

**St. Mark's Episcopal Church Vestry Meeting Minutes**  
**October 19, 2021 - 6:30 pm**

Present: In person: Rev. Susie Hebert and Jon Eiche. Via Zoom: Lee Leaman, Chris Abbott, Elisa Hughes, Dwayne Dawlearn, Melissa Hamon, Jeanne Reaves, Charlie Phillips, and Michelle D'Antuono

Opening Prayer was given by Rev. Susie

Approval of Agenda as amended by Chris Abbott was moved by Melissa Hamon and Charlie Phillips seconded the motion.

Rev Susie updated the Vestry on Sue Lane McCulley's health, and advised that the September, 2021 minutes would be distributed and approved at the November, 2021 Vestry meeting.

Rev. Susie reviewed the calendar for remainder of the year:

**Sunday worship**

In person, outside under front Porte Cochere, at 8 a.m.

In person, in Sanctuary, with COVID precautions, (masks encouraged), at 10 a.m.

Online, streaming via Facebook, 10 a.m.

(Sunday service added to YouTube channel on Monday mornings as well)

**Christian Formation.** Sundays, Youth at 9:15 outside under side porte Cochere; Kid's Kingdom - online classes, each Sunday, (materials sent to each child).

Tuesdays Brown Bag Bible Study on at noon via Zoom

Wednesdays Adult Formation (Surprised by Paradox) at 1 pm via Zoom

October 25, 26, 27 - Rev. Susie Hebert at Clergy Conference at Camp Allen

October 31 5-10 - Youth Halloween costume party

November 7 All saint's (celebrated) Commitment Sunday - Lunch provided (food trucks!); Vestry Election; dedication of Love through Literacy books

November 16 - Vestry Meeting at 6:30 p.m. (Invite newly elected vestry)

Nov. 22 - youth gather to decorate Chrismon Tree after church

November 28 - First Sunday in Advent

December 4 - ECW Christmas Brunch 10 a.m. - 12 p.m.

1. Priest's Report - Rev. Susie Hebert

- a. Rev. Susie noted that we have had several visitors attending the 10:00 a.m. service and asked the Vestry members to introduce ourselves to them, and make them feel welcome.
- b. Rev. Susie also announced that she is planning her Sabbatical May, June and July, 2022. She is working to secure Rev. Ken Dimick as Supply during her absence. She is working with the Diocese on details.
- c. The dishwasher is arriving soon and will be installed; New phone system has been installed.

2. Stewardship Committee Report - Lee Leaman

- a. Wednesday Fellowship meetings will continue Oct. 20<sup>th</sup> and 27<sup>th</sup> outside under the side porte cochere from 6:30 to 7:30, food / dessert will be

provided. The Vestry was encouraged to try to attend 1 meeting if at all possible.

- b. Letter from the Stewardship Committee and Pledge Cards are being mailed out this week.
- c. Reminder of November 7<sup>th</sup> is Commitment Sunday, we hope to receive most Pledge Cards by then. Food trucks will be provided after the 10:00 am Service.

### **Committee Reports to Vestry**

- 3. Finance Committee Report – Given by Rev. Susie Hebert
  - a. We have received 70% of pledges for 2021, this should be more like 80%; however, with Covid, it continues to be a challenge. Expenses seem to be in line with budget with the exception of the elevator and Inspections.
  - b. Lee Leaman explained the total of \$15,000 repair and battery upgrade to the elevator, and made a motion to ratify the Executive Committee's decision to have Schindler make the repair and battery upgrade, Jon Eiche seconded the motion, and there was no further discussion – motion passed unanimously.
  - c. Audit Committee Report – Melissa Hamon  
Melissa reported that she, Rock Moen, Frank D'Antuono and Kimberly Hart all met to perform the 2019 and 2020 audit of the church's books. Melissa noted that there were no issues that came up during the audit and that Kim is doing a great job with the books. There was a list of recommendations (some of them read and discussed) that came out of the audit. The list is attached as Exhibit 1 to these minutes. Rev. Susie will follow up with the Diocese regarding educating the congregation concerning endowments and gifts, as well as managing of the investment funds along with the Diocese.
- 4. Senior Warden Report – Lee Leaman
  - a. Lee advised the he will head up a group that includes Dwayne Dawlearn and Lee's ranch hands (Jose' and Joe) that will be the "First Responders Handymen of St. Mark's" "FRHSM". The group will work with Kim Hart and the Junior Warden to begin repairing/enhancing numerous items that need attention. If they are not able to make the repair, they will let Kim Hart know so she can get bids for the repair.
  - b. There was a discussion regarding Designated Funds from Parishioners. Melissa Hamon noted this also came up in the Audit Report, and it was noted that sometime in years past the Vestry voted against annual pledges being designated to a specific ministry. Rather the particular ministry's budget could be increased the following year. After much discussion, it was determined that the Finance Committee would take this as an action item to determine how this should be handled in the future.

5. Junior Warden Report – John Eiche

- a. After the discussion under Senior Warden report (4.a.) above, it was determined that hiring a handyman is not needed at this time. Lee Leaman will be Kim's repair contact, and if it is determined that the FRHSM are unable to make the repair, Kim will be notified by Lee and Kim will get bids. Additionally, it was determined that Kim has a \$500 authorization limit for repairs, etc. to be made. Timing of the repairs was also discussed, and was determined that with the new process, timing should not be an issue. Communication is key.
- b. The insurance claim has been submitted and John Eiche will assure that all bills will be submitted with the claim.

6. School Board Report – Michelle D'Antuono

- a. Michelle reported that there continues to be enrollment and staffing issues, mostly due to Covid.
- b. The current 2021/22 School Year budget has a deficit of \$46,000; however, we started off the year with a \$124,000 surplus, so we are still financially stable, and hopeful for enrollment increase.
- c. Jerri discussed the impacts of Covid on students (behavior issues), loss of staff, and therefore a continued financial impact on the school.

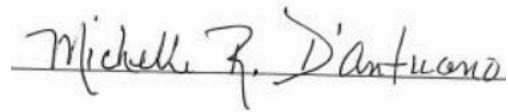
7. Formation and Youth – Chris Abbott

- a. Chris reported that the new sign will go up tomorrow at the corner of Crabb River Rd and 762. Thanks to Lee and his workers for clearing this area.
- b. Chris advised that in years past a Vestry member reported any action items/updates for specific ministries, back to the ministry leaders. This may help us with Vestry communication.
- c. The Vestry fully supported Chris' request, in lieu of Christmas Poinsettias again this year that donations be made to "1000 days of Love". She will work with Kim to get an announcement placed in the bulletin.
- d. Chris also brought up that there are several young adults serving in the military, and should be recognized by name every Sunday in the Prayers of the People, and added to the Daughters of the King prayer list.
- e. Christian Formation for the 6<sup>th</sup> – 12<sup>th</sup> grades is being held under the side porte cochere each Sunday at 9:15. Attendance has been somewhat low. Chris continues to teach the 1<sup>st</sup> – 5<sup>th</sup> grade via utube at least through the end of the year.
- f. A Youth Committee has been formed, made up of Chris Abbott, Melissa Hamon, Jeanne Reaves and Michelle D'Antuono to work with Rev. Susie to determine if the Youth Minister contract should be renewed. The Committee will report back at the November Vestry meeting.

8. Welcome – Charlie Phillips
  - a. Charlie will be working on the usher guidelines next month when he is out for shoulder surgery. This document will be used for usher training.
  - b. Charlie will also ensure that the new guests at our church will receive the welcome gift bags.
9. Outreach – Jeanne Reaves
  - a. Jeanne announced that Rhonda Yamauchi will organize this year's giving tree before Christmas,. This will be done with St. Mark's school.
  - b. Love through Literacy books are still being collected and will be blessed on November 7, 2021 and given to children of women in the Fort Bend Women's shelter.
  - c. January – March 2022 will be the Super Bowl of Caring. Jeanne will coordinate with the youth of the church to coordinate this effort.
  - d. Isobel Gotschall will coordinate collecting items (adult diapers and pet food) to be given to Meals on Wheels for those in need.
  - e. April, 2022 – in need of a coordinator to collect items for the homeless, such as glasses, socks, underwear, etc.
  - f. July/ August, 2022 – Blood drive, need a facilitator for this event.
  - g. Jeanne brought up the need for the Volunteer Activity Book to have in the event of a weather disaster.
  - h. Jeanne also made a point that we need to get more people from the church involved in the volunteer opportunities in order to get more engagement and response.
10. Worship (and choir) – Rev. Susie Hebert
  - a. Rev. Susie announced that Tom has moved the hand bell choir practice to Sunday's after the 10 am service.
  - b. Rev Susie also requested for those who are participating in the service to please arrive at least 15 minutes before the service, so there is not a rush and a last-minute scramble for the Procession.
11. Fellowship – Melissa Hamon
  - a. Melissa mentioned the upcoming Stewardship food truck event after the 10 am service on November 7, 2021.
  - b. Rev Susie also mentioned getting with Melissa to discuss a Christmas Holiday event.
12. Thank you notes and Prayer
  - a. John Eiche thanked Lee Leaman and his guys for all the work they've done at the church and for the sign, ditch clean up.
  - b. Dwayne Dawlearn thanked Elisa and Joanie Hughes for refinishing the front doors.
  - c. Rev. Susie – Sent thanks to Bill Abbott for his hard work on the sign and working with the sign company to get it installed.

Rev. Susie gave the Closing Prayer.

The meeting was adjourned at 7:58 p.m.



Respectfully submitted,  
Michelle D'Antuono (for Sue Lane McCulley)  
October 21, 2021

#### Exhibit 1

##### Vestry Considerations

##### St. Mark's Episcopal Church 2019/2020 Audit 9/22/21

- Recommend Treasurer be member of Vestry or a Vestry Financial Committee  
Chairperson be assigned to communicate Minutes/Approved Needs of Vestry to  
Treasurer & Church Administrator/Secretary on timely basis (at least monthly).
- Please see attached St. Mark's Expenditures, Contributions, & Authorizations approved  
by Vestry on May 2, 2017 & Check Signing Guidelines approved by Vestry September  
16, 2013.
  - Goal was to allow for unrestricted non pledge giving to budgeted line item, giving  
Vestry flexibility to use God's money when needed for budgetary expenditures or  
emergency expenses.
- Recommend Vestry revisit approval process for emergency building/grounds  
expenditures. Church Administrator/Secretary should have decision making ability with  
predetermined approvals to make immediate repairs, for example - HVAC, plumbing,  
elevator when Church leadership is away.
  - Wardens should use email for Vestry approvals when needed to speed up process.
- Recommend Vestry educate congregation concerning endowments and gifts.
- Recommend as Investment Funds grow, Vestry considers maintaining funds between  
Endowment and Participating Fund possibly on a weighted basis.
- Recommend re-evaluating how Capital Fund monies are being implemented. Funds  
should be based on asset improvement, long term investment, or give return on  
investment (payback)