

**The Church of the Epiphany
Vestry Meeting Minutes
Meeting Date: November 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	P
Fetzer, Bill	P	Ticer, John	P
Holmes, Kevin	P	Welch, Jan	P

Also present: Father Luke, Scott Reiter, Charlie Monroe, Tom Conlon, and Dave Bassert.

Treasurer and Finance Committee Report – Scott and Charlie

See handout. Spending is still running ahead of giving and needs control. Net Current Assets continue to fall, now at \$368K. Charlie commented that the Lord always provides, especially at the end of the year. If that does not happen this December, we will need to deal with that in January. Now we should continue to pray and be good stewards. The legal fund balance is alright, but there may be expenses outstanding. The costs of an appeal should be less than for the initial trial. The second page of handout is the presentation given at the November 9 Annual Meeting. Attendance is climbing, but few are committing to become members. Be sure to look for and reach out to newcomers. Bill Fetzer and Fred Apelquist have a contingency plan for an additional appeal after the end of the Great Commission building fund period, if needed. The report was approved by unanimous voice vote on a motion by Kevin, seconded by Bill.

Approval of Minutes – Larry:

Minutes of the vestry meetings of October 14, 2008 were approved by unanimous voice vote on a motion by Lisa, seconded by John. This was followed by a discussion of the By-Laws, first with respect to actions without a meeting, and then in the general context of Murray's email message of November 9, attached.

Planning & Vision

- Murray led discussion of the selection of commission / ministry assignments for change of vestry. The results of this discussion are attached.
- Announcements – Robin (by phone)
Worship service has been starting later and later. Announcements, etc. are “training” people to arrive late and cutting into our worship time. This is mostly a problem at 10:00, sometimes also at 8:00. We should limit announcements to a specific period, e.g. five minutes, including Mission Minutes (which should be no more than a minute). Gin suggested moving them to the Peace – announcements are part of the work of the church, should point to our mission, and therefore an appropriate part of the service. Robin's concern is for discontinuity of the liturgy, ergo the worship.

- Helps Ministry (see attachment) – Murray
Murray suggested inclusion of the offered items in the Candle. A Leader (to be named) would gather these and send them to Ken Bracy on Wednesdays for inclusion in that week's candle (only). Items could be listed the next week if resubmitted by the offeror. Services could be included. John suggested not including paid services (this should not be advertising). Dave R and John T suggest simply using a cork bulletin board instead, to avoid burdening the staff with phone calls and questions. Jan noted major difference between goods and services, suggesting services would be easier to post and offer. Gin, and others, suggested a Needs bulletin board, but some expressed that people may be too proud or private to publicize their needs. Ross and Dave R will discuss this further and report back.
- Policy on selling Products and Services (see attachment) – Murray
This is not intended to replace current practice of special sales, e.g. books, on special occasions, or periodic sales, e.g. by popcorn or cookies by scouts. John discussed the possible sale of coffee to support poor farmers, e.g. in Rwanda, as well as serving this coffee at fellowship time. Steve suggests trying coffee sales at the chili cook-off fellowship dinner. Further sales may spread by word of mouth. Murray concurred, and asked that any further ideas be submitted to Jan. Robin would like to see a policy.
- Ministry/Commission/Process Preliminary discussion – Lisa
See Robin's "Play Ball" chart. Lisa explained that our mission statement "moves people around the baseball field." Lisa would like each commission to explain how it moves people from base to base. We may wish to re-assess placement of some of our ministries among the commissions based on position on the chart.

Old Business:

- Moving the Sign – Ross
Dave R discussed negotiations with Gable signs. Matt Gable told Dave they would take down the sign at no cost to Church of the Epiphany. They will work with us "at cost" to move the sign to a new location on the property. We will inform Franklin Farm that we will have the sign down and the electrical lead removed by the end of the year, per their request. Matt Gable or his representative will meet with us soon.
- Lighting the church – Ross
Robin approves this action, which can therefore proceed.

New Business:

- Bill noted that some ministry heads have or are stepping down. Bill asked how we can recognize them. Robin said we have an ongoing need to express our gratitude. Robin suggested recognition in the monthly newsletter. Send names to John of people who should be recognized, to include a short recognition statement for the Star. We may "catch up" on recognition at the January annual meeting.
- Next Vestry-Staff meeting is Tuesday, November 18. We should be more proactive at this one, looking at how we will carry out our mission during the year ahead. An agenda will be provided.
- Evangelism – Gin: Dinner groups coming up soon; please sign up. We have "4 Spiritual Laws" books. Chad and Elizabeth Young will be visiting us again.

Reports:

- Rector's Report - none
- Associate Rector's Report - none
- Chancellor's Report - reserved
- Wardens' Reports (see of November 9, attached)

Adjourn

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

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

Actuals	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Outreach	90,000	9,099	5,817	4,019	14,769	0	0	0	0	0	0	0	0	33,705
Worship	12,118	1,498	1,093	173	2,974	0	0	0	0	0	0	0	0	5,738
Fellowship	8,250	36	3,910	-2,599	1,033	0	0	0	0	0	0	0	0	2,379
Teaching	54,770	6,509	4,882	4,107	2,451	0	0	0	0	0	0	0	0	17,949
Ministry	4,000	-618	117	107	642	0	0	0	0	0	0	0	0	248
Buildings & Grounds	125,420	8,625	7,347	14,522	9,630	0	0	0	0	0	0	0	0	40,123
Office & Administration	58,110	3,595	4,347	4,390	4,067	0	0	0	0	0	0	0	0	16,399
Personnel	642,664	50,864	52,277	51,947	54,422	0	0	0	0	0	0	0	0	209,510
Finance	33,200	949	1,317	1,120	35	0	0	0	0	0	0	0	0	3,421
Mortgage	347,116	28,926	28,926	28,926	28,926	0	0	0	0	0	0	0	0	115,705
CANA Rent	-24,000	-2,000	-2,000	-2,000	-2,000	0	0	0	0	0	0	0	0	-8,000
Total Expenses	1,351,648	107,485	108,033	104,712	116,950	0	0	0	0	0	0	0	0	437,179
Budget		113,793	103,196	103,536	113,583	107,626	107,920	114,737	116,436	115,926	111,330	115,577	127,984	1,351,648
Difference		-6,308	4,836	1,175	3,366									3,070

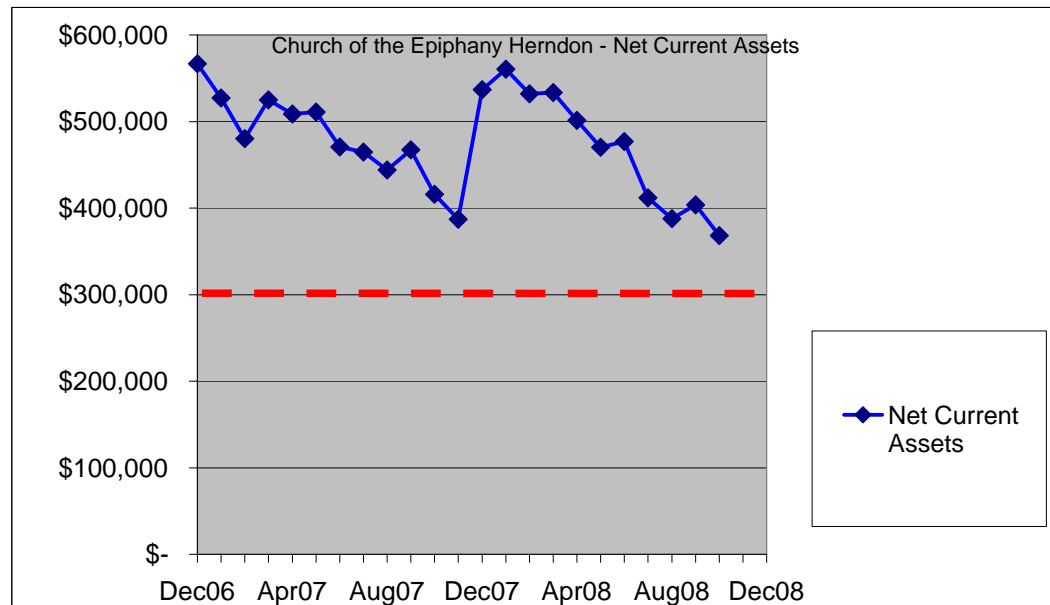
LEGAL	
Beginning Balance	3,398
Fiscal Year Donations	10,000
Fiscal Year Expenditures	10,498
Retainer Balance	2,900
Net	2,900

ATTENDANCE									
	2005		2006		2007		2008		
	Qtr	Sunday	Qtr	Sunday	Qtr	Sunday	Qtr	Sunday	
1Q	5,222	373	4,901	408	4,145	345	4,211	324	
2Q	4,616	385	4,786	368	4,148	319	3,658	281	
3Q	3,884	299	3,844	320	3,503	250	3,855	297	
4Q	5,198	400	5,796	414	3,935	303			
Excludes Christmas Eve									

Current Assets	
Cash & Liquid Assets	
Total Checking & Savings	379,967
Prepaid	
Legal Retainer	2,900
Women's Retreat	1,294
TOTAL	4,194
Total Accounts Receivable	3,573
Total Current Assets	387,733

Current Liabilities	
Deferred Designated Gifts	
12 Fellowship Ambassadors	50
Other Honors & Memorial Fund	4,278
14 Ministry Lay Caring	1,896
14 Ministry Lay Counseling	2,716
10 Outreach Missions	100
10 Outreach Oper Christmas Child	352
10 Outreach Special Needs	2,700
14 Ministry Widows Ministry	325
14 Ministry Wings	294
12 Fellowship Woodworking	58
11 Worship Worship	152
Total Deferred Designated Gifts	12,920
HRA Accrual	6,631
Total Current Liabilities	19,551

Uncommitted Funds	368,182
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Attachment 2

Pantzer, Larry

From: murgin@verizon.net
Sent: Sunday, November 09, 2008 10:57 PM
To: vestry@His-Star.org; dbassert@aol.com; tlconlon@cox.net
Subject: vestry agenda - Tuesday Nov. 11
Attachments: Vestry Agenda.doc; Helps Ministry.doc; Selling Policy of CoE.doc; Vestry Positions.xls

Dear Friends,

Congratulations to Lisa, Steve, Dave B., and Tom on being elected for a full vestry term. We look forward to a good year working with you. Despite your not being an “official” member of the vestry until January 1, we hope that you Dave and Tom will be able to be with us for both our November 11 meeting (this coming Tuesday night at 7:00) and our December 9 meeting. This time until the end of the year is an important “hand-off” period for us all.

Please find attached the agenda for our November 11 vestry meeting.

1- Last month we requested that you begin praying about your call to serve as the leader of a commission / ministry. The plan is to have a “tentative” selection at our November 11 meeting. Please see the attached spreadsheet on the response that I have received to date.

ACTION: In order to expedite the process and minimize the time we spend on this on Tuesday night, please let me know via e-mail or telephone of your preference before the meeting.

2- **ACTION** - Please review the attached DRAFT description of a new “Helps Ministry” that we would like to briefly discuss on Tuesday night. A key is the identification of a person and ministry under which this falls. We do NOT want to involve the staff on this at all.

3- **ACTION** - Please review the attached DRAFT description of a new policy on “Selling Products and Services” that we would like to briefly discuss on Tuesday night.

4 – **ACTION** - Please review the by-laws and send to Ken Bracy any modifications that you would suggest. Ken will then gather all the corrections together and a small group us will review the changes and send them to the vestry for its consideration. (Let me know if you would like to be apart of this smal group). The idea is that we would examine these by-laws once a year at least for a few years. I shall propose that we have in addition to the by-laws a “Policy Manual” that will have more details than the by laws and can be more easily modified. In fact, I believe that several sections of our current by-laws are too detailed, and that detail belongs in something like a policy manual. Please let me know if you do not have a copy of our current by-laws.

Thank you for your service to our Lord and His Church,
Murray

12/7/2008

Ministry/Commission	2009 Vestry			
	Primary	Co-Chair	Committee	
			Members	
Teaching	Lisa			
Buildings and Grounds	Dave R			
Finance	Scott		Murray	
			Lisa	
Outreach - Overseas	Jan		Gin	
Outreach - Local	Larry			
Fellowship	Bill	Gin		
Worship	Ross			
Ministry	Steve	Dave B		
Evangelism	Gin			
Registrar	Tom			
Chancellor	Dave R			
Strategic	Lisa			
Growth Task	Steve			
Pers & Admin	Ralph			
Vestry Member	Position(s)			
Bill	Fellowship			
Dave B.	Ministry			
Dave R.	Buildings & Grnds		Chancellor	
Gin	Evangelism	Fellowship	Outreach - Overseas	
Jan	Outreach - Overseas			
Larry	Outreach - Local			
Lisa	Teaching	Finance	Strategic Pl.	
Murray	Finance			
Steve	Ministries	Grwth Task Force		
Ralph	Pers & Admin			
Ross	Worship			
Tom	Registrar			
Scott Reiter	Finance			
(Note that the Warden positions have not been established)				

Dear Friends,

Given the current economic times, we have wondered if it might be a good idea to create a means for us to help one another in a more direct manner. This might take on two parts. Perhaps we might implement the first before the second which requires more thought.

DRAFT – Helps ministry

As we grow together as a family of God, there are times when we need to give or receive ministry from another member of the family. Consequently, we are initiating two parts of a “Helps Ministry”.

First, we might have a listing of items that people are willing to donate (or sell). Likewise, we could list needs that people might have such as an appliance or a used car. None of the goods or services are to be associated with the Church, so there are *no* tax deductions. The intent is that we assist one another rather than going to a commercial market.

Second, we might create a “Service Directory” to let parishioners know of the services and talents that are available within the parish to address specific needs. An example might be a person who is willing to assist others with their income tax (either with or without compensation). The intent is *not* to advertise specific businesses, but rather to identify individuals who might be available to help others within the church. [This may require some clarification].

In any case, we would want to make it clear that in every situation the Church is not involved or liable for any transaction that occurs as a result of any listing. This program is independent of our church itself, and it functions solely for the benefit of our parishioners. Likewise, this program would be run solely by volunteers not the staff. [Our lawyers need to reword this policy for the protection of the church!].

Before this is implemented, we need input from everyone, clergy, staff, vestry, and congregation as a whole.

Church of the Epiphany – Herndon

DRAFT Policy on Selling Products and or Services

No person or group may sell any product or service anywhere on the property of the Church either in any building of the Church or on its grounds without the final express consent of the Rector of the Church.

Approval of such selling must first come from the head of a commission or ministry. The head of such ministry being a member of the vestry will make a recommendation to the Rector either to permit the selling or not. The head and/or Rector may also seek the advice or approval of the vestry.

All such selling must be consistent with the mission of the Church. Any request for such selling must stipulate who is to receive the proceeds of such selling.

Normally, it is expected that the selling would be for one week only. An example is a missionary group (or individual) visiting us for a Sunday service. If the selling is to occur for more than one session, then the time period must be made clear in the request. An indefinite period is not acceptable.

The Church has always had a policy that no selling will be done to supplement the normal budget of the church or any of its ministries.

