



**St. David's Episcopal Church & School**  
**June 17, 2020**  
**Vestry Meeting Minutes (via Zoom)**

*Due to restrictions placed on in-person group meetings due to the COVID-19 pandemic,  
this Vestry meeting was held via Zoom.*

Attending: Vestry members Rev. Mary Kay Brown, David Sheatsley, Tabatha Bragg, Jenkins Cooper, Kondah Greaves, Mike Martino and Jen Peiler; Absent: Rohit Dean, Keith Korin, Anne Shively; Register Katherine Beckett-Goodwin, Treasurer John Mellish, Chaplin to the Vestry Carol Bonifant. Also attending: Maureen Carey, Ann-Marie Lanus, Margie Mamrol, Allan Steed, Marilyn Tracy, Lawrence Panetta, Richard Easley, Sharon Easley, Mike Gibson, Phillip Martin and Adelle Panetta.

**Opening Prayer:** The prayer was read by Carol Bonifant, Chaplain to the Vestry.

8 He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God. Micah 6:8 (NIV) O lover of souls we are desperate for You. There is much on the horizon that troubles us, requiring courage, education, energy and commitment. Holy Spirit continue to intercede for each of us and our country, thank You. In Your moaning and groaning You know exactly what we need. Hate, fear, and death, are weapons the evil one screams, whispers and infects our thinking. Jesus, You can do far more than anything we ask or imagine. Empower us with Godly wisdom, courage and perseverance to confidently work for justice that covers all our brothers and sisters no matter what color skin You gave each of us. Like the song says Father:

"Your forgiveness,

Is like sweet, sweet honey on my lips

Like the sound of a symphony to my ears

Like Holy water on my skin"

It is only Your forgiveness Jesus that makes us flawless. In Your Name we give thanks and pray, Amen.

Rev. Mary Kay Brown called the Vestry Meeting to order at 7:11pm.

**Parishioner Comment Period** – Parishioners

- None.

**Administrative Items**

**Decision:** Approve June 17, 2020 Agenda – Rector

**Motion:** Move to approve the June 17, 2020 Agenda.

Motion seconded and approved.

**Decision:** Approve May 20, 2020 Vestry Minutes - Vestry

**Motion:** Move to approve May 20, 2020 Vestry Meeting Minutes.

Motion seconded and approved.

**Discussion:** May 2020 GM and Trustee Reports – Allan Steed, Sr. Trustee

- Report was referenced to review. Highlights:
  - Font pool grouting completed.
  - Prepared the sanctuary for painting.

- Ordered streaming equipment.
- Evaluated drainage options for front doors of church.
- Working on repairing the Adult Ed Room door/door frame.
- Support streaming services.
- Updated master campus to-do list.
- Thank you to the Trustees for all the work you do! Marilyn took care of the tree work and the amount of items being checked off the campus to-do list is impressive.
- Concrete work was completed where the parking lot and sidewalk meet in front of the church to make it more even. A new drain was installed by Chris by the front doors of the church, still being worked on. The concrete work in front of the office is a larger job and will need to be bid/worked on at a separate time.
- Started the piscina new drain work.
- All equipment is in for the streaming system project and will be installed next week when the painters are finished.

**Discussion:** May 2020 Treasurer's Report – John Mellish, Treasurer

- John Mellish reviewed the numbers contained in the Treasurer's report.
- Pledge offerings in May were \$67,175, 112% of budget.
- Year to date pledge offerings were \$334,734, 105% of budget and 1% higher than April.
- Total revenue in May was \$69,318, 101% of budget.
- Total year to date revenue was \$393,516, 103% of budget.
- Non pledged offerings were \$2,019, 44% of budget.
- Year to date non pledged offerings were 95% of budget.
- No loose change in May (no in-person services.)
- Last five months have continued a positive financial trend with the exception of the preschool (due to closure) which is offset by the CARES Act PPP grant.
- Expenses for May were \$65,370, 83% of budget.
- Year to date total expenses were \$359,681, 89% of budget.
- Expenses are significantly below budget, but note several vendors still need to be paid, HVAC turned off in April/May, and water and electricity not as high with the campus buildings being mostly closed. Amounts do not reflect the CARES Act PPP funds.
- There is \$261,347 in the operating account.
- When we prepare the budget for next year, will need to consider this year's operating expenses as an anomaly and look to prior years for more normalized amounts.

**Motion:** Move to approve May 2020 Treasurer's Report.

Motion seconded and approved.

**Discussion:** Finance Committee Report – Mike Martino, Finance Committee

- The Finance Committee met on June 12, 2020 and discussed:
  - Review of church financial reports.
  - Preschool revised budget and possible deficit for 2020-2021 (see below).
  - CARES Act Payroll Protection Plan Grant status – we are anticipating 75% of the funds will be spent on salaries as prescribed in the plan's guidelines. If this stays the course in June, there will be no payback to the government required.
  - Painting walkway, piscina & HVAC repairs.

- Look into nonprofit grant from Loudoun County – there is additional money set aside for non-profits and faith-based organization through the CARES Act through the county. The deadline for application is June 19, 2020.
- Deficit in the 2020 Church Budget: the church is incurring a loss in revenue in several income categories including building rental, loose change and fundraising due to the COVID-19 pandemic closure. The Vestry just needs to be aware of the reduction in income.

**Discussion:** 2020-2021 Preschool Budget Scenario C– Mike Martino, Finance Committee; Ann-Marie Lanius, Preschool Director; Rev. Mary Kay Brown, Rector

- The Preschool closed in March 2020 due to the COVID-19 pandemic for the remainder of the school year. Thanks to the Payroll Protection Program the Preschool was able to meet their payroll and close with no deficit.
- At present, the Preschool has funds available but may not meet the expenses to be incurred for the 2020-2021 school year.
- The Preschool usually runs on a Loudoun County Public School (LCPS) schedule. LCPS has not yet made its final decision on the fall 2020 class schedule yet, but likely will not open at a 100% in person, no restrictions schedule. The Preschool is currently awaiting guidance from LCPS, Commonwealth of Virginia, CDC, Dioceses of Virginia, American Pediatrics Society and NACI.
- The proposed revised budget has reduced the cost of operating the Preschool for 2020-2021 in the case it does not open with children to \$42,000, reducing the shortfall to about \$15,159. This would allow the Preschool to maintain a presence in the community during the potential shut down.
- The Finance Committee is recommending a feasibility study be completed regarding the viability of the Preschool to open in 2021.
- The Preschool has met with several other area preschools via Zoom to discuss opening in the fall, most are in the same situations as St. David’s and are awaiting guidance while preparing for the possibility of not opening in fall 2020.
- Primary responsibility is to the safety of the children, staff and families of the Preschool.
- The Finance Committee put forth three options for Vestry consideration:
  - Option #1: Spends down all of the Preschool reserves leaving no capital to reopen the school.
  - Option #2: Grants relief for the Building Use Fee (rent) and the building insurance leaving the Preschool with \$10,651 in capital to be able to reopen the school. These two expenses would be the Church’s responsibility anyway if the Preschool were not operating in this building.
  - Option #3: Grants expense relief for the Building Use Fee (rent) and half of the building insurance leaving the Preschool with \$7,446 in capital to be able to reopen the school.
  - These options were discussed in depth by the Vestry as well as potential improvements to the building to increase things like cross-ventilation for health and safety, which may be difficult or impossible given the character and charm of the aging building.
  - After much discussion, the Finance Committee recommended Option #2 to the Vestry in order to give the Preschool the best position to be able to reopen. Given the strong financial position of the church this year, this expenditure will not be a hardship financially to cover this expense for the Preschool.

**Motion:** Move to have the Vestry grant to the St. David’s Episcopal Preschool relief to the Building Use Fee of \$19,400 and all of the cost of building insurance of \$6,410 for a total not to exceed \$25,810 for the Preschool year 2020-2021.

Motion seconded and approved.

**Motion:** Move to form a committee of Vestry members and the Preschool Director to review and complete the feasibility study regarding the viability of the Preschool to reopen in 2021. This committee will prepare a report that will be presented at the November 2020 Vestry Meeting.  
Motion seconded and approved.

**Decision:** Approve Revised 2020-2021 Preschool Budget Scenario C (no school scenario) – Vestry

**Motion:** Move to approve the Revised 2020-2021 Preschool Budget Scenario C.  
Motion seconded and approved.

**May 2020 Rector's Report** – Rev. Mary Kay Brown, Rector

- Celebrated Pentecost.
- Celebrated graduates with a drive through parade at St. David's, as well as said goodbye to Fr. Will. We will miss Fr. Will! Congrats to the graduates and to Fr. Will on his new position in Burke, VA.
- If anyone would like to contribute to Fr. Will's purse, parishioners can do that online or mail a check noting the donation to Fr. William Packard's purse. It is traditional to send a priest off from a parish to his/her next church with a purse for the priest's discretionary fund to help people.
- Rev. Mary Kay has been meeting with the youth committee, discussing what we need moving forward for youth leadership. It was consensus that we do want a person, preferably a clergy person, for that position. Rev. Mary Kay is putting together an interview team to interview candidates. We will wait for the right candidate/person to fill this position and Rev. Mary Kay is confident that God will send us that right person at the right time.
- Julie Hellstrom is also departing from the Preschool at the end of June. It is hard to say goodbye to Julie as well, and she will also be dearly missed. We are happy that Ann-Marie Lanius continues to be with us as director of the Preschool.
- Thank you to Maureen for all her work. She provided materials and a mailing for the best things at Pentecost at home, conducting Children's Chat on Sunday mornings virtually, conducting PJ compline virtually and organizing and creating the "Faith at Home Kits" to inspire children to explore their faith at home over the summer where there are already over 35 families signed up to receive the kits.
- Alleluia Ministry is flourishing and will plan to continue to provide food through the summer.
- Becoming Beloved Community sessions are going well and had 50 people on the first call to discuss faithful response to racism. The group has decided on a three prong approach – learn, pray, act. And is putting together resources for posting on the Web site. Next virtual meeting is on Wednesday, June 24, 2020, at 7pm for a 101 intro and discuss common language for conversation. In July, a six week online course will begin.
- Rev. Mary Kay is forming a public policy arm to look at how we can act for betterment of society. There is a difference between partisan politics and public policy. Partisan politics do not have a role at St. David's, but influencing what happens via public policy does have a role. For example: get out the vote is an appropriate action to take.
- These conversations are tough but important.
- The Sr. Warden spoke about in a 10 week period of streaming services, St. David's has conducted 117 online services.
- The church office, physical and virtual, will be closed the last week of June for the traditional July 4<sup>th</sup> week off.

**New Business**

**Discussion:** Re-Opening Our Doors Update – Rev. Mary Kay Brown, Rector

- Just like with schools, we don't know what is going to happen yet or when.
- Have received guidance from the diocese for Phase II.
- Northern Virginia hasn't achieved the markers outlined in the guidelines yet.
- The diocese is not yet accepting applications for re-opening.
- Every church can make a decision on when to hold services again after their submitted plan is approved by the diocese.
- Guidelines for indoor services include: 6 feet distance between parishioners or parishioner families (defined as those living in the same household), masks required, no singing, no collection plate, no communion, no more than 50 people gathered, bathrooms would need to be thoroughly sanitized after each use, people would need to sign up ahead of time.
- At this time, the team has decided to continue with the virtual services as they are working and well received. Right now waiting until September to look at a possible re-gathering inside, but need to see how things go between now and then.
- Guidelines to worship outside are the same as inside, in addition parishioners would need to bring their own chairs, no gatherings before or after the service, bathrooms would need to be monitored for traffic flow in addition to being sanitized between each person's use, ushers would need to mark off spaces 6 feet apart so people could know where they could set up their chair. And again, no more than 50 gathered.
- Question: what about doing the service with people in their cars? The bishop has said no cars. And there may be an issue with hearing the service. There was a discussion about various ways of transmitting the sound.
- We want to balance community and safety.
- Regular capacity of the sanctuary is about 650 people. With the 6 feet distance requirement, could fit about 3 people per pew or 4 people in the longer pews, yielding about 77 person capacity with distancing restrictions. Families could sit together, which may increase the capacity to about 90 people. Reservations would need to be made ahead of time by parishioners to attend.

**Discussion:** Mid-Year 2020 Church Budget Revision – David Sheatsley, Sr. Warden/Rev. Mary Kay Brown, Rector

- Tabled.

**Spiritual Discussion** – Rev. Mary Kay Brown, Rector

- Tabled.

**Prayer:** Read by Carol Bonifant, Chaplain to the Vestry.

We are in the Presence of the Creator and Sustainer of the universe! Father it is a great honor to be in Your company! "Better is one day in Your courts than a thousand elsewhere." We are to enter Your courts with praise and thanksgiving." A thankful heart is a joyful heart. "When we neglect the sacrifice of thanksgiving our soul suffers." We are to give thanks for everything no matter what! It seems counter intuitive, requiring self-discipline to give thanks when it appears everything is going wrong. We have to will ourselves to trust Jesus at a much deeper level. This transforming thankful life-style can open doors in ways that transcends understanding" while our faith increases by leaps and bounds. Father push us into this trusting way to walk so our words, prayers, and actions Make A Difference. In the powerful Name of Jesus, we pray, Amen.

**Old Business - Rector**

**Discussion:** The "Vestry Hour" Update – Jenkins Cooper, Vestry

- Would like to get the entire Vestry's buy in to participating in the virtual Vestry Hour sessions before selecting a launch date. The Sr. Warden will poll availability of the Vestry members to launch the program on June 28, 2020 at 2pm.
- The primary objectives are to present the Vestry to parishioners, listening, chance for parishioners to express concerns, exchange of ideas, ask questions and learn about committees such Finance, Stewardship, Marketing and Fundraising. Other topics may include discussions on re-gathering and Trustees and property management.

**Discussion:** HVAC System Update – Liz Whitlock, GM

- Tabled to July meeting.

**Discussion:** Committee Updates

- Fundraising – A report was provided ahead of time but not reviewed (chair out sick.)
- Welcome and Connect – Phillip Martin
  - The team has been discussing a virtual luncheon possibility and welcome orientation.
  - Concerned haven't been able to touch new people that may be streaming the services or events.
  - Will try to get the info to connect with first timers.
  - Kondeh and Tabitha have been wonderful Vestry liaisons, thank you!
- Stewardship – Phillip Martin
  - Co-leading with Nancy Whiting and thrilled Jenkins Cooper has agreed to be the Vestry liaison. Thank you Jenkins! Jack Curtis has also agreed to serve on the committee.
  - Looking to learn from the past, debrief on previous campaigns and talking to other churches about what they are doing, what has worked, what hasn't.
  - Would like to have a stronger tie with the Vestry with cross communications and implement a three-legged stool approach: Vestry, Finance and Congregation. These groups all need to be in the know on our stewardship approach.
  - It's not a drive or campaign, it's a new way of being with a mindset on abundance.
  - New young families have joined the stewardship team.
  - Next up will be putting together a timeline of activities and education. Stewardship will be ongoing all the time which is a change in how we think about how we are stewarding HIS money.
  - Scarcity vs. abundance – scarcity is a focus on what we don't have; abundance is focusing on what we have and trusting God.
  - Will be launching a virtual stewardship approach in August timeframe.

Next meeting is July 15, 2020 at 7pm via Zoom.

**Closing Prayer:** The closing prayer was read by Carol Bonifant, Chaplain to the Vestry.

Jesus You are our rock, giving us stable ground to stand on and work from. There is no shifting sand beneath causing us to falter, yet Lord You hold us by the right hand keeping us steady, as You lead us down paths of Your choosing. In addition, You carry our concerns, worries, and troubles so together we will deal with them in the right and proper way. Help us to trust You completely, knowing You will not let go! With such care we will thrive not just survive. The deeper our trust grows the greater our joy. No longer will we let our problems intimidate us, keeping our eyes on Jesus gives us confident assurance we will prevail! All to the Glory of Your Name Lord, Amen.

**Adjournment** – Rev. Mary Kay Brown adjourned the Vestry Meeting at 9:20pm.

Respectfully Submitted:



Katherine Beckett-Goodwin

Register

June 18, 2020

Approved Motions:

- Approved June 17, 2020 Agenda.
- Approved May 20, 2020 Vestry Minutes.
- Approved May 2020 Treasurer's Report.
- Approved having the Vestry grant to the St. David's Episcopal Preschool relief to the Building Use Fee of \$19,400 and all of the cost of building insurance of \$6,410 for a total not to exceed \$25,810 for the Preschool year 2020-2021.
- Approved forming a committee of Vestry members and the Preschool Director to review and complete the feasibility study regarding the viability of the Preschool to reopen in 2021. This committee will prepare a report that will be presented at the November 2020 Vestry Meeting.
- Approved the Revised 2020-2021 Preschool Budget Scenario C.