

Episcopal Church of the Epiphany

Vestry Minutes

May 21, 2024

In Attendance:

Vestry - Kaylie Gibbs, Susan Ashmore, Sally Walker, Judy Jarady, Carol Bartlett, Paul Bonner, & Jordan Moody

Vestry attending via Zoom – April Maa & Emily Thompson

Clergy - Amy Dills-Wright & Carmie McDonald

Ex officio - Bert Bender & Sherry Wallace

Absent: Andrea Strahan, Cristin Davis, Matthew May, & Randy Shearin

Meditation:

Amy led a Lectio Divina on Romans 8.

Consent Agenda:

Approval of the April 21, 2024, vestry minutes was included as part of the consent agenda. All voted to accept.

Rector's Report:

Amy reported that Emily Elder has the opportunity to attend Virginia Theological Seminary. Her last Sunday at Epiphany will be July 28. We will announce her plans this week. We're putting together a job description for her position and will gather a group to interview candidates.

The front door to the church continues to be a problem. George Smith will help oversee the repairs and will work with both the security system contractors and the door contractor.

Work on the solar panels project continues. We are gathering a group of interested parishioners to work on this.

Facilities maintenance: It is time to evaluate our sexton services, and due to the size and age of the church, we need a facilities maintenance position as well. This work is currently being done by volunteers. We currently have money allocated for a sexton at 20 hours/week. Kaylie motioned that we combine the existing sexton budget and unused money from other budget line items to fund a sexton/facilities maintenance position at 25 hours/week. This position could combine those two positions or separate them out, depending on the candidate. Paul seconded the motion. There were nine votes for and none against the motion.

New Business:

Copier Lease:

The current copier lease with SouthEast Office Systems is up for renewal. We received a new contract and one from a competitor. As they are similar and we are happy with the current contractor, Kaylie motioned that we accept the SouthEast Office Systems copier lease. Susan seconded. All voted in favor.

The Mountain Retreat and Learning Center contracts for 2025 and 2026:

We have already signed the contract with The Mountain for our 2024 parish retreat. However, we need to commit for two more years. David Draper secured the contracts and Randy Shearin reviewed them. They are presented here for voting by the vestry. Kaylie motioned that we accept the contracts. Paul seconded, and all voted in favor.

Leadership Corner: EQ: Managing Emotions/Self-Regulation

The vestry received the article [How to Develop and Practice Self-Regulation](#) by Arlin Cuncic and a video of a TED talk, *You Aren't at the Mercy of Your Emotions -- Your Brain Creates Them* by Lisa Feldman Barrett ahead of the meeting. With this background, they discussed managing emotions, the second tenet of emotional intelligence.

Carmie led the vestry in Evening Prayer to close the meeting.

On May 3, Kaylie made a motion via email to accept a bid from Atlanta Sprinkler Inspection for \$2,800 for inspection and repairs to our sprinkler system. Carol seconded. There were 12 votes for the motion and none against, and the motion passed.

Respectfully submitted,
Sherry Wallace
Clerk of the Vestry

Vestry Reports

Parish Health & Wellbeing — Paul Bonner

A new committee has been formed, comprised of Paul, April Maa, Nancy Chandler and Noah Tobin. Their first meeting to define objectives and get started on creating a universal safety plan will take place on 5/26.

Membership + Newcomers — Cristin Davis

The Newcomers Dessert was a success! We had nine newcomers attend. The committee recently delivered six new member welcome bags as well.

Parish Life — Judy Jarady

Parish Life committee met May 14. They discussed plans for May 19 picnic. The picnic was a success, the weather held and over 100 people were served. The committee also went over plans for Summer breakfast on June 9.

Community Engagement Partnerships — Sally Walker

No updates at this time.

Sustainability & Justice — Carol Bartlett

No updates at this time.

Children + Youth Formation — Jordan Moody

Since the last Vestry meeting, Sunday morning formation has ended for both Children & Youth, and we have had several end-of-the-year events. Throughout the year, we consistently averaged around 4-5 children at Godly Play, around 3-5 children at “Surveyors of Scripture,” and about 3-5 children at Children’s Chapel each week. Children’s Chapel will continue throughout the summer, but all other offerings ended on May 12 and will resume in September. Since the last Vestry meeting, we also had our Appreciation Dinner for

Children & Youth Choirs and Children & Youth Volunteers, where we thanked our 18 Children & Youth Volunteers and the 8 families that participated in the choirs.

Youth Formation continued on Sunday mornings, also ending on May 12. We continued to average 1-3 youth each week. Youth Group will continue throughout the summer (a little less frequently), but throughout the past school year, it has consistently drawn between 3-7 youth each weekend. Two special events from the past month were our Youth Car Wash Fundraiser and Youth Sunday. We raised exactly \$1,000 at the Car Wash, which will go toward this year's pilgrimage. And 13 Youth & Children had roles at this year's Youth Sunday service.

Things will slow down a little bit during the summer, but our main focus right now is preparing for Vacation Bible School and the Youth Pilgrimage. 15 campers and 7 junior counselors (from Epiphany, St. Bart's, and Holy Trinity) are signed up for VBS, and 8 youth are signed up for the pilgrimage to Asheville. If you are interested in helping out with or supporting either of these events, please reach out to Emily Elder at eelder@epiphany.org.

Adult Formation — Susan Ashmore

No updates at this time.

Pastoral Care — April Maa

New members of the Community of Hope International (COHI) completed their training on May 5. On May 11 both cohorts gathered at Amy's house to discuss prayer and pastoral care needs, share a meal, enjoy time together, and celebrate the joining of the two groups. Epiphany's 14 COHI members now are Barbara Belcore, Jessica Burns, David Draper, Lalor Cadley, Ann Fowler, Laura Gary, Lisa Gray, Paul Hinson, Chris Miller, Carol Moser, Nan Ross, Annie Strahan, Nick Theyerl, and Nancy Thompson.

Stewardship — Emily Thompson

No updates at this time.

Endowment — Emily Thompson

As of Friday, May 17th, Shea is helping send out the acceptance letters for the Endowment recipients that the committee brought forward to the vestry and the vestry accepted.

Finance — Andrea Strahan

April 2024	Budget	Actual
Income	\$61,997.42	\$46,732.65
Expenses	\$61,520.07	\$58,088.80
Net	\$477.35	(\$11,356.15)

April 2024 had a month-to-date deficit of \$11,356, reducing the year-to-date surplus to \$65,186 (slightly better than April 2023 year-to-date surplus of \$63,277). The month-to-date shortfall was mostly due to pledge giving.

Little Forest's March rental payment (\$2,363) was incorrectly put under pledges (account 4000), but was corrected in April. Epiphany did not pay the Diocese pledge, approximately \$5,200, in April, this will be corrected in May.

Vestry approved the establishment of a Truist Money Market Account linked to our Truist checking account to hold the balance of cash over a two-month expense total of \$120,000. The account balances will be reviewed on a quarterly basis. Shelle will pursue setting up the account and making the initial transfer, leaving a \$120K balance in the checking account. The proposed policy addition to the financial manual to govern the use of the Money Market account will be reviewed and discussed at next month's committee meeting.

April 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) **Front Door** Waiting on one replacement parts and repairman. This is officially a SAGA and brutal on staff, particularly Shea, who is trying to navigate two different vendors who both want no accountability.
- 3) **Fire/Sprinkler Maintenance** Repair work necessary identified in the annual inspection.

- 4) **Parking Spaces** Expand gravel pad, as possible, by Gaga ball pit and mailbox.
 - 5) **Flower Guild Room** - Last steps: install threshold and baseboard.
 - 6) **Painting Touch Up** - Painting touch up for the stairwell and hopefully some other spots are planned.
 - 7) **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. TBD on timing.
 - 8) **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.
 - 9) **Basement Bathroom** - Need to likely replace the toilet in an attempt to fix the odor issue.
 - 10) **Work Days** Q2 Work Day tbd. May push to Q3?
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These are not actively in progress or are waiting on a volunteer or prioritization:

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 needs 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.

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

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

Nursery Water Fountain Not working

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

Nursery Repaint window sill.

Vents check for mold inside (for vents cleaned by the preschool)

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

AC Off 1 of 4 HVAC systems for the Parish Hall is currently not running.

Tankless Water Heater and Repairs Earth Guild has interest in moving to tankless water heater eventually. ALSO 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. You can see it on the right. It just ends. It is next to a copper tube that runs to the floor drain. Just a bit of water comes out whenever the water heater is firing. The water on the plywood got there when the plumber shook it. It's apparently been slowly leaking water since it was installed in 2004. Just enough to stain the floor and rot the edges of the plywood board that the water heater is set on. We need to cut a path along the copper pipe to the floor drain and extend the plastic drain tube to it. Mark McDonald expressed interest in doing carpentry stuff. I would like to see if he is interested. This was spotted by the "civilized plumber" guys who came to assess whether a tankless water heater is feasible when our water heater dies. He is going to check to see if there exists a water heater that can supply hot water as fast as is now available from our current water heater. If not, dual water heaters might be necessary. And very expensive.

Various Inside Projects

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

Soap dispenser in upstairs bathroom

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:

Dryer - Dryer stopped drying - we cleaned out the lint in the line installed and got an estimate for new duct work - recommending we make due and put the dryer cleanout on the work day list. Also improved the attic flooring for access and safety.

Kitchen - In the kitchen by the little sink, removed the plastic screen guard installed to keep the walls dry which had trapped bugs. Now we need to repair the wall and then repaint.

Technology — April Maa

No updates at this time.