

# **Episcopal Church of the Epiphany**

## **Vestry Meeting Minutes**

### **June 21, 2022**

#### **In Attendance:**

Vestry - Erin Braden, Paul Hinson, Richard Messner, John Wierwille, Peter Dodge, Liefy Smith, Paige Howell, & Susan Ashmore  
Clergy - Amy Dills-Moore & Nicole Lambelet  
Ex officio - Sherry Wallace

Absent: Bert Bender, Lisa Daily, Kaylie Gibbs, April Maa, Shelle Bryant, & Randy Shearin

#### **Meditation:**

As a meditation, Amy led a lectio divina followed by prayer.

#### **Priest in Charge's Report:**

Amy reported that we are excited to welcome Emily Elder to our staff. She was able to join the staff planning day today and Amy is really excited about her ministry here. She has many gifts – relationally and organizationally. Amy will ask her to join us for lunch at our next vestry meeting so the vestry can get to know her. We will have gatherings for both children and youth and their families around the time school starts for them to get to know her and to welcome people back for fall.

This Sunday will be Mat's last Sunday and we will celebrate their ministry with us after the service during coffee hour. Nicole is arranging an evening with youth to celebrate Mat with ice cream sundaes this Sunday evening.

Amy is still working on putting a group together for a Healthy Church committee to help us make sure we are living out our commitment to be a healthy parish. Greg Loughlin has agreed to co-chair and Amy is looking for someone to co-chair with him. Part of that committee will address safety protocols on the campus, both on Sunday mornings and at other times. In light of the tragedy at St Stephens Episcopal in Birmingham, Amy thinks we need to make this a higher priority and not wait for the Healthy Church committee to get fully organized but break this out as a separate task force. If you are interested in serving on a task force related to safety protocols, please let Amy know.

#### **Program Spotlight – Parish Life:**

John discussed the activities of the Parish Life Committee. He emphasized the amazing work Polly Nodine and the rest of the committee is doing and the theological ideas which guide them. He also stressed the importance of training others, as this small group does a lot of work and could always use new members.

#### **Leadership Edge – Chapters 7-9:**

The vestry divided into small groups to discuss Chapters 7-9 of *Your Leadership Edge*.

#### **Finance Deep Dive:**

Amy led the review of Epiphany's year-to-date income statement as of the end of May. She reported that the year-to-date income exceeded expenses by \$12,770.

**New Business:****Rector/Strategic Planning Process**

We are still in the midst of getting responses for the CAT. We will send another email this week highlighting some of what the survey asks about. Erin may ask the vestry to make calls to parishioners to remind them to take the CAT survey. The survey closes at the end of day next Monday. Sally Ulrey will meet with the vestry on July 10 for the vestry interpretation. The report to the parish will be August 7.

The vestry midyear retreat will be August 21.

We're preparing the necessary paperwork to establish Amy as Epiphany's next rector.

The vestry will prepare and serve a meal at the Gateway Shelter on July 7 & 8. Vestry members and families are asked to help as able.

**Consent Agenda:**

Approval of the minutes for April 10, April 26, May 1, and May 8, 2022, and January - May gifts over \$100 were included as part of the consent agenda. All voted to accept.

The meeting ended with Compline.

**Online Resolutions:**

On May 10, Liefy motioned via email that the vestry approve the purchase of two pendant lights to be placed over the altar in the chapel area of the nave. The lights will be custom made and will match the original pendants in the nave. The estimated cost of \$4000 will be covered by an anonymous donor. Kaylie seconded the motion. There were nine votes in favor and none opposed, and the motion passed.

On June 2, Erin motioned via email that the vestry approve the Youth Pilgrimage to Nashville, TN, on June 12-15, 2022, to be led by Nicole Lambelet and Mat Schramm. They will be working with two ministry partners, Open Table Nashville and Thistle Farms. Peter seconded the motion, and all voted in favor.

On June 2, Erin motioned via email that the vestry approve for two of our youth and a young adult sponsor to serve on Interfaith Atlanta's Youth Council. Peter seconded, and all voted in favor.

On June 8, Erin motioned via email that the vestry approve the engagement letter with Aldridge and Associates for 2020 and 2021 audits with a fee of \$12,500 total. Lisa seconded. There were ten votes in favor and none opposed, and the motion passed.

Respectfully submitted,  
Sherry Wallace  
Clerk of the Vestry

## June 2022 Vestry Reports

### Adult Formation - Paul Hinson

As we enter the summer months, we have several adult formation offerings going on. Two are in the form book studies. Amy is leading her Contemplative Book Group in a study of Henri Nouwen's book "Following Jesus: Finding our Way Home in an Age of Anxiety." That group is meeting virtually every week on Wednesday mornings at 10AM. A second book study is being offered by Ellen Mintzmeyer and Susan Ashmore on Desmond and Mpho Tutu's "The Book of Forgiving." That class begins weekly Tuesday evenings beginning June 21 and is offered in person at the church.

Our contemplative labyrinth walk continues monthly with Amy, Bobbi Patterson and others leading short instructed talks about the contemplative tradition before sharing this quiet meditative practice together. The next labyrinth event is Sunday, June 12 at 4PM. The practice is adaptable such that if following instruction attendees prefer to do a meditative walk through the woods or around the property or engage in practices other than the labyrinth they are welcome to do so.

### Building and Grounds - Bert Bender

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

- ∞ (↑ from 1) **Nave Ductwork and HVAC and Office/Bathroom HVAC Combined Construction Work (FB):** Office/Bathrooms/Hallways/etc. Done. (or: "cool") Structural Work done in the Undercroft and the Organ Did Not Fall Through the Floor. (Good.) McKenney's is wrapping up the duct work in the undercroft area week of June 13-17 – allows temporary unit to be installed June 24. The Big Unit still due to be "shipped" from construction location in Tennessee August 9 – allows McKenney's to setting it and turning it on the week of August 15 and remove the temporary unit. Changes may still happen, but ...
- 2) (↑ from 3) **Georgia Power Ponce Transformer Replacement (FB):** \$\$ in and work nearly completed.
- 3) (↓ from 2) **Lighting (FB):** Work Day One is done – and contractor has gone silent. But hasn't submitted invoice for Day One AFAIK, so when we get the Drop Pendants for the Side Chapel, we'll shine a beam at the contractor about scheduling work Day Two.

- 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 7) **Baptistry Doors Punch List (BB)**: From March: Under consideration: bigger gutters and/or canopy over doors – plus canopy over undercroft – we'll ask the undercroft contractor at meeting 6/16.
- 6) (unchanged) **Building an' Grounds (BANG) Structure, or Emerging Endless List of "Things to Do" (BB)**: Circulated in March. Leadership search on hold after pollinator process. Look for Garden Party in July, and a Building Meeting in the Undercroft in September.
- 7) (↑ from 8) **Courtyard Fence (BB)** Need to consider solution of various types.
- 8) (↓ from 5) **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).
- 9) (unchanged) **Maintenance Contracts (Inventory of Systems) (BB)** updating HVAC list for McKenney's.
- 10) (unchanged) **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.
- 11) (↑ from 13) **Landscaping Company (OTC)**: When more urgent stuff addressed, will seek input and review.
- 12) Don't Even Think About It.

Off the list: Preschool Pollinator Project and Memorial Garden Plaques.

### **Children and Youth Ministries – Paige Howell**

Children and Youth Ministries have been and continue to be alive and well at Epiphany. Here's a list of the events that took place between 4/24/22 and 6/11/22 (date of this report):

4/24/22 - Barnyard Bible Hour – Epiphany Youth-written and produced play, Fundraiser for Pilgrimage to Nashville

5/1/22 – Last Youth Formation classes for Spring 2022

5/6/22 Cookout at Amy's for young families

5/8/22 – Youth Sunday – Youth took all the roles they could take during the service including that of Preacher

5/22 – Pilgrimage meeting during Youth Group

5/12/22 and 5/22/22: Listening Circles – for Children’s and Youth Ministries- These were well attended; approximately 25-30 people attended one of the two dates. Participants reported:

- There is a need for Children’s Church (as a result of this request, Children’s Church was re-started on the Sunday following the listening circles)
- Children and families have gotten out of the habit of attending church due to COVID and Zoom for school and church, and they are having difficulty re-engaging and getting kids to engage
- Parents would like Sunday School Classes to start back (This is a concern in regard to how to achieve better communication with parish, as Sunday School Classes have been ongoing)
- Parents would like their kids to know more about other religions (Similar to the above, this is a concern in regard to how to achieve better communication with parish, as interfaith events have been ongoing between our parish and a Jewish group and a Muslim group )
- Parents voiced concerns that their kids are resistant to attending church because their friends are those living near or attending schools with them and not at church (Lack of community for their kids at church)

5/8 Youth Sunday

6/4/22 – Communion bread making workshop for kids in prep for Pentecost

6/12-15/22 – Youth Pilgrimage to Nashville - 20 young parishioners from Epiphany and Holy Trinity, racial justice orientation

Also, Nursery continues to be available at Sunday services for kids under 3 y/o, with 2 paid nursery staff. And topping all the good news off: Emily Elder has accepted the position of Children and Youth Minister! Welcome to our beloved Emily!

### **Community Engagement / Outward Facing Ministries - Susan Youngblood Ashmore**

The Outward Facing Ministries of Epiphany have plans for the summer. They include the following events:

- Discussion group led by Ellen Mintzmyer (June and July) and Susan Ashmore (June) using *The Book of Forgiving: The Fourfold Path for Healing Ourselves and Our World* by Desmond Tutu and Mpho Tutu. First meeting is June 21<sup>st</sup>. A small group of five have signed up.
- The Feeding Ministry is engaging groups from across the parish to serve at the Gateway Center.
- The Epiphany Racial Justice Group (ERJG) has many plans across the summer:
  - On June 2<sup>nd</sup> a social gathering at the Benders took place between ERJG and the Young Adults group.
  - On June 26<sup>th</sup> ERJG will visit the Emmaus House Chapel for Sunday Service.
  - On July 7<sup>th</sup> the movie “Just Mercy” will be shown at 6:30 in preparation for the September 10<sup>th</sup> day trip to Montgomery, Alabama, to see the Peace and Justice Memorial and Museum.
  - On August 3<sup>rd</sup> Rev. Amy Dills-Moore will lead a discussion of the book *The Church Cracked Open: Disruption, Decline, and the New Hope for Beloved Community* by Rev. Stephanie Spellers.

**Endowment - Peter Dodge**

On March 23, 2002, Endowment Board Chair Bonnie Kissler sent letters to the following persons giving notice of acceptance of and funding for the described projects. Instructions for requesting disbursements were included.

Linda Ryder Wolf (acolyte robes and cinctures):	\$520
Shea McNutt (Smart TV):	\$400
Ann Fowler (Community of Hope speakers):	\$2,450
Nicole Lambelet (Interfaith Climate Event):	\$2,000
Nicole Lambelet (Epiphany edible landscape):	\$900
Phoebe McNeely (study abroad in Spain):	\$1,000
Megan Swett (seminary education):	\$1,000
John Yntema (front door replacement):	\$5,500

All applications were reviewed and awards were recommended and submitted by the Endowment Board to the Vestry. The Vestry approved all awards at a regular meeting at which a quorum of members was present.

## Finance (April & May) – Richard Messner

Most of the issues discussed within the Finance Committee in the last 2 months were the HVAC, the 2020 and 2021 Audits, and a full-time Youth Minister for the youth programs – all of which went to Finance for how to “work it out.”

The congregation was very generous in pledging for the HVAC over 2 ½ years, but it seemed that the costs kept coming. We currently have a loan from the Diocese that was made during a capital campaign prior to the most recent one. We have been paying that off monthly for many years and have a balance, as of May, right at \$100,000. The Diocese of Atlanta allows us to have loans up to \$200,000 per church for up to 15 years at a rate of 2+%. Because we have not raised sufficient funds to cover the full cost of the HVAC repair, the Finance Committee recommends that the Vestry approve exploring the option of increasing our current loan to the maximum amount of \$200,000 to cover expected overage from the HVAC replacement. The Finance Committee is unanimous in this.

At the beginning of March, 2020, (you remember that...) our auditors went into hibernation. Many of them went out on their own, and some went with another firm that did not specialize in church finance. We needed our audits updated for two reasons: (1) the Diocese requires an up-to-date audit of our church, and (2) for Amy to be officially our Rector, our audits must be up to date. We were happy to find an auditor at a reasonable fee, so we are on our way, after vestry approval via an email vote earlier this month.

The Finance Committee agrees that we have sufficient budget to cover the salary for a part-time Children & Youth Director at 30 hours per week. The Committee will budget for 2023 with this position accounted for. Our youth are a big part of our church, and we want Epiphany to be there for them.

Included below are the financial summaries provided by Susie Boyko for April and May of 2022.

### April Summary:

April 2022	Budget	Actual
Expense	\$51,125.27	\$50,308.64
Revenue	\$51,125.27	\$45,009.32
Net	\$0	(\$5,299.32)

- April ended with a deficit of \$5,299. This brings our YTD surplus to \$10,508. As compared to 2021, revenue is down \$13K, and expenses are up \$26K. This is primarily due to increased personal costs up \$17K, B&G up \$9K, and Parish Life up \$2K from 2021. Personnel increases were expected, B&G costs are from kitchen repairs and other

maintenance costs, and the increase in Parish Life is expected due to our return to campus.

- Giving revenue is down \$24K from 2021. This is possibly due to a shift in giving to the capital campaign, but that is speculation.
- As of 4/30, Parishioners have contributed \$91K to the HVAC campaign, including \$20K converted from the prior Capital Campaign with approval from the original donors.
- Other Income is up \$9K, primarily rental income from Little Preschools.
- Available operating cash at the end of April was \$160K, down from \$165K in March. This is not a surprise given the MTD deficit and lower than expected giving.

May Summary:

May 2022	Budget	Actual
Expense	\$51,125.27	\$42,870.58
Revenue	\$51,125.27	\$45,132.49
Net	\$0	\$2,261.91

- May ended with a MTD surplus of \$2,262 and a YTD surplus of \$12,770. The revenue difference is attributed to Pledge Giving with expenses due to personnel costs (anticipated), B&G, and other expenses associated with more parish activity.
- An additional \$21,476 was received for HVAC to the Future
- Available operating cash increased in line with the MTD operating surplus and was \$162,185 at 5/31/2022.

Georgia Power has given Epiphany \$10,000 (thank you Erin) offsetting our land that was necessary for a new transformer alongside Ponce.

For Vestry approval, the Finance Committee suggests this money be held in the Building & Ground Restricted Asset Account – 8200 Capital Reserve Designated Fund. As a member of the Finance Committee, I propose that we place the \$10,000 in the above account. A vote will be called at the meeting.

For Vestry approval, catch up on gifts over \$100 from Jan-May:

Name	Gift Date	Fund Name	Memo	Amount
John Yntema & Katharine Hilliard-Yntema	1/23/2022	Community Engagement	Refugee	150.00
Randy & Lisa Stewart	1/28/2022	Refugee Family		250.00
Charles Holbrook	2/6/2022	Memorials	IMO Diane Mundy	200.00
Floyd Parker	2/13/2022	Altar Guild	Pascal Candle	300.00

Sherry Wallace	2/20/2022	Community Engagement	Refugee family	300.00
Lisa Daily & Jim Rabb	2/26/2022	Refugee Family		300.00
Kaylie & Evan Gibbs	3/1/2022	Community Engagement	Refugee Family	1,000.00
Carol Newsom & Rex Matthews	3/13/2022	Community Engagement	Refugee family	500.00
Carol Newsom & Rex Matthews	3/13/2022	Community Engagement	Refugee family	1,000.00
Estate of Arlen Gray	3/20/2022	Endowment Fund	Arlen Gray Bequest	19,356.45
Nancy Thompson	4/1/2022	Flower Fund	6/12 and 10/30 Altar Arrangements	150.00
Nancy Thompson	4/7/2022	Easter Flowers		150.00
Nancy Thompson	4/7/2022	Easter Music		150.00
George Ross	4/10/2022	Easter Flowers		200.00
Erin & Chris Braden	4/24/2022	Youth/EYC		200.00
Bruce & Gretchen Maclachlan	5/1/2022	Community Engagement	Refugee	200.00
Bert Bender & Kay Lee	5/15/2022	Capital Fund - Building	Pendant lamps	1,500.00
Bert Bender & Kay Lee	5/15/2022	Capital Fund - Building	Pendant lamps	3,000.00
PAR Western Line Contractors	5/22/2022	Capital Fund - Building	Easement	10,200.00

### Membership - Liefy Smith

- The **Newcomer Gathering** in May enjoyed a good turnout despite the full day of parish activities.
- The Membership Committee kicked off the **Connect** program in May- Phase 3 of the **Invite Welcome Connect** program. Committee members invited fourteen newcomers/new members to participate in this new program. Simultaneously, the committee invited parishioners who are involved, friendly, and have a history at Epiphany to act as Connectors to the new members /newcomers. **Epiphany's Connectors** to date are: **Paul Hinson, Alix Janke, Laura Keys, Susan Moody, Annie Strahan, Pam Tipton and Sherry Wallace**. To initiate **Connect**, the committee was able to make 7 pairings of connectors and new members /newcomers. **Connect** is about developing ways for connecting newcomers to the people and ministry that matches their particular life phase, talents and passion. Activities will ultimately be defined by each of the pairs-

member/newcomer and connector and may include meeting for coffee or lunch and sitting together at worship or programs. Time involved to help each person/family might be in the 3- 6 months. The goal is to create opportunities for the new members /newcomers to meet more parishioners as well as help them connect to their area of interest. They would then make introductions to the various groups where their interest lies. Each pairing would discuss together the pace of meetings and activities that would work best for both connector and new Member/ newcomer. Membership Committee members will be following up with the Connectors in July about feedback and any issues that may need tweaking about this new program.

- We are currently seeking a new chairperson/s of the Membership Committee as Annie Strahan will remain on the committee but resigned as chairperson.
- An article will be published in the Star in July to inform the Parish about Membership's new **Connect** Program.

### **Pastoral Care – Lisa Daily**

Members of the Pastoral Care Committee continued to send cards to parishioners as they are added to the prayer list.

Community of Hope members are now meeting for nurturing, development, strengthening, prayer, meditation, continuing education and sharing. In May, Nicole led the group through role play exercises as a way to practice providing pastoral care.

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 Body and Blood of Christ.

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 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.

## Technology - April Maa

- We met with our new IT consultant, David, who has come to do an assessment of the IT needs of Epiphany and is working with our staff now. He seemed very responsive and is local; things seem to be working out well.
- Tanario, our AV consultant, has been working closely with us to fix our livestreaming issues. He has changed over our software for virtual worship to Vimeo, at the cost of about \$1000/yr, and we purchased a new MAC mini computer to run the livestream software.
- These changes made by Tanario have simplified our livestream process, and now it has worked without difficulty consistently for three Sundays in a row. Still some room for improvement in terms of making Zoom audio quality better, but we have a much more reliable virtual worship experience now than we have before.
- Looking to buy new sound equipment and we got one general estimate from someone for a high price of \$40,000 with no itemization and this individual has been very unresponsive. Decision was made this week (6/8/2022) to request bids from others - Shea was going to start asking other churches for their contacts, and we will ask Tanario for another name.
- A 'how to' picture book has been developed to aid in training and troubleshooting for volunteers and training/re-training on the new process will occur in the following weeks.
- In the future we still plan to purchase a rolling computer cart to house the equipment in the oratory space and wire the sound and IT accordingly.