



St. David's Episcopal Church & School
June 16, 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, Rohit Dean, Kondeh Greaves, Keith Korin and Jen Peiler; Register Katherine Beckett-Goodwin, Chaplin to the Vestry Carol Bonifant and Treasurer John Mellish. 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. Our Lord is all around us like a cocoon of Light. His Presence with us is a promise, independent of our awareness of Him." Worry is the major thing that blocks our awareness of His Presence and is a form of unbelief. Forgive us Father for focusing on problems, fear, and fanciful thinking that we have to take charge, when You are in charge all the time even if we can't see it. We think too much of ourselves and too little of You. Your Greatness far exceeds any concerns we have. We welcome Your intervention Jesus and turn to You in confidence for Holy guidance and forgiveness. As we seek Your face with teachable hearts', we are open to being transformed by Your loving Presence. In the Name of Jesus we pray, Amen.

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

Parishioner Comment Period – Parishioners

- None.

Administrative Items

Decision: Approve June 16, 2021 Vestry Meeting Agenda – Vestry

Motion: Move to approve the June 16, 2021 Agenda as presented.
Motion seconded and approved.

Decision: Approve May 19, 2021 Vestry Meeting Minutes - Vestry

Motion: Move to approve May 19, 2021 Vestry Meeting Minutes.
Motion seconded and approved.

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

- The report was referenced to review. Highlights:
 - The church will be reopening on Sunday 05.30.2021 with only a few restrictions.
 - Office staff can return to campus to resume normal schedules on-site, thanks to the Virginia Governor's and Diocese of Virginia Bishops relaxation of COVID-19 Masking and Social Distancing Rules effective 05.28.2021.
 - Quarterly HVAC maintenance was performed by CES (Commercial Express) with minor repairs needed.
 - At a Vestry Working Session on 05.26.2021, the Trustees and GM along with Gerry Gurgick presented a proposal to the Vestry for a Geothermal system to replace the current HVAC possibly using PACE (debt instrument tied to the St. David's property) to pay for the new system.

- The Vestry requested an updated quote from Gerry to include the School and Office Buildings being converted to Geothermal too, at the same time, for the sake of being financially responsible re: Vestry fiduciary responsibilities. The day after the Geothermal HVAC recommendations were presented, the Church A/C failed. Some initial troubleshooting was done but had to call the service provider. A temporary fix was done to bypass a faulty circuit.
- See below for the Draft Timeline for the HVAC Modernization Project.
- Back Yard Bug Patrol treated the property for ticks (yearly servicing contract).
- Repairs were made to the sonotubes in the Sanctuary – no cost, under warranty.
- Replaced the circuit board to repair inoperative Organ pedals.
- Ordered self-flushing units and was able to install one of the two urinals. The other urinal needs repairs before a self-flushing control can be added.
- Started a cemetery/columbarium spreadsheet to confirm owners, interred and vacant niches and plots that can be sold. Still a work in progress.
- The sidewalk to the Columbarium was installed by Salzano Concrete (\$5460). Chris, Trustee, seeded the area on both sides of the new sidewalk.
- A letter of appreciation was received from a parishioner thanking St. David's for installing the sidewalk to create better access for people that are unable to walk over the uneven ground to visit the outdoor Columbarium.
- (Remaining Action Item from January 2021 Vestry Meeting: A Cemetery overview (how it works, funded, etc.) will be provided to the Vestry. More information regarding the requested projects and associated costs will be provided for review and discussion at the February/TBD Vestry Meeting.)
- Thank you to the Trustees and GM for all the work they are doing maintaining our campus.

The Register, Katherine Beckett-Goodwin, based on the HVAC Discussion held on 05.26.2021, laid out the following DRAFT Timeline for next steps on 05.29.2021:

DRAFT Timeline, Dates & Next Steps for HVAC Modernization Project

Note the estimated timeline for getting paperwork, PACE lender, permissions and contractors lined up to begin work is approximately four months.

Between Thursday, May 27 and Monday, June 21

- The Finance Committee (FC) reviews and analyzes the projections in order to provide choices and recommendations to the Vestry (and subsequently communicated to parishioners) on the sustainability of the 30-year estimated payments on the PACE debt instrument (property assessment), in the context of current and projected SD income and debt.
- The FC may begin review with the current estimates for the church building only, but for actual analysis they will need the updated numbers from Gerry/Sr. Trustee.
- Chris Smith (Trustee) will contact the Treasurer of the Diocese of Virginia, Ted Smith, to begin conversations regarding Diocese approval of taking on new church debt. The Diocese Web site estimates this process as 3-6 months.
- The Register sent Chris (and others) links to the Diocese Web site with the information on the published church debt approval process and related documents 5.26.2021.

- Please keep the FC, Liz and Lisa in the loop on these discussions as they will likely be involved in pulling the financial and organizational information together.
- Contact St. David's mortgage holder to discuss steps for gaining permission to add a property assessment (~\$1.5M) to the property. TBD - who has this action item?

By Wednesday, June 9, 2021

Updated numbers received from Gerry to the Trustees to include all three campus buildings going to Geothermal. The Trustees/HVAC team will have an opportunity to ask questions and review the material. (Does Gerry need to present again? Either way, do we need a Zoom meeting to review the updated information?)

By Monday, June 14, 2021

- Once the updated numbers are received from Gerry, and Trustees' and HVAC team's questions answered, the Sr. Trustee will update the numbers into the analysis documents and send to the Vestry and FC via email for review and questions.
- The Sr. Trustee is working on the executive summary to make available to parishioners for Sr. Warden's and Rector's review. A verbal overview may be shared with the parish at a Sunday service, TBD by the Rector.

By Monday, June 21

- FC provides analysis, choices and recommendations to the Vestry (and will subsequently also communicated to parishioners) on the sustainability of the 30-year estimated payments on the PACE debt instrument (property assessment), in the context of current and projected SD income and debt.
- Schedule Vestry/Trustees/Staff/FC Q&A session on the FC analysis.

By Monday, June 27

Based on the Q&As, Sr. Trustee make updates as needed to finalize the HVAC detailed analysis documents, and HVAC executive summary to be sent out to the parish. Wardens will give a last review prior to distribution. The detailed analysis documents will be available upon request to parishioners.

Dates TBD

- (Owner: Rector/Wardens/HVAC team rep) Schedule and hold parish informational session via Zoom and/or in person following distribution/publishing of the executive summary? Date TBD.
- (Owner: Rector/Wardens) Set Special Vestry Meeting date, with publication and notification (verbal announcements, Web site, Facebook, Happenings, parishioner addressed email with the link to the info) to the parish at least three days (preferably a week) prior to the Special Vestry Meeting.
- (Owner: Rector/Wardens/Communications) Executive Summary published to the parish prior to the informational meeting(s) and at least a week prior to a Special Vestry Meeting to vote on whether to move forward with Geothermal or another solution.

- Parishioners should contact the entire Vestry with questions and/or feedback prior to the Special Vestry Meeting so that the questions and answers may be discussed and addressed in a timely manner.
 - [Or consider setting up an email for this project HVAC@sdlife.org that forwards to Vestry, HVAC project group, Trustees, Register, FC?, so that everyone may be in the loop real time on what parish comments, concerns and support are to shorten communication time.]
- Owner: Rector/Wardens) Hold Special Vestry Meeting: if feedback from the Finance Committee is positive for financial feasibility, the Vestry may vote to move forward pending both the approval of the Diocese of Virginia and pending permission from the mortgage holder.
- The St. David's property is owned by the Diocese and held in the Trustees' names, so essentially it will be the Diocese' ultimate responsibility to fulfill the assessment amount of the PACE program payments.
- If the Diocese and/or the mortgage holder is in process and has not yet approved St. David's/Diocese to take on the additional debt, the Vestry may pass a motion indicating "pending approval from the Diocese of Virginia, and pending permission from the mortgage holder, NAME, to add the PACE assessment debt to the property which is the asset guaranteeing the mortgage."
- If the Diocese denies approval for the church to take on this level of additional debt, or denies adding the PACE assessment to the property, St. David's may not enter into the PACE program with this proposed HVAC system.
- If the mortgage holder denies permission to add the PACE assessment debt to the property, St. David's cannot move forward with the PACE program.

Discussion: May 2021 Church Organization Treasurer's Report – John Mellish, Treasurer

- Pledge offerings in May came in at \$43,091, 86% of budget.
- Year to Date actual pledge offerings was \$292,842, 114% of budget.
- Total Revenue in May was **-\$33,509, -59%** of budget.
- Total Year to Date Income is \$413,208, 137% of budget.
- Expenses in May were \$59,648, 91% of budget.
- Total Year to Date Expenses are \$367,368, 99% of budget.
- Net Income (NI) for May was **-93,157, 1,083%** of budget. See below note regarding the Journal Entry (JE) made to correct the booking of the 2020 PPP loan to grant income in March 2021. This correction impacted the NI for May 2021.
- Church organization Cash in the Operating Account is \$151,642.
- Notes for the Church and School organizations (individual financials):
 - May 2021 Financials were updated to reflect a correction to the income allocation for the first PPP Grant received in March 2021.
 - The entire PPP grant amount of \$170,000 was initially allocated to the Church (organization) income line in March 2021.
 - The Church Net Income was thus overstated for March and April 2021 by \$69,239.
 - The adjustment decreases the Church organization grant income line (for Year to Date) by the amount allocated to the Preschool organization income line of \$69,239.
 - This offsets the qualified payroll expenses paid by the first PPP loan in 2020 by the Church organization of \$100,761 and the Preschool organization of \$69,239.

- The Preschool organization portion of the PPP was paid out and not offset by pledge or other cash income.
- The Journal Entry (JE) adjustment was made to reflect in May 2021 instead of March 2021 for efficiency purposes. Acct 4500-10: PPP Grant (Other Income).
- Consider May 2021 as an abnormal month for the Church organization financials due to the parishioner pledge payment adjustment down of \$11,000 and the PPP grant adjustment down of \$69,239.
- Question: Is there a feel for pledges? Need to ask the Parish Administrator.
- Question: How is loose change coming in since moving to in-person services? Some is coming in.
- Question: The Alleluia Ministry has about \$9,000 in the account, but the ministry has ended. What will be done with the money? Rev. Mary Kay will split the money between outreach ministries and also check with Holly Hanback to see if there are any families she is working with that need help with food or supplies.
- Question: Pledges over the summer are traditionally lower due to parishioner travel. Perhaps consider Rev. Mary Kay communicating a reminder in both Happenings in her intro paragraph and in the verbal announcements over the summer, similar to how she reminded parishioners during the pandemic, to please keep up with pledge commitments? Yes, she will do that.

Decision: Approve May 2021 Church Organization Treasurer's Report - Vestry

Motion: Approve the May 2021 Church Organization Treasurer's Report as presented.
Motion seconded and approved.

Discussion: May 2021 St. David's Entity Finance Committee Report – Rohit Dean

- The Finance Committee met virtually on June 14, 2021.
- The original PPP loan to grant allocation will skew the May Income for the Church and School organizations.
- Expenses exceeded budget by \$11,469.
- A positive trend continues with Year to Date offerings continuing to exceed the Year to Date pledge budget.
- See attached Finance Committee Report for more details.
- Need to add a footnote regarding the PPP loans and grants in the financials and Minutes regarding the PPP grant in March 2021.
- Slide 14 – note budget and income regarding PPP grant.
- Note March 2021 increased expenses regarding bonuses.
- Comment: Thank you for the charting the financials in this report, it is easier to follow.
- Will add the St. David's Entity Financial Report as an approval item in addition to the Church Organization Treasurer's Report.
- The next Finance Committee meeting will be on July 19, 2021.

Decision: Approve May 2021 St. David's Entity Finance Committee Report - Vestry

Motion: Approve the May 2021 St. David's Entity Finance Committee Report as presented.
Motion seconded and approved.

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

- Have had three weeks of in person services with 80-85 people and about 40 watching online.

- Have the Bishop's visit on Sunday with Bishop Jennifer with 10-11 youth and 5 adults for Confirmation and Reception. The Bishop will meet with adults at 8:30am and 9am with youth.
- VBS starts on Monday – thank you to Maureen and Karen for planning and running the program this year.
- For the Preschool, we are very near hiring a new director, interviewed the candidate and also discussing hiring an administrator, both to start August 1. The transition with Ann-Marie and Margie will be August and September for a smooth transfer of leadership. We are creating an agreement with Ann-Marie as a consultant after September. Thank you to the Preschool and the board to make sure the process is going well. Will communicate to the families and congregation once hires have been made.
- Question: How will St. David's pay for Ann-Marie to consult? The second PPP loan has some allocated to the Preschool to cover the additional hours for the transition and consultant fees.
- Youth Ministry – Maureen is discerning about taking on the youth piece and are discussing the potential job description.
- Music – Transition in music, made a mistake in handling the situation, the team that helped to interview music director candidates is upset because they were not consulted before the Rector made the decision for the music leadership change, and Rev. Mary Kay is apologizing to them for that. It has caused anger and hurt and Rev. Mary Kay has regret about that. Rev. Mary Kay is confident that the music program will meld together. It should be noted the Rector has the prerogative to make staff changes.
- It won't be too long before we move to two services.
- Jerien Okoh-Tisch will be the half time Director of Music of both services.
- Comment: Thank you to Rev. Mary Kay for being real and transparent with what is going on.
- When any of us receives a complaint or compliment, everyone should respond back to the parishioner with recognizing the email received, thank them for their feedback and that someone will get back to them with further information. Parishioners need to feel that they are being heard and responded to. Our responsibility is to try to act and respond.
- Everyone (Vestry, Register, Chaplain to the Vestry) should have received an invite to the TEAMS through your sdlife.org emails. If not please work with Rohit Dean.
- The process is to communicate in real time via TEAMS for group communication and consult with Rev. Mary Kay to discuss the final answer to provide to the issue raised.
- Question: What is the situation with the current Music Director? The announcement of Dr. Lori departing will be around June 27 with her last service being July 4. Jerien will start July 11.
- Comment: The musicians and singers involved know already and the rest will know tomorrow of the change in music leadership.
- The church office will be closed the week of July 4 and we have regular office hours otherwise.

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

Heavenly Father there is much that challenges us. How do we pay for the HVAC? If the Diocesan answer is "no" then what? Help us listen to each other as well as our parishioners in order to hear Your whisper. We want to be open to all possibilities You place in front of us. How do we take care of our youth, so they know they are valued and special? Will Your people respond to the parish survey? Are we fearful too many of them are choosing not to attend any more? What do we do about that? How can our ministries thrive without new leadership? Yes, we agree You are in charge but, we need our hearts and minds to be linked in unity. Your Power is always seen greater when we are weak. Help us Jesus to honor You by our confidence in making the best choices for St David's, knowing any decision we make can be adjusted by Jesus loving hands. It is Your will we choose not ours. Your concerns have to be our concerns. We trust You Father show us how to trust You more! In the Name of our risen Lord, Jesus Christ we pray, Amen.

New/Expedited Business

Discussion: HVAC/PACE Update – Allan Steed, Sr. Trustee; Liz Whitlock, GM; Rohit Dean, Vestry

- We are still waiting on Gerry for the updated numbers, sent over the info that he was missing yesterday and he is still working on it.
- No update yet, will forward the update when we receive it.
- If you haven't read the 26 page report yet, please do so.
- Have not gotten in touch with the Treasurer of the Diocese yet.

Discussion: Trustee's Roles and Responsibilities – Allan Steed, Sr. Trustee

- The Trustees' job description was shared and reviewed.
- The Trustees are appointed by the Vestry and entrusted with the responsibility for the upkeep of the property as well as sign legal documents on behalf of St. David's per Virginia regulations.
- Keep the Vestry informed for the proper needs – see the Repair Reserve Fund Spreadsheet for the 20-year cost projection for upkeep and maintenance.
- Working with Liz on the insurance.
- Cemetery – have a list of who is where after 1992.
- Chris has reviewed the documentation and putting it into an easier way to see and keep track of the list in Excel to help prevent mistakes.
- Cemetery – we need to find the four corners of the burial plots. There is four inches between plots and the corners are marked with rebar. The rebar has been shifting. We need to find one corner with a metal detector and then measure and prep the ground to make a burial happen in addition to finding the plot.

Discussion: Youth Ministry Proposal – Rev. Mary Kay Brown

- Maureen Carey will be responsible for Children and Youth Ministry and would also like to retain some of her pastoral duties.
- Spoke to the Finance Committee on Monday and there was unanimous support for Maureen to take on this position with additional compensation.
- Looking at July 11 as a tentative start date.
- At the July Vestry Meeting will go more in depth on the job description.
- With prayer, hard work and support we will hope to be successful. There will be new language, new focus, new energy. She is excited and nervous.
- Youth Ministry up and running may be in August or early September with the second part of July and first part of August to plan and organize.
- Need to increase the personnel funds by \$15,000 annually to support the new position.

Decision: Youth Ministry Proposal – Vestry

Motion: The St. David's Episcopal Church and School Vestry approves an additional \$15,000 in personnel expense to fund the compensation for the new Children and Youth Ministry position.
Motion seconded and unanimously approved.

Discussion: Welcome Back Parish Survey Update – David Sheatsley, Sr. Warden

- Thank you for everyone's comments on the survey. It will be good to go to send out as soon as tomorrow.

- We will share the results, analyze them and then act on them.

Discussion: St. David Men’s Fellowship – Jenkins Cooper

- Returned to in person meetings last Saturday and the next meeting will be June 26.
- In the interim, the meetings will be both in person and virtual. The meetings are held every second and fourth Saturday.
- Planning a lunch on July 25.
- Planning a retreat in Spring 2022 at Shrinemont.
- In February we plan to go to museums for Black History Month.

Spiritual Discussion – Rev. Mary Kay Brown, Rector

Gospel of Mark. Discuss the Kingdom of God is like a seed. God is the grower. Trust God is at work here at St. David’s.

Committee Reports (as needed)

Discussion: Welcome Committee – Tabatha Bragg/Kondeh Greaves

- Contacted a new family from last Sunday.
- Following up with families via email but will want to work to get something more formal in place. It seems to be good right now.
- Will stuff more Welcome bags for visitors.

Discussion: Stewardship & Planned Giving Committee – Jenkins Cooper/Jenifer Bluhm/Anne Shively/Liz Whitlock

- Good meeting (see report).
- Next step is to assemble a strategy and create a model to put a committee in place to set up stewardship campaign. Sharon shared the calendar they used previously.
- Question: Will October be stewardship month? Yes, it is the target time frame.
- Question: Will the congregation hear anything about stewardship before October? Yes. We may talk about sharing talent right now.

Stewardship Report, June 7, 2021

The Stewardship/Planned Giving Vestry Liaison Team (Jennifer Bluhm, Jenkins Cooper, Anne Shively, Liz Whitlock) met on June 7 with select members of the parish. Other participants included Ricky Barker, Sharon Easley, Betty O’Lear, HL Vogl, and Nancy Whiting.

The purpose of the meeting was to discuss lessons learned, best practices, strategies and plans for organizing and launching the St. David’s 2021 Stewardship Campaign and establishing a Planned Giving Program at St. David’s.

Overall Action Points:

- New user-friendly donation methods; ease of use key.
- Getting people to pledge is key regardless of amount.
- Carry-over leadership or church designate to ensure smooth year-to-year transitions.
- Documentation/records must be maintained as source of information to build upon.

- Campaign messages - how does church financing work and how do we all contribute; education is key and is a year-round piece.
- Respect for designated giving is essential and although we emphasized the current deep commitment to that on vestry, there may be a residual lack of trust among some people who have felt burned.

Summary of Key Points/Takeaways:

A. Planned Giving

1. First step is to compile and review history of Planned Giving efforts conducted at St. David's should be shared with the team for review as starting point for developing Planned Giving initiative.
2. Tap into Diocese's resources to develop marketing and educational materials for Planned Giving.
3. Long range plan needs to be developed for both Stewardship and Planned Giving.
4. Planned Giving-Foundation needs to be created to hold funds if one is not already being used by the parish (i.e., Diocese).
5. Marketing is key for PG—design brochures, other marketing materials. Hold workshop, other forum, or events to educate and motivate the parish.
6. Creativity needed in designing more ways for parishioners to donate.
7. Betty O'Lear and HL will work closely with Planned Giving team to develop Planned Giving Plan for St. David's.

B. Stewardship

1. Finding champions across all demographic groups in the church to lead and support the campaign is critical.
2. The co-lead model worked effectively in the past and should be considered for this year's campaign as well.
3. Standardized messages and plans for running the campaign should be developed and adopted for future campaigns.
4. Manual or playbook of operating procedures for Stewardship should be developed.
5. Easy and accessible methods/platforms (electronically/online) for making pledges and other donations should be established (Zelle, etc.).
6. Stewardship campaign education and awareness effort should be done year-round.
7. PR and stewardship campaign awareness message should clearly define what stewardship is and why it is being done, including publishing the church's budgetary needs.
8. More consistent and stable (long-term commitment) leadership needed to ensure sustainability for stewardship campaign. Consider creating a fixed position in the church responsible for Stewardship. Stability keeps momentum going from one year to the next and avoids stopping to begin reorganizing all over again.
9. Stewardship records and plans from past campaigns should be maintained and archived as reference documents.

Other Considerations (not discussed in meeting but shared amongst Vestry Liaisons):

1. Planned Giving (PG) should be mentioned during the stewardship campaign. People may want to donate stock or the like during their lifetimes - even in a current year to offset gains, and that could translate to action from people who would not think of it otherwise. And yes, it can be added to a will and testament.

2. The PG workshop mentioned above could be an annual thing, the web site needs to be super accessible and efficient for that.

Discussion: Marketing & Communications – Jen Peiler/Jenkins Cooper/David Sheatsley

- A parishioner has stepped forward to help. Need to pull a team together as a next step.

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

Closing Prayer: The closing prayer was created and read by Carol Bonifant, Chaplain to the Vestry. It is clear Holy Spirit that there is much work to do in order to get St David's prepared to grow into the plan You have for us. Import and immediate tasks like welcoming current as well as new parishioners so they feel both safe and welcome. Stewardship that is vital for Spiritual growth and financial sustainability. Also, Communication's and Marketing so all can know what is going on and how they can get involved. Empower us Holy Spirit as Spiritual Leaders, to have enough energy, compassion, and confidence that God's will for St David's is a high calling we are committed to by word and action. With grateful hearts Lord, we give thanks for all You do for us in the Name of Jesus we pray, Amen.

Blessing – Rev. Mary Kay Brown

Adjournment – Rev. Mary Kay Brown adjourned the Vestry Meeting at 9:20 pm.

Respectfully Submitted:



Katherine Beckett-Goodwin, Register

July 17, 2021

Approved Motions:

- Approved the June 16, 2021 Vestry Meeting Agenda.
- Approved May 19, 2021 Vestry Meeting Minutes.
- Approved May 2021 Church Organization Treasurer's Report.
- Approved May 2021 St. David's Entity Finance Committee Report.
- Approved an additional \$15,000 in personnel expense to fund the compensation for the new Children and Youth Ministry position.