

St. Mark's Episcopal Church
Vestry Meeting Minutes
February 19, 2024, at 4:30 pm

Present: Roy Tripp, Cheri Thayer, Jim Phelps, Nicole Passeggio, Lewis Tabb, Bob Hydorn, Kathlyn Gray, James, Tetler, Tom Tull, Jim Turk, Jane Frederick, and Cheryl Gaillard.

1. Call to Order and Opening Prayer: Roy called the meeting to order at 4:30 p.m. and opened with a prayer.
2. Approval of Consent Agenda: Bob made a motion to accept the agenda. James seconded the motion and the Vestry voted to approve the agenda as published.
3. Approval of Minutes of the January Vestry meeting: Bob made a motion to accept the minutes of the January 15, 2024 meeting. Jim Phelps seconded the motion and the Vestry voted to approve the agenda as published. James, Jim Turk, Tom, and Jane abstained because they were not in attendance.
4. Reports from Parish Committee Liaisons:
 - a. Outreach and Mission: Nicole –Report attached.
 - b. Building and Grounds: Jim P. noted that the front steps need attention and may need to be replaced in 2024 rather than in 2025 as originally planned. He also noted that a fence has been erected between church property and the home being renovated on the west side. Jim checked the deed/survey and determined that the fence is correctly placed within the neighboring property. Full report attached.
 - c. Congregational Care: Kathlyn – Report attached.
 - d. Christian Formation: James – Report attached.
 - e. Parish Life: Bob reported that the Oyster Roast was a huge success and thanked everyone who helped with it. It was also noted that the Shrove Tuesday Pancake Supper worked well with the tables set up in the Nave. No other report.
 - f. Endowment Committee: Report attached.
 - g. Worship and Rector's Report: Roy reported that Karen has arranged for a trumpeter for Easter. St. John's Lutheran on Lady's Island has offered the use of their labyrinth during the Lenten season. St. John's has also revived their Chili Cookoff and invited Roy to participate. The event will be held on 3/9 and is open to the public. Full report attached.
5. Treasurer's Report: Lewis - Report attached.
6. Old Business
 - a. Facilities Planning Update: Jane and Michael Frederick have offered to provide conceptual drawings for the new building to be used to promote the ideas to the congregation and the town. Once an architect has been selected, the drawings will be passed along to them. Jane and Michael participated in the design of the church addition so there will be continuity. The Ministry Fair may be a good place to present this.

b. Safe Church Training: Roy will focus on making sure that the staff, including the nursery, has completed their training. New Vestry members have been given an extended grace period to complete their training and he thanked everyone for being proactive.

7. New Business

a. 2024 Vestry Priorities: Cheri provided a list of priorities for 2024 that were discussed at the Vestry retreat. A new website is a top priority with Carter Hoyt and Roy taking the lead and moving forward with the project. Other priorities include enhancing newcomer connections, sound and video enhancements, staff job descriptions, facilities planning and a ministry fair. Leaders have been assigned to the various priorities. List is attached.

b. Vestry Liaisons: Cheri thanked everyone for signing up for liaison positions so quickly. The list is attached.

9. Visioning Together – Nicole shared with Jane her vision from the Heavenly Rest Stop in New York of having tables and chairs along the outside of the new building to provide rest and relaxation. The idea might fit in nicely with our new space and Port Royal's vision of a pedestrian friendly town. Nicole and Lewis shared an article from the Wall Street Journal that talked about children and their noises being welcome in church. Jim P. said that the conversations from the retreat were good and wanted to proceed with making reservations to repeat again next year. He also suggested providing Andrea McKellar \$500 as thanks for her leadership during the retreat. James reported that the Endowment Committee will be looking for a new member when Kathleen's term ends in May.

10. Going Around the Table – the meeting was concluded by individuals sharing thoughts and significant events.

11. Cheryl closed the meeting with an evening prayer at 5:35pm.

Respectfully submitted,

Cheryl Gaillard

COMMITTEE REPORTS

Outreach and Missions

Submitted by Nicole Passeggio

The O&M Committee met on January 23, 2024

Grants were approved for Shanklin Elementary to support providing book fair books to every child and offsetting field trip costs (\$2,000); to the Good Neighbor Clinic for the expansion of their healthcare services (\$2,000); and \$300 for special expenses incurred by Resorts of Beaufort volunteer Grace Marshall, to be supported by receipts and revisited in three months.

The committee agreed to support the sneaker drive at The Complete Student as individuals only.

Buildings and Grounds Committee

Submitted by Jim Phelps

- The exterior side of the front doors of the church are weathering and need to be refinished. Quotes are being solicited now and the cost is expected to be less than \$1,000.
- The front steps are also weathering and will be touched up with stain/sealant when weather permits. Replacement is likely a 2025 event. Thank you, Dave.
- Stations of the cross will be put in place on the Green during the week of Feb 19th. Thank you, George and Charlie.
- Spring grounds clean-up is planned for Saturday March 16th beginning at 9:00 am. B&G team and members of the congregation will be invited. No experience necessary! We continue to look for new B&G team members.
- Doors unlocked, HVAC systems running, lights on, etc. continue to be a problem when the church is unoccupied. The email message below went out on March 14th to individuals and team/committee/group leaders.

Good morning,

You are receiving this email because you are an individual or leader of a group/committee/team that may require access to our church.

This is a reminder that it is your responsibility to ensure when you leave that the front and side doors are locked, all HVAC systems are set to "unoccupied" temperatures, fans are off, lights are off, furnishings are in their proper place, the key is returned to the lockbox and the rope extended across the exterior walkway railing. This includes weekdays and weekends.

On occasion, door(s) have been left unlocked, lights on, ceiling fans spinning and/or HVAC systems running in an empty church.

We are all fortunate to call St. Mark's our home and place of worship. Please help to take care of it.

Thank you for your support.

Jim Phelps

Junior Warden

Congregational Care Committee

Submitted by Kathlyn Gray

There has not been much change since our last report. All ministries seem to be functioning well.

Prayer Ministry -nothing new to report.

Card Ministry – Gale Swann could use a few new volunteers.

Meal Train – has provided several meals to a parishioner.

Altar Flowers – Altar flowers continue to go out to the sick, bereaved and shut-ins, and to recognize special birthdays and anniversaries. New attendees may also receive a bouquet. Mary Bryan would still like more volunteers.

Transportation Ministry – still awaiting our first approved volunteer application from the Diocese.

We are eager to begin this new ministry and hope we don't have to wait much longer.

Christian Formation

Submitted by James Tetler

Glenda Lee has begun her training program for Stephen Ministry. The program is 10 weeks long and is preparing her to train others. Glenda Lee is planning to offer training for interested parishioners in late spring/early summer.

Parish Life

No report.

Endowment Committee

Submitted by Jim Phelps

- The Endowment Committee met on Wednesday, February 14, 2024.
- The balance of the endowment investment account with SSGA on January 31, 2024 was \$248,534.81. This represents a YTD 2024 investment gain of approximately 0.5%/\$1,264.91. There is \$11,390 in the endowment's checking account for a grand total of \$259,924.81. Most of the checking account balance is in the process of being moved to SSGA for investment.
- The endowment wishes to thank St. Mark's Church for the generous year-end contribution of \$8,500. Thank you!
- The next meeting of the Endowment Committee is scheduled for Wednesday, March 13th.

Rector's Report

Submitted by Roy Tripp

Here's some of what I'm working on.

Shrove Tuesday Pancake Supper was a great success and having it take place in the Nave of the church was a wonderful venue. My thanks to Susan Grimes, Ken Kraft, Ed Thayer, and many others for a delicious event.

The following day, Ash Wednesday, saw 100 people remember that "you are dust and to dust you shall return." Our 5:30 PM service was live-streamed.

On Saturday, close to 100 people gathered at St. Mark's to remember and celebrate the life of Scott Shaffer, one of the founding members of St. Mark's Chapel, the forerunner of St. Mark's. My thanks to Julie Petroff, our Parish Administrator; Tom Tull, Bobby Downs, Ushers; Karen Harmon, for the music; Carter Hoyt, Sacristan; Sallie Stone, flowers; TZiPi Radonsky, Video and Weezie Gibson, for the reception. Special thanks to the good people at Carteret United Methodist Church for providing their parish hall for the reception.

Yesterday marked the first Sunday in Lent. Our total attendance was 120. Since the beginning of 2024, our average Sunday attendance (ASA) has been 130. It's interesting to note that the average Sunday attendance in the Episcopal Church is 80 (nationwide).

February 11th, saw the introduction and blessing of five hand bells. The addition of these bells (made possible by an anonymous donor and contributions from choir members) have added a wonderful dimension to our music program.

The Stations of The Cross are up on the Church Green. They will remain throughout Lent. My thanks to Charlie Jones and George Utter.

Twenty-three people have joined with me for this year's Lenten Covenant, committing to pray for one another, by name, as well as daily Scripture reading, now through Holy Saturday.

The Wandering Rector gathers for coffee and conversation this Tuesday, 10:00 AM at the new Publix on Robert Smalls Parkway. God-On-Tap meeting this Thursday, 6:00-8:00 PM at Smokehouse BBQ on Paris Avenue.

A seven-part Inquirer's-Confirmation Class begins on Wednesday evening, February 21. The class will review the history, theology, and liturgy of the Episcopal Church and is open to all. You need not be seeking to be confirmed or received into the Episcopal Church to attend. The class is part of our Wednesday evening program which includes Holy Eucharist at 5:30 PM, dinner at 6:00 PM and class at 6:30 PM.

Tom Miller continues with his adult ed class on the history of the early church fathers. This highly popular class has 25 members attending.

Sacred Ground has two classes ongoing. The 10-week class continues through mid-March.

Glenda Lee Nutting, our Director of Christian Formation, has begun online training for Stephens Ministry. This program is designed to train individuals for pastoral care with a focus on listening.

Throughout Lent, opportunities for individual confession and reconciliation will be available. Parish members are invited to contact me to schedule a time to meet.

The need for additional volunteers to help with worship and Sunday service support is always present. Right now, we face a critical shortage of Sacristans, Acolytes and Ushers. In your conversations with other parish members, please feel free to invite them to consider exploring taking an active role.

The Rev. Ken Kraft has resumed active ministry at the prison in Estill. This is in addition to his ministry two Sundays a month at All Saints' Episcopal Church in Hampton.

Welcome Jane, Tom, and Jim to Vestry. Welcome all to Lent. Thanks to each of you for your servant leadership at St. Mark's

Treasurer's Report

Submitted by Lewis Tabb

You really cannot tell much from January as our receipts are skewed high, even higher this year than the budgeted amount, and our expenses may not occur until everything is up and running. A good example of this is O&M which approves grants in January, but the checks were not processed until February. Nevertheless, it is a strong start to the year.

The balance sheet continues to reflect a solid financial position. A little over \$10,000 will be transferred from the Endowment checking account to the investment accounts this month. February will also reflect the oyster roast which was postponed from last month and the vestry retreat. February is also looking to be a strong month for receipts.

2024 Vestry Priorities and Vestry Liaisons

Vestry Retreat - 2024 Priorities

Name	Description	Leader	Status	Support	Comments
New Website	Develop a new, updated website. Investigate available providers and options available for items such as integrated giving, text blasts, scheduling and livestream capabilities. Priority for effective display on phones.	Carter Hoyt	New Initiative	Glenda Lee Nutting Nicole Passeggio (content) James Tetler (technology resource)	Possible coordination with Parish Profile preparation at some point. Molly Hamilton - diocesan resource.
Newcomers	Enhance connections with newcomers supporting staff efforts already underway. Focus on integration through parish activities/volunteer opportunities.	Jim Turk	New Initiative		New members attending Tom Miller's class (?) - investigate and enhance.
Sound Enhancements	Evaluate opportunities to enhance sound and video capabilities for worship, both livestream and in-person experience. (Beyond the scope of the analysis conducted in 2023 just for in-person without bluetooth connection.)	TBD	New Initiative	Tom Tull	Consider - livestream quality, additional camera angles, sound amplification and bluetooth connection for hearing aids.
Staff Job Descriptions	To provide clarity during transition and for the new rector.	Roy Tripp	New Initiative	Staff	
Facilities Planning	Conceptual drawings for parish hall, office and classroom space.	Don Altman	In progress	TBD	Jane & Michael Frederick have offered services for conceptual phase.
Ministry Fair	Parish wide educational event - identification of stewardship opportunities.	Cheryl Gaillard	Scheduled for Pentecost May 19, 2024	Tom Tull	Skills and interests survey can be a part of this if not addressed separately.

Vestry Liaisons for 2024 - realigned to support priorities noted above and facilitate vestry engagement for transition:

Ministry	Comments	Liaison
Outreach & Mission	No change	Nicole Passeggio
Christian Formation	No change	James Tetler
Congregational Care	No change	Tom Tull
Parish Life	Remove responsibility for Newcomer Receptions	Jane Frederick
Endowment	No change	Jim Phelps
Worship*	Liaison to current Worship Action Team; Sound initiative.	Kathlyn Gray
Stewardship*	Year round focus separate from pledge drive	Bob Hydorn
Newcomers*	Above priorities plus Newcomer Receptions	Jim Turk

Jim Phelps, Junior Warden, is responsible for Building & Grounds.

Note:

Liaisons are to be actively involved in identification and recruitment of a non-vestry person to lead the effort.

**New liaison role*

#End#

