



St. Mark's Church

Episcopal-Anglican

St. Mark's Vestry Meeting Materials, March 22, 2022

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12621 Old Columbia Pike, Silver Spring, Maryland, 20904

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

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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

Vestry Meeting Agenda – March 22, 2021, 7:30 pm

A. OPENING – 7:30 – 8:00 pm

1. Opening Prayer
2. Acceptance of the meeting agenda
3. “Tending Our Soil” presentation by the Rev. Jenifer Gamber
4. Review and approval of the minutes from the February 22, 2021 vestry meeting

B. REPORTS¹ - 8:00 – 8:30 pm

1. Officers' Reports
 - a. Report from the Rector
 - 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 – 8:30 – 8:45 pm

1. Bishop's Visitation Sunday March 6, 2022
2. Vestry Liaison Updates

¹ N.B. Please read all reports prior to the meeting. Reports will include summaries. The only discussion related to a report will be to answer any questions.

D. NEW BUSINESS – 8:45 – 9:15 pm

1. Vestry Focus Retreat
2. Staff Additional Week's Leave / Volunteer Sabbath Rest Proposal
3. FPPM Proposed updates
4. Wedding and Funeral Guidelines and application forms
5. Open meetings and the Maryland Sunshine law

E. ADDITIONAL MATTERS

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

F. CLOSING PRAYER

Calendar for April - May 2022

- Tuesday, April 5 – Communications Committee Meeting – 7:30 pm
- Friday, April 8 – Fish Fry Fundraiser
- **Sunday, April 10 – Palm Sunday**
- **Thursday, April 14 – Maundy Thursday** – service at 7:30 pm
- **Friday, April 15 – Good Friday**
- **Sunday, April 17 – Easter Sunday**
- Tuesday April 19 – FOC Meeting – 7:30 pm
- Tuesday, April 26 – Vestry Meeting – 7:30 pm
- Tuesday, May 3 - Communications Committee Meeting – 7:30 pm
- Tuesday May 17 – FOC Meeting – 7:30 pm
- Tuesday, May 24 – 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
- Wednesdays – Eucharist at Riderwood – 10:30 am
- Wednesdays in Lent – Vespers (Zoom) – 7:00 pm; no meeting 3/23/22.
- Thursdays – Choir practice, 7:30 pm

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Vestry Meeting Minutes, February 22, 2022, 7:30 pm - Draft

A. OPENING

Vestry members attending were Rev. Christopher Wilkins, Lee Mericle, Rosanne Tingley, Jose Fernandez, Peter Gale, Pamela Gibson, Charlene Langley, Beth Walton, and Janis Smith - Parish Administrator, Joyce Walker – Vestry Secretary.

All information for this meeting was sent to the Vestry members on Friday, February 19, 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 7:35 p.m. Rev. Wilkins opened the meeting with prayer. A quorum was present.

2. Acceptance of the meeting agenda:

A motion was made by Pamela Gibson and seconded by Charlene Langley “to accept the meeting agenda.” The motion carried.

3. Review and approval of the minutes from the January 22, 2022, vestry meeting. A motion was made by Lee Mericle and seconded by Rosanne Tingley “to accept the minutes with a correction to Bishop Mariann Budde’s name on page 7.” The motion carried.

B. REPORTS

1. Officers’ Reports

a. Report from the Priest-In-Charge:

Rev. Wilkins is still working on a program for Lent on Wednesday evenings.

Virginia Nolan may be able to come back to Riderwood in a couple of weeks. He is also still looking for a musician for Riderwood. Ray Groshong is not available currently.

Under vestry recommendations Rev. Wilkins was asked about item #7 on his report about the information he included from Dean Overbeck. He explained how he wanted to use this to help the vestry members on working together as a whole.

He also talked about the EDOW’s “Tending our Soil” initiative. Even though the vestry didn’t feel like it was feasible at this time, he still wanted to share some information that was sent to him by Rev. Jennifer Gamber. It contains lots of demographic information about the area St. Mark’s serves that would be beneficial to evangelism and outreach.

b. Report from the Senior Warden:

No questions or concerns.

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- c. Report from the Junior Warden:
No questions or concerns.
- d. Report from the Treasurer:
Lee Mericle made a motion seconded by Beth Walton "to accept the treasurer's report as written." The motion carried.

2. Vestry Liaison Reports

- a. Buildings and Grounds:
The furnace that heats the Parish Hall has been fixed, so, the heat is now working in the Parish Hall.
Peter MacGhan suggested that a more insulated type of blinds be purchased for the VAS office and classroom.
The copier will be fixed this week.
The backflow repairs have been completed.
The Roofing company has still not sent anyone out to check out the leak in the office yet. The foreman is supposed to be coming out tomorrow (Wednesday) to do this.
VAS will be starting two evening programs in March. There is no date on when the Senior Daycare Center will open.
- b. Christian Formation and Education:
Rev. Wilkins has ordered some books in order to develop some new programs for prayer and devotion.
- c. Communications:
There was some discussion about a baptism for Bishop Mariann's visit. She and Rev. Wilkins had a meeting after the report was written and they have decided to do something different for the service.
- d. Development:
No questions or concerns.
- e. Evangelism:
No questions or concerns.
- f. Fellowship:
Fellowship will have things ready for coffee hour on March 6, 2022.
- g. FOC:

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Rosanne discussed some highlights of the report because the FOC meeting was postponed until Sunday, February 20, 2022. Therefore, this report was not sent with the rest of the vestry materials that were received by members prior to this meeting.

(1) The correct spelling of Max Moffitt's last name is Moffett.

(2) The payments to Max for the bill he submitted in January was broken down into 4 payments each that began in January.

(3) St. Mark's transferred less from the investments for operating expenses than budgeted.

Ray Lee is retiring as FOC Chairman in June 2022. He is in the process of training a possible replacement.

h. Outreach:

No questions or concerns.

i. Pastoral Care:

One call was made this month. Rev. Wilkins has been providing Pastoral Care for Riderwood until Virginia Brown Nolan can return to those duties.

j. Stewardship:

No questions or concerns.

k. Thrift Shop:

No questions or concerns.

l. Worship (included in PIC Report)

C. OLD BUSINESS

1. Annual Meeting Summary, Comments:

The Annual meeting went well even though there were some problems with the participants on zoom being able to hear clearly.

2. Covid Precautions:

The mask mandate has ended in Montgomery County. Rev. Wilkins and the choir members can choose to wear mask at their own discretion during the service.

Coffee hour will resume on March 6, 2022, using the same precautions that they were using before coffee hour stopped this last time. When hosting coffee hour each item should be wrapped separately, so that people can just grab them and go.

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D. NEW BUSINESS

1. Bishop's Visitation Sunday March 6, 2022:

The service is already planned. The vestry meeting with Bishop Mariann will be hybrid after the 10:30 am service. Rev. Wilkins suggested that the vestry consider what St. Mark's needs to move forward and how the diocese can help with it.

2. Parochial Report:

A motion was made by Lee Mericle and seconded by Beth Walton "to accept the parochial report." The motion carried.

3. Staffing Changes:

Lee Mericle made a motion that was seconded by Rosanne Tinsley "to accept the staffing changes that were listed in the vestry material packet." The motion carried.

4. Vestry Liaison Roles and Assignments:

Beth Walton accepted Pastoral Care liaison.

Jose Fernandez accepted Counter liaison.

Charlene Langley and Pamela Gibson will continue to be Fellowship liaisons.

5. St. Mark's Wish List:

If possible, the vestry would like a member of the vestry to take on this project. The purpose of the wish list is to ask parishioners to donate items that St. Mark's needs without the cost coming from St. Mark's budget. Some things to consider for the wish list would be the monthly website maintenance fee (\$35), a bench for the Meditation Garden, and an updated sound system.

Vestry pins were given to the new members who were present – Beth Walton, and Peter Gale.

E. ADDITIONAL MATTERS

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

Lee Mericle made a motion that was seconded by Peter Gale "to set the Annual Meeting date for 2023 as February 12, 2023." The motion carried.

F. CLOSING PRAYER

Beth Walton made a motion that was seconded by Pamela Gibson "to adjourn the meeting." The motion carried. Rev. Wilkins ended the meeting at 9:50 p.m. in prayer.

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Rectors Report

Rector's Report, March 2022

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. In-person attendance at 8:00 is strong; at 10:30, somewhat less so. Returning to Coffee Hour after the 10:30 service, and the warming weather, should help with that.

The *funeral* for Miles Vargas was a sad but beautiful memorial to a joy-filled child who will be sorely missed.

St. Mark's had a good visit with *Bishop Mariann*, with two good worship services that moved her and the congregation, a coffee hour after the early service, and a feast of a reception following the later one. Several members of the Vietnamese / VAS community joined us, as did members from the EOTC, some in full regalia.

Vestry members had a good meeting afterwards with the bishop, at which she reiterated her recommendation that St. Mark's participate in the *Tending Our Soil* program, since the parish is in good position to do so. The program requires vestry approval, but does not anticipate heavy participation by either wardens or the entire vestry. The Rev. Jenifer Gamber will join us at our meeting on 3/22/22 for a presentation on the program. Anyone in the church who's interested in the program will be invited to attend the vestry meeting.

I will take the *Riderwood* Eucharists until Rev. Brown-Nolan can return. She hopes to do so by March 30. They occur each Wednesday at 10:30 am.

Updated *wedding and funeral guidelines* will be discussed during the meeting.

Mask mandates were lifted in the county as of 2/22/22, and at the cathedral earlier this week. I am wondering whether it is time for St. Mark's to follow suit.

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 all staff members is encouraged to maximize the benefit of each. Except for choir practice, all church meetings and events should allow for online participation.

Bishop Mariann, Diocesan Council, and the regional deans have strongly recommended that all staff members be given a extra week's of paid sabbath leave during 2022, not to be charged against vacation or personal days, to use as a period of rest and renewal. I concur, and propose that we do so. Please see the bishop's letter at the end of my report for more information.

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She also recommends, and I think rightly, that church volunteers should take some time away from their ministries for rest and renewal as well, and that we carefully manage our expectations and care well for our volunteers, particularly for those in volunteer leadership roles.

Christian Education continues with our *Sunday morning Bible study*, focusing on insights and tales from the Pentateuch. We also have a *Wednesday evening Vespers and Devotion* program in Lent, which had nine attendees at its first meeting (3/16).

Stewardship is doing well; pledges for 2022 continue to come in.

A three-year renewal of St. Mark's lease with VAS is nearly complete. The junior warden / treasurer, the general counsel, the incoming head of FOC, and I will complete this process with VAS as soon in March as we are able to.

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

The Clergy Retreat from March 10-11, 2022, provided me with refreshment and renewal, and clarified my thoughts about key matters going forward, including how to better align the parish with diocesan and canonical norms and best practices.

Blessings,

Rev. Christopher+

February 8, 2022

Jesus said to them, "Come away with me. Let us go alone to a quiet place and rest for a while."

Mark 6:31

Dear Friends, Clergy and Lay Congregational Leaders in the Diocese of Washington,

Blessings to you in these early February days.

As promised in my address to the Diocesan Convention on January 29, I write to encourage all congregations in the diocese to consider granting every employee an extra week of paid sabbath leave, not counted against vacation or personal days.

This request comes as a pastoral response to the deep fatigue many of our congregational leaders and staff are experiencing as we enter the third year of the Covid pandemic. This is not mandatory, but it is a strong recommendation on my part. The request first came to me from our regional deans, those in our diocese who work closely with our clergy. Others in our diocese and across the wider church have expressed the same concern, and it is one that I share.

I recognize the diversity of life experience and circumstance among our leaders and staff, as well as differing capacity among our congregations to give those in their employ a time of rest. Thus I leave it to you to determine if and how best to make this offering.

Clergy leaders, I ask that you tend to your staffs' needs first. Vestry members and wardens, I ask that you schedule a meeting with your clergy to ask how best they might find time of rest. And we all do well to monitor congregational expectations for our volunteer leaders, given the sustained increased demands and pressure of their lives.

I've asked all the on diocesan staff to look at their calendars and propose to their supervisors when they might take their sabbath rest. We will stagger their time away so not to unduly disrupt our ability to serve you. I plan to take a few extra days surrounding the President's Day weekend.

As I said in my address, I wish that I could extend this offering beyond the church, so that all in our weary world might have time and space to rest. What I can do is encourage us all to be kind to one another, and to those with whom we interact as we go about our lives.

I also know we aren't always granted rest when we need it. In those times, it helps me to remember that, right after the passage I quoted above from Mark's gospel, crowds descended upon Jesus and the disciples. In their fatigue, they labored on for an entire day of ministry that culminated with a meal for multitudes from what little they had—a few loaves of bread and some fish. Yet in the economy of grace, what they offered was more than sufficient. May it be so with us when rest seems elusive.

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That said, even Jesus rested after that long day, and so must we, or rest will be forced upon us in other ways. So please take good care of one another, and if at all possible, give one another the gifts of rest.

Faithfully,

Bp. Mariann

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Report from the Senior Warden March 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.

Communications Committee

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

Staff Changes

The changes in hours and rates approved at the February vestry meeting for Joyce and Janis have been implemented.

Short-term Rental Policies

The review of the wedding and funeral guidelines and application forms has been completed and those materials are ready for review at this meeting (New Business, item 3 on the agenda).

FPPM Updates

I worked with Rosanne on proposed updates to the FPPM related to rentals (short term and long term). (New Business, item 2 on the agenda)

Website Transition to Worship Times Platform

Janis and I had a good meeting with the Worship Times manager for the transition project. The process is underway and he will keep us updated as it progresses.

Vestry Liaisons

We have received some volunteers for vestry liaison positions (Old Business, item 2 on the agenda). THANKS

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Report from the Junior Warden

March 22, 2022 Vestry Meeting

Jr Warden's Report

Financial Oversight Committee (FOC)

February financial information is included in the FOC liaison report.

Bishop's Visit and Vestry Meeting

I attended the meeting with Bishop Mariann during her recent visit to our parish. Bishop Mariann thinks St. Mark's would be a good candidate for the "Tending our Soil" program. We told her that we would reconsider it for this year and that it would be a good idea for a representative from EDOW explain how St. Mark's could benefit from this program at this time. EDOW is extending the start date for St. Mark's.

Assistant Treasurer/Interim Treasurer Duties

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 and preparing the treasurer's report each month.

At this month's bookkeeper's meeting several of us looked at renewing the VAS contract. In addition to a new VAS contract being due, VAS is opening the Senior Day Care center on April 1, which is much earlier than expected.

Joyce and Janis schedules have changed starting in March. I adjusted the necessary information in our pay system.

Financial Policies and Procedures Manual (FPPM) Updates

Lee and I completed a draft copy of the FPPM. The FOC reviewed it and it is now available for the vestry to review. The primary update is that there will be new chapters covering the policies and procedures for our rental spaces.

2022 Pledge Campaign

We are up to 34 pledges, which is 2 more pledgers than last year. The pledging amount exceeds last year's amount by over \$8,000.

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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 as always, a few more counters.

General Duties

As Jr. Warden I feel it is my duty to see how the other half lives. I will attend 8 o'clock services about once every 4-6 weeks.

It is time to plan for the vestry focus or vestry refocus, formerly known as the vestry retreat. This will be a day long planning session help the vestry focus its efforts towards improving all aspects of St. Mark's. A vestry retreat to Claggett is still planned for later in the year.

Report from the Treasurer

Treasurer's Report – March 2022

February Financial Performance Highlights

Statement of Position

The February statement of position shows a decrease of (\$273,131.47) in our investment funds between over a one-year period since last February 2021. 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 February 2022 investment loss.

- Kitchen upgrades: around \$28,000 (which should be removed in March or April)
- 2021-2022 operating expenses: \$260,000
- February 2022 investment loss+(int/div): \$34,432.45

Statement of Activities and Budget Performance

We are at 34 pledges for a total of \$107K, which is \$8K more than last year with 32 pledges.

So far, we have transferred \$45K from investments this year to cover operating expenses compared to \$20K last year for the same time period (Jan-Feb 2021). We transferred \$5K more this month than last month.

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 on April 1, 2022 due to VAS opening up an adult day care center earlier than expected. They will be renting more space during the weekdays. We will see a budget overrun in VAS rental income starting with the April statement.
- Utilities (52090) – It is standard for utilities to fluctuate. The actual expenses for February are over budget by \$1,972, which is less than the overrun we had in January.

Pledge (40010) is under budget slightly for February. Plate (40020) is up significantly.

Parish hall rentals (41030) are up this month. (Thank you, Janis!)

The copier (51135) and office supplies (51150) are over budget this month due to copy charges that do not come in on a monthly basis. Supplies are purchased as needed. We bought a new monitor/TV.

Church property (52000) has higher than expected expenses.

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- Cleaning (52010) February & March and parking lot cleaning (52011) reflect costs for two months: February and January.
- Snow removal is high this month, but we have to be more prepared this year due to how often our facilities are rented. Invoices from some of January and February.

Combined Statement of Investments and Activities

There are two notable items contributing to the net income loss of \$55,894.24.

- February 2022 Investment loss of \$34K, which was mentioned earlier in this report.
- \$25K 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**

March 17, 2022

Janis Smith - Parish Administrator

COMMITTEE FORMATION:

Since my last report to the Vestry, Pete Gale volunteered to serve as the Vestry liaison to the Buildings and Grounds Committee and is joining our group. Jeremiah Langley has also joined. The other B&G Committee Members are Brian Lehman, Peter McGahan and Paul Walton. I will be scheduling a meeting of the committee before the end of March to discuss Spring maintenance and other projects for this year, including "Wish List" ideas for use of the slap area behind the Parish Hall.

MAINTENANCE AND REPAIR ISSUES:

The past month has been very busy and a lot of work was accomplished. Our roof contractor came out and inspected the roof. There was a seam where the sloped roof joined the flat roof that had opened up, allowing water to seep through the ceiling in the church office. The contractor had to remove a section of the flat roof and some of the siding from the front wall to trace the source of the water infiltration as it appeared not to be weather related. The weight of an AC unit had pushed open the seam. The area was repaired and reinforced, and all water-damaged plywood was replaced. Roofing and siding have been reinstalled and all of the exterior repairs were completed free of charge (covered by the installation warranty). The water-damaged drywall in the office will be patched and re-painted later this month.

Heating issues have been resolved (for now) and lockboxes were installed over the Parish Hall and Kitchen thermostats. A proposal has been requested for installation of an additional thermostat in the upper section of the VAS hallway and in the nursery.

Our handyman, Max Moffett rebuilt the East door of the trailer and it now closes and locks properly. Max also reports that the trailer's exterior LED light needs to be replaced. It is approximately ten years old. The water heater in the Thrift Shop bathroom was replaced and a new lock was put on the door to the Thrift Shop's shed. Max repaired the latch on one of the rear Parish Hall doors and replaced the weather stripping on all of the exterior doors.

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VAS is in the process of building a shed expansion (behind their existing shed on the Route 29 side) in anticipation of the re-opening of their Senior Daycare Center on April 1, 2022. The re-opening is three months earlier than projected. Their handyman has not installed a new doorbell and unlocking mechanism for their office yet.

Projects on B&G's priority list before Easter are replacing burned out chandelier bulbs and ceiling lights in the Church; inspection of emerging ceiling damage in the Church; replacement of wax rings on the ladies' room toilets; Spring cleaning of the HVAC vents; and, floor cleaning and polishing. I have also begun pricing indoor/outdoor floor mats. All of the Parish Hall mats have been in use since we opened the facility and they are worn and stained.

The copier was repaired.

FACILITIES USE:

We had two large funerals in the church this week, each with maximum capacity attendance, followed by repasts in the Parish Hall. VAS will be holding evening social events in the Parish Hall, beginning with a dance party and Latin dance class on Saturday, March 19th. The Paint Branch High School Jazz Band will be hosting an instrumental music program in the Parish Hall on Friday, April 1st.

Christian Formation and Education Liaison Report

No report received.

Communications Committee Liaison Report

Communications Committee Notes

March 1, 2022 7:30 to 8:27

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

Opening

1. Opening Prayer – Christopher offered a prayer
2. Review February 1 meeting notes – all OK

B. Annual Meeting Notes

1. The Sound system had problems for Zoom participants. To hopefully fix this Janis has ordered a sound bar to magnify the sound in the room through the TV plus several table mikes. If they work really well we can get more.
2. Other than the sound problems it seemed to go well. Christopher noted that he was sorry he closed the meeting before the slideshow. Next year we could try running it before the meeting, while people are getting settled. We'll do a trial run on Sunday while people are getting settled for the Bishop's reception.
3. "they wish to do so" – Had a contest to see if anyone knew what this sentence fragment meant. No one did. Including the editor. Sorry!

C. Bishop's visit on March 6

1. On the services, VAS is sending 40 to 50 people; the Ethiopians are coming; and Telegu might send 3 or 4 people (Christopher emailed Pastor John today). There will be a coffee hour after the 8:00 service and a luncheon after 10:30 service. If the luncheon is running too long we can do the vestry meeting in the library.
2. Reception and Vestry Meeting afterwards – any special communications needed for those? Beyond begging strongly encouraging people to come in the email, how about a robocall on Friday. Chuck will take care of that. Christopher has given Janis English/Vietnamese bulletins. He will try to find something in Amharic. Janis suggested reaching out to Alem Berhan, who used to attend with her daughters and is Ethiopian. She hasn't been seen or heard from in a while, but Janis will send her an email.

D. Rector's Installation

1. The Bishop will set the date. We should ask her on Sunday about it. It's probably months out, so we have plenty of time to plan.

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E. St. Mark's Newsletter

1. St. Mark's February SnapShot went out February 24 via email and distributions at the services. Great job! Janis is working on the March version. She's thinking of offering a valuable prize on page 2 to see if anyone reads it. 😊
2. The January SnapShot included info on VAS and February included EOTC. Perhaps the next issue could include info on the Telegu congregation. Janis will see what she can find out about them. The March issue will include something about the Bishop's visit. Janis is also planning to start including information on congregational vitality that was presented at the Convention, as well as on food insecurity. She'll include info on the Hunger Fund and a reminder about the food basket that we have. That food goes to Resurrection's food pantry. She'll talk about Friday's movie night and future plans for the Friday night socials. She will ask Don to ask Chelsea to let us know when she'll be back so Janis can add that to the SnapShot. Chelsea was wonderful on Sunday.

F. Volunteer Drive

1. Montgomery County volunteer opportunities status (Janis). The Outreach committee hasn't come up with any volunteer opportunities yet, but should we advertise for Thrift Shop volunteers? At least one St. Mark's adult volunteer has to be there when we get volunteers from the county bulletin board – which means we should talk to the St. Mark's volunteers before asking the public for volunteers. We did get one volunteer from the EOTC congregation. The EOTC volunteer isn't available on Saturday mornings since that's when they hold their services, but Janis will see if she could help with sorting. Editor's note – the next day the EOTC volunteer was in the office and Janis took her over to the Thrift Shop where Laura Robey and her sister (Mary Lee) were sorting. She introduced her to them and the volunteer stuck around and helped. Good going.
2. Once the weather's good we might want to talk to the Thrift Shop group about a sidewalk sale in early afternoon – when the EOTC folks are emerging from their service.

G. Social Activities

1. The Casablanca viewing on February 26 went well and there were lots of snacks.
2. The March 25 fun night will probably be a movie, a game night, or a karaoke night. Christopher is up for all of these except karaoke. He really wants to play ping pong. The Waltons are organizing the Friday Fun nights.

H. Other

1. Christopher has put together information on the Wednesday night Lenten program. There are several resources for folks and links will be on the web - on the Christian Education page. (Not seeing them there as of Saturday 3/5 but maybe they're somewhere else?) Janis will check for resources and put some out for Ash Wednesday.
2. Lee suggested that we add vestry and FOC meetings to the e-letter and bulletin. Perhaps the communications committee meeting could also be publicized. Janis will put a sidebar on the SnapShot, and they can be added to the e-letter for the Sunday before each meeting.

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3. Janis mentioned the process of transitioning our website to the new platform run by Worship Times. She got a welcome email from the Director of Happiness. 😊
4. Christopher asked if Beth should be included in these meetings since she is managing the St. Mark's Facebook page. Lee explained that she'd talked to Beth, who doesn't want to come to the meetings but will be happy to do what we tell her. Janis clarified that Beth is moderating the St. Mark's Facebook page, which is separate and apart from the St. Mark's livestream page. It was also noted that Chuck is in charge of St. Mark's tweets to the Twitterverse. Lee has not got a clue what he's doing. Neither does Christopher.

Development Committee Liaison Report

Nothing new to report. Committee is need of a liaison.

Evangelism Committee Liaison Report

A few SnapShots were mailed to those we are aware of that do not have email or may not see their email for other reasons. A couple of Lenten Booklets were mailed out to those we know have not been able, or it is difficult, for them to attend live worship. An attempt was made to reach a couple of longtime parishioners we've been missing.

Nothing new to report on the pole progress for our sign.

Gail Soulea

Fellowship Committee Liaison Report

Nothing new to report

Charlene Langley

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FOC Liaison Report

March 2022 Vestry Meeting

February Financial Performance Highlights:

See attached Treasurer's report for details.

Vietnamese American Services (VAS)

The VAS contract expires March 31, 2022. The FOC is in the process of drafting a new one. VAS also wants to open its Senior Day Care Center several months earlier than expected, on April 1. The original date was in June.

The FOC had a long discussion about the rates for renewing the VAS contract. The current contract has the costs locked in at 2019 rates. The FOC was concerned that we should be able to cover our facilities costs while being fair to VAS at the same time.

The current contract has the rental spaces and costs broken down by phases. Post-COVID, VAS is now looking to start Phase 4 of their contract. As stated earlier, their price was set in 2019. One of the concerns we had for VAS was that they had prepared their 2022 budget based on their current contract. We did not negotiate any changes prior to their 2022 budget preparations.

One of the requests that VAS had for starting their Senior Day Care is to have a three-year contract. St. Mark's is working on the renewal contract. Several FOC members are scheduled to meet with VAS at the end of next week to discuss the new contract.

Auditor – We are waiting for letters of agreement from the auditor.

Financial Policies and Procedures Manual (FPPM)

The FOC discussed the updates to the FPPM. There were three sections:

- Change in the vestry membership to be consistent with the Bylaws
- Addition of sections X and XI to reflect revised facility rental policies and procedures
- Review of the weddings and funerals guidelines

The FOC decided to separate the short term (event) and long term (tenant) rentals sections into two sections. There were no major changes with any other parts of the new sections.

There was some debate where the funeral & weddings guidelines need to go. The committee decided they will not be added to the FPPM.

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The FOC discussed allowing credit or debit cards to be used to pay for event rentals. The use of these cards will be added to the FPPM as well.

Respectfully submitted by,
Rosanne Tingley
Vestry Liaison

Outreach Committee Liaison Report

Outreach (Paul Walton)

Nothing to report at this time.

Gail Soulea

Pastoral Care Committee Liaison Report

No report received.

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Stewardship Committee Liaison Report

No report received.

Thrift Shop Liaison Report

No report received

Worship Committee Liaison Report

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

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Current Committees/Ministries and 2022 Vestry Liaisons

Committee/Ministry	2022 Vestry Liaison
Buildings and Grounds	Pete Gale
Christian Formation and Education	open
Communications	Lee Mericle
Counters	Jose Fernandez
Development	Janis Smith
Evangelism	Gail Soulea
Fellowship	Charlene Langley
FOC	Rosanne Tingley
Outreach	Gail Soulea
Pastoral Care	Beth Walton
Stewardship	Pamela Gibson
Thrift Shop	open
Worship	Christopher Wilkins

Vestry members without current liaison assignments:

- Juliana Anyanwu
- Lucy Fernandez
- Jeremiah Langley

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Proposed Updates to the Financial Policies and Procedures Manual

March 22, 2022

1. Title Page – change line listing amendments to

“as amended February 2020, Mary 2020, July 2020, February 2021 and March 2022”

2. Update composition of the Financial Oversight Committee to match Bylaws

- The FPPM and the Bylaws do not quite match in the definition of members of the FOC.
- The Bylaws state that Committees having authority of the vestry, of which the FOC is one, "... shall consist of **two** or more members of the vestry ..." (Article II - The Vestry, Section 3- Committees).
- The FPPM states that "The FOC shall be comprised of at least **one** member of the Vestry, ..." (Section IX-Financial Oversight Committee, A. Financial Oversight Committee, Procedure)
- The vestry must approve changes to the FPPM. The parish must approve changes to the Bylaws.
- The recommendation is that the vestry approve a change the FPPM, Section IX-Financial Oversight Committee, A. Financial Oversight Committee, Procedure, item 1 to state "The FOC shall be comprised of at least **two** members of the Vestry, ..."

3. Updates to Rental Information

- a. Recommend adding Section X – Short Term Rental Policies and Procedures and Section XI – Long Term Rental Policies and Procedures
- b. Recommend replacing current Appendix IV – Parish Hall Rental Form with Appendix IV – Closing Checklist for Short Term Rentals
- c. Recommend replacing current Appendix V – St. Mark's Space Rental Policies and Procedures with Appendix V – Terms and Conditions for Short Term Rentals
- d. Recommend removing Appendix VI – St. Mark's Facilities Wedding form

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Section X – Short Term Rental Policies and Procedures

A. Overview

This section covers the rental policies and procedures for St. Mark's Episcopal Church for short term rentals. Weddings, funerals and community group rentals have been given their own sections due to their specific issues. Short term rentals, also called event rentals are covered by a reservation application form.

These policies and procedures have been established pertaining to all parties involved in short term rentals for any available St. Mark's rental space and cover the scheduling of short term rental events, the completing of reservation application forms, and the overseeing of St. Mark's rental spaces during short term rental events.

The table below lists the rental spaces that St. Mark's makes available:

	Capacity Limits
Sanctuary	299
Parish Hall	180 seated affair 230 standing affair
Trailer	50
Classroom	20
Nursery	<i>Not available at this time</i>
Music Office	<i>Not available at this time</i>
Back porch – future	<i>Possible future use</i>
Parking lot	<i>TBD</i>

Costs are variable. For more detailed information about sizes of the rental spaces and costs, see the Parish Administrator, the Administrative Assistant, or the Junior or Senior Warden.

Note: These maximum capacity limits are dictated by the Montgomery County Fire Marshal and cannot be exceeded. If a larger group is expected, St. Mark's cannot accommodate them.

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B. Definition

Event rentals generally occur for one-time events or events that cover a maximum of 5 days and do not recur on a regular basis, either weekly or monthly. Recurring events are considered long term rentals that require a tenant lease contract (described in Section XI of this document).

C. General Policies

This section lists some of the policies that all event rentals must follow. There are multiple terms and conditions for rentals that are applied to specific events, weddings, funerals or community groups.

1. Alcohol at events hosted by the general public is limited to beer and wine. Events sponsored by parishioners or tenants may include hard liquor. For events where any type of alcohol is served and where tickets are sold or donations are solicited, all renters are required to obtain a Montgomery County Temporary Liquor License.
<https://www.montgomerycountymd.gov/ABS/licensure/license/one-day/>
2. Whenever the general public or a member of one of our tenant organizations sponsors an event that extends beyond 7PM, St. Mark's will obtain the security services of the Montgomery County Police Department (MCPD) for the hours from 7PM to closing. There is an hourly charge to be paid by the renter for these services. This policy does not apply to parishioner sponsored events or events sponsored by our tenant organizations.
3. There is an extra fee if the kitchen is used for any event or if food is served from the kitchen. Refer to the reservation application form for the current fee.
4. The times shown on the reservation application form must include adequate set-up and clean-up times. They are NOT the times of the actual event. In most cases, a minimum set-up time of 1 hour is required, as is a minimum of 1 hour for clean-up. Obviously, if it is a large event (such as a wedding reception for 150 people), longer times should be allowed for both set-up and clean-up. There will be a professional cleaning crew responsible for major cleaning. However, the renter is still responsible for minimal cleaning after the event. The renter is required to walk through the closing checklist with the closer to verify that policies have been adhered to. Refer to Appendix IV for a copy of the closing checklist.
5. If the classroom or trailer is requested, the intended use of that space must be noted. St. Mark's will determine if any planned use might cause undue harm to the space. The use of these spaces may be denied.

D. Reserving the Rental Date

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1. While an initial request for a rental date may be taken over the telephone or from an email request or any other electronic communication, the renter must submit a completed and signed reservation application form. This form must be signed by the St. Mark's representative and one of the wardens. If the reservation date conflicts with any St. Mark's event or any previously scheduled special event, the application will not be accepted. The rental date and time are not guaranteed to the renter until a deposit has been received and the application accepted.
2. Each rental space desired shall be checked separately. It is advised that the St. Mark's representative walk the spaces with the renter so the renter can determine at this point, rather than the day of the event, exactly which spaces will best serve his/her needs (and which spaces are not available to the renter due to previous commitments).

E. Completing the Event Rental Request

1. The St. Mark's representative completing the application must initial at the top of the reservation application form in case any questions arise later about any aspect of the application. There are separate forms depending on who is requesting the rental space: one for a member of St. Mark's or a tenant organization or its members (Parishioner and Tenant Space Reservation Application) and another form for an outside renter (Event Space Reservation Application). Parishioners and tenants receive a discount.
2. If the requester is not the leader of the organization, but will be the main contact, then both the leader's and the contact's telephone number and email address must be given.
3. A 25% reservation fee is due no later than 48 hours after submitting the application. The remaining portion of the charges for the rental must be received no less than 21 days before the event or the event will be cancelled and all sums paid by the renter forfeited.
4. The St. Mark's representative will review each item on the reservation application form and on the Terms and Conditions section (see Appendix V) and the renter must initial each item on the forms to signal acceptance of each provision. The renter will receive a copy of the reservation application form, the Terms and Conditions and the closing checklist. One of the Wardens must give final approval by signing the reservation application form.
5. If the date/times of the event are outside regular office hours, an opening/closing fee will be charged for each day of the event. If the event will start during office hours but run into the evening, only a closing fee will be charged.
6. A security deposit is included as one of the charges of the total rental charge. If the renter meets all the requirements as outlined under the Terms and Conditions of the reservation application form and the closing checklist and vacates the facilities at the contracted time, the deposit will be returned to the renter in full. **Any** violations of the Agreement shall result in a forfeiture of the entire security deposit.

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F. Day of the Event

1. While St. Mark's does not require that the person opening the building remain to "chaperone" the event, it is advisable that s/he remain for a short while to determine that no rules previously discussed with the renter (alcohol without permission, balloons, etc.) will likely be violated. If it appears they will be, the leader of the renting organization must be approached and asked to prevent such violations.
2. At the end of the event the person closing the event shall walk through the closing checklist provided with the reservation application form. The closer should also note on the renter's closing checklist the actual time the renter vacates the building. This will facilitate the billing for any additional hours the premises are occupied beyond those agreed to.

G. Weddings

Wedding receptions shall follow all of the short term rental policies. In addition wedding participants need to follow the Wedding Guidelines that can be found TBD.

H. Funerals

Funeral repasts generally adhere to the short term rental policies. There are exceptions. For details regarding specifics for funeral functions refer to the Funeral Guidelines that can be found TBD.

I. Community organizations or Diocesan events

St. Mark's makes its rental spaces available to community groups, if possible. Community groups generally are groups which need to rent space for a one-time event, weekly events, or monthly events. These groups shall be allowed rental space with no charge provided they meet the following conditions:

- Are a non-profit organization
- Have a parishioner or tenant member who belongs to this organization and will be responsible for any issues that might arise regarding their usage of St. Mark's rental spaces
- Use the rental space for less than 3 hours per week for fewer than 50 people
- Do not use the kitchen
- Bring in their own supplies and clean up fully after themselves

If the community organization does not have a parishioner or tenant member who can be responsible for this community organization, an opening and closing fee will be charged for each meeting.

Community groups renting on a regular basis shall fall under the tenant lease rental.

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Community group meetings may be superseded by parish events, any paid event rentals or approved tenant events. They may reschedule to another night or another rental space if it is available. If possible, these groups will be notified 2 weeks prior to any rescheduling.

J. Nondiscrimination Policy

St. Mark's does not discriminate on the basis of ethnicity, race, color, national origin, veteran status, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, childbirth or related conditions including lactation, age, disability, genetic information, or any other factor prohibited by applicable law; follows the applicable policies and governing principles of the Episcopal Church pertaining to nondiscrimination; and requires all tenants and users of its facilities to do likewise while on St. Mark's property.

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Section XI – Long Term Rental Policies and Procedures

A. Overview

This section covers the rental policies and procedures for St. Mark's Episcopal Church for Long Term rentals. Long term rentals are called tenant rentals and are covered by a contract. Specific contract agreements for tenants supersede anything written in this section of the FPPM.

These policies and procedures have been established pertaining to all parties involved in long term rentals for any available St. Mark's rental space.

The table below lists the rental spaces that St. Mark's makes available:

	Capacity Limits
Sanctuary	299
Parish Hall	180 seated affair 230 standing affair
Trailer	50
Classroom	20
Nursery	<i>Rented by a current Tenant 24/7</i>
Music Office	<i>Rented by a current Tenant 24/7</i>
Back porch – future	<i>Possible future use</i>
Parking lot	<i>TBD</i>

Costs are variable. For more detailed information about sizes of the rental spaces and costs, see the Parish Administrator, the Administrative Assistant, or the Junior or Senior Warden.

Note: These maximum capacity limits are dictated by the Montgomery County Fire Marshal and cannot be exceeded. If a larger group is expected, St. Mark's cannot accommodate them.

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B. Definition

Any organization choosing to rent space on a regular basis, either weekly or monthly, will be covered under tenant lease rentals. These rentals are covered by signed contracts between St. Mark's Leadership and the tenant representative and are in effect as outlined in the contract.

C. Policies

1. St. Mark's reserves the right to cancel a tenant contract due to noncompliance with any rules and regulations that are specific to this tenant or rules and regulations that St. Mark's must comply with according to Montgomery County or the Episcopal Dioceses of Washington.
2. Some community groups who rent on a regular basis may fall under the tenant lease rental. For more details on community groups see Section X, subsection I of this document.
3. Tenant organizations and their members will receive discounts when renting space for any event rental. For details refer to Section X, subsection E, item 1 of this document.

D. Procedures

The following procedures are required in order to complete the contract process.

1. The prospective tenant will meet with the Parish Administrator, the Rector and the Senior or Junior Warden to discuss details and costs.
2. Once all parties have agreed to the details and basic rules and regulations, a St. Mark's representative will draft a contract.
3. The contract shall be reviewed by St. Mark's General Counsel, the Rector and the Wardens.
4. After St. Mark's representatives have approved the contract, it will be sent to the prospective tenants. If changes are needed, the Parish Administrator will update the contract until all parties reach an agreement or a refusal.

E. Nondiscrimination Policy

St. Mark's does not discriminate on the basis of ethnicity, race, color, national origin, veteran status, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, childbirth or related conditions including lactation, age, disability, genetic information, or any other factor prohibited by applicable law; follows the applicable policies and governing principles of the Episcopal Church pertaining to nondiscrimination; and requires all tenants and users of its facilities to do likewise while on St. Mark's property.

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Appendix IV – Closing Checklist for Short Term Rentals

Closing Checklist for Rental: _____

Parish hall

- _____ Tables (if used) and coffee bar must be wiped down.
- _____ All extra tables removed from storage room must be returned to storage.
- _____ Extra chairs must be stacked no more than 8 high on chair carts and returned to storage with **nothing placed on the red walkway** in that closet.
- _____ Neither the portable altar nor the piano and piano bench are not to be moved or used as tables.
- _____ All trash and debris shall be placed in the trash cans.
- _____ Tables and chairs must be returned to their original configuration.

Kitchen (if used)

- _____ All counters must be wiped down.
- _____ All food and serving equipment brought in by renter must be removed; nothing may be left in the refrigerator or freezer.
- _____ Any cooking utensils belonging to St. Mark's (pots, pans, etc.) used by renter must be washed and returned to their original location.
- _____ All trash and debris must be placed in the trash cans.

Bathrooms

- _____ All used paper towels and other trash must be placed in the trash cans.
- _____ All stall doors must be unlocked.

Classroom, Trailer (if used)

- _____ All furniture must be returned to its original position.
- _____ Nothing is to be removed from any bulletin boards.
- _____ Windows shall be closed and latched.
- _____ All trash and debris shall be placed in the trash cans.

Time building vacated _____ Closer _____

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Renter: _____

Initials _____

January 2022

Appendix V – Terms and Conditions for Short Term Rentals

Applicant's Initials

Premises Occupancy –

- Renter may not enter the facilities before the specified start time.
- Renter must have facilities clean and ready for closing inspection no later than the specified end time.

Refunds –

- If applicant requests cancellation of this reservation no later than 21 calendar days before the scheduled event, St. Mark's will retain the reservation fee paid, and refund any additional money paid.
- Cancellation requested less than 21 calendar days before the schedule event will result in St. Mark's retaining all funds paid.

Set up, use of St. Mark's tables and chairs –

- Renter is responsible for setting up the room(s) to accommodate their event.
- The tables and chairs in the room(s) rented may be used.
- If the event will take place in the Parish Hall, additional tables and chairs may be taken from the chair/table closet.
- All facilities must be returned to the configuration in which they were found at the conclusion of the event, i.e., the number and placement of tables and chairs that were there at the renter's entry to the facility must be in the same place and number at the conclusion of the event.
- All tables and chairs taken from the chair/table closet must be returned to the closet in the same configuration (stacked chairs on dollies no more than 8 high, placement of chairs and tables) in which they were found. **Nothing must be placed on the red walkway in that closet.**

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Additional Equipment/Services

- St. Mark's does not provide a stage, audio-visual equipment, or any other types of additional equipment or services. Renters must provide all equipment needed for their event.
- Erection of exterior tents are not permitted unless approved at the time the space reservation application is submitted.
- The portable altar in the Parish Hall is not to be moved or used as a table.
- The piano in the Parish Hall is not to be moved or used without permission at the time the space reservation application is submitted.

Decorations

- Rice and Birdseed are **prohibited**.
- Balloons that rise of their own volition, *e.g.*, helium balloons, **are prohibited**.
- Wall decorations may only be attached with masking tape. ***Scotch tape, pins and the like are not permitted.***

Kitchen Use

- Renters must provide their own linens, china, glassware and silverware. Use of St. Mark's linens and tableware is not permitted.
- Renters must provide their own cooking utensils, pots and pans. If any accessible St. Mark's pots and pans are used, they must be washed, dried and returned to their original location.
- Refrigerator use is restricted to marked shelves, as agreed upon when space is first requested. No freezer use is available.
- Access to the stove must be requested in advance and all applicable procedures reviewed with St. Mark's staff when space is first requested. The key to the stove must be returned to the St. Mark's staff when the closing inspection is conducted.

Take Down and Cleaning

- Cleaning the premises after the event must include all of the following:
 - All trash must be placed in the trash cans
 - Tables, counters and the coffee bar must be wet-wiped clean
 - No food or beverage must be left in the premises

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- Any decorations put up for the event must be removed from the premises.

St. Mark's Open Meetings

As has been discussed recently, church meetings are generally open to parishioners. In Beth's announcement last week (thank you Beth!) of the date and time of this vestry meeting, she referenced the Maryland "sunshine" law that requires open meetings. Whether or not that law directly applies to St. Mark's can be debated, but it does provide a good context for St. Mark's.

The law includes a requirement that date and times of meetings be published, which is why we are publicizing meeting dates in the email letter and reminding people in the announcements.

The law also addresses the general public having a "voice" at an open meeting, which seems to be optional in at least some cases. There are different ways to accomplish this and seems like a good idea for St. Mark's to address. Just a general "everyone can talk" is probably not a good idea. As noted by one member of a St. Mark's committee, "We do not need people who are not interested in being members of this committee to weigh-in on decisions. If someone is interested, they should become a member of the committee." Good point.

The email that went out on Friday, March 11 was the first email we used to announcement committee meetings. That email said that if folks wanted to attend **as a guest** they should contact Janis. Here's the text from that email:

St. Mark's committee meetings, such as the FOC and Vestry meetings, are open to all parishioners as guests. They are hybrid meetings, which include an option to attend in person or through a Zoom connection. Please contact the Parish Administrator at 301-622-5860 or administrator@stmarks-silverspring.org if you wish to attend either of those meetings as a guest.

When someone contacts Janis about attending as a guest, she should be able to explain to them how "having a voice" works. To that end, Janis has suggested the following:

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I think it will help if the same provisions apply to all committees. It's awkward to have to explain different restrictions for particular committees. In general, we should simply say that parishioners are welcome to attend and observe committee and Vestry meetings, but may participate only when invited by the chair. This way the chair can always have the option of saying something like: "if you have a comment, we have a few minutes now," "please email/talk to one of us after the meeting," or perhaps even "let's add that to the agenda for our next meeting and have you come back and present your idea."

We should also share that Vestry agendas and meeting materials, as well as the minutes of past meetings, are published on St. Mark's website at <https://stmarks-silverspring.org/wordpress/lay-leadership-the-vestry/>.

Comments, thoughts, suggestions?

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