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**Vestry Meeting  
Monday March 21, 2021**

**ZOOM**

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

The scheduled March meeting of the Epiphany Episcopal Church Vestry was held on March 21, 2022.

**Vestry Attendance:** The Vestry attended **remotely via Zoom and in person in room 146**. In attendance were: Rev. Dina Widlake, Heather Modzelewski, outgoing Senior Warden; Myron Laible, Junior Warden; Neil Modzelewski, Treasurer; Dick Fichter, Anne Johnson, Wendy Morency, Kathleen Bellis, Cameron Thurber, Elizabeth Gayton, and Nadia Baker.

**Absent:** None

**Special Guests:** None

**Bible Study:** Philippians 4: 13-13 (CEB) I know the experience of being in need and of having more than enough; I have learned the secret to being content in any and every circumstance, whether full or hungry or whether having plenty or being poor. I can endure all these things through the power of the one who gives me strength.

What do you notice in this verse? What jumps out at you?

**Opening Prayer**

Opening prayer was given by Rev Widlake.

The Collect was read by Rev Widlake.

**Call to Order**

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

**Approval of Meeting minutes**

The January minutes were approved. Approval was unanimous. Wendy moved, Myron seconded.

**Ministry Reports**

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

- Finance
- Outreach

### **Election of Senior and Junior Wardens (vote)**

Myron Laible was elected as Senior Warden. Kathleen Bellis was elected as Junior Warden. Cameron moved, Dick seconded. Election was unanimous.

### **Seating of New Vestry (vote)**

Cameron Thurber was welcomed, and the new Vestry seated.

### **Clergy Report**

Rev Dina Widlake presented the Clergy Report. Rev Widlake's report focused on three broad areas: vision & hope, highlights of this first month, and going forward.

**Vision & hope:** Vestry are spiritual leaders of the Parish. Rev Dina's role is to help with that. Aspects of Clergy role: there will be shifts, as she sees the way we focus our energy. Open communication is important.

**Highlights:** After meeting with staff & ministry leaders, and evaluating the worship space & process, Rev Widlake has made some changes and upgrades to the office space. May have a new Parish administrator coming on board. Rev Widlake requested prayer for that to come about. Rev Widlake commented that worship is amazing, with livestream, music, participation, and everyone helping out.

Rev Dina commended Gayle's leadership of the preschool. She also shared the preschool director's vision to create an outdoor classroom, using grant money already received.

**Going Forward:** Please mark your calendars for Vestry meeting dates April 25, May 16, June 13, July 18, August 15. Plans to meet with small groups "Hopes & Horizons" of 6-8 people. When?? Sign-up genius, with notes taken. May 1 is first meeting with wardens.

Please mark your calendars for June 11 (Saturday) Vestry retreat. Morning time, about 5 hours.

Rev Dina also highlighted the optional mask policy; after conferring with church leaders, preschool, diocese, Epiphany will go mask optional March 27.

### **Stewardship Report**

To date, 47 pledges of over \$165,000 have been received. A specific hot meals pledge for \$2,400 was received as well.

### **Receipt of Treasurer's report**

Neil Modzelewski presented the Treasurer's Report

- Revenue:
  - We are 17% through the year (2 months).
  - Neil reviewed the status of Epiphany's bank accounts.
  - Bank accounts have been reconciled through February 2022.
  - February pledge income is \$18K and represents a 5.9% YOY increase from February 2021.
  - YTD Pledge income is \$28K and represents a 20% decrease from cumulative pledge income in February 2021.
  - YTD Pledge income is 13.3% of annual budget (3.4% below plan).

- February rental income is \$14K. YTD Rental income is \$15K and 8.6% of Annual Budget, which is a 92% increase YOY from cumulative rental income at the end of February 2021.
- February total income is \$50K. YTD total income is \$79K and 18.7% of annual budget (2.1% above plan). This income includes the government grant. Without the grant, income would be \$44K, and 6.3% below plan. This also does not reflect rental income paid in January.
- Expenses:
  - February expenses are \$37K, and represents a 43% increase from February 2021.
  - February income exceeded expenses by \$12K.
  - YTD expenses are \$87K and 20.8% of annual budget (4.1% below plan). If you include Diocesan pledge, expenses are 3.3% below plan.
  - YTD income exceeds expenses by \$8K
  - The Finance Committee will meet on March 11, 2022, at 7pm via Zoom. All are welcome.

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR FEBRUARY.

#### **Other Treasurer Items:**

**2019 & 2020 Church Audit:** The combined 2019 and 2020 audit reports were submitted to the Diocese on 11/29. 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 4/5/21. Funds were used for payroll expenses for 3+ months of payroll. On March 3, 2022, FVCBank approved Epiphany's application for loan forgiveness, and on March 11, 2022, the Small Business Administration provided final approval of the forgiveness.

**Bank Account Reconciliation:** The Savings, Preschool, Fundraising, Discretionary, Operating accounts have been reconciled through February 2022.

**Restricted Accounts:** Restricted funds are now all maintained in Epiphany's Truist Savings account.

#### **Finance Committee Updates**

There was no Finance Committee Update

#### **Senior Warden Updates**

Myron Laible is the new Senior Warden.

#### **Junior Warden Report –B&G**

Kathleen Bellis is the new Junior Warden.

#### **Committee reports as needed**

Kathleen Bellis asked about how Parish Life will conduct the after service gathering. Rev Dina suggested it is a Parish Life issue, not a Vestry issue, and will be discussed at the next Parish Life meeting.

**\*Addendum\***

After the regularly scheduled Vestry meeting, the Vestry considered a motion to approve an expenditure for the preschool to create an outdoor classroom.

**Calendar Review**

Every Sunday: 10 am Worship in person or Online via YouTube.

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

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

April 11 Finance Committee meeting 7 pm

April 21 Admin/Ops, B&G meeting 7-9 pm

April 14 Outreach ministry meeting 7 pm

April 25 Vestry meeting 7 pm

April 27 Parish Life meeting

May 1 CYFM Ministry Meeting 11:15 am

May 5 Worship Ministry Meeting 9 am

May 8 Sunday Circle Youth Group

May 12 Buildings & Grounds meeting (Zoom) 7 pm

June 11 Vestry Retreat

**Vestry Corner**

**1. The following motions were approved:**

- a. **The Vestry installed new Senior Warden, Myron Laible and Junior Warden, Kathleen Bellis**
- b. **The Vestry welcomed new member Cameron Thurber, and new Treasurer, Neil Modzewleski.**
- c. **By email, the Vestry voted and approved an expenditure for Gayle, the preschool director to create an outdoor classroom.**

**2. The 2019 and 2020 Church audits are completed.**

**3. June 11 will be the Vestry retreat.**

**Prayers for Ourselves and Others**

Closing Prayer was given by Rev Dina Widlake

The Lord's Prayer was read by all.

Meeting adjourned at 8:15 pm

Next meeting is April 25, 2022, at 7 pm

Respectfully submitted,

Elizabeth Gayton

**NEXT MEETING: Monday – April 25, 2022 7 PM**