

Epiphany Vestry Meeting Minutes

Date: November 11, 2020 (virtual)

Time: 6:30-8:34 pm EDT

Attendance:

Members & Clergy			Invited Guests		
P	Carbin, Rasheen	Member			
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	Gilchrist, Bruce	Member			
P	Glidewell, Meryl	Secretary to the Vestry, Member			
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			
P	Thomas, Judy	Member			

Opening (Susan)

1. Rev. Glenna offered an opening prayer honoring Veterans for their service.
2. Susan offered a reading from Proverbs 3:21-26 and prayer for wisdom and discernment as we make decisions for the parish.

Vestry Check-In (All)

3. Check-in and introduction of the vestry members.

Agenda & Minutes (Lois)

4. Status reports / information provided via email prior to meeting include:
 - Rector's Report
 - Finance Committee Report
 - Development & Communications Report
 - Building & Grounds Report
 - Music Report
 - Stewardship Report
 - October Meeting Minutes

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- Motion to approve agenda, minutes, and reports.

Motion made by Susan

Seconded by D'O

Motion carried unanimously

Financial Sustainability (Meryl/Judy)

- Presentation of primary recommendations from the financial sustainability committee.

- Consider dropping status quo scenario as an option
- Focus on 1) coordination with another parish and/or 2) repurposing the facility in a significant way to expand use to a wider audience
- Endorse Rev Glenna to enter discussions with other parishes to determine viability
- Assess willingness to financially invest in repurposing the facility (hiring a consultant)

- Motion to endorse moving forward with investigating a consultant for better space utilization and repurposing.

Motion made by David

Seconded by Maria

Motion carried unanimously

- Motion to endorse rector and vestry with entering merger/collaboration discussions, investigate repurposing the facility, and remove the status quo option from further analysis.

Motion made by David

Seconded by Kathy

Motion carried unanimously

Finance Committee (David)

- Recommendation to paying 2020 diocesan pledge (\$38K), contributing towards 2021 anticipated operating budget (\$75K), and the remaining (\$307K) held in temporarily restricted fund for decision regarding the long-term financial sustainability of Epiphany.

- Recommendation to develop and adopt a first 6 months of 2021 budget based on actuals/anticipated income and expenses from second half of 2020 plus the approved addition of Tuesday Concert Series coordinator staff.

- Motion to approve finance committee recommendations.

Motion made by David

Seconded by D'O

Motion carried unanimously

Outgoing Vestry members; Nomination Senior & Junior Wardens, Secretary & Treasurer (Rev Glenna)

- Thank you to Kathy H, D'O, and Vivian for their service, leadership, and commitment to Epiphany.

- Lois will continue to serve her two year term as Warden as Senior Warden in 2021.

- Nomination and acceptance of Meryl to serve as Junior Warden

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15. Review of 2020 vestry projects, see Attachment 1. Thank you to the vestry and celebration for continuing to move forward during the pandemic. Thank you to Maria, Crystal, and Meryl with Welcome Table efforts. Thank you to those to make the virtual Zoom services and Coffee Hour work during the pandemic.
16. Vestry meetings are second Wednesdays of the month from 6:30p-8:30p. Vestry norms for 2021 will be discussed at the December vestry meeting. Meetings begin with opening prayer, 15 minutes reviewing didactic construct, consent agenda, housekeeping, discussion, stating of the mission statement, and closing prayer. Potential virtual retreat in January.
17. Mary Sebold is being ordained to the Diaconate on Saturday Nov 14th, the service will be live streamed. Epiphany will be presenting a gift.
18. Reminder for Vestry members to complete their estimated giving via card, Realm, or Google form Friday Nov 13th.

Meeting adjourned at 8:34 pm. Closing prayer by Susan.

Next Vestry Meeting December 9th at 6:30p

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Attachment 1: 2020 VESTRY PROJECTS

(to be updated at least monthly)

PROJECT	WHO	BY WHEN	STATUS
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	D'O (lead), vestry	Ongoing	Weekly daily meetings COVID
Stay in touch with parishioners who are peripheral <i>Next steps:</i> Pastoral Care calls to parishioners during COVID	Pastoral care committee, Susan	Ongoing	Initial complete in world continuing communication though
Increase stewardship/pledge units	Stewardship comm.	Ongoing	Integration with Pastoral Care COVID yearlong
Develop and maintain yearly calendar <i>Next steps:</i> Identify lead and meet to develop plan	Kathy H. (lead), Lois, Susan	Ongoing	Calendar planned November
Sell Florida property <i>Next steps:</i> Continue Tonda's efforts, including researching history and developing plan for vestry approval	Tonda, Glenn	In process	Significant complete to Vestry
Volunteer recruitment and management <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	Ongoing	Engagement of volunteers COVID Table a
Sexual misconduct Prevention <i>Next steps:</i> Identify lead, review requirements and get people trained as necessary (beginning with the vestry)	Crystal, D'O		Diocesan online
End of year summary report for vestry	Kathy H., Meryl		
Completed Actions			
Mission Statement: The Church of the Epiphany is a diverse downtown DC Episcopal community working for Christ-centered transformation in our hearts and in the world by seeking justice and loving our neighbor as ourselves. We manifest Gods' love	Susan, Kathy H., Glenn, Maria	Complete	Present Meeting

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<p>primarily through our service to the poor and through the gift of music.</p> <p><i>Church of the Epiphany: Transformation through God's love</i></p>			
<p>Join WIN <i>Next steps:</i> Identify lead, vestry support and promotion</p>	Rev. Glenna, Lois, Kathy G, Susan	Complete	
<p>Parish directory <i>Next steps:</i> Approve revised categorization structure (Rev Glenna, D'O, Lois)</p>	Kathy G, Rasheen	Complete	Parish on Aug
<p>Spiritual formation Joint virtual study with St. Margret's</p>	Formation comm., Rev. Glenna, Susan	Complete	Levera for virt St. Mar
<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	Complete	We hav contin needs.
<p>Grow membership <i>Next steps:</i> meet, identify leader</p>	Newcomers comm. (Kathy H & Willis), Susan, Rev. Marge	Complete	Experi newco church
Deferred due to COVID			
<p>Hire Assistant Rector <i>Next steps:</i> Vote by vestry to support and approve money for the position</p>	Rev. Glenna		Deferr
<p>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		Deferr
<p>Create/foster relationships with neighbors <i>Next steps:</i> Identify lead and distribute flyers to neighbors</p>	Vivian, Rev. Glenna, Kathy G., admin. staff		Deferr
<p>Research Renting parking spaces</p>	Kathy H.		Initial Deferr