



St. Mark Board of Deacons – Troy, MI
Meeting Date: June 7, 2015

ATTENDANCE:

- Members Present:
 - Fr. Mina Essak, Fr. Maximus Habib, Magid Athansios, Karim ElFishawy, Maged Essak, Miriam Howard, Ashraf Morcos, Mark Nasr, Nadia Zaki
 - Excused Absenses: None.
 - Unexcused Absenses: None

INTRODUCTION:

- The regular monthly meeting of the St. Mark Board of Deacons was held on Sunday June 7, 2015.
- Fr. Maximus began the meeting with prayer at 12:30pm.
- The meeting minutes from the last meeting were approved as written.
- As dictated in the by-laws for Boards of Deacons, each member recited the vow to faithfully execute their duties and obligations.
- Each board member introduced him/herself and gave a brief background of education and service experience.
- The role of the Board of Deacons was clarified.
 - The Board is not an advisory board but a decision making board.
 - Spiritual matters are under the responsibility of the Fathers.
 - The administrative and financial matters are under the direction of the Board.
 - Each board member is encouraged to be among the people and bring their concerns to the Board.
 - Listening and patience are important virtues in our service and decisions affecting the congregation should be taken prudently.
 - Ideally, each Board member will have a certain area(s) of services to oversee.
- An initiative has been undertaken by Emad Looka and his team, to gather reports from all church services and committees and to create a system of reporting and hierarchy.
 - The Board will work with this team to understand concerns of the services and provide support and will schedule a detailed meeting to discuss how the Board can support the system.
 - The organizational chart and structure was reviewed.

UPDATES ON UNFINISHED BUSINESS:

- *Construction of St. Mary's Church:*
 - Domes received have been installed. Further, domes will be arriving next week through early July and will be installed as they are received. There was approximately a six (6) week delay in receiving certain Domes.
 - Upstairs will be done by middle of next week.
 - Projected finish date is end of October for painting.
 - Projected 2-3 weeks for woodwork to be installed after the completion of the painting.
 - End of this phase: End of November.
 - Congregation update was last given in May.
 - Tile has been finalized and found suitable to be used in a Church (heavy commercial use, friction tests).
 - Carpet underneath pews and upstairs has been selected.
 - We can invite congregation members to sponsor pews.
 - Chandeliers will take 3-4 months to fabricate, but will be part of the second phase.
 - Middle dome will have painting of Jesus and chandelier.
 - The Board agreed to continue to update the congregation frequently.

- *Awareness committee:*
 - The committee has been formed and has met already.
 - The campaign will start the week of June 20, 2015.
 - The committee will create awareness programs through sermons, posters, flyers; increasing number of ushers, organization of deacons. Initiatives include keeping church clean and organized, improving traffic flow.

- *St. Mark renovations:*
 - We are waiting for inspection by the City for the basement.
 - Maintenance projects are moving forward (windows are being updated at St. Mark and doors are being replaced, school room updates) and the parish house is being repaired by the maintenance team.

NEW BUSINESS:

- A resolution was passed (2015.1.1) by unanimous vote to publish the Board of Deacons agenda and meeting minutes for the regular monthly meetings on the Church website.

- The Board agreed to institute regular meetings with the Congregation to update the congregation on ongoing projects and to receive comments, suggestions and feedback from the congregation. To this end, a resolution was passed (2015.2.1) by unanimous vote. The first Town Hall meeting is scheduled for Sunday, July 26, 2015 after the 2nd Liturgy. The second town hall meeting is scheduled for Sunday, October 25, 2015 after the 2nd Liturgy.

- The decision making process in the case of emergencies or where time is of the essence was discussed and in such case, the Board shall make every effort to meet,

in person or telephonically. Further discussion was tabled until the next board meeting.

OTHER BUSINESS:

- The congregation will be able to contact all members of the Board directly by sending an email to 'board@stmarkmi.org ' .
 - The contact information will be distributed through publishing on the church website, the weekly email announcements and church announcements.

- The next regular monthly board meeting is scheduled for Sunday, July 12 at 12:30 pm.

Meeting adjourned at 3:45 p.m.