



ST. MARK'S CHURCH

EPISCOPAL-ANGLICAN

St. Mark's Vestry Meeting Materials, April 27, 2021

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12621 OLD COLUMBIA PIKE, SILVER SPRING, MARYLAND, 20904

PHONE (301)622-5860 * FAX (301)622-5861 * EMAIL: OFFICE@STMARKS-SILVERSPRING.ORG

NOTICE

Vestry Zoom Meetings are recorded

for use in creating Meeting Minutes

Recordings are deleted after the Minutes are approved

12621 OLD COLUMBIA PIKE, SILVER SPRING, MARYLAND, 20904

PHONE (301) 622-5860 * FAX (240) 560-6613 * EMAIL: OFFICE@STMARKS-SILVERSPRING.ORG

Vestry Meeting via Zoom : April 27, 2021, 7:30 pm, Agenda

A. OPENING

1. Opening Prayer
2. Acceptance of the meeting agenda
3. Review and approval of the minutes from the regular vestry meeting on March 30, 2021

B. REPORTS

1. Officers' Reports
 - a. Report from the Priest-In-Charge
 - b. Report from the Senior Warden
 - c. Report from the Junior Warden
 - d. Report from the Treasurer
2. Vestry Liaison Reports
 - a. Buildings and Grounds
 - b. Christian Formation and Education
 - c. Communications
 - d. Development
 - e. Evangelism
 - f. Fellowship
 - g. FOC
 - h. Outreach
 - i. Pastoral Care
 - j. Stewardship
 - k. Thrift Shop
 - l. Worship (included in PIC Report)

C. OLD BUSINESS

1. Vestry Handbook Redesign - Accessibility and location of vestry handbook files, other documents
2. St. Mark's Liturgical Calendar Draft

D. NEW BUSINESS

E. ADDITIONAL MATTERS

1. For the Good of the Order and for Good Order

F. CLOSING PRAYER

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Calendar for May and June, 2021¹

- 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
- Tuesday, June 1 – Communications Committee Meeting – 7:30 pm
- Tuesday, June 8 – Development Committee Meeting – 7:30 pm
- Tuesday, June 15 – FOC Meeting – 7:30 pm
- Tuesday, June 22 – Vestry Meeting – 7:30 pm
- Tuesday, June 29 – NO MEETING! 😊

Weekly Meetings

- Sundays at 9:00 am – Adult Ed
- Wednesdays at 7:30 pm – Simply Being: Life as Prayer

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.

Draft of the Minutes from the March 30, 2021 Vestry Meeting

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.

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:

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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.

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

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

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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.

F. ADDITIONAL MATTERS:

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

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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, 2021²

- 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

² 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.

Report from the Priest-In-Charge

Worship: Worship via one pre-recorded Holy Eucharist per Sunday filmed in the church, including music and readings that people record at home, will continue through May 16th. No more than four persons are in the church for any recording session. Many thanks to our production team, musicians, scheduler, altar guild, and readers.

The number of service views per week has waned since Easter.

Pandemic conditions appear to allow us to gather again for in-person worship beginning on Pentecost: May 23rd. We will hold two services: 8:00 am Rite 1, and 10:30 am Rite 2 with music and up to four masked and distanced choristers, as the diocese now allows. The plan is to post each Sunday's service bulletins online by the Friday before, and to post a recording of the 10:30 service the Monday after.

We will, in the words of the EDOW update, work "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 in effect.

The options available for livestreaming worship appear to be cost-prohibitive.

Sunday Bible Study will shift from online to in-person on May 23rd as well. Attendance via Zoom or equivalent will be possible.

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

Pastoral Care I handle remotely, though I may now meet with people relatively safely. Telework for all employees is encouraged to the extent practicable. 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. Through May, and perhaps longer, we will continue our Wednesday evening program as *Simply Being: Life as Prayer*, 7:30 – 9:00 pm via Zoom.

Stewardship and Development: The working group on strategic development continues. 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. Another goal is to develop an enhanced Christian Formation (Education) ministry and dovetails with our efforts in Outreach and with the diocese's programs for congregational vitality and its strategic plan. As part of this, exploring how we might work with other churches on matters of common interest makes sense to do.

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

New Diocesan Canon: EDOW's special convention on April 17, 2021, overwhelmingly approved a new canon, "Canon 54: Diocesan Stewardship and Parish Viability." This new canon, as amended by the convention, went into effect on April 18, 2021. As stated in the opening of diocese's summary of the canon as proposed:

- The purpose of the proposed canon is to strengthen the Body of Christ in the Diocese of Washington by helping support and revitalize all communities of faith, ensuring that they have the necessary capacity to achieve spiritual and financial health.
- The proposed canon includes standards that define parish vitality and viability of mission, financial health, and operational capacity. These standards include but are not limited to: adherence to the Constitutions and Canons; financial resources adequate to fund ongoing operations; effective governance and stewardship, including sound financial practices that preserve long term assets for future ministry.³

Second Ministry Period Responsibilities: There are three: 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."

Examples of the first two pop up from time to time, and my intentional efforts to heal them continue. Wounds that clergy cause take a long time to heal – yet they can heal. I hope to help all parishioners realize and come to trust that, in this new phase of the church's life, the yoke of lay leadership and participation will be comparatively easy, and its burdens lighter than they once were. Our efforts to meet the third responsibility's goal appear to me to still be sufficient, as well as intentional, well-planned, and forward-thinking.

Blessings, Rev. Christopher

³ Source: https://www.edow.org/files/1716/1410/0331/Summary_of_Proposed_Canon.pdf. See: <https://www.edow.org/about/diocesan-governance/2021-special-convention> for more information.

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Report from the Senior Warden

Staff Meetings

Staff meetings are held on Thursdays, generally from 11:30 to 12:30 as everyone's schedule permits. The Priest-In-Charge, Wardens, Parish Administrator and Administrative Assistant participate in these meetings to coordinate ongoing activities as well as special projects. They seem to be working well for everyone and we work hard to keep them at 1 hour or less.

Communications

Communications Committee met Tuesday, April 6 – see report in Liaison Reports Section

Development Committee

Attended meeting Tuesday, April 13. See Strategic Development Committee Report from Janis.

Simply Being: Life as Prayer Wednesday night program

I am attending the Wednesday night meetings/discussions. Very informative and helpful

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.

Staff members have been working on where to put things and how to include them, i.e., links to items that exist outside of St. Mark's, such as Diocesan canons, etc., to avoid duplication, and creating areas in Realm for confidential information. See the Jr Warden's report for more info and item #1 under Old Business.

Out of Town April 28 through May 12

I will be in North Carolina for two weeks. Mostly accessible via email. Cell service (phone and text) is spotty at best (unless I stand in one corner of the house). I expect to be available for Tuesday evening meetings but will advise if something comes up.

Lee Mericle

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Report from the Junior Warden

Vestry Resources

The wardens and St. Mark's staff have been working to make the vestry information and resources accessible online. This task has been taking up most of my time in the month of April. There will be a walk-through of the proposed resources at this month's vestry meeting. There are several sets of vestry information that need different access:

1. The lay leadership information for vestry and parishioners can be located on the St. Mark's website. This consists of the vestry list, contact information and liaison information.
2. Vestry information that is primarily for the vestry, but accessible to parishioners. This will be on the vestry website in a separate location. This consists of helpful links for vestry members and meeting documents and minutes.
3. There is private/confidential information that is for the vestry only. This information will be accessible only in Realm under a special vestry group. This section primarily consists of signed letters of agreement. Also included would be any private contracts.

The wardens and staff have been designing websites and creating Realm groups. We have been doing a lot of testing so that the vestry will have an easy time locating and using this information.

FOC committee

See the FOC report for April FOC meeting updates.

Development Committee

I attended the development committee as part of my junior warden duties. We are looking forward to planning future grant projects and working towards applying for these grants. There are no grant projects at this time.

Non-Warden Duties

I still count once every third week.

I did not read scripture or sing for any of the April services. I am taking a break from these duties for April.

Rosanne Tingley

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Report from the Treasurer

Treasurer's Report – April 2021

- **March Financial Performance Highlights:** *Statement of Position* and *Statement of Activities and Budget Performance* reports have been provided for your review. St. Mark's ended the month of March with \$18,651 in our combined bank accounts, and \$1,685 million in our investment accounts. We transferred \$15,000 from investments to operating in March, which is less than budgeted. As of March 31st, we had transferred a total of \$35,000 – \$60,000 was budgeted. The approved budget calls for monthly transfers of \$20,000, however we will only make transfers as funds are necessary to maintain liquidity.
 - Pledge income dropped to 79% of the amount budgeted in March but was still at 99.6% of year-to-date budget. Online donations through PayPal were down in March and I will watch donation rates carefully for trends.
 - Investments performed well in March and our investment balance is up for the year, despite the withdrawals we have made, Kathleen Counts, our Wells Fargo Investment Advisor, met with the Financial Oversight Committee this month and presented quarterly activity reports. We have done some account rebalancing to take some of our market gains and to free up liquidity for anticipated 2021 expenses.
- **2021 Pledge Update:** We did not receive any new pledges in March. We have 31 pledges totaling \$95,480.
- **Treasurer Search:** I am continuing to reach out to potential volunteers to assume the role of treasurer as of July 1, 2021.
- **Financial Reports for Website Publication:** Below are the financial statements that I recommend we use if we are going to publish financials on the website. The ***Income and Expense Statement*** and the ***Balance Sheet*** provide transparency without providing a level of detail that could potentially reveal non-public information such as individual salaries, tenant payments or vendor-level business expenses.

Janis Smith
Treasurer

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Cash Basis

St. Mark's Episcopal Church - Silver Spring
Income and Expense Statement
January through March 2021

	Jan - Mar 21
Ordinary Income/Expense	
Income	
40000 · Operating Support	
40010 · Pledge	23,452.50
40020 · Plate	1,566.00
40050 · Transfer from Investment Acct	35,000.00
Total 40000 · Operating Support	60,018.50
41000 · Use of Building	3,661.00
43000 · Other Operating Income	33,354.87
Total Income	97,034.37
Expense	
50000 · Worship & Pastoral Care	34,240.49
51000 · Church Administration	31,203.38
52000 · Church Property	32,783.65
53000 · Outreach	180.08
54000 · Christian Witness & Fellowship	384.97
Total Expense	101,792.57
Net Ordinary Income	-4,758.20
Other Income/Expense	
Other Income	
70000 · Non-Operating Income	
70500 · Investment Activity Income	37,193.39
71000 · Other Income	9.00
72000 · Special Projects	
72040 · Hunger Fund	2,243.00
72070 · Rector's Discretionary Fund	250.00
Total 72000 · Special Projects	2,493.00
Total 70000 · Non-Operating Income	39,695.39
Total Other Income	39,695.39
Other Expense	
80000 · Non-Operating Expenses	
80500 · Investment Activity Expense	6,809.56
81000 · Special Projects	
81030 · Capital Expenses	-1,051.00
81110 · Hunger Fund	1,998.50
81000 · Special Projects - Other	9,452.70
Total 81000 · Special Projects	10,400.20
82000 · Transfers/to Operating	35,000.00
Total 80000 · Non-Operating Expenses	52,209.76
Total Other Expense	52,209.76

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Net Other Income	-12,51.37
Net Income	<u>-17,272.57</u>

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04/21/21
Cash Basis

St. Mark's Episcopal Church - Silver Spring
Balance Sheet
As of March 31, 2021

	Mar 31, 21
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash - Sandy Spring	11,934.98
10010 · SSNB Tenant Account	4,746.04
10015 · SSNB Special Projects Acct	676.00
10100 · PayPal	1,294.16
Total Checking/Savings	<u>18,651.18</u>
Total Current Assets	18,651.18
Fixed Assets	
15000 · Furniture and Equipment	350,000.00
15100 · Church Building & Land	3,370,000.00
Total Fixed Assets	<u>3,720,000.00</u>
Other Assets	
16000 · Investments	
16010 · Memorial Cemetery Fund	79,878.73
16040 · Addie Ellen Music Fund	48.83
16050 · Memorial Fund	9,442.24
16060 · Parish Hall Fund - Restricted	22,794.01
16070 · Parish Hall Fund - Unrestricted	197,821.08
16080 · Church - Outreach	163,287.77
16090 · Mid-Term Fund	557,629.03
16093 · Near-Term Fund	58,752.22
16095 · Long-Term Fund	595,567.11
Total 16000 · Investments	<u>1,685,221.02</u>
Total Other Assets	<u>1,685,221.02</u>
TOTAL ASSETS	<u>5,423,872.20</u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
27300 · Tenant Security Deposits	4,751.04
Total Long Term Liabilities	<u>4,751.04</u>
Total Liabilities	4,751.04
Equity	
31300 · Perm. Restricted Net Assets	3,720,000.00
31500 · Temp. Restricted Net Assets	494,190.22
32000 · Unrestricted Net Assets	1,222,203.51
Net Income	-17,272.57
Total Equity	<u>5,419,121.16</u>
TOTAL LIABILITIES & EQUITY	<u>5,423,872.20</u>

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Buildings and Grounds Liaison Report

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 Consolidated a list of potential options for review – just have to decide what options we really want

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 cleared
 - Work Scheduled to begin: Monday, April 26 (Est Duration:-1-2 working days)
All weather permitting

RECYCLING:

- Bin Delivery completed on Wednesday, 21 April
 - o Signs created and being posted as needed

CLEANING SERVICES CONTRACT:

- Received feedback and update considerations on current RFP
 - o According to Carlos, out MJS POC, the updates to the RFP do not warrant any change in cost for services

KITCHEN APPLIANCES:

- Fellowship committee currently has lead on status

HVAC ESTIMATES

- Received one response so far - declined to bid

HANDYMAN SERVICES:

- Max has fixed Thrift Shop stair and rail and is working sump pump/dehumidifier issues
- Requested fix of rear PH hallway door jamb and to bill separately for VAS payment.

Linda Lee
Parish Administrator

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Christian Formation and Education Liaison Report

Nothing new reported.

Erwin Avila

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Communications Committee Liaison Report
Communications Committee Notes
April 6, 2021

Committee Members Attending: Linda Lee, Ray Lee, Lee Mericle, Chuck Smith, Janis Smith, The Rev. Dr. Christopher I. Wilkins

A. Opening

1. Opening Prayer – Christopher opened the meeting at 7:34 with a prayer.
2. Review March 2 meeting notes – all good

B. Survey results

- Now that we have the results, what do we want to do with them?
- In terms of services – in-person services on Sunday with a recording of one of them posted on Monday, Riderwood in-person services on Wednesdays
- Christian Ed – Christopher can't run adult ed zoom when doing 2 in-person services. To do in-person and zoom sessions need laptop and possibly a projector – or maybe just a phone. Start with in-person to see if works
- Christian Ed for children – Christopher needs at least 2 families and ideally at least 4 to work with him to get Christian Ed for children going.
- No need for another survey

C. Regathering Planning

1. The Fellowship Committee is planning the celebration. All is pretty tentative right now but the thought is to focus on food and fellowship. "Podluck" instead of potluck is an option, where people would be in "pods" and share food that way. Pods would be people who are family or fully vaccinated adults, or however people group safely. St. Mark's could provide commercially prepared beverages and desserts (cupcakes?) and perhaps food. Figuring it would be in the Parish Hall with all the doors open.
2. Hold off on entertainment activities. Save those for the picnic in July.
3. Wondering about limits on the number of people who can gather. Right now Montgomery County says 50% of capacity limits set by Fire Marshall. Our limits are
 - 299 for the church, so 149.5 people in the church, and
 - Parish Hall – 173 seated (so 86.5 seated) and 285 standing (142.5 standing).
4. Services – per discussion above – in-person and recorded. The live streaming option offered by the Diocese is too expensive. Linda will ask the folks at Liberty Grove what it entails and if it would be easier.

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5. Publicizing - how and when to communicate the startup. Decided a countdown from 4 weeks before would be good.
 - 4 weeks before – email for Sunday, April 25 service will have a notice about restarting
 - 3 weeks before – email for Sunday May 2 to repeat notice. Put something on the website announcing
 - 2 weeks before – email for Sunday May 9 to repeat notice. Website announcement, posting on church sign
 - 1 week before – email for Sunday May 16, website, sign
 - Friday before – May 21st – robocall by ChuckChristopher will create notice for email, circulate to committee
The suggestion by Janis to do a series of 4 poems was turned down.
5. Linda mentioned that we had a special page for the October reopening. Can revise that.
6. Should include the information on what to expect in terms of seating, masks, signing in, temperature, etc.
7. For the service it would be good to have people reading the Gospel in multiple languages
8. Wendy Steward's Baptism will be that day
9. Janis will contact her family to see if they want to do anything special, see how to combine it with Fellowship's ideas.

D. Connecting People with other resources in the church that might be of interest

1. Christopher gets a lot of emails offering various resources and is wondering if the website should have more links to other activities. Possibly they could go on the News and/or Resources page and he could highlight them in the emails.

E. Other.

1. Janis asked about the number of pledge responses that the website shows were received vs how many were recorded. Linda suggested some could be test runs; will check.
2. Talking about recycling bulletins from in-person services, turns out there is a problem with recycling paper. Linda looking into that.

Christopher prayed us out at 8:52.

Development Committee Liaison Report

Strategic Development Committee Report – April 2021

The Strategic Development Committee, chaired by Alta Cannaday, met by Zoom on Tuesday, April 13. Committee members in attendance were: Rev. Christopher Wilkins, Lee Mericle, Janis Smith and Rosanne Tingley. Brian Lehman and Laura Robey were absent.

The meeting began with a debrief on the Montgomery County Department of Health and Human Services grant. We did not submit an application for several reasons: Thrift Shop repairs are urgent and need to be completed soon; budget information for the project was not available until the last minute; and there was a brief period of indecisiveness over whether to apply for funds for Thrift Shop improvements or for the Bell Project. Both of these projects are being "fast tracked" and St. Mark's will use other funds. It was a learning experience for the committee.

Alta presented the second part of her development orientation slide deck and discussed ways to search for grant opportunities. All committee members should be looking for grant announcements. We also discussed the need to identify projects that are not urgent and that can wait until a grant cycle is complete before initiating work. We agreed that pew replacement/restoration is one such project and also discussed whether the restoration of the old bishops' chairs should be included. The committee still hopes to find a grant for growth, outreach and ministry support after we resume in-person activities and are able to frame objectives and come up with a project outline.

Janis reported that the Vestry adopted the resolution authorizing the Priest-in-Charge and the Strategic Development Committee to proceed with the completion and submission of any grant application that is consistent with and in support of St. Mark's operations, mission or ministry/ministries.

Janis Smith
Strategic Development Committee Liaison

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Evangelism Committee Liaison Report

Nothing new to report.

Gail Soulea

Fellowship Committee Liaison Report

The vendor has submitted a new estimate for the cost to replace the kitchen appliances. The total cost is still within the \$40,000 approved by the Vestry. Unfortunately, this vendor stopped selling and installing range hoods in Montgomery County. Guardian Fire Protections Services came out and inspected and tested everything we currently have. The hood is operational and passed inspection. We will continue to look for possible hood replacements. The FOC recommended that we proceed with ordering the appliances now, rather than wait to get everything done all at one time. The committee will move forward with this recommendation.

Respectfully,
Charlene Cooper Langley

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FOC Liaison Report

1. The auditor had a request that St. Mark's identify some 2018 and 2019 funds that were transferred into our accounts. She is working to finish up within the next 20-30 days.
2. Amazon Smile proceeds have not been credited to St. Mark's yet. There was a mix up between Amazon and Sandy Spring Bank. That has been cleared up, but Amazon only sends the rewards/proceeds once a quarter. St. Mark's will see two quarters worth of rewards in the future.
3. There was some concern about Patricia Garrett, the Thrift Shop manager. She wasn't responding to emails and phone calls. She did respond to an email from Rev. Wilkins. Patricia is asking for a little more time to resolve some personal issues.
4. The FOC discussed some thrift shop ideas for the future and asked the committee to think about this for the next meeting. If any vestry members have suggestions for the Thrift Shop, let one of the wardens know so that we can pass on these ideas for consideration.
5. The updated online payment procedures as outlined in the Financial Policies and Procedures manual are working well. There are no updates needed to the manual at this time.
6. There was a discussion about parish hall rentals. St. Mark's is restricted according to diocesan rules, but the FOC discussed allowing family functions in the parish hall. The FOC decided that it is still too early to open the parish hall for rentals due to COVID restrictions. Rev. Wilkins said that he could add some comments to the weekly email. The FOC decided that we will hold off on parish hall rentals for one more month.
7. The kitchen appliance replacement project is progressing. The money has not been transferred yet for spending. The costs are \$28K for replacements and includes installations and the professional site survey. The estimate included the haul-away of the range, but not the refrigerator. The county compliance of the range hood has been a problem, because the Montgomery county codes have changed. Many range hoods are not passing inspection. However, Guardian reviewed the range hood and the kitchen passed inspection. This is now a non-issue. The St. Mark's kitchen project can start ordering the kitchen appliances.
8. Payroll protection – 1st loan is now definitely a grant. St. Mark's is waiting for the decision regarding the 2nd loan.

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9. The memorial fund has been set aside for the bell installation. There is a small amount of funding left in the memorial fund. The FOC discussed whether to move the remaining Memorial funds to another account. The small amount of remaining Memorial funds may get moved but will be designated as Memorial funds so that they do not get absorbed into other funding.
10. The FOC discussed some of the altar fund donations and which account they went into. Of special concern were the pink robes for clergy and LEMs. These new robes will be covered under these donations.
11. The FOC discussed planned capital expenses for 2021-2022.
 - HVAC businesses do not want to bid on HVAC repairs right now. The earliest target date for this project will be 2022.
 - The FOC discussed the copier and a comparison of leasing vs. buying.
 - Thrift shop repairs. Max fixed the stairs. The shop needs new lines to support the sump pumps. Repairs will be covered under maintenance, as well as electrical work. No bids on electrical work yet. (2021)
 - Pew repairs - The St. Mark's Development committee is looking for grants to cover the pew repairs. Earliest expected target date is 2022.
 - The remaining roof repairs are targeted for no earlier than 2022.
 - The FOC will review potential capital expenses and bring up ideas for the next FOC meeting.
 - Floor Tile replacement – target date is for the next 3-5 years. Linda Lee suggested that we could have floor tile damage from the leaking roof, which might move up the date for some floor tile repair.
12. The May FOC meeting is scheduled on May 18 as an in-person meeting. The meeting will follow our first in-person Sunday service in 2021.
13. New Treasurer update: Rev. Wilkins will add the treasurer position description to his weekly emails.

Respectfully submitted by,
Rosanne Tingley
Vestry Liaison

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Outreach Committee Liaison Report

I have not done anything with Outreach and probably will not until the church starts in-person services again.

Paul
301-332-3108

Pastoral Care Committee Liaison Report

There are no updates for Pastoral Care. Thanks

Laurie Robey

Stewardship Committee Liaison Report

No updates were reported.

Samuel Ayodele

Thrift Shop Liaison Report

The thrift store continues to open by appointment only. Donations trickle in regardless of the signage. We had a bid made to paint and replace flooring in the store. We sent that bid on *Perseverance* to mars since it was so out of this world. We hope to be fully operational in May.

Laurie Robey

Worship Committee Liaison Report

Report is included in the Priest-In-Charge report.

2021 Vestry Handbook Redesign

- **Move to online access**

To achieve transparency in our operations, and to make materials accessible to the congregation – and anyone else interested, we are working on moving most of the contents of the Vestry Handbook to the website. In addition to making the information more accessible to congregants, we also hope that this will spur additional interest in the workings of St. Mark's, by making it easy for folks to see what is going on.

- **Separation of information to public and congregation-private information**

To avoid including information that should remain just within the vestry, including salary information, Letters of Agreement, and signed contracts with vendors and tenants, we plan to put that private information on an area on Realm that it accessible only to vestry members. The rest of the information is planned to go on the St. Mark's website.

- **Website information** – pages currently password protected – password provided at vestry meeting –

- Organizational Information – see <https://stmarks-silverspring.org/wordpress/organizational-information-2/> - includes links to governing documents – Bylaws, Diocesan and National Church Constitution and Canons and the Maryland Vestry Act as well as St. Mark's policies and procedures documents – employee handbook, financial policies and procedures, ministries support policies and procedures and technology use policies and procedure, expanded previous Organization Information page
- Ministries page – contains information on the various St. Mark's ministries, expanded previous Ministries page – see <https://stmarks-silverspring.org/wordpress/ministries>
- Vestry roster, expanded Lay Leadership page, includes terms and vestry liaison information – see <https://stmarks-silverspring.org/wordpress/organizational-information/lay-leadership/> - *Question – include small pictures of Vestry members?*
- Vestry-specific info page, new page, includes Vestry-specific info related to how the vestry works, what vestry members do, the vestry meeting minutes, parochial report and annual meeting report. Much of that information is included in Diocesan publications and so links are provided to those areas on the Diocesan website. Will also include quarterly financial reports that report at that summarizes status, thus omitting salary information - see <https://stmarks-silverspring.org/wordpress/the-vestry/>
- Cemetery Trust new page - TBD

- **Realm information** – walkthrough to be presented at the April 27 vestry meeting

- Detailed financial reports
- Staff Letters of Agreement
- Tenant contracts
- Vendor contracts

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2021 St. Mark's Liturgical Calendar – DRAFT 3*This is a work in progress.*

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	Filming for Ascension (5/13) and 7 th Easter (5/16)
<i>The following events depend on pandemic conditions continuing to improve.</i>		
May 23	8:00 and 10:30 am	Pentecost Sunday (Regathering Festival after 10:30 service)
June 13	8:00 and 10:30 am	Graduating Student Acknowledgement
June 20	Noon	Mother's & Father's Days Celebration (after 10:30 service?)
July 25	10:15 am	St. Mark's Festival Sunday; Joint Service / Parish Picnic (?)
August 15	8:00 and 10:30 am	School Backpack Blessing Sunday (Begin purchasing & receiving items in June. Fill backpacks on 8/14.)
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?)
October 17	Noon	Choir and Musicians Celebration (?)
November 7	8:00 and 10:30 am	All Saints Sunday (Fellowship Event at noon?)
December 5	6:30 pm	Advent Dinner (?)
December 19	12:30 - 3:30 pm	Greening of the Church
December 24	7:30 pm	Christmas Eve Service with Choral Prelude
December 26	10:30 am	Christmas Lessons and Carols Joint Service
December 28	7:30 pm	Nominating Committee Presents Slate for Vestry Election*
<i>Through the end of Epiphany Season, Start of Lent of 2022</i>		
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 13, 2022	11:00 am	*Annual Meeting (after joint service at 9:45 am)
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

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