



ST. MARK'S CHURCH

EPISCOPAL-ANGLICAN

St. Mark's Vestry Meeting Materials, May 25, 2021

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NOTICE

Vestry Zoom Meetings are recorded

for use in creating Meeting Minutes

Recordings are deleted after the Minutes are approved

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Vestry Meeting via Zoom : May 25, 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 April 27, 2021

B. REPORTS¹

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. Recruiting for a new Treasurer and discussion of the Position Description

D. NEW BUSINESS

1. Evaluation of Pentecost Sunday return to in-person worship and going forward
2. Planning for building rentals will start with the Communications Committee next week

¹ N.B. Please read all reports prior to the meeting. Reports will include summaries. The only discussion related to a report will be to answer any questions.

E. ADDITIONAL MATTERS

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

F. CLOSING PRAYER

Calendar for June and July, 2021²

- Tuesday, June 1 – Communications Committee Meeting – 7:30 pm
- Tuesday, June 8 – Development Committee Meeting – 7:30 pm
- Sunday, June 13 – Graduating Students Acknowledgement – both services
- Tuesday, June 15 – FOC Meeting – 7:30 pm
- Sunday, June 20 – Mother's and Father's Day Celebration after 10:30 service?
- Tuesday, June 22 – Vestry Meeting – 7:30 pm
- Tuesday, June 29 – TUESDAY NIGHT OFF! 😊
- Tuesday, July 6 – Communications Committee Meeting – 7:30 pm
- Tuesday, July 13 – Development Committee Meeting – 7:30 pm
- Tuesday, July 20 – FOC Meeting – 7:30 pm
- Sunday, July 25 – St. Mark's Festival Sunday, Joint Service at 10:15 followed by Picnic?
- Tuesday, July 27 – Vestry Meeting – 7:30 pm

Weekly Meetings

- Sundays – in-person services at 8:00 and 10:30 am!
- Sundays at 9:00 am – Adult Ed
- Wednesdays at 7:30 pm – Simply Being: Life as Prayer

² N.B. In-person worship has resumed! 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 April 27, 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, Jose Fernandez, Charlene Langley, Laurie Robey, Gail Soulea, Janis Smith – Treasurer, Joyce Walker- Vestry Secretary. Additional attendee: Linda Lee – Parish Administrator.

All information for this meeting was sent to Vestry members on Friday, April 23, 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 7:35 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 Rosanne Tingley “that the agenda for the April 27, 2021 vestry meeting be approved.” The motion carried.
3. Acceptance and approval of March 30, 2021 vestry minutes:
A motion was made by Lee Mericle and seconded by Charlene Langley “that the minutes of the March 18, 2021 Vestry meeting be approved as written.” The motion carried.

B. REPORTS

1. Officers' Reports
 - a. Report from the Priest-In-Charge:
No questions or concerns were noted.
 - 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 states that the March total for Cleaning, on page 3 of the Statement of Activities Budget Performance, erroneously includes the cost for snow removal for the Winter. This cost will be broken out in the next report.

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Janis will send a copy of the Treasurer's job description to the vestry. It was also stated that St. Mark's could hire a treasurer if needed. Also noted that the treasurer does not have to be a member of St. Mark's.

A motion was made by Lee Mericle and seconded by Janis Smith "to accept the Treasurer's report with corrections to page 3 of Statement of Activities Budget Performance concerning the cleaning charges." The motion carried.

2. Vestry Liaison Reports

a. Buildings and Grounds:

ROOFWORKS came in on Monday, April 19, 2021 and fixed the roof. Linda Lee showed pictures on the work that has been done to the roof.

Laura asked Linda to ask Max to please put the bins together for the Thrift Shop.

b. Christian Formation and Education:

No questions or concerns were noted.

c. Communications:

The regathering of in-person worship date is already on the sign out front. Church can now have up to 50% of its congregation, still must practice social distancing.

d. Development:

No questions or concerns were noted.

e. Evangelism:

No questions or concerns were noted.

f. Fellowship:

Janis provided an update on the purchase of new kitchen appliances. She sent an application to the Vender to receive 30-day net billing. She also gave them our tax-exempt information. She will let the vestry know once the application is approved. The kitchen hood passed inspection; therefore, it is not a priority right now.

The committee hopes that we have room to keep the old refrigerator. It would be for the use of tenants and that the new refrigerator would be for St. Mark's use. If there is no room for it, then VAS will be entitled to share the new one.

g. FOC:

Under number one in the FOC Liaison Report, Rosanne stated that it should be that the audit should be completed in 30-60 days instead of 20-30.

h. Outreach:

Gail Soulea will let Paul Walton know that the Backpack Ministry is on the calendar.

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- i. Pastoral Care:
No questions or concerns were noted.
- j. Stewardship:
No questions or concerns were noted.
- k. Thrift Shop:
Max fixed the railing. He will snake the drain. He also ordered 2 new sump pumps.
- l. Worship (included in PIC Report):

C. OLD BUSINESS

1. Accessibility and location of vestry handbook files, other documents:

Lee and Rosanne presented demonstration pages for the former Vestry Handbook information. Information that is not detailed financial information will be on the website, on four different web pages that were password protected for demonstration purposes. Those are the Ministries page, the Organization Information page, the Lay Leadership page, and a new Vestry-specific page. Those will all be available publicly (the password protection will be removed).

Detailed financial information, such as financial reports that include salary information, tenant and vendor contracts, and letters of agreement, will be accessible via Realm, in a section that is restricted to Vestry and FOC members.

Lee Mericle made a motion, seconded by Laura Robey to approve the distribution of St. Mark's documents that are not considered Vestry confidential via the public St. Mark's website, and of documents that are considered Vestry confidential, e.g., salary information, tenant contracts and vendor contracts, via Realm. An amendment was approved that FOC members would also have access to this private information.

D. NEW BUSINESS

1. There will be no Choir Day this year
2. Rev. Wilkins is waiting for approval from the Fellowship committee about things highlighted in yellow on the liturgical calendar.

The date for the nominating committee to present a slate of for Vestry Elections needs to move from December 28, 2021 to January 9, 2022. This will allow time for

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the slate to be presented to the vestry in December and to get it out to the congregation 30 days before the 2022 annual meeting.

3. Paint Branch High School wants to rent out Parish hall and a space in the back for a year-end cookout for the faculty. They would like to have it around mid-June. Will have principal's secretary contact Linda to discuss the details.

E. ADDITIONAL MATTERS:

1. For the Good of the Order and for Good Order:
No additional issues were discussed.

F. CLOSING PRAYER:

Lee made a motion to adjourn, seconded by Janis. Rev. Wilkins ended with prayer. The meeting ended at 9:41 p.m. The next Vestry meeting will be on May 25, 2021.

Calendar for May through June 2021³

- 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
- Sunday, May 30 – Holy Eucharist I – 8:00 a.m., Holy Eucharist II – 10:30 a.m.
- Tuesday, June 1 – Communications Committee Meeting – 7:30 p.m.
- Tuesday, June 8 – Development Committee Meeting – 7:30 p.m.
- Tuesday, June 15 – FOC Meeting – 7:30 p.m.
- Tuesday, June 22 – Vestry Meeting – 7:30 p.m.

³ 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

Priest-in-Charge Report, May 2021

Rev. Dr. Christopher Wilkins

Worship: Worship via one pre-recorded Holy Eucharist per Sunday filmed in the church, including music and readings that people record at home, continued through May 16th. No more than four persons were in the church for any recording session. Many thanks to our production team, musicians, scheduler, altar guild, and readers for the hard and excellent work in producing these recordings. They have been spiritually nourishing both to people who typically gather at St. Mark's in person, and to several who do not.

We gathered again for in-person worship beginning on Pentecost: May 23rd, with two services: 8:00 am HE Rite I, and 10:30 am Holy Baptism and Eucharist Rite 2 with music. Choristers and congregants may now sing if masked. 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. Many thanks to those who made that day enjoyable.

Anyone interested in adding additional worship opportunities, now that we can gather in person for them, should be in touch with me directly. The goal is to ensure that everyone in the parish engages in spiritually nourishing and worship and empowering formation.

We continue to work to keep everyone safe, following diocesan, county, and state guidelines and best practices, and empowering people to feel comfortable joining in all church activities, whether in person or remotely.

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 or in-person, as best may be. Telework for all employees is still encouraged to the extent practicable. We seek, and hope to find, the best blend of in-person and remote work that maximizes the benefits that each provides. With the exception of choir practice, for which it is impractical, all church meetings going forward are to allow for online participation.

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Formation: Sunday morning Bible study, focusing on the *Women of the Bible*, continues from 9:00 – 10:00 am in person and via Zoom. While interest continues, we continue our Wednesday evening program as *Simply Being: Life as Prayer*, 7:30 – 9:00 pm via Zoom.

EDOW has many resources to help us deepen and expand our offerings in formation – and, with it, help the church grow in ministries and attract new families to it. “Christian Formation,” a tab under “Leadership and Development” on their website, and has many interesting offerings: <https://www.edow.org/leadership-discipleship/christianformation>.

A detailed resource for developing a formation practice is listed at the top of that site.

It's called *A Christian Life of Faith* (link:

https://drive.google.com/file/d/1eNoyGd_F20zst2LpQQB2nL6aycKyj4xD/view). Despite some cringe-worthy diction, it's well worth perusing.

Another interesting resource, some of whose programs EDOW recommends, is Fuller Youth Institute @ Fuller Seminary, Pasadena, CA: <https://fulleryouthinstitute.org/>.

I hope to work with interested parishioners to develop a formation ministry that dovetails with our efforts in outreach and evangelism. Churches grow when they offer people something vital that they can't find elsewhere, stand against the evils of their day, and empower people to work for mercy, justice, and good at home and abroad.

Stewardship and Development: A major goal of this effort is to identify funding sources and partners who can help us further St. Mark's mission to parishioners and the community while reducing the use of investment earnings to support operations and capital improvements. Another goal is to develop the ministry noted above.

Clergy Development: I meet monthly with my Central MoCo clergy colleagues. The *Genesis* program for clergy in their first year of a new ministry ended May 21, though colleague groups from it will continue. I will be away from June 16-19 for a family vacation, and for a more proper vacation sometime in July /August.

2nd Ministry Period Responsibilities: 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.”

My sense is that we progress well with these, but that additional opportunities to do so may emerge as the church gathers for in-person worship and other activities. We grieve

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those whom we have lost during the pandemic, and any who may have chosen to no longer be part of the community, while celebrating those who remain committed to it, and all who continue to make St. Mark's their spiritual home.

Blessings,

Rev. Christopher

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Report from the Senior Warden

Out of Town April 28 through May 12

I was in North Carolina for two weeks. My innate sense of exceptional timing put me returning on the day that most of the gas stations on the way home were out of gas. I did manage to find one where the line was only an hour. Sigh

Staff Meetings

I attended all but one of our April Staff meetings. I did miss one while I was in North Carolina due to a mix-up in which dump would accept materials from house projects. FYI – the Stumpy Point dump accepts everything, but is smelly.

Communications Committee

The Communications Committee met Tuesday, May 4 – see report in Liaison Reports Section

Development Committee

The meeting scheduled for Tuesday, May 11 was cancelled.

Accessibility of St. Mark's Information

Per decisions at the April vestry meeting the website has been updated with the vestry information not deemed sensitive. Thank you Linda for all your help! Rosanne is coordinating the loading of sensitive materials such as letters of agreement, financial statements, vendor and tenant contracts to Realm.

VAS issues

Linda and I met with Tho Tran, VAS Executive Director, to work out several issues that have become problems with the VAS food distribution program. Those issues include: folks propping exterior doors open during the program; non-perishable food being stored in the VAS offices; storing tables and chairs used for the program under a tarp beside the driveway to the Thrift Shop; cars and trucks parking out back on the slab; smoking by the back hallway door; and a pile of topsoil dumped in the driveway to the back kitchen door.

The meeting went well. Tho understood the problems and is very willing to take steps to prevent future problems. One step is to erect a small shed back area to store tables and chairs, and non-perishable food as they determine. All food will be removed from their offices. You will also see no smoking signs go up – in Vietnamese as well as English, signs directing their clients to the VAS offices and through the back for food program participants to access the restrooms. The topsoil will be gone by the middle of June (June 15). The back hallway door will

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be unlocked on Wednesdays and Thursdays during program preparation and distribution hours (9:30 -2:30) to make propping the doors open unnecessary.

Tho also agreed to the imposition of fines for infractions related to propping the doors and smoking near the building. They will also pay for damage to the back hallway door jamb and they will work with their volunteers and clients to make sure everyone understands and follows our requirements for the use of the building.

We will be meeting with them in mid-June to discuss the possibility of their reopening the adult day care program and any other contract issues covering the period from July 1 through the end of the current contract, which expires December 31, 2021. Their ability to work within our requirements for usage of the building will factor into those discussions.

Many thanks go to Linda for her day-to-day involvement in managing the issues that have come up and in managing their tenancy going forward. THANK YOU LINDA!!!

Congregational Check-In with the Bishop

Christopher, Rosanne, Janis Smith, Ray Lee and I will be meeting with the Bishop via Zoom on Wednesday June 2 at 9:00 am. They sent a series of questions they would like to discuss. Those questions listed below, and any input from vestry members would be welcome.

Lee Mericle

Congregational Check In Conversations Spring/Summer 2021

The diocesan staff and regional deans are reaching out to clergy and lay leaders of all of EDOW congregations for a pastoral check-in. Our intention is to listen, and learn how you and how the congregation are faring – spiritually, relationally, and financially – and how we can continue to support and pray for you.

Here are the questions we'd like to ask:

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- How are you as leaders doing, physically, emotionally, and spiritually?
- How is the worship life of the congregation? Are you worshipping in-person, virtually or in some hybrid model? What is worship participation like?
- How are your people? How are members of the congregation engaged and connected with each other? What kind of community events are you having?
- How is the spiritual life of the congregation? What spiritual offerings do you have these days? What is participation like?
- How is the congregation responding to the needs of the community, engaged in outreach ministries or working for equity and justice?
- How is the congregation faring financially? What is your financial projection for the next few months or the rest of the year?
- How has your staffing changed in the last year? Have you changed organizational structure? Re-articulated staff roles and responsibilities? What are the impacts of those changes?
- What are the biggest decisions you face right now as a community?
- What are the greatest opportunities right now for the parish?
- What can diocesan staff and/or the Regional Deans do to support you?
- How can we pray for you?

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Report from the Junior Warden

May 25, 2021 Vestry Meeting Jr Warden's Report

Vestry Resources

The vestry "handbook" is available on the St. Mark's website. The private information is in Realm under the Vestry Info group. You will find the following:

- letters of agreement for St. Mark's staff,
- the vendor and rental contracts,
- the financial statements for February and March, and
- the 2019 and 2020 annual budgets.

Contact me if you need assistance with Realm.

FOC committee

See the FOC report for May FOC meeting updates.

Assistant Treasurer

I have volunteered to take over the assistance treasurer duties. Janis, Lee and I will meet later this month for training. This should lessen the duties for our current and future treasurer and make it easier for us to attract a new person for this position.

Counters

Peter MacGahan, Olivia Lee and I have been counting on Mondays throughout the COVID-related shutdown of the church. Linda Lee has been the backup person for verification.

I have updated the counter sheets. The excel versions of the counter sheets we had were outdated. I updated these counter sheets in Excel and created the PDF version as well.

We are reorganizing the counters now that St. Mark's church is "open" again. We will try to resume counting on Sundays after the second service. If we are short a few counters, we may need to have a mix of Sunday and Monday counting.

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Report from the Treasurer

Treasurer's Report – May 2021

- **April 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 April with \$17,661 in our combined bank accounts, and \$1,717 million in our investment accounts. We transferred \$20,000 from investments to operating in April, as budgeted. However, the majority of the funds transferred were for payment of the final balance for roof repairs, and for the bell memorial enclosure. Notably, the year-to-date transfer from investments was a total of \$55,000 – \$80,000 was budgeted. The receipt of a second PPP loan made it unnecessary to transfer the full amount to offset operating expenses.

As I noted in previous reports, we only make transfers as funds are necessary to maintain liquidity. (*Note – there will be an accounting change made to the reports next month to reflect a “set-aside” of the memorial funds transferred for the bell project. They were included in the \$20,000 already transferred. The accounting change will not impact the bottom line results).

- Pledge income was 88% of the amount budgeted in April and we are at 97% of year-to-date budget. I am optimistic that we will see an increase in May in “Plate” offerings, with the return to in-person worship.
 - Investments performed very well again in April and our investment balance is up year-over-year, despite all of the withdrawals we have made. I spoke this week with Kathleen Counts, our Wells Fargo Investment Advisor, and she has redeemed some of our adjustments to protect our unrealized gains and also make sure that cash is on hand to cover the transfers we expect to make through the Summer.
- **2021 Pledge Update:** We did not receive any new pledges in April. We still have 31 pledges totaling \$95,480. Pledge cards will be available in the Church when we resume in-person services.
 - **Treasurer Search:** I continue to reach out to potential volunteers to assume the role of treasurer as of July 1, 2021. I've have prepared a job description that included the duties and responsibilities of the Treasurer and Assistant Treasurer roles. The FOC reviewed it this week and it is included for discussion under OLD BUSINESS.

Janis Smith
Treasurer

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Buildings and Grounds Liaison Report

May 2021

Linda Lee - Parish Administrator

PARISH HALL ROOF:

- RoofWorks completed work on 26 April
 - o Additional cost was \$480 for 8 sheets of plywood that had to be replaced

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
- OPTION: Current 'doorbell' provides buzzer, audio, door control – Only require a camera feed to provide visibility

KITCHEN APPLIANCES:

- Fellowship committee currently has lead on status

HANDYMAN SERVICES:

- Max fixed Thrift Shop stair and rail and is working sump pump/dehumidifier issues
 - o Snaked the drain, but it backs up again within 24hrs
 - Recommendation: Hire a master plumber to assess
 - o Purchased a new sump pump- all are clear and working well
 - o Troubleshooting dehumidifier – Found nothing wrong
 - Took to origin to get estimate for repair
- Spoke with an electrician – Recommendation: Install another electric line and outlet exclusively for dehumidifier
- Requested fix of rear PH hallway door jamb and to bill separately for VAS payment

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Christian Formation and Education Liaison Report

Nothing new to report

Erwin Avila

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Communications Committee Liaison Report
Communications Committee Meeting Notes
May 4, 2021

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

A. Opening

1. Opening Prayer – Christopher prayed us in a 7:35
2. Review April 6 meeting notes – no lies, no problems. Christopher asked whether or not Janis's question on the count of pledges had been resolved and Linda explained that the mismatch was because of test pledges that got counted.

B. Website Downtime

1. The problem with security certificates on the EDOW servers caused security warnings to be issued when people tried to access the St. Mark's website.
2. This is not an issue that we can control. It was a problem on the EDOW servers.
3. An email was sent out to congregation explaining the problem
4. The problem was fixed by the Diocese on Monday
5. Christopher asked who should call the Diocese if it happens again. Lee will call, and if folks notice a problem they should notify Lee and Linda.
6. There was a question about going to another hosting platform. It would be expensive and more work on our part, so does not seem like a good idea at this time.

C. Updates to the Website and Realm

1. The Vestry voted to place documentation that was formerly in the Vestry Handbook that does not contain confidential data (salary information, Letters of Agreement, Tenant contracts, Vendor contracts, financial reports) on the St. Mark's website. The confidential data will go in Realm in a Vestry area.
 - A question was raised about how this satisfies the canon that requires the congregation to have access to financial information. There will be a version that aggregates salary information available to the congregation on Realm. It was pointed out that the detailed reports used to be made available by posting the reports on the kiosk in the Parish Hall. That was discontinued when we got a lot of tenants.
 - Work to get the documentation on the website and in Realm as agreed to in the Vestry meeting is not complete. It should be complete, or close to it, by the next FOR meeting and if there are more questions they can be discussed then.

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D. Regathering Planning

1. Pentecost service still on as our regathering service
 - Christopher is hoping to have folks sign up to do the readings in various languages – at both services if possible. Beth Walton has agreed to read; Janis will ask Lucy and Jose Hernandez; Christopher has asked Samuel, but hasn't gotten a response yet; Christopher reads in order from the bulletin, read in seats from. Janis will ask Lucy and Jose as well as Huey Ngo; Christopher will check with Wendy Stewart. People would read from their seats. The goal is to increase participation of folks who might or might not be immediately inclined to come back. Each person reading needs to supply the text they're going to read.
 - Contact tracing and temperature taking will be done; distancing as we did in October/November, and communion will be done as in October/November.
2. Any more info on celebration after the services? Christopher hasn't heard back from anyone on the Fellowship committee. There was some discussion about what might and might not happen for the celebration. Something will, but we're not sure what that will be. It will be figured out by the 20th and the committee will be setting up on Saturday the 22nd.
3. Communicating our plans to the congregation. What is the next level of communications that we're planning.
 - Currently there are announcements in the emails that go out, and information on the website. Closer to the date there will be information on the sign, and Chuck will do a robocall close to the 23rd.
 - A separate email was suggested, and the discussion moved to some sort of electronic invitation. Something along the lines of a "evite" was suggested – either through MailChimp or through a free service that does that. Lee will look into that.
 - An invitation will need to give people some idea of how the food will be handled. Janis will contact Maggie and get that information.
 - Tables both inside and outside would be good for folks who are leery about gathering inside.
 - How about a notice on Facebook? Beth does Facebook; Lee will ask her about posting something.
 - There are also folks who won't necessarily be looking on the web. Ray will contact Janet, Grace and Inez; Laurie will call Melva and the 8 o'clock crowd, including Jim Spenser; Janis will try to get in touch with the Upshurs and Kelly McDonnell and will ask Sam about posting something on WhatsApp. Janis noted that Beth said the Hartwells might be interested in coming back, or at least seeing what we're doing.

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E. Other. 😊

Christopher asked for feedback in general and for people to pass any feedback along to him. It was the consensus of the group that with St. Mark's, no news is good news. If there are problems everyone will hear about it. Otherwise things are good. Probably not all that helpful to Christopher, but we do have his back.

F. We finished at 8:46 pm.

Lee Mericle
Communications Committee Liaison

Development Committee Liaison Report

The Strategic Development Committee has not met since the last Vestry meeting. There is no new activity to report.

Janis Smith

Evangelism Committee Liaison Report

Nothing new to report.

Gail Soulea

Fellowship Committee Liaison Report

Nothing new to report.

Gail Soulea

FOC Liaison Report

1. The bell project is near completion. The only remaining item to get is the plaque. The project will be paid for from the Memorials fund.
2. The auditor has not received all of the papers that she needs to complete her audit. Janis is working to correct any problems.
3. Republic trash is raising their monthly rates by \$10 to \$123.88. We will be doing market research on trash services and replace this company, if it's feasible.
4. The flat roof repairs have been completed. Linda reports that there is no water leakage.
5. The updated counter sheets will be added to the appendix of the Financial Policy and Procedures Manual
6. Current pledges are still at 31 pledgers for a total of \$95.5K.
7. Peter MacGahan brought up two issues that he thought were considerations for the future plans of St. Mark's:
 - a. increasing the facility rentals
 - b. increasing membership.

The discussion about facility rentals led the committee to discuss a need for a marketing committee. For now those duties will be handled by the communications committee. Rev. Christopher was surprised that we did not have a marketing plan for renting out our facility.

8. Montgomery County rules are now at 75% capacity for indoors. Chuck thinks that by September we should be able to rent out the facility again. Although we will need to abide by the Washington Diocesan rules.
9. The committee discussed the VAS senior center opening. Their rent will increase when the center opens. The committee decided that even though VAS will not be using the kitchen for this project, that we should attempt to have the kitchen upgrades completed before the opening of the senior center. Also St. Mark's will need to review their usage of our parish hall during the week. The original request was for roughly 9-5 Monday through Friday. We need to make sure that this usage does not conflict with other needs for St. Mark's.

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10. The kitchen upgrades are waiting on the site survey. The site survey will measure our space and develop a map so that placement of the appliances can begin.
11. St. Mark's is waiting to hear from Sandy Spring Bank that the second payroll protection plan load will be forgiven.
12. Major capital expenses have been planned for 2021, primarily the bell project and the kitchen upgrades. Any new requests will need to wait until 2022.
13. The FOC discussed the status of the PayPal account. It is under Ray Groshong's name. Although there have been no problems, the committee decided that we should create our own PayPal account and close out the one attached to Ray G.
14. The FOC decided that we need to have backups for many of our financial systems. Linda will work with Heather on quickbooks. We will have several backups for the assistance treasurer duties too. Janis, Lee and I (and any other volunteer) will get training on the assistant treasurer duties.

Respectfully submitted by,
Rosanne Tingley

Outreach Committee Liaison Report

Nothing new to report.

Gail Soulea

Pastoral Care Committee Liaison Report

Nothing new to report.

Laura Robey

Stewardship Committee Liaison Report

No report received.

Samuel Ayodele

Thrift Shop Liaison Report

Volunteers are needed.

Laura Robey

Worship Committee Liaison Report

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

Position Description – St. Mark's Treasurer

The Treasurer is a non-voting member of the Vestry, appointed by the Vestry for a two-year term. The Treasurer maintains oversight of all of the parish accounts and must be bonded or covered by the Church Insurance Company D&O liability policy offered through the diocese. The Treasurer reports to the Vestry.

The Treasurer:

1. Provides general oversight of the accounting, bill payment, and financial data entry activities performed by the bookkeeper and parish administrator
2. Ensures the monthly reporting of all financial information to the Financial Oversight Committee, the Vestry and the Parish, including,
 - a. Income from all sources
 - b. Operational and capital expenses
 - c. Budget performance
 - d. Bank balances and liquidity
 - e. Investment activity
 - f. PayPal account activity
3. Works with the Financial Oversight Committee (FOC) to review investment performance and make recommendations,
 - a. Relays investment decisions and account information to the parish broker
 - b. Schedules quarterly investment activity reviews with the FOC and the broker
4. Prepares financial sections of the parish Annual and Parochial Reports
5. Responds to audit preparation requests and works with the auditor to complete audits

To be performed by the Assistant Treasurer when there is one, else the Treasurer:

6. Works with payroll processing vendor,
 - a. Processes payroll twice a month and maintains leave records
 - b. Ensures that quarterly employer tax filings are prepared and taxes are submitted by the payroll processor
 - c. Ensures that annual employer tax returns and employee W2 forms are generated by the payroll processor and sent out to employees
 - d. Ensures that the bookkeeper prepares and mails 1099 statements in accordance with IRS regulations
7. Maintains employee personnel and tax withholding records

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8. Serves as Administrator of the Realm giving database and generates giving statements for mailing,
 - a. Ensures that annual pledges are entered into the Realm database
 - b. Ensures that giving data from counters' sheets is entered into QuickBooks by the bookkeeper and into Realm by the Stewardship volunteer.

Role	Frequency	Tasks
Treasurer	Every 2 weeks	Bill payment - #1 above
	~ twice a month	Investment broker consults - #3 above
	Monthly	Monthly reports - #2 above
	Annually	Diocesan reports - #4 above
	On-request	Audit support - #4 above
Assistant Treasurer <i>or Treasurer if no Assistant Treasurer is available</i>	Semi-monthly (twice a month)	Payroll - #6a and #7 above
		Giving data entered into QuickBooks #8b above
	Quarterly	Payroll quarterly tax reports - #6b
	Annually	Payroll annual reports - #6c-d
Stewardship Volunteer	Weekly	Giving data entered in Realm - #8b above
	Annually	Pledge data entered into Realm – 8a above