

ST. MARGARET'S  
CHURCH



St. Margaret's Church  
Westminster Parish  
Vestry Meeting  
Tuesday, October 18, 2016



Feast of Saint Luke the Evangelist



Attending:

Peter Mayer+  
Steve Brennan, Junior Warden  
Fran Becker  
Karen Engelke  
Doug Seybert  
Tom Wenz

Jane Hague+  
Charlie Lang, Treasurer  
Doug Castonguay  
Ruth McVay Harmon  
Trish Schilling  
Liesl Wheeler

Anne Sessions, Senior Warden  
Kathy Polk, Clerk  
Christine Feldmann  
Tim Parker  
Valery Weekley  
Willie Williamson

Absent: Julia Drooff

Also attending: Elizabeth Radley – Administrative Assistant, Shannon McDowell – (St. Anne's Buildings and Grounds)

1. Opening Prayer – Liesl Wheeler

The meeting came to order in Classroom E of the Formation Building at 7pm.

2. Approved Minutes - 9-20-16 Vestry Draft.pdf; 10-6-16 electronic Vote.pdf

Minutes (9-20-16) approved to restate:” “There was a unanimous decision to pay a one-time \$1300 bonus *which represents 10% of 11 weeks of salary* to Associate Jane Hague+ for exceptional work, extra responsibilities, and hours added to her job description done during the summer.

Minutes approved as corrected and submitted. Kathy Polk was thanked for her work as clerk of the vestry while having to deal with personal surgery from which she is happily recovering.

3. Stewardship Minute

Doug Seybert referred to a short video that is not in danger of going to the Academy Awards. We have received 128 pledges to date representing 58% of those enrolled as parishioners. The total is \$594,000 with a median pledge of \$4600. October 28 is the deadline to have all the pledges in. They will follow-up in November but understand that some parishioners traditionally do not pledge until January 1. This is the first time St Margaret's has had such a high response.

4. Submitted Reports

A. Rector's Report

Rector's Report October 2016.docx

Peter+ explained there is a two-day commitment for the Racial Reconciliation training January 14 and 21 at St. Margaret's. "Seeing the Face of God in Each Other: An Anti-racism Workshop." People can register at [episcopalmaryland.org](http://episcopalmaryland.org). Look under Clergy and Parishes – required workshops. All vestry

members are encouraged to sign-up and attend. There needs to be a racial "balance" at the meeting so all may not be eligible to attend.

Peter+ was delighted to share several "good news" stories from Sunday illustrating the impact of the church on parishioners. The words from the new "racial diversity" sign at the front entrance are from the Book of Common Prayer and our Baptismal covenant: *"Will you strive for justice and peace among all people, and respect the dignity of every human being? I will, with God's help."* P. 305 BCP

A. Treasurer's Report – Charlie Lang  
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16018 Treasurer Report.docx

Charlie Lang explained that the accounts are solid. On October 6 there was a transfer from the Operating to the Formation Building Checking account for \$37,494.90. There were no withdrawals from the Endowment in September. There are concerns about the utility bills. Jim Barnett submitted an additional "SMC-Capital Campaign Continuation Report—82% of the total pledge amount has been collected. We can anticipate collecting about \$174,000 for the rest of 2016 (realistically \$100,000). In 2017, we can anticipate collecting about \$276,225.44 and in 2018 an additional \$120,528.80.

We are still working on bio-retention pond issues associated with construction of the Formation Building so St. Margaret's is holding back some of the money due to Whiting Turner. In two years, we will need \$150,000 to pay off the loan on 19 November 2019. At that time, if the loan for the interest is not met, we will need to take out another 20-year mortgage. This is something we DO NOT want to do. They are projecting a \$75,000 short-fall. Letters have been sent to those who have fallen behind in their pledges. It was suggested we talk to the professional fund-raisers to find a better way of getting the money pledged.

Fran Becker requested that Charlie Lang write a summary of this financial plan for the Long Term Planning Committee.

Historically, we wait until the end of the year for any withdrawals from the Endowment. A line has been created for cemetery maintenance and expenses.

#### 5. Finance Group: Budget for 2017 – Willie Williamson

Willie said the group is dealing with multiple variables including the stewardship numbers and utility bills. The interest on the loan decreases each month. Willie will be gone in November and December and will be leaving the vestry in January. Currently they are looking at solutions if a full-time sexton is not funded. This would include a volunteer rotation and a need for a volunteer coordinator for building and grounds maintenance. They are also considering a part-time position as well as contract work. They need some clarity on the job descriptions. Willie said he is including \$44,000 draw from the Endowment to cover an expected budget gap. Willie, Peter+, and Anne Sessions are working on identifying someone to take on Willie's responsibilities in 2017 as he transitions off the vestry. We need to meet our stewardship goal. Also leaving the vestry in January are Karen Engelke, Doug Seybert, and Liesl Wheeler.

They hope to get budget approval by the vestry in December – acting on faith without the full stewardship numbers available. It was noted that a full-time position of sexton is necessary. Otherwise, we fail in our responsibility and mission with the new Formation Building.

#### 6. Missions' Commission Report – Christine Duray Feldmann

Mission's Commission Report.docx

Christine reported that Jean Clarke has done an excellent job with the tutoring program at Windsor Farms. We have resources to help the tutors with the school-work. We are looking to potentially support refugee families with Bill Sauer facilitating. The committee is ready to explore the possibilities—not so much

financial but resource oriented. Jim Hall will conduct a "class" at the forum on October 30 about missions. They had positive support at the Missions Fair. They have not yet defined "long term" relationship. Facebook informs the parish of what is going on but they recommend we talk about missions in church. Peter+ said he and Jane+ try to incorporate announcements in their sermons. The mission commission finances are on as "as needed" basis. They need to articulate their needs to the finance committee. They are ready to transition to new members. Ann Lallande and the rest of the members were thanked.

#### 7. Fellowship and Parish Life – Doug Castonguay

Doug reported that Jane Piche was delighted with the recent newcomer's dinner. It was a good turnout. St. Margaret's is a good place for families. Jenelle is working hard with the kids AND with the parents. Foyers has been very popular. On November 13, there will be a Newcomers' Welcome at the 9am service. Newcomers will receive name tags and be introduced. There is a "gap" between the appropriate age for the children's service and having kids be able to sit still during the service. There is another "gap" between a "social" church where members greet each other and catch up on news while others are seeking quiet reflection. Newcomers will be encouraged to connect. This is a "phone-texting group".

#### 8. Wardens' Reports

##### A. Junior Warden – Steve Brennan

SMC Junior Warden Report 10 18 2016.pdf

Steve said he is still getting estimates regarding the phone system. Elizabeth Radley said they were working on the phones today and discovered a dead line. They have a temporary fix. Shannon McDowell from St. Anne's has been actively involved in Buildings and Grounds in a leadership position. Blue-jeans Sunday will be October 30. Primarily because of safety concerns, parishioners should be encouraged to park as far away as they are physically able. Everyone was reminded there are ample number of places at 7:30 am services.

##### B. Senior Warden – Anne Sessions

SMC-Incubation Report.pdf

Anne said the Long Range Planning Committee is working with Fran Becker and looking specifically at sustainability issues. Fran is also working on creating a vestry packet. Vestry members are asked to submit – What do you wish you knew? What information did you want to have? Peter+ is working on a FAQ for the vestry. Anne submits an "Incubation Report" between meetings to keep members up to speed on everything going on.

#### Nominating Committee:

According to the by-laws *"At least three months in advance of each annual meeting, the Rector (or in the Rector's absence, or if the cure be vacant, the Senior Warden) shall appoint a Nominating Committee consisting of five Voting Members, not more than one of who shall be a member of the existing Vestry. The Nominating Committee shall nominate at least as many Voting Members as there shall be vacancies to be filled at the annual meeting. The Nominating Committee shall submit to the Vestry the names of those persons so nominated at least one month prior to the annual meeting, and the Vestry shall immediately make known to the congregation by publication in the Church bulletin and such other means deemed appropriate, the names of those so nominated."*

Ernie Tucker has been named chair of this committee and the team will be named shortly. According to the by-laws, *"There shall be an annual meeting of the voting Members of the Church at which all Ordinary Members shall be welcome but shall have no vote, on the third Sunday of each January, or as soon thereafter as the Vestry shall determine."* Peter+ said the Annual Meeting will be on January 29, 2017. If you have any suggestions for candidates for the vestry, please discuss this with them ahead of time. Please see Ernie and said, "I would like to put forward..."



In November the vestry will designate the delegates to the Convention of the Diocese of Maryland to be held May 12-13, 2017 at Turf Valley. Presiding Bishop Michael Curry will be the guest speaker. Bishop Sutton is hoping for a larger venue where everyone can be invited.

In December the vestry will make resolutions regarding housing for Jane+ and Peter+.

Peter+ expressed thanks to Ruth McVay Harmon and Tim Parker for their efforts with Formation.

9. Action Items review – Anne Sessions

Nine kid ages 14-17 years old will do a presentation about their pilgrimage. Willie Williamson was thanked for all his hard work and dedication to the vestry.

10. Adjourn – at 8:30 with the singing of the doxology.

Next Meeting: Tuesday, November 15 – Ruth Harmon will do the opening prayer. Steve Brennan will give the Facilities Liaison Report. Delegates to the convention will be determined. Kathy Lang will serve as clerk since Kathy Polk will be absent.

Respectfully,

Kathy Polk  
Clerk