



Vestry Minutes  
Episcopal Church of the Transfiguration  
February 23, 2021 – 6:30 p.m.  
Location: Virtual Meeting using Web Conferencing  
*Approved by the Vestry March 23, 2021*

**Vestry members in attendance:** Oliver Cone, Senior Warden; Mark Ramsay, Junior Warden; Robin Caldwell, Kristin Cutts, Jodi Dalton, Scott Daniels, Robbi Dietrich, Lacey Garcia, Linda Horton, Peggy Kwoka, Rosemary Luquire, and Mason McCamey.

**Vestry members not in attendance:**

**Others in attendance:** Casey Shobe+, Rector; Allison Murphy, Treasurer; Libby Nicodemus, Clerk to the Vestry; Anne Schmidt, Director of Evangelism and Welcoming Ministries, Lana Mederos, Executive Assistant to the Rector; Sophie Lowrance, Parish Administrator; and Dave Monaco, Head of School, Parish Episcopal School.

**1. Opening Prayer:** Mark Ramsay led the Vestry in the prayer:

O God:

Give me the strength to live another day;

Let me not turn coward before its difficulties or prove recreant to its duties;

Let me not lose faith in other people;

Keep me sweet and sound of heart, in spite of ingratitude, treachery, or meanness;

Preserve me from minding little stings or giving them;

help me to keep my heart clean, and to live so honestly and fearlessly that no outward failure

can dishearten me or take away the joy of conscious integrity;

Open wise the eyes of my soul that I may see good in all things;

Grant me this day some new vision of the truth;

Inspire me with the spirit of joy and gladness;

and make me the cup of strength to suffering souls;

in the name of the strong Deliverer, our only Lord and Saviour, Jesus Christ.

Amen

2. **Formation:** The Rev. Casey Shobe led the Vestry in a discussion of (Isaiah 58:3-12).
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: Rosemary Luquire moved to adopt the minutes of the January 26, 2021, Vestry meeting. Linda Horton seconded the motion, and the motion carried.**

5. **Parish Episcopal School (PES):** Dave Monaco, Head of School
  - a. Mr. Monaco announced that school is back in session this week. The winter weather had minimal impact on the Midway and Hillcrest campuses. The school added an additional day of instruction (Thursday, February 25) to its academic calendar.
  - b. Reported cases of COVID-19 are decreasing in number at PES. Of PES's 230 employees, 78 have received the first dose of the COVID-19 vaccine and 30 have received both doses. PES will be hosting an onsite vaccination event soon.
  - c. The third trimester begins Monday, March 1. The Middle and Upper school will resume in-person instruction on the Midway campus.
  - d. Mr. Monaco thanked Oliver Cone for attending his first PES Board of Trustees's meeting as Senior Warden. PES will present a new slate of trustees by the end of March. Based on the recommendation of the Rector and the Wardens, David Fisk has been included on the new slate of trustees. Mr. Fisk is an alum of PES. The Rector noted that the bylaws of PES provide for at least one member of the executive committee of PES's Board of Trustees to be a member of Transfiguration. This helps to preserve the link between our two institutions.
6. **Capital Campaign:** Robbi Dietrich and Oliver Cone
  - a. Ms. Dietrich reported on a capital campaign meeting between CCS and church and campaign leadership. The church would like to commence earnest campaign activity following Easter. CCS would support the engagement of campaign volunteers and coordinate all campaign activity.
  - b. Laura Aikens, CCS employee, presented an overview to the capital campaign restart at this meeting. Ms. Dietrich was pleased with the perspective and approach offered by CCS. She noted that the restart process would be customized to the church.
  - c. Ms. Aikens gave examples of capital campaigns in various stages. CCS notes that their clients have met capital campaign goals during COVID-19 and that they can provide virtual, in-person, or hybrid models of campaign strategies.
  - d. The capital campaign's restart timeline would develop in phases. Phase 1A: Volunteer engagement (late February - mid March); Phase 1B: Campaign Planning (March - mid April); and Phase II: Campaign Activation (April - June).
  - e. Ms. Dietrich noted that support provided by CCS would be done within the remainder of the CCS budget. The fee for the proposed scope of work is \$93,000. This amount is reflective of the remaining fee in our original contract.
  - f. Oliver Cone noted that the meeting was collaborative and productive. Mr. Cone also shared that the path to restart the campaign was clear and focused.
  - g. Peggy Kwoka asked about the type of campaign restart to be expected. The Rector noted that the slower the campaign restart the more difficult it is to get the campaign up and running. From the CCS perspective, there is full-time work to be done getting materials organized and volunteers trained.

**MOTION: Robbi Dietrich moved that we restart the capital campaign and re-engage CCS according to the scope of work and fee schedule outlined in the proposed work plan submitted by CCS on February 12, 2021. Mark Ramsay seconded the motion, and the motion carried.**

- h. Scott Daniels asked what the mood of the congregation was toward restarting the campaign. The Rector noted that no formal survey had been conducted. However, based on pledges, notably the fact that Transfiguration was only one reduced pledge away from exceeding the pledges collected last year, the mood appears to be positive.
- i. Oliver Cone reviewed the concept of establishing a sustainability fund. This concept had been discussed during the Vestry Retreat.

**MOTION: Oliver Cone moved that the Budget, Finance & Administration committee work with Endowment to establish the Capital Maintenance Sustainability Fund, and that the gift received from the estate of Phillip Atterberry, in the amount of \$102,885.60, be allocated to that fund once established. Robin Caldwell seconded the motion, and the motion carried.**

- j. Jodi Dalton asked a question about the Synder estate gift in relation to the sustainability fund. Oliver Cone replied that while the Vestry had started discussions around this topic, at this time, he believed that this discussion should be tabled until the capital campaign is underway and final costs of the campaign have been identified.
- k. The Rector noted that the Vestry will be the donor of the Capital Maintenance Sustainability Fund. The Vestry will have responsibility for determining how funds are spent.

**7. Treasurer's Report:** Allison Murphy, Treasurer

- a. 2021 YTD Surplus is \$126,181 vs. \$100,919 budgeted (\$25,262 favorable difference)
- b. 2021 Financials (YTD):
  - i. Revenues are \$241,861 vs. \$234,738 budgeted (\$7,123 over budget).
  - ii. Expenses are \$115,680 vs. \$133,819 budgeted (\$18,139 under budget).

**8. Budget, Finance & Administration:** Robin Caldwell, Chair and Sophie Lowrance, Parish Administrator

- a. Robin Caldwell provided an update to the Payroll Protection Plan. Truist Bank (formerly BB&T and SunTrust) notified the church that the PPP loan forgiveness application process is changing and asked all to hold off until the newest forms are available. These forms are expected to be available on their website in March. Changes include an expanded set of covered operations expenses such as certain property damage costs, supplier costs, and worker protection expenses as eligible for forgiveness.
- b. Sophie Lowrance, Oliver Cone, Jay Madrid, and Mark Kirkpatrick will meet on Thursday, February 25 to begin a review of the PES lease renewal. The goal is to have it signed by the end of the PES school year in May.
- c. Sophie Lowrance reviewed the Parochial Report required by the Diocese. Ms. Lowrance noted changes to the report. These changes include reporting of online worship, racial justice, outreach, and goals to return to in-person worship.
- d. Ms. Lowrance reports that the Diocese reduced the assessment from 14% to 13%. The amount calculated for 2021 assessment is \$210,760.54.

**MOTION: Oliver Cone moved to approve the calculation as presented by Sophie Lowrance for the Parochial Report. Robin Caldwell seconded the motion, and the motion carried.**

- e. Oliver Cone asked if the Diocese uses our calculated assessment figure or whether the Diocese calculates their own assessment from the information provided. Ms. Lowrance stated that the final assessment might not be exactly the same as the Vestry approved number – the Diocese makes its own calculation and sends a letter to the church with the final amount, which will be billed monthly.

**9. Mission & Ministry:** Mason McCamey, Chair

- a. Mason McCamey reported that the committee is focused toward bringing in representatives from larger ministries to provide more color in our information. M&M is working to prioritize each ministry in terms of its needs. Committee members were assigned to various ministries and each ministry was given a color. Colors indicate how much time should be allotted to communication with each ministry.
- b. Mr. McCamey reports the work on the archival project is being developed. He indicated that he plans to discuss this project with Jodi Dalton.
- c. The Vestry's renewed focus on Inclusive Community and the Racial Justice Ministry were also discussed. Mr. McCamey and Mr. Cone will attend an upcoming meeting of the Racial Justice Ministry.
- d. M&M meetings will be held at 6 p.m. the second Monday of the month.

**10. Connections Committee:** Linda Horton, Chair

- a. Linda Horton underscored that the focus of this committee is individual relational ministry.
- b. The communication piece has been identified as difficult due to limited, but necessary, staff involvement in sharing information with the church.
- c. Ms. Horton reports that the process of completing telephone calls to members who are registered on Realm but not active at the church were discussed. Mr. McCamey offered to break up this list up to allow a few calls to be made prior to the next meeting.
- d. Connections meetings will be held at 6 p.m. the first Monday of the month.

**11. Buildings, Grounds, and Technology:** Jodi Dalton, Chair

- a. Jodi Dalton reported that the committee is focused on the priorities as established by the Vestry during its retreat and people have been assigned to work on these priorities.
- b. Ms. Dalton reports that action items related to repairs originally slated for 2020 (part of the capital campaign) were reviewed.
- c. Roof replacements have been paid by insurance. Confirmation is needed that the adjunct items (painting trim, gutters, etc.) have been completed.
- d. The Roper Kitchen remodel will be moved up in the schedule. Funds, currently available from the capital campaign, will be used to facilitate the project.
- e. Kip Moravec and Mike Mignardi will review the visioning completed as part of the Chapel discernment process and contact members of that committee to establish if this vision remains the same. Once this is complete, architects familiar with this type of project will be contacted and an initial feasibility study will be requested.
- f. Scott Daniels will assume responsibility for the Safety and Security Plan. The goal is to verify that life-safety issues are assessed and either completed or scheduled for completion.
- g. The water damage incurred by the winter weather inside the church was discussed. The church is awaiting confirmation on insurance coverage for this event and whether the remediation costs will exceed the policy deductible. Oliver Cone noted that Bill Keslar has offered his help in this matter.

**12. Rector's Report:** Casey Shobe +, Rector

- a. The Rector reported on the water damage incurred by the winter weather. The furniture (Sanctuary), organ, hallways, and bookstore appear to be dry. Some cosmetic work is needed in the hallways. Inspections of the areas impacted, including the crawl space, continue this week. Repairs to the fire system have begun. It is unknown at this time if the damages will exceed the insurance deductible.
- b. The Rector reviewed the timeline of events related to the burst pipes and subsequent water damage. All contact numbers for the church have been updated and this list has been shared with responsible parties. A key to the church will be mounted in a box outside of the church building for access by fire safety professionals. The church will consolidate to one fire alarm company once the current contract has expired. Mark Ramsay requested a timeline using data from the alarm company. Jodi Dalton asked if the updated contact list could be a part of the Safety and Security Plan. The Rector agreed. Ms. Dalton also requested a review of the area where the pipe burst. Due to construction, this pipe should have been dry.

- c. The Rector reports that church staff are beginning to plan indoor services. There will be no changes to current policies of the church. Rather, current policies in place for funerals and weddings will simply be extended to these indoor services. The Rector is hopeful the church can slowly add to the number of attendees to indoor services as vaccines become available. This timeline is tentative. The Rector noted that the staff is supportive but anxious about this process. The Rector is committed to being respectful to the concerns and feelings of the staff on this issue.
- d. The focus of Easter will be a large, outdoor service at sunrise. At this time, it is unknown if additional Easter services will be added to the calendar.
- e. The Rector referenced a helpful online tool, [indoor-covid-safety.herokuapp.com](https://indoor-covid-safety.herokuapp.com). Here, indoor events can be evaluated using the actual dimensions of specific indoor spaces of the church. To use this tool to evaluate indoor activity in the Sanctuary, the dimensions of 3,000 square feet with a ceiling height of 40 feet should be utilized. The Rector encouraged Vestry members to explore this tool.
- f. The Rector has asked Evan Williams to serve as assistant Chancellor. Mr. Williams recently completed his Vestry service. He is working with Chancellor, Jay Madrid, to come on board.
- g. The Rector reports that a donor has expressed interest in helping the church with the solar project. The funding is not definite, but the Rector believes it to be approximately \$50,000. The Rector notes the church has never had a funding source for this project. Jodi Dalton asked if she could participate in conversations with the donor. Ms. Dalton noted that there are many factors and costs in pursuing a solar project. The Rector replied that Ms. Dalton could not participate in initial conversations with the donor, however, she could be involved subsequent conversations.

**13. Warden's Report:** Oliver Cone, Senior Warden

- a. Oliver Cone reviewed the 2021 Vestry goals. Robbi Dietrich requested that bullet point number five begin with the word "support". Oliver Cone asked the Vestry for input in the best way to communicate these goals to the church. The Rector suggested Mr. Cone create an article highlighting the Senior Warden's perspective on the Vestry Retreat and 2021 goals. This article would be shared in the church's electronic newsletter.
- b. Mr. Cone noted new wording was added to the Vestry Covenant. This new wording is located on the first sentence under the Responsibility and Commitment section.

**MOTION: Oliver Cone moved that the Vestry adopt the revised Vestry Covenant, as distributed to the Vestry with the February meeting materials. Mark Ramsay seconded the motion, and the motion carried.**

The meeting adjourned at 8:17 pm.

Respectfully submitted,

Elizabeth Nicodemus  
Clerk to the Vestry

**Upcoming Events**

- Next Vestry meeting – Tuesday, March 23 at 6:30 p.m.
- Worship Services available:
  - Weekdays – Daily office: 8 a.m., noon, 6 p.m., 9 p.m.
  - Saturday – Daily office: 8 a.m. and 9 p.m. (live on Facebook)
  - Sundays – Live Streaming (Facebook and YouTube) service at 9 a.m.; outdoors in-person service (with REALM registration) at 11:30 a.m.
  - Sunday Children's Chapel – 9 a.m. on Zoom through June 27<sup>th</sup>
- Communion pick-up (9 a.m. – 11 a.m.) and distribution – March 6<sup>th</sup> for March 7<sup>th</sup> at 9 a.m. live streamed service

- Children's Sunday Faith Formation (K through 5<sup>th</sup>) - 10 a.m. – 11 a.m. February 21<sup>st</sup> through May 9<sup>th</sup>
- Sunday Youth Formation (6<sup>th</sup> through 12<sup>th</sup> grade) - 10:15 a.m. – 11:15 a.m. through May 30<sup>th</sup>
- Sunday Adult Formation – What's Happening on the Cross 10:15 a.m. – 11 a.m. February 21<sup>st</sup> through March 21<sup>st</sup>
- Lent and Easter in Community – Wednesday 7 pm – 8:30 p.m. February 24<sup>th</sup> through May 19<sup>th</sup>
- Children's Lent in a Bag series (K through 5<sup>th</sup>) - Wednesday 6:30 p.m. – 7:30 p.m. through March 24<sup>th</sup>
- Youth Lent in a Bag series (6<sup>th</sup> through 12<sup>th</sup> grade) - Wednesday 7:00 p.m. – 8:30 p.m. through March 24<sup>th</sup>
- Disciple Bible Study – Thursdays 6:30 p.m. – 8:00 p.m.
- Seniors High Tea – Wednesdays 3:30 p.m. – 4:30 p.m.
- Diaper Drive for Vogel Alcove – through February 28<sup>th</sup>
- Outreach Grants Requests due to Jim Kirkman by February 26<sup>th</sup>

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