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## Vestry Meeting Monday, September 19, 2022

### ZOOM

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

The scheduled September meeting of the Epiphany Episcopal Church Vestry was held on September 19, 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; Dick Fichter, Wendy Morency, and Elizabeth Gayton.

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

**Absent:** Cameron Thurber

**Special Guests:** Don Brill

### 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

August minutes for two meetings were approved as amended. Approval was unanimous. Wendy moved, Joe seconded.

### 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

## **Rector's Report**

Rev Dina Widlake presented the Rector's Report.

Shared services went well Contemplative Worship with UMC. This Sunday's Celtic worship was also well-attended. Food for thought went well.

Thanks all to helped us process the Deacon LOA. It's signed and at the Bishop's office.

Rev Susie will start in October, and first service October 23.

Staff working to fix Hypo shelter dates and possibly run it from here. Original dates 4-10 Dec, but Facets needs it through Dec 11. Conflict: Heart fundraiser booked Dec 10, and if residents stay through Sunday it impacts NHBC service. Might change to 11-18 Dec. Discussion ensued, to include consideration of letting NHBC use Epiphany's space, and moving Epiphany's service that Sunday to 8 or 8:30 am.

Celebration of New Ministry will be October 29, 10 am. More to follow. This is an "all hands on deck," event.

There is a Cub Scout troop #159 that would like us to sponsor them, in addition to the Pack we already sponsor.

Nadia Baker submitted her resignation to have more family time. She may continue to support the livestream function. She will conduct training for new "Stream Team" members. She will stay until the end of October.

Next Vestry meeting is 17 October at 7:00 p.

## **Warden's Report**

Myron Laible presented the Warden's Report. There is a property (Sky Bryce Subdivision Property) in the Diocese's name. The Diocese was going to sell the property, but hasn't. Diocese pays property tax, Epiphany pays HOA subdivision fees (\$250 per year). The property was donated by a previous member.

Stewardship Kick-off: event was Sep 11, and a big success. All Vestry pledged prior to the event, and many others as well. Joe will put together a pledge request to mail out in advance of Giving Sunday. 17 homes pledged, \$50,960. Excellent job, led by Heather; thanks to all of the Stewardship committee.

## **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 August, 2022. The Finance Committee met on Thursday, September 15, 2022, via Zoom.
- Revenue:
  - We are 66% through the year (8 months).
  - Neil reviewed the status of Epiphany's bank accounts.
  - Bank accounts have been reconciled through August 2022.
  - August pledge income is over \$18K and represents a 14.8% YOY decrease from August 2021.
  - YTD Pledge income is \$147K and represents a 9.8% increase from cumulative pledge income through August 2021.
  - YTD Pledge income is 69.6% of annual budget (2.9% above plan).

- August rental income is over \$13K. YTD Rental income is \$102K and 64% of Annual Budget, which is a 47.3% increase YOY from cumulative rental income at the end of August 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 \$116K or 72.7% of the annual budget (5.0% above plan).*
- August total income is \$43K. Year to date total income is over \$320K, which is 70.2% of annual budget (4.0% below plan).
  - *NOTE: June 2022 income reflects an unpledged gift in the amount of \$40,000.*
  - *Adjusting for the reduced rental income in January discussed above, total YTD income is \$294K (4.2% above the original plan).*
- Expenses:
  - August expenses are \$45K, and represents a 39.3% increase from August 2021.
  - August income exceeded expenses by over \$1K.
  - YTD expenses are \$321K and 70.6% of annual budget (4.0% above plan).
    - *Note: YTD expenses include payment of Epiphany's \$10K Diocesan pledge for 2021 in 2022. Adjusting for this, YTD expenses are 3116K or 68.4% of budget (1.8% 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.*
    - *Note: Year to date expenses for the Building & Grounds Ministry are \$88K or 83.2% of the budgeted amount for 2022. HVAC maintenance and repair expenses continue to exceed budgeted amounts.*
  - Year to date expenses exceeded income by over \$1K. Adjusted as noted above, year to date expenses exceed year to date income by over \$17K.
  - The Finance Committee will meet on October 13, 2022, at 7pm via 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.

**Restricted Accounts:** An overview of the status of Restricted and Reserved accounts through July, 2022 was provided along with discussion about the extent of restricted dollars added to or above current budget items. The Finance Committee will be asked to develop a policy procedure on use of restricted accounts. Neil noted that the Diocese Treasurer will be asked to provide guidance and direction as well.

#### **Proposed budget**

Neil would like to put together a proposed budget by October Vestry. Ministries please put together your budget requirements and send to Neil.

## **Stream account**

Stream will be a restricted account from the donations. Dick suggested that in future fundraisers, put a caveat that residual funds will be used for another activity, for example technology. We do anticipate additional costs to support the Stream, like upgrading the microphones, and subscription to streaming services.

## **Committee Reports**

Outreach has asked that 10% of budget go to Outreach. That may not be realistic. Recently, closer to 2% or 3% goes to Outreach.

Rev Widlake presented the Covenantal giving report to the Vestry. The Parochial Report needs to be amended.

Wendy asked the policy on spending restricted funds versus general funds. Generally we spend restricted first, with the exception of Food Pantry. Can we develop a policy to address this? Perhaps spend restricted funds first, then budgeted funds next. Neil committed to develop a policy with the Finance Committee for the 2023 budget.

Rev Widlake reminded all to bring questions about activities from Parish Life, CYFM, etc to Vestry for consideration.

Joe Jung pointed out that Halloween is an FCPS holiday.

Celebration Sunday is this coming Sunday. There are links to sign up to set up, clean up, provide food or drinks. Or soup!!

Next week Rev Dina will be out all week.

Joe Jung mentioned that there were Grant opportunities at diocese, county, state, and federal level for various church functions and improvements.

Myron mentioned that the Diocese was interested in churches putting solar panels on their properties. Not necessarily on the roof, but on the property. Myron would put it on the agenda for Buildings & Grounds. Myron mentioned there is a big rebate for solar. Joe Jung reminded the Vestry to check with Franklin Farm (Architectural Review Board) before making any external modifications.

Rev Widlake mentioned two instances in the past week of front or back doors being propped open. Bernadette checked with other occupants to ensure they understand security procedures, to include checking with the cleaners. Joe offered to post a "door check" form at each door.

## **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 Thursday: Choir practice, Thursdays at 7:30 pm

September 25 Newcomer's Reception / Celebration Sunday

September 26 Parish Life Ministry meeting (Zoom) 7 pm

October 2 Blessing of the Animals

October 2 CYFM Ministry Meeting 11:15 am

October 11 Outreach ministry meeting 7 pm

October 13 Buildings & Grounds meeting (Zoom) 7 pm

October 13 Admin, Ops & Finance (Zoom) 8 pm

October 16 Giving Sunday

October 17 Vestry meeting 7 pm  
October 23 Parish Life Ministry Meeting (Zoom) 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) 7 pm  
November 10 Admin, Ops & Finance (Zoom) 8 pm  
November 14 Vestry meeting 7 pm  
November 17-19 Fall Convention, Shrinemont  
December 3 Consecration of New Bishop, Richmond, VA

### **Vestry Corner**

- 1. The Vestry voted by email to approve a Letter of Agreement (LOA) for a new deacon to start at Epiphany Episcopal in October.**
- 2. New Deacon, Rev Susie Harding, will come on board in October, and her first service will be October 23.**
- 3. Cub Scout Pack 159 has asked Epiphany to be their Chartering Organization.**
- 4. Hypothermia Shelter dates are close to being locked in, for mid-December. More to follow. Please pray that Epiphany is able to support this event.**
- 5. 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."**

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

Closing Prayer was given by Rev Dina Widlake

Meeting adjourned at 9:00 pm

Next meeting is Monday, October 17, 2022, at 7 pm

Respectfully submitted,  
Elizabeth Gayton

**NEXT MEETING: Monday – October 17, 2022 7 PM**