

Epiphany Vestry Meeting Minutes

Date: April 8, 2020 (virtual)

Time: 6:30-8:24 pm EDT

Attendance:

Members & Clergy			Invited Guests		
P	Carbin, Rasheen	Member		None	
P	Dandridge-Charles, Vivian	Member			
P	Dillard, D'Oniece	Senior Warden			
P	Downes, David	Member	Other Persons in Attendance		
P	Gallagher, Kathy	Member		None	
P	Glidewell, Meryl	Secretary to the Vestry			
P	Green, Crystal	Member			
P	Greene, Glenn	Member			
P	Haines, Kathy	Member			
P	Huber, Rev. Glenna	Rector			
P	Hunter, Maria	Member			
P	Marquardt, Scott	Treasurer			
P	Nembhard, Lois	Junior Warden			
P	Sutton, Susan	Member			

Opening (Rev. Glenna)

1. Rev Glenna offered a reading reflecting on the right use of God's gifts.

2020 Budget Approval (Virtual Meeting held March 25)

2. Motion to reduce the allocation for EMC staff from 20,000 to 5,000 to reflect a later quarter hire.

Motion made by Susan S.

Seconded by David D.

Motion carried unanimously

3. Motion to accept Column P post 2020 discussion, with the provision that a financial sustainability small group is formed in a relatively short time frame.

Motion made by David D.

Seconded by Susan S.

Motion carried unanimously

Agenda & Minutes (Rev. Glenna)

4. Motion to accept meeting agenda and approve March meeting minutes.

Motion made by Rasheen

Seconded by Susan S.

Motion carried unanimously

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Action: Wardens to please forward approved budget to Anya.

Stewardship/Finances (Rasheen/Scott)

5. Current pledges: total pledges now at \$250,000.
6. Q1 donations are down, but not at crisis level pending the impact of COVID-19 is short term. Encouraging online donations via Realm. Realm does charge a processing fee however it is the preferred giving method. Action: Scott to provide updated financials to Lois for distribution.

Mission Statement Discussion (Susan, Maria, Kathy H)

7. Susan emailed draft Mission Statement on March 14th. No additional feedback was provided. Draft: *Epiphany is a diverse Episcopal community working for spiritual transformation in our hearts and in the world by seeking justice and by loving our neighbor as ourselves.*
8. Next steps are to distribute to congregation via email newsletter and pastoral care phone tag-up conversation. Action: Susan to provide write-up to Anya introducing draft Mission Statement via email newsletter no later than Friday 4/10. David to draft general survey questions for feedback in pastoral care calls.

Online Services (Rev. Glenna)

9. Bravo for online services and enabling pastoral needs through multiple means! Additional volunteers requested to support meditations and services after Easter. Online services will continue.
10. Action: Request Vestry provide encouragement to Samaritan Ministries to make computer access available to program participants.
11. Easter take home boxes were mailed last week with materials through Maundy Thursday, additional hardcopy bulletins will be provided through Easter service. Easter lilies are being provided to 12 parishioners for those who can't access online services.

Pastoral Care (Crystal)

12. Parishioners have been divided into phone tree call groups to ensure all parishioners are being contacted via phone and/or email. Responses have been positive.
13. As phone number / email addresses are updated that will be shared with Kathy G. for the directory.

Gift Card Project (Rasheen)

14. Kelli Sampson and Rasheen are purchasing gift cards for food which are being distributed to parishioners in need.
15. Door Dash link provided for Parishioners for meals.
16. Action: Add button to email newsletter for donations for food gift cards so the donation can be separately tracked and tax deductible.

Directory via Realm (Kathy G., Rasheen)

17. Motion to charge the director team, Anya, Roland, and Rev Glenna to clean-up Realm database to include appropriate status categorizing, to be completed by June 1st.
Motion made David D
Seconded by Kathy H
Motion carried unanimously
18. Kathy G and Rasheen to contact Realm to determine production options by June 1st.

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Motion made David D

Seconded by D'O

Motion carried unanimously

19. Goal is to publish parish directory by June 10th.

Welcome Table Changes (Maria)

20. Recommendation to create a set of norms/code of conduct, supported by the Vestry, for Welcome Table participants and volunteers to be put in place when the church reopens. **Action: Maria to draft set of norms for Welcome Table participants and volunteers and provide by April 9th.**

Various (Rev. Glenna)

21. Street Sense: Motion to accept Street Senses proposal in principal, with clarity to be provided on specific details (e.g. permitting, electrical, contractors, etc.) and support Rector's authority to decide how to best utilize the facilities of the church.

Motion made David D

Seconded by Rasheen

Motion carried unanimously

22. Church office will be closed on Monday and Tuesday (4/13-4/14).
23. Sonya Sutton has been relieved of her duties with the church as of April 1st.
24. Motion for Vestry to express our gratitude and love to Rev Glenna for all that has been done over the past several weeks!

Motion made David D

Seconded by D'O

Motion carried unanimously

Meeting adjourned at 8:24 pm. Closing prayer by D'O from 2 Corinthians.

Next Vestry Meeting May 6th at 6:30p

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Attachment 1: 2020 VESTRY PROJECTS

(to be updated at least monthly)

PROJECT	WHO	BY WHEN	STATUS
<p>1) Increase communication from vestry to the parish <i>Next steps:</i> Announcements once or twice a month about what was discussed at vestry meetings, updates on projects and opportunities to participate</p>	D'O (lead), vestry		Developed incl.: who announ topics a how inf to Anya bulletin how inf boards
<p>2) Create final draft of mission statement for congregation input: <i>Epiphany is a diverse transformative Christian worshiping community that works together for justice in the world to reflect God's love and to inspire Beloved Community.</i></p>	Susan, Kathy H., Glenn, Maria	Final version to be presented to congregation on Pentecost (5/31)	
<p>3) Join WIN <i>Next steps:</i> Identify lead, vestry support and promotion</p>	Rev. Glenna, Lois, Kathy G, Susan	March	
<p>4) Hire Assistant Rector <i>Next steps:</i> Vote by vestry to support and approve money for the position</p>	Rev. Glenna		Vestry v search f part-tim
<p>5) Opportunities for engagement outside of volunteering <i>Next steps:</i> Identify lead, survey congregation on interest and plan some trial engagements</p>	Susan, Kathy G, Kathy H, Lois		
<p>Grow membership <i>Next steps:</i> meet, identify leader</p>	Newcomers comm. (Kathy H & Willis), Susan, Rev. Marge		
<p>Stay in touch with parishioners who are peripheral <i>Next steps:</i> Identify lead, identify these people and form a plan</p>	Pastoral care committee, Maria		
<p>Spiritual formation <i>Next steps:</i> meet (survey?)</p>	Formation comm., Rev. Glenna, Susan	Est. functional comm. by May	
<p>Parish directory <i>Next steps:</i> Identify lead and build out Realm</p>	Kathy G, Rasheen		
<p>Increase stewardship/pledge units</p>	Stewardship comm.	Ongoing	

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<p>Volunteer recruitment and management [Share info/stories about ministries in Your Weekly Epiphany; More recognition of volunteers during worship; A chance to worship not always be serving; Promote healing ministry] <i>Next steps:</i> Identify lead and find ways to promote opportunities such as: website, newsletter, a ministry fair, announcements during services and New member/visitor packet</p>	<p>Crystal, Rasheen, Lois, David</p>		
<p>Develop and maintain yearly calendar <i>Next steps:</i> Identify lead and meet to develop plan</p>	<p><i>Kathy H.</i> (lead), Lois, Susan</p>	<p>Will be topic of discussion at March Vestry meeting</p>	<p>Glenna y calenda from. Ne acknow choirs w ends on</p>
<p>Create/foster relationships with neighbors <i>Next steps:</i> Identify lead and distribute flyers to neighbors</p>	<p>Vivian, Rev. Glenna, Kathy G., admin. staff</p>		
<p>Sell Florida property <i>Next steps:</i> Continue Tonda's efforts, including researching history and developing plan for vestry approval</p>	<p>Tonda, Glenn</p>	<p>In process</p>	
<p>Review insurance, especially D&O <i>Next steps:</i> Identify lead and research and develop proposal if needed for vestry approval</p>	<p>David, D'O, Glenn</p>		<p>We have</p>
<p>Sexual misconduct Prevention <i>Next steps:</i> Identify lead, review requirements and get people trained as necessary (beginning with the vestry)</p>	<p>Crystal, D'O</p>		
<p>End of year summary report for vestry</p>	<p>Kathy H., Meryl</p>		
<p>Research Renting parking spaces</p>	<p>Kathy H.</p>	<p>Back burner</p>	