

Episcopal Church of the Epiphany

Vestry Minutes

September 15, 2024

In Attendance:

Vestry - Kaylie Gibbs, Susan Ashmore, Emily Thompson, Matthew May, Andrea Strahan, Judy Jarady, Paul Bonner, Cristin Davis, & Jordan Moody
Clergy – Carmie McDonald
Ex officio - Sherry Wallace

Absent: April Maa, Carol Bartlett, Sally Walker, Amy Dills-Wright

Carmie opened with a meditation on pilgrimages, the outer and inner journeys.

Consent Agenda:

Approval of the August 2024 vestry minutes was included as part of the consent agenda. All voted to accept.

Associate Rector's Report:

Carmie reported that the Children and Youth Programs are off to a good start. She thanked everyone for making Taylor Irwin welcome. The youth group schedule has been sporadic due to various events. However, Taylor is establishing a schedule for the fall and is also developing positive relationships with families.

The family eucharist is being held regularly. Carmie hopes that it will continue around once a month.

Community engagement: We are determining how to manage refugee resettlement. Our current refugee family is settling in and won't need as much of our help as in the past. We are seeking new leadership as we consider a new model, a partnership with In Spiritus which caters to refugees' immediate needs as they arrive in the country.

The parish retreat is scheduled for this weekend. Forty people are scheduled to attend.

Carmie and Amy have committed to creating an engagement newsletter once a quarter. It will focus on opportunities to serve.

New Business:

2025 Budget: Amy, Randy, and Kaylie met to set a rough estimate of the budget. They've focused on salary and benefits issues.

Amy and Kaylie are working on an employee handbook. Timekeeping policies will be included.

Paul and Amy are working on a parish preparedness manual, focusing on what to do in specific situations. This will include maintenance of the building and how to react to disasters.

Annual Council – This year, Annual Council will be Nov 8-9 at Holy Innocents'. If someone would like to attend or wants to recommend someone, please let Amy know.

New Vestry Members: Please let Amy know who you think might be interested in serving.

Old Business:

Endowment Committee: Karla Finnegan will be chair of the Endowment Board next year.

We'll do a Magi Foundation reception this year. We will focus on the Magi Foundation and Final Affairs Fair in alternate years.

Painting Estimate: We previously approved \$4,750 for painting. Shea has identified additional areas which need to be repaired and painted. The estimate for this new work was \$750. Kaylie and Amy approved it.

Sexton & Facilities Manager: Candidates are still being interviewed.

The Leadership Corner discussion was on Emotional Intelligence.

The next vestry meeting is Oct 20.

The meeting ended with Midday Prayer

Respectfully submitted,
Sherry Wallace
Clerk of the Vestry

Vestry Reports

Parish Health & Wellbeing — Paul Bonner

No updates at this time.

Membership + Newcomers — Cristin Davis

No updates at this time.

Parish Life — Judy Jarady

No updates at this time.

Community Engagement Partnerships — Sally Walker

The Community Engagement leaders met with Carmie on August 20th to share updates and ideas. In attendance were Carmie McDonald, Sally Walker, Jeanette Hanson, Kay Lee, Suzanne Yoder, Doug Runnion, and Carol Bartlett.

The most exciting update for Epiphany's Community Engagement Ministries is that there will soon be a new e-newsletter. This Community Engagement Newsletter will go out monthly to celebrate all of Epiphany's Community Engagement Ministries and communicate all the work that is being done. Carmie would like this communication to have lots of images showing the volunteers at work so she is already gathering lots of photos.

Art Ministry

In September, we will exhibit textile creations **by Keaton Posado**. Keaton Posada is a crochet artist specializing in amigurumi, the art of crocheting toys or plushies. Their work serves as a platform for raising awareness about the challenges that come with chronic illness and disability. Through their art, Keaton also works to advocate for the LGBTQ+ community, using each piece to foster understanding and celebrate diversity. These creations are not just handcrafted toys - they are symbols of resilience, community, and the power of creativity in the face of adversity.



We are in the process of booking a popular local jeweler for a Sunday in October-
Stephanie Leigh



We have booked an artist for mid-November/ mid-December and into 2025 for January and February.

~ Liefy Smith and Page Love Smith

DEAM

Doug recently gave Sally a tour of the DEAM operation. Amazing what they are able to achieve with a small space! The next DEAM drive at Epiphany will be in January.

Refugee Ministry

Carmie in conversation with a group called Inspiritus about the potential for partnering with them on our Refugee Ministry work. One of our parishioners, Alix Janke, works at Inspiritus so she's been a great resource.

Erin and Ellyn have served the refugee ministry so capably for the past several years and are going to be stepping back from that role so they can focus their attention on helping the Khil family continue to move forward.

Feeding Ministry

Gateway Center: The monthly meal at Gateway's Evolution Center is going well with a steady group of volunteers. We will soon be starting to order items for the annual Christmas gift bags. We plan to talk with Taylor about involving the youth and young families in the packing.

Holy Comforter: A meal was served at Holy Comforter on September 4th and the next meal will be November 6th. Jeanette said she has a group of regular volunteers. However, more cooks, servers and cupcake makers are always needed!

Interfaith Children's Movement

October 6th (Sunday) Adult Formation: ICM's Executive Director, Cassandra Henderson will be leading our formation.

October 13th (Sunday) Adult Formation: Bobbie Patterson has arranged for Dr. Luther E. Smith, Jr. (<http://www.building-understanding.org/dr-luther-smith-talk--lunch.html>) Professor of Church and Community at Candler to lead a discussion on his newest book. Dr. Smith was one of the founders of ICM in 2000.

October 19 - 20 (Saturday and Sunday) ICM's Children's Sabbath Weekend: Epiphanite Brandon Laird is on the ICM Planning Committee for this event. It is currently a fluid process. I believe the focus will be children in the foster care system. I also understand that there will be a presence by the national office of The Children's Defense Fund. Here is a link to a YouTube clip from last year's ICM programming. <https://www.youtube.com/watch?v=ndVqIUjeP8I> This event is national in scope, I believe spearheaded by the Children's Defense Fund. Here is a little more about why this weekend event is held. <https://www.childrensdefense.org/celebrating-the-childrens-sabbath/#:~:text=This%20annual%20celebration%2C%20held%20every,and%20advocate%20for%20all%20children.>

Sustainability & Justice — Carol Bartlett

No updates at this time.

Children + Youth Formation — Jordan Moody

Formation for youth and children began on September 8. Pre-K through 3rd grade meet for Godly Play; 4th and 5th grade meet for Surveying the Scriptures; and 8th through 12th graders explore the lectionary and how the Bible relates to their lives.

The youth will be celebrating the season of creation at the annual Interfaith River Clean-Up on September 15.

We're always excited to welcome new volunteers to Sunday Formation, Children's Chapel, and Youth Group. If you're interested in serving or want to learn more about this opportunity, please reach out to Taylor (tirwin@epiphany.org).

If you would like to help sweeten up Sunday mornings for the youth, you are invited to volunteer to bring donuts! Sign up [here](#), and contact Taylor (tirwin@epiphany.org) with any questions.

Choirs for children and youth and Family Eucharist will return on October 1.

Adult Formation — Susan Ashmore

No updates at this time.

Pastoral Care — April Maa

No updates at this time.

Stewardship — Emily Thompson

Ministry Fair is scheduled for September 29th, which will kick off the Stewardship campaign.

Endowment — Emily Thompson

No updates at this time.

Finance — Andrea Strahan

| August 2024 | Budget | Actual |
|--------------------|---------------|---------------|
| Income | \$61,997.42 | \$78,038.12 |
| Expenses | \$61,520.07 | \$59,654.70 |
| Net | \$477.35 | \$18,383.42 |

August operating results had a month-to-date (MTD) surplus of \$18,383, bringing the year-to-date (YTD) surplus to \$35,481 (compared to the August 2023 YTD 2023 surplus of \$33,061). Available operating cash as of 8/31/2024 was \$172,980.

The surplus is mainly due to \$71,063 in pledge giving (\$16,533 over the budgeted amount of \$54,531), approximately \$40K of which was due to three individuals fulfilling their 2024 pledges. Total revenues YTD were \$532,586 (versus budgeted amount of \$495,979). Total expenses YTD were \$497,105 (versus budgeted \$492,161), more than August 2023 YTD expenses of \$426,648.

August 2024 Designated donations: None

Building and Grounds — Matthew May

These are actively in progress:

- 1) **Sexton Services** It is time... evaluating options and costs.
- 2) **Painting Touch Up** We've hired a painter to repaint the Gallery, bathroom hallway, hallway to the playground, back stairwell, parish hall and to repair and paint water damage by the thermostat in the Music Suite. The will begin on Monday, September 30 and hope to complete it within four days.
- 3) **Work Days** Next Work Day - November 4

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)

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

Window Replacement - timing tbd

Courtyard Lighting One of the light strands fell. Waiting on a plan and prioritization.

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

Elevator Potential Issue I was riding the lift up today and it took nearly the entire ride up before the light came on. I'm assuming this is a motion detection device, but I feel like it's gotten a bit out of sync.

Flooring by Altar The top of a wood plank of has partially separated at the end of the plank. [It kinda looks like it's delaminating, except it is not laminated.] It is definitely getting worse. See

photos. It is a couple off feet away from the altar on the memorial garden side. I suppose that all we need to do is squirt some wood glue under the separated piece and put something heavy over it til it cures. Do you have any thoughts? Do you want to take a look? It took me a little while to find it because the messed up area is mostly in the shade when the altar spotlights are on.



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)

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

Water Issues - Storm Cellar 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.

Water Issues - Nave The back left side of the nave had water leaking from the corner of the ceiling by the pews during the last bad rain storm.

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.

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???

WORK DAY - ITEMS

I'd like to ask if you could install a hook in the mechanical closet off the narthex so we can hang the fire pit when it is in its case. It's brick in there - maybe on the wall above.

There are wall wipes in Amy's office that we'd like to be used on the 2nd floor outside of the music suite first to see if it can get the scuffs and marks off the wall, then if it actually works the classroom hallway up there.

Figure out the lighting needed for the keypad after dark.

Recurring Indoor Needs

Cleaning the interior windows and window sills on all three floors.

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

Clearing exterior windows of cobwebs

Fertilize blueberries

Freshen up mulched areas

Clean external cobwebs from windows and exterior of building

Clean the gutters

Off the list/projects completed:

Courtyard Irrigation System - Courtyard irrigation system installation scheduled for Sept 10-11, hopefully that went well.

Wasp/hornets - Removal of nest from choir room window. Plus full exterior cleaning of cobwebs completed on the entire exterior.



Work Day - On September 14, we had a work day and hopefully we did a lot.

Technology — April Maa

No updates at this time.