

ST. MARGARET'S
CHURCH



St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday, July 19, 2016

Macrina, Monastic and Teacher, 379 or Adelaide Teague Case, Teacher, 1948



Attending:

Jane Hague+ Rector-in-Charge
Kathy Polk, Clerk
Christine Feldmann
Tim Parker
Tom Wenz

Anne Sessions, Senior Warden Steve Brennan, Junior Warden
Fran Becker Julia Drooff
Karen Engelke Ruth Harmon
Doug Seybert Valery Weekley
Liesl Wheeler

Absent: Peter Mayer + (Sabbatical), Doug Castonguay, Charlie Lang, Trish Schilling, Willie Williamson

Also Attending: Elizabeth Radley

I. Opening Prayer 7: 05 pm – Julia Drooff

II. Minutes (6-21-16 Vestry; 7-10-16 Special Meeting) – approved

Question was raised about electronic voting. Anne Sessions confirmed that in lieu of attending a special meeting, one could vote electronically for convenience.

III. Welcome new Vestry member Ruth Harmon
Ruth will be joining as Formation liaison.

IV. Submitted Reports

A. Treasurer's Report (160719 Treasurer's Report.docx; 160719 SMC June Financials.pdf; 160719 P L Designated 7.7.16.xlsx) submitted by e-mail 7-7-16.

A question arose about whether individual designated accounts get interest or the interest goes to the total. It remains to be determined how much a savings in electric will be produced by using the solar panels. Operating pledges are in the black but people should get a gentle reminder to continue their pledges in the summer.

B. Priest-in-Charge: Jane Hague+
(Priest In Charge report.docx; jpeg attachments)

Pastoral concerns continue to be evolving. Jane+ is trying to involve lay people. It was suggested that St. Margaret's Day might better be celebrated in conjunction with the kick-off for Sunday school. Summer attendance had an impact. Trish Schilling and others in the parish and outside of the parish did a lot to help. Pokemon has been a timely event. The tutoring at Windsor Hills has been successful. Camp Allen is looking for volunteers. It is great having Elizabeth present on Sundays to handle problems. Having vestry members do announcements is working well but vestry members are

reminded to use the sign-up genius. St. Margaret's is continuing to get newcomers each week and they are returning!

A flyer was distributed about "Many Rivers to Cross: A Community Conversation" by the Broadneck Baptist Church- Sundays August 14, 21, and 28 from 5-8pm.

A question was raised whether or not Jane's+ salary should be re-addressed. She is doing an excellent job in Peter's+ absence. This needs to be discussed with the financial people.

V. Liaison Report – Formation: Julia Drooff, Ruth Harmon, Valery Weekley, Liesl Wheeler
(FormationReport2016.docx; e-mail from Jenelle 7-17-16)

Julia thanked Ruth for joining the team. *Godly Play* teachers are glad to be in the Formation Building. The challenge is finding story tellers, door keepers, and volunteers. There have been mice in the kitchen and people are reminded to use sealed plastic containers for any food. *Sparks* will continue as the curriculum for 2nd and 3rd graders and *Connect* will be used for 4th and 5th graders. The middle and high school have a simplified program. They are trying to create a foundation then build on phases 3-4-5. Jenelle is specific about what will happen when. Volunteers are needed. They are still waiting to hire an assistant in the fall. It may be necessary to scale back some programs. Presently there is an array of opportunities for kids to make educated choices. How can we encourage stewardship to fund some of these activities? They approximate about \$1000 per child. How will what we do transform their lives to Christ?

This was not a good time to give this report as Jenelle is off for the summer. Julie Svendsen personally contacted Jenelle. Is there a model or demand for kids not in the nursery but not old enough to be in the church? Do other churches have sustainable programs for "older nursery?" This is not a priority item at this time.

Jenelle wants to continue activities on Monday night because of volunteers and staffing. The high school kids prefer Sunday night. There is a need to re-evaluate the program. Few high school kids attend on Monday nights (8-12 out of 15). Attendance is inconsistent. The high school program needs consistency and a re-evaluation.

Valery said she had not included Heretics and EfM in her report. Charles Rector (Heretics) and EfM need to establish liaison with Valery. Both are self-sustaining. There will be a study of women in the bible that includes a retreat. The main area of concern is planning Monday nights with different faith traditions. They have confirmed a rabbi speakers and are hoping for Muslim and Orthodox clerics. Barb Breeden and Mike Winn will have a "stump Mike" forum. During Advent, the church will present "Awaiting the Already" at different times to accommodate people. They are considering a racism study and/or white privilege. We already have a relationship with St. Philip's. They are preparing for confirmation January 15, 2017 with Bishop Sutton. It is the first visitation by the Bishop in 3 years. The Annapolis police and a Homeless Commissioner may address people. Valery reiterated that it would be better to do the report when Jenelle is available.

VI. Wardens' Reports

A. Junior Warden – Steve Brennan (SMC Junior Warden Report 07-19-2016.pdf)

Steve said the solar panels have passed inspection and paperwork has been submitted to BGE. BGE will hook up on 8/22/16 for the solar panels. Whiting Turner is addressing problems in the student restrooms. There are no problems with the urinals.

B. Senior Warden – Anne Sessions

(SMC-SrWardenReport,July19,2016,v1; Incubationreport.pdf)

Fran Becker, Laura Tayman, and Anne are working on a vestry binder for new vestry members. Once completing "Safeguarding God's Children" submit your paperwork to Jenelle. Everyone who is in contact with a child should be considered to take the course or be supervised by someone who has taken the class.

VII. EFPC (Education formation Planning Committee) update concerning bio-retention pond and dumpster pad – Tom Wenz (EFPC Formation Building update July 2016.docx)

Tom will send a written report to the Vestry. Teresa has submitted information to him. The function of the committee is complete. The one year warranty on the building ends in September. The Formation building is working. The contract work continues. They've hired a civil engineer for water retention concerns. It was originally \$49K, then \$55K. The storm water original design was flawed. These are cost over-runs due the fault of the original engineer not the building contractor. The corner drainage will be corrected. The dumpster drainage was originally looking at in excess of \$38K but now using a culvert and concrete drain from the parking lot it will cost \$2K. Whiting Turner will divert the water from the stairwells. New work will have a one-year warranty. There was a \$1200 invoice for the kitchen septic system. There are two more payment for the engineers and the release of the bonds for reforestation. When all is resolved, \$37K will be returned. Charlie will have final totals for cost over-rides. There is money in reserve in the Building and Grounds budget. Robin and Teresa have done an amazing job of keeping costs down and keeping people accountable. They are currently paying \$2660 month for a cleaning service. A sexton will be able to do some of those chores

Tom described the poor condition of the columbarium and the need for immediate repairs. Elizabeth said that there is no budget line item columbarium repairs and much of the maintenance expenses are included in the landscaping budget. Several vestry members believed that repairs and needed landscaping should begin immediately because it is a disgrace to parishioners whose loved ones are buried there. It was noted that the designated Cemetery Fund has close to \$16,000. Can we get money from the Cemetery Fund? There is no line in the budget for columbarium maintenance. Much of the maintenance comes from the landscaping budget. We need to amend the accounting. The Cemetery Fund has \$8100 designated. The process has begun but needs clarifying.

MOTION: Authorize up to \$5000 in designated Cemetery Funds to pay for necessary repairs to the columbarium unless prohibited and then additional money come from Capital Projects fund from the Endowment to address on-going needs. **Passed – unanimously.**

VIII. Security Protocol vote –Resolve: Approve the submitted "Best Practices for Security Protocol" for the Formation Building/Parish Hall/Day School (SMC and SMDS Building Protocol.docx)

MOTION: To adopt the security protocol as presented. **Passed – unanimously.**

Trish McVeigh, Elizabeth Radley, Peter Mayer+, Jane Hague+, and Anne Sessions have an elevator key card. If one needs the space, one should plan in advance to comply with the safety protocol. Parishioners need to be re-trained to check with Elizabeth first.

IX. Discussion of use of memorial gifts given to St Margaret's – Fran Becker

Fran mentioned that several parishioners spoke to her about the need to memorialize parishioners who have passed and in whose memory SMC received contributions. Currently, these contributions are usually deposited into the designated memorial fund which has no guidelines for expenditures. While there are many memorial gifts around the campus (garden, trees, etc) there should be a way to honor all for whom gifts were given. Often, after several years, the deceased are forgotten. Fran asked for the Vestry to consider establishing an Ad Hoc Committee comprised of

Vestry and non-Vestry parishioners to make recommendations on a "memorial" or legacy wall and to establish guidelines for memorial fund expenditures. Anne suggested that Fran send all vestry an e-mail regarding her request and to include Buildings and Grounds as well as History and Archives. Following the discussion at the June meeting, Kathy Polk sent a letter to Tim Parker, Joan Rich, Judy Hall, Charlie Lang, Anne Sessions and Jane Hague+ asking for some parish recognition of those for whom memorial gifts have been made. She did not receive any reply. It may be a consideration to reallocate all memorial gifts to the Endowment.

X. Action Items review – Anne Sessions (Vestry action List for July 2016.xlsx.)

Tom Wenz: (BOLEC_welcome_brochure_2011.pdf)

Angela Shepherd+ is away so nothing further has been done with the MMR. The goals were to develop a pastoral care task force and improve communication (working on it). Everyone was reminded of the on-line safety training. Buildings and Grounds still needs a chair. There will be a Vestry review of mission in September with Doug Castonguay and Trish Schilling. The Formation liaisons were thanked for their excellent report. In October, Missions will report. In November, the Junior Warden will present a Facilities report. Vestry members were reminded to use the sign-up genius for announcements. The Worship Commission needs to explore using prayer books for services. A grant request needs to be signed by the bishop and the rector. Can we get lay leadership to handle this? Can we get the ushers involved?

There was a conversation to open talk about being an affirming church. A forum may be planned. It is an opportunity to learn how to have a difficult discussion.

XI. Adjourn at 9:25 with the singing of the doxology.

Respectfully submitted,

Kathy Polk
Clerk

The next meeting will be Tuesday, September 20, 2016 at 7pm in the Conference Room. September 20 marks six years since Peter Mayer+ came to St. Margaret's. Willie Williamson will do the opening prayer. The Treasurer-Budget Team and Vestry Financial Liaisons Charlie Lang and Willie Williamson will give a report. The Fellowship Liaison Report will be given.