



St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday, July 21, 2015



Feast of Albert John Luthuli, Prophetic Witness in South Africa, 1967



Attending:

Peter Mayer+
Anna Sessions, Senior Warden
Kirsten Tolley
KAREN ENGELKE
Mark Torrence, Jr Warden
Tom Wenz
Kathy Polk, Clerk

Sarah Lamming+
Elizabeth Bowers
Doug Seybert
Ernie Tucker
Liesl Wheeler

Doug Castonguay
Kirsten Tolley
Valery Weekley
Willie Williamson

Absent: Julia Drooff, Kyle Morgan, Trish Schilling, Jane Hague+, Charlie Lang

Guests: George Saroch, Dick Williams

1. Tom Wenz opened the meeting with a prayer at 7 pm. Check-in question was a moment you were surprised by grace.
2. The June minutes were amended to delete under the Junior Warden's Report, "An alternative is not to sign a contract.". The minutes were unanimously approved with the correction.
3. Submitted Reports
 - a. Treasurer's Report – Charlie Lang
Charlie Lang was not present but his report was submitted. There are not a lot of changes. There is a typical summer "swoon" with attendance and pledges down. There has been a spike in electrical usage due to the construction.
 - b. Rector's Report – Rev. Peter Mayer
The Rector's Report was submitted. Peter+ would like to keep in our vision to host a Diocesan training "Seeing the Face of God in Each Other" a two part anti-racism training program. Information about this can be found on [the episcopalmaryland.org website](http://theepiscopalmaryland.org). Select Parish Resources/required workshops. For additional information, you can contact Adam Barner at <mailto:abarner@episcopalmaryland.org>.
"Froyo" is frozen yogurt in Bay Hills and our monthly gatherings are there an effort to bring families together.
Jane Hague+ will return on Sunday.
 - c. 2015 Budget Report – Willie Williamson
A paper copy of the report was handed out. An electronic version will be submitted. The 2015 budget was not submitted until November 2014. The expectations are in the ballpark context? They are in the \$740K range. They are using estimates and assumptions regarding salary for the clergy and sexton. The numbers indicate a "bronze" and not "silver" for

Christian Formation. It is more likely in the \$62-68K range. The Diocesan contribution will be \$120K. The total expenses versus total income reflect a "delta" (difference) of \$100K. St. Margaret's will need to draw from the Endowment. This includes a \$20K increase in Buildings and Maintenance. The Endowment draw includes the difference with no contribution to maintenance. Peter_ offered that the "mission" line should triple. It is "bare bones". We need to get past the next few years. We have to "struggle through". The committee has discussed a communication plan with Laura Tayman. We need to prepare the parish for the budget. Present to the parish – This is what we're setting out to do in "bare bones". There are three important budgetary objectives: to make sure compensation is at a decent level; the next objective will relate to Formation; and the third to Music. We need to talk about "abundance". Should vestry members be asked about the budget they should respond optimistically. It is a cyclical vision. We need to see what the Formation Building will do. St. Margaret's is not a rich or wealthy church. We are a blessed church. We need to look at sustainability. We need to focus on participation. When Charlie Lang comes back, the 2015 budget will be dissected. They will request a special meeting with the vestry to discuss the budget. Have the parishioners prioritize. We have one of the lowest pledging percentages in the Diocese. St. Margaret's pledges consist of 50% of membership while other churches have 70%. We need to reflect the excitement of the new building on the website. We need to channel a media version of excitement. Question was asked – how do churches get 70% - 80% of pledges? Those churches tend to be smaller but St. Anne's and St. John's are high. St. Philip's is smaller. A personal, educational approach with parishioners helps.

4. Wardens' Reports

a. Junior Warden – Mark Torrence

The Junior Warden's report was submitted. The tech situation is going well. Having a consultant and assisting with change will result in a \$3K savings. They are moving forward with the sexton selection. The rental house lease has been signed. The infrastructure is aging- dishwasher, carpeting. The house has been paid for so all rental can be used towards maintenance. A plan needs to be established for when the current tenant leaves. It might be considered as housing for a sexton, for example. It was bought as a long range plan to acquire adjoining land. It might be considered as a retreat housing or study center. It is 880 square feet. Maybe the vision needs to be revisited and discussed.

The air quality team has been meeting. Additional mold was found in a yellow classroom at the end of the hallway. The HVAC system is being addressed. "Calvert" is doing the new building and will coordinate between the old and new buildings. An action plan will be addressed on Thursday, July 23, 2015.

b. Senior Warden – Anne Sessions

The Senior Warden's report was submitted. The Incubation Team continues to meet. Is the feedback useful? Yes! The team gives good advice to prepare for vestry decisions. Elizabeth Radley will start on Tuesday, July 28, 2015. She is serious about tackling problems head on. Peter+ will be gone July 29 through August 14, 2015. Sarah+ will review the computer system with her. All will spend time building trust.

The Search Committee has narrowed the search for children and youth formation leaders to four potential candidates for the two Youth Formation positions. They are closing in on two. Interviews with those 4 will happen 7/24 - 8/1. Peter+, Ernest Freeland, and Julia Drooff will do the final interviews after Peter returns from vacation. There is confidence in the level of the candidates.

There was a meeting of the ad hoc moving committee. The vestry and St. Margaret's is very thankful to Tug Knorr, Tommy Bowers, Malcolm and Dayln Huntley, Skylar Todd, and Gwen Davis for all their help in moving so far. Peter+ reminded everyone to keep these leaders in your prayers. There is a lot of anxiety around all the change that we're experiencing that raises tension.

5. Tom Wenz – EFPC Progress

Tom handed the meeting over to George Saroch. George had two handouts "EFPC Report to the Vestry July 2015" and a chart of the allocation of spaces. They are closing in on completion and spending a lot of money quickly. They are on schedule. They have seen a \$10K raise in the capital campaign. The total \$4.128M is a small percentage over the estimate. There are change orders of \$65K. There was difficulty with the Civil Engineer that created delays and problems. The IT costs are over budget by \$25K. They are getting ready for another draw. By the end of 2016, pledges will be fulfilled. Change orders are being discussed. They are negotiating a rain garden. With heavy rain, the parking lot became a swamp. They are trying to firm the property and pour the asphalt. They will need maybe \$16K in additional grading costs (change orders already in \$20K-\$60K range). They are hoping to negotiate \$40K – \$60K. They expect numbers to come down—maybe with \$20K - \$30K in savings. There are grading issues but none are in non-compliance with ADA.

The Endowment Fund makes money on interest. If we use the Endowment to pay the loan interest on the building, then the Endowment Fund will make less interest. Willie Williamson, George Saroch, John Goldwait, and Jim Barnett will discuss financial scenario options.

Dick Williams is confident of a silver LEED certification. It would be a good idea to communicate the LEED status to parishioners.

MOTION: Request Vestry authorize third loan draw of \$563,400.93 to pay Invoice # 8 and to agree with an electronic vote for Invoice #9 in August. Passed Unanimously.

MOTION: Consider compensation package for new hires to be done electronically unless a meeting is necessary. Passed Unanimously.

Vestry approves money only; it does not approve hires. Salaries have not been discussed with four candidates for Formation or the Sexton position.

Keep August 23, 2015 between services available if necessary for a special vestry meeting dates.

George and Dick were excused and thanked for their time and commitment. Tom continued to say that Whiting Turner will buy and remove the temporary classroom trailers.

Teresa Todd, Trish Schilling, and Allison Mayer have been working with Susan Roberts and Tricia McVeigh on a committee to allocate spaces for the new building. All have been extremely flexible with accommodations. The Day School needs a secured storage closet. The Day School wanted unlimited use of the Parish Hall. They can have priority when someone else isn't using it. It is a shared facility for many groups. Elizabeth Radley will deal with space issues. There needs to be communication between groups. There is also a concern about the number of electrical outlets and Internet drops. It is a living process. Peter+ will make changes to the allocation document as edited. He will send a copy with the changes. Any changes in the "Annex" are self-help projects.

MOTION: The EFPC would like acceptance of the edited document as a guide . Passed unanimously.

6. Peter+ said that Jim Hall and The Rev. Scott Slater, Canon the Ordinary for the Diocese of Maryland are working on the Mutual Ministry Review.

7. By-Laws: The vestry recently accepted for consideration by the congregation several changes to the church's By-Laws, which have been drafted by Rev. Sarah Lamming and Randy Goff.

One of the proposed changes addresses the term length of our Youth vestry members. We currently elect two Youth members to full voting positions on the vestry, to serve a term of three years just as do adult vestry members. In practice, however, our youth vestry members typically are only able to serve one year, and then must be replaced (usually twice), by appointment, for the duration of their elected term as they move out of the area to attend college or pursue other goals and interests.

In order to reflect actual practice, it is proposed that the term of Young adult vestry positions be changed to one year, with the opportunity for reelection. The vestry supports this change.

From proposed Article II:

Section 2. *Number and Term of Office.* The Vestry of the Church shall consist of the Rector fourteen members which shall consist of twelve lay members chosen from among the Voting Members and two additional Voting Members between the ages of 16 and 22, who will be young adult members of the Vestry. Of the twelve lay members, four shall be elected each year and shall serve three-year terms. Young adult members of the Vestry shall be elected for a term of one year. A lay member or young adult member shall take office as Vestry member immediately upon election. No lay member shall be eligible for re-nomination and re-election to the Vestry for a period of one year after the member's term expired; *provided*, however, that prior service on the Vestry in filling a vacancy shall not be disqualification for re-election. Young adult members are allowed to be re-nominated and re-elected for a three consecutive terms.

MOTION: The vestry accepts the changes in the by-laws as expressed in the reviewed by-laws. Passed unanimously.

MOTION: Call a special parish meeting at 10:30 on Sunday, September 20, 2015 to present the by-laws as accepted by the vestry for consideration by the parish. Passed Unanimously.

There needs to be announcements published in the Spire and Dragon Tales to advertise the meeting as per the By-Laws: "Notice of all meetings shall be given by announcement at services in the Church on at least two Sundays immediately preceding the date of the meeting, and by all standard publications, written and electronic, of the Church, for not less than two weeks preceding the meeting. Such notice shall indicate whether the meeting is an annual meeting or a special meeting, and if a special meeting, the business to be transacted. No business other than that specified in the notice shall be transacted at special meetings."

8. Peter+ gave heartfelt thanks from himself as well as the entire vestry to Sarah+ for her outstanding service to St. Margaret's. She will continue in her good works and we wish her well.

The meeting closed with the singing of the Doxology at 9:05 pm.

Prepare to be available between the 9:00 and 11:15 service on Sunday, August 23, 2015 in case a special vestry vote is necessary regarding compensation for the new hires. The next scheduled meeting will be on September 15, 2015 at 7pm in the Conference Room. Anne Sessions will lead the opening prayer. There will be a Special Parish Meeting on Sunday, September 20, 2015 at 10:30 in the Parish Hall to ask for a vote on the proposed By-Law changes.

Respectfully,

Kathy Polk
Recorder