

Episcopal Church of the Epiphany Vestry Midyear Retreat Minutes August 21, 2022

In Attendance:

Vestry - Erin Braden, Paul Hinson, Richard Messner, Lisa Daily, Liefy Smith, Paige Howell, Susan Ashmore, April Maa, Kaylie Gibbs, John Wierwille, & Peter Dodge
Clergy - Amy Dills-Moore & Nicole Lambelet
Ex officio - Shelle Bryant, Randy Shearin, & Sherry Wallace
Absent - Bert Bender

Lunch:

Peter provided lunch from Willy's.

Meditation:

Amy led a discussion on spiritual vitality.

Financial Report:

Randy presented a midyear financial update. For the month of July, expenses exceeded income by \$21,630, resulting in a YTD deficit of \$16,230.

Leadership Edge – Chapters 10-12:

The vestry divided into small groups to discuss Chapters 10-12 of *Your Leadership Edge*.

New Business:

Harvey Fund guidelines

The Harvey Fund Advisory Board has revised the grant cycle timeline to make it more efficient and asked the vestry to approve this change. Paige motioned to approve the new cycle. Liefy seconded. Erin proposed an amendment to move point 2 of the Grant Guidelines' Criteria for Grants which states that requests should not exceed \$5000 to the annual grant application so that it may be adjusted when needed. Kaylie seconded. The motion as amended passed unanimously.

Consent Agenda:

Approval of the July 2022 vestry minutes and gifts over \$100 were included as part of the consent agenda. All voted to accept.

Strategic Planning:

Following the business meeting, the vestry had a strategic planning session focusing on values.

Online Resolutions:

On July 29, April motioned via email that the vestry approve the proposal from Pro2Call Communications to move the AV equipment to the oratory so the church will have livestream/zoom services as part of permanent worship experience and to pay the first 50% up front. Bert seconded. There were eleven votes in favor and none opposed, and the motion passed.

Respectfully submitted,
Sherry Wallace
Clerk of the Vestry

Adult Formation – Nicole Lambelet, Paul Hinson

Adult formation has a wonderful semester planned. We will kick off the fall on September 11th with a four-week series entitled, “Listening to the Voice of Creation,” led by Nicole Lambelet, Hannah Schultz, and Gayla Tillman (both from Georgia Interfaith Power and Light). In October we will launch a series of small groups. Three will meet during formation hour on Sunday mornings and one on Tuesday evenings: 1) “Faith and Doubt,” led by Amy Dills-Moore and Paul Hinson, “Community Engagement: Why and How We Do It,” led by Nicole Lambelet with various parishioners, 3) “Parenting for a Better World,” led by Susan and Jarrod Moody, and 4) The Book of Job, Tuesdays 6:30-8:00pm with Carol Newsom. The Wednesday night book-less group also continues. During Advent, we will offer a series on “Mary, Mother of God.” Liefy Smith along with Amy and Nicole will present on the art, theology, and myths giving shape to the Marian tradition.

Amy continues to lead the Living Contemplatively group on Thursday mornings. Rhett Solomon from Holy Trinity and Nicole Lambelet plan to collaborate again this year on Sacred Ground. They will be launching Sacred Ground 2.0 on 9/19 for those who have finished the initial year of the Sacred Ground curriculum, in addition to offering another Sacred Ground group over the 2022-23 programmatic year for those wishing to begin the program. We remain in conversation with All Saints about potentially offering 1-2 workshops on Queer Theology as a precursor to Atlanta’s Pride March in October.

Building and Grounds - Bert Bender

Issues on Front Burners (FB), Back Burners (BB) and On The Counter (OTC): This month’s updates of the latest baker’s dozen plus one list of projects showing ups ↑ and downs ↓ since last time.

- 1) (↓ from ∞) **Nave Ductwork and HVAC and Office/Bathroom HVAC Combined Construction Work (FB):** The Big Unit is due for installation on or about August 24; goodbye temporary unit. Ceiling work in Undercroft to be done ... soon. Other punch list items being listed then punched. If you see something say something, preferably email to bert.bender@alston.com.
- 2) (↑ from olden days) **Roof Leaks / Gutters (FB):** Leak in Gallery near Narthex. Checking out contractors. Former leak in Nursery – checking out precipitation, if any. Gutters?
- 3) (↑ from 5) **Baptistry Doors Punch List (FB):** As long as we look at gutters from on top of the roof, let’s have those roof gutter people look at water flow over these doors and offer a fix and estimate.
- 4) (unchanged) **Asphalt Patching (BB):** 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 let’s get the big HVAC units/trucks done first, and develop a plan of (a) where? (b) anywhere else? (c) who should do it? and (d) ensure good price. All comments invited.

- 5) (↑ from off the list) **HVAC Repairs That Are Not So Big and Scary (FB)**: To include fixing or replacing a blower that supports a quarter of the Parish Hall plus a new Thermostat for Room 201 where the current thermostat has become sentient and not in a good way.
- 6) (↓ from 3) **Lighting (FB)**: Work Day One and Two are done and paid for – and contractor has gone silent again about an estimate for installing the Drop Pendants for the Side Chapel. It's only been two weeks so we'll give it some more time and see if this is just normal delay in contact or final ghosting. Also: Lift Light fix by John Yntema has made that portal less "Stranger Things" and more "Come Into The Light". Feedback?
- 7) (↓ from 6) **Building an' Grounds (BANG) Structure, or Emerging Endless List of "Things to Do" (BB)**: Circulated in March. Will update for Kick Off Sunday for virtual information table. With New Survey. Soon: Realm Lists for BANG, Grounds and Buildings. Also see below for some things that will help.
- 8) (↑ from off the list) **Weed and Wine Party (BB)**: Sabra Hanson desires to hold this event, and we'll use it as part of a gateway to grounds helping. Probably will add some edibles to what is served. Wait – the "weed" is not puffery – it is pulling weeds and then retreating to the Courtyard for wine. Or to whine if you weeded. Pulled weeds, that is. So maybe a gateway drug for doing grounds work, but not with drugs!
- 9) (↓ from 7) **Courtyard Fence (BB)** Could be a topic of discussion after weeders wine. Feedback welcomed.
- 10) (↑ from off the list) **FFA Byrdland (BB)** There are ideas about use of Byrdland from various quarters and we'll try to find a way for all fractions to form a full integer with ideas, whether gardens or whatever.
- 11) (↓ from 8) **Front Door Physics (BB)**: Team of Yntema and Graves evaluating replacing front doors affected by physics: too far apart when cold (wind blows in) + too close when warm (doors stick).
- 12) (↓ from 9) **Maintenance Contracts (Inventory of Systems) (BB)** Will be updating HVAC list after McKenney's initial "inventory" inspection on August 3.
- 13) (↓ from 10) **Playground Reconstruction (OTC)**: Invoices submitted to insurance – awaiting final payout or update about status (maybe it's in). Maybe picnic table plan, but no pressure on that right now.
- 14) (↓ from 11) **Landscaping Company (OTC)**: When more urgent stuff addressed, will seek input and review.

Off the list: Georgia Power Ponce Transformer Replacement (a/k/a potential future Carillon Bell Tower).

Children and Youth – Paige Howell

We are so happy that we have Emily Elder in her position as Children and Youth Minister! She started her new position mid-July and hit the ground running. We are lucky to have her in this role and I am thrilled and excited for this next year for the kids of our parish.

July 2022 – Children and Youth Ministries were on hiatus, except for on 7/31/22, after the 10 am service, when the Youth shared with the Congregation about their experiences during the Pilgrimage to Nashville which took place in June 2022. Childcare offerings continued during choir practice time (9:15am) thru the 10am Sunday services.

August 2022 – Welcome back to Children and Youth Ministries, all month long:

- 8/7/22 – Welcome Back Extravaganza/Children and Families welcome back party at Oakhurst Pavilion (including water games and lots of snacks), Backpack blessing
- 8/14/22 – Return of Children’s Chapel, and Youth and Families Welcome Back Dinner and Welcoming of 6th graders, Return of Youth Groups
- 8/20/22 – ‘Hooch Tubing Trip with Diocesan Youth
- 8/28/22 – Youth Group

Children and Youth – Emily Elder

Children and Youth at Epiphany are getting back into the swing of things. Our welcome back events went well: the children’s extravaganza was attended by 7 families (including 2 new families) and over 25 people; our youth welcome back dinner was attended by over 40 people (including 18 youth).

In the wake of these kick-off events, we’ve been recruiting volunteers and planning for weekly programming in the fall. See below for those offerings:

- Children’s Chapel for children up to 3rd grade during the service (happening now)
- Godly Play as formation for children from 3 years of age until 3rd grade (beginning 9/11)
- “Surveying the Scriptures” as formation for children in 4th and 5th grade (beginning 9/11)
- Studying a book of the Bible with our seminarian for youth formation (beginning 9/11)
- “Mapping our Stories” at youth group - exploring the stories that have shaped us and continue to shape us, as Christians, Epiphany members, Americans, etc. (happening now)

Concerning volunteers, we have good coverage for Children’s Chapel and Godly Play. We could use one more volunteer (2x/month) for 4th and 5th graders, and a couple more volunteers for both youth formation and youth group.

Finance – Richard Messner, Shelle Bryant

July gifts over \$100 for Vestry vote:

\$300 from Erin & Chris Braden for refugee ministry on 7/18/22

July 2022	Budget	Actual
Income	\$51,125.26	\$32,425.36
Expenses	\$51,125.26	\$54,055.53
Net	\$0	(\$21,630.17)

We ended July with a MTD deficit of \$21,630, this brought our YTD results to a deficit of \$16,230. The July 2021 YTD surplus was \$76,279. The MTD revenues were \$32.4K actual vs \$51K budget. YTD revenues are \$347K vs budget of \$358K. The 2021 YTD revenues were \$342K. Available operating cash as of 7/31/2022 is \$133,160, a decrease from June in line with the July MTD deficit of \$21.6K.

The revenue shortfall is in giving, but “other income” is up \$20K YTD actual vs \$14K YTD budget. Expenses are up YTD as well with \$363K actual vs \$357K budget, an overage of \$6K. The increased expenses are in the category of Office and Administration with expenses \$7K over what was budgeted. We have also an increase in B&G spending with the YTD spending at \$48K vs budget of \$39K. The Finance Committee is exploring why these categories are over budget to see if there are opportunities for savings. Our Sexton has also raised his rates for the first time in ten years, so this increase cost vs budget for these services as well. The Committee will keep an eye on these differences. It was noted that we have underbudgeted for property insurance, so that will be considered carefully when the 2023 budget is developed.

The Diocesan Loan balance should fall below \$100K in the next month. Phillip noted that the monthly “nut” or average expenses have increased from \$45K to approximately \$50-52K. This is in line with the addition of staff expenses anticipated. Knowing this amount gives the Committee a quick reference point for understanding what is needed each month.

With giving down, Erin suggested that we provide a more complete financial picture in the weekly newsletter, bringing the Parish up to date on the shortfall and encouraging people to give (even over the summer months when giving historically dips due to vacations). Amy agreed and said that she would enhance the financial report in the coming weeks. Amy noted that preschool income will resume in August and will help to offset the MTD deficit.

Susie reported that she is working on the internal control questionnaire for the auditors. She has provided all the requested documentation. The next step is to respond to questions raised by the auditors. The process should wrap up soon.

Randy, Amy, and Erin will review the Endowment Committee By-laws as the first step toward recommended revisions. They will solicit help from the Finance Committee as needed.

Membership - Liefy Smith

- An article was published in the Star in July to inform the Parish about Membership's new **Connect** Program. We checked in with our Connectors to see if they were able to meet with newcomers they were paired with. About half of the group were able to meet while others were hoping to schedule meetings soon. More than half of the newcomers have already joined committees.
- The committee divided up the various tasks that members could manage separately such as: keeping up the inventory of welcome bags, calling new visitors who fill out pew cards, keeping up the Connector program, gift bags for new members and more
- Membership 's task of supporting the welcome and planning the encouragement of the parish wide effort is ongoing for the future.
- A Fall Newcomers Gathering is set for **November 13th**.

Pastoral Care (July & August) – Lisa Daily

On July 17, the Pastoral Care Committee and the Community of Hope hosted Epiphany's extended coffee hour. Members of the Pastoral Care Committee continue to send cards to parishioners as they are added to the prayer list.

Community of Hope members are now meeting monthly for nurturing, development, strengthening, prayer, meditation, continuing education and sharing. In July, Ann Fowler led a discussion of the Stephen Colbert/Anderson Cooper interview on grief and loss. On August 20, Amy led the Community of Hope on a visit to the Monastery of the Holy Spirit in Conyers.

Some Community of Hope members are serving at the Sunday healing station and are available to provide Eucharist to parishioners who cannot come to Epiphany to receive the Eucharist.

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, Katie Pederson and Annie Strahan.

Harvey Fund Documents

The Harvey Fund Advisory Board has revised the grant cycle timeline in line with the operational constraints of the fund account. Please note the revised timeline and grant guidelines below. The documents are essentially the same as previously approved by the Vestry, except for the dates. Vestry will be asked for a vote of approval.

Harvey Fund Grant Cycle Revised Timeline

August

August 15: Receive fund value as of August 1 from ECF

Aug 20: Payout amount determined

September

Sept 1: Finalize grant limits

Sept 10: Grant cycle officially opens

October

Oct. 10: Grant cycle closes

November

Nov 1: Grant recommendations made by HF committee

Nov. 2nd Tuesday: Grant determinations to ECW prior to Nov. meeting

Nov. 3rd Sunday: Grant amounts to Rector, Sr. Warden, & Vestry HF representative prior to

Nov. Vestry meeting

After Vestry approval: Rector requests funds from ECF

December

Dec. 1-10: Notify grantees

Dec. 12: Grant checks requested

The Episcopal Church of the Epiphany
Catherine D. Harvey Fund
Grant Guidelines

8/19/22 Draft
Text only, no formatting

Epiphany Mission

Mission Statement: The Episcopal Church of the Epiphany is an inclusive community called to seek and follow Jesus Christ. We welcome all people in the Eucharistic fellowship of Christ's body. We receive strength and encouragement at the common table to carry out Christ's work of reconciliation in our broken world. Nourished by worship and witness, learning and teaching, fellowship and service, we strive to live out the Gospel's radical values with gladness of heart.

Catherine D. Harvey Fund Mission

The Catherine D. Harvey Legacy Fund was created to assist with meeting the basic needs of individuals and families and to expand their opportunities to reach their full potential for self-sufficiency. Basic needs are defined as food, water, clothing, and shelter. Self-sufficiency is defined as the ability to provide for one's own basic needs. Support for education and training shall be limited to primary, secondary and vocational training. Vocational training is defined as training for a specific career or trade that does not require more than two years of post-high school education. The Fund is administered by the Episcopal Church Women of the Church of the Epiphany.

Criteria for Grants:

1. Requests should help fulfill the above stated mission of the Harvey Fund.
2. ~~Requests should not exceed \$5,000.~~ Maximum grant limits are provided on the annual application.

Grant Cycle:

1. The grant cycle opens on September 10. Applications must be received by October 10.
2. All applications will be reviewed by the Harvey Fund Advisory Board. A member of the Board may reach out with questions or for additional information.
3. The Fund Advisory Board will make recommendations to the Episcopal Church Women of Epiphany (ECW), which will make the final recommendation on funding to the Vestry. Funding decisions will be announced no later than December 10.
4. Funds will be dispersed in December.
5. One interim report explaining how your organization is using the funds will be due 60 days after receiving the grant.
6. A final report is due at completion of the funded project.

If you have any questions about the grant process or whether your organization qualifies, please contact the Harvey Fund board at harveyfundadvisory@epiphany.org.

Applications may be submitted and received by the deadline to harveyfundadvisory@epiphany.org or via mail to:

The Episcopal Church of the Epiphany
Attn: ECW
2089 Ponce de Leon Avenue, NE
Atlanta, GA 30307

Please submit the following information electronically, preferably as a single PDF file:

1. Proposal Summary Form, attached
2. Description of the programs and persons that would be the recipient of this grant, including a discussion of how this grant will fulfill the Harvey Fund's mission. (one page)
3. As needed, please attach brochures, agendas, class schedules, logistical details, or any other pertinent information.

The Episcopal Church of the Epiphany
2022 HARVEY FUND GRANT APPLICATION

Date:

Organization:

Project Name *if different*:

Address:

Contact person and title:

Telephone:

Email:

Board Chair:

Telephone:

Email:

Circle one: The organization does / does not have a 501 (c) (3) tax-exemption.

Amount Requested:

Requests should not exceed \$5,000.

Organization's Annual Operating Budget:

Project Budget:

Have you received funding from Epiphany or the Harvey Fund before? If so, when?

Please attach a brief description of the programs and persons that would be the recipient of this grant, including a discussion of how this grant will fulfill the Harvey Fund's mission.
(one page)

Signature

Date