

Epiphany Vestry Meeting Minutes

Date: August 12, 2020 (virtual)

Time: 6:30-8:30 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 an opening prayer reflecting on times of change.

Vestry Check-In (All)

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

Agenda & Minutes (Lois)

3. Status reports / information provided via email prior to meeting include:
 - Rector's Report
 - Treasurer's Report & Financials
 - Development & Communications Report
 - Music Report
 - Building & Grounds Report
 - Stewardship Report
 - Welcome Table Phase II Status
 - July Meeting Minutes
4. Motion to accept meeting agenda as amended and approve July meeting minutes and reports.
 Motion made by David
 Seconded by Susan
 Motion carried unanimously

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Vestry Operations (Lois)

Vestry Nominations (D'O)

5. Those with terms ending in 2020 are D'O, Kathy G, Kathy H, Glenn, and Vivian. Nominating committee is typically people rotating off of the vestry.

6. Motion to nominate 3 new vestry members to serve 3 year a term per bylaws, appoint nominating committee to replace vestry members who are rolling off, and invite those rolling off to be members emeritus and remain with the vestry for another year.
Motion made by David
Seconded by Rasheen
In favor 6, Opposed 5, No abstentions

Stewardship Committee (Lois)

7. 2021 focus on budgetary dollar goal versus pledging units, provide visibility to congregation on the financial resources it takes to run Epiphany ministries, desire to engage committee members that are not on vestry, need to increase membership on stewardship committee
ACTION: Rasheen, Vivian, and Crystal to reach out to Epiphany parishioners to increase committee membership

2021 Kickoff/Ingathering (Rev Glenna)

8. Typically first Sunday after Labor Day. Potentially 3 outdoor mini-services outside (~30 minutes with 15-20 people with RSVP) with one also as a virtual gathering allowing the congregation to gather in community after summer with considerations for pandemic environment.

9. Virtual ingathering typically the Sunday after Thanksgiving. Ingathering is when people return pledges. Nov 22nd preferred, Nov 29th the latest in order to prepare 2021 budget.

Summer/Fall Calendar (Lois)

10. Motion to schedule annual parish meeting on Sunday October 18th
Motion made by D'O
Seconded by David
Motion carried unanimously

11. Welcome Table Thank You reception typically in the fall.
ACTION: Crystal, Maria, Meryl make a recommendation on how and when we can have some form of reception to continue engagement with Welcome Table volunteers.

Financial Sustainability (Meryl)

12. Provided status update on first meeting of the financial sustainability committee. Committee will be meeting weekly on Friday evenings. Reviewed committee charge and expected deliverables and timeline for the committee.

13. Motion to charge the financial sustainability as proposed and amended.
Motion made by David
Seconded by Susan
Motion carried unanimously

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14. Vestry engagement in communicating on the status of financial situation to include: long term pledging trends, grant status, building maintenance needs, expenditure to endowment/trust funds. Plan is for a series of articles in the parish newsletter (every 2 weeks) and a presentation at the parish annual meeting on October 18th.
15. Parish town hall planned for November 8th and 15th. Solicit questions before hand in order to be prepared.

Updates & Announcements (Various)

16. D'O: Help needed with being readers at Sunday Zoom services. Contact Lois for those who are interested.
17. Maria: Welcome Table Phase 2 started, a status report was provide to the vestry. Thank you to Crystal and Mr. Ramsey for all of the effort cleaning the kitchen. Currently serving ~40 meals per week. We have found some new volunteers and share concerns about long-term volunteer engagement due to the pandemic.
18. D'O: Diocesan wide service on August 30th. Our service will end in time for parishioners to attend the Diocesan service.
19. Vivian: Stewardship status report provided with draft script for parishioner engagement calls.
20. Update to Rector's report include:
 - Memorandum of understanding with Street Sense on construction of 1 walled office within their current foot print.
 - Request for Finance Committee (David and Scott) to review financials and potential expenditures with Rev Glenna.
 - Pest control service has been changed due to performance with the prior contractor.
 - August 19th Bishop Shelton will discuss the House of Bishop's meeting with Dr. Anthony Fauci
 - Air handlers on the first floor have been upgraded to address air flow
 - Contract approved to re-install the drop ceiling in the community hall which should be complete within the next two weeks.

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

Next Vestry Meeting September 9th at 6:30p

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>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 m complet survey s newslet
<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> Approve revised categorization structure (Rev Glenna, D'O, Lois)</p>	Kathy G, Rasheen	Complete	Parish d on Augu
<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>	