



St. Mark's Church

Episcopal-Anglican

www.stmarks-silverspring.org

St. Mark's Vestry Meeting Materials, May 24, 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 – May 24, 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 April 26, 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 & FOC Liaison
2. Vestry Liaison Reports
 - a. Buildings and Grounds
 - b. Christian Formation and Education (see in B.1.a, above)
 - c. Communications
 - d. Counters
 - e. Development
 - f. Evangelism
 - g. Fellowship
 - h. FOC (see B.1.d, above)
 - i. Outreach
 - j. Pastoral Care
 - k. Stewardship
 - l. Thrift Shop
 - m. Worship (see B.1.a, above)

C. OLD BUSINESS – 8:30 – 8:45 pm

1. Follow-up on Vestry Focus Retreat at Turf Valley

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 – 8:45 – 9:15 pm

1. Materials for members new to the Vestry
2. Appointment of new FOC Chair
3. Proposed updates to the Employee Handbook
4. Parish Leadership Happy Hours and Get-togethers

E. ADDITIONAL MATTERS

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

F. CLOSING PRAYER

Calendar for June - July 2022

- Tuesday, May 31 – Parish Leadership Happy Hour
- Sunday, June 5 – **Pentecost Sunday (Whitsunday)**
- Monday, June 6 – Sunday, June 19 – Rev. Wilkins on vacation
- Tuesday, June 7 - Communications Committee/Worship Planning Meeting – 7:30 pm
- Sunday, June 12 – **Trinity Sunday**
- Monday, June 20 - Juneteenth Holiday (observed)
- 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
- Monday, July 4 – Independence Day Holiday
- Tuesday, July 5 - Communications Committee Meeting – 7:30 pm
- Tuesday July 19 – FOC Meeting – 7:30 pm
- Tuesday, July 26 – Vestry Meeting – 7:30 pm
- Friday, July 29 – Family Fun Night – 6:30 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, April 27, 2022, 7:30 p.m. - Draft

A. OPENING

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

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

1. Opening Prayer:
The meeting was opened in prayer at 7:32 p.m. with prayer by Rev. Wilkins.
2. Acceptance of the meeting agenda:
A motion was made by Beth Walton seconded by Pamela Gibson “to accept the meeting agenda.” The motion carried.
3. Review and approval of the minutes from the March 22, 2022, vestry meeting:
A motion was made by Lee Mericle seconded by Peter Gale “to accept the minutes with the change in the year from 2021 to 2022.” The motion carried.

B. REPORTS

1. Officers' Reports
 - a. Report from the Rector:
Rev. Wilkins shared updated information on the Tending our Soil initiative, and Christian Education Formation.
 - b. Report from the Senior Warden:
No questions or concerns.
 - c. Report from the Junior Warden:
Rosanne discussed having a meeting with all the heads of each meeting. This will be held in June. Rev. Wilkins asked that the chairperson of the communications committee send out an email to all the heads of each committee to let them know about the upcoming meeting.

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There was some discussion about pledge rollover that was in Rosanne's report. It was suggested that Stewardship consider making it as easy as possible for people to pledge, so if it is easy for parishioners to rollover their pledges, then allow them to do that.

d. Report from the Treasurer:

A motion was made by Lee Mericle seconded by Peter Gale "to accept the treasurer's report as written with the suggestion to add the account numbers to future reports, and to also thank Rosanne for taking on the role of acting treasure." The motion carried.

Ray Lee was happy to report that the budget projection suggested that St. Mark's would be more in the negative at this time of year than it is. The budget is ahead in income because revenue and plate income that has been received.

2. Vestry Liaison Reports

a. Buildings and Grounds:

There was a typo on page 18. The correct amount that VAS is now paying is \$4,161.88 instead of \$4,616.88 that was reported.

Rev. Wilkins suggested that the chandeliers stay off until an electrician can be found to inspect them to make sure that it is safe to use them.

Janis is going to set up a meeting with Rev. Wilkins a representative from the EOTC tenant to talk about the fire that was started near the tree.

The Montgomery County Fire Marshall will come on Wednesday, April 28, 2022 for a routine fire inspection.

A mold remediation company will be coming out to look at the places where there is mold due to the roof leaking. The first step they will be doing is testing the mold, and then they will give St. Mark's a report. Once all of the necessary steps are taken then a contractor will have to be hired to rebuild walls, doors, and whatever else needs to be rebuilt.

b. Christian Formation and Education:

Rev. Wilkins had a conversation with a family whose school age child is interested in the Baptism process.

Rev. Wilkins continues to address the needs of parishioners to implement programs that will fulfill the needs of the church.

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c. Communications:

It was suggested that it may be a good idea if St. Mark's would have a list of wedding /funeral coordinators, counselors just in case we get to the point where we would need them. So, if the renter would need these services, they could hire someone from the list and pay them for their services, and the responsibility would not be on St. Mark's.

Once the new website is fully functional Janis will include information concerning heads of committees so that people who are interested in joining a committee will know who to contact.

d. Development:

No questions or concerns.

e. Evangelism:

No questions or concerns.

f. Fellowship:

No questions or concerns.

g. FOC:

Riderwood now has a musician.

h. Outreach:

No questions or concerns

i. Pastoral Care:

No questions or concerns.

j. Stewardship:

No questions or concerns.

k. Thrift Shop:

No questions or concerns.

l. Worship:

Vestry secretary needs to change the note concerning the worship committee information that goes into the vestry packet, so that it will state that the information is included in the "Rector's" report. Rev. Wilkins is no longer Priest-in-Charge.

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C. OLD BUSINESS

1. Vestry Focus Retreat – Turf Valley, Saturday, May 14:
The Retreat will be from 10:00 a.m. to 3:00 p.m. There will be a continental breakfast served from 9:00 to 10:00 a.m. Everyone will be able to select their lunch when they get there. Rosanne Tingley sent out menus to the vestry members. Rev. Wilkins will try to put together an outline of information that will be discussed during the retreat.
2. Vestry Liaison Updates – still need liaisons for Christian Formation and Education and the Thrift Shop:
If anyone is interested in serving on either of these committees, please contact Rev. Wilkins or Lee Mericle.

D. NEW BUSINESS

1. Website migration update:
The new site has been built. Lee Mericle, Beth Walton, and Janis Smith have access. More than one person should access to the backup. Once the website is fully functional St. Mark's will be able to provide more information to the public. Information will be sent out to the parishioners then to let them know about their bookmarks.
2. Additional staff cell phone:
A phone will be provided for the Parish Administrator so that tenants, renters, vendors may be able to contact her directly. The phone that will be purchased for Janis will come from office supplies budget. Janis will sign up for service from Mint Mobile for six months to see if it provides acceptable service. The payment for the monthly phone service will show up as a variance each month because this was not budgeted for in the 2022 budget. It was suggested that the monthly payment for this phone be put on the wish list.
3. Tending our Soil Status:
The application is due to the diocese by May 15, 2022 with the \$300 fee. Lee Mericle and Legal Counsel will read over the application before it is submitted to the diocese. Those interested in serving on the project are Rev. Wilkins, Beth Walton, Pamela Gibson, Erwin Avila, and Alta Cannaday. There are also three other Parishioners who are considering participating. If there is any information that needs to be shared with the vestry someone from the project will submit it at a vestry meeting.

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E. ADDITIONAL MATTERS

1. For the Good of the Order and for Good Order:
 - a. There was some discussion about certain events that were scheduled at St. Mark's. The Fellowship Committee needs to have a meeting to discuss how comfortable they are in going forward with providing meals at certain functions.
 - b. The Family Fun night for May 29, 2022, is cancelled because it is a holiday weekend. Rosanne Tingley talked about how to get the word out to parishioners when planning spontaneous events.
 - c. Vincent Tran who is a Life Scout from Troop #1444 will be constructing four picnic tables for St. Mark's, Saturday, May 7, 2022 as part of his project.

F. CLOSING PRAYER:

A motion was made by Beth Walton seconded by Pamela Gibson "to adjourn the meeting." The motion carried. Rev. Wilkins closed the meeting at 9:30 p.m. with prayer.

Report from the Rector

Rector's Report, May 2022 *Rev. Dr. Christopher Wilkins*

Worship: continues at 8:00 and 10:30 on Sundays, in hybrid format for the latter and for special services. Livestreaming and posting services enable us to reach people who are not nearby and/or not comfortable with in-person worship. Rising Covid rates in the area underscore the need to keep doing this well.

It would be helpful to have a small team gather to develop new worship and formation offerings during the week to include morning and/or evening prayer, compline, rosary prayers, healing prayers, and liturgies for use by families with children.

The celebration of life for Ray Lee was well-attended and quite moving. We will mourn him for a long time.

Coffee Hour after the 10:30 service provides a good occasion for fellowship.

Tending Our Soil: The team consists of me, Beth Walton, Erwin Avila, Alta Cannaday, Pamela Gibson, Gail Soulea, and Frances Farrow. (Teams are capped at 6 parishioners and 1 rector.) I attended the rector's orientation to TOS on May 19.

Pastoral Care: I handle both remotely and in-person, and make home visits upon request. We are renewing Lay Eucharistic Visitor (LEV) and Layreader licenses for all who do in these ministries. We'd be happy to have more people join them.

Christian Education: continues with our Sunday morning Bible study, focusing on Deuteronomy, the formation of ancient Israelite religion, and the emergence of monotheism in the ancient Near East in the context of comparative mythologies.

The Vestry Retreat reminded us that being grateful and cultivating a spirit of gratitude and welcome are important, as is intentionally inviting people to be more involved. What we do in the church should feel not like tasks to complete but opportunities to serve. Church should offer rest and renewal, empowering us to serve as God's called us to do. When it isn't, we need to correct for that. We should encourage one another to do our best, and be generous and forgiving, practicing what we preach and pray in order that people not yet part of our community would like to join it once they know about it, or return to it, as best may be.

Lastly, we need to improve church acoustics sooner rather than later.

Blessings, Rev. Christopher+

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Report from the Senior Warden May 2022

Vacation (sort of)

I was out of town from Monday April 25 through Monday, May 16, with a break on Friday-Sunday, May 6-8, for Ray Lee's funeral. A profoundly sad time. I did manage to attend the Vestry meeting on April 28 and the Vestry Retreat on May 14 remotely. (The "vacation (sort of)" was lots of work on the rental house in the Outer Banks).

Staff Meetings

Meetings with the Rector and Wardens occur as needed, at least once a month

Communications Committee

The Communications Committee met in May and the report is part of these vestry materials. Thanks to Chuck Smith for calling the meeting and providing the report.

Website Transition to Worship Times Platform

Janis and I are continuing to work with Worship Times on the website transition project.

Proposed updates to the employee handbook

Proposed updates to the employee handbook are item #3 under New Business. These are general "housekeeping" updates that make no material changes to current policies and procedures.

Worship Planning Session

The decision was made to devote the June Communications Committee meeting to worship planning. In the past a "Worship Committee" meeting was called once a year to plan out activities for the upcoming year. We're a tad late with this, but better late than never. I have sent out an email to everyone I can think of but inevitably I've forgotten someone. If you would like to participate and didn't get an email, please let me know that you'll be there. 😊

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. So far I've sent two emails but as of Friday May 20 I have not heard back. Here's to hoping I'll hear back before the Vestry meeting!

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Report from the Junior Warden May 24, 2022 Vestry Meeting

Financial Oversight Committee (FOC)

April financial information is included in the FOC liaison report. The committee is in transition since the loss of Raymond Lee as the chair.

Auditor

There was a lot of good discussion from the FOC committee members over the past month about selecting an auditor to review our 2020 and 2021 financial statements. We settled on Michael Febrey, who was recommended by the Diocese. We are still working on the contract.

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.

Wardens/Rector Meetings

The wardens meet with Rev. Christopher several times a month to discuss church matters, FOC matters and vestry matters.

Vestry Focus Retreat – May 14

The Vestry Focus retreat occurred Saturday May 14. I think the vestry focus was successful and that the group covered a lot of topics that needed to be discussed. To list a few highlights, the group discussed where we are as a vestry and where we would like to be. We focused on what is working and what is not working.

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Report from the Treasurer

April Financial Performance Highlights

Statement of Position

The April statement of position shows a loss of (\$405,356) in our investments over a one-year period since last April 2021. The market for April had considerable losses and unfortunately, St. Mark's portfolio was affected also.

Statement of Activities: Operating Income and Expenses

Pledge (40010) and Plate (40020) are up again this month, as is Special Offerings (40030) and the Thrift Shop income (40040). The Thrift Shop was able to open three Saturdays this month instead of the normal two Saturdays.

So far, we have transferred \$90,000 (40050) from investments this year to cover operating expenses.

VAS has started their Senior Day Care Center (41075). Their rental income will provide \$1,267 more each month than budgeted for the remainder of the year.

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.

The notable expenses this month are listed below:

- Maintenance & Repairs (52060) still reflect back payments to Max. This is the last month that will include the 2021 back payments.
- April Cleaning (52010) costs in April cover two months of cleaning.
- The April gas bill (52092) covers the payments for the month of March, which had a lot of cold weather.
- The big fellowship expenses (54020) this month were a down payment for the Vestry Focus Retreat in May and the down payment for the Claggett Retreat in the Fall.

St. Mark's experienced another month of positive net ordinary income (middle of pg 4). We have a \$2,000 increase in income based on the April budget.

St. Mark's is \$19,856 over budget year-to-date. St. Mark's was projected to have losses of (\$5,450) at this point in the year. Our FOC chair, Ray Lee, projected the entire 2022 budget to have a loss of (\$16,349).

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Non-Operating Other Income/Expense

This section covers the non-operating income and expenses for the month of April. Included in this section of the Statement of Activities is the unrealized loss from investment activity this month of (\$95K) (71020). Also included are the investment management fees (80080), cemetery trust expenses (80570), and transfers from investments (82000) of \$20K that appear as operating income under account 40050.

Treasurer Search: We continue to search for a treasurer.

Rosanne Tingley – Interim Treasurer

FOC Liaison Report

May 2022 Vestry Meeting

Kathleen Counts presented the FOC with a current market report.

She stated that four things are driving the market and influencing her decisions regarding the management of St. Mark's investments:

- rising interest rates. In general we are in defensive mode, particularly with bonds. She has shifted to variable bonds. This market hurts small cap companies with a lot of debt. Small cap stocks are down 22%. This market affects buying power too.
- the war
- China is holding back our microchips, which is causing tech problems in multiple products, most notably cars.
- labor shortage and rising prices

Here is some general information that Kathleen brought to our attention.

- St. Mark's has a line of credit if we ever need to use it. We think the borrowing rate is 3.75%. Kathleen will check.
- We still have a substantial amount in unrealized gains in our equity accounts. Kathleen has not had to sell any funds during this turbulent period in order to pay for our operating expenses.

Credit cards - Kathleen provided some suggestions for reviewing our credit card rates and possibly changing cards so that we can get better rates.

We discussed the high charges with PayPal. Venmo does not charge percentages for donations. We should consider Zelle too. The committee will look into adding both of these as options for online pledging.

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We had a wonderful toast to Ray Lee.

Auditor - We will engage Michael Febrey for compilation services of \$3K for the 2020 audit/compilation. We need to have an independent auditor, which is why we need someone other than our bookkeeper, Heather.

Cemetery Trust - The grounds are not being cared for properly. The trustees will send out bids for new landscaping work.

Old Business

VAS wants to start a children's day care for the summer. Janis spoke with Kathleen Hall at church house. VAS would need to provide proof of insurance with a rider covering children's care. Also VAS day care staff will need to take the diocesan children's care training.

The most important concern is that VAS needs to comply with Montgomery County licensing requirements. The FOC discussed the possibility of charging additional rent due to the extra wear and tear that children cause. Also, many years ago when St. Mark's was building the parish hall, we had regulation issues with certain children's facilities, specifically the toilets. We need to make sure that VAS meets county guidelines.

We have just become aware of this day care service over the past few days. One month seems too soon for VAS to obtain proper licensing through the county unless they have already started the process. They did not bring this to our attention before this went out to their clientele. Janis will speak with Tho to get more details.

EOTC - changed their name from a DC corporation to a MD corporation name. We will need to redo the contract using the newly incorporated name.

Transition activities - The FOC is presenting Paul Walton as the candidate for FOC chair. We are working with Sandy Spring to allow Paul to have signing privileges.

Roofworks is coming on Friday to repair the Parish Hall door. They will inspect the sacristy and door also.

Front door camera - Paul is closer to a solution to the front door camera issue. He is proposing a camera box with three buttons with three displays. There will be one at our front desk and one with VAS. It will allow VAS to open the door themselves. Paul still needs to look into a few

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more issues, before this system can be installed. It will not be a cloud based system, and we won't get pictures from this option.

The issue of allowing customers to pay by credit card at the thrift shop came up again. The problem right now is that Wi-Fi does not go to the Thrift Shop, so we cannot set up a credit card reader. It could cost about \$500 to get a router booster, which we will not be able to get until August.

New Business

The FOC discussed the recent fires in the woods behind the thrift shop and the trailer. We suspect that it was probably drug related. The camera on the back of the trailer was disconnected. The FOC is looking at getting additional cameras to cover more of St. Mark's grounds.

Respectfully submitted,
Rosanne Tingley
Vestry Liaison

Buildings and Grounds Liaison Report

May 19, 2022 Janis Smith - Parish Administrator

MAINTENANCE AND REPAIR ISSUES:

The date originally scheduled for repairing the flashing on the Parish Hall roof and inspecting the Church and Sacristy roof was rained out. RoofWorks has rescheduled the appointment for Monday, May 23rd. Chesapeake Environmental Solutions (CES), a mold remediation and restoration company, has inspected the area where mold is visible in the furnace room behind the Sacristy, and taken air quality samples from adjacent spaces. Once lab results are returned, we will know the extent of the area that needs remediation and CES will submit a proposal for the work. I expect to need at least one additional bid.

A Montgomery County Fire Marshal conducted an inspection of all of our buildings to determine compliance with fire safety regulations. A few minor violations were noted: the rear door in the Thrift Shop needs an "EXIT" sign; several fire extinguishers need to be inspected and replaced or tagged; the keys kept in the exterior "Knox Box" for emergency use by the Fire Department need to be replaced; the doors to all furnace and electrical closets need signs; copies of all annual fire safety inspection reports need to be provided to the County; and, a fire safety evacuation plan must be written and posted in each building. I have begun working through the list. Once completed, a re-inspection will be necessary.

Another brush fire took place in the wooded area behind the Thrift Shop on Friday, April 29th at approximately 5:30pm. Police and fire departments responded and opened an investigation because the cause of the fire appeared "suspicious" and an unusual apparatus was found, constructed from lumber, an old sink, electrical wiring, and something resembling an old motor.



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I am working with Jim Forrest to identify several vendors to evaluate the acoustics and sound system in the Church and provide proposals to upgrade our microphones and speakers.

Facilities Use

Vietnamese American Services (VAS) re-opened their senior center on April 1st. They are presently operating on Tuesdays, Wednesdays, and Thursdays. Enrollment has been slow, but steady. VAS held several evening social events. Attendance was low and no further socials are scheduled.

VAS has also begun accepting enrollment for a Summer "Youth Club" program for elementary school students, starting on June 20th and running through August. Enrollment in the program is open to all children but is limited to 25. VAS' plan is to hire staff to manage a team of high school volunteers to work with the children; they also have a full-time nurse on staff. I consulted with Kathleen Hall and Andrew Walter from the Diocese for guidance on requirements for children's programs operated on church premises. I also researched Montgomery County licensing requirements and spoke with Tho Tran, VAS' Executive Director, about their plans. Because the program will be small and only for a limited time, it qualifies for an exemption from the requirement for a county childcare center license. However, VAS must comply with the Diocesan requirement that all staff (including volunteers) who work with children take the "Safeguarding God's Children" online training. VAS will also be required to obtain additional liability insurance. Ms. Tran has agreed to these requirements.

The Ethiopian Orthodox Tewahedo Church (EOTC) has changed their name and reincorporated from Washington, DC to Maryland. Things are going well with this group. They have a fasting season coming up in July and will be renting the trailer daily from July 8th through July 23rd.

There has been steady interest in renting the facilities for events and several upcoming events are booked.

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Christian Formation and Education Liaison Report

See the Report from the Rector, above

Communications Committee Liaison Report

May 3, 2022 7:32 p.m. - 8:05 p.m.

Report submitted by Chuck Smith in the absence of Lee Mericle (liaison)

Attending: Chuck Smith, Janis Smith, and Christopher Wilkins

A. Opening

1. Opening Prayer - **N/A**
2. Review April 5 meeting notes - **Not discussed**

B. Communicating Parish-Wide Announcements

1. Should a Parish Telephone Tree System be Created? How to accomplish the task? How to Activate? - **The suggestion was that the Phone Tree System should be a Vestry assignment since the Vestry are the spiritual leaders of the church.**
2. When should Telephone Tree be used? **When a pastoral type of communication is necessary.**

C. Website Upgrade Status - **Not discussed**

D. Rector's Installation

1. **Not Discussed**

E. St. Mark's Newsletter

1. St. Mark's SnapShot – next issue? **Not Discussed**

F. Social Activities

1. Friday night activity in May - **Not Discussed**
2. What's next? - **Not Discussed**

G. Other -

1. **Discussion on how to communicate and to expand St. Mark's' hybrid worship opportunities.**
2. **Need to coordinate with tenants concerning the safety of the facilities, especially in light of the recent fires in the woods adjacent to the property.**

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Counters Liaison Report

Nothing to report for the counters.

Development Committee Liaison Report

May 19, 2022 – Submitted by Janis Smith

St. Marks, together with Vietnamese American Services (VAS), at the suggestion of the Diocesan Creation Care Coordinator, submitted a grant proposal last month to the Emerson Collective, a social impact organization focusing on the creation, improvement, or expansion of hundreds of community gardens and school gardens throughout the United States. The goal of the initiative is to encourage healthy individuals by addressing the problem of lack of access to fresh produce in some areas and to promote the wellbeing of communities. Emerson asked for proposals from nonprofit organizations ready to build, improve, or expand community or school gardens. Selected organizations will receive a two-year grant, providing funding of up to \$10,000 in the first year and \$5,000 in the second year, to transform or renovate spaces into gardens for the shared benefit of the community.

We requested funding to supplement congregational resources and contributions for this project. The parish anticipates including the annual planting costs and garden maintenance in its outreach budget in the future, along with establishing a Farmers Market onsite so that some of the produce grown will support sustainability. Long-term objectives also include provision of workshops on nutrition and healthy meal preparation using the produce we grow. Moreover, we also envision those successful harvests will yield excess produce that can be distributed – at no cost – to members of the community experiencing food insecurity. This is especially important as this segment of our community is generally unable to obtain and/or to afford organically grown produce. We will engage Montgomery County Public Schools and home-schooled students from our collective units to teach them home agricultural techniques and provide student service-learning opportunities.

Working side-by-side with VAS and area residents on this project will promote equity and change in the community as we focus on our shared goals and interests. Additionally, we envision that some of the participants in the initiative will become trainers for our future efforts.

We anticipate receiving a decision on our grant request by May 30, 2022. If our proposal is not funded, we will move forward with a basic garden this Summer, to be located on the North side of the Parish Hall building in the area that was cleared for a playground. We will request funding from the Outreach Committee to fence in the area to get started, while simultaneously seeing monetary and in-kind donations.

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Evangelism Committee Liaison Report

Nothing to report at this time.

Gail Soulea

Fellowship Committee Liaison Report

Nothing new to report. Next meeting is scheduled for Wednesday, June 1, 2022.

Charlene Langley

Outreach Committee Liaison Report

Outreach (Paul Walton) - Nothing to report at this time.

Gail Soulea

Pastoral Care Committee Liaison Report

No report received

Stewardship Committee Liaison Report

The Stewardship Committee has nothing to report.

Pamela Gibson

Thrift Shop Liaison Report

No report received

Worship Committee Liaison Report

Report is included in the Rector's report.

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Materials for members new to the Vestry

The St. Mark's website includes several pages of information related to being on the vestry. Specifically,

- The Organizational Information page includes links to governance documents including our Bylaws, Constitutions and Canons of our Diocese as well as the National Church, and the Maryland vestry act. Descriptions of the St. Mark's Staff follow, and then there are links to specific St. Mark's policies and procedures that we follow. From the [Welcome](#) pulldown at the top of each website page, choose [Organizational Information](#).
- The Lay Leadership/The Vestry page talks briefly about the vestry and includes a link to the page listing current vestry members (at the end of the second paragraph). It also includes links to Diocesan resources related to vestry members, including the Vestry 101 toolkit. That page also includes links to the vestry meeting materials and approved minutes. Note that financial reports are NOT made available from the website.
- Financial reports ARE available in Realm. If you haven't set up your account yet, now would be the time.

These are just things specific to being a vestry member. Over time you should really become familiar with all the information available on the website.

Lee Mericle

Appointment of new FOC chair

The loss of Raymond Lee, FOC Chairman for many years, is a great blow to the St. Mark's community. It also necessitates the appointment of a new FOC Chair.

Ray was working with Paul Walton to acquaint him with the duties and processes related to the position, and Ray's intention was that Paul would take over those duties at the conclusion of Ray's term. Paul has been a member of the FOC for quite some time and has already successfully led a meeting of the Committee.

The Rector and Wardens wholeheartedly recommend that Paul Walton be appointed our new FOC Chairperson, effective immediately. This does require Vestry approval.

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Proposed updates to the Employee Handbook

Affected Sections	Proposed Updates	Rationale
TITLE		
St. Mark's Episcopal Church-Fairland, Maryland Employee Handbook	St. Mark's Episcopal Church-Fairland, Maryland Employee Handbook Adopted March 30, 2021, and as amended May 24, 2022	Adds adoption date and date of proposed updates
B. Policies and Procedures		
Section 5 – Attendance and Leave Policies		
d. Holidays		
All full-time and part-time employees will be granted the following paid holidays each year, unless the employee's Letter of Agreement provides otherwise: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday afternoon, Easter Monday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day and one floating holiday.	All full-time and part-time employees will be granted the following paid holidays each year, unless the employee's Letter of Agreement provides otherwise: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday afternoon, Easter Monday, Juneteenth , Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Day and one floating holiday.	Adds the Juneteenth holiday
m. Personal Leave		
New section – not previously covered	Personal Leave may be taken if it is authorized in your Letter of Agreement (LOA) for emergencies or other unforeseen incidents. Personal Leave is to be coordinated with the employee's supervisor in a timely manner.	Adds provision for personal leave

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