

**The Church of the Epiphany  
Vestry Meeting Minutes  
Meeting Date: December 9, 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	E
Cummings, Ross	P	Morris, Ralph	E
Edmunds, Gin	P	Pantzer, Larry	P
Ellis, Lisa	E	Reed, David	E
Fetzer, Bill	P	Ticer, John	P
Holmes, Kevin	P	Welch, Jan	E

Also present: Father Robin, Scott Reiter, Tom Conlon, and Dave Bassert. Note that this meeting lacked a quorum, so no business requiring a vote was transacted.

***Treasurer and Finance Committee Report – S. Reiter***

Scott reported that spending is on target, but giving is down. We need to make do with what we have and use volunteers. Legal was \$5,000 underfunded; and therefore funded from the treasury. Attendance is about 325 each Sunday, trending up. The Net Current Assets trend line is moving down. If it were to continue at the current rate, we would have only about \$100K at this time next year. So far, year end giving has not materialized in December. See pp. 2-4 of the attached report. Last year, the second Sunday of December was big. Scott will get together with Ralph and the staff to discuss. Much of the budget is in mortgage, staff, building and grounds, which are not easily managed.

Robin reminded us that this is a great opportunity to call people to prayer. This is a blessed place – the Spirit of God is here. We need to remind the congregation of this. Robin, Murray, and Fred Apelquist will put together an end-of-year stewardship letter.

***Approval of Minutes:*** Meeting of November 11, 2008

(no quorum)

***Planning & Vision – R. Rauh:***

Application of the mission statement. See baseball chart, attached, and Philippians 2:19-22. There are many ways to get people involved:

- Actively seek out newcomers after the service, talk with them, and introduce them
- Invite them to dinner and talk about how they can be involved
- Help newcomers to understand our expectations of them

Note that the diamond is a form of “maturity model”

- But you don’t need to wait until Third Base to reach out to others
- And you don’t need to run the bases in order
- Avoid complacency

Robin asked help sorting out the newcomers’ class experience

- First three years went well
- Last three years, could not get people to show up

Simple Church is an excellent book to help us to do this and we should consider ten minutes at each meeting on it

### **Reports:**

- Rector's Report – see attached email dated December 6 on new province
  - Constituted as a province
  - Canterbury may not recognize us
  - GAFCON primates do
  - Not a breaking away, rather a gathering together of orthodox Anglicans
- Senior Warden's Report – see attached email dated December 4
  - Fred will continue to lead stewardship
  - Stewardship Sunday may slip to May 17
- Junior Warden's Report
- Committee Report – Evangelism – G. Edmunds
  - First dinner group Friday night; expect about 18 in the first 4 months
  - Sign up! (not using home groups, to “mix it up”)
  - Chad and Elizabeth Young coming June 6, workshop on making disciples
  - Using 4 Spiritual Laws; will hand out Christmas Eve
  - Kevin's home group went through it and played the last quarter of Bishop Martyn Minn's confirmation service sermon
  - Encourage food donations generally, e.g. for WFCM, and especially for Hypothermia
  - Pray for revival – it may help our financial situation – at Truro, as people became closer to the Lord and took Him on as their Savior, money became much less important and giving was a joy
  - Consider doing a Faith Alive weekend to encourage spiritual growth (need six months notice), or something like 40 Days of Purpose

### **New Business:**

- Election of the Wardens (see section E of Article V of the By-Laws)
  - Postponed to meeting of January 13, 2009
- 2009 Housing Allowance Resolutions for our Rector and Associate Rector
  - Accomplished by unanimous email vote of the vestry on December 13, 2008, in accordance with Article VI Paragraph G of the By-Laws (signed copies of the resolutions are on file in the parish office)
- Proposed date for our Annual meeting, April 26

### **Adjourn**

The meeting adjourned at 9:00 PM by unanimous consent, followed by an Agape feast.

Vestry Meeting Minutes for December 9, 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	9,464	0	0	0	0	0	0	0	43,169
Worship	12,118	1,498	1,093	173	2,974	961	0	0	0	0	0	0	0	6,699
Fellowship	9,300	36	3,910	-2,599	1,033	2,304	0	0	0	0	0	0	0	4,684
Teaching	53,720	6,509	4,882	4,107	2,451	2,705	0	0	0	0	0	0	0	20,653
Ministry	4,000	-618	117	107	642	258	0	0	0	0	0	0	0	507
Buildings & Grounds	125,420	8,625	7,347	14,522	9,630	7,424	0	0	0	0	0	0	0	47,547
Office & Administration	58,110	3,595	4,347	4,390	4,066	3,114	0	0	0	0	0	0	0	19,512
Personnel	642,664	50,864	52,277	51,947	54,422	51,924	0	0	0	0	0	0	0	261,434
Finance	33,200	949	1,317	1,130	35	55	0	0	0	0	0	0	0	3,486
Mortgage	347,116	28,926	28,926	28,926	28,926	28,926	0	0	0	0	0	0	0	144,632
CANA Rent	-24,000	-2,000	-2,000	-2,000	-2,000	-2,000	0	0	0	0	0	0	0	-10,000
Total Expenses	1,351,648	107,485	108,033	104,722	116,949	105,135	0	0	0	0	0	0	0	542,323
<b>Budget</b>		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
<b>Difference</b>		-6,308	4,836	1,185	3,366	-2,492								587

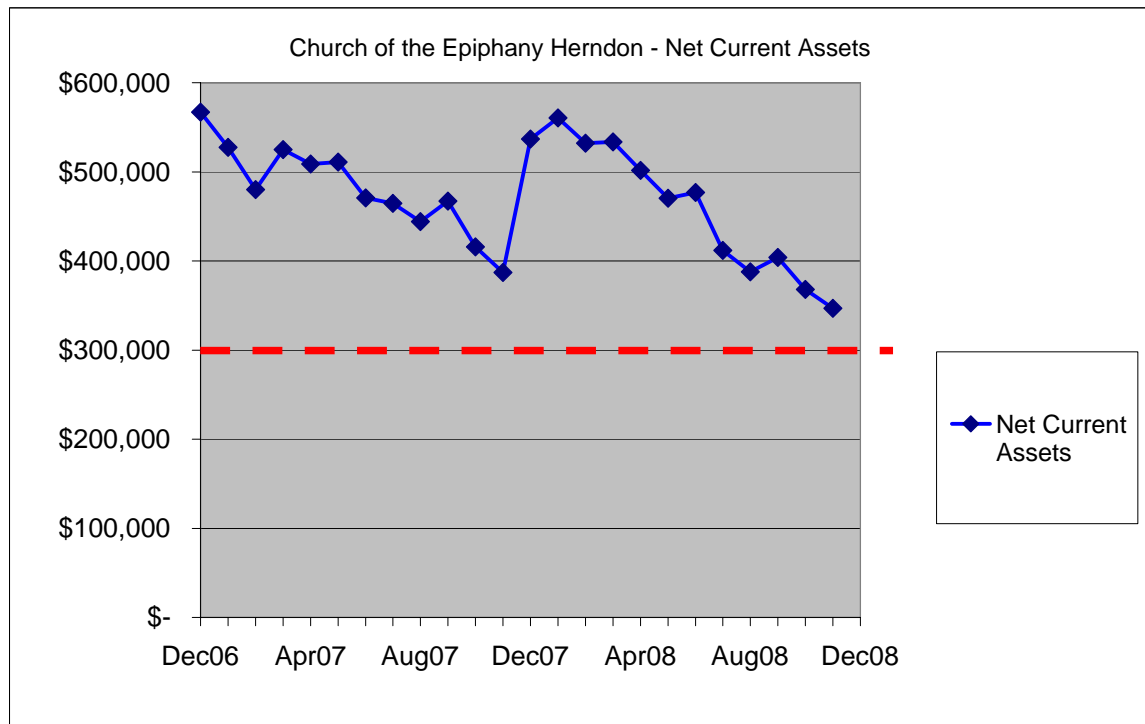
LEGAL	
Beginning Balance	3,398
Fiscal Year Donations	10,000
Fiscal Year Expenditures	18,623
Retainer Balance	0
Net	-5,225

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	
<b>Cash &amp; Liquid Assets</b>	
Total Checking & Savings	362,275
Prepaid	0
Legal Retainer	
Women's Retreat	1,294
TOTAL	1,294
Total Accounts Receivable	1,873
<b>Total Current Assets</b>	<b>365,441</b>

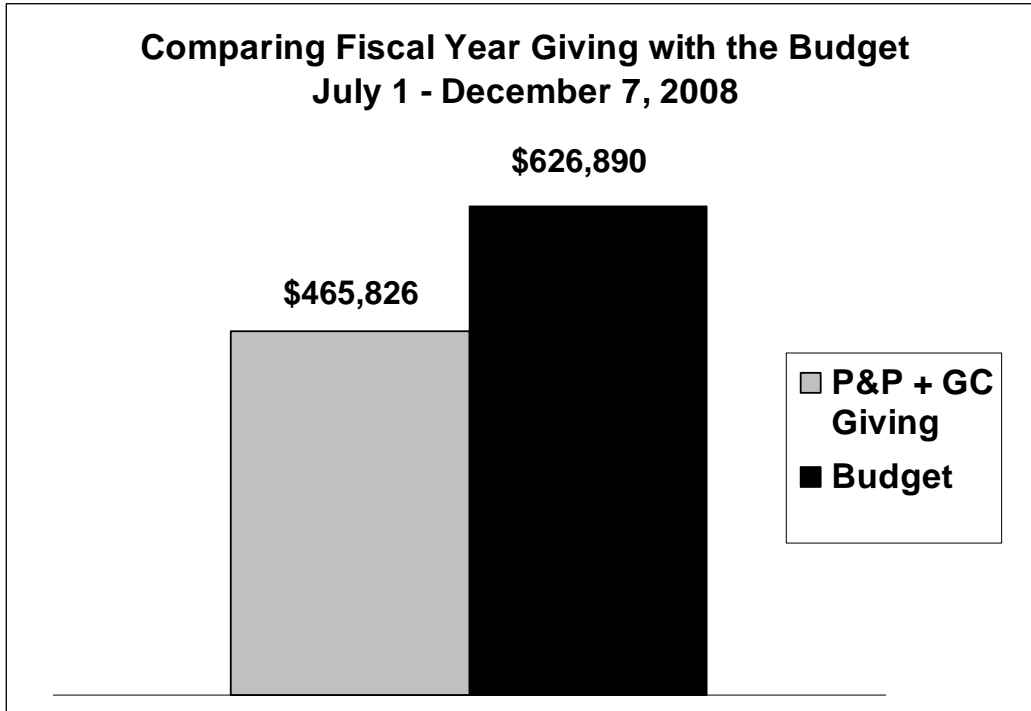
Current Liabilities		
<b>Deferred Designated Gifts</b>		
12 Fellowship	Ambassadors	50
10 Outreach	Holiday Baskets	65
Other	Honors & Memorial Fund	2,023
14 Ministry	Lay Caring	1,896
14 Ministry	Lay Counseling	2,716
14 Ministry	Word Seminar	100
10 Outreach	Missions	230
10 Outreach	Oper Christmas Child	373
10 Outreach	Special Needs	2,700
14 Ministry	Widows Ministry	325
14 Ministry	Wings	594
12 Fellowship	Woodworking	58
12 Fellowship	Womens Group	61
Total Deferred Designated Gifts		11,190
HRA Accrual		7,556
<b>Total Current Liabilities</b>		<b>18,746</b>

<b>Uncommitted Funds</b>	<b>346,695</b>
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Your gifts are a blessing. They bear witness to God's love at work in your heart. We rejoice and give thanks to God for your faithfulness.

## Giving Report



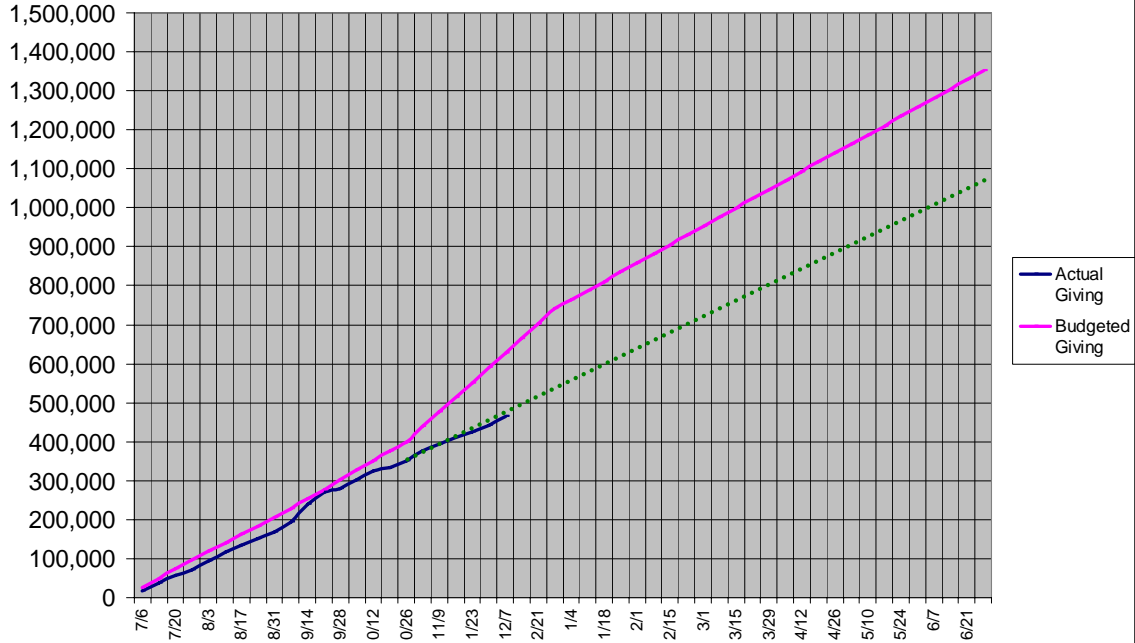
On July 1<sup>st</sup>, a new budget year (July 1, 2008-June 30, 2009) started. (Note: The budget year has been changed from January-December to July-June. This is the first budget year starting on the July-June cycle.) The weekly report tracks our progress towards our financial objective.

The budget for the fiscal year is \$1,341,648.

If you are new to our church family and would like to receive stewardship envelopes, please contact the parish office at 703-481-8601.

### 2008-2009 Fiscal Year Giving Through December 7

Budget = \$1,351,648



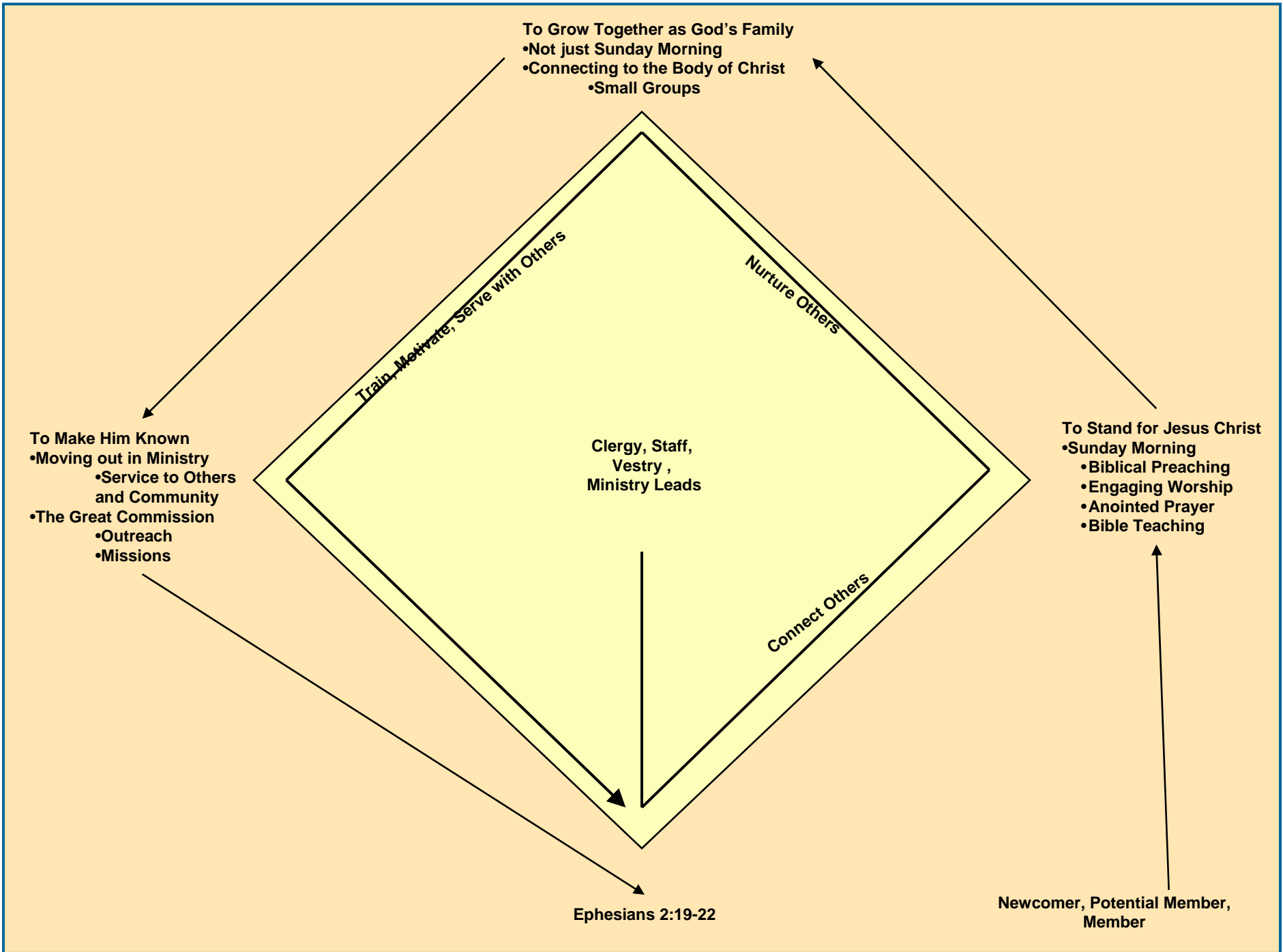
P&P and Great Commission						
Week			Current Week	YTD	YTD Budget	% Dev
1	July	6	17,624.73	17,624.73	24,546.94	-28.2%
2		13	20,867.95	38,492.68	49,093.88	-21.6%
3		20	19,376.00	57,868.68	73,640.82	-21.4%
4		27	14,735.18	72,603.86	98,187.75	-26.1%
5	August	3	22,369.74	94,973.60	119,335.85	-20.4%
6		10	22,726.97	117,700.57	140,483.95	-16.2%
7		17	15,809.50	133,510.07	161,632.05	-17.4%
8		24	18,305.65	151,815.72	182,780.15	-16.9%
9		31	16,539.29	168,355.01	203,928.25	-17.4%
10	Sept	7	24,308.50	192,663.51	228,475.19	-15.7%
11		14	45,860.00	238,523.51	253,022.13	-5.7%
12		21	31,710.62	270,234.13	277,569.07	-2.6%
13		28	9,346.00	279,580.13	302,116.00	-7.5%
14	Oct	5	21,881.71	301,461.84	326,662.94	-7.7%
15		12	24,094.83	325,556.67	351,209.88	-7.3%
16		19	8,003.07	333,559.74	375,756.82	-11.2%
17		26	18,531.71	352,091.45	400,303.75	-12.0%
18	Nov	2	25,651.40	377,742.85	438,068.17	-13.8%
19		9	14,707.45	392,450.30	475,832.58	-17.5%
20		16	16,857.20	409,307.50	513,597.00	-20.3%
21		23	16,443.55	425,751.05	551,361.42	-22.8%
22		30	17,427.00	443,178.05	589,125.83	-24.8%
23	Dec	7	22,647.75	465,825.80	626,890.25	-25.7%
24		14			664,654.67	
25		21			702,419.08	
26		28			740,183.50	

## Supplemental Income Analysis

As Of 12-7-2008

	2007		2008		Difference	Remarks
Pledge & Plate			1H2008	\$453,076		
			2H2008	\$404,615		
	\$893,124			\$857,690	-\$35,434	
Great Commission			1H2008	\$95,945		
			2H2008	\$61,211		Budgeted for \$150,000
	\$301,755			\$157,156	-\$144,599	
Total	\$1,194,879			\$1,014,847	-\$180,032	3 weeks to go

December						
Pledge & Plate	\$162,331			\$21,101		-\$141,230
Great Commission	\$92,810			\$1,547		-\$91,263
Total	\$255,141			\$22,648		-\$232,493



**Pantzer, Larry**

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**From:** Robin Rauh [rrauh@His-Star.org]  
**Sent:** Saturday, December 06, 2008 4:33 PM  
**To:** VESTRY; STAFF  
**Subject:** Formation of the Anglican Church in North America  
**Attachments:** Constitution of the Anglican Church in North America.pdf; Canons of the Anglican Church in North America.pdf

Dear Friends,

Thank you for working so hard as this calendar year ends. I know there have been many special events as well as the regular duties you have carried out in the service of our Lord. I am so grateful for your work in God's Kingdom.

Yesterday I was privileged to be part of a phone conference with Bishop Minns and the clergy of our Convocation. Bishop Minns took time to explain the formation of what we have been hoping for- a new Province for orthodox Anglicans in North America. It has been endorsed by the GAFCON primates and is a blessed step forward in uniting many Anglican traditions of the Common Cause Partnerships.

In the phone conference Bishop Minns wanted us to know that this is a first step- there are many issues (like women's ordination, for example) that need to be worked out carefully over the coming months. He was careful to assure us that no changes would be forced on any of our congregations as we work out what it means to be a united Province in the coming months and years.

Epiphany has been a central part of much of this. It was in our facilities that Bishops and other representatives were able to meet and prayerfully develop the principles and vision for this great step forward. We are truly blessed to provide this kind of support in the reformation of Anglicanism in our time.

There is much more that you can read by going to the CANA website at [www.canaconvocation.org/](http://www.canaconvocation.org/). I've also attached the provisional **Constitution and Canons** for the Province.

On another subject, we've got copies of "**Simple Church**" for those of you who are new to the vestry and anyone who didn't get one before. I encourage you to read this book- the ideas will help frame our thinking as we plan our future and communicate our mission to Stand, Grow and Make Christ Known.

God bless you- I'll see you Tuesday night at 7:00 for our vestry meeting.

-Robin

**Pantzer, Larry**

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**From:** murgin@verizon.net  
**Sent:** Thursday, December 04, 2008 6:55 PM  
**To:** vestry@His-star.org; staff@His-star.org  
**Subject:** Draft agenda for December 9 vestry meeting  
**Attachments:** Vestry Agenda.doc

Dear Friends,

Once again we make a special invitation to Dave B., and Tom to attend our December vestry meeting this coming Tuesday, Dec. 9. This period of time until the end of the year is an important “hand-off” period for us all.

Please find attached the agenda for our December 9 vestry meeting. Please let me have any additions or corrections before Sunday evening.

Does anyone have a committee report that they would like to present to us?

Please note the item regarding the Annual meeting to be resumed in April 19. Please let me know if you see a conflict with this date. That is the Sunday between Easter and our Stewardship Drive. I repeat here a note from our last meeting:

– **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 small 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