

Vestry Minutes  
Episcopal Church of the Transfiguration  
April 24, 2018  
7p.m.—Vestry Room  
*Approved by the Vestry as Amended May 22, 2018*

**Vestry members in attendance:** Frank DeLizza, Liberty Ford, Betsey Hardman, Roy Heller, Nancy Jagmin, Sheila Runnels MacLennan, Paul Sternweis, Julia Trizzino, Bart Stockton, and Bob Button

**Others in attendance:** Casey Shobe +, Rector; Allison Murphy, Treasurer; Peggy Kwoka, Clerk; Jay Madrid, Chancellor; and Dave Monaco, Head of Parish Episcopal School.

**Excused Absences:** John Donaldson and Evan Williams

1. Opening Prayer: Liberty Ford led the Vestry in the following prayer:

Good evening, God

It is us! Those of us who love you, claim to love you, or aren't so sure sometimes. Either way, we come to you acknowledging that we have been touched by you.

We are thankful you have placed us here to follow *Your Word, Your will, and Your way.*

God, we thank you that last night was not our last night. You allow us to be on this side of the dirt because you want us to do something. Remind us that we have been saved to serve. Lord, please continue to prick our souls and sharpen our reflexes so that we instantly do good and become better and more like You.

Bless, God, the work of this meeting, and in our decisions let us dip into your deep well of grace, mercy, and patience. Keep us always mindful that the difference between goodness and greatness is the eagerness to serve Christ in all others. Thanks for the ultimate sacrifice of your son just because you love us.

In the name of the Father, Son, and Holy Spirit. *Amen.*

2. Formation: The Rector led the Vestry in a discussion of Romans 8:12-17 from the New Revised Standard and The Message.
3. Parish Episcopal School (PES): Dave Monaco, Head of School.

**MOTION: Paul Sterweis moved to accept the slate of candidates as presented for the Trustee Board of Parish Episcopal School. Bob Button seconded the motion. Motion carried.**

- a. Signs are in place and look good.
- b. Graduation is May 27; college choices are nearly complete. Approximately 48% are staying in-state.

- c. Barbara P. Bush spoke on campus April 4.
  - d. Julie Lythcott-Haims spoke on campus. She is the former Dean of Freshman at Stanford and she has given a Ted talk on “How to Raise Successful Kids – Without Over-parenting.”  
[https://www.ted.com/talks/julie\\_lythcott\\_haims\\_how\\_to\\_raise\\_successful\\_kids\\_without\\_over\\_parenting](https://www.ted.com/talks/julie_lythcott_haims_how_to_raise_successful_kids_without_over_parenting)
  - e. The Trustee Board of Parish Episcopal School will be looking at safety and security improvements to the campus at Transfiguration and will work with the church on any changes to the physical campus they want to implement.
4. Enthusiastic Episcopal Evangelist (EEE): The Vestry shared their evangelistic experiences since the last meeting.
5. Adoption of Minutes: Peggy Kwoka, Clerk. **MOTION: Frank DeLizza moved to adopt the minutes—March 20, 2018—as presented. Bart Stockton seconded the motion. Motion carried.**
6. Treasurer’s Report: Allison Murphy, Treasurer.
- a. Total income year-to-date is \$587,065 and total expenses year-to-date are \$499,951.
  - b. We have had one place to put pledges and that is current year pledges. A procedure is in place to fix it going forward.
  - c. Total income vs. budget - We are \$7,000 behind but will be receiving a quarterly check from the Endowment Fund for \$6,250. We budgeted \$25,000 for prior year pledge fulfillment but have only collected \$4,415 of that.
  - d. A variance for expenses is casualty and property insurance, which is paid annually (\$59,000 vs. \$65,000 last year). The difference is because of Workmen’s Comp insurance that was all paid in March last year, but which is paid monthly this year.
  - e. The exchange special events will be zeroed out in April after it is paid.
  - f. Profit is a little ahead, but it is a matter of paying for some capital maintenance projects.
7. Budget, Finance & Administration: Bob Button, Chair.
- a. YTD expenses are \$20,165 under budget. However, insurance expenses will be reviewed for any remaining amount due later in the year. PES reimbursement rate will also be reviewed.
  - b. A projected budget will be considered by the Committee in June. The goal is to present the 2019 proposed final budget to the Vestry for consideration in December 2018.
  - c. The Committee will review and complete the Personnel Policies and Procedures Manual which has been a work in process for several years.
  - d. Recruitment of candidates for Vestry and Convention delegates as well as review of the selection process will occur later in the Spring and Summer.

8. Building, Grounds & Technology: Liberty Ford, Chair.
  - a. The Committee reviewed and provisionally approved a capital maintenance budget for 2018.
  - b. Installation of sacristy heating is planned for late summer
  - c. Refurbishment of restrooms across from Roper and security/safety lighting for parking lot north of Roper were both completed before Easter.
  - d. As light bulbs in Roper and Building A burn out, they are being replaced with LED bulbs.
  - e. Jay Madrid is writing a demand letter to AT&T concerning maintenance of the Bell Tower.
  - f. Usher training on security continues and Bill Edwards from the Welcoming Committee will be included in future meetings to ensure they are plugged into the requirements and recommendations.
  - g. Ad Hoc Capital – the Committee has identified approximately \$2.7 million in capital maintenance projects thus far. These capital maintenance projects need to be completed over a fifteen-year period.
  - h. Exit diagrams are being edited and will be laminated and installed.
  - i. An environmental audit, specific to Transfiguration, will be conducted.
  
9. Mission & Ministry: Julia Trizzino, Chair.
  - a. Eucharistic Visitor program needs to recruit more people. Timing of visits may limit people involved in the program.
  - b. A call to help is being drafted for the Notices for Holy Faith service child care.
  - c. Christian Formation:
    - i. There are usually ~ 100 people attending Christian Formation classes on Sunday.
    - ii. The small groups during lent that were other than Wednesday nights got good response and we may want to develop them further.
    - iii. Attendance has been very low for guest speakers vs. what they expected. No amount of publicity has changed that.
  - d. The Committee is updating their summary of ministries following the Parish Council Meeting.
  
10. Rector's Report: The Rector and Sophie Lowrance, CAO.
  - a. The Bishop's visit went well. We confirmed and received eleven adults. Five youth were confirmed.
  - b. Clergy search –
    - i. The Rev. Rebecca Tankersley will be starting May 1 as Associate Rector.

- ii. A position is open for Associate Rector for Youth and Welcoming Ministries. Viable candidates have not been identified. The position may change to a youth minister only (full or part-time, clergy or lay-person).
  - c. Easter loose plate - \$12,000 for Our Friend's Place and World Vision's Myanmar-Bangladesh Refugee Crisis project partnership.
  - d. Nancy DeStefano, an Ordained Methodist Pastor and a licensed Social Worker, is being hired to do part-time pastoral counseling and to help with the second-half group.
    - a. Nearly eighty people are going to the congregational retreat (including twenty children). It is a cross-generational group.
    - b. Stations of the Cross timeline – One of the Stations was received in the mail in poor condition. It was decided to send it back and revise the timeline of the project. Someone will be sent to review them before they are shipped. They are to be shipped by the end of August (in time for Holy Cross Day).
    - c. The first video is in production and will be completed by the second week of May.
11. Wardens Report Paul Sternweis, Sr. Warden. And Nancy Jagmin, Jr. Warden.
- a. Nancy Jagmin reviewed the Pathway to Leadership plan.
  - b. The list of members is being reviewed and updated.
  - c. The Parish Council meeting was successful; many people attended and there was good discussion.

## 12. Compline.

Meeting adjourned at 9:15pm.

### Upcoming Events:

- 4/27-4/29 Congregational retreat at Camp Allen
- 5/6 Parish Breakfast sponsored by Endowment Fund
- 5/7 Art Music Monday
- 5/10 Holy Eucharist: Ascension Day – evening
- 5/11 8pm Organ Recital
- 5/22 Vestry meeting
- 5/27 Newcomers Brunch
- 6/3 EMF Fish Fry
- 6/5 – 6/16 South Africa Pilgrimage
- 6/11 - 6/15 Vacation Bible School

Respectfully submitted,

*Peggy Kwoka*

Peggy Kwoka  
Clerk of the Vestry

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