



St. Mark's Church

Episcopal-Anglican

www.stmarks-silverspring.org

St. Mark's Vestry Meeting Materials, April 26, 2022

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NOTICE

Vestry Meetings are now Hybrid – virtual via Zoom and In-person.

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

Recordings are deleted after the Minutes are approved

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Vestry Meeting Agenda – April 26, 2022, 7:30 pm

A. OPENING – 7:30 – 7:45 pm

1. Opening Prayer
2. Acceptance of the meeting agenda
3. Review and approval of the minutes from the March 22, 2022, vestry meeting

B. REPORTS¹ - 7:45 – 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 – 9:00 pm

1. Vestry Focus Retreat – Turf Valley, Saturday, May 14
2. Vestry Liaison Updates – still need liaisons for Christian Formation and Education and the Thrift Shop

¹ N.B. Please read all reports prior to the meeting. Reports will include summaries. Discussions related to reports will focus on addressing any questions.

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D. NEW BUSINESS – 9:00 – 9:30 pm

1. Website migration update
2. Additional staff cell phone
3. Tending Our Soil Status

E. ADDITIONAL MATTERS

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

F. CLOSING PRAYER

Calendar for May - June 2022

- 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
- Friday, May 27 – Family Fun Night – 6:30 pm
- Sunday, June 5 – **Pentecost Sunday (Whitsunday)**
- Sunday, June 12 – **Trinity Sunday**
- Tuesday, June 7 - Communications Committee Meeting – 7:30 pm
- Tuesday June 21 – FOC Meeting – 7:30 pm
- Friday, June 24 – Family Fun Night – 6:30 pm
- Tuesday, June 28 – Vestry Meeting – 7:30 pm

Weekly Meetings

- Sundays – in-person Eucharists at 8:00 and 10:30 am
- Sundays at 9:05 am – Adult Ed
- Wednesdays – Eucharist at Riderwood – 10:30 am
- Thursdays – Choir practice, 7:30 pm

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Vestry Meeting Minutes, March 22, 2021, 7:30 pm – Draft

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 31st 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

1. Officers' Reports

a. Report from the Rector:

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Rev. Wilkins discussed whether or not 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.

f. Fellowship:

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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.

D. NEW BUSINESS

1. Vestry Focus Retreat:

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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:

A recommendation was made to update the composition of the Financial Oversight Committee to match Bylaws, specifically to require the committee include two vestry members instead of one as currently stated.

Recommendations were made to

- add Section X – Short Term Rental Policies and Procedures and Section XI – Long Term Rental Policies and Procedure;
- replace the current Appendix IV – Parish Hall Rental Form with Appendix IV – Closing Checklist for Short Term Rentals;
- replace the current Appendix V – St. Mark's Space Rental Policies and Procedures with Appendix V – Terms and Conditions for Short Term Rentals; and
- remove Appendix VI – St. Mark's Facilities Wedding form.

There were some typographical and grammatical errors that were found by Pete Gail on the proposed updates that will be fixed by Lee Mericle before updating the Financial Policies and Procedures manual and finalizing the rental forms.

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 concerning the composition of the committee, to update the manual with the proposed changes related to rental policies, 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.

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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, wording 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.

Rector's Report

Rector's Report, April 2022

Rev. Dr. Christopher Wilkins

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 and major midweek services, such as Maundy Thursday. We see 30-50 people per Sunday, and several more online via Facebook. In-person attendance at 8:00 is strong; at 10:30, still somewhat less so. Returning to Coffee Hour after the 10:30 service, and the warming weather, have helped. Holy Week services, especially Easter Sunday were well-attended. I will continue to carefully revise each of these services as needed to better express the messages and charism unique to them.

St. Mark's application to participate in the *Tending Our Soil* program has been approved. Three people – in addition to me, whose participation in required - have already signed up to join the team; several others are considered it. EDOW requires a list of team members be sent to them by May 15, 2022. I look forward to this initiative being of benefit to the parish and the complex community it serves.

Virginia Brown-Nolan resumed taking the *Riderwood* Eucharists as of April 6, 2022.

Updated *wedding and funeral guidelines* have been approved, including a precis of them for the website.

Pastoral Care I handle remotely and in-person, and make home visits upon request. I am in the process of renewing Lay Eucharistic Visitor / EV licenses and Layreader licenses for all who wish to continue with these ministries. I welcome anyone who wishes to join either one.

A blend of telework and in-person work for all staff members is encouraged to maximize their benefits. Except for choir practice, all church meetings and events allow for online participation.

All staff members are grateful for the granting of an extra week's sabbath leave by this vestry. The bishop and diocesan council also recommend that church volunteers should take some time away from their ministries for rest and renewal as well.

Christian Education continues with our *Sunday morning Bible study*, focusing on insights and tales from the Pentateuch and elsewhere that speak of women's lives, treatment, and experiences in the light of ancient Israel's formation as a community and its theological imagination. We had a successful *Wednesday evening Vespers and Devotion* program in Lent. If there is sufficient

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interest, we will continue the program as either a daytime or evening offering beginning sometime during the Easter season.

St. Mark's has renewed its lease with VAS to run from April 2021 – December 2025. The junior warden / treasurer, the general counsel, the incoming and outgoing heads of the FOC, and I completed this process with VAS's board and executive director in late March / early April.

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

The Vestry Retreat on May 14, 2022, will provide us with time to strengthen our relationships and think strategically about how best to grow this parish and deepen its impact in the community. We will have the opportunity to reflect on the Vital Signs of Parish Health – there are seven; see below. They're at the heart of the Tending Our Soil initiative, and comprise a useful heuristic to identify where our ministries are strong, and where they have room (and sometimes a need) to grow.

Blessings,

Rev. Christopher+

Vital Signs of Parish Health

1. *Compelling Mission & Vision*. A healthy parish has a clear understanding of its mission, states the mission clearly, and creates ministries which align to that mission. The mission is shared and supported by all levels of ministry leadership, lay and ordained.
2. *Clear Path of Discipleship*. A healthy parish has a path of discipleship for members of all ages and stages of life. This discipleship path is clearly articulated, has multiple on-ramps, and provides growth opportunities for all to engage in formation and ministries.
3. *Faithful Financial Practices*. A healthy parish utilizes financial best practices such as transparency, on-time reporting to the diocese, and forecasting sustainable budgeting. Finances are a faithful conversation, understood as Christian stewardship and formation.
4. *Inspiring & Capable Leadership*. A healthy parish invests in continuing education, training, and rest for its lay and ordained leaders, who are nurtured, valued, and appreciated.
5. *Welcoming & Connecting Ministries*. A healthy parish is intentional and strategic about welcoming guests; it is prepared to invite and provide next step connections. Guests are valued. Welcoming ministries are dependent on the leadership of active lay members.

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6. *Uplifting & Inviting Worship.* A healthy parish gathers for worship that engages people with inspirational experiences and relevant teaching; it engages and offers full participation to all. While shaped by our Episcopal ethos, worship expresses the cultural and ethnic heritage of members and the surrounding community.
7. *Blessing Our Community.* A healthy parish advocates for and partners with the local community and other organizations. This engagement focuses on the welfare of our neighbors and justice initiatives such as food scarcity, racial inequities, and immigration concerns. The parish is invested in the health and well-being of its local community.

Report from the Senior Warden April 2022

Staff Meetings

Weekly staff meetings with the paid staff and wardens have been discontinued since oversight of the administrative staff has shifted to the Rector. Meetings with the Rector and Wardens will occur twice a month.

Communications Committee

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

Website Transition to Worship Times Platform

Janis and I have had a couple of good meetings with the Worship Times manager and builder for the transition project. The process is underway and they are making good progress.

Vestry Liaisons

We have received some volunteers for vestry liaison positions. We still have two committees needing liaisons – Christian Education and Formation and the Thrift Shop. (See Old Business, item 2)

Announcements in the Bulletins

We are now including announcements in the bulletins, as agreed to at the Communications Committee meeting. This allows Christopher to shorten the detail on those items in his verbal announcements during the service. Meetings such as the Vestry and FOC meetings will be

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included in the announcements with a note that if a non-member of whatever committee is meeting wish to attend as a guest he or she should contact Janis Smith.

Rector's Installation

I have emailed Amanda Anderson, Bishop Mariann's admin, requesting a date that would work for the Bishop for Christopher's installation as our Rector. I have not heard back on that.

Report from the Junior Warden

April 26, 2022 Vestry Meeting Jr Warden's Report

Financial Oversight Committee (FOC)

March financial information is included in the FOC liaison report.

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.

2022 Pledge Campaign

We have 34 pledges totaling \$107K. There is some confusion with the number of pledges and who filled out pledge cards. One of the concerns for the stewardship committee will be to make sure that we get pledge cards from everyone for 2023. Pledges will not rollover. That seems to be the main point for confusion.

Staff/Wardens/Rector Meetings

The wardens and staff meet with Rev. Christopher several times a month. One of the highlights this month was the idea of bringing back the planning committee meeting that used to occur once or twice a year. This meeting intends to bring together the leads for each committee so that they can all share the planning of events throughout the year. The committees will be able

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to communicate and coordinate between each other, so that everyone is aware of St. Mark's activities.

Vestry Focus Retreat – May 14

The Vestry Focus retreat will be at Turf Valley in Ellicott City on Saturday May 14, 2022. This event will have a structured agenda and include breakfast and lunch. The deposit has been paid. The vestry still needs to select the lunch menu for the retreat. The general topics will be to discuss ways that the vestry can help St. Mark's and provide assistance for the committees, particularly the "Tending Our Soil Project". Rev. Christopher will provide an agenda and lead the topics.

Fall Vestry Retreat at the Claggett Center

The contract for our vestry retreat at the Claggett center and the deposit have been sent to Claggett. The fall retreat is scheduled for Friday October 7 through Sunday October 9. This is a less formal event and has minimal structure. This event is planned for the vestry, the Financial Oversight Committee and other leaders of the parish to come together and share our experiences about St. Mark's. Partners and family members are welcome.

Report from the Treasurer

Treasurer's Report – April 2022

March Financial Performance Highlights

Statement of Position

The March statement of position shows a decrease of (\$271,715.76) in our investment funds over a one-year period since last March 2021.

- Kitchen upgrade were still being paid at this time last year: \$14K from Parish Hall Fund - Unrestricted
- 2021-2022 operating expenses: \$260,000 (\$190K for 2021 and \$70K for 2022)

Statement of Activities and Budget Performance: **Income**

We are at 34 pledges for a total of \$107K. Pledge (40010) and Plate (40020) are up this month. Parish hall rentals exceed the budget by \$900.

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So far, we have transferred \$70K from investments this year to cover operating expenses compared to \$35K last year for the same time period (Jan-Mar 2021), but we did have the PPP loans last year.

EOTC (41055) – We received extra income this month due to extra usage of the facilities.

Statement of Activities and Budget Performance: Expenses

Several accounts fluctuate more than other accounts throughout the year. Our bookkeeping system uses a simple accrual system, which means that the expected income and expenses are averaged over the 12 months of the accounting year. Here are some accounts this month where this happens:

- Utilities (52090) – It is standard for utilities to fluctuate. They seem to be similar to the costs the same time last year.
- Copier/Copies (51135) – The extra costs just reflect the timing of invoices.

Church property (52000) has higher than expected expenses.

- Maintenance & Repairs (52060) still reflect back payments to Max. This is the last month that will include the 2021 back payments.
- March Cleaning (52010) was \$0 due to the timing of payments. It was paid from February funds.

Communications/Web Site expenses (54070) will eventually be paid from investment funds. We are waiting for the right time in the market to move the funds over to operating to pay for the website upgrade.

The important information for March is that we are \$11.5K over budget on income and expenses compared to the planned budget for March. St. Mark's income exceeded the year-to-date budget by \$13K.

Combined Statement of Investments and Activities

Net income loss is negligible this month.

- We transferred \$25K for operating expenses in March.
- There was a positive March 2022 Investment activity (70500) of \$12K.
- March 2022 investment gain was \$9,228.97 with almost \$3K in interest and dividends.

Treasurer Search: We continue to search for a treasurer.

Rosanne Tingley – Interim Treasurer

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Buildings and Grounds Liaison Report

April 22, 2022

Janis Smith - Parish Administrator

MAINTENANCE AND REPAIR ISSUES:

In March, we spent time preparing the buildings for the Easter season. The first issue addressed was the lighting in the Sanctuary. Israel Zelaya and his assistant came in to replace burned out lights and committee member Peter MacGahan provided bulbs, made suggestions, and observed.

About twenty new 25-watt bulbs were installed in the chandeliers. Even so, about five sockets remain without working bulbs as the individual sockets are broken. There is one chandelier where all of the illuminated bulbs flicker whenever it moves. The probable cause is a connection problem in the wiring for the entire chandelier. This is likely to get worse as time passes. The recessed ceiling lights also received new bulbs, although there are three ceiling light fixtures not working. When one of them was removed, we found that the connection cord for the light had been severed. The end of the light socket could not be found. Close inspection of the end of the wire seemed to suggest that the wire had been chewed. Mr. Zelaya and his assistant returned the next week and washed the exterior and interior of all windows in the sanctuary and the parish hall building.

While looking for extra light bulbs in the furnace room behind the sacristy, we discovered a troubling water leak coming from the exterior door. Inspection of the problem revealed that when ductwork for the HVAC system was installed a couple of years ago, the surrounding area at the top of the door frame was not properly sealed off. Evidently, the contractor was aware that there would be problem with water leaks; he addressed this with tape and a Ziplock bag. This has resulted in rotting of the wood, leaking when it rains, and unfortunately, a black mold problem. It is not clear if mold has spread through the wall to areas that are not visible. The next steps are an assessment by a licensed mold remediation contractor, restorative work, and woodwork to reconstruct the door frame and threshold, sealing off the opening so the leaking problem is corrected.

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During a storm, the week after Easter, a piece of aluminum flashing blew off the area above the parish hall entrance. I have contacted the roofing contractor that St. Mark's most recently used to obtain an estimate for repair. At the same time, we will get an inspection of the church roof and I have asked for an estimate to repair the area where a water leak has begun to damage the ceiling.



I am disappointed to report that a brush fire occurred on the grounds on Thursday, April 21, while the Ethiopian Orthodox Tewahedo Congregation (EOTC) was onsite for their Maundy Thursday observance. A member of their congregation put the fire out with one of the fire extinguishers we had in the trailer. It is not fully evident how the fire started, although our security camera did capture another member of EOTC emerging from the brush minutes before the fire began. They did not contact me; however, I received a call from a Vietnamese American Services (VAS) employee after they saw the smoke. I immediately drove over, only to find nobody had remained onsite. I called the Burtonsville Volunteer Fire Department, inspected the area, and took pictures, and contacted EOTC's point of contact. She was not present when the fire occurred and had to check with her members. There are discrepancies in their reports and,

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as of this writing, I am waiting for EOTC representatives to come into the office to discuss what happened and what measures will be adopted going forward.



FACILITIES USE:

We have signed a new multi-year lease with VAS. It includes a six percent annual increases each year, beginning January 1, 2023. Additionally, VAS has begun phasing in the reopening of their Seniors Daycare Center on April first. VAS continues to have two monthly social events in the Parish Hall; this is additional revenue as well. The Paint Branch High School Jazz Band held a successful instrumental music program in the Parish Hall on Friday, April 1st. We already have several future event rentals booked for the parish hall and anticipate a wedding in the church in May.

Christian Formation and Education Liaison Report

Nothing new reported.

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Communications Committee Liaison Report

April 5, 2022 7:33-8:50 pm

Attending: Pamela Gibson, Ray Lee, Lee Mericle, Laura Robey, Janis Smith, Rosanne Tingley, Christopher Wilkins

A. Opening

1. The meeting was opened with a prayer by Christopher.
2. Review of March 1 meeting notes – The minutes were acceptable to all.

B. Meeting Coordination, Scheduling and Announcing

1. After some discussion it was decided that the committee chair, or whoever was running the meeting, would schedule the meetings – both the physical room and a zoom as appropriate. Janis will be advised, and any meeting scheduled must not impinge on any previously scheduled meeting. So, we can't run 2 zooms concurrently, and can't use 2 rooms concurrently.
2. The committee chair or committee meeting coordinator will be given access to the Zoom account credentials with the understanding that they must not be distributed to others.
3. If a Zoom tutorial is needed, the committee chair or committee meeting coordinator will need to schedule that **in advance** with Janis.
4. Recurring meetings (Vestry, FOC, Communications Committee) will continue to be scheduled as they are now (which follows the procedure noted above).
5. Notices to the congregation of meetings are placed in the Saturday e-letters and the Sunday bulletins. They should be included in those publications at least on the Sunday preceding the meeting, and in previous issues as appropriate. Thus they should be communicated to Joyce no later than the **Wednesday** before a Sunday for the bulletin. That will also give her time to get them in the Saturday e-letter.
6. Committee chairs or committee meeting coordinators should communicate the meeting details separately to the committee, through email specifically to that group or as has been effective with the group in the past.

C. Website Upgrade Status

1. The conversion to a Worship Times' server is in progress and Janis and Lee have spent some time reviewing the first cut. They have a meeting with Worship Times on Wednesday (April 6) afternoon to go over their notes to date.

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2. Laura was looking on the website for information on Friday's Fish Fry. Janis will put the signup link on there and some info. In progress – nothing about the fish fry – orders on website – on events right now – Janis will put link to sign up on there.
3. Janis and Lee are also looking for ways to improve the site, omit redundancies, and upgrade certain areas. For example, we don't have popups right now because they break the current site, but once we're on the Worship Times server we should be able to add capabilities.

D. Rentals Information on the Website

1. We will not be adding rental information to the current website. We'll wait until the site has been fully converted to the Worship Times server.
2. We will not put any costs or forms on the website.
3. The FPPM has the general rules and info about rentals, and it's already on the site. We can refer folks to the FPPM for the general stuff.
4. Janis proposes to add a new facilities rentals page to the new site. It would include pictures of the various areas we rent (parish hall, classroom, kitchen, etc.) with a paragraph she has already drafted to describe them generally and to let people know to contact the Parish Administrator for further info, etc.
5. Christopher would like to see more wedding and funeral ceremonies for people who are not parishioners. He has trimmed the guidelines for weddings and funerals and a link to the PDF documents can be on the new site.
6. Funerals are something he cannot refuse to do, parishioner or not. We need to be aware that the cemetery trust indenture specifies Christian funerals only. We need to get that changed, which requires vestry approval.
7. Christopher does not want to turn down weddings for non-parishioners, although the guidelines will hopefully deter folks just looking for a "pretty" church.
8. If we get a significant number of weddings and funerals – especially weddings but funerals too - we need to consider hiring someone to be the wedding (and funeral) coordinator. This person could help folks plan the event, know of places to contact about caterers, flowers, etc., and would need to handle altar setup and takedown. The Altar Guild is small and cannot handle a lot of these – but would need to approve anyone entrusted with altar duties.

E. Rector's Installation

1. We don't have a date yet, but it's probably time to start planning. Lee will contact Amanda Anderson, executive assistant to the Bishop, to find out how to get an installation on the Bishop's schedule and what else we need to do from the viewpoint of the Diocese

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2. It seems like a Sunday afternoon would be best, probably sometime from mid-September on.
3. Christopher will want to invite clergy from the area to attend.

F. St. Mark's Newsletter

1. The next issue of the St. Mark's SnapShot will be a March-April issue. Janis will include pictures from the upcoming Fish Fry as well as information on congregational vitality, creation care, a report on the Bishop's visit, the Riderwood congregation and, OF COURSE, something from THE CATS.
2. Janis is planning on doing two-month issues at least until the start of the program year in September. So the next two issues will be a May-June issue and a July-August issue.

G. Social Activities

1. Game night in March went fine.
2. For the last Friday of April (April 29) Beth had asked Janis to talk to Charlene about coordinating an activity with dance lessons – line dancing, etc. This isn't really a great month for the Langleys, so Janis will talk to Beth about what else could be planned. We didn't touch nearly all the games at Game night.

H. Other

1. The Calverton Swim Club has been holding its winter meetings in the parish hall as a community group. In appreciation of that, they have offered St. Mark's a Sunday morning at the swim club sometime this summer. It would be before the pool opens (at about noon?) for regular use and we could have a service in the covered pavilion. Afterwards St. Mark's members would be welcome to stay, swim, play, use the grills and picnic tables, etc. The idea of Christopher doing a baptism was discussed but didn't get a lot of traction. (Liability issues, lifeguards' terror, etc.). We would need to give them a list of folks who would be coming as they need to keep a list of all guests/non-members who use the pool.

We discussed doing this instead of the regular St. Mark's picnic. The Fellowship Committee has planned the picnic on a Saturday in late July. No one was sure why a Saturday was picked over a Sunday.

Janis or Pamela will talk to the Fellowship committee to find out if they want to make the picnic be at the pool, or have it be a separate event. They will also find out why a Saturday is a better idea than a Sunday.

2. Rosanne noted that the sign board has a lot of message that scroll pretty quickly. Janis will cut back on some of the slides, especially ones where there are multiples for one event, and slow the scrolling rate.

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3. Christopher asked if the communications strategies we're using are effective. Should we do more, less, something different, what? We talked about the announcements and decided they could be put back in the bulletins on the last page or next-to-last page (without zoom links). This lets people take them home to remind themselves later. This also means that the verbal announcements during the service can be short and basically ask folks to read them in the bulletin, and perhaps highlight one or two. But detailed descriptions can be in the bulletins (with instructions to contact the office for the zoom links where applicable). They will need to get to Joyce by COB on Wednesdays to get in the bulletins that are printed on Thursdays.

They can still be in the e-letters that go out on Saturdays, although some folks don't read much past the service listings. Still, they are there for folks to refer to who aren't in church to get a bulletin. And the zoom links go in the e-letters, not on the website (which has the bulletins), so we do need them there.

4. Maundy Thursday should be livestreamed. Janis will arrange for that.
5. Once our application for the Diocesan Tending Our Soil program has been approved, assuming that it will be, we will need to find folks to be the cohort of 4 to 6 people. We have one or two possible volunteers. It seems the best way to recruit folks will be to have conversations directly with people we think would be interested, rather than a general recruiting announcement
6. Christopher closed the meeting with a prayer.

Development Committee Liaison Report

Nothing new to report.

Evangelism Committee Liaison Report

We supported our table at the Riderwood Opportunities Fair. Quite a few people stopped at our table. Sandy Pang from our Riderwood Family is very knowledgeable and was able to respond quickly to questions. Information on our Holy Week services was sent via snail mail to a few families. A basket of snacks and books for the children to enjoy during our service were set at both entrances, instead of just one, on Easter Sunday. This will continue.

Once the glitches are worked out in my new phone, I hope to make progress on the pole for our sign.

Gail Soulea

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Fellowship Committee Liaison Report

Nothing new to report.

Charlene Langley

FOC Liaison Report

April 2022 Vestry Meeting

Financial Quarterly Update

Kathleen Counts presented her quarterly update from Wells Fargo.

March Financial Performance Highlights:

See attached Treasurer's report for details.

St. Mark's will see increases in VAS rental income starting in April due to the day care starting up on April 1, 2022.

Rev. Virginia is looking for a new music director at Riderwood. Ray is no longer able to perform these duties.

Open Action Items

All contracts are up-to-date. St. Mark's does not need to review any tenant contracts until fall of 2022.

We do not have a signed agreement with the auditor yet. We will make arrangements with the new auditor after the tax season ends.

The FOC had a fairly long discussion about the cemetery this month. St. Mark's is considering raising the rates on the cemetery plots and possibly charging a perpetual care fee.

St. Mark's has a new landscaping contract with Jeremiah's company.

The FPPM has been updated and approved by the vestry at the March meeting. The weddings and funerals guidelines will be part of the FPPM and also added to the new website when the facilities rentals site gets created.

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Old Business

Facilities rentals are going well. We are having to work around already scheduled time rental time. At this time there are no issues with any of the rental groups.

The capital expenses for 2022 will cover some repairs:

- Mold remediation in the sacristy.
- Reconstructions of door to sacristy room. Threshold reconstruction. Maybe door replaced.
- Sanctuary room, possibly the whole roof.

New Business

The FOC discussed the 2023 stewardship campaign. There is some concern about rollover pledges. This needs to be resolved for the next pledging campaign.

The FPPM has instructions about credit card usage, primarily PayPal, for church functions or parish hall rentals. The FOC is considering card readers for the church and the thrift shop. We need to get a few more details about card readers for the thrift Shop.

The FOC is continuing to discuss the front door camera system. Most of the estimates are still coming in higher than we expected. The system includes a camera in front with a doorbell that triggers the St. Mark's office and the VAS office. Also, there will be communication between VAS and our office. The FOC discussed how much of the cost VAS should cover.

The FOC discussed changing phone services for Rev. Christopher and purchasing a phone and phone plan for Janis as the parish administrator. Currently, St. Mark's is using T-mobile for Christopher at \$70 per month. The options for Janis & Christopher are:

- Ting at \$25 per person
- Mint Mobile at \$15 per person

The Church pension fund has agreed to cover Christopher's pension payments for four months, but there is some confusion about how this will be handled. The FOC is attempting to resolve this issue.

Respectfully submitted by,
Rosanne Tingley
Vestry Liaison

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Outreach Committee Liaison Report

Outreach (Paul Walton)

Nothing to report at this time.

Gail Soulea

Pastoral Care Committee Liaison Report

Liaison to Pastoral Care:

Began a discussion with the Rector re Pastoral Care at St. Mark's. Contacted the Rev. Dr. Anne-Marie Jeffrey, Canon for Congregational Vitality with the question, "What does the Diocese provide parish priests with regard to the range of references needed to support Pastoral Care?" Her response was that in this diocese, each priest typically builds those references themselves, or in association with their peers.

Requested Leader of Lay Eucharistic Ministry check with Diocese re qualifications, requirements for Pastoral Visiting Lay Eucharistic Ministry, so Rector can explore options (e.g. in home Communion), as COVID mitigations shift with time.

Will check in with our other clergy, the Rev. Virginia Brown-Nolan, regarding Pastoral Care needs at Riderwood.

Will, in coordination with Rector, devise a way for members of the parish to share what we know from our professional and other networks with Rector to build a robust set of potential referrals.

Will work with Rector on series of communiqués about Pastoral Care, how to request, what may be available in a hybrid format, etc.

Respectfully submitted, Beth Walton

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Stewardship Committee Liaison Report

The Stewardship Committee has nothing to report.

Thanks,
Pamela Gibson

Thrift Shop Liaison Report

Nothing new reported.

Worship Committee Liaison Report

Report is included in the Rector's 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	Christopher Wilkins
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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Tending Our Soil Status

As noted previously, our application to the Diocese to participate in the Tending Our Soil program has been approved. An update has been provided by Beth Walton, as follows:

We currently have three people who have offered to participate in this Diocese-sponsored program. There are three others who are giving the idea active consideration and may agree if the Rector reaches out to them. Four to six people are needed, so we are well on our way.

Respectfully submitted, Beth Walton

Since this is a multi-year program the question has come up concerning its status. Is it a committee? A part of a committee? A separate program not associated with a committee?

Janis has kindly provided the section of the Bylaws concerning committees:

Article II – The Vestry, Section 3 – Committees

Committees Having Authority of the Vestry: A majority of the voting members of the vestry in office may appoint one or more committees, each of which shall consist of two or more members of the vestry, which committee(s), to the extent provided by resolution of the vestry, shall have and exercise the authority of the vestry in the management of the parish, that is, carry out the mandate from the vestry.

Committees Not Having Authority of the Vestry: The Rector or priest-in-charge, either Warden, or the vestry shall be entitled to appoint committees not having the authority of the vestry in the management of the parish.

Standing Committees: The Standing Committees shall be defined by the vestry and shall include, but not be limited to: Financial Oversight, Buildings and Grounds, Stewardship, Christian Education, Evangelism, and Outreach. The vestry may add additional Standing Committees or eliminate current Standing Committees by a 2/3rds majority vote at a regular or special vestry meeting. Any addition or elimination of a Standing Committee will be deemed as an automatic amendment to this section of the Bylaws that is in effect until the next parish

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meeting (annual or special), where this section of the Bylaws must be approved to reflect the change or the change will be revoked.

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