



St. Mark's Church

Episcopal-Anglican

St. Mark's Vestry Meeting Materials, November 30, 2021

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NOTICE

Vestry Meetings are now Hybrid – virtual via Zoom and In-person.

**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, November 30, 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 October 30, 2021 vestry meeting

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. Second Strategic Ministries Review and current status
2. New Tenant – EOTC Congregation

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. Audit Options for the 2020 and 2021 audits
2. 2022 Budget – first draft
3. Short-term rentals policies update – Community and Non-Profit groups

E. ADDITIONAL MATTERS

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

F. CLOSING PRAYER

Calendar for December 2021 – January 2022

- Sunday, December 5 - Advent Supper (?)
- Tuesday, December 7 – Communications Committee Meeting – 7:30 pm
- Sunday, December 19 – Greening of the Church – 11:30 am – 2:30 pm
- Tuesday, December 21 – FOC Meeting – 7:30 pm
- Friday, December 24 – Christmas Eve Service - ? pm
- Tuesday, December 28 – Vestry Meeting – 7:30 pm
- Tuesday, January 4 – Communications Committee Meeting – 7:30 pm
- Tuesday, January 18 – FOC Meeting – 7:30 pm
- Tuesday, December 25 – 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 in Advent – December 1, 8, 15, 22 - “Bright Lights for Darkening Times” – Vespers and Discussion Zooms - 7:00-8:30 pm
- Thursdays – Choir practice, 7:30 pm

St. Mark's Annual Meeting is Sunday, February 13

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Vestry Meeting Minutes, October 26, 2021, 7:30 pm - Draft

A. OPENING

Vestry members attending were Lee Mericle, Rosanne Tingley, Erwin Avila, Samuel Ayodele, Charlene Langley, Laura Robey, Gail Soulea, Wendy Steward – Treasurer, Joyce Walker – Vestry Secretary, and Janis Smith - Parish Administrator.

All information for this meeting was sent to the Vestry members on Friday, October 22, 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. Joyce Walker opened the meeting with prayer. Lee Mericle presided over the meeting in absence of Rev. Wilkins, who was on vacation.

2. Acceptance of the meeting agenda:

A motion was made by Lee Mericle and seconded by Janis Smith “to accept the agenda for the October 26, 2021, meeting with an amendment to the agenda by adding one item to the New Business section, the item being #1. “To accept the resignation of Janis Smith from her elected vestry position as she is now the parish administrator. The motion carried.

3. Review and approval of the minutes from the September 28, 2021, vestry meeting:

A motion was made by Lee Mericle and seconded by Laurie Robey to accept the minutes as written. The motion carried.

B. REPORTS

1. Officers' Reports

a. Report from the Priest-In-Charge:

No questions or concerns.

b. Report from the Senior Warden:

No questions or concerns.

c. Report from the Junior Warden:

No questions or concerns.

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d. Report from the Treasurer:

A motion was made by Lee and seconded by Charlene that the treasurer's report be accepted. The motion carried.

2. Vestry Liaison Reports

a. Buildings and Grounds:

Laurie gave some updates about the gutters, all of which were cleaned over the weekend. Repairs were made to the lock in the courtyard where the air conditioning unit is. The gutters had slipped, and the water was going down towards the building. The gutter on the cemetery side is fixed completely. The gutter on the other side had some wood rot. For it to be completely fixed, the roof would have to be taken off. The contractor changed the angle of the gutter so that the water will flow away from the building. The cost of cutting the tree away from the gutters cost \$100 more than was expected. The cost now will be \$1,600.

Everything in the kitchen is installed. During the hood inspection by Guardian, it was noted that a suppression hose is needed above the deep fryer to be in compliance with fire regulations. Guardian gave Janis a quote, and she will get two other quotes from other companies. The hood works fine.

Linda had a "Fats, Oil, and Grease" certification scheduled, and it has been completed.

The water heater in the bathroom in the thrift shop seems to have a small leak. To make sure that it doesn't get any bigger Janis will ask Max to look at it.

b. Christian Formation and Education:

Erwin stated that he has some ideas. In the next couple of weeks, he would like to start an advent book club for children and teenagers. He would like the notice to be put on the sign out front, so, that if anyone in the community is interested, they would be able to inquire about it by calling the church. He wants the Parish and the community to see that St. Mark's has some programs going on. He would like to have two volunteers, if possible, to help with this program.

c. Communications:

Juliana Anyanwu is interested in serving on the vestry and will be added to list of vestry nominees.

d. Development:

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Development committee did not receive the Diocesan grant.

- e. Evangelism:
Gail will have a meeting with evangelism committee, Rev. Wilkins, and the wardens to talk about how to go forward in reaching out to the parishioners who have not come back to church yet.
- f. Fellowship:
The vestry would like to have its annual Advent dinner with prepackaged dinners. Charlene will try to see if she can get with Maggie to have a meeting of the fellowship committee to see how they can prepare for the dinner.
- g. FOC:
Paul Walton proposed that the interest earned from the long-term outreach fund which came from the sale of land that Arbor Crest is now on be used to fund some of the outreach programs. The money will be allocated in the 2022 budget under outreach, but it will not be moved to the program until a project is decided upon.
- h. Outreach:
It was suggested that when Gail sends out the cards to parishioners as stated in the evangelism report to include a note asking if they would like to receive communion.
- i. Pastoral Care:
No questions or concerns.
- j. Stewardship:
A stewardship letter is going out next week through snail mail and email. Commitment Sunday is November 14, 2021.
- k. Thrift Shop:
There are enough volunteers to open the thrift shop twice a month. The plan is to open the first and second Saturdays.
- l. Worship (included in PIC Report)

C. OLD BUSINESS

- 1. FOC/Vestry Claggett Trip wrap up:
Everyone enjoyed the trip. Rosanne will put in a budget request for the retreat in 2022.

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2. Stewardship campaign and budget requests from St. Mark's Ministries:
Lee reminded all committees to please have their budget request to Ray Lee by November 5, 2021.

D. NEW BUSINESS

1. Acceptance of the resignation of Janis Smith from her elected vestry position:
A motion was made by Lee and seconded by Gail "to accept the resignation of Janis Smith from her elected vestry position, with thanks from the vestry." The motion carried.
2. Second Strategic Ministry Review and next steps:
The vestry members voted unanimously to move forward in the next step in calling Rev. Wilkins as rector at St. Mark's. This concludes step one of the Strategic Review process.

The vestry will schedule parish meetings to gather information from the parishioners concerning the appointment of Rev. Wilkins as Rector. The first meeting will be held on Sunday, November 7, 2021, after the 10:30 service. The second parish meeting will be on Wednesday, November 10, 2021, at 7:30 p.m. Parishioners can also attend via Zoom.

Vestry will ask Charles "Chuck" T. Smith II to make a robo reminder call on the day before each scheduled meeting. A letter concerning these meetings will be included in the stewardship letter which will go out on Tuesday, November 2, 2021. This will conclude step two of the Strategic Ministry Review process.

Janis will call and schedule a meeting with the Bishop in December to discuss the calling of Rev. Wilkins as rector of St. Mark's. This will conclude step three of the Strategic Ministry Review process.

3. Possible new Tenant – EOTC congregation:
Lee stated that the EOTC congregation is interested in renting the Parish Hall, and other space from St. Mark's for their services. She asked the vestry members to read the contract that has been put together to present to them. She and Janis will meet with them on Saturday, October 30, 2021, to finalize details of the contract. Lee highlighted some of the information on the contract that the committee has implemented on the reservation application.

A motion was made by Lee and seconded by Laurie "that the vestry approve the reservation applications and the events space application for the general public and the one for the tenants, and that they be approved for immediate use." The motion carried.

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A motion was made by Lee and seconded by Charlene "to move that the Senior Warden and the Parish Administrator be empowered to sign a contract with the EOTC congregation lasting 14 months for their use of the St. Mark's facilities as described in the leasing provisions provided to the vestry at this meeting on Saturday, October 30, 2021." The motion carried.

4. Short-term rentals policies update:

Short term party usage has been addressed. The committee is still working on different aspects of short-term rental policies, such as weddings, funerals, community groups, parking lot rental, etc.

E. ADDITIONAL MATTERS

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

No other good things were discussed.

F. CLOSING PRAYER

The meeting was closed in prayer by Gail at 9:44 p.m.

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

Rev. Dr. Christopher Wilkins

Worship: Our services on Sundays at St. Mark's and Wednesdays at Riderwood continue, as does live-streaming and recording of the 10:30 am Sunday service, thanks to our dedicated staff and crew. Attendance is steady and consistent, with parishioners increasingly feeling comfortable in coming to in-person worship.

I worshipped with the Riderwood group on November 10th. They were glad to have me there, and expressed interest in our livestreamed Sunday service and Zoom Bible study and other programs. I'll plan to visit once every two months, and to take the service there on any Wednesday on which Rev. Brown-Nolan is not able to. They would like to have music in the service again, and the FOC is budgeting for that in 2022. About 40% of the cost has been offset by a private special donation.

Opportunities abound for any interesting person to serve as a reader, LEM, acolyte, chorister, Altar Guild member, or assisting videographer.

I intend that our Christmas Eve services be offered at times that are convenient so that as many people can participate as possible. I would like your help in deciding whether to have two services this year – a 5:30 Family Christmas Eucharist and an 8:30 Festival Eucharist with Choral Prelude at 8:00 – or just one of those.

Children are a blessing in worship, and in order to grow, the parish should be as welcoming to families with children as it can be. I therefore recommend we return to having bags of things for children to play with, and snacks in individual packs, available for families to pick up at the back of the narthex.

Also, I suggest we set up a child- and family-friendly area in the sanctuary for families to use if they wish. One option would be to turn the portion of the North Transept opposite the piano and baptismal font such an area, with a soft rug in the middle, appropriate toys and books, and the pews re-arranged to go on three or four sides of it. Alternate suggestions are welcome.

Pastoral Care I handle remotely and in-person, and make home visits, with or without communion, upon request. Telework for employees is encouraged where practicable, though having regular staff office presence is important. We blend in-person and remote work to maximize the benefit of each. Except for choir practice, all church meetings and events allow for online participation.

Formation: Sunday morning Bible study, focusing on Tales from the Pentateuch and Women in the Bible, runs from 9:00 – 10:00 am in person and via Zoom. After Christmas, my intent is to

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pause that program while we study the New Testament-era infancy gospels regarding the childhoods of Jesus and Mary.

Our Advent formation program is entitled: "Bright Lights for Darkening Times," and will run on Wednesdays in Advent from 7:00-8:30 in a vespers and discussion / reflection format via Zoom. The program called "Buddha, Krishna, Christ: Salvation and Enlightenment in Religions" we'll save for a later season.

Stewardship, Outreach, and Development: The stewardship campaign for 2022 is well underway, with robust and growing pledge commitments.

Church Grounds: I suggest that a priority for 2022 be to make the back slab and concrete environs behind the Parish Hall into more usable space, enabling the set-up of tents for weddings and other events, and possibly the addition of picnic tables or other seating areas. Before any of this could happen, the various open pipe ends and other challenges to safe and smooth walking would need to be addressed. Cleaning the outside of the trailer by whatever means necessary should help make that structure less of an eyesore and more appealing to parishioners, renters, and potential renters. Additional trees might need to be planted to make it harder for people to drive onto the slab. Additionally, I suggest we consider installing awnings over the entrances to the trailer and the Thrift Shop to protect from the weather those entering and existing these buildings.

Clergy Development: The conference, retreat, and vacation I took in October were blessings, indeed.

2nd Ministry Period Responsibilities: We reach the end of this time with the consensus being to have me stay at St. Mark's, and calling me as rector, for which I am most humbly grateful. It is my hope and intention that we do this, and complete a new LOA to the purpose early in December 2021.

Blessings,

Rev. Christopher

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Report from the Senior Warden

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, Janis, Joyce and me.

Communications Committee

The Communications Committee met Tuesday, November 2 – see report in Liaison Reports Section

Short-term Rental Policies

Policies and prices for general public and parishioner/tenant policies and prices were approved at the October Vestry Meeting. We are now working on community and non-profit groups. See separate item under New Business.

Long-Term Lease/Possible New Tenant

The EOTC Congregation is now leasing space from us. See separate item under Old Business.

Cleaning Contract

The new person assigned by MJS to do our cleaning is working out very well. There are no contract changes at this time although we are anticipating additional costs for cleaning the trailer now that the EOTC congregation will be using it 3 times a week.

Meeting on moving records from paper to digital where possible

The meeting with Michael Febrey and the St. Mark's staff (Christopher, wardens, administrative staff) on November 5 to talk about what records can be moved to digital-only storage went very well. See "Audit Options" under New Business.

Second Ministry Review and next steps

See "Second Strategic Ministries Review and current status" under Old Business.

Church Pension Fund Invoice

Bad News – the Church Pension Fund will not waive the interest charges on the invoices that we didn't receive for Christopher's assessments by the pension fund.

Good News – we received a waiver for 4 months worth of assessments, so will not be billed for December, January, February and March.

In conclusion – we paid the late fees and the last invoice and are paid up. Done. Finished with this until April of 2022.

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Report from the Junior Warden November 30, 2021 Vestry Meeting

FOC committee

See the FOC Liaison Report for November FOC meeting.

Assistant Treasurer

I continue to assume the assistant treasurer duties, which consists of handling staff time entries, submitting paychecks twice a month, processing leave balance information, and updating any staff adjustments.

I have created a spreadsheet to track time log information for St. Mark's staff members. I will provide training for Wendy and Lee, who will be backups for the time log tracking. We will work on an electronic storage location for the exception timesheets and the tracking spreadsheet. Also, we will work on providing consistency with some of the leave for staff members.

2022 Pledge Campaign

The 2022 pledge campaign is underway. We are considering three different ways to pledge for the 2022 calendar year.

- Realm
- Online using the St. Mark's website
- Pen and paper pledging

There is a section in Realm that can capture time & talent. Realm calls it talent and skills. A pledger can request to join a committee through Realm. We don't expect this feature to be fully functional for St. Mark's in time for the 2022 pledge campaign. This part of it will be more on an experimental basis. As a vestry member please consider giving this section of Realm a try and providing feedback to Lee or me. Throughout 2022 we are going to see how many parishioners use Realm and which features.

2022 Budget

I submitted expenses for our 2022 for a local vestry retreat around March or April and a separate expense for a Claggett Retreat. There is no projected date for our 2022 Claggett Retreat. The new vestry can make plans for that.

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Counters

Wendy started as our new counter. Thank you, Wendy! Jose has agreed to consider counting again. That will bring us to 8 counters.

New Auditor

Several of us from the FOC met with a potential new auditor. He offered suggestions on updated methods and systems for handling invoices. Most important, he offered suggestions for moving the St. Mark's auditing process from paper to digital.

Review Meetings for the Priest-In-Charge

St. Mark's held two meetings (11/7 and 11/10) that allowed parishioners to voice their opinions and concerns regarding calling Rev. Christopher Wilkins as our Rector. Thank you to everyone who participated and provided feedback. St. Mark's Church can move forward with calling Rev. Christopher.

Attended the final meeting with EOTC

I attended the meeting and signed the contract to bring EOTC on board as our new tenant. Details are available in the FOC liaison report.

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Report from the Treasurer

November 2021 Treasurer's Report (covering October 2021)

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

Statement of Position

St. Mark's ended October 2021 with \$13,514 in our checking/savings accounts (lines 10000-10100), down from September 2021, but staying in the black, unlike a year ago, when we were in the red on our cash account (line 10000).

Our TOTAL ASSETS (lines 10000-16095) are up .5% over our position as of 31 October 2021. At the same time, our TOTAL LIABILITIES AND EQUITY (lines 27300-32000) have also increased by .5%, so... holding steady.

Statement of Activities -- Budget Performance

Pledge and plate donations (lines 40010-40020) remain above our budgeted expectations.

Use of Building (lines 41030-41075): Telegu Church missed one payment, which is being resolved, but we should be ending the year making close to the amount we budgeted.

Under Expenses (lines 50000-50080), a significant amount was paid to backfund pensions and life insurance.

Under Investment Gain/Loss (line 71020) please note our \$55,339 investment gain in October 2021, which helped us recoup temporary losses in September of this year. As noted in the Statement of Position, this helped keep us doing better than we were last year at this time.

Looking Forward: Notes from the November 2021 Financial Oversight Committee meeting:

The Ethiopian Orthodox Tewahedo Church (EOTC), has contracted for facility rentals effective 15 Nov 2021.

The Vietnamese American Services (VAS) contract expires 31 March 2022, and will be renegotiated to reflect anticipated increases in utility costs.

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Pledges received as of 16 November 2021 stood at \$69,000 -- hopefully more will trickle in.

Budget planning for 2022 is covered in Rosanne Tingley's FOC report from our November 2021 meeting, which has been provided to you. (See: New Business).

Yours in Christ,
Wendy Steward
treasurer@stmarks-silverspring.org

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Buildings and Grounds Liaison Report

November 24, 2021

Janis Smith - Parish Administrator

MAINTENANCE AND REPAIR SERVICES:

Electrical repairs were made to a broken circuit on the side of the Parish Hall where the VAS offices are located. They continue to trip the circuit breaker by using too many power draining appliances at a time, including a refrigerator, microwave oven and up to four space heaters. I have adjusted the thermostat on that side of the building to 74 degrees to discourage space heater use.

Organ maintenance and repair was done on November 17th. I will schedule piano tuning next.

KITCHEN APPLIANCES:

ProLoad installed a thermostat for the icemaker on Friday, October 22, 2021. I have put in a new service request because we have been hearing running water in the machine and have patches of ice forming in the new freezer.

FIRE SYSTEM MAINTENANCE:

Guardian Services conducted annual fire hydrant and fire extinguisher inspections and checked all of St. Mark's exit signs – they all passed inspection. Sprinkler system inspection is scheduled for next week. I am also having two new fire system maintenance companies coming out to look at our systems and provide proposals for annual system maintenance. Lastly, I have contacted the manufacturer of our kitchen fire suppression system to provide a proposal for installation of another hose directly above the new deep fryer.

EXTERMINATION:

Kolley's treated the church and parish hall buildings for ants, beetles, and roaches. We have also had mice in the office/library area. The exterminator found that one of the bait traps he set previously was empty and replenished it.

FACILITIES USE:

St. Mark's welcomed a new tenant last week – an Ethiopian Orthodox congregation, "EOTC" – and they will be using the Parish Hall on Saturdays from 2:00 am to 1:30 pm. They also will use the Trailer on Wednesday and Friday from 4pm to 8pm for youth group activities and on Saturdays from 2am to 4pm. Prior to their first use, I made signs and labeled our kitchen appliances, and provided EOTC with parking lot signs for the areas reserved for use by the Telegu Church and Thrift Shop. We are receiving event rental requests again, and a parishioner rented the Parish Hall for a party on November 13th, which went well.

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CLEANING SERVICES:

MJS Cleaning Services has assigned a new cleaning person to St. Mark's – Raquel – and we noticed an improvement immediately. MJS shampooed the upholstered chairs and the carpet in the Choir loft on November 22.

Christian Formation and Education Liaison Report

No report received.

Communications Committee Liaison Report November 2, 2021 7:30 – 8:44 pm

Attending: Ray Lee, Lee Mericle, Chuck Smith, Rosanne Tingley, Christopher Wilkins

A. Opening

1. Opening Prayer – Christopher offered an opening prayer
2. Review October 5 meeting notes – no changes or updates

B. St. Mark's Newsletter

1. St. Mark's Snapshot status – Janis was not available to provide an update

C. Communication with Riderwood

1. Postcard letting folks know how to watch the live-streamed services – Lee STILL hasn't done this (still sorry). If she can get it done before Christopher visits Riderwood next week he could distribute them
2. Input from Riderwood folks on pledge campaign and Rector Call - Christopher will be there next Wednesday, November 10.

D. Stewardship and Rector Call Mailing

1. Mailing included a Stewardship Letter, a pledge card, a return envelope (without a stamp) and a letter about the two Rector Call meetings.
2. Fully assembled by COB November 2; will be taken to post office first thing November 3. Hopefully people will get it by the weekend so they'll know about Sunday's meeting.
3. Chuck will make Robocalls to remind folks about the Rector Call meetings. He'll make one on Saturday (November 6) to remind folks about the Sunday meeting after the 10:30 service and the other on Tuesday (November 9) to remind folks about the

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Wednesday evening meeting. Lee will provide him with the text for the call and will ask Janis to make sure there are enough credits.

E. Realm

1. There is a Time and Talent section in Realm that Rosanne has been working with to make it match our ministries list. It might be good to have a list that matches the ministries and another that has skills that don't necessarily match the ministries – but might be things that we haven't thought of.
2. This is a section that probably would be difficult to get folks to use for the current stewardship campaign, but could be useful in the future. So no pressure on Rosanne to get it finalized, but could be a good tool.
3. There was some discussion of what benefit Realm provides. Currently it provides a database that we need to maintain a membership list as well as record and report contributions. We haven't really used it as a communication tool, although it can be used that way.
4. It would be a good idea to poll the wardens and parish administrators list-serve members to see how other churches are using Realm, especially smaller churches such as ours.
5. We could also use the communications capabilities for some existing groups. For example, we could use it to send out vestry notices, etc., and see how that worked out. Something to think about. Or we could try it with the communications committee. Hm. ... Editor's Note – so I set up a communications committee group in Realm, but so far have not figured out how the heck to send these minutes via Realm. Will try later.

F. Marketing Plan for Single-Event Rentals

1. Still need one. Any progress?
2. Forms for short-term rentals – general public and parishioners/tenants – have been approved by the vestry, along with the policies embodied in the forms. The next step is to work on weddings, funerals and community groups. Christopher has some good ideas about weddings and funerals that he has sent to Lee. Lee will distribute them to the group that worked on the two forms just approved. Christopher notes that one large question is whether or not we want to market St. Mark's as a reception venue, particularly as a site for non-parishioner weddings. This would need a lot of thought. ,

G. New Tenants

1. EOTC congregation is ready to sign on the dotted line. They will be using the church from 2:00 am (yes) to 1:30 pm on Saturdays as well as the trailer on Saturdays from 4:00 am to 8:00 pm and on Wednesdays and Fridays from noon to 8:00 pm. We will reserve parking lot spaces on Saturdays for the Thrift Shop and the Telegu congregation.
2. EOTC Contract has been sent to Chuck for his review. He asked Lee to find out where they are currently worshipping so we can contact them to make sure of their size and

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what kind of tenants they are. Lee will find out. Ray recommended putting some sort of short term or probationary period in the contract.

3. We should let our congregation know about all our tenants, why we rent to them, and when they're in the buildings. This could go in the weekly email letters – perhaps one before Thanksgiving and another before Christmas as a reminder
4. We also need an online calendar to show ALL building use – ours, tenants, and rentals (short-term).

H. Vestry Nominations

1. Lee hasn't announced lately and is not sure if anyone has announced at the early service lately. We should probably remind people periodically AND put it in the e-letters
2. We have five folks so far. Jeremiah, Olivia, Pamela, Beth and Juliana. Alta is not interested in running right now.

I. Volunteer Drive

1. Some type of campaign is needed to get people involved again – we still need to do this.
2. Montgomery County volunteer opportunities postings – not sure if there's been time to work with this yet. Janis was not available to ask.

J. Social Activities

1. Ladies Brunch was an overwhelming success. Frances has appointed Laurie to coordinate the next one, with help from Frances.
2. Other ideas have been bandied about. Sounds like they'd start in January. Perhaps the time to start planning for them is next month.
3. Charlene was going to talk to the Fellowship Committee about an Advent supper. Haven't heard back on that yet.

K. Other - nothing

Christopher offered a closing prayer at 8:44 pm.

Development Committee Liaison Report

Nothing to report.

Evangelism Committee Liaison Report

The search continues on for the specific pole and bracket to accommodate our Episcopal Church Welcomes You sign. As previously reported, after taking measurements of the sign, it was clear the first pole and bracket set that was located would not work. One other pole and bracket set located might fit the sign, but looks too flimsy to stand up to a strong breeze.

Starting in December, we will be sending out cards to parishioners we haven't seen for a while to let them know they are missed, and to let the church know if they need anything, or would like communion brought to them. Janis Smith located some lovely cards with our church building on them in the church office and they will be used to write the cards.

It's wonderful to see children in church again and Christopher has requested we have some soft toys and snacks like Goldfish available during our Services. I explained that we did have children's books out for them pre COVID. Starting Thanksgiving week, the children's books will be back out, along with small packs of Goldfish, Animal Crackers, and small bottles of water. Christopher would also like to see a Rocker and area rug available for parents with small children, location TBD. One of the committee members had brought this same subject up at one of our pre COVID meetings. A December meeting is in the works.

Gail Soulea

Fellowship Committee Liaison Report

The Fellowship Committee has not met. There is nothing new to report.

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FOC Liaison Report

November 2021 Vestry Meeting

1. The FOC reviewed the October Financials. The details are available in the Treasurer's Report.
2. There have been \$69K in pledges from 15 pledgers from commitment Sunday.
3. We will be updating the signers on our operating and investment accounts.
4. The FOC is passing on the information that EDOW recommends a 3% increase for staff salaries.
5. Lee and Rosanne are working on a new draft of the FPPM to cover rental agreements. The draft is planned to be available for review in December.
6. Facilities Rental
 - a. We have new renters, EOTC - an Ethiopian congregation, for early Saturday mornings and a few weekday afternoons into evenings. Their contract runs from November 15, 2021 through December 2022.
 - b. Telegu wants to rent the facility on New Years' Eve as they do every year.
7. The only issues of note with VAS is that the front doorbell ringing is incessant. Also, we need to look at purchasing a front door camera near the doorbell. The FOC is looking into the cost and installation for this item. We will adjust the wording in the VAS contract regarding their use of the doorbell.
8. Kitchen updates
 - a. The kitchen appliances are working. We still have the fire suppression issue. Montgomery County does not conduct their own certification. They do not have their own inspectors. They look to the inspection companies for their certifications. Janis got a few estimates. Guardian's estimate is \$1900. MS Fire Prevention said that they would match Guardian's estimate, but recommended that we talk to the manufacturer of the deep fryer, which is Ansell. An Ansell estimate was \$1500 for installation.
 - b. Bruce Gessford recommended three different inspection companies. Janis will call to get estimates for the fire suppression and get estimates for next year's 2022 inspections. The FOC recommended that we get a schedule for how long the repairs will take.
 - c. Janis talked to Proload about the problems we were having with the freezer and the icemaker. The issues were corrected.
9. The Rector's pension fund was paid. We did get a waiver for the months of December through March. We will owe no payments until April 2022. The fund invoice still includes the past due interest that we have been protesting.

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Stewardship and budget planning for 2022

The FOC reviewed the draft 2022 budget.

1. The current draft budget contains a \$100K shortage between income and expenditures.
2. The pledge campaign resulted in 15 pledges totaling \$69K. That is a very good start.
3. Lee suggested removing separate entries on the budget spreadsheet for parish hall rentals and church rentals. Instead, there should be one line called facilities rentals, which will include all rental spaces.
4. The VAS contract expires in March 2022. Ray calculated the remainder of VAS rental income for 2022 based on the current contract. We will need to increase rent based on general inflation for utilities.
5. The Rector's pension needs to be adjusted to remove 3 months of costs based on the waiver.
6. There is funding planned for the church vestry retreat at Claggett in 2022, although it will not cover the full amount.
7. There is \$9K allocated for 2021 and 2022 audits, one year for the 2021 compilation and one year for a 2022 audit.
8. Our Diocesan pledge will be upped to \$10K from \$6K.
9. The \$8K increase for fellowship covers Mardi Gras and Easter dinner.

Other New Business - Outreach

1. The outreach fund for 2022 will be covered from Outreach investment interest.
2. St. Mark's will sponsor the Angel Tree project this year.
3. We will support a Thanksgiving food donation, \$150 gift card, to three families in need from Paint Branch. We can use what is available from the 2021 Outreach budget. The remainder can come from the parish discretionary funding.
4. Paul suggested that St. Mark's send some of our investment increase to the Hunger Fund similar to what we did last year. We need to determine the income from the outreach fund investments. Lee will come up with a recommended amount for us to donate.

Respectfully submitted by,
Rosanne Tingley
Vestry Liaison

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Outreach Committee Liaison Report

Outreach (Paul Walton) reports that Outreach is moving forward with their year end Thanksgiving, Angel Tree, and Hunger Fund projects. They are providing \$150.00 gift cards to three Paint Branch High School families in need. The families were identified by Paint Branch counselor, Rachel Sharlin, and she is coordinating delivery of the cards to the families. Thanks to Chuck Smith for coordinating with Rachael Sharlin to identify the families in need and Janis Smith for purchasing and delivering the gift cards PBHS.

The next outreach effort is St. Mark's Angel Tree. We have committed to provide gifts to 3 in need families at PBHS. The Angel Tree will be set up on the first Sunday of Advent. Stay tuned for announcements on the Angel Tree.

Gail Soulea

Pastoral Care Committee Liaison Report

No report received

Stewardship Committee Liaison Report

No report received

Thrift Shop Liaison Report

No report received

Worship Committee Liaison Report

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

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Second Strategic Ministry Review and current status

The Vestry expressed its desire to call The Rev. Dr. Christopher Wilkins as our new rector pending the results of two listening sessions set up to get feedback from the rest of the parish. Those sessions, which were hybrid sessions (in-person and zoom) were held on Sunday, November 7 at 11:30 a.m. and Wednesday, November 10 at 7:30 p.m. The Sunday meeting was fairly well attended, including many vestry members. The Wednesday meeting was less well attended.

Feedback from both meetings was very positive on calling Rev. Wilkins as our new Rector.

Robert Phillips, Canon for Leadership Development and Congregational Care, advised us that the next step is to come up with a Letter of Agreement (LOA) for Rev. Wilkins. He provided us with a template from the Diocese. A copy of that template is provided separately for this meeting. Points that sometimes come up in discussions:

1. The template suggests a period of 5 years.
2. Three months of sabbatical leave after every 5 year period.

The first draft of the 2022 Budget that will also be provided separately for this meeting shows the proposed salary level, which, according to Diocesan Guidelines, includes a 3% increase from last year.

At this time, the Vestry needs to review the LOA template. Some parts will obviously not apply (such as anything pertaining to a Rectory or church-supplied housing). If any vestry member has any comments, now is the time to bring them up – with the Wardens or the Priest-in-Charge. We will need to have an approved LOA in place by the end of the next vestry meeting, if not before. So please take a look and speak now.

Lee Mericle, Senior Warden

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New Tenant – EOTC congregation

The Ethiopian Christian church - EOTC YEMEMEHIR BEKURE FISEHA NESEHA LEJOCH YEKIDUS URAEL TSEWA MAHIBER – is now renting space from us as follows (from their contract):

- A. Use of the Parish Hall and Kitchen, every Saturday from 2 am to 1:30 pm.
- B. Use of the Trailer:
 - Every Saturday from 4:00 am to 8:00 pm.
 - Every Wednesday and Friday from noon to 8:00 pm.
- C. Additional Services:

These services are **in addition** to the regularly scheduled Saturday services.

Dates/Times	Location
Friday, January 6, 6:00 pm to Saturday, January 7, 4:00 am	Parish Hall
Friday, January 28, 9:00 pm to Saturday, January 29, 1:30 pm	Parish Hall
Saturday, April 16 2:00 am to Sunday, April 17, 6:00 am	Parish Hall ¹
Thursday, April 21, 9:00 am to 3:00 pm	Sanctuary ²
Friday, April 22, 7:00 am to 7:00 pm	Sanctuary ²
Saturday, April 23, 4:00 pm to Sunday, April 24, 4:00 am	Parish Hall

¹ Tenant has agreed to set up tables and chairs in the Parish Hall in the configuration specified by St. Mark's by the completion of the service ending on Sunday, April 17 at 6:00 am in the Parish Hall.

² If the Parish Hall is not being used by another Tenant on Thursday, April 21 and Friday, April 22, these two services may be moved to the Parish Hall. Otherwise, they must be held in the Sanctuary, with the note that the Sanctuary is reserved for St. Mark's Choir Practice on the evening of Thursday, April 21.

Use during any time not described above must follow St. Mark's short-term rental guidelines, scheduling and fees as noted below in Paragraph XIII–Additional Facilities Usage.

Their first service on November 19 went fairly well, although with a few hiccups. Note that they are required to leave 6 spaces empty in front of the Thrift Shop and 10 spaces empty to allow our other Saturday activities to happen. See the parking map on the next page.

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We are working to get through the first hiccups and prevent further ones. We hope this tenant will prove to be a good addition to St. Mark's.

As always, please let us know if you have any questions or concerns. Janis handles the day-to-day activities, and the Wardens handle the contractual issues. That said, speak up if you have questions or problems so that they can be addressed quickly.

Lee Mericle, Senior Warden

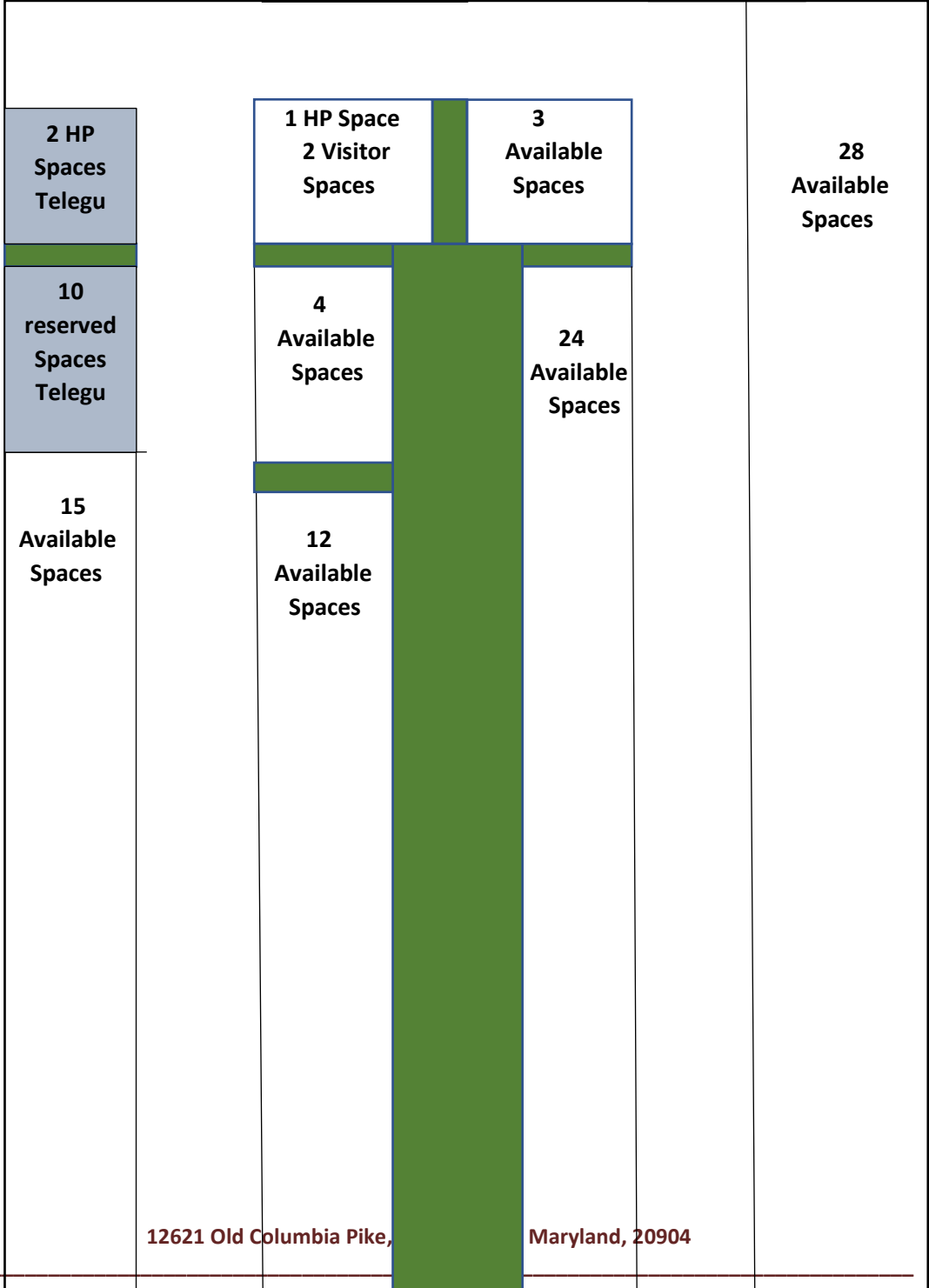
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18 reserved spaces
 3 available handicapped spaces
 94 available spaces

2 Handicapped Spaces

6 Thrift Shop Spaces
 6 Available Spaces



Audit Options for the 2020 and 2021 audits

As mentioned in the Senior Warden's report, the meeting with Michael Febrey and the St. Mark's staff (Christopher, wardens, administrative staff) on November 5 to talk about what records can be moved to digital-only storage went very well.

We also talked about audit options, since we will need to audit both the 2020 finances and the 2021 finances once we get into 2022. (Which is astoundingly soon). His suggestion was to do a "compilation" for 2020, in which he would review the finances but not in great depth, but just looking for areas that seem to be significant problems. He would then do a full audit for 2021, which would find any problems that linger after the efforts by the FOC and former Treasurer and Administrative Assistant to correct problems and deficiencies found from before 2018.

His price for the 2020 compilation would be \$3,000 and \$6,000 for the 2021 full audit. Note that our previous auditor charged \$6,000 for each year's audit. The staff and FOC recommend that we request permission from the Diocese to perform the compilation for 2020 (instead of a full audit) and ask Mr. Febrey to do that and our 2021 full audit. With the Vestry's permission I will request the permission from the Diocese for the 2020 compilation.

Lee Mericle, Senior Warden

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2022 Budget – first draft

A copy of the initial cut at the 2022 Budget has been/will be distributed to the vestry on Monday morning, November 29. At this point the Vestry needs to be looking at the budgeted items AND the difference between total budgeted income at the bottom of the first page and total budgeted expenses at the bottom of the last page.

This budget includes all expenses shown on committee budget requests that were given to Ray Lee by November 5. It also includes 3% salary increases as recommended by the Diocese that take into account there was no increase last year.

Access to more realistic figures from 2021 (as opposed to 2020, when nothing was normal or realistic) has allowed us to fine-tune the budget better. For example, the amount budgeted for Christopher's pension plan assessment was an estimate. We now have exact figures to use to determine 2022 amounts.

You will, of course, notice that there is a large difference between income and expenses. It falls on the vestry to work on ways to lower that difference. Please take a close look and see what we need to do.

The FOC will look at the budget again at its December meeting. It will then come to the Vestry at the December meeting to ratify the budget. Let's see what we can do to get those ends to move a little closer. Thanks

Lee Mericle, Senior Warden

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Short-term rentals policies updates – Community and Non-Profit Groups

A subcommittee of the FOC has spent some time reviewing short-term/event rental policies. At the October vestry meeting policies and procedures for short-term rentals to the general public and to parishioners and tenants.

We are now working to finalize policies and procedures for the use of our facilities by community and non-profit groups. There are several issues to resolve:

1. Do we charge community non-profit groups and hourly rate for use of our facilities. This could be monthly board meetings, such as we currently host for the Calverton Swim Club or for AA, Boy Scouts, other Episcopal churches, etc.
2. If we are not going to charge them an hourly rate, what about if they want to use the kitchen. We say for our other rentals that use of the kitchen invokes a separate \$180 charge, basically because that's what MJS charges us for cleaning after a short-term event. Do we want to charge them if they serve a meal? What about coffee and donuts? Snacks?
3. Do we charge them an opening and closing fee? If we have to have Carlos do this we will have to pay him.
4. For groups requesting recurring use of the space, say for a monthly meeting, do we need to charge a security deposit?
5. When does a community group event turn into a short-term event billed at regular short-term rates with a security deposit, requirement for MCPD security after 7:00 pm, etc.?

We need to answer these questions to get this group of possible rentals finalized. Thanks

Lee Mericle, Senior Warden

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