

# **Episcopal Church of the Epiphany**

## **Vestry Meeting Minutes**

### **June 18, 2023**

#### **In Attendance:**

Vestry - Bert Bender, Lisa Daily, Peter Dodge, Liefy Smith, Kaylie Gibbs, Susan Ashmore, Sally Walker, Matthew May, Judy Jarady, & Andrea Strahan  
Vestry via Zoom - Paige Howell  
Clergy - Amy Dills-Moore  
Ex officio - Erin Braden & Sherry Wallace  
Ex officio via Zoom – Randy Shearin  
Absent: April Maa

#### **Meditation:**

Amy led us in a Lectio Divina on Genesis 18.

#### **Consent Agenda:**

Approval of the May 2023 vestry minutes was included as part of the consent agenda. All voted to accept.

#### **Rector's Report:**

Amy led a discussion of the Sunday morning worship schedule and the possibility of returning to having the common cup as an option during Eucharist.  
She also noted that both Bible school and the youth pilgrimage will occur this month.

#### **Old Business:**

Parish Retreat:

This will be presented at the Extended Coffee Hour next Sunday.

Parish Priorities Group Contacts (Lisa):

Shea is working on different ways to post core values. This will be completed next week. The parish committees are in various stages of discussing how to incorporate the core values into their activities. Some committees have completed their discussions while others have scheduled meetings in the near future. Lisa is waiting to hear from a few others. Amy will schedule time for Lisa to meet with staff.

Refugee Family:

Erin and Ellyn Bryan met with our refugee family to discuss housing. The family feels unsafe in their current location and are looking for different housing.

Finance:

We had a surplus last month. Year-to-date expenses are lower due to the fact that we haven't had an associate rector.

#### **New Business:**

Finance Committee Motion (Andrea/Shelle Bryant):

The Finance Committee recommended the following Motion to Vestry for Vestry Approval:

For reporting purposes in our list of Restricted Net Assets, move the designated account Memorials Designated Fund (8601) and its fund balance (currently, \$8,810) from the category titled "Outreach" to the category titled "Operating Support" to provide greater

clarity on the purposes of the fund. That fund has been used mostly for needs outside of outreach activities, so listing it in the category titled "Outreach" creates confusion in reporting and including it alongside categories like the Rector's Discretionary Designated Fund is a more appropriate reporting location.

Matthew motioned that we approve moving this account. Lisa seconded, and all voted in favor.

Epiphany's Banned Bookshelf (Peter):

Peter has taken on the responsibility of setting up a shelf of banned books in the library section of the Parish Hall. Some shelves have been cleared. Peter has provided a link to a list of books banned by various schools and public libraries. Parishioners will be asked to look at home for books to donate. We will not have a checkout system. Peter will look into making labels so people will remember that a book is an Epiphany book. If we get enough books, we might have a children's section.

Building and Grounds Repairs:

Repair on roof needed. John Yntema is getting quotes. They have been wide ranging, so we're trying to determine what is included in each quote and what work is actually needed. Part of the courtyard fence has been destroyed by carpenter bees and is unsafe. That section will be removed. A long-term solution being considered. Susan Williams is working on a redesign of the courtyard. The fencing issue will become part of this discussion.

The Vestry is hosting coffee hour on July 30.

August 20 is the midyear retreat.

The meeting ended with Midday Prayer.

Respectfully submitted,  
Sherry Wallace  
Clerk of the Vestry

## Vestry Reports for May 23, 2023

### Parish Priorities — Lisa Daily

Will be discussed at Meeting.

### Adult Formation — Peter Dodge

**Lost Communities in Atlanta.** On Saturday, June 10, Kay Lee, Lisa Daily and I attended an event convened at the Absalom Jones Center, Center Director presenting reflections by Catherine Meeks, Center Director, distinguished scholar and holder of three honorary doctorates (with more to come). The video attached below afforded the some fifty persons attending (representing numerous Episcopal parishes and one Presbyterian congregation) a jumping-off point and common reference for group discussion on the joint topics of diversity, equity and inclusion programs (as to which Dr. Meeks is a frank skeptic).

The attendees were then afforded a fine and plentiful South Asian meal; those joining in were encouraged (successfully) to co-mingle among parishes which prompted new acquaintances and a sharing of personal experiences bearing on the theme of the day. We concluded with a tour of the Atlanta HBCU campuses led and informed by recent alumni of two of the consortium institutions, Clark and Morehouse. The walk added visual and historical context to an understanding of the Black experience in Atlanta.

I will suggest to the Adult Formation Committee that we promote the video (along with others available as well) for on-line access to those among our parishioners who are interested in, but are not able or inclined, to attend in-person presentations at our building or other Atlanta sites.

The video is: [Who Lived Here...? Where Did They Go?](#)

**Epiphany's Banned Bookshelf.** The erupting national controversy about book banning and polarized responses to matters of historical social and political contention has prompted Kay Lee and Lisa Daily (and now me) to propose inviting the congregation at large to promote, contribute to, and utilize an in-house collection of the very books being excluded from school and public libraries. Inquiries directed to Amy and Shea have prompted designation of shelf space for the purpose in the Social Hall and the 'resurrection' (a term I use facetiously but, I hope, not sacrilegiously) of a formerly-utilized system for cataloguing and tracking the circulation of books which we hope will abundantly populate our envisioned library.

We can discuss briefly at our June meeting whether the Vestry might offer and vote upon a resolution of interim support for this nascent project to support adult formation on a topic of our times.

## Children + Youth Formation — Paige Howell (Emily Elder)

Because regular Sunday morning formation finished up in early May, most of June has been working toward special one-time events (like the Interfaith Youth Table Tennis Tournament) and week-long offerings like VBS and the youth pilgrimage. However, we are still offering Children's Chapel on Sunday mornings, Godly Play sessions once a month on the first Sunday of each summer month, and Youth Group on Sunday evenings. Due to family travel and camp attendance, our numbers have been a bit smaller since the beginning of the summer.

We also hosted two Parent Listening Circles on June 4 and June 11 for parents of children and youth respectively. Please see below for a few take-aways.

- **Children's Ministry Listening Circle:** Regarding ways that Epiphany has nurtured spiritual growth for families and children, parents expressed gratitude for Children's Chapel, Children's Formation classes, and any events that brought parents together for fellowship. They expressed that their children felt safe at church and liked spending time with the other kids, and that their curiosity had been piqued by the programming here.
  - Regarding Epiphany's growing edges, parents wondered about ways to get even more children involved in Godly Play and Sunday formation classes, better ways to communicate all the offerings for children to new families, and "Parents' Night Out" events that would bless parents with time to connect with other parents. This group also stressed that it feels very important for their children to continue to have a place where doubts, questions, and their own thoughts and opinions are welcomed and encouraged.
- **Youth Ministry Listening Circle:** Regarding ways that Epiphany has nurtured spiritual growth for families and youth, parents expressed gratitude for Confirmation, acolyting opportunities, for growing friendships among the youth, and for partnerships with other local Episcopal youth groups.
  - Regarding Epiphany's growing edges, parents wondered about ways to encourage more consistent youth attendance (parents connecting with other parents, clergy/staff reaching out to parents, etc.), re-starting Sunday morning youth formation, facilitating more youth service projects, and engaging with relevant topics like bullying, social media, etc.

See below for a list of upcoming events, and please reach out to Emily Elder if you are interested in helping out with any of them:

- **Youth Lake Day** (date TBD; June, July, or August)
  - **\*\*\*We were awarded \$700 by the endowment fund for this, to hire vans for transportation and to cut down on other costs!\*\*\***
- **Vacation Bible School** from Tuesday, June 20 to Friday, June 23 (9 AM to 1 PM every day)
- **Youth Pilgrimage** to Little Tallapoosa River from June 27 to July 2

## Membership + Newcomers — Liefy Smith

Membership is working to catch up on emails responding to pew cards filled out by visitors from late April, May, and June due to Liefy's absence in those months.

Our committee is currently collecting responses on Membership’s activities in response to Parish Priorities and will report to Lisa by next week.

## Finance — Andrea Strahan

### May 2023 Financial Report

May 2023	Budget	Actual
Income	\$57,256.42	\$58,980.73
Expenses	\$57,749.00	\$53,411.05
Net	(\$492.58)	\$5,569.68

May 2023 had MTD revenue of \$58,981 and MTD expenses of \$53,411.

- Total expenses in May 2023 YTD were \$253,029, versus the budgeted amount of \$288,745 (last year, May 2022 YTD expenses were \$246,931).
- May 2023 had a \$5,570 MTD surplus, bringing the May 2023 YTD surplus to \$72,257.88 (for comparison, the May 2022 YTD surplus was \$12,770).

May 2023 YTD expenses are below budget primarily due to not having an Associate Rector from January through May.

- We are now caught up on the Diocesan pledge payments and May 2023 expenses include clergy continuing education (\$3,255.28), community engagement (\$3480.82; recurring donations have caught up), and parish life expenses (\$1,049).

May 2023 MTD revenues of \$58,981 were in line with the budget of \$57,256.

- May 2023 pledge donations were \$47,370.86 (under budget by \$3,627).
- Other revenue includes plate collections (\$1,659.25) and facility rentals (\$5,109, primarily Little Forest Preschool).

Motion: The Finance Committee recommends the following Motion to Vestry for Vestry Approval:

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## **Pastoral Care — Lisa Daily**

The Pastoral Care Committee continues to send cards to new parishioners on the prayer list. The Committee is meeting on June 21 to discuss Parish Priorities.

The Community of Hope continues to visit parishioners who have requested visits, take Communion to homebound parishioners and meet monthly.

Members of the Pastoral Care Committee are Cecelia Democko, David Draper (Chair), Susan Moody, Nancy Thompson and Sherry Wallace.

Community of Hope's Leadership Team is comprised of Jessica Burns, Lisa Daily, David Draper and Ann Fowler. Additional members are: Barbara Belcore, Laura Gary, Lisa Gray, Paul Hinson, Chris Miller, and Annie Strahan.

## **Endowment — Kaylie Gibbs**

Amy and I are in the early planning stages of a Final Affairs Fair, with a date being announced soon. Also working with Jessica Boatright on scheduling a parish priorities meeting.

## **Stewardship — Kaylie Gibbs**

No updates (still trying to get parish priorities meeting scheduled).

## **Parish Life — Judy Jarady**

No report this month. PL has not met in June.

## **Building and Grounds — Matthew May**

### **These are actively in progress:**

- 1) **Plumbing in basement** The sump pump in the basement started overflowing again. After hours of triage on Mother's Day, it recurred on Monday. Part has arrived and need to schedule plumber or repair ourselves.
- 2) **Solar Assessment** We plan to begin a solar assessment the initial cost request is \$100. We also are keeping in mind that the current roof has 8 useful years left and the neighborhood has restriction to consider. If you have questions or would like to be involved on this, email [ffinegan@hotmail.com](mailto:ffinegan@hotmail.com)
- 3) **Flower Guild Room Improvements** - received endowment, timeline set/ project plan: pre-July 15 move stuff out anything not needed for wedding, move out rest of stuff post wedding, demo by Aug 12, build shelves in doorway after step demo, repair floor tbd based on if needs to be same under new construction, reno - start on or about 9/1, finally move stuff back
- 4) **Roof Repair** Getting Quotes were wide ranging from \$1,000 - \$7,500. we are going back to the vendors because scopes of work were very different. John Yntema is coordinating. Attempting

to do maintenance only and get scope under \$2,500 and fix rest with volunteers. Good news existing roof will last 8 more years. If you have comments on this, email [thetechcpa@gmail.com](mailto:thetechcpa@gmail.com)

- 5) **Upstairs Water Fountain** has been out for months. The broken part had to be ordered. The plumber is scheduled to install it July 3.
- 6) **Lighting** Lights selected and scheduled for installation – once final set arrives. If you have comments on any lights, email [bert.bender@alston.com](mailto:bert.bender@alston.com) as we'll add to their final list as needed.
- 7) **Nursery** Peeling paint on the window ledge of the big window. Has been sanded, tested for lead (negative) and needs to be repainted.

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**These are not actively in progress or are waiting on a volunteer or prioritization:**

**HVAC Issues Room 203/205** Recurring issues with the air conditioning system in these rooms.

**Gutter Work** In our roofing estimates there were several gutter issues we can address with volunteers.

**Kitchen Sink Issue** There appears to be an occasional leak when draining multiple sinks likely associated with a drain clogged somewhere.

**Front Door Physics** Something happening here. Various parties looking at conundrum of the front doors: sometimes doors gap, sometimes doors stick. Next? Better door code security system (video)?

**Courtyard Fence** Needs a leader to plan. There is budget available. If you have comments on this or know someone who is the best to lead a project, email [thetechcpa@gmail.com](mailto:thetechcpa@gmail.com)

**Choir Room Wall Repair** - need to repair and repaint choir room wall from water damage

**Maintenance Contracts (Inventory of Systems)** Will be updating HVAC list after McKenney's Punch List labeling is confirmed.

**Asphalt Patching** Comment: shouldn't we patch cracked asphalt parts at entrance and exit drives, maybe starting with temporary volunteer fix? Answer: maybe, but if we need professional help, let's focus on that part and develop a plan of (a) where? (b) anywhere else? (c) who should do it? and (d) ensure good price. All comments invited. If you have a special paving contractor you like, email [thetechcpa@gmail.com](mailto:thetechcpa@gmail.com).

**Sexton Services** Is informal volunteer sexton approach for identifying maintenance issues, handling minor repairs, coordinating minor contractors sustainable?

**Landscaping Company** When more urgent stuff addressed, can seek input and review.

**Storm Cellar** Water getting into the storm cellar when it rains, the lower 3 steps were wet and upper steps were dry.

**Various Inside Projects**

The brick vestibule outside the lower level classroom got a rather bad first coat of paint a few years ago. It could totally do with a better job this time around and a second coat.

There were also a lot of little paint drips on the floor - including the bathroom that could be cleaned up.

The installed coat racks down there for little kids in the brick vestibule could also come down I think.

The right hand recessed light in Amy's office seems to come on and off, but mostly stays off.

In the kitchen by the little sink, the plastic screen guard installed to keep the walls dry have trapped bugs which Can the whole thing be removed, meaning the walls would probably need to be repaired and then painted.

### **Recurring Indoor Needs**

Cleaning the interior windows and window sills on both floors and the lower level classroom.

The seams in the church floor always collect debris and dead bugs. Screwdrivers are used to loosen the debris up then vacuumed up.

The floors and cushions and sometimes even the pews often get candle wax on them - someone could scan for that and try to get it up.

Replenishing the Epiphany pens in the pews - pens live in the usher closet.

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### **Off the list/projects completed:**

**FFA Byrdland** Byrd property was rehabilitated with dirt, netting, wheat straw, grass seed, clover seed and flower seeds.

**Soap Dispenser Upstairs Restroom** It had clogged. It has been removed, cleaned out, and re-installed. (Thanks to John)

**East Lake Bank** Partial thinning out of plants completed.

### **Community Engagement — Susan Ashmore + Sally Walker**

No report.

### **Technology — April Maa**

No report.

### **Worship — April Maa**

No report.