

Epiphany Vestry Meeting Minutes

Date: October 14, 2020 (virtual)

Time: 6:30-8:35 pm EDT

Attendance:

| Members & Clergy | | | Invited Guests | | |
|------------------|---------------------------|-------------------------|------------------------------------|----------------|--|
| P | Carbin, Rasheen | Member | P | Echols, Carter | |
| 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 | | | |
| A | 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 (Maria)

1. Maria offered an opening prayer reflecting activism with love and compassion.

Vestry Check-In (All)

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

Agenda & Minutes (Lois)

3. Status August & September reports / minutes will be provided via email for electronic approval
4. Motion to approve agenda, minutes, and reports.
Motion made by Glenn
Seconded by Susan
Motion carried unanimously

Stewardship (Vivan/Carter)

5. Received \$155K (63% of pledges)
6. Kicking off annual giving via post card, drop off on Nov 22nd, or in Realm
7. Stewardship Kickoff meeting Tuesday Oct 27th at 7:30p via Zoom, other engagements via Sunday prayer, coffee hour, and Nov 22nd in-person worship

Epiphany Vestry Meeting Minutes

8. Asks for Vestry: Advice for in-person drop off, publishing names of who have given
9. **Action:** Stewardship committee to provide date for Vestry commitments

Anonymous Grant (Rev Glenna / Scott)

10. Received \$420K anonymous unrestricted grant and a \$14K unrestricted bequest
11. Finance committee to review current financial picture and make a recommendation to the Vestry on how funds will be allocated.
12. The anonymous gift does not substantially change our long-term financial sustainability concerns

Annual Meeting (Rev Glenna)

13. Agenda for Annual Parish Meeting (Oct 18th @ 11:30am):
 - Expectation that all Vestry register & attend
 - D'O running meeting
 - Scheduled for 1 hour 15 minutes
 - Zoom webinar style, meeting recorded
 - Opening Prayer (Rev Glenna), State of the Church (D'O), Financial Picture (Scott), Fiscal Overview (Tonda), Financial Sustainability Committee (Meryl/Judy), Vestry Elections (Vivian, Lois, Meryl), Election Results (Rev Glenna & D'O), Stewardship (Vivian/Carter), Closing (Rev Glenna)
 - Quorum = 16 parishioners
 - Financial questions will be received and addressed at Town Halls, Vivian will moderate questions

Town Halls (Lois)

14. Virtual Town Halls (Nov 8th and Nov 15th @ 11:30am, 60 minutes each)
 - Expectation that all Vestry attend
 - Purpose is to provide opportunity to answer parishioner questions from Financial Sustainability presentation
 - Opening Prayer (Rev Glenna), Re-cap (Caroline), Panel to answer questions
 - Facilitators: Rev Glenna, Wardens, and moderator (Susan), 3 people from Sustainability, Treasurers (Scott & Duncan), Canon Paula Clark
 - Request questions submitted in advance
 - Zoom webinar style, meeting recorded
 - Recap messaging from Annual Parish Meeting
 - Address Financial Sustainability FAQ
 - Address additional congregational questions (prior to meeting and collected during meeting)

Staff Support for Tuesday Concerts (Rev Glenna)

15. Request to hire part time staff (~15 hrs/week @ ~\$15/hr) to manage Tuesday Concert Series including coordinating artists, recording, and editing video
16. Motion to approve Rev. Glenna, in consultation with the Finance Committee, proceeding with staffing support to the Tuesday Concert Series
Motion made by David

Church of the Epiphany, Washington DC

Vestry Minutes: October 14, 2020

Page | 2

Epiphany Vestry Meeting Minutes

Seconded by Susan

Motion carried unanimously

New Registrar / Treasurer (Rev Glenna)

17. **Action:** Please bring any names that you believe could be the parish registrar / secretary to Rev Glenna and Lois, preferably by Sunday

18. **Action:** Please bring any names that you believe could be the parish Treasurer to Rev Glenna and Lois, official transition Feb 2021

Next Vestry Meeting (Lois)

19. Next Vestry meeting is scheduled for Nov 11th (Veterans Day), we will proceed as scheduled

Building and Grounds Request (Rev Glenna)

20. Buildings and Grounds committee has submitted request to approve replacement of cellar doors to basement which currently leak (\$5K), purchase of backpack electrostatic sprayer for sanitation (\$1K-\$2.5K, Tonda has generously volunteer to pay half), and purchase of outdoor space heaters to continue outdoor operations going into winter.

21. Motion to approve replacement of basement Cellar doors, purchase of backpack electrostatic sprayer, and purchase of outdoor space heater in addition to an expression of thanks to Tonda.
Motion made by David
Seconded by Susan
Motion carried unanimously

Meeting adjourned at 8:35 pm. Closing prayer by Maria.

Next Vestry Meeting November 11th at 6:30p

Epiphany Vestry Meeting Minutes

Attachment 1: 2020 VESTRY PROJECTS

(to be updated at least monthly)

| PROJECT | WHO | BY WHEN | STATUS |
|---|--------------------------------|--|---|
| <p>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 | Ongoing | Weekly email newsletter, daily meditations during COVID |
| <p>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 | Annual Meeting (Oct 18 th) | 9 people provided feedback, working to address feedback |
| <p>Stay in touch with parishioners who are peripheral <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>Increase stewardship/pledge units</p> | Stewardship comm. | Ongoing | Integrating Stewardship with Pastoral Care calls in COVID environment |
| <p>Develop and maintain yearly calendar <i>Next steps:</i> Identify lead and meet to develop plan</p> | Kathy H. (lead), Lois, Susan | Ongoing | Calendar currently planned though November |
| <p>Sell Florida property <i>Next steps:</i> Continue Tonda's efforts, including researching history and developing plan for vestry approval</p> | Tonda, Glenn | In process | |
| <p>Review insurance, especially D&O <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. |

Epiphany Vestry Meeting Minutes

| PROJECT | WHO | BY WHEN | STATUS |
|--|---|----------|--|
| 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 | | |
| Completed Actions | | | |
| Join WIN <i>Next steps:</i> Identify lead, vestry support and promotion | Rev. Glenna, Lois, Kathy G, Susan | Complete | |
| Parish directory <i>Next steps:</i> Approve revised categorization structure (Rev Glenna, D'O, Lois) | Kathy G, Rasheen | Complete | Parish directory emailed on August 11th |
| Spiritual formation <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 |
| Deferred due to COVID | | | |
| Hire Assistant Rector <i>Next steps:</i> Vote by vestry to support and approve money for the position | Rev. Glenna | | Deferred due to COVID |
| Opportunities for engagement outside of volunteering <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 |
| Grow membership <i>Next steps:</i> meet, identify leader | Newcomers comm. (Kathy H & Willis), Susan, Rev. Marge | | Deferred due to COVID |

Epiphany Vestry Meeting Minutes

| PROJECT | WHO | BY WHEN | STATUS |
|---|--|----------------|------------------------------|
| <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>Deferred due to COVID</p> |
| <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>Deferred due to COVID</p> |
| <p>Research Renting parking spaces</p> | <p>Kathy H.</p> | | <p>Deferred due to COVID</p> |