



**St. David's Episcopal Church & School**  
**January 24, 2021**  
**Parish Annual Meeting & Vestry Elections**  
**Meeting Minutes (via Zoom)**

Approved 2.24.2021

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

Attending: St. David's Episcopal Church & School Parishioners attended the meeting via Zoom. There were 112 Zoom connections, and through the Vestry Elections Poll, 138 "adult communicants in good standing" cast their votes to elect Vestry members, and 6-8 adults were hosting/co-hosting the meeting. We did not have a way to account for household children in attendance.

The Parish Annual Meeting & Vestry Elections was held during Sunday worship service via Zoom and the business of the annual meeting was presented and the election of Vestry members was completed.

**Call to Order** – Rev. Mary Kay Brown called the Parish Annual Meeting to order at 10:08 am.

**Welcome** – Rev Mary Kay Brown welcomed parishioners and visitors to the meeting and thanked them for attending.

**Zoom Do's & Don'ts** – Katherine Beckett-Goodwin, Register

A brief overview of how to navigate attending the Zoom meeting was given:

- Please keep your microphones muted.
- Use Speaker Mode to watch the meeting.
- Remember that you're on camera! Eat and drink at your own risk! Session is being recorded.
- Have a question? Write in the CHAT that you have a question, wait to be recognized by a Host, -unmute, -ask, -then re-mute.
- Q&A Session on same Zoom call following meeting.

**Introduction & Nomination of Vestry Candidates** – Katherine Beckett-Goodwin, Register

The three candidates running for Vestry Election were introduced and nominated: Jenifer Bluhm, Jenkins Cooper and Anne Shively. Photos of the candidates were shown and bios and photos were available to the parish to review prior to the meeting. Thank you to the candidates for running.

**Election of Vestry Members** – Katherine Beckett-Goodwin, Register.

The election rules and process, in line with the Canons and direction from the Diocese of Virginia for conducting virtual annual meetings, were explained. This information was also disseminated prior to the meeting.

- Eligible voters are parishioners in good standing, at least 16 years old.
- Voters must be in attendance during the virtual meeting to vote.
- Candidates must receive at least 51% of the vote to be elected.
- Parishioners are to mark up to three selections on the Zoom Poll ballot.
- Results were tallied and documented by the Register and given to the Rector by the end of the meeting.
- Parishioners saw a short Zoom Poll pop up on the screen when voting opened.
- One household voter could vote per Zoom Poll Question: Select up to three candidates you want to vote for by clicking on the button beside the candidates' names. Click on "Next". (No write-ins are allowed!)
- Up to 4 qualified voters per Zoom connection. If parishioners had more than 4 household voters, they were asked to please use a second device.

- After up to 4 qualified household members voted, parishioners should select “Submit”.
- A last call for questions was made prior to the voting via Zoom Poll was closed.
- Results to be announced at the end of the meeting.

A practice Zoom Poll was held first to “elect members of the Holy Trinity” as a demonstration on how to participate in the actual voting for Vestry members. The parishioners did great!

The Vestry Election was held via Zoom Polling Questions. The minimum number of voters required was met and each candidate received more than the required 51% of the vote. The vote was closed. The Register documented the parish official vote for Vestry members. Note the Zoom system hosts and co-hosts were not permitted to vote through the polling option due to the nature of the software.

#### **Trustees/GM Property Report – Allan Steed, Sr. Trustee**

A brief overview of the property oversight and maintenance for 2020 was given.

- The interior of the church has a fresh coat of paint ready for re-opening for in person. (photo)
- The sidewalk at the church entrance no longer turns into a lake when it rains, repairs completed. (photo)
- For the Altar Guild, the Piscina was repaired so they no longer have to go outside to return consecrated wine to the earth. (photos of repaired Piscina)
- Repaired and replaced the grouting of the 1-inch tiles in the baptismal font, including replacing the 12-year-old pump and PVC piping. (photos of the repaired font/pump)
- When it rains (COVID-19), it “spores.” Had to clean the church and toss all prayer books and hymnals due to mold. (photo of the prayer books and hymnals)
- New Video Streaming System was purchased and installed in the Sanctuary. (diagram of extensive setup)

#### **Sr. Warden’s Report – David Sheatsley, Sr. Warden**

A brief overview of the Vestry and church activities for 2020 was given.

- At the beginning of the year of 2020, we were coming out of a financial fog in 2019. 2019 was a difficult year for the church financially, until, with Mary Kay’s pleas, we ended the year on a high note financially.
- On this high note, we decided that “light” would be the theme for 2020. Coming out of the fog and into the light. Believing that God’s light would show us the way. And He has. Even through the pandemic.
- Then in March 2020 came the order to close our doors to in-person worship, along with the preschool and the church office and we all quickly discovered the true meaning of the word “virtual.” Virtual everything. Virtual Easter. Virtual Christmas. Virtual family gatherings. Virtual passing of the peace. Virtual hugs.
- At our March 18th Vestry meeting, Rev. Mary Kay stated... “This is an amazing time to be leading church! Church is so much more than a building! It’s a chance to show who we are, learn things from God and grow our faith. Amen.” She is a wise person.
- God was watching over us in 2020.
  - He made sure that we had the talent to live stream our first 10am Sunday service. Three days after the Diocese and the government mandated that we close our doors, the sound team volunteers, singers and musicians, staff and clergy didn’t miss a beat and set up a system that allowed us to live stream our 10:00am Sunday service as the one service offered on Sunday mornings. With little or no time to promote the service, 127 households “attended” the March 15th service live from the confines of their homes and has so far been viewed 1,900 times!
  - Through the end of December, the 46 streamed Sunday and Christmas services have been “attended” virtually by a total of 5,372 households. And all views of the service now total over 31,900. I think that may be called “evangelism.”
  - Compline: Maureen Carey expanded her Facebook live Friday night Compline service to seven evenings a week, still streamed live via Facebook. As of the end of 2020, Maureen has provided solace and a familiar face to 17,906 households over 274 nightly services.

- Morning Prayer: The three-day-a-week service of Morning Prayer also has been virtual since the week of March 15th to give parishioners and guests an opportunity to take a break from the day-to-day activities and to pause and hear the Word of God. Rev. Mary Kay, Fr. Will (until he was called to St. Andrew's) and occasional guest preachers, have offered Morning Prayer 121 times during 2020 with total views of 13,454. On average, Morning Prayer is viewed by 111 parishioners and guests.
- We are unsure of who is "tuning in" and know there are some members of our church family who may have "tuned out" or have issues dealing with the anxiety of Zoom and Facebook. We are working on further outreach to these families as they are all important to us.
- Beyond these numbers, I can't say enough about the generosity of our parishioners, neighbors and friends financially and through the gifts of food and household goods to help those in need within our larger covenant community. The outpouring has been humbling.
- Through the pandemic and isolation we've all experienced, and our inability to hug our friends and family members, the light did shine on St. David's this past year.

### **Preschool Report** – Ann-Marie Lanius, Preschool Director

A brief overview of the Preschool operations for 2020 was given.

- The Preschool is currently closed for the 2020-2021 school year.
- Director and Administrator hours and salaries were adjusted to part time due to closing.
- Provided Outdoor Story Times in Oct./Nov. 2020 – served approximately 35 families each story time session – plan to continue in spring 2021.
- Conducted a Virtual Zoom Classroom Pilot Program with Pre-K students to gather information for online learning if needed in 2021-2022.
- Plan to reopen for 2021-2022 school year with regular classes.
- 2021-2022 School Registration – in process:
  - Virtual Open House – 1.25.2021
  - Zoom Q & A – 1.26.2021, 7:00 PM
  - Registration Form Due – online Google Form – 2.8.2021 by Noon
  - On-site tours are available by appointment.

### **Rector's Report & Homily** – Rev. Mary Kay Brown, Rector

An overview of 2020 and the extraordinary year it was for the church given the pandemic was given along with the Rector's vision for St. David's going into 2021.

- God has shined a light on St. David's!
- 2020 tried and tested us. It may have seemed hard to find good news in the midst of so much loss and pain and uncertainty.
- We were truly facing three pandemics in 2020: COVID, racism and vast and deep political divisions. The question was: How would we be church in these times? What makes us church? The short answer is that although the doors to the sanctuary were closed, St. David's remained very much open for business – the business of good news.
- The Good News:
  - We pivoted quickly and adapted from recording on someone's cell phone to broadcasting on Zoom to streaming equipment in the sanctuary (our Sound Team is amazing!) We added compline and morning prayer online.
  - There are benefits to being virtual online. People show up for compline, morning prayer and worship from around the country; some are family members of parishioners; many could not attend an in-person meeting but will show up in a Zoom format. Be honest, how many of you have attended worship this year in your PJs?
- Creativity:

- Saying goodbye to Fr. Will virtually, celebrating graduations virtually.
- Some things worked well and some didn't work as well. Trial and error.
- Maureen creating At Home Sunday School Kits, Baking with the Bible, Children's Chat and many uplifting family videos.
- Many of our ministries are meeting online like Shepherd Groups and the Men's Fellowship Group. Virtual bingo was held twice and was so much fun! We explored virtual support for parents educating children at home. Reconstituted the Pastoral Care Group, calling every parish family at the beginning, then checked in on those who were more isolated and need more support. Quilters, Flower Guild, Singers and Musicians continued to meet online contribute their talents. The Preschool did outdoor story time, Zoomie online.
- Altar Guild devised a safe procedure to prepare and distribute communion when we had outdoor services. Wind, cold, leaf blowers - no matter.
- Church Is Connection.
  - The Alleluia Feeding Ministry was born with our sister church St. Gabriel's by joining together for this vitally important ministry.
  - Backpack buddies has continued to feed food insecure students even as our schools have been closed.
  - We uncovered the poverty in Loudoun County. It has always been there but now it's right in front of us.
  - Food insecurity, lack of affordable housing, discrimination and racism. Connection. This is not someone else's concern. This is our concern.
  - The pandemic has opened more eyes to racism, as our black brothers and sisters and siblings disproportionately affected by COVID are working in risky jobs for little pay, and not getting access to the vaccine at equal rates.
  - Our Men's Fellowship stood up to racism and made a brave and faithful decision to reconstitute their organization with a specifically articulated commitment to fight racism in all its forms.
  - Our Becoming Beloved Community Group conducted two Zoom BBC classes, online prayer gatherings, forums, and gathered resources for learning more.
- We are church with or without a building, with or without meeting in person. We are connected in Christ, bound in love to one another.
- There are no Episcopal Churches meeting in person in the Diocese of Virginia at this time. Our local COVID-19 numbers need to decline dramatically before we open again. My best guess is May or September. We have a plan already in place to keep everyone safe when we reopen.
- We need to ponder and pray about what we are learning through all this. Jesus calls us to follow.
- Staying Connected: There are lots of virtual ways to stay connected with St. David's through this pandemic time: Small Groups, Taste & See Groups through Lent, Virtual Dinner/Happy Hour/Dessert Groups, Pastoral Care Connectors are coming soon (need volunteers) and Confirmation Classes in April. What else? Are you interested in helping with Virtual VBS, or if or how we could do youth mission trips?
- Priorities for 2021:
  - Youth Program – In order to hire an Assistant to the Rector clergy person, we need more pledge commitments and could use more volunteer support.
  - Welcome Program - Is being reconstituted for digital age.
  - Communication – We are strengthening our social media presence and outreach.
  - Honing our worship - to be ready for reopening, we are looking at a 9am service, rebuilding the music ministry and keeping people connected.
- St. David's Episcopal Church & School Is Connection.

**Church Financial Report** – John Mellish, Treasurer

A brief overview of the church financials for 2020 was given.

- We had unknowns going into 2020 back in January, and then the pandemic hit. Would parishioners still be in a position to pledge and donate given the impact of the pandemic on the economy? The answer was YES!
- Pledges surpassed the goal by \$3,380.
- Ended the year with a surplus amount.
- Total income from all sources was (\$59,881) below the goal.
- Loss in revenue was more than offset by a reduction of \$97,608 in projected spending with the savings coming primarily from personnel costs (did not hire a replacement Assistant to the Rector position), reduced utility costs with the entire church campus closed, and so on.
- See full budget to actuals in the 2021 Annual Report.
- Easter (\$16,400 vs. \$10K) and Christmas (\$20K vs. \$15K) offerings far exceeded expectations! Thank you! (graphs of offerings shown)
- Success in obtaining funds from the CARES Act:
  - Successfully applied for and received a COVID-related \$170,000 Payroll Protection Program (PPP) grant from the CARES Act.
    - Covered 2 months of Preschool teacher salaries.
    - Covered 2 months of Church Staff salaries and interest in our mortgage.
  - Successfully applied for and received a \$28,000 Loudoun County CARES Act grant to cover costs of PPE purchases, duct cleaning and other COVID-related expenditures and services.
  - Have just applied for \$65,000 from round two of the PPP.
- The amount pledged has been declining. To date, 2021 pledges are down \$142,800 from 2020. (graph)
- Overall:
  - St. David's is in sound financial shape and God watched over us in 2020.
  - Approved 2021 budget shows a deficit of (\$120,553), but all but (\$10,900) will be covered by carrying over a \$35,667 surplus from 2020 and applying approximately \$74,000 from the PPP funds offset once converted to a grant.
  - However, the trend in pledging is a concern for the future.
  - We have major expenses occurring in the near term, including replacing the 20-year-old HVAC system, replacing doors, repairing sanctuary windows, etc.
  - The approved 2021 budget is available for review on [sdlife.org/Vestry](http://sdlife.org/Vestry).

Please see the attached Parish Annual Report for the full details.

### **Announcements and Tell Us** – Rev. Mary Kay Brown, Rector; Katherine Beckett-Goodwin, Register

We conducted another Zoom Poll to find out how the attendees learned of the “Annual Meeting via Zoom” with choices including through Facebook, Church email, Happenings newsletter, etc. And a little fun with a choice for selecting a pharaoh on camel-back dropped off a scroll. Results of the poll were shared with the attendees right away which everyone seemed to enjoy.

### 2022 Parish Annual Meeting & Elections

The parish was notified of the change to the annual meeting schedule going forward.

- The next St. David's Parish Annual Meeting & Vestry Elections will be planned for approximately May 2022 (TBD) per the Vestry vote on 11.18.2020.
- This move to May going forward will be better aligned with the calendar year budget cycle to allow new Vestry members to:
  1. Learn about the process prior to the new budget cycle.
  2. Have the same Vestry members who prepared the budget oversee it for the first 5 months of the year.
- The next Vestry Election will be 16 months from now.

**2021 Vestry Election Results** – Rev. Mary Kay Brown, Rector

The newly elected Vestry members for the 3 three-year terms of 2021-2024 are: Jenifer Bluhm, Jenkins Cooper and Anne Shively. Congratulations! Thank you to our outgoing Vestry member, Mike Martino, we appreciate his service the last three years. We also appreciate Anne and Jenkins serving partial one-year terms this past year. We are blessed indeed!

Thank you to the Vestry, Trustees and Staff.

An additional question and answer session was held after the end of the service via the continued Zoom call.

The next Vestry meeting is Wednesday, February 24, 2021 at 7pm via Zoom.

Scout Sunday will be held on 2.7.2021.

**Closing Prayer:** The closing prayer was said by Rev. Mary Kay Brown, Rector.

**Adjournment** – Rev. Mary Kay Brown adjourned the Parish Annual Meeting at 11:25 am.

Respectfully Submitted:



Katherine Beckett-Goodwin, Register

February 15, 2021

Approved Motions:

- Parish election of Vestry Members for three-year terms 2021-2024: Jenifer Bluhm, Jenkins Cooper, Anne Shively.