

Vestry Liaison Reports for Tuesday, March 30, 2021

Priest-in-Charge Report, March 2021

Worship: Worship via pre-recorded services online continues – and we owe many thanks to our production team, musicians, scheduler, and readers. We offer one Holy Eucharist per Sunday, filmed in the church, including music and readings that people record at home. No more than four persons are in the church for this at any one time for this. All Holy Week services will, or have been, pre-recorded. The Good Friday service was one that all the Central MoCo Episcopal clergy filmed together. Sunday worship services get 20-30 views online.

If pandemic conditions continue to improve, I hope to have us re-gather for in-person worship on Pentecost: May 23rd. This may be held outside, weather, pollen levels, and filming conditions permitting. Once we regather, my plan is to continue to post online each Sunday's service bulletins by the Friday before, and to post a recording of the 10:30 service the Monday after.

We continue to explore options for livestreaming worship, including one with the potential for diocesan help to organize it and reduce the potential cost. I have not discerned great parishioner interest in this initiative.

Weekly Eucharist services continue at Riderwood. Our chaplain also now serves as the interim rector at St. John's, Mt. Rainier, but as far as I know plans to continue the Riderwood ministry. We will ensure that it continues.

I would welcome hearing from any parishioners or groups who are interested in creating, or even imagining, new worship services, as well as new formation / education and/or outreach offerings and programs for us to add in once we can gather again for in-person activities. I have learned over the years that initiatives that begin amongst parishioners tend to work better and get greater parishioner buy-in than those that are begun by clergy.

3/24/21 EDOW Update on Regathering: The text of this update may be found here: https://www.edow.org/files/9516/1660/5309/March_24_-_Update_on_Regathering.pdf. Of note in the update: outdoor worship is encouraged, and now allows for congregational singing under certain conditions. Also, we are charged “to ensure the safety of all who attend [public worship] regardless of their vaccination status.” The Regathering Plan that St. Mark's submitted in Fall 2020 remains authorized.

Pastoral Care I handle remotely, though I may now meet with people relatively safely, having received my second Covid-19 vaccine dose in early March. Telework for all employees is encouraged. All church meetings going forward are to allow for online participation.

Formation: Sunday morning Bible study, focusing on the *Women of the Bible*, continues at 9:00 AM, via Zoom. For Lent, we are offering on Wednesday evenings *Seven Eves*, via 7:30 – 9:00 pm Zoom through 3/31, using the Living Compass's program *Living Well Through Lent 2021*.

Calendar: Attached is the Draft of a Calendar of major events for the next year. I'd welcome your feedback and input. Subject to change, the draft is based on the pattern of events that St. Mark's had planned for 2020, with a couple of additions and clarifications. Pending vestry review, I will share this with the heads of committees, altar guild, and other key leaders, to get feedback and input from them. Many of these events are works in progress, and will need many hands if they are to come to fruition.

Stewardship and Development: The working group on strategic development has begun well. One major goal of this effort is to identify funding sources and partners who can help us further St. Mark's mission to its parishioners and within the community while, if possible, reducing the parish's reliance on investment earnings to support operations and capital improvements.

Clergy Development: I meet monthly online with Central MoCo clergy colleagues and participate in the *Genesis* program for clergy in their first year of a new parish ministry.

Second Ministry Period Responsibilities: There are three of these: 1) dealing with grief and other issues remaining from the last rectorates and the church relationships with previous clergy, 2) dealing with internal conflicts and healing divisions, and 3) help make such changes as needed to "align parish life and administration with generally accepted standards in the diocese."

As far as I can discern, we are making steady progress on each of these. I address instances of the first two as and when they arise, and my responses to them also shape worship offerings, sermon content, and leadership style. We continue to strengthen our connection to diocesan programs and Church House engagement, and to meet or exceed any standards the diocese generally accepts for how a parish should be run. I'd welcome thoughts and feedback on anything else I or we should be doing regarding these tasks.

Blessings, Rev. Christopher

DRAFT: 2021 Liturgical Calendar St. Mark's Episcopal Church

This is a work in progress.

March 28	12:00 - 2:00 pm	Filming for Easter (4/4) and 2 nd Easter (4/11)
April 1	Online	Maundy Thursday Midweek Service
April 2	Online	Good Friday MoCo Clergy Joint Service
April 3-4	Online	Easter Vigil, Easter Sunday Festival Eucharist
April 11	12:00 - 2:00 pm	Filming for 3 rd Easter (4/18) and 4 th Easter (4/25)
April 25	12:00 - 2:00 pm	Filming for 5 th Easter (5/2) and 6 th Easter (5/9)
May 9	12:00 - 2:00 pm	Filming for Ascension (5/13) and 7 th Easter (5/16)

Regathering for In-Person Worship, etc, depends on an easing of quarantine restrictions.

May 23	8:00 and 10:30 am	Pentecost Sunday (Regathering Festival after 10:30 service)
May 30	8:00 and 10:30 am	Trinity Sunday & Choir and Musicians Celebration
June 13	8:00 and 10:30 am	Graduating Student Acknowledgement
June 20	Noon	Mother's and Father's Days Celebration (after 10:30 service)
July 25	10:15 am	St. Mark's Festival Sunday; Joint Service and Parish Picnic
August 15	8:00 and 10:30 am	School Backpack Blessing Sunday (Backpacks filled at the Saturday, August 14, 2021 All-Parish Filling Party)
September 12	8:00 and 10:30 am	Children and Youth Formation Program Launch & Blessing

October 3	8:00 and 10:30 am	Blessing of the Animals (Fellowship Event at noon)
November 7	Noon	All Saints Sunday Potluck (after 10:30 service)
December 6	6:30 pm	Advent Dinner
December 19	12:30 - 3:30 pm	Greening of the Church
December 21	7:30 pm	Nomination Committee Presents Slate for Vestry Election at Annual Meeting
December 24	7:30 pm	Christmas Eve Service with Choral Prelude
December 26	10:30 am	Christmas Lessons and Carols Joint Service
January 2, 2022	8:00 and 10:30 am	2 nd Sunday after Christmas
January 9, 2022	8:00 and 10:30 am	Epiphany Sunday
February 2, 2022	7:00 pm	Candlemas Service
February 26, 2022	6:30 pm	Mardi Gras Dinner [the Saturday before Mardi Gras]
March 2, 2022	1:00 pm, 7:30 pm	Ash Wednesday Services

March 30, 2021 Vestry Meeting

Sr Warden's Report

Special Vestry Meeting

Special vestry meeting successfully held – thank you all for being there! As Linda will report, the contract has been signed, down payment made, and work should start within 21 days.

Diocesan Webinars

Attended Vestry training webinar on Saturday, February 27 and Warden's training webinar with Rosanne on Saturday, March 20. Both were very informative and useful (even on a Saturday morning).

Employee Handbook updates, Policies and Procedures breakouts

Updated the handbook as follows:

- Incorporated changes approved at February Vestry meeting into the handbook. • As requested at the February Vestry meeting, split the Employee Handbook out from the part that applies to employees AND volunteers. Results are as follows:

- **Draft St. Mark's Episcopal Church Employee Handbook**

this is what's left after removing the section for employees and volunteers. Changes are in red. Wording addition/changes are per our suggestions at the February meeting. Structural changes to note:

- removed “and volunteer” from the title, made title page consistent with other policies and procedures
- all those "hyperlink reference" red lines in the table of contents are references to stuff that was removed or renamed
- in B. Policies and Procedures/Attendance and Leave Policies - inserted h. Inclement weather. This section was from the "employees and volunteers" section, but only talks about things that apply to employees. So added it here.
- C. Policies and Procedures that apply to Employees AND Volunteers - took out all that stuff and listed 3 policies and procedures that apply to everyone. That includes the ministries support policies and procedures, technology use policy and financial policies and procedures manual.
- moved the rest of that section (except as noted above) to the ministries support policies and procedures

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St. Mark's Vestry Meeting March 30, 2021 Sr Warden's Report

- removed Appendix 2 - technology use policy - because that is a standalone policy that applies to more than employees.

• **St. Mark's Technology Use Policies and Procedures**

This is a merge of the old St. Mark's Technology Use Policy AND the technology use section of the policies and procedures moved to the mission support policies document. It includes security info from Rosanne - thanks Rosanne! I didn't try to show changes in the merge because it would just be one big red-ink document. If you wish to compare it to the old technology policy and the technology section that was removed from the mission support policies (that was created from the old employee/volunteer handbook) please see the employee/volunteer handbook distributed at February's meeting. And good luck. :)

• **Draft St. Mark's Episcopal Church Mission Support Policies and Procedures**

This is the employees and volunteers section that we took out of the employee handbook. I didn't want to call it the Employee and Volunteer Handbook because I thought that would be too confusing. If you can think of a better title than Ministries Support, please share. :) Wording changes and additions to that section that were made at the meeting are included there. Structural changes are:

- the section on inclement weather was moved to attendance policies in the employee handbook rather than being moved here; and
- the computers and electronic information systems use was removed and merged into the new technology use policies and procedures document.

And a new section was added to reference the technology use policies and the financial policies and procedures as required reading for everyone.

Communications

Missed that meeting (COVID shot effects); see notes from Christopher

Development Committee

Attended general meeting March 9 and Thrift Shop specific meeting Tuesday, March 23. See Strategic Development Committee Report from Janis.

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St. Mark's Vestry Meeting March 30, 2021 Sr Warden's Report

Zimmerman Estate Memorials

Charlene has ordered the Candelabras and Offering plate, complete with the engraving. Offering plate was fine and is now at Riderwood. Candelabras were not right and have been sent back to Almy for them to fix. Still need to get small plate for donors' plaque.

Online bill pay

Working! Thanks FOC and Linda!

Accessibility of St. Mark's Information

Staff have been discussing how to make St. Mark's info – vestry meeting minutes, handbooks, policies and procedures, etc., available to St. Mark's members. The need for transparency means that information needs to be accessible to all St. Mark's members without them having to know what is available and then having to request it. This discussion is included under New Business for the meeting.

The article on Financial Transparency from ECF Vital Practices talks about this:

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PAGE 3 OF 3

Jr Warden's Report

Online Vestry Notebook

Joyce and I have made significant progress on the online vestry handbook. Much of the information in the paper handbook is outdated. We are in the process of locating all of the necessary documents that vestry members will need.

There will be two levels of security. The website will *not* be available from the St. Mark's website but will only be accessible through a link that we will provide to vestry members. Additionally, the financial information and signed contracts will be password protected at the document level.

The online version of the vestry handbook will be available no later than the April vestry meeting, if not sooner.

FOC committee

See the FOC report for March updates.

Joyce and I are in the process of getting the latest counter sheets for the Financial P&P Manual.

This month there was a special FOC meeting and special vestry meeting to discuss some options for the roof repairs. For further updates on roof repairs, see this month's FOC report.

Employee/Volunteer Handbook

Lee and I modified the Employee/Volunteer Handbook. The sections that are applicable to both groups will be developed as separate manuals. The section we worked on for this month was to create a Security Policies and Procedures Manual.

Warden's Seminar

Saturday March 20, 2021, I attended a seminar on warden duties. We met with over 60 Wardens from other parishes in the area. The purpose was to help new wardens identify their duties and to offer suggestions and assistance.

Communications Information Map

Linda prepared a list of the system information about St. Mark's electronic accounts as well as POC contacts for buildings and grounds repairs. The POC information will be available with the vestry handbook.

Treasurer's Report

No information received yet.

Building and Grounds Update

30 March 2021

SECURITY:

- Video Doorbell option research
- Completed research on DIY options - Tons out there
 - o Avg cost: \$175 - \$250 (Closer to \$300 if add dedicated screen for office instead of personal mobile device)
 - o Have to decide what options we really want – Consolidating a list for review and check-off

PARISH HALL ROOF:

- RJ Grimes Roofing; S&K Roofing ; RoofWorks - Request for proposals updated to include Thrift Shop
 - o Consolidated and Reviewed by FOC, Voted on by Vestry
 - RoofWorks Selected - Contract Signed and Deposit made
 - **Work Scheduled to begin:** _____ (Est Duration:-1-2 working days) All weather permitting

CHURCH GROUNDS:

- SNOW TREATMENT AND REMOVAL:
 - o Invoice: Met with Jeremiah Sunday, 21 March
- Addressed cleaning salt residue
- Landscaping contract signed and filed

RECYCLING:

- Bin Delivery on Wednesday, 31 March
- Account POC: Kim Jones contacted me 3/24
 - o Wil follow up with details on how program works before bins arrive

BLINDS UPDATE:

- Installation Complete!

CLEANING SERVICES CONTRACT:

- Received feedback and update considerations on current RFP
 - o Need to renegotiate contract based on current requirements, expectations, needs
 - o Carlos is scheduled to attend March Vestry meeting to intro to new vestry and answer questions/concerns ways to address our current and evolving needs

KITCHEN APPLIANCES:

- Fellowship committee made decisions on equipment – going to negotiate current pricing
 - o Once contract is enacted... Make it so number one – Prepared to engage

FORCEY PARKING SPACE REQUEST:

- Spoke with POC for Easter Drive Thru Parking Request
- Event is Wednesday- Friday (3/31-4/2), 1700-1930, parking for approx. 30 cars
 - o Does not conflict with anything VAS since it is eve (Only eve VAS is on Tuesdays)

HANDYMAN SERVICES:

- Awaiting a hinge to fix PH entry Right Double door closing issues
 - o Work Completed

Linda Lee

Parish Administrator

Christian Formation and Education

Nothing to report as in formal committee.

Both the Adult Forum on Sundays at 9am and St. Mark's Seven Eves Lenten program is offered.

Erwin Avila

St. Mark's Communications Committee

Meeting Notes, 3/2/21

1. Meeting time: 7:30-9:00 pm.
 - a. Upcoming meetings: 1st Tuesday of each month.
 - b. Next meeting: April 6, 2021, 7:30-9:00 pm via the same Zoom link.
2. On the meeting notes from 2/2/21: change “in person serves” to “in-person services” under D.2, para.2. Notes as amended were approved.
3. On password-protected website pages: There is no additional cost to add one, but no need for one at this time. Information that would be on such a page is already available from the office for parishioners who request it.
4. Survey Questions: The group accepted these changes to the original draft:
 - a. Minor edits to wording for questions 1 & 4
 - b. Eliminate questions 3 & 5
 - c. Add three new categories under question 1: Friends & acquaintances, St. Mark's social media, & St. Mark's sign
 - d. Add a new choice to question 4: Continue to participate in virtual/online worship services.
 - e. Ray will send to the committee on or about 3/3/21 a revised draft incorporating these edits and changes.
5. Survey Timeline:
 - a. Release date: 3/10/21.
 - b. Release method: Survey will be available on St. Mark's website only, with links to it mentioned in emails, on FB, Twitter, and reminders of it in the recorded services for 3/14/21 and 3/21/21.
 - c. Closing date: 3/24/21.
 - d. Processing method
 - i. Preferred: a Wordpress data processing tool. Linda to manage.
 - ii. Less preferred: Excel or equivalent. Staff to coordinate.
 - e. Report survey results to the parish: Easter, 4/4/21.
6. On Google / Map presence:

- a. No updates on Google usage or data from it.
 - b. *Need:* get the geolocator set up so that St. Mark's pops up on the monthly Google map reports of people driving by the church building.
 - c. *Need:* unhook Iglesia de Dios (Church of God) and St. Mary and St. Gabriel from pindrops on St. Mark's sanctuary. Brian to follow-up.
 - i. *Task:* Each communications committee member to report to Google, etc., any errant pins found on St. Mark's location.
 - d. *Need:* to gain access to the separate St. Mark's account with pindrop closer to the street.
7. On Regathering for In-Person Worship and Activities:
- a. Target date: Pentecost (May 23, 2021), 8:00 and 10:30 services.
 - i. Fellowship Committee to organize and prepare a Regathering Celebration to follow the 10:30 service. Janis will ask.
 - ii. Suggested components: Craig's Mardi Gras truck, a Chicken-and-Wings truck, moon bounce, live music, games, activities, community members welcome and appreciation, and the like.
 - b. Remote / Virtual Worship Plan: to continue to record the 10:30 in-person service for website posting early in the week following, in the same manner as we did during the fall of 2020.
 - c. Livestreaming worship is not recommended or anticipated.
 - i. Minimum crew required for livestreaming: one camera operator, one computer / switchboard operator.
 - ii. Ideal crew required for livestreaming: two – three camera operators, one-two computer / switchboard operator(s)

Submitted by Rev. Christopher

Development Committee

No information received as of today.

Evangelism Liaison Report

Nothing new to report.

Gail Soulea

The Fellowship Committee

The Fellowship Committee met on Friday, March 19 to finalize plans for the kitchen renovation. The committee decided to go with the vendor whose quote was received last year (quote attached). A coffee maker and microwave will be added to the list of appliances. The committee wants the vendor to visit the premises to take final measurements and determine costs for removal of the old and installation of the new appliances.

Janis Smith contacted the vendor - Web Restaurant Store - to get dates they can visit the church, an updated quote and a contract. We are still waiting to hear back from them. The goal is to have the kitchen makeover completed by the time we resume in-person services.

Charlene Langley

March 2021 Vestry Meeting FOC Liaison Report

1. St. Mark's received our second PPP loan for \$33,351. The forgiveness status of this 2nd loan is uncertain. Ray submitted the application for the forgiveness of the 1st loan.
2. The quarterly retirement payments are finally coming through from Church House for Rev. Christopher.
3. Rev. Brown-Nolan is an interim with St. John's, Mount Rainier parish. There may be conflicts with the Wednesday services at Riderwood. Alta Cannaday will be filling that gap as needed. We do not need to pay for supply clergy if Virginia is not available. Rev. Christopher has agreed to conduct services at Riderwood, if needed.
4. St. Mark's has a donor program set up with Amazon Smile. So far St. Mark's has not received the proceeds from this fundraising activity. Janis is looking into that.
5. Hunger Fund donations in PayPal need to be commented clearly. The hunger fund donations are down possibly due to donors not specifying "Hunger Fund" in the comment line.
6. The Financial Policies and Procedures Manual with updates for online payments is available.
7. The FOC discussed the status of the kitchen appliance upgrades. Linda will get updated estimates within the next week, so that St. Mark's can make some decisions and move forward with the kitchen repairs and upgrades.
8. The FOC discussed the roof costs. It was decided that St. Mark's should have new gutters on the flat roof part only. We were worried about the cost of adding gutters to a roof that would be replaced soon afterwards, with the added possibility that we might need to pay extra for the careful removal and replacement of those new gutters in the future. The signed contract was given to Roofworks on Thursday March 25, 2021.
9. The FOC had a long discussion about the HVAC situation. There are no HVAC repairs scheduled for 2021. The decision was to meet again in the future to determine the minimal repairs to comply with the Montgomery County code versus the HVAC system that we would like to purchase. Linda is tasked with getting some updated estimates before the FOC begins reviewing the HVAC issue again.

10. The FOC is starting to develop a financial plan for 2021-2022. The major concern is funding for the HVAC system. It was decided that need a meeting just for 2021-2022 target planning.

Respectfully submitted by,

Rosanne Tingley

Vestry Liaison

Outreach Liaison Report

Nothing new to report.

Gail Soulea

Pastoral Care Report

Nothing new to report.

Laura Robey

Stewardship Report

Nothing new to report.

Samuel Ayodele

Worship Committee

Information is included in PIC Report.

Rev. Christopher

Information for Carlos

Scope of Work for St. Mark's Cleaning Services

A. Cleaning Requirements for each room and hallway

1. Dust all surfaces –
 - Tables/desks
 - Windowsills where applicable
 - Furniture where applicable, including lamp shades
 - Window shutters in rooms/hallways that have them
 - Window blinds in rooms/hallways that have them
2. Clean/wipe down with disinfectant solution all high-touch surfaces –
 - Light and other wall switches and walls around them that show dirt
 - Any other wall areas and doorframes as necessary
 - Countertops
3. Clean floor area –
 - Vacuum carpeted floors, including walk-out mats in front of exterior doors
 - Wet/dry mop non-carpeted floors and non-carpeted areas of floors with walk-out mats
 - Wet mopping needs to include use of disinfectant solution
 - Dust baseboards
4. Collect all trash and recycling -
 - Includes interior trash cans as well as exterior trash cans
 - Place trash in dumpster behind the Parish Hall
 - Place recycling (from marked recycling receptacles) in proper large recycling bin
 - Roll out recycling bin to the area by the back kitchen door as designated by the Parish Administrator – monthly, schedule to be determined by the Parish Administrator

B. Cleaning Requirements for all bathrooms and areas with sinks/water supply

1. All requirements listed in section A as applicable to the room
2. Clean all sink areas –
 - All sinks washed with disinfectant solution
 - Remove and discard any debris left in sinks/drains (including drain under kitchen sinks)
 - Vacuum/clean any mats in front of sinks
3. Clean and sanitize baby changing stations
4. Toilets/urinals
 - All toilets/urinals washed with disinfectant solution
 - Floor mopping to include around and behind toilets
 - Toilet bases to be wiped down monthly
 - Wet mopping needs to include use of disinfectant solution
5. Restock supplies
 - Paper goods – toilet paper, paper towels, paper towel dispenser
 - Cleaning supplies placed in room for users to clean up after themselves
 - Soap dispensers to be kept fully loaded

C. Sanctuary Requirements

1. Main sanctuary – the Nave
 - All requirements from section A
 - Dusting needs to include pews and kneelers, prayer desks, lectern and pulpit
 - Note that floor mopping needs to include areas under pews and kneelers
 - Dry mop floor within altar rail
2. Every narthex (entrance area from exterior door to Nave)
 - All requirements from section A
 - Includes wiping down exit doors (high-touch surfaces)
 - Clean and sanitize water fountain when it is back in use
3. Restrooms
 - All requirements from section A and B
4. Choir Loft
 - All requirements from section A
 - Include tops of half-walls in cleaning/sanitizing countertops
 - Include stairs in areas to vacuum (as well as in the loft itself and under the chairs in the loft)
5. Sacristy
 - All requirements from section A
 - Sink-related requirements from section B
6. Hallway behind Nave
 - Applicable requirements from section A (floor, light switches and walls)
7. Locked closets and furnace room
 - Excluded from cleaning requirements

D. Parish Hall Requirements

1. Office Areas
 - **All office areas** - All requirements from section A
 - Rector's bathroom – all requirements from section B
 - Copier room – sink and towel restocking related requirements from section B
 - Library – dusting to include bookcases and books
 - Parish Administrator's office is included
 - Desktops – dust but do not rearrange items on tops of desks
 - Mail slots cabinet – dust as able
 - Excludes locked closets
2. VAS offices
 - All VAS office areas – all requirements from section A
 - Room with bathroom – all requirements from section B
3. Hallways – by VAS offices and curved hallway leading to main hall & exit doors
 - All applicable requirements from section A, including window coverings
 - Includes wiping down exit doors (high-touch surfaces)
4. Main Hall
 - All requirements from section A
 - Clean coffee station – coffee pot as well as countertop
 - Dust window blinds that are fully or partially extended – except blinds on the seven windows in the high part of the ceiling
 - Excludes locked closets
5. Kitchen
 - All requirements from sections A and B
 - Includes wiping down exit door (high-touch surfaces)
 - Includes taking trash out to dumpster
 - Includes rolling recycling bin out of back exit door as determined by the Parish Administrator
6. Kitchen Bathroom
 - All requirements from section B
7. Main Hall Restrooms
 - All requirements from section B

E. Thrift Shop Requirements

1. Main floor – all requirements from section A

2. Bathroom – all requirements from section B
3. Basement and area at top stairs landing – TBD – OFF-LIMITS FOR NOW

F. Frequency

1. Sanctuary – normal schedule
 - Before 7:45 a.m. on Sunday mornings – can be Saturday afternoons after all activities in the church are complete. Must not be between 7:45 am and 2:00 pm on Sundays
 - After other activities in the sanctuary during the week, e.g., choir practice will resume on Thursday evenings, so cleaning should be performed Friday mornings.
2. Sanctuary – other scheduled events such as weddings, funerals, special services
 - TBD in consultation with St. Mark's staff – notice to be provided as far ahead as possible
3. Parish Hall – VAS offices
 - Mondays, Wednesdays and Fridays between 7:00 a.m. and 9:00 a.m.
4. Parish Hall – not VAS offices
 - Mondays, Wednesdays and Fridays, completing by 3:00 p.m.
5. Thrift Shop
 - Every two weeks on a weekday not to coincide with selling days or sorting days, to be arranged with St. Mark's staff

G. Special Services

1. Stripping and Waxing of all Tile Floors
 - 3 times per year, TBD with St. Mark's staff
 - 2 coats of wax
2. Carpet shampooing
 - 2 times per year, TBD with St. Mark's staff

H. Special Opening and Closing Services

1. Opening and closing services to be performed on an as-needed basis at rates agreed upon with St. Mark's staff
2. Separate rates need to be established for
 - opening (including table and chair setup rates)
 - closing
 - any cleaning needed that was not adequately performed by renters, including restoration of tables and chairs to configuration specified by St. Mark's staff
3. Dates and starting and closing times to be arranged with St. Mark's staff and conveyed with as much advance notice as possible
4. Advance notice will include setup requirements (tables and chairs)

5. Opening to include unlocking the building and confirming table and chair setup is as specified
6. Closing to include
 - Confirming renters have cleaned up as specified on the cleanup checklist provided to renters
 - Documenting any cleanup discrepancies/deficiencies
 - Escorting all guests out of the building
 - Locking up all and setting alarms for facilities as appropriate for the time of day/night
 - Performing any cleanup tasks not taken adequately completed by renters, either immediately after all renters are gone OR the next day before any use of the building begins. That is, before 7:45 a.m. on Sundays and before or around 9:00 a.m. during the week
7. All evening events are required to end no later than 12 midnight.

I. St. Mark's Point-of-Contact

1. Parish Administrator – primary contact
2. Administrative Assistant – secondary contact
3. Senior and Junior Wardens – backup

J. Cleaning Equipment

1. St. Mark's will supply
 - One janitorial cart
 - Vacuum
 - Carpet shampooer
 - All mop buckets
 - Wet/dry mops
 - Dusters and other cleaning implements
2. St. Mark's does not supply
 - Cleansers and other cleaning chemicals – but St. Mark's does need to approve what is used and all sanitizing/disinfectant solutions must meet CDC requirements for COVID-19 mitigation
 - Paper goods
 - Soap for soap dispensers