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## Vestry Meeting Monday March 20, 2023

### ZOOM

<https://us02web.zoom.us/j/93670729699?pwd=Vks2b1lhdTBFMtBEaWplblhZRnMvdz09>

The scheduled March meeting of the Epiphany Episcopal Church Vestry was held on March 20, 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, Joe Jung, Senior Warden; Cameron Thurber, Junior Warden; and Elizabeth Gayton.

**Remote attendees were:** Neil Modzelewski, Treasurer

**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. Acts: 16:6-15

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

### Approval of February Meeting minutes

February minutes were approved with modifications. Approval was unanimous. Joe moved/Cameron seconded. Unanimous approval.

### Ministry Reports

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

Outreach

CYFM

Parish Life

Preschool

Treasurer's report

## Draft Parochial Report

There was a Motion to Certify the Parochial Report. Joe moved, Cameron seconded. Motion approved.

### **Rector's Report**

Rev Widlake gave the Rector's report. Ordination went well; thanks to all who were a part of it.

Everything from parking to those being ordained garnered positive feedback.

First quarterly meeting with NHBC is March 21 at 6 pm.

Celtic Worship was last night, with Sharon Nachman doing the reflection.

Worship ministries; Rev Dina is looking to get more folks involved. Some people have joined in already, such as acolytes and lay readers.

Joe gave the suggestion to display a QR code and a link in the live stream, during the collection in the live service.

Dina reviewed the dates she will be out of the office.

Sky Bryce field trip is being planned, to see the land, and decide how to dispose of it.

Dulles South Soup Kitchen (DSSK): Rev Susie Harding wrote up a report following her March 15 meeting with DSSK Executive Director, Devina Mahapatra. First meal prepped 14 Feb. Full production of 270 meals in one day achieved March 10. Phase I complete, to determine DSSK can produce the volume of food generally required. Phase II, is to determine whether Epiphany is able to accommodate additional refrigeration and storage necessary for their operations. Joe reviewed the storage options, for dry storage; discussion ensued. Action: in the next few weeks approve the phased approach, and meet with all stakeholders for placement of additional refrigeration units. Rev Dina will reach out to Susie to schedule this.

### **Senior Warden Report**

Joe Jung presented the Senior Warden report. Fire department was here two weeks ago because an alarm was going off on the panel, then the reset key shut the system down, and caused an emergency response by FCPD. The problem was resolved, but First Line (the alarm company) needs to come out and look at the system.

As part of the fire alarm challenges, Joe mentioned that Epiphany needs to have a tech assessment done. Rev Dina said 4/18 will be the technical assessment, with Joe, Jonathan Isner, and Myron will be present. IT4Causes will do the assessment. They provide IT services for non-profits.

### **Junior Warden Report**

Cameron Thurber presented the Junior Warden report.

An organization called Golden Horizons submitted a proposal for space usage in Epiphany's facility.

The Vestry reviewed the proposal, and decided to decline the proposal, based on hours requested, and intent to serve alcohol.

### **B&G Report**

Joe Jung presented the B&G report.

Buildings & Grounds: still waiting on windows estimates to come in. NV doesn't do windows anymore, only roofing. Windows in Great Hall (NHBC) are priority for repair/replacement.

Cleaning contract is still up for review, and copier contract up for review in 2024 (need this to be part of tech assessment).

Parking lot maintenance: Joe asked Bernadette for materials (aquaphalt) to patch holes in asphalt, then striping done by the end of April.

Coil project in rm. 130, for HVAC in Great Hall. Estimated cost \$72K including crane and another \$8K to replace outside wooden staircase. Alternative to replace coil is being explored. Southern Air has

the contract. The AC squeak has been identified by Paul at Southern Air to be a fan that is rubbing; no estimate for repair yet.

### 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 February, 2023. The Finance Committee met on Thursday, March 16, 2023.
- We are 17% through the year (2 months).
- **Revenue:**
  - **Pledge Income**
    - Pledge Income for February was over \$18K and represents a 1.6% YOY increase from February 2022.
    - YTD Pledge income is over \$39K and represents a 40.8% increase over cumulative pledge income through February 2022.
    - **YTD Pledge income is 17.9% of the annual budgeted total (1.2% above plan).**
  - **Rental Income**
    - February rental income is over \$14K. YTD Rental income is over \$28K, or 17.9% of the annual budgeted total, which is an 90.6% increase YOY from cumulative rental income at the end of February 2022, and 1.2% ahead of plan.
    - *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. This will affect cumulative rental income comparisons with the prior year for the entirety of 2023. Had NHBC's January 2022 rent been paid in 2022, YTD February 2023 Rental Income would reflect a 0.3% increase from the previous year.*
  - **Total Income**
    - February total income is \$35K, (0.8% above plan). This is a 63.9% increase over February 2022. Adjusted to reflect the Rental Income disparity noted above, February 2023 Total Income would have been 25.2% above YTD February 2022 income.
    - **YTD total income is over \$72K and 17.7% of the annual budgeted total (1.1% above plan).**
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- **Expenses:**
  - February expenses were \$36K (0.9% below plan). This is a decrease of 0.3% from February 2022.
  - February income exceeded expenses by over \$1.5K.
  - YTD expenses are over \$70K and 15.5% of the annual budgeted total (1.2% below plan).
  - **YTD income exceeds expenses by \$1.8K.**

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR FEBRUARY 2023

**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 February 2023.

## **Restricted Accounts:**

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

## **Diocesan Pledge**

Quarterly Diocesan pledge will go out by the end of March 20, 2023

## **Miscellaneous**

There was an erroneous charge to communication, that should be CYFM. Dina and Neil will follow up. Gas payments are being tracked by Neil. January gas payment was \$800, and Feb was \$1400, but does not reflect DSSK, because they were not cooking in the building yet. Neil suggested some analysis of last year's bill, to ID the big increase. He also noted that if DSSK brings in more refrigerators, that might affect the electric bill.

The Finance Committee will meet on Thursday, April 13, 2023, at 7pm. All are welcome.

## **Ministry reports and actions**

### **Preschool report**

Preschool is in good shape for enrollments for next year, and Wendy is working with Director Sue Ferguson for teacher appreciation plan.

New Cub Scout pack needs storage space. Joe suggested a closet in room 130.

In lieu of VBS week, there will be a "summer series" program during the summer on Sundays.

## **Calendar Review**

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

Every Sunday: Sunday Sing 9:15 am

Worship 10 am

Sunday School 10 am

Joyful Noise Children's Choir Rehearsal 11:15 am

March 27 Parish Life Ministry Meeting (Zoom) 6 pm

April 2 Palm Sunday with additional evening service at 5:30 pm

April 6 Maundy Thursday Service HE II with Footwash 7 pm

April 7 Good Friday Service 12 pm

April 7 Good Friday Service 7 pm

April 8 Egg Hunt with family craft afterwards 10 am to 12 pm

April 9 Easter Sunday Service 10 am

April 18 Parish Technical Assessment  
April 20 Buildings & Grounds Meeting 6:30 pm  
April 20 Admin, Ops & Finance 7 pm  
April 23 Newcomer's Reception after service  
April 24 Vestry meeting 7 pm  
April 24 Parish Life Ministry Meeting (Zoom) 6 pm  
April 28 Bingo Night or Game Night (details TBD)  
May 1-3 Rev Dina and Rev Susie at Clergy Conference  
May 20 Mutual Ministry Preparation Workshop  
May 21 Fellowship Fun in Celebration of National Bee Day  
June 11 Parish Picnic  
June 16 Begin Summer rhythm of services and activities  
July & August Watermelon Wednesdays

### **Vestry Corner**

- 1. The Vestry voted to certify Epiphany Episcopal's Parochial Report for 2022.**
- 2. The Guest preacher scheduled for March 26 had to cancel due to a death in his former Parish, and will reschedule.**
- 3. Two church services will be available on Palm Sunday, at 10 am and 5:30 pm evening prayer**
- 4. Rev Dina will be on vacation April 17-23**
- 5. Sunday school attendance is growing. Consider jumping in to teach or be classroom support! You'd have great support and join a fun and creative community. Please prayerfully considering volunteering to support this ministry.**

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

Closing Prayer was given by Rev Dina Widlake

Meeting adjourned at 9:00 pm

Next meeting is Monday, April 24, 2023, at 7 pm

Respectfully submitted,  
Elizabeth Gayton

**NEXT MEETING: Monday – April 24, 2023 at 7 PM**