- Kristi Kubista-Hovis has agreed to be Co-Chair of Parish Life, joining Elizabeth Long. This position requires approval by the Vestry. Mary Lee Watts made a motion to approve Kubista-Hovis as Parish Life Co-Chair; Kristen Hartke seconded the motion and the motion passed.
- Expenses for St. Mark's annual Shrine Mont gathering exceeded income by \$3,000. Reasons cited for the over-run were: 1) refunds to people who could not attend; 2) subsidies for children and teens; and 3) number of attendees. The Finance Committee will take up the issue and possible resolution at its July 22 meeting.
- A new "Welcome to St. Mark's" banner has been created and hung on the A Street wall. Kenn thanked Vicki Street for overseeing its creation.

## **6. Update on possible third Sunday Service – Susan Pinkerton**

The Assistant Rector, Susan Pinkerton, reported that efforts were moving forward to establish a 5pm service on Sunday to start at the beginning of October. There are hopes that such a service may draw more people in the community to St. Mark's as well as more young people and individuals or families who find the morning times inconvenient. Committee members assisting Susan Pinkerton in thinking through the creation of such a service are: Otis Gaddis, Paul Albergo, Rick Hayes, Jan Lipscomb, Camerin Allgood McKinnon, and David Deutsch.

## **7. Follow-up on Same Sex Unions, Same Sex Marriages, and Public Statements and Public Activity**

Following-up a June approved motion by the Vestry, the Register reported on behalf of the Executive Committee that the following action plan would be implemented to address whether and how St. Mark's might participate in public discussions or take public stands on the issue of same sex marriage. The Register reported that the Executive Committee suggested that the following steps be taken:

- a) The Rector would send a letter to the parish by regular postal mail, through "This Week at St. Marks" (TWASM), and through the St. Mark's listserv to remind the parish of an action ten years ago to bless same sex unions. The Rector will suggest that the church engage in a period of discussion and discernment to decide if St. Mark's wishes to officially participate in public discussions in general or in the event that same sex marriage becomes a matter of legislation in the District of Columbia.
- b) Following the letter, parishioners may comment to the Vestry or Clergy or through a Yahoo group e-mail discussion.

- c) If possible, sermons and discussions would be held in the Fall.
- d) A Town Hall meeting will be held in September to discuss the issue. The specific date will be decided and announced sufficiently in advance for parishioners' planning.
- e) Having obtained a sense of the community, the Vestry will adopt an official position.

## **8. Update on Canvass**

Kenn Allen reported that a "Leadership Committee" had been convened to support the canvass. Attached is a schedule of possible events and a process arising from that discussion.

## **9. What's New; What Needs Attention? What's Working? Who Needs Acknowledgment?**

- a) Paul Abernathy announced that Elise Elzinga would be departing her temporary position as Parish Assistant. Raiford Gaffney will fill in for the two months of August and September while deliberations continue on how best to organize and describe the positions of the Baxter House staff.
  - b) Kenn Allen announced that he was in the process of updating the leadership list for the church. He requested that the Vestry liaisons work with their pillar chairs to update their groups' leadership and contact information.
  - c) Doris Burton reported that the Parish picnic would be held September 6 and asked for suggestions for additional parishioners who would do the grilling in addition to Raiford Gaffney and Burton Reist. She also indicated that a decision had not yet been finalized as to how the picnic food was being paid for since it would not be an expense of the St. Mark's pub or charged to Parishioner's pub cards.
  - d) The Rector announced that Margaret ("Megan") Courtney, the new Minister of Youth Activities, would begin August 1.
  - e) Doris and Jack Burton were acknowledged and thanked for hosting the Vestry picnic.
  - f) Paul Abernathy acknowledged Nat White for his ideas that led to this year's Summer Sermon Subjects and Sermon Seminar Series.
10. The business of the Vestry having been concluded, Vicki Street moved to adjourn. Mary Lee Watts seconded the motion and it was passed.

11. Vicki Street offered a closing reflection.

Respectfully submitted.

Gregory R. Niblett  
Register

Note: A brief break was taken after the on-line task force report to take a photo of the 2009-2010 Vestry to be posted on the website and on the church bulletin board.

### **Attachments**

1. Junior Warden Report for July.
2. Proposed Possible Canvass/Stewardship Campaign Plan and Calendar.
3. PDF Powerpoint of the On-Line Task Force Report.

## **ATTACHMENTS**

### **Junior Warden's report July 2009**

#### **Current Activities:**

1. Water seepage in undercroft Women's bathroom and library.
  - a. Appears resolved. Final assessment will await multiple heavy rains
  - b. Power washed all drains to sewer. Should be done every other year.
  - c. Lock to gate between church and 114 3rd street drilled out and replaced
2. Baxter house leak in 1st floor bathroom.
  - a. Leak is in water feed line (under pressure) and replacement will require access thru floor above
  - b. Initial estimate (\$10K) rejected. Believe lower cost fix (\$900) will be adequate
3. Shower project. Undercroft Sexton closet appears to be best location. Will continue to work potential code issues prior to creating cost estimate.
4. Elevator maintenance. Elevator failed inspection due to mal-function phone and poor lighting. Both problems fixed.
5. Fire Alarm System. Continue to operate in local mode as not hooked to telephone lines. Verizon jacks need to be moved so as to terminate next to the Antronnix equipment. Concern that we will get an unacceptable number of false alarms under assessment.. Need to locate the source of such alarms.
6. Holes in roof eave and broken tiles in dance studio repaired
7. Renewed the annual HVAC maintenance contract with RJH.

#### **Future Work**

1. Renew Ed Green's contract
2. Sand and finish the Nave floor.

## 2009 Stewardship Campaign Plan and Calendar

Theme: "For Us, For Others"  
Proposed Goal: \$925,000 (about 12% above the \$826,000 pledged for this year)

### Major Messages:

- Need to regain financial position we lost in 2009; bring us back to "core capacity"
- With this goal we can maintain our current effort, restore Diocesan pledge; provide COLAs for staff; support new program initiatives (online presence, race & reconciliation; outreach); do better by the building

### Calendar

September 6	Parish Picnic - In service/sermon, we will frame stewardship as time, talent and energy; pillars invited to actively promote opportunities to serve and to recruit volunteers
September 18	Campaign package in the mail
September 20	Kick-off with sermon by Paul
October 4	Town meetings re finances – Pub Brunch and Pub Lunch (tentative – alternative is October 25)
October 9-11 and October 16-18	Small group dinners – leaders (vestry, officers, pillar chairs) invited to host and/or be present; additional hosts recruited from past leaders and from congregation as a whole as needed; all to have leaders present
October 18	Susan sermon on stewardship
October 25	Kenn sermon on stewardship
November 15	Bishop Chane with us – Paul will encourage him to address his remarks to stewardship as reinforcement for our effort
November 22	Paul sermon Campaign officially ends
November 26	Thanksgiving service with recognition of the bountifulness of our stewardship gifts of time, talent and money

### Events to Be Scheduled

- Special event for Third Agers hosted by the Vestry
- Special event for 20s/30s hosted by Paul and Ponthy with Vestry support
- "Why I Give" Moments in services and in bulletin
- Follow-up letters and emails from Vestry members and Pillar Chairs













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# Saint Bartholomew's Church

A church for these times

**Our Church**

**SERVICES**

**Sunday:**  
8am 9am 11am 5pm

**Monday - Friday:**  
12:05pm 5:30pm

**Wednesday:** 6pm

**Saturday:** 10am

**Information:**  
212-378-0222

**Worship**

- Services & Times
- Coming This Sunday
- Sermons
- Vicar's Message
- Weekly Calendar
- Upcoming/Ongoing Events

**Who We Are**

- Welcome
- New to St. Bart's?
- How Are We Different?
- Membership
- Clergy & Staff
- Lay Leadership
- St. Bart's History

**Support St. Barts**

- Make A Donation
- Why Giving is Important
- Capital Campaign

**2009 SUMMER FESTIVAL OF SACRED MUSIC**

**KIDS & ART!**  
Every Sunday 10:00 am

**VOLUNTEERS ARE US!**  
Book of Missions

Tell me more about:

**to Bill Tully's 60-second Summer Music Festival spot.**  
Questions? Call St. Bart's Central: 212-378-0222

**LISTEN IN HERE**

**Coming this Sunday:**

**Sunday, July 19, 2009**

**FOUR SERVICES:** 8, 9, 11 am and 5 pm.  
plus education for all ages.

**Rector's Forum at 10:10 am**  
Richard Bayles will speak with Bill Tully about work in Kenya to provide deep well water, and also about the Voice Charter School, projects which St. Bart's has helped to support.

[More about this and the complete Sunday schedule here.](#)

**WEEKLY eNEWS: from us to you**

**CROSSROADS: What's Up This Week?**

**RECTOR'S MESSAGE: from Bill Tully**

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THIS WEEKEND

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**LATEST MESSAGE**

Source of Sham  
July 12th (9:00am) | Pastor Judah Smith

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**Service Times & Locations**

**Sunday Services**

- Kirkland Campus
- Beltown Campus
- Plateau Campus
- University Campus
- Alderwood Campus
- N. Sound Campus

**Generation Church**

- Young Professionals
- City Kids
- Mid-Week Services

**Kirkland Campus**

Located on Rose Hill just off of 85th Ave in Kirkland, this is our "main" campus from which we simulcast service messages. Formerly occupied by Overlake Christian Church, this facility has a rich history of faith.

Service Times: Sundays 9am, 11:30am

[Directions](#) (from Google Maps)

**Upcoming Events**

28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Pure Desire University Training (in Portland) Jul 24th – Jul 27th

Generation Plus Golf Tournament Jul 26th

Generation Church High School Camp Aug 9th – Aug 12th