

Vestry Minutes  
Episcopal Church of the Transfiguration  
September 25, 2018  
7:00p.m.—Vestry Room  
*Approved by the Vestry October 23, 2018*

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

**Others in attendance:** Casey Shobe +, Rector; Sophie Lowrance, Parish Administrator; Liz Kerner-Wyse, Head of Parish Council, and Dave Monaco, Head of Parish Episcopal School.

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

1. **Opening Prayer:** Betsy Hardman led the Vestry in the following prayer:

Heavenly father, you have promised the gift of your Holy Spirit for those who ask it. Be with us now in our deliberations and help us to be wise in the decisions we make for the good of all those who have placed their trust and confidence in our leadership. Grant us the insight and adventurous faith to lead with integrity of purpose, that our decisions may reflect what is right and good in your sight. Deliver us from the false choices that come from bitterness, pettiness, and self-interest. Keep us from narrow pride in outgrown ways, blind eyes that will not see the good in change, and impatient judgments of other points of view. And, because without you we are not able to please you, mercifully grant that your Holy Spirit may in all things direct and rule our hearts; giving us the wisdom to see your way, and the grace to follow it. All this we ask through Jesus Christ our Lord. Amen.

2. **Formation:** The Rev. Casey Shobe led the Vestry in a discussion of James 3:2-13 from the NRSV and The Message.

3. **Parish Episcopal School:** Dave Monaco: School is off to a good operational start with 1130 children and 11 new faculty members settling into the routine of the new school year. Of note, the Perot Museum is showcasing PES's Lunar Rover capstone project in the Texas Instruments Engineering & Innovation Hall. PES welcomes the re-accreditation teams from Southwestern Association of Episcopal Schools and the Independent Schools Association of the Southwest on Sept 30 for 3 days. Dave visited The Episcopal School of Dallas last week in the spirit of community building with a sister Episcopal school in their recent change in senior leadership.

4. **Enthusiastic Episcopal Evangelist (EEE):** The Vestry shared their evangelistic experiences since the last meeting.
5. **Adoption of Minutes:** Bart Stockton, assisting the Clerk

**MOTION: Bob Button moved to adopt the minutes of 8/28/2018 as amended, duly seconded by Roy Heller. The motion carried.**

6. **Treasurer's Report:** Bob Button, Chair of BFA, substituting for Treasurer
  - a. August Financials: Through August we are running a deficit of approx \$149,000 year-to-date, largely due to collected pledges being down approx. \$106,000 from budgeted.
  - b. Expenses are also a little high year-to-date, mostly due to capital maintenance expenditures. The expenses should even out to be at- or near-budget by year-end but eliminating unnecessary expenditures is recommended and planned expenses should be evaluated to see if they can be deferred to next year.
  - c. Correcting the budget variance comes down to collecting pledges and additional parish communications will be made to encourage catching up, including the third quarter pledge statement with an insert giving an overview of where we stand financially. The Rector shared information from Robbi Dietrich who has experience with and statistical information on nonprofit giving and the Fig is in line with other organizations - that is, giving is down for 2018 YTD after an influx of gifts at the end of 2017.
7. **Budget, Finance & Administration:** Bob Button, Chair.
  - a. Budget Line Overage: Account 5640-Financial Audit is slightly over budget by \$250, at \$4750, due to the cost of the audit being higher than planned. Policies & Procedures requires expenditures in any account over budgeted amounts be voted on by the Vestry.

**MOTION: Bob Button moved to authorize expenditure of \$250 over the annual budget of \$4500 for Line item 5640 - Financial Audit, duly seconded by Paul Sternweis. Motion carried.**

- b. Communication Leases: John Donaldson is consulting with companies/individuals with experience negotiating leases in response to an inquiry from Landmark Dividend regarding purchasing the Verizon lease.
- c. Elections: Sheila Runnels MacLennan, Chair of Nominating Committee: 5 nominations received for the 4 Vestry positions. The Nominating Committee will again publish a slate for voting as in 2017. 12 nominations for Diocesan Convention Delegates have been received for the 6 delegate and 6 alternate positions. The Election is planned for Nov. 4, 2018.

- d. Vestry Restricted Accounts: BFA has been reviewing the three Vestry restricted accounts (8499 Operating Capital, 8506 Vestry Emergency Fund, 8510 Capital Contingency Fund - the three totalling approx. \$298,000 as of 8/31). Review has focused on the need for three separate accounts or if they should be consolidated or restructured. BFA will continue to evaluate and possibly recommend to restructure their description and/or purpose. BFA is considering recommending that expenditures from any of these three should require a  $\frac{3}{4}$  vote of the Vestry (one already requires a  $\frac{3}{4}$  vote).

**8. Building, Grounds & Technology:** Liberty Ford, Chair.

- a. Maintenance: AT&T completed repairs to Bell Tower with thanks given to BFA, Bracken Reece, and Jay Madrid for spurring AT&T to action. The Live Oak in the meditation garden is dying due to fungus and must be removed. A poster and/or other communications to the parish regarding the removal is a good idea to inform parishioners.
- b. Wayfinding: New exterior wayfinding signage is in place
- c. Security: The church-specific safety or emergency coordination team is still in the idea phase as we don't yet know exactly what the group should do or be called and what, if any, liability the church would have based on the name and scope of the team. A consultation with a police officer is being sought to evaluate a typical Sunday. A DPD officer commended school day procedures and setup.
- d. Acoustics in Roper Hall - BGT is consulting Shaun Manning, head of sound techs, on trying to improve the acoustics in Roper Hall including ways to build onto the equipment we already have and cost-effective additions to equipment such as the headsets in use in the nave.
- e. Child Development Center at PES is closing after this year - coordinated effort is needed among Operations (Bracken), BGT, Administration (Sophie), and eventually BFA to determine if the Fig should step in and launch our own program to take advantage of the closing.

**9. Mission & Ministry:** Julia Trizzino, Chair.

- a. Outreach to Walk-Ins: Working to develop a consistent response for assisting people who walk into the church seeking help. Non-perishable snack bags have been suggested and Jodi Dalton has prepared a supply to cover the immediate future (4-6 needed in a typical week). Outreach is going to figure out a sustainable model. The Daughters of the King are interested in an ongoing service project and the leaders of both Outreach and DOK will coordinate to investigate this opportunity.
- b. Outreach Donations: Donations made to Meals on Wheels and Literacy Achieves (educational programs, located in Vickery Meadows)
- c. Pastoral Care: M&M conducted interviews with staff regarding pastoral care and concluded that we do have a process and it is working well however it has not been well-communicated to the parish. The plan is to

have two meetings to communicate: likely November and then in January 2019 with Parish Council.

- 10. Rector's Report:** The Rev. Casey Shobe & Sophie Lowrance, Administrator
- a. Stewardship begins this weekend - theme "Building a Longer Table"  
Rector has met with most of the core ministries by now to introduce the theme and lay the groundwork for the campaign, culminating in the Ingathering and Fig Fest on Oct. 21.
  - b. 5:30 Service: Current average attendance (ASA) at the Saturday 5:30 service is at 53 - a trending decline from a high of 114 in 2001. Launching a new service continues to be a goal but because we lack the facilities and staffing to support a 4th weekend service, the 5:30 Saturday time slot is a prime candidate for renewal to best fit the needs of the parish and community. The Rector will engage in conversations with regular 5:30 attendees and the staff in how to best utilize this service time.
  - c. Capital Discernment: The Capital Discernment Committee is coming to a natural end with a formal report to the Vestry forthcoming. The Vestry will take up a more extensive conversation about a potential Capital Campaign at the Vestry Retreat in Feb. 2019. In the meantime, Vestry are encouraged to communicate to parishioners that while a Capital Campaign is likely needed, it is not coming in 2018 or have an impact on 2019 expenses.

**RECORD NOTE: The Vestry met with Bishop Sumner on September 15, 2018 in the Vestry Room. At this meeting the Rector called the Vestry to approve certifying The Rev. Christopher Rodgers worthy to be admitted to the Sacred Order of Priests. The vote was unanimously in the affirmative and the Vestry members signed the certification.**

- 11. Wardens Report:** Paul Sternweis, Sr. Warden, and Nancy Jagmin, Jr. Warden.
- a. PES Lease Negotiations- Liz Kerner-Wyse: The process to review and revise the lease agreement with Parish Episcopal School has been completed and Chancellor Jay Madrid will incorporate the revisions before sending to PES for their Budget & Finance review. It is expected that a complete document will be in front of the Vestry for a vote possibly as soon as October. The revisions bring the lease into alignment with current practices; changes include adding the Niles Building into the lease with PES as primary tenant for capital maintenance and code compliance purposes, allocation of salaries for the Director of Operations and sextons, and a simplified split of utility billing.
  - b. Vestry Retreat 2019 - Camp All Saints, Feb 8-10

**12. Compline:** The Rev. Casey Shobe

Meeting adjourned at 9:09 p.m.

Respectfully submitted,

Bart Stockton  
Vestry Member, recording in the absence of the Clerk

*Peggy Kurda*

Upcoming Events:

- 9/30 Stewardship Kick-off
- 10/7 Youth Car Wash
- 10/21 Ingathering
- 10/21 Fig Fest
- 10/23 Vestry Meeting

**MOTIONS:**

**Bob Button moved to adopt the minutes of 8/28/2018 as amended, duly seconded by Roy Heller. The motion carried.**

**Bob Button moved to authorize expenditure of \$250 over the annual budget of \$4500 for Account 5640 - Financial Audit, duly seconded by Paul Sternweis. Motion carried.**

**On September 15, 2018, the Rector called the Vestry to order, during which the Vestry unanimously approved a motion certifying The Rev. Christopher Rodgers worthy to be admitted to the Sacred Order of Priests and signed the certification.**