

**St. Mark's Council Meeting Minutes**  
**April 19, 2018**

Attending Council Members: Senior Warden Sarah Nowlin, Junior Warden Paul Lakeman, Treasurer Greg Youtz, Clerk Iris Key, Paul Anton, Prentice Beadell, Lola Brown, Martha Hoover, Warren Maas, Marcia Morris, Dwayne Purrington, Paul Settle  
Clergy: Very Rev. Paul Lebens-Englund  
Staff: Cecelia Caspram, Mary Lusk, Iweda Riddley, Carrie Thomas  
General Counsel: Brian Childs

Senior Warden Sarah Nowlin called the meeting to order at 5:30pm.

**Opening Prayers**

Dwayne Purrington led opening prayers.

**Minutes**

Motion to accept minutes from March 15, 2018, and to accept reports; M/S Paul Lakeman, Prentice Beadell. Approved by unanimous voice vote.

**Treasurer's Report**

Greg thanked the Dean, Cecelia and Marcia, Council officers, Paul Anton, for their commitment to solving the budget imbalance, and in succeeding in balancing the budget. Motion to accept Treasurer's Report presented by Greg Youtz and previously distributed via email. M/S Warren Maas, Lola Brown. Approved by unanimous voice vote.

**Group Sharing & Learning**

Dean Paul re-introduced the Council's self-assessment of how their needs are met by the Group Needs Model. He invited Council members to consider the following categories, and to identify the description that best suits St. Mark's:

- General description (Council members were spread out between two extreme descriptors: "familiar faces, dominant core group" and "Full-time pastor, general program staff, general program)
- Leadership structure (consensus on "diverse cohorts not necessarily connected, 'tribal' but 'networked,' clergy specialists, lay specialists")
- Community structure (consensus on or near "pastor has most folks' contact info, tight core group, many members connect regularly, most members connect primarily in groups, some new faces")
- Communication ("Formal communication, print, verbal announcements, online, word of mouth as sub-group supplement), and
- Decision-making (becoming formal, pastor and lay leaders, some research). Discussion of consensus.

Afterwards, Paul explained that each description corresponds to a congregational size model, as modified from Arlin Rothauge (from Sizing Up a Congregation for New Member Ministry). Council's choices included "Family" descriptions as well as "Corporate." The model suggests that each size has its best practices, and that SMEC is in transition. Discussion of how conflicts and challenges can arise when we aspire to be one way, but our resources pull us in another direction.

Model	Size	Members	Average Sunday attendance
Family	Very Small	<75	<50
Pastoral	Small	75-200	40-100
Program	Mid-sized	200-350	75-200
Corporate	Large	350-800	150-400

	Very Large	800+	350+
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## **Committee and Commission Break-Outs, Dinner**

### **Council Reports, Actions, and Discussion**

Dean's Report: Dean Paul thanked clergy, staff and congregation for celebrating Minnesota Teens Encountering Christ (MNTEC) at the 10:30am service on Sunday, April 15. Discussion of how diocesan events are funded.

Senior Warden: Sarah shared that Stewardship will report, in June, on challenges to finding outside assistance with parking lot fee collection. Motion to invite youth group to take parking lot responsibility during summer 2018, giving 10% of their profits to the church. M/S Lola Brown, Marcia Morris. Discussion of recent history of revenue generation through the parking lot, Council involvement with parking lot, and the significance of revenue to youth pilgrimage trips. Approved by unanimous voice vote.

Junior Warden: Paul Lakeman thanked Lola Brown for her work on Maundy Thursday. Announcement of upcoming Safe Church Training on June 2 at St. Mark's. Announcement of Central Metro Mission Area Gathering on April 28 at St. James on the Parkway Episcopal Church.

Finance Committee Report: Paul Anton reported on draft of Intergenerational Stewardship Policy, and documentation of two recent loans to the Cathedral by the Foundation, both requiring Council review. Motion to amend 2018 budget to bring planned spending into balance with revenue projections, in line with Treasurer's Report. M/S Paul Anton, Warren Maas. Cecelia noted that it would be unrealistic to depend on development to cover revenue gaps; instead, each Council member is responsible. Approved by unanimous voice vote.

Development Team Update: Cecelia presented an overview of the work of the development team – Dean Paul, Cecelia, and Marcia—including reviewing general church and philanthropic environments, developing a three-year strategic plan for development (anticipated to be presented to Council in May), and a SWOT analysis of St. Mark's. Short-term plans include helping to maintain a balanced budget, and asking the congregation to increase pledges or make one-time gifts. Short-term needs include updating database and strengthening financial reporting to include GAAP compliance and an endowment spending policy. Discussion of how to communicate the budget shortfall to congregation on May 6. Congregation will be informed that development strategic plan will represent a long-term commitment.

Property Committee: Prentice Beadell updated Council on City of Bells' interest in St. Mark's bell tower; City of Bells drafted an agreement, not yet ready for Council review.

### Governance Committee Report

Motion to make the following amendments to the statutes; M/S Warren Maas, Paul Lakeman.

*Whereas*, the primary tasks of every faith community are to 'Gather,' to 'Transform,' and to 'Send'; and

*Whereas*, Saint Mark's current three-fold Commission structure aims to capture the spirit and function of those primary tasks; and

*Whereas*, Saint Mark's aims to communicate our work both descriptively (as we are) and aspirationally (as we desire to be); and

*Whereas*, both present description and future aspiration aim to organize our common life to most effectively join in God's mission;

*Be it resolved* that, Saint Mark's Cathedral Statutes retain their three-fold structure for Council Commissions, as outlined in Section 7; and

*Be it further resolved* that the descriptions of those Council Commissions as stated in Section 7, A-C of the Revised Statutes, be amended and reordered as follows:

~~A. The Outreach Commission. The Outreach Commission shall act as a liaison to the community through various external service activities and ministries as the Council shall see fit.~~ C. The 'Send' Commission: The 'Send' Commission shall work with Staff and Clergy, as designated by the Dean, to organize, align, communicate, and implement, as the Council sees fit, all Cathedral efforts related to connecting members with God's loving, liberating, and life-giving work in the world through ministry in daily life, direct service, engaged witness, and public policy.

~~B. The Welcoming Commission. The Welcoming Commission shall serve as a liaison to the community and the Cathedral through various services within the Cathedral as the Council shall see fit.~~ A. The 'Gather' Commission: The 'Gather' Commission shall work with Staff and Clergy, as designated by the Dean, to organize, align, communicate, and implement, as the Council sees fit, all Cathedral efforts related to connecting new members to God's mission through Saint Mark's.

~~C. The Cathedral Life Commission. The Cathedral Life Commission shall serve as a liaison to the Cathedral through various internal ministerial and social offerings as the Council shall see fit.~~ B. The 'Transform' Commission: The 'Transform' Commission shall work with Staff and Clergy, as designated by the Dean, to organize, align, communicate, and implement, as the Council sees fit, all Cathedral efforts related to shaping and supporting each member's unique life and practice of faith through both direct and indirect means.

Approved by majority voice vote (yea: Paul Anton, Prentice Beadell, Paul Lakeman, Warren Maas, Marcia Morris, Sarah Nowlin, Paul Settle, Greg Youtz; nay: Martha Hoover).

#### **425 House**

Motion to call a closed session in order to discuss the 425 House. M/S Paul Anton, Martha Hoover. Approved by unanimous voice vote. A closed discussion of 425 House followed, attended only by Council members and by General Counsel Brian Childs.

#### **Closing Prayer**

Dwayne Purrington led closing prayer.

Meeting was adjourned at 8:31pm.