

Epiphany Vestry Meeting Minutes

Date: July 8, 2020 (virtual)

Time: 6:30-8:40 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 | | | |
| A | Marquardt, Scott | Treasurer | | | |
| P | Nembhard, Lois | Junior Warden | | | |
| P | Sutton, Susan | Member | | | |

Opening (Rev Glenna)

1. Rev Glenna offered an opening prayer and offered a reading from Romans 8:1-11 reflecting on living into the Spirit as a person of faith.

Agenda & Minutes (D'O)

2. Status reports / information provided via email prior to meeting include:
 - Rector's Report
 - Development & Communications Report
 - Music Report
 - Building & Grounds Report
 - June Meeting Minutes
3. Motion to accept meeting agenda as amended and approve June meeting minutes and reports.
 Motion made by David
 Seconded by Rasheen
 Motion carried unanimously

Vestry Check-In (All)

4. Check-in with the happenings and well-being of the vestry members.

Vestry Communications (Lois)

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5. Discussion on the format and frequency of communication to ensure we have a shared expectation. Please send emails through Epiphany Vestry Google group. Please flag emails for action in the subject line.

2020/2021 Vestry (Rev Glenna)

6. Request for vestry members to consider remaining on vestry for another year due to concerns on financial sustainability and COVID impacts. Respond to Rev Glenna by next Vestry meeting.
ACTION: David to review bylaws and brief Wardens and Rev Glenna.

Financial Sustainability (David)

7. Special meeting to be scheduled for last week of July to discuss the long term financial sustainability of the Parish, more details to come.
8. Requested \$47K and granted \$30K from Diocese with condition to work on financial sustainability. Granted reprieve on Church Pension fund with no penalty to Epiphany or Rev Glenna. Going forward all expenditures need prior approval from Rev Glenna for less than \$2,000 or Vestry for greater than \$2,000, Welcome Table as \$750/month budget. No significant change to financial status this past month.

Re-Entry Phases Working Groups (Leads)

9. Technology (Vivian): Document sent prior to Vestry meeting, provide feedback to Vivian via email. Initial audit of technology (Zoom, social media platforms, You Tube, e-newsletters) completed and discussing ways to streamline communications. Task force of individuals assisting Parishioners with technology platforms. Analytics show increase in engagement through social media platforms.
10. Worship (Rasheen): Diocese now in Phase 2 allowing for gathering in socially distant small group, guidelines which will be distributed. Investigating cost to mail pre-consecrated communion kits to Parishioners. Zoom worship moving forward as Epiphany versus a joint service.
ACTION: Rasheen to follow-up with Rev Glenna regarding worship this week.
ACTION: Vestry contact Rasheen if you are interested in recording bible verses for call-in line.
ACTION: Vestry contact Lois if you are interested in supporting Sunday readings.
11. Financial Sustainability (Kathy H, Glenn): Engaging with Finance Committee to work together on financial sustainability.
12. Outreach (Maria, Crystal, Kathy G, Meryl): PPT document sent to Vestry prior to meeting regarding sanitation, opening the sanctuary for respite, Welcome Table Breakfast, and Street Church.
 - Estimated sanitization and security costs for facility (to include common spaces and opening sanctuary for respite) include:
 - Non-recurring at ~\$3,950 (professional cleaning of common spaces & sanctuary, KaiVac machine, initial cleaning solutions) Electromagnetic sprayer cost not yet available.
 - Recurring weekly at ~\$1,600 (security & cleaning labor)
 - Recurring monthly at ~\$75 (cleaning solutions)

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- Welcome Table breakfast shifting to meal-to-go option, likely time frame July 19 or 26, making arrangements for volunteers. Estimated cost ~\$635/month depending on volume (budget \$750/month)
- Street Church discerning go-forward plan due to high risk population and Franklin Park closed for renovation as of Jul 1.

ACTION: Maria to send specific actions to Vestry members this week.

For the Good of the Vestry (Lois)

13. Directory draft print finished, sent to reviewers. Working with Realm to resolve a few print glitches. Mailing physical copy to non-computer Parishioners. Electronic copy available in Realm.
14. Service of Public Lamentation next Wednesday July 15th at 5:30p. Lamentation meaning and RSVP details provided in eNewsletter. Service has support of Diocese. Multiple donations and grants received.

Summer/Fall Calendar (Rev Glenna)

15. Rev Glenna shifting hours to evening. Office hours will be maintained.
16. Annual meeting will be scheduled for October

Meeting adjourned at 8:40 pm. Closing prayer by Susan.

Next Vestry Meeting August 12th 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 | | 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>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></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>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 voted for Glenna to search for and hire a part-time rector |
| <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 | | |

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|--|---|---|--|
| Grow membership <i>Next steps:</i> meet, identify leader | Newcomers comm. (Kathy H & Willis), Susan, Rev. Marge | | |
| Stay in touch with parishioners who are peripheral <i>Next steps:</i> Identify lead, identify these people and form a plan | Pastoral care committee, Maria | | |
| Spiritual formation <i>Next steps?:</i> meet (survey?) | Formation comm., Rev. Glenna, Susan | Est. functional comm. by May | |
| Parish directory <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) |
| Increase stewardship/pledge units | Stewardship comm. | Ongoing | |
| 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 | Crystal, Rasheen, Lois, David | | |
| Develop and maintain yearly calendar <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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|--|---|-------------|---|
| | | | choirs when the season ends on Trinity Sunday |
| Create/foster relationships with neighbors <i>Next steps:</i> Identify lead and distribute flyers to neighbors | Vivian, Rev. Glenna, Kathy G., admin. staff | | |
| Sell Florida property <i>Next steps:</i> Continue Tonda's efforts, including researching history and developing plan for vestry approval | Tonda, Glenn | In process | |
| Review insurance, especially D&O <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. |
| Sexual misconduct Prevention <i>Next steps:</i> Identify lead, review requirements and get people trained as necessary (beginning with the vestry) | Crystal, D'O | | |
| End of year summary report for vestry | Kathy H., Meryl | | |
| Research Renting parking spaces | Kathy H. | Back burner | |