



Vestry Minutes

Episcopal Church of the Transfiguration

June 23, 2020 - 7:00 p.m.

Location: Virtual Meeting using Web Conferencing

Approved by the Vestry July 28, 2020

Vestry members in attendance: Julia Trizzino, Senior Warden; Oliver Cone, Junior Warden; Robin Caldwell; Jodi Dalton; Scott Daniels; Linda Horton; Rosemary Luquire; Mason McCamey; Mark Ramsay; and Sheila Runnels MacLennan

Vestry members not in attendance: Frank DeLizza and Evan Williams

Others in attendance: Rebecca Tankersley+, Associate 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: Mark Ramsay led the Vestry in the prayer:

Almighty God, give us a new vision of you, of your love, of your grace and power; and then, give us a new vision of what you would have us do as your church in this congregation at this time. Give us an awareness that in the strength of your Spirit we can do it to your glory and for the benefit of many. In Jesus' Name we pray. AMEN

2. Formation: The Rev. Rebecca Tankersley 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 May 26, 2020, Vestry meeting. Jodi Dalton seconded the motion, and the motion carried.

5. Parish Episcopal School: Dave Monaco, Head of School

- a. A draft agreement between the church and the school was sent to Mark Kirkpatrick on 6/23/2020. The agreement did not include the Clothes Horse space; it includes the use of the Youth Center and specific classrooms. The storage for the Youth Center materials was included in the agreement as the responsibility of PES. The canopy is not included in the agreement at this time. The school may want to use Roper Hall at lunch, but that is still being considered. Roper Hall is needed on the third Monday of every month for the Food Pantry activities.
- b. Thanks to Mother Rebecca for taking part in the school's Baccalaureate Service.

- c. Graduation is to be held in the Gerald Ford Stadium at Southern Methodist University on June 28, 2020. The graduating class includes the first Presidential Scholar in the history of the school (there are 161 Presidential Scholars in the United States).
- d. The school plans an employee town hall tomorrow and a parent town hall the next week.
- e. The plan is to return the elementary school students to school every day. Middle and Upper School students will rotate with one week on and one week studying from home.
- f. They are striving to meet the challenge of maintaining community and a sense of connectedness, along with maintaining program integrity.

6. Treasurer's Report: Allison Murphy, Treasurer

- a. 2020 Financials (YTD)
 - i. Revenues are \$ 831,766 vs. \$ 851,213 budgeted.
 - ii. Expenses are \$ 788,330 vs. \$864,250 budgeted.
- b. 2020 Financials (May)
 - i. Revenues are \$ 134,427 vs. \$156,439 budgeted (similar to previous years).
 - ii. Expenses are \$ 225,822 vs. \$176,779 budgeted.

7. Budget, Finance & Administration: Robin Caldwell, Chair

- a. The Endowment Committee has selected three investment advisors to be considered for future partnership, based on responses to the request for proposals.
- b. Columbarium fund – The committee discussed the \$32,042.47 that Endowment has for the Columbarium Fund. The church also holds \$20,292.65 for the Columbarium Fund. More information is needed on the liquidity needs of the Fund, as well as a decision if Endowment or the church should manage funds. Mark, Sophie & Robin discussed and are setting up a Zoom call with Paul Sternweis, chair of the Columbarium Committee, in early July to review and make recommendations.
- c. Employee vacation – some staff have requested to rollover one-week of 2020 vacation to 2021 since they had made 2020 travel plans but had to cancel due to Covid-19. The church's Employee Handbook notes that the Rector can approve such rollover due to business necessity. BFA agreed that 2020 is a unique year and that the Rector may allow for the rollover into 2021 of a maximum of one week of vacation as requested by employees. The decision doesn't require Vestry vote.
- d. A statement of the purpose of the Clergy Ministry Fund was drafted and approved.
- e. Sabbatical Leave section in P&P Manual— the committee reviewed a spreadsheet of various sabbatical leave funding and practices from dioceses and parishes, as well as what Fig has funded in the past.
 - i. BFA endorsed establishing a sabbatical sub-committee to assist in directing the sabbatical process to ensure timelines are met, and necessary funds are available. Such committees operate in other dioceses and parishes. Sophie will contact one of her CEEP members who has such a committee and forward any info to Ms. Garcia.
 - ii. During Lacey Garcia's research, it was discovered that in November 2012, Vestry had approved sabbaticals for full-time lay staff with noted criteria (all documented with an approved update to the P&P), but the P&P was never updated. Robin will merge the 2012 approved P&P with the current manual, and BFA will review it.
 - iii. Lacey and Allison will review and recommend necessary funding & timing; currently, \$28,388 is in the Sabbatical account.

- f. Vestry nominating committee (Rosemary Luquiere) – openings have been announced for the past two Sundays, and she is receiving interest. The Rector and the Senior Warden will review the names to see if any others need to be included.
- 8. **Mission & Ministry:** Mason McCamey, Chair
 - a. A Google spreadsheet has been created and reviewed to include all of the Ministry contacts. The Annual Report will help to provide some of the descriptions.
 - b. Connections Committee – the committee is focusing on how to make people feel more connected around the service time, particularly for those who prefer a later service time. Facebook Messenger Rooms may be able to be used for a virtual coffee hour. A second watch party at 11:15 was also suggested with a second virtual coffee hour. Mother Rebecca pointed out that the Formation Class on Mark is currently ongoing at 10:15 a.m.
- 9. **Anne Schmidt – Survey Results**
 - a. A survey was sent to 1,791 addresses; it was opened by 913 people and completed by 323 people.
 - b. 44% attend the worship service every week, and 32% attend most weeks.
 - c. 72% said the services are spiritually fulfilling, 22% said they were not spiritually fulfilling.
 - d. 37% never pray the daily office, and the rest do either occasionally or several times a day.
 - e. 60% shared in communion on the day of Pentecost.
 - f. Two hundred seven (207) said sharing in communion was fulfilling (35 who said it was not).
 - g. Two hundred forty-three (243) said they would support the offering of communion monthly vs. 34 that said they would not.
 - h. To the question “Would you sign up to visit and pray at the church?”, 175 said “no,” and 129 said “yes.”
 - i. Comments were overwhelmingly positive as to the efforts of the Clergy and Staff to connect the church through daily prayer and Sunday Services.
- 10. **Buildings, Grounds, and Technology:** Jodi Dalton for Frank DeLizza, Chair
 - a. The upgrade of the security cameras is underway
 - b. The committee is looking at companies that will enhance the A/V system in the sanctuary. The one they are looking most closely at will tie into the current audio system and will include Roper Hall and the Youth Center. It will include 90 days of unlimited training and unlimited call support and annual maintenance. The church will be able to stream to Facebook, YouTube, and the website. There is no monthly cost for this equipment.
 - c. The PES's use of space will accommodate the Food Pantry, which is working well using Roper Hall and the adjacent Conference Room 2.
 - d. The committee has an excellent design for the shade structure, which will be expensive (\$150,000). They are waiting to see whether the school (who would cover the cost) wants to go forward. Bracken has found different sources for the shade structure and artificial turf for a lower price (\$87,000).
 - e. The committee looked at accommodating the Youth using the Parlor, including the courtyard just outside. They won't be able to put in a shade structure due to the building structure and layout but could clean up the space and make it usable. The landscaping could be reworked along with the paving and the gutters could be covered. Tables could be set up for seating. BG&T recommends that it be considered and priced.
 - f. The Vestry's decision regarding leasing the Youth Center to PES was communicated to the Youth. Additionally, they were told about the Vestry's commitment to contribute to the pilgrimage fund out of the proceeds of the rental and to re-furbish the Parlor (giving the Youth first opportunity to use the space). The news was received positively.

- g. Oliver Cone worked with the leaders at the Clothes Horse. Casey had previously approached Pat Kriska about the possibility of leasing the space to the school. There was a mixed reaction amongst the leadership. Some thought that the Clothes Horse would not be open due to Covid-19 and that it was a good idea. The opposing view was that they wanted to get it up and running as soon as it is possible. The longer they are closed, the more they risk losing volunteers and clients, as well as momentum within the church. Some were worried about losing the space for longer than the time frame discusses. After Mr. Cone left the meeting, the group discussed it. Ms. Kriska later shared that their preference is to keep the space so they could reopen when it is possible. Unlike some of the other activities, the Clothes Horse does not have another option for space. Bracken Reece pointed out that the only restroom they have to use is in the Youth Center, and they will not be allowed to enter that space if PES is utilizing it.

MOTION: Jodi Dalton moved that the Vestry include the Clothes Horse space in the areas to be leased to PES. Mason McCamey seconded the motion. The motion was amended to “The Vestry will include the Clothes Horse if PES needs it.” The motion carried. Mark Ramsay opposed it.

Discussion of the motion included concerns that church activities take precedence over school needs and about being equitable to all church ministries. Issues with adults and children commingling were discussed (since the closest restrooms are in the PES buildings). Commingling could create additional exposure to the novel coronavirus. Handwashing would not be readily available to the volunteers. Oliver Cone will let them know the decision as well as the practical concerns such as that they would not have easy access to restrooms or handwashing.

11. Rector’s Report: N/A

12. Warden’s Report: Julia Trizzino, Senior Warden

- a. The Rector suggested the Vestry send out a statement of the church’s finances, along with a request that pledges continue.
- b. The church is open for private prayer with a sign-up.
- c. The Vestry will split up the directory and call the parishioners, as discussed in previous meetings. Sophie will help in splitting up the directory.
- d. Thank You Notes were assigned.

Executive Session:

MOTION: Julia Trizzino moved that the Vestry approve the BFA recommendation that, at least through 2021, Dana Jean’s hours be increased to full time with the remainder of her time focused on Outreach. Linda Horton seconded the motion, and the motion carried.

The meeting adjourned at 9:29 p.m.

Respectfully submitted,

Peggy Kwoka

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Clerk to the Vestry

Upcoming Events

- Services available live on Facebook:
 - Weekdays – Daily office: 8 a.m., noon, 6 p.m., 9 p.m.
 - Saturday – 8 a.m. and 9 p.m.
 - Sundays – Worship at 9 a.m. (recorded, but community can view at the same time), 9 p.m.
- Mark class 10:15-11:15 Sundays 6/14-8/30
- VBS June 26-28
- June 28 – Communion

MOTIONS:

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