

Episcopal Church of the Epiphany
Vestry Minutes
June 18, 2024
6:30 p.m., via Zoom

In attendance:

Vestry: Kayle Gibbs (Senior Warden), April Maa, Carol Bartlett, Jordan Moody, Cristin Davis, Paul Bonner, Susan Ashmore and Judy Jarady.

Clergy: Amy Dills-Wright

Ex-Officio: Bert Bender (Past Senior Warden), Randy Shearin (Treasurer and notetaker)

Absent: Emily Thompson, Matthew May, Andrea Strahan, Sally Walker, Sherry Wallace (Clerk)

Meditation: Amy read a poem “A Future Not Our Own” composed by Bishop Ken Untener (in memory of Oscar Romero) and asked for feedback.

Rector’s Report: Amy reported that Carmie has celebrated her one-year anniversary of employment with the church. Amy recommended that Carmie’s title be changed to Associate Rector. There is no vote needed for this. Amy reminded vestry members serving as VPOD that there are pre-prepared bags of non-perishable food items for those in need of food in the Food Ministry closet, as there have been visitors requesting food donations recently. Amy asked VPODs to distribute the non-perishable food bags instead of giving items from the DEAM pantry collection. Ushers will also be notified.

Susan reported that Adult Formation is planning to meet over the summer to plan fall activities.

Judy reported that Parish Life was the first area of the church to kick-off the extended coffee hour series held over the summer. She asked if other areas of the church would like to host the extended coffee hours during the summer to please sign up; there are five Sundays that are unclaimed.

Jordan offered that it would be a good idea if Vestry hosted one of the coffee hours. Jordan will coordinate with other members via email. The tentative date is June 23.

Amy reported that the air conditioner compressor that supplies rooms 204 and 205 is not working and needs to be replaced. There is money leftover in the HVAC fund that we can use to apply to the replacement cost. The unit is more than 20 years old.

Consent Agenda: There were three gifts over \$100 that needed to be accepted this month: \$200 for Youth; \$250 for Memorials and \$200 for Choir. Kaylie motioned for acceptance of the consent agenda and all approved.

New Business: Kaylie reported that the bequest language for the website has been updated. Kaylie presented the new wording, which reduces the language around designating funds to specific areas of the church, in-line with newer guidance from the national church regarding bequests. The language will be posted on the Epiphany website.

Amy updated on the hiring for the sexton position and the youth/children ministry position. There have been a few candidates for each, and the church has not closed receiving applications yet.

Old Business: Kaylie reported that the Finance Committee has drafted recommended language for the operating funds policy proposed by Vestry earlier this year that will allow the church to move anything beyond two months of operating expenses from the operating account (checking account) into a money market fund. The Finance Committee is in the process of opening the money market account. Paul Bonner moved that the language be implemented into the Financial Procedures Manual. April Maa seconded. All approved.

The language to be adopted into the Financial Procedures Manual is as follows:

Operating Funds Policy

To maximize church investments, the Church shall maintain an operating account (checking account) with a balance equivalent to two (2) months of operating expenses to cover day-to-day operational needs. The Finance Committee and Treasurer shall regularly monitor the operating account balance quarterly and initiate transfers from investment accounts as needed to maintain the target balance. All funds not required for immediate operational needs shall be placed in investment funds with minimal credit risk, such as certificates of deposit (CDs), money market accounts, or treasury securities. The Finance Committee and Treasurer shall diversify investments across multiple financial institutions to mitigate concentration risk if balances exceed \$250,000.

Leadership Corner: The vestry discussed two principles of Emotional Intelligence: Motivation and Empathy.

The mid-year vestry retreat will be Sunday, August 18, 2024.

Amy led the Vestry in Evening Prayer to close the meeting.

Respectfully submitted,
Randy Shearin
Treasurer

Vestry Reports

Parish Health & Wellbeing — Paul Bonner

The Committee conducted our first meeting by working on the idea of a manual so that everyone in a position of authority at any given time would know their role in the event of an emergency. We also discussed the development of concise flyers to post around the parish regarding certain emergencies and how members of the parish can take needed action. The Committee agreed to go through the Georgia Emergency Management document (called Praise and Preparedness) to see what parts of that would be helpful to us to use and pull into our manual.

Steps that were discussed included:

- Identify key individuals in the Church who could be helpful in an emergency
- Identify training needs of these key individuals such as CPR, emergency First Aid etc.
- Create a list of where all supplies are that could be used in an emergency
- Create a list of phone numbers to be used in an emergency, including the non-emergency number of police
- Create on a sign specific language that states how to tell an emergency responder exactly where COE is located (driveway off East Lake) etc.
- Have someone from the police department meet with us about security issues
- Develop maps for each room showing the quickest evacuation route
- Ask parishioners to share (if comfortable doing so) an emergency contact for them
- There was general discussion of what type of emergency would cause the Service to be stopped
- Develop Fire Safety/Tornado Safety/Evacuation plans.

Our next steps include developing a medical emergency protocol that will address Parish procedure along with a flyer that would direct parish members to appropriate contacts to deal with an emergency. We will meet on the 4th Sunday of the month at 11:30 to continue our plans and work. We will also communicate digitally as we publish our plans.

Membership + Newcomers — Cristin Davis

No updates at this time.

Parish Life — Judy Jarady

No updates at this time.

Community Engagement Partnerships — Sally Walker

Interfaith Children's Movement (ICM):

July 9th lunch meeting to discuss ICM's program for Adult Formation on October 6th as well as other connections in strengthening the partnership between Epiphany and ICM. It

will include a request to place Epiphany logo on ICM's website (alongside St. Lukes, The Church of the Common Ground, The Temple, Mohammad Schools of Atlanta etc. and other communities of faith) as one of its partners.

Peter Dodge: Peter is in discussion with ICM Intern, Henry Young about joining the ICM Advocacy Committee.

Brandon Laird: Brandon has agreed to be Epiphany's representative on the Planning Committee for ICM's Children's Sabbath Weekend (October 19-20)

October 6 Adult Formation: ICM has agreed to introduce itself to Epiphany during our Adult Formation and to discuss its advocacy program for Georgia's children.

Haiti:

Things are still not good in Haiti. There are bright spots. We're helping the Scout troops provide meals for the kids and have continued to help purchase motor bikes (to be used for revenue generating purposes) for the families involved in the Scouts. This has been funded primarily by members of the Haiti ministry and there have been funds donated from the greater Epiphany congregation. We have at least one MYB entrepreneur who has made her way, with her young toddler, to the US. She and her family suffered greatly in the earthquake of 2021 so we are grateful they are in a safer place.

Though we all hold hope that things will improve soon, it will likely be a long road for Haiti, its government, and its people. We don't expect that our young entrepreneurs and associates will be able to thrive any time soon, but we continue to offer our faithful support.

Holy Comforter:

June 5th we served Holy Comforter the quarterly dinner. We served about forty people plus ourselves. There were four Epiphany children who did a very good job.

Sustainability & Justice — Carol Bartlett

Earth Guild held a planting day for pollinator plants in the Meadow.

Children + Youth Formation — Jordan Moody

Since the last Vestry meeting, summer rhythms for youth and children programming have continued. Children's Chapel will continue throughout the summer, but all other offerings ended on May 12 and will resume in September. Youth Group will also continue throughout the summer (a little less frequently).

Vacation Bible School was held June 10-14. Twenty campers attended from Epiphany, St. Bart's, and Holy Trinity, and nine junior counselors in middle and high school assisted with VBS activities. The theme this year was "H2Grow"!

The upcoming Youth Pilgrimage will be from June 24-28 in Asheville, North Carolina. There are nine youth signed up and five leaders.

Throughout the summer, families with children and youth have been invited to serve with the Feeding Ministry at the Gateway Center. Families helped serve the meal on Friday, June 14 and more plan to join the Feeding Ministry in July.

If you are interested in helping out with or supporting any youth and children events, please reach out to Emily Elder at eelder@epiphany.org.

Adult Formation — Susan Ashmore

No updates at this time.

Pastoral Care — April Maa

No updates at this time.

Stewardship — Emily Thompson

No updates at this time.

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Endowment — Emily Thompson

The current chairperson for the Endowment team, Jessica Boatright, term has ended. We are looking for another person to be the chair person for the committee. We are also looking to find another person to be a part of the committee for the next year.

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Finance — Andrea Strahan

May 2024	Budget	Actual
Income	\$61,997.42	\$42,834.56
Expenses	\$61,520.07	\$69,255.72

Net	\$477.35	(\$26,421.16)
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The month to date (MTD) deficit is \$26,421 bringing the year to date (YTD) surplus to \$38,754 compared to a surplus of \$72,258 in May 2023. There was a shortfall in revenue in May, but the YTD revenue still exceeds the budget by \$37K and exceeds the YTD 2023 surplus by \$21K.

The YTD expenses are tracking closely to the budget - \$307,489 (actual expenses) and \$307,600 (budgeted). The available operating cash as of May 31, 2024, is \$176,264. The \$33,504 difference between the 2024 YTD and 2023 YTD surplus is due primarily to a full-time Associate Rector and the annual clergy and staff salary increases implemented in January.

Shelle is working with Truist to establish the money market account linked to the checking account (approved by the Vestry in May 2024). Total operating cash to remain in checking is \$120K which is approximately two months of operating expenses. The remainder will be transferred to the money market account once established. The finance committee also reviewed suggested edits to the “Special Bequest Wording” document (which has not been revised since Claiborne Jones was the Rector) to bring the document in-line with current recommendations from Episcopal Church Foundation to encourage undesignated giving and discourage designated gifts.

Designated donations:

Gift Date	Type	Fund Code	Fund Name	Memo	Amount
4/28/2024	Online	530	Youth/EY C	Thanks!	\$200
4/14/2024	Check	710	Memorials	Mary Collins IMO Alma Fuller	\$250
4/19/2024	Check	605	Choir		\$200

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Building and Grounds — Matthew May

These are actively in progress:

- 1) Sexton Services - It is time... role has been posted.
- 2) Kinda hot for outside work :)
- 3) Work Days - Next Work Day - back to school or October???

These are tentatively scheduled for later in the year:

Outside Youth Room The brick vestibule outside the lower level classroom got a rather bad first coat of paint a few years ago. Youth have proposed mural plans to replace. (tentative for summer)

Painting Touch Up Painting touch up for the stairwell and hopefully some other spots are planned. (tentative for summer)

Parking Spaces Expand gravel pad, as possible, by Gaga ball pit and mailbox (tentative Oct/Nov)

Window Replacement - timing tbd

These are not actively in progress or are waiting on a volunteer:

Solar Roof Earth Guild has taken over the solar project. Narrowed to a contractor and a scope ~\$40k, now need vestry and church support to go to the execution phase. (Need a committee leader to move forward)

Courtyard Lighting One of the light strands fell. Waiting on a plan and prioritization. Also need to evaluate lighting for front door keypad evening use.

Water Main Main building shut-off water valve in the undercroft may need to be replaced.

Water Issues The storm cellar continues to have gallons of water get into it from under the wooden stairs when it rains hard. But there was also some water at the other end of the storm cellar.

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.

Choir Room Wall Repair Need to repair and repaint choir room wall from water damage Nursery

New (rediscovered) leak in the nursery. We thought this was from heat condensation and started leaking recently after rain. Has not recurred in subsequent rain storms, so we are quite stumped

Kitchen - We need to repair the wall and then repaint by the small sink.

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.

Stucco Damage The stucco on the side of one of the dormers facing the courtyard has been damaged.

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

Remove Nursery Water Fountain Not working but not needed - remove???

Various Inside Projects

There were also a lot of little paint drips on the floor - including the bathroom that could be cleaned up.

Semi-gloss touch up needed on baseboard leading to playground.

Wall in parish hall needs repainting

General touch up/painting plan needed.

Recurring Indoor Needs

Cleaning the interior windows and window sills on both floors and the lower level classroom.

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.

HVAC filter replacements on a regular schedule

Recurring Outdoor Needs

Fertilize blueberries

Freshen up mulched areas

Off the list/projects completed:

Front Door - Happy dance.

Flower Guild Room - Threshold and baseboard completed. Project completed.

Fire/Sprinkler Maintenance Repair work necessary identified in the annual inspection.

Basement Bathroom Need to likely replace the toilet in an attempt to fix the odor issue.

Technology — April Maa

No updates at this time.

Updated Giving Language on the Epiphany Website:

The Episcopal Church of the Epiphany

SUGGESTED BEQUEST WORDING

A bequest is simple and convenient. You have several options. You can make a bequest for a specific dollar

amount or for a percentage of your estate. The most useful type of bequest is unrestricted, allowing the

funds to be allocated by the Episcopal Church of the Epiphany wherever the need is greatest. Since a will is

an important legal document, you should seek an attorney's help. To assist you with this important process,

we offer some suggested bequest wording below.

Following are some examples of various types of bequests:

- Specific bequests are used to make a gift of a specific dollar amount or specific assets, such as

securities, real estate, or personal property.

- Residuary bequests are used to give all or a portion of the rest, residue, and remainder of your

estate after payment of expenses and any specific amounts designated to other beneficiaries.

Including the Episcopal Church of the Epiphany in your will:

The following includes several examples of suggested bequest wording to benefit The Episcopal Church of

the Epiphany.

Each individual situation is unique and, therefore, these examples include only some of the possible gift

opportunities. We encourage you to share your final will provision with the Episcopal Church of the

Epiphany to ensure that your wishes will be properly followed and recognized.

- Specific amount for unrestricted purposes

I give, devise, and bequeath to the Episcopal Church of the Epiphany, a not-for-profit organization

located in Atlanta, Georgia, the sum of \$_____ in cash or in-kind (or _____ shares of _____ stock) to be used at the discretion of the Vestry of the Episcopal Church of the

Epiphany

for the general purposes of the Episcopal Church of the Epiphany and its related entities, wherever

the need is greatest as determined by Vestry at the time of the gift.

- Percentage of estate for unrestricted purposes

I give, devise, and bequeath to the Episcopal Church of the Epiphany, a not-for-profit organization

located in Atlanta, Georgia, _____ percent (%) of the rest, residue, and remainder of my estate as an

unrestricted gift to be used at the discretion of the Vestry of the Episcopal Church of the Epiphany

for the general purposes of the Episcopal Church of the Epiphany, and its related entities, wherever

the need is greatest as determined by Vestry at the time of the gift.