



St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday, November 21, 2017



William Byrd, 1623; John Merbecke, 1585; and Thomas Tallis, 1585 -
Musicians



Attending:

Peter Mayer+, Rector
Kathy Polk, Clerk
Gwen Davis
Tim Parker
Al Todd

Anne Sessions, Senior Warden
Fran Becker
Christine Feldmann
Paul O'Donnell
Valery Weekley

Steve Brennan, Junior Warden
Maggy Cullman
Ruth Harmon
Trish Schilling
Tom Wenz

Absent: Charlie Lang, Treasurer; Nellie Bowers, Doug Seybert
Also Attending: Elizabeth Radley, Senior Administrator

1. Opening prayer was given at 7pm by Ruth Harmon.
2. The minutes from October were approved with amendments and accepted.

3. Submitted Reports

Rector's Report: The Rev. Peter Mayer

Peter+ related that there is a lot going on and most is super good. Maggie Wilmore's funeral and the events of the 325th anniversary brought the parish together in many ways that demonstrate its many strengths. With regards to staffing, the job descriptions have been updated. There have been changes for the volunteer coordinator hours and start date. Formation is a major area of concentration. Jeff Conover, Ruth Harmon, and Gwen Davis have done an exceptional job. There is a search team in place looking for a curate (new priest) or perhaps an assistant rector—a position that would require more compensation. Personnel decisions are largely made by Peter with staff and lay leaders providing guidance. The reality is that there are not a lot of new priests out there. New parents are yearning for a sense of community. The job descriptions are dynamic and evolving to best suit the needs of the parish.

Treasurer's Report: Charlie Lang

Charlie Lang was out of town for the Thanksgiving holiday however members had a chance to review his submitted reports. The P&L for the end of the July was provided for review and the designated accounts follow the net income and expenses. The P&L shows we are in the "black" by \$27,023.62. We remain in good position on the BGE bill. We are in the "black" by having spent 78.2% of the budget with 83.3% of the year gone. It appears we may be in the position at the end of the year to NOT withdraw the authorized \$44,000 from the endowment to support 2017 operations. Charlie will have a P&L run made on 14 December to assist in the decision of how much, if any, needs to be withdrawn. If any withdrawal is deemed necessary, it needs to be submitted to BB&T by 15 December to allow for processing and check delivery for deposit on or before 29 December.

Formation Report – Nellie Bowers, Gwen Davis, Ruth Harmon, and Valery Weekley

Thanks were given to Ruth for her thorough report. The team has been working with volunteers to coordinate the transition after Jenelle left. The enrollment is down from last year but attendance is similar. The youth group is going well but Jeff Conover could use more volunteers. There are three special events that volunteers have offered to coordinate: Advent Wreath Making (Tomko Family), the Epiphany Pageant and the Easter Egg Hunt. Rhetta Wiley+ has done a good job with the Thursday morning bible study. They are looking for volunteers to replace Ernie Tucker and Valery Weekley for the Monday night adult series. One suggestion was to have each commission do a presentation. Next year there will be movies followed by discussions. It was mentioned that the Interfaith Partners for the Chesapeake has a VBS curriculum available and with compensation might be able to help with a VBS program. The Diocese of Maryland has multiple youth programs available. On March 3, 2018 St. Margaret's is hosting the "Bishops' Bash" for youth from all over the diocese. There has been a drop in enrollment in the middle and high school Sunday school classes. Currently this is a challenge for youth formation. Attendance is pretty good on Monday nights. It was noted that Jenelle had provided several of her children and their absence is noted with regret. Formation participation drives weekly attendance at the services.

4. Budget and Finance Report –Tim Parker

Tim presented a proposed 2018-2019-2020 budget that attempts to keep markers in place for inflation. The staff costs impact budget projections. The themes for the 2018 budget are to take better care of our staff—more transparency around pay increases, potential, small bonus pool, more hours, and small pensions for some. A second concern is taking better care of our grounds – restoring funds to cleaning and maintaining our campus to stronger levels. The third area of concentration is bringing in a new curate. Tim believes we can establish a maintenance fund prior to funding a Facilities' Manager. A sabbatical for Music Director James Fitzpatrick has been suggested. This year, we still need to use the Endowment but we are lessening the draw. Tim thanked Elizabeth and the staff for all their assistance. The position of a Facilities' Manager needs to be discussed. Maybe we should use the Endowment to fund this because it is possible we are losing money because we need to turn away potential facility renters. The vestry was reminded that the vision for the church is to be sustainable. It was suggested a list of potential rentals lost might give some insight about rental revenue. It was also mentioned that not all users of the Formation Building would be paying for its use. It is part of our outreach ministry to reach out to community groups. Costs for a Facilities' Manager might be off-set by no longer using contract labor. A narrative should be given to the parish for expenses. It is hoped that the vestry will approve the budget at its December meeting.

5. Wardens' Reports

Junior Warden's Report – Steve Brennan

Steve said that the telephone "switch-over" would occur on November 27. The projected IT upgrade will cost approximately \$10K. It would be part of the Capital Projects from the Endowment. Some current equipment is not supported. Jim Barnett is helping with "cyber hygiene" to eliminate viruses and malware. Laura Tayman has been compiling a comprehensive exit plan in case of an emergency. Ushers will be instructed. The information is available to anyone but will not be posted for the general public knowledge for obvious security reasons. The well pump was replaced for a cost of \$7,935. We anticipate public water hook-ups in the future.

Senior Warden's Report – Anne Sessions

Anne said it is valuable to hear a variety of instruments but allowed that time and distance is a real concern for most vestry members. She is hoping after the New Year to go to the Daffer showroom. She also recommended St. Paul's church in Baltimore and/or the Georgetown Chapel in DC to hear a Schoenstein pipe organ. 325 merchandise is available for sale. She encouraged people to help St. Philip's with Winter Relief the first week of January.

6. For the Good of the Order

Tom Wenz is having surgery tomorrow. Prayers for him. Teresa Todd's mother is recovering from surgery. Prayers for the Tanner family. Happy Thanksgiving and safe travels to everyone.

7. Adjourn. The meeting was adjourned with a prayer and the singing of the doxology at 8:50 pm.

The next meeting will be Tuesday, December 19. We hope to approve the budget. Christine Feldmann will lead the opening prayer and Facilities will give its report.

Respectfully submitted,

Kathy Polk
Clerk