



Vestry Minutes

Episcopal Church of the Transfiguration

December 21, 2021 – 6:30 p.m.

Location: Vestry Room, Episcopal Church of the Transfiguration

Approved by the Vestry January 25, 2022

Vestry members in attendance: Oliver Cone, Senior Warden; Mark Ramsay, Junior Warden; Robin Caldwell, Scott Daniels, Jodi Dalton, Robbi Dietrich (via conference call), Lacey Garcia, Peggy Kwoka (via conference call), and Mason McCamey.

Vestry members not in attendance: Kristin Cutts, Linda Horton, and Rosemary Luquire.

Others in attendance: Casey Shobe+, Rector; Ted Clarkson+, Curate; Allison Murphy, Treasurer; Libby Nicodemus, Clerk to the Vestry; Sophie Lowrance, Parish Administrator; Lana Mederos, Executive Assistant to the Rector; Dave Monaco, Head of School, Parish Episcopal School; Chip Brownlee, Vestry-Elect; Jeremy Teeple, Vestry-Elect; and Peter Young, Vestry-Elect.

1. Opening Prayer: Mason McCamey led the Vestry in the prayer:

To Bethlehem in a Pandemic by Cameron Bellm

We only have the broadest strokes of the story. A census, a donkey, a long journey. And I wonder if that's deliberate, an invitation to fill in our own details to flesh out the story of God becoming flesh.

The journey- it is our journey, too. This journey- it is our story, too. Every year that we take these steps, we pass by the landmarks of years gone by. The year we got the job, the year we lost it. The year we held loved ones close, the year we lost them. The footprints on the path from the hardest years are deep. Our feet pressed mercilessly into the dust by the weight of all we carried. This is such a year. These are such steps. In some years we have the strength to walk, and in some years, we need to ride the donkey. Our hearts are heavy, our bodies are weak. Lord, give us hope like Mary's.

Hope that something new will yet be born.

Amen.

2. Formation: The Rev. Casey Shobe led the Vestry in a discussion of James 5:7-12

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

4. Adoption of Minutes: Libby Nicodemus, Clerk to the Vestry

MOTION: Lacey Garcia moved to adopt the minutes of the November 23, 2021, Vestry meeting. Jodi Dalton seconded the motion, and the motion was approved unanimously by Vestry members present.

5. Parish Episcopal School (PES): Dave Monaco, Head of School

- a. Dave Monaco shared well wishes and holiday greetings to Vestry from PES staff and the PES Board of Trustees
- b. PES invited multi-generational visitors to various pageant and holiday programs at PES for the first time since December 2019.
- c. PES is not adjusting its masking protocols when school reopens in January. However, PES is monitoring the Omicron variant and will adjust its COVID-19 protocols, as necessary.
- d. Fundraising for the playground at the PES Hillcrest campus is going well. Mr. Monaco reports that over \$700,000 has been raised at this time. PES expects to move forward with this project in April. Construction is expected to be completed in August 2022.

6. Capital Campaign: Robbi Dietrich, Chair

- a. Robbi Dietrich provided an update to the capital campaign. To date, the campaign has received 298 pledges with \$6,900,000 pledged toward the \$7,000,000 stretch goal.
- b. The Rector shared that a family has recently made a generous gift of \$250,000 to the capital campaign.
- c. Ms. Dietrich reported that the Capital Campaign Continuation Committee (Quad C) has begun the process of contacting parishioners regarding the next phase of the capital campaign. Ms. Dietrich will share the efforts of Quad C at the next Vestry meeting.

7. Treasurer's Report: Allison Murphy, Treasurer

- a. 2021 YTD Deficit is (\$19,112) vs. (\$113,198) budgeted (\$94,086 favorable difference)
- b. 2021 November Financials (YTD):
 - i. Revenues are \$1,777,695 vs. \$1,745,429 budgeted (\$32,266 over budget).
 - ii. Expenses are \$1,796,807 vs. \$1,858,627 budgeted (\$61,820 under budget).

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

- a. Robin Caldwell reviewed the December BFA report.
- b. Ms. Caldwell reported that BFA has reviewed updates to various sections of the Policies and Procedures Manual. These updates were attached to the BFA report provided to Vestry.
- c. Ms. Caldwell presented updates to responsibilities related to the three Vestry standing committees.

MOTION: Robin Caldwell moved that Vestry approve the updated responsibilities of the three Vestry standing committees, as well as, the revised name of the Mission, Ministry and Connections Committee, in the Policies and Procedures Manual (IV.1.F) as attached. Mark Ramsay seconded the motion, and the motion was approved unanimously by Vestry members present.

- d. Ms. Caldwell presented updates to the elections of Vestry Members and Convention Delegates. It was noted that updates reflect the addition of the option of electronic voting.

MOTION: Robin Caldwell moved that Vestry approve the Election of Vestry Members and Convention Delegates section of the Policies and Procedures Manual (IV.4) as attached. Lacey Garcia seconded the motion, and the motion was approved unanimously by Vestry members present.

- e. Ms. Caldwell presented updates to the cash counting procedures in Transfiguration's Policies & Procedures Manual, noting that two people (both Vestry members for Sunday services) are needed to count any cash. Additionally, the specific steps ending with the deposit in the drop safe were reviewed.

MOTION: Robin Caldwell moved that Vestry approve the Cash Counting Procedures/Audit Documentation section of the Policies and Procedures Manual (1.16) as attached. Mark Ramsay seconded the motion, and the motion was approved unanimously by Vestry members present.

- f. Mark Ramsay provided an Endowment update to Vestry. Mr. Ramsay shared that Endowment has approved two grant requests. The first grant is to commission initial designs for the improvement to the grounds around the Bell Tower. The second is for additional way-finding signage inside church buildings. Mr. Ramsay reported that Endowment continues the process of determining investment funds which support socially and financially responsible entities.
- 9. Mission, Ministry & Connections:** Mason McCamey, Chair
- a. Mason McCamey reviewed the December MMC report.
 - b. Mr. McCamey reported that The Rev. Ted Clarkson provided a presentation on pastoral care, including a review of previous deacons who have worked in these roles and the focuses of work in the past. Father Ted provided an overview of the Eucharistic Visitors (EV) ministry and explained the process of choosing individuals to join EV. It was noted that the best recruitment method is to ask specific individuals rather than host an open call for EV.
 - c. Anne Schmidt, Director of Evangelism and Welcoming Ministries, reported that the upcoming Parish Council meeting is set for January 22, 2022. MMC discussed potential guest speakers and considered the best way to ask attendees for input on a parish-wide ministry customary with suggested norms for Transfiguration ministries to follow.
 - d. Mr. McCamey reported that MMC reviewed updates to the Transfiguration Policies and Procedures Manual as they related to MMC's function and responsibilities. This updated language was incorporated into the P&P manual changes presented by Robin Caldwell and approved by the Vestry.
- 10. Buildings, Grounds, & Technology:** Jodi Daton, Chair
- a. Jodi Dalton reviewed the December BGT report.
 - b. Ms. Dalton shared that the agreement with Beck for architectural and electrical services has been signed. Peggy Kwoka will remain the point person for BGT on the kitchen project and will coordinate with Beck and Pasco (designer). BGT discussed the need to complete the renovations to Roper Hall in conjunction with the kitchen remodel, so the space is fully functional when the renovations to the Sanctuary commence.
 - c. BGT shared concept drawings for the new Sacristy with the Altar Guild. A summary of their comments was shared in the BGT report provided to Vestry.
 - d. Pew refinishing or replacement remains an open discussion item; BGT is awaiting additional estimates from a furniture vendor.
 - e. BGT reported that work to renovate the paving in the Meditation Garden has been scheduled for January 2022. This includes replacement downspouts made of copper. Red trim will be updated to a dark bronze tone.
 - f. BGT continues its work on the Safety Plan.
 - g. Ms. Dalton provided an update on Capital Campaign Projects. As of November 30, 2021, \$195,743.37 has been paid for various projects. Projects scheduled and/or completed include parking lot repairs, replaced skylight in Gathering Space, exterior power wash, replace AEON unit serving Gallery, new ADA compliant ramps at Youth Center, new locking system on all security doors throughout the building, re-roof Sanctuary using Tesla Solar Tiles, and installation of energy management system for church buildings. BGT continues to monitor projects.
 - h. BGT notes that various projects, together with certain repairs contemplated over the next year will cost about \$1,700,000, leaving a surplus of approximately \$400,000 of funds received to date on Capital Campaign pledges. BGT recommends that Vestry agree to transfer this excess to Endowment to be added to The Infrastructure Capital Fund or held separately, so that those monies can accrue interest until such time as they are needed for various projects. To avoid any potential shortfalls, BGT recommended that the current

practice of transferring 10% of all Capital Campaign payments received to The Infrastructure Capital Fund be discontinued for some set period of time. This may require a new MOU with the Endowment Fund or amendment to the existing MOU, reflecting these transfers as pre-funding of The Infrastructure Capital Fund, and that these funds can be withdrawn at any time if needed for capital projects. BGT is not ready to share a motion for an updated or amended MOU at this time. BGT will discuss a motion about the surplus at the next BGT meeting in January 2022.

- i. Scott Daniels and Lacey Garcia asked questions regarding communication to leadership groups, ministries, and parishioners about the kitchen remodel timeline. Vestry considered utilizing periodic updates to the leadership groups and ministries about the kitchen remodel. It was determined that communications about the kitchen remodel will be included in the upcoming Parish Council and Annual Meeting (both scheduled in January 2022).

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

- a. The Rector updated Vestry on the Stewardship Campaign. To date, 331 pledges have been received with \$1,535,613 pledged. Pledges are down by 100 units. Additionally, the total amount of pledges for 2022 is less than the total 2021 pledges of \$1,753,212. The Rector reports that this is \$400,000 less than needed for the 2022 budget. Another communication piece targeting individuals who have not participated in the Stewardship Campaign is scheduled.
- b. The Rector shared information related to the Oberammergau costs. The trip has been booked through Wonder Voyage and was postponed in 2020. To date, Transfiguration has received no monies from Wonder Voyage. The trip has been rescheduled for July 2022. Currently, 26 individuals have signed up to attend. The cost of the trip was initially set at \$2500 per person. This cost did not include airfare or passion play tickets. As result of COVID-19 and the inclusion of passion play tickets, the cost per person has increased to \$3500 per person. Three families, all members of Transfiguration, are unable to attend the rescheduled trip in July 2022. The Rector asked Vestry to consider a grant to subsidize each individual attending by \$500 and reimburse three families just over 85% of their costs. The Rector also noted that this grant will help to make the price increase closer to the original price of the trip.

MOTION: Mark Ramsay moved that Vestry approve a disbursement in the amount of \$23,000 from restricted account #8506 – Vestry Discretionary Reserve to fund #8423 - International Travel Fund. Lacey Garcia seconded the motion. A vote to approve or deny the motion will be taken at another time.

- c. The Rector reported that Peggy Kwoka is discerning the Junior Warden position for the 2022-2023 Vestry year. The Rector announced that Lacey Garcia will Chair the BFA Committee, Jodi Dalton will continue to Chair the BGT Committee, and Linda Horton will Chair the MMC Committee.

12. Warden's Report: Oliver Cone, Senior Warden

- a. 2021 Vestry Goals were reviewed. It was noted that five goals have been accomplished by Vestry this year. The goals include addressing staffing needs of Transfiguration, launching the nametag initiative, supporting the Racial Justice Ministry, supporting the build out of Transfiguration's Columbarium, and relaunching the Captial Campaign to provide ongoing stewardship of campus and buildings.
- b. The Annual meeting is scheduled for January 30. Vestry was reminded that committee reports for the Annual Meeting are due by January 9. Vestry-Elect members were requested to attend the Annual Meeting.
- c. Thank you notes were assigned to Vestry members.

MOTION: Mark Ramsay moved that the church shall pay a housing allowance as compensation for services performed for the church in the exercise of its ministry to Ted Clarkson and Nancy DeStefano as follows:

- **The compensation for Ted Clarkson shall include \$3333.33 per month designated as housing allowance.**
- **The compensation for Nancy DeStefano shall include \$1250 per month designated as housing allowance.**

And that the above amounts also be designated and paid in succeeding years unless otherwise changed by the Vestry. Lacey Garcia seconded the motion, and the motion was approved unanimously by Vestry members present.

The meeting adjourned at 8:56 p.m.

Respectfully submitted,

/s/ Elizabeth Nicodemus

Elizabeth Nicodemus
Clerk to the Vestry

E-mail vote following the meeting on January 5, 2022:

Due to the absence of several Vestry members at the December meeting, voting resumed on the matter regarding the Oberammergau pilgrimage.

MOTION: Mark Ramsay moved that Vestry approve a disbursement in the amount of \$23,000 from restricted account #8506 – Vestry Discretionary Reserve to fund #8423 - International Travel Fund. Lacey Garcia seconded the motion, and the motion was approved by a two-thirds vote of the Vestry. Eight voted for the motion and four abstained as they are Oberammergau pilgrimage participants.

Upcoming Events

- Next Vestry meeting – Tuesday, January 25, 6:30 p.m.
- Stations of the Nativity – December 19, 2021 – January 5, 2022
- Christmas Eve services:
 - 3 p.m. Holy Eucharist & Children’s Christmas Pageant
 - 5 p.m. Holy Eucharist featuring Canticle and Youth Choirs
 - 8 p.m. Holy Eucharist featuring Transfiguration Choir and instruments (live on Facebook)
 - 10:30 p.m. Holy Eucharist featuring Transfiguration Choir and instruments
- Christmas Day service – 10 a.m. Holy Eucharist featuring octet and instruments
- Feasts of Christmastide:
 - Feast of St. John – Wednesday, December 29 at 6 p.m.
 - Feast of Holy Innocents – Thursday, December 30 at 12 p.m.
 - Feast of the Holy Name – Saturday, January 1 at 5:30 p.m.
 - 10:30 p.m. Holy Eucharist featuring Transfiguration Choir and instruments
- Parish Caroling – Sunday, January 2 3 p.m. - 5 p.m. (parking lot)
- Feast of the Epiphany – Holy Eucharist followed by burning of the greens at 7 p.m.
- The Church Cracked Open (Racial Justice Ministry discussion) - Tuesday, January 18 from 7 p.m. - 8:30 p.m. (Zoom)
- Worship Services available:
 - Daily Office: Weekdays at 8 a.m., 6 p.m., 9 p.m. (live on Facebook)
 - Holy Eucharist: Wednesdays at 6 p.m. and Thursdays at noon
 - Saturdays: The Table at 5:30 p.m.
 - Sundays: Eucharist at 9 a.m. (Live Stream); Eucharist 11:15 a.m.
 - Sunday Children’s Chapel (age 4 – 2nd grade) at 9 a.m. and 11:15 a.m. (Zoom)
- Adult Formation

- Belonging to God (James Martin's Learning to Pray) - Sundays 10:15 a.m. - 11 a.m. through Sunday, February 20 (Roper Hall and Zoom)
- Belonging to One Another as Parents (iParent) - Sundays 10:15 a.m. - 11 a.m. through Sunday, February 20
- The Way - Tuesdays 7 p.m. - 9 p.m. (Parlor)
- Disciple Bible Study - Thursdays 6:30 p.m. - 8 p.m. (Zoom)
- Youth Formation (6th Grade through 12th Grade)
 - Sunday School - Sundays 10:15 a.m. - 11 a.m.
 - Youth Crossover - Wednesdays 6:30 p.m. - 8 p.m.
- Children's Formation (2 years through 5th Grade)
 - Wee Wonder (2-3 year olds) - Sundays 10:15 a.m. - 11 a.m.
 - Godly Play (4 year olds through 5th Grade) - Sundays 10:15 a.m. - 11 a.m.
 - Impact Kids (4th and 5th Grade) - 3rd Wednesday of the month 7 p.m. - 8 p.m.
- Seniors High Tea - Wednesdays 3:30 p.m. - 4:30 p.m. (Zoom)

MOTIONS from the December 21, 2021, Vestry Meeting:

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MOTION from the January 5, 2022, e-mail:

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