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## Vestry Meeting Monday October 25, 2021

### ZOOM

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

The scheduled October meeting of the Epiphany Episcopal Church Vestry was held on October 25, 2021 at the church, 3301 Hidden Meadow Drive, Oak Hill, VA.

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

**Absent:** None

**Special Guests:** Nadia Baker, Bill Forbes, Don Brill

**Bible Study:** Mark 12:28-34 What do you think of the two commandments that Jesus names as the most important ones? Where do you find comfort in this passage?

### Call to Order

Rev. Mary Thorpe called the meeting to order at 7:30 pm.

### Opening Prayer

Opening prayer was given by Rev Thorpe.

The Collect was read by Rev Thorpe.

The Lord's Prayer was read by all.

### Approval of Meeting minutes

The September minutes were approved. Approval was unanimous.

### Ministry Reports

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

Worship Committee

Outreach

Admin/Ops/B&G

CYFM

Parish Life

Rector's report

### Receipt of Treasurer's report

Jonathan Isner presented the Treasurer's Report

- We are 75% through the year (9 months).
- Jonathan reviewed the status of Epiphany's bank accounts.
- Bank accounts have been reconciled through September 2021.
- September pledge income is \$14K and represents a 25% YOY decrease from September 2020.
- YTD Pledge income is \$149K and represents a 9% decrease from cumulative pledge income in September 2020.
- YTD Pledge income is 70% of annual budget (5% below plan).
- September rental income is \$13K. YTD Rental income is \$83K and 70% of Annual Budget, which is a 3% increase YOY from cumulative rental income at the end of September 2020.
- September total income is \$29K. YTD total income is \$236K and 68% of annual budget (7% below plan).
- September expenses are \$35K, and represents a 6% decrease from September 2020.
- September expenses exceeded income by \$6K.
- YTD expenses are \$227K and 64% of annual budget (11% below plan).
- YTD income exceed expenses by \$9K
- The Finance Committee will meet on November 8, 2021, at 7pm via Zoom. All are welcome.

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR SEPTEMBER.

### Other Treasurer Items:

**2022 Budget Planning:** Jonathan thanked Vestry liaisons for submitting initial budget requests, and presented a summary of the first draft budget. Rev Thorpe highlighted the Diocesan pledge, and asked for input from the ministries about the possibility of raising it.

Wendy asked about an issue re: Outreach. The recent purchases for Hot Meals did not come out of the Outreach account on paper. Jonathan said they should follow up with Di Hannum, the bookkeeper. Keola also presented an expanded explanation, and suggestions of where to look for the accounting. Wendy also asked about the 5K fundraiser, and where in the account the money went. Keola said the payments would've come in through Realm system, and can probably be found in the International Outreach account. Wendy asked that the research be prioritized for Hot Meals. Discussion continued, to include Hypothermia shelter Outreach, and the option of partnering with another church was considered. There were some funds donated specifically for Hypothermia Shelter, and the original donor must be contacted before the money can be repurposed. FACETs does not have Epiphany listed as one of the host shelters this year.

Rev Thorpe brought up one last budget item, that of funding a maintenance person. Recognizing that there is not funding for a maintenance person, there are also not hours allotted for Marty Brady, office administrator, to facilitate ongoing maintenance. The issued was tabled for the moment, with a commitment to relook soon.

Jonathan asked the ministry liaisons to relook their budget, to see where they can shrink or defer a little, so that he may present a balanced budget for vote Nov 15.

**PPP First Draw Loan:** Request for loan forgiveness has been completed and accepted.

**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 were used for payroll expenses for 3+ months of payroll.

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

**2019 & 2020 Church Audit:** The trustees provided the Finance Committee a verbal overview of the audit recommendations. The report is currently being developed.

**Restricted Accounts:** Restricted funds are now all maintained in Epiphany's BB&T Savings account.

### **Finance Committee Updates**

Keola presented the Finance Committee update.

### **Parochial Reports Update**

In the Rector's Report, Rev Thorpe predicted that she and Keola would get the overdue Parochial Reports completed by the November Vestry meeting.

### **Diocesan Pledge**

In the Rector's Report, Rev Thorpe reminded the Vestry of the need to send in a pledge card to the Diocese as soon as possible, and encouraged the Vestry to be as generous as possible, reminding the group of the hard work and support of the Diocesan staff.

### **Senior Warden Updates**

Heather Modzelewski presented the Senior Warden update. She mentioned the roster for VPOD, and reminded all to keep an eye on it, for their upcoming commitment. She also reminded all Vestry members to complete their pledge; Rev Thorpe clarified that pledging is a Canonical requirement for Vestry members.

### **Discernment Committee Update**

Rev Mary Thorpe presented an update on the discernment process. Don Brill said the Discernment Committee is doing well. They are in the middle of the interview process, and in line with the expected timeline. Kathleen asked what the staff and Vestry roles are in the interview process; Rev Thorpe said it would be discussed shortly.

Heather M confirmed that Rev Thorpe was committed to the 6 month position, and then month to month going forward. Rev Thorpe reaffirmed that she intended to stay and see Epiphany through the transition process.

Rev Thorpe commended the Discernment Committee for their faithful, prayerful work.

### **Junior Warden Report –B&G**

Myron Laible presented the Junior Warden report. Shed update: Roberta Hawco is the leader on a project to paint a mural on the side of the shed. They have commissioned an artist, who will begin painting the mural in November. The mural was funded by a donation. Other B&G items are capital expense projects, including the deck on the upper stairway, and HVAC maintenance estimates for the entire building. Finally, still working on a snow removal contract.

## **Transition—Next steps and Vestry responsibilities**

Rev Thorpe spoke about the transition process. The Discernment Committee is currently interviewing candidates. Once final candidates are identified, formal background checks will be done; there will be an interview with the Bishop. There is no interview process with staff. That is the way it works in the Episcopal Church.

Once the Discernment Committee finds a final candidate, and recommends them to the Vestry, then the Vestry will meet with the candidate, then decide whether to concur with the recommendation. Once the vestry votes to approve, and the Bishop approves, then the compensation package is negotiated. Then there will be an announcement made to the departing parish, and the timing is sensitive. There is no specific time anticipated for the transition at this time.

## **Clergy Report**

Rev Mary Thorpe presented the Clergy report.

Attendance this past Sunday was 125, and there are baptisms nearly every week, for the next few weeks. Kudos to Anne Johnson and Kathleen Bellis for serving up coffee using the new urn. Church of Christ is a great new tenant. Rev Thorpe is doing services with pre-school, and that is going well. A preschool teacher fell and broke her kneecap, and is currently out on workmen's compensation.

## **Committee liaison questions and matters requiring Vestry action**

**Outreach:** This was discussed during Jonathan's budget presentation

**CYFM:** Elizabeth Gilmore asked that the youth coloring and activity pages be funded. Currently it is paid for out of pocket. Elizabeth suggested that it be funded under the Worship Ministry. Rev Thorpe committed to meet with Keola and review the issue.

## **Diocesan Convention**

Bill Forbes presented an update on the Diocesan Convention. There is a proposed resolution to establish a plan for covenantal giving. Bill Forbes submitted minutes from the quarterly meeting. Some delegates were concerned that there would be a penalty for parishes that don't meet the giving plan; there will be no penalties, just a discussion of how to meet the financial challenges. Parish income is plate, pledge, and special gifts. It is not rental income. Assessment helps to set a goal for giving, and makes it simple to calculate. Goal is 10% of pledge and plate income. Bill then reviewed the schedule for the Diocesan General Convention. This is the second year that the annual convention will be virtual.

## **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 resumes, Thursdays at 7:30 pm

October 27 Preschool costume parade 9 am

October 27 Women's Bible study 7:30 pm

October 31 All Saints Day, please give names to Marty Brady

Nov 1,2 Preschool closed (Election Day activities)

November 4 Worship Committee meeting 9 am

November 7 Food for Thought Pack-a-thon

November 7 Episcopal 101 -- Adult Education Series (after service for 3 weeks)

November 8 Finance Committee meeting 7 pm

November 8 Admin/Ops, B&G meeting 7-9 pm

November 9 Outreach ministry meeting 7 pm  
November 14 Celtic Worship, 5:30 pm  
November 15 Vestry meeting 7 pm (Changed to Nov 22)  
November 17 Women's Bible Study, 7:30 pm  
November 21 Baptism, Cobe and Jasmine Enright baby baptism  
November 29 Parish Life meeting

#### **Vestry Corner**

- 1. There were no new motions presented at the October Vestry meeting.**
- 2. Draft budget was presented at this meeting. Final budget will be presented for approval at the November vestry meeting.**
- 3. Work on the shed mural project is proceeding, and will be painted in November.**
- 4. The Discernment Committee is conducting candidate interviews. Please keep the committee in your prayers.**
- 5. The annual convention will be virtual this year. Bill Forbes is Epiphany's delegate, and Don Brill our alternate.**
- 6. The November Vestry will be moved to November 22, 2021 at 7 pm.**

#### **Prayers for Ourselves and Others**

Closing Prayer was given by Rev Mary Thorpe

Meeting adjourned at 9:00 pm

Next meeting is November 22, 2021, at 7 pm

Respectfully submitted,

Elizabeth Gayton

**NEXT MEETING: Monday – November 22, 2021 7 PM**