

St. Mark's Episcopal Church
Vestry Meeting Minutes
March 18, 2024, at 4:30 pm

Present: Roy Tripp, Cheri Thayer, Jim Phelps, Nicole Passeggio, 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: Jim P. requested to add the Center lease under New Business. Cheri made a motion to accept the agenda as amended. Jane seconded the motion and the Vestry voted to approve the agenda as amended.
3. Approval of Minutes of the January Vestry meeting: Nicole made a motion to accept the minutes of the February 19, 2024 meeting. James seconded the motion and the Vestry voted to approve the agenda as published.
4. Reports from Parish Committee Liaisons:

Building and Grounds: Jim P. reported that there were 16 people at the workday and they had everything completed by 11 a.m. Two new members were added to the regular rotating crew. Jim also reported that 11th Street should be one of the next streets completed on the Port Royal repaving schedule and that Collins Pest Control will spray the Green on 5/17 to help with bug control for the Pentecost Picnic/Ministry Fair. Full report attached.

Congregational Care: Tom – Report attached.

Christian Formation: James -Report attached.

Endowment Committee: Jim P. – Report attached.

Newcomers: Jim T. – Report attached.

Outreach and Missions: Nicole – Report Attached.

Parish Life: Jane – Report attached.

Rector's Report: Roy – Report attached.

Stewardship: Bob – No Report.

Worship: Kathlyn reported that Roy will convene a Worship Committee meeting soon now that Carter is back in town. Sacred Ground has completed Session 10. The final session will be a combined group held on 4/21. Roy added that he will lead Stations of the Cross on Good Friday at 3pm. No other report.

5. Treasurer's Report: Lewis - Report attached.

6. Old Business

a. Facilities Planning Update: Jane would like a conversation with the congregation about needs and wants for the new space. This will be done after both services on 5/5 with another opportunity for interaction during the Ministry Fair. She has requested a survey for the lot.

7. New Business

a. Church Step & Landing: Jim has received quotes for around \$8000 to replace the front steps and landing of the church using a composite product that would last around 30 years. He has also received preliminary approval for the product from Port Royal. Dave has used a stain on the steps that turned out well and will offer some protection. He will also stain the landing. Jim suggests postponing the replacement until next year.

b. Vestry Covenant: Cheri updated the Vestry Covenant to reference the Parish Bylaws rather than the Articles of Association. James made a motion to accept the 2024 Vestry Covenants and Kathlyn seconded the motion. It was approved unanimously.

c. New Bank Signature Cards for Bank: New signature cards are needed, adding Cheryl Gaillard, who is taking over bookkeeping duties from Donna Altman. This requires a copy of the minutes approving the new signatories. An addendum to the minutes is attached with the motion, second, and vote of approval. This addendum will be provided to the bank.

d. Center Lease: The current lease for the Center expires on 12/31/24. Jim P. reached out to the Property Manager asking for a three-year lease beginning 1/1/25. They came back by raising the lease by \$200/month beginning 1/1/25 with a 10% increase for each of the next two years. In the lease, both tenant and landlord have a right to cancel with different stipulations. If the owner decides to sell and cancel the lease, we would have 60 days rent-free and the security deposit would be returned. Nicole made a motion that Jim P. should request a right of first refusal if the building goes on the market and if agreed then accept the contract as amended. Jane seconded the motion and the Vestry approved unanimously.

9. Visioning Together – Tom asked about plans to again have a 10 o'clock service during the summer. There was discussion about training ushers to assist people in finding seats when crowded. Roy reported that Chamber Music has agreed to provide another free concert at the end of September, and he is looking for more ways to promote our building for events.

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

11. Nicole closed the meeting with prayer at 5:35pm.

Respectfully submitted,

Cheryl Gaillard

COMMITTEE REPORTS

Buildings and Grounds Committee

Submitted by Jim Phelps

- The exterior side of the church doors and benches were refinished and look great!
- Weathering of the front steps and landing of the church has made it necessary for replacement in 2024. Three contractors have been contacted for quotes for a composite material replacement. Replacing it with wood would mean going through this same exercise and cost in 3-4 years. This plan is contingent upon final approval from the city of Port Royal. Cost is estimated in the \$8,000 range.
- Stations of the cross were put in place on the Green and will be taken down shortly. Thank-you George and Charlie.
- The front stairs have been stained in an attempt to slow the weathering. Thank you, Dave.
- The Easter banner will be hung immediately after the Good Friday service on March 29th.
- Spring grounds clean-up is planned for Saturday March 16th beginning at 9:00 am. B&G team and members of the congregation have been invited. No experience necessary! We continue to look for new B&G team members.
- The landlord/property manager has presented terms for an extension of the Center lease and next steps will be discussed with the vestry.

Congregational Care Committee

Submitted by Tom Tull

Congregational Care appreciates the prior leadership of vestry liaison Kathlyn Gray for shepherding the group through their re-organization.

- **Prayer Ministry** -Paula Guerry is doing an excellent job maintaining and updating the public and private prayer lists. Paula explains that the hardest to get folks to remember with prayer request are: 1) Is the request for the public or private list 2) If public, do you have that person's permission to publish their name in the bulletin 3) All prayer requests are deleted after a month unless it is stated that the need is ongoing.
- **Card Ministry** – Gale Swann and her committee have been busy sending out birthday cards to parishioners as well as providing greeting cards to area nursing homes. Birthday cards alone average 20 cards a month. Hopefully, this small gesture will make members feel warm and even more welcome. As always, Gale would welcome new volunteers Hoping more women and men will participate.
- **Meal Train** – stands ready to deliver meals to those in need.
- **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 is continuing her Stephen Ministry training.
- Sunday school continues to have consistent attendance.

Endowment Committee

Submitted by Jim Phelps

- Due to a lack of agenda items the Endowment Committee did not have a March, 2024 meeting. Minutes from the February, 2024 meeting are attached.
- The balance of the endowment investment account with SSGA on February 29, 2024 was \$263,571.19. This represents a YTD 2024 investment gain of approximately 2.7%/\$6,902.71 and invested contributions of \$10,199.06 offset by \$800.48 in fees. There is an additional \$1,224.00 in the checking account for a grand total of \$264,795.19.
- The next meeting of the Endowment Committee is scheduled for Wednesday, April 10th.

Newcomers Committee

Submitted by Jim Turk

- Newcomers Follow-Up is an expansion of our current practice of periodically hosting a reception for people who have begun attending St. Mark's in the prior year or so.
- Cheri Thayer and I met to discuss generally the intent of the effort, namely, to develop a process that engages newcomers into the life of the parish. This can be aided by regular contact and informative two-way conversations.
- Carol Whitworth has provided a list of people who attended the most recent reception. When Carter Hoyt is able, I plan to seek her insight into who might be strong candidates to serve on the Newcomers Follow-Up committee (believing as recent members they will be able to speak from personal experience). We will also include longer-term parishioners. The committee will likely consist of four or five people of varying demographic characteristics and will be charged with creating St. Mark's processes.
- Additionally, I've emailed the staff person at Grace Cathedral who is responsible for Parish Life to ask to have a telephone conversation. My thought is Grace may have techniques from which we can learn. If so, this information will be provided to the new committee as possible seed material.

Outreach and Missions

Submitted by Nicole Passeggio

The O&M Committee met on February 27, 2024

Ken Garber from Water Mission made a presentation to the group.

Grants were approved for:

- Disabilities Foundation of Beaufort to support their summer camp program, \$2,000
- The Zaricki School in Tanzania for food, learning supplies, and facilities improvement, \$2,000
- Hopeful Horizons to support their volunteer-led housing program, \$2,000
- HELP of Beaufort for food, \$2,000
- HELP was also granted an additional \$600 – the amount O&M received as an anonymous gift – for their building fund, which will be matched and will net HELP \$1,200.

Parish Life

Submitted by Jane Frederick

Beth Campbell organized the annual oyster roast and reports the following: This event was held in Live Oak Park on February 16. The Sometime Later Band entertained us all evening. Approximately 155 attended - 119 signed up for oysters (counting 4 band members) and 36 signed up for hot dogs only. I spoke to the Police Chief about the need for security since we had over 100, but he assured me it was not necessary because we were not selling alcohol and we were a known group.

Sea Eagle did the food, set up, service, and clean up.

Ken Kraft cooked hot dogs, there were 14 pots of chili and lots of desserts contributed by parishioners. Not much of anything left over! The bonfire kept us warm and enabled toasting marshmallows for the S'mores.

Expenses:

• Port Royal for Park	0
• Sea Eagle Seafood (11 @ 21.99 each and 300 discount and 275 tip)	\$2,800.33
• Supplies (cups, paper products, etc.) - Carter purchased	0
• Water, hot chocolate, coffee - donated by Celeste Nalwaski	0
• Band/Music (sang free for oysters!)	0
• S'Mores - donated by Julie Petroff	0
• Hot Dogs, Buns, Condiments – donated by Ken Kraft	0
Total expense for St. Mark's	\$2,800.33

Tickets: Total (per Donna) \$ 3,106.00

- Women of Grace meeting Thursday, March 21 at 12:00 pm in the church. All women of the church and any guests are welcome! Attendees should bring their own bagged lunch. This month, Alison Davidow will speak on the work of the Diocesan Commission on Reconciliation and Racial Justice. Finally, if able, bring toiletries, costume jewelry, notepads, etc. for the residents of Bayview nursing home.
- God on Tap, March 21 6 -8 pm at smokehouse BBQ
- Palm Cross Making will be Sat. March 23 1:30 – 2:30 pm at the center. Kit Bruce is leading this event
- Women of Grace April 18th Noon to 1:30 in the church
- Women of Grace May 16th Noon to 1:30 in the church
- Pentecost Picnic is Sunday May 19th. 11 AM to Noon on the Green
- Blessing of the Animals, Sunday October 6th on the green
- The Bishop will visit St. Marks on October 13, 2024. The bishop will let us know closer to the event what she would like to do after the service.

Rector's Report

Submitted by Roy Tripp

With Holy Week and Easter fast approaching, here's my report.

Currently both Carter and Julie are out. Office hours at the church center have been adjusted to 9:00 AM to 12 noon, Tuesday-Thursday. Looking for volunteers to cover those hours. I believe we will be back to regular hours by March 26

Holy Week services will begin with Palm Sunday, March 24. A service of Stations of The Cross will be added to the Holy Week offerings on Good Friday afternoon at 3:00 PM on the Church Green.

Confirmation/Inquirer's Class concludes on Wednesday, March 27. Those individuals who wish to be received or confirmed will do so when Bishop Ruth visits St. Mark's on 13 October.

Tom Miller's adult ed class concluded on Wednesday 05 March. 20+ people participated. Presently lining up adult ed offerings for fall.

I will be away 01 April to 08 April.

Stewardship Report

Submitted by Bob Hydorn

No Report.

Worship Committee

Submitted by Kathlyn Gray

No Report.

Treasurer's Report

Submitted by Lewis Tabb

The statements are attached. Once again, receipt's significantly exceeded budget because of a large number of full year pledge payments. Expenses also exceeded budget but much of this is timing on when checks are issued. Examples are the large Diocesan Commitment payment because of the large January receipts and the issuance of checks for Outreach & Mission grants. For the full year, these should be on budget. Because of the excess receipts, we ran a surplus for the month rather than the anticipated deficit. Note that oyster roast income is in miscellaneous operating income, so we actually ran a small surplus in this annual parish event. Note also that the legal expenses related to the Corsaro lawsuit were recorded in February. This is a one-time event that was added to the budget at the last-minute. Year to date, we are well ahead on operating revenue and gain because of the early receipt of pledge payments. This will catch up as we get into the slower months. March receipts are likely to be below budget. Even though March has 5 Sundays, including Easter Sunday, the last Sunday is the 31st and the receipts will not be recorded until April.

The balance sheet continues to be strong, especially because of the strong receipts. We have no debt other than monthly accruals.

#End#