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**Vestry Meeting**  
**Monday June 21, 2021**

**ZOOM**

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

The scheduled June meeting of the Epiphany Episcopal Church Vestry was held on June 21, 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, Heather Modzelewski, Elizabeth Gilmore, Wendy Morency, Kathleen Bellis, Anne Johnson, and Elizabeth Gayton.

**Absent:** Myron Laible

**Special Guests:** Nadia Baker, Bill Forbes, Marty Brady

**Bible Study: 2 Cor 8:7-15** How is the proclamation of the gospel related to the needs of the poor among us?

**Opening Prayer**

Opening prayer was given by Heather.

Collect was read by Heather.

The Lord's Prayer was read by all.

**Call to Order**

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

**Approval of May Meeting minutes**

The May minutes were approved as amended. Wendy moved, Susan F. seconded. Approval was unanimous.

**Ministry Reports**

Reports from the following ministries were received prior to the meeting:

Parish Life

Outreach

CYFM

Worship Committee

Admin/Ops/B&G

PRAC (Parish Regathering Action Committee)

## Receipt of Treasurer's report

Jonathan Isner presented the Treasurer's Report.

- We are 42% through the year (5 months).
- Jonathan reviewed the status of Epiphany's bank accounts.
- Bank accounts have been reconciled through May 2021.
- May pledge income is \$14K and represents a 26% YOY decrease from May 2020 (\$19K).
- YTD Pledge income is \$88K and 15% decrease from cumulative pledge income in May 2020.
- YTD Pledge income is 41% of annual budget (0.15% above plan).
- May rental income is \$9K. YTD Rental income is \$30K and 25% of Annual Budget, which is a 50% decrease YOY from cumulative rental income at the end of May 2020 (\$61K). This represents an increase of NHBC rent to 70% of full monthly payment amount.
- Starting April 1, NHBC increased rent to 70%, and will increase to 100% July 1.
- May total income is \$24K. YTD total income is \$138K and 39% of annual budget (2% below plan).
- May expenses are \$20K, and represents a 33% decrease from May 2020 (\$30K).
- May income exceeded expenses by \$3.5K.
- YTD expenses are \$119K and 34% of annual budget (7% below plan).
- YTD income exceed expenses by \$18K. Adjusted to remove insurance payment, expenses exceed income by \$1.6K.
- Adjusted for PPP Loan, income would exceed expenses by \$25K.
- The Finance Committee will meet on July 8, 2021, at 7pm via Zoom. All are welcome.

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR MAY.

### 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 Preschool grant was received in amount of \$22,953 and has been deposited to the Preschool bank account. .

**Budget considerations:** With the preschool receiving the CARES Grant, the \$10K put aside to address the preschool shortfall, is now available for other purposes. The Finance Committee will discuss this at their next meeting, and give a recommendation to the Vestry. 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. Epiphany typically strives for 10% of operating budget to be allocated to Outreach.
- Increase Music Minister Fund. This position was funded last year by a donation.
- Increase our savings account balance. While we are compliant with our restricted account obligations across all our bank accounts, it is a priority to increase the savings account balance to meet the total of our restricted account obligations.

## Finance Committee Updates

Keola Nosaka updated the Vestry about the Finance Committee actions

## Senior Warden Updates

Susan Buckner presented the Senior Warden's update. Father Jeremy's last service will be June 27. We will want to show our appreciation for his assistance these last few months in celebrating worship with us. With the Interim Rector starting July 1<sup>st</sup>, the extension of the Senior and Junior Wardens' terms approved by the Vestry will expire. Elections for new Senior and Junior Wardens will take place at the July Vestry meeting. The Vestry will also determine whether the terms will be shortened to fit into the regular cycle of elections held every February or the terms will be extended for a specific period of time.

**Interim Update** Interim contract was signed by Senior Warden, and send to Interim, who will sign and send to the Bishop this evening. Susan will put a note in the Hump Day message introducing the candidate, who will also put out a message to the congregation. Contract goes into effect July 1; first service July 4. We should welcome our new Interim Pastor with a Fellowship.

**MOTION: Susan B moved to approve the Letter of Agreement defined in the document titled Interim\_Rector\_LOA\_Final\_Thorpe\_2021.04.19 V5.docx. Unanimous approval.**

**MOTION: Susan B moved, Keola seconded to move to designate \$30K of the total cash compensation paid to the interim rector as Housing Allowance for income tax purposes. Unanimous approval.**

## Discernment Committee Update

The Discernment Committee finished the Parish Profile (listing) for the permanent rector. The Profile has been posted on the Diocese's web site and will accept applications through mid-August.

## Recommendations from the PRAC (Parish Regathering Action Committee)

PRAC met last week to make recommendations for lessening restrictions on assembly in the building. Susan described the formation of the PRAC, as an ad hoc group, to help the Senior Warden (her) form recommendations on building use for the Parish, by reviewing guidance from CDC, VA and Diocese. The Vestry must decide if they want to maintain a PRAC going forward, or defer guidance to Interim Pastor. **Motion: Keola moved, Susan F seconded that the PRAC continue in their capacity to advise Vestry members on building use for the Parish. Unanimous approval.**

Reviewing the PRAC recommendations, there was extended discussion as to whether to continue to require masks during service, particularly in light of the intent to allow congregational singing, and the reality that the younger children have not had the opportunity to be vaccinated, and that some parishioners have compromised immune systems. (Attach PRAC recommendations)

**MOTION: Keola moved and Kathleen seconded that the Vestry accept the recommendations of the PRAC. Motion passed, with 8 in favor, and one opposed.** In discussion, the Vestry agreed to revisit the PRAC recommendations at the July Vestry meeting. The Vestry will ask the PRAC to meet again before the next Vestry meeting, review all guidance and update their recommendation.

## Hump Day Messages (sign up)

Susan reminded the Vestry members to please sign up for a Hump Day message, even if it's after the Interim comes on board.

## Junior Warden Report

Susan Forbes presented the Junior Warden Report. Buildings & Grounds, fire pump inspection was completed in June, HVAC repairs completed and system working (\$17K covered by insurance, with \$1K deductible). Roof repair completed, electrical repairs still outstanding, preschool mulch for their playground (split cost with Epiphany). There was a squirrel intrusion, in the old choir room, causing some damage, but the squirrel was successfully escorted from the building. The cleaning crew cleaned that room, but one of the windows will have to be replaced. Neighborhood Watch came to do a building assessment, and outside walk-through, with suggestions to make building more secure. Capital improvement priorities list include repair of walk-in freezer, replace HVAC for Great Hall, back stairs/fire exit to loft, repair commercial coffee maker. Fairfax County used parish hall and gathering space for Democratic primary, and there are requests to use the buildings by Boy Scouts, a wedding reception, and use of the parking lot for other groups. Added requests for rentals and leasings. No update for snow removal contracts; may have to wait until August.

## Parish Life

Kathleen Bellis and Anne Johnson presented an update of the Parish Life ministry. PL would like Vestry input on Parish picnic in July. General discussion was positive, and directed toward end of July. Marty Brady mentioned an outdoor prayer service possibility, to combine with parish picnic. Doughnuts were provided after family worship service Sunday. PL plans to do it again in July. Susan B. mentioned that a call could be sent out to families to bring snacks, since this is the Interim's first Sunday. Nadia said she'd bring popsicles. There was additional discussion for Father Jeremy's farewell. Other PL options under consideration include an Ice Cream truck (maybe August), semi-pro soccer outing (season through end of Oct), neighborhood groups (resume in September if guidelines allow). Adult Learning may start another session virtually. There was additional discussion on repairing the coffee maker. Parish computers are aging, and need to be replaced in the near future.

**MOTION: Susan B. moved, Kathleen seconded that Epiphany give Fr. Jeremy \$200 as a farewell gift and announce a special collection for him on June 27. Unanimous approval.**

## Worship

Dick Fichter presented an update of the Worship ministry. The Celtic Worship service was a success. The Celtic Worship will take place on the second Sunday of the month, going forward.

## Calendar Review

Every Sunday: 10 am Worship via YouTube.

June 27 Father Jeremy's last service (farewell recognition)

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

June 23 Women's Bible Study, 7:30 pm

Choir practice every Thursday, 7 pm

July 4 Interim Rector's first service (welcome recognition)

July 11 Celtic Worship, livestreamed from Chapel (June-Sep, Celtic Worship will be the second Sunday)

July 5 Parish life Ministry meeting

July 14 Servanthood Ministry meeting

July 8 Finance Committee meeting

July 19 Vestry meeting

## Vestry Corner

1. The following motions were approved.
  - a. Motion to approve the Letter of Agreement (version 5) for Interim Rector.

- b. Motion to designate \$30,000 of the total cash compensation paid to the interim rector as Housing Allowance for income tax purposes.
  - c. Motion to ask that the PRAC continue in their capacity to advise Vestry members on issues of Parish operations.
  - d. The Vestry voted to accept the PRAC recommendations for Epiphany operations, for Worship, Fellowship, and regathering.
  - e. The Vestry voted to provide Father Jeremy a farewell gift to thank him for his valuable service.
2. Parish Life ministry proposed parish picnic in late July. Possibly will combine with outdoor prayer service. More information to follow.
  3. Epiphany will plan a welcome activity for new Interim Rector, following first service on July 4.
  4. Several ministries highlighted the need to repair or replace the commercial coffeemaker.
  5. 5K / 1 mile fundraising run is a virtual run the first two weeks of July. Register or donate today at [EpiphanyEC.org/run](https://EpiphanyEC.org/run).
  6. Celtic Worship moved to the SECOND Sunday of the month for the Summer (June-Sep)
  7. 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>

### Prayers for Ourselves and Others

Closing Prayer was given by Heather

Meeting adjourned at 9:27 pm

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

Respectfully submitted,

Elizabeth Gayton

Encl 1 PRAC Recommendations

May 18, 2021

- More restrictions lifted: [https://www.thediocese.net/Customer-Content/www/CMS/files/Bishop\\_Update\\_of\\_Clergy\\_on\\_May\\_18.pdf](https://www.thediocese.net/Customer-Content/www/CMS/files/Bishop_Update_of_Clergy_on_May_18.pdf)
  - **Effective May 28**, you are free and empowered to make the best decisions for your congregation about regathering for worship and holding other in-person activities, including Christian formation programs for children, youth and adults. I trust you completely and without reservation as you do the ministry you were called and ordained to do. As of May 28, you may begin to regather without distance and capacity restrictions, as you and your congregation are ready. If you are not yet ready to regather indoors and in-person, you have my full support in that decision as well.
  - Think carefully about what you will require regarding masks
  - Singing is permitted by choirs and congregations; will you require masks when singing?
  - Coffee hour/Food and Drinks may resume, consider how food and drinks will be served
    - Avoiding potlucks and offerings where many people touch the same food and utensils seems prudent. Consider individually served items.
  - Pastoral care – if not vaccinated, mask must be worn.

### Review of Restrictions Already Lifted

Within worship services, the following has changed based on the most recent revisions made to Epiphany's Regathering Plan approved by the vestry and the guidance from the Diocese:

- All restrictions removed for New Hope Baptist Church
- Reservations for attending Sunday service requested, but not required, for contact tracing purposes
- Ushers no longer escort parishioners to seats or dismiss at conclusion of service; parishioners are free to sit where they choose
- Bulletins distributed by usher on entry, not pre-distributed on chairs
- Choir sings on-premises in dedicated section of sanctuary in addition to pre-recorded video
- Readers are on-premises as well as recorded, according to reader preference
- Chairs have been added for more seating, less than 6-8 feet distance
- Processional has returned at the beginning of the service with LEM/Crucifer