

Episcopal Church of the Epiphany

Vestry Meeting Minutes

September 19, 2021

In Attendance:

Vestry - Shelle Bryant, Paul Hinson, Richard Messner, Lisa Daily, Peter Dodge, Liefy Smith, Lisa Carlson, Sara Cushing, & Bert Bender
Clergy - Amy Dills-Moore & Nicole Lambelet
Ex officio - Randy Shearin & Sherry Wallace
Absent: Erin Braden, Linda Ryder-Wolf, John Wierwille, & Ann Fowler,

Lunch: Amy opened with prayer. Paul provided lunch.

Meditation: Amy led us in meditation.

Priest in Charge Report:

As we move through the Season of Creation together, I would like for us to begin thinking about crafting a statement on creation care principles to guide us as a parish in care of our building and our grounds.

We have received around \$65k so far towards our HVAC campaign, in addition to the initial pledges of \$130k prior to the public launch of the campaign. I have made a pledge and I hope you will make a pledge to the campaign as well.

We continue to evaluate our worship practices. Our attendance at each service is 70-80. Keeping the schedule as it is seems to be the best practice for now. Zoom has been an important way for people to worship and stay connected while there are people concerned that the covid numbers in our area remain high.

There is still time to sign up to participate in Sacred Ground as we educate ourselves in the work of racial justice. Please consider signing up if you have not done so already.

Associate Priest Report:

We had 14 young people on Sunday, both from Holy Trinity and our parish.

The Ismaili community is happy with our preparation for our upcoming meetings with them.

The Youth just had their pilgrimage planning meeting. They are planning to go to Nashville and are looking at Open Table Nashville and other nonprofits for possible volunteer activities. They will perform a one-act play in November to raise funds toward the pilgrimage.

The service project with the Ismaili community will be at Clyde Shepherd Nature Preserve on the 26th from 3-5.

Rob MacLeod and Diane Mundy are in the hospital.

Consent Agenda:

Approval of the August vestry minutes and gifts over \$100 for August 2021, were included as part of the consent agenda. All voted to accept.

Financial Report:

Randy said that the month of August had a deficit of \$7,946. This was due to a dip in income. We're still ahead for the year.

Creation of Endowment sub-accounts for Music Program and Memorial Garden: There have been generous gifts for these two programs. Also, a bequest is expected to fund scholars in

residence, seminarians, and visiting scholars. Finance has recommended that we set up sub-accounts to allow us to track these separately. Richard seconded. All voted in favor.

Retained earnings account: The \$48K excess from last year is in the HVAC repair account. In order to track the funds we're currently raising, it was proposed that we move the \$48K from the account to Retained Earnings. In the future, we will put any excess funds directly into the RE account. Shelle motioned that we make this change, Lisa C seconded, and all voted in favor.

New Business:

Memorial Garden construction contract approval: Shelle moved that we approve spending \$7,960 for the Memorial Garden construction contract. Richard seconded, and all voted in favor. The next step is to sign the contract.

Harvey Fund recommendations and discussion:

Organizations have requested funds from the Harvey account. However, there is more which needs to be distributed beyond the requested amounts. Shelle motioned that we ask the organizations to justify additional amounts if we should award them to them. Lisa C seconded. Bert amended the motion to first approve the distributions already proposed and then ask the grantees to request additional funds. All voted in favor of the amendment, and all voted in favor of the motion as amended.

Sara proposed and Shelle seconded that we approve the second entrepreneurship grant for \$7,500 to Haiti. All but one voted yes; Lisa D abstained.

Peter volunteered to help redesign the Harvey Fund bylaws.

Sara proposed that the vestry request that ECW work with the Community Engagement committee to discuss applying the remaining funds to New American Pathways in support of the Syrian Refugee Crisis. Liefy seconded, and all voted in favor.

The meeting ended with midday prayer.

Online Resolutions:

On August 24, the Outreach Committee submitted via email a proposed racial justice statement to be issued from the vestry. After an online discussion and editing, a final version was submitted. Erin motioned to approve the final statement. Shelle seconded, and all twelve vestry members voted in favor.

On September 9, Lisa D motioned by email that the vestry approve the disbursement of \$9,384 to Episcopal Relief and Development for earthquake relief in the city of Les Cayes, Haiti. The amount requested is what was generously given by parishioners in response to Epiphany's appeal in August. Shelle seconded. Ten members voted in favor and none opposed.

On September 12, Bert submitted by email a detailed proposal for a donor-funded irrigation piping on the Epiphany campus. Referencing the proposal, he motioned that the vestry authorize (1) the installation of a new water meter location on Ponce de Leon adjacent to the existing water meter, (2) the installation (by boring underground) of four (4) 1" polyethylene piping water lines and (3) the installation of water hydrants to the four locations noted by the blue dots above, pursuant to the Ayers Proposal (but not including the page two option), to be executed and initiated upon the receipt of funds sufficient to pay the costs of installation, permits and metering (estimated to total not more than \$25,935, or \$21,935 for equipment and installation, maybe \$2,000 for the new meter and approximately \$2,000 for permitting). Before proceeding with installation, Epiphany must receive confirmation that the cost of the new meter and permitting are less than \$4,000 or that the donor has deposited sufficient amounts to cover

any overage of the cost of the new meter and permitting. Linda seconded, and eleven vestry members voted in favor. None opposed.

Respectfully submitted,
Sherry Wallace
Clerk of the Vestry

Vestry Liaison Area Reports
September 2021

Adult Formation (Paul Hinson)

No report submitted.

Building and Grounds (Bert Bender)

Issues this month: Bats? Check. Snakes? Check. Looking down my Top 10 List from Exodus, I see frogs, lice, flies, livestock pestilence, boils, hail, locusts, darkness, and some other really really bad things. Prediction: next up is darkness on November 7.

Issues on Front Burners (FB), Back Burners (BB) and On The Counter (OTC): To supplement the prior inventory of issues last month, here is a current Baker's Dozen Plus list with updates:

- 1+) (unchanged as to integer, but with greater intensity, **↑** from 1) **Nave Ductwork and HVAC and Office/Bathroom HVAC Combined Plans (FB)**: Owner review drawings received and shared with Vestry, comments in process to be delivered 10/14 or 10/15. Soon, bid list and process and documents for contractors with capacity to undertake commercial construction/installation projects, with staffing depth (and technician licensure status), maintenance/inspection capacity and expertise, identifiable customer concerns, and other factors. Organ maintenance company will relocate organ components during demolition and construction when that is scheduled. Office/Bathroom HVAC will be bid together with the Nave work.
- 2) (**↑** from 4) **Relocate Undercroft Cr*p (FB)**: Preschool stuff is relocated now, we are having a Procession Of The Undercroft Relics this Saturday, October 16, 1:00 pm to relocate Church stuff in the Undercroft. See Parish News 10/15 and an email that will highlight that also 10/15.
- 3) (unchanged) **Irrigation Plumbing Extensions (FB)**: Still awaiting the deposit of funds before initiating water meter application with DeKalb County, then off to the races.
- 4) (**↑** from 4) **Lighting (FB)**: Updated request for proposal from the contractor who quoted for changing out lights in the Nave will issue to that contractor on 10/15, and then to a few other contractors.
- 5) (**↑** from 6) **Kitchen HVAC (FB)**: Burnt out transformer fixture not actually under Fujitsu warranty was actually procured by Ace and A, honoring their mistaken warranty. So that's good news. Bad news: well, that part was burnt up, but the problem remains (Empire said that's common and couldn't be confirmed while the burnt up part was in place). Awaiting further part from Ace and A, or will they show the hand.
- 6) (**↑** from 15) **Memorial Garden Plaques**: Well I see work being done and I don't hear of any issues or problems, and that's not where the snakes are coming into the building, so that's all good.
- 7) (Unchanged) **Building an' Grounds (BANG) Structure, or Emerging Endless List of "Things to Do" (FB)**: Updated a structure plan and provided it to the multitudes swarming the B&G table at ministry fair. Will post to website and move further with structure and "Projects Menu".
- 8-10) (Unchanged) from the January Report: **Courtyard Fence (BB), Kitchen Appliances (OTC), Maintenance Contracts (Inventory of Systems) (OTC)** because there is only so much time. But there was a kitchen appliance inspection and some items are being taken care of above or below my pay grade.
- 11) (Unchanged) **Baptistry Doors Punch List (BB)**: Under consideration: bigger gutters and/or canopy over doors – plus canopy over undercroft – with inquiry to be made of Structural Engineer and Architect on approval of undercroft plans.
- 12) (Unchanged) **Playground Reconstruction (BB)**: Invoices submitted to insurance – awaiting final payout. Maybe picnic table plan, but no pressure on that right now.
- 13) (Unchanged) **Georgia Power Ponce Transformer Replacement (BB)**: GA Power \$6K in. Waiting for construction to start (unknown timing).
- 14) (Unchanged) **Keep List to a Baker's Dozen (BB)**: After the Procession Of The Undercroft Relics, No. 2 will drop, and the Playground Insurance \$\$ should come soon, so that will get us to the Baker's Dozen again, pending any further items from the Exodus Top 10 List.

That is all.

Children’s Formation (Linda Ryder Wolf)

The Committee did not meet in September.

Endowment (Peter Dodge)

No updates to report.

Finance (Shelle Bryant)

Financial Summary for September.

September 2021	Budget	Actual
Income	\$46,317	\$42,782
Expenses	\$46,317	\$44,916
Net	0	(\$2,134)

Membership (Liefy Smith)

- Our committee met this week to discuss details including announcements in the Star, invites, food etc. in preparation for the Newcomer’s event for the fall **Sunday, November 14th at 4:00.**
- Coffee mugs have arrived, and we will be delivering in early December to new members along with a letter from Amy and a few goodies with a note from Membership.
- The draft of the Visitor Guide to Worship composed by Amy is complete and will soon be printed.
- We are creating a system for tracking and follow-up to connecting newcomers to their area of interest, status of officially becoming members, and other relevant categories.

Community Engagement/Outreach (Erin Braden)

The ongoing work of the outreach activities continues. Sally Walker and Anne Kerner are leading the feeding ministry at Gateway shelter. We are hosting dinner at Hagar’s House October 16-20, with parishioners dropping off meals instead of staying for dinner. We are working to recruit a co-leader to help coordinate efforts to support a refugee family this fall in partnership with St. Catherine’s. Thanksgiving at Home and Christmas at Emmaus House will launch soon. The community engagement advisory board met this week to outline a parish communication plan and guidelines for our partnerships and budgeting for next year, more details soon.

Harvey Fund (Erin Braden)

Laura Keys, chair of ECW and the Harvey Fund Committee, will attend this vestry meeting to discuss the ECW’s request regarding the remaining portion of this year’s allocation of the Harvey Fund grants. The vestry will not make a decision at this meeting, but we will be able to listen and ask questions. The total amount is \$107,000 and the approved grants in the original requested amounts total \$35,000. The currently approved grants are being distributed to the following organizations:

Automotive Training Center	\$ 2,500
Emmaus House	\$ 5,000
Global Village Project	\$ 5,000
Motherhood Beyond Bars	\$ 5,000
Our House	\$ 5,000
Refuge Coffee	\$ 5,000

Haiti grant (from a previous year)	\$ 7,500
Total	\$ 35,000

Please feel free to contact Amy, Shelle, or me with any questions.

Parish Life (Linda Ryder Wolf)

After a successful event in September, the Parish Life Committee hosted an even bigger event in October. Oktoberfest was a rousing success. Fifty people registered for Oktoberfest and 62 actually participated. And SOOO many desserts! A bigger table next time for sure. Polly thanks everyone who helped—“there were many hands at work and a lot more with cleanup, which was fantastic!” Thank you, Joel and his hearty crew. The Parish Life committee is so grateful for Joel and his culinary endeavors.

The Parish Life Committee participated in the Ministry Fair on October 10th. There was a poster and the group offered a refreshment.

The next meeting of the committee is November 8th at 6:30 in Jones Hall, with the next event being the Nativities Exhibit. (Set up starts the end of November).

Pastoral Care (Lisa Carlson & Lisa Daily)

Chair: David Draper

The Pastoral Care Committee participated in the October Ministries Fair and received several expressions of interest. The regular work of the committee is ongoing, including:

- The Pastoral Care Committee continues to reach out directly to a parishioner when he or she requests that they or someone in their immediate household be put on the prayer list. Pastoral Care Committee members are rotating contact responsibilities monthly.
- The Committee will continue to reach out to Epiphanyites who haven't had a recent connection to the parish. Individuals to contact will be identified by clergy and staff, resulting in 5 or 6 contacts per month per committee member.

The Community of Hope Training began October 4. Eleven Epiphanyites, led by Ann Fowler, have begun a 14-week training program to become lay pastoral care givers based on the Benedictine principles of balance, stability, hospitality, and prayer. Weekly sessions include guest presenters who are pastoral care experts in the Diocese including Rev. Amy Dills-Moore and Rev. Rhett Solomon from Holy Trinity.

Racial Justice (Erin Braden)

Co-Chairs, Erin Braden & Kay Lee

At this meeting we will have an important opportunity to discuss the [Racial Justice Audit of Episcopal Leadership](#) and reflect on how our values around racial equity are lived out at Epiphany. The RJ and RJ book group are on hiatus to participate in the Sacred Ground series in collaboration with Holy Trinity. The series kicked off with a session led by the Revs. Nicole and Rhett Solomon from Holy Trinity, after a facilitation training the previous week. Dialogue circles (small discussion groups) have formed and will meet four times this fall and five times in the spring.

Stewardship (Richard Messner)

Stewardship broke out in full force last Sunday as they introduced the “Grace, Gratitude, Giving” theme for the 2022 campaign. They also sponsored a Ministry Fair to show all of the things we do at Epiphany, and what offerings we have for our church members. It was fun, festive, and upbeat, and everyone enjoyed the festivity, snacks, and comradery.

Technology (Sara Cushing)

The technology committee is working to enable on-line A/V streaming for all in-person services by All Souls Day. A new camera has been positioned on a tripod at the back of the Nave, controlled by a computer in the flower guild room. Last Sunday – October 10 – the service was streamed over YouTube, but the audio was not functioning. The system has been reconfigured to receive audio directly from all available microphones – two wireless, the altar, and the pulpit – and we hope this will solve the problem for the October 17 service. The Technology Committee will meet next week with at least the chair, the committee’s A/V consultant (Ben Ackerley), and with the associate priest in attendance (date TBD). We will review streaming results from the 17th, and if necessary, adjust settings for the 24th. The A/V consultant will train all present on operation of the camera and initiating streaming. And finally, we will start planning for a long-term A/V solution, which will include:

1. Permanent installation of the camera
2. Wiring and installation for camera controls
3. Professional consultation to update the existing indoor audio system, including
 - a. Purchasing and installing a modern digital mixer to replace multiple outdated components (we’re talking really old here: the *newest* components date from the 2003 construction, and for technology that might as well be 100 years)
 - b. Installing antennas for the wireless microphones
 - c. Repairing or replacing ambient microphones in the nave and choir loft
 - d. Routing all audio for both streaming and digital recording in addition to the current sound reinforcement in the nave, narthex, and sacristy.

Youth Formation (John Wierwille)

Updates requested from Mat.

Committee Thank You Schedule

Each month we will highlight a ministry at Epiphany and thank the parishioners who have been involved. The vestry or staff person connected with the ministry will take the lead for that month. Please plan to request that the group members be mentioned in weekly prayers, send a thank you note to all members, write a Star thank you article, and potentially include a Star spotlight on long-serving member(s). The schedule for the remainder of the year is below. Please make note of the month for your ministry, and let Amy or Erin know if you have any suggestions or changes.

Month	Committee	Lead
October	Youth committee & teachers	John
November	Racial Justice	Erin
December	Alter Guild	Amy