



**Vestry Meeting
Monday March 15, 2021**

ZOOM

<https://us02web.zoom.us/j/93670729699?pwd=Vks2b1lhdTBFMtBEaWplblhZRnMvdz09>

Welcome Wendy and Kathleen!

The scheduled March meeting of the Epiphany Episcopal Church Vestry was held on March 15, 2021 at the church, 3301 Hidden Meadow Drive, Oak Hill, VA.

Vestry Attendance: The Vestry attended **remotely via Zoom**. In attendance were: Susan Buckner, Senior Warden; Susan Forbes, Junior Warden; Jonathan Isner, Treasurer; Dick Fichter, Keola Nosaka, Myron Laible, Heather Modzelewski, Elizabeth Gilmore, Wendy Morency, Kathleen Bellis, and Elizabeth Gayton.

Absent: Anne Johnson

Special Guests: Nadia Baker, Bill Forbes, Don Brill, Richard Durkin

Bible Study: Jeremiah 31:31-34 **What is this new covenant that God is promising, how does it involve Jesus, and what does it mean for our future?**

<https://www.workingpreacher.org/commentaries/revised-common-lectionary/reformation-day/commentary-on-jeremiah-3131-34-8>

Call to Order

Susan Buckner called the meeting to order at 7:22 pm.

Opening Prayer

Opening prayer was given by Susan Forbes.

Collect was read by Susan Buckner.

The Lord's Prayer was led by Susan Buckner.

Approval of February Meeting minutes

Approval of the February Meeting minutes was postponed until April Vestry meeting.

Receipt of Treasurer's report

Jonathan Isner presented the Treasurer's Report.

- We are 17% through the year (2 months).
- Jonathan reviewed the status of Epiphany's bank accounts.
- Bank accounts have been reconciled through February 2021.
- February pledge income is \$17K and represents a 6% YOY increase from February 2020.
- YTD Pledge income is \$35K and 13% increase from cumulative pledge income in February 2020.
- February rental income is \$4K. YTD Rental income is \$8K and 6% of Annual Budget, which is a 73% decline YOY from cumulative rental income at the end of February 2020 (\$29K).
- February Total income is \$21K. YTD Revenue is \$44K and 6% of annual budget (4% below plan).
- February expenses are \$26K, and represents a 46% decrease from February 2020 (\$44.5K). February expenses exceeded income by \$4.6K.
- YTD expenses are \$50K and 14% of annual budget (2% below plan).
- YTD expenses exceed income by \$6K.
- The Finance Committee will meet on April 8, 2021, at 7pm via Zoom. All are welcome.

THE VESTRY RECEIVED THE TREASURER'S UPDATE FOR FEBRUARY.

Other Treasurer Items

Finance Committee Updates

Keola said we've received one new pledge recently. Uniquely, it was from a virtual parishioner, who's never physically attended Epiphany Episcopal Church.

Preschool Update

Gayle and Preschool applied for and received a grant for \$12,900 under the CARES III for Child Care Providers grant program. This will offset the \$10K budgeted in the Church's 2021 budget to cover the expected preschool budget shortfall.

The Preschool Director prepared an estimated 2021-2022 school year budget based on proposed tuition increase. Vestry must first approve the tuition and fees, which allows registration to begin; then approve the formal Preschool budget in late Spring.

PPP Second Draw Loan

No updates, but Keola said Epiphany is on target to apply before the deadline. Epiphany will apply for the forgiveness loan shortly. It is due October 2021.

Section 125 Cafeteria Plan

Section 125 Cafeteria Plan as recommended by Diocese. Jonathan said we've paid 100% of premiums for the Rector, which is the only full-time employee, so we need take no further action.

Report of Lay Delegates to Convention

Don Brill and Bill Forbes recently attended the N. Fairfax Region meeting of the Diocese on March 8. They meet quarterly. On April 24 there will be a special convention to adopt the budget, via Zoom. Bill asked if the special convention could be viewed at Epiphany that Saturday, 10am-1pm. Attending would be Bill, Don, and Clergy, for a total of 3 persons, and possibly a Vestry member or two. Only one Zoom addressee is allowed to attend, but others can sit in front of the screen. Susan B. confirmed that as long as the group was less than 10, that met the Diocese restrictions, and no vote is required. Don also suggested that the Diocese is looking for a new bishop, and is looking to continue voluntary tithing from the churches; expect a visit from the Diocese to the Vestry in the next few months.

Applications for the standing committee are due at the end of March;

standingcommittee@diocese.net

Bill also mentioned invitations to worship virtually during Holy Week, from St. Francis (Great Falls) and St. Thomas (McLean), by Reverend Fran Gardner-Smith.

Also in attendance at N. Fairfax region was Bishop Jennifer Brooke-Davidson.

Senior Warden Updates

Susan Buckner presented the Senior Warden update. First, to the new Vestry members (Wendy & Kathleen), she will meet with them to review Vestry responsibilities, ministry assignments, etc. There is also a Vestry prayer involving the Senior Warden, new members and clergy.

Interim Update

The Vestry approved the LOA for the new Interim. Susan B said next steps are to send to the potential interim; once she agrees it will go to the Bishop. Our goal was to have an interim onboard by April 15, and we expect to get the interim started by the end of the month.

Discernment committee needs information from the Vestry. Susan B is working on this.

Vestry Installation

Installation will be this Sunday, March 21, during the Worship Service.

New Hope Baptist Church Re-gathering

NHBC asked for a waiver in rent that we granted in April 2020, and extended until currently. Diocese said we can begin to regather according to our new plan once new cases drop below 10 per 100,000. Currently we are at 13. Last week was 16, which means new cases are falling.

NH follows our restrictions even though they are in a separate area. NH is gathering for worship in limited numbers for production but is still paying reduced rent. After extended discussion, the consensus was to allow NH to regather with their full congregation, and resume paying full rent.

Elizabeth Gilmore emphasized the need for continued review of their activities, to ensure they are abiding by the restrictions on attendance, and only using the rooms they have contracted for.

Susan B moved to remove any COVID-related restrictions on New Hope BC's worship services in and use of space leased from Epiphany. Keola seconded. Discussion ensued. This vote is separate from the reestablishment of full rent. 8 votes in favor, one vote against, one abstention; the motion passed.

Facilities Manager

At B&G meeting, it was agreed that we will not hire a manager at this time, but will hire a handyman on an as-needed basis.

Junior Warden Report

Susan Forbes presented the Junior Warden Report. Cleaning crew is doing a great job, and flexible when we need them to come more or less often. Susan F. asked for recommendations for snow removal company that is also willing to be flexible. Adopt-a-bed program is up and running, and beds are available. Lenten roadmap is available, and there are activities for Holy Week. There will be a Maundy Thursday activity as well, with local restaurants supporting.

Buildings & Grounds

Myron Laible gave B&G report. As a point of reference, EEC buildings are over 40,000 sq. ft.

Outside coils were stolen; we got estimates for replacement; insurance company agreed to pay, with \$1,000 deductible. We are also working on rodent & pest control contracts. Looking for a handyman willing to be flexible and paid on a part-time basis.

Spring cleanup includes a mulch project in late April. Last year, \$1,000 in mulch was donated and volunteers spread the mulch. We are looking for donations of materials and volunteers.

Susan B. mentioned a specific “ask” for B&G. By the Canons, we are allowed 6 separate “asks” per year. In church, it would be a special plate collection. Susan B. suggested a specific “ask” for mulch for the grounds and the Preschool playground, as well as funds for lawn-mowing and bed maintenance.

Susan B presented a MOTION to present a special giving request for B&G to support the grounds maintenance and upkeep, to include mulch, lawn, and bed maintenance.

Myron seconded. Discussion ensued.

The motion passed unanimously.

Keola committed to establish a special place in REALM for these donations.

Outreach Update

Heather M. presented the Outreach Update. We are moving forward with Hot Meals using the Restricted Budget. We also pay \$300 quarterly to the UMC food pantry. They are still looking for help on Tuesdays, 11-1 to pack boxes. They’ve lost HS volunteers as they’ve returned to school. The Outreach Committee voted to continue to support Promise for Haiti. If our student in South Sudan passes her exams, they will do a fundraiser to support her in Nursing School.

Servanthood Ministry

Over \$180K has been pledged. One new pledge that came in is from a virtual parishioner, who has never set foot into our church!

April 18 is a “Spring Fling,” talent and time campaign.

Calendar Review

March 16/23, Tuesday Adult Learning; Jesus, Paul and the Law (2 weeks); this is a new topic; please join!

March 17 Women’s Bible Study (moved because of Holy Week)

March 18

Stronger Together—every Thursday

Servanthood meets via Zoom

Choir practice every Thursday, 7 pm

Holy Week bags should be ready by Thursday, March 18.

March 24, 25 Hot Meals: Wed & Thursday, need deliverers/drivers

March 25 Palm Sunday photos are due. Please take a selfie with your palm, for the Palm Sunday parade.

Color in your Alleluia and take a video to be included in Easter worship service. Videos are requested by March 25, 2021

April 2, Friday evening worship with Father Jeremy

Holy Saturday empty—supporting churches (St Francis & St. Thomas) are offering activities on that day.

April 4 Easter Sunday.

April 19 Next Vestry meeting.

Discernment Committee Update

Don Brill gave an update for the Discernment Committee; he asked all to submit their surveys, including children. As of today, there are 43 responses. The survey can be found at

<https://forms.gle/cQWKpZizmk1ua4QX9>

There is an opportunity to participate in focus groups; please consider participating. Next Discernment Committee meeting is March 25, 2021.

Vestry Corner

1. The following motions were approved:
 - The Vestry voted to approve New Hope Baptist Church's request to follow the regathering plan that was established in 2020 immediately. This vote is separate from the reestablishment of full rent.
 - The Vestry voted to present a special collection request to the congregation for support of Buildings & Grounds ongoing maintenance of lawn, beds, and mulch.
2. Epiphany is looking for hands to help with Spring Clean up at the end of April; details to follow.
3. An Interim Rector has been identified, and hope to be on board by the end of April.
4. Now that students are back in school, new volunteers are needed Tuesdays 11-1, to support the UMC Food Pantry that EEC partners with.

Prayers for ourselves and others

Closing Prayer was given by Kathleen Bellis.

Meeting adjourned at 9:54 pm.

Next meeting is April 19, 2021, at 7 pm.

Respectfully submitted,
Elizabeth Gayton

NEXT MEETING: Monday – April 19, 2021 7 PM