



Vestry Meeting
Monday, December 20, 2021

ZOOM

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

The scheduled December meeting of the Epiphany Episcopal Church Vestry was held on December 20, 2021.

Vestry Attendance: The Vestry attended **remotely via Zoom and in person at the church**. In person attendance were: Rev. Mary Thorpe and Myron Laible, Junior Warden; attending remotely were: Heather Modzelewski, Senior Warden, Dick Fichter, Anne Johnson, Keola Nosaka, Kathleen Bellis, and Wendy Morency.

Absent: Elizabeth Gayton; Elizabeth Gilmore; Jonathan Isner, Treasurer

Special Guests: Nadia Baker, in-person attendance

Bible Study: Titus 1:4-14

How do we explore what is good and right and true – “sound doctrine” –and what is just comfortable?

Opening Prayer

Opening prayer was given by Rev Thorpe.

The Collect was read by Keola Nosaka.

The Lord’s Prayer was read by all.

Call to Order

Rev. Mary Thorpe called the meeting to order at 7:22 pm.

Approval of Meeting minutes

The November minutes were approved. Approval was unanimous. Myron moved/Kathleen seconded.

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

Myron Laible presented the Treasurer's Report on behalf of Jonathan Isner. Key points listed are:

- We are 92% through the year (11 months).
- Epiphany's bank account balances were provided in the Treasurer's report.
- Bank accounts have been reconciled through November, 2021.
- November pledge income is \$17,900 and represents a 17% YOY decrease from November 2020.
- YTD Pledge income is \$185,635 and represents a 7% decrease from cumulative pledge income in November 2020.
- YTD Pledge income is 87% of annual budget (4% below plan).
- November rental income is \$13,905. YTD Rental income is \$111,792 representing 93% of Annual Budget; this is a 31% increase YOY from cumulative rental income at the end of November 2020.
- November total income is \$32,448. YTD total income is \$302,062, which is 87% of annual budget (4% below plan).
- November expenses are \$30,105, and represents a 11% increase from November 2020.
- November expenses exceeded income by \$2,343.
- YTD expenses are \$295,920 and 83% of annual budget (9% below plan).
- YTD income exceeds expenses by \$6K – this may result in a budget surplus for 2021.
- Dick Fichter noted that \$13,121 was deposited on January 20, which included a general fund deposit of \$11,636; also, to date \$350 has been collected for poinsetta's for Christmas services.
- The Finance Committee will meet on January 13, 2022, at 7pm via Zoom. All are welcome.

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR NOVEMBER.

Other Treasurer Items:

Donation: Epiphany received a donation in the amount of \$40K through the retirement fund of Frank (James) Wimpey. The donation was not restricted for any particular purpose. Funds have been deposited into Epiphany's savings account. It is up to the Vestry to decide how the funds will be used.

Preschool Grant

The Epiphany Preschool applied for a grant under the Child Care Stabilization Grant Program provided by the Virginia Department of Education (VDOE). The grant was approved for an estimated amount of \$52,850. Eligible expenses to use the funds for include personnel costs, rent, utilities, facilities maintenance, and insurance, PPE, cleaning, and other health and safety practices, equipment and supplies and goods and services. In addition, Keola said that there will still be a tuition increase needed for school year 2022-2023 to help pay for teacher salary increases along with a utility contribution. The goal is to have at least 50 students enrolled in six classes next Fall.

MOTION: Keola made a motion to approve the tuition increase. Dick Fichter seconded the motion. Unanimous approval.

2022 Stewardship Update: To date Epiphany has received 46 pledges to the general fund for \$164,400. Epiphany also received a restricted pledge to Hot Meals for \$2,400.

2022 Budget

The Vestry approved the 2022 budget at the November Vestry meeting. A copy of the 2022 budget will be available to the congregation via the Epiphany website. Also, it will be discussed at the Annual Meeting, scheduled for February 27, 2022.

2021 End of Year

The 2021 books will be closed on January 17, 2022. All 2021 check requests and receipts submitted for processing by January 3, 2022.

2019 & 2020 Church Audits

The combined 2019 & 2020 audit reports were submitted to the Diocese November 29, 2021. The next step is for the Finance Committee to receive a full debrief from the Audit Team and develop a plan of action to address audit report recommendations.

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 April 5, 2021. Funds were used for payroll expenses for 3+ months of payroll.

Bank Account Reconciliation

The Savings, Preschool, Fundraising, Discretionary, Operating accounts are reconciled through Nov 2021.

2022 Budget Amendment: The surprise donation raised discussion on next steps for the budget. A motion was made and unanimously approved that the budget will be revised to show an increase of five hours per week for the music director's salary to assist with a youth and children choir. Keola moved and Kathleen seconded.

Senior Warden Updates

Heather Modzelewski presented the Senior Warden update with a focus on the timing for a new Rector. The Diocese has received a recommendation from Epiphany and the goal is to have final approval from the Diocese in early January, 2022. The vestry agreed to hold the Annual Meeting of the congregation on February 27, 2022.

This meeting will include new vestry member elections. Five new vestry members can be added; or, at least a minimum of three new members should be elected. Rev Mary Thorpe noted that the new vestry members should be wise and calm yet have energy to help Epiphany's new Rector. Other key factors are: be a confirmed communicant member; able to devote time; and, listen to others yet hold personal opinions aside. Rev Mary also noted that she will stay until the end of January, which may require that a Supply Priest may be used for several Sundays in February.

Junior Warden Report –B&G

Myron Laible presented the Junior Warden report. The big news is that Marty Brady will retire as Parish Administrator, effective December 31, 2021. She has served in that position for two years. Marty's job functions were identified as follows: Administrative/secretarial (10-15 hours per week); Tenant management (10-15 hours per week); Building management 10-15 hours per week); and Building maintenance (0-5 hours per week).

An initial plan is to hire a temporary administrative person to help with duties as outlined in the existing position description. Plus, for the short-term, the plan is to rely on volunteer assistance and existing staff to perform routine maintenance in and around the building as well as to oversee, via contractors, job duties for building issues like the HVAC system, electrical, plumbing, cleaning service, snow removal and utilities. In the future, a facilities/operations manager or a similar position may be needed. Several highlights from the buildings & grounds ministry report noted that the downed fence section will be repaired, several pole lights are being replaced, a new snow removal contractor will be used this Winter and another contractor for the HVAC system has been interviewed, but the present contractor, Southern Air, will be retained at least for a portion of 2022. Marty had reported that there was a significant savings on utilities this year.

Clergy Report

Rev Mary Thorpe reported that the Clergy report is included in the vestry share file.

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. Also, save the date as the Rt. Rev. Porter Taylor, Assisting Bishop of the Diocese of Virginia will visit Epiphany on Sunday, January 9 at the 10:00 AM worship.

Vestry Corner

- 1. The following motions were approved:**
 - a. An amendment to the approved 2022 budget to increase the hours for the music minister.**
 - b. Epiphany preschool tuition increase for school year 2022-2023.**
- 2. Epiphany Preschool received a grant under the Child Care Stabilization Grant Program provided by the VA Dept of Education (VDOE), to assist with operational costs, PPE, health and safety practices, supplies, etc.**
- 3. Rt. Rev. Porter Taylor, Assisting Bishop of the Diocese of Virginia will visit Epiphany on Sunday, January 9 at the 10:00 AM worship.**
- 4. Epiphany's Annual Meeting is scheduled for Sunday, February 27, 2022 immediately following the service and will include new Vestry Member elections.**
- 5. Marty Brady will retire as Parish Administrator, effective December 31, 2021.**

Prayers for Ourselves and Others

Closing Prayer was given by Rev Mary Thorpe

Meeting adjourned at 8:55 pm

Next vestry meeting is Monday, January 17, 2022, at 7:00 pm.

Respectfully submitted,

Myron Laible