

Epiphany Vestry Meeting Minutes

Date: May 6, 2020 (virtual)

Time: 6:30-8:33 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 (Lois)

- Lois offered a readings from Proverbs 3:5-6, Jeramiah 29:11, Philipians 4:6-7, and Isiah 43:18-19 reflecting on discernment when dealing with challenges and changes.

SBA-PPP Loan Approval (Email Approval)

- Motion approve SBA-PPP Loan in the amount of \$55,060.00 with no payments due for 6 months after we receive the funds and then at 1% interest thereafter.

Motion made by D'O

Seconded by Lois

Motion carried unanimously

Agenda & Minutes (Rev. Glenna)

- Status reports / information provided via email prior to meeting include:
 - Rector's Report
 - Development & Communications Report
 - Music Report
 - Budget Status Report
 - Realm Directory Project Status
 - Bishop Buddle Pastoral Letter & COVID-19 Emergency Relief Fund Criteria
 - Episcopal Bishops of Maryland, Washington, DC and Virginia Guidance for a Phased Approach to Regathering as Church

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4. Motion to accept meeting agenda and approve April meeting minutes and reports.
Motion made by David
Seconded by Maria
Motion carried unanimously

Stewardship / Finance Discussion (Rasheen, Scott)

5. Rasheen to regroup with D'O, Lois, and Vivian outlining process and script to plan to form Zoom meetings to educate parishioners how to pledge on Realm (Due Friday May 8). Kathy G and David volunteered to assist with phone calls to parishioners.
6. April income (\$27K) was double March (\$13K). Financial situation currently stable for the next several months however unsustainable long term.

What Does Post-Pandemic Epiphany Look Like? (Rev Glenna)

7. Discussion reflecting on the guidance from Bishops of Maryland, Washington, DC and Virginia Guidance and what phased re-opening will look like for Church of Epiphany.
8. Discussion of additional what additional resources that may be needed to support re-opening (ex. additional cleaning and security support). Mr. Ramsey itemizing cleaning supplies recommended by CDC guidance, quantity needed, estimated cost, and estimated man-power to support operations.

Announcements (D'O)

9. Celebrations and thanks for Maria's birthday, Meryl's recent promotion, and DO's new job!
10. Susan and David to coordinate with questions on Mission Statement survey. Consider using Zoom coffee hour time to discuss Mission Statement.
11. Welcome Table Go Fund Me has raised over \$5K to date.

Meeting adjourned at 8:33 pm. Closing prayer by Lois from.

Next Vestry Meeting June 10th 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 be discu care cal
<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	June 10th	Recomm Parishic Decease (34), Fr

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			Staff Cu ?? (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	<i>Kathy H.</i> (lead), Lois, Susan	Will be topic of discussion at March Vestry meeting	Glenna calenda from. Ne acknow choirs w ends on
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
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	