

# Church of the Epiphany Vestry Meeting Minutes – November 10, 2009

The Vestry Meeting began with Fr Robin leading the group in prayer at 7PM.

Fr. Robin was present at this meeting.

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

Bassert, David	P	Fetzer, Bill	P
Black, Murray	P	Mentzer, Steve	P
Conlon, Tom	P	Morris, Ralph	P
Cummings, Ross	P	Pantzer, Larry	P
Edmunds, Gin	P	Reed, David	E
Ellis, Lisa	E	Welch, Jan	P

Paul Petersen attended as an observer, with newly elected Vestry members Sandra Stoddard, Dennis McNeely, Roger Kodat, and George Hamlin. Babette Arnold, Mary Kendrick, Scott Reiter and Charlie Moore attended to present reports.

## **Preschool Update – Babette Arnold**

- 5 of 18 registered students have families that regularly attend the church, 2 families are seeking to be part of the home groups.
- 16 families pay tuition, 1 family compensates by volunteering and the other family receives financial aid, volunteering as able
- Christmas pageant planned for December 17 is open to the parish
- SCRIP program provided \$100 so far from four families
  - Half of proceeds go to tuition and other half to preschool
  - Opportunity to participate is offered monthly, responding to a question by Murray Black on the frequency of the program
  - Laura Kiel uses a spreadsheet to help manage the program
  - Gift cards will be available around Thanksgiving
  - In response to a question from Dave Bassert, the program is scalable for growth, such as five times the current volume

## Church of the Epiphany Vestry Meeting Minutes – November 10, 2009

- Volunteers and cooperative help cover the gaps in support work, responding to a Steve Mentzer question
- 16 of the families provide cooperative help, in response to a question from Murray Black
- Testimonies about the preschool were provided to the Vestry

### **Jubilee Report – Mary Kendrick**

- Opportunity for non-church members emphasized
- Babette Arnold noted that the event can be a lead-in for eventual church membership
- Robbie Pruitt stated that the Youth Group appreciated the opportunity to help and effort improved the bond of the group. The event is recognized outside the church, making the event a valuable outreach opportunity
- Fr. Robin said that non-members of the church noted that the event is the only Christian experience in the area for Halloween. Overall, the event was a great success.
- Attracting older children will need modified activities, but the changes offer an opportunity worth considering
- While there was little negative feedback, suggestions are encouraged
- Dave Bassert noted that the welcome table seemed to be successful in providing church information to the attendees
- Dave Bassert also noted that the earlier hours helped with the event's success
- Murray Black noted that the weekend helped to limit utility dollars and like expenses. More importantly, the weekend allowed the time for the event to get the message to the community and then have the trunk or treat.

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

- Income about \$4,000 ahead of expenses to date for the year; cash out exceeded cash in for October
- Retreat expenses were reported just one time instead of as incurred, so expenses 'caught up' now in the budget
- Records indicate that Sunday attendance remains stable, but more people seem to be attending the services
- Net assets for the church are no running flat instead of deteriorating
- Appraisal of church facilities by bank in August indicates church property is worth \$8.1

## Church of the Epiphany Vestry Meeting Minutes – November 10, 2009

million

- Appraisal a result of a Federal Government issue
- Loan currently on a list of possible non-performance (for the investment)
- In response to a question from Jan Welch, being on this list would not be an issue for a new bank if mortgage were refinanced
- Murray Black noted that refinancing someday is still a consideration
- Charlie Moore stated that the mortgage is a balloon due in 2019; however, it currently is at a good interest rate
- Mortgage payment is \$29,000 per month, with \$7000 - \$8000 going to the principle
- Giving at the church is much more than the bank model indicates
- Responding to a question from Roger Kodat, the monthly average for attendance makes the analysis better and it does include the third service on Sundays
  - George Hamlin that while attendance is recorded on a form by the ushers, there is no guidance on how to count the attendance
  - Murray Black noted that this is an old problem
- Weekly giving is noticeably more than for the same period last year
  - Charlie Moore noted that special giving has been less, so it's been more across the board and therefore more stable giving
  - There is no chart to compare the expense like comparing the giving (for each week, and compared to a year ago). Such an analysis would be harder to produce
- Tom Conlon recommended that the Finance Committee consider setting aside the monthly savings with the Building & Grounds budget
  - Patrick Condemi has successfully kept the B&G expenses \$100 - \$2000 a month less than the \$8800 monthly budget for the past four months
  - Such things as the heat pump for the offices is at least past half its expected life and such an expense would become a sudden need
  - The Finance Committee and the senior warden did not recommend using this set-aside approach for now
  - Consideration will be given to restoring \$25,000 to the Capital Funds account, which was used to help resolve the health insurance issue for the staff

## Church of the Epiphany Vestry Meeting Minutes – November 10, 2009

- There was an acknowledgement that the CANA rent (income) can be variable but overall provides the anticipated amount
- Jan Welch motioned for the financial report to be accepted and Dave Bassert second the motion. Vestry approval was unanimous.

### **Building Use Policy – Murray Black for Dave Reed**

- Will be getting the final version shortly and then the plan is to vote by email; all need to respond
- The AA group applying to use the church facilities found another place to meet, in response to a question from tom Conlon about the status of that group's application

### **Fundraising Policy (see cover letter) – M. Black (for L. Ellis)**

- SCRIIP Program
  - Murray Black noted that the motion to adopt the SCRIIP program for the church is written in a letter he emailed and also provided paper copies during the meeting
  - Murray Black motioned for the program to begin. Ralph Morris seconded the motion. Vestry voting followed a discussion as noted below
  - Program provides money for the church without asking parishioners for extra contributions
  - Volunteer team for administration is ready. Someone will need to assume the administration of the program in 2010.
  - Preschool started using SCRIIP as a 'pilot program'
  - Program participants have two options
    - One option provides proceeds to the church general fund only
    - The other option provides half of the proceeds to the church general fund. The other half of the proceeds would go into personal accounts to offset cost of church activities for individuals, such as retreats
  - Dave Bassert recommended making the policy clear that the individual accounts are not refundable to the individual (as cash)
  - Charlie Moore said that the first option may be a charitable contribution for tax purposes. He could verify that if someone needs him to do so. The individual

## Church of the Epiphany Vestry Meeting Minutes – November 10, 2009

account, though likely would not be a charitable contribution

- In answering a question, Murray Black noted that this SCRIP program could begin immediately, and perhaps be authorized with a 6-month trial period
- Three amendments were recommended for the motion:
  - “We (Vestry) move to implement the SCRIP program as soon as possible.”
  - Amendment 1: The trail period for the program will be from the start date (to be determined) through June 30, 2010
  - Amendment 2: The church Finance Committee can stop the program if serious problems arise
  - Amendment 3: A committee identified for this SCRIP program will prepare a simple written charter that addresses:
    - How expectations of the program will be managed
    - What accounting practices will be used for the program
    - Metrics to measure program effectiveness
- The Vestry voted unanimously to being the SCRIP program with the three amendments to the original motion
- Murray Black then made the motion for the church to maintain the current policy for fundraising, with an exception for the SCRIPS program.
  - Dave Bassert seconded the motion
  - The Vestry vote was unanimous in favor of this motion

### **Newcomers – Murray Black**

- Discussion will be deferred until the next meeting
- An assignment for the next meeting is to use the newcomers flyer as a guide to gather information
- Gin Edmunds noted that there is a need to refresh the flyers in the pews, preferably with card stock for a more sturdy product
- Gin Edmunds also gave a reminder about the newcomer’s event on Sunday. Fr. Robin is using the flyers to promote the event, but let those potentially interested know about the event and try to contact them before the holidays
- Dave Bassert noted that the date for the event in the next quarter needs to be set

## Church of the Epiphany Vestry Meeting Minutes – November 10, 2009

### **Approval of Minutes for October 13, 2009 Meeting**

Murray Black made the motion to accept the minutes; Bill Fetzer seconded the motion. The Vestry voted unanimously to do so.

### **Commissions and Ministries for 2010 – Murray Black**

- All need to review and provide their preferences
- New wardens will be needed
  - Rector appoints the senior warden
  - Vestry elects the junior warden
- Parish Events has a lay leader that is more of a manager or consultant role
- Murray Black made the motion for Scott Reiter to continue as the chairman of the Finance Committee
  - Dave Bassert seconded the motion
  - The Vestry vote was unanimous in favor of this motion

**Rector's Report** – Fr Robin read letters of appreciation from Fr Luke

### **Chancellor's Report – Murray Black for Dave Reed**

- Schedule for the briefings before the Virginia Supreme Court is set. There is no schedule for the arguments yet.
- A decision could occur in the Spring of 2010

### **Senior Warden's Report – Murray Black**

- Be sure to respond to the parish survey

### **Junior Warden's Report** – None

Meeting adjourned with a motion from Murray Black and seconded by Jan Welch. The Vestry unanimously concurred.