



St. Mark's Church

Episcopal-Anglican

www.stmarks-silverspring.org

St. Mark's Vestry Meeting Materials, July 26, 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

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Vestry Meeting Agenda – July 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 June 28, 2022, vestry meeting

B. VISITOR PRESENTATION – 7:45 – 8:15

1. Presentation by Kathleen Counts from Wells Fargo on St. Mark's investments

C. REPORTS¹ - 8:15 – 9:15 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. General Counsel
 - j. Outreach
 - k. Pastoral Care
 - l. Stewardship
 - m. Thrift Shop
 - n. Worship (see B.1.a, above)
 - o. Tending Our Soil special committee

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. OLD BUSINESS – 9:15 – 9:20 pm

1. Phone tree list progress

E. NEW BUSINESS – 9:20 – 10:00 pm

1. Proposed Changes to the Financial Policies and Procedures Manual
2. Solar Panels Proposal
3. Joyce Walker's last day as our Administrative Assistant

F. ADDITIONAL MATTERS

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

G. CLOSING PRAYER

Calendar for August - September 2022

- Tuesday, August 2 - Communications Committee Meeting – 7:30 pm
- Tuesday August 16– FOC Meeting – 7:30 pm
- Saturday, August 20 – Backpack Assembly – 3:00-5:00 pm
- Sunday, August 21 – Service at Calverton Swim Club – 11:00-noon
- Tuesday, August 23 – Vestry Meeting – 7:30 pm
- Monday, September 5 – Labor Day (all day)
- Tuesday, September 6 – Communications Committee Meeting – 7:30 pm
- Tuesday, September 20 – FOC Meeting – 7:30 pm
- Sunday, September 25 – Rector's Installation – 4:00 pm
- Tuesday, September 27 – 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
- Choir practice restarts in September on Thursday evenings at 7:30 pm

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Vestry Meeting Minutes – June 28, 2022, 7:30 p.m. - Draft

A. OPENING

Vestry members attending were Rev. Christopher Wilkins, Lee Mericle, Rosanne Tingley, Jose Fernandez, Lucy Fernandez, Pamela Gibson, Charlene Langley, Gail Soulea, Beth Walton, Joyce Walker – Vestry Secretary.

All information for this meeting was sent to the Vestry members on Friday, June 24, 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 Lee Mericle, seconded by Beth Walton, “to accept the meeting agenda with an amendment to allow a presentation given by Paul Walton about the Sanctuary Roof Replacement before the Officers’ Reports are given.” The motion carried.

3. Review and approval of the minutes from the May 24, 2022, vestry meeting:

A motion was made by Lee Mericle, seconded by Beth Walton, “to accept the minutes from the May 24, 2022, vestry meeting as written.” The motion carried.

Special Presentation given by Paul Walton about the Sanctuary Roof Replacement.

The sanctuary roof needs to be replaced soon. Otherwise, damage to the ceiling will start showing. The FOC has gotten some bids on the project. The roof replacement cost is estimated at \$45,000 but this does not include other costs that may come up such as replacing the plywood under the shingles, which will increase the price.

Paul explained why it would be better to use a line of credit that has been established for the church through Wells Fargo instead of withdrawing the funds from the investment account. He provided a PowerPoint presentation that was sent to the vestry members before the meeting. A motion was made by Lee Mericle, seconded by Beth Walton “that the vestry approves the use of the Wells Fargo Line of Credit for the Roof Replacement project.” The motion carried.

A motion was made by Lee Mericle, seconded by Beth Walton “the wardens will seek vestry authorization if the roof replacement cost estimate were to exceed \$90,000.” The motion carried.

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B. REPORTS

1. Officers' Reports

a. Report from the Rector:

Rev. Wilkins will continue to keep working to try to figure out the best solution for the sound system in the sanctuary.

b. Report from the Senior Warden:

The Friday Family Fun/Games nights will be suspended until September 2022.

c. Report from the Junior Warden:

Rosanne will be bringing back the Ladies Luncheon. She will be planning an event for July.

Rosanne sent out a draft of instructions on how to access documents in Realm to test it. She is waiting to see if they were able to access the information without many problems. She may do a Realm training during a vestry meeting.

d. Report from the Treasurer & FOC Liaison:

From May 2021 to May 2022 St. Mark's did lose some income in the investment accounts. The May monthly transfer from the investment accounts to the operating account was less than the amount budgeted.

The camera issue can be resolved without purchasing another camera near the thrift shop.

The electrical work that is needed in the sanctuary will be done once the roof repairs are finished.

Guardian will be installing the third suppression jet above the deep fryer so that the kitchen will meet the fire Marshall's approval.

The Buildings and Grounds committee will try a possible way to remove the mold that is in the wall in the Sanctuary furnace room that does not require full-scale remediation. If the method shows more mold than is visible, the full-scale remediation will be necessary.

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

2. Vestry Liaison Reports

a. Buildings and Grounds:

A lot of this information is also covered in the FOC report.

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- b. Christian Formation and Education (see in B.1.a, above)
No questions or concerns.

- c. Communications:
The Communications Committee report lists all the events for St. Mark's for the remainder of the year. Joyce will start adding some of these dates in the bulletins so that parishioners may be able to plan ahead.
Lee distributed a listing of all parishioners, as we currently have in Realm.
To set up a phone tree she needs to have accurate information when trying to contact everyone in case of an emergency.

- d. Counters:
No questions or concerns.

- e. Development:
No questions or concerns.

- 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:
Beth highlighted some of the information in her report. Laura Robey will be the chairperson for this committee. Sometimes certain information is given when a person is requesting care. So the committee wants to make sure that people's data is protected. There are no privacy policies at the Diocesan level. Therefore, they are looking at ways to incorporate a privacy policy. They would also like to make sure that the parishioners understand what pastoral care is because if someone is coming from another church, they may not know what services St. Mark's offers as pastoral care.

- k. Stewardship:

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It is time to get the stewardship campaign started. Pamela asked about the things that could be added to the wish list.

I. Thrift Shop:

Parker Pearce came and said that the air conditioner's coolant line was broken and that it would be about \$1100 to repair it in the thrift shop. They suggested that the church should just get a window unit. Lee suggested that they get a ductless heat pump/air conditioning mini split system that will heat and cool the building. This type of unit would be mounted high up in a wall. There is a condenser down on the ground. Lee will work on getting some cost estimates.

The FOC is still looking at what the best options would be for handling credit card transactions at the thrift shop.

m. Worship (see B.1.a, above)

C. OLD BUSINESS

1. Materials for members new to the Vestry – Realm account creation and log in directions: Rosanne discussed this in the FOC Report. She is still working on creating information in Realm that can only be seen by Vestry, FOC, and parishioners who have created Realm accounts. Please ask Janis if you have any questions in setting up your account.

D. NEW BUSINESS

1. 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 approve all transfers. Approval is hereby requested.

A motion was made by Lee Mericle, seconded by Beth Walton "to transfer ownership of plot B-8-33 from Fred and Mary Pearce to Mary and Jim Outman." The motion carried.

2. Digitizing Our Records Committee:

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This is a long-term project. There will be phases to getting this accomplished. If there is anyone who is interested in helping on this committee, please let Lee know.

3. Stewardship Committee:

This has already been covered under the vestry liaison reports. (Stewardship Committee)

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 Charlene Langley, seconded by Lee Mericle, to close the meeting. The motion carried. Rev. Wilkins closed the meeting in prayer at 9:07 p.m.

Report from the Rector

Rector's Report, July 2022

Rev. Dr. Christopher Wilkins

Worship: continues at 8:00 and 10:30 on Sundays, and in livestream / recorded format at 10:30 when technical conditions permit. Using smartphones for filming and having more volunteers to help the Parish Administrator with this task should improve those conditions. We continue to explore upgrades to the sanctuary's sound system.

Covid conditions appear to warrant no change in our masking and distancing policies.

Please be in touch with me, or have others be in touch with me, if you would like to help 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), baptism 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, as will our summer gatherings on 7/30 and 8/21.

Tending Our Soil: The team has met twice this summer already, and will meet twice more before the fall.

Creation Care: St. Mark's is becoming a leader in the region and diocese on this issue, as it already is with our comprehensive policies and practices on financial oversight, technology use and security, and shared governance. Near-term opportunities include a shared community garden with VAS, for which we intend to continue to apply for grant support, and the joint EDOW / Interfaith Power and Light initiative to install solar panels on the Parish Hall roof. The panels, if installed, should provide the church with cleaner, cheaper electricity (up to 47% of its needs) with no additional installation, maintenance, or service costs to the church. See the PA's report / Buildings and Grounds for more information.

Pastoral Care: I handle both remotely and in-person, and make home visits upon request. Our Lay Eucharistic Visitor (LEV) and Layreader licenses have been renewed. I welcome more parishioners joining this ministry, and reviving that of the acolytes.

Christian Education: continues with our Sunday morning Bible study, focusing on Deuteronomy and on texts and stories concerning women in biblical texts and traditions. New offerings will consist of 4-8 week modules founded on and organized around the principles of our Baptismal Covenant. The

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foundational module will be a Newcomers / Baptismal Preparation Course. Modules will be designed to function synchronously and asynchronously, and ideally would connect newer and younger parishioners with one another and with older parishioners to serve as mentors.

Blessings, Rev. Christopher+

Report from the Senior Warden July 2022

Staff Meetings

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

Communications Committee

The Communications Committee met in July. The notes from the meeting are part of these vestry materials.

Establishment of a Phone Tree

I have received less than a handful of updates to the directory listings I circulated at our last meeting, so am assuming we have some pretty good information. We will get a list of folks willing to be part of the tree at the vestry meeting and beyond, and then develop call lists for each volunteer.

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

I have not had a chance to spend any time on this project yet. The first step is to become familiar with the documents from the Episcopal Church related to records management.

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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

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FOC Liaison Report

July 2022 Vestry Meeting

Cemetery Trust

St. Mark's selected a new lawn service for the cemetery, Sun Ray.

Facilities

Nothing, except tracking the EOTC rent check.

FPPM

FOC reviewed and approved Chuck's updates to the FPPM.

Auditor Contractor

Paul W. recommends contacting Michael Febrey in September.

Church Roof replacement

We are waiting for one more estimate before we make a selection on the roofing contractor. Please see the Buildings and Grounds (B&G) report for more details.

Electrical Issues

According to one of the roofing contractors, the "critters" are getting into our roof from a hole in the side of our church and not from any damage to the roof.

Solar panels

Please see the B&G report for more details. The diocese has interviewed and researched solar panel installation and power companies. The diocese is supporting a joint effort among the EDOW congregations if they would like to obtain solar panels.

In general the FOC had a long discussion about solar panels and the Diocesan joint venture. Most FOC members were on board with moving forward to get solar panels, but there were some concerns.

FOC backup

The FOC is working through the details of a backup for the FOC chair.

Thrift shop Issues

The AC unit in the thrift shop was repaired for \$1,200. For more details please see the B&G report.

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Long Term Planning

Paul Walton is proposing that the FOC and the St. Mark's vestry work on developing and approving a long term plan (10-year plan) in order to make St. Mark's viable in the future. More information will be forthcoming in the following months.

Respectfully submitted,
Rosanne Tingley, Vestry Liaison

Buildings and Grounds Liaison Report

July 21, 2022

Janis Smith - Parish Administrator

MAINTENANCE AND REPAIR ISSUES:

Storm water drains in the parking lot overflowed this week. The WSSC sent an inspector over who confirmed that there wasn't a water pipe break, but they also informed me that they don't maintain the storm water management system. We are required to have triennial inspections (last done in 2020) and periodic maintenance is necessary to clear blockages of silt, leaves and debris. I have scheduled the cleaning.



One of the roof contractors, who came out to inspect before providing a proposal, identified the point of entry for the small animals that have apparently chewed through wiring in the church ceiling. A picture of the holes is below – see below the steeple, on the right. We will need to repair this damage and evaluate the 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

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after the roof is done. Because roof proposals have ranged from \$44,600 to \$100,000, I have asked two additional companies to provide bids.



We are waiting for parts to arrive for the installation of a third fire suppression jet in the kitchen hood.

SOLAR PANELS:

As reported last month, 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, SolarView and RE-VOLV, 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. St. Mark's received proposals from each developer. A summary of the proposed options is below in Exhibit B. If you would like copies of the complete proposals, please email me. Each of the developers uses the same installation company and materials. They would install Tier 1 – 410w panels with a 25-year warranty. The developers will own and maintain the panels for the life of the agreement, at which time St. Mark's will own them outright and continue to receive the energy they generate.

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Christian Formation and Education Liaison Report

See the Report from the Rector, above

Communications Committee Liaison Report

July 5, 2022 7:30-8:10

Participating members: Lee Mericle, Laura Robey, Chuck Smith

A. Opening

1. Chuck provided an opening prayer at 7:51 pm
2. The review of June 7 Worship Planning Committee meeting notes revealed no changes needed.

B. Membership List Updates

1. On the urgent call for updates, Chuck will send me change for Jeannette and Laurie sent Janis changes for Frances Farrow, which have been done. It doesn't seem like anyone else can be bothered.
2. Lee will divide up the listings and give to the vestry/other folks who would be willing to be on the tree, at the July 26 Vestry meeting. Perhaps using the list as needed will yield more updates.

C. Website Upgrade Status is that Worship Times is making good progress and suggesting good design changes.

D. Backpacks

1. Currently the blessing of the backpacks is scheduled for August 28th, which is the day before school starts. Chuck said this might be a problem, because the backpacks are usually distributed the week before, so teachers can have them ready for students on the first day. He will discuss with Christopher and will take care of setting a date for the filling of the backpacks as well as publicizing the effort.

E. Rector's Installation

1. Possible ways to publish this would be a big splash on the website, and something on the sign. Laurie also suggested doing a robocall on July 24 just to let folks know to put it on

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their calendars. Another one would be needed shortly before September 25, but doing one soon would get people on track. Chuck will take care of that.

F. St. Mark's Newsletter

1. St. Mark's SnapShot – Janis stated that the next issue would come out on July 11th.

G. REALM

1. We deferred the problem of communicating the usefulness of to the congregation to our August meeting.

H. Social Activities

1. Game nights are on hold for the Summer

I. Other

There being no other business, Lee offered a closing prayer at 8:10 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 major to report at this time.

A couple of small things. I've noticed the small waters in the children's baskets on Sunday morning sometimes disappear. Thinking the adults are enjoying them, I've started putting a couple out at each entrance next to the children's baskets. I still put water in the children's baskets.

Bookmarks with scripture quotes with small stone crosses were purchased for the visitor gift bags.

Gail Soulea

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Fellowship Committee Liaison Report

Nothing new reported.

General Counsel's Report July 26, 2022

Included in separate packet with Financial Reports

Outreach Committee Liaison Report

Outreach Liaison Report

Outreach (Paul Walton)

Janis is collecting items for the backpacks and it looks like a lot of donations have been coming in. The backpack assembly will be on Saturday, August 20th, from 3pm to 5pm, in the Parish Hall.

Gail Soulea

Pastoral Care Committee Liaison Report

PASTORAL CARE LIAISON UPDATE (as of 21 July 2022):

In the absence of a Diocesan Policy on Privacy that would be inclusive of personal medical information as well as other categories of information, contacted the Legal Counsel for The Episcopal Church of the USA and requested any national policy or guidelines/templates that the parish should adhere to in developing a local privacy policy.

The Rector and the Lead of the Pastoral Care Committee, Laura Robey, will get together and discuss the definition of "pastoral care" and how parishioners may become more aware of how to request that their needs be met. The Rector is working with the Lead for Lay Eucharistic Ministries to work on reviving the pastoral visiting ministry in a post-COVID environment.

Respectfully submitted,
Beth Walton

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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

We have been meeting in accord with the Diocesan timeline laid out for this program. Everyone is leaning in and participating actively.

Respectfully submitted,
Beth Walton

July 2022 Proposed Amendments to the Financial Policies and Procedures Manual of St. Mark's Episcopal Church-Fairland

Proposed Amendment 1: *Section II (St. Mark's Financial Structure) New Section B-Paragraph 10 – Address for Church Documents:*

Financial documents, account statements, and/or any official documents or information related to St. Mark's Episcopal Church-Fairland shall be sent to its official address: 12621 Old Columbia Pike, Silver Spring, MD 20904.

Rationale: It is imperative that all official documents of the parish are sent to and housed at the parish's church office. To do otherwise invites miscommunication and the loss of important information.

Proposed Amendment 2: *Section II (St. Mark's Financial Structure) New Section C-Review of Contracts and Financial Documents:*

All contracts and financial documents that legally bind St. Mark's Episcopal Church-Fairland, its related entities, and/or its assigns shall be reviewed by legal counsel before execution by St. Mark's' personnel or volunteers. This section does not apply to the contracting for Short Term Rentals of the Parish's Facilities since the approved documents for those types of events exist due to a review process and Vestry approval. *See, Section X, Short Term Rental Policies and Procedures.*

Rationale: In the highly litigious society in which St. Mark's operates, prudence and good stewardship dictate that agreements and documents that legally bind the Parish need legal review before implementation.

Proposed Amendment 3: *Section II (St. Mark's Financial Structure) New Section D-Contract Execution:*

All contracts and financial documents that legally bind St. Mark's Episcopal Church-Fairland, its related entities, and/or assigns for a sum in excess of \$500.00 shall be signed by no less than two individuals authorized by the Financial Policies and Procedures Manual of St. Mark's Episcopal Church-Fairland to execute such documents. This section does not apply to the contracting for Short Term Rentals of the Parish's Facilities since the approved documents for those types of events exist due to a review process and Vestry approval. *See, Section X, Short Term Rental Policies and Procedures.*

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Rationale: The FPPM limits the ability of the Rector to bind St. Mark's to any contract more than \$500.00 in value, based on the principle that no one individual should have the ability to put the Parish in debt beyond that sum. That same rationale applies to lay officials of the Parish. No single person should be able to cause the Parish to be indebted for any sum greater than \$500.00.

Proposed Amendment 4: *Section III (Cash and Other Receipts) Section C - Credit Card and Electronic Donations Paragraph 3 revision:*

The password and user identification for the PayPal account shall conform to the technology security protocols in the Technology Use Policies and Procedures for St. Mark's Episcopal Church-Fairland.

Rationale: The current language of the FPPM in paragraph 3 does not reflect the realities and policies of maintaining a PayPal account. Additionally, the requirement of yearly changing of the password for the PayPal account is not a practice that has ever been implemented by the Parish. At some point, a cohesive, Parish-wide protocol for technology security must be created and used for St. Mark's' activities and business. The proposed language is in anticipation of that occurrence.

Proposed Amendment 5: *Section III (Cash and Other Receipts) Section C - Credit Card and Electronic Donations Paragraph 5 revision:*

Records of credit card, PayPal, and any other electronic donations must be provided to the keeper of the parish's donation records for inclusion in the donation records.

Rationale: Nothing pertaining to donation records is printed "on a monthly basis," as is the indicated requirement under the current language of Paragraph 5 of Section C. The current practice is that all PayPal donations are reported to and included in the electronic giving records and are reported on the quarterly giving statements. The language of the FPPM should reflect the reality of the giving record practices.

Proposed Amendment 6: *Section IX (Financial Oversight Committee) New Section 1a.:*

The Chair of the FOC may appoint, with the concurrence of the FOC, a Vice Chair whose duties shall be to act in the place of the FOC Chair in the absence of the Chair and all other duties as assigned by the Chair. The Vice Chair must be a current member of the FOC. The term of the Vice Chair will coincide with the term of the Chair. The Vice Chair serves at the pleasure of the Chair.

Rationale: The FOC must have continuity of leadership in the event of unforeseen circumstances. This provision will assure at least two-deep leadership for the committee.

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