



St. Mark's Church

Episcopal-Anglican

www.stmarks-silverspring.org

St. Mark's Vestry Meeting Materials, June 28, 2022

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12621 Old Columbia Pike, Silver Spring, Maryland, 20904

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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 – June 28, 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 May 24, 2022, vestry meeting

B. REPORTS¹ - 7:45 – 8:45 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 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)
 - n. Tending Our Soil special committee

C. OLD BUSINESS – 8:45 – 9:00 pm

1. Materials for members new to the Vestry – Realm account creation and log in directions

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.

D. NEW BUSINESS – 9:00 – 9:30 pm

1. Cemetery Plot Transfer request
2. Digitizing Our Records Committee
3. Stewardship Committee

E. ADDITIONAL MATTERS

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

F. CLOSING PRAYER

Calendar for July - August 2022

- 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
- **Saturday, July 30 – St. Mark's Annual Picnic – 4:00-8:00 pm**
- Tuesday, August 2 - Communications Committee Meeting – 7:30 pm
- Tuesday August 16– FOC Meeting – 7:30 pm
- Sunday, August 21 – Service at Calverton Swim Club – 11:00-noon
- Tuesday, August 23 – Vestry Meeting – 7:30 pm
- Friday, August 26 – 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
- No Thursday Choir practice until September

Vestry Meeting Minutes – May 24, 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, Pamela Gibson, Charlene Langley, Gail Soulea, Beth Walton, Janis Smith - Parish Administrator, and Joyce Walker – Vestry Secretary.

All information for this meeting was sent to the Vestry members on Friday, May 20, 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 at 7:31 p.m. with a prayer by Rev. Wilkins.

2. Acceptance of the meeting agenda:

A motion was made by Beth Walton, seconded by Lee Mericle, “to accept the meeting agenda.” The motion carried.

3. Review and approval of the minutes from the April 26, 2022, vestry meeting:

A motion was made by Lee Mericle, seconded by Beth Walton, “to accept the minutes from the April 26, 2022, vestry meeting as written.” The motion carried.

B. REPORTS

1. Officers' Reports

a. Report from the Rector:

Rev. Wilkins will look at starting some rosary prayer sessions as suggested at the vestry retreat. He welcomes suggestions from anyone. He will probably put together a small group to work on this.

b. Report from the Senior Warden:

Update on installation date for Rev. Wilkins. Lee received an email from Amanda Anderson the Bishops Administrative Assistant to let her know that they are working on the fall schedule and will provide a date as soon as possible.

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c. Report from the Junior Warden:

No questions or concerns.

d. Report from the Treasurer & FOC Liaison:

Rosanne highlighted that we are ahead in the operating budget despite how the market has been.

The auditor suggested that St. Mark's delay their 2020 and 2021 audits for a couple of months due to the loss of our former FOC Chairperson.

A motion was made by Beth Walton and seconded by Lee Mericle to accept the treasurer's report as written. The motion carried.

2. Vestry Liaison Reports

a. Buildings and Grounds:

Roof Works came on Monday, (May 23rd). They did a complete inspection of the Sanctuary roof. They will send us a proposal by tomorrow (May 25th) to let us know if the roof needs to be replaced. If the entire roof needs to be replaced Janis will get proposals from several different companies.

The air conditioning in the thrift shop is not cooling. It is blowing out hot air. Janis will get a contractor to come out and look at it.

VAS will begin a Summer "youth club" program on June 20, 2022. The Diocese requires that all adults working with children complete a child safety course, which VASE has agreed to make happen. They will also purchase a Liability Insurance rider that covers an indoor-outdoor youth program and its associated hazards. Also, if there are any extra cleaning costs incurred, VAS will pay the charges. VAS has promised to comply. Janis will check to see if there is anything else that St. Mark's needs to do for VAS to operate this program.

Guardian Fire Inspection came and did a "Kitchen Fire Suppression Inspection." The inspection failed, and they want St. Mark's to buy another fire suppression jet. The Fire Marshall was just there a couple of weeks ago, and he didn't say anything about the fire suppression jet. Guardian wants to charge \$2,000 for the new jet. Janis must send a copy of this report to the Fire Marshall, so Janis will be looking for another company to do the inspection.

b. Christian Formation and Education (see in B.1.a, above)

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- No questions or concerns.
- c. Communications:
The committee discussed implementing a Telephone Tree System. This is needed when emergencies or urgent situations come up and parishioners need to be notified quickly. Rev. Wilkins would be the initiator. Lee has volunteered to work on this project to get it started.
 - d. Counters:
No questions or concerns.
 - e. Development:
Janis explained a little more about the grant proposal to Emerson Collective. If St. Mark's and VAS are approved for the grant they will be notified by May 31, 2022.
 - f. Evangelism:
No questions or concerns.
 - g. Fellowship:
No questions or concerns.
 - h. FOC (see B.1.d, above)
 - i. Outreach:
No questions or concerns.
 - j. Pastoral Care:
No questions or concerns.
 - k. Stewardship:
No questions or concerns.
 - l. Thrift Shop:
The possibility of purchasing a debit card machine to cut down on cash purchases was discussed. The vestry also discussed posting a sign to limit the size of currency that can be accepted for payment for purchases at the thrift store.
 - m. Worship (see B.1.a, above)

C. OLD BUSINESS

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

Rev. Wilkins was thankful for all who were able to attend. Everyone felt like it was a successful retreat.

D. NEW BUSINESS

1. Materials for members new to the Vestry:

Lee Mericle, Senior Warden provided some information in the packet to the vestry that would be helpful for the new vestry members.

2. Appointment of new FOC Chair:

Due to the death of Ray Lee, St. Mark's needs a new FOC Chair. Paul Walton had been in training with Ray to take over this position. A motion was made by Lee Mericle seconded by Rosanne Tingley to appoint Paul Walton as the new FOC Chairperson. The motion carried.

3. Proposed updates to the Employee Handbook:

A motion was made by Beth Walton and seconded by Pamela Gibson to accept the changes to the employee handbook which adds the Juneteenth holiday and adds provisions for personal leave. Accepted and amendment dates will also be changed in the employee handbook.

4. Parish Leadership Happy Hours and Get-togethers:

On Tuesday, May 31, 2022, the parish leadership will get together for Happy Hour at Hudson Coastal. Happy Hour is from 3:00 p.m. to 6:00 p.m. Pamela Gibson will be the contact person for people who are interested in attending. An announcement will be included in the e-letter.

E. ADDITIONAL MATTERS

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

No additional matters were discussed.

F. CLOSING PRAYER

A motion was made by Lee Mericle, seconded by Beth Walton, to close the meeting. The motion carried. Rev. Wilkins closed the meeting in prayer at 9:08 p.m.

Report from the Rector

Rector's Report, June 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, whether for Covid-related reasons or not.

Challenges with the computer software / camera interface has led to us using iPhones for this purpose. This enables us to use the church's sound system to enhance church acoustics; the system microphones often interfere with the microphones used with the other cameras, which is why we've not been using them of late.

I am seeking volunteers to help me develop additional worship and formation offerings, including morning and/or evening prayer, compline, rosary prayers, healing prayers, home-based liturgies for use by families (esp. with children), and such things as newcomers' classes, confirmation and reaffirmation courses, and explorations of comparative religions, theology, and the arts.

Coffee Hour after the 10:30 service provides important occasions for fellowship.

Tending Our Soil: The team will meet at least four times over the summer to begin its work.

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.

I had a relaxing time away in June, including two Sundays for which supply clergy served effectively. I will take time away from July 11-17, including Sunday, July 17, and am seeking a supply cleric to serve on that day.

Blessings, Rev. Christopher+

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Report from the Senior Warden June 2022

Staff Meetings

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

Communications Committee

The Communications Committee met in June as a worship planning meeting. The report is part of these vestry materials. It includes the schedule of events determined for the rest of the year.

Establishment of a Phone Tree

The Worship Planning session also included discussion of the need to establish a St. Mark's Phone Tree. The first step in doing that is making sure that we have a correct listing for everyone. A list of members who have not specifically opted out of being listed in a directory is included separately with these meeting materials. I am asking all Vestry members to look at the list and let me know what corrections need to be made. If you see something that is not right, please make sure to tell me what IS right. We can't get the list updated without your help – thanks.

Website Transition to Worship Times Platform

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

Digitizing Our Records Committee – see New Business

Report from the Junior Warden June 28, 2022 Vestry Meeting

Financial Oversight Committee (FOC)

May 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. As treasurer, I prepare the treasurer's report, review the statement of position for our investment funds each month and review the monthly financial statements.

Wardens/Rector Meetings

The wardens meet with Rev. Christopher monthly to discuss church matters, FOC matters and vestry matters.

Realm Instructions

I am preparing instructions for accessing files in Realm.

Stewardship, Pledging and Budget

It is time to start planning our 2023 stewardship campaign and getting the committee on board. The focus will be to get the committee up and running starting in July so that we can prepare materials for the pledge drive that should probably start in September.

Treasurer's Report

The Treasurer's Report is provided separately with the Financial Statements

FOC Liaison Report June 2022 Vestry Meeting

June 2022 FOC Meeting

The FOC decided that the Treasurer's Report will now be attached to the financial statements and be entered into Realm rather than appear on St. Mark's website with the vestry materials.

The FOC decided that Kathleen Counts can present her quarterly report of our investment funds at the next St. Mark's vestry meeting in July.

Cemetery Trust - We are in the process of looking for a grounds keeping service.

VAS - The VAS representative is on leave. There have been some minor issues with VAS during this time. Janis Smith is working to correct these issues.

Auditor Contractor - St. Mark's will contact the auditor, Michael Febrey, so that we can get started with the 2020 compilation of our finances. A compilation is a simpler version of an audit. A full audit will be conducted for our 2021 financials.

Old Business

FOC Chair Transition Activities

Paul Walton is working on the transition activities as the new FOC chair. This involves setting up accounts and connections with the bank. Paul has recommended that the backup FOC chair be Charles Smith.

Church Roof replacement

So far we have two estimates for the roof:

\$44,600 - RoofWorks

\$45,000 - Alliance

St. Mark's is anticipating a third estimate from RoofMasters. The repairs will cover the complete replacement of the sanctuary roof and gutters. Janis Smith wants to make a decision in July.

The FOC discussed the issue of how to pay for the roof replacement. There are two options.

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We do have a line of credit. The current interest rate is a variable 4.75%. The length of the term is unlimited.

The other option for paying for the roof would be to sell our investments.

The FOC recommends option 1. If we get the line of credit, we would still have our investment funds for the future. The FOC would like to keep our funds.

Electrical Issues

The FOC decided to hold off repairing any of the electrical stuff in the sanctuary until after the roof replacements.

Kitchen suppression

Janis Smith has talked to several companies about providing a suppression system over our deep fryer. None of them wants to put in a system with Guardian equipment already installed in our kitchen.

After a lengthy discussion, the FOC decided that we need a fire suppression system for the deep fryer at some point anyway. The cost is \$2200, which is already in the budget. Paul Walton & Janis Smith will look into this issue further. This issue is being moved to the buildings and grounds committee for follow up.

Back door leak and mold

Janis Smith's daughter-in-law, Jenna Smith, works in the area of mold remediation. Jenna suggested that a low level mold remediation should be our first attempt. Janis supplied instructions on how to repair the door with the mold. If you cut the drywall and there is a small amount of mold, we can repair this ourselves. If there is a lot of mold and it extends beyond the door frame, then we need to get professional assistance to handle the mold remediation.

Front door camera

Paul Walton has the camera. He just needs to find time to get the camera installed and the work completed.

Thrift shop Issues

Air Conditioning

Parker Pearce reviewed the air conditioning system in the thrift shop. They suggested that they might be able to find the parts to fix the old system. If not, we will need to buy a new one. Lee Mericle mentioned that window AC units might be sufficient. They are making good units these days. The cost should be in the \$600-\$700 range. The FOC prefers this option.

Credit card concerns

The FOC reviewed some options to allow for credit card transactions at the thrift shop.

Plan A - We could get a repeater for \$1500 + parts (\$500). However, the parts will not be here until August.

Plan B - We could purchase a separate hot spot/router from T-mobile for \$90. The 2G plan is \$15/month

Digitizing Files

The FOC decided to move the digitizing of files to a separate committee. Paul Walton and Lee Mericle will get this committee started.

Planned expenses

The HVAC is a concern for 2022 and 2023. We need to plan for this expense just in case we need to update the HVAC. As of now, it is in good working order.

New Business

Solar Panels

The FOC discussed getting solar panels as means to cover our electricity bills. We need to get a new roof before we install solar panels though.

St. Mark's is looking into a diocesan grant and possibly getting a joint purchase with other churches.

Additional Cameras

One of the cameras that looked at our grounds was not positioned properly. We may not need extra cameras once we reposition the cameras.

Respectfully submitted,

Rosanne Tingley

Vestry Liaison

Buildings and Grounds Liaison Report

June 23, 2022

Janis Smith - Parish Administrator

MAINTENANCE AND REPAIR ISSUES:

Three roofing companies have inspected the church/sacristy roof and all have recommended replacement because the existing shingles are worn and, in some cases, warped. There was no evident storm damage, and no shingles are missing. Below are some pictures. Proposals have been received from RoofWorks and Alliance Roofing, and I expect to receive a proposal from Roof Masters within the next several days. I have asked Alliance and RoofWorks for revised proposals that include gutter shields. Initial estimates (without gutter shields) range from \$44,000 to \$46,500; not including replacement of any lumber that is found to be deteriorated. It is reasonable to expect this project will cost about \$50,000. The Financial Oversight Committee (FOC) discussed financing for this capital maintenance project; see the FOC report for more information. I hope to have the roof replacement project completed by Fall.

Roof Masters is the company that installed the steeple on the church roof. RoofWorks is the company that replaced the flat section of the Parish Hall Roof last year. Alliance is a commercial roofing company, based in Baltimore, which receives very good reviews and has no Better Business Bureau complaints.



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We expect to be able to evaluate electrical issues in the sanctuary simultaneously with the removal of the old roof. Any necessary rewiring and repairs will likely be done when roof installation is completed. Ceiling patching/painting (only as needed) would also be done after the roof is done.

Jim Forrest has begun meeting with sound system vendors to evaluate the acoustics and sound system in the Church and provide proposals to upgrade our microphones and speakers. The first proposal we received was for a “wildest dream” level audio, video, and broadcast quality system. As we have no immediate plans to produce a daily “Chris Wilkins LIVE” religious program, Jim will continue to meet with vendors until we find the right solutions for St. Mark’s. We certainly enjoyed dreaming for a moment, however.

We are proceeding with the installation of a third fire suppression jet in the kitchen hood, directly above the new deep fryer. We currently have two chemical suppression jets: one above the stove burners and one above the grill. Installation of the third jet will bring our kitchen in alignment with manufacturer’s recommendations and fire safety compliance requirements.

I have attended two sessions of the EDOW Montgomery County Solar Bootcamp. The Diocesan Creation Care Task Force has been working with [Interfaith Power and Light](#) and the [Montgomery County Green Bank](#), to develop a program that will enable churches to install solar panels on appropriate roofs at no cost to the parish. Participating developers will finance the purchase and installation under Power Purchase Agreements (PPAs) in exchange for receiving the federal energy tax credits (26%), applicable state tax incentives and the depreciation of the full value of the panels on their balance sheets over 5-7 years. Parishes will benefit from lower

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utility costs. Parishes able (and willing) to designate a space for ground level solar panels may also be eligible for an electrical vehicle charging station, funded by a grant from the Maryland Solar Canopy program. St. Mark's was evaluated by the project managers and it was determined that the church roof is not a good candidate for solar panels; however, the Parish Hall and Thrift Shop buildings are. The developer is currently evaluating St. Mark's electricity usage for the past 12 months and will present us with a proposal. We will also receive sample legal documents for counsel to review. Contracts won't be due until August, and I expect to be able to make a detailed presentation to the FOC and the Vestry at our July meetings.

Facilities Use

Vietnamese American Services (VAS) is still operating seniors' programs on Tuesdays, Wednesdays, and Thursdays. They did not have enough interest in a summer youth program to proceed with those plans.

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 continues to be parishioner and outside interest in renting the facilities for private events. Several future events are on the calendar.

Christian Formation and Education Liaison Report

See the Report from the Rector, above

Communications Committee Liaison Report

Worship Planning Session

June 7, 2022 7:30 to 9:10 pm

Attending: Pamela Gibson, Don Hague, Charlene Langley, Lee Mericle, Laura Robey, Chuck Smith, Pat Reeves, Janis Smith, Rosanne Tingley, Paul Walton, Christopher Wilkins

1. Calendar

- **Saturday July 30, 4-8 pm**, St. Mark's Picnic, handled by the Fellowship Committee. It will be a "bring your own food" and the grill will be available for folks to use. Fellowship will provide beverages. Beer and wine are also on a "bring your own" basis. Pamela will put together something to go out that says save the date. We should encourage folks to bring children, youth, etc.
- **Sunday August 21st, 10:30 service at the Calverton Swim Club** in the Pavilion starting around 11:00. After the service St. Mark's folks can stay as guests and use the pool (not before noon), grills, playground, basketball courts, horseshoes, lounge chairs, etc. Janis will coordinate this. There will still be an 8:00 am service at church and the folks at that service will be invited to join us at the pool during or after the service there.
- **July/August - Backpacks project.** Filled backpacks are easier than monetary donations because the school staff or PTA members don't have to go purchase the stuff and fill the backpacks. Paul and Janis will talk amongst themselves and get back to everyone.
- **Sunday September 25 installation of the Rector.** The service starts at 4:00 pm, and Fellowship is going to put on a dinner after the installation - with music. Community partners and tenants should be invited to participate. The tenants should be advised how many folks they can bring. Christopher will invite clergy, family, friends. The plan is to cater it so a headcount would be very helpful. If we can't get that, we can just plan for 180 – which is the max number of folks we can have for a sit-down affair in the Parish Hall. We will not have an 8:00 am service that day unless it turns out to be a hardship for folks. Christopher makes that decision.
- **Sunday October 30, All Saint's Sunday.** Per the request of the Diocese we will celebrate it on October 30 instead of November 6. We usually do a potluck on that Sunday, but since it's not that long after the Rector's installation, we'll play it by ear. As of now it's on Fellowship's calendar.
- **Wednesday, November 23, Thanksgiving Eve service.** The format used in 2021 worked well and will be used again this year.
- **Wednesdays evenings in Advent** – program TBD.
- **Sunday December 4, Advent Dinner.** Sunday Dec 4 – Second Sunday of Advent – Fellowship will cook, get someone to serve.
- **Sunday December 18th Greening of the Church** after the 10:30 service.

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- **Saturday December 24 Christmas Eve service** at 7:30 or 8:00.
- **Sunday December 25 Christmas Day** no in-person service. The recording from the Christmas Eve service will be available.
- **Sunday January 1 2023 New Year's Day** service TBD. Might be a pre-recorded service of Lessons and Carols that is posted on the website, or there might be one service.
- **Sunday, January 8 2023** will be the service for the start of Epiphany

2. Phone Tree

- **Robocalls** are appropriate for reminding congregation of events, letting folks know if church or other events need to be cancelled, etc.
- **Phone calls** are needed for somber events such as a death in the congregation
 - Starts with Rector, calls Wardens, call Vestry members, call folks on their list.
 - We need updated directories. We may need to include former members who still may be interested.
 - Backups need to be designated in case someone in the calling chain is unavailable.

Christopher offered a concluding prayer at 9:10 pm

Counters Liaison Report

Nothing to report currently.

Jose Fernandez Sr.

Development Committee Liaison Report

Nothing to report currently.

Janis Smith

Evangelism Committee Liaison Report

Nothing to report currently.

Gail Soulea

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Fellowship Committee Liaison Report

New information on scheduled events is included in the Communications Report.

Outreach Committee Liaison Report

Outreach (Paul Walton)

Paul and Janis have had conversations about the backpack program for this year. There WILL be a backpack collection drive (on Amazon.com as well as in Church) during July. We will have an in-person backpack assembly day at the beginning of August, followed by "Blessing of the Backpacks" at the 10:30am service, on the Sunday before schools open. All backpacks will be donated to Galway Elementary School.

Gail Soulea

Pastoral Care Committee Liaison Report

PASTORAL CARE UPDATE (as of 21 June 2022):

Laura Robey, with the Rev Wilkin's approval, has agreed to lead the Pastoral Care Committee. As this Committee reports directly to the Rector, it does not require the approval of the Vestry. Ms. Robey has agreed (verbally) to be listed on the Parish website as the lead for this committee.

Additional copies of Senior Resources for Montgomery County have been provided to the Church Office.

The Diocesan Canon for Congregational Vitality has confirmed that the Diocese does not have a privacy policy, so each Parish is left to develop their own. I'll consult with St. Mark's Counsel, and seek other similar organizations to see if there are some benchmark policies we could use in creating one for St. Mark's.

A meeting is set for 24 June to discuss how members request Pastoral Care, and what members know about how to do that. In addition, we'll discuss whether there are "care experts" within our membership who could provide a list of potential resources to the Rector and Pastoral Care Committee.

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The Lay Eucharistic Ministry Lead is coordinating with the Rector regarding the Pastoral Visiting LEM program.

Respectfully submitted,
Beth Walton

Stewardship Committee Liaison Report

Nothing new to report.
Pamela Gibson

Thrift Shop Liaison Report

No report received

Worship Committee Liaison Report

Report is included in the Rector's report.

Tending our Soil Special Committee

The Diocese has provided materials, which Janis Smith thoughtfully compiled into binders for each of us. The initial four sessions have been scheduled via ZOOM and will take place between now and August in accord with the program's timeline.

Respectfully submitted,
Beth Walton

Cemetery Plot Transfer Request

The Cemetery Trust has received a request from Mary and Jim Outman to transfer ownership on plot B-8-33 from Fred and Mary Pearce to them. Fred and Mary owned two plots but are both buried in one (B-8-35). Mary Outman is their daughter and she and her husband are requesting the ownership be changed to them. There is a copy of a note from Mary Pearce indicating this was her wish, and they have confirmed that there are no other heirs.

The Cemetery Trust requires the Vestry to provide approval of all transfers. Approval is hereby requested.

Lee Mericle, Cemetery Trustee

Digitizing Our Records Committee

As has been discussed in the past, St. Mark's has an overabundance of paper records that are overflowing (and breaking) file cabinets, stuffed in closets, etc. Digitizing these records would free up quite a bit of space AND, if the files are indexed correctly, make finding a document significantly easier.

There various guidelines on what records can be discarded, digitized and paper versions discarded, and digitized and paper versions retained. The committee will review all of these before making recommendations on how the process should proceed. The committee will also research various vendors who provide digitization services and find out prices, schedules, etc. And the committee will be responsible for getting it done and procedures set up to handle digitization going forward.

This will take some time but is very necessary (and you have heard Lee talk about this before). If you would like to be on the committee please let Lee know.