

Episcopal Church of the Epiphany

Vestry Minutes

November 17, 2024

In Attendance:

Vestry - Kaylie Gibbs, April Maa, Emily Thompson, Susan Ashmore, Carol Bartlett, Paul Bonner, Cristin Davis, & Jordan Moody

Vestry via Zoom: Sally Walker & Andrea Strahan

Clergy - Amy Dills-Wright & Carmie McDonald

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

Visitor: Peter Waggoner

Absent: Matthew May & Judy Jarady

Meditation:

Carol led a meditation on hope and improving our ability to help others in unexpected times of need. She led the group in Tai Chi movements which are helpful in changing times.

Consent Agenda:

Approval of the October 2024 vestry minutes was included as part of the consent agenda. All voted to accept.

Rector's Report:

Amy reported that our bookkeeper Susie Boyko is doing well. We have a temporary bookkeeper in place while Susie is recuperating. She is expected to hand off duties to Susie after the end of this week.

Jason, the new facilities manager, has come on board. He had a productive meeting with our Building and Grounds volunteers.

We continue to look for a new sexton.

Colleen and Peter Morich are returning the Lexicon of Human Dignity posters to Epiphany for storage. They belong to Epiphany but have been displayed at various other sites. They can also be viewed at LOHD.org.

New Business:

Celebrate Stewardship Campaign: We have met our financial goals, but there are still some regular pledgers who haven't pledged yet. The vestry members will sign up to call these folks.

2025 Budget: The proposed budget was discussed. Kaylie motioned that we accept the budget as prepared with possible adjustments as more pledges come in. Paul seconded and all voted in favor.

Harvey Fund: The purpose and history of the fund was discussed. Carol moved and April seconded that we accept the Harvey Fund committee's recommendations for current year grants as presented to the vestry. All voted to approve.

Bequest: Epiphany's Employee Retention Act fund has \$80K. The Finance Committee will make a recommendation to the vestry for the use of these funds.

Old Business

New Vestry Members: Names for potential new members have been submitted. Amy and Kaylie will begin the process of contacting candidates.

Pastoral Care Training: Amy led a discussion on how to deal with those who are grieving.

The meeting ended with Midday Prayer:

Respectfully submitted,
Sherry Wallace
Clerk of the Vestry

Vestry Reports

Parish Health & Wellbeing — Paul Bonner

No updates at this time.

Membership + Newcomers — Cristin Davis

Our Fall Newcomers Gathering is this Sunday afternoon at 4:00 if anyone would like to attend! The committee met and wrote 17 invitations, so we hope to see lots of newcomers there!

Parish Life — Judy Jarady

No updates at this time.

Community Engagement Partnerships — Sally Walker

On Monday November 11th , the Community Engagement leaders met with Carmie to share ministry updates and ideas.

Feeding Ministry

Epiphany's meal service continues the second Friday of each month at Gateway's Evolution Center. In October the servers at Gateway included four of Epiphany's young people with their parents.

On December 13th, Epiphany will be delivering 100 gift bags to the men at the Evolution Center. These bags will include underwear, lip balm, hand cream, pen, notebook, playing cards, crackers, hard candy and personalized Christmas cards. Taylor will be facilitating to have the young families and youth help pack the Gateway Christmas bags and write Christmas cards.

Sustainability & Justice — Carol Bartlett

Racial Justice had a very successful trip to Center for Racial Justice. Earth Guild had a successful planting 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.

Our most recent family Eucharist was on November 12th. We packed bags for DEAM, enjoyed some pizza, and read together about the parables of Jesus. Children and Youth choirs sang at church today (November 17th). They will sing again on December 8th for Lessons and Carols and on December 24th at the Christmas Eve service.

Our racial justice event was a success with over 25 folks from both Epiphany and St. Micheal joining to learn about civil and human rights. We look forward to more events with St. Micheal in the future.

Looking ahead, we have cookie baking, St. Nick Sunday, and a youth group trip to the Church of the Common Ground!

We're always excited to welcome new volunteers to Sunday Formation, Children's Chapel, and Youth Group. If you're interested in serving or want to learn more about this opportunity, please reach out to Taylor (tirwin@epiphany.org).

Adult Formation — Susan Ashmore

No updates at this time.

Pastoral Care — April Maa

Pastoral Care will be sending out Christmas cards again this year.

The Community of Hope continues to visit parishioners who have requested visits, take communion to the home-bound, and meet monthly.

The Community of Hope sponsored a reception after the All Souls' service on November 3. That evening, they were also available to provide extra support as attendees remembered loved ones.

Amy and Carmie will lead a program on welcoming unhoused visitors to Epiphany at the COHI gathering on November 25.

Members of the Community of Hope are Barbara Belcore, Jessica Burns, Lalor Cadley, David Draper, Ann Fowler, Laura Gary, Lisa Gray, Paul Hinson, Chris Miller, Carol Moser, Nan Ross, Annie Strahan, Nick Theyerl, and Nancy Thompson.

Stewardship — Emily Thompson

We have met and EXCEEDED our pledge goal!

The stewardship team had a very successful celebration of gifts event in partnership with Parish Life. The stewardship team is now in the process of reaching out to those who have not made their pledges yet and will engage vestry for help.

Endowment — Emily Thompson

No updates at this time.

Finance — Andrea Strahan

October 2024	Budget	Actual
Income	\$61,997.42	\$66,940.34
Expenses	\$61,520.07	\$52,367.07
Net	\$477.35	\$14,573.27

Great news: Susie is home from the hospital, resting up, and improving daily! She was able to provide October 2024 financial statements, but these will have some adjustments next month as we catch-up.

October 2024 had a month-to-date (MTD) surplus of \$14,573, bringing 2024 year-to-date (YTD) surplus to \$36,310 (for comparison, the YTD surplus in October 2023 was \$55,482). The 2024 surplus is mainly due to increased pledge giving (about \$8K). We anticipate approximately \$8,850 in expenses that were not captured here will be accounted for next month.

Account 6800 Building Maintenance and Supplies includes \$2,800 for annual fire sprinkler inspection. Epiphany received a bequest for \$5,000 which was recorded to the account 8100, Endowment Fund.

Epiphany has begun receiving funds from the CARES act. The finance committee will share the total amount received and proposed plans for the funds at the December vestry meeting.

October 2024 Designated donations: None

Name	Gift Date	Type	Fund Name	Amount

Building and Grounds — Matthew May

These are actively in progress:

- 1) Sexton Services exploring options
- 2) Water Issues - Choir Room There is water leaking from one of the light fixtures in the choir room. This appears to be from a leak in the sprinkler system. Technicians are currently scheduled to come out.
- 3) 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.

These are tentatively scheduled for later in the year:

Outside Youth Room Youth have proposed mural.

Courtyard Lighting One of the light strands fell. Waiting on a plan and prioritization.

Parking Spaces Expand gravel pad, as possible by mailbox on in back corner of parking lot

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

Washer and Dryer This may be an ask for the congregation. The current washer and dryer is 20+ years old - maybe it is time to ask for new hand me downs?

Flooring by Altar The top of a wood plank of has partially separated at the end of the plank. [It kinda looks like it's delaminating, except it is not laminated.] It is definitely getting worse. See photos. It is a couple off 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 til 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 - 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.

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. When replacing in future tankless appears to be most cost effective.

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.

Lighting by Outdoor Keypad - Need to assess needs and options for night time lighting.

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 (still pending)

I would 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.

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:

Facilities Manager Hired Jason Sullivan. Be sure to welcome him.

Fresh Coat of Paint Many areas throughout the church received a fresh and badly needed new coat of paint.

Window Replacement Windows have been replaced from the endowment approved projects

Work Days Lots of trees and blueberries planted in the meadow. But the last two work days have been very

lightly attended - consider planning with Parish Life and Youth for the next few.

Elevator Potential Issue Seems to be working again.

Technology — April Maa

No updates at this time.