



Vestry Minutes

Episcopal Church of the Transfiguration

May 26, 2020 - 7:00 pm

Location: Virtual Meeting using Web Conferencing

*Approved by the Vestry June 23, 2020*

**Vestry members in attendance:** Julia Trizzino, Senior Warden; Oliver Cone, Junior Warden; Robin Caldwell; Jodi Dalton; Scott Daniels; Frank DeLizza; Linda Horton; Rosemary Luquire; Mason McCamey; Mark Ramsay; and Evan Williams

**Vestry members not in attendance:** Sheila Runnels MacLennan

**Others in attendance:** Casey Shobe +, Rector; Rebecca Tankersley+, Associate Rector; Nancy DeStefano, Pastoral Assistant; Mary Hall, Bookkeeper; Lana Mederos, Executive Assistant to the Rector; Allison Murphy, Treasurer; Peggy Kwoka, Clerk to the Vestry; Sophie Lowrance, Parish Administrator; Judson Watkins, Director of Communications; Cindy Hauser, Director of Children's Ministries; Anne Schmidt, Director of Evangelism and Welcoming Ministries; Jay Madrid, Chancellor; Dana Jean, Director of Youth Ministries; Dave Monaco, Head of School, Parish Episcopal School; and Bracken Reece, Director of Operations

**1. Opening Prayer:** Robin Caldwell led the Vestry in the prayer:

*Daily Prayer for Thy Kingdom Come:*

Almighty God,  
your ascended Son has sent us into the world to preach the good news of your kingdom:

inspire us with your Spirit  
and fill our hearts with the fire of your love,  
that all who hear your Word may be drawn to you, through Jesus Christ our Lord.

**2. Formation:** The Rev. Casey Shobe led the Vestry in a discussion of John 9:1-8.

**3. Enthusiastic Episcopal Evangelism (EEE):** The Vestry shared their experiences since the last meeting.

**4. Adoption of Minutes:** Peggy Kwoka

**MOTION:** Robin Caldwell moved to adopt the minutes of the April 28, 2020, Vestry meeting. Frank DeLizza seconded the motion, and the motion carried with amendments.

5. **Parish Episcopal School:** Dave Monaco, Head of School
  - a. Today (April 28, 2020) was supposed to be graduation day. On June 28, there will be an outdoor graduation service.
  - b. They hope to bring children back to the school at the Transfiguration campus next year and have a proposal for the church to make this possible.
  
6. **Treasurer's Report:** Allison Murphy, Treasurer
  - a. 2020 Financials (YTD)
    - i. Revenues are \$ 697,339 vs. \$ 682,441 budgeted.
    - ii. Expenses are \$ 562,509 vs. \$687,471 budgeted.
  - b. 2020 Financials (April)
    - i. Revenues are \$ 136,530 vs. \$153,356 budgeted.
    - ii. Expenses are \$ \$118,051 vs. \$152,696 budgeted.
  
7. **Budget, Finance & Administration:** Robin Caldwell, Chair
  - a. The church received the check from the Cares Act Paycheck Protection Program (PPP) loan of \$262,357. Mary Hall and Allison Murphy have set up a system to track the money.
  - b. Raising the pledges for the Fall Stewardship campaign may be challenging this year. Several items have been mentioned as additional expenses.
  - c. Rosemary Luquire, Nominating Committee Chair, said that an e-mail was sent today with the timeline for the Nominating Committee's work. Nominating forms are on the website. In the past, there has been an announcement for anyone who wants to join the Nominating Committee. Ms. Luquire said she would do the same this year. It should be in the e-notices. The "click" or open rate for e-mails and clicking on the link has increased this year for church e-mails. In the past, it has also been announced from the pulpit. The Rector will start announcing it in June. We need to consider how we can vote for Vestry and what method would meet the rule of our governing documents.
  
8. **Mission & Ministry:** Mason McCamey, Chair
  - a. The Committee discussed the loose plate offering, which is often used to even out the gifts from the Outreach budget. The Rector said that we have received \$25,000 to the Clergy Discretionary Fund and could be deployed to missions identified by Outreach. The Rector will contact Lindsey Murphy.
  - b. The food distribution center is doing well. Jodi Dalton said that space utilization needs to be considered going forward. Ms. Dalton said that they advised Food Pantry families to let them know if they have specific needs.
  - c. The church is continuing to supply food to the Austin Street Shelter but is still not supplying volunteers.
  - d. The Connections Committee met on May 5.
    - i. The Committee discussed ways to connect people and groups who are not currently meeting on Zoom. How can we help parishioners who are not on computers or need assistance?
    - ii. Vacation Bible School is going to be virtual, which changes the types of volunteers they might need.

- iii. There was discussion about connecting the child care workers with people who need child care, but it was determined to be a liability.
- iv. Mr. McCamey is updating and revising a database that Anne Schmidt gave the Committee.

**9. Buildings, Grounds, and Technology:** Frank DeLizza, Chair

- a. The Committee is working on a Plan for managing emergencies
- b. Bracken Reece put in the new cabling for the cameras.
- c. They are working on audiovisual activities to restart the church services. The cost came in very high (\$210,000), so they are looking at opportunities to reduce the cost.
- d. Parish Episcopal School (PES) would like to live stream Chapel to the school.
- e. Roof work on Building A (the youth center) is done, and the air conditioner was replaced. They are putting in ultraviolet treatment to sanitize the air into the existing air handling units and are continuing with other buildings.
- f. The Rector sent a summary of a request from PES in which they have requested to rent additional space for the 2020/2021 school year including some of the upstairs classrooms in the South Building plus the Youth Center and possibly the rest of Building A (where the Clothes Horse is located).
  - i. To limit the number of children who are together, they will need more space. They asked for the two largest classrooms upstairs in the main building, but the Staff declined that. The Staff did agree to the four smaller classrooms if the Vestry agrees.
  - ii. There is a potential for the school to use the Clothes Horse space. The Rector is going to meet with the Clothes Horse leadership about suspending the Clothes Horse for the next twelve months.
  - iii. Jodi Dalton mentioned that this doesn't consider the impact on the Food Pantry. They have used Roper Hall for the last two months for distribution, but are still using Building A for storage. Last week they distributed 2,800 lbs. of food. Bracken Reece suggested that Conference Room 2 could be outfitted with millwork for the cabinets needed by the ministry, and the refrigerators could go into that room or Roper Hall for the time being. The Rector stated his commitment to the Food Pantry Ministry and that he believes we can solve the space issue.
  - iv. An awning on the Southside of the South building (which would have a turfed flooring) and would be versatile space for both the school and the church (on the weekends). The canopy is rated for wind up to 120 miles/hour. *(Correction: After the meeting it was determined that the canopy could withstand winds of 76mph and 3-5 second gusts up to 95mph).*
  - v. Evan Williams pointed out that real estate contracts have changed a lot this year in that they need to be more flexible in case of changes.
  - vi. The Youth may not be able to use their current space for the year due to distancing preferences. Based on the proposal from PES, they would not be able to use the current space. Scott Daniels said he would like to understand what the church is planning to restart as part of this decision. Julia Trizzino said that we need to keep the needs of the Youth in mind and may want to include a clause to modify with mutual agreement. The Rector said that the Vestry and Staff need to emphasize how important the youth ministry is to the church. Furniture from the Parlor could be stored, and the Parlor could be furnished as a space for the Youth and others to use during this time (if needed).

**MOTION: Julia moved that the Vestry support the PES request to lease the youth center and classrooms S201, S202, S205 and S206 for the 2021 school year and that the Vestry authorize a group to enter into negotiations with PES that would include a rent-free noninterference use outdoor space. The Vestry will use funds from the lease to repurpose the Parlor for the Youth and other ministries. The motion was seconded by Evan Williams. Mark Ramsay opposed the motion. The motion carried.**

- vii. Oliver Cone will be the liaison to the Parlor conversion team. Julia Trizzino will help Dana Jean explain the plans to the Youth Council.

**10. Rector's Report:** The Rev. Casey Shobe, Rector

- a. The Rector updated the Vestry on the church's coronavirus response and on virtual worship. He is pleased with the effort Judson Watkins has shown in incorporating the values of the Church of the Transfiguration into online services.
- b. This weekend we will baptize three new Christians and celebrate communion for the first time in months. Communion will go out to 250 Households and 480 communicants. Seventy-five drivers will be taking out communion.
- c. The Daily Office is happening four times a day every day. A monastic-like community joins in praying every day.
- d. Formation is entirely online, and the formation team has done a great job. The Rector is pleased with the creative work Cindy Hauser is doing in planning online Vacation Bible School. Dana Jean is doing an excellent job meeting several times a week with the Youth. There were 100 attendees for the formation class on forgiveness and 60 for the class on the resurrection appearances. The Way may be held virtually over the summer.
- e. The Second Half is meeting weekly for tea. Ginny Kivel is working with a book study /fellowship group online.
- f. Music is the area of most grief since congregational singing is considered one of the most significant risks. We have 115 choristers in the music program.
- g. We are going to allow people in the church in groups of 10 to pray starting in June. The Rector asked if the Vestry was comfortable with the plan that was sent out for this, and they Vestry agreed that they were.
- h. We have plans for sharing stories for the 50th anniversary.
- i. More formation classes are on the way, and hopefully, more fellowship groups meeting virtually.
- j. Robin Caldwell expressed concern about Clergy and staff overload. They are continuing church and also planning what church will be like in the future. She believes lay members would be willing to help out, and it would give them a sense of partnership.
- k. A question was raised as to whether Bracken Reece needs another Sexton due to the extra cleaning requirements. The Rector said there is a plan to bring one on (paid for by the school). It will need to be included in the 2021 budget.
- l. The Rector asked for comments on the reopening notes that were sent to the Vestry. Jodi Dalton asked about the timing for the implementation of Phase II. The Rector said they would use recommendations from Dallas County.

**MOTION: Julia Trizzino moved that the Vestry adopt the resolution as included in the Vestry Packet for “Recognition for Extraordinary Service” for Roy Heller. Rosemary Luquire seconded the motion, and the motion carried. Ms. Trizzino will sign the resolution and put with it a note from the Vestry.**

- m.** A CCS Fundraising contract update was sent out to the Vestry. The company accepted the church’s original proposal to allow the church to wait until the end of January to make a decision.

**11.** Warden’s Report: Julia Trizzino, Senior Warden  
Thank You Notes were assigned.

The meeting adjourned at 9:46 pm.

Respectfully submitted,



Peggy Kwoka  
Clerk to the Vestry

Upcoming Events

- Services available live on Facebook:
  - o Weekdays – Daily office: 8 a.m., noon, 6 p.m., 9 p.m. o Saturday – 8 a.m. and 9 p.m.
  - o Sundays – Worship at 9 a.m. (recorded, but community can view at the same time)
- May 31 – Communion on the day of Pentecost

**MOTIONS:**

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