



# ST. MARK'S CHURCH

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EPISCOPAL-ANGLICAN

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## Vestry meeting minutes, March 22, 2022, 7:30 pm

### A. OPENING

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

All information for this meeting was sent to the Vestry members on Friday, March 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.

Rev. Wilkins administered the vestry oath to Juliana Anyanwu.

1. Opening Prayer:

The meeting was opened in prayer at 7:35 by Rev. Wilkins.

2. Acceptance of the meeting agenda:

A motion was made by Beth Walton seconded by Gail Soulea “to accept the meeting agenda.” The motion carried.

3. “Tending Our Soil” presentation by the Rev. Jenifer Gamber:

Flier information on the “Tending Our Soil Program was emailed to the vestry members prior to the vestry meeting. Rev. Gamber discussed this information in more detail during her presentation. She also answered questions or concerns that the vestry members had.

Rev. Wilkins working with Beth Walton will complete the application and circulate it to the Vestry for their review before the March 31<sup>st</sup> deadline.

4. Review and approval of the minutes from the February 22, 2021, vestry meeting:

A motion was made by Lee Mericle seconded by Beth Walton “to accept the minutes from the February 22, 2022, vestry meeting with some grammatical changes.” The motion carried.

### B. REPORTS

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1. Officers' Reports

a. Report from the Rector:

Rev. Wilkins discussed whether to make changes to the current Covid precautions at St. Mark's. After some discussion it was decided that the current Covid precautions remain in place for now.

Rev. Wilkins proposed that the staff be supervised by the Rector. A motion was made by Lee Mericle seconded by Rosanne "to designate St. Mark's Rector as supervisor of the Parish Administrator, and the Administrative Assistant." The motion carried.

b. Report from the Senior Warden:

No questions or concerns.

c. Report from the Junior Warden:

No questions or concerns.

d. Report from the Treasurer:

Rosanne highlighted some of the information from her report. She explained some of the monthly charges. St. Mark's pledges are now at thirty-four. There has been a transfer of \$45,000 from the investment account to the operating account this year already compared to \$25,000 at this time last year.

A motion was made by Lee Mericle seconded by Pamela Gibson "to accept the treasurer's report as written." The motion carried.

2. Vestry Liaison Reports

a. Buildings and Grounds:

Janis stated that VAS will be opening their adult daycare center on April 1, 2022.

b. Christian Formation and Education:

No questions or concerns.

c. Communications:

The vestry discussed Rev. Wilkins installation date as Rector at St. Mark's. He will decide on a date and time and let the vestry know.

d. Development:

No questions or concerns.

e. Evangelism:

Gail Soulea explained about the pole that is needed for the welcome sign that the church has already purchased.

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- f. Fellowship:  
They would like for members to host the coffee hour again. Janis will put an updated sheet on the sign-up clipboard.
- g. FOC:  
The FOC committee has a meeting scheduled for March 25, 2022 to update the VAS contract which expires at the end of March.  
Rosanne talked about the updates to the FPPM manual, which will be discussed further in the meeting.
- h. Outreach:  
No questions or concerns.
- i. Pastoral Care:  
No questions or concerns.
- j. Stewardship:  
Rosanne spoke with Olivia about starting a stewardship committee. She also talked about starting the wish list as soon as possible.
- k. Thrift Shop:  
No questions or concerns.
- l. Worship:  
No questions or concerns.

### **C. OLD BUSINESS**

1. Bishop's Visitation Sunday March 6, 2022:  
The visit with Bishop Mariann went very well.
2. Vestry Liaison Updates:  
There are liaison openings for Christian Formation and Education, and the Thrift Shop. Rev. Wilkins has taken over as liaison to the Development Committee.
3. Covid Guidelines Updates:  
This was already discussed under Rector's report.

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#### **D. NEW BUSINESS**

1. Vestry Focus Retreat:

Vestry Focus will be a one-day event for all the vestry members to get together to discuss where they would like to see the vestry go within the next year. An email will be sent around to the vestry members with an April/May date to choose from in order to schedule this retreat.

The vestry decided that October 7, 2022 through October 9, 2022 will be the tentative dates for the Claggett retreat in the fall.

2. Staff Additional Week's Leave / Volunteer Sabbath Rest Proposal:

A motion was made by Lee Mericle seconded by Pamela Gibson "to grant all St. Mark's employees an extra week's paid leave during 2022, and that this leave be taken during 2022, and that this leave shall not be counted against any other leave." The motion carried.

3. FPPM Proposed updates:

Update composition of the Financial Oversight Committee to match Bylaws:

Recommendations were made to add Section X – Short Term Rental Policies and Procedures and Section XI – Long Term Rental Policies and Procedure; replacing current Appendix IV – Parish Hall Rental Form with Appendix IV – Closing Checklist for Short Term Rentals; replacing current Appendix V – St. Mark's Space Rental Policies and Procedures with Appendix V – Terms and Conditions for Short Term Rentals; removing Appendix VI – St. Mark's Facilities Wedding form. There were some grammatical errors that were found on the forms that will be fixed by Lee Mericle before replacing these forms in the rental policies notebook.

A motion was made by Beth Walton seconded by Lee Mericle "to change the language in the FPP Manual to match the language in the by-laws, and to amend the dates on the title page." The motion carried.

4. Wedding and Funeral Guidelines and application forms:  
Pricing information for these events will not be posted on the website. The guidelines and application forms were approved.  
A motion was made by Lee Mericle seconded by Pamela Gibson “to accept all the changes to Item 3 on page 27 of the vestry materials. The motion carried.
  
5. Maryland Sunshine Law:  
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 vestry will seek the recommendation from legal counsel on how to address the wording to let participants who do come to the meetings on what is allowed and not allowed from them when attending the meetings. For example, giving the chair the authority to recognize the individual if they have something to say, but limiting what rights a guest has as a participant at the meeting. The vestry will discuss this matter at a later date after the recommendation is received from the legal counsel.

**E. ADDITIONAL MATTERS**

1. For the Good of the Order and for Good Order:  
Nothing new

**F. CLOSING PRAYER**

A motion was made by Beth Walton seconded by Lee “to adjourn the meeting.” The motion carried. Rev. Wilkins closed the meeting with prayer.

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