



Vestry Minutes

Episcopal Church of the Transfiguration

August 25, 2020 - 7:00 p.m.

Location: Virtual Meeting using Web Conferencing

Approved by the Vestry September 22, 2020

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

Vestry members not in attendance: N/A

Others in attendance: Casey Shobe+, Rector; Rebecca Tankersley+, Associate Rector; Allison Murphy, Treasurer; Peggy Kwoka, Clerk to the Vestry; Sophie Lowrance, Parish Administrator; Mary Hall, Bookkeeper; Cindy Hauser, Director of Children's Ministries; Anne Schmidt, Director of Evangelism and Welcoming Ministries; Dave Monaco, Head of School, Parish Episcopal School; Dana Jean, Director of Youth Ministries and Outreach; Ann Kimball, Discernment Committee Chair

1. Opening Prayer: Linda Horton led the Vestry in the prayer:

Gracious God, we come to you today asking for your guidance, wisdom, and support as we begin this Vestry meeting. Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community. Fill us with your grace, O God, as we make decisions that will affect the parishioners, staff, visitors and friends of Church of the Transfiguration. And continue to remind us that all that we do here today, all that we accomplish, is for the pursuit of truth, for the greater glory of You, and for the service of humanity. We ask these things in your name, Amen.

Adapted from a prayer in the Saint Louis University Prayer Book

2. Formation: The Rev. Casey Shobe led the Vestry in a discussion of Matthew 16:21-28.

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

4. Adoption of Minutes: Peggy Kwoka, Clerk to the Vestry

MOTION: Rosemary Luquire moved to adopt the minutes of the July 28, 2020, Vestry meeting. Robin Caldwell seconded the motion, and the motion carried.

5. **Parish Episcopal School:** Dave Monaco, Head of School
 - a. They are launching into programming on September 8, 2020. They are weighing different ideas for starting dates for each class. Mr. Monaco said that 80% of parents want their students to come back to campus.
 - b. PES continues to work on its inclusive community mission. They are holding an alumni town hall (following employee and student town halls) to understand how to lead more urgently to develop an inclusive community.
 - c. The Rector commended them for continuing to focus on inclusivity as well as the issues related to the pandemic.

6. **Discernment Committee:** Ann Kimball, Chair
 - a. The Discernment Committee reviewed Dana Jean's call to ordained ministry based on leadership from Bishop Wayne Smith. The committee members agree unanimously that Ms. Jean is called for ordained ministry and provided their report to the Vestry. A form for the Diocese of Texas, who will be overseeing her, was completed, and the Vestry members need to sign it. Julia Trizzino thanked the committee for their work and the well-written report. Ms. Jean said that the church has been gracious and giving. She said it was a fantastic experience to work with the Discernment Committee.

MOTION: Julia Trizzino moved that the Vestry enthusiastically approve the report of the Discernment Committee. Frank DeLizza seconded the motion, and the motion carried unanimously.

7. **Treasurer's Report:** Allison Murphy, Treasurer
 - a. The church has an \$11,536 profit through July
 - b. Current year pledges are 4.8% ahead of where we were last year and 0.7% lower than the five-year average. Expenses are lower.
 - c. Non-pledge giving is behind 22% vs. last year.
 - d. 2020 Financials (YTD)
 - i. Revenues are \$ 1,073,986 vs. \$ 1,164,091 budgeted.
 - ii. Expenses are \$ 1,062,450 vs. \$ 1,170,725 budgeted.
 - e. A letter went out to the Parishioners last month about the Paycheck Protection Program (PPP) loan. Allison Murphy received a phone call from a parishioner who wasn't happy about the church taking the money since the church doesn't pay taxes. Ms. Murphy told her that the SBA Loan webpage clearly states that the loans are intended to protect the paychecks of employees of churches and other non-profits.
 - f. Ms. Murphy is waiting for the reporting application to be available to complete.

8. **Budget, Finance & Administration:** Robin Caldwell, Chair
 - a. The various clergy funds have been combined into one fund. Mark Ramsay helped to review the diocesan customary to include in the Policy and Procedures Ministry Fund.

MOTION: Robin Caldwell moved that the Vestry approve the addition of The Clergy Ministry Fund as presented in the Transfiguration Policies and Procedures Manual. Julia Trizzino seconded the motion, and the motion carried.

- b. Verbiage for the Policy and Procedures Manual regarding lay sabbatical leave was approved in 2012 but never added to the manual. It has now been added. An update to the Clergy and Lay

sections includes a Sabbatical Committee that would approve leave and guide clergy and lay staff. The part that was approved by the Vestry in 2012 includes the pay allowances for different lengths of sabbatical.

MOTION: Robin Caldwell moved that the Vestry approve as presented:

- **The revisions to the Clergy Sabbatical Leave section in the Transfiguration Policies and Procedures Manual**
- **The inclusion (with noted revisions) of the Lay Sabbatical Leave section in the Transfiguration Policies and Procedures Manual**
- **The addition of the Sabbatical Timeline and the Lay Sabbatical Personal Expenses Reimbursement Chart in the Appendix of the Transfiguration Policies and Procedures Manual**

Jodi Dalton seconded the motion, and the motion carried.

Scott Daniels asked about the funding of the Sabbatical fund. It could be a budget line item or could be a place to park a surplus.

- c. Rosemary Luquire spoke about the progress of the Nominating Committee. She said they have seven very qualified candidates for four positions on the Vestry. Ask RL for any additional comments.

9. Mission & Ministry: Mason McCamey, Chair

- a. The committee spent time reviewing how everyone was doing and what their experiences have been with online church.
- b. Lindsey Murphy provided an update about the Outreach Committee.
- c. The M&M committee reviewed the spreadsheet of ministries.
- d. The committee is considering how to hold a virtual seminar.
- e. Connections came out with some good ideas. They are considering small groups of four to six meeting outside (Forum groups). There was discussion about sending something physical in the mail that could be used for prayer time. Mr. McCamey is going to work on a Facebook watch party for the church service at a later time. He will meet and discuss the plans with Anne Schmidt and TJ McCoy. The committee is trying to go back to how to distribute Connections material in a video form.

10. Buildings, Grounds, and Technology: Jodi Dalton for Frank DeLizza, Chair

- a. Jodi Dalton led the meeting this month and reported to the Vestry.
- b. Sheila Runnels MacLennan discussed the safety and security document that was sent out to the Vestry. She said that it is meant to be a living document. Sheila Runnels –

MOTION: Julia Trizzino moved to adopt the Emergency Response Plan and Procedures Manual. Jodi Dalton seconded to motion, and it carried.

The Vestry agreed that there must be a designated person responsible for the policy on BG&T, and Julia suggested it should be a Vestry Member. Rosemary suggested that the document and process be reviewed on specific dates of the year. Jodi suggested that the Parish have a safety day once a year.

- c. The security camera upgrade is progressing. The sunshade should be installed soon. A schematic from the vendor is needed to request the permit, and it is taking a long time to obtain. A lot of our

buildings now have new roofs. Changes to the HVAC systems to include UV are completed. The fire System in Building A will be complete mid-Sept.

- d. The roof drains backed up in the nursery. The damage will cost about \$9500 to repair. It will go under the capital contingency fund.

11. Rector's Report: Casey Shobe +, Rector

- a. Cindy Hauser thanked everyone for providing letters for the third-grade bibles.
- b. Outdoor worship will begin on September 20. The Rector isn't sure yet how many people will be allowed. If it is popular, they will add a second service (probably on Saturday evening, similar to the Table service).
- c. The Covid numbers have improved, but they need to continue, and to stabilize before indoor worship can be considered. With school starting, it would be best to wait and see what the numbers are doing. The church is being more flexible with funerals and weddings.
- d. The stewardship campaign this year is about sharing our story. It will include how Transfiguration continues to share its story. In-gathering will be held on October 18 with a modified celebration.
- e. The Rector discussed plans for an Evangelism initiative, including guest speakers.

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

- a. Julia Trizzino signed the contract with Parish Episcopal School for the lease of the Youth Center. The total revenue is about \$60K.
- b. Oliver Cone is looking into the Parlor remodel. A task force was convened, which included members of the youth leadership. They are considering how they want to use the space.
- c. Ms. Trizzino asked about the congregation calls. The Vestry said they had left many voice mails. Oliver Cone said it is a pleasure when he does get to speak with someone. A form should be completed even if the Vestry member is unable to get in touch with someone.
- d. A Leadership Forum is scheduled for September 6, 2020, so members of the Parish can ask questions. They are looking at doing a virtual "Meet the Vestry."
- e. Gilding of the organ – in honor of the 50th Anniversary of the Church's Building and Dedication and the 10th anniversary of the organ donation, Francis and Bob Martin have made a donation to be used for gilding the decorative wood carvings in keeping with the organ builder's original plan. The gilded pieces will be installed in the next month or so.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,



Peggy Kwoka
Clerk to the Vestry

E-mail motion and vote September 1, 2020:

MOTION: Julia Trizzino moved that the Vestry accept the PSK, LLC audit report and send it to the diocese. Mason McCamey seconded it and the motion carried unanimously.

MOTION: Julia Trizzino moved that the Vestry authorize the expenditure of \$9,407.20 from account 8510 - Capital Contingency - to address unexpected water damage to the nursery wing. Mason McCamey seconded it and the motion carried unanimously.

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 the community can view at the same time), 9 p.m.
- Mark class 10:15-11:15 Sundays 6/14-8/30
- Private devotion slots available Tuesday, Thursday and Sunday each week (sign up on REALM)
- Ministry Fair 8/30, 10:15-11 a.m. (Zoom)
- Communion Service 8/30, 5 p.m. (Zoom)
- Leadership Forum, 9/6, 10:15-11:15 a.m. (Zoom)
- Disciple Bible Study, 9/17, 6:30-8:30 p.m. (Thursdays)

MOTIONS:

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