

**Saint Mark's Episcopal Cathedral  
Reports for Council Meeting, January 17, 2019**

**Dean's Report – The Very Rev. Paul J. Lebens-Englund**

**COUNCIL**

As we come to the close of this particular Council chapter, I want to express my deepest gratitude for the faithful and competent leadership provided by our out-going members:

Senior Warden -- Sarah Nowlin

Junior Warden -- Paul Lakeman

Treasurer -- Greg Youtz

Clerk -- Iris Key

Stewardship Chair -- Richard Helling

Finance Chair -- Paul Anton

Property Chair -- Prentice Beadell

Special thanks to Brian Childs for his continued faithful service as Saint Mark's General Counsel and to Fred Morrison for filling a vacant Governance seat.

Thanks to our continuing Council members:

Warren Maas, Lola Brown, Martha Hoover, and Paul Settle

And thanks to those who've submitted their names for election to new Council positions:

Paul Lakeman -- Senior Warden

Paul Anton -- Treasurer

Fred Morrison

And, lastly, huge thanks to Kathleen Murphy, Tony Winer, and Mary Lusk for their tireless and tender efforts to build this year's incredible Council election slate. Next year's Council looks to have a wonderful mix of experience and expertise.

Transition schedule includes:

Sunday, January 20th @ 9:15am -- Council Nominee Forum

Sunday, January 27th @ 9:15am -- Cathedral Annual Meeting

Friday, February 8th-Saturday, February 9th -- Annual Council Retreat in Faribault

As the February Council meeting falls within the week several of us will be attending the annual Consortium of Endowed Episcopal Parishes (CEEP) Conference in Boston, MA, we will not have our regularly-scheduled Council meeting on Thursday, 2.21 but will, instead, coordinate some deeper-dive training sessions to nail down Committee/Commission-specific learning and practices. Regular Council meetings resume Thursday, 3.21, and Committees/Commissions that require meeting before then are encouraged to do so. Stay tuned for more info!

**WELLS & FOUNDATION**

I also want to celebrate the hard work completed this past year related to Wells Board and Cathedral Foundation finances and governing documents. The clarity this hard work provides us will have a positive impact on our future work together.

Special thanks to:

Larry Swanby -- out-going Foundation President  
Inez Bergquist -- Wells Board President  
Paul Anton -- out-going Finance Chair  
Fred Moore -- Foundation member and project liaison  
Brian Childs -- Saint Mark's General Counsel

#### FINANCIAL AUDIT

I also want to extend my sincere gratitude to the many capable hands and patient minds that worked together to complete the herculean task of a long-overdue Cathedral 'deep dive' financial audit. All relevant parties have received their recommendations for improving best practice and are hard at work implementing them. We anticipate this type of audit taking place every 3-5 years and are presently budgeting triennially for the next.

Special thanks to:

Iweda Riddley -- Saint Mark's Cathedral Administrator  
David Christopherson -- Saint Mark's member and audit-whisperer  
Greg Youtz -- Saint Mark's out-going Treasurer

#### ANNUAL REPORT

As many of you know, every Episcopal faith community submits the infamous annual 'parochial report,' known elsewhere as the 'pinocchio report.' This report intends to gather key 'metrics for success' within the life of every community -- things such as Average Sunday Attendance (ASA), Total Membership, Plate/Pledge Revenue, Baptisms & Confirmations, Births & Deaths, and a basic snap-shot of the Mission Impact each congregation has within its surrounding community.

We are in the midst of completing that report now for FY2018, and I'm pleased to report that initial numbers indicate another year of slow, steady, smart growth toward fiscal, staffing, and programmatic sustainability. In particular, we continue to show real health in our 'front-end ministry,' not only inviting and greeting guests, but ensuring they're oriented to our unique way of being together and, for those so interested, effectively incorporated as 'members.'

#### BISHOP SEARCH

One last note to assure you of my constructive engagement -- and to encourage yours -- in the forthcoming Bishop Search here in the Episcopal Church in Minnesota, seeking our Tenth Bishop to succeed the Rt. Rev. Brian Prior, who has served faithfully as our Ninth Bishop since early 2010.

Initial timelines (as of this writing) are aiming for an episcopal consecration February 29, 2020, with election >120 days prior in October 2020. There is a lot of work to be done between now and then, and the Search Team is just now being constituted, so these timelines are subject to change. Stay tuned and keep all those involved in your prayers.

With warmest regards,  
Paul+

#### **Senior Warden's Report – Sarah Nowlin**

Happy New Year to All! We had a wonderful end to 2018 with beautiful services, music and surroundings and most importantly **people** to worship with us. Thank you all for making it happen, no matter if you just came and adored the season.

After six years of Council work it is time to step out of the way and let others in. Having worked on the nominations committee this passed month I know there are wonderful people willing to continue the good work of the Council.

I want to take the time to thank all of you for your work this year. Dean Paul and the staff for all you do to keep the Cathedral humming and the Congregation coming back. The Officers: Junior Warden, Treasurer and Clerk have been wonderful with their help and suggestions. The Commissioners; for your activities to help Gather, Transform and Send parishioners. Committee Chairs; navigating budgets, stewardship, property, governance and Human Resources. It has been wonderful to work with you all and get to know you better. None of this could have been done without all of you! **Thank you!!**

Let me take the time to thank those of you who are moving on whether to other positions or to other endeavors. Those of you who are hoping to return are Paul Lakeman, Paul Anton and Fred Morrison. We wish you God's Blessings. Those moving on to other endeavors are Greg Youtz, Iris Key, Richard Helling, and Prentice Beadell. We wish you time to enjoy yourselves.

It couldn't have been done without us all working together!

**Thank you and God Speed!**

#### **Junior Warden's Report – Paul Lakeman**

#### **Treasurer's Report – Greg Youtz**

#### **Finance Committee – Paul Anton, Chair**

The Finance Committee met on Tuesday night, January 15 and produced a final draft budget. It recommends adoption of this budget for 2019. The budget is essentially balanced.

Here are some highlights of the recommended budget:

##### Revenue:

1. The revenue figure uses the data on pledges as of January 15. It is hoped that more pledges will be received.
2. The revenue figure includes \$122,000 in carried over funds from 2018.

##### Expenses:

1. The Total Compensation includes actual salaries and rates for all current staff , \$30,000 in increases recommended by the HR Committee, \$5,000 for an increase in the Dean's base salary, \$5,000 to give a \$5 per call increase for choir section leaders, and \$6,000 for adding another part-time sexton in 2019.
2. The figure leaves out the annual payment for the Hennepin-Lyndale assessment because we will pay it out of the escrowed assessment.
3. The expenses include approximately \$21,000 in additional program expenses requested by various staff. All budget requests by staff were included.
4. There are three new line items at the bottom of the sheet for Finance Committee Operations, contract for a church photographer, and new ministry for college age members.

##### Net:

1. The current numbers net to a small operating budget surplus of \$3,210.60. In other words, this budget is essentially balanced using the current level of pledges.
2. Stewardship currently has a list of approximately 40 people who pledged last year who have not pledged for 2019. If more pledges are received or non-pledge income rises above projections, then our

projected operating budget will rise. As shown in the last column, if additional pledges are received, the projected surplus will rise by the same amount.

3. To sustain this level of operations in 2020, we would need to raise around \$920,000 ...before any further increases in compensation or other operating expenses and assuming no carryover from 2019. We can discuss these points and any other details at the Council meeting.

#### **Governance Committee - Fred Morrison, Chair**

#### **Human Resources Committee – Warren Maas, Chair**

#### **Property Committee – Prentice Beadell, Chair**

The Property Committee met January 15, 2019. The committee approved a bid from Snyder Electric to install exterior LED lighting at the Education Wing entrance. Last month Snyder installed previously approved exterior LED lighting outside of the kitchen entrance. The new lighting is part of the committee's safety and security improvements: further lighting projects are in process.

The boiler start-up continues as operational matters are being addressed. Also, ongoing concerns were discussed about building and grounds cleaning/maintenance issues.

A request was received for consideration of two new commercial stoves to replace the aging kitchen units. The existing stoves have failed parts, dysfunctional pilots, and broken/misaligned oven doors that have caused burns. Following review, the PC members agreed that the cooking equipment needs replacement; options for funding, including potential energy company rebates, were discussed.

There is substantial ceiling water damage in both the Banner room and the altar guild storage room caused by a leak, possibly from a third-floor bathroom. A commercial plumbing division of MSI will investigate the extent of the damage and provide a bid for repair. Our expectation is that repairs will be costly.

The three Persian rugs (with new pads) have been re-installed in the Community room following extensive cleaning and repair. The Parlor Bidjar rug is scheduled to return by the end of January.

#### **Stewardship Committee – Richard Helling, Chair**

The Stewardship Committee has met several times over the past month with the primary focus of each meeting on the progress made as well as the needed follow up on the 2019 Pledge Campaign. As of January 10, 2019 we were at \$773,668.40 of our goal \$950,000. There continues to be calls made to folks who pledged last year and have not yet pledged this year. At one of the Stewardship meeting it was agreed we would send out a second "mass" mailing to thank those who have pledged, encourage those who have not to do so and for those who are able to consider an increase or additional gift. The letter came from the Dean and included a pledge card. The results of this effort are not yet fully known. In evaluating various reports it has been determined there are a number of donors who have given however did not turn in a pledge card, they gave using either Tith.ly or the on line option in the Cathedral web site. Because there was not a notation made that the gift was the donor's intended "pledge" the amounts are not being included in the report of Pledges received towards our goal. This is a significant problem in that the families giving, in some cases large amounts, are not being recognized as pledging participants in the Cathedral and the total amounts are not accurate. I have asked for a report of these gifts from the Cathedral Administrator and have not yet received one. The Stewardship

Committee is prepared to reach out to these donors to clarify their intention so the gift can be accurately recorded in the ACS system.

**'Gather' Commission – Paul Settle, Commissioner**

Annual time of transition with election of new Council members and commissioners.

Gather Committee has been busy with Christmas/ New Year activities during the last month. With new 2019 Budget, planning and preparing for new programs during the next year.

**'Transform' Commission – Lola Brown, Commissioner**

**'Send' Commission – Martha Hoover, Commissioner**

Emerson Elem: SAAGES had 4 help with Holiday Shoppe, where kids 'buy' gifts with play \$\$ for a sibling, parent or self. SAAGES greatly enjoyed this! Checking into possible art event.

Sunday Night Supper: Looking at alternative food supply, delivery and cost are issues. Sysco and Costco are options. Funding for supplies should be increased some for 2019.

Brother Columba report on Community Engagement:

SMEC hosting a DCEH 'Lunch and Learn' at SMEC. City House presenting on spiritual listening among the marginalized. 'Lunch and Learn' is part of DCEH initiative to offer ongoing formation to those serving in direct service work. All are welcome! No cost to attend. (We had 50+ at our 'Lunch and Learn' last year, mostly from non-SMEC congregations.)

Distribution of bagged lunches at SMEC has stopped.

Persons who come to SMEC will be directed to the Basilica, sandwiches avail 8a-8p/7 days. SMEC DOES make sandwiches for Mpls. College (MCTC) and the VA.

Planning Community Engagement Day in the Spring. Includes: guest speaker(s) from our mission partners, on-site service activity involving the youth/young adults, prayer and reflection.

Meeting with new director of Circle of the Beloved-Episcopal Service Corps. Continuing relationship exploration. Canon Mary Lusk and the Rev. Anna Ostenso-Moore serve on the Circle of the Beloved Board.

30+ people (mostly non-SMEC members) attended Advent hymn sing. \$238 raised for DCEH Emergency Rental Assistance Program.

Coordinating SAAGES - to begin tutoring through Reading Partners at Ascension Catholic School, a partner school of NAZ.

Strategic planning meeting scheduled with Diocesan consultant. (no further info)

New safety presence at Sunday Night Supper was well receive all around. Cost is slightly more expensive than MPD, but the benefits far outweigh the marginal difference. Sunday Night Supper = in search of steady dishwashing assistance. Pending budget, will look into offering stipend (as is done by Round Table, etc.)

Distributed 10 gallons of donated toiletries to St. Olaf Church, the Dignity Center (at Henn Ave UMC), and Basilica for their outreach program.

Working with Groveland Emergency Food Shelf Board Chair and ED to clarify and credential the two SMEC representatives to the Groveland Board. At present, only one representative serving: Heidi Haner. On-going discussion scheduled through January and into February.