



**St. David's Episcopal Church & School**  
**August 19, 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, Jenkins Cooper, Rohit Dean, Keith Korin, Mike Martino, Anne Shively, Tabatha Bragg and Kondeh Greaves; Absent: Jen Peiler; Register Katherine Beckett-Goodwin, Treasurer John Mellish, Chaplain to the Vestry Carol Bonifant. Also attending: Maureen Carey, Liz Whitlock, Jerien Okoh-Tisch, Allan Steed, Marilyn Tracy, Chris Smith, Conrad Jones and Theresa Luby.

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

Lord we gather seeking Your Peace, Wisdom and Grace. As church leaders we want to be wise, transparent and bound by integrity. We need to be affective during these difficult days, but we can't be unless we allow You to work through us in the way You choose. Holy Spirit help us to walk humbly with You and truly treasure You above all else! We desire to be children of God that are thrilled with the joy of Your Presence. The Light of Your Presence outshines anything our fallen world offers. As we delight in You, Your blessings fall freely upon us with everything we need. Our trust grows allowing us to recognize all You provide, and Your Word becomes a part of who we are. Take delight in the Lord, and He will give you the desires of your heart. In Jesus Name we pray, Amen.

Rev. Mary Kay Brown called the Vestry Meeting to order at 7:07 pm.

**Parishioner Comment Period** – Parishioners

- None.

**Administrative Items**

**Decision:** Approve August 19, 2020 Agenda – Rector

Question: Should appointing the Alternate, Non-Voting Diocesan Delegate be added to the Vestry Agenda? There are no candidates for the one-year position at this time. Will add it to the September 19, 2020 Vestry Meeting Agenda.

**Motion:** Move to approve the August 19, 2020 Agenda.  
Motion seconded and approved.

**Decision:** Approve July 15, 2020 Vestry Minutes - Vestry

**Motion:** Move to approve July 15, 2020 Vestry Meeting Minutes.  
Motion seconded and approved.

**Discussion:** July 2020 GM and Trustee Reports – Allan Steed, Sr. Trustee & Liz Whitlock, GM

- Report was referenced to review. Highlights:
  - Scout Troop 58 will do a grounds cleanup August 8, 2020.
  - HVAC – awaiting pricing.
  - Deep cleaning of all three buildings completed in July.
  - Piscina is repaired and is useable.
  - Installation of video streaming system is scheduled for August 24, 2020.

- List of tracking open items provided.
- Question: What is the blinds status? Jeff is working on it but have not received pricing info, so it is currently at a standstill.
- Need a policy for more stringent cleaning once the building re-opens for outside groups. The Office will have conversations with groups using the building.
- Is there approval for on-campus use of the building? Yes, outside groups such as AA can have under 10 people.

**Discussion:** July 2020 Treasurer’s Report – John Mellish, Treasurer

- John Mellish reviewed the numbers contained in the Treasurer’s report.
- Pledge offerings for July 2020 were \$53,023, 88% of budget.
- Year to date pledge offerings are \$456,265, 104% of budget.
- Total Revenue in July was \$57,229, 80% of budget.
- YTD Income is \$528,296, 101% of budget.
- Non-pledged offerings for July was \$5,586, 90% of budget.
- YTD non-pledged offerings is 103% of budget.
- No loose cash in July.
- First seven months of 2020 have exceeded expectations.
- The summer months are typically lower for Income.
- Expenses for July were \$62,775, 79% of budget.
- YTD Expenses are \$511,348, 90% of budget. (Indicating lower expenses which is positive.)
- Month of July Repair line item is higher due to painting and repairs at the church.
- We have not repaid internal loans, need to catch up.
- Net Income in July was -\$5,546, -73% of budget.
- YTD Net Income is -\$16,948, -38% of budget.
- The Vestry should be aware of the lower than projected revenue line items in the budget including Building Rental, Loose Cash and Fundraising.
- Cash is \$300,619.

**Motion:** Move to approve July 2020 Treasurer’s Report.  
Motion seconded and approved.

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

- The Finance Committee met on August 17, 2020 and discussed:
  - Current finances – St. David’s is in good shape for the first seven months of 2020 with positive income of funds, though July is not as robust as previous months. Pledge and non-pledge funding income remain strong. Building rental and fundraising income categories are both showing losses.
  - Payroll Protection Plan (PPP) – St. David’s PPP funds are still considered to be a loan to the federal government at this time. The Small Business Administration is still trying to figure out a plan that would efficiently and expeditiously change the status of these loans to grants. Our bank is taking a wait and see position at this time. There have been some discussions about a second PPP program later this year, however, it may more closely focus on organizations that have had no/little income since March 2020.
  - Status of the most recent audit – the Finance Committee will contact the audit committee this week to resume their 2017 audit.

- New Billing Procedure – Lateness of a few contractors submitting invoices in a timely manner is causing a delay in reporting accurate financials as well as an additional burden on the accounting staff. The Finance Committee will notify contractors of the new policy of a 25% penalty being imposed for all invoices not submitted by the contractually agreed upon time frame.
- Review of Musician’s Budget – Rev. Mary Kay and Mike from the Finance Committee will meet with the music director to discuss this item.
- Forgive the Sound Loan – TABLED to September 16, 2020 Vestry Meeting, need it posted to the publicly published Vestry Meeting Agenda prior to the meeting.
- Stewardship – The Finance Committee will need to meet with the Stewardship Committee to discuss 2021 goals for ongoing stewardship and will also require Vestry assistance in ascertaining appropriate goals.
- Nonprofit grant from Loudoun County – St. David’s applied for this CARES Act Nonprofit Funding Opportunity in June 2020 but unfortunately did not receive funding from this grant.

**Discussion:** Changes to Staff and Clergy Salaries – Mike Martino/Finance Committee

- St. David’s continues to be blessed with the hard work by our Clergy and Church Staff and the continued support of the congregation.
- St. David’s is in a better financial position than it was a year ago.
- As a result of the 2020 year budget process, it was determined that the Church Staff and Clergy would take a salary reduction of 1% and 2% respectively as the budget finalized against pledge commitments.
- At the April 22, 2020 Vestry Meeting, a motion was passed to reinstate the Church Staff and Clergy salary levels to the 2019 levels, with the intention to revisit the matter later in the year.
- Income is at 104% of budget through July 2020 due to several factors, including close oversight of expenses, lower facility expenses due to building closures and some staff attrition.
- Based on further discussion by the Vestry and based on the recommendation of the Finance Committee, we will reinstate Church Staff and Clergy to 2019 levels for the six pay periods which were paid at the 2020 Budget R0 level this year, in addition to adding a 2% cost of living increase. The Vestry thanks the Church Staff and Clergy for their amazing work moving to virtual community during this very unusual time in 2020. It is much appreciated.
- Rev. Mary Kay also expressed her and the staff’s appreciation for the recognition, it means a lot.

**Motion:** The total for this entire motion is \$4,583.10 and will take effect the first pay period in September 2020. It is moved that the St. David’s Episcopal Church and School Vestry reinstate the Clergy and Church Staff wages to 2019 levels for six (6) pay periods which were paid at the 2020 Budget R0 level this year for a total amount of \$916.62. In addition, will add a 2% Cost of Living Allowance to each Clergy and Church Staff member for a total amount of \$3,666.48 for 2020.

Motion seconded and approved.

**July 2020 Rector’s Report** – Rev. Mary Kay Brown, Rector

- It feels like we are busier than we were before the pandemic.
- Rev. Mary Kay met with each staff member, reviewed job descriptions and responsibilities, etc.
- Conducted a socially distant retreat and welcomed back Ann-Marie and Margie from the preschool. The retreat was productive.
- Interviewed a candidate for the Assistant to the Rector. Have chosen not to pursue filling the position at this time.
- Rev. Mary Kay and Jerien met with the musicians. The current structure is giving us a chance to be one music department instead of divided by service.

- Jerien is planning a virtual Christmas Pageant, which is really exciting!
- St. David's main service on Sunday mornings will be virtual for the next several months, will re-evaluate after Christmas.
- Completed Becoming Beloved Community class which was five sessions with 16 participants.
- We are going to try an outdoor service on Saturday, August 29, 2020. Limit of 40 participants plus the ushers. We will see how it goes, keeping Sunday morning services intact virtually for now. We have planned a second date for September 19, 2020 for those that could not sign up for the first in-person service. The altar will be at the preschool pavilion, parishioners will bring their own chairs, the grass will be painted with numbers spaced out at least six feet apart, masks will be worn, hand sanitizer will be provided. About half the churches in the Diocese have tried the outdoor service and experiences have varied widely. St. David's has received permission from the Bishop of the Diocese of Virginia for this service. The Diocese has not yet issued guidelines for communion yet but will soon.
- The Bishop's office will do a Diocese-wide service on September 6, 2020, giving church clergy a break.
- September 13, 2020 will be blessing of the backpacks.
- There is a group meeting with parents that are struggling with distance learning.
- Blessing of the Animals will be on October 4, 2020.
- Our new seminarian, Trish, will be starting and will be virtual.
- Faith @ Home kits for fall Sunday School will be offered.

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

We are hurting people Lord. As we struggle through this pandemic that brings; sickness, death, stress producing depression, isolation without human touch, serious racial discord, ongoing condemnation, unhealthy political drama, and great economic hardship, all has taken a toll on us! Our beloved Covenant Community has been infected with such contaminations. In spite of our pastoral care, sharing of provision, seeing to the needs of the most vulnerable among us, we find ourselves judging and condemning each other. Without the benefit of non-virtual worship with praying, singing, receiving and giving forgiveness, passing the Peace, as well as the healing and renewing that Communion gives us, the evil one has laced our Community with subterfuge, and division. Heal us O Lover of Souls by forgiving us and renewing a right spirit in us. Father make our paths straight. In the Name of Jesus Christ our Savior we pray, Amen.

### **New Business**

**Discussion:** 2021 Stewardship Campaign – Rector/Sr. Warden

- Both the co-chairs of the Stewardship Committee stepped down, each without the other knowing.
- Rev. Mary Kay has decided to lead Stewardship this year, with "Together in Christ" as the theme.
- October 4, 2020 will be when the leadership and staff will be asked to make their pledge.
- Will plan to call all parishioners. Have proven it can be done with the pastoral calls this spring.
- The theme will be to talk about the purpose of the church at this time.

**Discussion:** Vestry Terms – Rector

- Five new members of the Vestry were elected at the January 26, 2020 at the Parish Annual Meeting & Vestry Elections, three three-year full terms and two one-year partial terms. The vote was very, very close.
- Serving the three-year terms 2020-2023: Rohit Dean, Keith Korin, Jen Peiler.
- Serving the one-year terms 2020-2021: Jenkins Cooper and Anne Shively.
- We sincerely value the contributions Jenkins and Anne are making as Vestry members and encourage each to prayerfully consider running for another term to continue their important service in this role.

**Discussion:** Creation of New Men's Ministry – Jenkins Cooper

- The Brotherhood of St. Andrew voted on Saturday, August 8, 2020, to recommend to Mary Kay that St. David's chapter of the Brotherhood of St. Andrew be dissolved. After deliberation and prayer, Mary Kay submitted a letter to BOSA National requesting that the chapter be dissolved effective August 17, 2020. A new Men's Ministry has formed called The St. David Men's Fellowship, the Fr. Emanuel Johnson Chapter. We will continue to honor Fr. Johnson and his legacy with the name of the new chapter.
- Jenkins Cooper is the first Chair elected of this ministry. Buz Price is the Co-Chair, Mike Gibson is Secretary, David Sheatsley is the Treasurer and Will Samson is the Parliamentarian.
- God is pushing us to do this, there will be challenges but He is with us every step of the way.
- Rev. Mary Kay asked everyone to please pray as when there is division in the community, there is pain for everyone. Pray for healing and reconciliation.

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

- Tabled.

**Old Business**

**Discussion:** Geothermal HVAC Presentation – Liz Whitlock, GM

- The GM arranged for a guest speaker, Gerry Burgick with VGI, to talk about Geothermal HVAC.
- Overlooked the PACE program – Property Assessed Clean Energy, where you trade the cost of financing the installation and equipment for a clean energy system for the energy bill. Most non-profits use a seven to 10 year pay back loan range.
- Web site is [www.energytargetzero.com](http://www.energytargetzero.com).
- Next steps: analysis of energy and system needs (there is consulting cost up front for this service) then sign a contract for implementation.
- Usually takes three to four months for the county to respond and approve the application, then project to get started in three to four months with PACE loan. So, it takes about seven to eight months to get started to proceed on the work, and then about three months to implement for a total of around 10-11 months.
- Does Geothermal require drilling? Yes, eight-inch diameter holes that are 400-500 feet deep in the ground.
- PACE loan interest rates are about 5.5% right now. Energy savings would translate to a payment.
- GM met with the current HVAC provider to evaluate St. David's system and replacement. That company estimates a cost of \$1M to \$1.5M for HVAC in the sanctuary alone (systems, ducting, venting, etc.)
- VRF (Variable Refrigerant Flow) HVAC for classrooms may work.
- Are there other churches or preschools that St. David's could talk to to see how they went about managing their project? It's a very large project to undertake with limited staff and volunteers. Yes, there are references St. David's could talk to.
- Mr. Burgick will put together a proposal for conducting the energy analysis (only) piece and send to the GM.
- Rev. Mary Kay suggested a task force be formed consisting of at least one Trustee and two Vestry members to work with the GM to look at what options are available. The task force will be Allan S., Rohit D., Tabatha B. and Mike M. The team will also aim to recruit an engineer volunteer from the parish.
- Thank you to the GM for coordinating the speaker and gathering the information on this program.

## Discussion: Committee Updates

- Fundraising – Anne Shively/Keith Korin
  - The first virtual fundraising event will be Bingo on Friday, September 18, 2020. It will be \$30 for 10 virtual bingo cards and an option to purchase additional virtual cards.
  - There are lots of Gift Cards for prizes.
  - Participants will register online.
  - Proceeds will go to Mobile Hope and the Backpack Buddies Foundation.
  - Fundraising goal is \$1,000.
- Marketing/Communications – Rohit Dean
  - Rohit has reviewed what was done previously about a year ago. There is a lot of content and he is currently evaluating what is there. He will try to go over all the content by the next Vestry Meeting on September 16, 2020.
- Welcome/Connect – Tabatha Bragg/Kondeh Greaves
  - The committee met and needs to meet again to think outside the box and evaluate the challenges of the virtual environment.

## Closing Remarks:

- Prayers for Phillip and Donna Martin.
- Thank you to Rev. Mary Kay and staff and volunteers for everything, for doing an amazing job of moving and managing all of the functions of church virtually, and for building the community and implementing innovative approaches to continue building our community stronger.
- Rev. Mary Kay: In any community, there will be conflict. The way we deal with it shows our relationship with God. We are having faithful and thoughtful conversations which are hard. Please continue to pray for our community.

Next Vestry meeting is Wednesday, September 16, 2020 at 7pm via Zoom.

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

Father You always make a way where there seems to be no way, thank you for that. To demonstrate our trust, we need to wait on You to show us what to do and when to do it. We must not run ahead like King Saul instead of waiting for Samuel to arrive. Only You know what our best course of action is! We say we trust You with our lives Lord, now help us trust You with financial health as well as the healing of our relationships and attitudes within our Covenant Community. In Your Holy Name Father, we pray. Amen.

**Adjournment** – Rev. Mary Kay Brown adjourned the Vestry Meeting at 9:01 pm.

Respectfully Submitted:



Katherine Beckett-Goodwin, Register

August 30, 2020

## Approved Motions:

- Approved August 19, 2020 Agenda.
- Approved July 15, 2020 Vestry Minutes.
- Approved July 2020 Treasurer's Report.

- Approved the motion regarding Clergy and Church Staff compensation. The total for this entire motion is \$4,583.10 and will take effect the first pay period in September 2020. It is moved that the St. David's Episcopal Church and School Vestry reinstate the Clergy and Church Staff wages to 2019 levels for six (6) pay periods which were paid at the 2020 Budget R0 level this year for a total amount of \$916.62. In addition, will add a 2% Cost of Living Allowance to each Clergy and Church Staff member for a total amount of \$3,666.48 for 2020.
- \*Of note: Confirmed Vestry Terms for the five Vestry members elected January 26, 2020 at the Parish Annual Meeting & Vestry Elections, three full terms 2020-2023 and two partial terms 2020-2021 based on the parishioner votes.