

Vestry Minutes  
Episcopal Church of the Transfiguration  
July 24, 2018  
7p.m.—Vestry Room  
*Approved as Amended by the Vestry August 28, 2018*

**Vestry members in attendance:** Bob Button, Frank DeLizza, Betsey Hardman, Sheila Runnels MacLennan, Paul Sternweis, Bart Stockton, Julia Trizzino, and Evan Williams

**Others in attendance:** Casey Shobe +, Rector; Allison Murphy, Treasurer; Peggy Kwoka, Clerk; Jay Madrid, Chancellor; Sophie Lowrance, Parish Administrator

**Excused Absences:** John Donaldson, Roy Heller, Liberty Ford, and Nancy Jagmin

1. Opening Prayer: Sheila Runnels led the Vestry in the following prayer:  
Psalm 23.
2. Formation: The Rector led the Vestry in a discussion of Romans 14:1-4, 7-12 from the New Revised Standard and The Message.
3. Enthusiastic Episcopal Evangelist (EEE): The Vestry shared their evangelistic experiences since the last meeting.
4. Adoption of Minutes: Peggy Kwoka, Clerk. **MOTION: Frank De Lizza moved to adopt the minutes as amended—June 26, 2018. Evan Williams seconded the motion. Motion carried.**
5. Treasurer's Report: Allison Murphy, Treasurer.
  - a. Total income year-to-date is \$954,340 and total expenses year-to-date are \$970,387. We are \$67,000 unfavorable to budget. The majority of the difference (\$49,000) is due to current year pledges, which are down as compared to budget.
6. Budget, Finance & Administration: Bob Button, Chair.
  - a. Revenue – Current year pledges for June are \$24,462 above budget but are (\$29,437) under budget year to date. Overall income for June exceeded budget by \$4,989 but remains underbudget for the year by (\$54,996).
  - b. June expenses were \$26,294 below budget, with Total Personnel (\$8,499) and Total Buildings & Grounds (\$10,165) under budget for the month. Several accounts remain over budget for the year with negative variances, including Outreach (\$12,500), PES Plant Staff Reimbursement (\$12,867), Capital Maintenance (\$11,117), and Preventative Maintenance (\$4,659) These are expected to be at their budgeted amounts at year end.
  - a. The deficit year to date of is now (\$59,857) after a positive variance in June of \$32,282.

7. Nominating committee: Sheila Runnels MacLennan –
  - a. An announcement about the formation of the nominating committee has been in the notices for two weeks.
  - b. Six people have offered to be on the nominating committee and four people have been nominated. The nominating committee will start meeting within the next few weeks.
  
8. Building, Grounds & Technology: Liberty Ford, Chair.
  - a. Ryan Spicer, in-house environmental expert, performed a thorough analysis of our electrical usage. Conclusion: if the church purchases \$6,000 - \$8,000 worth of carbon offsets a year, it will be carbon neutral. The previously stated goal is to eliminate carbon emissions by 2023. This offset plan will bring the church to neutrality while progress is made towards carbon neutrality. The BG&T committee has requested BFA to consider budgeting this amount in the 2019 budget.
  - b. The ad hoc Discernment Committee is inviting all parishioners to a town hall meeting with Mat Thekkil presiding. It will be between services on 7/29/2018 in Roper Hall and will summarize the work of the committee thus far. It will include how the committee progressed from Chapel Discernment, a summary of data gathered to date regarding longer term capital needs, and potential ways to address the needs.
 

A campus tour of capital maintenance needs is being considered as part of the Fall stewardship campaign.
  - c. The goal for campus security is to achieve rapid, effective communication and action in emergency situations. The BG&T committee seeks vestry approval to begin recruiting an Emergency Response Team of able-bodied parishioners who would be trained to respond to events like fire, tornado, intruder, active shooter. The committee has concluded it is not practical to place this on the Ushers and/or Welcomers. However, both those teams – along with Formation leaders - would be trained after initial ER Team is trained.
 

The committee will take advantage of outside expertise, specifically the Dallas Police Department, in devising strategies to keep our Sunday mornings safe. Mtr. Rebecca is furnishing name of her contact who specializes in church security.

Jay Madrid suggested we make sure this is in accordance with our insurance, and that the person be identifiable (e.g., a vest). Evan Williams suggested that it will reduce risk to the church if the training is designed to be comprehensive.
  
9. Mission & Ministry: Julia Trizzino, Chair.
  - a. The primary focus of the July meeting was Pastoral care.
  - b. The committee discussed staff interviews as a method to gather data to prepare for the Pastoral Care summit.
  - c. Planning and strategies for the Pastoral Care Summit were discussed at the July meeting.

- d. Realm – the privacy update was sent out last week, which brought about some concern due to misunderstandings. Training sessions will continue to be held or people can come in and work with Sophie privately.

10. Rector's Report: The Rector and Sophie Lowrance, CAO.

- a. The youth minister search continues. A candidate was interviewed recently. Based on the interviews, it is likely two people will be hired, one for a part time youth minister position and the other for a part time welcoming position.
- b. Summer hours were put in place at the church with the office closing at 3:00 pm largely due to the lack of receptionists.
- c. The Rector discussed the pilgrimage to South Africa. They visited Happy Homes Preschool; Transfiguration has given over \$100,000 over the years to this ministry. It was incredible to meet those people involved in Happy Homes.

The Pilgrims visited Pollsmoor prison where they met with women engaged in a restorative ministry led by the Rev. Jonathan Clayton, Executive Director of Hope Prison Ministry. The purpose of the ministry is to allow the women to heal from the trauma of their lives and come to terms with the crime they committed, as well as to be in the presence of the family of those harmed. The Pilgrims got to sit with the women, pray with them and speak with them. The prisoners involved in the restorative ministry thought the group had flown from the US to meet with them. It meant to them that someone in the world cared for them.

The program needed \$3700 in funding – Father Casey paid for half from the discretionary fund. The Pilgrims will write letters and pray for each of these women. The Rector is hopeful it will lead to a similar ministry closer to home.

- d. The Rector discussed the recent General Convention, including outcome of the session on marriage equality. A resolution was passed which enables same sex couples to utilize the gender-neutral marriage rites approved for trial use in 2015 at their home church irrespective of opposition by the local diocesan bishop. The resolution was a compromise in that General Convention did not approve an update to the Book of Common Prayer at this time. Where the local Bishop cannot give consent in good conscience, the Bishop must identify another Bishop to provide "pastoral support" for congregations that wish to utilize the liturgy. The changes for the Diocese of Dallas take effect Advent 1. Father Casey and various members of Transfiguration traveled to Austin to speak in favor of a resolution to ensure all our members who desire to be married "at home" are able to do so.

Father Casey also briefed that having another Bishop designated for "pastoral support" includes more than just the subject of marriage. The other Bishop will be the one we go to for everything in which our church needs a Bishop. Theoretically, the licenses of the clergy will be through the other diocese. We continue to be canonical members of the diocese of Dallas. Our agreement with the other Bishop is up for renewal annually. Bishop Sumner has indicated a desire to maintain a relationship with Transfiguration through teaching or preaching.

Bishop Sumner would like to meet with the Vestry on Monday, September 10.

11. Warden's Report:

- a. Columbarium committee – Maintenance is needed and additional niches would be good. The Vestry needs to reestablish the committee and to approve a committee every year. A procedure needs to be written to clarify the responsibilities and where the funds to care for it come from. The procedure will cover the overall management of the Columbarium. The Endowment Committee is in favor of the formation of the committee.

The proposed initial composition of the committee and individuals who have agreed to serve is as follows:

- 2 members from the Endowment Board (Mikkel Bassett and David Cordell)
- 1 member from Vestry (Paul Sternweis for the next 6 months)
- 2 members at large from the membership (Robin Caldwell and JB Forrest).
- Ad hoc: Director of Operations (Bracken Reece) and Parish Administrator (Sophie Lowrance)

**Motion: Paul Sternweis moved to approve the committee as constituted in the proposal. Bart Stockton seconded the motion. The motion was approved.**

- b. Julia Trizzino discussed the Capital Discernment information session. It will be an overview of how the committee came into being and a discussion that ongoing maintenance is underfunded. They will talk about future plans and get additional input. They have surveyed the leaders of Parish Council and will share that. Matt Thekkil will provide a Power Point presentation and open it up to questions. The committee members will be there to answer questions and discuss.
- c. Security Committee for Parish Episcopal School – Bracken met with school and talked about training teachers, etc. There was discussion of a wall or improved fence along Spring Valley and a security gate at the Spring Valley entrance. Bracken is getting cost estimates. They want to consider the cost and the benefits of the potential actions. Dave Monaco will meet with the CFO to review options and will meet with the committee within the next three weeks.
- d. Jay Madrid is working on AT&T lease. He will review it with Mark Kirkpatrick to have something to share at the next meeting.
- e. The Howard Ross Organ is fully functional and tuned.

12. Compline.

Meeting adjourned at 9:15pm.

Respectfully submitted,



Peggy Kwoka  
Clerk of the Vestry

Upcoming Events:

- 7/29 Realm Help Session
- 7/29 Townhall – Capital Discernment Committee
- 8/5 Realm Help Session
- 8/6 Feast of the Transfiguration
- 8/12 Transfiguration Sunday - Ice Cream Social – Bring a friend to Church
- 8/19 Organ Demonstration
- 8/25-26 Ministry Fair
- 8/28 Vestry Meeting

**MOTIONS:**

**MOTION: Frank DeLizza moved to adopt the minutes as amended—June 26, 2018. Evan Williams seconded the motion. Motion carried.**

**Motion: Paul Sternweis moved to approve the committee as constituted in the proposal. Bart Stockton seconded the motion. Motion carried.**