

Minutes of the Vestry

St. Mark's Church, Capitol Hill

June 28, 2009

Adams Room

Present:

Clergy: Paul Roberts Abernathy, Rector
Susan Beth Pinkerton, Assistant Rector
Wardens: Kenn Allen, Senior Warden
John Sedgewick, Junior Warden
Vestry: Doris Burton, Ed Corr, Christine Farrell, Kristen Hartke, Cecilia
Monahan, and Vicki Street
Legal Counsel: Michael Knipe
Treasurer: Kathryn Powers
Register: Greg Niblett
Human Resources
Officer: Ed Cousins

Absent:

Vestry: Joe Calizo, Susan Thompson-Hoffman, and Mary Lee Watts
Manciple: Jack Richards

1. Paul Abernathy, Rector and Chair of the Vestry, called to order the meeting of St. Mark's Vestry at 1:15 pm on June 28, 2009 in the Adams Room in the Undercroft of the St. Mark's Church.
2. Christine Farrell read an opening reflection.
3. **Officer Reports**

a) Register's Report:

Greg Niblett presented the minutes of the May 17 meeting. The Rector asked for any corrections, modifications or comments.

Doris Burton suggested that the following portion of the minutes related to the Agreement document between St. Mark's and the St. Mark's Players be modified:

"A conversation unrelated to the Agreement document served as a reminder that all groups in St. Mark's have an equal responsibility to keep the storage area behind the mural in neat order."

The above language was modified to read as follows:

“A conversation unrelated to the Agreement document served as a reminder that half of the storage area behind the mural which is not assigned to the Players also needs to be kept in neat order by whatever group or groups that use that space.”

A motion was made and seconded to accept the minutes as amended.

b) Treasurer’s Report:

Kathryn Powers, Treasurer, had distributed the monthly treasurer’s report in advance.

The report prompted some questions and discussion as follows:

- Kathryn Powers indicated that the purchase of a new computer server (costing between \$4500 and \$5500) would result in an overage on the “computer operations” line item currently budgeted at \$2541 and the expected expenditure for that line item would be \$7825. There is a consensus, however, that the server must be replaced.
- Ed Corr made the suggestion that St. Mark’s look into leasing a server as opposed to purchasing one which might spread the cost over a longer period of time. The Treasurer said she would look into this.
- Doris Burton recommended that we start putting funds aside for the Rector’s next sabbatical, tentatively scheduled to begin in 2012.
- Utility expenses are running high. After 42% of the calendar year, we have spent 55% the overall church utility budget and 62% of the Baxter House facility budget. A question was raised as to whether conservation measures could be implemented to reduce utility costs. This led to an expanded discussion on the need for on-going retrofitting for energy efficiency and the need for better temperature management.

At the conclusion of the discussion, a motion was made and seconded to accept the treasurer’s report as presented. The motion passed unanimously.

c) Junior Warden’s Report:

John Sedgewick had sent his report in advance and it is attached.

Vicki Street inquired as to whether the air conditioning system was predictably reliable for the upcoming 2009 Washington Early Music Festival Gala Benefit Concert on July 19. The Junior Warden assured her the church would do its best and provided suggestion on how to best ensure a comfortable setting.

d) Senior Warden’s Report:

Kenn Allen reported that:

- The final financial report for St. Mark's Annual Shrinemont gathering was not yet complete and he hoped to provide the report at the next meeting.
- Next year's Shrinemont gathering will be held June 11, 12, and 13 which returns the annual event to its traditional first weekend after the first Sunday in June.

e) HR Officer's Report:

Ed Cousins reported that:

- The sessions on employment transition and opportunities have been phased out during the summer due to lack of interest and will likely not be continued.

4. **Update on Baxter House staffing:** The Rector recommended that the update on Baxter House staffing be moved to the end of the agenda so that the discussion could be held in executive session. All agreed.

5. **Report by the Register on the Results of the Electronic Vote for Sian Jones Fundraising Activity:** Greg Niblett reported that an electronic vote of the Vestry had been taken since the last Vestry meeting. On June 3, the Register asked Vestry members to vote on the following action moved by Ken Allen and seconded by Doris Burton:

That the Vestry approve a fundraising request (by means of an e-mail vote) to seek contributions from the Parish to provide Sian Jones, outgoing Director of Youth Ministries, with a monetary gift from the congregation. The fundraising would take the form of solicitations at Shrinemont, June 5-7, through e-mails, and through a special mailing to St. Mark's families.

Seven affirmative votes were required to pass and 12 affirmative votes were received including all elected Vestry members, the Wardens, and the Rector. Julie Murphy and Bobbi Smith were notified on June 3 that they could proceed with the fundraising activity.

The above fundraising item prompted the Rector to remind the Vestry that checks for official St. Mark's fundraising activities must be made payable to St. Mark's and not to individuals. He also noted that IRS regulations do not allow donations to the church to be deducted if donations are directed to support specific individuals as a gift.

6. **St. Mark's Players - Continued discussion on Agreement Document and Operations Manual.**

A. Players Agreement Discussion

- Kenn Allen will add specific dates of approval for the document once finalized and signed (July 28, 2009).
- Amend the document to say “The Players shall designate a Production Manager, who will be identified to Baxter House staff and the Junior Warden (addition is highlighted).
- General discussion on ensuring that inventory information gets passed from one Junior Warden to the next. No changes required or offered to the document.
- The following sentence was amended: “The Agreement may be terminated by the Rector with consent of the Vestry or may be terminated by the Players upon six months written notice to the other party.”
- After general discussion on the Agreement document was completed, Vicki Street moved to adopt the Agreement as modified. Cecelia Monahan seconded the motion. The motion passed unanimously.

[Attached is the Agreement document as presented at the beginning of the June 28 meeting and the final amended Agreement document as approved].

B. Operations Manual Discussion

No specific changes were made to the Operations Manual but there was general discussion clarifying:

- 1) Electronic notification can serve as “in writing” notification; 2) obligations of Players on set-up charges relating to funerals, weddings, or previously scheduled events.
- 2) There was a discussion regarding the following two sentences: *“The sacristy will be used for the actors, musicians, or production staff to enter/ exit the Nave during performances.”*

and:

“Vesting Area (and Sacristy): Storage space for liturgical (worship) accouterments. SMP use it as a pass through to the Nave during performances.”

The discussion centered around the need to ensure that the sacristy (the actual room where altar ware is stored) may never be used and that the dressing area could be used for pass through.

No change to the document was recommended.

- With the discussion on the Operations Manual having been completed, John Sedgewick made a motion to approve the Operations Manual as amended. Ed Corr seconded the motion; the Rector called for the vote and the Operations Manual was passed as amended.

[Attached is the Operations Manual as presented at the beginning of June 28 meeting and the final Operations Manual as amended and approved]

The Senior Warden noted that the Agreement document would be signed at the Executive Committee meeting on July 7.

7. Discussion of St. Mark's Position on Same Sex Unions and Public Statements or Public Activity

The Vestry had a general discussion reviewing the history of the St. Mark's Task Force that recommended support for the blessing of same sex unions within St. Mark's. Noting that ten years had passed since the adoption of the policy, the discussion moved to discerning what role St. Mark's or the Rector should play in the "public square" in support of same sex marriage particularly in light of pending legislation before the District of Columbia City Council.

At the conclusion of the discussion Vicki Street moved and Doris Burton seconded the following:

"That the Executive Committee of the St. Mark's Vestry be empowered to create a process for updating the Parish community about St. Mark's policy and history relating to its support of the blessing of same sex unions and to consider and make a recommendation for St. Mark's position and public actions or statements on support for same sex marriage."

The motion was passed unanimously.

8. Update on Membership Committee

The Senior Warden reported that Stan Smith and Amber Palmer have agreed to Co-Chair the newly created membership committee and he proposed that they meet with the Vestry during the July meeting to discuss ideas and plans for moving forward. The Senior Warden further reported that the committee would be comprised of 1) the Rector, the Associate Rector, and the Senior Warden as ex-officio members; 2) Doris Burton, Susan Thompson-Hoffman and Cecilia Monahan as Vestry members representing the three classes of Vestry terms, and 3) six additional members to be named.

The new Co-Chairs will actively seek volunteers by July 15 allowing for confirmation by the Vestry on July 19.

The Senior Warden asked for Vestry support of the plan as detailed above.

Doris Burton moved to accept and endorse the plan as proposed. The motion was seconded by Cecilia Monahan and passed.

9. Canvass Discussion

The Senior Warden expressed a need to broaden the leadership support for the canvass so that canvass chairs did not carry the full burden of the canvass success. Toward that end he proposed a Canvass Leadership Group to support the Canvass Chair on developing a stewardship and canvass approach. He proposed that the committee be comprised of the following individuals:

- The Rector
- The Associate Rector
- The Treasurer
- The Vestry Liaison
- The Senior Warden
- The Junior Warden
- The Reporter
- Some selection of recent past Canvass Co-Chairs – George Meng and Josie Jordan, possibly.
- Canvass Co-Chairs for the 2010 Canvass.
- Possible participation by some or all pillar representatives.

He also noted that Peter Sherer and Katherine Loevinger had agreed to take leadership roles in the 2010 Canvass, possibly as Co-Chairs.

A motion was made and seconded to endorse the Senior Wardens' proposal as detailed above. The motion was seconded and passed.

10. Discussion of Process for Vestry Liaison Reporting

The Senior Warden proposed that this particular Vestry return to a previously used approach whereby Vestry liaisons provide the Senior Warden with a monthly report on their assigned program area and that he would produce a combined report for monthly distribution and discussion as appropriate. This process would insert an element of accountability into the liaison process and ensure that all Vestry members would be better informed about all program areas. In addition, he proposed that pillar heads occasionally attend Vestry meetings to update the Vestry on their activities. The Senior Warden will develop a schedule indicating which months pillar representatives would meet with the Vestry.

No motion was required from this discussion but the proposal received concurrence and support from Vestry members.

11. What's New; What Needs Attention? What's Working? Who Needs Acknowledgment?

- a) **Welcome Table Issues:** Vicki Street asked for clarification to confirm that those Vestry members setting up the welcome table for 9AM should leave items out for the 11:15 service and that those Vestry members staffing the welcome table for the 11:15 service are responsible for clearing the welcome table and returning the welcome materials to the sacristy. There was general concurrence on this procedure.

Related to this topic, it was suggested that the new membership committee take on responsibility for keeping the materials updated for the welcome table (brochures, forms, misc. materials, etc).

- b) **Storage Issues:** A general discussion took place expressing a collective interest that at some point the Vestry or some designated person or group should address the fact that St. Mark's does not store its property well; more focus may need to be placed on who has stewardship for certain property items, who is accountable, and who is responsible for storage of materials?
- c) **Parish Life:** Christine Farrell, who serves as Vestry Liaison for Parish Life informed the Vestry that Linda Huntington is no longer a Parish Life Co-Chair and that Elizabeth Long now chairs Parish Life coordination responsibilities by herself and needs help. Christine asked for suggestions for a new Parish Life Co-Chair and Vestry members agreed to get back to her with suggestions.
- d) **Megan Courtney:** Paul Abernathy reminded Vestry members that Megan Courtney would begin her responsibilities as Director of Youth Ministries on August 1.
- e) **Pillar Brochure:** Doris Burton noted that the Pillar brochures on the Track Rack were becoming out of date and needed to be updated and replenished.

12. Executive Session – Discussion of Baxter House Staffing

Ed Cousins reported that neither he, the Rector, or the Senior Warden were ready to make a recommendation on the most appropriate way to organize the Baxter House staff. Ed expressed the need to spend more time studying the responsibilities of existing staff, preparing sample job descriptions, and conceptualizing the overall staffing needs and reporting relationships. He suggested the conversation be deferred until the Fall when the Rector would have returned from an August holiday and he (Ed) will have had more time to study the situation.

Vicki Street built on the Baxter House discussion to note that staffing decisions would likely complement decisions to eventually be made on governance,

documentation, pillar head roles and the support roles provided by Baxter House staff.

The Senior Warden noted that a governance committee would be convened soon as well as a building committee to address renovation and additional construction issues facing the church.

A motion was made, seconded, and passed to adjourn.

Kathryn Powers offered a closing reflection.

Respectfully submitted.

Gregory R. Niblett
Register

Attachments

1. Draft St. Mark's Players Agreement Document
2. Final St. Mark's Players Agreement Document
3. Final St. Mark's Players Operations Manual
4. June Warden Report
5. Kenn Allen Instructions Memo

ATTACHMENTS

Final Draft for Vestry Review and Action – June 21, 2009

Agreement Between the Vestry and Rector of St. Mark's Church, and The St. Mark's Players

Purpose

The purpose of this Agreement is to articulate the relationship between St. Mark's Church ("the Church") and the St. Mark's Players ("the Players") and to establish the policies and procedures that govern that relationship. We recognize that, like any agreement, it must be implemented with goodwill, trust, common sense and a willingness to enter into dialogue to resolve concerns.

The relationship is further documented in four other documents that are incorporated by reference in this agreement and attached as appendices. If and when those documents are modified, the modified versions will become part of this agreement. The documents are:

- Appendix I, the Charter of the Players, approved by the Vestry in 1993, and amended in 2007;
- Appendix II, the Financial Resolution adopted by the Players and approved by the Vestry in 1994, which describes financial and administrative procedures used by the Players;
- Appendix III, the guideline for the use of St. Mark's property by St. Mark's groups, which is applicable to the Players unless superseded by this Agreement or the Operations Manual (Appendix IV); and,
- Appendix IV, the Players' Operations Manual ("the Operations Manual"), which lists in detail the procedures that the Players must follow in preparing for, performing and striking the sets from their productions.

The St. Mark's Players

The Players is a program of St. Mark's Church, officially created by the Church's Vestry in 1993, as reflected in the Vestry minutes and the Players charter (Appendix I). As described in that charter, the Players are governed by an elected board.

The Vestry further recognized this relationship by approving the Financial Resolution (Appendix II) and reflected by the Vestry minutes for 1994. Because it is a St. Mark's program, it has been provided and it has used the Church's taxpayer identification number, which signifies nonprofit status and exempts the payment of State and Federal tax by the purchaser. Only officially recognized programs of St. Mark's may use this tax payer identification.

The purpose of the Players is to advance the mission of the arts within the St. Mark's parish community and to extend that mission into the world beyond the parish walls through theater productions that explore philosophical, theological, and secular life experiences. By drawing people other than members into St. Mark's and by making the church more visible to the broader community, the Players is one of the ways in which people are welcomed to the church and encouraged to explore other aspects of the parish's worship and programs. The purpose of the Players is also evidenced through the performance of scenes from their theatrical productions at Sunday services and at Pub Lunch in the parish hall of the Church.

General Obligations of the Players as a Program of the Church

Because the Players is legally and factually a **program** of the Church, it is subject to the laws of the District of Columbia and the Federal Government that are applicable to the Church. The Players are also subject to the St. Mark's system of governance, organization, and administrative rules and procedures. Its finances are subject to audit by St. Mark's on an annual basis as part of the overall audit of the Church.

Property managed by the Players is legally and in fact owned by the Church and cannot be disposed of without the permission of the Church. Equipment and other property intended to be "permanent" (as defined in the Financial Resolution) cannot be disposed of without permission of the Junior Warden of St. Mark's. An initial inventory of such "permanent" property **shall** be conducted by the Junior Warden or his designee and the President of the Players or his designee within 90 days after this Agreement is signed. Subsequent inventories shall take place at least every two years on a schedule to be agreed by the Junior Warden and the President of the Players. **All inventories shall become part of the permanent parish records maintained by the parish office in Baxter House.**

Props, clothing and other materials acquired for a specific production may be disposed of by the Players at the discretion of the President of the Players. Consumables may be disposed of at the end of their useful life.

The Players is expected to seek opportunities to complement the priorities and programs of the Church by working collaboratively and pro-actively with the Church's clergy and Pillar Heads.

Players Committee

The Players Committee **is** responsible for serving as the operational liaison between the Church and the Players. It consists **of five** persons: the Vestry member who serves as liaison to the Arts Pillar, the President of the Players, one of the Arts Pillar co-chairs, **a member appointed by and accountable to the Junior Warden who serves a two-year term**; and a member appointed by the Senior Warden who serves a two-year term. The Players Committee **shall** meet quarterly or as needed.

The Players Committee is responsible for:

- Maintaining active communications among all relevant stakeholders, including the Vestry, the board of directors of the Players, the Arts Pillar and the clergy and staff;
- Resolving scheduling, space and production performance issues through negotiation with other relevant parties, within the established Church procedures for resolving scheduling conflicts (e.g.- the St. Mark's Master Calendar), or, as necessary, referring those issues to the appropriate parties to resolve;
- Advising the Vestry, Rector and board of directors of the Players on resolution of conflicts concerning the operations of the Players that may arise; and,
- As appropriate, recommending to the Vestry and the board of directors of the Players any modifications to this Agreement that they feel are needed.

Use of Space and Property

Except as stated in this section and the Players Operation Manual (Appendix IV), the use of space and property at St. Mark's by the Players shall conform to the guidelines applicable to all St. Mark's groups as stated in the Space Guidelines applicable to all St. Mark's groups. All use of space at St. Mark's is subject to the Church's Master Calendar scheduling process. Space commitments recorded in the Master Calendar shall be binding with the exception of changes that must be made due to extraordinary or emergency circumstances at the discretion of the Rector. Any conflicts that may arise after the Master Calendar is put in place for the Church's designated program year (typically July 1 to June 30) will be resolved by the Rector or his designee.

As a program of the Church, the Players is eligible to use any available space so long as scheduling is done through the appropriate process and all rules for use of the space are honored.

Because of its unique needs for permanent storage, the Players is assigned the northern half of the room behind the mural in the Parish Hall for storage of its risers and other theatrical equipment. The space must be kept in neat order by the Players and remain accessible at all times to the Junior Warden, his designee and other officers of the Church.

Preparation, Performance, and Striking Sets of Theatrical Productions

The Players shall designate a Production Manager for each theatrical production it undertakes. That person is responsible for developing and submitting to the Players Committee for approval a written plan for the construction, stabilization, use, and removal of any theatrical props or property that affect any St. Mark's property, including building structures, interior spaces, fixtures, furnishings, and real property. Every plan shall attempt to minimize the wear and tear and reasonably preventable damage to St. Mark's building structures, interior spaces, fixtures, furnishings, and real property, recognizing that, as described below, the Players is responsible for damages they cause. Every plan shall include strategies for minimizing the "footprint" in the nave and in the parish hall that are balanced by the Players production needs. This plan shall be completed and agreed upon at least four weeks prior to the opening performance of each show run.

Immediately prior to the commencement of the Players initial set-up in the Nave, at a mutually agreed date and time, the Junior Warden or his designee and the President of the Players or his designee shall conduct a walk-through and visual inspection of the Nave to identify any existing damage. Throughout the run of a production, the Church and Players are honor bound to voluntarily record and report to the other any damage that occurs to the Nave. Immediately after the conclusion of the production run, after the Players have torn down in the Nave, the Junior Warden or his designee and the President of the Players or his designee shall conduct a walk-through and visual inspection of the Nave to identify any damage incurred during the production run.

All damage noted prior to, during or after a production run shall be reported to the Players Committee which is responsible for recommending to the Junior Warden or his designee any damage charges to be assessed to the Players. Amounts charged for damages shall be set by the Junior Warden or his designee. The assessment of damages should, to the extent reasonably possible, exclude damage due to normal wear and tear.

The Players shall reimburse the Church for assessed damages within sixty (60) days.

Rearrangement of the Nave and Parish Hall

In general, the Players is responsible for re-setting the Nave for worship services or other functions on the Master Calendar or at the request of the Rector or Junior Warden. As reflected in the Operations Manual, exceptions may be made for weddings and funerals. During the run of a production, after Sunday services, the Players shall, until 1:45 PM, keep the Nave, foyers, restrooms, , and the Parish Hall clean and in usable condition, allowing their use for coffee hour, Pub Lunch, or other St. Mark's activities.

Resolution of Disputes

The Rector, or in his absence the Senior Warden, shall be the sole arbiter and final decision-maker on any disputes arising from this Agreement or from implementation of the Operations Manual. The Rector or Senior Warden may consider recommendations from the Players Committee, the board of directors of the Players, or the Vestry, when exercising such arbitration or final decision.

Approval, Term, Modification and Termination of Agreement

This Agreement shall not be effective until approved by the Vestry of the Church, the board of directors of the Players, and the Rector and signed by their designated representatives.

The initial term of this Agreement shall be three years from its effective date. Six months prior to its expiration, the Players Committee shall recommend to the Vestry and to the board of directors of the Players a procedure to review and, as appropriate, modify or extend this Agreement.

During the term of this Agreement, modifications may be made to it only upon the formal approval of the Vestry, the Rector, and the board of directors of the Players. Recommendations for modifications may come from the Players Committee, the board of directors of the Players, the Rector, or the Vestry.

The Agreement may be terminated by the Rector with consent of the Vestry or by the Players upon six months written notice to the other party.

Execution of Agreement

This Agreement was approved by the Vestry of St. Mark's on _____, 2009.

Kenn Allen, Senior Warden

Gregory Niblett, Register

This Agreement was approved by the Board of the St. Mark's Players on ___, 2009.

Jerry M. Dale, Jr., President

As Rector of St. Mark's Church, I approve this Agreement.

Paul Roberts Abernathy

Date

Approved by the Vestry on June 28, 2009

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- Resolving scheduling, space and production performance issues through negotiation with other relevant parties, within the established Church procedures for resolving scheduling conflicts (e.g.- the St. Mark's Master Calendar), or, as necessary, referring those issues to the appropriate parties to resolve;
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The initial term of this Agreement shall be three years from its effective date. Six months prior to its expiration, the Players Committee shall recommend to the Vestry and to the board of directors of the Players a procedure to review and, as appropriate, modify or extend this Agreement.

During the term of this Agreement, modifications may be made to it only upon the formal approval of the Vestry, the Rector, and the board of directors of the Players. Recommendations for modifications may come from the Players Committee, the board of directors of the Players, the Rector, or the Vestry.

The Agreement may be terminated by the Rector with consent of the Vestry or **may be terminated** by the Players upon six months written notice to the other party.

Execution of Agreement

This Agreement was approved by the Vestry of St. Mark's on **June 28**, 2009.

Kenn Allen, Senior Warden

Gregory Niblett, Register

This Agreement was approved by the Board of the St. Mark's Players on _____, 2009.

Jerry M. Dale, Jr., President

As Rector of St. Mark's Church, I approve this Agreement.

Paul Roberts Abernathy

Date



St. Mark's Players Operations Manual

Instructions for carrying out
St. Mark's Players business
at St. Mark's Church, Capitol Hill

May 2009 edition

St. Mark's Players (SMP) Operations Manual

Instructions for carrying out St. Mark's Players business at St. Mark's Church, Capitol Hill

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ST. MARK'S TERMINOLOGY

Adams Room: Mid-size class/meeting room located at the northwest corner of the Undercroft.

Baxter House: St. Mark's Church administration office. Address: 118 3rd Street, SE. Telephone: 202.543.0053. Fax: 202.546.3695. The Penniman Room and the Gregory Room are located on the first floor of the Baxter House.

Chapel: Small room/worship space at the south end of the Nave and to the right (west) of the high altar area. The columbarium is also located in this area.

Chapel Anteroom: Area just in front of Chapel door/entrance. The light panel is located here.

Foyer: A Street, SE, building entrance leading to the inside Nave door and, through the hallway, to the Parish Hall.

Junior Warden: St. Mark's member responsible for care and upkeep of the church buildings and property.

Kitchen: Located in southeast corner of the Parish Hall. The Kitchen Cabinet is the committee that manages kitchen operations; request contact information from the Parish Assistant.

Library: Located at the southwest corner of the Undercroft, enclosed by glass doors.

Maintenance Contractor: St. Mark's service provider responsible for building maintenance. (Green's Maintenance Company, ext. 307)

Nave: Main sanctuary, located on the main level. The high altar is on the south end, the baptismal font is located on the north end, between the tower doors.

Parish Assistant: St. Mark's staff person who manages building use and activity calendar (ext. 306).

Parish Hall: Large room located on the main level on the east side of the building. Large round tables and chairs are here.

Pub Lunch: Sunday morning fellowship hour, hosted by parish members or groups, immediately following the 11.15 a.m. worship service.

Rector: Senior clergy member or pastor (ext. 301).

Rood Screen: Large, tall decorative black iron screen that stands at the south end of the Nave.

Shop/Storage Space: Located behind the Parish Hall mural on the north side (half) of the raised stage area.

Undercroft: Downstairs (basement) area of the church (under the Nave). Mailboxes located here.

Vesting Area (and Sacristy): Storage space for liturgical (worship) accouterments. SMP use it as a passthrough to the Nave during performances.

Vestry: St. Mark's Church board of directors; chaired by the Rector.

Reserving Space at St. Mark's

Forms for reserving space can be accessed from the St. Mark's website at [HYPERLINK "http://www.stmarks.net"](http://www.stmarks.net) \t "_blank" www.stmarks.net. First click on "About St. Mark's" then click on "Administration". Several useful forms and documents can be found here, including:

- [HYPERLINK "http://www.stmarks.net/about/forms/meeting_space.html"](http://www.stmarks.net/about/forms/meeting_space.html) [What You Need to Know When You Reserve and Use Meeting Space at St. Mark's Church](#)
- [HYPERLINK "http://www.stmarks.net/about/forms/space_policy.html"](http://www.stmarks.net/about/forms/space_policy.html) [Space Use Policy](#)
- [HYPERLINK "http://www.stmarks.net/about/forms/key_request.pdf"](http://www.stmarks.net/about/forms/key_request.pdf) [Key Request \(PDF\)](#)
- [HYPERLINK "http://www.stmarks.net/about/bulletins.html"](http://www.stmarks.net/about/bulletins.html) [How to Put an Announcement or Insert into the Sunday Bulletin](#)

Copies of each of these documents can be found at the back of this manual. Announcements for auditions, shows, and other production-related activities (such as Pub Lunch) should always be placed in the Sunday bulletins for at least three consecutive weekends prior to the event.

Overall Expectations of Space Usage

Building access during a production:

The St. Mark's Players (SMP) board of directors will provide the appropriate production staff with sets of keys for the following spaces in the St. Mark's Church property: the main entry into the lobby, the Nave, the shop (behind the mural in the parish hall), classrooms, and the sacristy. Keys are to be returned on closing night of the production.

People requesting assistance from the Church:

If anyone arrives at the church seeking assistance, please refer them to Baxter House.

Other helpful resources:

Capitol Hill Group Ministry: (202)544-0631

DC Shelter Hotline: (800)535-7572

General space usage guidelines:

- Upon entering the building for any event, ensure the building is walked through following the space utilization form located in the back of this manual. Please ensure that the space is left in the same condition or better when you leave.
- Once the event begins, lock all exterior doors to ensure safety. If people are still arriving, make arrangements to allow entry, for example, someone should be posted at the door to let them in.
- During the event, if the setup of the space is changed, it must be returned to its original state, unless other arrangements have been made in advance with the church.
- If space has been reserved but is not needed, contact the SMP space coordinator as soon as possible so that that the space may be released for other groups to use.

Space Reservations:

- The SMP reserve space for the year for auditions, performances, tech week, and regularly scheduled board meetings during the annual calendaring meeting through the Arts Pillar. These requests should be provided, preferably by e-mail, to the Arts Pillar at least one week in advance of the meeting, which normally takes place in June. It is a good idea to confirm these space reservations (both room and time) with the Parish Assistant at least one week in advance of the reservation dates.

- Space reservations for all other needs/rehearsals are requested as needed. All space requests are to be made through the SMP space coordinator that will work with the church office following church protocol.
- All space requests must be confirmed in writing by the Parish Assistant.
- Any space conflicts should first be addressed with the Parish Assistant and the two groups hoping to use the same space. In the event of any difficulty resolving a conflict, the SMP space coordinator may contact the Players Committee for assistance.

St. Mark's Parish Events that May Impact St. Mark's Players Productions

Weddings:

Weddings need to be scheduled and given the same space consideration as any other group using the space. If a wedding is scheduled during a run of an SMP production, the Parish Office must contact the SMP space coordinator as soon as possible.

Funerals:

The SMP will accommodate any funerals during a production. If a funeral is scheduled during a run of an SMP production, the Parish Office must contact the SMP space coordinator as soon as possible.

Strike and Re-set for a St. Mark's Church Wedding or Funeral

The maintenance contractor will work with the SMP space coordinator to arrange the strike and reset of the space for a wedding or a funeral. The intent is that the SMP will store production-related items and move the chairs to the center of the space and the maintenance contractor, with support of the SMP, will reset the space. After the wedding or funeral, the maintenance contractor will move all the chairs to the center of the space and the SMP will return production-related items prior to the next show. The SMP will not incur a cost for the maintenance contractor's services for these types of events.

Basic Show Procedures

Lighting and Lighting Equipment:

- The SMP will store lighting instruments in the ceiling by the columbarium between productions. The lights must stay inside the iron screen. All other lighting instruments that do not fit in this space must be stored in the dedicated storage space.
- Light hang will be scheduled according to the regular space scheduling process.
- Lighting will be affixed to the light pipes in the aisles on either side of the Nave, and, if used, not more than two light trees, to remain in place through the run of the show. Use discretion when using lighting trees. Every effort should be made to minimize the "footprint" of lighting equipment.
- Lights are removed as soon as possible after the production has closed, but not more than two weeks after that date. Lighting is not removed as a part of the weekly strike.
- Safety lighting will be used during performances.

Security:

During a production there will be someone posted at the main entry door as a security precaution. This person must ask anyone who enters how they can help them. Do not hesitate to contact police if

there is a situation that makes them uncomfortable or in the event of an emergency.

During run of show:

- A table and chairs for the Box Office; these are placed in the upstairs foyer or hall, as long as they leave the main area open and accessible for persons with disabilities. The Box Office may also be set up outside in the main courtyard, weather permitting.
- The SMP may display publicity material two weeks prior to the show opening to publicize the show, to be removed immediately after closing. An easel may be placed in the upstairs foyer/hall (abiding by accessibility rules). Banners/sandwich board may be used outside the building during the run of the production.
- Private dressing areas for cast: The bathrooms may be used for dressing, or some type of privacy screening will be placed in the parish hall.
- The sacristy will be used for the actors to enter/exit the Nave during performances.
- The upstairs and downstairs foyers, including restroom and elevator corridors, will be unobstructed at all times to ensure these areas are accessible to persons with disabilities.
- Refreshments: If you need to use the kitchen for preparation, you must reserve it in advance through the Parish Assistant, obtain keys, and follow all clean-up procedures established by the Kitchen Cabinet. Food and alcohol may be served as refreshments during intermission for a suggested donation.
- Fire Exits: During productions in the Nave it is critical to ensure that the tower doors (north end of Nave) are unlocked and clear of any obstructions to ensure quick exit in the event of an emergency.
- Trash Removal: Trash will be stored in sealed bags and placed in the containers in the alley outside of the back kitchen door at the end of each evening during a production. Please observe noise restrictions after 10 p.m. and be mindful that the kitchen is located next to occupied residences.

Nave Floor:

- The wood floor in the Nave is historic and every effort will be made to preserve it.
- If tape needs to be used on the floor, ONLY use Gaffers Tape, not duct tape, painters tape, masking tape, scotch tape or any other type of tape. Gaffers tape is designed to not take the finish off of the floor.
- In the event the floor is damaged, follow the floor inspection and damage report procedure below.

Strike

Saturday evening strikes during run:

- Remove all theatrical equipment, props, and other property following the Saturday evening performance to the chapel anteroom and/or another space pre-designated by the Players Committee in order to preserve those areas for worship services on Sunday morning. Mask or cover the area.
- Ensure that everyone has a job. It is up to the production manager (or designee) to make assignments based on people's ability. **NO ONE IS EXCUSED FROM STRIKE and RESET** until they are excused by a production manager.
- There are reset aids (big posters with pictures and diagrams) that are to be used to make sure the

space is reset correctly.

Storage during productions

- The SMP may store any production-related supplies and equipment in the chapel anteroom, in the Parish Hall or in the designated space behind the mural. Access to the columbarium and to the lighting panel must not be obstructed. The Players Committee may assign other places to store items as needed.

How to maximize storage in the chapel anteroom during a production:

- Place the risers in a single stack on the floor. (8-foot risers on the bottom)
- Place one 8-foot riser in the stained glass window to protect the window (it will fit).
- Place one 8-foot riser on its end to protect the glass window of the columbarium. If you are facing the columbarium door, the riser would go to the right.
- Place the 6-foot risers on top of the 8 foot risers, leaving a space large enough to accommodate the tallest riser legs closest to the columbarium.
- Have someone stand on top of the risers to hold the riser legs during the following steps.
- Lean the 8-foot legs into the space left next to the 6-foot risers so that the main bar is leaning against the 3rd street wall (toward the window) and the legs are going left to right.
- Place the 6-foot legs into the spaces between the 8-foot legs. You should be able to get 4 or 5 6-foot legs on each side of the main bar of the 8 foot legs.
- Secure the stack of legs by: placing Velcro straps, or other strapping, around the top and bottom of the entire pile. Ensure that the legs are secure and will not fall down.
- Once the risers and legs are in place, carefully stack any other items that need to be stored. Be careful not to block the entrance of the columbarium or access to the light panel.
- Mask or cover the area.

Permanent Storage

The SMP have designated and clearly defined storage space behind the mural, on the northern half of the space; it should be kept clean and orderly and the doorway must be kept fully accessible at all times. The Junior Warden will periodically inspect the space for safety and cleanliness and consult the Players Committee if there are any conflicts or concerns.

General Guidelines

Kitchen Use:

The kitchen should be reserved through the normal space reservation process. Ask Kitchen Cabinet for details on use of kitchen.

Mail:

- All mail should be delivered to 118 3rd Street SE.
- If a package arrives, it will stay at Baxter House for pickup.
- The SMP will designate a POC that Baxter house staff will contact upon receipt of a package.
- Mail will be sorted and distributed to the mail boxes in the Undercroft; the mailbox should be checked by SMP staff periodically.

Phone:

Any inquiries or phone calls that Baxter house receives on behalf of the SMP should be sent to the SMP phone number, (202) 546-9670, or to HYPERLINK "<http://www.stmarksplayers.org>" www.stmarksplayers.org. The St. Mark's Players will provide a Q and A to the office staff to assist with any questions.

Keys:

The St. Mark's Players have the following keys issued:

5 – Church

5 – Nave

1 – Baxter House

Scenes during Worship:

- The SMP Artistic Director will work with the Rector to establish what scenes to include in the worship services on a Sunday preceding or during the run of an SMP production.
- The Rector will work with the Worship Committee to determine when to present the scene and how to coordinate it with the overall service.

Pub Lunch:

The SMP may sign up to host pub lunch like any other group. This is an excellent way to promote an upcoming production. The church will reimburse food purchases up to a set limit; check with the Parish Assistant to get contact information for the Pub Lunch Coordinator. A sign-up sheet is located on the bulletin boards near the first floor water fountains.

Noise:

It is important to remind everyone, including patrons, actors, and production staff, to be quiet as they leave, because St. Mark's is located in a residential neighborhood with a noise ordinance that goes into effect at 10 p.m. There will be both posted signs and verbal announcements.

Set Construction:

- Any construction will happen not more than one month prior to tech week and be limited to assembling pre-cut pieces, unless approved by the Players Committee.
- Any construction done outside will be approved by the Players Committee two weeks in advance so that any noise concerns can be addressed.
- No electric sawing is permitted inside.
- All construction debris (sawdust, etc.) must be cleaned up before leaving the building.

Set Painting:

- Painting of sets must be done in a way to minimize spills and prevent damage.
- Use of tarps is mandatory
- Any clean-up must NOT be done in the kitchen, only in the bathrooms.
- Every effort will be made to use low- or no-VOC paints (check with your paint supplier).

Set Design:

- Set design will be focused on relying on lighting, projections, and risers as much as possible.
- The Players Committee, as a part of their review of the production plan, will advise on any potential areas of concern.

Fundraising:

Any fundraising activities, including raffles, must be approved by the Vestry; there are fundraising forms available to all St. Mark's groups, which should be filled out and submitted to the Vestry liaison, who will then present it to the Vestry. Any request must be submitted at least one month in advance. Contact the Parish Assistant to obtain the appropriate fundraising forms.

Temperature Control:

- In the event that the temperature in the Nave or Parish Hall needs to be adjusted (i.e. because of extreme hot or cold outdoor temperatures), please contact the Junior Warden (or designated agent) to obtain permission to temporarily adjust the thermostat. The thermostat must be returned to its standard setting before leaving the building.

Inspections of Space

Pre-Production

- At the beginning of each production (typically during load-in) a walk-through will take place with the Junior Warden (or a designated agent) and a member of the SMP board of directors to identify any preexisting damage.

Post Production

- At the end of each production (typically during final strike) a walk-through will take place with the Junior Warden (or a designated agent) and a member of the SMP board of directors to identify any damage done during the production.

Damage

- Any damage identified during either inspection will be documented on an inspection report, to be signed by both agents of the SMP and the Junior Warden. The inspection report is included at the back of this manual.

St Mark's Entrance and Lock-Up Procedures

These procedures must be used each time your group uses the building, with no exceptions.

Entrance Procedures:

- Please note any doors that were unlocked when you arrived or anything that is out of the ordinary that should be reported.
- If there is damage, please photograph it and report it.
- If there are other groups not following protocol, list the group name.

Exit Procedures:

- You must leave the space in the same or better condition than you found it.
- Any furniture that was moved should be returned to the original location.
- If you are not the last person leaving the facility, make sure the responsible person from the other group is notified that your group is leaving.
- Ensure the space is clean.
- Mops are located in the Sexton's (janitors) closet. Vacuums are located in a closet in the parish hall.

Last Person Out - walkthrough before leaving:

For your safety, it is recommended that two people do the walk through together.

You are responsible for ensuring that the ENTIRE building has been walked through and the rooms listed on the last person out - walkthrough checklist are checked, with the lights off and doors closed and locked. The last person out must use the walkthrough checklist included at the back of this

manual.

Upon exiting:

- When exiting, please verify that the Main Door and the Parish Hall Parking Lot doors are closed and locked. Please pull the doors to make sure that they are securely closed.
- In case of emergency call 911 – DO NOT HESITATE. Safety is our #1 Priority.
- Church Maintenance: Ed Green 240-447-0027 (cell – always leave message)
- Church Main Number: 202-543-0053

Forms

- Space utilization form
- Last Person Out – Walkthrough Checklist
- Floor inspection and damage report

St Mark’s Space Utilization Form
Entrance and Lock-Up Procedures

Used each time you enter and leave St. Mark’s Church.
 Leave in Kristen Hartke’s Vestry Mailbox.

Group: _____

Responsible Name: _____

Date: _____ Time In: _____ am/pm Time Out: _____ am/pm

Space reserved: Nave _____ Parish Hall _____ Other _____
 ___ Rehearsal ___ Performance ___ Class ___ Meeting ___ Sunday Services

Entrance Procedures

Please note any doors that were unlocked when you arrived or anything that is out of the ordinary that should be reported.

If there is damage, please photograph it and document it here.

If there are other groups not following protocol, list the group name _____.

Were you the last person out? If so, complete the Last Person Out Checklist

If not, Name of responsible person notified: _____

Exit Procedures

You must leave the space in the same or better condition than you found it.

Any furniture that was moved should be returned to the original location.

If you are not the last person leaving the facility, make sure the responsible person from the other group is notified.

Ensure the space is clean.

Mops are located in the Sexton’s closet. Vacuums are located in a closet in the parish hall.

Last Person Out - walk-through checklist

For your safety, it is recommended that two people do the walk through together.

You are responsible for ensuring the ENTIRE building has been walked through and the rooms listed on the following checklist are checked, with the lights off and doors closed and locked.

Nave:

- 2 towers – all 6 doors locked
(locks are bolt locks that slide up and down. Make sure they are down.)
 - Door inside of the organ to the Sacristy Locked
 - Main Door to the Nave Locked
(one is a bolt lock at the bottom of the door and the other is a knob lock)
 - Lights Off
- Nave - Big box of Light Switches on far wall and brown switch by main door. For the Organ the switch is located in the doorway under the organ going to the sacristy.

Main Lobby:

- Main Entrance Door Locked (there is a key on the push bar. It is a screw lock)
- Dance Studio Door Locked (up the stairs in the lobby. Shop Key)
- All Lights Off

Sacristy:

- Door Locked (in hall on the way to the Parish Hall by bathrooms)
- Lights Off

Main Level Bathrooms:

- Lights Off
 - Trash Emptied on Saturdays of performances, if needed
 - Toilet Paper replaced, if needed
- Bathroom supplies are located in the closets in the Parish Hall.
Trash Bags, Toilet Paper and Rubber Gloves.

Elevator Door:

- Open Elevator to ensure no one is inside.
- Elevator Lobby Door Closed and Locked (on your left before Parish Hall)
- Lights Off

Parish Hall:

- Main Entry Doors Locked
- Exterior Doors to Parking Lot Locked
- 2 Shop Doors Locked
- Closet Doors on both Sides of Main Parish Hall Door Closed and Locked
- Lights Off
- Kitchen Locked. If you do not have a key, note it here. _____

Undercroft (downstairs):

- From the Lobby walking down the stairs: Main Stairs Door Locked
- Lights Off in stairwell
- Lower Level Lobby Door to Stairs Locked
- Double Doors to Undercroft Locked
- Lights Off in lower lobby
- Exterior Door near library closed (it has a combination lock on the exterior)

- Lights Off in library and undercroft
- Exterior Door near the Adams Room
- Lights Off in Adams Room

During a Players' production – Power turned OFF in classroom 4? Yes No

Downstairs bathrooms:

- Lights Off
- Trash emptied Saturdays of performances, if needed
- Toilet paper replaced, if needed

Bathroom supplies are located in the closets in the Parish Hall.
Trash Bags, Toilet Paper and Rubber Gloves.

Trash:

Trash Removal: Trash will be stored in sealed bags and placed in the containers in the alley outside of the back kitchen door at the end of each evening during a production. Please observe noise restrictions after 10 p.m. and be mindful that the kitchen is located next to occupied residences.

Upon exiting:

When exiting, please verify that the Main Door and the Parish Hall Parking Lot doors are closed and locked. Please pull the doors to make sure that they are securely closed.

In case of emergency call 911 – DO NOT HESITATE. Safety is our #1 Priority.
Church Maintenance: Ed Green 240-447-0027 (cell – always leave message)
Church Main Number: 202-543-0053

Floor Inspection and Damage Report

Pre-Run Inspection:

Date: _____ Players Rep: _____ Church Rep: _____

Please note any damage and initial and date.

In the event damage is done, please note on the diagram and initial and date, take a photo and notify the Players Committee.

Final Inspection:

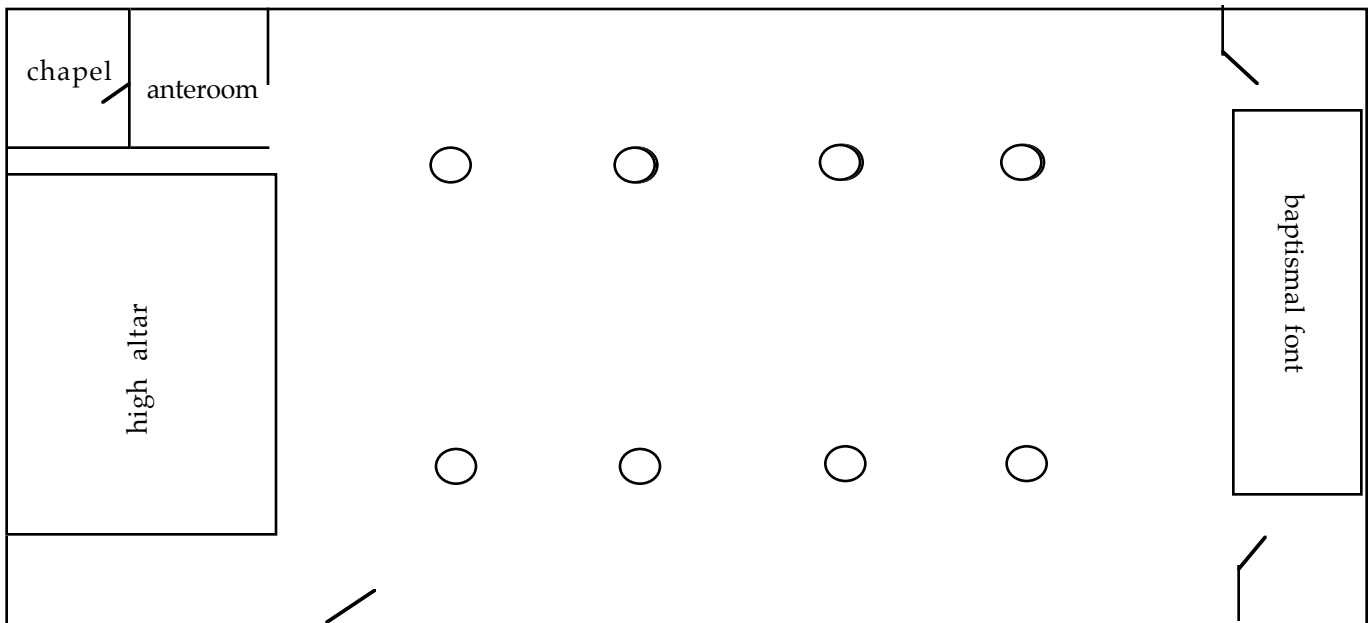
Date: _____ Players Rep: _____ Church Rep: _____

Comments:

Baptismal Font area clear _____ yes

High Altar area clear _____ yes

Damage Diagram:



○ = column

How to Put an Announcement or Insert into the Sunday Bulletin

Bulletin "**announcements**" are limited to four sentences and printed in the Sunday Bulletins. Remember that announcements should contain a minimum of extraneous details; however, they should provide contact information for readers who are interested in further details. If you wish to put an announcement or an insert into the Sunday Bulletin, here's how:

To put an announcement in the Sunday Bulletin:

- If at all possible, please e-mail your announcement to the Program Associate at elise.elzinga@stmarks.net.
- If it is not possible to email your announcement, then please mail or hand deliver a written announcement to the Program Associate at Baxter House, 118 3rd St. SE, Washington, DC 20003. Announcements can not be accepted over the phone.
- The announcement must reach the Program Associate by noon on the Wednesday preceding the Sunday you wish your announcement to appear.
- Announcements must contain St. Mark's-related information.

What You Need to Know When You Reserve and Use Meeting Space at St. Mark's Church

1. **Parishioners of St. Marks:** To reserve meeting space, contact the Program Associate, Elise Elzinga (elise.elzinga@stmarks.net) with the following information:
 - Date (Include 2nd and 3rd choices, if possible, and first and last dates if reserving space for class or series.)
 - Time (beginning and ending *and*, if applicable, setup and cleanup times)
 - Room(s) (1st, 2nd, and 3rd choices)
 - Name of Group/Nature of Activity
 - Number of people
2. ***Special Note Re: annual events, classes and activities:*** Do not assume that space reservations have been made "*automatically.*" Please call Elise to confirm.

Space Use Policy

The St. Mark's community extends its welcoming spirit as a sign that we are a "household of God's people." We expect thoughtful and responsible use and vigorous custodial care of our buildings and property by everyone who uses our space on any occasion.

Legal Conditions

- Non-parish groups must be non-profit, tax-exempt organizations.
- Under D.C. zoning laws, non-parish groups may not solicit contributions, charge admission fees/sell tickets, or sell any items at the event held at St. Mark's Church.
- The legal agent for the organization must be at least 21 years old. S/he will handle all transactions with Elise Elzinga, Program Associate (202/543-0053, ext. 306 or **Elise.Elzinga@stmarks.net**; fax: 202/546-3695).
- The *Space Use Agreement* is not final and binding until counter-signed by the Rector of St. Mark's, the Reverend Paul Roberts Abernathy.

Space Use Fees

- The fees outlined in the *Schedule of Fees for Building Use* include a rental fee to the church and the minimum costs of pre-event set-up and post-event maintenance (including, but not limited to, furniture reconfiguration, rubbish removal, general cleaning).
- A separate fee for building access, provided by a St. Mark's employee, outside of weekday business hours will be charged. (See *Security and Access* paragraph below.)
- The fees for, and feasibility of, any non-standard set-up or variations in the maintenance services provided must be negotiated separately with Maintenance Contractor, and mutually agreed to before the *Space Use Agreement* is countersigned by the Rector.
- A check for the full payment of the *Space Use Fees*, and if applicable, the additional fees for the Maintenance Contractor, must be received by the Program Associate no later than two weeks before the scheduled event.

Security and Access

- For events occurring during weekday business hours, Monday - Friday, 9:00 AM. - 5:00 PM., St. Mark's employees will open the rented space(s) when the event organizers arrive and secure the space(s) after the event. Weekday events organizers are responsible for trash removal and for leaving the space(s) generally tidy.
- For all evening and weekend events, event organizers must make arrangements with the Maintenance Contractor for a St. Mark's employee to provide building and room access. The St. Mark's employee will open the space(s), remain on site for maintenance assistance as needed, and will secure the premises after the post-event requirements are met. The cost of this security function is included in the *Schedule of Fees for Building Use*. (Under special circumstances, the requirement for having a "host" may be waived. Please consult with the Rector.)
- *Fire Exit Doors* must be kept unobstructed at all times. In the event the Fire Department issues a citation for a violation of this requirement, the sponsoring organization will be solely responsible for payment of any resulting fines or penalties.
- *Maximum Occupancy Limits* are posted in each space. The event organizers are responsible for ensuring that the limits are not exceeded. In the event the Fire Department issues a citation for a

violation of these limits, the sponsoring organization will be solely responsible for payment of any resulting fines or penalties.

Smoking

- No indoor smoking is allowed in any of St. Mark's buildings.
- Cigarette butt receptacles (indicated by signs) are in the Courtyard and by the Courtyard entrance to the Parish Hall.

Energy Conservation

- Thermostats throughout St. Mark's buildings have been set to provide a moderate level of comfort, e.g., 78°F in the summer and 68°F in the winter. Tampering with the thermostats will be considered a violation of the *Space Use Agreement* and will result in the forfeiture of the security deposit paid by the sponsoring organization.

Parking

- The parking lot is not available for event organizers before or during events at St. Mark's Church *except by prior arrangement with the Maintenance Contractor*. Unauthorized parking at any time is subject to ticketing and towing by the Metropolitan Police Department.
- Street parking is largely restricted to 2 hours on weekdays before 6:30 PM. or 8:30 PM., depending on the block. St. Mark's Church will not be responsible for any parking tickets issued to participants at events at St. Mark's.

Deliveries

- St. Mark's staff will not accept, store, or otherwise take responsibility for deliveries or post-event pick-ups of any items related to an event except by prior arrangement with the Program Associate by an agent of the sponsoring organization. Post-event pick-ups that cannot be made during weekday office hours must be scheduled with the Maintenance Contractor.

Event Hours

- Events must be concluded by 11:00 PM. Clean-up by caterers, equipment and instrument removal by musicians, trash removal, and all other activity must be finished by 11:30 PM.
- For events at any time, especially for ones taking place after 6:00PM, the event organizers are tasked with ensuring that their participants and support personnel are respectful of St. Mark's neighbors by keeping the outdoor noise levels to a statutory minimum.

Conduct Norms While on St. Mark's Church Property

- The sponsoring organization is responsible for ensuring that all persons who are on the church's property in connection with that organization's activity conduct themselves in a lawful and respectable manner.
- There shall be no sale of any alcoholic beverages while on any of the church premises.
- It is St. Mark's policy that outside groups that rent our facilities may not 'sell' alcohol as that activity is defined under D.C. city laws. Should the outside group wish to distribute alcohol during its event, we ask that the group at a minimum obtain a so-called "One Day" temporary license from the District of Columbia's Alcohol Beverage Control Administration. A fact sheet with directions on how to go about obtaining such a license is attached, and also is available at this link: abra.dc.gov/abra/lib/abra/services/app_forms/pdf/onedayfactsheet.pdf. St. Mark's reserves the right to impose more restrictive conditions on such distribution with respect to hours and insurance liability coverage than may be required under city law.
- Illegal drugs shall not be used at any time or under any circumstances.

- Sufficiently serious complaints about the conduct of any individual(s) attending an event of the sponsoring organization or about the noise level may result in the Rector/Senior Warden/Junior Warden/or a St. Mark's employee requiring the organization to vacate the premises immediately. "*Sufficiently serious*" includes, but is not limited to, any necessity for calling the police or fire department to the premises. Should this occur, the security deposit will be forfeited and the organization may not be allowed to use St. Mark's space in the future.

- Electronically amplified music (live or recorded) is permitted only on Friday and Saturday evenings from 8:00 PM. to 11:00 PM.

- Music without amplification may be played any evening up to 11:00 PM.

Advertising

- Any advertising that will include the name and/or address of St. Mark's Church must indicate clearly the name of the sponsoring organization.

Key Request

DATE OF THIS REQUEST _____

NAME of person responsible for use and return of the key(s):

PHONE NUMBER: (WORK) _____ (HOME) _____ E-Mail _____

ACTIVITY/PROGRAM _____

DATE(S) KEYS NEEDED: From _____ To _____

Keys needed: Courtyard Entrance to Parish Hall Nave foyer Parish Hall foyer
Kitchen

Undercroft Outside Entrance Undercroft Room No. _____

Baxter House front door Penniman Room

Other _____

Please return this form to Green's Maintenance Company mailbox in Baxter House or in the Undercroft.

Ed Green will call you to set up a time for you to pick up your keys.

To be filled out by Ed Green:

Date keys checked out _____ Deposit amount received /
initials _____

Which key(s) checked out _____

Key(s) to be returned on _____ Key(s) returned on _____
initials _____

Key(s) returned on _____ initials _____

Junior Warden's report June 2009

Current Activities:

1. Water seepage in undercroft Women's bathroom and library.
 - a. Power washed all drains to sewer. This should be done every other year. Drain on southwest corner of church remains blocked, but water is being diverted away from the building. Will assess need for any further actions after next heavy rain.
 - b. Potential additional activities to prevent water seepage:
 - i. Re-point brick on south wall. (Probably not immediate need.)
 - ii. Install a french drain on south side of church to lower water table.
 - c. Gained access to 314 A St. back yard to kill ivy growing on south wall. Plan to replace lock on gate (key lost) so as to provide continuing access to south wall of the church.
2. A/C line broken by children playing in equipment area.
 - a. RJH Company called to repair line and replace freon.
 - b. Signage posted.
 - c. Parents enlisted to help define further actions needed to protect fragile equipment.
3. Elevator maintenance
 - a. Technical Inspection, Inc. on regular inspection found
 - i. phone not working
 - ii. elevator failed inspection
 - b. Quality Elevator Co. called
 - i. Phone working up to Verizon line. Verizon notified.
 - ii. Found and will replace lose maintenance mode switch.
4. Fire Alarm System. Antronnix inspected system. System is not hooked to telephone lines and currently operates in local mode. Ed Green is concerned on the potential for a high number of false alarms once the system is hooked up. A lightning rod has been a suggested solution, but an actual lightning strike is unlikely to be the alarm false alarm cause.
5. Birds/squirrels in dance studio roof. Estimate received for repair of holes in roof eave and broken tiles and Corley's Roofing authorized to repair
6. Columbarium. Dee Rollins face plate was received. Plate had to be returned due to tile color mismatch.

Future Work

1. Install shower in undercroft. Shower project cost estimate preparation awaiting architectural assessment as to best location.
2. Renew of Ed Green's contract
3. Renew annual maintenance contract with RJH.
4. Schedule sanding and finishing of the Nave floor, tentatively set for the month of August.
5. Define process for columbarium interment requests.

June 21, 2009

To: The Vestry

From: Kenn

Subj: Prep for Discussion re Players Agreement and Operations Manual

The purpose of this memo is to prepare you for what we hope will be the final discussion and decisions at next Sunday's Vestry meeting concerning the Players Agreement and Operations Manual.

Here is what has happened since our last meeting:

1. I prepared a summary of issues raised at the last Vestry meeting and circulated it to all Vestry members to seek their comments. John Sedgewick and Susan Thompson-Hoffman responded.
2. We agreed at the last meeting on a deadline of May 31 to receive Vestry comments on the Operations Manual. Only Doris Burton responded with comments.
3. I provided Doris's comments re the Operations Manual to Jerry Dale, Kristen Hartke and John Sedgewick for response; received and processed those responses.
4. Paul and I have discussed all of the issues raised and have reached agreement on how we believe they should be resolved.

Attached is a "Final Draft Players Agreement". The changes we are proposing are highlighted in yellow.

Also attached is a revised "Players Operations Manual". There are only a very few changes and they, too, are highlighted in yellow.

In addition to the changes made, there were several issues raised where we have not made changes in the documents:

- Doris raised issues regarding storage of lights in the anteroom of the chapel, removal of light trees for worship and removal of lights by the Sunday following the final performance of a show. After consultation with Jerry and Kristen, we believe that the arrangement outlined in the Operations Manual is appropriate – it already limits the amount of lights in the anteroom to what will fit there; the usual location of the light trees inside the rood screen does not interfere with worship and leaving them in place minimizes potential damage; a two-week limit to remove lights does not seem unreasonable given the time required to complete the work.
- Doris suggested that tape on the floor be removed after Sunday matinees and not replaced until the following Friday. Because extensive measurement is required to place the tape, marking off locations for chairs and risers and to mark the "stage", we believe we should not ask that the Players undertake that work each weekend.

- Susan Thompson-Hoffman suggested that we delay action on the Agreement and Operations Manual until any work to be done on revising the Financial Resolution is also completed. Having reviewed the Financial Resolution, it appears that relatively minor changes will be required in order to bring it into alignment with this Agreement. Since the Players have already asked for greater financial oversight via inclusion in the audit, we do not anticipate that they will have problems changing what is, essentially, a bookkeeping guide. Therefore, Paul and I recommend completing work on the Agreement and Operations Manual this month.

Against that backdrop, Paul and I are recommending that the Vestry approve the two documents – the Agreement and the Operations Manual.

Please let me know if you have questions or need additional information.

Thanks.