



# St. Mark's Church

Episcopal-Anglican

<https://stmarks-silverspring.org>

## Vestry Meeting Minutes, October 26, 2021, 7:30 pm

### 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.

d. Report from the Treasurer:

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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:

Development committee did not receive the Diocesan grant.

e. Evangelism:

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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.

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.

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**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.

Lee 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.

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.

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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.

### **Calendar for November and December, 2021**

- Sunday, November 14 – Commitment Sunday
- Tuesday, November 16 – FOC Meeting – 7:30 pm
- Tuesday, November 23 – Vestry Meeting – 7:30 pm
- Wednesday, November 24 – Thanksgiving Eve service
- Sunday, November 28 – First Sunday of Advent
- Tuesday, December 7 – Communications Committee Meeting – 7:30 pm
- Sunday, December 19 – Greening of the Church
- Tuesday, December 21 – FOC Meeting – 7:30 pm
- Saturday, December 24 – Christmas Eve service
- Tuesday, December 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
- Thursdays – Choir practice, 7:30 pm

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