

St. Martin's-in-the-Fields  
Vestry Minutes  
March 23, 2005

- Father Michael Bullock called the meeting to order making comments about us all being present during this Holy Week and about the responsive prayer in which we participated.
- Present: Father Michael Bullock, Ann Braithwaite, Warren Darby, Steve Johnson, Bosie McElveen, Paul Palmer, Jeannie Saylor, Garfield Stuart, Tom Stepp, Neil Rashley, Freddy Vang, Betsy Biega, Lay Associate. Absent: Chuck Meehan and Libby Nicholson.
- The vestry unanimously accepted the minutes for the February 15, 2005 as distributed earlier in the month with the correction offered by Paul Palmer that Chuck Meehan be listed as present.
- Associate's Report: Betsy Biega briefed the vestry on our annual Parochial Report, personnel updates, and physical plant issues. For the Parochial report she stated that we had 981 members for the close of 2003 and 943 members for the close of 2004. She reviewed the other statistical information in the report about worship attendance and the number and type of services each year. She said the census process will assist us with being more accurate next year. The personnel update focused on the new parish secretary, Gail Giesecking who is working out very well so far. Betsy has been quite involved with the Buildings and Grounds Committee. She reported that the Memorial Garden Fountain has been drained and cleaned recently. We deferred to the Junior Warden for a more full report on buildings and grounds.
- Rector's Report: Father Michael focused his attention to his Mepkin Abbey retreat last week. He expressed his gratitude of having the experience of being cared for without his being responsible for the outcome of many continuous mundane things. He further reported that it was a working retreat with prayers, reflection, and time to work on six sermons.
- Junior Warden's Report: Freddy Vang presented a report on the recent work of the Buildings and Grounds Committee and presented handouts from the buildings and Grounds Committee. He lead brief discussions following issues:
  - Parish cleanup day went well with much work accomplished and participation of about 50 people coming out to help. Freddy stressed that the purpose of the cleanup day is to cleanup of course, but to also engage more members as investors and owners in St. Martin's rather than customers and tenants.
  - Youth House Dedication- May 1, 2005. This date is pushed ahead to give time to attend to the last items on the renovations.
  - Cub Scout 75<sup>th</sup> Anniversary Tree Planting

- Drop In Nursery – Cindy Jowers and Gayle Darby will be overseeing several maintenance issues including, painting door trim and tile, replacing wooden fencing in the play yard.
- Patty Johnson and Cindy Jowers will be attending to tiles for the front of the church and planters by the front doors.
- Adopt a Garden- Sterling Beckman, Martha Beckman, and Patsy Farr are working on an Adopt a Garden as means to attend well to our many garden areas and to engage more parishioners.
- Quarterly Clean-up – Freddy indicated that he and the committee want to develop a calendar for quarterly Clean-up days based on the needs of the church.
- Roofs Report: The discussion was about the need to replace roofing throughout the church facilities. Freddy outlined an appropriate repair/replacement schedule for all the roofs to be replaced by 2008. St. Martin’s members Jim Maas, certified building inspector, and Pete Williams, contractor assisted with the technical review of our facilities to prepare the schedule and estimated costs as follows.
  - ✓ Administrative Building, repair cost \$1500 needs to be done now. The vestry unanimously approved a motion to authorize this repair as soon as possible.
  - ✓ Breezeway, repair cost \$2800, needs to be done now. The vestry unanimously approved a motion to authorize the breezeway repair.
  - ✓ Main Church, basic replacement \$41,000, needs to be done within one year. We have the funds available, principally through the bequest of Gertrude Shin to do this work. Vestry members Freddy Vang, Paul Palmer, Tom Stepp, and Jeannie Saylor will be working with others on the Buildings and Grounds Committee on this project. Note that the condition of the main church building roof will involve some additional unknown cost for sheathing and structural repairs. The vestry unanimously approved a resolution to authorize the Building and Grounds Committee to quickly pursue getting appropriate bids on the roof as well as attending to such details as the color and manufacturer of the shingles.
    - Education Building, \$4000, needs to be done in two years (2006). We took no action tonight.
    - Community House, \$6000, needs to be done in three years (2007). We took no action tonight.
    - Administration Building and Parish Hall, needs to be done in four or five years (2008), \$60,000. We took no action tonight.
  - ✓ The vestry as a whole thanked Freddy for his leadership with the maintenance and repair issues for St. Martins.
- Treasurer’s Report- Warren Darby reviewed the details of our current financial status and further follow up on the Hammond fund.
  - We mailed letters to parishioners who were behind on their pledge for 2004 and letters to parishioners who pledged for 2004 and did not for

2005. The response resulted in our receiving about \$1000. The Cash Flow Analysis & Budget Recap report is cause for some concern. Our Total Income was \$9,793 less than budgeted, Our expenses were \$20,847 less than budgeted, but the reduced expenses represent unexpected delays in our being billed. So, our cash flow is going well, but it will only be temporary if our income does not pickup.

- Moving the Hammond Scholarship Fund from the St. Martin's account into St. Martin's Foundation account- Earlier in the month Warren distributed the following resolution for adoption: Resolved that Warren A. Darby, Treasurer, is duly authorized to act on behalf of St. Martin's-in-the-Fields Episcopal Church in connection with any Vanguard mutual fund shares or and securities owned by the organization. This resolution was accepted by 10 votes for it and none against it, via e-mail as of March 9, 2005. This resolution was formally accepted at this vestry meeting with a unanimous vote.
- Senior Warden's Report- Neil Rashley Reported on St. Martin's Development and our ongoing implementation of the Vision Plan.
  - Neil and Warren presented our general plan to the Stewardship Cabinet to seek funding for a second priest and then to hire a second priest. Neil and Warren charged the Stewardship Cabinet with the task of building the details of a plan to fund the second priest and using the vestry's initial plan for special campaign to fund the position with the intent to have the personnel expenses absorbed into to regular church budget within three years.
  - We had a brief executive session.
  - Neil met with Rev. Mark Clevenger, the new Canon for Congregations and Mission. Neil found him to be very enthusiastic, and that Mark would like to meet with the vestry and other leadership of St. Martin's. His role is to be consultant for vestry and other church leaders. Neil encourages vestry members to participate in the Diocesan Leadership Conference, May 14, 2005.
  - Tom Stepp me with Sandy Teal to discuss her working on a survey that would represent a bridge from our 1998 Search Committee Survey to the present.
  - Neil initiated and led a discussion about our overall progress implementing the vision plan.
- Rector's Report- Continued- Father Michael addressed and led discussion on the issues of the youth program and the second priest.
  - Michael acknowledged that the youth program needs attention. His observations about the weakness arise from a system problem at St. Martin's in that we have not cultivated enough adult leaders to sustain the program. Sustaining the program requires two generations of leadership.
  - We want the Stewardship Cabinet to understand that we are fully behind them developing and implementing a plan to seek funds for the second priest. A

second priest is of prime importance for the health of our parish. To that end we will invite the Stewardship Cabinet to present their program next month and to discuss the vestry intentions and support as to the second priest.

- Upon a motion and a second, we resolved to adjourn.
- Father Michael ended our meeting leading us in prayer.

Respectfully submitted by Paul Palmer, Vestry Clerk