



**Vestry Meeting
Monday July 19, 2021**

ZOOM

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

The scheduled July meeting of the Epiphany Episcopal Church Vestry was held on July 19, 2021.

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

Absent: Kathleen Bellis, Anne Johnson

Special Guests: Nadia Baker, Marty Brady

Bible Study: John 6:1-21 **The feeding of the multitude is the only miracle story told in all four Gospels. What is the significance of this miracle, that puts it in all four Gospels? Only in John is it mentioned that this is taking place near the festival of Passover. Why is this significant? Why does Jesus retreat?**

Call to Order

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

Opening Prayer

Opening prayer was given by Keola.

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 Meeting minutes

The June minutes were approved as amended. Jonathan moved, Wendy 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 50% through the year (6 months).
- Jonathan reviewed the status of Epiphany's bank accounts.
- Bank accounts have been reconciled through June 2021.
- June pledge income is \$14K and represents a 3% YOY increase from June 2020 (\$14K).
- YTD Pledge income is \$102K and 13% decrease from cumulative pledge income in June 2020.
- YTD Pledge income is 48% of annual budget (1.6% below plan).
- June rental income is \$9K. YTD Rental income is \$40K and 34% of Annual Budget, which is a 38% decrease YOY from cumulative rental income at the end of June 2020 (\$65K). This represents an increase of NHBC rent to 70% of full monthly payment amount.
- Starting April 1, NHBC increased rent to 70%, and increased to 100% July 1.
- June total income is \$24K. YTD total income is \$145K and 47% of annual budget (3% below plan).
- June expenses are \$21K, and represents a 27% decrease from June 2020 (\$29K).
- June income exceeded expenses by \$3K. Adjusted for PPP Loan, June income would exceed expenses by \$8K.
- YTD expenses are \$140K and 40% of annual budget (10% below plan).
- YTD income exceed expenses by \$4.6K
- Adjusted for PPP Loan, income would exceed expenses by \$69K.
- The Finance Committee will meet on August 12, 2021, at 7pm via Zoom. All are welcome.
- Through the second quarter of the year, Ministry spend % of budget
 - Admin – 58%
 - B&G – 55%
 - Personnel – 34%
 - CYFM – 51%
 - Parish Life – 9%
 - Worship – 46%

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR JUNE.

Other Treasurer Items:

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

Rental Status: Full rent payment from NHBC has been restored as of July 1 as planned. The Boyle School of Dance has verbally agreed to return for the upcoming school year. An agreement is in the process of being drafted and signed.

Bank Account Reconciliation:

2019 Church Audit: Data collection for the 2019 audit by the Trustees is nearly complete. Expect to see a report soon. Audit team also began collecting data for 2020 audit.

Budget considerations:

Based on current budget surplus, Jonathan will be submitting a motion to approve proposed budget reallocations as recommended by the Finance Committee.

Finance Committee Updates

****see Jonathan's one-page budget note**

MOTION: Jonathan proposed a \$10K increase to Outreach Budget

MOTION: Increase Diocesan pledge by \$7K, to a total of \$10K

MOTION: Music minister. Originally funded by donation. Money is running out. \$2500 will fund through the end of the year.

MOTION: re: restricted accounts. Align savings account balance to Transfer \$15K to savings account to match obligations in restricted account.

MOTION: Operating reserve. Proposal to establish an operating reserve, and hold in savings, of one month's operating expenses.

This total's \$69K, leaving \$5K in the savings account

Jonathan moved that the Vestry approve the 2021 revised budget; Keola seconded. Motion passed unanimously.

Keola Nosaka updated the Vestry about the Finance Committee actions.

Preschool Update

Keola Nosaka presented a preschool update. Gayle secured two CARES grants for the preschool. The first for \$12,900 second for \$22,953. Gayle has asked to open another classroom for 3 y/o for 3 days weekly. That will increase the teaching staff by two, plus supply costs. Current enrollment has 2 people on the waitlist, because all the classrooms are full. Break-even point is 50 students, if we add another class. Without adding another class, 45 students is the break-even point. This does mean the Vestry will have to approve a revised budget for the preschool at the August Vestry meeting.

MOTION: Susan B. moved to authorize Epiphany preschool to open another preschool class for 3 y/o children, 3 days/weekly. Elizabeth Gilmore seconded. Motion passed unanimously.

Senior Warden Updates

Susan Buckner presented the Senior Warden update.

Discernment Committee Update

The Parish profile was posted on the website, and a link put out to congregation with the narrative information. Applicants have until Aug 15, when position closes.

Updated Recommendations from the PRAC (Parish Regathering Action Committee)

Last month Vestry approve PRAC's June recommendations, with caveat that PRAC meet again in July to review, and update their recommendations. PRAC met July 15, and changes are: 8 or 8:30 service offering on trial basis, with mask optional for fully vaccinated, but 10 am and Celtic worship service masks still required for all. There was extended discussion of service timing, number of cases in Fairfax County, air exchange rates, eventual return to Sunday school, etc. The Vestry agreed to table the discussion until next month.

Signup Genius for Vestry Meetings

The signup Genius is suspended for the time being.

Election/Certification of Delegates to Convention

The Vestry voted to certify Bill Forbes and Don Brill to be Delegates to Convention.

MOTION: Susan B. moved to certify BF and DB to represent Epiphany at the 227th Diocese convention.

Dick seconded. Unanimous approval.

There are regional delegates, and delegates to Convention. They can be different people. Currently, the same two delegates are serving in both capacities.

Junior Warden Report –B&G

Susan F. presented the Junior Warden report. Myron's report gave a detailed update on the buildings and grounds. Myron further advised the Vestry that, per the preschool, EEC is required to install Carbon monoxide detectors. Also, there is an electrical usage evaluation available, provided by the diocese. Epiphany has a \$38K electrical budget, and additional money for gas and sewage. Myron recommended to bring this firm in to do a free evaluation.

Clergy Report

Rev Mary Thorpe presented the Clergy report. She commended the PRAC for their extraordinary work, during the pandemic, and suggested that with an interim now on board, that many of the operational functions are the priest's job, and the PRAC can now be discharged from their duties as an ad hoc committee, if the Vestry agrees. Susan Buckner stated that as an ad hoc committee, the PRAC can be gratefully discharged without a motion, and can be brought back anytime as needed.

CYFM

Elizabeth Gilmore presented the CYFM report. The biggest thing is the effort to return to in-person Sunday school. The CYFM team will send out a survey to gauge interest.

Outreach

Wendy M. presented the Outreach report. Wendy gave a shout-out to Myron and his wife for stepping up to help with delivery of Hot Meals for July, and to Ruth and Tim for cooking.

Sally asked about funding for eggs, used to be \$100 monthly. All agreed that Epiphany would renew paying for eggs. Wendy said that we hoped that, by end of July, "shoppers" will be able to enter the food pantry building, for a "shopping experience." Susan B. asked if the volunteer hours would then change, and Wendy said she would follow up and find out.

Other business

Keola asked about an email from a parishioner regarding transparency in church and Vestry operations.

Calendar Review

Every Sunday: 10 am Worship via YouTube.

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

Every Thursday: Choir practice, 7 pm

July 21/22 Hot Meals shopping/delivering

July 25 Parish picnic and sing-along

July 27 Servanthood meeting, all are welcome to attend

July 28 Altar guild meeting, in-person, 7 pm

July 28 Women's Bible Study, 7:30 pm

August 3 National Night Out (Bill Forbes point of contact)

August 8 Celtic Worship, 5:30 pm

August 8 Outreach ministry meeting 11:30 am

August 12, Finance Committee meeting

August 14 CYFM Picnic

August 16 Vestry meeting

August 25 Women's Bible Study, 7:30 pm

Vestry Corner

1. The following motions were approved:
 - a. **The Vestry approved the 2021 revised budget.**
 - b. **The Vestry authorized Epiphany preschool to open another preschool class for 3 year old children, 3 days weekly.**
 - c. **The Vestry voted to certify Bill Forbes and Don Brill to represent Epiphany at the convention to the Diocese of Virginia for November 2021.**
2. The preschool is getting ready to expand. Spread the word!
3. CYFM is hoping to resume Sunday school in person after Labor Day. Volunteers needed.
4. The Parish profile is posted, and can be viewed at: <https://epiphanyec.org/wp-content/uploads/2021/07/EECNarrative.pdf>
5. Epiphany was pleased to welcome their Interim Rector, Rev Mary Thorpe.
<https://epiphanyec.org/2021/06/28/epiphany-new-interim-rector/>
<https://epiphanyec.org/2021/07/14/here-at-last/>
6. Outreach ministry needs a Ministry Team Leader. Please prayerfully consider volunteering for this position. Contact Wendy Morency, Heather Modzewliski or Nadia Baker at commdir@epiphanyec.org
7. The VPOD (Vestry Person of the Day) will be available during and after service to answer any questions the congregation may have.
8. In Executive Session, the Vestry Elected Heather Modzelewski as Senior Warden and Myron Laible as Junior Warden. Thanks to all who serve!

The Vestry moved into Executive Session for Election of Wardens

Prayers for Ourselves and Others

Closing Prayer was given by Keola

Meeting adjourned at 9:27 pm

Next meeting is August 16, 2021, at 7 pm.

Respectfully submitted,
Elizabeth Gayton

NEXT MEETING: Monday – August 16, 2021 7 PM