



St. David's Episcopal Church & School

September 16, 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 (Rector), David Sheatsley (Sr. Warden), Rohit Dean (Jr. Warden), Jenkins Cooper, Kondeh Greaves, Keith Korin, Mike Martino, Jen Peiler and Anne Shively; Absent: Tabatha Bragg; Register Katherine Beckett-Goodwin, Treasurer John Mellish, Chaplain to the Vestry Carol Bonifant. Also attending: Maureen Carey, Liz Whitlock, Trish Taylor, Allan Steed, Marilyn Tracy, Theresa Luby, Buz Price and Tim Vorce.

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

What is on your heart for us Lord? Each of us have our own perspective, depending on what we have been going through. Without question much to crowd our thoughts; the pandemic, uncontrollable wildfires, forgiveness needed or given, politics, unthinkable loss, praise with thankfulness, first week of school, our deepest needs, our cluttered thoughts demand attention! Father however, we look to You for our focus tonight. Our faith is rooted in Your sacrifice. It is You Jesus we are eager to please. We want our thoughts, plans and decisions to be linked with Yours. Holy Spirit we desire to enjoy Your approval as it illuminates our thinking and choices. Our trust deepens O Lover of Souls, as You are the supplier of all our needs. For Your honor and glory, we pray, Amen!

Rev. Mary Kay Brown called the Vestry Meeting to order at 7:06 pm.

Parishioner Comment Period – Parishioners

- A parishioner commented regarding the Vestry Meeting Agenda item of potentially retiring the Sound System Loan and forgiving the \$33,000 remaining. She expressed concern for honoring the intention of the money fund that the loan came from, which funds the Rector's Discretionary Fund. The Rector's Discretionary Fund is typically used for pastoral help to those that need it in the community such as rent, utilities, food or the like. Given the hardship we are seeing in the community especially due to the pandemic, not sure forgiving that loan is in the spirit of that fund for sound equipment. Her opinion is that the loan should be paid back as planned to this fund rather than being forgiven.

Administrative Items

Decision: Approve September 16, 2020 Agenda – Rector

Motion: Move to approve the September 16, 2020 Agenda.
Motion seconded and approved.

Decision: Approve August 19, 2020 Vestry Minutes - Vestry

Motion: Move to approve August 19, 2020 Vestry Meeting Minutes.
Motion seconded and approved.

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

- Report was referenced to review. Highlights:
 - Scout Troop did grounds clean up 8.8.20. The church property looks nice.

- Outdoor church service scheduled for 8.29.2020 was canceled due to weather. Next outdoor service is scheduled for 9.19.2020.
- Extensive mold problem discovered in the Sanctuary. Company engaged to evaluate the extent of the issue, type of mold, clean up procedures and cost.
- Video streaming equipment installation is delayed due to mold issue.
- List of open items listed in report.
- There is a significant mold issue in the Sanctuary. A company came in and conducted analysis as to the extent of the damage. What was the cause of the mold? Humidity fluctuations, possibly a new leak in the West window which was repaired several years ago, still under investigation.
- What about the organ, is it still in good shape or damaged? Don't know, Jeff will investigate.
- All of the books in the Sanctuary will have to be discarded due to mold damage.
- There is a Trustee meeting tomorrow night, 9.17.2020, to discuss options.
- Restrooms are still an issue with standing water and being clean. Two outside groups have used the Annex and thus use the bathrooms. During the shutdown, the bathrooms were only cleaned once a month. The bathrooms are starting to be cleaned once a week in September due to more use.
- What is the prognosis on the cleaning crew? Are they aware of CDC standards for cleaning and are they able to meet those standards? Yes they are aware and yes with the couple of cleanings they have performed the facility has been very clean. Waiting to receive the invoice to evaluate new cost of this level of required cleaning. Note no cleaning may take place in the Sanctuary until the mold mitigation and re-testing is completed.
- The Trustees and GM are monitoring the HVAC settings to optimize and try to control the humidity in the buildings.
- What is the status of the blinds for the Sanctuary? On hold, vendor has not been responsive.

Discussion: August 2020 Treasurer's Report – John Mellish, Treasurer

- John Mellish reviewed the numbers contained in the Treasurer's report.
- Pledge offerings for August 2020 were \$64,001, 107% of budget.
- Year to date pledge offerings are \$520,267, 104% of budget.
- Total Revenue in August was \$68,050, 99% of budget.
- YTD Income is \$596,347, 100% of budget.
- Non-pledged offerings for August was \$3,800, 84% of budget.
- YTD non-pledged offerings is 101% of budget.
- No loose cash in August.
- First eight months of 2020 have exceeded projected income.
- The summer months are typically lower for Income.
- Expenses for August were \$59,808, 78% of budget.
- YTD Expenses are \$571,152, 88% of budget. (Indicating lower expenses which is positive.)
- We are still ahead of plan at this point in the year, so we need to consider how we can catch up on our internal loan payments March through September 2020.
- Net Income in August was \$8,242, -108% of budget.
- YTD Net Income is \$25,195, -48% of budget.
- The Vestry should be aware of the lower than projected revenue line items in the budget including Building Rental (\$33K), Loose Cash and Fundraising (\$3K).
- St. David's goal should be to ensure that income and expenses remain closely aligned and this might be the right time to be creative while the pandemic is still lingering, as we are drawing closer to the end of the year.
- Cash is \$329,556.

Decision: Approve August 2020 Treasurer's Report - Vestry

Motion: Move to approve August 2020 Treasurer's Report.
Motion seconded and approved.

Discussion: Finance Committee Report – Mike Martino, Finance Committee

- The Finance Committee met on Wednesday, September 9, 2020 and discussed:
 - Hopefully all of the Vestry will attend the Bingo Fundraiser Friday night, 9.18.2020.
 - Current finances – As of September 9, 2020, St. David's finances are in good shape. For the year, St. David's is at 100% of projected budget for income and 88% of projected budget for expenses. Pledged and non-pledged income remains strong.
 - Payroll Protection Plan (PPP) – the CARES Act PPP is still considered to be a loan from the federal government at this time. The Small Business Administration (SBA) is in the process of figuring out a plan to efficiently change the status of these loans to grants. St. David's banker is working with the Church Accountant in preparing the necessary documentation to submit to the SBA.
 - Status of the most recent audit – the committee plans to contact the auditors this week to resume their tasks for the 2017-2018 audits.
 - Leadership Loan – Since March 2020, there has been no payment toward the Leadership Loan. The Finance Committee recommends at this time for St. David's to pay the \$18,000 that was due from March through August 2020 and proceed in paying the monthly amount of \$3,000 toward this internal loan starting in September 2020. No Vestry action is necessary. The Finance Committee will notify the Church Accountant.
 - Reinstatement of staff salaries – In follow up to last month's motion to reinstate staff and clergy salaries to 2019 levels for six pay periods earlier in 2020, the clergy and staff received this amount on September 15, 2020.
 - Stewardship – The Finance Committee discussed the idea of using the total pledge amount for 2020 as a basis for the goal for the 2021 Stewardship campaign. The committee forwarded to the chairperson its proposed goal.

Discussion: Forgive the Sound System Loan – Mike Martino/Finance Committee

- In 2018 the sound board failed, and no funds were allocated to replace the sound board.
- The Vestry elected to borrow from the Rector's (Discretionary) Pastoral Fund (internal loan) to replace the entire sound system at the cost of \$40,000.
- The schedule for repayment is \$6,000 annually. As of March 2020, \$7,000 has been repaid.
- The Finance Committee recommends to the Vestry to retire this (internal) loan as the funds were used for the betterment of the church.
- Rev. Mary Kay Brown: What happens with the Rector's Pastoral Fund is that it is invested to fund the Rector's Discretionary Fund. The Rector's Discretionary Fund is typically used to help people with pastoral needs such as rent, utilities, food and other pastoral care kinds of needs. The significant gift of money that initially funded the Rector's Pastoral Fund was initially given by a parishioner to make sure the Rector could help people that need it. Forgiving the loan and not repaying it will impact the amount of money generated for the Rector's Discretionary Fund to fulfill pastoral needs. After praying about this issue over the last month, Rev. Mary Kay has changed her mind and is no longer in favor of forgiving the Sound System Loan as she does not feel it is in line with the pastoral intention of the money/fund.
- Question: Does the loan need to be repaid in one installment? No, the schedule of payments is set at \$500/month for seven years.
- Question: Why the rush to forgive the loan at this time when the church is in a significantly positive financial position? The Finance Committee feels the money could be spent elsewhere in the budget.

Decision: Approve Forgiveness of Sound System Loan - Vestry

Motion: It is moved that St. David's Episcopal Church & School Vestry forgives the remaining \$33,000 of the Sound System Loan and instruct the Church Accountant to retire this loan as of September 16, 2020.

Motion is withdrawn and item will be discussed further at the October 21, 2020 Vestry Meeting.

Discussion: Distribution of El Hogar Outreach Funds – Rector/Sr. Warden

- For many years, St. David's sent a team to El Hogar for mission trips as well as provided financial support for the schools there.
- Many conversations have been had with the Parish regarding outreach ministry and feedback has indicated not moving toward being engaged with El Hogar.
- Each year the Vestry has contributed money in the budget toward the El Hogar (and other outreach ministry) budgets.
- St. David's ceased contributing to support the El Hogar Outreach program in 2016 and the church has received no private contributions to this outreach program since 2018. There is a significant amount of money in this line item. This money will be distributed to other outreach ministries where the monetary needs are greatest.

Decision: Approve Distribution of El Hogar Outreach Funds - Vestry

Motion: It is moved that the \$7,141 currently identified in the budget line item for the El Hogar Outreach program be distributed to other outreach programs supported by St. David's. The distribution will be determined by Rev. Mary Kay Brown in consultation with Tim Vorce. The distribution will be complete by the end of 2020.

Motion seconded and approved.

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

- Welcome to Trish Taylor, St. David's new Seminarian. Her first Sunday was on 9.13.2020.
- Rev. Mary Kay did a wedding and graveside services, neither were in St. David's church facilities.
- Saturday's outdoor service, on 9.19.2020, will also have communion with bread only, approved by the Bishop. The first outdoor service was canceled due to weather. We need more help for Saturday night's service. We will continue to conduct Saturday evening outdoor services through the month of October unless there is a COVID-19 outbreak at which time the services would need to stop.
- Moved the Alleluia Ministry to the Annex with Holly Hanback and Anne Shively leading the packing and organization. Thank you to Holly and Anne!
- The Backpack Blessing was held 9.13.2020, as well as a Zoom call for workspace blessing, neither had good turnout. Will keep trying new offerings to see what works.
- Maureen has done a great job with Faith @ Home Kits.
- Maureen completed PJ Compline tonight with the little ones (children).
- Youth Ministry Kick Off took place on Sunday, 9.13.2020, virtually. Youth Group will continue Sundays from 4-5pm virtually.
- Preschool – Ann-Marie and Margie are back in the building part time through the fall, working on developing and trying out virtual offerings as well as how that may fit into a hybrid approach perhaps in the spring.
- Bingo is Friday night, please sign up.
- No update on the Assistant to the Rector position, currently on hold.
- Received Diocesan Pledge Card for filling out in October 2020. Need to add the Diocesan Pledge for 2021 to the October 21, 2020 Vestry Meeting Agenda.

- The School Support Group is still working to support families with distance learning. A survey for what parishioners need or can contribute will go out again this week via a Special Happenings email. Please fill out the survey, it is important.

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

Thank You Lamb of God! Your goodness permeates throughout St David's. Holy Spirit You have infiltrated our heart, consistently whispering our Father's Love, Glory, Honor and Praise. You convict us of our wrongdoing, never condemning, simply directing our attention, so our obvious misstep cannot be in question, even to us. Through such loving illumination we are grateful for Your revelation. We rush into Your arms for forgiveness and absolution. Our heart moves away without hesitation, rejoicing, singing and praising how good it is to be right with God! Being transformed through forgiveness and reconciliation we are strengthened to share such goodness with one another. All to the Glory of God who reigns now and forever! Amen.

New Business

Discussion: St. David Men's Fellowship Ministry Plan – Jenkins Cooper

- The Ministry Plan for the St. David Men's Fellowship (Fr. Emmanuel Johnson Chapter) was presented.
- Why does this group need a ministry plan? St. David's will provide support for this ministry, most notable with processing donations and expenditures.
- How many members does the new group have? About 31 members now with regular attendance between 20-25 people.
- Are there annual dues? No. Members will make a commitment to one of time, talent or treasure as they may be able.
- The new ministry will build on the idea of reconciliation and forgiveness.

Decision: Approve St. David Men's Fellowship Ministry Plan – Vestry

Motion: It is moved that St. David Men's Fellowship (Fr. Emmanuel Johnson Chapter) Ministry Plan is approved as presented.

Motion seconded and approved.

Discussion: Alternate, Non-Voting Delegate for Annual Convention – Rector

- (See Minutes from July 15, 2020 for most current Voting Delegate information.) H. Lillian Vogel has agreed to serve in the available one-year (partial) term as Alternate, Non-Voting Delegate for 2020.
- Phillip Martin and Darren Prosper are the Voting Delegates for the 2020 Diocese of Virginia Annual Convention.

Decision: Appoint St. David's Diocesan Convention Alternate, Non-Voting Delegate – Vestry

Motion: It is moved that H. Lillian Vogel is appointed to serve as the Alternate, Non-Voting Delegate from St. David's Episcopal Church & School for the 2020 Diocese of Virginia Annual Convention.

Motion seconded and approved.

Discussion: 2021 Stewardship Campaign – Rector/Sr. Warden

- The following items were presented to the Vestry to support the 2021 Stewardship Campaign:
 - 2021 Stewardship Letter
 - 2021 Stewardship Narrative Budget

- 2021 Stewardship Campaign Calendar
- The plan is to kick off the campaign on September 27, 2020 with commitments made by October 25, 2020. Three videos will also be produced to support the campaign. Follow up calls will be made to all parishioners who have not made a pledge to encourage them to do so.
- Will the Vestry receive a breakdown of the Narrative Budget numbers? How were these numbers arrived at?
 - The numbers are based on a combination of the 2019 and 2020 budgets. It is not an aspirational budget but rather a realistic budget on what it takes to run St. David's.
 - The budget was broken out for visual purposes to Roots (\$610,230 for infrastructure buildings and staff), Trunk (\$405,850 for worship related) and Branches (\$15,000 for ministries).
 - This budget of \$1,031,000 is a rough cut of what Rev. Mary Kay and staff feel like it will take to run the church in 2021, restoring cuts made in 2019 and 2020 to ministry and festival budgets, as well as potentially support the preschool as it gets back to operational capacity. This number is on the upper end of the Finance Committee recommendations suggested for a pledge goal.
 - None of the allocations are set in stone for the operational budget and still needs discussion and input by both the Finance Committee and the Vestry to configure the line item budget. However, it's being used as a springboard to get the 2021 Stewardship Campaign off the ground as we are running short of time given the committee changes that happened last month.
 - Rev. Mary Kay will send out the draft straw budget document tonight to the Vestry.
- The church can't grow if it does not stretch.
- Please provide feedback or questions by Friday, 9.18.2020, morning as to if the stewardship materials presented at the Vestry meeting are approved as presented.

Spiritual Discussion – Rev. Mary Kay Brown, Rector

- Covered across earlier discussions tonight.

Old Business

Discussion: Committee Updates

- HVAC Committee – Rohit Dean, Jr. Warden/Liz Whitlock, GM
 - Reached out to a friend with a civil engineering background to get an idea of what it might take for a project of this magnitude. Will have a high-level plan drafted to present to the Vestry at the October 21, 2020 Vestry Meeting. We can begin to initiate competitive bids process prior to the plan being presented/approved.
- Fundraising – Anne Shively/Keith Korin
 - Bingo Night is Friday, 9.18.2020.
 - Have 28 people registered with the \$30 single Bingo card price and have sold an additional 11 cards at the additional \$10 price.
 - Participants can sign up until noon on Friday.
 - Rev. Mary Kay will conduct a prayer prior to the start.
 - John Knox will be calling the games.
 - There is also a donation link available for those that are not able to attend.
- Marketing/Communications – Rohit Dean/Jen Peiler
 - No update.
- Welcome/Connect – Tabatha Bragg/Kondeh Greaves

- No update.

Closing Remarks:

- Is there a Vestry Retreat on Saturday, 9.19.2020? Will postpone due to lack of availability of participants.
- Assignments:
 - Review the straw budget/approve the Stewardship materials by Friday, 9.18.2020, morning.
 - Sign up for Bingo.
 - Sign up to help with Saturday, 9.19.2020, in-person service if you are able.
 - Complete the School Support Survey that comes out this week.
 - Send a 30-40 second video to Maureen of what you love about St. David's to support the 2021 Stewardship Campaign.

Next Vestry meeting is Wednesday, October 21, 2020 at 7pm via Zoom.

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

Numbers 6:24-26

'May the Lord bless and protect you; may the Lord's face radiate with joy because of you; may he be gracious to you, show you his favor, and give you his peace.' Gracious God, Your promises are rich beyond our total grasp. Yet You always keep your Word, without fail. May our praise and thanksgiving echo throughout all of heaven! In Your Name we pray, Amen.

Adjournment – Rev. Mary Kay Brown adjourned the Vestry Meeting at 9:04 pm.

Respectfully Submitted:



Katherine Beckett-Goodwin, Register

September 17, 2020

Approved Motions:

- Approved September 16, 2020 Agenda.
- Approved August 19, 2020 Vestry Minutes.
- Approved August 2020 Treasurer's Report.
- Approved \$7,141 currently identified in the budget line item for the El Hogar Outreach program be distributed to other outreach programs supported by St. David's. The distribution will be determined by Rev. Mary Kay Brown in consultation with Tim Vorce. The distribution will be complete by the end of 2020.
- Approved St. David Men's Fellowship (Fr. Emmanuel Johnson Chapter) Ministry Plan.
- Appointed H. Lillian Vogel to serve as the Alternate, Non-Voting Delegate from St. David's Episcopal Church & School for the 2020 Diocese of Virginia Annual Convention.
 - (Of note: Phillip Martin and Darren Prosper are the Voting Delegates for the 2020 Diocese of Virginia Annual Convention.)