

Episcopal Church of the Epiphany

Vestry Minutes

October 22, 2024

In Attendance:

Vestry - Kaylie Gibbs, Susan Ashmore, April Maa, Sally Walker, Andrea Strahan, Judy Jarady, & Jordan Moody

Clergy - Amy Dills-Wright

Ex officio - Bert Bender, Randy Shearin, & Sherry Wallace

Absent: Emily Thompson, Matthew May, Carol Bartlett, Cristin Davis, & Paul Bonner

Meditation: Amy led a meditation based on Howard Thurman's "*O God, I Need Thee.*"

Consent Agenda:

Approval of the September 2024 vestry minutes was included as part of the consent agenda.

All voted to accept.

Rector's Report:

Our bookkeeper Susie Boyko is out for an undetermined length of time due to medical issues. We are looking for someone to assume Susie's duties on a temporary basis until she returns.

Jason Sullivan is our new Facilities Manager. He'll work 10 hours/wk.

The city/county will involve us in decisions regarding the potential roundabout where East Lake meets Ponce de Leon Avenue. There is nothing for us to do currently. Philip Anderson is keeping up with this issue.

Bill Graves has requested that we replace the fenced-in area near the composter with a shed. We're trying to determine what will work best.

We want to discuss ways to cut down on paper use with the bulletin. We need to use the bulletins because we don't follow the wording of the liturgy in the Book of Common Prayer. We'll consider various options to try to reduce the number of bulletins printed.

Randy discussed the findings from the 2023 audit. Kaylie motioned that we approve the audit. Sally seconded and all voted in favor. Kaylie motioned that we use the same auditor for the next three years. April seconded, and all voted in favor.

Old Business:

Shea will get quotes from one potential cleaning service.

Kaylie said we have a good budget draft for next year. We'll wait to see what the pledged amount is and will adjust the budget accordingly.

The seminarians are putting together an election day prayer service while Amy and Carmie serve as poll chaplains. Judy will be VPOD.

The meeting ended with Compline.

Respectfully submitted,
Sherry Wallace
Clerk of the Vestry

Vestry Reports

Parish Health & Wellbeing — Paul Bonner

No updates at this time

Membership + Newcomers — Cristin Davis

Liefy and Page Love continue to be amazing committee co-chairs! There will be a committee meeting on Sunday, October 27th after church. The committee added one new member who signed up at the Ministry Fair.

There will be a Fall Newcomers Gathering on November 17th from 4-5. All are encouraged to come and welcome new members. This quarter there will be about 10-12 personal invitations sent out to newcomers who have either officially joined or transferred to Epiphany.

Parish Life — Judy Jarady

Parish Life met September 9

Clarification of different line items in PL budget were discussed with the committee. Also, Polly explained the process of requesting funds for PL events.

- Detailed planning for October 6 Oktoberfest event
- Dates to remember: Celebration of Ministries September 29 PL will help set up
Celebration of Stewardship October 27 PL will help set up

Parish Life met October 14

Oktoberfest Recap: The event was well attended with great food, great music and especially great fun with the children enjoying outdoor games. Approximately 62 people were there.

Planning was done for Nativities and reception for Lessons and Carols December 8.

Community Engagement Partnerships — Sally Walker

Art Ministry

In September we hosted artist Keegan Posada's very successful "amigurumi" show of crocheted animals. This show had 30 sales (8 payments were made by QR code and 2

by check) that netted the art ministry \$223.90. The QR code has been made the accounting much easier for us and for the purchaser. A win/win.

We will host jewelry maker Stephanie Liegh for one day only on Sunday Oct 27th. Her work is sustainably created using recycled, upcycled, and repurposed materials.

Feeding Ministry

Epiphany's meal service continues the second Friday of each month at Gateway's Evolution

Center. Each month we have new participation from Epiphany parishioners. Taylor has offered to have the young families help pack the Gateway Christmas bags.

Sustainability & Justice — Carol Bartlett

Racial Justice - 12 people from Epiphany and St. Michael and All Angels will be going to Center for Racial Justice.

Earth Guild - planting on Nov. 2nd in the meadow

Children + Youth Formation — Jordan Moody

Formation for youth and children continues. Pre-K through 3rd grade meet for Godly Play; 4th and 5th grade meet for Surveying the Scriptures; and 8th through 12th graders explore the lectionary and how the Bible relates to their lives. For our youngest children, we've been emphasizing the importance of stories—both the stories found in the Bible and why storytelling is significant in our faith tradition. Our 4th-12th graders have been focusing on developing skills to navigate their Bibles. They're learning how to place each lesson within the larger narrative of Scripture.

Formation Attendance:

Children's Chapel: 4-5 children

Godly Play: 3-4 children

4th & 5th Grade: 2 children

Youth (6th-12th grades): 2-6 participants

As the holidays approach, we have a greater need for substitutes in formation classrooms. If you are interested in serving or want to learn more about this opportunity, please reach out to Taylor (tirwin@epiphany.org).

Choirs for children and youth and Family Eucharist resumed on October 1. Everyone had fun making cat toys for Lifeline Animal Shelter during the service project. Pizza was enjoyed, and they explored a Bible story about kids and how much Jesus loves them. Our next family

Eucharist and service project will be November 12th, and our service project will focus on supporting feeding ministries for the holidays.

Our children and youth had a ton of fun at the parish retreat! We had seven children and youth attend. Together we explored what sabbath means, how to find rest and play in the world, and why it's important. We played soccer, beat on drums, took a hike, and our youth served as readers and eucharistic ministers during Sunday's Eucharist.

In addition to all the fun, the children asked thoughtful questions about the Bible, our stories, and how we, as Christians, should treat one another. We also reflected on the "Christian" values we see—or sometimes don't see—in the world around us. This retreat was a powerful reminder that children are always listening and shaping their lives based on the faith we share with them.

On Sunday, October 27, the youth group, Epiphany's Racial Justice Ministry, and other parishioners will visit the National Center for Civil and Human Rights downtown. The museum features interactive exhibits and opportunities to explore current civil and human rights issues from around the globe. We will also be joined by new friends from St. Michael and All Angels in Clarkston!

If you would like to help sweeten up Sunday mornings for the youth, you are invited to volunteer to bring donuts! Sign up [here](#), and contact Taylor (tirwin@epiphany.org) with any questions.

Adult Formation — Susan Ashmore

No updates at this time.

Pastoral Care — April Maa

No updates at this time.

Stewardship — Emily Thompson

Ministry Fair

20 Ministries received new volunteers – comprised of 32 individuals. Ushers filled up their sign up sheet!

Pledge cards are in the pews and being re-stocked before the service.

The stewardship goal for this year is \$685k.

Speakers are lined up for the rest of the campaign and social media posts are being posted by Shea weekly.

Endowment — Emily Thompson

No updates at this time.

Finance — Andrea Strahan

| September 2024 | Budget | Actual |
|-----------------------|------------------|---------------|
| Revenue | \$ 51,042.00 | \$ 61,997.24 |
| Expenses | \$ 64,786.45 | \$ 61,520.07 |
| Net | (\$ 13,744.45) | \$ 477.35 |

| YTD 2024 | Budget | Actual |
|-----------------|---------------|---------------|
| Revenue | \$ 583,628.34 | \$ 557,976.78 |
| Expenses | \$ 561,891.51 | \$ 553,680.63 |
| Net | \$ 21,736.83 | \$ 4,296.15 |

In September 2024, there was a month-to-date (MTD) deficit of \$13,744, bringing the 2024 year-to-date (YTD) surplus to \$21,737. For comparison, the 2023 YTD 2023 surplus was \$40,773. September MTD total expenses were \$64,786 (over budget by \$3,266). 2024 YTD total expenses were \$561,681 (over budget \$8,211). For comparison, 2023 YTD total expenses were \$485,094. September MTD total revenues were \$51,042, mostly in pledge giving (under budget by \$10,955). 2024 YTD total revenues were \$583,628 (mostly in pledge giving), over budget \$25,652. For comparison, the 2023 YTD total revenues were \$525,866.

In September, we paid James Jordan, CPA \$7,608 for the 2023 audit. This is why MTD expenses are over budget, but only partly why YTD expenses are over budget. The main reason YTD expenses are over budget is due to Building & Grounds being over budget by

\$22,419. Clergy Salary & Benefits, Clergy Discretionary, Lay Staff Salary & Benefits, Community Engagement, Parish Life, are, in total, under budget YTD \$15,642.

The Endowment Fund investment account was at \$457,736 (a gain of \$50,972) as of September 30, 2024. The Harvey Fund investment account was at \$738,150 (a gain of \$88,417) as of September 30, 2024.

September 2024 Designated donations: None

| Name | Gift Date | Type | Fund Name | Amount |
|------|-----------|------|-----------|--------|
| | | | | |

Building and Grounds — Matthew May

These are actively in progress:

- 1) **Sexton Services** It is time... evaluating options and costs.
- 2) **Parking Spaces** Expand gravel pad, as possible by mailbox on in back corner of parking lot
- 3) **Courtyard Lighting** One of the light strands fell. Waiting on a plan and prioritization.
- 4) **Work Days** Last Work Day - November 4

These are tentatively scheduled for later in the year:

Outside Youth Room The brick vestibule outside the lower level classroom got a rather bad first coat of paint a few years ago. Youth have proposed mural plans to replace.

Window Replacement timing tbd

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

Elevator Potential Issue I was riding the lift up today and it took nearly the entire ride up before the light came on. I'm assuming this is a motion detection device, but I feel like it's gotten a bit out of sync.

Flooring by Altar The top of a wood plank of has partially separated at the end of the plank. [It kind of looks like it's delaminating, except it is not laminated.] It is

definitely getting worse. See photos. It is a couple of feet away from the altar on the memorial garden side. I suppose that all we need to do is squirt some wood glue under the separated piece and put something heavy over it till it cures. Do you have any thoughts? Do you want to take a look? It took me a little while to find it because the messed-up area is mostly in the shade when the altar spotlights are on.



Solar Roof Earth Guild has taken over the solar project. Narrowed to a contractor and a scope ~\$40k, now need vestry and church support to go to the execution phase. (Need a committee leader to move forward)

Water Main Main building shut-off water valve in the undercroft may need to be replaced.

Water Issues - Choir Room There is water leaking from one of the light fixtures in the choir room.

Water Issues - Storm Cellar The storm cellar continues to have gallons of water get into it from under the wooden stairs when it rains hard. But there was also some water at the other end of the storm cellar.

Water Issues - Nave The back left side of the nave had water leaking from the corner of the ceiling by the pews during the last bad rain storm. Update: worse after last storm.

Kitchen Sink Issue There appears to be an occasional leak when draining multiple sinks likely associated with a drain clogged somewhere. Need to redesign the drainage – potential plumber issue.

Water Heater and Repairs The water heater in the Tables and Chairs room has a little condensate drain. It was never run all the way to the floor drain. We need to cut a path along the copper pipe to the floor drain and extend the plastic drain tube to it.

Nursery

New (rediscovered) leak in the nursery. We thought this was from heat condensation and started leaking recently after rain. Has not recurred in subsequent rain storms, so we are quite stumped

Kitchen - We need to repair the wall and then repaint by the small sink.

Known issues waiting on prioritization or budget (probably not a volunteer job):

AC Off 1 of 4 HVAC systems for the Parish Hall is currently not running.

Stucco Damage The stucco on the side of one of the dormers facing the courtyard has been damaged.

Another Door Issue Door to the Parish Hall from the courtyard is in disrepair - still functions and locks - tbd on next steps.

WORK DAY - ITEMS

I'd like to ask if you could install a hook in the mechanical closet off the narthex so we can hang the fire pit when it is in its case. It's brick in there - maybe on the wall above.

There are wall wipes in Amy's office that we'd like to be used on the 2nd floor outside of the music suite first to see if it can get the scuffs and marks off the wall, then if it actually works the classroom hallway up there.

Figure out the lighting needed for the keypad after dark.

Recurring Indoor Needs

Cleaning the interior windows and window sills on all three floors.

Clean dryer lint from attic duct work.

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.

HVAC filter replacements on a regular schedule

Recurring Outdoor Needs

Clearing exterior windows of cobwebs

Fertilize blueberries

Freshen up mulched areas

Clean external cobwebs from windows and exterior of building

Clean the gutters

Off the list/projects completed:

Painting Touch Up Repainted the Gallery, bathroom hallway, hallway to the playground, back stairwell, parish hall and to repair and paint water damage by the thermostat in the Music Suite.

Remove Nursery Water Fountain

Lights at Point - The lights pointing at the sign are back on

Water Heater - We thought it might be done but the repair man got it working again - decision upcoming about tankless or not - see above.

Technology — April Maa

No updates at this time.