



St. Mark's Church

Episcopal-Anglican

St. Mark's Vestry Meeting Materials, January 25, 2022

Contents

Vestry Meeting Agenda – January 25, 2021, 7:30 pm.....	3
Vestry Meeting Minutes, December 28, 2021, 7:30 pm - Draft.....	5
Priest in Charge Report.....	9
Report from the Senior Warden.....	11
Report from the Junior Warden	12
Report from the Treasurer	13
Buildings and Grounds Liaison Report.....	14
Christian Formation and Education Liaison Report.....	15
Communications Committee Liaison Report.....	15
Development Committee Liaison Report	18
Evangelism Committee Liaison Report.....	18
Fellowship Committee Liaison Report.....	18
FOC Liaison Report	19
Outreach Committee Liaison Report.....	20
Pastoral Care Committee Liaison Report	20
Stewardship Committee Liaison Report.....	20
Thrift Shop Liaison Report	21
Worship Committee Liaison Report	21

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

Phone (301)622 5860 * FAX (301)622 5861 * email : office@STMARKS-SILVERSPRING.ORG

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

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

Phone (301) 622-5860 * FAX (240) 560-6613 * email: office@STMARKS-SILVERSPRING.ORG

Vestry Meeting Agenda – January 25, 2021, 7:30 pm

A. OPENING

1. Opening Prayer
2. Acceptance of the meeting agenda
3. Review and approval of the minutes from the December 28, 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

C. OLD BUSINESS

1. 2022 Budget – Final from FOC
2. Current Covid Precautions

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.

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

D. NEW BUSINESS

1. Rector's Housing Allowance
2. Annual Meeting – nominees, voting
3. Interim Treasurer

E. ADDITIONAL MATTERS

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

F. CLOSING PRAYER

Calendar for February - March 2022

- Saturday, January 29 – Diocesan Convention
- 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
- Tuesday, March 1 – Communications Committee Meeting – 7:30 pm
- Wednesday, March 2 – Ash Wednesday
- Sunday, March 13 – Daylight Saving Time starts – “Spring forward”
- Tuesday, March 15 – FOC Meeting – 7:30 pm
- Tuesday, March 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

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

Phone (301) 622-5860 * FAX (240) 560-6613 * email: office@STMARKS-SILVERSPRING.ORG

Vestry Meeting Minutes, December 28, 2021, 7:30 pm - Draft

A. OPENING

Vestry members attending were Lee Mericle, Rosanne Tingley, Samuel Ayodele, Laura Robey, Lucy Fernandez, Jose Fernandez, Charlene Langley, Gail Soulea and Janis Smith - Parish Administrator.

All information for this meeting was sent to the Vestry members on Thursday, December 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 7:33 p.m. Gail Soulea opened the meeting with prayer. Lee Mericle – Senior warden presided over the meeting in absence of Rev. Wilkins - Priest-In-Charge who was on vacation.
2. Acceptance of the meeting agenda:
A motion was made by Gail Soulea and seconded by Samuel Ayodele “to accept the agenda.” The motion carried.
3. Review and approval of the minutes from the November 30, 2021, vestry meeting. A motion was made by Laura Robey and seconded by Rosanne Tingley to accept the minutes 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:
No questions or concerns.
 - g. Report from the Junior Warden:
On page 14, Janis' name needs to be changed. Correct spelling should be Janis.
 - h. Report from the Treasurer:
A motion was made by Rosanne and seconded by Lucy that the treasurer's report be accepted. The motion carried.

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

5. Vestry Liaison Reports

a. Buildings and Grounds:

The question was asked if the church had a flood rider included in their insurance plan. Janis will check on this and email the vestry when she finds out the answer. Janis stated that when the sprinkler system malfunctioned, the insurance policy did cover some of the cost of the repairs. However, she doesn't know if damage to the church from a natural flood would be covered.

b. Christian Formation and Education:

No questions or concerns.

c. Communications:

The communications committee did not have a meeting, so there was nothing to report.

d. Development:

No questions or concerns.

e. Evangelism:

Gail stated that she has stopped putting out the books and snacks for the children because there are no children coming to service right now. She would like to send out track books to members who are not able to come to church. She will address this at the evangelism committee meeting in January 2022.

f. Fellowship:

The committee has submitted a calendar with a list of events for the year. Mardi Gras is the first event. If Covid cases still increase they realize the event may need to be cancelled. In working with vendors, they have been asking them when would be the last day that they could cancel them without paying a penalty. Masks will be required, and proof of vaccination to attend the event.

g. FOC:

St. Mark's is still trying to find a solution to the doorbell problem with VAS.

h. Outreach:

No questions or concerns.

i. Pastoral Care:

No questions or concerns.

j. Stewardship:

No questions or concerns.

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

- k. Thrift Shop:
No questions or concerns.

- l. Worship (included in PIC Report)

C. OLD BUSINESS

- 6. 2022 Budget – second draft: Lee pointed out that to balance the budget, the transfer from the investment account would be \$300,000 a year, which is up \$6,000 from the current budget. St. Mark's is making strides in increasing income from tenants and short-term rentals. More information may need to be shared with parishioners so that they'll know how the money that they pledge is used in the upkeep of the church. Stewardship needs to be ongoing.

- 7. Short-term rentals policies update – Community and Non-Profit groups: The form is finalized. Community and non-profit groups will not be charged unless they bring in food. Also, if Carlos has to open and close.

D. NEW BUSINESS

- 8. Rector's Contract:
Bishop Mariann has signed off on the Rector's contract, therefore, as of January 1, 2022, Rev. Christopher Wilkins will be St. Mark's new rector.

- 9. Resignation of Treasurer: Wendy Steward has resigned from the treasurer's position. Lee asked the vestry to please help to find someone that they think would be a good fit for this position. A description of the treasurer's position was sent along with the vestry materials for this meeting.

- 10. Proposed Bylaws Updates:
 - 1. Clarifies employees of St. Mark's, with the exception of the Rector or priest-in-charge, are not eligible to serve as voting members of the Vestry.

 - 2. Specifies how motions and resolutions are handled in meetings other than actual meetings (in-person, hybrid, electronic). In other words, this would be for voting via something like email. Based on the Diocesan Canons concerning the conduct of vestry meetings electronically. (Canon 47, Section 4705(h)(6)(B)(ii).

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

3. Prohibits voting where a conflict of interest may arise.

E. ADDITIONAL MATTERS

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

1. Due to the recent Covid outbreak KN-95 mask will be offered to parishioners at worship services, coffee hour will not be held during the month of January. Also, the thrift shop will be closed during the month of January.

F. CLOSING PRAYER

The meeting was closed in prayer by Rosanne at 8:49p.m.

Priest in Charge Report

Rector's Report, January 2022

Worship: Our two services on Sundays at St. Mark's and Wednesdays at Riderwood continue. So does live-streaming and recording of the 10:30 am Sunday service, thanks to our dedicated staff and crew. Having more members on that crew would help avert such technical glitches as happened on 1/2/22 to prevent video recording of the service. Attendance is steady, consistent, and at times enthused, though with some interruption this month owing to Covid-case spikes in the area and among parishioners. Enhanced disease mitigation measures appear to have been effective in preventing in-person church activities from facilitating the spread of disease.

I will continue taking the *Riderwood* Eucharists through mid-March, while Rev. Brown-Nolan recuperates from foot surgery. Signing is not allowed there yet, which makes the lovely music we have in worship at St. Mark's all the more meaningful.

Sound Issues: As noted last month, we need to address as soon as practicable the challenges presented by acoustics in the sanctuary. Paul Walton and I have been working to make the sound system operate without causing reverb, though those efforts have not met as-yet with complete success.

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. Adding to them a range of age-appropriate liturgical materials for use in church and at home by families might be helpful as well.

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, blending 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* paused this month owing to Covid-case spikes. I hope to resume as of Sunday, January 23, 2022. Topics will include the Infancy Gospels (New Testament-era texts regarding the childhoods of Jesus and Mary) and then resume the study of Tales from the Pentateuch and Women in the Bible. The program will run from 9:05 – 10:05 am in person and via Zoom.

Interest has been expressed to begin a *formation program* suitable for the parish children and their families. An ideal program would leverage the strengths of a small parish in which most members have come to know and trust each other fairly well over the years. One possible format would move Christian Education away from a classroom model and into one in which families with clergy guidance

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

engage with one another in primarily home-based formation, prayer, and service activities. These could be in online, in-person, or hybrid formats. One example has 3-4 family units work as a small group for 4-6 weeks on age-appropriate programs and then share the results with the church. The program can be repeated with the same groups and/or with news ones focusing on different initiatives periodically throughout the year.

Resources to explore for congregational growth and development initiatives include:

EDOW's School for Christian Faith and Leadership. To learn more, visit:
<https://edow.org/congregational-resources/school-for-christian-faith-and-leadership/>

Trinity Wall Street Leadership Development programs: To learn more, visit:
<https://trinitywallstreet.org/grants-partners>

EDOW's Tending Our Soil Initiative: Applications for the next cycle are due on 3/1/22. I encourage us to apply to participate in this initiative during this cycle. To learn more, visit:
<https://edow.org/congregational-resources/tending-our-soil/>

Stewardship is doing fairly well, all things considered. Parishioners support the church and its ministries, give generously, and, when they get involved, really get involved.

Service (Evangelism & Outreach): nice ideas bubble up here

Areas for Development: Church acoustics, pew restoration, roof repair, and Green Church initiatives.

Most Episcopal churches, if not most churches, are facing difficulties in returning participation and engagement to pre-pandemic levels. It is the core members and leaders of these churches who ensure they survive and will be needed to help them grow and flourish. It is likely that churches will never be quite the same as they were; we hope that we will make them better, nimbler, and both more necessary and less stressful components of people's lives.

Blessings, Rev. Christopher

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. With the continued emphasis on remote work where possible, due to Covid, these meetings help us keep in touch and know what's going on. The meetings include Christopher, Rosanne, Janis, Joyce and me.

Rector's Housing Allowance

Every year the housing allowance portion of the Rector's salary must be approved by the vestry, which we do in January. We will submit this for approval at the January vestry meeting.

Staff Performance Reviews

A performance review for Don is still pending.

Communications Committee

The Communications Committee met in January and the report is part of the vestry materials.

Short-term Rental Policies

The subcommittee reviewing these policies is now looking at the excellent info submitted by Christopher.

2022 Budget

Various line items in the budget were tweaked at the January 18 FOC meeting based on new information. The budget will be submitted at the January Vestry meeting for review and approval.

2022 Annual Meeting

Work on the Annual Meeting Report is in high gear and all reports should have been submitted to Joyce by Monday, January 24 (yesterday). Any vestry members who have not submitted their reports need to get them in as soon as possible.

At last year's annual meeting we used Election Buddy for online voting. Not sure how successful that was. The Diocese will be using a different system (VPoll) for Diocesan Convention, which is Saturday, January 29. It is probably worth seeing if that works better than election buddy.

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

Report from the Junior Warden

FOC committee

See the FOC Liaison Report for January FOC meeting.

Annual Meeting Preparation

I have been working on the Junior Warden report and the treasurer's report for the 2022 Annual meeting

Assistant Treasurer/Interim 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.

Temporarily, in the future, I will be handling treasurer duties until we obtain a permanent treasurer.

2022 Pledge Campaign

Parishioners can still pledge for 2022. As of mid-January 2022, the 2022 pledge amount has exceeded our pledge total for 2021.

Counters

Over all the counting system is working well. We continue to count on some Sundays and some weekdays, whichever is convenient. We have lost two counters temporarily due to health issues.

We need a new counter chair and a few more counters.

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

Phone (301) 622-5860 * FAX (240) 560-6613 * email: office@STMARKS-SILVERSPRING.ORG

Report from the Treasurer

Quarterly Financial Review – Kathleen Counts presented her quarterly financial review of St. Mark's investment funds. Our funds exceeded market expectations. Kathleen also presented us with her plan for 2022. She reviewed the pluses and minuses of our funds for the coming year.

- Kathleen is anticipating a 3% interest rate increase in both March and May. For the bond funds, she will reduce the long-term investments and increase intermediate funds. For the variable bonds, she plans to reduce funds that will be affected negatively by the expected rate increases.
- Compounding the rate increases is 7% inflation. In Kathleen's estimation the driver for inflation is a work force shortage. For 2022 she is anticipating a 5.5% inflation rate and 4.4% for 2023.
- In general, our funds are well positioned. We need to be proactive with our fixed income. Our stock holdings include Google, Amazon, Disney, J&J.

December Financial Performance Highlights: *Statement of Position* and *Statement of Activities and Budget Performance* reports have been provided for your review. St. Mark's ended the month of December with \$18,473 in our combined bank accounts, and \$1,589 million in our investment accounts. We again transferred \$20,000 from investments to pay for operating expenses. Total income for December was 114.2% and for the year it was 107.8%

- Pledge income exceeded the amount budgeted to come in at 121.6% of budget. Plate was 165.7% over the budgeted amount.
 - Both VAS and Telegu helped to bring rental income that exceeded our budgeted amounts.
 - In general utilities came in under budget at 59.2%. The amount for water/solid waste (52096) should have been split with storm water mgmt. (52080). These payments to Montgomery County do not happen monthly. For the year we are only \$684 over budget for these two accounts.
- **2022 Pledge Update:** We now have 27 pledges totaling \$100,060. This compares to 31 pledges totaling \$95,480 for 2021.
 - **Treasurer Search:** We are searching for a treasurer. As the assistant treasurer I am proposing to be the interim treasurer until a suitable candidate is found.

Rosanne Tingley
Interim Treasurer

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

Phone (301) 622-5860 * FAX (240) 560-6613 * email: office@STMARKS-SILVERSPRING.ORG

Buildings and Grounds Liaison Report

Building and Grounds Update

January 20, 2022

Janis Smith - Parish Administrator

MAINTENANCE AND REPAIR SERVICES:

There has been no repeat whatsoever of the flooding in the Parish Hall. In order to identify the source of the water, the tiles will have to be removed. I have to caution that this will likely trigger a more extensive project to replace all of the flooring in the hall because we will not be able to match the aged tiles. If we can identify the source of the water, the repair would probably not be covered by insurance. We don't have a flood insurance rider for natural causes like an underground spring. If the problem is a cracked pipe or water line, insurance may cover some of our expenses, although I believe that a pipe issue is unlikely because we have not had any further leaks.

There is a small roof leak in the Parish Hall building, above the door to the office. This was believed to have been corrected last year but the issue persists and became evident with the first snowstorm this month. The contractor that repaired the flat roof will be coming out to inspect the area, as it may be covered by warranty.

FACILITIES USE:

There are currently no event bookings on the calendar. VAS does not have an opening date yet for their senior daycare center but has approached me about adding evening rentals to their lease; one for a youth dance class and the other for an adult ping pong game night. Each of the new groups would meet one evening a month. We will explore pricing and scheduling and I hope we can execute an addendum soon. Their current lease runs through the first quarter.

KITCHEN:

In anticipation of re-opening the senior daycare center and serving meals, VAS completed the kitchen certification process. St. Mark's kitchen passed inspection and is now a licensed food handling facility. This license will benefit not only VAS, but any caterer or commercial food preparer that may rent the kitchen.

CLEANING SERVICES:

No issues to report with MJS Cleaning Services and we are very happy with Ms. Raquel.

SNOW REMOVAL:

Design and Build, LLC has been plowing the parking lot, shoveling the walkways, and treating areas with salt. The agreement we had with them in 2021 has expired and I have requested a new contract.

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

Christian Formation and Education Liaison Report

All activities are on hold at this time. Nothing else to report.

-Erwin Avila

Communications Committee Liaison Report

Communications Committee Notes

January 4, 2022 7:40-9:09 pm

Attending: Ray Lee, Lee Mericle, Laura Robey, Janis Smith, Chuck Smith, Christopher Wilkins

A. Opening

1. Opening Prayer – Christopher prayed
2. Review November 2 meeting notes (the December meeting was postponed because there were not enough attendees, so no notes from December). Ray complimented the author of the November notes. Thanks Ray! No corrections for those notes.

B. Upcoming Annual Meeting

1. A mailing needs to go out next week, preferably by Wednesday January 12 to avoid it being confused with the Saturday email.
2. Goes by email to all who we have email addresses for, and snail mail for ones we don't
3. Needs to include a list of the Vestry nominees, the proposed bylaws update, and the notice of the time and place of the meeting. Rosanne had a draft of an announcement of the nominating committee's slate. She will send Lee an update.
4. We discussed including budget/pledge information in the mailing. Ray has data that shows the trend of pledges from 1991 to 2022. It includes the number of pledges and total amounts. We discussed including information on where the money goes, but decided to hold on that until the meeting. For Wednesday's meeting we'll use Ray's timeline, with something he writes up to go with the it. Laurie suggested that we ask people to bring their questions to the meeting.

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

At the annual meeting we should include charts showing income and expenses, and note that St. Mark's doesn't have debt, and assets and investments that have been generating approximately \$200K per year, a clean audit and full staff, including our Fifth Rector. Urge people to keep investing in what they've already been investing in.

5. Meeting Notice need to be posted on the doors 2 weeks before the meeting, which would be January 30.

C. St. Mark's Newsletter

1. St. Mark's Snapshot status – It will be included in the annual meeting mailing and contain an announcement on our Fifth Rector, have some pictures of the memorials as well as perhaps the vaccine clinic VAS ran, etc. Janis will have that to the committee by Friday.

D. Communication with Riderwood

1. Postcard letting folks know how to watch the live-streamed services – Lee STILL hasn't done this (still sorry)
2. Input from Riderwood folks on pledge campaign and Rector Call feedback – based on Christopher's November 10 visit. Christopher's visit in November was very good. He had a great time, and will be going back the next 3 weeks, so could pass on whatever we want to send to them. Sandy Pang would be the person to validate who should be on our list from Riderwood.
3. Christopher's Installation should include the Riderwood folks and clergy, whenever we have it. Hopefully it will be in a nice time of year.

E. Realm

1. For now we will just use it to record giving and as a membership list.

F. Stewardship

Additional communication efforts related to Stewardship. Nothing needs to go between now and the annual meeting other than what goes with January 12 notice. There should be additional information provided at the annual meeting. Christopher said that perhaps it needs to be more prominent in the announcements. Going forward we need to communicate to the parish that stewardship is about our ministries as well as our finances. Those ministries go on all year. Opportunities for people to do small discrete things that last for a finite period would probably be more successful.

G. New Tenants

1. We should let the congregation know about all of our tenants and when they're in the buildings. Best vehicle for that could be something at the annual meeting. We could also include spotlights on each in the monthly snapshot. What we present should show that we are being good stewards of the church facilities.

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

H. Volunteer Drive

1. Montgomery County volunteer opportunities postings – Janis reported that St. Mark's on the website but we haven't listed any projects yet. Projects have St. Mark's parishioners involved. Janis will put link to the county website on our website.

Ray suggested setting up a covid testing site at St. Mark's. The person who helped VAS set up their vaccine clinic might be able to help us do that. The county just opened a bunch more sites using the National Guard to staff them. Ray will talk to Paul about it, and include Gail with ideas.

Whatever we do needs more prominent announcing. The VAS clinic was attended by many people but very few from the community or St. Mark's. There was not much advance notice on that one. We really need at least two weeks advance notice if not more.

Speaking of volunteers, so far we have 3 volunteers to learn how to run the camera to record the services.

I. Social Activities

1. Mardi Gras will probably be the next thing. There was some interest in Bingo.

J. Other

1. Christopher brought up the issue of sound problems in the sanctuary. It is time to investigate the problems more seriously – both difficulties hearing and feedback from the equipment. Jim Forrest has experience in these issues and is a person to go to. Ray will call him. Duncan Munro looked into it quite a while ago, so it might be good to check with him as a way to bring him back.

As a medium term plan Christopher would like to get sounding boards created from trees from the cemetery. The sounding boards would go over the pulpit and lectern. We would need an engineer to come in and do studies and designs, and then someone who could build them. Christopher would like it to be a revenue neutral project by getting external funding.

2. Christopher asked if we need different messaging to mitigate pandemic dangers. Is there any more that he needs to say? People are masking and distancing at services. All masks will stay on during the service, including while speaking and singing. If folks are still not comfortable they should probably participate online until things calm down

Ray noted that at the cathedral service, which he watched online, participants removed masks when spoke. On the other hand, they didn't have a congregation. We do have the N95 masks available, individually wrapped in adult and child sizes. We'll just need to continue this until the current spike dies down.

Christopher offered a closing prayer

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

Phone (301) 622-5860 * FAX (240) 560-6613 * email: office@STMARKS-SILVERSPRING.ORG

Development Committee Liaison Report

The Strategic Development Committee did not meet in December. We have no pending grant applications and there's nothing to report.

Evangelism Committee Liaison Report

The pole and bracket search for our Episcopal Church Welcomes You sign continues and a very promising vendor has been located. The vendor requested a picture of our sign to see if they can accommodate us.

It was suggested that the Evangelism Committee has a meeting before we start sending out keeping in touch cards. A meeting will be organized as soon as we start having coffee hour.

We will return to setting out children's books, snacks, and water for children during our 10:30 service. This practice had been halted at the beginning of the Omicron surge when we were not seeing children in church.

Gail Soulea

Fellowship Committee Liaison Report

The Fellowship Committee met on Wednesday, January 12. The committee decided to cancel group events at this time due to the surge in COVID cases. There will be no coffee hour after the Annual Meeting on February 13; there will be no Mardi Gras celebration. The calendar will be revisited periodically. The plan is to have a fall event if circumstances have improved.

Charlene Langley

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

FOC Liaison Report

January 2022 Vestry Meeting

1. Our financial advisor, Kathleen Counts, presented the quarterly financial overview. St. Mark's investments are doing well and made returns above the market value of 9.5%. Long term investments increased 39%. Everything else was up 13%-16%.
2. Kathleen requested that we think about our plans for 2022 and 2023, so that we can give her a general direction for where St. Mark's would like to be, so that she can adjust our investments for the future.
3. The FOC reviewed the November Financials. The details are available in the Treasurer's Report.
4. There are no tenant rental issues at this time.
5. VAS/Ring System Doorbell: The issue is that office staff are frequently interrupted to let in VAS clients. Janis investigated ring systems for the parish hall doorbell. We are considering installing two systems, one for us and one for VAS. Office staff may still need to answer the door from time to time, but we will be able to see which ring system is being used. Lee will look into a wifi version that might be lower in cost.
6. Kitchen appliances upgrades are complete. St. Mark's kitchen passed the Montgomery County Inspection. The hood suppression system is not required, but it is recommended.
7. The auditor contract is still pending.
8. For the 2022 planned expenses, Janis suggested that we may want to add the parish hall floor issue to this list.
9. We received a large unexpected invoice for tree removal in the cemetery from Jeremiah's company. These costs date back to 2019 and 2020. Staff discussed with Jeremiah the importance of submitting invoices in real time.
10. The Committee is still discussing the debit vs credit card for paying small bills.
11. The committee discussed the issue of the sound in the sanctuary. Janis mentioned that there are grants for social and church programs, but very few if any for buildings and grounds.

Stewardship and budget planning for 2022

The FOC reviewed another draft of the 2022 budget.

1. The current draft budget still contains a shortage between income and expenditures, but includes moving \$270K from our investment accounts.
2. There are 27 pledgers for a total of around \$100K. This is an increase over 2021 pledges.
3. There was some discussion about rollover pledges. We believe that some pledgers believe their pledges from 2021 just roll over to 2022, if they do nothing. That is causing problems for budget preparation and for the counters.
4. There were some questions about aspects of the budget.

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

- a. Lee questioned why the worker's comp amount was blank. Janis provided an amount.
- b. The committee discussed the parish administrator's pension and whether we need to add costs for the last two months of 2021 to the 2022 budget.
- c. There was a long discussion about separating out the cleaning costs for events in order to track the feasibility of renting space for event rentals.
- d. The fellowship amount for 2022 is considerably higher than 2021. Costs for a Claggett weekend were included. We will remove the cost for the Mardi Gras dance, but there are still some unexplained costs.

Respectfully submitted by,
Rosanne Tingley
Vestry Liaison

Outreach Committee Liaison Report

Outreach (Paul Walton) reports that the Angel tree was a success. All the family requests were fulfilled. The Outreach Committee looks forward to helping out our community in 2022.

Gail Soulea

Pastoral Care Committee Liaison Report

Two pastoral calls were made this month.

Laura Robey

Stewardship Committee Liaison Report

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

No report received

Thrift Shop Liaison Report

The Thrift Shop is still temporarily closed- we need to discuss when to re-open.

Laura Robey

Worship Committee Liaison Report

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

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

Phone (301) 622-5860 * FAX (240) 560-6613 * email: office@STMARKS-SILVERSPRING.ORG