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## Vestry Meeting Monday November 22, 2021

### ZOOM

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

The scheduled November meeting of the Epiphany Episcopal Church Vestry was held on November 22, 2021.

**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, Kathleen Bellis, and Elizabeth Gayton.

**Absent:** Wendy Morency

**Special Guests:** Nadia Baker, Art Buck

**Bible Study:** Luke 1:26-38 Jesus' birth foretold.

What are the announcements that God is sending you these days about our church, our community, our world?

### Opening Prayer

Opening prayer was given by Rev Thorpe.

The Collect was read by Rev Thorpe.

The Lord's Prayer was read by all.

### Call to Order

Rev. Mary Thorpe called the meeting to order at 7:19 pm.

### Approval of Meeting minutes

The October minutes were approved. Approval was unanimous. Keola/Jonathan

### Ministry Reports

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

Finance

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 83% through the year (10 months).
- Jonathan reviewed the status of Epiphany's bank accounts.
- Bank accounts have been reconciled through October 2021.
- October pledge income is \$18K and represents a 49% YOY increase from October 2020.
- YTD Pledge income is \$167K and represents a 5% decrease from cumulative pledge income in October 2020.
- YTD Pledge income is 79% of annual budget (4% below plan).
- October rental income is \$14K. YTD Rental income is \$97K and 81% of Annual Budget, which is a 20% increase YOY from cumulative rental income at the end of October 2020.
- October total income is \$32K. YTD total income is \$269K and 77% of annual budget (6% below plan).
- October expenses are \$37K, and represents a 61% increase from October 2020.
- October expenses exceeded income by \$4K.
- YTD expenses are \$265K and 74% of annual budget (9% below plan).
- YTD income exceeds expenses by \$3K
- The Finance Committee will meet on December 13, 2021, at 7pm via Zoom. All are welcome.

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR OCTOBER.

### Other Treasurer Items:

**2022 Budget Planning:** Jonathan thanked the Vestry liaisons and ministry teams for their thoughtful input to this year's budget. Jonathan presented a balanced budget proposal for 2022 to the Vestry. Jonathan reviewed the highlights, including a rent increase for NHBC, and other new tenants coming on board, as well as a 2% salary increase for staff and funding the music minister, Cathy Laird. This budget also pledges \$5K to the Diocese. Jonathan moved the Vestry approve the 2022 budget as proposed. Keola seconded. Discussion ensued; approval was unanimous.

**2019 & 2020 Church Audit:** Art Buck gave an overview of the 2019 & 2020 Church Audit.

**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 October 2021.

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

### Finance Committee Updates

Keola presented the Finance Committee update. We have 44 pledges totaling \$162,544. This is about 75% toward reaching our goal.

### **Parochial Reports Update**

Rev Thorpe put the Parochial reports for 2017, 2019 and 2020 on the Sharepoint site. She worked with Jonathan, Marty and Keola, to have all reports current for the new Rector when he/she comes on board. She asked for a motion to approve the Parochial Reports. Jonathan moved, Heather seconded. Approval was unanimous.

### **Audit Committee Report**

Art Buck gave an overview of the 2019 & 2020 Church Audit. The document is 29 pages. Wardens and Rector have read-aheads. The audit committee followed the Diocesan guidelines.

Are you budgeting?

Review of Church income (tracking donations, and crediting donors)

Review of disbursements

Summary: Budget process is working, the Church is tracking income. There could be improvement in tracking disbursements, and documenting applicable rules going forward. There should be a filing system to store and track financial management documents. Including who should be authorized to review and approve expenditures. All in all, the committee feels the money is well-managed.

Myron moved, and Heather seconded to receive the Audit report for forwarding on to the Diocese. All approved.

### **Diocesan Pledge**

Covered earlier.

### **Senior Warden Updates**

Heather Modzelewski presented the Senior Warden update. She confirmed that all Vestry members had mailed their postcards. Heather recommended the Vestry begin looking for new Vestry class members; there are 5 positions open. Jonathan asked whether all 5 positions would be filled, or would the Vestry shrink a little. Keola asked Heather to put together a list of all the Vestry members, the positions they are filling, and where they are all in their term of service. Keola emphasized the importance of maintaining the size of the Vestry with at least 9 members (many hands make light work). Rev Thorpe reminded the group that a Vestry member cannot be a Ministry team lead. Vestry can be as small as 5, and as large as 12. She pledged to review this at the December meeting. Kathleen suggested that she would like to nominate a teen for the Vestry. Canons require members be at least 16 years old, and a confirmed communicant in good standing.

### **Discernment Committee Update**

Rev Mary Thorpe presented an update on the discernment process.

### **Junior Warden Report –B&G**

Myron Laible presented the Junior Warden report.

### **Clergy Report**

Rev Mary Thorpe presented the Clergy report.

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

- During the first week of November (Nov 4) the Vestry voted by email to authorize payment of \$100 to the Diocese of VA for a background check of the finalist rector candidate when necessary. The motion was put forth by Myron, seconded by Heather. Approval was unanimous.

- Keola noted that preschool had drafted their budget, and asked that in December the Vestry vote for tuition increases for next school year, and in April vote on the actual budget.

## Calendar Review

Mary reminded the Vestry that we are going into Advent Season, and the staff would be very busy, and could use all of our love and support.

Every Sunday: 10 am Worship via YouTube.

Every Wednesday during Advent, 7 pm Centering Prayer in the Chapel

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

Every Thursday: Choir practice, Thursdays at 7:30 pm

November 30 Giving Tuesday

December 2 Worship Ministry meeting 9 am

December 5 CYFM Ministry meeting 11:30 am

December 13 Finance Committee meeting 7 pm

December 13 Admin/Ops, B&G meeting 7-9 pm

December 14 Outreach ministry meeting 7 pm

December 20 Vestry meeting 7 pm

December 19 Blue Christmas 5:30 pm

December 24 Christmas Eve Services at noon and at 9 pm

December 25 Christmas Day Morning Prayer at 10 am

December 26 First Sunday after Christmas Service of Lessons and Carols at 10 am

December 27 Parish Life meeting

January 9 Bishop Porter Taylor leading a service of Confirmation and Reception at 10 am

January 9 Celtic Worship 5:30 pm

## Vestry Corner

### 1. The following motions were approved:

- a. On November 4, The Vestry voted by email to authorize payment of \$100 to the diocese of VA for a fee associated with the transition process.
- b. The Vestry voted to approve the 2022 budget.

### 2. Several Vestry members will conclude their commitment this year. Please consider volunteering to serve on the Vestry.

### 3. The 2019 and 2020 Church audits are completed.

### 4. Epiphany's preschool has four classes with over 40 students enrolled this Fall for the 2021-22 school year. There may be six classes total in the future.

**At 8:23 pm, after the regular Vestry meeting, members went into Executive committee to meet with a representative from the Discernment Committee.**

## Prayers for Ourselves and Others

Closing Prayer was given by Rev Mary Thorpe

Meeting adjourned at 9:30 pm

Next meeting is December 20, 2021, at 7 pm

Respectfully submitted,

Elizabeth Gayton

**NEXT MEETING: Monday – December 20, 2021 7 PM**