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**Vestry Meeting**  
**Monday June 5, 2023**

**ZOOM**

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

The scheduled May meeting of the Epiphany Episcopal Church Vestry was held on June 5, 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; Neil Modzelewski, Treasurer; Wendy Morency, and Elizabeth Gayton.

**Remote attendees were:** None

**Absent:** None

**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 May Meeting minutes**

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

**MOTIONS:**

The Vestry moved to approved the preschool charter. Wendy moved, Joe seconded. Unanimous approval.

The Vestry moved to approve the start of 2023 IT Infrastructure Project. Wendy moved, Joe seconded. Discussion included cost of project (\$40K), ways to reduce some costs (reduced to \$22K), eliminate other costs (church phone system). The remaining Stream budget can be applied to this project (\$3.5K). This is to open the contract with IT For Causes and accept their preliminary proposal for updating our IT infrastructure and security.

## **Financial Giving Discussion 2023-2024**

Rev Dina sent a note to Heather M., and they will get together. If any Vestry members can suggest other names, please do. Ruth and Myron were suggested.

## **Ministry Reports**

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

- CYFM
- Parish Life
- Preschool
- Treasurer's report
- EEP Revised Charter 2023

## **Rector's Report**

Rev Widlake gave the Rector's report. Rev Dina thanked all for attending the facilitating session with Canon Drew. She observed that Epiphany has taken their wounded parts and turned them into ministries. Yesterday's Newcomer's Welcome was FANTASTIC! Many of the newcomers were drawn to Epiphany for their ministries (housing & food). Rev Dina is increasing Bernadette's hours to 30/wk. Quarterly meeting with NHBC is next week; Pastor Cho is leaving, and not sure who is replacing him. There were concerns about whether it would affect our contract with NHBC. They are now calling themselves New Hope Community Church.

We will welcome David Diaz, class of 2026, to join the Vestry starting in August.

DSSK discernment Phase 2 is in the process. Spread the word. Vestry members please stop in to meet them and say hello, as well as listening to any parishioners' concerns. Rev Dina invited Davina to come and do a Forum on a Sunday, to introduce DSSK to the parish.

Summer work: we need to review our by-laws and spending limits to set parameters for operations. Deacon Suzie are looking for ways to invite the parishioners to the pilgrimage in October for racial justice and healing. Sacred Ground is the project [Sacred Ground – The Episcopal Church](https://www.episcopalchurch.org/sacred-ground/) or (<https://www.episcopalchurch.org/sacred-ground/>).

Wendy suggested a "Spotlight on Ministry" or "announcements spotlight" featuring active parishioners, their ministries, and ways to participate.

2023-24 ministry planning group met and is meeting again. Rev Dina will send plan out to Vestry to review. One idea is to introduce an 8:30 "said" eucharistic service (no music, 45 minutes) on the first Sunday of the month. Coordination with the ministries (ushers, altar guild, etc) will be necessary.

Deacon Suzie is on vacay last 3 weeks of June 2023

Dina on vacay 8/28 to 9/8.

July 30 special recognition of Bob Otten's retirement.

## **Deacon Update**

Joe Jung discussed Pride. Deacon Suzie attended Pride event in Reston last weekend. The event included a demonstration of broad faith community support, and contact information for various churches. This may generate some new church attendees.

## **Senior Warden Report**

Joe Jung presented the Senior Warden report. Electrician was here on May 30, to do electrical work (repair/replace lights), was supposed to come back today, but still need to price some items before the rest of the work is done (LED conversion option, vs. changing ballast).

He has not heard where we are with the PMR (prev maint request). Dina said, Jonathan (Southern Air tech) came today and will come again tomorrow. Part of the system was not connected, and the

damper was stuck closed, which makes the squeaking sound. Looking forward to working with Trimark instead.

Chair caps. We've received chair caps, and are looking forward to putting them on. This should improve NHBC church experience.

Striping project. Need to hear if materials were received. Project is Friday evening (set-up) and Saturday (action).

DSSK. Meeting; talked about refrigeration issues. Anne Johnson's son and Tanju came and disassembled shelving in the small kitchen, which will allow DSSK to place refrigerators in the building. No further facility modifications are planned to support DSSK. They are happy here and have grant money to spend.

Still pursuing new ice makers, smaller with a cutoff switch. Coffee makers will stay; the percolator is working fine. Rev Dina is doing a check with all ministries (Fellowship, NHBC, etc.) to see if they still have adequate refrigeration.

### **Junior Warden Report**

There was no Junior Warden report.

### **Buildings and Grounds**

Their meeting is Thursday, and a report will be generated at that time.

### **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 May, 2023. The Finance Committee will meet on Thursday, June 8, 2023.
- We are 42% through the year (5 months).
- **Revenue:**
  - **Pledge Income**
    - Pledge Income for May was over \$20K and represents a 30.9% YOY increase from May 2022.
    - YTD Pledge income is over \$93K and represents a 2.5% decrease from cumulative pledge income through May 2022.
    - **YTD Pledge income is 42.1% of the annual budgeted total (0.4% below plan).**
  - **Rental Income**
    - May rental income is over \$30K. YTD Rental income is over \$88K, and 55.2% of the annual budgeted total, which is an 49.6% increase YOY from cumulative rental income at the end of May 2022, and 13.5% ahead of plan.
    - NOTES
      - *New Hope Baptist Church's (NHBC) paid its rent for June 2023 in May 2023, resulting in an inflated rental income figure for May 2023. Had this not happened, rental income for May 2023 would have been \$17K and YTD rental income would have been \$75K (5.1% ahead of plan).*
      - *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. Because of the early payment of June*

*2023 rent noted above, the disparity between the two years is even more exaggerated. Had NHBC's January 2022 rent been paid in 2022 and June 2023 rent not been paid in May 2023, YTD May 2023 Rental Income would be 3.1% higher than YTD Rental Income for the previous year.*

○ **Total Income**

- May total income is \$53K. This is a 67.7% increase from May 2022, partly due to the artificially high rental income noted above.
- **YTD total income is over \$192K and 47.4% of the annual budgeted total (5.7% above plan). This is a 19.0% increase YTD over May 2022.**

- NOTE: Adjusted to reflect the Rental Income disparity noted above, May 2023 Total Income would have been \$39K and YTD Total Income would have been \$179K (w.4% above plan and 2.1% above adjusted YTD May 2022 income)

● **Expenses:**

- May expenses were \$35K, or 7.5% increase from May 2022.
- May expenses exceeded income by over \$17K. Adjusted as noted above, May income would have exceeded expenses by \$4K.
- YTD expenses are over \$177K and 39.0% of the annual budgeted total (2.7% below plan).
- **YTD income exceeds expenses by \$15K.**

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR MAY 2023

**Other Treasurer Items:**

**2019 & 2020 Church Audits**

The combined 2019 and 2020 audit reports were submitted to the Diocese in November 2021. The Finance Committee is in the process of addressing audit report recommendations, and is working with the audit committee to complete the 2021 & 2022 audits.

**Bank Account Reconciliation**

The Savings, Preschool, Fundraising, Discretionary, and Operating accounts have been reconciled through May 2023.

**Restricted Accounts:**

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

*The Finance Committee will meet on Thursday, June 8, 2023, at 7pm. All are welcome.*

**Spending review**

Admin expenses are slightly ahead of schedule.

Personnel is very slightly ahead.

B&G is 10% behind budget. HVAC repair is still pending.

## **ETC.**

Adam Yeaney will take over Treasurer from Neil M, and will begin shadowing. Neil will hand off after the Annual Meeting.

Neil worked with Truist to get old cc statements for the audit report.

Wendy asked about Outreach budget. Di Hannum is still designing the report to make it easier to read.

Making progress on getting Parochial report revised, which will satisfy the Diocese.

At the last Vestry meeting, Neil offered to do a mid-year review of parish finances and pledges for the Vestry. Since there is no July Vestry meeting, he will send it out as a report.

## **Ministry reports and actions**

Preschool is working on a Master list of needs as summer camp ends.

Upcoming inspections include elevator, county, and fire inspections. Preschool requires a separate, independent inspection. Rev Dina asked Cameron to partner with Bernadette to ensure all the inspection requirements are met.

## **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

June 3 & 12 Ministry Planning for 2023-2024

June 9 & 10 Parking Lot striping project

June 8 Buildings & Grounds Ministry meeting 6:30 pm

June 8 Admin/Ops ministry meeting 7 pm

June 11 Parish Picnic

June 13 Outreach Ministry Meeting (Zoom) 7pm

June 18 Begin Summer rhythm of services and activities

June 18 Baptism

June 19 Church Office Closed

June 26 Parish Life Ministry Meeting (Zoom) 7 pm

July & August Watermelon Wednesdays

July 9 Baptism

Aug 21 Vestry meeting

## **Vestry Corner**

### **1. The following motions were approved:**

**i. Preschool charter was approved.**

**ii. The Vestry voted to approve the 2023 IT Infrastructure Project.**

**2. Striping project in parking lot this Saturday, June 10 at 9 am. Prep work the night before at 6 pm. Come and join the fun!!**

**3. Bernie and Roberta moved the rocks in the preschool playground and resodded. Awesome work, friends!!**

**4. The Dulles South Soup Kitchen (DSSK) and Epiphany discernment for ministry partnership is going well. Additional refrigeration and freezer units will be installed soon near the kitchen. On any Wednesday or Thursday between 9:30 – 2 pm come and meet their chef, Saira. You can**

**even jump in to pack some meals with her! Executive Director, Devina Mahapatra, will come meet us on a Sunday sometime this summer too! Stay tuned.**

**5. There will be no Vestry meeting in July.**

**Prayers for Ourselves and Others**

Closing Prayer was given by Rev Dina Widlake

Meeting adjourned at 9:00 pm

Next meeting is Monday, August 21, 2023, at 7 pm

Respectfully submitted,  
Elizabeth Gayton

**NEXT MEETING: Monday – August 21, 2023 at 7 PM**