

Church of the Epiphany Vestry Meeting Minutes – December 8, 2009

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

Fr. Robin, Fr. Luke and Deacon Dave Welch were 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	P	Welch, Jan	P

Robbie Pruitt, Paul Petersen and Pat Condemi attended as observers, with newly elected Vestry members Sandra Stoddard, Dennis McNeely and Roger Kodat. Scott Reiter attended to present reports.

Report and Discussion of the Review of the Church - Rev. Canon Julian Dobbs, Canon Missioner of CANA

- Findings
 - Friendly atmosphere is genuine
 - Orthodoxy focus a positive attribute
 - Clergy generally available, another positive attribute
 - Worship is a showpiece; the first experience with a church normally
 - Preaching and teaching are signs of a healthy church
- Conducted 20 interviews
- Recommendations
 - Prepare a strategic plan for the church
 - 80+ ministries at Epiphany is a lot
 - Can help focus church around a united vision, agreement for leadership
 - Sets goals for next 2 – 5 years
 - Growth is challenged by number of ministries
 - Need to have 3 – 5 priorities the focus each year
 - Keep efforts small and tight, determined by the church leadership, a direction

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- Ministry to newcomers should be a consideration in the strategic plan
 - More (a focus) on retaining versus attracting; many newcomers arriving and some staying, but many don't stay
 - Guests of Rev Dobbs had trouble finding entrances to Sunday services
 - (Church) usually gets just one chance with newcomers
 - Fr Robin noted that there is often no contact information provided by newcomers
 - Newcomers often not aware of book to provide information
 - Clergy often addressing many pressing needs before and after Sunday services
 - Gin Edmunds noted that greeting led to that family came back for the Home Group meeting (to learn more)
 - Church has a program for newcomers, but needs to refine it
- Church needs to retire the debt
 - Debt handled with great transparency but is still a burden
 - Survey had a lot of comments recognizing the debt
 - In response to a question from Murray Black, the review team will provide a summary of all the observations
- Church administrator should be considered
 - Clergy challenge is to focus on worship and ministry
 - Rector and assistant rector are addressing administration issues, not a preference or a strength
 - Church needs to start defining the work goals for this position; it's not necessarily a full-time, paid person
 - Position would handle the day-day administration of the church
 - Fr Robin noted that he has a need to distinguish between leadership and management issues; the ideal is to minister to every parishioner every day, pastoral care
 - The Falls church, Truro and church of the Apostles could provide models for this position

Treasurer and Finance Committee Report – Scott Reiter

- Church financial position is good and stable: 42% of the year has occurred and 40% of the budget is spent
- Giving status has been favorable for the bank (PNC, a TARP participant)
 - Net assets show a slight uptick for the past month
 - Weekly giving is on target versus being off, as occurred last year
- In response to a question from Tom Conlon, the capital fund will not be restored this year

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- While desirable, other deficiencies have priority
- Fund was initially established to cover insurance that became overly expensive
- The Finance Committee will have quarterly reviews to assess any shortfalls
- In response to a question from Steve Mentzer, the ADV expects an increase in legal fees for 2010
 - The increase could be between \$15,000 - \$20,000 for Epiphany
 - Murray Black noted that this expense is not part of the budget
- Roger Kodat requested that the status for the SCRIP program be added to the budget review; the Finance Committee is still discussing the metrics for the program
- Dave Bassert motioned for the financial report to be accepted and Tom Conlon second the motion. Vestry approval was unanimous
- Fr Robin also offered a prayer of praise for the changed financial condition of the church

Planning & Vision: Facility Use Policy – Murray Black (and others) for Dave Reed

- Fr Luke noted that the changes in Betsy Zimmerman's will keep the process from bypassing the church secretary
- Pat Condemni stated that the policy should have a single point of contact concerning the building use and the decision process for outside use should not impact the church secretarial duties
- Fr Robin indicated that the church secretary is an initial point of contact for most church matters
- Dave Bassert stated that the written policy needs to specify the decision maker for facility use (but currently does not); also, a flow of events (for an approval process) would be useful in the appendix
- The motion to accept this latest revision of the facility use policy was deferred

Approval of Minutes for November 10, 2009 Meeting

- Murray Black requested edits per his email provided to the church register, particularly regarding a tax discussion and to change Moore to Monroe
- Ralph Morris made the motion to accept the minutes; Jan Welch seconded the motion. The Vestry voted unanimously to do so

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Old Business:

Commission / Ministry Heads for 2010 – Murray Black

- All of the positions are now filled; please verify the listing is correct
- The warden selection will be done at the start of 2010

SCRIPS Preliminary Metrics and initial Report – Lisa Ellis

- Provided a handout for the sing-up process
- Personal Fund Distribution (form)
 - Similar to a debit for the personal accounts
 - Finance Committee concurs with the draft format
 - In response to a question from gin Edmunds, balances will be provided to the account owners
- Lisa Ellis made the motion for the church to adopt the Personal Fund Distribution (form); Larry Pantzer seconded the motion and the Vestry unanimously concurred
- Ministry SCRIP Order Form
 - Ministries can use the purchase card, and buy at a discount
 - Trial run has been done by the Youth Ministry and by Little Women
 - In response to inquiries from Dave Bassert
 - The SCRIP coordinator works with the Finance Committee
 - Use of the account (card) goes against the budget
 - The administration details for distributing the cards and collecting orders is in work
- Initial SCRIP Results
 - \$19,000 orders in 2 weeks
 - Another \$2,000 for SCRIP is on order
 - \$1,200 in rebates received to date
 - Effort involves 35 families and 5 ministries to date

Hypothermia Ministry – Larry Pantzer

- Program should be similar to last year: Last week in January, 7 nights, 5 PM to 7:30AM daily, starting January 24
- May partner with Reston Bible Church, who will supplement as volunteers, like Oakbrook (church) before
- Will coordinate with Youth Group 30 (hour) Famine program on January 22 – 23
 - Help with set up
 - May also help with Wednesday meal

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- Patrick Condemi noted that there is a 5PM service on January 24
 - Ross Cummings indicated that the service could be held in the Sanctuary
 - Situation will be further studied

Reports

Rector's Report – Fr Robin

- Will be on a brown bag sabbatical at seminary in Boston on January 11 – 18; provide an opportunity to look at the church review

There were no reports from the Associate Rector, the Chancellor or the Junior Warden.

Senior Warden Report – Murray Black

- Made the motion to approve the Housing Allowance Resolution for the rector and for the associate rector in 2010.
- Bill Fetzer seconded the motion and the Vestry unanimously approved the motion

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