



ST. MARK'S CHURCH

EPISCOPAL-ANGLICAN

Vestry Meeting, June 22, 2021, 7:30 pm – 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.

1. Opening Prayer:
Rev. Wilkins opened with prayer at 7:33 p.m. with prayer.
2. 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. REPORTS¹

1. Officers' Reports
 - a. Report from the Priest-In-Charge:
A question was presented to Rev. Wilkins concerning what some of the problems were that other Priest are dealing with since coming back to in person worship.

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.

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- b. Report from the Senior Warden:
Lee will address the VAS Contract update later in the meeting.

- c. 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. 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.

- d. 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.

2. Vestry Liaison Reports

- a. 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.

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

- b. 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.
- c. Communications:
No questions or concerns.
- d. Development:
No questions or concerns.
- e. 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.
- f. 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.

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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.

g. FOC :

Rosanne had some corrections to her report.

#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

h. Outreach:

No questions or concerns.

i. Pastoral Care:

No questions or concerns.

j. Stewardship:

k. 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.

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 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

1. 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

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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.

2. 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.

3. 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

1. 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

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Weekly Meetings

- Sundays – in-person services at 8:00 and 10:30 am
- Sundays at 9:00 am – Adult Ed

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