



SAINT MARK'S CHURCH PHILADELPHIA

THE 2016 ANNUAL MEETING
Sunday, 21 February 2016, 10 a.m.

AGENDA

- I. Prayer – The Rector
- II. Greeting -The Rector's Warden
- III. Presentation of the 2016 Budget – The Rector's Warden
- IV. The Rector's Report to the Parish
- V. Questions and Comments from the Parish at large
- VI. Information on Parish Elections
- VII. Concluding Prayer

Mission Statement

Saint Mark's is a community that gathers in faith, serves in love, and proclaims hope, through Jesus Christ.

Vision Statement

Saint Mark's is a welcoming church that seeks to grow through spiritual nourishment, evangelism and outreach, bearing witness in the Anglo-Catholic tradition to God's grace in Philadelphia and the wider church.

Values Statement

Saint Mark's is a loving community that values:

- reverent sacramental worship
- gracious hospitality
- generous outreach
- comprehensive Christian formation

A Prayer for the Parish

Almighty and everliving God, ruler of all things in heaven and earth, hear our prayers for this parish family. Strengthen the faithful, arouse the careless, and restore the penitent. Grant us all things necessary for our common life, and bring us all to be of one heart and mind within your holy Church; through Jesus Christ our Lord. *Amen.*

THE 2016 OPERATING BUDGET

Income

The Parish has three regular streams of income:

Parish Support – which includes income from pledges of annual giving, plate offerings, and special offerings made throughout the year. This might be thought of as Annual Giving and it is this aspect of Christian Stewardship that our Stewardship Team works on each year.

Income from Endowments – which comes from the invested legacies of funds that have been left to the Parish over the years. Most of this income comes from the unitized endowment funds, overseen by the Trustees of the Endowments of Saint Mark's, a separately incorporated and governed non-profit entity. (The president of the Trustees is Joe Caruso.) We are also the beneficiary of income from one other trust that is administered by a bank: the Mary Eisenbrey Memorial Trust, the proceeds of which must be used for the relief of the poor of the parish. This year the draw from the Endowments was set at 4.875% for the second year in a row. The Trustees' aim is to move us closer to a normal rate of 4% over time.

Other income – from things like rent for building use, fees from extra-parochial weddings, grants, etc.

In 2016, we anticipate the following income:

Parish Support	\$525,000
Income from Endowments	\$366,500
Other income	<u>\$56,450</u>
TOTAL INCOME	\$947,950

Expenses

For planning purposes the Vestry normally looks at expenses under the following broad categories:

Clergy & Staff Salaries – This category includes the salaries and benefits of the clergy (full-time, part-time, and honorary), the Organist and his assistant, Director of the Boys & Girls Choir, Financial Secretary, vergers, sextons, and child care providers. This year the budget includes a very modest salary for half the year in order to allow for the addition of a staff person at an entry-level salary half way through the year.

\$481,000

Contributions – These are contributions made to the Diocese of Pennsylvania for the support of the episcopate and for the mission and ministry of the Diocese.

\$48,500

Music – This area of the budget accounts for two different choirs. The Parish Choir (\$98,000), which covers the salaries for nine paid singers, scores, instrumentalists, and substitute organists and which represents an increase of \$4,000 over the budget figure for 2015. The Boys & Girls Choir is funded with \$11,500, which represents a decrease of

about \$2,500 from last year's budget. The organists' salaries are not included in this area; they are included in staff salaries.

\$110,000

Buildings and Property – All costs associated with the care, maintenance, and repair of the building (that do not qualify as capital improvements in the Saving A Treasure project) are included in this area of the budget. This includes modest funding for care of the Gardens, maintenance of the Organ, regular roof maintenance, Rectory repairs, and repair and upkeep of heating and air conditioning systems.

\$63,000

Operations – Expenses associated with worship – like flowers and candles, altar bread and wine – are included in this area, as are the costs of Parish events and the Stewardship campaign. Line-items allow for the purchase or repair of furniture and fixtures, costs associated with the website and other miscellaneous operational expenses.

\$56,000

Christian Formation – This budget area includes costs for the Schola – our principal children's formation program besides the Boys & Girls Choir, as well as funding for the Summer Music programs. It also includes funding for Adult Formation programs (\$2,000). The modest cost of child care workers is included under staff salaries and not in this area of the budget.

\$8,000

Administration – Postage, printing, and office supplies are included in this area of the budget. It also includes the costs of property and liability insurance and taxes (yes, we do pay some real estate taxes and payroll taxes). Other professional services like accounting (for an annual audit) are provided here, as is the cost of advertising.

\$99,000

Outreach – The major programs included in this area of funding include the Food Cupboard, the Saturday Soup Bowl, the Ministry Residents Program, and a grant to St. James School. Modest funding is also provided to assist in the cost of a mission trip. It also includes funding for modest contributions the Rector's Discretionary Fund and the support of a seminarian or a contribution to a seminary.

\$49,500

Utilities – Costs for heating (our system can run on oil or natural gas; we have been using natural gas exclusively for several years), electricity, water, and gas are included in this area of the budget.

\$54,000

TOTAL EXPENSES \$969,000

N.B. The budget for 2016 anticipates a deficit of about \$21,000.

Saving A Treasure

The current campaign

We successfully completed a capital campaign and most of the construction associated with that campaign

The Saving A Treasure Capita Campaign was a significant preoccupation of 2014 - 15 and is now successfully concluded, having exceeded the fund-raising goals set by the Capital Campaign Committee, thanks to many generous donors. During the winter work on the project continues, and should be completed by early spring. The scope of the project includes:

- The restoration and rehabilitation of the exterior clerestory sandstone masonry
- The repair, restoration, and cleaning of the clerestory stained glass windows
- The replacement of the north and south aisle roofs and integrated gutters
- The restoration and rehabilitation of the Parish House “tower” masonry and roof
- The re-building of the Rectory’s south chimneys
- Repair of various roof areas of the Parish House
- Restoration and rehabilitation of the sandstone masonry around the Fiske doors

The budget set by the committee and approved by the Vestry was \$1.85 million, which included all design and administrative costs for the project as well as construction costs. To date the project remains within budget. Funding was provided as follows:

Save America’s Treasures Grant	\$700,000
Pledged contributions	<u>\$1,234,000</u>
Total funding available	\$1,934,000

As of the date of the 2016 Annual Parish Meeting there remains

Outstanding pledges	\$47,000
Surplus funding	\$193,870

We continue to receive payments on outstanding pledges. The Vestry and the Buildings & Property Committee have asked our architects to prepare a plan for ongoing historic preservation work to the west façade of the church and the south façade of the Rectory to be funded by the surplus funds not spent in the work that has been completed. This work is consistent with the work that was completed in 2015, and very much needed.

Many thanks again to Kim Williams (co-chair), Ellen Charry (Co-chair), Isabelle Benton, David Marshall, Jay Blossom, Mary Jane Barrett, Don Roberts, Bob Hadfield.

Organ Restoration

The historic and wonderful 1937 Aeolian-Skinner organ is need of significant repair and restoration. A grant to enable that work has been made to Saint Mark’s by the Wyncote Foundation and a contract for the work has been signed with Emery Bros, the long-time curators of the instrument. At the same time we are anticipating repairs and adjustments that need to be made to the newer west divisions of the instrument. Restoration will not begin until some time in 2017.

The Ministries of the Parish

Two great themes drive the ministries of Saint Mark's: worship and service.

2015 was in some ways a year of transition because of the resignations of Organist & Choirmaster, Matthew Glandorf, and Director of the Boys & Girls Choir, Darryl Roland. The Rector and Vestry quickly decided that we would look for a single, full-time musician to lead all the music ministries of the parish and to begin to develop an integrated music program. This marked the first time in about thirty years that the parish had sought to appoint a full-time musician. We were extremely fortunate to find the talented Simon Thomas Jacobs to serve as Interim Organist & Choirmaster, and who has done a very fine job steering the program and its many participants, and the entire parish through this transition. Simon has also contributed significantly to the long tradition of excellence in music-making here.

The Rector, aided by a committee of advice, has been conducting a search for a more permanent Organist & Choirmaster. The committee includes Mother Takacs, David Marshall, Addie Peyronnin, Martha Johnson, and Barbara Mische. We received 45 expressions of interest from around the globe (5 continents!). The search is now in its final stages and the committee will soon evaluate a very short list of finalists, including the Interim Organist & Choirmaster. The Rector hopes to have an appointment made very early in Eastertide.

Service to the poor continues as a central aspect of our ministries. In addition to the Food Cupboard and the Saturday Soup Bowl, we have begun to explore a partnership with a women's shelter that is being temporarily established at the Church of the Crucifixion, and we hope that this ministry may expand, with our help. Unfortunately we have had to postpone the planned medical mission trip to Honduras because of dangers posed by the Zika virus in Central America. It is simply unwise to expose our volunteer doctors, nurses, and staff to the possibility of this virus while so much is unknown about it. We continue to value our relationship with the Episcopal Diocese of Honduras, and we plan to reschedule the mission trip for 2017.

Saint James School continues to be a signal ministry of the diocese, and to model the kind of costly but beautiful and transforming work to which the Gospel calls us. In 2015 the first class of graduates left the school to go on to secondary schools, from public and charter schools to private schools and vocational schools. The Graduate Support Program ensures that we maintain contact and support with our students after they have left the campus.

The Rector's Sabbatical

Thanks to a generous grant from the Lilly Endowments the Rector is able to take a nearly four-month sabbatical leave for the purpose of refreshment and renewal this year, as allowed for in his contract. Fr. Mullen will be away from the Parish from May- August this year traveling in Spain and Africa, engaging in intensive Spanish language study for a time, walking a route of the Camino de Santiago, and climbing Mount Kilimanjaro, among other things. During his absence, Mother Takacs will provide leadership for the parish, and will be assisted by a number of visiting clergy who will be of help in the liturgy and preaching, in teaching, and providing pastoral care.

THE ENDOWMENTS OF SAINT MARK'S

The Endowments of Saint Marks began in the 1884 with a gift of \$700. Between 1889 and 1909 the “Jubilee Fund” - established for the preservation of the buildings and other purposes of the parish – grew to a principal value of almost \$90,000. In 1934 all such capital funds that were under control of the Vestry were placed in the fiduciary trust of a newly formed corporation, The Trustees of Endowments for Saint Mark’s Church. The Trustees, who are self-governing, still maintain the management and fiduciary responsibility of the funds in their care.

One additional fund, The Mary E. Eisenbrey Trust is not managed by the Trustees, but by Wachovia Bank. The income from this fund must be used for the relief of the poor of the Parish or the missions of the Parish.

The Trustees of Endowments are:

Joe Caruso (President), Fred Epting, Charles Pydych, Richard Lerch*, Brian Bernhardt*, Mary Jane Barrett, Isabelle Benton, Kim Williams

* denotes a member of the Investment Committee

For 2016 the Trustees agreed to distribute funds on the basis of 4.8% of the total return of the average balance of the endowments for the past three years, a standard formula for determination of such distributions. At the end of 2015 the Endowments (not including the Eisenbrey Trust) had a market value of more than \$7.2 million.

2016 VESTRY ELECTIONS

What does the Vestry do?

The Vestry is responsible for the temporal affairs of the parish. This means that the Vestry provides leadership in three important areas. The first is the stewardship of resources: people, property and finances. The second is in articulating and facilitating the mission and ministries of the parish with attention to things like growth, outreach, community fellowship and financial health. To do so, members of the Vestry work in cooperation with the Rector, other clergy, and other lay leaders to foster good relationships with the whole parish and the diocese. Third, the Vestry provides leadership through their own discipleship as fully participating members in the life of the parish. Regular Vestry meetings are held on the third Tuesday of every month at 6:30 p.m. The minutes of the Vestry meetings are always available in the church on the Ushers’ Table after they have been approved (i.e. the minutes of the January meeting are available after they have been approved at the February meeting). There are twelve members of the Vestry who serve a three-year term. Normally there are four vacancies in a given year.

Running for the Vestry

If you are interested in being on the ballot for the upcoming election, you need to be eligible to vote and have twenty eligible voters sign a nomination form. This form must be submitted to the Secretary of the Vestry (Louise Rees is Secretary, but you can just drop it off at the Parish Office if you want) by 5pm on Monday, May 25th. A list of eligible voters is posted in the Parish Hall and a copy is on the Usher’s Table in the back of the church. Ballots will be mailed out no later than Friday, May 29th and they must be returned by Monday, June 8th at 5pm.

Eligibility to vote for members of the Vestry (from the By-Laws)

“Section 3. To be eligible to vote for members of the Vestry in Parish elections, one must be a communicant in good standing in this Parish as defined by the national canons of the Episcopal Church. A list of all persons qualified to vote under this section shall be posted in the church building by the Secretary at least thirty (30) days before the election, and the Rector shall resolve any question as to anyone's eligibility to vote no later than twenty-four hours before the ballots are mailed.”

Southwark Deanery Representatives & Delegates to Diocesan Convention

Saint Mark's also needs two representatives to the Deanery and three delegates to the Diocesan Convention. These are not Vestry positions.

The Diocese is organized into regional areas, called “deaneries.” The clergy from each deanery meet monthly. A larger group of representatives, including lay people, meets quarterly, more or less. The deanery representatives' responsibilities include attending the Southwark Deanery meetings four times during the year. They represent St. Mark's and vote for deanery representation on Diocesan Council. They also vote for the dean of Southwark Deanery. Meetings are held at various parishes in our area. The deanery is presented diocesan business prior to convention in the form of resolutions. The deanery also discusses specific concerns and problems of its member churches and ways that can help to resolve those issues. The representatives report back to the Vestry, as necessary.

Diocesan Convention is the gathering of representatives of all parishes and organizations in the diocese to carry out its legislative work. The delegates to the Diocesan Convention usually meet on the first or second Saturday of November to debate and vote on the resolutions of convention including the budget. The delegates report back to the Vestry, as necessary.

If you have any questions about being on the Vestry or about the other positions, please ask any Vestry member or member of the nominating committee. The nominating committee is normally appointed by the Rector in February. If your name does not appear on the list of eligible voters and you think it should, a mistake may have been made. Please contact a member of the Vestry or speak with Fr. Mullen.

The Vestry elects its own officers, with the exception of the Rector's Warden, who is appointed by the Rector, per diocesan canons.

Parish Elections Timeline - 2016

Friday, May 6	List of eligible voters posted on the Ushers' Table and in the Parish Hall.
Monday, May 23, 5 pm	Nomination forms (with signatures of 20 eligible voters) must be turned in to the Secretary of the Vestry.
Friday, May 27	Ballots will be mailed out to all eligible voters.
Monday, June 6, 5 pm	Ballots must be received in the Parish Office. (You may drop ballots in the collection plate on the previous two Sundays or return them to the Office by hand or by mail.)
Tuesday, June 21, 6:30 pm	Stated Meeting of the Vestry and election of Officers

The Vestry 2015-16

David Marshall (Rector's Warden), Todd Reider (Accounting Warden), Brian Alvarez (Treasurer), Louise Rees (Secretary), Brian Alvarez, Dan Devlin, Janet Distel, Emily McGraw, Keiko Middleton, Ken Pearlstein, Addie Peyronnin, Ale Phillips

Parish Clergy & Staff - 2016

The Rev. Sean E. Mullen, *Rector*

The Rev. Erika L. Takacs, *Associate Rector*

The Rev. Dr. Nora Johnson, *Associate Priest*

The Rev. Nicholas B. Phelps, *Assisting Priest*

The Rev. Marie Swayze, *Assisting Priest*

The Rev. Joseph Wildsmith, *Assisting Priest*

Simon Thoms Jacobs, *Interim Organist & Choirmaster*

Noah Stansbury, *Verger*

Brian Dunnewald, *Organ Scholar*

Clara Gerdes, *Organ Scholar*

Mary Campbell, *Financial Secretary*

Jason DeLaRoi, *Weekend Sexton*

Ron Hayes, *Weekday Sexton*

Patrick Keough, *Ministry Resident*

Mary Strand, *Ministry Resident*