

Episcopal Church of the Epiphany

Vestry Meeting Minutes

August 22, 2021

In Attendance:

Vestry - Shelle Bryant, Sara Cushing, Erin Braden, Paul Hinson, Richard Messner, Lisa Daily, Peter Dodge, & Liefy Smith

Clergy - Amy Dills-Moore & Nicole Lambelet

Ex officio - Ann Fowler, Randy Shearin, & Sherry Wallace

Absent: Linda Ryder-Wolf, Lisa Carlson, John Wierwille, and Bert Bender

Lunch: Amy opened with prayer. Lisa D provided lunch.

Meditation: Nicole led us in a meditation.

HVAC Campaign:

Ann Williamson is chairing the HVAC fundraising campaign. The goal is to raise between \$250 and \$350K. Generous donors have already committed approximately \$130K. The campaign will emphasize the importance of welcome and the preservation of the building. We're investing in a quality system which also addresses environmental concerns. We'll have letters, emails, eblasts, and web site information on the campaign. Ann requested 100% participation from the clergy and vestry. We discussed how to establish suggested guidelines for determining amounts of pledges. All vestry members present committed to contributing. We're in design stage. Next step is soliciting bids, and then the work will start.

Priest in Charge Report:

- Epiphany will welcome two new seminarians this fall: Emily Badgett and Linden Abston. Details about those seminarians will come out in an email this coming week. Candler asks that we provide a small stipend for them each semester. Finance Committee will make a recommendation about that next month.
- We have completed Nicole Lambelet's updated Letter of Agreement and that has been sent to the diocese for the bishop's signature. We are excited to have Nicole on staff full time.
- The preschool has signed a new lease for the 2021-2022 school year. Thank you to Bert Bender for help with creating the lease. They will pay \$2000 per month for the use of outdoor space, and in the event of severe weather, for three spaces indoors (two upstairs and the nursery downstairs).
- There is an update in the reports about the memorial garden. We have signed the contract with the monument company who will craft the marble slab. That will take several months, which gives us time to prepare the wall and make other adjustments needed to accommodate the new slab for name plaques.
- We will observe the Season of Creation during the month of September. Season of Creation is an ecumenical observance by churches around the world acknowledging our need to participate in the responsible care of creation and work for greater environmental justice. We will observe this through our liturgy in worship, through formation opportunities, and with a workday in cooperation with the Ismaali community with whom we have formed a partnership.
- Please sign up for vestry lunches if you have not already. (For those of you who were not present, November is still open to both provide and clean up for vestry lunch.)

- The Rev. Angela Shepherd, rector of St Bart's Episcopal Church, has approached us about the possibility of hiring a full time sexton together with them who could perform minor repairs at the church and could also interact with contractors for larger jobs. Their pay and their work hours would be split between the two churches. The vestry expressed interest in pursuing more information from St Barts as we consider how to move forward.
- Our vestry retreat for 2022 will be January 28-30. Vestry discussed the option of returning to Camp Mikell for our retreat and how to deal with the challenges of this during COVID. We are pursuing more information from Camp Mikell on their cancellation policies and other COVID policies. We will revisit this at our September meeting.
- At the time we planned our summer and fall worship schedule, COVID numbers were declining, and we were hoping for a near normal worship and programming schedule beginning in September. This would have necessitated a change from zoom to livestreaming on a platform that would significantly limit interaction. Since that time, COVID numbers have been sharply increasing and several parishioners have told me that they feel safer continuing to worship from home. Adding a second service would also mean splitting the group that is coming to in-person worship now. Being together, whether on zoom or in the nave, feels important right now. Vestry discussed the options and made the decision to continue our worship schedule as it is for now. We will worship on Zoom at 9 am and in-person worship in the nave at 11:30 am. We will continue to evaluate the situation throughout the fall and make changes as circumstances warrant them.

Associate Priest Report:

Nicole thanked everyone for the opportunity to serve full time. She did not review in detail her activities over the past month, as her report had already been included in the notes which are attached to this document.

Consent Agenda:

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

Financial Report:

Randy said that we're ahead around \$76,000 for the year, \$4,140 coming from the month of July.

Liefy said that the next Newcomer's reception in the courtyard is scheduled for Nov. 14.

Unfinished Business:

Community Engagement:

As we consider changing our model for community engagement, we are trying to determine the effects on our outreach activities. We'll have a small advisory council to help us understand how our priorities will shift and how our partnerships may change. We will gain clarity as we discuss this over the fall and look for new opportunities to engage. The Outreach Committee is looking for support from the vestry, although we don't know what form that will take. We need to talk with people who have had long term involvement in activities which may be changed or discontinued as we change our focus. All this starts with a language shift. Nicole and Erin were asked if they could write up something for the vestry to review and discuss. Once the vestry is onboard, something could go out in the newsletter. Nicole said she envisions having other groups, such as art ministry or the racial justice committee, join forces in projects or other efforts. Shelle suggested that we may wish to consider talking about this in a regular service, in addition to other forms of communication with the parish. Erin and Nicole will write something for the vestry to review and discuss and to go in newsletter later.

New Business:

Vestry support of racial justice work

Erin presented a draft of a letter to be sent from the vestry in support of the work of Epiphany's Racial Justice Group, including Sacred Grounds. Lisa D asked we have more time to read it and respond by email. This was agreed.

Vestry approval to continue paying Diocesan loan from capital campaign proceeds:

The most recent Capital Campaign has been funding payment of the diocesan loan. The Finance Committee has recommended that we continue this and not pay off the loan early. The interest on the loan is low and is not causing us a burden. Shelle seconded this recommendation from the committee and all voted to approve.

Selection of delegates to Annual Council on Nov. 12-13: Ann, Shelle, Paul, and Lisa D will be our lay delegates, with Richard as an alternate.

Lisa D gave an update on Haiti.

The meeting ended with midday prayer.

Online Resolution:

On August 16, Richard proposed via email that the vestry approve the expenditure of \$5,792 to Atlanta Monument for the new Memorial Garden plaques. The plaques were approved in the July vestry meeting. As the expenditure is over \$2,500, a second vote is required on the actual expense. Lisa C seconded, and eleven people voted in favor. There were no opposing votes.

Respectfully submitted,
Sherry Wallace
Clerk of the Vestry

Vestry Liaison Area Reports August 2021

Adult Formation (Paul Hinson)

Our adult formation offering continues with a three-segment series during the Season of Creation which ends as we close out September. Our guest presenter for those three sessions is Dr. Kyle Lambelet, Assistant Professor in the Practice of Theology & Ethics at the Candler School of Theology at Emory University. In keeping with our Season of Creation theme we're addressing climate change and the forthcoming catastrophic changes the earth is set to endure and looking at apocalyptic texts in the Christian tradition for guidance on weathering change or "endings." Although the earth will continue to be here, and humans will be here for the foreseeable future our modern industrial world will either change or be changed by rising seas and polluted air and waterways.

Building and Grounds (Bert Bender)

Renewed thanks to John Yntema and Bill Graves for tending to matters high and low, wet and dry, inside and out, sacred and ... no no no, they avoid the profane.

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) **Nave Ductwork and HVAC (FB)**: All design underway, review drawings expected by "end of the month", namely (will confirm as needed with Design Team), the month of *September*. Pending that, list of 20+ contractors is under review, including suggested contractors with diverse ownership (10), to evaluate capacity to undertake commercial construction/installation projects (many HVAC contractors are predominantly residential and/or have narrow expertise in limited equipment brands), staffing depth (and technician licensure status), maintenance/inspection capacity and expertise, identifiable customer concerns, and other factors – all critical since Epiphany has been let down in a serious way by past contractors and maintenance/inspection companies. Also: coordinating with Organ maintenance company for best way to keep organ components safe during demolition.
- 2) (unchanged) **Office/Bathroom HVAC (FB)**: This project will be bid together with the Nave work, in order to attract better bidders (for one large job, not two smaller ones) and increase efficiency of the overall work (avoiding separate projects, staging, demolition, etc.). A few minor plan updates expected with the Nave plans.
- 3) (unchanged) **Irrigation Plumbing Extensions (FB)**: With approval of the proposal (many thanks), now just awaiting the deposit of funds before attempting to navigate up the DeKalb delta in order to attempt to complete the mission to obtain the meter to start the project. Seems simple, but their methods may be unsound, if there is a method. "I wanted a mission, and for my sins, they gave me one. Brought it up to me like room service." – Capt. Willard. Will read "Heart of Darkness" while on hold and then the movie for a pick me up and hopefully return to base successfully.
- 4) (↑ from 7) **Relocate Undercroft Cr*p (FB)**: Some done, more to be done to ease removal of old system.
- 5) (↓ from 4) **Lighting (FB)**: A quote from for changing out 6 lights in the Nave including very high lights that need a lift to be brought in led to wondering "are there others" (that is, lighting issues that need to be fixed or prayed over). It appears there are others, and so a proposal for fixing those is in process.
- 6) (new) **Kitchen HVAC (FB)**: Evidently transformer had some electrical issue and burned out a component, so check that off your HVAC bingo card. Good news: Contract showed 5 year parts warranty (through 6/24)! Bad news: Fujitsu says "nope", it's a 2 year warranty, your installer got that wrong. Unsurprising news: Contractor was Ace and A, cementing their status. Message to be delivered with strong letter to follow.
- 7) (↓ from 5) **Building an' Grounds (BANG) Structure, or Emerging Endless List of "Things to Do" (FB)**: My bad due to swamp of other obligations over last month, but going to move this process to (hopefully) engage volunteers beyond The Usual Suspects (Yntema, Wierwille, Graves, Felcher, etc.) and connect with Parishioners who express interest in helping. Planning to reach out shortly to former Vestry or other

leaders for key roles, and constitute committees or groups or gangs to address issues and do stuff. Also to include "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.
- 11) (↑ from 13) 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 when they finish 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) (↑ from 14) Georgia Power Ponce Transformer Replacement (BB): GA Power \$6K in. Waiting for construction to start (unknown timing).
- 14) (↑ from 15) Keep List to a Baker's Dozen (BB): 1 & 2 above will be combined when final plans are received, and the Playground Insurance \$\$ should come soon, so that gets us to the Baker's Dozen again, so long as no other projects arise like ...
- 15) (looming) Memorial Garden Plaques: Contract signed; awaiting hole in wall and construction and such.

Motions for Vestry Approval: Not today ____! Not today!

Children's Formation (Linda Ryder Wolf)

No updates.

Endowment (Peter Dodge)

See thank you note from Megan Swett attached.

Finance (Shelle Bryant)

Financial Summary for August.

August 2021	Budget	Actual
Income	\$46,317	\$38,546
Expenses	\$46,317	\$47,491
Net	0	(\$7,946)

Membership (Liefy Smith)

- Scheduling of greeters has been added to the Ministry Scheduler Pro.
- Two Visitor Parking signs have been installed.
- Ann Fowler designed several coffee mug options to gift to new pledging parishioners. Stewardship will provide a welcome letter to include in the mug as well as a note from Membership and some food goodies.
- An article for the Star was published in **the August 27th** Star to introduce the parish to the **Invite Welcome Connect** program.
- Amy and the Membership Committee discussed any final edits and or additions to the brochure this week that explains Episcopal traditions to those who may be visiting from the Protestant traditions. (Some visitors may not know what to do with our pew aerobics, communion, or wonder about that person in black carrying a big stick). It will eventually be added to the website as well on the newcomer's page and copies will be on the welcome table.
- Our committee reviewed the **Connect** check list for newcomers and identified a need to create a system for tracking and follow-up to connecting newcomers to their area of interest, status of officially becoming members, and other relevant categories.
- **A Newcomers event for the fall has been scheduled for Sunday, November 14th at 4:00**

Outreach (Erin Braden)

Had great first meeting of Community Engagement Advisory Board. Met with New American Pathways to get more details on sponsoring a refugee family later this fall.

Harvey Fund (Erin Braden)

I'm sorry I'm not there to discuss; Amy and Shelle will provide more information. Happy to respond to texts or Zoom in for questions.

Parish Life (Linda Ryder Wolf)

Picnic Recap:

All went well and we had plenty of desserts. Thank you to all who brought the desserts. Our only problem was the parking. We need to be sensitive to the handicap parking before blocking an area for an event.

Oktoberfest:

We are on for Oct. 2 from 5-7. We are considering having a rain date of Oct. 3 since we cannot move inside if it rains. Here's what our needs are for event:

- Joel and crew will cook brats and supply buns and condiments. Cost per brat is \$5.
- Need a set up crew for decorating and table set up. We can do this in the morning before event starts.
- Need someone to purchase beer and/or wine. Donations will be accepted for the spirits.
- Need someone to purchase mums and bales of straw.
- Shea will run a blurb soon with a link for sign up.

Nativities:

- Exhibit starts on Dec. 4th. Need to determine if the reception for Lessons and Carols will happen.
- Sally and Patricia are in charge for the exhibit and set up will begin Monday November 29.

Pastoral Care (Lisa Carlson & Lisa Daily)

Chair: David Draper

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 begins on October 4.

Racial Justice (Erin Braden)

Co-Chairs, Erin Braden & Kay Lee

On hiatus to participate in Sacred Ground series. RJ book group finishing up John Lewis' book.

Stewardship (Richard Messner)

The Stewardship committee is in high gear. The committee, led by Pam Tipton, along with Laura Gary, Paige Howell, and Tom Democko on the team, are narrowing down the theme for the 2020 campaign. We are looking for parishioners to share their stories to others in the congregation. If you are interested, contact anyone of those on the Stewardship Committee. Pam has laid out a GANT graph for the next 8 weeks with specific weekly goals to accomplish. Kick-off will be October 10, with Ingathering on November 14.

Technology (Sara Cushing)

No updates to report.

Youth Formation (John Wierwille)

No updates provided. 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
September	Children's Committee & teachers	Linda
October	Youth committee & teachers	John
November	Racial Justice	Erin
December	Alter Guild	Amy

Contract for Approval: Memorial Garden Project from Jesse Gould via Bill Graves

Total estimated costs \$7960, to be covered by Memorial Garden bequest.

Note from Bill: I think these prices are consistent with my expectations. I have worked with both of these contractors and know them to be competent, even meticulous, workers.

The total estimate for the marble plaque preparation is \$4,800. This includes:

- Marking the wall for brick removal - by Jesse
- Measure and approval of markings - by Bill with Jesse's help
- Removal of bricks as marked - Gary Brown
- Installation of brick to fill the AC opening (minus the depth of the plaque and the wood framing) - Gary Brown
- Piecing-in of bricks to fix any gaps or damage from the demo work - Gary Brown
- Installing new wood framing to give marble installers something to attach to - Jesse
- Install a painted plywood back, recessed in the existing window opening, to allow for future shelves – Jesse

The estimate for the glass arched transom is \$3,160. This includes:

- Remove existing exterior light fixture
- Remove wood panels from the opening
- Clean and prep the frame to accept the new glass
- Install new arched double-pane clear glass with silicone sealant
- Install decorative stop-mould
- paint trim to match the door/window jambs
- Wash the interior and exterior of the window

I would need to see the replacement interior light fixture before I could price the work of replacing it, but I think it will be easy and inexpensive.

Harvey Fund Recommendations for Discussion

The ECW met yesterday morning. Our most important agenda item every September is to decide on allocating the Harvey Fund payout. By consensus, on the recommendation of the Advisory Board, we decided to award grants to Emmaus House--\$10,000; Motherhood Beyond Bars--\$10,000; Refuge Coffee--\$10,000; Global Village--\$10,000; Our House--\$10,000; and Automotive Training Center--\$5000. I know that there was some concern about awarding more than \$5,000 per recipient, but I think that the bylaws restrict the recipient from requesting more than \$5,000, not our awarding a greater amount. Additionally, we approved the second entrepreneurship grant to Haiti for \$7,500. Two such grants were approved two years ago, but only one was claimed at that time. Lisa Daily asked for the second installment several months ago. Finally, it was unanimously decided that the balance of the payout be divided between Episcopal Relief & Development and New American Pathways. I don't know exactly how much that is as I was never given an exact total, but we believe it to be about \$40,500. The monies for ERD would be designated for COVID assistance for the Rosebud Reservation and Navajoland, hurricane relief, and earthquake relief in Haiti. It is our feeling that the stated mission of the ERD is in line with the mission of the Harvey Fund, working toward self-sufficiency and recognizing the dignity of every human being, and that the need is particularly great at this time. New American Pathways is an organization with which Epiphany has worked in the past and they, too, have as a stated goal self-sufficiency. We are anticipating that the demand on their services will be enormous in the months ahead as they work toward assisting Afghan and other immigrants integrate into their new lives in the U.S.

Under Epiphany's current guidelines, all of these expenditures need Vestry approval. I would be glad to attend the Vestry meeting either in person or on Zoom to answer any questions that arise about these decisions.

We continue to be interested in contributing to/creating/working with some agency to establish scholarships for technical, vocational, or licensed training. It is our intention to use this ECW year to educate ourselves about the possibilities and try to find a mechanism by which we could do that. I have not heard back from Emmaus House about this, but they, obviously, would be a partner with whom we would be interested in working.