

Episcopal Church of the Epiphany

Vestry Minutes

May 18, 2025

In Attendance:

Vestry - Sally Walker, Andrea Strahan, Matthew May, Carol Bartlett, Jordan Moody, Kay Lee, & Jacob Geiger (Cody Chaffins via Zoom)

Clergy – Carmie McDonald (Amy Dills-Wright via Zoom)

Ex officio - Kaylie Gibbs & Sherry Wallace

Absent: Cristin Davis, Kathy Corcoran, Tracey Laird, Judy Jarady, & Randy Shearin

Meditation: Kay led a meditation on courage from David Whyte's *Consolations: The Solace, Nourishment and Underlying Meaning of Everyday Words*.

Consent Agenda:

Approval of the April 27, 2025, vestry minutes was included as part of the consent agenda.

Matthew motioned to approve and Jordan seconded. There were seven votes to approve, none against, and one abstention.

Rector's Report:

Amy thanked Matthew, Carmie, Carol Bartlett, and the entire solar panel team for the successful solar campaign. Amy is now beginning the paperwork to file for the related tax credit. We may use a processor to help us apply for a piece of the credit.

Carmie reported that Bert Bender reviewed the solar panel contract. The cost of the panels decreased from the original estimate, and the decrease was reflected in the contract.

Pledges for solar panel funding totaled \$57,201. We would like people to fulfill their pledges by the end of the year.

New Business:

Epiphany Employee Handbook:

Kaylie reported that she and Amy put together an employment policy manual for Epiphany.

Kaylie's husband Evan, an employment attorney, reviewed it. The seminarian role needs to be updated. Kaylie read the updated section which will be included in the manual. Jacob motioned that the vestry accept the manual as updated. Sally seconded and all voted to approve.

Operational Endowment Discussion (Jacob)

Jacob discussed the endowment history at Epiphany. He has been working with Amy and Randy on a plan to adjust the endowment fund. Amy noted that they wanted to leave the initial endowment fund as it is in order to honor the intent when it was set up. A new endowment fund, called the Operating Endowment, will be set up for new funds. The hope is to use the approximate \$160,000 from operating surplusses for the past two years and tax credits as seed money for the new fund. Matthew suggested that we keep a reserve of 3 or 6 months' cash supply before depositing funds. No votes were taken on any aspect of this project.

Old Business:

Epiphany Preparedness update:

Sally will let vestry members know when we have a CPR training set up, so they can register. The training will then be opened up to the parish.

The Emergency Responder list is being developed. Several people have agreed to be included. The list is being updated and will be put on the inside of the usher closet door. The ushers will be trained to help identify responders and then help as needed in an emergency.

Housekeeping Notes:

Sally reported that she signed up the vestry to host coffee hour on June 22.

She stated that Epiphany doesn't currently have a policy on what to do if police show up at the door. We'll look into this.

She asked that vestry members send their liaison reports as Word documents. Other documents should be sent as pdf documents because Google Docs cannot be opened by all.

She suggested that the VPOD sit in the back of the nave during the service in order to best identify any emergency needing immediate attention.

Finally, she asked members to look ahead to see if they have any conflict with their VPOD dates to assure finding a substitute.

The meeting ended with Midday Prayer.

Respectfully submitted,
Sherry Wallace
Clerk of the Vestry

Vestry Reports

Adult Formation — Carol Bartlett

No updates at this time.

Building and Grounds — Matthew May

These are actively in progress:

- 1) Solar Roof - Committee active and planning
- 2) Gas Stove - Reviewing gas shutoff for gas stove
- 3) Church Work Day tbd next one

These are tentatively scheduled for later in the year:

n/a

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?

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.

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

New Outdoor Building New outdoor building needed for tools - assessing locations.

Hide the Garbage Assessing structures to hide the dumpster.

Labyrinth Proposal - Varying interest in having a labyrinth on property, waiting on proposal

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

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. Waiting on a gas valve.

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

Yet Another Door Issue Door to the playground is in disrepair - sign posted with instructions - tbd on next steps.

WORK DAY - ITEMS (still pending)

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.

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.

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 rated High priority:

Choir Leak - Part 2 - Roof patching stage 2 and 2 completed.

Concrete Repair - Parking lot concrete repair at exit complete, your axel can thank Jason

Two Trees - Took out two dead trees

Children + Youth Formation — Jordan Moody & Cody Chaffins

Youth Sunday was a joyful Sunday! Thank you to all of our youth who served in this service. Our youth each did so well in their roles and we are so grateful for their participation.

It's been a great year of formation and community building for youth and children at Epiphany. Both children and youth formation ended on May 11th for summer break. Regularly scheduled programming will return in September. There will be special events to help youth, children, and families stay connected in the summer months.

Upcoming events:

- Vacation Bible School is planned for June 16-20. The theme this year is Compassion Camp: Be Loved. Be Kind. Be You.
- This year's youth pilgrimage will take place Sunday July 20th - Thursday July 24th. Our pilgrimage group will be traveling to Sewanee, TN for a time of contemplation, prayer, and engagement with an area rich in Episcopal tradition. We will tour the University of The South, serve the local community, and reflect on the relationship of the Episcopal Church to slavery, Civil Rights, and the Indigenous People's Movement.

Community Engagement Partnerships — Kathy Corcoran

Art Ministry – Liefy Smith

- The Art Ministry links Epiphany to different parishes and to the community. They will continue to incorporate the parish's core values into hosted artists. They will also look into ways to integrate displays into Formation topics. An example of this was the photographer from Afghanistan and the Adult Formation series on Immigration. The art emphasized the topics discussed. Upcoming displays will include ceramics and fiber arts, and the gallery is booked through December.

Feeding Ministry- Sally

- The Gateway Food Ministry and the Holy Comforter will work on incorporating the core values into the ministry.

DEAM – Doug

- DEAM is based at Holy Trinity. They have a new manager and have had an increase in variety of foods available and space. DEAM includes a walk-through food pantry, utility bill assistance, and prescription medicine assistance. They are also offering food bags and coffee
- to unhoused populations. A DEAM food pantry drive for Epiphany is coming up in June.

Refugee Ministry- Carmie

- Alix Janke will chair the ministry and will coordinate ministry with the Inspiritus Group.

Community Engagement Newsletter- Carmie

- The next newsletter highlights projects done by the ministry groups and is shared with the larger parish community. It will report on the solar project, and the Harvey Fund grant given to the Jump Start Automotive Training Center.

Earth Guild- Carmie

The Solar Project has raised \$56,000 in funds so far. The Donation Drive will end at the Parish picnic.

Core Values – Kay Lee

No updates at this time.

Endowment — Jacob Geiger

Endowment - Our main work has been around the operating endowment, as outlined in separate documents. No update beyond that.

Finance — Andrea Strahan

April 2025 Finance Report

April 2025	Budget	Actual
Income	\$68,323.16	\$78,113.01
Expenses	\$68,235.64	\$73,052.80
Net	\$87.52	\$5,060.21

April 2025 month-to-date (MTD) operating results showed a surplus of \$5,060, bringing the 2025 year-to-date (YTD) surplus to \$91,059. Last year, the YTD surplus in April 2024 was \$65,186.

April 2025 MTD total revenues were \$78,113 (versus a budgeted amount of \$68,323). April 2025 YTD total revenues were \$361,979 (versus a budgeted \$273,293). Last year, the YTD total revenue in April 2024 was \$303,420.

Most of the April revenue surplus was in 4100 Member / Affiliate Non-Pledge and 4110 Plate (approximately \$8K vs budget \$2.7K), most of which was donated Easter weekend. There has also been a surge in pledge giving from January through March 2025; YTD pledge giving in April 2025 was approximately \$321K (budgeted \$246K), compared to YTD in April 2024 when pledge giving was approximately \$272K. April 2025 MTD total expenses were \$73,053 (versus a budgeted amount of \$68,236).

Investment accounts and related funds are current as of March 31, 2025. The Harvey Fund investment account was down about \$14K; the Endowment Fund investment account down about \$7K for the month of March.

The Finance Committee continues to pray for Philip as he recovers!

Membership + Newcomers — Cristin Davis

No updates at this time.

Parish Life & Pastoral Care — Judy Jarady

No updates at this time.

Stewardship — Jacob Geiger

No updates at this time.