



---

**Vestry Meeting**  
**Monday April 25, 2021**

**ZOOM**

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

The scheduled April meeting of the Epiphany Episcopal Church Vestry was held at the church, 3301 Hidden Meadow Drive, Oak Hill, VA on April 25, 2022.

**Vestry Attendance:**

In attendance were: Rev. Dina Widlake, Rector; Myron Laible, Senior Warden; Dick Fichter, Wendy Morency, Cameron Thurber, Elizabeth Gayton, and Nadia Baker.

**Remote attendees** were: Kathleen Bellis, Junior Warden

**Absent:** Neil Modzelewski, Treasurer;

**Special Guests:** Bernadette Capelle, new Parish Administrator

**Opening Prayer**

The Lord's prayer was read by all.

Opening prayer was given by Rev Widlake.

The Collect was read by Rev Widlake.

**Spiritual Formation**

Dwelling in the Word. Same piece of Scripture for whole year. Luke: 10:1-12

What might this passage be saying to Epiphany today?

**Call to Order**

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

**Approval of Meeting minutes**

The March minutes were approved as amended. Approval was unanimous. Myron moved, Dick seconded.

**Ministry Reports**

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

Finance

Outreach

Admin/Ops/B&G

Parish Life

## **Clergy Report**

Rev Dina Widlake presented the Clergy Report. Rev Widlake expressed joy in the Worship practice, and getting to know the various ministries. Rev Widlake will have other conversations with the Lay Ministry Teams, and preparation for the Fall. Rev Widlake suggested the Vestry members approach parishioners that might participate in the ministries.

Rev Widlake will be away June 5, and there will be guest preachers on May 15 (Jennifer Fischer, Seminarian), 22 May (Rev Beth Bingham), 5 June (Rev Beth Bingham).

Vestry Retreat June 11, 2022.

Looking to update the Worship space for video and sound. We will consult with xx, to set up an integrated system.

Tellers: Who do we invite in to be tellers? There is training required. Dick talked through the process, and how it works. Rev Widlake said it would be great to get this process in place again.

Last month there was a question about how to structure the ministry leads with the new smaller Vestry.

How do we "scope" our ministries to keep what's good, rest what is currently unnecessary, and discern what are next moves. Operate smaller now, and grow in the future as we gain active parishioners.

Vestry retreat Jun 11, to cover the fundamentals, and how to operate.

Preschool Director, Gayle Massey is going to retire, June 15. Rev Widlake and Gayle are working together to find a new director. Next year, Epiphany will increase to 6 classes from the current 4.

Gayle might be recognized June 12 during worship service.

There is a possible fraud issue; Di Hannum, bookkeeper is working with Treasurer, Neil Modzewleski to address this with the bank. There was \$11K withdrawn from Epiphany's accounts. Cameron recommended that Epiphany file a police report.

## **Stewardship Report**

Myron Laible presented the Stewardship Report: We are still at 47 pledges for over \$165K, and a separate pledge of \$2400 to Hot Meals. This summer the Stewardship team will rest the 2022 campaign, and prepare for the 2023 campaign. We need more volunteers to help out. We are still taking pledges. Nadia reviewed the Stewardship campaign history, where in years past, it was a single campaign, but more recently a Fall campaign for Treasure, and a Spring campaign for Time & Talent.

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

Neil Modzelewski was absent, so the Vestry just reviewed the Treasurer's Report, and will follow up with outstanding questions.

- Revenue:
  - We are 25% through the year (3 months).
  - Neil reviewed the status of Epiphany's bank accounts.
  - Bank accounts have been reconciled through March 2022.
  - March pledge income is \$31K and represents a 63% YOY increase from March 2021.
  - YTD Pledge income is \$59K and represents a 20% decrease from cumulative pledge income in March 2021.
  - YTD Pledge income is 28.1% of annual budget (3.1% above plan).
  - March rental income is \$14K. YTD Rental income is \$29K and 16.9% of Annual Budget, which is a 145% increase YOY from cumulative rental income at the end of March 2021.

- Note: New Hope Baptist Church's rent for January 2022 was paid in December 2021, and therefore is not reflected in cumulative Rental income figures for 2021. Had it been paid in 2021k YTD Rental income would be approximately \$44K or 25% of the annual budget (on plan).
  - March total income is \$50K. YTD total income is \$129K and 30.7% of annual budget (5.7% above plan). Total income includes deposits of funds received under a County grant to the Preschool. Without the grant, total YTD income is \$94K, and 2.7% below plan.
- Expenses:
  - March expenses are \$36K, and represents a 36% increase from March 2021.
  - March income exceeded expenses by \$14K.
  - YTD expenses are \$123K and 29.3% of annual budget (4.3% above plan).
    - Note: YTD expenses include payment of Epiphany's \$10K Diocesan pledge for 2021 in 2022. Adjusting for this, YTD expenses are \$113K or 26.9% of budget.
    - Note: YTD expenses for the Building & Grounds Ministry are \$44K or 47.3% of the budgeted amount for 2022. The exceedance can be attributed largely to higher than estimated snow removal expenses, unplanned HVAC and electrical repairs, and higher than normal electricity expenses due in part to malfunction of the HVAC system in January. No immediate action is required, but future budget adjustments will likely be necessary.
  - YTD income exceeds expenses by \$6K
  - The Finance Committee met on Thursday, April 21, 2022, via Zoom.
  - The Finance Committee will meet on May 12, 2022, at 7pm via Zoom. All are welcome.

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR MARCH.

#### **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.

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

Wendy shared that Food for Thought is exceeding its budget. Ensuing discussion identified that Food for Thought does not operate during the summer months, so the budget might last.

### **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. There were no motions approved this meeting.**
- 2. Gayle Massey, Preschool Director will retire June 15.**
- 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 May 16, 2022, at 7 pm

Respectfully submitted,  
Elizabeth Gayton

**NEXT MEETING: Monday – May 16, 2022 7 PM**