

# **Episcopal Church of the Epiphany**

## **Vestry Meeting Minutes**

### **November 21, 2021**

#### **In Attendance:**

Vestry - Shelle Bryant, Sara Cushing, Linda Ryder-Wolf, Lisa Carlson, Erin Braden, Paul Hinson, Richard Messner, John Wierwille, Bert Bender, Lisa Daily, Peter Dodge, & Liefy Smith  
Clergy - Amy Dills-Moore  
Ex officio - Ann Fowler, Randy Shearin & Sherry Wallace

Absent: Nicole Lambelet

**Meditation:** Amy opened with a meditation.

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

Advent/Christmas plans are for services to be in person/livestreamed. Service times are as follows:

Christmas Eve:

3:30 pm

5:30pm

10:30pm

Christmas Day 10am on Zoom

Beginning in January, there will be one service at 10 am in-person and livestreamed. Formation will be at 11:15. Children's chapel will begin again in January. Factors considered in this decision include:

- 10 am is a more agreeable hour for most people for worship.
- We are having difficulty finding volunteers for 9am.
- Many people have their camera off at the zoom service which makes zoom no more conducive to community building than livestream.
- Having one service feels more like one community rather than two.
- This will allow us to have coffee hour and greater adult formation participation.
- This is taking the next step to drawing people back to a physical presence.
- We still need a better sound quality in the livestream service for this to happen.

We need to think about possible solutions for the lack of heat in the nave. If the temperature drops below 50 degrees in the nave, we will move worship to the parish hall. The Vestry agreed to help move chairs.

The Vestry/Staff Christmas party will be Dec 3 at 6pm at the parish. Significant others are invited as well.

Amy reminded the Vestry to please make sure they have filled out their 2022 pledges. The current stewardship total is 92 pledges and \$375,000. The current HVAC total is 99 pledges and \$300,000.

There are potential changes coming to the intersection of Ponce de Leon and East Lake. Amy will keep the Vestry posted as she learns more.

**Consent Agenda:**

Approval of the October vestry retreat minutes was included as part of the consent agenda. All voted to accept. There were no gifts over \$100.

**Financial Report:**

Shelle said that for the month of October, income exceeded expenses by \$7,807.

**New Business:**

Potential new Vestry member names for class of 2022 were brought up for consideration. Amy will work on this.

There is a rustic angel statue given by Denis Smart in the woods. Liefy said that it needs a base to anchor it and then should be moved to another location. She has submitted a sketch of the statue in a suggested location for the Vestry to consider. After the Vestry has had time to review it, they will discuss the proposal.

Bert will submit requests for bids on the HVAC work to various contractors. This will be followed by an open house walkthrough for contractors in 2 weeks with the bid deadline a week later. The bids will include maintenance, although it is possible to have a split award,

The meeting ended with noonday prayer.

**Online Resolution:**

On October 21, Shelle motioned via email that the vestry make a one-time exception to the Harvey Fund policy to allow for payments to New American Pathways and 3 grants to ERD. John proposed an amendment to the motion. Shelle seconded the amendment. All voted in favor first to approve the amendment and second to approve the amended motion. The approved motion is as follows:

The Vestry approves the ECW's amended request to make four additional grants outside of the approved Harvey Fund grant process. These new grants are approved for \$5,000 to New American Pathways for refugee resettlement work and \$5,000 each for three designated gifts through Episcopal Relief and Development: 1) Haiti earthquake assistance, 2) Gulf Coast hurricane assistance, and 3) COVID assistance to the Rosebud Reservation and Navajoland. These grants totaling \$20,000 are in addition to the originally vestry approved grants totaling \$35,000.

The Vestry further approves ECW's continuing efforts to determine the best course for distributing the remaining \$48,783 from this year's earnings by August 1, 2022. The Harvey Fund Board will make recommendations to ECW and then to the Vestry for approval.

Respectfully submitted,  
Sherry Wallace  
Clerk of the Vestry

## Vestry Liaison Area Reports November 2021

### Adult Formation (Paul Hinson)

Going into the Christmas season is where we are presently in Adult Formation. Nicole is working with some of the Ph.D. religion students at Emory on an adult formation offering for the three Sundays during the Epiphany semester — we should soon be able to flesh that series out a little bit better. Following the Epiphany season, during Lent we'll offer a class with Candler New Testament scholar Carol Newsome likely to be an evening weeknight class — we're really excited about Carol's involvement and that class promises to be something special. Also during Lent, we'll have a Sunday morning offering with Amy, Nicole and probably a few others called something like "Returning to our Roots" which will focus on covering some of the history of the Global Anglican Communion, the Episcopal Church, and the Sacraments, etc. Following that, during the season of Easter, Amy and I will co-teach a class on Faith and Doubt which we've been discussing for awhile and which we hope will lead to some rich discussions around doubt as a necessary and even welcome part of faith.

### Building and Grounds (Bert Bender)

This report was very nearly held offshore on a container ship due to the endemic supply chain issues plaguing our nation, but holiday movies mean that all is possible. Yippee Ki-Ay.

**Issues on Front Burners (FB), Back Burners (BB) and On The Counter (OTC):** To supplement the prior inventory of issues last month, here is a current Baker's Dozen Plus list with updates:

- 1++++) (again ↑ from 1 with extra + signs) **Nave Ductwork and HVAC and Office/Bathroom HVAC Combined Plans (FB):** Instructions to Bidders sent to five Contractors: Pennebaker [johnpennebaker.com](http://johnpennebaker.com), Sluss and Padgett [www.slusspadgett.com](http://www.slusspadgett.com), McKenney's [www.mckenneys.com](http://www.mckenneys.com), KBS Heating & Cooling [kbshvac.net](http://kbshvac.net), Shumate [shumateheatingandair.com](http://shumateheatingandair.com). All five came to the walk-through, so ... good. The last three listed came for a second look (also good). **Wait, Wut?** Mechanical engineer identified (on 12/16) an issue with the (now) unavailability of the Big Unit for the Sanctuary, so 12/17 deadline for Bids extended to 1/4/22 while they issue an amendment to plans. Merry Christmas and Happy New Year to Contractors.
- 2) (unchanged) **Lighting (FB):** Was: New estimate received for many fixtures, awaiting walkthrough and final details. Now: worried about the Lighting Company since they appear to be dim, as in: *ghosting*. Likely will abandon identified Lighting Company and move to new responsive bidders.
- 3) (unchanged) **Irrigation Plumbing Extensions (FB):** Water meter application with DeKalb approved, locations confirmed, Contractor says DeKalb on board with all. Updated confirmed estimate requested to be sure driller guy won't change costs based on locations. When remaining donor funds are posted we'll advise Contractor to "go".
- 4) (↑ from 5) **Kitchen Appliances (FB):** The Icemaker Cometh. Dishwasher and Freezer bids are requested.
- 5) (↑ from 6) **Baptistry Doors Punch List (BB):** Under consideration: bigger gutters and/or canopy over doors — plus canopy over undercroft — with inquiry to be made of undercroft design/contractors. When picked.
- 6) (↑ from 7) **Building an' Grounds (BANG) Structure, or Emerging Endless List of "Things to Do" (FB):** Collected a few more names of people who might want to help.
- 7-8) (↑ from 9-10) from the January Report: **Courtyard Fence (BB), Maintenance Contracts (Inventory of Systems) (OTC)** because there is only so much time.
- 9) (↑ from 11) **Georgia Power Ponce Transformer Replacement (BB):** GA Power \$6K in. Waiting for construction to start (unknown timing).
- 10) (↑ from 11) **Playground Reconstruction (BB):** Invoices submitted to insurance — awaiting final payout. Maybe picnic table plan, but no pressure on that right now.
- 11) (↓ from 8) **Memorial Garden Plaques:** Looks like all is going well, pending the walls getting stoned.
- 12) (new/back) **Landscaping Company:** When more urgent stuff addressed, will seek input and review. Old Number 4 (Kitchen HVAC) got wrapped up by Empire.

**Children's Formation (Linda Ryder Wolf)**

Twelve children showed up for the St. Nicholas stories that was held during Advent Lessons and Carols. Nicole started things with asking what the kids were most looking forward to and then read a story. Lorraine Fraijo-Paul then led the kids through the Godly Play of the first 2 week so Advent. Linda at this point left the room and played St. Nicholas by filling the kids' shoes with oranges and "gold coins." Everyone seemed to have a good time.

**Endowment (Peter Dodge)**

No updates to report.

**Finance (Shelle Bryant)**

Financial Summary for November.

November 2021	Budget	Actual
Income	\$46,317	\$45,854
Expenses	\$46,317	\$51,403
Net	0	(\$5,549)

**Recommendations:**

1. Arlen Gray left a bequest to Epiphany of \$77,000. She asked that half of it go to the endowment and the other half be utilized at the vestry's discretion. The Finance Committee recommends that in keeping with her wishes, \$38,500 of the gift be transferred to the church's endowment account. For the remaining \$38,500 the Finance Committee recommendations are below (Motion #2). Susie will establish a code in Realm to track the expenditures.
2. The funds donated to honor Richard Ashmore by his children should be added to the endowment account and tracked using a sub-account code. The funds will be utilized to support adult education expenses. The total is \$33,670. This will allow the funds to continue to grow as they support this ministry.

**Motions:**

1. The Finance Committee moves that the Diocesan loan continue to be paid from the capital campaign resources for the coming year – January 1, 2022 to December 31, 2023.
2. The Finance Committee moves that the portion of Arlen's Gray's bequest (\$38,500) left to the vestry's discretion be utilized as follows:
  - Purchase the remaining kitchen appliances that are needed (see B&G November report)
  - Update the A/V system in the Nave to help improve the quality of the streaming and the recording of services for those who cannot join us in person.
  - Hold any remaining funds for a future need.

**Membership (Liefy Smith)**

- Coffee mugs with Christmas candy in gift bags were delivered to three new members this past week along with a single letter signed by both Stewardship and Membership leaders.
- Beginning in January, we will develop more ways for committee members to reach out to newcomers.

**Community Engagement/Outreach (Erin Braden)**

The feeding ministry held its December dinner and made gift bags with socks, toiletries, etc. for residents. Epiphany provided 105 bags of groceries for Thanksgiving at Home and many gifts for children in the Emmaus House Christmas program. The refugee ministry planning team will be co-led by Lisa D. and Erin; the team is working on paperwork requirements in preparation for a family match in Jan-Feb. There will be a volunteer orientation in January.

**Parish Life (Linda Ryder Wolf)**

Provided a cheese/crackers/other delectable/beverages after Lessons and Carols. It was well attended, and EVERYONE had a great time! The next meeting of Parish Life is January 10<sup>th</sup> at 6:30 at the church.

**Pastoral Care (Lisa Carlson & Lisa Daily)**

Chair: David Draper

The Pastoral Care Committee continues the card ministry to those parishioners who are added to the prayer list and in December sent cards to older parishioners and those in special situations.

During December and early January, Community of Hope participants are making pastoral contacts with parishioners identified by Amy and David Draper, chair of the pastoral care committee.

**Racial Justice (Erin Braden)**

Co-Chairs, Erin Braden & Kay Lee

Committee still on a hiatus.

**Stewardship (Richard Messner)**

Pledges continue to come in. As of Friday, pledged amount was \$477,200.12 toward the goal of \$575,000 from 125 pledging units.

**Technology (Sara Cushing)**

Committee Chair, Patrick Bryant

Audio for streaming continues to dominate technology committee work. Our short-term goal is to have excellent streaming quality and audio recordings by Christmas eve. To that end, we have:

- Worked with consultants to correct input levels for streaming audio
- Acquired software that should allow us to stream on multiple services from a single source
- Replaced “congregation” microphones with a more suitable one
- Restored audio recording of services
- Begun planning for full PA restoration in 2022

We still have an issue streaming music on YouTube Live: There is a regular, periodic fluctuation of volume that is more pronounced with music than speech, but it is not present in the audio recording coming from the same source. In addition, static was audible in the main PA speaker during early service last week. Committee members and consultants will meet Tuesday morning to find a solution to these remaining problems.

**Youth Formation (John Wierwille)**

Awaiting input from Mat.

**Committee Thank You Schedule**

Amy and Erin will work on a 2022 schedule of ministries; please let us know if you have any suggestions.

Month	Committee	Lead
December	Alter Guild	Amy