



Vestry Minutes

Episcopal Church of the Transfiguration

September 28, 2021 – 6:30 p.m.

Location: Parlor, Episcopal Church of the Transfiguration

Approved by the Vestry October 26, 2021

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

Vestry members not in attendance:

Others in attendance: Casey Shobe+, Rector; Ted Clarkson, Curate for Pastoral Care and Outreach; 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 (via conference call); and T.J. McCoy, Director of Communications; and Allison Blalock, Director of Children's Ministries.

1. Opening Prayer: Jodi Dalton led the Vestry in the prayer:

Father;

Thank You for every seat that has been filled here, today. For each mind and heart that fills the presence of this room, we thank You. Only You truly know what we are setting out to accomplish today. We have an idea, a vision, hints, and daily instructions. We have talents, abilities, and time to work. However, only You can see in perfect detail the end of every beginning. Every project, every season, every life. Nothing is ever in vain, for even mistakes and missteps are used for good.

Your righteousness transcends all our efforts and understanding. Forgive us our pride. The pride that puffs us up and the pride that threatens to unqualify us. Strengthen our confidence in who You have made us to be. Set us free from comparison in order to work together efficiently.

Bless this meeting today, all those present, as well as the lives of those we will encounter afterward.

Ready us to make every moment count. In Jesus' Name, Amen.

2. Formation: The Rev. Casey Shobe led the Vestry in a discussion of James 1:17-27

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 August 24, 2021, Vestry meeting. Jodi Dalton seconded the motion, and the motion was approved unanimously.

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

- a. Dave Monaco reported on the enrollment of PES for the 21-22 school year (1,150 children are enrolled at PES, both campuses).
- b. To date, a handful of COVID-19 cases have been reported. PES staff, children and families are complying with the COVID-19 protocols PES has in place.
- c. Mr. Monaco shared that this school year feels more normal, and the children and staff are using the campuses in more routine ways this school year.
- d. Mr. Monaco reported that in celebration of its 50 years, PES is promoted a day of service on Saturday, September 18. Additionally, the grand opening of the Noble Family Performing Arts Center was a tremendous success.
- e. Final designs for the playground located on the Hillcrest campus are expected soon. The cost is estimated to be \$1,200,000.
- f. Mr. Monaco reported that the PES Board of Trustees has approved the lease agreement between PES and Transfiguration. Mr. Monaco thanked the Vestry for their time tonight to review and approve this agreement.

6. Treasurer's Report: Allison Murphy, Treasurer

- a. 2021 YTD Surplus is \$52,485 vs. (\$36,876) budgeted (\$89,361 favorable difference)
- b. 2021 August Financials (YTD):
 - i. Revenues are \$1,366,295 vs. \$1,303,410 budgeted (\$62,885 over budget).
 - ii. Expenses are \$1,313,810 vs. \$1,340,286 budgeted (\$26,476 under budget).

7. Capital Campaign, Robbi Dietrich, Chair

- a. Robbi Dietrich reported that the capital campaign exceeded its goal by \$459,466 in pledges. To date, the campaign has collected \$2,200,000. This is wonderful news and Transfiguration should celebrate the generosity of its members.
- b. Ms. Dietrich noted there is still work to be completed. The pledge collection timeline is five years. Additionally, the campaign needs to follow-up with asks to one-time pledge givers as well as those who have not decided about participating in the campaign.
- c. Ms. Dietrich thanked the Kirkmans and Teeples for their wisdom, insight, and leadership during the campaign. Over 50 capital campaign volunteers completed more than 250 telephone calls and 250 personal visits.
- d. Ms. Dietrich shared that the campaign will be utilizing a Campaign Continuation Committee. This committee will be responsible for following up with the 400 households that have not made a campaign commitment, as well as collecting the pledges (five years to fulfill the pledge).
- e. As the campaign transitions toward collecting pledges, it has the responsibility to be transparent with monies collected and projects being completed.

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

- a. Robin Caldwell reviewed the BFA report from the September meeting.
- b. Ms. Caldwell reported that Allison Murphy tweaked the previously revised 2021 hybrid budget, which now shows a deficit of \$132,121 rather than \$170,471. Transfiguration received \$262,357 in a forgiven PPP loan in 2020. With this \$132,121 deficit and given that \$50,000 of these PPP funds were transferred to the Sabbatical Fund, Transfiguration has utilized 62% of the remaining \$212,357.
- c. The 2022 budget reflects expenses at \$1,974.164, a 3% reduction from the revised 2021 budget, but 6% higher than 2020 actual.

- d. BFA noted that Transfiguration will continue to operate as a hybrid church (both in-person and streaming congregations). A hybrid operation involves more expense. BFA finds that Transfiguration will need to raise 12% more in its upcoming Stewardship campaign to offset the costs associated with the hybrid church model.
- e. Ms. Caldwell reported that Transfiguration will be purchasing a drop-safe for the Sacristy. This purchase follows the recommendation made by the 2020 Audit.
- f. Kristin Cutts reported that the Nominating Committee met to review and select the Vestry slate. Ms. Cutts also reported that the Vestry has only received ten Diocesan applications. The goal is to have 12 applicants (two individuals for each of the six positions). Ms. Cutts has asked for additional names, as many individuals have declined this opportunity.

9. Mission & Ministry: Mason McCamey, Chair

- a. Mason McCamey shared that M&M continues to hear presentations by various ministries. However, M&M is reviewing the frequency of the presentations. M&M wants to individualize for each ministry to ensure that presentations and check-ins are meaningful.
- b. Mr. McCamey reported on progress made on the Archival Project. The quote received by M&M to digitize and store the documents (for one year) is \$10,000. Going forward, it will cost Transfiguration \$3,000 per year to store the documents. They are awaiting bids from two other companies. T.J. McCoy noted that he has contacted a library science professional to inquire about the Archival Project. Mr. McCoy also shared that there is a grant available through the Episcopal Church for this type of project.
- c. Mr. McCamey provided an update on the Racial Justice Ministry (RJM) visioning workshop. It was well attended and the RJM is organizing into a steering committee whereby three members would rotate on/off every three years. The Rector shared that RJM will think critically about its next steps. RJM seeks to focus on relationship building that promotes interactions with outside communities, education, and engagement for community change.
- d. Linda Horton chaired the Connections Committee meeting.
- e. Ms. Horton reported that the name tag initiative is progressing well. To date, 427 name tags have been requested.
- f. Connections continues to work with members to help them in their interactions with Realm.

10. Buildings, Grounds, & Technology: Jodi Daton, Chair

- a. Jodi Dalton reported that BGT continues to make progress on various projects.
- b. Bracken Reece has been exploring the possibility of substituting Tesla tiles for the slate tiles on the main church roof. Tesla tiles mimic the look of slate, however, use of these tiles will require the installation of a Tesla battery storage system. To date, there are no Tesla tiles available. BGT notes that this project warrants serious discussion as to whether reroofing of the main church roof can be postponed.
- c. BGT continues to monitor progress on the Roper Kitchen remodel. The preliminary plan received from Pasco did not incorporate the extra space hoped to be captured from the storage space. Ms. Dalton and Peggy Kwoka reviewed a revised plan with Pasco. A few minor modifications were needed and when finalized the plan will be shared with various stakeholders for comment. BGT is awaiting a contract proposal from the Beck Group to cover the necessary architectural and engineering services which will comprise the next step in the process.
- d. Ms. Dalton reviewed the capital campaign projects handout. The following projects have been scheduled: replace fence and retaining wall along west property line; patch holes, seal cracks, and restripe the entire parking lot and rework tree wells; and remove metal canopy over walk at Youth Center.
- e. Scott Daniels updated Vestry on the progress of the Safety and Security Plan. This plan will closely follow the Rector's plan. Mr. Daniels noted that Transfiguration needs to identify individuals within its membership that have backgrounds in emergency management and that a sub-committee of BGT needs to be established. This sub-committee can create detailed plans and implement necessary training for key areas of safety and security.

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

- a. The Rector reviewed the Stewardship campaign with Vestry. The theme of the 2021 Stewardship campaign is belonging. The Rector reiterated the findings of BFA, whereby Transfiguration will need to raise 12% more in its upcoming Stewardship campaign to offset the costs associated with the hybrid church model. Intentional communications explaining the need for an increase in stewardship pledges will be created.
- b. The Rector reported that Fig Fest will be celebrated on Sunday, October 31. Two services will be held on Sunday.

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

- a. Oliver Cone presented the PES lease for renewal by Vestry.

MOTION: Oliver Cone moved that the Vestry accept and approve the renewed, amended, extended, and restated church facilities lease agreement. Robbi Dietrich seconded the motion, and the motion was approved unanimously.

- b. Mr. Cone presented an ordination support letter for Meghan Mazur. This letter was signed by Vestry members present at the meeting.
- c. Thank you notes were assigned to Vestry member.

Executive Session during the Vestry meeting:

The Sabbatical Committee presented proposed updates to Transfiguration's policies and procedures related to Sabbaticals.

MOTION: Rosemary Luquire moved that the Vestry accept the Sabbatical Committee's updates for Clergy and Lay Staff sabbaticals, as well as the addition of paid leave for operational/administrative staff and the opportunity for a grant to acquire job-related skills. Mark Ramsay seconded the motion, and the motion was approved unanimously.

Rosemary Luquire presented two sabbatical requests for 2022.

MOTION: Rosemary Luquire moved that the Vestry approve the sabbatical plans for both The Rev. R. Casey Shobe, D.Min., Rector and Joel Martinson, Director of Music and Organist. Linda Horton seconded the motion, and the motion was approved unanimously.

The meeting adjourned at 8:42 p.m.

Respectfully submitted,

/s/ Elizabeth Nicodemus

Elizabeth Nicodemus
Clerk to the Vestry

Upcoming Events

- Next Vestry meeting – Tuesday, October 26, 6:30 p.m.
- Episcopal Diocese of Dallas Convention – Friday, October 1 from 8 a.m. - 4 p.m.
- Transfigured Nights: Mendelssohn...And More – Monday, October 4 from 7:30 p.m. - 9 p.m.
- 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
 - Christian Community with the Corinthians – Sundays 10:15 a.m. - 11 a.m. (Roper Hall & Zoom)

- The Wired Word - Sundays 10:15 a.m. - 11 a.m. (Parlor & Zoom)
 - 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 September 28, 2021, Vestry Meeting:

MOTION: Rosemary Luquire moved to adopt the minutes of the August 24, 2021, Vestry meeting. Jodi Dalton seconded the motion, and the motion was approved unanimously.

MOTION: Oliver Cone moved that the Vestry accept and approve the renewed, amended, extended, and restated church facilities lease agreement. Robbi Dietrich seconded the motion, and the motion was approved unanimously.

MOTION: Rosemary Luquire moved that the Vestry accept the Sabbatical Committee's updates for Clergy and Lay Staff sabbaticals, as well as the addition of paid leave for operational/administrative staff and the opportunity for a grant to acquire job-related skills. Mark Ramsay seconded the motion, and the motion was approved unanimously.

MOTION: Rosemary Luquire moved that the Vestry approve the sabbatical plans for both The Rev. R. Casey Shobe, D.Min., Rector and Joel Martinson, Director of Music and Organist. Linda Horton seconded the motion, and the motion was approved unanimously.