

## Epiphany Vestry Meeting Minutes

**Date:** June 9, 2020 (virtual)

**Time:** 6:30-8:30 pm EDT

### Attendance:

Members & Clergy			Invited Guests		
P	Carbin, Rasheen	Member	P	Sebold, Mary	Parishioner
P	Dandridge-Charles, Vivian	Member			
P	Dillard, D'Oniece	Senior Warden			
P	Downes, David	Member	<b>Other Persons in Attendance</b>		
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			
A	Marquardt, Scott	Treasurer			
P	Nembhard, Lois	Junior Warden			
A	Sutton, Susan	Member			

### Opening (D'O)

1. D'O offered a readings from Psalm 56 and vestry check-ins.

### Parish Hall Roof Repair Approval (Email Approval)

2. Motion approve Parish Hall roof repair in the amount of \$81,000 using the available 1844 Fund.  
Motion made by Kathy G  
Seconded by Kathy H  
Motion carried with majority vote (9 approve, 2 no response)

### Agenda & Minutes (Lois)

3. Status reports / information provided via email prior to meeting include:
  - Rector's Report
  - Music Report
  - Financial Documents & Finance Reports (P&L, Balance Sheet)
  - Building & Grounds Report
  - Development & Communications Report
  - Stewardship Email
  - May Meeting Minutes
4. Motion to accept meeting agenda and approve May meeting minutes and reports.  
Motion made by David  
Seconded by D'O

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Motion carried unanimously

### Budget Update (Rev Glenna)

5. Currently projecting \$179K deficit, \$54K greater than budgeted deficit for 2020 which is mostly attributable to facility use. Exploring options for additional loan or grant to cover payroll and/or specific operating expenses. Working with finance committee to investigate long term financial sustainability.

### Buildings and Grounds Cleaning Machine (D'O)

6. B&G requesting a Kiavac No Touch cleaning machine at \$4400-\$4500 with budget coming from 1844 Funds.

7. Motion to approve \$4,500 for purchase of Kiavac No Touch cleaning machine.

Motion made by D'O

Seconded by Vivian

Motion not carried (5 approve, 5 oppose, 0 abstain)

8. Motion to approve expenditure of up to \$4,500 for purchase of Kiavac No Touch cleaning machine assuming financial resources are available by end of July.

Motion made by Rev Glenna

Seconded by Glenn

Motion carried unanimously

### Letter of Support for Nomination of Mary Sebold (Lois)

9. Motion to approve and sign letter of support for nomination to the diaconate of Mary Sebold.

Motion made by David

Seconded by Kathy G

Motion carried unanimously

### Stewardship/Budget Information Sharing (Vivian/Rasheen)

10. Stewardship requesting guidance on sharing financial information with the congregation for prior to contacting members of congregation for giving. Guidance is to continue to be transparent about our current financial situation.

### Mission Statement Survey (Lois)

11. Notify Susan Sutton if you have any issues with the draft survey prior not later than Sunday, June 14th

### Protest Support (Rev Glenna)

12. Discussion how if/how we should continue to offer hospitality support on an on-going basis. Plan to provide hospitality if specifically requested.

### Results of Re-Gathering Survey (Rev Glenna)

13. COVID re-gathering survey completed, 41 responses received. Survey indicates majority of congregation aligned with continuing worship online, interest in online formation, interest in continuing virtual coffee hour, uncomfortable with in-person volunteering, favorable feedback to daily meditations.

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### Working Group Formation (Rev Glenna)

14. Formation of working groups on how to thoughtfully and prayerfully re-open church. Prioritize expanding outreach with Welcome Table and Street Church. Working group areas include:
  - Financial sustainability: Kathy H, Glenn
  - Sanitization Checklist: Crystal
  - Worship: Rasheen, Lois
  - Outreach/ministry (Welcome Table, Street Church, Space for Respite): Maria, Kathy G, Crystal
  - Prayer groups (Zoom fellowship): D'O, Caroline
  - Technology to support all people getting onto Zoom: Vivian, Lois
15. Liability will be held by the Diocese. Plans need to be specific and well thought to be approved by the Diocese. Each group should begin to meet immediately, no later than next week. Need action plans for each of these groups. First report outs July 8<sup>th</sup>. Outreach group to have plans ready to launch before second week of July.

### For the Good of the Vestry (Lois)

16. Kathy G - directory almost complete, working to finalize print format from Realm reports.
17. Rasheen hosted a meeting last week around current events and how people are feeling, follow-up forthcoming. Zoom social being planned. Carter forming a group on how to be an anti-racism ally. Encouraging people to think about ways to engage with each other.
18. Formulating thoughts on how to organize Power Hour virtually focused around homeless issues such as single person housing, public land-use, etc.
19. Public service of lamentation and confession to light 2020 paschal candle. Proposed date June 24<sup>th</sup>.
20. Newsletter provided registration information for Poor People's Campaign event.

Meeting adjourned at 8:30 pm. Closing prayer by Maria.

Next Vestry Meeting July 8<sup>th</sup> at 6:30p

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**Attachment 1: 2020 VESTRY PROJECTS**

(to be updated at least monthly)

PROJECT	WHO	BY WHEN	STATUS
<p><b>1) Increase communication from vestry to the parish</b>  <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		Developing process to incl.: who makes announcements, how topics are determined, how info is communicated to Anya and Roland for bulletins and newsletters, how info gets on bulletin boards
<p><b>2) Create final draft of mission statement for congregation input: <i>The Church of the 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.</i></b></p>	Susan, Kathy H., Glenn, Maria	Final version to be presented to congregation on Pentecost (5/31)	Draft mission statement to be discussed on pastoral care calls.
<p><b>3) Join WIN</b>  <i>Next steps:</i> Identify lead, vestry support and promotion</p>	Rev. Glenna, Lois, Kathy G, Susan	March	
<p><b>4) Hire Assistant Rector</b>  <i>Next steps:</i> Vote by vestry to support and approve money for the position</p>	Rev. Glenna		Vestry voted for Glenna to search for and hire a part-time rector
<p><b>5) Opportunities for engagement outside of volunteering</b>  <i>Next steps:</i> Identify lead, survey congregation on interest and plan some trial engagements</p>	Susan, Kathy G, Kathy H, Lois		

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PROJECT	WHO	BY WHEN	STATUS
<b>Grow membership</b> <i>Next steps:</i> meet, identify leader	Newcomers comm. (Kathy H & Willis), Susan, Rev. Marge		
<b>Stay in touch with parishioners who are peripheral</b> <i>Next steps:</i> Identify lead, identify these people and form a plan	Pastoral care committee, Maria		
<b>Spiritual formation</b> <i>Next steps?:</i> meet (survey?)	Formation comm., Rev. Glenna, Susan	Est. functional comm. by May	
<b>Parish directory</b> <i>Next steps:</i> Approve revised categorization structure (Rev Glenna, D'O, Lois)	Kathy G, Rasheen	June 10th	Recommended categories: Parishioners (100), Deceased (4), Inactive (34), Friend of COE (34), Staff Current/Former (4), ?? (7)
<b>Increase stewardship/pledge units</b>	Stewardship comm.	Ongoing	
<b>Volunteer recruitment and management</b> [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	Crystal, Rasheen, Lois, David		
<b>Develop and maintain yearly calendar</b> <i>Next steps:</i> Identify lead and meet to develop plan	Kathy H. (lead), Lois, Susan	Will be topic of discussion at March Vestry meeting	Glenna gave Kathy old calendar of events to work from. Need to include acknowledgement of

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PROJECT	WHO	BY WHEN	STATUS
			choirs when the season ends on Trinity Sunday
<b>Create/foster relationships with neighbors</b> <i>Next steps:</i> Identify lead and distribute flyers to neighbors	Vivian, Rev. Glenna, Kathy G., admin. staff		
<b>Sell Florida property</b> <i>Next steps:</i> Continue Tonda's efforts, including researching history and developing plan for vestry approval	Tonda, Glenn	In process	
<b>Review insurance, especially D&amp;O</b> <i>Next steps:</i> Identify lead and research and develop proposal if needed for vestry approval	David, D'O, Glenn		We have D&O insurance.
<b>Sexual misconduct Prevention</b> <i>Next steps:</i> Identify lead, review requirements and get people trained as necessary (beginning with the vestry)	Crystal, D'O		
<b>End of year summary report for vestry</b>	Kathy H., Meryl		
<b>Research Renting parking spaces</b>	Kathy H.	Back burner	