

## Epiphany Vestry Meeting Minutes

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

**Time:** 6:30-8:32 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	<b>Other Persons in Attendance</b>		
A	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 (David)

1. David offered an opening prayer and reading reflecting on the Feast Day of Martyrs of Memphis.

### Vestry Check-In (All)

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

### Agenda & Minutes (Lois)

3. Status reports / minutes will be provided via email for electronic approval
4. Motion to approve agenda.  
Motion made by David  
Seconded by Glenn  
Motion carried unanimously

### Vestry Operations (Lois)

#### Action Items from Last Month (Lois)

5. Welcome Table Appreciation Event (Maria) – Targeting 1<sup>st</sup> week of November
6. Vestry Nominating Committee (D'O) – D'O, Kathy G, Kathy H, and Glenn meeting to discuss names, notification of nominees and meeting date Parish 30 days prior to Annual Meeting, communicated to parish in last email newsletter, plan is to have consent of nominees with bios

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and photos for newsletter by Monday Sept 14<sup>th</sup> the information can be communicated to the parish no later than Sept 18<sup>th</sup>

7. Stewardship Committee New Members (Vivian) – Welcoming Annie Wright and Carter Echols to Stewardship Committee, Vivian and Cater will co-chair, finalizing phone script for stewardship/pastoral care calls, to date received \$137,380 of \$245,498 pledged (55% of goal), more than half of pledgers have fulfilled greater than 50% of their pledges  
**ACTION:** Stewardship committee provide status to Anya for congregation to be thanked via email newsletter
8. Vestry Community Tasks (D'O) – D'O will provide email for people who have signed up to support community tasks

### Review Upcoming Activities (Rev Glenna)

9. Messaging for Annual Parish Meeting and Town Hall meetings will focus on financial sustainability
10. Agenda for Annual Parish Meeting (Oct 18<sup>th</sup> @ 11:30am):
  - Zoom webinar style
  - Status of the Church: accomplishments, challenges, new mission statement (Wardens)
  - Financial Picture: Epiphany's historical picture & trends in the Episcopal church (Tonda), introduce Sustainability Committee & collaboration with Diocese (Sustainability), next steps and timeline (Vestry)
  - Voting
  - Remarks from Rev Glenna
  - Questions will be solicited from congregation prior to meeting and collated prior to meeting, and moderator will collect chat questions via Zoom  
**ACTION:** Talking points for Annual Meeting and Town Halls crafted prior to meeting, and review at Oct 14<sup>th</sup> Vestry meeting
11. Virtual Town Halls (Nov 8<sup>th</sup> and Nov 15<sup>th</sup> @ 11:30am, 60 minutes each)
  - Zoom webinar style
  - Facilitators: 2 people from Sustainability, 2 people from Vestry, Treasurers (Scott & Duncan), Rev Glenna, Wardens, and moderator (from Vestry)
  - Recap messaging from Annual Parish Meeting
  - Address Financial Sustainability FAQ
  - Address additional congregational questions (prior to meeting and collected during meeting)
12. Homecoming/Kickoff Sunday (Sept 13<sup>th</sup>) – Paperwork filed with EDOW, outdoor services at 9a and 1pm (rain or shine) and online services at 10:30a, sign-up information sent in email newsletter, for outdoor services 20 chairs + 10 standing room spaces, temperature checks and masks required, bring your own elements, chairs sanitized before and after services

### Financial Sustainability (Meryl)

13. Status presentation sent prior to the Vestry meeting, reviewed details, the committee is available to answer any questions offline or via email

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### Pastoral Care (Susan)

14. Mission Statement: 9 people provided feedback, common feedback 1) including Jesus or God in the mission statement, and 2) more specifically address our outreach to the downtown poor and the arts
15. Pastoral Care Calls: Calls have been happening, but not necessarily logged. Collaborating with Stewardship for the revise script.

### Updates (Rev Glenna)

16. Anya contacted George Clarence & Dorothy Shaffer Charitable Foundation, \$20K was donated
17. Request to form HR committee to address performance issues. David volunteered.
18. Experiencing continued housekeeping challenges keeping the spaces cleaned to necessary level of sanitation
19. Currently unable to live stream due to WiFi in sanctuary, Tuesday Concerts will be pre-recorded and go live on Tuesday, donate button is on recording, Scott is providing a WiFi extender which may help with the WiFi signal
20. Mourning Project – details will be emailed to Vestry
21. Provided burial services for Ann LaChance who was baptized at Epiphany in 1927

Meeting adjourned at 8:32 pm. Closing prayer by David.

Next Vestry Meeting October 14<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>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	Ongoing	Weekly email newsletter, daily meditations during COVID
<p>Create final draft of <b>Mission Statement</b> 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	Annual Meeting (Oct 18 <sup>th</sup> )	9 people provided feedback, working to address feedback
<p><b>Stay in touch with parishioners who are peripheral</b>  <i>Next steps:</i> Pastoral Care calls to parishioners during COVID</p>	Pastoral care committee, Susan	Ongoing	Initial Pastoral Care calls complete, updated script in work with Stewardship
<p><b>Increase stewardship/pledge units</b></p>	Stewardship comm.	Ongoing	Integrating Stewardship with Pastoral Care calls in COVID environment
<p><b>Develop and maintain yearly calendar</b>  <i>Next steps:</i> Identify lead and meet to develop plan</p>	Kathy H. (lead), Lois, Susan	Ongoing	Calendar currently planned though November
<p><b>Sell Florida property</b>  <i>Next steps:</i> Continue Tonda's efforts, including researching history and developing plan for vestry approval</p>	Tonda, Glenn	In process	
<p><b>Review insurance, especially D&amp;O</b>  <i>Next steps:</i> Identify lead and research and develop proposal if needed for vestry approval</p>	David, D'O, Glenn		We have D&O insurance.

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PROJECT	WHO	BY WHEN	STATUS
<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>Completed Actions</b>			
<b>Join WIN</b> <i>Next steps:</i> Identify lead, vestry support and promotion	Rev. Glenna, Lois, Kathy G, Susan	Complete	
<b>Parish directory</b> <i>Next steps:</i> Approve revised categorization structure (Rev Glenna, D'O, Lois)	Kathy G, Rasheen	Complete	Parish directory emailed on August 11th
<b>Spiritual formation</b> <i>Faith and Empire: A Bible Study on the Book of Daniel</i> joint book study with St. Margret's	Formation comm., Rev. Glenna, Susan	Complete	Feedback being solicited from those who participated in book study
<b>Deferred due to COVID</b>			
<b>Hire Assistant Rector</b> <i>Next steps:</i> Vote by vestry to support and approve money for the position	Rev. Glenna		Deferred due to COVID
<b>Opportunities for engagement outside of volunteering</b> <i>Next steps:</i> Identify lead, survey congregation on interest and plan some trial engagements	Susan, Kathy G, Kathy H, Lois		Deferred due to COVID
<b>Grow membership</b> <i>Next steps:</i> meet, identify leader	Newcomers comm. (Kathy H & Willis), Susan, Rev. Marge		Deferred due to COVID

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<b>PROJECT</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>STATUS</b>
<p><b>Create/foster relationships with neighbors</b>  <i>Next steps:</i> Identify lead and distribute flyers to neighbors</p>	<p>Vivian, Rev. Glenna, Kathy G., admin. staff</p>		<p>Deferred due to COVID</p>
<p><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</p>	<p>Crystal, Rasheen, Lois, David</p>		<p>Deferred due to COVID</p>
<p><b>Research Renting parking spaces</b></p>	<p>Kathy H.</p>		<p>Deferred due to COVID</p>