



St. Mark's Church

Episcopal-Anglican

St. Mark's Vestry Meeting Materials, December 28, 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 Agenda – December 28, 2021, 7:30 pm

A. OPENING

1. Opening Prayer
2. Acceptance of the meeting agenda
3. Review and approval of the minutes from the November 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. 2022 Budget – second draft
2. Short-term rentals policies update – Community and Non-Profit groups

D. NEW BUSINESS

1. Rector's Contract
2. Resignation of Treasurer

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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3. Proposed Bylaws Updates

E. ADDITIONAL MATTERS

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

F. CLOSING PRAYER

Calendar for January - February 2022

- Tuesday, January 4 – Communications Committee Meeting – 7:30 pm
- Tuesday, January 18 – FOC Meeting – 7:30 pm
- Tuesday, January 25 – Vestry Meeting – 7:30 pm
- Tuesday, February 1 – Communications Committee Meeting – 7:30 pm
- **Sunday, February 13 – St. Mark's Annual Meeting – 11:30 am**
- Tuesday, February 15 – FOC Meeting – 7:30 pm
- Tuesday, February 22 – Vestry Meeting – 7:30 pm

Weekly Meetings

- Sundays – in-person services at 8:00 and 10:30 am
- Sundays at 9:05 am – Adult Ed
- Thursdays – Choir practice, 7:30 pm

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Vestry Meeting Minutes, November 30, 2021, 7:30 pm - Draft

A. OPENING

Vestry members attending were Rev. Christopher Wilkins, Lee Mericle, Rosanne Tingley, Erwin Avila, Samuel Ayodele, Laura Robey, Lucy Fernandez, Jose Fernandez, 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, November 26, 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:
At 7:35 p.m. Rev. Wilkins opened the meeting with prayer.
- b. Acceptance of the meeting agenda:
A motion was made by Lee Mericle and seconded by Laurie Robey “to accept the agenda.” The motion carried.
- c. Review and approval of the minutes from the October 26, 2021, vestry meeting: A motion was made by Lee Mericle and seconded by Rosanne Tingley to accept the minutes with corrections to the New Business Section D – it should read “Lee”, not “Janis” will call the Diocese. The motion carried.

B. REPORTS

- a. Officers' Reports
 - e. Report from the Priest-In-Charge:
Rev. Wilkins discussed how to convert an area of the church to allow the children and parents so that they could be able to enjoy the service together.
 - f. Report from the Senior Warden:
Lee added that the office staff is attempting to have coverage in the office from 10:00 a.m. – 2:00 p.m. on Monday, Tuesday, Wednesday, and Friday.
 - g. Report from the Junior Warden:
No questions or concerns.
 - h. Report from the Treasurer:

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

b. Vestry Liaison Reports

i. Buildings and Grounds:

Janis added that VAS is interested in the option of being able to have the doorbell ring in the back office so that they can let their clients into the building. St. Mark's will continue to work with VAS to see what solution can be made to help fix this issue.

Janis will be training the EOTC Church ladies on how to use the stove on Thursday, December 2, 2021, at 5 p.m.

It was suggested that St. Mark's give the cleaning staff a Christmas Bonus. This suggestion will be proposed at the FOC meeting.

The bell is finished, the plaque has been installed. The project is complete. The brick was whitewashed, and the rope has been changed so that it will withstand the weather.

ii. Christian Formation and Education:

No questions or concerns.

iii. Communications:

Rosanne asked all vestry members to please log into Realm to see if they can easily access the information they need to get to. The vestry would like Parishioners to use realm more so that they will always have access to their financial records.

iv. Development:

No questions or concerns.

v. Evangelism:

Janis has found a company that would build a pole for the sign that was already purchased. Committee needs to decide on the material they want to use and send the measurements to the company then they will get a proposal from them to see what the cost would be.

vi. Fellowship:

Fellowship was not able to have a committee meeting, therefore they were not able to coordinate the Annual Advent dinner.

vii. FOC:

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Lee made a motion that was seconded by Rosanne "that the amount of the donation to the Diocesan Hunger Fund be whatever is needed to cover the December grant shortfall, but not to exceed \$2,500." The motion carried.

Also, on page 2 of the FOC Report it should read that the pledge to the diocese has increased to from \$6,000 to \$10,000 in the 2022 budget.

- viii. Outreach:
No questions or concerns.

- ix. Pastoral Care:
Three Pastoral Care calls were done since last meeting.

- x. Stewardship:
More pledges have been made since the last report.

- xi. Thrift Shop:
The Thrift Shop was open two Saturdays in November. A modest profit was made. The special bag sales will probably end at the beginning of the year.

- xii. Worship (included in PIC Report)

C. OLD BUSINESS

- a. Second Strategic Ministries Review and current status:

Lee asked if there were any questions concerning the template sent by the Diocese for the Letter of Agreement for the Rector. Rev. Wilkins stated that the template is designed to be changed, so if there is certain wording that St. Mark's doesn't agree with, it can be changed to fit St. Mark's needs. Also, there was some discussion about what an appropriate sabbatical time for clergy would be and when it should start.

- b. New Tenant – EOTC Congregation:

Lee wanted to make sure that the vestry members know when the EOTC Congregation is scheduled to be in the building, and how things are currently working out. She included the portion of the EOTC contract that shows their rates and the times they would be using the facilities.

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D. NEW BUSINESS

a. Audit Options for the 2020 and 2021 audits:

A motion was made by Lee and seconded by Laurie "for the vestry to follow the recommendation of the FOC to hire Mr. Michael Febrey to perform a 2020 compilation (in lieu of an audit) and a 2021 full audit in 2022, at the total cost of \$9,000 (\$3,000 for the 2020 compilation and \$6,000 for the 2021 full audit)." The motion carried.

b. 2022 Budget – First draft:

A copy of the first draft of the 2022 budget was included in the vestry packet. The actual budget will not be voted on until the January meeting.

c. Short-term rental policies update – Community and Non-Profit groups:

A motion was made by Lee and seconded by Laurie that the vestry authorize the subcommittee that was put together by the FOC to make the final decision on short term rental policies update/Community and Non-Profit groups without further vestry input. Motion carried.

E. ADDITIONAL MATTERS

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

1. Rosanne explained the vestry positions that are open and gave the names of the vestry slate. Also, we need to include a delegate.

F. CLOSING PRAYER

A motion was made by Samuel, seconded by Lee that the meeting be adjourned. The motion carried.

The meeting was closed in prayer by Rev. Wilkins at 9:54 p.m.

Priest in Charge Report

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. We will have a Family Eucharist and a Festival Eucharist on Christmas Eve, our regular 8:00 Sunday service on 1st Christmas, and Lessons and Carols for the 10:30 service that day.

After the second service on 12/19/21, we held a blessing of the St. Mark's-Old Paint Chapel Memorial Bell installation and Memorial Bench. The designers and builders of the installation were present for it, and we are most grateful to them and to all who made this memorial happen.

We need to address as soon as practicable the challenges presented by acoustics in the sanctuary. In several locations in the nave, it can be difficult to hear, or hear clearly, what someone is saying from the lectern, pulpit, or altar. We attempted to address this issue in the fall, but were not as successful as would have been ideal. It is not clear whether the sound system adequately compensates for these challenges.

Services at Riderwood continue. I will serve there on three Wednesdays in January, when Rev. Brown-Nolan will not be able to serve. The plan is to have music again at the Riderwood services starting next month.

There are bags of appropriate things for children to play with, and snacks in individual packs, available for families to pick up at the back of the narthex before each service.

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.

Bible Study: Sunday morning Bible study will resume on Epiphany Sunday, January 9, 2022. Topics will include the Infancy Gospels (New Testament-era texts regarding the childhoods of Jesus and Mary) and then resume its study of Tales from the Pentateuch and Women in the Bible. The program runs from 9:05 – 10:05 am in person and via Zoom.

Stewardship, Outreach, Formation, and Development: It will be important for lay leaders, and myself if and as appropriate, to address carefully the relatively slow progress of pledge commitments for 2022. Pledges received in 2021 show a significant and growing level of commitment to the life and ministries of St. Mark's.

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I will work with parishioners as appropriate in 2022 to plan, cultivate, and deliver additional outreach, formation, and development projects to address emergent needs and opportunities in the parish and the community.

2nd PIC Ministry Period Responsibilities: We have reached the end of this period, and together have fulfilled its responsibilities to the best of our ability. With the concurrence of the chancellor and pertinent diocesan officials, the wardens and I completed a Letter of Agreement earlier this month that specifies my call as rector of this parish. It now awaits the bishop's signature.

I will take the last three days of the year as personal leave, to spend some time with my family over the holidays.

I remain grateful for the opportunity to minister to this parish and its community.

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.

Rector's Contract

With the Vestry's concurrence that St. Mark's should call The Rev. Dr. Christopher Wilkins as our next Rector, the process was started and completed with the Diocese to finalize his contract. The Diocese also required us to submit a resolution on what portion of his annual salary will be designated as his housing allowance. This is something that he is required to provide to us. As in the past, the resolution will be presented at the January vestry meeting for approval.

Staff Performance Reviews

A performance review was performed for Joyce for the period January 2020 to December 2021 by me, Rosanne, and Christopher. As we conveyed to Joyce, her performance has been very good and very helpful. The number of tasks and associated technologies that she has assumed over the past two years has been significant and she does them well.

A performance review was performed for Janis for the period October 15 to December 2021 by me, Rosanne, and Christopher. Her work to date has been exemplary and very helpful. We discussed the fact that there are additional duties we would like her to take on but that the 30 hour per week established by her Letter of Agreement makes that difficult.

Communications Committee

The Communications Committee did not meet in December.

Short-term Rental Policies

Policies and prices for community and non-profit groups have been finalized. See separate item under New Business.

2022 Budget

As noted in the FOC liaison's report, the proposed 2022 budget was reviewed at the December 21 FOC meeting for the second time. The current number of pledges received is disappointing. Various line items in the budget were tweaked based on new information.

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Tenant Update

The Telegu congregation has signed a contract to continue with us in 2022 at \$850 per month. This is a \$50 increase per month.

Greening of the Church

Turnout for the Greening was very good and we were able to decorate the church beautifully in a reasonable amount of time with everyone's help.

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Report from the Junior Warden
December 28, 2021 Vestry Meeting
Jr Warden's Report

FOC committee

See the FOC Liaison Report for December 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 am using both Realm and google drive to store exception timesheets and the time log spreadsheet. Realm is fine for storing files, but it does not allow for regular edits.

2022 Pledge Campaign

The 2022 pledge campaign is underway. While we started out well and getting a lot pledges early, we have not increased the total pledge amount in several weeks. Part of the problem might be that we have not had a stewardship committee this year. We need to have an active stewardship committee in the future.

2022 Budget

I submitted expenses for 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.

Counters

Overall the counting system is doing fine. We continue to count on some Sundays and some weekdays, whichever is convenient.

There was an issue with counting. A rental check was applied to the wrong renter and caused significant issues for a couple of months. The issue will be addressed with the counters.

Our new Rector LOA

Lee and I met with Rev. Christopher to work through the letter of agreement to call Rev. Christopher Wilkins as our Rector starting January 1, 2022. Chuck Smith, St. Mark's counsel,

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reviewed the document, as did church house. Kathleen Hall with church house, helped us finalized the LOA.

End of Year Reviews for the Staff

The wardens and Rev. Christopher held year end reviews for Joyce and Janice. We have been very pleased with the work that both Joyce and Janis are doing. We look forward to working with both of them in 2022.

Report from the Treasurer

November 2021 Treasurer's Report, covering the October 2021 'Statement of Position' and 'Statement of Activities and Budget Performance' reports, which have been provided for your review.

This statement will be blissfully short and sweet. I'll draw your attention to page 4 of the "Statements of Activities Budget Performance." You will see under "Net Ordinary Income" that we are "in the black" by about \$6,000 this month. You'll also see, reading across the "Net Ordinary Income" line, to where it says "Year to Date" that we anticipated being "in the red" by a considerable amount of money by this time this year. (See "Year to Date Budget.") We're doing well.

Yours in Christ,

Wendy Steward

treasurer@stmarks-silverspring.org

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Buildings and Grounds Liaison Report

Building and Grounds Update
December 23, 2021
Janis Smith - Parish Administrator

MAINTENANCE AND REPAIR SERVICES:

The grand piano in the church was tuned earlier this week.

On December 14, we experienced some flooding in the Parish Hall. After an emergency visit by Magnolia Plumbing, it was determined that the source of the water was not the plumbing, pipes, or water heater, but water that had seeped up through the floor tiles. This occurred in one area of the Hall only, however, further diagnostics and repair will require having the floor tiles removed in the area where the flooding began. There is water damage to one row of tiles, and that will be the location where we begin the project. I will schedule this for after the first of the year.

KITCHEN APPLIANCES:

Patches of ice forming in the new freezer were caused by a blockage in the water drain connected to the appliance. The problem has been fixed and the freezer will have to be turned off for a day or two to melt the ice that formed inside. I will do this (and clean up the mess) during the week between Christmas and New Year's Eve.

EXTERMINATION:

Kolley's Exterminator visits monthly. This month, they found no evidence of rodents (and bait was still in place) and treatments for bugs has helped tremendously. Should anyone notice ants, beetles, roaches, etc. in any area of the facilities, please let me know so that I can have it treated.

FACILITIES USE:

The Ethiopian Orthodox congregation, "EOTC," that uses the Parish Hall on Saturdays from 2:00 am to 1:30 pm and the Trailer on Wednesday and Friday from 4pm to 8pm for youth group activities and on Saturdays from 2am to 4pm, has settled in well and has been trained on the proper use of the stove. They are doing some cooking and warming (using the stove top only) on Saturdays.

There are currently no event bookings on the calendar, but I have just received a request for a quote for a late afternoon birthday on February 5, 2022. This inquiry came from a non-parishioner and I have already followed up to get the details I need to send her an estimate.

CLEANING SERVICES:

No issues to report with MJS Cleaning Services.

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Laurie reported that the bell was dedicated on Dec. 19. It's DONE! Although, I do plan on having a dedicated on.... plaque made.

Christian Formation and Education Liaison Report

No report received.

Communications Committee Liaison Report

The Communications Committee did not meet in December.

Development Committee Liaison Report

Nothing to report.

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Evangelism Committee Liaison Report

The pole and bracket search for our Episcopal Church Welcomes You sign will continue in January. The most recent vendor requires pictures of our sign, not just measurements to see if they can accommodate us.

I have not yet started sending out cards and should be able to start writing them the end of December or beginning of January. It is my hope to have a meeting in January to discuss a few details regarding the cards, and rocker placement in the church for parents with small children. November and December are not good months to try and set up a meeting around coffee hour.

We have been setting out children's books, snacks, and water for children during our 10:30 service. They will be set out for both services on Christmas Eve.

Since the start of COVID, we have not handed out the little welcome bags. With the latest variant, it may not be the right time to start that up again. This is another item for discussion in the January meeting.

Gail Soulea

Fellowship Committee Liaison Report

The Fellowship Committee met on Wednesday, December 8. Six committee members and Rev. Wilkens were in attendance. The committee budget for 2022 was reviewed and updated. The calendar of events for the year was discussed. Pamela Gibson compiled the Fellowship Committee Calendar and submitted it to church leadership. Plans for Mardi Gras were set in motion. The committee members committed to meeting on a regular basis to plan and carry out the events outlined on the calendar.

Charlene Cooper Langley

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FOC Liaison Report

December 2021 Vestry Meeting

1. The FOC reviewed the November Financials. The details are available in the Treasurer's Report.
2. Lee and Rosanne are working on a new draft of the FPPM to cover rental agreements.
3. Facilities Rental
 - The committee discussed that Telegu has not paid their October rent nor the late fees. They claim they paid the rental amount, but cannot produce a canceled check. (This issue has been resolved as of 12/22/21)
6. There are no updates on the VAS doorbell issue.
7. Kitchen appliances upgrades are complete. We still need a fire suppression system above the deep fryer.
8. Rev. Christopher's SECA payment will be made in one lump sum at the end of the tax year. This seems to be the best choice for all involved.
9. Rev. Christopher discussed the need to include HVAC costs for the 2022 planned expenses.
10. Wendy wants St. Mark's to look into a sound system that can solve the acoustic issue in the sanctuary.
11. The Committee discussed the problem with the debit card. There was an overdraft issue and the bank shut down the card. Wendy has been tasked with looking into St. Mark's obtaining a credit card rather than using a debit card.

Stewardship and budget planning for 2022

The FOC reviewed another draft of the 2022 budget.

1. The current draft budget contains a \$25.4K shortage between income and expenditures, but includes moving \$300K from our investment accounts.
2. There are 22 pledgers for a total of around \$86K. This amount has stayed the same for several weeks.
3. We are anticipating that VAS will start up its day care sometime between April and July of 2022. We expect a significant increase in rental income from this.

Respectfully submitted by,
Rosanne Tingley
Vestry Liaison

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Outreach Committee Liaison Report

Outreach (Paul Walton) reports that St. Mark's compassion and generosity again steps up. The Angel Tree was a great success. All the requests by the four families were answered. Well done to all that participated to make this happen.

After the new year, we will work to add members to the Outreach Committee and begin planning for the coming year. If anyone is interested in becoming a member of the Outreach Committee they should contact Paul or Christopher.

From Paul a Merry Christmas and a Happy New Year to all.

Gail Soulea

Pastoral Care Committee Liaison Report

I did one Pastoral care this month.

Laura Robey

Stewardship Committee Liaison Report

No report received

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Thrift Shop Liaison Report

Thrift shop is now open every Saturday. Thank you for all that have volunteered. We still need more volunteers to substitute as needed or to have a longer rotation. We have one volunteer twice a month (Wendy, you know who you are) and I am sure she would like an occasional break.

Worship Committee Liaison Report

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

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Short-Term Rentals – Community and Non-Profit Groups

Here is the first page of the reservation application for Community and Non-Profit Groups. This shows what fees would apply in certain cases and what fees are waived.

Application Date: _____ Taken by: _____

Applicant/Organization Name: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Email address: _____

Date(s) Requested: _____ Type of function: _____

Will beer and/or wine be present during this function? ____ Yes ____ No (hard liquor is prohibited)

Special Notes: _____

Applicant's Initials

Number of attendees: _____ **Must not exceed capacity limits shown below** _____

Time in **to set up**: _____ Time out **after cleanup**: _____ Total hours _____
Time out must be **no later than 12 midnight** _____

Space(s) requested:

_____ Parish Hall – capacity 180 seated; 230 standing; \$150 per hour \$ no charge _____

_____ Kitchen – bringing in **any food or drink** requires \$180 kitchen fee \$ _____

_____ Classroom – capacity 20; \$35 per hour \$ no charge _____

_____ Trailer – capacity 50; \$50 per hour \$ no charge _____

Opening and Closing fee (\$50 opening/\$50 closing) – applies to **each meeting/event date** where an approved St. Mark's parishioner is **not** available to open and close \$ _____ \$100 _____

Security deposit – WAIVED if no other fees apply and there will be no more than 50 attendees. \$ _____ \$300 _____

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