



# ST. MARK'S CHURCH

EPISCOPAL-ANGLICAN

## Minutes from the April 27, 2021, Vestry Meeting Via Zoom Approved May 25, 2021

### 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.

12621 OLD COLUMBIA PIKE, SILVER SPRING, MARYLAND, 20904

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

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.

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 treasure 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.

12621 OLD COLUMBIA PIKE, SILVER SPRING, MARYLAND, 20904

---

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

- 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.
- 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

12621 OLD COLUMBIA PIKE, SILVER SPRING, MARYLAND, 20904

---

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

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 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 2021<sup>1</sup>**

- 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.

---

<sup>1</sup> 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.

12621 OLD COLUMBIA PIKE, SILVER SPRING, MARYLAND, 20904

---

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

- Tuesday, June 22 – Vestry Meeting – 7:30 p.m.

12621 OLD COLUMBIA PIKE, SILVER SPRING, MARYLAND, 20904

---

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