

# St. Mark's 2022 Annual Meeting Report



12621 Old Columbia Pike, Silver Spring, Maryland, 20904

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# St. Mark's 2022 Annual Meeting Report

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**St. Mark’s Mission Goals**

- ❖ To deepen our faith
- ❖ To extend our Outreach
- ❖ To increase our Participation
- ❖ To Embrace our Evangelism



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**Preliminary Matters**

**Opening Message and Prayer**

Blessings to each of all as we gather together for our 2022 Annual Meeting! Our theme this year is “God’s Love in Times of Blessings and Challenge.” We look forward to hearing the many blessings you’ll wish to share, and have steeled ourselves to hear and face any challenges you might call to our collective attention. We know that God’s love and God’s grace are with us in the midst of both blessing and challenge, helping us use the former to address the latter. As St. Mark’s begins its fifth rectorate, we look forward to continuing to be the church we’ve always been, and to becoming the church we maybe have not yet dreamed we could be. May all we do keep us thankful for God’s blessings and mindful of our call to serve Christ in all persons, loving our neighbors as ourselves, as Christ loves us.

**Agenda**

<b>Preliminary Matters</b>		
I	Call to order	The Rev. Dr. Christopher I. Wilkins
II	Opening Prayer and Message	The Rev. Dr. Christopher I. Wilkins
III	Acceptance of the Agenda	The Rev. Dr. Christopher I. Wilkins
IV	Review and Approval of the Minutes from the 2021 Annual Meeting	Lee Mericle
<b>Vestry Officers’ Reports</b>		
V	Rector’s Report	The Rev. Dr. Christopher I. Wilkins
VI	Senior Warden’s Report	Lee Mericle
VII	Junior Warden’s Report	Rosanne Tingley
VIII	Treasurer’s Report	Rosanne Tingley
<b>Financial Reports</b>		
IX	2021 Financial Report	Rosanne Tingley
X	Financial Oversight Committee (FOC) Report and 2022 Approved Budget	Ray Lee
<b>Voting for New Vestry Members</b>		
XI	Report of the Nominating Committee	Rosanne Tingley
XII	Voting for Junior Warden	The Rev. Dr. Christopher I. Wilkins

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XIII	Voting for Vestry Members to complete 2 two-year terms and 3 three-year terms	The Rev. Dr. Christopher I. Wilkins
XIV	Voting for Alternate Delegate to Diocesan Convention	The Rev. Dr. Christopher I. Wilkins
XV	Recognition of outgoing Vestry Members and Delegate to Diocesan Convention	The Rev. Dr. Christopher I. Wilkins, Lee Mericle
<b>Proposed Bylaws Update</b>		
XVI	Proposed Updates to the St. Mark's Bylaws	Lee Mericle
<b>Committee and Ministry Reports</b>		
XVII	Altar Guild	Lee Mericle
XVIII	Cemetery Trust	Janis Smith
XIX	Christian Education and Formation	The Rev. Dr. Christopher I. Wilkins
XX	Communications Committee	Lee Mericle
XXI	Counters Ministry	Rosanne Tingley
XXII	Eucharist Ministers	Olivia Lee
XXIII	Evangelism Committee	Gail Soulea
XXIV	Fellowship Committee	Charlene Langley
XXV	General Counsel's Report	Chuck T. Smith, II
XXVI	Lectors and Readers Ministry	Olivia Lee
XXVII	Outreach Ministries	Paul Walton
XXVIII	Stewardship Ministry	Olivia Lee
XXIX	Strategic Development Committee	Alta Cannaday
XXX	Thrift Store	Laura Robey
<b>Adjournment</b>		The Rev. Dr. Christopher I. Wilkins

**NOTICE**

**This Annual Meeting is a Hybrid – virtual via Zoom and In-person.**

**Zoom is used to record the meeting for use in creating the Meeting Minutes.**

**Recordings are deleted after the Minutes are approved.**

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## **Review and Approval of the Minutes from the 2021 Annual Meeting**

### **St. Mark's 2021 Annual Meeting Minutes**

**January 24, 2021**

**Due to Covid-19 restrictions, the meeting was held entirely via Zoom**

St. Mark's Treasurer Janis Smith announced that a quorum was present at 21 participants, including Peter MacGahan, Beth and Paul Walton, Rosanne Tingley and Brian Lehman, Christopher Wilkins, Ray and Olivia Lee, Chuck and Janis Smith, Laura Robey, Pamela Gibson, Linda Lee, Linda Toran, Erwin Avila, Jess and Mala Rowland, Charlene Langley, Jose Fernandez, and Frances Farrow.

Participants were asked by Parish Administrator Linda Lee to sign into Election Buddy to facilitate voting.

#### **Call to Order and Opening Prayer**

The meeting was called to order by Priest-In-Charge The Rev. Dr. Christopher I. Wilkins who offered an opening prayer. Rev. Wilkins pointed out that the annual report had been provided to all and that he wouldn't go through each report. Any questions that people have can be brought up at the meeting or contact the church later.

#### **Election Buddy Registration and Voting Procedures**

Linda Lee went through the process of using Election Buddy, walking through those who hadn't yet logged in.

#### **Acceptance of the Agenda and Review and Approval of the Minutes from the 2020 Annual Meeting**

Chuck Smith moved to accept the agenda as shown and Rosanne Tingley seconded the motion. The motion passed by voice vote. Lee Mericle moved to accept the minutes from the 2020 Annual Meeting. Beth Walton seconded the motion which was approved by voice vote.

#### **Report of the Nominating Committee and Voting**

The report of the Nominating Committee was presented by Charles T. Smith II. The committee consisted of Chuck Smith, Alta Cannaday, Pamela Gibson and Paul Walton.

- For the position of Senior Warden, Lee Mericle was nominated by the committee. No nominations were received from the floor. Chuck Smith moved to close the

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nominations, Olivia Lee seconded the motion and it was passed by acclamation. Chuck Smith moved to approve Lee Mericle by acclamation, Rosanne Tingley seconded the motion, and Lee was approved by acclamation.

- For the position of Junior Warden to fill out a one-year term, Rosanne Tingley was nominated by the committee. No nominations were received from the floor. Lee Mericle moved to close the nominations, Chuck Smith seconded the motion and it passed. Lee Mericle moved to approve Rosanne Tingley as Junior Warden by acclamation, Ray Lee seconded and Rosanne was approved by acclamation.
- Janis Smith was nominated by the committee for a 3 year vestry term. Charlene Langley self-nominated from the floor for a 3 year vestry term to much applause. Chuck Smith moved to close nominations from the floor and Beth Walton seconded the motion, which was approved. Chuck Smith moved to approve Janis Smith and Charlene Langley for 3 year vestry terms by acclamation. Lee Mericle seconded the motion, and Janis Smith and Charlene Langley were approved by acclamation.
- Gail Soulea was nominated by the committee for a 2 year vestry term. No nominations from the floor were received. Chuck Smith moved to close the nominations, Lee Mericle seconded the motion and it was approved. Gail Soulea was approved by acclamation by a 2 year vestry term.
- Beth Walton was nominated by the committee for alternate delegate to diocesan convention. No nominations were received from the floor. Chuck Smith moved to close the nominations, Lee Mericle seconded the motion, and it was approved. Beth Walton was approved by acclamation as alternate delegate to diocesan convention.

### **Treasurer's Report and 2021 Approved Budget**

The Treasurer's Report and the 2021 Approved Budget were presented by Treasurer Janis Smith. She noted that the 2020 Statement of Position showed that we finished the year with cash on hand in the Sandy Spring operating account as well as PayPal, which was very important to St. Mark's. We also finished the year with a strong balance in investment accounts. We transferred funds from investments to the operating account to cover expenses as well as capital improvements, which included painting the church, the new exterior sign, a security system, computer upgrades and equipment for the staff to work remotely. She noted that the amount transferred for operating expenses was less than what the investments earned.

The 2021 budget shows that pledge income will not be enough to cover expenses. We are assuming we'll need to transfer funds again from the investment accounts. The largest expense category is compensation. Janis noted that although we will need to transfer funds, the transfers will only be made as needed. Parish Hall rentals will only be possible if we can open the facility for use. We also lost our two largest tenants. The budget is a modest one, with

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salaries frozen, contracts staying at the same levels, and no major increases expected. The budget has already been approved by the vestry, and is presented here for information. Janis asked folks to take a look at it in detail since they received it in their meeting packet, and email her with any questions at [treasurer@stmarks-silverspring.org](mailto:treasurer@stmarks-silverspring.org).

Rev. Wilkins thanked the Treasurer and FOC for all their work on financial matters during the year.

### **Recognition of outgoing Senior Warden, Vestry Members and Delegate**

Lee Mericle presented certificates of thanks to outgoing wardens Chuck Smith and Paul Walton. Pamela Gibson and Alta Cannaday were thanked for their faithful service and will be receiving a small gift. Alta described her joy in serving, and confirmed that she will continue to serve on the Development Committee, which will be working on grants to fund various projects that don't fit into the budget.

Pamela offered her thanks to Linda Lee for the meeting running very smoothly, as does everything the Linda does.

### **Adjournment**

Charlene Langley moved to adjourn the meeting, Beth Walton seconded the motion, and it passed.

The gathering continued with online games run by the fun people (Linda).

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## Vestry Officers' Reports



### Rector's Report

Our theme for this year's parish meeting is "God's Love in Times of Blessing and Challenge." As with 2020, in 2021 the challenges sometimes appeared easier to see than the blessings, though the blessings tend to be the things that last. St. Mark's is a relatively small church with a dedicated, committed, and trustworthy core of members – all of you. This core works hard to maintain this community and the church as its spiritual home. You have survived some difficult years, and from time to time pine a little for the happy ones that came before them. During good years and bad, however, you have kept the church open, honest, well-managed, debt-free, and ensured that it is served by healthy physical and financial plants. Each of these, though not without its challenges, is a blessing for which to be thankful. You have made it clear to me and to one another that you want this parish to thrive and to be safe, to be welcoming and to endure, and to make differences in our lives and those in our community, and works hard to see that it does. I see every day how the God that gives us these desires also gives us the grace to fulfill them, while never letting us lose sight of who we are, who we've been, and who God calls us to be.

St. Mark's thrives when it blends the old with the new, and tends to run into difficulties when these are pitted against one another. Perhaps mindful of all that, the church this year called a new Organist / Choir Director, a new Parish Administrator, and a new Rector. Yet none of those called was exactly new to the parish. Your Organist / Choir Director, Don Hague, served well for several years many years ago, and has made a wonderful return. Your Parish Administrator, Janis Smith, has served the parish well for decades in many key roles, including five years of a three-month stint as temporary Treasurer, and continues to shine in this new essential position. Your Rector – that is I – served for two years as your Priest-in-Charge and, to judge from your collective judgment, did well enough in that role to be asked to stay on in this one. Supporting us all, and all the church does, is your able and beloved Administrative Assistant, Joyce Walker, and your dedicated team of vestry members, wardens, and other leaders.

The Covid-19 pandemic played havoc not only with our health, worship activities, and recruitment initiatives, but with one of our favorite things to do: get together for fellowship, particularly over snacks or a meal. Once we re-started Coffee Hour, our Sunday morning were again made whole – but that's paused again. We hope to soon be on the other side of this pandemic-driven lack of gathering, and when we do, will have an excellent, updated commercial-grade kitchen to do it in and around.

Our Parish Hall is fulfilling much, but not yet all, of its potential as a venue to host parish and community activities. St. Mark's, VAS, and the new Ethiopian congregation that now holds

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worship in it on Saturdays currently make good use of it. VAS, in particular, holds programs that benefit not only the Vietnamese and Vietnamese-American community it serves, but the entire community. Both St. Mark's and VAS intend to make more use of this facility during 2022. In addition, a small Telugu congregation continues to worship in the sanctuary on Saturdays, and rent the Parish Hall for its events from time to time. Our buildings may not yet be being used to their full potential, but they are far from idle, and the parish invests significant resources to make sure that they are able to continue to be so.

Among my hopes and intentions as your rector are two that I name here: 1) to minimize stress and conflict in parish life, and 2) to maximize our opportunities for spiritual growth and renewal. For me, a parish church is a community of believers and practitioners of Christian faith who continue to find that they practice their faith better when they do so together than when doing it only on their own. We all have choices about where and with whom to share our time and our resources; a church thrives when it joyfully turns what we share with it into blessings in our own lives and the increased ability to face life's challenges and opportunities.

### **Worship**

Worship at St. Mark's takes place primarily on Sunday and Wednesday mornings and on special evening services throughout the year. We offer the Holy Eucharist in Rite 1 on Sundays at 8:00 am, in Rite 2 / EOW with Organ and Choir on Sundays at 10:30 am, and in Rite 2 at the Riderwood Chapel on Wednesdays at 10:30 am. The 10:30 Sunday service is also livestreamed and recorded for people to watch later at their convenience. After careful review and planning, the church this year obtained effective professional video equipment for use in livestreaming and recording our worship services and other activities. This, along with our talented and dedicated team and website management personnel, is why we can deliver such things.

The Rev. Virginia Brown-Nolan, our Chaplain for Riderwood, presides at the services there unless for good cause prevented, in which case either I, or one of the retired Episcopal priests who live in the village and attend the service, preside.

Our special services include Candlemas, Ash Wednesday, Holy Week, Thanksgiving Eve, St. Lucy's Day, Christmas Eve, and various Healing Vespers and other Evening Prayer services. We have not (yet) made a habit of celebrating the Feast of St. Mark's, this parish's patron saint. This is perhaps because in Western Christianity it occurs on April 25, which is often, as this year, too close to Easter for a separate special event. However, some churches celebrate the feast of John Mark on September 23 or 27, meaning that if we were ever in search for a theme for a new fall festival event and feast, well....

On average, this year about fifty people participated either in-person or online in Sunday worship each week, and eleven people regularly participated weekly in the services at Riderwood.

The virus that causes COVID-19 required that we adjust our worship and other activities during 2021. After opening briefly in the fall of 2020, we judged that it was not safe to hold in-person

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worship at the church until May 2021. Whenever in-person worship was not offered, we recorded one service – Holy Eucharist in Rite 2, with music – for publication online for each Sunday, and one midweek service on appropriate occasions, such as for Candlemas and Ash Wednesday.

We held one baptism and four funerals this year.

Where practicable, church activities include the ability to participate online as well as in-person. Our staff successfully blend in-office and at-home work to minimize their risks of exposure to the coronavirus and other infectious diseases, while ensuring that all that must be done, is done. As noted above, each of them is a blessing to the parish and to those whom it serves.

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## Senior Warden's Report

I have been honored to have been your Senior Warden for 2021 and am looking forward to continuing that in 2022.

2021 has seen a lot of activity at St. Mark's, although much of that activity has not been widely visible to the congregation. Until Pentecost in May of 2021 we remained closed and provided online video recordings for services. Since that time we have opened somewhat, but with the fluctuations and restrictions of Covid, our in-person activities, both spiritual and social, have been significantly limited. Nevertheless we push on. Thanks are due to all who have worked so hard to advance all aspects of our shared life in St. Mark's while focusing on keeping everyone safe and well.

We have instituted weekly **staff meetings** with our Rector, Wardens, Parish Administrator and Administrative Assistant. Particularly with much of the work being performed remotely, this allows us all to stay in touch and to know what is going on. In addition we have set up an internal staff calendar to remind us of meetings, etc., as well as a facilities calendar that we use to know who is in the building when, and where.

**Performance reviews** were conducted for all staff members, including a ministry review for Rev. Christopher Wilkins, who has transitioned from our Priest-In-Charge to our fifth Rector. The Junior Warden's report details that process well.

As you will see in the Junior Warden's report, we had two **staff changes** this year, specifically our Director of Music and our Parish Administrator. We said a sad goodbye to our outgoing staff and a warm welcome to our incoming staff.

The format of **Vestry Meetings** has been adjusted to both decrease the length of the meetings and increase the focus on issues needing resolution. Vestry officers and committee liaisons submit reports a few days ahead of each meeting which are then compiled and emailed to all members for their review before the meeting. During the meeting any questions or comments on the reports are addressed, but the content is not repeated. We can then focus on issues to be resolved in a timely manner. We strive to keep the meetings reasonably short.

Much work has been done on the **website**, including posting our policies and procedures handbooks on the web. These include the Employee Handbook and the Ministries Support (Volunteers) Policies and Procedures (split off from a previous handbook), the Financial Policies and Procedures Manual, and the Technical Use Policies and Procedures. The Junior Warden and I spent quite a bit of time fleshing out the Employee and Volunteer handbooks, with continuing work on the Financial Policies and Procedures.

Specific financial information is not posted on the public website. Instead it is available to all parishioners via their Realm accounts. For those parishioners who have not activated their

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accounts, we urge you to do so. Please contact the Parish Administrator ([administrator@stmarks-silverspring.org](mailto:administrator@stmarks-silverspring.org)) for information on how to do that.

With thanks to the Chair of the Financial Oversight Committee as well as all who assisted, the 2019-2020 **audits** were completed. We have now turned our attention to 2021 and 2022 audits. We talked to a CPA recommended by the Diocese, Mr. Michael Febrey, for recommendations on those audits as well as a tutorial on moving from paper to digital records. We have broken one filing cabinet and stashed paper records in closets, boxes, etc., to overflowing. In 2022 we will be working to dispose of what records we can, archive what we must save, and using electronic means rather than paper wherever possible. We will focus on scanning paper that must be retained as that has become an acceptable storage medium over the years. In addition, we have moved from mailed checks to **online bill pay** wherever possible. With tight controls and documentation it seems to be a safer payment method than checks that can (and do) get lost in the US Postal System.

There has been significant activity around **rentals of our facilities**. A subcommittee of the Financial Oversight Committee has clarified and consolidated prices and policies for short-term event rentals and those have been approved by the Vestry. Our contract with VAS (Vietnamese American Services) has been updated and will be updated again in March when we hope to find out when they will be able to re-open their senior daycare center. The Telegu congregation, which worships in our Sanctuary on Saturdays from 10:30 to 1:30, has renewed their contract for 2022. And we have a new Ethiopian Christian congregation worshipping in our Parish Hall from 2:00 am (yes) to 1:30 pm on Saturdays, and using the trailers on Saturday until 8, and two afternoons/evenings per week.

We have also worked to clarify and correct problems with our **cleaning services** and feel like we are getting good results and have a good working relationship with MJS services, our cleaning contractor. We have also hired the same company that does our landscaping and snow removal to clean the area between the south side of our parking lot and the shops beyond it of the litter that people seem to feel free to dump there.

A particular thanks goes to outgoing Vestry members Erwin Avila, Samuel Ayodele, and Laura Robey.

I look forward to 2022 being a year when our hopes of opening up completely will be fulfilled – or at least get closer, and where we can increase our activities as a thriving congregation. Thank you St. Mark's.

*Submitted by  
Lee Mericle, Senior Warden*

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## Junior Warden's Report

I am pleased to report that the most significant event that happened during my term as Junior Warden is that we called Rev. Christopher Wilkins as our new Rector. The diocese recommended that the wardens conduct feedback sessions so that parishioners could voice any concerns they had regarding St. Mark's and/or the calling of Rev. Wilkins. We conducted two sessions on November 7, 2021 and November 10, 2021.

During my Junior Warden term there were two staffing changes. Our choir director and organist of many years, Beresford Coker, moved on. We are pleased to have rehired a prior choir director and organist, Donald Hague. Also, we saw the resignation of our Parish Administrator, Linda Lee. We hired a well-known St. Mark's vestry member, Janis Smith, to take over these responsibilities. I was pleased to be a part of hiring both of these two new terrific staff additions.

As Junior Warden I chose to concentrate on the financial aspects of St. Mark's for two reasons: buildings and grounds concerns are not my strong suit, and we had a parish administrator, Linda Lee, who was handling those duties very well. I started attending the monthly financial oversight committee and taking official FOC minutes.

After realizing that Janis Smith as treasurer was looking to pass on these duties, I accepted the assistant treasurer duties, which consists of communicating with our payroll services, keeping staff payroll information up-to-date and submitting paychecks twice a month. We have moved all of our payroll and time log information online.

Early in 2021 I worked hard on updating the very outdated vestry notebook, the employee and volunteer handbooks and the Financial Policies and Procedures Manual (FPPM). All handbooks and manuals are now available online. I have been available to help with some of our more technical systems in order to help out as needed. I am still updating the FPPM tenant and event rental policies as the 2022 Annual meeting rolls around.

I attend weekly staff meetings with our Rector, Sr. Warden, Administrative Assistant and Parish Administrator during which we try to resolve the daily issues of the church, such as maintenance, tenant and rental issues and general worship concerns.

We started 2021 with COVID restrictions still in place. After St. Mark's opened its doors again in May, I tried to re-engage parishioners in fellowship activities. Ladies' Night out, or at least Ladies' Sunday Afternoon, came back. One of the fellowship highlights was the St. Mark's leadership weekend trip to Claggett in late October. The vestry and financial oversight committee spent an enjoyable weekend of togetherness and fun.

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For 2022 I believe that St. Mark's needs to concentrate on rebuilding several committees: the stewardship committee and the buildings and grounds committee. We need to keep the momentum going with the monthly fellowship activities, such as Ladies' Day out. And to make things fair, we need to expand our activities to all members of the parish.

*Submitted By  
Rosanne Tingley*

### **Treasurer's Report**

The Treasurer of the parish is appointed by the Vestry and is responsible for the accounting and reporting of all financial information and for ensuring that financial transactions are performed by the bookkeeper in compliance with policies and procedures – and appropriately documented. The Treasurer, in conjunction with the Financial Oversight Committee (FOC), makes investment recommendations and relays investment decisions and account information to the parish broker. The Treasurer is also responsible for audit preparation, bank and investment account reconciliations, payroll processing, tax-related matters and serves as a member of the Financial Oversight Committee ("FOC"). This year we added an assistant Treasurer to cover the payroll duties and tax-related matters.

St. Mark's investments had a successful year despite significant withdrawals for operating and capital expenses. We withdrew a consistent amount from our investment income each month to pay for operating expenses. Also, we upgraded the kitchen appliances using planned capital funds. These two substantial withdrawals accounted for a drop in St. Mark's 2021 end year investment funds compared to 2020.

This has been a good year for pledge and plate income. Pledge is at 111% of budget, and plate income is 124% of budget. We were a little too enthusiastic in budgeting thrift shop income. We are only at 12% of budget. Overall tenant rental income increased slightly. Vietnamese American Services (VAS) increased its usage of our parish. The Ethiopian ... (EOTC) started renting space from St. Mark's starting in the fall of 2021. Another significant source of income was the the second of the forgivable loans from the Cares Act Paycheck Protection Program ("PPP").

It helped our finances this year that expenses came in lower than the budgeted amount. While there were some unexpected staff-related increases, utilities came in lower due to the building closure through May 2021 and the committees submitted fewer expenses than budgeted.

*Submitted by  
Rosanne Tingley  
Interim Treasurer/Assistant Treasurer*

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## Financial Reports

### 2021 End of Year Financial Statements

Financial Statements are available to St. Mark's members via their accounts on Realm. If you are a parishioner who has not set up your account, please contact our Parish Administrator, Janis Smith, at [administrator@stmarks-silverspring.org](mailto:administrator@stmarks-silverspring.org).

### Financial Oversight Committee (FOC) Report and 2022 Approved Budget

The FOC is a standing committee of the Vestry with the financial reporting and oversight responsibilities which are provided to the Vestry monthly. The purpose of the Financial Oversight Committee (FOC) is to propose an annual budget based on program and administrative requirements supporting the activities of St Mark's Episcopal Church. The FOC reviews the balance sheet, income, and expenses on a monthly basis. In concert with the Treasurer, the FOC periodically reviews the investment portfolio accounts with our financial advisor. The FOC is tasked to have an independent audit performed annually.

The 2020 committee members included the Chairperson, Ray Lee, the Treasurer, Wendy Steward, and ad hoc members, Chuck Smith, Paul Walton, Lee Mericle, Rosanne Tingley, Janis Smith, and Peter MacGahan.

Key activities for during 2020 included the following:

1. The FOC end of year assessment for 2021 was that St Mark's met its budgeted income and expense objectives, with a smaller overall deficit than anticipated. We exceeded our pledge contributions but our income from the thrift shop was below expectations due to the pandemic. Our income was lower than planned in the areas of overall Operating Support. The Use of Building was higher than planned. Our expenses exceeded the budget in Church Administration while Church Property expenses were less than planned.
2. We applied for and received funds from the federal government's Payroll Protection Program to offset some the costs to maintain our staff while maintaining operations in accordance with CDC guidance.
3. The FOC produced a draft 2022 budget that was forwarded to the Vestry for review. The vestry approved the budget for 2022 which has a significant deficit. We have planned

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for the transfer of funds from current investment accounts to cover all projected 2022 operations requirements.

4. St Mark's received a significant sum from the Zimmerman estate during the last quarter of 2018. Some of these funds were used to offset the 2021 operating deficit. Most of the funds are designated for planned capital improvements.

The FOC activities are performed by a completely voluntary group and none of the 2020 FOC activities required funding.

*Submitted by  
Ray Lee, FOC Chairman*

The 2022 Budget is available to St. Mark's members via their accounts on Realm. If you are a parishioner who has not set up your account, please contact our Parish Administrator, Janis Smith, at [administrator@stmarks-silverspring.org](mailto:administrator@stmarks-silverspring.org).

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## Voting for New Vestry Members

### Report of the Nominating Committee

The following positions will be open as of the 2022 annual meeting:

Jr. Warden – 2 year term 2022-2024

Three vestry positions for a three year term 2022-2025

Two vestry positions to complete two years of a three year term 2022 – 2024

One Alternate Delegate to Diocesan Convention for a one year term through January 2024

The vestry nominating committee has selected the following candidates to stand for election at the 2022 annual meeting:

*Candidate for Jr. Warden*

Rosanne Tingley

*Candidates Nominated for Vestry:*

Jeremiah Langley      Pamela Gibson

Juliana Anyawu      Beth Walton

*Candidate Nominated for Alternate Delegate to Convention:*

Charles T. Smith II

*Members of the 2022 vestry nominating committee:*

Rev. Christopher Wilkins - Rector

Outgoing Vestry Members: Rosanne Tingley, Jr. Warden; Laura Robey; Samuel Ayodele;  
Erwin Avila

**Note that nominations from the floor may be taken during the annual meeting if the nominator previously received the nominee's consent.**

*Submitted by*

*Rosanne Tingley*

## **Voting for Junior Warden, Vestry Members, & Alternate Delegate to Diocesan Convention**

### **For 1 Junior Warden (2022-2024):**

Rosanne Tingley

*Nominations from the floor?*

### **For 2 Vestry Members for two year terms (2022-2024):**

Jeremiah Langley

*Nominations from the floor?*

### **For 3 Vestry Members for three year terms (2022-2025):**

Juliana Anyawu

Pamela Gibson

Beth Walton

*Nominations from the floor?*

### **For Alternate Delegate to the Convention (2022-2023):**

Charles T. Smith II

*Nominations from the floor?*

*Anyone nominated from the floor must have given previous permission for the nomination. Any qualified voting member of St. Mark's parish who is at least 18 years of age is qualified to be elected to the vestry, except for vestry members completing their term at the current meeting.*

## Recognition of Outgoing Vestry Members and Delegate to Diocesan Convention

### Outgoing Vestry Members

- **Rosanne Tingley**, Junior Warden 2021-2022
- **Erwin Avila**, Vestry Member 2019-2022
- **Samuel Ayodele**, Vestry Member 2019-2022
- **Laura Robey**, Vestry Member 2019-2022

**Thanks for all your hard work and contributions to the life of St. Mark's!**



**Proposed Bylaws Updates**

Current Bylaws affected sections	Proposed Updates	Rationale
<b>TITLE</b>		
Bylaws of St. Mark's Episcopal Church-Fairland, Maryland Adopted April 13, 1997, and as amended January 19, 2003, January 22, 2006, and December 6, 2020	Bylaws of St. Mark's Episcopal Church-Fairland, Maryland Adopted April 13, 1997, and as amended January 19, 2003, January 22, 2006, <del>and December 6, 2020,</del> and <b>February 13, 2022</b>	Adds date of proposed updates
<b>ARTICLE II – THE VESTRY</b>		
<b>Section 1 - Elections</b>		
<u>Eligibility:</u> Any qualified voting member of St. Mark's parish who is at least 18 years of age is qualified to be elected to the vestry	<u>Eligibility:</u> Any qualified voting member of St. Mark's parish who is at least 18 years of age <b>and is not an employee of St. Mark's</b> is qualified to be elected <del>to</del> <b>as a voting member of the vestry. This definition does not apply to the Rector or priest-in-charge, who is a non-elected member of the Vestry.</b>	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.
<b>Section 2 - Meetings</b>		
<u>Voting:</u> ... Nothing in these bylaws prohibits electronic voting (including telephonic voting) at a vestry meeting provided: 1) any action of the vestry is approved by unanimous vote of all voting members of the vestry;	<u>Voting:</u> ... Nothing in these bylaws prohibits electronic voting (including telephonic voting) at a vestry meeting provided <b>the vote results and the matters voted are entered into the official minutes of the vestry. In any electronic voting that is</b>	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

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St. Mark's Fairland 2022 Annual Meeting Report

<p>2) the full text of any motion or resolution is provided to all voting members in writing or electronically before any electronic vote; and</p> <p>3) the vote results and the matters voted are entered into the official minutes of the vestry</p>	<p><b>not conducted as part of an actual meeting or electronic meeting:</b></p> <p>1) any action of the vestry is approved by unanimous vote of all voting members of the vestry; and</p> <p>2) the full text of any motion or resolution is provided to all voting members in writing or electronically before any electronic vote.</p>	<p>vestry meetings electronically. (Canon 47, Section 4705(h)(6)(B)(ii).</p>
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*Submitted by  
Lee Mericle, Senior Warden*

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## Committee and Ministry Reports – Blessings and Challenges in 2021

### Altar Guild

The St. Mark's Altar Guild takes care of setting up the altar and the area around it, including the linens, the books, the candles, the cross, the torches, the silver, the wine, the banner, the baptismal font, the paschal candle, the flowers and anything else associated with the altar and the area around it. The Guild is funded through a line item on the St. Mark's budget and includes the purchase of supplies (waters, liquid candle wax, replacement for worn items such as purificators and other linens, and any other related purchases.

Everyone in the Guild has at least one job, and some of us have two. There is no one person who is the head of the Guild; instead, we work as a team. We make sure that the things are set up for the two services on Sunday, as well as the service at Riderwood. We also make sure that things are set up for special celebrations such as Christmas and Easter, including decorating the church (and then cleaning up the decorations), and other special services such as Ash Wednesday, Maundy Thursday, Good Friday, and weddings and funerals.

Current Members and their responsibilities:

Frances Farrow	Linens laundering and maintenance
Pamela Gibson	Saturday setup and 10:30 take down
Maggie Hare	Saturday setup and 10:30 take down; Budget
Charlene Langley	Saturday setup and 10:30 take down; all Ordering
Koshie Michel	Saturday setup and 10:30 take down
Lee Mericle	Saturday setup and 10:30 take down; Scheduling
Laura Robey	All dry cleaning (robes, frontals, hangings)
Beth Walton	Saturday setup and 10:30 take down; Flowers

The pandemic has affected the Guild in two ways. The first was that the church was closed for the first four and a half months of 2021, so there was no activity on our part. The second is that some members needed to continue to isolate for various reasons, and so have not been able to assist. We look forward to welcoming them back as soon as they are comfortable doing so.

*Submitted by  
Lee Mericle*

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## Cemetery Trust

The Trustees of St. Mark's Memorial Cemetery Trust are Lee Mericle, Laura Robey and Janis Smith. They are responsible for managing the assets held in trust and for the landscaping, care and maintenance of the cemetery grounds and the church lawns, trees and plants.

Trustees are the initial point of contact for planning and preparation of funerals and burials at St. Mark's. There were three burials in the cemetery in 2022: Dorothe Dow, Barbara Gessford and Janice Wood. There were two plot sales last year. Deeded cemetery plots are available for sale to parishioners for \$500 and to others in the wider community for \$1,000. Please see one of the trustees for plot information or to make a purchase.

### Map of the Cemetery



### Cemetery Trust Financial Position

The Cemetery does not receive perpetual care funds from plot owners and does not generate any income from burials. Although there were only two cemetery plot sales in 2021, assets held in the Trust are invested prudently and managed to conserve principal and maximize earnings. Despite substantial market volatility last year, the Trust account generated a 13.7 percent rate of return and total income offset the impact of expenses.

#### As of January 1, 2021

Opening Balance	\$ 80,914.90
Income	\$ 10,294.40
Expenses	(\$12,745.00)
Advisory Fees	(\$ 646.12)

#### As of December 31, 2021

Closing Balance	<b>\$77,818.18</b>
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*Submitted by  
Janis Smith*

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## St. Mark's Fairland 2022 Annual Meeting Report

### Christian Education and Formation

Christian Education and Formation took place in 2021 primarily in the form of small group studies and our worship activities.

Our long-standing Sunday Bible Study, which I lead with the help of Peter MacGahan, typically has between 6 and 12 participants on a Sunday. It meets in a hybrid format. In 2021 we focused primarily on theological imagination and community formation as reflected in the stories of Women in the Bible, particularly those in the Pentateuch and the Apocrypha.

This year the church also offered three Wednesday evening programs of prayer, discussion, and reflection. Two of them began with a Vespers service held either online or in the church. All other meetings were held via Zoom (online). The programs were:

In Lent: "Seven Eves." It began with the Ash Wednesday service and continued for through Lent. The program involved prayer, worship and reflection organized around the Lenten devotional "Living Well Through Lent," offered to us for free by *Living Compass*.

In Easter and Pentecost: "Simply Being: Life as Prayer." Participants met for evening prayer, a time of sharing, and discussion of Richard Rohr's insightful book called *Everything Belongs: Life as Contemplative Prayer*.

In Advent, beginning with the Thanksgiving Eve service: "Bright Lights in Darkening Times." The program was designed around prayers, readings, and reflections developed by the contemporary ecumenical Christian community of Aidan and Hilda.

In each case, parishioners were invited to participate as time allowed, or to use the resources for private study and devotion as best suited their needs.

In addition, Linda Lee (our former Parish Administrator), Erwin Avila (our Christian Education vestry liaison) and I developed a series of Christian Education Recommendations, incorporating program ideas for all age groups. It makes use of sources and resources from local and flagship Episcopal parishes, EDOW, local seminaries, and the Episcopal Church itself. Erwin led an Open Forum on the matter during Coffee Hour on 9/26/21, and helped the church obtain a treasure-trove of books and resources for and young adults to use in Christian education programs.

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.

*Submitted by*  
*The Rev. Dr. Christopher I. Wilkins*

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## Communications Committee

The communications committee meets on the first Tuesday of each month. Current members are: Ray Lee, Lee Mericle, Laura Robey, Chuck Smith, Janis Smith, Rosanne Tingley and Christopher Wilkins.

The committee discussed various aspects of communication with St. Mark's Parishioners as well as the surrounding community. Discussion topics in 2021 included:

- Planning for the January 24, 2021 annual meeting.
- Survey in March 2021 to get input on parishioners needs and preferences in terms of services as well as other activities.
- Regathering planning and publication for Pentecost on May 23, 2021.
- Website review, maintenance and upgrades.
- Encouraging publication/celebration of the installation of the St. Mark's bell.
- Discussion of live streaming possibilities and alternatives.
- Encouraging social activities to the extent possible during the pandemic and generation of possible ideas for the future.
- The St. Mark's Snapshot newsletter, which was begun in 2021 and will be published quarterly in 2022. Input from parishioners will be gratefully received by Janis Smith.
- Investigating volunteer activities in conjunction with Montgomery County.
- Content, timing and execution of the Stewardship campaign (in the absence of a sufficiently large campaign committee).
- Publicizing the parish meetings on the call to Christopher Wilkins to be our fifth Rector.
- Communications with our Riderwood parishioners.
- Use of Realm and the extent to which it is useful to St. Mark's.
- Ongoing discussion of marketing plans for short-term event rentals of the facilities.

The committee welcomes input from St. Mark's Parishioners. The Zoom meetings are open to all, although the Zoom information is only distributed on request (to avoid public release). If you would like to attend a meeting please contact Janis Smith at [administrator@stmarks-silverspring.org](mailto:administrator@stmarks-silverspring.org).

*Submitted by  
Lee Mericle*

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## Counters Ministry

When in-person church services in May 2021, the counters were called back in to service. The counters have been handling the duties admirably. There are not enough counters to count every Sunday, so counters count during a weekday when it is more convenient. The Parish Administrator functions as the second counter.

I would like to thank all of the counters for their hard work during 2021 and being agreeable to changes during this difficult pandemic time.

*Submitted by  
Rosanne Tingley*

## Eucharistic Ministers

Eucharistic Ministers are members of the church who are licensed by the Bishop and trained to perform some or all of the following:

1. Read the lessons
2. Lead the reading of the psalm when it is not sung
3. Announce and lead the Creed
4. Lead the intercessions (Prayers of the People)
5. Assist the Rector/Celebrant/Priest at the Eucharist as server of the consecrated elements
6. Assist at the regular services, and may be called upon to assist at additional special services: baptisms, weddings, funerals, and/or other outside services such as Riderwood

Our mission is to serve and help the congregation feel joy in their worship.

2021 has been a trying time. The pandemic has taken its toll. We hope and pray for a better coming year.

During all, or part of 2021, those serving as EMs were: Erwin Avila, Alta Cannaday, Kim Hazel, Olivia Lee, Chuck Smith, Janis Smith, Kris Taweel, Beth Walton. Their serving and giving of their time and talent is very much appreciated.

*Submitted by Olivia Lee  
For 2021*

## Evangelism Committee

Members of Committee: Erwin Avila, Samuel Ayodele, Janet Blankson, Gail Soulea, Rosanne Tingley

We continue our mission to reflect the warm and caring spirit of the St. Mark's family when identifying and greeting visitors and guests. With the onset of the pandemic, we were only able to give out a few welcome bags over the year, but we still tried to give a personal welcome to visitors and guests. We plan to return to Riderwood Services when it is safe to do so.

We returned to setting out items for children to enjoy during the 10:30 service in the late Fall and now include water and crackers.

Some of these items were on last year's report, but it's our hope for 2022 to purchase the pole and bracket for the "Episcopal Church Welcomes You" sign; create an area in the sanctuary, or nearby, with a comfortable rocker and rug to accommodate parents with infants, or very small children; assist in creating a St. Mark's brochure; have volunteer greeters (non-contact, no hand shake) at both doors before morning services; and send keeping in touch notes to those in our St. Mark's family that are not yet comfortable returning to in person worship, and those who are homebound.

One of our committee members has advised they need to focus on other church commitments, and we understand. We appreciate and are grateful for all their hard work.

We hope to have more meetings this year, and that more will join us.

*Submitted by  
Gail Soulea*

## Fellowship Committee



The purpose of the Fellowship Committee is to provide a mechanism for the expanded social and spiritual needs of St. Mark's congregation and community by planning activities and events that facilitate better interpersonal relations. In 2021, due to the Covid-19 pandemic the Committee was unable to host St. Mark's traditional Easter breakfast, Parish Picnic, Advent Dinner or potlucks. The committee hopes to fulfill its purpose in 2022.

The committee is pleased to report that the kitchen was outfitted with new appliances. There is a range with two ovens (a standard oven and a convection oven), refrigerator, freezer, ice maker, microwave and deep fryer. The committee is excited by the thought of hosting a fish fry.

*Submitted by  
Pamela J. Gibson*

## General Counsel's Report

St. Mark's' General Counsel oversees and manages the provision of all legal services to St. Mark's to ensure maximum protection of its legal rights and to maintain its operations within the limits prescribed by law. The General Counsel provides strategic guidance, consultation, and support to St. Mark's' leadership team on a comprehensive range of legal and associated issues involved in carrying out the mission of St. Mark's. Additionally, the General Counsel provides legal advice and strategies to St. Mark's' leadership team on a variety of issues and matters.

Fortunately, St. Mark's did not encounter any significant legal issues during 2021. The General Counsel's role revolved primarily around assuring that the legal documents in place and executed carried out the intent of St. Mark's' leadership team and were in the best interests of the institution. As of the date of this report, there are no pending legal matters facing St. Mark's.

*Submitted by  
Charles (Chuck) T. Smith II  
General Counsel*

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## Lectors and Readers Ministry

Lectors/readers are members who are interested in participating in the service by reading the lessons, leading the reading of the psalms (when not sung), and/or reading the intercessions (Prayers of the People). Lectors/readers are not required to be licensed but should indicate their interest to the rector.

During all or part of 2021, our lectors/readers were: Erwin Avila, Robert Branson, Charlene Langley, Raymond Lee, Peter MacGahan, Jess Rowland, Mala Rowland, and Rosanne Tingley.

2021 has tested our parish family tremendously. We pray and hope for an improved and blessed new year.

A joy of our diverse congregation is the sound of that diversity in the voices of those participating. We thank all who serve, and we're grateful for their contribution of time and talent to this ministry.

*Submitted by Olivia Lee  
For 2021*

## Outreach Report

### Matthew 25:35-36

#### **"I was naked, and you clothed me ..."**

When Afghans refugees arrived with barely the clothes on their back the members of St Mark's contributed cash and new personal items.

When the Afghans refugees needed used coats in good condition coats for the upcoming winter St Mark's answered the call. With less than a weeks' notice coats were gathered from the Thrift Shop and our closets. Enough coats were collected to completely fill the back of an SUV.

When a family lost everything in a house fire clothing was provided from the Thrift Shop.

#### **"For I was hungry, and you gave me food..."**

Our Thanksgiving food drive provided Visa gift cards to 4 families in need.

Every month the Sandwich Ministry provided 40 bag lunches to Elizabeth House in Laurel.

Canned goods were collected throughout the year for a local food pantry.

#### **"I was a stranger and you welcomed me..."**

St Marks parishioners took wishes from this year's Angel Tree and generously granted the wishes of all members of four Paint Branch families.

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St Marks funded the purchase of 65 backpacks full of school supplies for students at Galway elementary.

### **How do we do more?**

Fund yearly Outreach initiatives from the previous year's interest from the dedicated Outreach account. This will allow us to do even more to help those in need.

If you have ideas for Outreach or would like to join the Outreach Committee, contact Paul Walton or the Rev Christopher Wilkins.

*Submitted by  
Paul Walton*

### **Elizabeth House Report**

During the year 2021, the Ministry was able to deliver on time lunches to Elizabeth House. Many thanks to all who helped put together these lunches each month and an additional thanks to Jim Spencer for delivering the lunches and to Paul Walton for being available to allow Jim to pick up the prepared lunches.

*Submitted by  
Linda C. Toran*

### **Support of the Diocesan Hunger Fund**

The Hunger Fund was established by the Diocese in the 1970s to provide funding for organizations that feed the hungry. Its reach was originally beyond the Diocese but for many years has been confined to organizations within the Diocese that provide food, in the form of meals or groceries or both, to the hungry.

St. Mark's has been a stalwart and increasingly important supporter of the Fund, which has continued to provide grants while seeing funding dwindle over the last few years. Funding comes from churches in the Diocese and, increasingly, from online donations.

In 2021 the Fund was able to make 9 grants totaling \$39,800:

\$ 4,000 to Loaves and Fishes, St. Stephen and the Incarnation, DC  
\$10,000 to Nourish Now in Silver Spring  
\$ 5,000 to Reaching the World in Upper Marlboro (formerly in Temple Hills)  
\$ 4,000 to Shepherd's Table in Silver Spring  
\$ 4,000 to St. Andrew's in College Park  
\$ 2,500 to St. Michael's and All Angels in Adelphi  
\$ 5,000 to Christ Church Port Tobacco in La Plata

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## St. Mark's Fairland 2022 Annual Meeting Report

\$ 4,000 to St. Anne's in Damascus  
\$ 3,800 to St. George's in Glenn Dale

On behalf of the Hunger Fund I thank you for your continued support. It is vital.

*Lee Mericle*  
*Hunger Fund Committee Chair*

### Stewardship Ministry

The Stewardship Ministry is charged with preparing for and implementing the annual stewardship campaign at St. Mark's and to provide ongoing stewardship awareness to the members of our parish.

As of 1/09/22, we have received 27 pledges for a total of \$100,060. The breakdown:

\$0 – 499	0
\$500 – 999	2
\$1,000 – 2,499	10
\$2,500 - 4,999	11
<u>\$5,000 - 10,000+</u>	<u>4</u>
	27

*Submitted by Olivia Lee*  
*For 2021*

### Strategic Development Committee

St. Mark's formed a new Strategic Development Committee in 2021, chaired by Alta Cannaday. Committee members are Rev. Christopher Wilkins, Brian Lehman, Lee Mericle, Laura Robey, Janis Smith and Rosanne Tingley. In March, the Vestry adopted a resolution authorizing Rev. Wilkins and the Committee to proceed with completion and submission of any grant application that is consistent with and supportive of St. Mark's operations, mission or ministries.

The Strategic Development Committee submitted a Diocesan Congregational Growth Grant application in August, seeking \$15,000 to support plans to expand St. Mark's music ministry, enhance congregational music in worship, and design offerings to attract new congregants and potential new church members. We also requested \$5,000 to support creation of an "Eyes

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Up/Eyes Out” outreach effort to the local schools, inviting appropriate-age students to learn from our staff and volunteer videographers how to operate the A/V equipment, help us produce online or pre-recorded worship services and other programming. Unfortunately, St. Mark’s was not awarded this funding.

The Committee Chair is presently seeking and evaluating potential grant opportunities to apply for in 2022.

*Submitted by Alta Cannaday*

### **Thrift Store**

Members of the committee are as follows: Francis Farrow, Janis Smith, Linda Toran, Laura Robey and Beth Walton.

The thrift store is an outreach ministry to serve those in need in the community and beyond. The donations are sold at a very low price or sometimes given to persons with specific needs. Items are donated by placing them in the bins located in front of the store. Linda and Laura meet weekly to sort the items to keep or to move along. Several donations have been made to nearby schools of stuffed animals, books, and teacher supplies. A large donation of coats was donated to The Bishop’s Afghan refugee fund. We cannot accept large items like furniture and toilets, lumber, tv’s etc. We must relocate those items to other location.

Most of the year the store was closed because of Covid-19 safety issues. We started opening the first and second Saturday of the month and promptly closed again because of the Covid surge. It is our prayerful hope to open the store regularly soon. We need volunteers that can donate just 4 hours a month so we can open every Saturday. We want two volunteers serving together. Feel free to bring a friend to work with. Please notify me at 301-890-7729 to volunteer.

*Submitted by  
Laura Robey*

## **Adjournment**

**Tentative date for 2023 Annual Meeting: February 12, 2023**

**Thanks to all who participated in this year’s Annual Meeting.**

**12621 Old Columbia Pike, Silver Spring, Maryland, 20904**

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## References

### Members Entitled to Vote

A qualified voter in a parish or special meeting must be a member of the church (as defined in Title I, Canon 17, Section I(a) of the Constitutions and Canons of the Episcopal Church); at least 16 years of age; a communicant in good standing in the church (as defined in Title I, Canon 17, section 3 of the Constitution and Canons of the Episcopal Church); and a contributor of record at St. Mark's Episcopal Church, Fairland for at least three months prior to the parish or special meeting. A contributor of record is a member of St. Mark's who has given of his or her time, talent, or financial support toward the ministries of St. Mark's parish (*Bylaws of St. Mark's Episcopal Church-Fairland, Article 1, Section 4*).

### Definition of "Communicant in Good Standing"

**Canons and Constitution of the National Protestant Episcopal Church of the United States, Title I Section 17:**

Sec. 2 (a) All members of this Church who have received Holy Communion in this Church at least three times during the preceding year are to be considered communicants of this Church.

Sec. 3. All communicants of this Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are to be considered communicants in good standing.

### Procedure for Nominations from the Floor

- The already-identified slate of candidates will be presented.
- Nominations from the floor will be received. (with prior approval of the nominee).
- If written information is supplied by the nominee, it is to be response to same stated questions the other candidates responded to and limited to the same length of response.
- If any nominations from the floor are received, the meeting will proceed with other business while members of the Nomination Committee confirm that floor nominees have read and understood both the qualifications for Vestry membership and the Vestry Expectations, and that the nominees meet the qualifications.

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## St. Mark's Fairland 2022 Annual Meeting Report

- If the floor nominee is eligible, the nominations stand. If not, the nomination is withdrawn.

### **Rules of Order for the Annual Meeting, Adopted January 2005**

1. The Annual Meeting will be called to order by the Rector, or in the Rector's absence by the Senior Warden, who will serve as President of the meeting.
2. When the President calls the meeting to order, all parishioners should immediately be seated.
3. The Secretary will announce a quorum if present.
4. When any parishioner is about to speak or deliver any matter to the assembly, the parishioner shall rise, be recognized by the President and, with due respect, address the President.
5. If two or more parishioners shall rise at the same time to speak, the President shall decide who shall speak.
6. No parishioner shall speak more than once in the same debate, nor more than two minutes at one time with consent of the assembly except for the proposer of the amendment who may speak for five minutes.
7. No motion will be debated until it has been seconded and stated by the President.
8. After a motion has been made, seconded, and stated, no other motion shall be received except to adjourn, to lay on the table, to postpone to a certain time, to postpone indefinitely, or to amend; and motions for these purposes shall have precedence in the order named above. If a motion to lay on the table an amendment is carried, the matter before the assembly shall be proceeded with as if no such amendment had been offered. The motions to lay on the table and to adjourn shall be decided without debate. The motion to adjourn shall always be in order if the mover has the floor.
9. When a proposed amendment is under consideration, a motion to amend the same may be made. No after-amendment shall be in order, but a substitute for both amendments may be received, which if adopted, shall operate as an amendment to the original proposition. No proposition on a subject different from the one under consideration shall be received under color of an amendment or substitute. No amendment or substitute shall be debated until it has been seconded and stated by the President.
10. If a question contains several distinct propositions the same shall be divided at the request of any member, and a vote taken separately except that a motion to strike out and insert shall be undividable.

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## St. Mark's Fairland 2022 Annual Meeting Report

11. All questions of order shall be decided by the President without debate; but any member may appeal from such decision, and on such appeal no member shall speak more than once without express leave of the assembly.
12. When any member rises to a point of order, the member who has the floor shall be seated until the point of order is decided by the Chair.
13. A question being once determined shall stand as the judgment of the assembly and shall not be again drawn into debate during the session, except with the consent of two-thirds of the assembly, upon a motion to reconsider made by a member who voted with the majority and seconded by a member who also voted with the majority.
14. Nominations for elected positions may be made from the floor but shall be confined to announcement only of the candidate's name and shall not be seconded. All elections shall be by ballot unless otherwise ordered. The elections shall be decided by the plurality of votes cast.
15. Except when otherwise ordered by the assembly, no books, pamphlets, letters, or other printed matter may be distributed or placed in the seats of members at the meeting without the express permission of the President. This prohibition does not apply to the report of a Committee or to any other document presented to or accepted by the assembly.
16. A majority of two-thirds of the members present shall be required to suspend the Rules of Order or make any change in the Order of Business.
17. Any member of the assembly desiring to submit any resolution for consideration by the assembly is directed to submit the same in writing to the Secretary not less than two months before the time of meeting of the assembly. The Secretary shall then forward a copy of the resolution to the Vestry or to the applicable parish committee as may be appropriate. The Vestry or committee will review the amendment for format, clarity and consistency to the Constitution, Canons and St Mark's By-Laws as appropriate, may then direct the Secretary to distribute a copy of the resolution to all voting members.
18. Any resolution except one of courtesy not submitted in advance may be considered by the assembly only after the writer(s) show cause why they could not have submitted the resolution two months before. The assembly must then agree to its consideration by a two-thirds majority. All resolutions submitted within two months prior to the meeting shall be with sufficient copies to distribute to the members attending the meeting.
19. Robert's Rules of Order shall be the parliamentary guide in all cases not provided for in the foregoing Rules.
20. The forgoing Rules of Order, together with the Order of Business, shall be deemed the Rules of Order for all future Annual Meetings and Special Meetings of St. Mark's parish.

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