



Vestry Meeting
Monday April 19, 2021

ZOOM

<https://us02web.zoom.us/j/93670729699?pwd=Vks2b1lhdTBFMTBEaWplblhZRnMvdz09>

Welcome Wendy and Kathleen!

The scheduled April meeting of the Epiphany Episcopal Church Vestry was held on April 19, 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, Anne Johnson, Heather Modzelewski, Elizabeth Gilmore, Wendy Morency, Kathleen Bellis, and Elizabeth Gayton.

Absent: None

Special Guests: Nadia Baker, Marty Brady

Bible Study: Acts 4:5-12 **What are some ways we can use difficult situations to share the gospel?**

Opening Prayer

Opening prayer was given by Susan Buckner.
Collect was read by Susan Buckner.
The Lord's Prayer was led by Susan Forbes.

Call to Order

Susan Buckner called the meeting to order at 7:23 pm.

Approval of February and March Meeting minutes

The February minutes were approved as amended. Myron moved, Keola seconded. The minutes were approved unanimously.
The March minutes were approved as amended. Myron moved, Susan F seconded. The minutes were approved unanimously.

Receipt of Treasurer's report

Jonathan Isner presented the Treasurer's Report.

- We are 25% through the year (3 months).
- Jonathan reviewed the status of Epiphany's bank accounts.
- Bank accounts have been reconciled through March 2021.
- March pledge income is \$19K and represents a 41% YOY decrease from March 2020 (one donor paid entire annual pledge in March 2020). We are at 25% of expected pledge income received.
- YTD Pledge income is \$54K and 15% increase from cumulative pledge income in March 2020.
- March rental income is \$4K. YTD Rental income is \$12K and 10% of Annual Budget, which is a 79% decline YOY from cumulative rental income at the end of March 2020 (\$57K) (received March and April rent from NHBC in March 2020).
- March Total income is \$23K. YTD Revenue is \$67K and 19% of annual budget (5% below plan).
- March expenses are \$26K, and represents a 19% decrease from March 2020 (\$32K).
- March expenses exceeded income by \$2.5K.
- YTD expenses are \$76K and 22% of annual budget (3% below plan).
- YTD expenses exceed income by \$8K.
- The Finance Committee will meet on May 13, 2021, at 7pm via Zoom. All are welcome.

THE VESTRY RECEIVED THE TREASURER'S UPDATE FOR MARCH.

Other Treasurer Items:

Susan Buckner asked about \$56K in restricted fund for B&G. This was part of a Diocesan Grant for Capital improvements to the church. The group agreed to review the list and resume the Capital Improvement program.

PPP Second Draw Loan

We are approved for a second draw loan, for \$77,002.12. This will cover 3 months of payroll. Application for loan forgiveness for the first draw loan is in progress and due by October 2021. The Vestry is very appreciative of Keola's hard work in spearheading this effort!

NHBC Rent

As of April 1, New Hope Baptist Church is paying 70% of rent, with a plan to resume 100% by July.

Insurance Claim

Epiphany received an insurance check for the missing coil and compressor. The repair is awaiting parts. There is a \$1K deductible.

Bank Account Reconciliation

All accounts are reconciled through March.

2019 Church Audit

Audit is still ongoing; expect some results in the next month.

Preschool Update

Keola Nosaka presented the proposed Preschool Budget. There are two scenarios, one with an enrollment of 40 children, one with an enrollment of 45 children. The Preschool Director is confident that enrollment will reach 40 children this year. Last year, Vestry voted a tuition increase of 10%, and teacher wage increase of 5%. The Director's salary is based on 10 months of employment, paid over 12

months; teachers are paid only during the 10 months in which they work. With 40 children, the preschool will operate at a minor loss (\$6K), and if attendance is at 45, the preschool will operate at a \$12K profit. The Vestry incorporated a 5% salary increase for the Preschool Director into the budget, as well.

MOTION: Wendy moved, and Susan F seconded to approve the new preschool budget for 2021-2022. Vote was unanimous.

Finance Committee Updates

The Finance Committee met on April 13, 2021 via Zoom. The next Finance Committee meeting is scheduled for May 13, 2021. All are welcome.

Senior Warden Updates

Susan Buckner presented the Senior Warden update. Susan reviewed the Vestry SharePoint site for Vestry reports and documents. Susan directed the Vestry member to get in touch with Nadia if they haven't accessed it yet.

Vestry Overview / Liaison Updates / VPOD

Susan Buckner reviewed the 2021 Vestry Overview presentation, addressing responsibilities as members of Epiphany, and as Vestry members as well. Wardens have additional responsibilities, supported by the staff and fellow Vestry members. The slides show the five Ministry umbrellas, and the functions that fall within them.

Wendy will be part of the Outreach Ministry.

Kathleen will join Anne with the Parish Life Ministry.

Susan reminded Vestry members that assignment to a ministry does not preclude one from participating in another ministry.

Usually there is a "lead" and a "liaison." The liaison's role is to report on a ministry's activities to the Vestry. Parish Life is first Wed of the month. Vestry meeting is the 3rd Monday of the month. There is a Sign-up Genius to lead prayers each month, and to bring snacks, if Vestry ever regathers in person.

Susan reviewed VPOD (Vestry Person of the Day) responsibilities. They are responsible for keeping things running smoothly during church service. If Vestry members are not comfortable attending church in person to participate as VPOD, let Susan B know.

Hump Day Messages

Susan requested the Vestry consider volunteering to submit a Hump Day message periodically. These messages can be based on the readings in the coming Sunday service, but can also be a reflection of anything that is of interest to them.

Regathering Plan Update / PRAC on Building Usage

PRAC Parish Regathering Action Committee met last week. They revised the regathering plan to be less specific, and follow updated guidance from the Diocese. Susan Buckner presented the revisions to EEC's original plan. Through discussion, the Vestry made further amendments.

MOTION: Keola moved to approve "Regathering Plan 2." Myron seconded. Motion passed.

New Hope Baptist Church Re-gathering / Rental Update

There was discussion of the possibility of opening up EEC facilities to outside renters, and reworking the Covid committee to a "building usage" committee.

NHBC wants to pay 70% percent rent starting April 1, and 100% on July 1. This is their current request, but is not finalized. Epiphany's position is to have NHBC pay 100% rent starting April 1, even if we

prorate and allow New Hope to make up the difference between 70% and 100% before the end of the year.

Discernment Committee Update

Statement: 71 people submitted responses to the survey.

“The Discernment Committee is continuing to prepare to find a new Rector, with support from the Epiphany community. Thanks to the 71 people who submitted responses to the survey, which is helpful in setting the stage for focus groups and filling out Diocese profile sheets. The survey allowed us to discover that most respondents have been with Epiphany from 1-10 years, that the 10:00 am service...Update in Enews

Junior Warden Report

Susan Forbes presented the Junior Warden Report. Susan is doing her best to support the Senior Warden and EEC staff. She also works with Myron to support Buildings and Grounds.

Flower Bed adoption program: There are 3 flower beds left!

Buildings & Grounds

Myron presented an update of the Buildings and Grounds. Mowing season is underway, and we are thinking of having the same contractor from last year come monthly to mow and trim the bushes. Susan F. is looking to contract snow removal for next year. There is a list of repairs, and we continue to work on it. HVAC repair is the current priority.

Outreach Update

Heather M. gave the Outreach Update. We are still supporting the food pantry. We continue to support Helena who took her exams in South Sudan, for continuing education. She graduated high school, and would like to continue on to nursing school. A fundraiser might be a “fun run.” The Vestry can approve this fundraiser by email.

Susan B also mentioned that Wendy M. is working on the sponsoring of International Students. Also, the Vestry budgeted to sponsor an EEC preschool student, and it never happened, but there is an opportunity to do that now.

Calendar Review

Every Sunday: 10 am Worship via YouTube.

Every Thursday: Stronger Together Reconnection Chat <https://meet.google.com/dap-duuk-vtu>

April 24 Diocesan Special Convention to Adopt the Budget (contact Bill Forbes for more info)

April 28 Women’s Bible Study, 7:30 pm

Stronger Together—every Thursday

Servanthood meets via Zoom

Choir practice every Thursday, 7 pm

May 2 Celtic Worship, livestreamed from Chapel.

May 3 Parish life Ministry meeting

May 5 Servanthood Ministry meeting

May 13 Finance Committee meeting

Vestry Corner

1. The following motions were approved:

- The 2021-22 preschool budget was approved.
- The regathering plan was revised and approved to submit to the Diocese for their approval.

- The compensation package for the Interim Rector position was approved.
 - The compensation package for the Permanent Rector position was approved.
2. Epiphany qualified for a second PPP draw, to help payroll salaries for the next 3 months.
 3. The Vestry was thrilled to welcome new Vestry members Wendy Morency (Outreach Ministry Co-Liaison) and Kathleen Bellis (Parish Life Co-Liaison).
 4. Epiphany is currently worshipping in person, in a limited fashion.
 5. We are looking for volunteers small and large to support the various ministries
<https://EpiphanyEC.org/BeTheChurch>

Executive Session

The Vestry went into Executive Session to work through the compensation package for the ~~the~~ Interim and permanent Rector.

In Executive Session, two motions were approved. Keola moved to approve the amended compensation package as stated in the Letter of Agreement for the interim rector position. Susan F. seconded. All approved. Susan F. moved to approve the same compensation package that was approved for the interim rector to be used for the posting for the permanent rector position. Myron seconded. All approved.

Prayers for Ourselves and Others

Closing Prayer was given by Susan Forbes

Meeting adjourned at 10 pm

Next meeting is May 17, 2021, at 7 pm.

Respectfully submitted,
Elizabeth Gayton

NEXT MEETING: Monday – May 17, 2021 7 PM