



Vestry Minutes

Episcopal Church of the Transfiguration

October 27, 2020 - 7:00 p.m.

Location: Virtual Meeting using Web Conferencing

Approved by the Vestry November 17, 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+, Allison Murphy, Treasurer; Peggy Kwoka, Clerk to the Vestry; Cindy Hauser, Director of Children's Ministries; Sophie Lowrance, Parish Administrator; Anne Schmidt, Director of Evangelism and Welcoming Ministries; Dave Monaco, Head of School, Parish Episcopal School; and Dana Jean, Director of Youth Ministries and Outreach

1. Opening Prayer: Frank DeLizza led the Vestry in the prayer:

Dear Lord: Recognizing that we are living in divisive times we ask that you help heal our hearts so that we as a congregation may love and serve you, despite our differences. That we may use those differences to understand each other, and to work together for the good of your church and your people. We pray that all people, no matter what their political or social opinions, may turn out and exercise their right to vote, and that, regardless of whether we agree with the outcome or not, all of us will work hand in hand for justice, peace and unity for all of our fellow citizens, and that we may seek to understand, learn from and accept different points of view. Amen

2. Formation: The Rev. Casey Shobe led the Vestry in a discussion of Hebrews 12:1-2.

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

MOTION: Rosemary Luquire moved to adopt the minutes of the September 22, 2020, Vestry meeting. Robin Caldwell seconded the motion, and the motion carried.

4. Enthusiastic Episcopal Evangelism (EEE): The Vestry shared their experiences since the last meeting. Father Casey discussed the "Sharing our Story" series and invited the Vestry to attend.

5. Parish Episcopal School: Dave Monaco, Head of School

- a. The trustees are busy at work. They are working closely with Casey on determining a person to sit on the board.

- b. The school finished an employee survey. It has been a successful trimester, but they are working on sustainability. They have only had one case in their community (a primary student who is back). They will continue to work on community wellness.
 - c. They are offering athletic activities and arts (executed outside).
- 6. Vestry Covenant Review:** Julia Trizzino and the Vestry
The Vestry read through and discussed the Covenant.
- 7. Treasurer's Report:** Allison Murphy, Treasurer
- a. Current year revenue is ahead of the 5-year average by 3.5% and ahead of 2019 by 0.3%.
 - b. Non-pledge giving is behind 22% vs. last year and 8% vs. the five-year average because there have been no in-church services since March.
 - c. 2020 Financials (YTD)
 - i. Revenues are \$ 1,380,590 vs. \$ 1,476,969 budgeted (\$96,379 under budget).
 - ii. Expenses are \$ 1,339,093 vs. \$1,481,867 budgeted (\$142,775 under budget)
- 8. Budget, Finance & Administration:** Robin Caldwell, Chair
- a. Endowment approved \$13,700 in grant requests.
 - b. Sophie received a form from the bank for the Paycheck Protection Program (PPP) loan forgiveness program with a caveat that she should not complete it because there may be a simpler submission later. We are still well within the timeline for submission,
 - c. The 2021 budget – Realm has the capability for the pledging member to add on 3% to pay the church fee for credit card transactions (which will still be tax-deductible).
 - d. The church has never had a real audit. James Jordan, an Episcopalian with excellent credentials, can provide a full audit for an additional \$6,500. The church will plan this audit for 2021.
 - a. The church has received a bequest for \$80,000 from a Parishioner who tithed part of their estate to the church (for which we will have to pay taxes). We also received a corporate match for a gift. The church should remind parishioners of bequests (and tithing estates) as well as corporate matches and donor-advised funds.
 - b. Campaign Report (Sophie): We have received 203 pledges for \$1,038,000 to date. There are 252 pledges pending. We need to reach out to the 252 plus households. Some Parishioners did not receive pledge packets. We will need to do active and robust follow-up work. The church had 19 new pledges and 70 increases in pledges.
 - c. **Nominating Committee:** Rosemary Luquire – Nominees have been announced. Elections will be performed digitally. TJ McCoy sent out a postcard to everyone eligible to vote, and there will be a web link to vote. People can request a paper ballot. TJ will also provide the information in the e-news. Julia Trizzino requested that we close the loop with the dioceses and let them know what we decided to do.
- 9. Mission & Ministry:** Mason McCamey, Chair
- a. The Connections Committee discussed two good ideas: connecting new members to an existing member as a “buddy” and having a spotlight on a different ministry each month and share that each month with a Q&A. Connections assisted Anne Schmidt with Fig Fest. Anne said that everything went well and everyone had a good time.
 - b. The committee is working on getting our parish-wide outreach workshop set up. It will include people from other organizations that have outreach (like EMF and St. Hilda’s). The purpose is to

understand how we can emotionally engage with the whole Parish, emphasizing the discipleship aspect. The proposed date is Saturday, December 5.

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

- a. The security camera system is installed and working
- b. Cameras in the sanctuary have had some problems – but they are working on them. They will need a better internet connection. Bracken is obtaining quotes.
- c. There was some discussion about whether Parrish Episcopal School could benefit from the improved internet connection.
- d. They will start putting the sunshade in place as soon as the church has permits from the city of Dallas.
- e. The roof replacement is complete on the South Building and Roper Hall. The Fire inspection is complete in Bldg. A.
- f. Jodi Dalton has been working with Bracken on the Parlor repurposing. Most of the furniture is there, and slipcovers have been ordered. Jodi is waiting for Bracken to get quotes on the concrete work to be done on the patio. Jodi met with Bill Evans, and she showed him what we are proposing to accomplish (in the range of \$25,000). They will propose to Endowment for funding once they have two or three bids. Dana Jean and Ms. Dalton have found outdoor chairs (20 at \$65 each). They won't buy tables at this time.
- g. Frank DeLizza mentioned that they received the grant from Endowment for the altar.
- h. Safety and Security Subcommittee – Sheila Runnels MacLennan: Ms. Runnels MacLennan is working with TJ McCoy on writing up the security plan. It should be coming to the Vestry sometime between now and January.

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

- a. We are offering in-person worship on the lawn, and it is going well. It will not work well on Saturdays outdoors because it will be dark.
- b. The reopening task force met and looked at what it would take to have services indoors. They are thinking of having 50 or fewer people, masked, with registrations, with music of some kind (perhaps a hymn), and it would start in early November. Assigned seating positions (cushions on pews or round discs) would assure distancing. The question was asked how we will get them in and out appropriately distanced, and the response was that they will come in the same door, and we will ask them to honor our protocols. Jodi Dalton mentioned that there had been some concerns about reduced social distancing at Fig Fest. Rosemary Luquire suggested we consider how people leave (so they don't all leave at once). Ms. Dalton is concerned that it could be exclusionary of those with higher risk. Scott Daniels suggested we have disposable masks available. Sheila Runnels MacLennan suggested that we have plans for spacing people coming in. We could resume it no earlier than November 15. *
- c. Sharing our Story has been a successful program and has met its goals at making more comfortable and confident evangelists.

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

N/A

The meeting adjourned at 8:29 p.m, and the Vestry met for an Executive Meeting.

*Following the Vestry Meeting, The Rev. Casey Shobe spoke personally with Dr. Allison Liddell, Infectious Disease Specialist at Texas Health. She had previously provided invaluable information to Parish Episcopal as they reopened

this Fall. Due to the increasing numbers being experienced this Fall, she advised against beginning in-person worship indoors at this time. The Rector shared this information with the Vestry, and they agreed it was best to wait to hold indoor services.

Respectfully submitted,



Peggy Kwoka
Clerk to the Vestry

Upcoming Events

- Services available live on Facebook:
 - Weekdays – Daily office: 8 a.m., noon, 6 p.m., 9 p.m. o Saturday – 8 a.m. and 9 p.m.
 - Sundays – Worship at 9 a.m. (Outdoors in person with REALM registration or recorded, but community can view at the same time), 9 p.m.
- Private devotion slots available Tuesday, Thursday and Sunday each week (sign up on REALM)
- Communion (delivery and Zoom), Nov. 1, 5 p.m.
- Sharing Our Story, Sundays at 10:15 a.m. via Zoom
- Disciple Bible Study, Thursdays (through June 2021) 6:30-8:30 p.m.
- Makes Me Wanna Holler: Race in America, Wednesdays, 7:00-8:15 p.m.
- Evensong for All Souls Day, November 2, 7:00-8:00 p.m.

MOTIONS:

MOTION: Rosemary Luquire moved to adopt the minutes of the September 22, 2020, Vestry meeting. Robin Caldwell seconded the motion, and the motion carried.