



Vestry Meeting
Monday January 23, 2023

ZOOM

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

Happy New Year!

The scheduled January meeting of the Epiphany Episcopal Church Vestry was held on January 23, 2023 at the church, 3301 Hidden Meadow Drive, Oak Hill, VA.

Vestry Attendance: The Vestry attended in person, with the option to attend remotely via Zoom. In attendance were: Rev. Dina Widlake, Myron Laible, Senior Warden; Joe Jung, Junior Warden; Neil Modzelewski, Treasurer, Dick Fichter, Cameron Thurber, Susie Harding, and Elizabeth Gayton.

Remote attendees were: Wendy Morency

Absent: None

Special Guests: Susie Harding, Epiphany's new deacon

Call to Order

Rev. Widlake called the meeting to order at 7:00 pm.

Opening Prayer

The Lord's prayer was read by all.

Opening prayer was given by Rev. Widlake.

Spiritual Formation

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

Vestry members paired up to discuss this scripture and what aspect stood out to them.

Approval of December Meeting minutes

December minutes were approved. Approval was unanimous. Joe moved/Dick seconded. Unanimous approval.

Ministry Reports

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

Finance

Outreach

Admin/Ops/Building & Grounds

Building/Kitchen Use (vote)

Deacon Susie Harding, in discussion for Epiphany's future, had prayerfully considered use of the kitchen by outside groups going forward. Dulles Soup Kitchen was suggested as a user. Founded in 2020, in response to the pandemic, they have been operation in Ashburn or Sterling, but need a new space. They operate M-F 8am-2pm. Director is Davina Mahapatra. They are a 501-3(c), cooking onsite; delivering offsite. For the once every other monthly conflict with Hot Meals, Devina offered that they could prepare the Hot Meal on that day.

Joe Jung proposed a 60 day trial starting February 1, 2023. This will give Epiphany a chance to identify the increased costs of utilities, trash pickup, wear & tear, liability insurance. What we don't know would be the impact of accepting the rest of the organization (accommodate freezers and refrigerators). There is the potential of storage space in the small coffee area across the hall from the kitchen. The advantage of the 60 day trial period is to evaluate the "fit" of this organization with Epiphany and their ministries. The preschool director has been informed, but not yet for New Hope Baptist Church. Their staff is primarily the chef (cooking and plating) and sometimes other volunteers as well. This would also provide an opportunity for parishioners to volunteer on any given day.

MOTION: That Vestry approve a two month trial period for Dulles Soup Kitchen (DSK) to use Epiphany's kitchen, period being February 1, 2023 to April 1, 2023. Myron moved, Joe seconded. Unanimous approval.

In continued discussion, Deacon Susie mentioned that the current stove no longer has parts available to order, so that during the trial period, DSK's grant writer can apply for a grant to replace the stove. Also, Epiphany is a "feeding church," so this ministry aligns with Epiphany's ministries. Hats off to the Outreach Committee for looking into this and asking thorough questions.

At the end of the Outreach Committee meeting they said this was both "daunting" and "exciting." This means they are biting off enough to make it a ministry. This dovetails with Epiphany's food insecurity mission.

Annual Meeting & Vestry 2022 in Review

Annual Meeting is February 5, 2023, following Sunday service. There will be a song, and opening prayer, then Myron will present the reason for an Annual Meeting. The minutes from the 2022 Annual meeting will be approved, then the Outgoing Vestry members will be recognized (decommissioned), and any new Vestry members appointed. This will leave Vestry membership at 3. Rev Dina: what is the ideal number? 5? 7? The ministries will present reports with vision and highlights of their year. Outreach, Music, CYFM, Lay delegate, Parish Life may all speak. Their may be a video presentation. There was discussion whether to livestream the Annual Meeting. Decision was to livestream. The meeting will close with a hymn and a final prayer. There will be a BBQ following the Annual Meeting.

Committee Reports – connections feedback & new touchpoints

CYFM: There will be a new Lenten series for youth on communion, over 3 Sundays in March.

Rev Widlake encouraged the Vestry members to read the ministry reports and reach back and comment to the Ministry leads of their activities.

In February the Vestry will see reports of Lenten activities for Feb & March.

Joe Jung reminded Vestry members and ministries to put their requests into the Buildings & Grounds maintenance request, so B&G can buy items needed.

Receipt of Treasurer's report

- Neil Modzelewski presented the Treasurer's Report to the vestry. It was announced that all accounts (i.e., savings, preschool, fundraising, discretionary and general

operating) have been reconciled through December, 2022. The Finance Committee met on Thursday, January 12, 2023.

- We are 100% through the year (12 months).

- **Revenue:**

- **Pledge Income**

- December pledge and plate income is over \$26K and represents a 19.7% YOY decrease from December 2021.
- YTD Pledge and plate income is over \$223K and represents an 9.2% increase from cumulative pledge income through December 2021.
- **YTD Pledge income is 105.1% of revised annual budget (5.1% above plan).**

- **Rental Income**

- December rental income is over \$14K. YTD Rental income is over \$161K and 100.6% of the revised annual budgeted amount, which is a 13.9% increase YOY from cumulative rental income at the end of December 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 2022. Had it been paid in 2022 YTD Rental income would be approximately \$175K or 109.0% of the revised annual budget (9.0% above plan).*

- **Total Income**

- December total income is \$33K. Year to date total income is over \$624K, which is 137.7% of the revised annual budget (37.7% above plan).
- **NOTE:**
 - *September and October 2022 income reflects receipt of Employee Retention Credit payments from the IRS in the amount of approximately \$171K. These are one-time, unbudgeted income amounts.*
 - *June 2022 income reflects an unpledged gift in the amount of \$40K.*
 - *December 2022 total income is reduced by \$10,315 as a result of a year-end bookkeeping reclassification. If not for this reclassification, December 2022 income would have been \$44K. As a result of the reclassification the 2022 full year total income figure is in accordance Epiphany's treatment of restricted gifts.*
- *Adjusting for the reduced rental income in January and the ERC payments and unpledged gift in June discussed above, total YTD income is \$426K (0.7% above the original plan).*

- **Expenses:**

- December expenses were \$56K, and represents a 21.3% increase from December 2021.
- December expenses exceeded income by over \$22K.
 - Adjusting for the \$10K reduction in income as a result of the reclassification of Stream Team gifts in December 2022, December expenses would have exceeded income by \$11K.
- **YTD expenses are \$502K and 110.2% of revised annual budget (10.2% above plan).**
 - *Note*

- *YTD expenses include payment of Epiphany's \$10K Diocesan pledge for 2021 in 2022. Adjusting for this, YTD expenses are \$438K or 96.8% of the revised budget 5.1% over plan). Epiphany is expected, to gradually increase its Diocesan pledge to 10% of pledge revenues by 2027. Using the 2022 budget, 10% of pledge revenues would be \$21K. # of households is similar to this time last year.*
 - *Year to date expenses for the Building & Grounds Ministry are \$115K or 108.2% of the revised budgeted amount for 2022. HVAC maintenance and repair expenses continue to significantly exceed originally budgeted amounts.*
 - Year to date income exceeds expenses by \$141K. Adjusted as noted above, year to date expenses exceed year to date income by over \$45K.
 - The Finance Committee will meet on February 16, 2023, at 7pm. All are welcome.

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR DECEMBER 2022

Other Treasurer Items:

2019 & 2020 Church Audits

The combined 2019 and 2020 audit reports were submitted to the Diocese in November 2021. The next step is for the Finance Committee to develop a plan of action to address audit report recommendations.

Bank Account Reconciliation

The Savings, Preschool, Fundraising, Discretionary, and Operating accounts have been reconciled through November 2022.

Restricted Accounts:

- Neil attached a report on the Restricted and Reserve Accounts through the end of November.
- Restricted funds are now all maintained in Epiphany's Truist Savings account, with the exception of the Rector's Discretionary Fund, which is maintained in a dedicated checking account.

Senior Warden Updates

No Warden's report.

Junior Warden Report –B&G

Joe Jung presented the Junior Warden report. The Newcomer's reception for January was well attended. B&G coming along. Weather stripping in place on the doors now, sent from the door manufacturer. HVAC has been fixed for the sanctuary area.

Clergy Report

No rector's report for this month. We have baptism's lined up for April and June.

Rev Widlake suggested Joe Jung as new Senior Warden and Cameron Thurber as Junior Warden.

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 Sunday: Sunday Sing 9:15 am

Worship 10 am

Sunday School 10 am

Joyful Noise Children's Choir Rehearsal 11:15 am

January 12 Buildings & Grounds Meeting 6:30 pm

January 12 Admin, Ops & Finance 7 pm

January 23 Vestry Meeting 7 pm

February 5 Annual Meeting & election of new vestry

February 10-11 Vestry Retreat, proposed

February 20 Vestry meeting 7 pm

Vestry Corner

- 1. Vestry approved a two month trial period for Dulles South Soup Kitchen to use Epiphany's kitchen, period being February 1, 2023 to April 1, 2023.**
- 2. Annual meeting will be following Sunday service February 5, 2023. A barbeque will follow. The meeting will be livestreamed. A BBQ will follow the meeting.**
- 3. The Vestry retreat will be Feb 10-11; agenda to follow.**
- 4. There will be a new Lenten series for youth on communion, over 3 Sundays in March.**
- 5. There will be an adult Lenten series in March offered by John Rybicki.**

Prayers for Ourselves and Others

Closing Prayer was given by Rev Dina Widlake

Meeting adjourned at 9:00 pm

Next meeting is Monday, February 20, 2023, at 7 pm

Respectfully submitted,
Elizabeth Gayton

NEXT MEETING: Monday – February 20, 2023 at 7 PM