

TRINITY EPISCOPAL CHURCH



Manassas, VA

VESTRY Minutes

August 12, 2025

Present: Joanne Georg (Senior Warden), Carrie Rainoff (Junior Warden), Anne Burns, Christian Cobb, Shanan Conlan, Craig Davies, Carol McCracken, Rich Meyer, Kelly Odom

Absent: Kim Albrecht, Frank Walworth (Secretary)

OPENING PRAYER

The meeting was called to order by Joanne at 6:33 PM.

APPROVAL OF JULY 8, 2025 MINUTES

The vestry unanimously approved a motion (Carol, seconded Rich) that the minutes of the July 8, 2025 meeting be approved as submitted.

SECURITY UPDATE (handout attached)

Pat Cobb reported on his participation in a safety training hosted by Prince William County for faith-based organizations, to assist them in securing a safe worship environment. The county sponsored meeting covered many topics but was focused primarily on active shooter scenarios. He stressed that the chances of a violent safety related event, such as an active shooter situation, are low. The goal is to install enough passive measures to deter someone with bad intent. He provided a list of mostly passive measures to improve the safety and well-being of those using Trinity's building and grounds for worship and community activities.

One safety measure being adopted is to lock all doors shortly before Sunday services begin, which will require an adjustment by the congregation. We anticipate installation of new doors soon, which will have windows so ushers can see members arriving late.

During the discussion, Shanan recommended cameras for upstairs stairwells. Pat noted that camera location placement is important, for example, making sure bathroom areas were not captured on camera. Another new initiative could be conducting drills (emergency, fire, etc.)

There will be an Adult Forum on August 31 to present and discuss these initiatives with the congregation for feedback.

REALM

Samantha Fulda reviewed Trinity's current use of Realm, a church management software package. We are using only a small portion of the software's full capacity. It can be an active communication platform for finances, stewardship, activities, etc. Calendar event options can include rooms and equipment. Small groups can utilize options for group emails, schedules (e.g., choir), attendance (Launch Pad classes), etc. It is also a volunteer recruitment and training tool (skills survey, e.g., cooking, sewing, filing, etc.). The Directory is already in use by some parishioners. Other features such as Realm Pathways allow leadership to define and oversee the steps, activities and outcomes of any process, such as education programs, Bible study, wedding/funeral planning,

confirmation classes, volunteer training etc. Additional administrative features such as built-in dashboards allow staff to have access to statistics and demographics about the congregation (volunteer engagement, giving, pledge fulfillment, attendance).

Following the presentation, there was a discussion on the benefits of expanding Trinity's use of Realm. Additional training would include having Samantha attend a REALM sponsored church ministry training workshop in Nashville in October, at an estimated cost of approximately \$2K. The vestry unanimously approved a motion (moved by Rich, seconded by Shanan) to support Samantha's trip to Nashville for Realm training, as proposed.

SR. WARDEN REPORT

Joanne reported on the following:

- Screening on the Green is a monthly event held at Georgetown South Community Center. The next event is Saturday, September 6 and features a movie "A Million Miles Away" about the first Hispanic astronaut. We have been asked to attend as a sign of support. Meg Carrol is our point of contact.
- Parish Picnic is September 7. There will be only one service that day. More people are needed to sign up for food and to indicate attendance.
- The Discernment Committee is meeting for the first time August 17 after the 11 AM service. Cindy Barnes is diocesan lead.
- Drew Robinson, the musician using the Welcome Room for music instruction, has requested to replace the carpeting with acoustic vinyl flooring, add a window in the door, and replace the existing lighting with LED. He will cover all expenses related to these changes. If approved by the vestry, the existing contract would be amended to specify that the room should remain unchanged when he ceases using the space. The vestry approved the proposed modifications to the Welcome Room and required that a contractual addendum stipulate the room must remain as is when Mr. Robinson stops using the space.

JR. WARDEN REPORT

Carrie reported the following:

- Doors
 - Narthex doors – doors have been received by the contractor and we are looking at probably a late August installation (date not yet confirmed)
 - Sanctuary (red) doors – ordered. Expected delivery is mid-September, probably not going to have installation until sometime in October.
 - Florida room doors – ordered. Installation, looking at late September/early October.
- Sump pump/Florida room leak. Waiting on final proposal. Work will be done by Right Now Plumbing along with a subcontractor. A new sump pump will be installed in the garth and the existing sump pumps near the columbarium will also be replaced as needed. All interior downspouts will be relocated to the exterior and lines will be excavated and properly routed away from the foundation. Existing openings in the Florida Room floor will be filled with cement and the floor repaired.
- Repointing of brick. Proposal received and comments returned. Waiting on any revisions and scheduling.
- Waiting on quote from Custom Service, Inc. to repair/upgrade the lighting in the sanctuary. They asked to come out for more measurements this week.
- Re-keying of all locks. Equipment paid for and delivered. Re-keying will happen when the Florida Room doors are installed. Installing keyless (touch pad) entry on the outer doors leading to the office.

TREASURER'S REPORT

Samantha provided the financial placemat for July via email on August 11. There was no discussion.

LAUNCH PAD / CHRISTIAN EDUCATION

The Senior Warden Report included information on the Parish Picnic as part of the Launch Pad activities.

FOOD MINISTRY

- The ***Promise Drive*** kicked off August 10 with an all-member breakfast and forum. Pledges have already been received.
- The freezer will be filled with chicken and turkeys for distribution in November.
- Spending has been increased to provide more fruit/vegetables in the dinner bags.
- "Backpack" bags for church office to distribute have been coordinated between Jennifer Smith (shopping for the food) and Samantha. Modifications being made to the contents of the bag lunches. Additional food ministry unrestricted funds will go to creating these bags.

CLOSING PRAYER/ADJOURN

The vestry moved to adjourn (Rich, seconded by Anne) with a closing prayer at 7:42 PM

NEXT VESTRY MEETING SEPTEMBER 9, 2025 (6:30 PM)