

**St. Michael's Episcopal Church, Arlington, VA**  
**Annual Meeting Minutes**  
**February 11, 2018**

In accordance with Canon law, St. Michael's Episcopal Church held an Annual Meeting of the parish on February 11, 2018. The meeting immediately followed the 9:00am service. The Rev. Beth Magill and members of the congregation were in attendance. Copies of the 2018 Annual Report and the 2018 Mission Spending Plan were made available and are posted online.

**Appointment of secretary:** Vestry Register Penelope Jones agreed to take minutes of the meeting.

**Recognition of Retiring Vestry Members:** Rev. Beth Magill recognized and presented gifts to outgoing Vestry members Karen Ruff, Dwight Denson, and Tom Sheldon. She noted Karen's thoughtful leadership during a year in which the congregation carried out its search for a new rector and thanked Vestry members for their support.

**Vestry Nominations and Election of New Vestry Members:** Nominations were invited and an election was held for three open positions on Vestry with three-year terms (2018—2021). Consistent with past practice, Vestry put forward the names of three members in good standing as nominees for the open positions. They are: Barbara Adams, T. J. Burnside Clapp, and Tim Matlack. The floor was opened to the congregation for additional nominations. None were received and nominations were closed. A voice vote was held and the three nominees were unanimously elected.

**Treasurers Report.** Fran Olsen presented the report on behalf of Treasurer Dean Scribner who could not attend. See the full summary in the Annual Report. Highlights include:

- The operating fund had a net balance of \$8092 at the end of the year.
- Income exceeded budget in areas of pledges and fees from user groups.
- The Moving Forward in Faith Capital Campaign launched in May 2014 was closed in December 2017. It generated revenue of \$403,689 and ended with a deficit of \$2003.
- St. Michaels successfully completed its annual financial audit, thanks to the audit team Mary Thorne and Michael Pilot.
- Parishioners were informed of St. Michael's financial status in monthly reports in the Guardian.

**Stewardship Report:** Tim Matlack recognized the congregation for its generosity noting that the number of pledges in the parish and the average pledge amount is high compared with national averages. See his full summary in the Annual Report.

- There were 67 pledges in 2018 totaling \$243,535. 56 were renewals and 12 were new.
- The average pledge amount was \$3635 which is consistent with the past five years.

**2018 Mission Spending Plan:** Mary Cushing reviewed the 2018 budget noting that in addition to staff expenses, administration, and routine maintenance, additional resources had been allocated for selection of a new music minister, education of children and youth, and communications. Despite a budgeted deficit, she noted that St. Michael's Funds balances are healthy and there are no outstanding debts. She indicated that the Finance Committee and Vestry monitor income and expenses monthly to ensure that the budget is followed and that church priorities are appropriately funded.

**Christian Education Report:** Melanie Monahan described ongoing activities for Christian education which include Sunday School, youth group, children's chapel, and Vacation Bible School. She noted that enhancements and changes were made to the programs in 2017 with input from a parish advisory committee and said quarterly reviews would take place in 2018 to further expand opportunities for the education of children and youth. She recognized members of the parish who volunteer to lead and support these activities. See additional information in the Annual Report.

**Mission and Outreach Report:** Caroline Haynes reported that St. Michael's continued a robust outreach program in 2017 providing financial and in-kind contributions to 17 local and international organizations as well as volunteering time and talent to many local ministries. See details in the Annual Report. Caroline said the Mission and Outreach Committee routinely assesses its efforts and will carry out an overview of its work from a theological perspective in 2018. She thanked the congregation for its continued generosity and support.

**Junior Warden's Address:** Mary Cushing reported on work done in 2017 to St. Michael's building and grounds, explaining that the focus was on maintaining safety and upkeep in a financially responsible manner. In addition to tree pruning, signing service agreements for the HVAC systems and doing repairs to the rectory, a contractor was selected to repair the church's stained glass windows in 2018. See details in her report and the report of the Parish Administrator in the Annual Report. Mary recognized the efforts of Wil Harkins, John Kelleher, Alice Thomas, John Hughes, and Caroline Haynes in keeping St. Michaels a safe and welcoming space for worship.

**Senior Warden's Address:** Karen Ruff, who served a fourth year on Vestry as Senior Warden in 2017, noted that St. Michaels began the year by welcoming Interim Rector the Reverend Canon Rosemari Sullivan and concluded it with a call to the Reverend Elizabeth "Beth" Magill as its Rector. She noted with gratitude how so many parishioners contributed to the daily operations and mission of the church during this time of transition and highlighted a number of accomplishments, among them:

- Approval of the Steps Along the Path 2017—2020
- Contributions of the Vision and Planning Committee, the Profile Committee, and the Search Committee in carrying out the search for a new Rector.
- A well-attended annual parish weekend at Shrine Mont in September
- Celebration of 38 years of music ministry of David Donaldson on the occasion of his retirement

Karen concluded that St. Michaels has a strong foundation on which to build new opportunities for spiritual growth and community.

**Questions:** Rev. Beth Magill invited comments and questions. The following topics were discussed:

- Explore options to enhance the sound during services for those with hearing difficulties
- Explore concrete ideas for attracting new families.
- Review and expand opportunities for adult Christian education.
- Review process and timeline for selection of a new music minister.
- Review plans for celebration of New Ministry on March 14<sup>th</sup> during which Rev. Beth Magill will be installed as St. Michael's new rector.
- Make plans for conducting confirmations, adult receptions and reaffirmations in 2018.

**Adjournment:** The meeting was adjourned at 10:30am.

Respectfully submitted, Penelope Jones.