



ST. MARK'S CHURCH

EPISCOPAL-ANGLICAN

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

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12621 OLD COLUMBIA PIKE, SILVER SPRING, MARYLAND, 20904

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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: July 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 June 22, 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

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.

D. NEW BUSINESS

1. Beresford Coker resignation; search for replacement
2. Backpacks?
3. Nominating Committee for 2022 Annual Meeting

E. ADDITIONAL MATTERS

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

F. CLOSING PRAYER

Calendar for August and September, 2021²

- Tuesday, August 3 – Communications Committee Meeting – 7:30 pm
- Saturday, August 14 – Fill backpacks
- Sunday, August 15 – School Backpack Blessing Sunday
- Tuesday, August 17 – FOC Meeting – 7:30 pm
- Tuesday, August 24 – Vestry Meeting – 7:30 pm
- Tuesday, September 7 – Communications Committee Meeting – 7:30 pm
- Tuesday, September 21 – FOC Meeting – 7:30 pm
- Tuesday, September 28 – 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

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 minutes from the June 22, 2021, Vestry Meeting Via Zoom

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, Laura 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, June 18, 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.

- a. Opening Prayer:
Rev. Wilkins opened with prayer at 7:33 p.m. with prayer.
- b. Acceptance of the meeting agenda:
A motion was made by Lee Mericle and seconded by Gail Soulea “to accept the meeting agenda.” The motion carried.
3. Review and approval of the minutes from the regular vestry meeting on May 25, 2021. A motion was made by Lee Mericle and seconded by Charlene Langley to “accept the minutes with the change of Rev. Wilkins name – changing the (s)” The motion carried.

B. REPORTS³

a. Officers' Reports

- e. Report from the Priest-In-Charge:
A question was presented to Rev. Wilkins concerning what were some of the problems that other Priest are dealing with since coming back to in person worship.
- f. Report from the Senior Warden:
Lee will address the VAS Contract update later in the meeting.
- g. Report from the Junior Warden:
Rosanne Tingley added two updates to her report. (1) She also met with Bishop Mariann on June 2, 2021. (2) She talked with Kim Wyand at Claggett concerning St.

³ 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.

Mark's taking a tour of the facility. Kim said that she would be able to meet with Rosanne and whomever else wanted to come, but it would have to be on a weekday. Rosanne would like to schedule the visit in late July. This visit will be used by St. Mark's to see if they would like to schedule a retreat at Claggett in the future.

h. Report from the Treasurer:

Janis explained some aspects of her report. She gave an update of the payroll processing issue; she did have a chance to talk with the employee. The employee was given twice her salary, which put her in a higher tax bracket. So, this needs to be corrected also. She and Rosanne will be working on processing the difference in the overpayment in increments so that the employee will not be without pay. Paychex has also made other mistakes in previous payroll that have been costly. Everything is set up to transfer the payroll to a new vendor sometime in July.

There was a mistake in the treasurer's report. This mistake was in her description of the amount in the investment accounts as \$1,699 million (which would translate to \$1,699,000,000.00). In her report it should probably read \$1,699,233.33 without "million".

A motion was made by Lee and seconded by Laura" to accept the treasurers report with the change to the characterization of the amount in the investment accounts." The motion carried.

b. Vestry Liaison Reports

i. Buildings and Grounds:

Linda had some updates to her report. The second plumber is coming tomorrow (June 23rd) at 10:30 so that Linda can get another estimate on the cost to fix the plumbing problems in the Thrift Shop. Once Linda finds out where the drains are coming out, she can check to see if the property belongs to Montgomery County.

RoofWorks came out on June 14th to fix the leak in the roof that was dripping down into the office. There has been no further leakage. There was no charge because this was covered by the warranty.

Waiting on Max to see when he can install the camera in the front of the Parish Hall.

Laura gave an update on the bell. The archway should be finished by the end of this week if the weather allows. At the end of the week, or the beginning of next week, they will do the acid wash. The wording for the plaque that will go on the bell has

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not been decided on yet. The cornerstone of the church was incorporated in with the new bricks.

- ii. Christian Formation and Education:
Linda and Erwin met to discuss Sunday School programs to see what type of programs would be good for St. Mark's. Linda looked on EDOW website to see what programs they recommended. She feels like the budget needs to be increased. Janis explained that the amount was put in the budget from last year. The amount can be increased in next year's budget.
- iii. Communications:
No questions or concerns.
- iv. Development:
No questions or concerns.
- v. Evangelism:
Gail talked about a brochure that they had been working on before Covid-19 hit. She thinks that it would be a good idea to put in the welcome bags that the Evangelism committee wants to give out once the restrictions are lifted, and more members of the Evangelism committee come back to church. Linda and Joyce had also been working on brochures so they will send them to Gail and she will be able to use whatever information she needs to make a new bulletin which will show the ministries and activities of St. Mark's.
- vi. Fellowship:
Charlene stated that the Fellowship Committee had a meeting on Friday, June 18, 2021. They talked about the three proposals that were received from vendors for the kitchen appliances. webrestaurantstore.com was the one that was chosen because they carried the brand of appliances that the committee wanted. Lee, Janis, and Linda were supposed to have a meeting to work on the contract and the payment. Lee said that had not been able to meet yet. She also had some concerns about the information from webrestaurantstore.com required. Also, some of the reviews that she read about the company were not positive. webrestaurantstore.com is not a local company. Lee recommended that they check out the company in Beltsville. Once a company is chosen, and payment is made, then Linda will oversee the process.
- vii. FOC :
Rosanne had some corrections to her report.

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#1 Concerning the treasurer position – the current by- laws state that the treasurer position is a volunteer position. The only way that it can become a paid position is through a vote from the members of St. Mark's. The FPPM wording needs to be updated to reflect the changes that were made in December.

3B – Rev. Wilkins stated that he does not have the power to change the policy because it was a Vestry decision.

#8 Should be changed from Alpha Project to Alpha Program

- viii. Outreach:
No questions or concerns.
- ix. Pastoral Care:
No questions or concerns.
- x. Stewardship:
- xi. Thrift Shop:
Still need volunteers. Laura Robey agreed to oversee the Thrift Shop on a temporary basis. Laura asked Janis if she could put together a zoom meeting with the people who have agreed to volunteer so they could discuss opening. The stairs are improved, still need to fix the plumbing issues.
- xii. Worship (included in PIC Report):
No questions or concerns.

C. OLD BUSINESS

- a. Recruiting for a new Treasurer and discussion of the Position Description:
Lee has still been trying to get a volunteer for the treasurer position. Right now, Rosanne is filling in the Assistant Treasurer position.

D. NEW BUSINESS

- a. Amendment to the VAS contract:
A motion was made by Lee Mericle, seconded by Rosanne Tingley "to extend the contract end date to March 31, 2022; and that allows use of the Parish Hall one day per week for four hours for an additional monthly fee of \$650, and that allows use of the Parish Hall for four hours on Thursday, June 24 for an additional one-week charge of \$150; and current kitchen privileges do not allow use of the stove during this period." The motion carried.

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b. Thrift Shop Plumbing Problems:

The plumber is coming tomorrow – June 23, 2021, to further evaluate the drain problems, and to also get an estimate of how much it will cost to fix the plumbing problems at the Thrift Shop. Max snaked the drain, but he feels like there is a break in the pipe.

c. LIVESTREAM equipment purchases and implementation:

A motion was made by Janis Smith, seconded by Lee Mericle “to approve spending up to \$1,800 for the purchase of a camera and associated equipment to enable St. Mark's to record and or livestream worship services, meetings, events, and other programs.” The spending amount was changed to \$2,400. The motion carried.

E. ADDITIONAL MATTERS

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

No questions or concerns

F. CLOSING PRAYER:

A motion was made by Lee Mericle, seconded by Charlene Langley to adjourn the meeting. Rev. Wilkins ended the meeting at 9:48 p.m. with prayer.

Calendar for July and August, 2021

- Tuesday, July 6 – Communications Committee Meeting – 7:30 pm
- Tuesday, July 20 – FOC Meeting – 7:30 pm
- Tuesday, July 27 – Vestry Meeting – 7:30 pm
- Tuesday, August 3 – Communications Committee Meeting – 7:30 pm
- Saturday, August 14 – Fill backpacks
- Sunday, August 15 – School Backpack Blessing Sunday
- Tuesday, August 17 – FOC Meeting – 7:30 pm
- Tuesday, August 24 – 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
- Report from the Priest-In-Charge

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Priest-in-Charge Report, July 2021

Rev. Dr. Christopher Wilkins

Worship: Our two main services continue, and the number of attendees continues to be consistent from week to week. Live-streaming the 10:30 service and posting a recording of it afterwards continues, with occasional glitches. The new A/V equipment enhances these recordings, but we still need to get more people involved with the A/V ministry in order for it to work well over time. It helps us reach current and former parishioners, prospective members, and other supporters. Having bulletins in an 8.5" x 14" format available online and in print appears to work well.

We continue to commune in one kind only, and maintain physical distancing and mask-wearing in church, except when singing in the choir loft or speaking from the pulpit, lectern, or sanctuary. Doing so appears to keep people safe and feeling safe, even as coronavirus variants become a more pressing concern.

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

Beresford Coker, our organist and music director, is leaving his post at the end of July. His last Sunday in July 25. Egerton Peters-John will supply for us in August as we begin the process of searching for a new organist and music director. Ideally, the position would revert to being 15 hrs/week and strengthen our musical offerings, helping us in time add new services and additional musical offerings, such as concerts, recitals, and festivals.

The funeral for Ms. Dorothe Dow was held on Saturday, July 24.

Pastoral Care I handle remotely and in-person, and make home visits, with or without communion, upon request. Telework for all employees is still encouraged; we blend in-person and remote work to maximize the benefit of each. Except for choir practice, church meetings should always allow for online participation.

Formation: Sunday morning Bible study, focusing on the *Women of the Bible*, runs from 9:00 – 10:00 am in person and via Zoom. Our Wednesday evening program is suspended for the summer. We'll revisit in the fall what program(s) work best.

Stewardship and Development: Alta Cannaday and I are working on a proposal to submit to EDOW for a Congregational Growth Grant (to see the grant and previous grant winners, please go to: <https://www.edow.org/congregational-vitality/congregational-development-grants>). The major goals of this will be to enhance our A/V and music ministries and our outreach and evangelism efforts to the community, especially to younger families in a manner consistent with the parish vitality signs and goals noted in last month's report and repeated below.

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Clergy Development: I meet monthly with Central MoCo clergy, and with the bishop and EDOW staff at their or my request. I will be away from August 16-30 for a more extended vacation time. The Revs. Caron Gwynn and Randy Wilkinson will supply on August 22 and 29, respectively.

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

Like ordinance buried in a war long since ended, "issues remaining" emerge from time to time, going back through the tenure of the two previous rectors. These issues appear to have been the chief source for the second responsibility listed above, and for the consequent need for the third. I address them as best I can, mostly by listening carefully to what is said and not said, and adjusting what I do, and suggest we do, appropriately.

Blessings,

Rev. Christopher

Addendum

Parish Vitality – Areas of Focus:

- Cultivating community and discipleship 2021-2022, making incremental progress on one or two vital signs in a manner that is sustainable.
- Planning an annual retreat in the coming year for key leaders facilitated by the Rev. Anne-Marie Jeffery, Canon for Congregational Vitality.

Seven Signs of Parish Vitality:

1. *A compelling mission and vision:* why does this church exist? What does the gospel, and following Christ, mean in our context?
2. *A clear discipleship path:* what does it mean to be a Christian, to become one, and to help people of all ages grow spiritually?
3. *Uplifting and inviting worship:* inspires and engages in worship rooted in the Episcopal tradition but exploring various ways people meet God in prayer, in person and online.
4. *Welcoming and connecting ministries:* intentional welcome to guests and newcomers, those new to the community and to the church, building relationships and engaging in ministry with an outward focus and making at ease those unfamiliar with how we do things and why.
5. *Blessing our community:* you're known by your neighbors because of your care for the community. You show up, and they'd miss you if you were gone.
6. *Faithful financial practices:* financial stability and best practices are key, aligning spending with mission, and helping people have healthy relationships with money.

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7. *Inspiring and capable leadership*: engaging, competent leaders who have mutual respect and affection for one another, sharing leadership according to gifts, and mutual accountability and a willingness to speak the truth in love.

Report from the Senior Warden July 27, 2021, Vestry Meeting

Staff Meetings

We continue to hold weekly staff meetings to coordinate activities for the upcoming week and answer any questions. The meetings include Christopher, Rosanne, Linda, Joyce and me.

Communications Committee

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

Development Committee

Development Committee meetings have been put on hold for a bit.

Short-term Rental Policies

A review of the short-term rental policies and procedures has shown that there are discrepancies between application forms and the policies document as well as assumptions made by various folks involved in the rentals that are not necessarily documented anywhere. At some point the vestry approved rental policies and procedures. Chuck Smith is looking for that documentation which we will use to document what has and has not been approved and to resolve discrepancies. When that is figured out we will be asking the vestry to review and decide on resolutions of the discrepancies.

Kitchen Appliances

See the Fellowship Committee report.

Choir Director/Organist

Beresford Coker has resigned as our choir director/organist effective July 31. Egerton Peters John, who has subbed for us in the past, has agreed to sub for us for the five Sundays in August. I contacted xxx xxxxx to see if he would be interested in the position and he has been discussing it with Christopher. I (fervently) hope that he will accept the position. If he does I think (from what we discussed) he would be available starting in September, subject to Vestry approval. We have obtained the latest Diocesan guidelines on compensation for musicians and will be going by those guidelines.

New Treasurer and Assistant Treasurer

I am still trying to recruit a new Treasurer and Assistant Treasurer. Help with this is crucial.

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Report from the Junior Warden
July 27, 2021 Vestry Meeting
Jr Warden's Report

FOC committee

See the FOC report for June FOC meeting updates.

Assistant Treasurer

Our current payroll processor made another substantial error with the June 15th payroll. The error was caught and corrected. However, St. Mark's is taking steps to have the new payroll processing company onboard for the July 31st payments.

Counters

The counters are handling their duties admirably. We are resuming Sunday counting as often as possible. Mondays and Tuesdays are the backup days.

Tour of Claggett Center

Claggett Center updated their facilities to accommodate overnight and weekend stays. A few of us from St. Mark's are planning to tour the facilities Wednesday July 28 to see how Claggett can meet the needs for vestry retreats, choir/church retreats, or even a day time conference. I will provide a report of our tour next month.

Monthly Activities (Fellowship Outings)

The monthly fellowship activities are being considered, but planning has slowed due to a resurgence in COVID cases and concerns from parishioners. We will just plan these month to month for now as long as the activities are outside.

The first activity was the Bowie Baysox outing on Saturday evening June 26, 2021 with a small, but enthusiastic crowd.

The next potential outing is planned for August at an outdoor restaurant.

EDOW Education Series

Bishop Budde is offering a six-week series called Discover starting Sunday August 29, 2021. The series "invites participants to recognize the presence of God in their lives."

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Report from the Treasurer

July 2021 Treasurer's Report

June 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 June with \$21,008 in our combined bank accounts, and \$1,707 million in our investment accounts. Due to rebalancing initiatives and favorable market conditions, our investment balance in June, despite the \$20,000 transfer out of investments to operating. It is also noteworthy that St. Marks' year-to-date investment income as of June 30th was \$132,680, while the amount used for operating expenses as of the same date was \$95,000. This is a very positive indicator.

Pledge and plate income have both picked up with the return to in-person worship services and the introduction of live-streaming of the 10:30 am Sunday service. We ended June with pledge income at 138.8% and plate income at 128.6% of the amounts budgeted! There was \$146 in cash from the Thrift Shop included in the plate income.

We have continued to experience problems with our payroll processor and have engaged a new vendor that we will use starting with the July 30th payroll.

We're close to wrapping up the 2018-2019 independent audit, with only one remaining audit question to respond to.

Our search continues for a new Treasurer, with a couple of tentative expressions of interest in the past few weeks. The opportunity is announced weekly in Church and in the emails sent to the congregation. A position description is available. Rosanne Tingley has begun assisting with payroll and Realm. I am prepared to assist with transition as soon as another treasurer is identified. There is no requirement that the treasurer be a member of St. Mark's – please speak to me or to Lee Mericle if you think of somebody who might be a good fit.

Janis Smith
Treasurer

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Buildings and Grounds Liaison Report

27 July 2021

Linda Lee - Parish Administrator

KITCHEN APPLIANCES:

MAINTENANCE AND REPAIR SERVICES:

Thrift Shop

- Hatfield's Equipment and Dedication Services hired to survey and complete basement work
 - o Basement water removed
 - o Basement drainage corrected
 - o Landscaping work done to promote proper flow of water away from building

Parish Hall Door

- Locksmith Scheduled for Thursday, 22 July to fix PH Entry door
- LOCKS (in general): Met with Liberty Lock about possible regular maintenance plan tailored to our building

EXTERMINATOR:

Regular treatment in July

2 Additional visits: Addressed issue of ants and wood roaches

RECYCLING:

Containers must remain outside on weekdays

Combination locks placed on containers to prevent random trash being dumped

- Combination can be found in office if needed

VAS

Contract updated: Space and time changes put into place

Two contract amendments:

- 1: Add Use of Parish Hall 1x/week for the Sr. Club
- 2: Date revision: 1 July 2021 through 31 Mar 2022

KITCHEN APPLIANCES:

Contractor Selected

Site Visit Complete

Estimated time for delivery varies per appliance

RENTAL/LEASE PREP:

Working with Lee and whomever to update the rental request forms

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- Rentable areas and fair pricing (Trailer? Outside areas? Parking lots?)
 - Easier to use form for staff and applicants
- Short Term Rental on 7/20 completed (using current forms)

CLEANING SERVICES:

Communicating with MJS on unsatisfactory work (emails with photo documentations
Milton came to church to follow-up and give assurances

WSSC Certification:

Fats, Oils, and Grease (FOG) inspection completed. We passed; Paperwork displayed in Kitchen

Christian Formation and Education Liaison Report

Nothing new to report.

Erwin Avila

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Communications Committee Liaison Report

Communications Committee Meeting Notes

July 6, 2021

Committee Members Attending: Linda Lee, Ray Lee, Lee Mericle

This was a short meeting due to the limited participation. Several issues were discussed.

Live streaming.

- Jim is still working on perfecting the process. Linda stressed that it's something that we need to get down permanently – not something that has to be tweaked each week. She is continuing to work with him on this.
- She said that Janis had the name of someone who might be interested in helping. Linda needs to get that name from Janis.
- Two people are needed to do the live streaming. We don't need more than 2 at any one service, but we definitely need 2.

Claggett inspection trip.

- Linda would like to join the group going to Claggett to see if it would work for a retreat. She's never been to Claggett.

Volunteer drive.

- We don't have one yet, but will need to get something going for September when hopefully things get going again. It's an ongoing challenge.

Picnic – not this year.

Ray – no burning issues. Volunteer drive – don't have one yet, ongoing challenge

The Bell

- We need to put a picture up on website.
- We need to have a dedication of some sort. It might be good to do something within each service – the 8:00 and the 10:30 – so that everyone who is attending in person can be there. Maybe some time in early August or possibly September when we hope to have more folks.

Done in 30 minutes.

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Development Committee Liaison Report

Strategic Development Committee Report – July 2021

The Strategic Development Committee did not have a meeting during the month of June. The Treasurer forwarded information about the Fall 2021 Diocesan Growth Grants to the Committee Chair, Alta Cannaday. The diocese offers grants of \$3,000 to \$20,000 to support initiatives that foster collaborative partnerships in evangelism, worship, mission and justice work with underserved communities within the diocese. The application submission deadline is August 18, 2021. Due to the short turn-around time, Alta and Rev. Wilkins will work together to draft a grant proposal for St. Marks, to include initiatives that support expansion of St. Mark's community footprint through growing video/online activities and music program offerings.

Submitted by:

Janis Smith

Strategic Development Committee Liaison

Evangelism Committee Liaison Report

Nothing new to report.

Gail Soulea

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Fellowship Committee Liaison Report

The Fellowship Committee decided to use Proload as the vendor for the new kitchen appliances. Representative from Proload came and did a site inspection on July 9. They can handle the additional water and electrical lines at no extra charge. The refrigerator and freezer take at least 12 weeks to arrive, however, the other appliances will take less time. We are hoping the coffee maker will be installed as soon as they can get it, but they're still waiting for an estimated time of arrival from their distributor. Proload has not informed us yet as to whether they would prefer to install everything at once or do the installations as the appliances come in. The expectation is that it will all be done at once.

Charlene Langley

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FOC Liaison Report

July 2021 Vestry Meeting FOC Liaison Report

1. Kathleen Counts presented the Financial Advisor Quarterly update to the FOC this month. Our accounts are doing well. There is a good average return on all accounts. In general, Kathleen stated that her financial strategy for St. Mark's right now is that value is preferred over growth.
2. Even though St. Mark's is transferring funds to meet our monthly expenses, we are not depleting our investments.
3. St. Mark's paid a part of our yearly diocesan pledge this month.
4. Our current payroll processor, PayChex, made another substantial error with the June 15th payroll. It was corrected, but we are moving ahead with a new payroll processing company slightly earlier than planned.
5. There are some issues from 2020 regarding several W2 statements. Heather and Janis are working to resolve these issues.
6. The Financial Policies and Procedures Manual is up-to-date and available on our website.
7. St. Mark's has paid our kitchen contractor a down payment of \$2,300 to start working on the upgrades to the kitchen appliances. We need to make sure that we have the appropriate permits for the gas lines.
8. Parish Hall –
 - a. In a previous FOC meeting Rev. Christopher suggested that we should have a marketing plan for renting the parish hall. The communications committee is tasked with developing a marketing plan. The marketing plan and the new parish hall rental policies need to be developed at the same time.
 - b. Lee and Joyce have been looking through prior vestry minutes to identify the details about the rental policies, but are having trouble locating this information. There are concerns about what the vestry approved.
9. The FOC discussed possibilities for the new organist/choir director. The FOC was reminded the choir director hours were cut back from 15 hours, which is standard, to 10 hours. The committee has decided that the choir director hours need to be returned to 15 hours. Discussions are underway for a new organist and choir director.

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10. While the FOC discussed the possibility of starting an education course, such as the Alpha course, as a stewardship possibility, the committee decided that this project should be handled under the evangelism committee.

Respectfully submitted by,
Rosanne Tingley
Vestry Liaison

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

Nothing new reported.

Thrift Shop Liaison Report

Thrift shop ready to open as soon as we have volunteers

Bell project is complete

Laura Robey

Worship Committee Liaison Report

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

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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