

Vestry Minutes
Episcopal Church of the Transfiguration
August 28, 2018
7p.m.—Vestry Room
Approved as Amended by the Vestry September 25, 2018

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

Others in attendance: Casey Shobe +, Rector; Rebecca Tankersley +, Associate Rector; Allison Murphy, Treasurer; Peggy Kwoka, Clerk; Jay Madrid, Chancellor; Sophie Lowrance, Parish Administrator, Alex Cavanaugh, Director of Youth Ministries, Anne Schmidt, Director of Evangelism and Welcoming Ministries; Meghan Mazur, Administrative Assistant; Rebecca Gingles, Director of Communications; Laurel Brewster, Head of Parish Committee on Vocations; Mikkel Basset, Member of Committee on Vocations; Ron Damholt, Member of Committee on Vocations; Judy Drotman, Member of Committee on Vocations; and Dave Monaco, PES Head of School

Excused Absences:

1. Opening Prayer: Evan Williams led the Vestry in the following opening prayer:

Lord God of Holiness,
You have called us to be the servants of Your servants-
Our brothers and sisters in the parish.
We meet here as their representatives,
And so we ask for the Grace of Your Guidance.
Help us to truly represent them
And not simply ourselves.
May the true needs of our parish
And the common good of all be our concern.
And above all, may Your Will in these matters become our Will.
Help us who serve in leadership
Remember that all of our concerns are aimed at
The spiritual transformation of our parish community.
May the material aspects we discuss
Not blind us to the primary work of our parish:/
The holiness of all its members
May the Holy Spirit
Who inspired the Pentecost meeting of the apostles,
Visit us and grant us the light of Divine Wisdom.
We ask this through our Lord, Jesus Christ,
Who lives and reigns with You and the Holy Spirit,
Forever and ever.
Amen

2. Two new staff members of the church were introduced by the Rector and welcomed by the Vestry: Alex Cavanaugh, Director of Youth Ministries, Anne Schmidt, Director of Evangelism and Welcoming Ministries.
3. Formation: The Rector led the Vestry in a discussion of James 1:17-27 from the New Revised Standard and The Message.
4. Parish Episcopal School: Dave Monaco, PES Head of School
 - a. The school year has begun with a total of 1,132 students preK-12 (including 175 new children).
 - b. Mr. Monaco commends Bracken for improvements on the facilities at the church campus.
 - c. The Midway facility also received improvements as they prepare for the accreditation visits this fall (Sept. 30 – Oct. 3).
 - d. A task force has been put in place to align the community behind diversity planning. A security task force was launched last April.
5. Parish Committee on Vocations: Laurel Brewster, Head

Laurel Brewster chaired the committee to work with Meghan Mazur, according to the written procedure provided by the Dallas Diocese on discernment to the Priesthood. Laurel presented the committee's report formally to the Rector and the Vestry. Ms. Brewster told the Vestry that the committee gives to them a candidate who is ready, willing and imminently able to take holy orders.

The report must be approved by the Vestry prior to the next step. The Rector said that he does not have the information yet on where to send the report, but that it will be sent to the parallel diocese.

MOTION: Julia Trizzino moved that we enthusiastically accept the report from the Committee on Vocations. Evan Williams seconded the motion. Motion carried.

6. Enthusiastic Episcopal Evangelist (EEE): The Vestry shared their evangelistic experiences since the last meeting.
7. Independent Accountant's Report on Applying Agreed Upon Procedures: Bryan Baughman, Partner with PSK LLP.

PSK performed an Independent Account's review on applying agreed upon procedures. Mr. Baughman reviewed the report that was submitted to the Vestry. He stated that not having new notes with a facility of this size and complexity is excellent. The Rector gave his thanks to Sophie, Allison and Mary Hall for their work in improving the systems resulting in the glowing report.

MOTION: Paul Sternweis moved to accept the PSK LLP Report on Applying Agreed Upon Procedures and Bob Button seconded the motion. Motion carried.

Adoption of Minutes: Peggy Kwoka, Clerk.

MOTION: Bob Button moved to adopt the minutes as amended—July 24, 2018. Frank DeLizza seconded the motion. Motion carried.

8. Treasurer's Report: Allison Murphy, Treasurer.
 - a. Total revenue year-to-date is \$1,067,225 and total expenses year-to-date are \$1,132,117.50. We are \$105,998 unfavorable to budget. The majority of the difference (\$80,978) is due to current year pledges, which are down as compared to budget.
 - b. Pledges are historically at 55 % paid; they are at 52% this year.
 - c. We have a larger than typical amount of reimbursements we are waiting on from PES.
9. Budget, Finance & Administration: Bob Button, Chair.
 - a. Total revenue at the end of July is below budget by \$90,167, with current year pledges \$80,978 below budget year to date.
 - b. July expenses were (\$12,688) over budget, with IT Computer Support (\$4,778), Financial Audit (\$3,750), and Capital Maintenance (\$14,969) the primary factors. These are expected to be at their budgeted amounts at year end. Year to date expenses are \$15,831 over budget.
 - c. The deficit year to date of is now (\$105,998) after a variance in July of (\$59,857).
 - d. Expenses should be at or below budget by year end. If we can collect close to the pledged amount of revenue we should be near a balanced budget. The committee will put a notice in the bulletin and on the website indicating the importance of simply becoming current with pledged amounts. The committee also will drill down again into those pledges which are less than current each month for the remainder of the year, with follow up with those deemed necessary.
 - e. Elections – a nominating committee of ten has been formed and a calendar for 2018 created. Elections are planned for November 4, 2018.
 - f. Stewardship – the 2018 committee is being formed now. Ingathering Sunday on Oct. 21 will be at one 10:00 am service followed by Fig Fest.
10. Building, Grounds & Technology: Liberty Ford, Chair.
 - a. PES is shutting down the Child Development Center. Bracken and Sophie are researching information to help determine whether the church can take it on.
 - b. Bracken has undertaken a usage survey, covering 8 a.m. to 8 p.m. Sunday-Friday, to be part of the decision-making in assessing possible available space relating to capital needs.
 - c. Capital Expenditures Discernment Committee - The all-parish town hall meeting was well attended. Bart's excellent iceberg poster drew much attention and many questions; it's now online, with an explanatory note that future items are not in priority order but that our priorities, ongoing and always, are code compliance and life safety.

- d. Tour of campus regarding maintenance needs is scheduled for Sunday, October 14. The committee will put something in the Notices for 2-3 preceding Sundays to stimulate interest and highlight coordination with Stewardship season.
 - e. All-Campus Security Committee – Representatives from both PES and Transfiguration were to meet August 28. The staff of Transfiguration will participate in training at PES.
 - f. Security – main building (not PES committee) – The goal is to achieve rapid, effective communication and action in emergency situations. The committee concluded it is not practical to put this on the Usher/Welcome teams and that we need to seek professional advice before recruiting for and forming an emergency-response team.
 - g. Enhanced hearing system for Roper – most parishioners find Roper acoustically challenging. Parishioners who have hearing issues find it almost impossible to hear. We are talking with the sound technology team about cost and practicality of devices like those for the nave, which work splendidly. Meanwhile, speakers should be reminded to always do a sound check before a meeting and to hold the mike a little away from the speaker, not close to the mouth. Fr. Casey has asked for grant from EMF for four headsets to address this issue in Roper Hall.
11. Mission & Ministry: Julia Trizzino, Chair.
- a. Outreach now has a bulletin board by the restrooms by Roper Hall for their use. The committee intends to highlight two of the agencies Outreach supports on a 2-month rotating schedule. This will include highlighting Agency needs.
 - b. Austin Street Shelter Ministry needs more volunteers for serving dinners.
 - c. Cindy Hauser needs assistance with office work and with recruiting more Sunday school teachers and volunteers.
 - d. Capital Discernment Committee – An online Parish-wide survey will be used to gather information.
 - e. In music, the committee is bringing on Stefan Engels as our Artist in Residence to backfill Nicholas Halbert, our prior Assistant Organist, who left the role in July. Based on budget and availability, he will be playing approximately two Sundays per month for the next year. Stefan Engels is professor of organ and Leah Fullinwider, Centennial Chair in Music Performance at Southern Methodist University, is head of the organ department at the Meadows School of the Arts.
12. Rector's Report: The Rector and Sophie Lowrance, CAO.
- a. The Stewardship Committee met tonight (chaired by Laurel Brewster) and the theme is "It is better to build a longer table." This should speak well to a community that strives to invite people and spread our witness. Kickoff is Sept. 30 and it will run for four Sundays. Judy Loveday-Corbett and Betsy Hardman are coordinating the events for the Fig Fest and in-gathering. The church is investing in a welcoming video rather than brochures and paper documents for the campaign. The Rector requested that the Vestry commit to their pledges in advance of the campaign.
 - b. The Stations of the Cross commission is nearer to completion. Two members of the church, Laurel Brewster and Nancy Jagmin, visited and checked on the

progress. They were not finished and Laurel sent the artists a list of things that need to be addressed.

13. Warden's Report:

- a. The Vestry is scheduled to meet with the Bishop on September 15 at 6:30 pm. Paul suggested that the Vestry attend the 5:30 pm service before the meeting.
- b. The committees should review their goals for the year in the next committee meeting.
- c. Nancy Jagmin is working on the location for the February Vestry Retreat.
- d. A Pathway to Leadership meeting is set for September 16 during the formation hour.

14. Compline.

Meeting adjourned at 9:15pm.

Respectfully submitted,



Peggy Kwoka
Clerk of the Vestry

Upcoming Events:

- 9/9 Fall formation classes begin
- 9/15 Bishop's meeting with Vestry
- 9/16 Evensong for Holy Cross Day with Reception
- 9/18 The Way Class begins
- 9/25 Vestry Meeting
- 9/30 Stewardship Kick-off

MOTIONS:

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