



# St. David's Episcopal Church & School

## February 19, 2020

### Vestry Meeting Minutes

Attending: Vestry members Rev. Mary Kay Brown, David Sheatsley, Rohit Dean, Jenkins Cooper, Kondeh Greaves, Keith Korin, Mike Martino, Jen Peiler and Anne Shively. Absent: Tabatha Bragg. Register Katherine Beckett-Goodwin, Treasurer John Mellish, Chaplin to the Vestry Carol Bonifant. Also attending: Fr. Will Packard, Melina Dezhbod, Maureen Carey, Karen Knox, Liz Whitlock, Ann-Marie Lanus, Marilyn Tracy, Allan Steed, Jeff Rubin, Lawrence Panetta and Ginny Fecteau.

The opening prayer was led by Carol Bonifant, Chaplain to the Vestry.

**Prayer:** O Lover of Souls, we join You tonight with joyful expectation of what You want to do through us. You have handpicked us as St David's Spiritual Leaders to work with You in carrying out Your Plans. The Creator and Sustainer of the entire universe lives with and in each one of us. That means Mary Kay, David, Rohit, Tabatha, Jenkins, Kondeh, Keith, Mike, Jen, Ann and everyone else in this room; are filled with divine presence, making every moment of life meaningful. Jesus it is You we serve and please, help us to never forget that. We count on Your Light to show us the way. In Your Name we pray, Amen.

Rev. Mary Kay Brown called the Vestry Meeting to order at 7:03pm.

#### **Parishioner Comment Period** – Parishioners

- Discussion on confidentiality of employee pay and suggestion to consider implementation of confidentiality agreements. The General Manager will check into it. Cannot comment on HR matters in public forum.

#### **Administrative Items**

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

Change to the agenda – move Housing Resolutions to Administrative Items section. Delete Executive Session.

**Motion:** Move to approve the February 19, 2020 Agenda with changes.

Motion seconded and approved.

**Decision:** Approve January 22, 2020 Vestry Minutes

Under Trustee Report, change Allan's location from Colorado to Arizona.

**Motion:** Move to approve January 22, 2020 Vestry Meeting Minutes w/change.

Motion seconded and approved with change.

**Decision:** Approve January 26, 2020 Parish Annual Meeting Minutes

**Motion:** Move to approve January 26, 2020 Parish Annual Meeting Minutes.

Motion seconded and approved.

**Decision:** Approve February 9, 2020 Special Vestry Meeting Minutes

**Motion:** Move to approve January 9, 2020 Special Vestry Meeting Minutes.

Motion seconded and approved with change.

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

- Trustee Chris Smith ran a scope down the Piscina, located in the sacristy, and found that the line was blocked. Further work is needed to determine how to best fix the problem. The Piscina is used to properly dispose of consecrated wine used during worship services.
- Ordered new pump for the baptismal pool in the Sanctuary. It's still leaking and identified another leak. Need to keep it dry. Lent is coming up, so no baptisms during lent.
- For safety, discussion of how to cover it so no one gets hurt, especially children, falling into the dry pool.
- Thank you especially to Allan Steed and Jeff Rubin for working on this issue.
- Included in the report is a list of items for repair/replacement in order of priority. See attached report.

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

- For the month of January 2020, Pledged Offerings were \$69K, or 113% of budget.
- For the month of January 2020, Total Income was \$77K, or 108% of budget.
- Pledged Offerings and Total Income were not only up from budget, they were also up from the same time last year. Pledged Offerings in January 2020 were up 31% from January 2019. Total Income in January 2020 was up 13.5% from January 2019.
- For the month of January 2020, total expenses were 107% of budget, but down 15% from the same time last year.
- The deficit for the month of January 2020 was -\$9350 due to timing of invoice payments for December made in January. It is much too early in the year to draw any meaningful conclusions from this, but it does bear watching in the coming months to ensure that expenses are in line with income.
- We ended January 2020 with \$178K in our Operating Account (cash). This is well above the \$50,000 minimum cash floor that we have established. At this time cash flow is not an issue.
- While 2019 was a challenging year, we seem to be on a generally positive trajectory as we begin 2020.
- There was a discussion regarding if it was worthwhile to be more specific with the numbers to account for seasonal changes such as snow removal/salting in winter. This could be something to look at, but the time it would take to do that may not yield any additional benefit to the overall budget process.

**Decision:** Approve January 2020 Treasurer's Report

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

**Discussion:** R1 2020 Budget – Rev. Mary Kay Brown, Rector/David Sheatsley, Sr. Warden

- Proposed changes to the 2020 Budget for Revision 1 (R1) of the budget:
  - Additional revenue of \$7K received reduces the need for the draw down as well as items such as finalized maintenance contracts, benefit #s for staff finalized, increased water allocation for campus from \$500 to \$1500 (actual) for the year.
- Future changes to the budget will only be made for substantial occurrences.
- Keep positions in place for the 9am music budget; RMK and music director currently evaluating the 9am service overall and if it needs to evolve; eval for at least 90-120 days.
- Vestry, Trustees and Staff will continue to look at every line item in the budget to operate as lean as possible given the current financial projections.

**Decision:** Approve R1 2020 Budget

**Motion:** Move to approve R1 2020 Budget.  
Motion seconded and approved. Vote: 7 in favor, 1 opposed, 1 abstained.

**Discussion:** 2020 Clergy Housing Resolutions – Katherine Beckett-Goodwin, Register

- Although it's the policy of St. David's to generally have staff pay confidential, that does not apply to clergy as the housing resolutions need to be documented in the Vestry Minutes per the ECUSA and IRS tax code in order for clergy to receive the tax designations for housing.

**Decision:** Approve 2020 Rector Housing Resolution.

**Motion:** Whereas the Reverend Mary Kay Brown is employed as the Rector of St. David's Episcopal Church and School, Ashburn, Virginia, which does not provide a residence for her, the Vestry resolves that of the total compensation of \$98,847 to be paid to the Reverend Mary Kay Brown during 2020, that \$56,920 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

Motion seconded and approved.

**Decision:** Approve 2020 Assistant to the Rector Housing Resolution.

**Motion:** Whereas the Reverend William Packard is employed as the Assistant to the Rector of St. David's Episcopal Church and School, Ashburn, Virginia, which does not provide a residence for him, the Vestry resolves that of the total compensation of \$61,595 to be paid to the Reverend William Packard during 2020, that \$37,230.24 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

Motion seconded and approved.

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

- We had four baptisms in January 2020.
- Said goodbye to Daryl Ackman our organist and hello to Annie Park as the new organist.
- Bravo to Karen Knox, Parish Administrator, and Maureen Carey, Lay Pastoral Assistant, for organizing the very successful ministry expos, getting results and sign ups as well as positive conversations in the Narthex.
- Thanks to a great start for Sunday School.
- Ash Wednesday is next Wednesday, 2/26/2020, as well as Ashes to Go; sign up for the Lenten devotion online.
- SD Preschool is in the top five for the Best of Loudoun award, keep voting through 2/21/2020.
- Worship team met and planned Easter to Pentecost.
- Seminarian Melina Dezhbod is teaching a six week class based on the book "Being Christian".
- 4/26/2020 – Beloved Community.
- Fr. Will Packard will be out of town in Honduras to scout out ministry outreach opportunity and help with water supply implementation. 2/22-2/26/2020.
- Shrove Tuesday Pancake Supper is on Tuesday, 2/25/2020.

**New Business**

**Discussion: Parochial Report** – Karen Knox, Parish Administrator

- Worksheet and draft report presented. Karen highlighted a few items:
  - Exciting we had 21 baptisms.
  - Excited to have had 21 confirmations.
  - Lay visits went way up 2020 or 2019.

- New software database implemented. Training and going forward will be easier to pull the information for this report.
- RMK noted that the diocese is trying to quantify the “vitality/touch” of churches through the parochial reports rather than just ASA (Average Sunday Attendance) which was the previous benchmark.
- Question: Does new/current software track the open rate of email communications sent out? SD uses Constant Contact for email communications and it does track the open rate. Current open rate is about 40%, up from last year was around 30%.
- RMK said thank you to Karen Knox and Lisa Gager for their work on pulling together the report.

**Decision:** Approve 2019 Parochial Report.

**Motion:** Move to approve 2019 Parochial Report.

Motion seconded and approved.

**Discussion: Vestry Committees and Liaisons** – David Sheatsley, Sr. Warden

- The draft roster of Vestry subcommittees and members as signed up for at the Vestry Retreat held 2/8/2020 is reviewed. Any changes or questions?
- Jenkins Cooper would like to be added to Stewardship as an alternate with Keith Korin.
- Anne Shively would like more time to consider the Fundraising committee assignment.
- Still need leadership for the Planned Giving committee.

**Discussion: New Vestry Member Length of Terms** – Rev. Mary Kay Brown, Rector/David Sheatsley, Sr. Warden

- Tabled discussion of terms to next meeting to verify details on partial terms.

**Discussion: Prevention of Abuse Training** – David Sheatsley, Sr. Warden

- All Vestry members must complete the Diocese Prevention of Abuse Training.
- Training is now available online. Ann-Marie Lanius, Preschool Co-Director, said that she had several preschool staff do the online training and it works well.
- David will send out the online link for the training, but members can also locate it at [www.thediocese.net](http://www.thediocese.net). Vestry members should take the training as soon as possible and send a copy of the certificate to Liz Whitlock and David Sheatsley upon completion.
- The training is good for 10 years, so only Vestry members that have not taken the training before or are out of date need to take the training.

**Discussion: Vestry Volunteer to serve as Diocesan Liaison (N. Piedmont Region)** – David Sheatsley, Diocesan Liaison

- Overview of role was presented.
  - Vestry liaison to the Diocese of Virginia.
  - Attend quarterly meetings for Region XIII and submit monthly activities report via email.
  - Oversee the process for managing St. David’s Annual Council Delegates, announce delegate opportunity annually through communications, gather candidates.
  - Inform congregation of topics up for vote at the annual meeting through communications and solicit parishioner feedback on the topics to apprise the delegates.
  - Keep the delegates and Vestry apprised of the Annual Council meeting date, meeting preparations and topics to be prepared to vote on.

- If no one else is passionate about taking on this role, David Sheatsley would like to continue in this role in 2020.

**Decision:** Appoint David Sheatsley at Vestry Diocesan Liaison.

**Motion:** Move to appoint David Sheatsley as Vestry Diocesan Liaison.  
Motion seconded and approved.

**Discussion:** Nominations for Delegate to Convention/Delegate Role – David Sheatsley, Diocesan Liaison

- Corey Brunet is in her 3<sup>rd</sup>/last year as delegate (voting); Darren Prosper was alternate last year, so moves to voting delegate in 2020; Ginny Fecteau has finished her term.
  - Corey’s term: 2018-2020
  - Darren’s term: 2019-2021
  - Ginny’s term: 2017-2019
  - New term: 2020-2022
- Convention is usually the second weekend in November.
- At the March Vestry meeting, would like to have nominations for parishioners who would like to serve.
- There is a position description, Liz Whitlock will post to the Web site.
- Role:
  - Three year term. First year as a non-voting alternate, Second and third year as a voting delegate.
  - Delegates attend the Annual Convention over 3 days in November as representatives of St. David’s. This means that Friday would need to take a day off of work.
  - Prepare by understanding the topics up for vote.
  - Work with Vestry Diocesan Liaison to gather parishioner feedback on topics.
  - Vote on topics on behalf of the parish, not your own personal preferences.
- Vestry members will talk to parishioners regarding interest in the position. David Sheatsley will put something in Life@St. David’s to notify parishioners of the opportunity if anyone is interested.

**Prayer:** You teach us Holy Spirit that; “our union with Christ makes every moment of our lives meaningful!” That is powerful. Help us process that. Each of us desires to make a difference as we live our lives, but all too often we cannot see it. Show us how to connect with Your divine Presence so we can walk in Your Light. We want our decisions to reflect Your heart’s desire. We want all the business we have just addressed, as well as the rest to come, to honor You and point to You. Help us encourage each other when we see Your Light working in each other. Encourage us to speak it out loud so all can recognize Your work in our lives. In the Name of Jesus, the Christ we pray, Amen.

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

Spiritual discussion led by the Rector, Gospel 17, verses 1-9.

**Old Business**

**Discussion:** Finance Committee Report – Mike Martino/Jenkins Cooper

- The Finance committee met on February 10, 2020.
- The Finance Committee Report was overviewed (attached):
  - Reviewed the standard operating procedures to understand the role of the committee.
  - Reviewed where St. David’s ended up financially for 2019.

- Will look at areas of expanding income and attracting new parishioners with possibility of expanding cemetery/columbarium.
- Possibility of refinancing the mortgage.
- Work with Trustees to assemble more detailed list of property needs/funding. Possible to be proactive rather than reactive to needs? Funding is primary issue.
- Look at possibility of planned giving.
- Ensure investment funds are receiving highest returns available.
- Next meeting is 3/11/2020.
- Discussed briefly the importance of balance between new and old number allocated to repayment of internal loan fund and where would that money go.

**Discussion:** Marketing Committee – Rohit Dean/Jen Peiler

- Need to meet.

**Discussion:** Welcome/Connect – Kondeh Greaves

- Planning for luncheon and offer connect underway.

**Discussion:** Fundraising – Anne Shively/Keith Korin

- The committee met on Sunday, 2/16/2020.
  - Look at Top Golf as a fundraiser again.
  - Pentecost celebration May 31. May be possibility for fundraising aspect.
  - 30<sup>th</sup> anniversary celebration – ideas?
  - Ideas for possible fundraising efforts emailed to the committee by Maureen Carey (brainstorming ideas.)
- Discussed ideas for feeding the hungry event outside of fundraising.
- Fundraising planning needs 3-6 months for an event.
- Need leadership for a 30<sup>th</sup> Anniversary event or events.
- If anyone has fundraising ideas, please email Kondeh and Anne.
- A fundraising plan will be presented at the March 2020 Vestry Meeting.
- Reminder (outside fundraising committee) that the Preschool Auction is on May 1. POPs is trying something new this year, it will be online auction for items this year with a carnival and item pick up on the day of. Participants can bid on items on their phone at their convenience prior to the carnival.

**Closing Prayer:** The closing prayer was read by Fr. Will Packard.

I guide you in the way of wisdom and lead you along straight paths. Pr 4:11 Father we are grateful for every blessing you have given to St David's. Thank You for being in charge of our finances and stewardship while training us to see the big picture. As we trust You, we will no longer have to live from stewardship campaign to stewardship campaign. We look forward to everything You want to teach us. Thank You for providing the right leadership with the right gifts. Your Word says to; Commit to the Lord whatever you do, and your plans will succeed. Pr 6:3 Empower us Holy Spirit to do just that. In Your Name Jesus we pray, Amen.

**Adjournment** – Rev. Mary Kay Brown adjourned the Vestry Meeting at 9:10pm.

Respectfully Submitted:

*Katherine M. Beckett-Soodwin*

Katherine Beckett-Goodwin  
Register  
March 5, 2020

### **Addendum**

Clergy Housing Resolutions for 2019

Revised to document in the February 28, 2019 Minutes

3/18/2020 Vestry Meeting

Move to amend the February 28, 2019 Vestry Meeting Minutes to include the following detailed motion for the 2019 Rector Housing Resolution:

2019 Rector Housing Resolution:

**Motion:**

Whereas the Reverend Mary Kay Brown is employed as the Rector of St. David's Episcopal Church and School, Ashburn, Virginia, which does not provide a residence for her, the Vestry resolves that of the total compensation of \$100,865 to be paid to the Reverend Mary Kay Brown during 2019, that \$56,920 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

Move to amend the February 28, 2019 Vestry Meeting Minutes to include the following detailed motion for the 2019 Rector Housing Resolution:

2019 Assistant to the Rector Housing Resolution:

**Motion:**

Whereas the Reverend William Packard is employed as the Assistant to the Rector of St. David's Episcopal Church and School, Ashburn, Virginia, which does not provide a residence for him, the Vestry resolves that of the total compensation of \$62,217 to be paid to the Reverend William Packard during 2019, that \$37,230.24 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.