

**The Church of the Epiphany
Vestry Meeting Minutes
Meeting Date: March 11, 2008**

The meeting opened at 7 PM with prayer time, followed by the vestry prayer.

Vestry Members Attendance: Present (P), Excused (E)

Black, Murray	P	Mentzer, Steve	P
Cummings, Ross	P	Morris, Ralph	P
Edmunds, Gin	P	Pantzer, Larry	P
Ellis, Lisa	P	Reed, David	E
Fetzer, Bill	E	Ticer, John	P
Holmes, Kevin	P	Welch, Jan	P

Also present: Father Robin, Father Luke, and Scott Reiter.

Reports and Old Business:

1. Minutes – Larry.

A motion by Murray, seconded by Kevin, to approve the February 19 minutes passed by unanimous voice vote.

2. Rector Report – Robin.

Robin will travel to Germany March 28 through April 12 to see his new grandson, Malcolm. Christopher will have time off to join the family gathering.

Robin asked that we all come to the foot washing on Maundy Thursday.

He and the staff have been working hard on communication, ministry expectations for vestry and staff, and planning ahead to get regular processes in place.

Dave Reed is away. ADV has put together responses to be communicated upon Judge Bellows response, for which we are praying and waiting. See prayer for this in the Epiphany Candle. "The die may be cast by man, but God makes the decisions." Murray pointed out that there will be no precipitous consequences whatever the ruling and there will be appeals no matter what the outcome.

3. Warden Report – Murray and Ralph.

Murray was pleased to report that there were expected to be 110 people for the healing ministry this weekend, February 22-23.

Ralph thanked everyone for their prayers and support for his family.

4. Treasurer and Finance Committee Report – Scott.

Scott described the handout he provided. Net Current Assets are stable. Great Commission plus pledge and plate are running about 5% over straight-line budget. We continue to receive Great Commission contributions each week. Scott distributed CDs, each containing three Excel spreadsheets: 2007 Actuals, Current year-to-date, and budget template. He asked that we be sure to follow the instructions, not to touch the red tab and not to overwrite formulas! Cells needing data are highlighted in yellow. We may call Scott with any problems.

The 2002 pledge cards will serve as a great model for the future.

The Treasurer's report was approved unanimously on a motion by Larry, seconded by John.

Lisa pointed out that she teaches Excel and would be happy to help everyone who needs it. She also offered to do sessions with labs and handouts if there is demand.

Lisa provided a handout describing potential new ways of dealing with designated gifts. She recommend that incoming gifts designated for specific ministries be recorded in that mission, but would not increase the funds available for that ministry. Ministry heads would bring this up with the Finance Committee and the vestry and decide appropriately. Gifts that are designated for specific items will be respected. Lisa will update this per our discussion and send us a motion for an email vote. The resulting motion for new accounting procedures for designated gifts, undertaken in the interim under the rules for Action without a Meeting, is attached. It failed for lack of unanimous support and was tabled for discussion at another time.

5. Report on Scouting Incident – John and Kevin.

John reported on the fire incident during the Boy Scouts overnight in the church (further described in an email message). Future regular meetings will be confined to the Great Hall. In the future, Scouts may only leave the room two-at-a-time, and only with the approval of designated leadership. This became a significant teaching/learning experience. Scouts learned a sobering lesson. Scouts never use matches in the building; these were brought in for inventory. Fire safety was re-emphasized. John will follow-up with the Fire Department and request they address the boys about fire safety.

Kevin gathered John's reports together to document the incident and lessons-learned.

6. Event Feedback – Kevin.

Kevin passed around a "Critique/After Action Review" form to be filled out at the end of an event. Kevin will find the original. These should be filled out for all activities and sent to the ministry heads.

7. Special Initiatives – Lisa.

Lisa noted that she, Bob Kiel, and possibly Babette get all mail addressed to Websexton and will react to it.

Lisa reported that the vestry job descriptions as constituted do not describe the job as needed to capture each commission in a meaningful way. They do not provide the vision for the ministries. Lisa is capturing her own from scratch and will work with Kevin next, for Education. Her goal is to have the complete set for all ministries available for the next vestry retreat.

Robin sees this year as preparation for the future – 2009 should be easier.

Larry pointed out that much of this information has existed in the past and has disappeared.

Committee Reports and New Business

8. Stewardship Committee – Murray.

Stewardship Sunday will be April 26. We need a committee to coordinate. Should we have a goal? Why? What would we do with the money? What is our long term vision? The committee would interface with the vestry and the Finance Committee to define the message and get it out through sermons, testimonies, and other creative methods. Murray asked that we submit creative candidates to him.

9. New Business – Vestry Advance (Retreat).

Lisa offered her parents' home for the retreat. Murray solicited responses regarding any conflicts with the dates mentioned in a recent email message.

10. Reaching the Community: Day Care – Murray.

This is a seed for thought, an example of something that may be a need.

Larry noted that the Fairfax County Office for Children has demographics information and that Carolyn Pantzer could help us understand what is involved. Larry will ask Carolyn to attend

April (or May) vestry meeting to discuss this. Knowing the demographics of “first language spoken at home” would be a plus.

Adjourn

The meeting adjourned at 9:00 PM by unanimous consent to Jan’s motion and Lisa’s second, and was followed by an Agape feast.

Vestry Meeting Minutes for March 11, 2008
Prepared by Larry Pantzer
Version: Approved

Attachment

The following motion for new accounting procedures for designated gifts, undertaken in the interim under the rules for Action without a Meeting, proposed 26 March 2008 by Lisa Ellis and seconded by Larry Pantzer, failed for lack of unanimous support and was tabled for discussion at another time.

Procedure for Designated Gifts

Background:

Currently, budgets for ministries:

- Reflect our priorities for Epiphany across all ministries
- Are voted on by the Vestry
- Are funded from the general operating budget
- Are dependent on faith giving from anonymous pledges

Procedure for Designated Gifts:

Designated gifts are credited to the named ministry.

The gift reduces the draw from the general operating budget to fund the remainder of the ministry's budget.

If designated gifts exceed the ministry's budget, the surplus is placed in a special reserve for the ministry for the following fiscal year.

For gifts greater than \$500, the ministry lead and vestry head are notified and the vestry head may submit a request to the finance committee to increase the budget to handle a new priority or unforeseen expense. The finance committee will review the request and present the request and the finance committee's recommendation to the Vestry. The Vestry decides whether or not to approve a budget increase.

Benefit:

By reducing the draw on the general operating budget for funding ministries, the Vestry can more effectively reprioritize, given shortfalls or surpluses, and respond to changing needs during the fiscal year.