

**St. Francis Episcopal Church  
May 21, 2024 Vestry Meeting**

The Vestry convened online via Zoom on Tuesday, May 21, 2024, at 7:30 p.m., Fr. Mark presiding. Members attending: Ms. Tendall, senior warden, Mr. Feagles, junior warden, Ms. Oleson, Mr. Ruf, Dr. Schneider, Mr. Tester, Ms. Warren, and Mr. Whitlock. Also attending: Mr. Les Smith.

**Invocation**

Fr. Mark led the invocation.

**Bible Study**

Mr. Tester led a Bible study that focused on “The Peace of God. He read John 14:27, Philippians 4:7, and Isaiah 54:10. He said he sometimes struggles with understanding God’s peace and what exactly that means. What usually helps is unsurprising; what we are told to do, to love God and to love our neighbors. He posed two questions:  
How do you understand God’s peace?  
What might it mean to seek God’s peace in our work as a Vestry?

**Consent Agenda**

**April Vestry Meeting Minutes**

The Vestry approved the April 16, 2024 Vestry Meeting Minutes as submitted, with no changes.

**Rector’s Report**

**LED Lighting**

Fr. Mark noted that the vestry needed to ratify the decision made by digital vote to expand the LED lighting work undertaken by K.W. Efficiency to include the upgrades to the lighting in St. Francis Hall negotiated by Gaines Hurdle on the vestry’s behalf. Vestry members agreed that the hall was brighter with the new lighting. Fr. Mark also said that our handyman, Enrique Fuentes could install dimmer switches in several rooms where there have been complaints that the new lighting is too bright. K.W. Efficiency’s contract included a dimmer system controlled by a mobile phone, but this did not seem practical for spaces used by many different parties.

**Floor Covering**

Pastor Allison said a small group is reviewing the flooring plan for St. Francis Hall and has not determined the exact amount to be covered with hard-surface flooring vs. the area with carpeting. The plan is to increase the hard floor area and reduce the carpeted area. Mr. Whitlock said St. Francis Hall would have 720 square feet of hard surface flooring with the current plan.

**Nave Sound Study**

Mr. Sean Smith will present his sound study for positioning the lecture microphone to improve the nave’s acoustics at the July Vestry Meeting.

**Treasurer’s Replacement**

Mr. Maroulis has announced his intention to resign as Church Treasurer due to his increased work duties, and Fr. Mark asked the Vestry to consider a good person to replace him – someone

with a financial background and experience would be the best candidate since the Treasurer oversees the church staff's financial management duties and advises the Vestry on the church's finances. Tyler had also served as our main contact with PNC Bank, a task that had been handled by church staff in the past, and Fr. Mark said that it would be best for church staff to resume this task. Tyler is willing to serve until a new treasurer is elected. Mr. Feagles suggested that designating an assistant treasurer may make it easier to find someone to serve in the treasurer role.

### **PNC Fraud Situation**

The process to authenticate the church representative with PNC Bank has been completed. Ms. Nanan, because of her experience, has made a quick transition to assume the various financial duties.

### **Changing the Church Accounting Procedures**

The Vestry had asked about changing the church accounting process from the modified cash basis to the full cash basis or full accrual basis. The new manager assigned to us by YPTC has urged us to wait on the auditors' guidance on this.

### **Audit**

Fr. Mark has enlisted some help from Ms. Riddle, our former business manager, in answering further requests for information from the auditors. Fr. Mark hopes the audit will be completed by September, and noted that the 2023 audit would need to begin immediately after completion of the 2022 audit.

### **Ministerial Review**

Ms. Tendall, Senior Warden, and Mr. Feagles, Junior Warden, have asked the Vestry to complete their review of the ministerial accomplishments, performance, and recommendations for Fr. Mark and Pastor Allison by the July 16<sup>th</sup> Vestry Meeting.

### **Motion to Ratify the LED Lighting Contract with KW Efficiency for \$10,003.00.**

Dr. Schneider made a motion, seconded by Mr. Tester, ratify the electronic vote approving the LED Lighting Contract with KW Efficiency for \$10,003.00. The motion carried unanimously.

### **Motion to Approve the Consent Agenda**

Mr. Ruf made a motion, seconded by Dr. Schneider, to approve the Consent Agenda. The motion carried unanimously.

### **Property Update**

Mr. Whitlock said the church has received contactor estimates for the HVAC work from RSC and NAC (2 of the 3 companies expressing interest in competing for this project). He said both bids were very competitive and under budget on material costs.

### **Organ**

Fr. Mark discussed the organ renovation with Mr. Widmann, church organist, who said the Whitesel organ components are in their warehouse in Virginia. The new organ has three stops and one piece of hardware to be digitally "voiced" sometime after June 9<sup>th</sup>, with the third

pipework remaining for installation. Mr. Widmann is going to discuss the remaining work on the new organ with the Whitesel Company. Dr. Schneider asked whether the church should budget for a surge protector for the new digital organ.

### **Georgetown Hill Early Childhood School**

Fr. Mark and Mr. Feagles met with the GHES in May and reported there are no problems or issues.

### **Safe Church Video**

The Vestry is taking the “Safe Church” video training.

### **Finances**

GHES is behind in their monthly rent payment schedule, which is impacting church finances. This is due to a change in their accounting system and should not be a recurring problem. The Lenten Appeal raised \$35,000.

### **Motion to Accept the May Financial Report**

Mr. Feagles made a motion, seconded by Ms. Oleson, to accept the May Financial Report. The motion carried unanimously.

### **Maryland Vestry Act**

Mr. Feagles said changes to Maryland’s Vestry Act had been passed by the Maryland General Assembly. Changes to the Vestry Act will make the church subject to Maryland Corporate Law, and will require registration of the church with the state authority. The changes may require more direct oversight by the vestry of all parish committees and groups that expend funds.

### **Parish Directory**

Pastor Allison will have a draft of the Parish Directory available on Sunday, May 26<sup>th</sup>, for people to review their personal information.

### **Parish Youth Program and Sunday School**

Dr. Schneider gave a report on the parish youth programs, noting Pastor Allison’s leadership role, growth in Sunday School attendance, and the planned mission trip to West Virginia.

### **Motion to Adjourn**

Ms. Tendall made a motion, seconded by Dr. Schneider, to adjourn the Vestry Meeting. The motion carried unanimously.

### **Adjournment**

Fr. Mark led the Vestry in the closing prayer:

*Keep watch, dear Lord, with those who work, or watch, or weep this night, and give thine angels charge over those who sleep. Tend the sick, Lord Christ; give rest to the weary, bless the dying, soothe the suffering, pity the afflicted, shield the joyous; and all for thy love's sake. Amen.*

Respectfully submitted,

Les Smith  
Clerk