



# St. Mark's Church

Episcopal-Anglican

[www.stmarks-silverspring.org](http://www.stmarks-silverspring.org)

## St. Mark's Vestry Meeting Materials, February 22, 2022

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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 – February 22, 2021, 7:30 pm

### A. OPENING

#### Opening Prayer

1. Acceptance of the meeting agenda
2. Review and approval of the minutes from the January, 2021 vestry meeting

### B. REPORTS<sup>1</sup>

#### 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. Annual Meeting Summary, Comments
2. Covid precautions

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<sup>1</sup> 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. Bishop's Visitation Sunday March 6, 2022
2. Parochial Report
3. Staffing Changes
4. Vestry Liaison Roles and Assignments
5. St. Mark's Wish List

**E. ADDITIONAL MATTERS**

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

**F. CLOSING PRAYER**

**Calendar for March - April 2022**

- Tuesday, March 1 – Communications Committee Meeting – 7:30 pm
- **Wednesday, March 2 – Ash Wednesday**
- **Sunday, March 6 – Bishop's visitation**
- 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
- Tuesday, April 5 – Communications Committee Meeting – 7:30 pm
- **Sunday, April 10 – Palm Sunday**
- **Sunday, April 17 – Easter Sunday**
- Tuesday April 19 – FOC Meeting – 7:30 pm
- Tuesday, April 26 – 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, January 25, 2022, 7:30 pm - Draft

### A. OPENING

Vestry members attending were Rev. Christopher Wilkins, Lee Mericle, Rosanne Tingley, Samuel Ayodele, Erwin Avila, Laura Robey, Lucy Fernandez, Jose Fernandez, Charlene Langley, Gail Soulea and Janis Smith - Parish Administrator, Joyce Walker – Vestry Secretary.

All information for this meeting was sent to the Vestry members on Friday, January 22, 2022, so that everyone could read the information prior to the meeting. All the information in that mailing is attached to these minutes for the record and incorporated herein.

1. Opening Prayer:

At 7:30 p.m. Rev. Wilkins opened the meeting with prayer. A quorum was present.

2. Acceptance of the meeting agenda:

A motion was made by Lee Mericle and seconded by Laura Robey “to accept the agenda.”  
The motion carried.

3. Review and approval of the minutes from the December 28, 2021, vestry meeting. A motion was made by Lee Mericle and seconded by Laura Robey to accept the minutes as written.”

The motion carried.

### B. REPORTS

1. Officers' Reports

a. Report from the Priest-In-Charge:

Rev. Wilkins talked about the EDOW's “Tending our Soil” initiative. The vestry members felt like that this was not a good time for St. Mark's to take on this project because it would require a three-year commitment.

b. Report from the Senior Warden:

Lee discussed the annual meeting. She encouraged everyone to attend.

c. Report from the Junior Warden:

No questions or concerns.

d. Report from the Treasurer:

Rosanne discussed some of the information in her report which showed an increase in income. Pledge income exceeded the amount budgeted to come in at 121.6% of budget.

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Plate was 165.7% over the budgeted amount. Both VAS and Telegu helped to bring rental income that exceeded our budgeted amounts. Utilities also came in under budget.

Kathleen Counts came to the FOC meeting and gave them some information on what to expect on St. Mark's investments

Lee made a motion seconded by Lucy "to accept the treasurer's report as written."

The motion carried.

## 2. Vestry Liaison Reports

### a. Buildings and Grounds:

Janis said that Roof Works is coming on Friday, January 28, 2022, to inspect the roof to find out where the leak in the office is coming from.

Design and Build LLC is still doing snow removal for the church. A new contract still needs to be negotiated. They are still honoring the previous contracts rates until the new contract is signed.

### b. Christian Formation and Education:

Adult Christian Education was restarted on Sunday, January 23, 2022.

### c. Communications:

No questions or concerns.

### d. Development:

No questions or concerns.

### e. Evangelism:

Gail stated that she has begun to put out the snacks for the children again. She would like to send out the "Snap Shot" to members who are not able to come to church. She is waiting for someone to help her take a picture of the Episcopal sign so that she can send it to the vendor to get the brackets made to hold the sign.

### f. Fellowship:

The committee has suspended coffee hour due to increase in Covid cases. Mardi Gras was cancelled also. The committee would like to use the vendors that they had previously booked for Mardi Gras to serve at the fall dinner/dance that they are planning.

### g. FOC:

The committee will set up guidelines in the FPP manual concerning processing invoices within a timely manner so that vendors will not be able to present invoices for payment dated a year back.

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- h. Outreach:  
No questions or concerns.
- i. Pastoral Care:  
No questions or concerns.
- j. Stewardship:  
No questions or concerns.
- k. Thrift Shop:  
Due to the rise in Covid cases, the thrift shop is closed. The thrift shop will re-open when Laurie and the rest of the volunteers feel comfortable enough to reopen again based on CDC and state guidelines.
- l. Worship (included in PIC Report)

### **C. OLD BUSINESS**

#### 1. 2022 Budget – Final from FOC:

Lee made a motion seconded by Laurie “to accept the final 2022 budget.” Rev. Wilkins (Rector) abstained from voting. The motion carried.

Lee stated that money would still need to be transferred from the investment account into the operating account if needed during the year. The vestry is thankful for the time and the effort that Ray, and the committee put in to completing this budget.

#### 2. Current Covid Precautions:

The vestry talked about guidelines to use when reinstating coffee hour. It was decided that the vestry would follow the guidelines of the CDC, Bishop Marianne, State and when the parishioners felt safe to resume coffee hour.

### **D. NEW BUSINESS**

#### 1. Rector's Housing Allowance:

Lee made a motion seconded by Laurie “to approve the Resolution presented for the Rector's Housing.” The motion carried.

#### 2. Annual Meeting – nominees, voting:

The Nominees are Candidate for Jr. Warden - Rosanne Tingley

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Candidates Nominated for Vestry - Jeremiah Langley, Pamela Gibson, Juliana Anyawu, Beth Walton.

Candidate Nominated for Alternate Delegate to Convention:  
Charles T. Smith II.

Voting for the people who will be using Zoom will be done by Zoom Polling. In-person voting will be done by paper ballot. Those listening to the meeting by phone will be able to call into the office and leave their vote, without leaving their name.

3. Interim Treasurer:

Lee made a motion seconded by Charlene "to accept Rosanne as interim treasurer on a temporary basis." The motion carried.

**E. ADDITIONAL MATTERS**

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

**F. CLOSING PRAYER**

Lee made a motion seconded by Samuel "to adjourn the meeting." The motion carried. Rev. Wilkins ended the meeting at 8:40 p.m. in prayer.

## Rector's Report

### Rector's Report, February 2022

Rev. Dr. Christopher Wilkins

Much of what I have to share this month was included in my report to the Annual Meeting. The first meeting of a new vestry offers us a chance to rethink how we serve together in ministry, and how we organize ourselves to do so. It would be well for us discern together how we might improve how we further the vision, mission, and ministry of the church.

For the purpose, I recommend the following resources for reflection:

Scott Evenbeck, "My Top Ten: Vestry Responsibilities." Source:

<https://www.ecfvp.org/vestry-papers/article/258/my-top-ten-vestry-responsibilities>.

Bronwyn Clark Skov, "Top 10 Resources for Vestries." Source: <https://www.ecfvp.org/vestry-papers/article/62/top-10-resources-for-vestries>

I've edited Dean Everbeck's recommendations into the following list:

1. Seek God's guidance in our work and ministries.<sup>1</sup>
2. Act in concert with the rector.
3. Clearly define the church's mission, vision, values, and goals.
4. Set strict time limits for buildings and grounds discussions.<sup>2</sup>
5. Hold itself and one another accountable.
6. Form itself into a community.
7. Not see itself a representative body.
8. Regularly engage in fellowship activities and formal rituals.
9. Seek continuity.
10. Embrace change.

I invite your thoughts and responses to these.

Worship: Our two 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. We see 30-50 people per Sunday, and several more online via Facebook. As mask and other mandates change, we will adjust accordingly. Returning to Coffee Hour after the 10:30 service would be ideal, on if not before the bishop's visit on March 6<sup>th</sup>.

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<sup>1</sup> I would add: good ways to do so include regularly attending worship and formation activities, and developing a practicable rule of life.

<sup>2</sup> I would add: "and those of other routine business, delegating to committees and task forces where possible, and intentionally engaging in strategic development and planning."

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*Our bishop* will want to meet with the vestry following the later service. It is typical for a bishop to do this on an annual visit to a parish, particularly one that has just called a new rector. The beginning of any new rectorate is an important time to clarify roles and vision, manage expectations, and articulate how we might best work together best to cultivate and fulfill our mission as the body of Christ in this place.

I will take the *Riderwood* Eucharists through mid-March, while Rev. Brown-Nolan recuperates from surgery. Ash Wednesday will be offered there and in the evening at St. Mark's. The latter will, ideally, be recorded or livestreamed as well.

*Sanctuary Acoustics*: Improving the sound system and installing a sounding board would help improve acoustics in the sanctuary.

*Child-friendly and family-friendly* offerings are available for families to pick up at the back of the narthex before each service. Should we add to them a range of age-appropriate liturgical materials for use by families? Should we turn part of the sanctuary into a child-friendly area, with soft toys, books, seating, and a rug or carpet?

*New worship*: Should we develop additional worship services and styles to attract new members and address unmet spiritual needs in the parish?

Pastoral Care I handle remotely and in-person, and make home visits, with or without communion, upon request. A blend of telework and in-person work for employees is encouraged to maximize the benefit of each. Except for choir practice, all church meetings and events should allow for online participation.

Stewardship is doing well. Parishioners support the church and its ministries, give generously, and get involved to the level of their comfort.

Service (Evangelism & Outreach): More intentional focus on these ministries will help build on and expand the good work being done in them.

Areas for Further Efforts: Church acoustics, pew restoration, roof repair HVAC repair, donor cultivation, end-of-life planning, expansion of outdoor seating areas, reviving the South Transept Meditation Garden, and Green Church initiatives.

I will be on a diocesan clergy retreat from March 10-11, 2022.

Blessings,

Rev. Christopher+

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## **Report from the Senior Warden February 2022**

### **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.

### **Staff Performance Reviews**

All performance reviews for 2021 have been completed.

### **Communications Committee**

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

### **Short-term Rental Policies**

The subcommittee reviewing these policies is still looking at the excellent info on weddings and funerals submitted by Christopher. A reservation form for each is also under review.

### **2022 Annual Meeting**

The Annual Meeting went well, and thanks to all who contributed to it. We are happy to welcome 5 new members to the Vestry and continue our thanks to the 3 members whose terms ended at the meeting. And if you did not get a chance to watch the slideshow Janis put together, I recommend it. It's on the St. Mark's website, along with the annual report.

### **Staffing Changes**

At the request of our Administrative Assistant, Joyce Walker, she is cutting back her hours from 30 per week to 10 per week, with 5 additional hours in the week where she provides vestry support (meeting packets, meetings, minutes). The Rector and wardens determined that best way to make this work is to increase our Parish Administrator's hours (Janis Smith). This avoids having to hire temporary staff or a new staff member to cover the other tasks. This requires an adjustment in salaries for both Joyce and Janis. The wardens and the Parish Administrator have worked to come up with a budget-neutral shift in salaries. See the agenda item under New Business for a report of those changes.

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**Tenants**

We are experiencing some problems with the EOTC congregation understanding the requirements of the contract. Janis Smith and I are working on that to make sure they abide by those requirements.

**Report from the Junior Warden  
February 22, 2022 Vestry Meeting  
Jr Warden's Report**

**Financial Oversight Committee (FOC)**

The FOC meeting has been delayed. There are no updates at this time.

**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.

I will be handling treasurer duties until we obtain a permanent treasurer.

**Financial Policies and Procedures Manual (FPPM) Updates**

Lee and I have been updating the FPPM for the past few months. There will be a new chapter covering the policies and procedures for our rental spaces. The FPPM is planned to be made available for FOC review by March 1 and vestry review by March 15. Approval of the FPPM is planned for the March 22 vestry meeting.

**Administrative Assistant and Parish Administrator Adjustments**

Joyce Walker needs to adjust her work schedule due to health issues. Janis Smith can pick up some of Joyce's hours. Lee and I worked up some budget numbers to adjust hours between Joyce and Janis so that the yearly budget is not affected too much. This information has been prepared for the February vestry meeting.

**2022 Pledge Campaign**

We have 30 pledgers for a total of pledge amount of just under \$104K.

**Counters**

In general 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 counter

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## Report from the Treasurer

### January Financial Performance Highlights

#### Statement of Position

The January statement of position shows a decrease of 3.8% or (\$189,983.61) in our investment funds between January 2021 and January 2022. Our investments performed well in 2021, or we would have had a larger decrease from our investment accounts over the past year. This amount reflects the transfer of funds for two of our large expense items and a January 2022 investment loss.

- Kitchen upgrades: around \$28,000
- 2021 operating expenses: \$225,000
- January 2022 investment loss: \$70,425.26

#### Statement of Activities and Budget Performance

While pledges continue to increase, the 2022 budget is set at the pledge amount as prepared for the 2022 annual meeting and approved by the parish at the 2022 annual meeting.

Several accounts fluctuate more than other accounts throughout the year. Our bookkeeping system uses a simple accrual system, which means that the expected income or expenses is averaged over the 12 months of the accounting year. The two most notable accounts where this happens are the following:

- VAS rental income (41075) – We are anticipating an increase in rental income around June 2022 due to VAS opening up an adult day care center. They will be renting more space after that time. From January to June the budget income will remain higher than the actual income.
- Utilities (52090) – It is standard for utilities to fluctuate. The actual expenses for January are over budget by around \$6,000.

Plate (40020) and pledge (40010) are over budget. We needed less in transfers from our investments (40050) than budgeted.

Flowers (50350) are higher than budgeted due to invoices for Christmas flowers.

Church property (52000) has higher than expected expenses. Nearly all of these expenses are bills for 2021.

- The insurance amount (52040) is paid quarterly.
- Max invoiced us for work performed (52060) in 2021. These expenses should have been paid in 2021. This issue has been discussed with Max.

#### Combined Statement of Investments and Activities

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There are three notable items contributing to the net income loss of \$107,499.73

- January 2022 Investment loss of \$70K, which was mentioned earlier in this report.
- An investment management fee (80080), which is paid quarterly.
- \$20,000 transfer for operating expenses.

**Treasurer Search:** We continue to search for a treasurer.

Rosanne Tingley  
Interim Treasurer

## **Buildings and Grounds Liaison Report**

### **Building and Grounds Update**

February 17, 2022

Janis Smith - Parish Administrator

#### **MAINTENANCE AND REPAIR ISSUES:**

One of the HVAC units in the Parish Hall building has stopped working and there is currently no heat in the main PH, the hallway, or the bathrooms. A technician came out to fix it but needed new belts for the motor, which were ordered. I expect to have the heat back on by this weekend. When the technician returns, he will also be moving a thermostat for us – from inside the small VAS office into the hallway. This should help to regulate the temperature on that side of the building. I have also obtained a quote to install window shades in the VAS office and the classroom. Shades will also help to insulate that side of the building from cold and extreme heat. The shades will match those installed in the rest of the Parish Hall in 2021 and will be custom fit. Installation is anticipated by late March. We have also observed that one of the tenants has been adjusting the Parish Hall thermostat to 85 degrees and leaving it that way. A lockbox was installed to prevent tampering and the thermostat will be set to a constant temperature of 75 degrees.

One of the doors on the Trailer has deteriorated from age and exposure to weather. It no longer closes or locks properly. Max Moffett (our handyman) has sealed the door until he can repair it over the weekend. The water heater in the Thrift Shop bathroom has rusted from and started to leak. It's a ten-year-old portable heater that sits on the floor under the sink. The water valve has been turned off until a new heater can be delivered. Max will be installing it as soon as it arrives.

VAS has hired a contractor of their own to install a new doorbell and unlocking mechanism for their office only. This will be at no cost to St. Mark's.

We have a few additional handyman projects in the queue – lock and door latch repairs, weather-stripping and replacing burned out chandelier bulbs and ceiling lights in the Church before Easter.

We've noticed some minor imaging problems with the copier. Commonwealth came out to service the machine and found that we need a new drum and imaging unit. It was ordered this week.

#### **FACILITIES USE:**

We have had one Saturday event this month that went very well. There are no upcoming event bookings on the calendar yet, but we have tentative interest from Paint Branch High School's Jazz Band and from a woman who lives in the neighborhood. VAS does not have an opening date yet for their senior daycare center but will be 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, working around dates that are blocked off for St. Mark's social activities.

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## Christian Formation and Education Liaison Report

### Christian Education – February 2022

*From my Annual Report message:* “Given its potential to help the parish deepen its spiritual life and increase its membership and draw in returning and new members, this area of ministry will require more intentional and intensive focus in 2022 and beyond. It will be important that anything we add to our communal life in no way diminishes that which those who are already part of this community find vital to their spiritual life and church engagement.”

Sunday morning *Bible Study* resumed in January and continues well. Topics included a study of the Infancy Gospel of Thomas and a return to the study of Stories from the Pentateuch and Women in the Bible. The program runs from 9:05 – 10:05 am in person and via Zoom.

One question for 2022: Shall we develop a *Christian Education and Formation program* with a focus on parish children and their families, and community building. One model has families, with clergy guidance, engage with one another in home-based formation, prayer, and service activities. The format could be in-person, hybrid, or wholly online. In this model, 3-4 family units would 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:

1. *EDOW's School for Christian Faith and Leadership*. To learn more, visit: <https://edow.org/congregational-resources/school-for-christian-faith-and-leadership/>
2. *EDOW's Discover Series*: <https://learn.edow.org/library/discover-174123/about/>.

Discover is a six-week program offered in which participants share their stories “and explore the spiritual truths that make us human and give our lives meaning. This is a time to ask questions that can lead to a deeper relationship with God, with creation, and with others. Study of scripture provides the foundation, helping you understand God’s activity in your life and how God might be inviting you to change.

“Discover is the beginning of a process—Discover, Embrace, Become—that can lead to baptism or reaffirmation. It can also stand alone as a seeker’s class.”

3. New lectionaries and a Lenten Study program organized around them, potentially in tandem with an appropriate offering in #1 or #2. The program would run on Wednesday evenings beginning March 9<sup>th</sup>, in a hybrid format.
  - a. See the Christian Century article “A New Lectionary that Centers Women.” Link:<sup>1</sup> <https://www.christiancentury.org/article/interview/new-lectionary-centers-women>
  - b. The Rev. Dr. Wilda Gafney, an Episcopal priest and professor at Brite Divinity School, is the author of four works noted in that article. Her books are available in print and for

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<sup>1</sup> With thanks to Beth Walton, who made me aware of this article and these resources.

Kindle. Here is a link to her page on Amazon: [https://www.amazon.com/Wilda-Gafney/e/B001JRZJ2M%3Fref=dbs a mng rwt scns share](https://www.amazon.com/Wilda-Gafney/e/B001JRZJ2M%3Fref=dbs_a_mng_rwt_scns_share).

We have a wealth of resources available to us for use in Christian Education. As Covid loosens its grip and we can gather more frequently, we have the opportunity to offer programs and events that serve current parishioners well and might help draw new members to our community.

Rev. Christopher

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## Communications Committee Liaison Report

### Communications Committee Notes

February 1, 2022 7:30 - 8:40 pm

**Attending:** Lee Mericle, Laura Robey, Janis Smith, Christopher Wilkins

#### A. Opening

1. Opening Prayer – Christopher opened the meeting with a prayer
2. Review January 4 meeting notes – all OK

#### B. Upcoming Annual Meeting

1. Meeting notice went out on ~~February~~ January 12, via email for people on our email list, and via snail mail for folks for whom we don't have email addresses. Christopher also took printed copies to the folks at Riderwood on ~~February~~ January 12. The mailing included a list of Vestry nominees, the proposed bylaws update, and a notice of the time and place of the meeting.
2. Janis posted notices on the external church and parish hall doors 3 weeks before the meeting.
3. Patricia Garrett wanted to make sure hardcopies will be available at 8:00 am service
4. A reminder postcard needs to go out at the end of this week to members only. The postcard will include the meeting date, time, link to the annual report on the website, and a note explaining that it will be a hybrid meeting.
  - a. The postcard will go to all members, including those who are also on the email list.
  - b. For people who don't get emails, the postcard will be mailed with a copy of the annual meeting report and the financial reports.
  - c. People on our email list will get the postcard only.
  - d. A follow-up reminder email will go to members on the email list that will include the zoom link for the meeting, a link to the Annual Report, and a note about accessing the financial reports on Realm.
5. The meeting will be a hybrid meeting.
  - a. Financial Reports will be displayed on the Zoom screen during the meeting.
  - b. Voting will be via Zoom poll for people on zoom, paper ballot for people attending, and by leaving an anonymous message on the office phone (which will go immediately to Janis's phone) with the caller's vote.

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6. In the interest of keeping the meeting to a reasonable length, submitters of reports will not be asked to read their report nor report on the entire contents. Instead they will be asked to only report any major highlights, if any, as well as blessings and challenges if they wish to do so. Christopher will send out a letter to that effect to folks listed on the meeting agenda.

### **C. Bishop's visit on March 6**

1. Plans? Publicizing? Reception? – We should do something and hopefully by March 6 it will be a bit safer. Christopher suggested inviting our tenants, which he will do. Janis will talk to Fellowship this month about a reception. We may or may not have a baptism that day. The entire service will be framed as reaffirmation of baptismal vows

### **D. St. Mark's Newsletter**

1. The St. Mark's January SnapShot went out mid-month via email and distributions at the services. It was well received. Plans for the February issue are to include the report on convention with screen shots. Janis will also include something about EOTC and their activities. On Saturday, February 5 they are having their celebration St. Urael which is a big deal. They've invited us to join them around 9:30 on Saturday morning. Janis and Christopher will go and take some pictures.

### **E. Volunteer Drive**

1. Montgomery County volunteer opportunities status. Janis explained that we are included in their listings, but we need to come up with a list of opportunities. For any project we need to have one or more St. Mark's folks there. We should probably talk to Paul Walton about it

### **F. Social Activities**

1. Starting in January? Well, that didn't work. Paul Walton suggested we do something once a month starting on Friday February 25 (before Lent). A movie night sounds good and people can do that while being masked and distancing. Janis will consult with Beth Walton. We can announce it at annual meeting. Janis will talk to VAS about what Friday they want for their monthly adult evening activity.

### **G. Other**

1. Wednesday nights Lenten program. Christopher is thinking of a hybrid that could include in-person bring-your-own-food. He will look into that.
2. Maundy Thursday will include hand washing, not foot washing.
3. Livestreaming – Janis was able to change the title on the livestreaming page (to remove "Test" from the title. She added some photos and the page looks better.
4. Janis looked into using Vimeo or Realm for live streaming. For Vimeo there is a significant monetary charge (\$900 per year) – more than what we're currently paying (\$240 per year). For Realm, someone can only watch it from a Zoom account. On Facebook there is a way to watch it without logging in, although she's not sure how to do that. No one has complained about it so far. The average attendance for the services is between 9 and 13 views, where

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each "view" could include multiple people. We'll stay with Facebook (free) streaming for now.

5. For the annual meeting, Janis got the TV and the cart it's on from the classroom. Those are ours. It may be possible to use the TV for the annual meeting. She will experiment with it.

We've done it all. 😊

## Development Committee Liaison Report

Nothing to report.

## Evangelism Committee Liaison Report

We mailed a few Snap Shots to members that we know either often don't get to their email, or don't have email. We will continue to set out snacks and items for children during our 10:30 service.

Gail Soulea

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## **Fellowship Committee Liaison Report**

The Fellowship Committee had a called meeting on Wednesday, February 16 to discuss Bishop Mariann Budde's upcoming visit to St. Mark's on March 6. The committee will host an enhanced coffee hour after the 10:30 service; coffee and light refreshments will be available after the 8:00 service. All items will be served in accordance with COVID regulations. The committee will continue to monitor the stats and make decisions about future events as the dates get closer.

Respectfully,

Charlene Cooper Langley

## **FOC Liaison Report**

Submitted separately.

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## **Outreach Committee Liaison Report**

Outreach (Paul Walton) reports that the report for the Annual Meeting was submitted and a request for volunteers was made at the Annual Meeting.

Gail Soulea

## **Pastoral Care Committee Liaison Report**

One call made

Laura Robey

## **Stewardship Committee Liaison Report**

No report received

## **Thrift Shop Liaison Report**

We are now open the first and second Saturday of each month. We need 2 more volunteers to cover the month. There is a leak in the bathroom hot water heater. There is an invoice to have the 10-year-old heater replaced. The lock on the shed has been broken and will be replaced soon.

Laurie R.

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## Worship Committee Liaison Report

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

### Guidance for Vestry Liaisons to St. Mark's Standing and Other Committees

#### Role of the Vestry Member Liaison

The ability of the Vestry to provide the requisite oversight of the various committees and ministries of St. Mark's is crucial to the functioning of the Church. Just as important, however, is understanding the Vestry Liaison's precise role. The Vestry Member Liaison's responsibilities are as follows:

1. be a resource for the committee to respond to committee questions as to St. Mark's policies and procedures;
2. be the spokesperson for the committee at Vestry meetings; and
3. provide guidance to the assigned committee as necessary.

It may be necessary at the beginning of each Church year for the Vestry Liaison to assist a committee to select a Committee Chair, Committee Co-Chairs, or in certain cases, Committee Governing Subcommittee.

#### Function of the Vestry Member Liaison

Prior to each Vestry meeting, the Vestry Member Liaison is to contact the Committee Chair, Committee Co-Chairs, or Committee Governing Subcommittee to ascertain: 1) the Committee's activities over the previous month; 2) the Committee's plans for any events, programs, or on-going responsibilities; and 3) the Committee's expenditure of any funds. The Liaison will report this information to the Vestry at the regularly scheduled Vestry meeting.

The Vestry Liaison is **strongly urged** not to act or to function as the head or chair of his or her assigned committee. Due to the pandemic, this is not always possible. It is, however, a preferable role for the Liaison. The Liaison is free to, and is encouraged to, be an active participant of his or her assigned committee. The expectation is that the Liaison will attend at least one of the assigned committee's meetings every quarter.

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## Current Committees/Ministries and 2021 Vestry Liaisons

<b>Committee/Ministry</b>	<b>2021 Vestry Liaison</b>
Buildings and Grounds	Janis Smith
Christian Formation and Education	Erwin Avila*
Communications	Lee Mericle
Counters	No one at the moment
Development	Janis Smith
Evangelism	Gail Soulea
Fellowship	Charlene Langley
FOC	Rosanne Tingley
Outreach	Gail Soulea
Pastoral Care	Laura Robey*
Stewardship	Samuel Ayodele*
Thrift Shop	Laura Robey*
Worship	Christopher Wilkins

\* Vestry members whose terms expired at the 2022 annual meeting.

### **Vestry members without current liaison assignments:**

- Juliana Anyanwu
- Jose Fernandez
- Lucy Fernandez
- Pete Gale
- Pamela Gibson
- Jeremiah Langley
- Beth Walton

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