



St. David's Episcopal Church and School
July 17, 2019
Vestry Meeting Minutes

Attending: Rev. Will Packard, Ken Courter, Conrad Jones, David Sheatsley, Mike Martino, Chris Broadbent, Buz Price, Colgate Salomon, Kondoh Greaves and Tabatha Bragg. Also attending: John Mellish, Allan Steed, Liz Whitlock, Marilyn Tracy, Jae Mitchell, Maureen Carey, Carol Bonifant, Ginny Fecteau.

Fr. Will led the Vestry and other attendees in a group prayer over Ken Courter, who encountered serious health issues while on a trip to Russia, giving thanks for his recovery, the care that doctors and nurses provided in caring for Ken, Ken's wife, Barbara, and the safe journey home.

The opening prayer was led by Carol Bonifant.

Sr. Warden Buz Price called the meeting to order at 7:00pm.

Parishioner Comment Period – Parishioners

- Ken Courter expressed his gratefulness for the prayers sent his way during his illness.
- Ken also distributed copies of the July/August edition of Ashburn Magazine, which contains a human interest spotlight of Rector Rev. Mary Kay Brown and an article celebrating the 50th anniversary of Broad Run High school (aka "Cornfield High") written by Cort Jones, son of Conrad and Janie Jones.

Administrative Items

Decision: Approve July 17, 2019 Agenda – Buz Price

Motion: Move to approve the July 17, 2019 Agenda as presented.
Motion seconded and approved.

Decision: Approve June 15, 2019 Minutes

Motion: Move to approve Vestry meeting minutes.
Motion seconded and approved with previously submitted changes.

Discussion: May 2019 GM and Trustees Reports - Allan Steed

- Allan Steed mentioned that the June Vestry meeting was the first meeting held in the new modular unit.
- Allan and Liz Whitlock were thanked for all work related to the headstone for Fr. Emmanuel Johnson and noted how beautiful it is.
- Jae Mitchell asked about the thermostat setting for the modular unit, asking if the temperature needed to be set at a constant 74 degrees when the unit is not in use or if the air conditioning could be turned off when not in use to save money on utilities. Liz Whitlock noted that food is now stored in the unit for Backpack Buddies, so it is necessary to maintain a certain temperature to avoid having the food spoil.

Discussion: Treasurer’s Report

- John Mellish provided an overview of the report and responded to general questions.
- Conrad Jones asked if, now that we are half way through the calendar year and, therefore, have six months of data, if it is possible to estimate what the budget will look like at the end of the year. John noted that parishioners tend to “play catch up” on their pledges beginning in the fall, often resulting in improvement in the budget situation.
- Chris Broadbent noted that, at the halfway point, we are a little ahead compared to last month’s financial report and feels more comfortable than he did last month.
- Conrad expressed that he is still in “alarm mode” but grateful that expenses are well below budget.
- Buz Price asked John Mellish if he and the Finance Committee could conduct and present a year-end projection based on where we stand and past trends for the next Vestry meeting. Colgate Salomon asked if this projection could take into account past year’s trends in giving during the fall.
- Mike Martino mentioned that the “What it Costs” poster has been placed in the narthex, allowing parishioners to see what it costs to maintain St. David’s, along with expected additional expenditures for facility upkeep.

Motion: Move to approve Treasurer’s Report.
Motion seconded and approved.

Discussion: Diocesan Pledge/Drive – Sr. Warden

- The discussion focused on the \$12,500 line item in this year’s budget to meet St. David’s pledge to the Diocese of Virginia.
- Buz Price presented a resolution designating August as “Diocese Loyalty Month” in which special offerings would be collected to fulfill our obligation.
- There was extended discussion about the resolution and pledge and how to best approach parishioners to make them aware of the special offering. Comments are summarized here:
 - Message about the pledge and what St. David’s gets in return from the Diocese;
 - Since the pledge was already in the budget as presented to parishioners, we would need to explain why the special request is needed;

- Ensure that all parishioners are aware of the request by going beyond Ministry Minutes and “Life” heard/read by parishioners who are present at services using Happenings and social media;
- It is important for St. David’s to fulfill its pledge, even if the budget is running a deficit;
- Need to contact the Diocese for information on how the Diocese supports St. David’s and other churches;
- If we make a special request for the Diocesan pledge, what would prevent the Vestry from making special requests for other budget line items;
- The Diocesan pledge is the only “external” line item contained in the budget;
- Concerns were expressed about parishioners supporting the request and the potential negative impact it may have on their regular pledges and financial contributions;
- For 2020, pay the Diocesan pledge up front to get it off the table;
- Liz Whitlock pointed out that the amount we owe the Diocese is not \$12,500, since we have been paying the Diocese \$865 each month for a total of \$5,190;
- A motion was made to pay off the balance by paying the Diocese \$1,800 per month over the next four months (the motion was later withdrawn);
- Given the additional information regarding the status of our pledge payments to date, action regarding the pledge was tabled until the next Vestry meeting.

Rector’s Report – Rev. Will Packard

- Celebrated Eucharist at Lansdowne Woods and Falcon’s Landing.
- Had VBS onsite and served as Starship commander for a day.
- Had two deaths, Jean Brenner and Frances Wolfe. Services for Jean will be in NJ and Frances’ service is this Saturday.
- Attended Coffee Connect and thank you again to the Martin’s for hosting.
- Went on Reach Mission Trip to Uniontown, PA. Great program and experience.
- While on Reach, I am able to get to know adults and kids better in a week than in a year regularly. We also held a Eucharist there.
- Before leaving on the Reach trip, consumed some amazing steak and had fellowship at the Brotherhood of St. Andrew B4 event.
- Celebrated Margaret Mercer’s Birthday at outdoor service. Thank you to everyone who was involved. I know we wanted more attendance, but I consider it a success!
- Went on Vacation to OBX. Had a blast. Was just as (un)successful with fishing this year.
- Finalized arrangements for supply clergy to fill in while on vacation. Our original Sunday supply clergy had to back out due to accepting new position. We thank Fr. Packard and Fr. Reddimalla for their service and help.
- Held renewal of wedding vows service for Carol and Bern Bonifant.
- As usual, Maureen and I fielded a number of requests for assistance at the office.
- Held Youth Group setup for VBS.
- Held a Sustainable Youth Committee meeting.

- Staff worked tirelessly last week to organize and clean. They really went above and beyond. Take a look at the vesting room, the sanctuary, shelves in the parish office. Things are labeled and amazing!
- I continue with my work on Committee on Priesthood and have a new contact who I will mentor.
- David Sheatsley provided an overview of the results from the Sunday school survey, which indicated:
 - Extremely high interest in re-establishing a formal Sunday school program;
 - At least 23 parishioners indicating interest in teaching Sunday school;
 - A fairly large pool of potential Sunday school students based on their parent's response to the likelihood of their children attending Sunday school;
 - Of the five options presented in the survey pertaining to when Sunday school should be held, "between services" and "during the 9am service" both ranked high – 66% and 60%, respectively;
 - Chris Broadbent noted that Sunday school used to be offered during the early service and reflected on the excitement when children returned to join their parents in time for communion and would like to see a return to this format;
 - Buz noted that this option was not off the table, but would require significant changes to the current liturgy;
 - David noted that he had met with Karen Knox for more than two hours the prior week, with Karen providing names of individuals who would likely be willing to serve on a team to study reasons for the consistent decline in attendance for the 9am service;
- David said that he would share the names of these individuals with Fr. Will and the Senior Warden before approaching them to participate in the analysis

Coming Up:

- Worked with Becoming Beloved Community (Racial Reconciliation) on "Food for the Soul" event to be held on September 29, 2019.
- Funeral for Frances' Wolfe on Saturday
- Wedding on July 27th.
- We have Messy Church coming up this Friday.
- Lansdowne Woods Eucharist is tomorrow morning and Falcon's Landing is next Wednesday.

New Business

Discussion: "Wonder in All" Stewardship Campaign 2019 – Jr. Warden

- David Sheatsley noted that he had prepared a document to aid the Vestry in establishing goals for the 2020 stewardship campaign and would share the document once it had been reviewed by Fr. Will and Buz Price. In summary, the goals would be based on

percentage increases in pledge unit and/or monies pledged over 2019 levels rather than on the total operating budget and achieving 100% pledge rate.

- Plans are to share this information with Ricky Barker and the Stewardship Committee.

Discussion: Fundraising Event Details – Mike Martino

- Mike Martino presented plans to hold a “Sunday Fun Day” event at TopGolf on September 29th for the purposes of:
 - Generating revenue towards the \$25,000 fundraising line item included in this year’s budget;
 - Bringing the congregations of the three services together as one;
 - Providing a springboard for future events, which could include sponsors and, therefore, greater revenue potential.
- The preschool had been approached and POPS agreed to promote the event.
- It was suggested that child care be provided for families with young children to allow parents to have a “parent’s night out.”
- Mike provided a financial statement for the event indicating possible costs and potential revenue for the church and preschool and noting that TopGolf requires a non-refundable deposit of \$750 to reserve the date.

Decision: Approve the TopGolf event and payment of deposit.

Motion: Move to approve the September 29th TopGolf event and payment of the \$750 deposit.

Motion seconded and approved.

Discussion: Official name of Trailer –Sr. Warden

- Buz Price read a resolution that “The St. David’s Episcopal Church building located north of the main church building and known by various names (i.e., Mod Pod, Trailer, Temporary Building, Gray Building and Doublewide) be hereby named the “Annex.” This is done to lessen confusion and to more effectively communicate the location of various scheduled events to be held in said building.”
- Buz noted that “annex” is often used to describe temporary structures.
- Buz was asked how long the “annex” might be in place and he responded that it could be five years. Fr. Will noted that Boslaugh Hall was initially constructed as a temporary structure.

Motion: Move to name the new modular unit as the “Annex.”

Motion seconded and approved.

Spiritual Discussion: Fr. Will

Old Business

Discussion: Spiritual Space – Chris Broadbent and Colgate Salomon

- Colgate Salomon and Chris Broadbent presented their top three options for the proposed Outdoor Spiritual Space project. They will post all of the options in the Dropbox for Vestry members to review and consider.
- Chris asked when there might be a go/no go decision based on available funds. Buz Price responded that he would know more by next month's Vestry meeting.

Discussion: Planned Giving – Ken Courter

- Ken Courter reported that Liz Whitlock had had several conversations with potential donors.
- He reminded the Vestry that this is a long-term program.

Discussion:

Welcome/CONNECT – Tabatha Bragg

- Tabatha Bragg commented on the most recent Coffee CONNECT and how great the event was.
- She commended Donna and Philip Martin for their work.

Communications – Kondeh Greaves

- Kondeh Greaves remarked that she was having difficulty in helping to establish a Communications Committee and had, unsuccessfully, reached out to the Chair of the Committee.
- Buz remarked that he has had similar issues and will get together with Kondeh.

Open Discussion

Ken Courter commented on the following items:

1. Inova Blood Drive: Inova had gotten in touch with Ken about the possibility of holding a blood drive at St. David's to meet a major need for blood. A blood drive will be held on August 31st and September 1st in the St. David's parking lot.
2. Yard Sale: Ken remarked that he had received no feedback/interest in his plans to hold a yard sale at St. David's as a fund raising event. He is going to fill out the Fundraiser Request Form and seek approval from the Fundraising Committee and the Vestry.
3. Pew Cards: Asked about the status of proposed pew cards for visitors to fill out and hand in.

4. “Get Fit”: A proposed fundraising program based on one of the members of the Brotherhood of St. Andrew who has walked at least three miles every day for more than five years. Ken will complete the Fundraiser Request Form and submit for approval.

Vestry members read, in unison, the prayer Carol Bonifant had prepared for the close of the meeting.

Adjournment – Sr. Warden Buz Price adjourned the meeting at 10:05pm.

Respectfully submitted:



David Sheatsley
Junior Warden

July 19, 2019



St. David's Episcopal Church & School June 2019 Financial Update

- For the month of June, total income was 17% below budget. YTD total income is 8% below budget, which remains in the “Yellow Flag” zone. Yellow = Caution.
- For the month of June, Pledged Offerings were down 13% from budget, and YTD they are down 9% from budget. For the first 6 months of the year, we have been below budget 5 of those months. Again, this is “Yellow Flag” zone. Note: Pledged Offerings collected at the June 29th and June 30th services were not deposited until July 1st, and thus were not reflected in the June financials.
- There was no income from fundraising budgeted for June, so we are still \$5K behind pace YTD. Concerns remain, as there is an additional \$20K budgeted for the remainder of the year and no concrete fundraising plans have been

articulated. The Finance Committee recommends that this be a priority for the second half of the year.

- Concern remains about Diocesan Pledge income (revenue anticipated from passing a 2nd plate). YTD, we are \$3000 below budget, as we have now missed 2 quarterly opportunities. The Finance Committee recommends that Q3 and Q4 receive appropriate attention and follow up.
- Overall, we continue to do a good job of controlling expenses. Total expenses were below budget for June and are below budget YTD.
- The Repair Reserve Fund is virtually depleted. The Finance Committee is not recommending that any specific action be taken at this time but just wanted to make sure all were aware.
- Operating cash remains above the \$50,000 minimum floor that we have established.
- Our deficit increased from \$56K as of the end of May to \$59K as of the end of June. This is not necessarily a cause for alarm but does bear continued watching. Also, even though our deficit increased, our position relative to our budget improved. YTD May, Net Income was \$15K under budget, but YTD June, Net Income was \$13K under budget.
- At this time, the Finance Committee does not recommend taking any extraordinary action, other than to focus on the revenue shortfalls noted above.