



St. David's Episcopal Church & School
August 18, 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, Rohit Dean, Kondeh Greaves and Jen Peiler, Absent: Tabatha Bragg, Jenkins Cooper and Keith Korin; Register Katherine Beckett-Goodwin, Chaplain to the Vestry Carol Bonifant and Treasurer John Mellish. Also attending: Maureen Carey, Allan Steed, Marilyn Tracy, Debbie Boxwell, Dottie Eisenhour, Theresa Luby and Jae Mitchell.

Opening Prayer: The prayers were created and said by Carol Bonifant, Chaplain to the Vestry. Holy Spirit You move among us, You know each of us intimately, nothing is hidden from You, You call us by name, and You are in constant intercession for us at St David's. You know what we need before we do. We trust You Jesus, Your Love sustains us, heals us, as well as grants us wisdom, compassion and unfathomable Peace. When things go all wrong, we will affirm our trust in You! You make our feet like the deer enabling us to make progress while walking on high places of trouble, suffering, or responsibility. Holy Father You call us from deep in Heaven. We hear the calls from deep inside of us. Deep calls to deep and we are blessed to hear You clearly. Your Love is the root of all wisdom, mercy and power. The closer we walk with You the clearer Your will becomes. In the Name of Jesus our Savior we pray, Amen.

A special prayer was added by Rev. Mary Kay Brown to keep Ansel safe in Kabul, Afghanistan.

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

Parishioner Comment Period – Parishioners

- Parishioner Carol Bonifant thanked everyone at St. David's for going above and beyond what was expected for Bern's memorial service. It was absolutely amazing and beautiful, and she is very touched.

Administrative Items

Discussion: August 18, 2021 Vestry Meeting Agenda – Vestry

- Addition to the Agenda of both **Discussion** and **Decision** items for HVAC Emergency Repairs Funding from the Repair Reserve Fund under Administrative Items.

Decision: Approve August 18, 2021 Vestry Meeting Agenda with Changes – Vestry

Motion: Move to approve the August 18, 2021 Vestry Meeting Agenda with the following changes:

- Add under Administrative Items: both **Discussion** and **Decision:** HVAC Emergency Repairs Funding from the Repair Reserve Fund.

Motion seconded and approved.

Decision: Approve July 21, 2021 Vestry Meeting Minutes - Vestry

Motion: Move to approve July 21, 2021 Vestry Meeting Minutes.

Motion seconded and approved.

Discussion: July 2021 GM and Trustee Reports – Allan Steed, Sr. Trustee

- The report was referenced to review. Highlights:
 - The Church Office was closed the week of July 4th.
 - CES doing repairs at the Church to search for a leak in Narthex system and replacement of a heat pump at the School.
 - St. David's needs to take the next step and do a formal Engineering Analysis to right-size the HVAC system which could be a significant reduction in the cost and size of a new system. Estimate for Engineering Analysis will be presented at the next Vestry Meeting in September.
 - Two shed keys were acquired for the new shed as the Office and GM's keys were "lost".
 - GM has been interviewing new cleaning company to start August 1st.
 - Chris and Allan prepared the ground for the receiving of Bern Bonifant's ashes at the Church memorial service on July 30th.
 - The list of tracked open property items is provided at the end of the report.
- Any Questions? None.
- (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.

(Technology issues led to the Treasurer's Report being presented/discussed after the HVAC discussion.)

Discussion: HVAC Emergency Repairs Funding from the Repair Reserve Fund – David Sheatsley, Sr. Warden

- One of the HVAC heat pump units at the school broke down and needed replacement ASAP. The amount approved was \$9,672. The expenditure was approved on an emergency basis by David Sheatsley, Sr. Warden, and Anne Shively, Jr. Warden, via email on August 4, 2021.
- Immediate repairs were needed for the Narthex HVAC system, including a search for and repair of a leak. The work is ongoing and may cost up to \$10,000 once the work is completed. The expenditure was approved on an emergency basis by David Sheatsley, Sr. Warden, and Anne Shively, Jr. Warden, via email on August 4, 2021.
- The Vestry will vote whether to have the above property repair amounts authorized to be paid from the Repair Reserve Fund. The balance of the Repair Reserve Fund is approximately \$39,000. After deducting these two HVAC expenses, the Repair Reserve Fund balance will be reduced to approximately \$19,000.

Decision: HVAC Emergency Repairs Funding from the Repair Reserve Fund - Vestry

Motion: Move to approve \$9,672 be paid from the Repair Reserve Fund for replacement of one of the Preschool building's HVAC units, an expense approved on an emergency basis via email by the Wardens on August 4, 2021.

Motion seconded and approved.

Motion: Move to approve up to \$10,000 be paid from the Repair Reserve Fund for repairs of the Narthex HVAC unit leak in the Church building, an expense approved on an emergency basis via email by the Wardens on August 4, 2021.

Motion seconded and approved.

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

- Pledge offerings in July came in at \$56,346, 125% of budget.
- Year to Date actual pledge offerings was \$402,553, 116% of budget.
- Total Revenue in July was \$59,255, 115% of budget.
- Total Year to Date Income is \$529,782, 130% of budget.
- Expenses in July were \$64,807, 100% of budget.
- Total Year to Date Expenses are \$493,133, 97% of budget.
- Net Income (NI) for July was **-\$5,582**, 42% of budget.
- Church organization Cash in the Operating Account is \$121,885.
- St. David's is in good financial standing for the first half of the year, which is a great place to be.
- As a reminder, it is important to keep expenses down in order to be self-sustainable if the ongoing concerns over the spread of the COVID-19 Delta variant still exist, or if we are faced with other variables beyond our control, for example, inflation, decrease in pledge offerings or parishioner attendance.

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

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

Discussion: July 2021 St. David's Financials Summary Report – Rohit Dean, Vestry Liaison to the Finance Committee

- The Vestry Liaison was unable to attend the Finance Committee Meeting on Monday, August 16, 2021, so there is no July 2021 report.
- Rev. Mary Kay asked that the Finance Committee Minutes still be sent out since the Finance Committee did meet, and the discussions need to be documented.
- The next Finance Committee Meeting will be on September 13, 2021. (Note date added after this Vestry meeting.)

Decision: None.

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

- Held three funerals, including the service for Bern Bonifant. Thank you to all of you who always make these services so beautiful and comfortable. We will hold a memorial service next Thursday. Then the next funeral after that will be in October.
- We had a baptism of a two-year-old.
- Held a Zoom meeting for parishioners to discuss the results of the Parish Survey on July 25th.
- Held a worship team meeting. Plan to start two services on September 12th, a 9 AM contemporary service and an 11 AM traditional service. This could change with the COVID-19 Delta variant spread.
- The Preschool is back, Meg (Director) and Linda (Administrator) are being supported by Ann-Marie and Margie.
 - Teachers' first day back is August 30th.
 - September 7th is parent orientation.
 - Meet the Teacher is September 8.
 - And the first day of school for the kids is September 13th.
- Many thanks again to Ann-Marie and Margie for their support of Meg and Linda as the school year gets underway in September.

- The Bishop gave us new guidelines about COVID and posted them on the Diocese Web site. This includes a mask mandate for all people ages two and older indoors on campus.
 - The conditions are changing rapidly so need to look at the daily monitors of rate of infections and transmission in each area. When the area (in our case Loudoun County) becomes classified as High transmission, we need to reassess. We will likely need to return to virtual services. High infections rate is considered 25 per 100,000 population. Loudoun is currently Substantial and today is at 12.4/100,000.
 - For the Eucharist, it is still bread only, no common cup or chalice.
 - Congregation is not singing.
 - Dioceses.net has the Diocese COVID related resources available.
 - Everyone please think on your feet to assess to be safe.
- Office developments:
 - July 27th, there was a COVID positive staff exposure in the office. The Vestry was informed.
 - Rev. Mary Kay has spoken with the Bishop a couple of times.
 - St. David's needs a clear policy for staff in terms of COVID safety – masking, exposure, diagnosis, notifications, etc. It has been a tough few weeks.
 - In regard to staff conflict, the Bishop has recommended a mediator. A consultant that works with the Diocese in this role has been engaged and hopefully the staff conflict issue will be wrapped up by the end of August.
- Question: How many staff are in the office? Six.
- Comment: Please keep [Staff Member] in your prayers.
- Backpack blessings are this Sunday with school starting on August 26th.
- Please keep “understanding” in your general focus. It is a tense and uncertain time for everyone.

Prayer: The prayers were created and read by Carol Bonifant, Chaplain to the Vestry.

Father, life demands our attention that snatches our focus away from You. Difficult conversations at work with no resolution, family members in health crisis, economic drain on an already bare bones budget are clamoring for our attention; we jump from one issue to another thinking we must figure this mess out, then we can move forward. The lie hounds us to analyze, problem solve, think through all options so we can be in control of our lives. However, “understanding will never bring us Peace!” We keep wanting to master our lives instead of looking to “The Master” who is really in control of every step we take. Solomon with all his wisdom could never think his way to Peace, which brought him to the false conclusion that wisdom succumbs to meaningless thoughts of futility. Forgive us Father for our idolatry of wanting to be in control instead of You. When we keep our eyes on You, resting in Your work in our lives, the Holy Spirit uses our mental gifts to come to the conclusion we need. Thank You Jesus for loving us just as we are yet disciplining us to become more like You! Amen.

New/Expedited Business

Discussion: HVAC/PACE Progress Report – Allan Steed, Sr. Trustee

- Former St. David's GM Jim Tracy joined the end of the meeting with the HVAC consultant.
- The next step for HVAC system planning is to look at right sizing the HVAC system in the Church building as the tonnage on the existing system seems to be much larger than the space needs.
- Several engineers have been contacted to get quotes for analysis on right sizing the system for more concise estimates on a new system.
- Will request approval of funding for an engineering analysis at the next Vestry meeting in September. A guess is about \$60K, but don't have any estimates yet.
- Question: Are there any internal or external deadlines? No

- Question: Where are we on the PACE Program? We are at a standstill until the Church system is right sized.
- Question: How much have we spent so far on this project? \$2,500 for the initial analysis.

Discussion: Appointment of New Trustee – Allan Steed, Sr. Trustee

- Steven (Steve) Velling has stepped forward to volunteer as a Trustee for St. David’s.
- Steve was previously a Trustee from December 29, 2011 to August 24, 2016 before a job relocation to another state. He and his wife have since returned to Virginia. Steve also volunteers as part of the current Sound Team.
- Dr. Steve Velling also recently announced the acquisition of his new business venture, Hoof and Paw Veterinary Service. www.hoofandpawvets.com.
- Steve has been a long-time parishioner at St. David’s, was an excellent Trustee during his previous tenure and will meet the following Trustee position requirements of the Trustee position: Must be a confirmed communicant (16 years or older) in good standing; Attend Sunday worship services regularly; Be known to the Treasurer by submitting a pledge commitment each year; Complete a background check within three months of appointment to the position; and Complete the prevention of sexual abuse training provided by the church within three months of being named a Trustee. St. David’s is fortunate to have Steve volunteer his time, talent and expertise as a Trustee again.

Decision: Appointment of Steven Velling as Trustee – Vestry

Motion: St. David’s Episcopal Church [and School] Vestry appoints Steven Velling as the new Trustee to fill the vacancy created by newly retired Trustee Lawrence Panetta, due to his resignation submitted June 20, 2021.

The five **Church Trustees** of St. David’s Episcopal Church are:

Allan M. Steed	Christopher A. Smith
Marilyn Tracy	Steven Velling,
Jeff Rubin	

and are appointed to hold legal title to the property of St. David’s Episcopal Church pursuant to Section 57-8 of the Code of Virginia, 1950, as amended. Upon the Approval of the *Application for Petition of Appointment of Church Trustees* by the Circuit Court of Loudoun County in the Commonwealth of Virginia, the above appointed Trustees shall constitute the entire Board of Trustees of St. David’s Episcopal Church, shall hold title to the real estate of the Church and shall deal with the same according to law.

The Register of St. David’s Episcopal Church is authorized to make the *Application for Requesting Appointment of Church Trustees* to the Circuit Court of Loudoun County in the Commonwealth of Virginia on behalf of the Church.

The appointment of Steven Velling will finalize once the Circuit Court of Loudoun County in the Commonwealth of Virginia has processed and approved the legal paperwork required to replace Lawrence Panetta with Steven Velling as Trustee. These appointments will continue until such time as each may be legally removed through the Circuit Court of Loudoun County in the Commonwealth of Virginia.

Discussion: Transfer of Funds from REACH Line Item – Rev. Mary Kay Brown, Rector

- This discussion is regarding the new Youth Outreach and Mission Fund Chart of Accounts (CoA) item.

- In follow up to the discussions at the July 21, 2021 Vestry Meeting, an extensive overview of the outreach and mission focused direction of the youth program was provided four times through the weekly Happenings newsletter:

“Update on REACH Workcamps – The St. David’s Community has supported REACH Workcamps Mission Trips and the youth for more than 10 years. These transformational experiences are shared by both parents and youth volunteers. Unfortunately, REACH Workcamps, like many other mission trip programs and businesses, took a hard hit during the pandemic. The REACH Workcamps organization is not offering travel mission trips, as we know them, now or for the foreseeable future.

We are strongly committed to outreach and mission work with our youth, and we recognize the intention of the funds in our St. David’s REACH account was to fund youth mission and outreach. To ensure that youth ministry has the flexibility to continue to do outreach and mission work, we are planning to transfer the existing funds in the St. David’s REACH account (balance of \$12,885 as of July 30th) to a new Youth Outreach and Mission account to be used in the same spirit for a broader umbrella of local youth outreach and mission. And hopefully, when we are ready, for youth travel mission trips as well. Please be assured that this account is separate from the day-to-day Youth Ministry account, which we also totally support, both in spirit and financially.

The Vestry vote to transfer the account funds will take place at the next Vestry meeting on August 18th at 7pm via Zoom. If you have any questions or comments about this, please contact the Vestry Wardens at wardens@sdlife.org no later than Wednesday, August 11th. Any comments received by that date will be shared with the Vestry prior to the August 18th vote. Thank you.”

- The parish was given an opportunity between July 27, 2021 and August 11, 2021 to provide feedback, if any, to the Vestry and Director of Children and Youth Ministry regarding the transfer of the balance of the funds in the CoA line item named “REACH” to the new, more broadly named CoA line item of Youth Outreach and Mission (final name to be determined based on CoA naming convention considerations.)
- Two parishioners submitted feedback by the August 11, 2021 deadline and one parishioner submitted feedback the day of the Vestry Meeting, August 18, 2021. These comments were in addition to the five parishioner comments shared at the July 21, 2021 Vestry Meeting.
- Of the three parishioners that provided feedback during the month-long comment period, one noted that her children had a positive experience with the previous St. David’s mission trips, and two noted their disagreement with the direction of the youth program including not allowing the previous mission trip volunteer leader to separately lead a REACH Workcamps or REACH Workcamps-like mission trip. These comments were in addition to the five parishioner comments shared at the July 21, 2021 Vestry Meeting (see previous Minutes).
- Outstanding questions or comments about this discussion/decision item from the July 2021 Vestry Meeting?
 - Clarification on what the funds will be used for? Youth mission activities.
 - Don’t want to hamper the Director of Children and Youth Ministry’s work in planning.
 - Do we know what interest there is in the youth program? Not yet as the previous program was paused with no activity from May 2020 through July 2021. A survey is going out to gauge interest areas, meeting times, discussion topics of interest, etc.
 - St. David’s is fortunate to have two people passionate about youth mission. Would like everyone to have an opportunity to participate.
 - There has and is always intention for inclusion in the program.
 - The Rector and Director of Children and Youth Ministry met with the mission trip and youth program volunteer to clarify the direction of the revitalized youth program prior to the Director accepting the part time role.
 - The volunteer and his previous significant commitment and efforts are valued and appreciated, and we sincerely thank him for his many years of service.

- Information about St. David’s prior youth activities and mission trip programs was requested through many communications outreach attempts by the Director of Children and Youth Ministry via email and phone, and unfortunately the volunteer had not responded to any of attempts at connection on information or interest, if any, in participation with the new program.
- The goal is to build disciples of Christ through this outreach and mission focused youth program by connecting with our kids in different ways than have traditionally been done in the past.
- The REACH Workcamps organization is no longer offering travel mission trips for the foreseeable future.
- There are other similar travel mission trip programs to consider, but with the COVID-19 variant (currently Delta) conditions continuing to be rampant, the revitalized youth program will initially focus on local outreach activities and mission trips. The hope is to expand the travel mission trip opportunities to national and perhaps international trips potentially in the future. Comment: Maybe this program will expand into larger mission work in the long run.
- With the above conditions, need to consider what is the best use of our resources (time & money)?
- Clarification: St. David’s is not dispensing with youth mission trips. It may look a little different.
- Two youth parent meetings are scheduled for August 30th via Zoom and August 31st in person. These meetings will discuss with parents the direction of the program, answer questions and gather feedback through discussion.
- Question: What other knowledge will the Vestry gain by postponing this vote another month? There was some discussion regarding postponing the vote, with a concern about a mistake in the verbal announcements conveying the focus was on local outreach. Does this need corrected? No. It was also discussed that the more extensive information published in Happenings and on the Web site over the month was correct and concise, and receiving only three responses from the parish over the span of a month likely indicates little or no other discontent with this action.
- Question: Can the Vestry get another overview of how the numbers were determined regarding the restricted funds (specific fundraising for St. David’s participation in REACH Workcamps mission trips) verses non-restricted funds (Vestry allocated money from the general Church fund in relation to its outreach stewardship initiatives over 11 years) were determined for this St. David’s CoA “REACH” named account? Yes, provided. Reminder that restricted money is spent before unrestricted money (see FASB and GAAP). The designation is made at the point of donor contribution, thus general Church funds allocations are unrestricted and may be re-allocated by the Vestry. Please see the financial analysis detail (contributions, income/fundraising, expenses) provided at the July 21, 2021 Vestry Meeting (see Minutes) regarding the determination of this breakdown.
- Rev. Mary Kay clarified that decisions rest with Maureen Carey, Director of Children and Youth Ministry, regarding which youth outreach and youth mission programs St. David’s will get involved in and when.
- The Vestry will move forward with the vote.

Decision: Approve Transfer of Funds from REACH Line Item – Vestry

Motion: Move that St. David’s Episcopal Church and School Vestry authorizes and requests the Accounting Administrator to transfer the current balance (\$12,885 as of July 31, 2021) of the CoA line item of “REACH Ministry Reserve” (Account 1212-03) to the newly created CoA line item of “Youth Outreach and Mission”, the final name of the line item is to be determined based on CoA naming convention considerations. The REACH Ministry Reserve line item will be \$0 after the transfer. *[Note the new CoA line item name is Youth Mission Trip Reserves (Account 1311-08) finalized 8.25.2021.]*

Motion seconded and approved. Vote: 6 in favor, 0 opposed.

Spiritual Discussion – Rev. Mary Kay Brown, Rector

- Only Jesus feeds you with what you need.

Committee Reports (as needed)

Discussion: Welcome Committee – Tabatha Bragg/Kondeh Greaves

- No update.

Discussion: Stewardship & Planned Giving Committee – Jenifer Bluhm & Anne Shively

- The Stewardship chairs have been meeting regularly for the past several weeks and are continuing to meet every two weeks. We are excited to announce the 2022 Stewardship campaign.
- St. David's theme this year, taken from the Diocese, is "Broken Open" which is timely due to the pandemic.
- According to Matthew 26:26 "While they were eating, Jesus took a loaf of bread, and after blessing it he broke it, gave it to the disciples, and said, "Take, eat: this is my body." The verse implies you can't share if it's not broken.
- This theme also emphasizes the importance of us being connected to one another.
- Testimonials will be shared by themes such as outreach, music, pastoral/prayer, fellowship, youth.
- Stewardship month will kick off on Sunday, October 17th.
 - October 24th Testimonials - Symbolic turning in the pledge cards from the Vestry and other Church Leadership.
 - October 31st testimonials.
 - November 7th Testimonials.
 - November 14th Testimonials thank you/wrap up.
 - November 28th tentative thank you/wrap up coffee hour in the Narthex which also ends the campaign leading into Thanksgiving.
- Short testimonials can be planned for implementation year-round.
- We are also looking at digital giving options this year.
- It's important to convey that good work cannot be done without the financial support of the parish.
- What we need from the Vestry for a successful stewardship campaign effort:
 1. Vestry presence at one of the October 24th services to turn in a pledge card to show support for and solidarity with St. David's stewardship ask.
 2. Vestry volunteers at each service October 24th, October 31st and November 14th to provide an introduction for the testimonials.
 3. Vestry recommendations of parishioners to provide testimonials.
 4. Vestry members volunteering to help to organize the thank you "coffee hour" (within the then current COVID restrictions).
- We will be emailing out info about the above opportunities so you can each let us know how you are able to support the campaign. Thank you in advance for your support.

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

- No update.

Other: Saturday's 2021 Budget Working Session

- We have 12 people attending from the Vestry, Finance Committee and the Sr. Trustee.

- We will be looking at where we stand financially line-by-line.
- We will try to get a basis for line items for the 2022 budget.
- We also need to get the information for the 2022 budget to Stewardship for the financial goal.

The next Vestry Meeting is Wednesday, September 15, 2021, at 7pm via Zoom. [Subsequently moved to September 22, 2021 at 7pm via Zoom.]

Closing Prayer: The closing prayers were created and read by Carol Bonifant, Chaplain to the Vestry. Jesus, You gave each of us a robe of righteousness that is uniquely our own. It covers us from head to toe created by acts of Love that are beyond price. Each drop of blood, every crack of the whip on His body, bones exposed from repeated assault, all pain; mind, body, soul with evil intent were used to fashion our robes. Our robes grant us a privilege position in His kingdom to humbly wear them with regal confidence. We stand in awe of You our Savior, Amen.

Blessing – Rev. Mary Kay Brown

Adjournment – Rev. Mary Kay Brown adjourned the Vestry Meeting at 9:05 pm.

Respectfully Submitted:



Katherine Beckett-Goodwin, Register
September 16, 2021

Approved Motions:

- Approved the August 18, 2021 Vestry Meeting Agenda with the following changes:
 - Add under Administrative Items: both **Discussion** and **Decision**: HVAC Emergency Repairs Funding from the Repair Reserve Fund.
- Approved July 21, 2021 Vestry Meeting Minutes with attached Entity Finance Committee Report.
- Approved July 2021 Church Organization Treasurer’s Report.
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