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**Vestry Meeting**  
**Monday, October 24, 2022**

**ZOOM**

<https://us02web.zoom.us/j/93670729699?pwd=Vks2b1lhdTBFMTEaWplblhZRnMvdz09>

The scheduled October meeting of the Epiphany Episcopal Church Vestry was held on October 24, 2022.

**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, Wendy Morency, Cameron Thurber, and Elizabeth Gayton.

**Remote attendees were:** None

**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 Meeting minutes**

September minutes were deferred to be approved next month.

**Ministry Reports**

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

- Treasurer's report
- Outreach
- Admin/Ops/B&G
- Parish Life
- CYFM
- Preschool
- Worship

## **Rector's Report**

Rev Dina Widlake presented the Rector's Report.

Building & Grounds "failed miserably" their fire inspection. Joe, Myron, and Bernadette will all work on the Fire Inspection results, with Art overseeing progress. The preschool passed its Fire Inspection, but the rest of the facility needs some batteries replaced and some fixtures and signs replaced. Goal is to solve issues by Nov 10 for re-inspection Nov 18.

Upcoming Celebration of Ministry is in good shape, and there was a run through already.

Sky Bryce property: Ted Smith, Treasurer of the Diocese, will check with HOA to see if we can offer neighboring properties to purchase, thereby not having to go through a realtor. Epiphany pays \$253 per year in HOA fees for this property.

Last week Epiphany had a technical review and can expect a report for establishing and integrated technology infrastructure, and the savings and scalability it will allow, soon.

Fellowship:

6 Nov special fellowship & acknowledgement (thank you to all who supported Epiphany during the time without a Rector)

Parish Life is meeting tonight, and may do a special Fellowship on 20 Nov

Dec 4 Pageant with Hot Cocoa afterward

Dec 18 Potential Cookie exchange at fellowship

How to add to Fellowship and not just assign to VPOD

Parish Life is Anne, Cathy, and Sally

Coffee machines are fixed, and many have learned to operate it.

Stream Team is looking at new microphones for the space. Dina asked them to tell Vestry the price, so we know what's left in the budget (Vimeo subscription, etc).

Going forward, we will need new Vestry members for next year. Rev Dina asked Vestry members to ask around to find two spots to fill.

Cameron asked about Nadia's pending vacancy, and what the plan to address it is? Rev Dina said there is a virtual worship ministry assistant training up right now, and then there will be an evaluation for what to do with property management functions later.

We will bring on another Cub Scout Pack, as initially proposed. Same COR (Chartered Org Rep).

Next Vestry meeting is 14 November at 7:00 pm.

## **Warden's Report**

Joe Jung presented the Warden's Report.

Joe Jung said the Cub Scouts came out last week and cleared weeds, etc. Eric Escobar, our mower helped with that. The contractor for the striping project is no longer interested, but we do have a striping machine on hand, so perhaps we can do that as an Epiphany community project.

Security report: There have been several instances of doors being propped open. There have been some instances of trespassing late at night. Discussion ensued to partner with the police to act as our agent to discourage trespassers. Epiphany is Sully District, but the partner PD is in Reston. Rev Dina will confirm the PD and help the Vestry connect. Dick mentioned that Bob Otten is PD.

Nov 8 VA electors will be here and need to set up at 4 in the morning, open for voting from 6:30 am until 7:30 at night. We need volunteers on the property during this time. Bernadette and Joe are the points of contact for this event.

Wardens are working on getting snow removal estimates for this Winter. We need a clause to tell them not to come if we don't need them. Last year we went way over budget.

### 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 September, 2022. The Finance Committee met on Thursday, October 13, 2022.
- We are 75% through the year (9 months).

### • Revenue:

- **Pledge Income**
  - September pledge income is over \$10K and represents a 31.8% YOY decrease from September 2021.
  - YTD Pledge income is over \$157K and represents a 5.7% increase from cumulative pledge income through September 2021.
  - **YTD Pledge income is 74.3% of revised annual budget (0.7% below plan).**
- **Rental Income**
  - September rental income is over \$16K. YTD Rental income is over \$119K and 74% of revised Annual Budget, which is a 42.6% increase YOY from cumulative rental income at the end of September 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 2022 YTD Rental income would be approximately \$133K or 82.9% of the annual budget (7.9% above plan).*
- **Total Income**
  - September total income is \$137K. Year to date total income is over \$457K, which is 111.4% of annual budget (36.4% above plan).
  - **NOTE:**
    - *September 2022 income reflects receipt of Employee Retention Credit payments from the IRS in the amount of approximately \$112K. These, along with additional payments received in October, are one-time, unbudgeted income amounts.*
    - *June 2022 income reflects an unpledged gift in the amount of \$40K.*
  - *Adjusting for the reduced rental income in January and the ERC payments and unpledged gift in June discussed above, total YTD income is \$319K (0.5% above the original plan).*

### • Expenses:

- September expenses are \$46K, and represents a 31.6% increase from September 2021.
- September expenses exceeded income by over \$91K.
- YTD expenses are \$367K and 80.8% of annual budget (5.8% above plan).

- *Note: YTD expenses include payment of Epiphany's \$10K Diocesan pledge for 2021 in 2022. Adjusting for this, YTD expenses are \$357K or 78.6% of the revised budget 3.6% over plan). It is noted that Epiphany is expected, to gradually increase its Diocesan pledge to 10% of pledge revenues by 2024. 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 \$94K or 89.0% of the revised budgeted amount for 2022. HVAC maintenance and repair expenses continue to exceed budgeted amounts.*
  - Year to date income exceeds expenses by \$89K. Adjusted as noted above, year to date expenses exceed year to date income by over \$38K.
  - The Finance Committee will meet on November 10, 2022, at 7pm. All are welcome.

### **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 September 2022.

#### **Restricted Accounts:**

Neil attached a report on the Restricted and Reserve Accounts through the end of September.

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.

#### **Budget 2023**

Finance Committee has drafted 2023 budget. Please have a look at it.

#### **Pledges**

There was some discussion as to revisiting pledging requests in the Spring. Myron said it was often done around the Annual Meeting in January or February; another suggestion was to ask around tax time in April. There is also the opportunity to use a qualifying RMD as a tax-deductible donation to the church.

### **Committee Reports**

#### **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

October 2 Blessing of the Animals 5:30 pm  
October 2 CYFM Ministry Meeting 11:15 am  
October 7 Fire Pit Fridays 6:30 pm  
October 11 Outreach ministry meeting 7 pm  
October 13 Buildings & Grounds Team meeting (Zoom) 7 pm  
October 13 Admin, Ops & Finance Ministry meeting(Zoom) 8 pm  
October 14 Fire Pit Fridays 6:30 pm  
October 17 Vestry meeting 7 pm  
October 21 Fire Pit Fridays 6:30 pm  
October 24 Vestry Meeting 7 pm  
October 29 Celebration of New Ministry 10:00 am  
November 6 CYFM Ministry Meeting 11:15 am  
November 8 Outreach Ministry Meeting 7 pm  
November 10 Buildings & Grounds meeting (Zoom) 6:30 pm  
November 10 Admin, Ops & Finance (Zoom) 7 pm  
November 14 Vestry meeting 7 pm  
November 17-19 Fall Convention, Shrinemont  
November 23 Hot Meals Prep & Assembly 9 am  
November 24 Thanksgiving Day Holy Eucharist 11 am  
November 24 Hot Meals Prep & Assembly 5 pm  
November 28 Parish Life Ministry Meeting (Zoom) 7 pm  
December 3 Consecration of New Bishop, Richmond, VA

### **Vestry Corner**

- 1. There were no new motions passed at the Vestry meeting.**
- 2. New Deacon, Rev Susie Harding, held her first service on October 23.**
- 3. Epiphany has agreed to be the Chartering Organization for Cub Scout Pack 159.**
- 4. Celebration of New Ministry for Rev Dina Widlake will be held on Saturday, October 29 at 10:00 am. This will be an "all hands on deck event."**
- 5. There will be two positions coming open on the Vestry. Hoping some Epiphany members will prayerfully considering volunteering.**
- 6. Epiphany will act as a polling station Nov 8. Please feel free to stop by and welcome the polling volunteers and voters.**

### **Prayers for Ourselves and Others**

Closing Prayer was given by Rev Dina Widlake

Meeting adjourned at 9:00 pm

Next meeting is Monday, November 14, 2022, at 7 pm

Respectfully submitted,  
Elizabeth Gayton

**NEXT MEETING: Monday – November 14, 2022 7 PM**