



Vestry Meeting
Monday August 21, 2023

ZOOM

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

The scheduled August meeting of the Epiphany Episcopal Church Vestry was held on August 21, 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

Opening prayer was given by Rev. Widlake.

Spiritual Formation

Dwelling in the Word. Rev. Dina Changed the scripture to: Luke 5:1-11. The vestry reflected on the meaning of scripture, shared questions, wondered how the scripture might influence or guide or have meaning for our meeting that night and in our ministry going forward.

Approval of June Meeting minutes

June minutes were approved with modifications. Approval was unanimous. Joe moved/Wendy seconded. Unanimous approval.

Elect Trustee

Motion to elect Gail VanBuren as Trustee. Joe moved, Wendy seconded, Unanimous approval.

Elect Alternate Lay Delegate

Motion to elect Jonathan Isner as alternate Lay Delegate. Wendy moved, Joe seconded. Unanimous approval.

Elect Vestry Member to fill vacancy

Motion to elect David Diaz to fill an existing vacancy. Joe moved, Wendy seconded. Unanimous approval.

Ministry Reports

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

Preschool
Treasurer's report
CYFM
Outreach
Parish Life

Rector's Report

Rev Widlake gave the Rector's report. First she presented Pastoral/Parishioner Care Updates, and encouraged the Vestry to raise them up in prayer.

Worship: The Summer Series through July (Embodied Night Prayer) was very successful, with attendance in the 10-20 range.

Rev Dina is meeting with the Worship committee to explore changes around communion and other parts of the worship service (meeting Thursday, 8/24). CYFM leaders are talking about setting up a "soft space" in the back of the nave for young families, immediately in front of the quiet room.

Contemplative Worship, 3d Sunday of month is starting up again, sharing the events with UCM across the street (each church takes 5 Sundays in the year, starting with a light dinner at 6, and service at 6:45 pm). First service is Sep 17 at UMC (Community of Faith).

Business & Ministry: Final discernment on DSSK is underway. Next part is to discern fitting new equipment in the kitchen.

A goal before Feb annual meeting is to update bylaws and for Vestry to work on some "best practices," for business practices. Upcoming is improving bookkeeping business practices with Di Hannum. A consultant will come in to help us with that, and identify ways to streamline business practices (consultant free of charge).

Example by-law issue: what do we do with money that comes in that is not targeted to a specific ministry or project? One example: Keola is closing out the PPP account of approx. \$5200.

Sky Bryce property sold and \$6K check is in the mail! What to do with the money? Outreach asked for more money for FACETS and Hypothermia shelter this year, of about \$4500.

IT for causes: infrastructure upgrade is going well, with burn rate above our actual hours. Phone setup is taking longer than anticipated. Tom is coming to town, and will be around Monday morning to meet with as many people as possible (no charge).

Rector's vacation: 27 August - 8 September. Deacon Susie will handle regular and ongoing Pastoral care.

Wardens' Report

Joe Jung presented the Senior Warden report. Meeting with Preschool last week, they will NOT run 4 classrooms this year, just 3 classrooms. They are still taking enrollments. Preschool blinds project is on hold, because the blinds are very expensive, and put in blinds as well. DSSK discernment is in final stages, and reviewing modification of the kitchen and dispose of old equipment.

Roofing project over Great Hall will happen right before preschool opens on Sep 5, at a cost of \$42K. NHBC contributed \$20K to Raise the Roof campaign a few years ago. IT for Causes moving forward.

AC problem: the solenoid in the compressor stopped working. Southern Air fixed it for a few thousand dollars. The new company, Trimark should replace AC in Great Hall starting in mid-September.

Preschool mulching is complete, safety strapping is down.

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 July, 2023. The Finance Committee met on Thursday, August 10, 2023.
- We are 58% through the year (7 months).
- **Revenue:**
 - **Pledge Income**
 - Pledge Income for July was over \$15K and represents a 10.0% YOY increase from July 2022.
 - YTD Pledge income is over \$126K and represents a 2.5% decrease from cumulative pledge income through July 2022.
 - **YTD Pledge income is 56.9% of the annual budgeted total (1.4% below plan).**
 - **Rental Income**
 - July rental income is over \$14K. YTD Rental income is over \$105K, and 65.4% of the annual budgeted total, which is an 17.8% increase YOY from cumulative rental income at the end of July 2022, and 7.1% ahead of plan.
 - NOTES
 - *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 July 2023 Rental Income would be 2.2% higher than YTD Rental Income for the previous year.*
 - **Total Income**
 - July total income is over \$62K. This is a 68.8% increase from July 2022.
 - NOTES
 - July income was artificially inflated by the receipt of an unpledged gift in the amount of \$30K. Adjusting for that gift, July income would have been \$32K, reflecting a 13.3% reduction from July 2022 income.
 - **YTD total income is over \$276K and 68.0% of the annual budgeted total (9.6% above plan).** This is a negligible decrease compared to YTD Total Income through July 2022.
- **Expenses:**
 - July expenses were \$39K, representing a 14.6% decrease from July 2022.
 - *NOTE:* July expenses once again exceeded the budgeted monthly expenses of \$37K for 2023. The primary expense drivers for the month were HVAC Supplies & Repairs and HVAC Maintenance expenses, which were a combined \$5K (45.7% of combined annual budget), Fire & Life Safety Maintenance, which was \$2K (107.9% of annual budget). Notably, Electricity and Natural Gas expenses were near zero, due to bill payment timing. Had those expenses been closer to

average, expenses for July would have significantly exceeded the budgeted average amount.

- July income exceeded expenses by over \$23K. Discounting the extraordinary gift received in July, July expenses would have exceeded income by \$6K.
- YTD expenses are over \$268K and 59.1% of the annual budgeted total (0.7% above plan).
- **YTD income exceeds expenses by \$8K.** Discounting the extraordinary gift received in July, YTD expenses would exceed income by over \$21K.

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR JULY 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 July 2023.

Restricted Accounts:

- Neil attached a report on the Restricted and Reserve Accounts through the end of July.
- 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, September 14, 2023, at 7pm. All are welcome.

Budget Review

The Budget Review process is underway.

Ministry reports and actions

August 27 Parish Meeting

Meeting will follow worship service. Goal is to inform parishioners of the various ministries, recap the previous year events and achievements under our theme "Reimagine the Possible," and attract volunteers to participate.

Virginia VOICE (Virginians Organized for Interfaith Community Engagement) may help Epiphany engage their volunteers in mission and in personal caring.

Motion: Joe Jung moved that Epiphany take 10% of the \$45K unspecified funds from the W. family gift and RMD and allocate it toward Outreach, for hypothermia shelter and other needs at their discretion, with the balance to remain in the general fund. Second: David Diaz. Unanimous approval.

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

Aug 27 Parish Meeting, immediately following Sunday worship service

Aug 28 Parish Life Ministry Meeting (Zoom) 7 pm

Sep 4 Labor Day: Church Office Closed

Sep 12 Outreach Ministry Meeting (Zoom) 7pm

Sep 14 Buildings & Grounds Ministry meeting 6:30 pm

Sep 14 Admin/Ops/Finance Committee Ministry meeting 7 pm

Sep 18 Vestry meeting 7 pm

Sep 25 Parish Life Ministry Meeting (Zoom) 7 pm

Sep 28 Hot Meals Delivery

Oct 9 Indigenous Peoples Day: Church Office Closed

Oct 12 Buildings & Grounds Ministry meeting 6:30 pm

Oct 12 Admin/Ops/Finance Committee Ministry meeting 7 pm

Oct 16 Vestry Meeting

Oct 23 Parish Life Ministry Meeting (Zoom) 7 pm

Vestry Corner

1. The following motions were approved:

- i. The Vestry voted to elect David Diaz to the Vestry for the vacancy in the class of 2026. There are two remaining openings on the Vestry.**
- ii. The Vestry voted to elect Gail VanBuren as Trustee.**
- iii. The Vestry voted to elect Jonathan Isner to Alternate Lay Delegate.**
- iv. The Vestry voted to allocate 10% of unspecified gift & RMD to Outreach to use at their discretion.**
- v. On July 14, the Vestry voted to repair the roof over the Great Hall, by NV Roofing, at a cost of \$40K.**

2. Parish meeting will be August 27, immediately following worship service. This will serve as a mid-year update on Epiphany's activities, ministries, and ways for parishioners to engage.

3. Roof over Great Hall will be replaced the last week of August.

4. Preschool opens Sep 5, with 3 classrooms. Enrollments are still being accepted.

5. Epiphany's core missional engagement ministries address food insecurity and housing insecurity. How can you get involved?

Prayers for Ourselves and Others

The Lord's prayer was read by all.

Closing Prayer was given by Rev Dina Widlake

Meeting adjourned at 10:00 pm

Next meeting is Monday, September 18, 2023, at 7 pm

Respectfully submitted,

Elizabeth Gayton

NEXT MEETING: Monday – September 18, 2023 at 7 PM