



Vestry Meeting Monday May 17, 2021

ZOOM

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

The scheduled May meeting of the Epiphany Episcopal Church Vestry was held on May 17, 2021.

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

Bible Study: John 15:26-27; 16:4b-15

The opening words of this reading for Pentecost underscore the presence and the unity of the Trinity.

Opening Prayer

Opening prayer was given by Wendy Morency. Book of Common Prayer (#57)

Collect was read by Susan Forbes.

The Lord's Prayer was led by Susan Buckner.

Call to Order

Susan Buckner called the meeting to order at 7:21 pm.

Approval of April Meeting minutes

The April minutes were approved as amended. Wendy moved, Dick seconded. Approval was unanimous.

Receipt of Treasurer's report

Jonathan Isner presented the Treasurer's Report.

- We are 33% through the year (4 months).
- Jonathan reviewed the status of Epiphany's bank accounts.
- Bank accounts have been reconciled through April 2021.

- April pledge income is \$20K and represents a 4% YOY decrease from April 2020. We are at 35% of expected pledge income received.
- YTD Pledge income is \$74K and 11% decrease from cumulative pledge income in April 2020.
- YTD Pledge income is 35% of annual budget (2% above plan).
- April rental income is \$9K. YTD Rental income is \$21K and 17% of Annual Budget, which is a 63% decline YOY from cumulative rental income at the end of April 2020 (\$57K) (received March and April rent from NHBC in March 2020).
- Starting April 1, NHBC increase rent to 70%, and will increase to 100% July 1.
- April Total income is \$46K. YTD Revenue is \$114K and 32% of annual budget (1% below plan). This does include \$16K insurance check (HVAC coils), that will come in and go right out.
- April expenses are \$23K, and represents a 10% decrease from April 2020 (\$25K).
- April income exceeded expenses by \$23K. Adjusted to remove the insurance payment is \$6K.
- YTD expenses are \$99K and 28% of annual budget (4% below plan).
- YTD income exceed expenses by \$14K. Adjusted to remove insurance payment, expenses exceed income by \$2K.
- Adjusted for PPP Loan, income would exceed expenses by \$19K.
- The Finance Committee will meet on June 10, 2021, at 7pm via Zoom. All are welcome.

THE VESTRY RECEIVED THE TREASURER'S UPDATE FOR APRIL.

Other Treasurer Items:

PPP Second Draw Loan: Epiphany was approved for a second PPP loan in the amount of \$77K. Funds were deposited into FVCBank loan account 4/5/21. Funds will be used for payroll expenses for the next ~3 months of payroll. Application for loan forgiveness for the first draw loan is in progress and due by October 2021.

Church Audit: Data collection for the 2019 audit by the Trustees is nearly complete.

Preschool: The Vestry approved the 2021-2022 school year budget.

Budget considerations: With the preschool receiving the CARES Grant, the \$10K put aside to address the preschool shortfall is now available for other purposes. Options include:

- Increase pledge to the Diocese. Currently budgeted for \$3K. Diocese asks for 10% of pledge/plate receipts, which is \$18-20K.
- Fund Outreach. Currently does not have any operating budget allocated.
- Increase Music Minister Fund. This position was funded last year by a donation.
- Increase our savings account balance.

Jonathan followed up on a new Vestry member request for a budget overview, and offered to send slides; instead Susan Buckner asked Jonathan to present next month, on the budget, the processes, and how it all works.

Finance Committee Updates

Keola Nosaka updated the Vestry about the Finance Committee actions

Fundraising Proposal

Wendy presented a proposal to hold a virtual 5K to support Hellena, the student Epiphany sponsors in South Sudan, who is in her last year of high school and would like to continue on to nursing school and support her community. A two-year program of nursing school is \$6K.

MOTION: Keola moved/Susan Forbes seconded to approve the Fundraising Proposal for the Virtual 5K/1M Fun Run/Walk to support Epiphany's International Outreach which would endow a scholarship for higher education for Hellena, Epiphany's sponsored student in South Sudan, who intends to attend nursing school, with the understanding that any funds raised above \$6,000 will be directed to the Epiphany Outreach fund. If Hellena is unable to attend nursing school, funds raised on her behalf will also be directed to the Outreach fund. Motion passed unanimously.

Senior Warden Updates

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

Vestry Overview / Liaison Updates / VPOD

Susan Buckner said she did not hear from any Vestry members that they are not comfortable physically attending Sunday worship service as VPOD. Susan B presented the schedule, and offered to provide the training. There is an updated checklist. If every Vestry member participates, each will serve every 2 ½ months.

May 30 is Trinity Sunday, a big feast day, and will be the first Sunday to offer physical communion.

Susan B and Susan F will co-VPOD, to see how it goes, and update the follow-on VPODs as necessary.

There is a separate checklist for VPOD during COVID-19 Restrictions.

Keola asked for details of attendance. Epiphany is currently allowed 50, and generally 25 attend.

Susan B expects that number to change in the near future. Masks are still required to be worn indoors.

Susan B reviewed the VPOD duties with all Vestry members.

VPOD reviews the sign up for attendance, lays out the seating to ensure distancing. Lays out bulletins to eliminate directly handing anything to attendees. Ushers walk families to their chairs, labeled with their name. Front door is propped open; offertory put in the basket while exiting; separate entrance and exit routes.

Hump Day Messages (sign up)

Susan reminded the Vestry members to please sign up for a Hump Day message, and offered an option to tie each member's VPOD to Hump Day message responsibilities.

Regathering Plan Update – Communion

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There is a separate checklist for VPOD during COVID-19 Restrictions.

Junior Warden Report

Susan Forbes presented the Junior Warden Report. Next week Myron will oversee the replacement of roofing that was lost. Still need volunteers for mowing to supplement once monthly commercial mowing. Also need volunteers to help Marty with monthly fire inspections; she will train any volunteers. There is also an elevator inspection requirement, as well as 3 last flower beds available to adopt (bed #3 preschool south side, courtyard #7 & 8). The awesome volunteer video did not net any new volunteers, so Susan challenged each Vestry member to reach out to fellow church members to get involved. Fairfax police offers Neighborhood Watch training, so Susan will schedule that at the

church. June 6 is the Democratic primary, and Susan offered the opportunity for any Vestry member who wishes to stop by the church to help out, to please feel free.

Buildings & Grounds

Myron presented and update of the Buildings and Grounds. Committee will meet soon to look at the Capital expense report to set the priorities for B&G, and report back to Vestry.

CYFM Update

Elizabeth Gilmore presented an update of the Children, Youth, and Family Ministry. Preschool graduation is still scheduled for the end of the month. Instead of the usual carnival, there will be a bubble parade. The preschool director is still looking at how to hold the graduation ceremony, for the 6 or 7 graduates. Susan B said she'd offered the sanctuary for Preschool use.

CYFM had annual retreat, but with so much uncertainty, it's hard to plan out the specifics for the program. In lieu of VBS, there will be a summer program, "Come to the Table," to last the summer. For the Fall, CYFM will revisit updated regulations, and survey families, then set the plan sometime in the summer. Susan B and Keola offered to help if Elizabeth Gilmore needs it.

Calendar Review

May 23 is Trinity Sunday, and the first Sunday with in-person communion

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)

May 26 Women's Bible Study, 7:30 pm

Choir practice every Thursday, 7 pm

June 6 Mother Rosemary stands in for Father Jeremy

June 13 Celtic Worship, livestreamed from Chapel (June-Sep, Celtic Worship will be the second Sunday)

June 7 Parish life Ministry meeting

June 9 Servanthood Ministry meeting

June 10 Finance Committee meeting

Vestry Corner

1. MOTION APPROVED: The Vestry approved an Outreach fundraiser for a Virtual 5K, to raise funds to pay for Epiphany's sponsored student in South Sudan, to continue to nursing school after high school.
2. Physical communion will resume beginning Trinity Sunday, May 30. Be sure to make your reservation to attend service.
3. Celtic Worship will move to the SECOND Sunday of the month for the Summer (June-Sep)
4. We are looking for volunteers small and large to support the various ministries," specifically Stream Team volunteers, Ushers, choir volunteers and July Hot Meals preparers and deliverers; <https://EpiphanyEC.org/BeTheChurch>

Executive Session—Interim Update

The Vestry went into Executive Session to discuss the current Interim status; no motions were made.

Prayers for Ourselves and Others

Closing Prayer was given by Wendy Morency

Meeting adjourned at 10:10 pm

Next meeting is June 21, 2021, at 7 pm.

Respectfully submitted,
Elizabeth Gayton