



**Vestry Meeting
Monday August 16, 2021**

ZOOM

<https://us02web.zoom.us/j/93670729699?pwd=Vks2b1lhdTBFMTEaWplblhZRnMvdz09>

The scheduled August meeting of the Epiphany Episcopal Church Vestry was held on August 16, 2021.

Vestry Attendance: The Vestry attended **remotely via Zoom**. In attendance were: Rev. Mary Thorpe, Heather Modzelewski, Senior Warden; Myron Laible, Junior Warden; Keola Nosaka, Stand-in Treasurer; Dick Fichter, Elizabeth Gilmore, Wendy Morency, Anne Johnson, Kathleen Bellis, and Elizabeth Gayton.

Absent: Jonathan Isner

Special Guests: Bill Forbes

Bible Study: Matthew 19:16-22. What word or phrase catches your heart? How is God speaking to you in this passage? How will you respond to what God is saying to you?

Call to Order

Rev. Mary Thorpe called the meeting to order at 7:37 pm.

Opening Prayer

Opening prayer was given by Rev. Mary Thorpe.
The Lord's Prayer was read by all.

Approval of Meeting minutes

The July minutes were approved as amended. Keola moved, Dick F. seconded. Approval was unanimous.

Ministry Reports

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

- Parish Life
- CYFM
- Outreach
- Worship Committee
- Admin/Ops/B&G
- Rector's report

Receipt of Treasurer's report

Keola Nosaka presented the Treasurer's Report, in Jonathan Isner's absence.

- We are 58% through the year (7 months).
- Keola reviewed the status of Epiphany's bank accounts.
- Bank accounts have been reconciled through July 2021.
- July pledge income is \$10K and represents a 28% YOY decrease from July 2020.
- YTD Pledge income is \$113K and 15% decrease from cumulative pledge income in July 2020.
- YTD Pledge income is 53% of annual budget (4% below plan).
- July rental income is \$15K. YTD Rental income is \$56K and 47% of Annual Budget, which is a 296% increase YOY from cumulative rental income at the end of July 2020 (First month of reduced NHBC in 2020 rent due to the pandemic).
- July total income is \$29K. YTD total income is \$182K and 54% of annual budget (4% below plan).
- July expenses are \$19K, and represents a 18% decrease from July 2020 (\$23K).
- July income exceeded expenses by \$7K.
- YTD expenses are \$160K and 46% of annual budget (12% below plan).
- YTD income exceed expenses by \$11K
- Adjusted for PPP Loan, July income would exceed expenses by \$81K.
- The Finance Committee will meet on September 15, 2021, at 7pm via Zoom. All are welcome.

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR JULY.

(Moved by Rev Thorpe, seconded by Dick F.)

Other Treasurer Items:

PPP First Draw Loan: Request for loan forgiveness is being finalized and will be submitted in August.

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 payment from NHBC has been restored as of July 1 as planned. The rental agreement with the Boyle School of Dance has been fully executed for them to return for the upcoming school year. Additional rental income received in July from a wedding.

Bank Account Reconciliation: The Savings, Preschool, Fundraising, Discretionary, Operating and FVC Bank accounts have been reconciled through June 2021.

2019 Church Audit: The trustees have all the necessary source files needed to complete the 2019 audit. The report is currently being developed. Planned completion is by the end of August.

2021 Budget reallocations: The budget has been updated in ACS per the re-allocations passed at the July vestry meeting. Transfers have been made to Savings to initiate our new Operating Reserve account and to fulfill our Restricted account balance in Savings.

2022 Budget Planning: Budget planning for 2022 will begin in September. Vestry members will be provided budget worksheets to work with their ministry teams for input to the first draft budget.

Restricted Accounts: Restricted funds are now all maintained in Epiphany's BB&T Savings account. Transfer of \$15K was made per the budget re-allocations passed at the July Vestry meeting.

Finance Committee Updates

Di completed vestry approved reallocations

Last month, Vestry authorized \$30K transfer completed for restricted operating reserve fund. That transfer is complete.

Keola Nosaka combined the Treasurer and Finance Committee report this month.

Preschool Update

Keola presented a preschool update. As of today, Aug 16, enrollment is 43, for a max enrollment of 62. Vestry authorized another class last month. Impact of virus on operations is unknown going forward, but we will keep an eye on this.

Elizabeth Gilmore said we are gearing up for the opening of preschool, right after Labor Day, which is off from FCPS schedule. Sunday school should start around the same time. Preschool director is paying strict attention to FCPS requirements, as well as licensing requirements.

Senior Warden Updates

Heather Modzelewski presented the Senior Warden update. She thanked the Vestry for their continued support in their various roles. Rev Thorpe will report on discernment and regathering in lieu of a detailed Senior Warden report.

Discernment Committee Update

Rev Mary Thorpe presented an update on the transition process, and the importance of getting updates out to the congregation. Rev Mary will lead a class on discernment and how the process works. Keola asked if classes would be recorded for future checkout.

Commented [EC1]: the transition process

Issues related to regathering

Rev Thorpe sent the latest guidance from the Bishop and Diocese. Bishop asked for tracking of number of new cases, and rate of transmissibility, some of which we've already been tracking. If both variables are in the "orange" range, then masks should stay on in worship services. Another possible precaution is limiting congregational singing. Given the large size of the worship space in Epiphany, that may not be a concern for our services. Rev Thorpe recommended to continue congregational singing for the time being. Discussion ensued. Rev Thorpe will check with choir director Cathy Lard for her thoughts on reducing congregational singing.

Commented [EC2]: latest guidance from

Signup Genius for Vestry Meetings

The signup Genius is starting up again. Rev Thorpe will explore some Bible study ideas before meeting, and before presenting to congregation.

Junior Warden Report –B&G

Myron Laible presented the Junior Warden report. He thanked Richard Durkin and Marty Brady for their superb job in keeping the buildings operational. Mulch delivery for preschool playground is Sep 18, and volunteers to help spread mulch are requested. Fairfax County Police did a safety inspection of the buildings, and will provide a report in October, that the Vestry can review and plan to act on. Sep 12 Stewardship Campaign Kickoff event (Vestry members please pledge prior to this date)

Oct 3 Giving Sunday

Theme: Changing Lives in Changing Times

A form will go out in the next two weeks. Pledging online is encouraged.

Clergy Report

Rev Mary Thorpe presented the Clergy report. Big issues are regathering details. Melissa Woodhead agreed to resume acolyte training for the youth. Two baptisms are scheduled for the Fall. September 25, seminar led by Rev Thorpe to review and clarify Vestry Canons, roles, responsibilities 9:30-11:30. Hybrid session.

Commented [EC3]: to review and clarify

Sunday, August 28 Supply Clergy, Rev Lloyd, while Rev Thorpe is away visiting grandkids. In October Rev Thorpe intends to lead a multi-part series of Adult Learning sessions called "A Season of Lament: Processing Grief and Loss," to be held Wednesday evenings for the first three Wed of Oct.

Commented [EC4]: Lloyd, not Lamb

Other business

Outreach: Wendy Morency gave an report on Outreach ministry. They need an Outreach ministry team lead. Hot Meals was a success on July 22, but the coordinator will step down in 2022, and needs a replacement. Wendy had a question as to how to get Costco to honor Epiphany's tax exempt status, and would like to get help with this from Marty and Nadia.

Hypothermia shelter: current vision is to return to churches, which may be a risky venture. Also, Outreach needs a Hypo shelter coordinator. Rev Thorpe suggested she would ask FACETS for their current vision for the year's Hypo shelter. Wendy also asked for help with reaching out to Food for Thought coordinator, and Rev Thorpe said she'd look into it. Finally, Wendy shared some concern for restricted funds in Food Pantry, and how/when to disburse it. Keola shared that this happens with Di (bookkeeping) and Jonathan (Treasurer). Wendy asked Keola to attend next Outreach meeting Tuesday, September 14, at 7pm, to present this clarification to the group.

Kathleen Bellis asked if the service could continue to pray for Haiti in the Prayers of the People, since Haiti has been an Epiphany ministry for years, and did recently experience natural disasters.

Wendy advised the Vestry that the boys Epiphany sponsors in Pignon are okay, following the earthquake.

Rev Thorpe highlighted Parish Life report. Many adult activities are upcoming this Fall.

Bill Forbes made an announcement about the 2021 convention, Nov 11-13, that he will attend as a delegate. Next North Fairfax region meeting will be October 4, hosted virtually. If the Annual convention is virtual, he will try to set up a screen at the church for all interested to attend. Rev Thorpe said it may be at the Crystal City Marriott in person.

Calendar Review

Every Sunday: 10 am Worship via YouTube.

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

August 14 Family Picnic

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

August 30 Parish Life Ministry meeting (Zoom) 7 pm

September 9 Choir practice resumes, Thursdays at 7:30 pm

September 12 Stewardship Sunday

September 12 Sunday School returns (15 children, 11 youth)

September 12 Celtic Worship, 5:30 pm

September 14 Outreach ministry meeting 7 pm

September 15, Finance Committee meeting 7 pm

September 15 Admin/Ops, B&G meeting 7-9 pm

September 20 Vestry meeting 7 pm
September 22 Hot Meals Prep and Assembly
September 22 Women's Bible Study, 7:30 pm
September 25 Seminar led by Rev Thorpe on Canons, roles, responsibilities 9:30-11:30. Hybrid session.
September 26 Parish Picnic, Praise Sing & Food Drive, 5:30 pm
September 27 Parish Life meeting
October 3 Giving Sunday

Vestry Corner

1. **There were no new business motions presented at this month's Vestry meeting.**
2. **Mulch delivery for the preschool playground will be, Saturday August 21. Volunteer mulch spreaders wanted. Time 9-1.**
3. **Blessings of the Backpacks this Sunday, Aug 22.**
4. **Stewardship kickoff on September 12. There will be a Kona ice truck after church as well. That will also be the resumption of Sunday school and Sunday Circle.**
5. **September 19, Rev Thorpe will hold a Sunday after-church class on the transition process, to overcome any misperceptions and explain how it all works.**
6. **Acolyte training will begin in the Fall for our youth. Melissa is POC.**

Prayers for Ourselves and Others

Closing Prayer was given by Rev Mary Thorpe
Meeting adjourned at 9:00 pm
Next meeting is September 20, 2021, at 7 pm.

Respectfully submitted,
Elizabeth Gayton

NEXT MEETING: Monday – September 20, 2021 7 PM