

St. Mark's Church – Casper  
Vestry Meeting Minutes – November 21, 2011

Father Philip opened the meeting with prayer. The following members present: Jane Cassel, Gwen Colgrove, Nancy Johnson, Jeff Harmsen, Clint Hernandez, Kathy Nickerson, Pat Hrnicek, Mark Mathern, Traute Gilbert, Brian Gross, Kayla Hyde, Melissa Hyde and Fr. Philip. Lyn George and Margie Roberts had previously been excused.

**October Minutes:** The minutes were approved after correction to the spelling of Lyn George's name and that the Financial Report is accepted not approved. A motion was made by Jane Cassel and 2<sup>nd</sup> by Brian Gross to approve the October Minutes with noted corrections. Motion carried.

**Episcopal Minute** was presented by Traute Gilbert reflecting on the Missionary Churches of Wyoming. A number of these small churches were constructed from the same floor plan. The churches were often served by circuit riders. Nancy Johnson will present the December Minute.

**Rector's Report:** Fr. Philip reported on attendance and circulated the Ministry Team View. This chart includes: Team Name, Leadership, Members, Meetings and Organizational Plans. Vestry nominations need to represent the total membership of the church; more emphasis on getting more of the congregation involved. Margie Roberts is fulfilling a one-year obligation. Discussion was held to have a one, one-year term. Kayla Hyde's position will be reviewed as Youth Delegate. Jane Cassel will research the By-Laws as to Youth Delegate and report at the December meeting. Fr. Philip will continue working with the choir. The youth program had adopted the curriculum entitled Journey to Adulthood. Currently we have six children in the 6-8<sup>th</sup> grade class who will study Rite 13; 4 or 5 young adults in the 9-10<sup>th</sup> grades studying Journey to Adulthood and 8 in the 11-12<sup>th</sup> grades studying Young Adults in Church. The program will commence November 30<sup>th</sup> - Wednesday evening from 5-8:00PM. \$50.00 has been the suggested donation to be a part of the program.

**Financial Report:** Thus far E.R.D. has brought in \$1,537; those funds can be matched in the month of November which would total \$3,074. When tellering, we all need to be more conscious of the designation on the check and make every effort of putting those pledges into the correct fund. When copying, check to make sure the entire check is copied. Expenses have been kept in line and we should not have to dip into the restricted funds for year-end. We are under budget for expenses but also under budget for income. A 2012 budget worksheet was distributed; items of note included are a 3% salary increase for Parish Administrator, Sexton and Bookkeeper; a 3% salary increase for the Rector in March, 2012 and an increase to the insurance and liability numbers. Cindy King feels we might be way under insured and will look further into this issue. Pat Hrnicek suggested that money from Meals and Receptions be used to purchase a new microwave. Another budget issue is the computer situation. We have had some serious problems in the past. Cindy King will present the Vestry with a cost of new computers and networking

equipment. We need to meet with a computer consultant to determine what our needs are for now and in the future. The date for line-by-line discussion on the 2012 budget will be January 8th at 11:15AM. The congregation will be informed of the 2012 budget between services on January 22<sup>nd</sup> at 9:00AM and again at 11:00AM. Traute Gilbert made the motion to accept the Financial Report and Nancy Johnson 2<sup>nd</sup>. Motion carried.

**Senior Warden's Report:** 2012 Initiatives: Each vestry member was asked to pick up to five (5) priorities from a previous list created. These were collected and given to Fr. Philip for tallying.

### **Ministry Reports:**

**Building:** Western Locksmith has re-keyed three (3) entrance doors. Wording for the Joyce Tweed Memorial plaque has been approved and engraved. The plaque hangs in the parish hall. Continued discussion will be held concerning church accessibility and bulletin boards highlighting various ministries.

**Crossroads Ministries:** Their one-year lease is terminating. The Vestry approved another extension; motion made by Traute Gilbert and 2<sup>nd</sup> by Melissa Hyde. Motion carried. 3% of all sales will be given to the church. Additional storage is needed for their projects and supplies. It was noted that there is space in the Sunday school area upstairs. The ladies are creating Christmas ornaments for sale. They will be hosting a Christmas noon meal on December 21, 2011 and the Vestry is invited to attend. Cards made by Crossroads Ministries are available at Keefe's Flowers and they hope to be selling in craft stores in the future.

**Fellowship:** The committee finalized plans for the Thanksgiving Dinner to be held on November 24th at 2:00PM. Shop-Op, a parent's day out event to provide childcare for shoppers is scheduled for December 11<sup>th</sup> from 1-5:00PM with dinner provided for the entire family following. A Bingo event is scheduled for January 21, 2012 at 6:00P.M.

**Foundation:** Total assets as of 10-31-11 are \$336,003.39. Money available for grants is \$6,033.36. A silent auction will be held in the parish hall on December 4<sup>th</sup>. The paintings given by Pat Henry will be evaluated for minimum bids. Outgoing board members for this year are Clint Hernandez and Laurel Hurley. A nominating committee is seeking volunteers for the Foundation to be voted into office at the annual meeting.

**Stewardship:** As of November 20, 2011; 47 pledges have been received into the office. A list was circulated for each Vestry member to call on those who haven't turned in their cards.

**New Business:** January 29, 2012, is scheduled for the annual meeting. There will be one (1) service that day at 9:00AM. Meals and Receptions will provide the brunch. Fr. Philip will be on vacation from December 26, 2011 through January 3, 2012. Morning Prayer will be offered on the Sunday, January 1, 2012, he is gone. A Motion to consider

the request for vacation was made by Traute Gilbert and 2<sup>nd</sup> by Jane Cassel. Motion carried.

Fr. Philip led us in Compline and meeting was adjourned at 8:35P.M.

Respectfully submitted,

Gwen Colgrove, Clerk