

**St. Francis Episcopal Church  
August 20, 2024 Vestry Meeting**

The Vestry convened online via Zoom on Tuesday, August 20, 2024, at 7:30 p.m., Fr. Mark presiding. Members attending: Mr. Feagles,, junior warden, Mr. Hunter, Mr. Ruf, Dr. Schneider, Mr. Tester, Ms. Warren, and Mr. Whitlock. Also attending: Ms. Kathleen Alexander and Mr. Smith.

**Invocation**

Fr. Mark led the invocation.

**Bible Study**

Dr. Schneider led the Bible study that focused on “Our faith represents freedom in Christianity that frees us from Mosaic Law.” He posed two questions: Does the church make this clear or is there too much emphasis on what one does in the church as a form of idolatry? How do these passages motivate people in the church desire to serve God rather than as an appearance?

**Capital Campaign**

Ms. Kathleen Alexander, who led “Restore, Renew, and Renovate,” our last capital campaign, in 2013, shared reflections about her experience. She said a future campaign should focus on what problems the church is trying to solve and why additional capital funds can solve them. St. Francis has various current needs. The capital campaign should provide information on the church’s situation and these needs. It is important to visit as many parishioners as possible to inform them of these needs, to get people invested in this project, and to help them see the tangible results of their donations. It is also important to be transparent on the details of the capital campaign.

Mr. Feagles and other Vestry members suggested that we should catalog all the capital projects that have been completed since 2013, and to document our current and future capital needs. Remaining work on the HVAC system, for example, is expected to cost around \$500,000. , for example the final costs to complete the HVAC were not yet known, although these costs are expected to total around \$500,000. The Dutton Report outlines many capital needs, but these need to be evaluated and the cost estimates updated.

Fr. Mark and other Vestry members noted that many of the capital needs in the next decade are associated with maintenance of the school. Investing in the school is important because Georgetown Hill’s rent and utilities payments are such an important source of operating revenue.

**Consent Agenda**

**July Vestry Meeting Minutes**

The Vestry approved the July 20, 2024 Vestry Meeting Minutes, incorporating revisions proposed by Mr. Feagles.

**Rector’s Report**

### **Church Service Hours**

Fr. Mark said after talking to various parishioners, it seems the 9:15 service hour remains the most convenient time for the main service, and the church will return to this time after Labor Day.

### **Flooring**

Ms. Warren said the new flooring for St. Francis Hall has not been finished as the flooring company is waiting for more materials to complete this project.

### **HVAC Project**

Mr. Whitlock said that the contract has been finalized and signed and materials ordered for the next project's phase. Bradleigh Mechanical has started demolition of the old boilers, but there has been an unexpected issue with the boiler pumps. The company will rebuild the existing pumps as a temporary measure until the new Armstrong pumps arrive in mid-November, allowing the church to have consistent heating in mid-fall. Mr. Hurdle is working on this aspect of the project.

### *Motion to Approve the Consent Agenda*

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

### **Stewardship Campaign**

Mr. Hunter is leading the Stewardship Campaign. This year's Diocesan stewardship theme is "Courageous Giving." The Stewardship Committee will work between now and early September to familiarize themselves with this campaign. Pledge materials will be mailed by September 30<sup>th</sup>, and there will be several presentations during the 9:15 service to inform parishioners about church needs and the pledge drive. The due date for pledges will be the end of October, and the Stewardship Committee will hold a follow-up meeting for final pledging at that time. The new Capital Campaign will not start until at least early January 2025.

### **Audit**

Fr. Mark said the 2022 audit report should be completed this month. Fr. Mark, the wardens, the treasurer and the finance committee chair will hold a meeting with the auditors at the end of this project to receive any recommendations for future planning. Mr. Feagles said the internal audit was a good check-up for the church, and we are now in a better position going forward.

### **Financial Report**

Mr. Tester, treasurer, said the church's funding is good and meeting operating expenses as noted in the attached Financial Report. The church sold some of the stocks in the Charles Schwab account in June, as planned, to finance the HVAC project.

### *Motion to Approve the Financial Report*

Mr. Tester made a motion, seconded by Dr. Schneider, to approve the July 31<sup>st</sup> Financial Report. The motion passed unanimously.

### **Vacation Bible School (VBS)**

Dr. Schneider said there were 20 children who attended St. Francis's VBS, and that most were community members. He and other Vestry members said the church should undertake outreach efforts to the children and their families to invite them to attend St. Francis's weekly services and other church activities. Mr. Tester said the church should survey the VBS attendees to learn about their interests in attending St. Francis. Dr. Schneider said that staff were considering moving VBS earlier in the summer in 2025.

Motion to Adjourn

Mr. Feagles made a motion, seconded by Dr. Scheider, 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