



Vestry Meeting
Monday, November 14, 2022

ZOOM

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

The scheduled November meeting of the Epiphany Episcopal Church Vestry was held on November 14, 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, Cameron Thurber, and Elizabeth Gayton.

Remote attendees were: None

Absent: Wendy Morency

Special Guests: None

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 and October minutes were approved. Myron moved, Joe seconded.

Ministry Reports

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

Worship

Outreach

Admin/Ops/B&G

Parish Life

Preschool Report & Draft Budget

CYFM

Treasurer's report

Rector's Report

Rev Dina Widlake presented the Rector's Report.

Thank you for the ministry celebration; it really went well.

Today was a funeral for Betsy Sue Scott. It went well, and the family is attending church as well.

Still waiting for report from Tetra Data systems.

Election hosting went well; Bernadette took notes to help things go better next time. The fee paid to Epiphany increased this year to \$350.

Hypothermia shelter is coming, Dec 11-18. Fire inspection corrections are underway so that we may host safely, and according to code. There was some discussion about accessing various shared drives and permissions required. Dina said she would look into it next week. Bernadette ordered the parts, and as soon as they come in, Joe and Art will install. Reinspection is Thursday, Nov 17.

Rev Dina also asked the Vestry members to connect to ministry leads on issues named in the ministry reports. Rev Dina reviewed dates.

Nov 17-19 Diocesan convention, Dina leaves Thursday (Crystal City), Don, Dina, and Susie are going.

Nov 27 Advent starts; CYFM and Parish-wide activities will be announced Sunday.

Nov 20 Rev Beth Bingham will be guest preacher.

Nov 29 Giving Tuesday

Dec 3 Ordination of new bishop Mark Stevenson (near Richmond)

Jan 29 Annual Meeting & election of new vestry

Upcoming services:

Nov 20 Celtic Worship 5:30 pm at Community of Faith

Nov 24 Thanksgiving Day service 11 am & Hot Meals

Dec 24 Family service 4pm; Traditional service 8pm

Dec 25 Christmas Day Service 10am with a soloist

Still looking for new vestry members. Looking to add 3 people, for 3 year terms.

Next Vestry meeting is 12 December at 7:00 pm.

Warden's Report

Myron Laible presented the Warden's Report. Postcards for giving Tuesday are ready to mail out.

Received pledges from 38 of 116 homes which is 33% of membership, totaling \$149K for the general fund and \$2.4K for Hot Meals. Looking at last year, we were at about the same place for pledges (\$160K) and households (42 / 32%) . Last year's total pledge giving was 49 homes and 38%, for a total of \$168K. Goal for 2022 year is \$212.5K.

Buildings & Grounds

Temperatures must be above 50 degrees for striping paint to adhere. Parking lot painting may be a Springtime project.

Joe Jung suggested that monthly fire inspections might be added to VPOD duties on the last Sunday of the month.

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 October, 2022. The Finance Committee met on Thursday, November 10, 2022.

- We are 83% through the year (10 months).
- Expenses are well above what was planned, but with gifts and grants we should be even for the year.
- **Revenue:**
 - **Pledge Income**
 - October pledge income is over \$24K and represents a 32.4% YOY decrease from October 2021.
 - YTD Pledge income is over \$182K and represents a 8.7% increase from cumulative pledge income through October 2021.
 - **YTD Pledge income is 85.8% of revised annual budget (2.4% below plan).**
 - **Rental Income**
 - October rental income is over \$13K. YTD Rental income is over \$133K and 82% of the revised annual budgeted amount, which is a 35.9% increase YOY from cumulative rental income at the end of October 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 \$146K or 91% of the annual budget (7.8% above plan).*
 - **Total Income**
 - October total income is \$99K. Year to date total income is over \$557K, which is 123.1% of annual budget (39.8% 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.*
 - *Adjusting for the reduced rental income in January and the ERC payments and unpledged gift in June discussed above, total YTD income is \$360K (2.1% above the original plan).*
- **Expenses:**
 - October expenses were \$45K, and represents a 23.7% increase from October 2021.
 - October expenses exceeded income by over \$54K.
 - YTD expenses are \$408K and 89.8% of annual budget (6.5% above plan).
 - *Note: YTD expenses include payment of Epiphany's \$10K Diocesan pledge for 2021 in 2022. Adjusting for this, YTD expenses are \$398 or 87.6% of the revised budget 4.2% 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 December 8, 2022, at 7pm, by Zoom. 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 October 2022.

Restricted Accounts:

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

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. Neil will meet with Jonathan and Keola to help put together updated draft budget. Based on last month's meeting, the current draft budget is about \$60K out of tolerance.

Neil asked if the Vestry wanted to meet separately before the scheduled December Vestry to discuss and review the budget. Dick expressed an interest in holding a budget only meeting in December.

The Vestry decided to attend the Finance Committee meeting for help in reviewing the 2023 budget, in conjunction with the already scheduled Finance Committee meeting, Thursday, Dec 8, at 7 pm.

Ministry Reports

Rev Widlake mentioned that some of the ministry reports had some specific "asks." She requested that Vestry members reach out to the ministry team leads to let them know that we hear and will work on them.

CYFM asked for another adult leader for Sunday Circle (8 youths). Also Dec 4 pageant. Finally written notecards for the Thanksgiving Hot Meals. Cameron will follow up with Dana.

Parish Life asked if there was a central place for cleaning materials (bathroom & kitchen) to be stored and ordered. Neil M. suggested that there might be some funds budgeted in Bldg & Grounds. Joe suggested that it could be an order put in. Myron said there is \$100 budgeted for kitchen supplies for the year. Joe Jung will follow up with Ann for clarification on what they need. Myron mentioned the last Parish Administrator kept track of these supplies.

Outreach asked about "Food for Thought, and whether there is an increase in the budget to address the increase in the cost of foodstuffs. Dick will follow up with Susan Buckner on what the status of the Sign-up Genius and if she is planning to increase budget. Currently it shows a decrease.

Worship; ask someone to join you on VPOD duties on a Sunday. For Dick and Myron, as they depart the Vestry, to select a ministry to join and support. This will help us be strategically organic in selecting and supporting the ministries.

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

November 17-19 Fall Convention, Crystal City

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

December 4 Christmas Pageant

December 4 CYFM Ministry Meeting 11:15 am

December 8 Buildings & Grounds meeting 6:30 pm

December 8 Admin, Ops & Finance 7 pm

December 11-18 Hypothermia Shelter

December 12 Vestry meeting 7 pm

December 13 Outreach Ministry Meeting 7 pm

December 18 Greening of the Church

December 26 Parish Life Ministry Meeting (Zoom)

January 1 Evening Prayer (In-Person) 5:30 pm

January 6 Feast of the Epiphany (Indoor bingo or outdoor firepit)

January 8 Newcomers' reception after service

January 12 Buildings & Grounds Meeting 6:30 pm

January 12 Admin, Ops & Finance 7 pm

January 16 Vestry Meeting 7 pm

Vestry Corner

- 1. No new motions were passed at this month's Vestry meeting.**
- 2. Epiphany is still working on corrections for fire inspection.**
- 3. Vestry will meet with Finance Committee on Dec 8 at 7 pm to review 2023 Draft Budget.**
- 4. Hypothermia shelter will be 11 Dec – 18 Dec this year. Bernadette & Sally are the coordinators with FACETs- this year.**
- 5. There will be three positions coming open on the Vestry. We are counting on Epiphany members to prayerfully consider filling these positions or future ones.**

Prayers for Ourselves and Others

Closing Prayer was given by Rev Dina Widlake

Meeting adjourned at 9:00 pm

Next meeting is Monday, December 12, 2022, at 7 pm

Respectfully submitted,

Elizabeth Gayton

NEXT MEETING: Monday – December 12, 2022 7 PM