

# **Episcopal Church of the Epiphany**

## **Vestry Meeting Minutes**

### **January 22, 2023**

#### **In Attendance:**

Vestry - Erin Braden, Paul Hinson, Richard Messner, Bert Bender, Liefy Smith, Kaylie Gibbs, Susan Ashmore, April Maa, Peter Dodge, & Paige Howell

Clergy - Amy Dills-Moore

Ex officio - Shelle Bryant & Randy Shearin

Visitors: Judy Jarady, Andrea Strahan, and Sally Walker

Absent: John Wierwille, Lisa Daily, & Sherry Wallace

Lunch was provided by Erin Braden.

#### **Welcome & Introductions:**

Amy Dills-Moore opened the meeting by welcoming the new vestry member nominees Judy Jarady, Sally Walker, and Andrea Strahan. They introduced themselves, including tenure at Epiphany and areas of prior service. A fourth nominee is pending. Amy and Erin hope to confirm the fourth candidate by the Parish meeting on January 29th.

Amy thanked the vestry members who are rotating off for their steady leadership over the past several years. They introduced themselves and shared their area of vestry responsibility. Continuing members then introduced themselves and shared their area of responsibility. Several members who are rotating off expressed gratitude for the opportunity to serve.

#### **Opening Meditation:**

Amy led the opening meditation by asking members to reflect on the following questions:

- What is Epiphany's purpose?
- What does Epiphany exist to accomplish?
- Who are called to be as a parish?

Using a modification of the Lectio Davina model, she read Matthew 4:12-23 and Epiphany's mission statement and asked members to reflect on what stands out with the understanding that God speaks in community. Amy closed the meditation with a prayer.

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

Amy asked that vestry make note of several important dates:

- December 24, 2023, Christmas Eve — Over the next year, we will need to consider moving to two services (possibly at 4 & 8 PM) from three. There were no volunteers for the late service this year, and that is not sustainable. Additionally, next year Advent IV and Christmas Eve fall on the same day, making three Christmas Eve services even more challenging. The number of attendees this year could have been managed at two (vs three) services. This discussion will be revisited over the coming year.
- January 29, 2023 — The annual parish meeting is scheduled for Sunday, January 29th. Vestry members will have received an email from Shea asking them to prepare their area report for the year. Amy suggested that pictures or other graphics be included to break up the text and to make the report more accessible to parishioners. The meeting will be in the Parish Hall so that coffee and snacks can be available. Paul and Judy volunteered to bring food to share, and Erin volunteered to bring cream/milk.

- February 10-11, 2023 — The Vestry Retreat will be held at the Lanier House on the Cathedral of St. Phillip campus. It will begin on Friday evening with a meal and will conclude Saturday evening. More information and details will be forthcoming.
- February 22, 2023 — Ash Wednesday is on February 22, and we will continue with two services at noon and 7:00 PM.
- March 30, 2023 — The Bishop will join us for the installation of Amy Dills-Moore as Epiphany's Rector. A group has been organized to work on plans for that service.
- April 2, 2023 — Palm Sunday is on April 2.
- April 7, 2023 — We will have only one Good Friday service at 12PM. Last year the 7PM service was not well attended. Additionally, Holy Week coincides with the local county and city school spring breaks so several may be traveling.
- April 9, 2023, Easter Sunday — There are five people scheduled to be baptized at the Easter Vigil Service.
- May 15, 2023 — Epiphany will mark 125 years on May 15th. A celebration will be planned for either the 14th or 21st of May as the 15th falls on a weekday. A group has been asked to work on planning that celebration. Any who are interested in participating should contact Amy.
- July 15, 2023 — Amy and Brian have planned their wedding for July 15th at Epiphany. Bobbi Patterson will officiate, and all are graciously invited to attend.

#### **New Business:**

Common Cup: Amy noted that several area parishes have returned to the common cup for communion. The consensus was that Epiphany may not be ready to return to a common cup even though the experience is missed. In the future, we may offer this option at the standing station for those that want to return to the common cup. Vestry will revisit this in the coming months.

#### **Liturgy Review:**

Amy is putting together a committee to review the liturgy and to evaluate inclusive language liturgies that are available. More is to come on that.

#### **Final Affairs Workshop:**

In the coming months, possibly in conjunction with the 125<sup>th</sup> anniversary celebration, Amy recommends a "final affairs" workshop to educate parishioners on planned giving and Epiphany's Magi Fund.

#### **Pilgrimage to Iona:**

Ann Fowler is planning a pilgrimage to Iona, Scotland in 2024. John Phillip Newell will lead the pilgrimage. Spaces will be limited, and costs are estimated at \$1700/person plus air fare. Ann will begin advertising soon to give interested pilgrims time to plan.

#### **Core Values:**

Following the presentation of the Core Values to parishioners, the subcommittee reconvened and re-worked the statements to respond to feedback received. Erin distributed the Core Values to the vestry. They discussed and made changes to the wording. The Core Values will be shared at the annual meeting. These values will be part of continuing conversation and will serve as guidelines as we consider actions and strategic direction for the Parish.

### **Finance Report:**

Randy Shearin, Treasurer, shared two recommendations from the Finance Committee that require vestry approval.

1. Finance Committee recommended that several designated fund accounts showing deficits be zeroed to accurately track expenses for 2023. Deficits will be cleared to parent expense accounts as show below:

- a. Vestry Retreat (8015) designated cleared to Vestry Expenses (7405) budgeted – (\$102.44)
- b. Coffee Hour (8704) designated cleared to Kitchen/Receptions (7450) budgeted – (\$267.71)
- c. Wednesday Night Supper (8701) designated cleared to Parish Activities designated (8700) – (\$1549.23)

Erin Braden moved that the deficits be cleared to parent expense accounts as recommended by the Finance Committee. Richard Messner seconded, and the motion passed.

2. Randy explained that with annual vestry motion, loan payments for the Diocesan loan held by the Parish are paid from income generated during the 2016 capital campaign. With vestry approval, this loan was recently refinanced, adding \$40,000 to the balance for a total of approximately \$140,000 with an annual cost of \$15,099.84. The monthly payment is \$1258.32. The Finance Committee recommended that Vestry make a motion for 2023 to approve the continued payment of the loan from the capital campaign resources now housed at Citizen's Trust Bank. Susan Ashmore moved that the monthly loan payment of \$1258.32 for the Diocesan Loan be paid from the Capital Campaign proceeds through Epiphany's account at Citizen's Trust bank for the calendar year, 2023. Paige Howell seconded, and the motion carried.

Randy presented the 2023 proposed budget. Current income is \$595,825. The parish responded generously to vestry's request to pledge and to increase current pledges. As budgeted, this pledged income accounts for the hire of a full-time Associate Rector but does not include cost of living increases for clergy and staff. To pay the Associate Rector a higher salary and to provide COLA increases would require income closer to \$620,000. The discrepancy between the amount requested of the Parish (\$600,000) and the amount needed (\$620,000) was due to a higher number anticipated for our Diocesan pledge, now estimated to be \$67,103 up from \$56,220. Randy is in contact with the Diocese for a final answer to our request to exclude 2019's income (an outlier) in the Diocesan pledge calculation.

Amy noted that we will not likely be able to hire an Associate Rector until May when recent seminar graduates are available. That will allow time to assess income stability before hiring.

Randy recommended that a final vote on the budget be delayed until all the numbers were final. The budget will be shared with vestry via email for approval. A summary of the proposed budget will be shared next week at the Annual Parish Meeting.

### **Endowment Policy Change Recommendations:**

Proposed adjustments to the plan of operation for the Endowment Fund were shared in the pre-read materials. Erin Braden walked the vestry through the proposed changes noting that adjustments were proposed to provide clarity.

1. Board Membership criteria were adjusted to increase eligibility by removing the requirement that members be confirmed and eligible for vestry. "The Board shall consist

of five members, all of whom shall be adult communicants in good standing of The Church of the Epiphany.”

2. A requirement to spend endowment grants within a calendar year has been included. Any funds not spent will return to the endowment fund. “Grant distributions not claimed by November 15 each year will be returned to the Endowment Fund and will not be eligible for distribution. Any unexpended funds from those available for distribution in a given year will not be accrued and will not be considered ‘available for distribution’ in subsequent years, unless otherwise designated by action of the Board of the Endowment Fund, with the approval of the Vestry. Recipients who do not use their funds in the granting year are welcome to reapply for a grant the following year.”

Peter Dodge moved that the proposed changes regarding board membership eligibility and the addition of a timeline for spending endowment grants be approved. Richard Messner seconded, and the motion carried.

#### Consent Agenda

Vestry approved minutes from the December Vestry meeting. There were not gifts over \$100 reported.

The meeting concluded with Midday Prayer.

Respectfully submitted,  
Shelle Bryant  
Senior Warden, Immediate Past

## January 2023 Vestry Reports

### Building and Grounds — Bert Bender

**Issues on Front Burners (FB), Back Burners (BB) and On The Counter (OTC):** The failure to deliver a Buildings/Grounds report last month was doubtless taken as a sign that all is well, everything is done, the list of BANG (Building an' Grounds) issues was cleared. Or deadline slip. Failure to post was due to Elon Musk because why not. The list of projects and issues showing ups ↑ and downs ↓ since last time.

1) ( ↑ from 7) **Roof Leaks / Gutters (FB):** Leak in Gallery near Narthex when it pours – some concern also about gutters. Also wall in Choir space. Repair contractors vetted and to be invited to inspect/estimate.

2) ( ↑ from 8) **Baptistry Doors Punch List (FB):** As long as we look at gutters from on top of the roof, let's have the roof/gutter people we select look at water flow over these doors and offer a fix and estimate.

3) (↓ from 1) **Nave and Office/Bathroom HVAC Construction Work (FB):** Yes, dropping. Minor punch list items remain, including maybe Choir Office Precipitation. Got Issues? Email bert.bender@alston.com. Inventory report of machines received and in review, along with Maintenance Contract.

4) (unchanged) **Front Door Physics (FB):** Something happening here. Various parties looking at conundrum of the front doors: sometimes doors gap, sometimes doors stick. Next? Better door code security system (video)?

5) (unchanged) **Lighting (FB):** Contractor gone to ground so skip tracer may be engaged. If you have comments on any lights, email bert.bender@alston.com as we'll add to their final list as needed.

6) ( ↑ from 10) **Building an' Grounds (BANG) Structure, or Emerging Endless List of "Things to Do" (FB):** Circulated in March, remains possible template pending Chair(s). Grounds function in fairly good shape. Realm might help. Maybe hold a Buildings reception in the Undercroft to see the new Unit.

7) ( ↑ from 12) **Maintenance Contracts (Inventory of Systems) (F)** Will be updating HVAC list after McKenney's Punch List labeling is confirmed.

8) (↓ from 4) **FFA Byrdland (BB)** There are ideas about use of Byrdland – blueberry bushes planted as a starter. If you have ideas on this or want to be part of the conversation, email bert.bender@alston.com.

9) (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 develop a plan of (a) where? (b) anywhere else? (c) who should do it? and (d) ensure good price. All comments invited. If you have a special paving contractor you like, email bert.bender@alston.com.

10) ( ↑ from 11) **Courtyard Fence (BB)** If you have comments on this, email bert.bender@alston.com.

11) ( ↑ from 13) **Sexton Services (OTC)** Is informal volunteer sexton approach for identifying maintenance issues, handling minor repairs, coordinating minor contractors sustainable?

12) ( ↑ from 15) **Landscaping Company (OTC):** When more urgent stuff addressed, can seek input and review.

Off the list: "Composter" (installed, blessed); "Playground Reconstruction" (confirmed with insurance that no further disbursement applies).

## **Children & Youth – Emily Elder**

Since the last Vestry meeting, most of our weekly programming for children and youth has been on pause, due to Christmas, the New Year, and the MLK Day holiday weekend. However, in the past month, we've had several special events.

On Christmas Eve, we had a special service for families with a shorter children's moment instead of a sermon. **Over 20 children** attended with their families. On our Epiphany Feast Day (Jan. 6), **8 families with children/youth** participated in our pageant, and several more came to the service and dinner afterwards. On Martin Luther King Jr. Day (Jan. 16), we participated in an Interfaith Day of Service with Ismaili CIVIC at their Jamatkhana headquarters. **22 youth, children, and family members** from Epiphany and Holy Trinity Parish were there to sort school supplies with our Ismaili neighbors.

Weekly youth group started up again on January 8, and weekly children's formation will begin again on Sunday, January 22. Youth confirmation also begins with the Confirmation Retreat on Saturday, January 21, and we currently have **6 youths** participating. They will meet weekly on Sundays before youth group, and will be confirmed on March 19. **We are in need of 1 more sponsor**. Other events in the process of being planned include children & youth choirs (beginning again on Feb. 14), the Shrove Tuesday Pancake Supper (Feb. 21), the Easter Egg Hunt (April 9), VBS (June 20-23), and the youth pilgrimage (July). If you have any questions or want to help out with any of these events, please email Emily Elder / eelder@epiphany.org.

## **Finance - Richard Messner & Shelle Bryant**

The yearend results for 2022 are still being finalized, as bookkeeper Susie Boyko has extensive work to close out the books. Preliminary YE results are as expected. The total revenue YTD exceeded budget by \$9,355, primarily due to an increase over budget in Facility Rental income of \$11,330. Overall giving YTD was under budget slightly by \$1,258 - close to break even. The YTD total expenses exceeded budget by \$17,350. Susie provided a summary of overages:

- Children / Youth Director expenses were over budget ~ \$4K, as anticipated and approved by Vestry; this expense was offset by Clergy Salary & Benefits expenses ending under budget by ~ 4K.
- Total Office & Administration expenses were over budget by \$9,374, an amount that will increase when the Parish Admin credit payment (see above) is recorded. Technology Platform Fees of \$7,318 weren't budgeted.
- Audit Expense (for two years) was \$12,500 vs budget \$6,000. This is offset somewhat by the Miscellaneous Expense budget of \$4200 that was not charged this year.
- Suspending Diocese loan payments for two months as part of the new loan process "saved" the Parish \$2,720.
- Building and Grounds exceeded budget by \$8,622. As noted in December's meeting, there were several unexpected kitchen appliance repairs required.
- Utility expenses exceeded budget
- Property Insurance expense exceeded budget due to timing of premium payments.
- Total Parish Life expenses exceeded budget by \$4,294 but was offset by Parish Life Events income exceeding the budgeted amount by \$2,319.
- Vestry Events expense (\$2,102) was primarily from the Vestry Retreat costs.

### **Finance recommendations for Vestry: to be voted on at the meeting**

- The Finance Committee requests that Vestry approved the continued payment of the loan from the the capital campaign resources now housed at Citizen’s Trust Bank. This request is put to Vestry annually in January.
- Finance Committee recommends that several designated fund accounts showing deficits be zeroed to accurately track expenses for 2023. Deficits will be cleared to parent expense accounts as show below:
  - o Vestry Retreat (8015) designated cleared to Vestry Expenses (7405) budgeted – (\$102.44)
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### **Membership - Liefy Smith**

- Our first Membership Meeting of the year will be Jan 26th.
- We have set up one newcomer, Lalor Cadley, to our Connector Program.
- We will be distributing official **new member** bags this month to: Nan Ross, Richard and Sheila Ferrell, and Marilyn Hughes.

### **Pastoral Care – Lisa Daily**

On February 19, from 4:00-5:30 p.m., the Community of Hope will present As the Days Lengthen: Contemplative Prayer—and the Joyful Season of Lent, an afternoon of Reflection and Soul-Nurture with Carl McColman.

The Pastoral Care Committee sent Christmas cards to parishioners 75 years and older.

In November, the Community of Hope sponsored Walk with Me, a short one-act play written and performed by acclaimed actress and Epiphany member Carolyn Cook. Walk with Me is a story of a woman caring for her mother, who lives with dementia. Anne McSweeney, a licensed clinical social worker, also shared her perspectives on resources and ways to support both caregivers and the person with dementia. Over 30 participants attended the free performance. The Community of Hope continues to meet monthly. Parishioners in need continue to receive visits, calls and cards.

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 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**

Pam Tipton, Chair

Even though the stewardship campaign has ended, the efforts behind closing up the 2023 pledges is still underway. Calls are still being made to parishioners that have pledged in the

past, but haven't yet pledged for this year, thanks to the hard work of the stewardship committee and several members of vestry. As of last Friday, we had exceeded our household pledge goal and were at almost 97% of our financial pledge goal of \$600k, with a small deficit of only \$18,844.40. Next, we will enlist some vestry members to make calls to members that haven't pledged before and ask them to consider doing so, if we are still in need of pledges to meet our goal. Thanks in advance for your efforts!

## **Technology – April Maa**

I am working on adding new placers - one during offertory and another near the end. Will train the volunteers once the placers are completed. Also will get with Ellen to figure out what is required for hosting Zoom and then train volunteers to do it.

**Proposed Changes to Endowment Fund Policies & Procedures (changes tracked below):  
to be voted on at the meeting**

## **PLAN OF OPERATION: ENDOWMENT FUND**

The Board of the Endowment Fund of the Church of the Epiphany

### **1. Name Of Fund; Establishment Of Fund Board**

The name of the Fund is The Endowment Fund of The Church of the Epiphany, Inc. The Endowment Fund Board (hereinafter called the "Board") shall be the custodian of the Fund.

### **2. Election And Term Of Board Members**

The Board shall consist of five members, all of whom shall be ~~confirmed~~ adult communicants in good standing ~~eligible for election to the Vestry~~ of The Church of the Epiphany. No more than two members of the Board shall serve concurrently on the Vestry at any time. The term of each member shall be three (3) years, provided that upon initial adoption of this Plan by the Vestry, two (2) members shall be elected for a term of three (3) years, two (2) for a term of two years, and one (1) for a term of one (1) year. Thereafter, at ~~each~~the regular meeting of the Vestry, which shall occur closest to November 1, the Vestry shall elect the necessary number for a term of three (3) years. No member shall serve more than two consecutive three (3)-year terms. After a lapse of one (1) year, former Board members may be re-elected. The rector or associate rector shall be an advisory member of the Board. The Vestry, in consultation with the rector and associate rector(s), shall nominate members for the Board. The Board shall report at the parish annual meeting in the same manner as for other offices and Boards. In the event of a vacancy on the Board, the Vestry shall elect a member to fill the vacancy.

### **3. Meetings; Quorum; Board Officers**

The Board shall meet at least semi-annually, or more frequently as deemed by it in the best interest of the Fund.

A quorum shall consist of three (3) members. A majority present and voting shall carry any motion or resolution, except as stipulated in Items 7 and 10 below.

The chair will be appointed by the rector. The Board shall elect from its membership a



financial secretary and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all Board meetings.

The recording secretary or chairperson shall maintain complete and accurate minutes of all meetings of the Board and supply a copy thereof to each member of the Board. The secretary shall also supply a copy of the minutes to the Vestry and to the parish.

The financial secretary shall assist the treasurer in maintaining complete and accurate books of accounts for the Fund. The books shall be audited in conjunction with the Church audit by a certified public accountant or other appropriate person who is not a member of the Board.

The Board may request other members of the congregation to serve as advisory members and provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the Fund.

#### **4. Reporting**

The Board shall submit a copy of all meeting minutes to the Vestry; and at each annual parish meeting of the congregation, they shall render a full and complete account of the administration of the Fund (additions to the Fund, Fund performance, expenditures, etc.) during the preceding year.

#### **5. Exculpation Of Board Members**

Members of the Board shall not be liable for any losses, which may be incurred upon the investments of the assets of the Fund except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self-dealing or transactions with the Fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the Fund.

#### **6. Disposition Of Bequests**

Gifts left to The Church of the Epiphany will be added to the Endowment Fund, unless they are designated otherwise.

#### **7. Assets To Be Held In The Name Of The Fund**

All assets are to be held in the name of The Endowment Fund of The Church of the Epiphany, Inc. Unless a contrary decision is made by the Vestry upon recommendation by the Board, the assets will be invested through the Episcopal Church Foundation in an Investment Management Services account.

#### **8. Acceptance Of Gifts To The Endowment Fund**

The Board will establish a gift review process through which the decision is made whether a gift shall be accepted. If a gift of property other than cash or publicly traded securities is offered to the Parish, there will be conducted a careful review to determine whether the best interests of the congregation are served by accepting or rejecting the gift. Guidelines for conducting such a review shall be incorporated in the Gift Acceptance Policy.

## **9. Distribution From The Endowment Fund**

The Fund shall be managed as a true endowment employing the restriction that the principal shall not be invaded; however, distributions from the Fund shall be made utilizing a Total Return Policy that incorporates a designated percentage of the corpus that will be available for expenditure annually. No portion of the principal amount of the Fund shall be “borrowed”, including any “temporary usage” for other parish needs.

The following shall be considered a guideline for areas of distribution for the designated percentage of the corpus:

- a) Capital improvements, debt reduction, or the building program of The Church of the Epiphany, Inc.
- b) Scholarships or grants to members of The Church of the Epiphany, Inc. for the purpose of attending college, seminary, nursing or medical school; for church-related camping or leadership conferences; or such other training which enables members of this congregation to grow in Christian faith and service to God’s people.
- c) Outreach into the community including, but not limited to, grants to Episcopal colleges and seminaries, social service agencies, institutions and agencies to which this parish relates, and to special programs designed for those persons in our area who are in spiritual and/or economic need.
- d) Projects of the Episcopal Church at home and overseas.

All ~~requests for disbursement grant applications~~ must be submitted within thirty (30) days following the annual Parish Meeting. The Board will then review all applications ~~for disbursement~~ and recommend ~~programs applicants for support and funding amounts~~ to the Vestry for funding approval. Recipients will be notified by the Board within a month of the decision.

## **10. Expenditures Of Principal**

Upon recommendation of the Board and unanimous approval by the Vestry, principal or money earmarked for distribution under Section 9 of this plan may be spent to meet emergency mission needs.

## **11. Amending The Plan**

This Plan may be amended by a majority vote of the Vestry upon recommendation of the Board.

## **SPENDING RULES**

The Board of the Endowment Fund of the Church of the Epiphany

Allocations of funds available for distribution will be made in two general ways:

- 1) Upon written request of the Vestry, and with the approval of the Board of the Endowment Fund, funds may be transferred to the parish treasurer for those uses which conform to the purposes and restrictions incorporated in the enabling resolution adopted by the Vestry on January 19, 2001, and updated and approved by the Vestry on August 17, 2015.
- 2) As set forth in this enabling Vestry resolution, the Board of The Endowment Fund may obligate monies for general expenses incident to the management and administration of the

Fund. Extraordinary initiatives contemplated by the Board to be undertaken for Endowment Fund development will be approved by the Vestry before implementation.

It is the goal of the Endowment Board to provide for a reasonable and consistent level of expendable funds to be made available for the purposes established for those funds. At the same time, it is committed to providing for the long-term growth of the Endowment Fund, at least at a level commensurate with inflation.

Expendable funds will be determined based on a total return principle and will not be dependent upon income generated through interest or dividends. The funds available for distribution during any one year will be 3-5 percent of the market value of the corpus, which value is determined by computing a three-year rolling average, with measures taken at the end of each of the preceding twelve quarters. The market values for this purpose will be taken net of the fees for investment management. All other expenditures, whether in categories 1) or 2) above, will be taken from funds available for distribution.

Grant distributions not claimed by November 15 each year will be returned to the Endowment Fund and will not be eligible for distribution. Any unexpended funds from those available for distribution in a given year will not be accrued and will ~~continue to not~~ be considered “available for distribution” in subsequent years, unless otherwise designated by action of the Board of the Endowment Fund, with the approval of the Vestry. Recipients who do not use their funds in the granting year are welcome to reapply for a grant the following year.

Recommended by action of the Board of the Endowment Fund and approved by action of the Vestry of The Church of the Epiphany this ~~17<sup>th</sup> day of August, 2015.~~

Revised ~~8/17/15~~