

Church of The Epiphany
Minutes of the Vestry Meeting
September 20, 2017
Agenda

Attended

Joshua Daniel (*seminarian*), Bea Dermer (*senior warden*), Kathrine Ebert, Glenn Greene, Ann Gordon (*junior warden*), Linda Grigsby, Rev. Glenna Huber (*rector*), Michele Hutt, Caroline Klam, Rev. Catriona Laing (*associate rector*), Tricia Lyons (*associate priest*), Kelli Sampson, Brian Stecker, Duncan Stevens (*treasurer*), Jennifer Walsh

Absent

Chuck Burg, Uyi Oviasogie, Annie Wright

Minutes by Caroline Klam

The Opening Prayer was offered at 6:30pm by Rev. Trin.

Rev. Glenna asked the Vestry to sign-up to lead the Opening and Closing prayers and to take responsibility for the meal set-up at future meeting and circulated a sign-up sheet.

Rev. Glenna asked for comments on the agenda, there being none, Ann moved and Jennifer seconded the approval of the agenda. The motion passed unanimously.

Rev. Glenna asked for comments on the Minutes for the June 21, 2017 Vestry meeting, there being none, Kathrine moved and Ann seconded the approval of the minutes. The motion passed unanimously.

Financial Report

Duncan presented the Financials through August 2017. He noted that although the pledge and plate income and the Grants income are behind the budget year-to-date, they are in line with or slightly ahead of past years' experience and he expects them to meet their budgeted line by the end of the year. He also noted that the Facility Use income is behind the year-to-date budget due to YSOP being behind in their rent payment. Rev. Glenna asked the Wardens to work with Catherine Manhardt and YSOP to develop a payment plan to catch their payments up-to-date by the end of the year and a recommendation about what to do if they are unable to do so. Duncan pointed out that that an income line item for \$12,000 is related to the Veteran's Day Lunch which will not be held this year due to a scheduling conflict. Duncan will follow-up with Gus and Linda Horrigan to see if they have any other fundraising ideas. In summary, at this point, the deficit is approximately \$50K year-to-date, but Duncan noted that we are in a better position at this point in time that we have been in past years and he is optimistic about finishing the year successfully.

Duncan reminded the Vestry that we are committed to moving money from the Green Estate and part of a gift given at the end of last year into the Endowment and the 1844 Fund. These monies will be held in the Diocesan Investment Fund which will yield some investment growth at a low cost and high safety. The money will be moved as soon as the accounts are established.

Duncan reported that he has spoken with the auditor, Mark Benedict, recommended by our accountant and would like to move forward with the 2016 Audit. Rev. Glenna reported that we have received a letter from the Paul Cooney, Chief Operating Officer of the Diocese, confirming that we may have an auditor's review rather than a full audit. Duncan will check with Whitney to ensure that this will be satisfactory as we apply for grants.

Stewardship Campaign

Rev. Glenna reported that she held a meeting with several people to begin developing a plan for this year's Stewardship Annual Giving Campaign. The Campaign will run from October 1 to Advent 1 (December 3). The goal is to increase pledging units from 89 to 110 and pledge income from \$305K to \$345K. Three people have committed to work on the campaign at this point. She asked for a Vestry member to serve on the Campaign.

Diocesan Stewardship Pilot Program

Bea reported that we are one of 17 parishes being considered for 6 spots in a year-long pilot program on Stewardship Development being offered by the Diocese. Bea, Ann and Rasheen participated in an interview with a consultant from the Diocese. We do not know when the final group will be chosen. Rev. Glenna noted that if we are not chosen for the program, we will need to develop and implement our own year-round stewardship program.

Wardens Reports

- **Choir Trip Update:** Bea reported that the choir had been invited to do a week's residency at Lincoln Cathedral in the United Kingdom. The choir is planning several fundraisers in support of this trip. Their estimate of the funds needed is \$35K and the fundraising will be focused on friends and family of the choir and the larger choral community in the Washington area. They will not be completing with the regular fundraising of the parish. There will be a black tie gala on November 18, 2017, at the University Club featuring an auction, food and beverages and special musical presentation by the choir and choir members. The location and expenses of the gala have been donated. In addition, they are planning a spring concert as another fundraiser.
- **Realm:** Bea reported that we are continuing to encourage parishioners to respond to the email invitation and establish their accounts on the Realm platform. This is both a database and financial management platform and will facilitate communication amongst parishioners. Glenn volunteered to be the Vestry contact person for Realm and explore further with Catherine how we can help parishioners get registered. On October 22, Jennifer will be available to assist parishioners who want help to either establish their account or ensure that the contact information we have in the system for them is correct.

- Building and Grounds: Ann shared notes from the Building and Grounds Committee on which she serves as an *ex officio* member.
 - The roof is generally in good shape but the bell tower roof needs about \$46K of repairs.
 - We have several stained glass windows which need repair. The cost for the most pressing repairs is about \$21K, the cost for all recommended repairs is more than \$74K.
 - The light bulbs in the Sanctuary have all been replaced with energy efficient LEDs.
 - HVAC work done this summer has brought our units back into good running order and the building has been comfortable this summer.
 - We identified a termite problem in several areas of the Parish House and they The Building and Grounds Committee is recommending that the parish consider hiring a Sexton in addition to or in replacement of the current cleaning service.
 - Thanks to Marge McNaughton, David Knepper and Irvin Peterson who repaired and restored all the racks in the pews.
 - The cast iron gates and fencing are in need of repair and they are part of the historic fabric of the church so will require someone who can do the work appropriately. No estimate of the cost is available at this time.
 - The Building and Grounds Committee considers that security concerns are part of its purview and have established a sub-committee to address these concerns.
 - Under the fire code of the District of Columbia, due to the lack of more than one exit from the East and West Balconies, they cannot be used for seating.
 - The Committee will continue to work on clearing and cleaning the basement areas including ensuring that no hazardous materials are stored there.

Rector's Thoughts

- Communication Issues: Rev. Glenna noted that Epiphany is a complex and wide-spread parish and she has observed communications issues just in the 6 weeks she has been here. The staff has been discussing these issues and is going to try a slightly altered format for regular communications. There will be a monthly newsletter published on the first Tuesday of the month which will contain a schedule of events for the month, communications from the Rector, the Assistant Rector and the Wardens, the liturgical schedule for the month including readers and lay eucharistic ministers and all who serve at both services, Tuesday Concert Series programs, and information on ministries, events and other happenings at the Church of the Epiphany. All information for publication must be submitted to Arrien no later than the last Friday of the previous month. We will publish an update on the following Tuesday's with schedule changes, last minute events and any breaking news.
- Seminarian Update: Rev. Glenna introduced Joshua Daniel who will be our seminarian this year. He is a senior at Virginia Theological Seminary and will be ordained to the transitional diaconate this spring.
- 9:30 service: Rev. Glenna announced that she would like to institute a 9:30am Sunday Eucharist in the Mission Center in order to reach missing demographics. The service would be unlike either the current 8am or 11am Eucharists. Joshua will be assisting with the development and implementation of the service. There are several families committee to trying the service for at least 8 weeks. The service would begin in the beginning of October and continue until next May when it will be

evaluated. Rev. Glenna asked for a motion to approve this service. Caroline moved and Linda seconded that Epiphany establish a new Eucharist at 9:30am, held in the Mission Center, to be held beginning in October and evaluated in May, 2018. The motion passed unanimously.

- Deacon: Rev. Glenna announced that we have been approached about possibly hosting a vocational deacon for the next two years. These discussions are in early stages and more information will be forthcoming.
- Celebration of New Ministry: Rev. Glenna reminded the Vestry that there is much planning needed for the Celebration of New Ministry which will be celebrated with the Bishop on Saturday, December 9, at 10:00am. We need to identify a budget and decide on music, reception, child care, and all the elements of the celebration.

The agreed on time for adjournment of the meeting arrived and Rev. Glenna asked the Vestry for their will on extending the meeting. Caroline moved and Linda seconded the motion to extend the meeting for 20 minutes. The motion passed unanimously.

- Role of Vestry: Rev. Glenna distributed a handout on the role of the Vestry (attached) and suggested that Vestry members ask the Wardens for a copy of the current ByLaws if they do not have a copy. She called the Vestry's attention to the newsprint posted on the walls listing areas of parish life that need to be addressed and developed. (copy attached) She asked each Vestry member to take responsibility for at least one area of parish organizational need and to either indicate that area tonight or to consider prayerfully and respond with their area via email to the Vestry, Wardens, and clergy no later than October 11.
- New Vestry members: Rev. Glenna asked the current Vestry members to offer suggestions for nominees for the Vestry election which will take place at the Annual Meeting, date to be decided but no later than the 1st Sunday in Advent according to the ByLaws. Nominations with a brief rationale for the nomination should be submitted to the clergy and wardens.

No other Issues were raised.

Rev. Glenna suggested that the meeting be adjourned and the Vestry agreed.

Rev. Glenna offered the Closing Prayer

Action Items

Rev. Glenna asked the Vestry to sign-up to lead the Opening and Closing prayers and to take responsibility for the meal set-up at future meeting and circulated a sign-up sheet.

Rev. Glenna asked the Wardens to work with Catherine Manhardt and YSOP to develop a payment plan to catch their payments up-to-date by the end of the year and a recommendation about what to do if they are unable to do so.

Duncan will follow-up with Gus and Linda Horrigan to see if they have any other fundraising ideas.

Duncan will check with Whitney to ensure that an audit review letter will be satisfactory as we apply for grants.

Rev. Glenna asked for a Vestry member to serve on the Stewardship Campaign.

Glenn volunteered to be the Vestry contact person for Realm and explore further with Catherine how we can help parishioners get registered.

On October 22, Jennifer will be available to assist parishioners who want help to either establish their account or ensure that the contact information we have in the system for them is correct.

Vestry members should ask the Wardens for a copy of the current ByLaws if they do not have a copy.

Each Vestry member to take responsibility for at one area of parish organizational need and to either indicate that area tonight on the newsprint or to consider prayerfully and respond with their area no later than October 11.