



ST. MARK'S CHURCH

EPISCOPAL-ANGLICAN

Vestry Meeting via Zoom: March 30, 2021, 7:30 pm MINUTES – Approved April 27, 2021

A. OPENING

Vestry Members attending were The Rev. Christopher I. Wilkins – Priest-In-Charge, Lee Mericle – Senior Warden, Rosanne Tingley – Junior Warden, Erwin Avila, Samuel Ayodele, Lucy Fernandez, Jose Fernandez, Charlene Langley, Laurie Robey, Gail Soulea, Janis Smith – Treasurer, Joyce Walker- Vestry Secretary. Additional attendee: Linda Lee – Parish Administrator, Carlos Gumucio – MJS Service.

All information for this meeting was sent to Vestry members on Friday, March 26, 2021 so that everyone could read the information prior to the meeting. All information in that mailing is attached to these minutes for the record and incorporated herein.

1. Opening Prayer:

At 7:32 p.m. Rev. Wilkins opened the meeting with prayer.

2. Acceptance of the meeting agenda:

A motion was made by Lee Mericle and seconded by Janis Smith "that the agenda for the March 30, 2021 vestry meeting be approved with the removal of item E2 -Vestry Authorization for Development Committee to pursue funding grant opportunities. This will be covered under Item C2d – Development Committee." The motion carried.

3. Acceptance and approval of February 23, 2021 vestry minutes:

A motion was made by Lee Mericle and seconded by Janis Smith "that the minutes of the February 23, 2021 Vestry meeting be approved with amendment to Section F – sentence 2 stating that Charlene instead of Janis will call a Fellowship Committee meeting to work on getting this project done." The motion carried.

4. Acceptance and approval of March 18, 2021 vestry minutes:

A motion was made by Lee Mericle and seconded by Janis Smith "that the minutes of the March 18, 2021 Vestry meeting be approved as written." The motion carried.

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B. VISITOR PRESENTATION/DISCUSSION

1. Introduction of Carlos Gumucio, General Manager of MJS – Milton Janitorial Service:
Linda Lee introduced Carlos to the vestry and explained that he was there to answer any questions that they may have concerning the cleaning of St. Mark's.
2. Discussion of current and future needs for cleaning service:
Carlos was given a copy of the things that the vestry had questions and concerns about. Carlos stated that he was still following the contract that he and Lee Biederman had put together. There were some discussion about the current cleaning, what will need to happen when the church reopens, and what elements of the Scope document might need to be changed. Linda will finalize contract with MJS.

C. REPORTS

1. Officers' Reports
 - a. Report from the Priest-In-Charge:
Rev. Wilkins asked if there were any questions or concerns about the liturgical calendar that he presented. The vestry talked about what was previously done for some of the special days, and what changes they would need to make for them to work now. For example, the items for the Backpack ministry were usually collected during Lent. Also, the vestry is hoping that the church will be able to gather in person for the picnic this year. Some of the dates that have been set aside for special days where there is usually food served will depend on Montgomery County regulations concerning COVID - 19. Rev. Wilkins and the vestry will address the changes as needed.
 - b. Report from the Senior Warden:
No questions or concerns were noted.
 - c. Report from the Junior Warden:
No questions or concerns were noted.
 - d. Report from the Treasurer:
Janis Smith stated that St. Mark's had received a second payout from the Paycheck Protection Program. Pledges were higher than expected, so there was no need to transfer any money from the investment account for the month of February. A motion was made by Lee Mericle and seconded by Rosanne Tingley "to accept the Treasurer's report as written." The motion carried.

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2. Vestry Liaison Reports

a. Buildings and Grounds:

A question was asked about the negotiation of the current prices of the kitchen equipment that the Fellowship Committee is purchasing. Linda explained that she had been asked to get the current prices of the kitchen equipment because the prices that they received were from last year. Janis stated that the new prices have been received. The problem is that the company no longer sells range hoods. Once the estimate is received for the hood, they will have all the current prices for the kitchen project. So far, the other kitchen items are still within the price range that they were given by the vestry. Janis Smith will continue to get prices from different companies concerning the price of a new range hood for the stove.

b. Christian Formation and Education:

No questions or concerns were noted.

c. Communications:

No questions or concerns were noted.

d. Development:

A motion was made by Janis Smith and seconded by Lee Mericle "to approve a resolution authorizing the Strategic Development Committee to pursue grants for various projects as needed". The motion carried. A copy of the resolution is attached to these minutes.

e. Evangelism:

No questions or concerns were noted.

f. Fellowship:

No questions or concerns were noted.

g. FOC:

No questions or concerns were noted.

h. Outreach:

No questions or concerns were noted.

i. Pastoral Care:

No questions or concerns were noted.

j. Stewardship:

No questions or concerns were noted.

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- k. Thrift Shop:
Thrift Shop problems were discussed under New Business, item 2.
- l. Worship (included in PIC Report):

D. OLD BUSINESS

1. St. Mark's Employee/Volunteer Handbook updates and policies and procedures breakouts:
A motion was made by Lee Mericle and seconded by Erwin Avila "to accept the updated Employee Handbook." The motion carried.

A motion was made by Lee Mericle and seconded by Charlene Langley "to approve the St. Mark's Ministries Support Policies and Procedures manual". The Motion carried.

A motion was made by Lee Mericle and seconded by Rosanne Tingley "to approve the changes to the St. Mark's Technology Use Policies and Procedures as presented". The motion carried.

E. NEW BUSINESS

1. Accessibility and location of vestry handbook files, other documents:
Originally it was suggested to put the vestry handbook information online so that it will be accessible to all the vestry members. Some members would like to keep the financial information, such as salaries, and letters of agreement password protected if possible. The minutes should only include information that is important to the operation of the vestry as it relates to church business. The vestry will discuss the location of vestry handbook and other information at the April 27, 2021 meeting.
2. Thrift Shop problems, possible improvements, opening, yard sale potential, and logistics:
Laurie Robey submitted a report on her findings at the thrift shop. There are some repairs that need to be done immediately. If the repairs are not over \$1,000, there is no need to get vestry approval to get the work done. This would come out of the building and grounds account.
3. St. Mark's Calendar online – <https://stmarks-silverspring.org/wordpress/my-calendar>
Linda has put a calendar on St. Mark's website that shows different meetings that are held at the church. The items from the liturgical calendar that Rev. Wilkins submitted will be added to the online calendar as they are finalized.

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F. ADDITIONAL MATTERS:

1. For the Good of the Order and for Good Order
No further issues were brought up.

G. CLOSING PRAYER:

1. A motion was made by Lee Mericle seconded by Laura Robey to adjourn the meeting.
Rev. Wilkins prayed, and the meeting adjourned at 9:37 p.m.

Calendar for end of March through May, 2021¹

- Worship Service Filming: Sundays (noon – 2 pm):
 - 4/11 (for 4/18, 4/25)
 - 4/25 (for 5/2, 5/9)
 - 5/9 (for 5/16, 5/23 [Pentecost only if needed; see below])
- Tuesday, April 13 – Development Committee Meeting – 7:30 pm
- Tuesday, April 20 – FOC Meeting – 7:30 pm
- Thursday, April 22 – All Vestry Reports for April 27 Vestry meeting due by COB
- Tuesday, April 27 – Vestry meeting – 7:30 pm
- Tuesday, May 4 – Communications Committee Meeting – 7:30 pm
- Tuesday, May 11 – Development Committee Meeting – 7:30 pm
- Tuesday, May 18 – FOC Meeting – 7:30 pm
- Sunday, May 23 – Pentecost Sunday – REGATHERING SERVICES & CELEBRATION
- Tuesday, May 25 – Vestry Meeting – 7:30 pm

¹ N.B. In-person worship will resume when conditions allow. A video of each Sunday's 10:30 service will be posted to the website the Monday after. Any meeting held in person will give participants the option to join via Zoom.

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