

Highlights of Vestry Meeting - September 13, 2016

Opening & Formation:

The meeting opened at 7:04 p.m. with prayer led by Fr. Allison. A quorum was present. A brief time of formation and discussion followed.

RECTOR'S REPORT

Update: DeLotto and Sons regarding roof: There is still some dispute as to who is responsible for the roof problems. Earlier today we sent scans of All Area Roofing invoices and photos from the times they have been out here to make repairs. This documentation should end the finger pointing as to responsibility.

Approval of Parking for Reimbursement, 3-4 spaces by Eye Institute: A representative from Coastal real Estate Consultants has inquired about using 3-4 existing parking spaces for employees of a nearby eye institute. They are offering to pay. There was general consensus that this would be fine to do, and Fr. Roy will call to get details and possibly make arrangements.

Vestry Commission Job Descriptions (?): Fr. Roy has been asked to create job descriptions. The vestry agreement that everyone signed is a de facto job description. Vestry members are expected to communicate with leaders in your commission areas; talk to them a couple of times per month to check on how they are doing, what they need, their budget needs, and report on these things to the vestry. If anyone feels they need a more detailed write-up, please let Fr. Roy know.

Approval of Vickie McDonald for Ordination to the Diaconate: Before leaving, we need to sign the letter agreeing that we support Vickie being moved on to the diaconate. We will send this on to the diocese as part of her seminary process.

CPR/AED Training October 29th, 8:30-12:30, \$4 materials fee: Fr. Roy would like all vestry members to know how to use the AED machine. Please sign up for this class when Susie Juarez opens it for sign-ups.

SENIOR WARDEN'S REPORT

David Schutte is giving up responsibility for the rentals committee. The availability of our space has changed now that St. Francis has moved in. It is also proving very difficult to manage rentals and clean up, especially on Saturday night events in the parish hall. Dale Johnson recommends that we ease renting to outside groups. Fr. Roy can make exceptions at his discretion. There was general agreement that we stop renting for events. This does not affect community groups such as Scouts, Al-Anon, etc.

JUNIOR WARDEN'S REPORT

Jean Jakob has found that our closets are again in disarray. People are not replacing items where they found them, but are leaving them in the nearest convenient place.

COMMISSION REPORTS REVIEW

Overview of progress for each Commission since August meeting: There were no additions to the written reports.

TREASURER'S REPORT

Copies of the financial reports with ministry areas highlighted were given to each member to get their ministry budget numbers together. Our net for the year is negative \$22,000, and the largest part of that is that we are \$19,200 behind in revenue. The first Sunday in September was low in giving, but it was a holiday weekend, however, the second Sunday was also weak and did not compensate. Expenses are still being held in line. Pledge giving is not far behind, but non-pledge giving is behind budget. This reflects anticipating more non-pledge income for 2016 than has materialized. Many long-time and regular members do not pledge, which is something we can try to turn around.

Approval of Financial Reports:

Latrice Markison moved to accept the August financial reports. The motion was seconded by Bill Lynch and the motion carried unanimously.

Audit Overview: Pam Frost thanked everyone for getting the audit approval completed so quickly. In 2017 we will begin the audit in the spring as soon as the diocese releases the audit package. The audit has shown us that updating our inventory needs to be addressed as soon as we can get someone to undertake the project. The Church Insurance Corporation has guidelines on how to do an inventory.

Conclusion: The discussion was opened to reflections and final comments. The meeting was unanimously adjourned at 9:19 p.m. A closing prayer was led by Fr. Allison.

Jillian Ricardo, Secretary

Commission Reports, September 2016

SENIOR WARDEN'S REPORT – Dale Johnson

The month of August was a busy time at St. Mark's with the congregation of St. Francis moving in to share our space and further the spread of the gospel message and the love of Christ in the Citrus Park area. Welcome St. Francis, Fr. Livan, and Dominick. When you see any of the congregants between services please remember to greet them and help them to feel welcome. We are one big family, the church.

Fr. Roy and Jillian were busy beavers getting all of the service people tended to and the repair work done, especially the fire safety compliance and AC work. We also owe a big thank you to Charlie Towater and Sam Trotman for the beautifully painted walls throughout the church. This was a yeoman's task and they handled it with great finesse.

The Diocesan Convention will be taking place in October and in preparation for this the delegates attended a Deanery gathering at Holy Trinity, Clearwater, to prepare and get acquainted with other deanery members.

September is keeping up with the busy activities at St. Mark's and we are so blessed to be so busy rather than stagnant. Thank you to all for serving and helping to grow God's Holy place, St. Mark's.

JUNIOR WARDEN'S REPORT – Jean Jakob

The good news is that we are up to code with the Fire Department. Everyone seems to be cooperating with trying to stay in compliance with restricted areas in our closets and electrical rooms. We have space in the Youth House for items needing long term storage. If additional shelves are needed please make me or the new Junior Warden aware so that items are properly stored. There is also a tent and several sleeping bags that need a home.

The new AC unit was installed while I was away. Apparently the bid we accepted was for ONE not 2 AC units. He left a hand written proposal (which was for one AC unit) and then he emailed me a proposal (which was for 2 AC units). I was looking at the printed proposal and not the handwritten one when I asked the other companies to bid. AAA Airwaves Inc did get our other units that were down up and running. I apologize to the Vestry and the congregation for the mistake. I am in the propose of getting several companies to offer us a proposal on units they anticipate going down. Since all are now 11 years old I am going to recommend that we budget for the units that are used all the time. This could be as many as 6 or 8.

We are scheduled for a Workday on October 15th. This will be the last workday of the year and also the last one I schedule. Anthony has informed me that he's found only 1 place from which we can rent a cherry picker, the cost is \$600 for half a day. He has no information on the sale of lift. I'd like to thank Bill Lynch for taking care of another plumbing problem. He fixed the toilet in the main kitchen. We now have the part number and tool.

Several people have informed me that the building has been open in the morning. I would like suggestions on ways to correct this. In reference to securing the building we should give priority to securing the doors on the parking lot side of St. Christopher's.

I'm asking everyone who sees an area that will need maintenance or replacement to please let me know as I'm working on a realistic budget. I would also appreciate it if you know of someone who would give us an estimate please get an estimate from their company for me. We must present a realistic budget for the maintenance of St. Mark's. This is our church and we must make the congregation aware of the cost of upkeep as well as paying off the tremendous mortgage.

ADULT EDUCATION – Dale Johnson

Adult Sunday school: August ended on a happy note having heard some “good stories” from Rev. Martha Vaguener and ended the month with the Ministry Rally. The rally was well displayed and well received by the congregation. September began with a wonderful presentation by the Gideon Society. They do an incredible job of spreading the gospel message and all with volunteer labor and funding. The last months of September will be led by Fr. Roy. He will be teaching on The Book of Common Prayer. Do come join us, it an hour well spent.

Monday Morning Bible Study: Monday morning's at 10 o'clock you will find a large group of men and women gathered in the library eagerly studying the gospel of St. John. Kathleen Amritt and Sherre Henley graciously lead this group. This is a continuation of what was started last year so they are currently on Chapter 10. All are welcome and it is never too late to join.

Book Club: The book club meets in the library the last Tuesday of each month at 11:00 to discuss the book of the month. The book for September is FOR WHOM THE BELL TOLLS, a classic by Ernest Hemingway. Come join this group and expand your knowledge of quality and current literature.

COMMUNICATIONS – Latrice Markison

ENDOWMENT – Bill Lynch

We prepared a handout for Rally Day (attached). We meet prior to the 9/13 Vestry meeting.

FELLOWSHIP – John Newton

No major issues to report. Gearing up for the Mexican Fiesta to be held on September 10th. Added another helper to our Breakfast Ministry, Victoria Roth.

MEMBERSHIP & GROWTH – Bill Lynch

Outside Greeters ministry participated in Rally Day. There were at least three volunteer sign-ups.

Outside Greeters will be requesting \$200 for next year's budget.

Name tag improvement will be pursued and a budget line item will be requested for 2017.

OUTREACH & EVANGELISM – Marva Duncan & Anna Ashworth

Rally Day

Outreach & Evangelism participated in Rally Day with brochures highlighting the various ministries, while attendance was good only one new volunteer sign-up.

Volunteers for Outreach

Deb Spero continued to coordinate volunteers for Trinity Café and participated in playing poker with the Veterans in the Spinal Cord Injury Unit of the VA Haley Hospital and expressed interest in becoming a volunteer Leader. **Trinity Café** website address: <http://www.trinitycafe.org/>

Boy Scouts

July activities:

July 4: No meeting (US Independence Day)

July 11: Monday meeting; Troop Committee met to discuss changes in adult leadership, as Scoutmaster Fernando Fajardo will be moving to south Florida this summer, and Troop Committee Chair Dave Roberson will be rotating out of the chair position. Bob Phifer agreed to be the new scoutmaster and Bill Szelistowski agreed to take over as committee chair in addition to his current position as institutional representative. Scouts worked on completing unfinished merit badges from summer camp and voted for scout leader positions.

July 18: Monday meeting—completed Personal Fitness merit badge

July 25: No meeting

August plans:

August 1: Monday meeting--Patrol Leaders' Council and Troop Committee meetings

August 8: Monday meeting—Discussion of August events and farewell celebration for scoutmaster Fernando Fajardo and family

August 15: Monday meeting—Activity TBA

August 20: Honor Flight ceremony for local WW2 veterans

August 22: Monday meeting—Activity TBA

August 27: Scaloping trip to Homosassa River

August 29: Monday meeting—Activity TBA

Ongoing Peanut Butter and Tuna Drive

Weekly advertisement in the bulletin for the year-round collection of peanut butter and tuna for distribution to our neighbors in collaboration with the Tampa Jewish Family Services.

African Team Ministries

Next update will be in December 2016.

STEWARDSHIP – Bill Lynch

Bill Lynch attended the Stewardship Workshop at Dayspring on 8/20. He then met with Fr. Roy to discuss the elements of the coming Pledge Drive.

A Stewardship committee will form and is seeking volunteers for members. The committee will assist in planning for the Pledge drive and will plan other activities related to Year Round Stewardship.

The following Pledge Drive activities are targeted:

- a. 3-5 Sundays of speakers, sharing their personal views on giving and the theme Living Generously. We have one volunteer for 11/6 (Fr. Chris Gray). More help is needed here.
- b. A dinner to encourage pledging.
- c. A thank you dinner for those who pledge
- d. A display showing our progress with pledges
- e. A short film to encourage giving.
- f. The committee or the vestry signing the letter that goes out with the pledge cards.

The Stewardship committee will take on other activities. Examples, progress on giving vs pledge and an endowment fund mailing sometime in 2017.

WORSHIP – Sandi Gaudet

As a result of the Rally Day celebration, we have 3 people that are interested in becoming Eucharist Ministers and one looking to become an Acolyte. Also I have signed up to attend the upcoming Acolyte Festival on September 24th at St. Peter Cathedral.

YOUTH & FAMILIES – Anna Ashworth

CATECHESIS OF THE GOOD SHEPHERD

On August 13, 2016, St. Mark's hosted the statewide Catechesis of the Good Shepherd retreat for catechists and assistants. God was at work – before even knowing that St. Francis would begin sharing space with St. Mark's, the retreat specifically discussed a bilingual ministry with the Hispanic community.

On August 28, 2016, Judy Hamm held a parent meeting to discuss the upcoming school year.

September 11, 2016 will be the first day of CGS. Sherre Henley will facilitate in the Level 1 classroom (3-6 years), which is in Classroom #1. Judy Hamm will facilitate in the Level 2 classroom (1st – 3rd grades), which is in Classroom #2, and Lynn Willis will facilitate in the Level 3 classroom (4th – 5th grades), which is also located in Classroom #2. Assistants for CGS were recruited from those who helped with Summer Sunday School. I'll provide a list of those assisting later in the year.

In September, CGS in all three levels will focus on the Liturgy of the Church, specifically what occurs at the Alter. The 3-6 year-olds will be introduced to the terms for the items used at the Alter. The older children will explore the meaning of the gestures and the significance of the items used.

Also in September and into October, the children will explore the history of God's creation using the Fettuccia Ribbon. Made of grosgrain ribbon, it extends the whole length of the side of the church. Each "rib" represents 10,000 years. The children go outside for a few Sundays to see the story of God's Kingdom, from creation, to redemption, to Parousia. Other Sundays, the children will use a smaller version of this ribbon for indoor work. They will explore how there is an order and unity to God's plan. First, the world is prepared for man's presence, next man is prepared over time to receive the gift of God Himself in Jesus Christ.

YOUTH

In August, Tom Sturch led a series in the Youth Classroom about David and poetry. He taught about the young life of David and how the Lord prepared him for his future role as king while he was still a boy tending sheep. The youth read the Psalms he wrote and attempted their own poems in class.

The Frosts hosted a Middle School and High School "back to school" party!

September will prove to be equally busy. They are back to their Sunday 9:15 schedule with three weeks of classes and the last Sunday of the month off. This schedule allows them to attend the Contemporary Service on last Saturday of each month. Sheila will be leading the class for the month of September. The youth have Baseball with the Bishop on the 23rd and the annual Acolyte Festival in St. Petersburg on Saturday the 24th.

Unfortunately, the youth will not be attending Rock the Universe or Night of Joy. Sheila says they need better preparation and organization next year. This coming Sunday, September 11, they will attend Fr. Roy's class on The Book of Common Prayer. Sheila will encourage the class to sit together / will save a table for the youth in the Adult Education class.

Financial Report September 2016

Attached are the Balance Sheet, Income Statement, and Restricted Fund Summary for August 2016

Income, Expenses and Cash Flow

Income for August was down approximately \$10K from what was budgeted. To date, we are **\$19.2K behind in revenue** and **\$22.2K net behind for the year**. In looking ahead, the first week of September was low for a first Sunday of the month (I will chalk that up to being Labor Day Weekend). However, if we keep on tracking at this pace we will be starting our stewardship campaign well over \$20K behind for 2016 while conducting the stewardship drive for 2017. We cannot afford to wait until the annual meeting in November and present both a proposed budget for 2017 and a plea for \$20K. I will be addressing the congregation this month regarding our financial standing.

Expenses and Cash Flow

Our expenses were under this month by \$2.9K. Our total expenses for the year are over by \$3,013. As for cash flow, our Operating Account has a balance of \$26,944.94 and we have \$3,811.51 in outstanding checks from last month. We need to continue to keep our expenses down again this month to keep us from going into a negative cash flow. We do anticipate revenues to pick up towards the end of the year, but at the same time we will have to manage our day to day expenses closely while also accounting for any unplanned but necessary maintenance expenses.

Audit

The FY 2015 Audit was completed and handed into the Diocese.

FY 2017 Budget Prep

Everyone will be handed a 2016 budget with their line items highlighted. I will need all of you to submit your FY 2017 budget requests by September 26th.

Submitted by
Pam Frost
Treasurer