

MINUTES OF THE VESTRY  
ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL  
April 18, 2010

**Present:**

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

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

Vestry Members: Joe Calizo, Bill Dickinson, Rick Hayes, Cecilia Monahan, Marilu Sherer, Vicki Street, Susan Thompson, and Mary Lee Watts

Register: Raiford Gaffney

Treasurer: Kathryn Powers

**Absent:** Ed Corr – Vestry Member and Norm Wolfe - Manciple

## 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 April 18, 2010 in the Adams Room in the Undercroft of the St. Mark's Church.
2. Cecilia Monahan offered an opening prayer.
3. Doris Burton of the Dreamcatcher Team led the vestry in the Dream Catching Process to share what St. Mark's ought to look like in the future.
4. Officer Reports
  - a. The Register presented the minutes of the February 21 and March 20 meetings. They were accepted and approved without changes. The final hardcopy minutes with attachments will be kept in Office files at Baxter House.
  - b. The Treasurer had previously sent out the treasurer's report. Kathryn gave a tutorial on reading and analyzing St. Mark's Financial Reports. A copy of her handout is attached.
  - c. The Junior Warden's Report:

**Statement of Work & Fee Schedule for Ed Green, Maintenance Contractor for St. Mark's.** John said that this statement of work will update the previous contract of 2004 and would like to go to annual contracts.

**Shower Update.** The permits have been approved and work is expected to begin the week of April 19. The work is estimated to take six weeks.

- d. The Senior Warden's Report:

**Status of St. Mark's Website Development.** Kenn showed some samples of new web pages of the new system. The web team of Kate McFadden, Karen Falk, Susan Sedgewick, and Scott Kubista-Hovis are in the migration process right now, cleaning up the old system toward a soft launch on May 15 with a formal launch on June 6. Kristen Harke is the senior website editor. The new site will have a content management system, so programs and pillars can update directly.

**The Communication Committee.** A new committee is being established and a charter will be presented to the vestry at a future vestry meeting.

## 5. Updates

- a. **Capital Campaign Discernment Process.** Kenn Allen reported that process is on schedule. Preliminary building studies are back and there is nothing unexpected. The dream catching process, chaired by Doris Burton is going along as scheduled. The Community Engagement Committee, chaired by Jane Rutherford is up and working. The Communications Committee, chaired by Mike Townsend, is working with the website team. What's ahead: data collection will be completed by mid-May; the steering committee expects to have the first report by end of first week in June, then convergence meetings will be held – including Shrine Mont as well as those at St Mark's; the Vestry will discuss and take action on recommendations at the July Vestry meeting; and Steering Committee will work with the consultant during July and August.
- b. **The Shrine Mont Content Team.** Kenn, Paul and the members of the Discernment Steering Committee will serve as the Shrine Mont Content Team.
- c. **Music Director Search.** Paul Abernathy reported that Nancy Lindley, Director of Music Search Committee Chair, informed him that it was not likely that we would have a permanent Director of Music in place by early June (being the time of the expiration of Jeffrey Workman's contract as our Interim Director of Music). Perhaps, too, given the advent of summer, we may not have someone in place by July. Additionally, if we were fortunate to have someone in place by August, Paul would be away on his vacation month. Hence, that would not be the most propitious time to have the new Director of Music arrives. Paul has offered to extend Jeffrey's contract through August 31, 2010. Jeff has accepted and Paul has prepared a Letter of Agreement – Extension.
- d. **Policy on oral announcements on Sunday mornings and written announcements in the bulletin.**
- e. Paul proposed the following interim policy to address the issue of announcements during our morning services: “ Oral Announcements: 30-second limit (to publicize event and to direct attention to written announcement; *limit also applies when there is no written announcement*). In cases of notices that require more time, notify the Rector

who may choose to include it in his Sunday greeting. Written Announcements: 120-125 word limit (submit text to Caitlin Jacobs by COB on Tuesday preceding Sunday announcement to run). Rationale: We ever hold in tension our individual (person/group) energy *and* our communal hospitality and courtesy to *all* who join us for worship. Our announcements, although often windows into the vibrancy of our parish life, also often can affect and disturb the inherent rhythm and spirit of our liturgy.” The Vestry approved Paul’s proposal as an interim policy pending development, by an ad hoc team to be convened by Kenn and Paul that will identify alternatives, perhaps test them out and survey the community on their preferences.

6. What’s New; What Needs Attention? What’s Working? Who needs Acknowledgment?

- a. Rick Hayes asked what were the foodstuffs and extra tables in parish hall today – perhaps from the April 17 outside event.
- b. Rick also noted that he found the building open but empty at 10:15 pm on Wednesday, April 14.
- c. Susan Thompson discussed the possibility of a parishioner skills assessment; John Sedgewick suggested it be part of the canvass process. The vestry approved Susan's proposed survey. She will bring the draft to the Membership Development Committee for comments before developing a final survey. Vicki Street has offered the use of her Survey Monkey tool for this purpose.

7. A motion to adjourn was offered and passed at 3:45 pm.

8. Rick Hayes offered a Closing Prayer.

Respectfully submitted

Raiford Gaffney  
Register