

Agenda
St. Martha's Annual Meeting
November 6, 2011

1. Opening Prayer
2. Minutes of 2010 Meeting
3. Vestry Election
 - a) Report of Nominating Committee
 - b) Nominations from the Floor
 - c) Distribution/Collection of Ballots
4. Discussion of Annual Reports
 - a) Building and Grounds
 - Mold Remediation
 - Temporary Offices
 - New Construction
 - b) Lighthipe Property
 - c) Questions on other reports
5. Stewardship Report
6. Presentation of Budget
7. Transition Team Report
 - Meet and Greet Rev. Mary Allen
8. Presentation of new Bylaws for Adoption
9. State of the Parish Address (Senior Warden)
10. Report of the Election Committee
11. Questions and Comments
12. Closing Prayer

**MINUTES OF THE ANNUAL MEETING
ST. MARTHA'S EPISCOPAL CHURCH, BETHANY BEACH, DELAWARE
NOVEMBER 21, 2010**

The meeting was called to order at 11:30 a.m. by John Robbert, Senior Warden.

Fr. Mark Cyr, Interim Rector, offered the opening prayer.

Tempe Steen volunteered to act as secretary for the annual meeting and was appointed by the Chair.

The minutes of the 2009 Annual Meeting were approved on motion by George Watson, second by Dianne Burlew and unanimous vote.

The Chair accepted comments about the **Annual Reports** of the various committees of the Parish.

The **Transition Team Report** was presented by co-chair Deb Kershner. The other members of the Team are Mimi Dupont, Noel Tuck, Joe Reardon and Mary Lou Dogoloff. Deb reported that the Team is working on strategic planning and visioning with Jane Robbert, looking 5 years into the future of St. Martha's. The Team will be scheduling "town meetings", small groups to meet in parishioner homes to discuss the elements of such strategic planning and St. Martha's. Following this, the Team, working with Jen Mason of the Diocese of Delaware **Communion**, will develop a parish profile. The goal for completing these tasks is March 31, 2011. In response to questions, Deb noted that a Selection Team (seeking a full time rector) has not yet been discussed by the Vestry.

Election of Vestry members: Nominated for terms of 3 years each were Joe Reardon, Nancy Rojewski and Tom Tipton. George Watson moved that nominations be closed and that the nominees be elected by acclamation. This motion was seconded by Dianne Burlew and passed unanimously.

Stewardship Report: Don Boebel, co-chair (with Joe Reardon) reported that pledge cards were sent to every person on the parish mailing list, 250. Only 2 responses were received other than those already anticipated to participate. To date, there are 92 pledging units for a total of \$158,054.00. There remain 13 anticipated based on past performance. There have been 10 new pledges, 35 of the same amount as last year, 36 increased amounts, and 11 decreased (based on change of family circumstances). Don noted that the parish had lost 13 parishioners over the year.

In response to questions, Don noted that only he, as pledge chair, knows how much any pledging unit has pledged. Not even the rector has this information, although Fr. Mark noted that the rector has the right, if he/she so desires, to know.

In addition to further questions regarding privacy issues, Don and John Robbert responded that the parish takes such matters very seriously and is committed to as much privacy as possible. John suggested that the subject might be part of the interview process during the rector search. In addition, no list of those making pledges will be made public.

In response to a question regarding the omission on the bulletin of amounts received v. budget, Fr. Mark explained that Fr. Bill Wickham had been responsible for that and he does not know the information to add.

In response to a question regarding the number of recorded members, no one at the meeting had a firm number as membership is not required for pledging.

Budget: The Chair of the Finance Committee, Dianne Burlaw and Mary Perkins, presented the Budget. They noted that the Finance Committee is new this year and, as such, got a late start on preparing the budget for 2011. For next year, they plan to check with each committee about its needs well in advance of drafting the budget. They have tried to make the budget "user-friendly" with more categories and changed names of line items for clarity. *[See attached budget.]*

The Outreach Committee noted that pledge revenue is not used for outreach. In the past it has been funded by the endowment. The Committee further noted that the amount available has been reduced by half due to the downturn in the economy.

Dianne Burlaw noted that only interest, not principal, is used from the Endowment fund. The Finance Committee is suggesting in the budget to spread costs of capital improvements over two budget years; specifically, the upgrade to the computer system.

It was noted that the escrow funds received from Peninsula United Methodist Homes (PUMH) for the Lighthipe property have been included in the general fund since that contract has ended.

Other observations included: Rector salary and benefits are a line item; the Bishop's discretionary fund is an average, this year \$400; the capital campaign is a separate restricted account and is not include in the budget; for spending, 2 authorizations are required along with 2 signatures on a check; the list of items excluded from this requirement is being developed; the Committee reduced the proposed budget by \$14,000 and basing the expenditures only on revenue, not savings.

Fr. Mark noted that outreach is 10% of the budget and challenged the congregation to donate for outreach. He also noted that the budget now will be presented to the Vestry for action.

John Robbert thanked outgoing treasurer, Mark Hopkins, and welcomed incoming treasurer, Bob Levy.

Building & Grounds: Don Boebel reviewed the status of the facilities including the problems resulting from neglect and delays in maintenance due to change in the economy. All recognized that the problems would have been resolved by demolition and rebuilding; however, that plan has been delayed and the focus is now on preservation and conservation. With respect to the identified mold problem under the building and in the attic, the Committee has received a report that the roof needs "tightening up". The roof on the original church, circa 1940, is in good shape and could be expected to last another 40 years. There are other sections of the roof which need some work in order to reduce moisture to reduce the mold. The second step will be to encapsulate under the church. Subsequently, the area under the former vicarage part of the original structure (east end) has rotten insulation and other mold problems; the additions (west end) are in good shape. The duct work in the heating, venting and air conditioning will require replacement.

A claim for the water damage and mold has been made to the Church Insurance Co. and an adjuster has been investigating. A check for \$64,000+ has been provided for building repairs. If that is expended within one year, another \$5,000 is available.

The Vestry is considering cost effective solutions for the east end. Mimi Dupont offered the input and assistance of the Long Range Planning Committee in this effort.

Lighthipe Property: A synopsis of the history of this gift and the efforts of the parish to develop an assisted living facility with PUMH is located on the website, www.stmarthasbethany.org. There is also a binder available with the history and the financing information. PUMH paid St. Martha's \$150,000 but the underlying contract has now been terminated due to financing problems encountered by PUMH.

Episcopal Church Women: Dianne Burlew reported that this organization has not been functioning as an ECW for several years. The group has funds in a restricted account. In addition, the ECW identified \$3,600 to match funds to purchase 2 sets of communion vessels. However, the Altar Guild had asked for this funding to be held until anticipated construction was completed. The ECW account included monies from the bake sale and other activities and was disbursed to the Diocesan ECW pledge of \$100, Thanksgiving baskets at schools of \$300, and the Christmas luncheon.

Dianne asked that the ECW account be closed and moved to the Long Range Capital Improvement fund as part of that restricted fund; this will result in closing the ECW account. Following discussion about this status and request, Dianne noted that she had tried to hold meetings of the ECW numerous times but could not accomplish this. She further noted that if the account is moved to Long Range Capital Improvement, the Altar Guild could request the matching funds for communion vessels from the Vestry. John Robbert confirmed that this is process required for closing the ECW account.

On motion by Susan Mantegna, second by Mary Thormeyer, a majority voted in favor of closing the ECW account and moving the funds to the Long Range Capital Improvement fund.

Interim Rector: Fr. Mark Cyr congratulated the members of the parish. He commented that he has felt the commitment of the parish to a sense of community and to outreach, the enthusiasm of the members, and the energy apparent. He responded that he is pleased to be here.

State of the Parish: John Robbert echoed Fr. Mark and challenged the members to direct their enthusiasm and energy in this period of change and transition. We should consider this time one of opportunity rather than loss and consider doing things differently in an optimistic way. He noted that there is a volunteer sheet in the bulletin and invites all to participate in any area of interest.

Final Prayer: Fr. Mark.

Respectfully submitted,

Tempe Steen

Senior Warden's Report

November 2011

What a year: town hall meetings, creating the Parish Profile, assembling the Selection Team, the search process, turmoil and the search for trust, and finally the calling of the Rev. Mary L. Allen as our second full time rector. And in the meantime and with the assistance of our interim rector, Rev. Mark Cyr, we worshipped, we prayed, we outreached, we socialized, and we struggled to understand what it meant to be a community especially in the face of disagreement.

When someone has an itch, there is someone else there to scratch it: that is my sense of community – really being there for each other. To express that same sentiment in my report last year I quoted a passage from the book *The Power of Kindness*:

“The sense of belonging -- that is, the feeling that we are part of a whole greater than ourselves, with which we are physically, mentally, and spiritually involved – is a necessary factor to our well-being.....Akin to the sense of belonging is the sense of support – the confidence of receiving help by the community when in need...Research has found that support is extraordinarily important for physical and mental health. The greater number of friends upon whom we can count, and the better the quality of those relationships, the greater is our longevity and our health.”

A similar tone was struck in the town hall meetings and the Transition Team summarized the expression of the congregation in its vision for St. Martha's as a community not just unto itself but as a part of a broader community. The Profile summarized that vision:

The Community of St. Martha's

St. Martha's will be a vibrant spiritual community.

St. Martha's will be a deeply caring social community.

St. Martha's will be an ambitious learning community.

St. Martha's in the Community

St. Martha's will be faithfully active in the community.

St. Martha's will be a sanctuary in the community.

St. Martha's will be a growing influence in the community.

As the selection process started, the first challenge to such a vision appeared quickly and we as a parish had to ask ourselves whether we were as deeply caring for each other as we professed to be. Did the Vestry trust the Selection Team? Did the Congregation trust the Vestry, the Senior Warden or the interim rector? The Vestry called upon the services of the Rev. Elizabeth Kaeton to restore trust and the Vestry issued a letter to the congregation in which it confirmed our commitment as a congregation to treat each other with kindness and respect. Challenges like this are a good thing; it tells us what needs the

most attention. If we cannot learn to treat each other, the staff or the rector with kindness, how then can we teach kindness to the rest of the community?

To create the opening for the growth of trust and confidence in our leadership, the Vestry has created an email address for the Vestry as a group, it initiated a Senior Warden Question and Answer Session, it created a Personnel Committee, and it decided to make the Vestry retreat an annual event where it could coalesce as a group. However, as helpful as these pragmatic steps are, we are still in need of nurturing our spiritual side but, at this time, we are moving in the right direction.

Going forward we show kindness to each other. We are each on a journey, a solitary trip that is most difficult when done in isolation. At St. Martha's we support each other on our journeys; from cradle to grave, we care for each other's physical, emotional, mental and spiritual well being; we welcome all and revel in our diversity; we are family.

Going forward we show kindness in our Bethany community. We share our resources (our time, talent and treasure) with our Sussex neighbors, especially those most in need such as the hungry, the elderly, and those recently released from prison. We are compassionate about our compassion.

It has been an honor to have served as your Senior Warden for the past three years and as grateful as I am for this opportunity, I am even more excited about the future with a new Senior Warden, a new Vestry, a new Rector and a renewed commitment to make St. Martha's the vibrant spiritual community that we all desire.

John F. Robbert
November 2, 2011

JUNIOR WARDEN REPORT

The mold problem that existed in the new part of the church has been taken resolved. Don Boebel deserves a thank you from the church for his work in taking care of the problem.

We have hired an architect and a rough design has been presented to the vestry. He will present this after the service on November 20th for parish input. The committee is in the process of talking to several area builders as to an approximate price and to select a builder. Please note that all monies spent for all of the above work is coming from the insurance settlement and not operating funds.

Finally I would like to thank all the people that have helped in maintaining the church grounds and facilities as this helps to keep the church budgets down. If anyone has questions, please feel free to let me know.

Jr. Warden,

Richard H. Jesneck

St. Martha's Altar Guild
2011 Annual Parish Meeting Report

Chairperson: Lois Radcliffe

Purpose:

To prepare the altar for Sunday and special-occasion services.

To provide proper care of linens, vessels, pulpit hangings and candles used in worship services.

To provide assistance to the rector as needed.

Activities/Accomplishments:

Working in teams of two, our current members continue to be faithful to the responsibilities given them.

Linens and supplies continue to be purchased as needed.

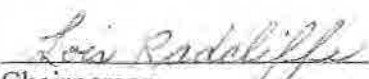
All church flowers (special occasion and regular Sunday service) remain the responsibility of the Flower Guild.

A memorial table and remembrance quilt were placed in the narthex on 9-11-11, remembering those whose lives were lost or forever changed in the terrorist attack of 9-11-01.

Plans:

The Altar Guild eagerly awaits the coming of our new rector, and pledges to give her our full support.

There continues to be a need for more Altar Guild members and all are welcome. With training and up-dated guidelines, all new members will be able to comfortably respond to the duties assigned to the dedicated men and women of St. Martha's Altar Guild.


Chairperson