



ST. MARK'S CHURCH

EPISCOPAL-ANGLICAN

St. Mark's Vestry Meeting Materials, August 24, 2021

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12621 OLD COLUMBIA PIKE, SILVER SPRING, MARYLAND, 20904

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NOTICE

**Vestry Meetings are now Hybrid. Zoom is used to record the meeting
for use in creating Meeting Minutes**

Recordings are deleted after the Minutes are approved

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Vestry Meeting: August 24, 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 July 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. Calling a new Director of Music

D. NEW BUSINESS

1. FOC/Vestry Claggett Trip October 22-24
2. Possible new Tenant ICWC

E. ADDITIONAL MATTERS

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.

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

F. CLOSING PRAYER

Calendar for September and October, 2021

- 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
- Tuesday, October 5 – Communications Committee Meeting – 7:30 pm
- Tuesday, October 19 – FOC Meeting – 7:30 pm
- Friday-Sunday, October 22-24 – FOC/Vestry Claggett Retreat
- Tuesday, October 26 – 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
- Thursdays, starting September 9 – Choir practice, 7:30-8:30 pm (hopefully!)

Draft of Minutes Vestry Meeting, July 27, 2021, 7:30 pm

A. OPENING

Vestry members attending were: The Rev. Christopher I. Wilkins, Lee Mericle, Rosanne Tingley, Erwin Avila, Samuel Ayodele, Charlene Langley, Jose Fernandez, Laura Robey, Janis Smith – Treasurer, Joyce Walker – Vestry Secretary, and Linda Lee- Parish Administrator. Chuck Smith – General Counsel, was also in attendance for a portion of the meeting.

All information for this meeting was sent to the Vestry members on Friday, July 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 7:30 Rev. Wilkins opened the meeting with prayer.
2. Acceptance of the meeting agenda:
A motion was made by Laura Robey and seconded by Erwin Avila “to accept the agenda for the July 27, 2021, meeting with the addition of a discussion of a possible new tenant to the items under New Business.” Motion carried.
3. Review and approval of the minutes from the regular vestry meeting on June 22, 2021:
A motion was made by Lee Mericle and seconded by Janis Smith “that the minutes from the June 22, 2021, be accepted as written.” The motion carried.

B. REPORTS

4. Officers' Reports
 - e. Report from the Priest-In-Charge:
No questions or concerns.
 - f. Report from the Senior Warden:
There was a question that was asked concerning the discrepancies that Lee had talked about in her report. Lee explained that she was referring to discrepancies concerning the rental rates for the rental of the Parish Hall and Church.
 - g. Report from the Junior Warden:
Rosanne added a correction to her report. Under Assistant Treasurer section, the date, June 15, 2021, should be changed to July 15, 2021.
 - h. Report from the Treasurer:

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Janis reported that she has found someone who is willing to volunteer as the Treasurer for St. Mark's. It will be discussed later in the meeting.

A motion was made by Lee and seconded by Laura "to accept the treasurer's report as written." Motion carried.

5. Vestry Liaison Reports

a. Buildings and Grounds:

Linda gave an update on the exterminator who came today, July 27, 2021, and sprayed in sacristy, the altar, and throughout out the sanctuary. Linda told Carlos to tell Carmen not to clean in the sanctuary for two days so that the treatment will have time to work.

b. Christian Formation and Education:

Rev. Wilkins stated that there is an interest in returning to the Wednesday evening program in the fall. It would be along the lines of the Alpha program. We may be able to have an Alpha junior program available at the same time. The bishop will be coming sometime in late winter or early spring. He will have a confirmation reception and a reaffirmation program that will start in the autumn. Rev. Wilkins will get the information together and share it with the parishioners and the vestry.

c. Communications:

There is a need to have at least two people for livestreaming.

Dedication of the bell will probably be sometime in September.

Janis asked why does St. Mark's still have a temporary Facebook page? Linda will get in touch with Beth Walton to get Facebook addresses of parishioners so that they can be linked to St. Mark's Facebook page. Then she will only have one page to maintain.

d. Development:

No questions or concerns.

e. Evangelism:

Janis stated that St. Mark's does have the blue and white sign that says the Episcopal Church welcomes you. It needs to be put out on the sidewalk of the church. Need the bracket and the pole in order to hang the sign on.

f. Fellowship:

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No questions or concerns.

g. FOC:

There was a change to the FOC report regarding the down payment in number 7. The amount was \$23, 000 instead of \$2,300.

Bell Project is almost complete. It still needs the plaque.

h. Outreach:

No questions or concerns.

i. Pastoral Care:

No questions or concerns.

j. Stewardship:

Samuel stated that he has reached out to one of the families of St. Mark's to let them know that worship is now being held in the building. He will also send Rev. Wilkins some numbers of parishioners who would like to hear from him.

k. Thrift Shop:

Laurie wants to set up a zoom meeting for the people who are interested in working in the Thrift Shop to find out how to move ahead in opening the Thrift Shop. Laurie would like to get some racks to hang up some of the newer items that the shop has received from donations. There is no room to put anything else in the shop. These racks would be in the basement of the Thrift Shop and would only be used as overflow.

Janis made a motion that was seconded by Rosanne for the vestry to approve \$500 for clothing racks for the Thrift Shop. Motion carried.

l. Worship (included in PIC Report):

No questions or concerns.

C. OLD BUSINESS

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

Lee made a motion that was seconded by Janis that the vestry approve Wendy Steward as the treasurer effective immediately. Motion carried.

Janis will call and let Kathleen (Diocese) know about the change so that Wendy will be covered by St. Mark's insurance.

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D. NEW BUSINESS

1. Beresford Coker resignation; search for replacement:

Lee has been in touch with xxx xxxxxx to see if he would be interested in taking the Organist/Choir Director position. He would not be able to start until September. Rev. Wilkins would like to change the Organist/Choir Director position back to 15 hours a week, instead of the 10 hours that it is now. Hopefully the grant would be able to offset the cost.

Janis suggested that vestry look at the job description of the Organist/Choir Director to see what needs to be changed to meet the needs of St. Mark's.

Egerton Peters-John will be supply Organist through the month of August.

2. Backpacks?

Lee Mericle made a motion that was seconded by Charlene Langley for "St. Mark's to donate \$650 to MCPS (Galway Elementary) for their backpack program. In addition, we should request donations from the congregation which would be used to offset this cost." Motion carried.

3. Nominating Committee for 2022 Annual Meeting:

St. Mark's needs to start recruiting for the positions of the vestry members whose terms will be expiring in January 2022. There will be 3 open positions. The members of the nominating committee are, as specified in the Bylaws, the outgoing vestry members.

4. Possible new tenants:

St. Mark's has two members who belong to another church also. Their other church is interested in renting out space at St. Mark's on Sunday evenings. The fee structure of St. Mark's needs to be worked out, and changes need to be made to the church rental procedures before considering any tenant rentals.

A motion was made by Lee and seconded by Charlene "to allow the FOC to design a price structure for prospective tenant rentals, and once this is done the FOC can move forward with completing the lease agreement with the tenants, Lee Mericle and Rev. Wilkins will sign the lease agreement." Motion carried.

E. ADDITIONAL MATTERS

1. For the Good of the Order and for Good Order:
Rev. Wilkins will be on vacation – August 16-30th.

F. CLOSING PRAYER:

Meeting ended at 9:13 p.m. with prayer.

Calendar for August and September 2021

- Tuesday, August 3 – Communications Committee Meeting – 7:30 pm
- 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

Priest in Charge Report **Priest-in-Charge Report, August 2021**

Rev. Dr. Christopher Wilkins

Worship: Our two main services continue, and the number of attendees inches up from week to week. We live-stream the 10:30 service and post a recording of it afterwards, which helps keep us connected even as Covid-19 cases rise.

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. 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.

Egerton Peters-John has provided organ supply during August. Don Hague provided organ supply for the funeral of Barbara Gessford on August 6.

After our careful discussion of the matter in July, and my subsequent discussions with the chancellor, wardens, and choristers, I have extended a call to a candidate to serve at the new Director of Music at St. Mark's, beginning September 1, 2021, subject to the vestry's concurrence as noted below. The candidate has accepted the call.

As the wardens will present to you in my absence, this person is highly and uniquely qualified to serve in this role, having done so quite well here during a prior rectorate, and in several churches in this diocese and the Diocese of Maryland, and having maintained a strong and fruitful connection to members of the parish and choir for more than two decades. In addition, the two of us developed a quick rapport.

I have issued this call in keeping with my mandate and responsibility to ensure that the church has proper music to support Episcopal worship and all that it enables for our spiritual life, and in a manner that deals with grief and other issues remaining from the parish's relationship with prior clergy (see *2nd Ministry Period Responsibilities*, below).

Our common goal is to deepen and expand our musical offerings, drawing from our phenomenally rich Episcopal, Anglican, and worldwide Christian traditions of sacred choral and organ music, as well as such contemporary expressions of it that are suitable for an Episcopal community.

In my judgment, prior clergy may have acted precipitously, and at times abusively, in their relationship with and treatment of musicians at St. Mark's. Acting in this way tends to diminish the quality of worship and of parish life and erode trust.

The position of Director of Music was reduced from 15 to 10 hours per week under the previous rectorate. I was not aware of that until after Beresford resigned to take his new position. I have

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found that the reduced position constrains efforts to expand the music program and its offerings. My request and recommendation are that the position revert to 15 hours / week, paid at the appropriate rate per EDOW's guidelines, with its duties and responsibilities revised and increased as per the attached documents.

Restored in this manner, the position of Director of Music would enable us to expand and deepen our musical offerings, enhance our choir and add members to it, appeal more broadly to current and prospective parishioners, and in due time add new elements to our worship, new worship services, and additional musical offerings such as concerts, recitals, and festivals.

Mindful that increasing expenditures is easier to do when also increasing revenue, the Strategic Development chair and committee and I are submitting to EDOW a proposal for a Congregational Growth Grant for 2021-2022. This grant would, if awarded, afford St. Mark's \$17,000 to put toward this expanded music ministry: \$4,000 in 2021, and \$13,000 in 2022. I estimate that this amount will cover the additional costs to the parish of the restored music ministry through 2022, giving the church time to budget for them in 2023 and following.

Pastoral Care I handle remotely and in-person, and make home visits, with or without communion, upon request. Telework for all employees is encouraged, especially with Covid cases spiking and temperatures in the triple digits. We blend in-person and remote work to maximize the benefit of each. Except for choir practice, church meetings are to always allow for online participation.

Formation: Sunday morning Bible study, focusing lately on the *Book of Exodus*, runs from 9:00 – 10:00 am in person and via Zoom. Erwin, Linda, and I met this month to discuss curriculum options and program development for Christian Education / Formation for all ages, and for offerings to begin this autumn.

Stewardship and Development: We will submit to EDOW on 8/19/21 a Congregational Growth Grant proposal. If awarded, this grant would give us \$3,000 will be to enhance our A/V ministry with a program called "Eyes Up, Eyes Outward", meant to help our outreach and evangelism efforts to the community, especially to younger persons and families, and \$17,000 to fund the expanded music ministry as noted above.

Clergy Development: 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."

Blessings,

Rev. Christopher

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Report from the Senior Warden
August 24, 2021 Vestry Meeting
Sr Warden's Report

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

Short-term Rental Policies

A list of 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 was presented to the FOC at their August 17 meeting. A subcommittee was formed consisting of Chuck Smith, Janis Smith, Linda Lee, Rosanne Tingley, Paul Walton and Lee Mericle. The subcommittee will review the discrepancies and come up with resolutions.

In the interim Linda has handled one short-term rental in July and has booked two in September. Go Linda!

Kitchen Appliances

See the Fellowship Committee report.

Choir Director/Organist

Christopher and Don Hague have worked out a contract that works for both of them and the FOC has recommended that the over-budget expenditure necessary to hire Don be approved by the Vestry.

New Treasurer and Assistant Treasurer

Wendy Steward was approved as the new Parish Treasurer at the last vestry meeting. Rosanne continues to fill in for now as the Assistant Treasurer. 😊

Long-Term Lease/Possible New Tenant

Linda and I have been working with the In Christ Washington Congregation (ICWC) to discuss terms and charges for their congregation to use St. Mark's on a long-term basis. Jess and Mala Rowland are members of both St. Mark's and ICWC, which is how they came to contact us.

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They would be using the church on Sundays from 3 to 7 pm. This would include use of the Sanctuary, Parish Hall and Kitchen, and possibly the Classroom and the Trailer.

At a **special meeting of the FOC** a price structure was determined for ICWC as well as future rentals. Use of the Sanctuary is priced at \$900 per month for use on Sundays. Use of the choir loft and organ is an additional \$100 per month for use on Sundays. (Note that use of the organ will be dependent on approval from the St. Mark's Director of Music). Use of the Parish Hall, Kitchen, Classroom and Trailer will be billed on a \$20 per square foot per year basis. Depending on how many areas ICWC elects to use, their standard monthly rate would be somewhere between \$1,670 and \$1,960. This is not a done deal, and more negotiations may be necessary, but this is basically what we're looking at.

They have supplied us with a list of services and activities other than Sundays when they would also like to use the church. We came up with a flat rate of \$150 per additional service/activity and for the ones they identified, indicated whether the Sanctuary or the Parish Hall would be available for their use, depending on St. Mark's services and activities. For example, both congregations have services on Ash Wednesday evening. St. Mark's would have their service in the Sanctuary, while ICWC could have theirs in the Parish Hall. Our intent is to work with them to facilitate workarounds for as many conflicts such as that one as possible.

I've put an item on the Agenda under New Business to talk about this further and answer any questions.

Report from the Junior Warden
August 24, 2021, Vestry Meeting
Jr Warden's Report

FOC committee

See the FOC liaison report covering the two FOC meetings in August , the special FOC meeting to discuss long-term rentals and the regular monthly FOC meeting.

Assistant Treasurer

St. Mark's has moved over to the new payroll processing system. There have been two paychecks issued under this new system. We finally got the direct deposit correct for the second set of checks distributed for the first half of August. This new system will be handling the timesheet information in the future.

Counters

I have been modifying the counter sheets to reflect the status of the memorial fund donations. I developed two new counter sheets to accommodate this change.

Claggett Center Retreat for October 22-24, 2021

The group that toured Claggett in July was pleased enough that we tried to make reservations for this fall. A retreat was planned for the leadership of St. Mark's consisting of the vestry and the FOC. Claggett has new hotel style rooms in the Christiane Inn and less appealing accommodations in the cottages. Claggett responded that there were no weekends available with enough rooms at the Inn.

However, in early August we received an email from the Sr. Warden of St. George's Glenn Dale that St. George cannot use their October 22 weekend reservation. This was quite a bonus! We are in the process of trying to use part of their reservation. I have completed the reservation request form and am waiting to receive a contract from Claggett with more details.

Monthly Activities (Fellowship Outings)

We are trying to keep the monthly fellowship activities going despite increased concerns about COVID. We are considering a Ladies Night Out sometime late August or September. A game night was suggested for sometime this fall.

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Report from the Treasurer

August 2021 Treasurer's Report

First: the July 2021 Report indicated that a search was still underway for someone to replace Janis Smith. I (Wendy Steward) have taken on this role, bolstered by the assurance that I'll be ably assisted by assistant treasurer Rosanne Tingley and the members of the Financial Oversight Committee and the Vestry.

Proceeding:

The July 2021 Statement of Position and Statement of Activities and Budget Performance reports have been provided for your review.

St. Mark's ended July 2021 with \$10,200 in our combined bank accounts, and \$1.669 million in our combined investment accounts. There was \$11,000 of investment income on these accounts for the month.

St. Mark's year-to-date investment income as of 31 July 2021 stood at \$144 thousand, while the amount used for operating expenses as of that date was \$161 thousand, including kitchen maintenance and upgrades. Transfers from near-term investment accounts have helped to cover operating expenses and will be replenished from the mid-term account as needed. Meanwhile, our long-term fund (AKA our "rainy day fund") has grown considerably in the last year, due to a strong market.

Our budget has taken into account limited avenues for expanding our revenue streams (pledge and plate, tenants) during the pandemic period. Efforts to engage potential tenants continue.

While pledge income for the month (\$6,560) fell short of budgeted projections, plate income (\$2,074) continued to exceed budgeted projections. We ended July 2021 with pledge income at 84% of what had been budgeted, and plate income at 207% of the amount budgeted.

Payroll problems reported in the July 2021 Treasurer's Report appear to be resolved.

Audit questions related to the 2018-2019 audit, mentioned in the July 2021 Treasurer's Report, have been addressed. (See: Invoice 3 of 5, Final Report.)

Yours in Christ,
Wendy Steward, Treasurer

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Buildings and Grounds Liaison Report

24 August 2021

Linda Lee - Parish Administrator

MAINTENANCE AND REPAIR SERVICES:

Parish Hall Door

- Locksmith Scheduled fixed PH Entry door as well as the garden door
- Both Fixes were simple maintenance (oil mechanisms and tighten)

Trailer Doors: Need replacing – Especially with new tenants – Scheduling

Organ: Semi-annual tuning and maintenance completed

Gutters: All need cleaning (including Thrift Shop), Church gutters may require additional maintenance on mounts

KITCHEN APPLIANCES:

Contractor Selected - Site Visit Complete

Estimated time for delivery varies per appliance

Coffee Maker scheduled for delivery on 27 Aug

RENTAL/LEASE PREP:

Work with Lee and whomever to update the rental request forms

- Rentable areas and fair pricing (Trailer? Outside areas? Parking lots?)
 - Examples from other churches for transparent fee structure
 - Easier to use form for staff and applicants
 - Ensure ROE are up to date with current requirements

Working with ICWC for Long term rental

Upcoming rentals:

- Parish Hall rental on 4 Sept – Graduation party
- VAS Parking Lot rental on 19 Sept – Autumn Celebration

Still working on streamline/ consolidate the forms

CLEANING SERVICES:

Communicating with MJS on unsatisfactory work (emails with photo documentation)

Complaints coming in from people – Request that pictures be taken as well

- Send/share with me with complaints so I can present to Carlos

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Christian Formation and Education Liaison Report

On August 12, Rev. Christopher, Linda, and I had a zoom call to discuss the formation programs. It was decided that we would postpone Sunday school due COVID.

Erwin Avila

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Communications Committee Liaison Report

Communications Committee Notes

August 3, 2021, 7:30 – 8:47 pm

Committee Members Attending: Linda Lee, Ray Lee, Lee Mericle, Chuck Smith, Janis Smith, Christopher Wilkins

A. Opening

1. Opening Prayer – Lee offered a prayer
2. Review July 6 meeting notes – no questions/discussion

B. Marketing Plan for Single-Event Rentals

1. Marketing Plan Objectives discussed included increasing membership of the church, expanding the life of the church, e.g., making it more vibrant and active, and increasing income (through membership and other sources such as rentals and tenants) to get us to a point where we don't need to access investment income.
2. A structure for a marketing plan, as described by Janis, includes 3 components:
 - a. a description/list of what we are marketing;
 - discussion included worship offerings, parish life (what we do besides Sunday services) outreach in the community, facilities (rentals/tenants), opportunities for people to be involved in something they believe in, political participation in the community, welcoming environment for people leaving other churches, and the cemetery.
 - b. a description/list of our target audience; and
 - discussion included all age groups (families, young adults, mid-life singles, couples, older folks), unchurched, folks who've left other churches, folks looking for an Episcopal Church, lapsed church goers, former St. Mark's members, Riderwood folks, people connected to current parishioners, people who want to participate online, LGGTQ families; and we noted that the Diocese has a mission insight program that might be helpful, organizations that might want to rent the church (long term and short term).
 - c. what marketing tactics/programs should we use to meet our audience(s).

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- discussion included the website, the Chuck Sign, neighborhood electronic lists, snail mail using a direct marketing service (not often), email, participation in community activities such as Burtonsville Day, "booster" opportunities with local schools, backpacks, Ashes to Go, social media, the Google business site, etc.
3. Janis will put together a marketing plan outline for our September meeting.
 4. Linda, Gail and Christopher have been working on a brochure which could be worked into our marketing plan.
 5. Linda had done a sample one-page mini-newsletter sort of thing. We could possibly do that monthly. Linda sent Janis the samples and Janis will try to get something together that could be printed and left out for Barbara's funeral on Friday. It should include a paragraph or 2 from Christopher, a funny cartoon, etc.
 6. The mini-newsletter could also go on the web. We might want to consider sending it to some folks who have been interested in the church but are not currently engaged. Lee will look at the lists and come up with a list of suggestions. Are we considering email or snail mail for these folks?

C. Volunteer Drive

1. Need volunteers to re-engage: Counters, LEMs/Readers, Choir, Altar Guild, Ushers
2. Some type of campaign is needed to get people involved again, but a "ministry fair" in September seems unlikely.
3. We still need to start planning on something and perhaps start with small steps. Committee members are asked to think up ideas to present at our September meeting. Start on something; not a ministry fair; need people to think up ways to do it without a ministry fair – bring ideas to next meeting, talk up low-key persistent

D. Social Activities

1. Rosanne is on it. Thanks Rosanne!

E. Other. None. Thanks to all.

Development Committee Liaison Report

Strategic Development Committee Report – August 2021

The Strategic Development Committee submitted a Diocesan Growth Grant application on August 18th, asking for \$15,000 to support plans to expand our music ministry, develop new congregational and youth musicians, enhance congregational music in worship, and work with the clergy and interested parishioners to develop new liturgies and musical offerings designed to be attractive and responsive to new congregants and potential new church members. We also requested \$5,000 to support creation of an “Eyes Up/Eyes Out” outreach effort to the local schools, inviting appropriate-age students to learn from our staff and volunteer videographers how to operate the A/V equipment, help us produce online or pre-recorded worship services, and then work with clergy and parishioners to develop video programs that explore the connections between faith, family, community, and the environment (esp. issues of racial and environmental justice). The students would show their work at church, at school, and as appropriate, share within the community. When 2022 Budget submissions are done, there will also be a financial commitment requested from the church and parishioners will be asked to volunteer in support of the initiative.

Submitted by:

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 Fellowship Committee has nothing new to report currently.

Charlene Langley

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FOC Liaison Report

August 2021 FOC Liaison Report

Special FOC Meeting August 2, 2021

The objectives of this special FOC meeting were as follows:

- (1) To develop and agree on a standard pricing approach for the long-term rental of St Mark's facilities and
- (2) To apply that set of standards to the planned agreement for the imminent use of St Mark's facilities by a new renter beginning this month.

The FOC received three files for reference that included rental rates from nearby Liberty Grove Methodist Church, rental charges per sq. ft. from other nearby locations and current and proposed rental information for St. Mark's.

Long-Term Unit Rentals

The FOC compared the rates of Liberty Grove and discussed their rental information as it is displayed on their website. It was determined that our website would list our rental information as soon as the committee determined the rates.

St. Mark's currently has lower rates than the surrounding rental communities. The committee discussed raising the rates to be consistent with the surrounding community, but also to remain slightly lower to attract renters. After a lot of discussion, the FOC decided to set the rate at \$20 per square foot. The rate covers a one day per week rental for the duration of the contract. The FOC recommends setting these rates for all renters starting in January 2022.

Long-Term Sanctuary Rentals

The FOC set it at \$900 per month. The FOC recommends setting this rate for all renters starting in January 2022. Storage space in the sanctuary is negotiated on a case-by-case basis.

Organ rental

Lee Mericle spoke with a few experience organists throughout EDOW. Their recommendation is that St. Mark's should rent out the organ in the sanctuary as long as the St. Mark's organist approves the rental organist. The upcharge for renting the organ will be \$100 per month.

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Nondiscrimination clause

The FOC discussed the addition to the rental contract of a nondiscrimination clause. This was brought up by vestry members at the July 27th meeting. The FOC decided that renters should not be permitted to engage in practices that are in violation of the Episcopal Church. Rev. Christopher proposed nondiscrimination wording that could be added to both the contract and our website.

Regular FOC Meeting August 17, 2021

1. Janis Smith provided the July Financials to the FOC. Janis Smith gave a detailed reporting of the accounts for our new treasurer Wendy Steward.
2. The auditor has delivered draft audit reports for 2018 and 2019 and an invoice for her services.
3. PayPal changes have been submitted. We are waiting for PayPal to approve the changeover. PayPal funds scheduled to be transferred to the St. Mark's account during the 1st week of each month.
4. Don Hague is being proposed as the new director of music. The FOC received a signed director of music agreement and discussed the details surrounding his employment. Lee provided a description of Don Hague's credentials. Because we are increasing the music director hours to be in line with diocesan rules and Don comes to us with more experience, the music expenses will be over budget for 2021. St. Mark's has applied for a Growth grant from the Diocese to pay for the extra expense. If the grant is *not* forthcoming, the FOC recommends that the vestry accept the extra costs to pay for this position anyway.
5. The FOC discussed the contract status regarding the negotiations of our potential new renter. They are asking for both a long-term rental and a few short-term rental dates throughout 2022. Their start date is planned for September 1, 2021.
6. The FOC received an attachment covering St. Mark's short-term rental policies. Ray Lee recommended that we create a 3 or 4 person subcommittee to review the short-term rental policy. The subcommittee will consist of Linda Lee, Chuck Smith, Lee Mericle and Rosanne Tingley.
7. After the FOC meeting on Tuesday 7/17/21, there has been some updated information regarding the kitchen appliances. We have been told that at least the coffee maker might arrive the first week of September. We do not know when the rest of the kitchen appliances will arrive.

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8. We are waiting for SBA to approve the forgiveness of the second loan from the Payroll Protection Program amounting to \$33,351.
9. There are no changes to the capital expenses for 2022.
10. The FOC discussed the Memorial accounts. Janis Smith informed us that Realm provides all the details we need to record memorial donations and send Thank You letters. St. Mark's is in the process of resurrecting a Thank You letter for all memorial donations in the future. In lieu of Thank You letters that were not sent in the past, Janis suggested that we send a letter to memorial fund donors to let them know how their funds were spent.
11. There was some back and forth regarding the deposits for current memorial funds, but that has been settled and the counter sheets will be updated to reflect this change.
12. There was a brief discussion about the Claggett retreat. It was decided that if anyone needs financial assistance with the trip, Rev. Christopher will cover this from the Parish's discretionary fund.

Respectfully submitted by,
Rosanne Tingley
Vestry Liaison

Outreach Committee Liaison Report

Nothing new to report.

Gail Soulea

Pastoral Care Committee Liaison Report

Provided Pastoral support to 2 members.

Laura Robey

Stewardship Committee Liaison Report

Nothing new reported.

Thrift Shop Liaison Report

Ready to open as soon as we have volunteers. Basement remains dry.

Laura Robey

Worship Committee Liaison Report

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

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