



St. Mark's Church

Episcopal-Anglican

www.stmarks-silverspring.org

Vestry Meeting Minutes – May 24, 2022, 7:30 p.m.

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.

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- 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.
- 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

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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)
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.

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I. 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.

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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.

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