

TRINITY EPISCOPAL CHURCH



VESTRY Minutes

May 13, 2025

Present: Joanne Georg (Senior Warden), Carrie Rainoff (Junior Warden), Kim Albrecht, Cindy Barnes (Mediator with diocese, via Zoom), Christian Cobb, Shanan Conlan, Craig Davies, Kelly Odom, and Frank Walworth (Secretary)

Absent: Anne Burns, Carol McCracken, and Rich Meyer

OPENING PRAYER

The meeting was called to order by Joanne at 6:37 PM followed by the recitation of the Lord's Prayer.

APPROVAL OF APRIL 8, 2025 MINUTES

The vestry approved a motion (Christian, seconded Carrie) that the minutes of the April 8, 2025 meeting be approved as submitted.

SENIOR WARDEN REPORT

Joanne reported the following:

- Two proposals have been received to evaluate and provide suggestions to improve Wi-Fi reception throughout the building. Craig, Chas Hill, and Matt Rainoff are assisting with a review of these and may have additional recommendations for alternative solutions.
- Trinity Church received a tax filing extension from the IRS for the Thornton Trust. The deadline for submitting the 2024 accounting to Tim Cope, Commissioner of Accounts, was also extended from May 1 to June 9, 2025. Issues arising from the delay of the 2023 distributions have been resolved. A new accountant will be hired to complete the Thornton Trust accounting. Sharon Zavalanski, CPA, is preparing the 2024 Thornton Trust tax return. Claire Hardie is currently working on the 2024 Trinity audit. The annual call for the Thornton Trust grant request proposals will be held in October as usual.
- Pat Cobb attended a security conference hosted by Prince William County and has offered suggestions for improving the safety and well-being of those using Trinity's building and grounds for worship and community activities.

JUNIOR WARDEN REPORT

Carrie reported the following:

- Two additional proposals to replace the wood doors for the sidewalk ramp leading to the bell tower were received. They are being reviewed.
- The installation of vinyl plank flooring in the Florida Room has been completed, and several favorable comments on the new appearance have been received.
- Water leaks were found in the Florida Room and in the basement storeroom and the sources are being investigated for repairs.
- The remaining HVAC installation is expected to be finished soon.

- The boiler installation project is on track, but the installation itself has not yet begun.

CHRISTIAN EDUCATION

Shanan reported that with Godly Play no longer in use, the curriculum program for next year is being discussed. Key considerations include ease of use for volunteer teachers, alignment with the liturgical year and Book of Common Prayer, and adaptability to varying enrollment sizes and age groups. One proposed option is *miniRevolutions* by Illustrated Ministry, LLC, successfully used by St. Paul's, Haymarket. It offers a monthly subscription allowing download, reproduction, and internal distribution under a limited license.

After review and discussion of the sample lesson plans and activities provided, the vestry approved a motion (Kim, seconded by Kelly) that *miniRevolutions* by Illustrated Ministry, LLC be used as the curriculum for the Christian Education program at Trinity.

ALTAR OF HOPE

Christian reported that last year's Altar of Hope project met the needs of 40 household units preparing for Thanksgiving dinner. Planning has begun for this year, and the vestry was invited to offer suggestions on the size, scope, and ideas on how to attract additional volunteers and contributions.

FOOD MINISTRY

Carrie reported that this year's Food Ministry pledge drive will be held in August. The theme is "Providing Food Security".

CINDY BARNES

Cindy and Joanne provided the vestry with information on the process and content for the Vestry Retreat. Additional details will be sent in the next few weeks. The retreat is scheduled for June 14, 2025 (9 AM – 1 PM) at Potomac Shores Woods Recreation Center. Carol provided the address and directions in an email on May 12. The vestry meeting scheduled originally for June 10 will be postponed until June 14. The business agenda for that meeting will be considered during the first hour of the retreat.

OTHER

Joanne presented the new sandwich board signage, designed by Samantha, intended to advertise the Sanctuary's opening hours every Thursday. Other signage on the church property is also being reviewed and may require repair and/or replacement as necessary.

CLOSING PRAYER

The meeting concluded with a closing prayer by Joanne at 7:48 PM.

NEXT VESTRY MEETING: JUNE 14, 2025, AT VESTRY RETREAT