

# Episcopal Church of the Epiphany

## Vestry Meeting Minutes

### March 20, 2022

#### **In Attendance:**

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

Absent: Bert Bender & Randy Shearin

Lisa provided lunch before the meeting.

#### **Meditation:**

As a meditation, Nicole led a lectio divina focused on the parable of the barren fig tree.

#### **Priest in Charge Report:**

Amy sent the vestry two articles - "The Parents (Who Used to Come to Your Church) Are Not Okay" (by Lauren Graeber, published in *Word & Way* on 2/22/2022) and "Short on Volunteers? You're Not Alone" (by Sarah Bentley Allred, published in *BuildingFaith* on 2/14/2022) – to read in lieu of her report.

#### **Associate Priest's Report:**

Godly play and nursery have been restarted. We don't have a children's minister in place but volunteers have filled in.

The Earth Guild has restarted.

It has been suggested that we combine the youth and children's program leaders into one 30-hour week position. This would free Nicole to do more pastoral care. We will consider ways to make this possible.

#### **Program: Pastoral Care**

As Pastoral Care liaison, Lisa presented recent activities of the community. The Community of Hope was formed this past year with 11 people. They are ready to visit parishioners and become involved in eucharistic ministry. Other pastoral care members have been writing letters and cards to various groups of parishioners, particularly those who cannot attend church. As the number of older parishioners increases, so does the need for pastoral care work. We need to reach out to people whose needs are not so visible. We are trying to determine what help individual families need.

#### **Leadership Edge:**

The vestry discussed the Introduction and Chapter 1 of *Your Leadership Edge*.

#### **New Business:**

Endowment Grants:

The Endowment Committee report was presented to the vestry. Peter motioned that the vestry approve \$11,720 in grants as proposed by the Endowment Committee. The funding would come from \$9,323 allocated from the current year with the remainder coming from unused accumulated funds. John proposed an amendment to increase the funding to \$13,770 by fully

funding the Circle of Care proposal by Ann Fowler, the Earth Guild proposal by Nicole Lambelet, and the interfaith climate event proposal by Nicole Lambelet. The additional funds would come from the unused accumulated funds. Lisa seconded the amendment. The vote on the amendment passed with ten in favor and one opposed. The amended proposal passed with eleven votes in favor and none opposed.

**Parochial Report:**

The Parochial Report for 2021 was presented. John moved and April seconded that we approve its submission to the Diocese. All voted in favor.

**Consent Agenda:**

Approval of the January 18, 2022, vestry minutes, January 23, 2022, Annual Meeting minutes, January 29, 2022, vestry retreat minutes, and the February 22, 2022, vestry call meeting as well as gifts over \$100 were included as part of the consent agenda. All voted to accept.

The meeting ended with evening prayer.

**Online Resolutions:**

On March 3, Erin motioned via email that we approve Jessica Boatright's nomination to serve a 3-year term on the Endowment Board, effective immediately. Kaylie seconded. All voted in favor, and the motion passed.

On March 11, Bert motioned via email that we purchase the freezer and dishwasher under the March 10 pricing proposal from Strategic Equipment, LLC (TriMark). April seconded. There were ten votes in favor and none opposed, and the motion passed.

Respectfully submitted,  
Sherry Wallace  
Clerk of the Vestry



# Epiphany Vestry Agenda

\*Please pre-read reports below\*

**Sunday  
3/20/22**

**12:30 PM**

**In-Person**

Lunch	12:30 - 12:45
Meditation	12:45 - 1:00
Associate Priest Report	1:00 - 1:10
Program Spotlight	1:10 - 1:20
- Pastoral Care	
Leadership Edge	1:20 - 1:35
- Intro & Chapter 1	
New Business	1:35 - 2:15
- Endowment Grants	
- Parochial Report	
- Vestry Priorities	
- Rector Process	
Consent Agenda	2:15 - 2:20
- Minutes	
- Gifts over \$100	
Noonday Prayer	2:20 - 2:30
Adjournment	

Mark your calendars:

April 10-16 - Holy Week

April 17 - Easter

April 26 at 6pm - next vestry meeting

## **Adult Formation (Paul Hinson)**

Our Adult Formation series continues Sunday March 20 with Session 6 of our Returning to our Roots series which will conclude with the arrival of Holy Week. This has been a well-attended and broad ranging refresher course on belief, theology and the structure and polity of the Episcopal Church. As we've recently gone back to in-person worship with virtual participation as an option, we've also gone back to in-person adult formation with virtual participation as an option. We are slowly but surely learning how to properly conduct hybrid small group meetings employing the new technology and hardware that we've purchased. We're getting better at it, but we still have a way to go before we feel completely comfortable with it. Hybrid small group meetings utilize different hardware and have different requirements than in our "streaming worship" efforts (which we're also still learning about). And we had so much going during our last session with a huge coffee hour just prior, that we started a bit later than we had anticipated and we (by "we" I mean "I") forgot to set the recording until we were 20 minutes into the session. Which is all to say we're still getting used to all the details that need taking care of to accomplish hybrid small group meetings. As we enter into the Holy Week and Easter, Amy and I will be teaming up to offer a course on faith and doubt, building on some conversations we had around two books we both read at the same time about a year ago. We have two new members of the parish who have agreed to serve on a newly reconstituted Adult Formation Committee and we're working on a third, so we're making progress in that area as well. All our adult formation sessions are still being recorded and uploaded to our Youtube page and represent a nice library of where our adult formation efforts have been focused for throughout the past four years now.

## **Buildings & Grounds (Bert Bender)**

Aloha.

### **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 January.

- 1) (unchanged) **Nave Ductwork and HVAC and Office/Bathroom HVAC Combined Construction Work (FB):** Contract with McKenney's is let, work on the office etc. part will start in April, in the Undercroft in May. Equipment to arrive hopefully in June, subject to supply chain, WWIII and the monkeypox outbreak this May.

- 2) (↑ from not on the list) **Preschool Pollinator Project (FB)**: Preschool would like to do a pollinator garden, wants to know if that's OK. Your liaison made inquiry of a group of likely interested parties to see if (a) we're generally OK, (b) any specific issues (e.g. with plants picked), (c) any concerns about location, and (d) who wants to communicate with Preschool while your liaison is away. Good news! Fulsome discussion among parties about (a), (b) and (c). Less on (d). Maybe that will change by Sunday. Watch this space.
- 3) (↓ from 2) **Lighting (FB)**: The Waiting Is The Hardest Part. Waiting on contractor to schedule work. We still need to address Bill Graves suggested pendant lighting over side Altar using "mini" versions of the pendant lighting hanging from the Nave ceiling – 2 or 4? Watch this space.
- 4) (↑ from 9) **Georgia Power Ponce Transformer Replacement (FB)**: GP needs more space for the equipment, setback, etc., and will ask for larger easement now. Oopsie. Questions are what the additional compensation to us should be, and some design concerns (wrought iron fence) around the fixture. Look for discussion/report from Erin Braden.
- 5) (↓ from 4) **Kitchen Appliances (FB)**: Icemaker in. Dishwasher and Freezer bids approved.
- 6) (unchanged) **Building an' Grounds (BANG) Structure, or Emerging Endless List of "Things to Do" (BB)**: This didn't end up as part of the Report to the Parish, but it is attached below.
- 7) (↓ from 5) **Baptistry Doors Punch List (BB)**: Under consideration: bigger gutters and/or canopy over doors – plus canopy over undercroft – we'll ask the undercroft contractor as they do nearby work.
- 8) (↓ from 7) **Courtyard Fence (BB)** negotiations with the carpenter bees have failed, as have sanctions, but we won't engage militarily, so other solutions will be considered in coming months.
- 9) (↓ from 8) **Maintenance Contracts (Inventory of Systems) (BB)** some incremental progress at archive.
- 10)(unchanged) **Playground Reconstruction (OTC)**: Invoices submitted to insurance – awaiting final payout. Maybe picnic table plan, but no pressure on that right now.
- 11)(unchanged) **Memorial Garden Plaques (OTC)**: Looks like all is going well, pending the walls getting stoned.
- 12)(↓ from 3) **Irrigation Plumbing Extensions (OTC)**: All in. Anyone hosed yet?

13)(↓ from 12) **Landscaping Company (OTC)**: When more urgent stuff addressed, will seek input and review.

Look for some minor roof leak repair to rise on the list next time it rains.

## **Epiphany Buildings An' Grounds (BANG) Organizational Ideas – as of March 2022**

### **A. From Vestry Responsibilities, a description of the Buildings & Grounds function:**

The Buildings & Grounds (B&G) liaison works with the committee to develop and coordinate activities to manage and maintain the church campus.

Other areas of oversight and responsibility include:

- Oversees general maintenance and facilities management of church buildings, furnishings, and accessories for the church campus.
- Oversees landscape maintenance and grounds improvements.
- Monitors energy costs and oversees energy audit recommendation implementations.
- Organizes regular committee meetings and B&G workdays.
- Develops ways to encourage community use of building and to plan for future, increased community use of building.

### **B. Impressions about Values, Goals, Mission, Vision, "Who We Are":**

★ Beauty ★ Nature ★ Stewards ★ Doers ★ Community ★ Welcome ★ Safety ★  
Joy ★

★ Harmony ★ Health ★ Energy ★ Creation Care ★ Earth ★ Trees ★ Sky ★ Stars  
★ Work ★

### **C. A possible structure for those interested in the Grounds, the Building, and issues in both:**

**Note: anyone reading this and thinking "oh, \_\_name\_\_ does that or is interested in that", please share the \_\_name\_\_ with Bender.**

1. Overall BANG Chair: \_\_\_\_\_, with Vestry Liaison: Bert Bender (2022)
  - a. BANG Technology Support: Eventually will need an online coordinator for preparation of signups, project "job jar" postings, Dropbox history and resources, maybe also website updating
2. Grounds Group Lead: \_\_\_\_\_, with Vestry Liaison: Bert Bender (2022)
  - a. Grounds Design / Approval Team: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(together with BANG Lead and Vestry Liaison, and key Worker Leads who want to participate, this makes a "Grounds Committee")
    - i. Subgroups for faster approval with the Grounds Group Lead can be designated based on interest.

- ii. Perhaps Memorial Garden Liaison / Other Flower Beds / Trees + Forest Management / Landscape Contractor / Planting + Plant Maintenance (e.g., trimming) / Slopes + Erosion Control / Are There Others: Bill Graves, Sabra Hanson, \_\_\_\_\_
  - b. Grounds Crew (workers): John Yntema, John Wierwille, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (while not necessarily members of a Grounds "Committee" if they're not keen on meetings and such, they should be consulted since they are essential workers and know a lot)
    - i. Subgroups should be identified based on engagement.
    - ii. Like Point / Memorial Gardens / Courtyard Flower Beds (John + Katharine Y) / Forest Management / Byrdland / Are There Others: \_\_\_\_\_(to be determined anew)
3. Building Care Lead: \_\_\_\_\_, with Vestry Liaison: Bert Bender (2022)
- a. Building Design / Approval Team: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (together with BANG Lead and Vestry Liaison, and key Worker Leads who want to participate, this makes a "Building Care Committee")
    - i. Subgroups for faster approval with the Building Care Lead can be designated based on interest.
    - ii. Perhaps HVAC + Energy / Roof + Structural / Lighting / Décor / Maintenance Contracts / Are There Others: \_\_\_\_\_
  - b. Building Craftworkers: John Yntema, Bill Graves, George Smith, \_\_\_\_\_, \_\_\_\_\_ (while not necessarily members of a Building "Committee" if they're not keen on meetings and such, they should be consulted since they are essential workers and know a lot)
    - i. Subgroups should be identified based on engagement
    - ii. HVAC Group: Bender, George Smith
    - iii. Lighting Group: John Yntema, Bill Graves, Liefy Smith, Paul Robertson, Matthew May
4. Related Groups – to Coordinate through BANG Chair and Vestry Liaison:
- a. Security Task Force (review and update security systems)
  - b. Earth Guild (Brenda Lloyd)
  - c. Memorial Garden Group (Bill Graves, Sabra Hanson, \_\_\_\_\_)
  - d. Preschool Liaison?
  - e. The Preschool Pollinator Discussion Group (needs a lead for March 2022 outreach)
  - f. Racial Justice (Environmental and Contracting Issues)
  - g. Are there others? \_\_\_\_\_
5. Projects, People and Process (how to address Projects going forward):
- a. Process for collection of "let's do this" and "this needs attention" issues – how to route issues (and background) to BANG Chair/Liaison, and Grounds Group Lead or Building Care Lead:
    - i. Obviously, staff and current leaders/workers/Vestry will flag items.
    - ii. Ideas from Parishioners need to be routed as well (especially new ideas, like BB Backboard replacement)

- b. Evaluation of Project for Design Approval and need for Vestry Approval
  - i. Create quick process for initial review, not dependent on "next committee meeting"
  - ii. E.G., assign to designated subject area member(s) of Design / Approval Team, or determine who would be best to review, research and recommend action/design/plan
  - iii. Bring back to Grounds Group or Building Care as needed, and then BANG Chair and Liaison
  - iv. Bring to Vestry as needed
- c. Creation of process of volunteering for groups, families, individuals (outside of "all Parish workdays"):
  - i. Job List: a list of projects, with specific instructions about what to do (photos as needed), like ENT watering, invasive plant removal.
  - ii. Online "Job Jar": posting that Job List in a way that will allow groups, families, individuals to "pull a job" and do it. Sometimes just "git 'r done", sometimes "coordinate with design person".
  - iii. Identify Willing Workday Leaders and empower stepping up to lead small or large projects
  - iv. Thank You / Recognition / Publicity – share photos and stories and thank volunteers
- d. Determine BANG policies, such as:
  - i. Recycling and other sustainability practices
  - ii. Thermostat Settings
  - iii. Landscaping Practices (volunteer and Landscape Company), including:
    - 1. What to plant where and when.
    - 2. Shrubbery pruning schedule and details
    - 3. Use of herbicides (any? which? Where?)
    - 4. Landscape Contractor Specifications and Bidding Process
  - iv. Supply and Equipment Storage
  - v. Long Range Planning (evaluate ideas for use/development of, for example, Upper Byrdland)
    - 1. Path definition and location
    - 2. Byrdland Steps to Ponce, Terraces?
    - 3. Forest Management (thinning, removal)
- 6. Contracting Issues:
  - a. Landscaping Oversight/Evaluation
  - b. Maintenance Company Identification / Evaluation
    - i. Collect Contracts and Post in Dropbox
    - ii. Evaluate for renewal / replacement
  - c. List of "odd job" contractors – e.g. plumbing, electric, carpentry (beyond volunteer ability)
    - i. Collect from BANG teams first, then Parish.
    - ii. Maybe also from PANDA list (Shea)



- d. Relationship of Sexton to BANG work
  - i. Review Contract Terms
  - ii. Ensure Sexton reporting of Building Issues
- 7. Financial Issues:
  - a. Develop Budget
  - b. Review Bookkeeper reporting on expenditures, budget analysis YTD
- 8. Are There Others? \_\_\_\_\_

### **Children & Youth Formation (Paige Howell)**

Good news! Godly Play is back, and we have childcare available again during Sunday morning services, with 2 paid staff. We are in the process of scheduling interviews to hire a Children's Ministries Director. The position will be, at the start, 5 hours per week, and we will evaluate for a time to insure a good fit with the parish and to consider whether more hours are possible. The Youth Formation Committee is being re-formed and is nascent at this time. Meetings have not begun yet and we are soliciting new members. We are in a process of rebuilding after COVID - related disruptions. We do offer classes for children and youth at all levels, though there are some ages that we have fewer participants in than others. All in all we are building back strong in Children and Youth Ministries.

### **Community Engagement (Susan Ashmore)**

I met with Rev. Nicole Lambelet on February 24, 2022. We discussed the history of community engagement at Epiphany. She spent her first year as Associate Priest getting the lay of the land. After nine months, she shifted to discernment in an effort to refocus partnering with Evan Basset's adult formation series over the Spring that included parishioners sharing "stories of call" personal and communal, stories of us, of now, of self. After this period, Rev. Lambelet and Erin Braden became co-chairs of the committee with some insight from Bobbi Patterson. They sought to shift the community engagement model from outreach to partnership of co-creation and collaboration. The experience with the Ismaili partnership is an example of this model of community engagement. The committee spent September and October working out the values of this new model and seeking to make it more integrated within the Church formation. For example, as a way to attract church members in their 40s, 50s, 60s... and to facilitate research with best practices. Rev. Lambelet has been in touch with an Episcopal Church in Virginia that is two years ahead of Epiphany in making a similar transition from outreach to community engagement. This year the committee spent \$16,000 and changed its name to "community engagement."

A meeting is scheduled for Sunday, March 27th at 4:30 to re-connect so all the various outward facing ministries can be aware of each other, know each other's expertise and knowledge, and learn about the budget. The plan is to meet once a quarter to check in with each other. It is hoped that organizing this way will allow us to see outreach as layered into life as a dynamic relationship between the church and the world that could lead to shared interests and collaboration.

The partnership with the Ismaili neighbors is an example of shared interest and collaboration that began with a series of visits, a shared service experience eg: shoe drive with common ground, someone outside of Epiphany and the Ismaili community read about the youth collaboration and made a donation of \$100 to Epiphany. Evan Gibbs and Ibram (sp?) created an interfaith group together. Considering a One Earth Program together in June in connection with Emory Climate talks and the United Nations Only One Earth Program and Georgia Interfaith Power and Light.

Other ideas include summer one book read that could culminate with the Decatur Book Festival.

Plans to meet once a quarter, ongoing messaging and continuing education.

### **Endowment (Peter Dodge)**

Please see Endowment grant recommendations under separate cover.

## Finance (Richard Messner)

### Financial Summary for February:

<b>February 2022</b>	<b>Budget</b>	<b>Actual</b>
Income	\$51,125	\$44,339
Expenses	\$51,125	\$56,593
Net	0	(\$12,255)

February, as anticipated, was disappointing. MTD deficit = \$12,255, bringing YTD surplus to \$15,842. Last year YTD surplus = \$31,596.

MTD revenues = \$44,339, short of budget by \$6,787. YTD revenues = \$117,605; budget= \$102,251, so YTD, we're okay. Last year YTD revenues = \$118,288, about even with this year.

MTD expenses = \$56,593, over budget by \$5,468. YTD expenses = \$101,763, about even with budget. Last year YTD expenses = \$86,692. Part of that amount was catch-up for clergy and staff compensation salary as the first month was at the old rate, and February contained the new rates and the catchup for January. The rate was approved by the Vestry in January, but did not get the new rates in time for January payroll.

Georgia Power didn't "monthly auto-debit" for the February main power bill until March. That will smooth out at the end of March.

Our communication with Citizens Trust Bank continues. As we are faced with higher costs for HVAC, the Finance Committee decided not to place the money we had reserved, as it would not be prudent to put our money in the bank, and quickly after having to take out those monies within a few months. We are looking for other routes that can be more active with Citizens Trust to see how that might work.

Lastly, our income budget for 2022 is on a straight line for 12 months. We will work tailoring by month based on prior years, so we have a better idea throughout the year.

Bottom line, we are in good shape, but can always use more revenue.

\*The Finance Committee will share recommendations regarding the Endowment grants, to come.

## **Membership (Liefy Smith)**

- To further develop the Connect portion of Invite, Welcome, Connect, our committee is working with Shea to create a NEW MEMBER bulletin board in the Crossing Hall. It will include new member photos and short bios. We will leave them up for 1- 2 months so parishioners will have a good opportunity to view them. The same photos and bios will be published in our weekly Star. We are currently awaiting responses for the first group of new members.
- Another part of Connect we are developing is a shepherding-like program for new members. The concept includes connecting a helper with a new member who would spend time learning about the new member, meeting with them at church or coffee, and help them navigate meeting people and exploring opportunities at Epiphany. They would then make introductions to the various groups where their interest lies. The committee is presently developing the framework, the name of the program, and other guiding details.
- We have set the Spring Newcomer Gathering for May 22, 2022 at 4:00.

## **Parish Life (John Wierwille)**

Arranging meeting with Chair Polly Nodine.

## **Pastoral Care (Lisa Daily)**

Members of the Pastoral Care Committee continued to send cards to parishioners added to the prayer list. The Committee plans to meet soon. Members are: Cecelia Democko, Susan Moody, Nancy Thompson and Sherry Wallace.

Epiphany's Community of Hope lay pastoral care visitors are now available to provide pastoral care. The training was completed in March. The culmination of the training was a retreat on March 12 held at beautiful St Dunstan's and a commissioning ceremony held at Epiphany on March 13. Epiphany's Community of Hope will meet monthly, beginning in April, for nurturing, development, strengthening, prayer, meditation, continuing education, and sharing.

Some Community of Hope members also received training to serve at the Sunday healing station and to provide Eucharist to parishioners who cannot come to Epiphany to receive the Body and Blood of Christ.

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.

### **Stewardship (Kaylie Gibbs)**

Arranging meeting with Chair Pam Tipton-Thierry.

### **Worship (Peter Dodge)**

No report at this time.

### **Technology (April Maa)**

- Jim, current network consultant, is retiring and so the search is on for the new consultant. We will have Jim's services until end of April
- AV Guild is grateful that Vestry approved the move of the AV equipment to the oratory. This move will happen after Easter
- Video and Audio consultants for livestreaming working hard to improve these services in the future - plan is to invite specific consultants (e.g. audio experts) to recommend devices for input/output for future improvement and development of the livestreaming functions.
- Will try to arrange any cords/internet lines, audio/visual lines, etc to be installed at the same time the HVAC is going in (if needed).
- We will engage the youth as part of the AV Guild
- Training was done 3/13/2022 for several members of the AV Guild