

Vestry Minutes
Episcopal Church of the Transfiguration
May 22, 2018
7p.m.—Vestry Room
Approved by the Vestry as Amended June 26, 2018

Vestry members in attendance: Frank DeLizza, Betsey Hardman, Nancy Jagmin, Sheila Runnels MacLennan, Bart Stockton, Paul Sternweis, Bob Button, and Evan Williams

Others in attendance: Casey Shobe +, Rector; Rebecca Tankersley +, Associate Rector; Joel Martinson, Director of Music; Allison Murphy, Treasurer; Peggy Kwoka, Clerk; Sophie Lowrance, Parish Administrator; Liz Kerner-Wyse; Cindy Hauser, and Meghan Mazur, Administrative Assistant.

Excused Absences: John Donaldson, Julia Trizzino, Roy Heller, and Liberty Ford

1. Opening Prayer: Bob Button led the Vestry in the following prayer:

Heavenly Father, we come to you today asking for your guidance, wisdom, and support. Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of our community. Fill us with your grace, Lord God, as we make decisions that will affect all here at Transfiguration. And continue to remind us that all that we do here today, all that we accomplish, is in service both to our parish and for your greater glory. We ask these things in the name of the Savior, Jesus Christ the Lord, Amen.

2. Mother Rebecca Tankersley was introduced to the Vestry.

3. Formation: The Rector led the Vestry in a discussion of Romans 12:9-21 from the New Revised Standard and The Message.

4. Enthusiastic Episcopal Evangelist (EEE): The Vestry shared their evangelistic experiences since the last meeting.

5. Adoption of Minutes: Peggy Kwoka, Clerk. **MOTION: Paul Sternweis moved to adopt the minutes—March 20, 2018—as amended. Evan Williams seconded the motion. Motion carried.**

6. Treasurer's Report: Allison Murphy, Treasurer.

a. Total income year-to-date is \$749,947 and total expenses year-to-date are \$734,602.

b. We have only collected \$4,000 from prior year fulfillment, which is behind previous year and behind budget.

c. A variance for expenses is casualty and property insurance, which is paid annually (\$59,000 vs. \$65,000 last year). The difference is because of Workmen's Comp insurance that was all paid in March last year, but which is paid monthly this year.

- d. The exchange special events will be zeroed out in May (rather than April as previously stated) after it is paid.
 - e. The outreach checks will hit the expenses in May.
7. Budget, Finance & Administration: Bob Button, Chair.
- a. Revenue – Total revenue through April is below budget by (\$16,569), with prior year pledge fulfillment continuing to be the most significant factor. Current year pledges are \$5,873 above budget year to date.
 - b. April expenses were (\$22,799) over budget, with PES Plant Staff reimbursement (\$14,969) and Preventative Maintenance (\$7,069) being major factors. The committee will review the PES reimbursement account to ensure payments are properly received and accounted for. There is a significant positive variance in insurance and they will review to determine if this is a timing or permanent difference. The committee will also continue to monitor accounts that are significantly over budget, including Pastoral Care and Contract Labor which are over budget for the entire year.
 - c. At the request of the Rector, the Committee will review restricted account 8533 – Sabbatical Fund with a current balance of \$28,388, and whether its purpose and usage could be expanded to include other items, such as payments for family leave.
 - d. The committee will review the building usage form to ensure it properly addresses and states clearly the time parameters as well as setup and breakdown of the room(s).
 - e. **MOTION: Approval of \$31,384 for Mother Rebecca’s housing. Motion by Bob Button and seconded by Evan Williams.**
8. Building, Grounds & Technology: Liberty Ford, Chair.
- a. Security task force to meet this month. A Chair who has experience with either security or facilities is needed. This committee will consider proposed security measures, from a wall around the Hillcrest campus (unlikely) to gate control, cameras, and additional police.
 - b. Earth Day was held successfully. Electronics recycling and John’s veggie garden were featured, along with higher thermostat settings, no bulletins, no coffee, and no lights. The committee is starting to plan for next year.
9. Mission & Ministry: Julia Trizzino, Chair.
- a. Parish Council meeting was well attended. Topics included Safe Church Training.
 - b. The Master Calendar for Outreach was well received.
 - c. The Pastoral Care Summit (a meeting of all Pastoral Care Ministries) is being considered.
 - d. Bill Edwards and Nancy DeStefano discussed opportunities for Welcoming Ministries
 - e. Ellen used to send the names of newcomers to all the ministries. They are going to try to incorporate that back into the Welcoming process.

- f. Steering committee for Welcoming Ministries. They want to find a way to track people through engagement.
- g. Outreach focus on at-risk and needy children.
- h. Holy objects inventory is continuing, including who gave various objects to the church.

10. Rector's Report: The Rector and Sophie Lowrance, CAO.

- a. Staffing:
 - i. It was heartwarming to see the church's response to Shea Gilliland's decision.
 - ii. Starting May 1, Mother Rebecca began in her ministry.
 - iii. Nancy DeStefano was welcomed to the staff.
 - iv. We have three candidates for Youth Ministry, Welcoming Ministry, and Outreach. Father Casey hopes to find someone by the end of July.
 - v. We are also hiring an office assistant.
 - vi. An attendance update for January through May 20 was reviewed.
 - vii. Chris Thomas' ordination and Chris Rodger's ordination to the diaconate were discussed.

11. Warden's Report

- a. We closed out 2017. The net gain of \$116,175.44 was distributed to the Chapel, capital maintenance, and the Vestry Operating Fund.
- b. Capitol Discernment committee reviewed the surveys that were given to the heads of ministries. Workshops are planned for July to get out into the parish further. Ministries are getting by. Kitchen and sacristy are needing improvements. Chapel was mentioned. Children's ministry had many ideas for improvement. Storage was a big issue that was brought up. Staging areas.

12. Compline.

Meeting adjourned at 9:15pm.

Upcoming Events:

- 5/27 Newcomers Brunch
- 6/3 EMF Fish Fry
- 6/5 - 6/16 South Africa Pilgrimage
- 6/11 - 6/15 Vacation Bible School
- 6/26 Vestry Meeting

Respectfully
submitted,



Peggy Kwoka
Clerk of the Vestry

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