



St. David's Episcopal Church & School
March 17, 2021
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), Anne Shively (Jr. Warden), Jenifer Bluhm, Tabatha Bragg, Jenkins Cooper, Jen Peiler and Kondeh Greaves; Absent: Rohit Dean and Keith Korin; Register Katherine Beckett-Goodwin, Treasurer John Mellish, Chaplin to the Vestry Carol Bonifant. Also attending: Liz Whitlock, Maureen Carey, Allan Steed and Marilyn Tracy.

Opening Prayer: The prayers were created and said by Carol Bonifant, Chaplain to the Vestry. My flesh and my heart may fail, but God is the strength of my heart and my portion forever. Psalm 73:26 Gracious Lord, anniversary thoughts of COVID rush by: so much anxiety, loneliness, loss, sorrow, fear, death, and isolation... yet kindness, growth, creative ministry, prayer, and hope prevailed! You never once left us. Your tenderness wrapped around death convinced us Your heart was broken too. When our country began to fall apart Your strength gave us hope. And Your Sovereignty confirmed You were in control, which calmed our fears and taught us how to trust. Your heart Lord constantly sustains us. "A hummingbird heart weighs a fraction of an ounce and beats 800 times a minute; a blue whale's heart weighs half a ton, beats only 10 times per minute, and can be heard two miles away. In contrast to either, the human heart does its job, beating 100,000 times a day [65-70 times a minute] with no rest." Yet Your heart Father never stops beating and supports us from this side of eternity into the next. We embrace You as our God and are grateful to be Your people. Thank You Jesus, Amen.

Call to Order – Rev. Mary Kay Brown called the Vestry Meeting to order at 7:04 pm.

Parishioner Comment Period – Parishioners

- None.

Administrative Items

Decision: Approve March 17, 2021 Agenda – Vestry

Motion: Move to approve the March 17, 2021 Agenda as presented.
Motion seconded and approved.

Decision: Approve February 24, 2021 Vestry Meeting Minutes - Vestry

- One change: add David Sheatsley and Anne Shively as Vestry Liaisons to the Stewardship and Planned Giving Committee under the Vestry Liaisons section on page 8.

Motion: Move to approve February 24, 2021 Vestry Meeting Minutes with one change to add David Sheatsley and Anne Shively as Vestry Liaisons to the Stewardship and Planned Giving Committee under the Vestry Liaisons section on page 8.
Motion seconded and approved.

Discussion: February 2021 GM and Trustee Reports – Allan Steed, Sr. Trustee & Liz Whitlock, GM

- The report was referenced to review. Highlights:
 - Snow removal was \$5,350.

- Church: Dormer window leaking and needs repair, installed portable air filter beside organ, addressing sprinkler repair, replaced backup batteries in the Verizon PBX box.
- Church office: Need to install another sump pump and professional wiring.
- Annex: Reminder to keep the back door locked.
- Cemetery: General clean up, pending request to install new sidewalk to allow for easier access to the Columbarium – funding from Cemetery Fund, and yellow flags have been staked on site for visual of the potential sidewalk.
- Analysis and information gathering continues in regard to the PACE Program.
- PPP funds approved for the 2021 application, \$170,200, and transferred from the Capital Bank account to the Church Trust account per Accounting Administrator.
- Question: The sign on Claiborne Parkway looks worn, are there plans to replace or paint it? Not at this time but can add to the Tracking Items list.
- Question: What is the PACE Program? The program is a fund established in Virginia and Maryland used for energy improvements. St. David's is looking into a grant from this program in conjunction with the HVAC replacement and other potential energy improvement measures around the campus.
- Question: What is the new PPP money going to be used for? It will be initially used to cover salaries. We need to clarify what other items the loan/grant money may qualify for.
- Question: Regarding the Tracking Open Items list, can we put a timeline on the items? No. Need to have approved funding to execute the improvements/repairs. Currently no funding is approved for these items. The list is a way to keep track of what we would like to do once funding is available. We are hoping to include some of the items on the list with the HVAC modernization project/PACE Program.
- Question: Are the items in priority order on the Tracking Open Items list? Yes.
- Question: When is funding expected to address the Tracking Open Items list? We need to provide more information on the historical energy consumption data for the PACE Program. Funding TBD.
- Question: Has the sidewalk project already been approved by the Vestry? No, the Cemetery funds are planned to be used as Cemetery maintenance falls under the Trustees. [Note the sidewalk is a capital improvement as opposed to maintenance, need to review the policies on where this falls for funding approval.]
- (Remaining Action Item from January 2021 Vestry Meeting: A Cemetery overview (how it works, funded, etc.) will be provided to the Vestry, and more information provided regarding the requests and costs for the requested projects will be provided for review and discussion at the February Vestry Meeting.)
- Thank you to the Trustees and GM for all the work they are doing maintaining our campus.

Discussion: February 2021 Treasurer's Report – John Mellish, Treasurer

- Overview of the numbers located within the February 2021 Treasurer's Report:
 - Pledge offerings for February 2021 were \$63,348, 127% of budget.
 - YTD pledge offerings are \$131,638, 132% of budget.
 - Total Revenue in February was \$63,339, 120% of budget.
 - YTD Income is \$141,092, 124% of budget.
 - Non-pledged offerings for February were \$4,759, 79% of budget.
 - No loose cash for February.
 - Expenses for February were \$68,011, 106% of budget.
 - YTD Expenses are \$166,610, 102% of budget.
 - Note: Line 6604-06 Snow Removal had a huge impact on expenses due to the unexpected weather impact beyond our control. We budgeted \$500 and we spent \$6,205 (1,241% of budget).

- The monthly expense of \$1K and \$500 transfers for line items 6601-03 and 6601-05 (repayment of internal loans) did not get done this month due to computer issues. A double payment will be made in March to get caught up.
- Net Income in February was 328, (-4%) of budget.
- YTD Net Income is (-\$25,518), 52% of budget
- We were blessed to have our financials in good order so far in 2021.
- Cash is \$211,150.
- The PPP loans (expected to be converted to grants) allow finances to be a little more flexible, which is good to have funds available when/if needed.
- Question: Regarding snow removal, is it based on a flat fee or hourly basis? It is charged on an hourly basis. There are three parts to charges: salting – walkways and parking lot for ice and snow; shoveling – walkways for snow; plowing – removal of snow from parking lot.
- Note, as discussed at the February Vestry Meeting, the salting, shoveling and plowing all must be done for safety reasons to maintain the campus for emergency vehicles, emergency access, preschool tours, staff, other organizations that use the facilities, etc. The budget estimate may not have anticipated this expense properly due to the assumption that snow removal wouldn't be needed with the physical premises not open to worship as well as a limited number of people allowed on campus/in buildings due to the state and Diocesan pandemic restrictions.

Decision: Approve February 2021 Treasurer's Report - Vestry

Motion: Move to approve the February 2021 Treasurer's Report.
Motion seconded and approved.

Discussion: Finance Committee Report – David Sheatsley, Sr. Warden

- The Finance Committee met virtually on March 8, 2021. The Wardens and the Vestry Finance Committee Liaison, Rohit Dean, are working together to on different ways of reporting an overview to the Vestry each month.
- The full financial statements will continue to be provided with the Vestry Package each month.
- The new 2nd round of approved PPP loan funding of \$170,200 will show up as a liability on the March 2021 financial statements. We expect that to be converted to a grant once the requirements are met and reported.
- As the PPP loans are converted to grants, they will then switch from a debt to cash revenue.
- The Small Business Administration (SBA) is picking up the pace on approving conversions of loans to grants for the previous round of PPP funds. Hopefully they will get to St. David's by the end of the month.
- The Preschool had questions about the PPP funds and the Finance Committee Chair, Paul, will get back to them to address their questions.
- Question from Rev. Mary Kay to Vestry members: Are the financial reports helpful to you? Yes.

February 2021 Rector's Report – Rev. Mary Kay Brown, Rector

- Sabrina started yesterday, 3.16.2021, as the Social Media Associate.
- Started 30 Good Minutes classes. Attendance is good and having good conversations about covenants.
- Met with the Welcome team. Will have virtual coffees on April 11 and April 12.
- Rev. Mary Kay will start Adult Confirmation/Reception Classes on April 11, 1-2:30pm. The class will be once week for four weeks.

- Currently onboarding Lori, the new Music Director. She is doing a wonderful job, learning about the culture and services at St. David's. Thank you to everyone who is meeting with her and supporting her. She is getting a feel for the style and interest for both services and both services will be well represented. Please with Lori's outreach internally to gather input. Feel free to share ideas and suggestions with her.
- Started a new Becoming Beloved Community class with nine people. Will go for six sessions.
- Doing Holy Week and Easter services planning. Planning virtual services for the second year in a row.
 - There will be a streamed service for Palm Sunday at 10am and afterward palms will be distributed in the parking lot via drive through pick up from 11:30am-12:30pm on Sunday, 3.28.2021.
 - Virtual services for Maundy Thursday and Good Friday.
 - Pick up of pre-packaged communion kits on Saturday, 4.3.2021, time TBD. Bruce and Bobbie Johnson are making the donation of the kits. Rev. Mary Kay will bless them prior to distribution. Pick up will be first come, first served until they run out. There will be 300 communion kits available for Easter.
 - Three Easter services on Sunday, 4.4.2021: Sunrise service, outdoors, in-person, pre-registration required, temperature checks, up to 40 people limit; Virtual service at 10am; Family service, outdoors, in-person, pre-registration required, temperature checks, up to 50 people limit.
 - There will be two Special Happenings emails with the sign up links and Holy Week service information.
- Continue to watch the local COVID-19 infection numbers. As a reminder, the Diocese increased its metrics for outside worship to 25 or fewer cases per 100,000 population and 10 or fewer cases per 100,000 for indoor worship. Today the number was 19.5 cases per 100,000. If the numbers continue to increase, there is a chance that we won't be able to hold outdoor services for Easter.
- Next week, Rev. Mary Kay is meeting with the Trustees, Sound, Ushers, Staff, etc. to discuss and plan what they need to do to be ready to open and meet indoors as soon as the numbers come down to the acceptable level of cases.
- Karen and Maureen in the office are planning hybrid or virtual (pending case numbers) Vacation Bible School. Tentatively planned for the third week in June. Need volunteers to help. Looking at different possible programs. Maureen talked with the Diocese of Texas which has an interesting program.
- Jae M. is continuing to assess potential youth connection. There does not seem to be interest in a traveling youth mission trip this year, but evaluating the possibility of a local project. Shrine Mont camps are also happening this summer.
- Ministry leader openings:
 - Grace to Go – thank you to the Grimm family for their leadership with this vital ministry of serving lunches in Leesburg.
 - Backpack Buddies – Keith Korin is stepping down after running this ministry for the last five years, we are grateful for his leadership with this ministry. Currently feeding over 80 children weekly through this program, over 300 students per month.
 - Prayer Team – Nicole has stepped down after doing a fantastic job leading this ministry as well.
 - Welcome/Connect is also looking for new leaders.
 - A very special thank you to the leaders that have put so much heart, soul and time into running these ministries well.
 - All great opportunities to embrace ministries in a new and exciting way, with a mix of in-person and virtual moving forward. The programs have all been very well run.
 - Discerning how to move forward and evaluating which ministries should continue and which have served out their life at this point.
 - Question: How are we engaging the parish for these leadership opportunities? Happenings newsletter and verbal announcements with Rev. Mary Kay initially. Other possibilities are

personal invitation to people that may be a good fit as well as asking leaders who are stepping down to share their stories of how these ministries inspired them to inspire other leaders to step forward.

Prayer: The prayer was created and read by Carol Bonifant, Chaplain to the Vestry. Father, we understand that "Tithing is an act of worship – a token of allegiance and recognition of who truly provides all the goods that we enjoy." Unfortunately, too often we forget and think our accomplishments are from our hard work. Hard work is helpful but don't allow us Jesus to ever forget it is You who made our efforts productive. When we forget we begin to think too much of ourselves and lose sight of who we serve. Each Biblical example of tithing comes from recognition that God has provided. We count on You Holy Spirit to etch this truth on our hearts allowing us to depend on You as our provider! May this become part of our Covenant with You, believing You are providing even if we can't see it at the time. In Your Name, Amen.

New Business

Discussion: Appointment of Vestry Diocesan Liaison – Rev. Mary Kay Brown, Rector

- This role is the representative of St. David's to the Northern Piedmont Region and attends the regular meetings.
- David Sheatsley has served in the role the last two years and would like to continue in the role unless someone else has interest. No one else expressed interest.
- The Northern Piedmont Region awards grants throughout the year. David would like to provide more information about the Northern Piedmont Region's activities such as the grants they provide, one example being for rent relief for families in need.

Decision: Appointment of Vestry Diocesan Liaison – Vestry

Motion: Move to appoint David Sheatsley to represent St. David's Episcopal Church and School as the Vestry Diocesan Liaison to the Northern Piedmont Region.
Motion seconded and approved.

Discussion: Stewardship and Planned Giving – Cooper/Bluhm/Shively/Sheatsley

- Overview: A Vestry Stewardship Team comprised of Jenifer Bluhm, Jenkins Cooper, David Sheatsley and Anne Shively, met twice in February 2021 to discuss potential structures, operational responsibilities, and timing for the launch of the 2021 Stewardship Campaign and Planned Giving. It was agreed during our meetings that before St. David's officially launches the 2021 Stewardship Campaign, it would be important to assess the status of the congregation with the objective of: a) reaching out proactively a bit more before the main stewardship drive- through the lay ministry or other communications; and b) be in church and re-connect face to face and see how best then to design the campaign that's embraced by the parishioners and meet the financial objectives of the Church.
- It is proposed that after the Stewardship Campaign is officially launched in October, we continue and enhance "year- round stewardship" as an educational mission to the congregation about the funding of our church functions. Finally, we should consider integrating, as part of the campaign, the opportunity for parishioners who may be unable to give financially or would like to augment their pledge non-financially, they could do so through a program designed to utilize their time and talent on the various activities and ministries of the parish.

- Recommendations: Some specific recommendations on the Stewardship Campaign and Planned Giving are provided below:
 1. That a partnership between the vestry and parishioners be initiated to help facilitate this effort.
 2. That the structure of assigning co-leads, selected from among the parishioners to lead the campaign, be continued.
 3. That one of the co-leads be selected from among young family members (i.e., Jeff Grimm, etc.) to help mobilize and motivate the younger generation to give and participate/promote the campaign. This junior member of the team would then be expected to be the main/senior co-lead of the next year campaign.
 4. That the other co-lead would be a senior parishioner with knowledge and experience in how to organize and run a Stewardship Campaign (i.e., Ricky Barker, Nancy Whiting, Sharon Easley, etc.).
 5. This core stewardship team will be supported by select vestry members and the clergy/leadership team.
 6. It was also proposed that the official launch of the campaign continued to remain as the month of October.
 7. That leading up to the official launch of the campaign, a “warm up” program be initiated.
 8. This program will first announce the campaign and the co-leads; and explain the purpose of the campaign.
 9. Within the period before the official launch of the campaign in October, the “Stewardship Minute,” a snap-shot publicity action program will be initiated.
 10. This “one-minute” announcements/information sharing, spaced over a reasonable period, will be done by a cross-section of parishioners and vestry members during the Sunday morning worship services.
 11. Regarding Planned Giving (PG), while the Stewardship Team did not delve into the details of PG, we did make five recommendations:
 - Conduct an information campaign for parishioners on the nature of Planned Giving;
 - Parishioners who need expert advice should consult with their financial advisors;
 - Identify a congregation member who has expertise in that area - preferably on a volunteer basis but still having folks work with their own advisors to set it up;
 - Solicit assistance from the diocesan rep being a resource initially and then having people consult their own financial advisors; and
 - Meet with group that investigated Planned Giving a couple of years ago to determine what was accomplished to avoid going over the same ground.
- In regard to the Planned Giving aspect, Liz M. worked with the previous team, has attended some seminars and would like to volunteer to work with the committee on formalizing a Planned Giving Program for St. David’s
- Discussion: How do we get people back involved that are under the misconception that St. David’s isn’t “open” or active since services are no in person. Several parishioners have been attending Catholic churches for in-person services. Invitations for reading for virtual services streamed from the Sanctuary, invitation to outdoor services, invitation to Men’s Fellowship meetings are some ideas.

Discussion: Appreciation Bonuses for Staff – David Sheatsley, Sr. Warden

- The effort staff put forth to pivot from in-person to virtual and make things work in 2020 when the pandemic hit was amazing. Keeping parishioners and preschool families engaged during the pandemic, outdoor services planning and logistics, supporting the PPP applications and securing funding are just some examples. The staff has been invaluable and performed beyond expectations.

- The Finance Committee discussed salary increases and bonuses. Raises were not deemed feasible right now as the financial situation is still unsure and we don't want to have to cut back if the financials take a turn from the positive trend they are currently on. Bonuses indicate a job very well done. Discussed percentages versus a flat amount.
- This issue was to be reviewed with the budget review after first quarter in April 2021, but don't want to wait to recognize the staff and thank them for what they have done. The bonus amount will be included in the quarterly 2021 SDECS Church Operating Budget Review and updated in April.
- Recommending a flat amount of \$2,000 each for six staff: Ann-Marie, Karen, Lisa, Liz, Maureen and Margie. Rev. Mary Kay was also considered but politely and strongly declined as she would like to put that money instead toward other parts of the budget that had to be cut this year.
- Want everyone to feel important and appreciated.

Decision: Approve Appreciation Bonuses for Staff - Vestry

Motion: Approve \$2000 bonuses for each of six staff members in sincere appreciation for the tremendous effort put forth, and fantastic job accomplished, in 2020 to support St. David's in pivoting quickly from in-person to virtual operations and worship services, supporting the securing of CARES ACT Paycheck Protection Program (PPP) funding, and going above and beyond expectations: General Manager, Preschool Director, Lay Pastoral Assistant, Accounting Administrator, Parish Administrator and Preschool Administrative Assistant. The Accounting Administrator will distribute the funds for this action from the Church Operating Account for all of the bonuses, including for the two preschool staff members. Motion seconded and approved.

Celebration of the 10-Year Anniversary of the Commissioning of Rev. Mary Kay Brown as St. David's Rector

Additional attendees joined the meeting: Mark Boyer, Richard Easley, Sharon Easley, Lisa Gager, Rich Goodwin, Bruce Johnson, Bobbie Johnson, Jennifer Krasilovsky, Suzy Nathan, Buz Price, David Schmidt and Nancy Whiting.

- Twelve additional parishioners joined the Vestry call to celebrate Rev. Mary Kay's 10-year anniversary of her Commissioning as Rector.
- Heartfelt sentiments were shared and many thanks extended to Rev. Mary Kay for her light, example, friendship, support, hard work, kindness, wisdom and leadership, among many other attributes, to individuals and to St. David's.
- A toast in appreciation of Rev. Mary Kay was made.
- Rich Goodwin, former Sr. Warden, shared the (shortened) story of how St. David's came to woo Rev. Mary Kay as their Rector:

While we're celebrating 10 years of Rev. Mary Kay as our Rector, I'm not sure how many people really know how far back her leadership at St. David's goes. And how it almost wasn't. I think I have a unique perspective of what happened before those 10 years.

It was the best of times, it was the worst of times...just kidding.

In the mid-2000s when Rev. Mary Kay first came to St. David's she formed and lead the Spiritual Gifts Ministry of which Katherine and I had the privilege of being part of and getting to know her well.

Eventually she went off to Seminary and after graduation was working for a parish in Alexandria.

After our second Rector departed in December of 2008, in January of 2009 the Vestry, in conjunction with Bishop Johnston, called Rev. Mary Kay to serve as Interim Rector. She was a good fit for what the congregation needed at the time with her pastoral spirit and gifts. She served throughout 2009 as Interim Rector.

In early 2010 I was on the Vestry and elected Sr. Warden. In conversation with the Vestry we determined that the number one priority for the year was to instate a permanent Rector. And, the Vestry as a whole

agreed that, instead of opening up a timely and costly search for a Rector, perhaps God had placed one right in front of us.

I spoke with Bishop Johnston about the Vestry's thoughts. He told me that his practice is to not place Clergy in Parishes where they were previously Parishioners. I felt God telling me to ask him if he could be convinced otherwise. So I did, and he said possibly. I worked with the Vestry and quickly devised and proposed a plan and presented it to him for how we would discern our path toward a permanent Rector. After further discussion he agreed to allow me to implement the approach.

So in early 2010 I announced to the congregation that the Vestry was going into 6 weeks of individual and group discernment on the path to our next Rector. We invited Parishioners to provide any and all comments over that period, of which there were many and full of strong feelings. We also met with Rev. Mary Kay as she discerned her interest in becoming our permanent Rector.

At the end of the 6 weeks, the feedback from the Parish overwhelmingly and unanimously supported Rev. Mary Kay as our next Rector. After our discernment, the Vestry was also unanimous in our support of Rev. Mary Kay.

So, I documented the process we followed, the results of our discernment, and all parishioner feedback, and presented that all to Bishop Johnston. He was so moved that, against everything he believed before, he agreed that he would allow us to call Rev. Mary Kay as Priest-in-Charge then ultimately Rector. He also said he was going to use our discernment process as a model for future churches in a similar situation.

On April 18, 2010, Bishop Jones joined us for our St. David's 20th Anniversary Service. The Vestry held a vote before the service and then I had the honor of calling Rev. Mary Kay to be St. David's Priest-in-Charge for a period of one year with the intention of becoming our third Rector.

Less than a year later, on March 16, 2011, with Bishop Johnston in attendance, and a standing room only sanctuary, Rev. Mary Kay was Commissioned as the third Rector of St. David's.

And, the rest is history, or rather herstory...

- A prayer was created and said in thanksgiving for Rev. Mary Kay and her 10 years as Rector by Carol Bonifant, Chaplain to the Vestry:
 - Heavenly Father, we give You thanks for Rev. Mary Kay's ministry to St David's. She has blessed us deeply. She has helped us to know You and to make You known, to grow in a Covenant Community where no one stands alone and through Christ lives are transformed. Thank You for calling her to St. David's and bless her ministry for the years to come. In Your name we pray, Amen.
- A brief slideshow was shared with photos from The Commissioning and Celebration on March 16, 2011.
- Rev. Mary Kay expressed her gratitude and heartfelt thanks for the celebration of, and recognition of, this lovely 10-year milestone as Rector. She thanked everyone for their kind expressions of what she has meant to them and for coming out tonight on Zoom to share the moment.

Spiritual Discussion – Rev. Mary Kay Brown, Rector

- The above celebration is what Covenants to God, to St. David's and to one another is all about.

Old Business

Discussion: Appointment of Diocesan Delegates – David Sheatsley, Sr. Warden

- The Diocesan Delegate role nominated candidates were discussed. The Election Record and Background sheet was provided in the Vestry package for the February 24, 2021 Vestry Meeting.
- H.L. Vogl and Tanya Kerr were nominated for these positions at the February 24, 2021 Vestry Meeting.

Decision: Appointment of Diocesan Delegates - Vestry

Motion: Move to appoint the following to serve as St. David's Episcopal Church & School Diocesan Delegates for the two open terms:

- 1) Appoint Tanya Kerr to serve for the 2021-2023 Term, in the first year of 2021 as the Alternate Non-Voting Diocesan Delegate and the two subsequent years (2022 and 2023) as a Voting Diocesan Delegate; and
- 2) Appoint Heather Lillian Vogl (goes by H.L. Vogl) to serve for the 2021-2022 (partial) Term as a Voting Diocesan Delegate in both years of 2021 and 2022.

Darren Prosper will serve his final year as Voting Diocesan Delegate in 2021.

Motion seconded and approved.

Discussion: Vestry Committee Liaisons – David Sheatsley, Sr. Warden

The following information was provided in the Vestry Meeting Package.

Marketing and Communications Committee Vestry Liaison(s): Jen Peiler, Jenkins Cooper (added)

- Coordinate with the Marketing team on the development and execution of external marketing to spread the word in the wider Ashburn/Leesburg community about SDECS and ultimately bring in new people to St. David's. Report back to Vestry as needed.
- Help establish new Marketing and Communications Committee.
- Serve as primary contact between St. David's and the Loudoun Chamber of Commerce.
- Attend appropriate Chamber events to raise awareness of St. David's and to expand the church's list of potential product and service providers.

Welcome Committee/Connect Team Vestry Liaison(s): Tabatha Bragg and Kondeh Greaves

- Coordinate with the Welcome team regarding the execution of Welcome plans and activities throughout the year. Report back to Vestry as needed.
- Coordinate with the Connection team regarding the execution of Connection plans and activities throughout the year. Report back to Vestry as needed.
- Provide names of new members who have gone through the Welcome/Connect process to David Sheatsley for tracking purposes.

Stewardship/Planned Giving Committee Vestry Liaison(s): Bluhm, Cooper, Sheatsley, Shively

- Coordinate with the Stewardship team to oversee the development and execution of year-round Stewardship plans and activities. Report back to Vestry as needed.
- Expand upon current planned giving education and opportunities.
- Assist in the creation of an established planned giving campaign and report back to the Vestry.
- Seek guidance from the Diocese, as necessary, and tap into planned giving expertise of parishioners.

Nominating Committee Chair: David Sheatsley with Tabatha Bragg and Kondeh Greaves

- Working in tandem with the Vestry Register, coordinate the process of developing and vetting the slate of Vestry candidates to stand for election at the Parish Annual Meeting.
- Coordinate and oversee the Vestry election process at the Parish Annual Meeting.
- Formally place the final slate of Vestry candidates into nomination at the Parish Annual Meeting.
- Members include all outgoing Vestry.

Finance Committee Vestry Liaison(s): Rohit Dean

- Oversee the financial state of St. David's and make recommendations for improvement to the Vestry for approval.
- Attend monthly Finance Committee meetings and prepare minutes of each meeting.

- Oversee the Budget and Audit Subcommittees and report back to Vestry.
- Create new and/or review and propose updates to existing operating policies, procedures and forms for submission to the Vestry for approval.

Fundraising Committee Liaison(s) and Options: Keith Korin (Tentative)

Option #1: Oversight Only

- Working in conjunction with the Parish Administrator, ensure that church-related fundraising activities do not overlap among the desired target markets.
- Under this option, the liaison plays no direct role in undertaking fundraising activities or in reviewing plans.

Option #2: Hands On

- Working in conjunction with the Parish Administrator, ensure that church-wide fundraising activities do not overlap among the desired target markets.
- Oversee and provide input into fundraising suggestions.
- Ensure that all fundraising suggestions include a plan for execution and opportunities for success.

Report back to the Vestry as necessary.

- Jenkins Cooper volunteered to serve on the Marketing and Communications Committee.

Discussion: Committee Updates

- Welcome – Tabatha Bragg/Kondeh Greaves
 - The ministry team needs new leadership.
 - Continuing to meet and work on evolving the virtual process.
 - Putting together Welcome Bags for Easter.
 - Welcome coffee on April 11 and 12.
 - Will coordinate with the other groups next week in regard to opening.
 - Draft a sheet with updated COVID operations information included for Welcome Bags and to potentially hand out at Easter, such as signing up for in-person services and virtual service information.
 - Will be prepared to welcome and include new people that may show up on Easter without knowing the pre-registration requirement.
 - Meeting with a new family tomorrow.
- Fundraising – Keith Korin
 - No update.
- Marketing & Communications – Jen Peiler, Jenkins Cooper
 - No update.
- HVAC System – Rohit Dean/Liz Whitlock
 - No update other than the additional data gathering needed for the energy analysis.

The next monthly Vestry Meeting is Wednesday, April 21, 2021 at 7pm via Zoom.

Closing Prayer: The closing prayer was created and read by Carol Bonifant, Chaplain to the Vestry. We are so incredibly grateful Jesus that You never break a Covenant with us! You go even farther by always forgiving us if we acknowledge we have sinned. Your consistent forgiveness for our wrongdoing is a by-product of Your unconditional love. In the Name of our Savior we pray, Amen.

Adjournment – Rev. Mary Kay Brown adjourned the Vestry Meeting at 9:25 pm.

Respectfully Submitted:



Katherine Beckett-Goodwin, Register

March 18, 2021

Approved Motions:

- Approved the March 17, 2021 Agenda.
- Approved February 24, 2021 Vestry Meeting Minutes with one change to add David Sheatsley and Anne Shively as Vestry Liaisons to the Stewardship and Planned Giving Committee under the Vestry Liaisons section on page 8.
- Approved the February 2021 Treasurer's Report.
- Approved appointment of David Sheatsley to represent St. David's Episcopal Church and School as the Vestry Diocesan Liaison to the Northern Piedmont Region.
- Approve \$2000 bonuses for each of six staff members in sincere appreciation for the tremendous effort put forth, and fantastic job accomplished, in 2020 to support St. David's in pivoting quickly from in-person to virtual operations, supporting the securing of CARES ACT Paycheck Protection Program (PPP) funding, and going above and beyond expectations: General Manager, Preschool Director, Lay Pastoral Assistant, Accounting Administrator, Parish Administrator and Preschool Administrative Assistant.
- Approved appointment of the following to serve as St. David's Episcopal Church & School Diocesan Delegates for the two open terms:
 - 3) Appoint Tanya Kerr to serve for the 2021-2023 Term, in the first year of 2021 as the Alternate Non-Voting Diocesan Delegate and the two subsequent years (2022 and 2023) as a Voting Diocesan Delegate; and
 - 4) Appoint Heather Lillian Vogl (goes by H.L. Vogl) to serve for the 2021-2022 (partial) Term as a Voting Diocesan Delegate in both years of 2021 and 2022.Darren Prosper will serve his final year as Voting Diocesan Delegate in 2021.
- Confirmed Vestry Liaisons and roles.