



St. David's Episcopal Church & School

January 28, 2026

Vestry Meeting Minutes

Meeting Time & Location

January 28, 2026, 7:00 - 9:00 p.m. EST

Via Zoom (due to inclement weather)

Attending

Vestry Members

Present: The Rev. Stephen Hagerty (Rector), Bob Chirles (Sr. Warden), Margot Culhane (Jr. Warden), Katherine Beckett-Goodwin (Co-Treasurer), Betty Brown, Luke Donohue, Sharon Easley (Register), Bobbie Johnson, H.L. Norwich, Bill O'Donnell.

Additional Officers

Carol Bonifant (Chaplain), Greg Cross (Co-Treasurer)

Also Attending

Meg Antwi, Deacon Maureen Carey, Karl Colder, Joseph La Pilusa, Allan Steed

Call to Order

The Rev. Stephen Hagerty, Rector, called the St. David's Episcopal Church and School Vestry Meeting to order at 7:02 p.m.

Carol Bonifant offered an opening prayer:

Heavenly Father "You are high and lifted up and Your train fills the temple...and the angles cry Holy, Holy, Holy is the Lord." Reading this in Isaiah 6 we become overwhelmed by the magnitude of Your Greatness, covering the entire universe we live in. Our hearts are Your temple and Your train fills them. History tells us that the length of a Kings train displays every area they have conquered. A conquered king's cloak is then sewn onto the victor's cloak. With You Father, You are the Master of us all leaving nothing left to conquer. This imagery helps us realize that anything that troubles us is already conquered, in Your way and in Your time. We can try as we may to help You accomplish Your purposes, yet if we are not aligned with Your ways of doing things, our efforts are no help at all. Out of Your deep Love Father wrap Your train around us so our trust in You soars! In You Name Father we pray, **Amen.**

Attendees said the Lord's Prayer together.

Scripture/Formation Study

The group watched a short video by John Mark Comer on how to "unhurry" your life. Ways to do this involve Silence, Solitude, Simplicity, Slowing, and Sabbath. Rev. Stephen asked each person which of these areas do they feel is needed the most for them right now.

Approval of Vestry Meeting Agenda

Rev. Stephen presented the previously distributed January 28, 2026 Vestry Meeting Agenda (parts a and b) for final review, two amendments were submitted:

- Item #8 add "Security Report"



St. David's Episcopal Church & School

January 28, 2026

Vestry Meeting Minutes

- Item #9 add Cemetery Budget Approval

Motion: Approve the January 28, 2026 Vestry Meeting Agenda as amended

Upon motion duly made and seconded, the Vestry unanimously approved the January 28, 2026 Vestry Meeting Agenda as amended.

Group Norms

Carol Bonifant read the Group Norms for the group.

Start and stop on time, and vote to extend meeting time | Use "I" statements to show respect for one another | Revisit open issues & discern when to table an issue for another time | Commit to speak up and contribute at each meeting | Come prepared for the meeting by having read the material beforehand | Be present and focus on active listening. | NEW: Raise your hand to speak. Wait for recognition by Presider. | NEW: Presider and/or Wardens may poll those who have not spoken for comment.

Parishioner Comment Period

Allan Steed notified those in attendance that Marilyn Tracy (who serves as a Trustee) lost her brother Robert (Bob) Green yesterday. Bobbie Johnson asked everyone to please keep Kevin Menard in their prayers, he starts chemotherapy on Monday. He was recently diagnosed with Acute Myeloid Leukemia.

Property Report

Allan Steed discussed the previously submitted Property Report for [December 2025](#). He noted there have been issues with the heat in the Ark with associated HVAC problems. Also, the team has been focused on general preparations for winter weather. Bob Chirles thanked Allan and Meg Antwi for checking on snow removal efforts after the recent snow storm and reporting back their findings. Katherine thanked Allan and the property team for all of their efforts and care over the past six weeks.

Ministry/Worship Report

Maureen Carey, Deacon and Director of Children & Youth Ministry, provided her report [Ministry/Worship Report](#) to the Vestry prior to the meeting. She noted she and Rev. Stephen have started to meet with clergy at other churches in the area to investigate interfaith opportunities for youth interactions and support.

Preschool Report

Meg Antwi, Preschool Director, provided her [Preschool Report](#) to the vestry prior to the meeting. Items of note:

- With the snow they've done a lot of work online and on the website
- Two classes already filled
- Enrichment class is almost full; lots of good feedback from parents regarding this class
- Licensing has been approved to allow them to take up to eight years old since it's an enrichment class
- Meg also touched on the idea of having a Bingo night for a fundraiser as a fun event in conjunction with the church



St. David's Episcopal Church & School

January 28, 2026

Vestry Meeting Minutes

Outreach Committee Report

Margot Culhane, Committee Co-Chair, provided her report [Outreach Committee Report](#) to the Vestry prior to the meeting. She noted that when we mention Loudoun Hunger Relief - we get lots of donations. She also noted that the Brass Benefit Concert coordinated by Andy Bluhm raised \$2500 and 80 pounds of food. Margot also noted Rev. Maureen has stepped off the Outreach committee but thanked her for all of her hard work in the past.

Rector's Report

Rev. Stephen discussed the previously distributed [Rector's Report](#). Highlights included:

- Total for all 3 Christmas services was 661. *Rev. Stephen will send out the breakout via email.*
- Order of St. Luke: Rev. Stephen, Deacon Maureen and another parishioner are studying to join the Order of St. Luke. The first step is 13 weeks of training, two hours per week, which they have already started.

Wardens' Report

The Wardens' report has taken on a new format in that the report is now provided weekly to Vestry members after the weekly meeting with the Wardens and Rector. A [summary](#) of the weekly reports is included in lieu of a monthly report.

Marketing Committee

Rev. Stephen asked for comments/questions on the previously distributed [Marketing Committee Report](#). Highlights of the discussion include:

- Maggie and Chris Ivey are leading this effort.
- Comprehensive plan showing a good deal of effort went into it.
- Ensure public facing marketing materials focus on meeting spiritual needs of people we hope to attract to St. David's.
- For teen handling social media, how will this be monitored?
- Working with Riverside Highschool? Maybe a better fit to work with might be the Academies of Loudoun that have a curriculum that focuses on multi-media?
- Social media is a very important tool for reaching youth and young adults. Necessary for growth.
- Realm & Constant Contact (which are already being paid for) support scheduling out social media content release for the month over all four platforms.
- Keep in mind that the way youth use social media is very different from adults. Also keep in mind that there are efforts to limit teen use of social media platforms.
- Ensure images include diversity at St. David's
- Frequent posting is essential to reaching people in order to work with the algorithms

Safety & Security

Karl Colder provided an update on the security team's work on the contract for both the security and fire alarm systems.

- Met with Johnson Controls (JC) and ADT on 1/23/26 in order to finalize quotes. ADT is the most reasonable quote.



St. David's Episcopal Church & School

January 28, 2026

Vestry Meeting Minutes

- JC proved three options ranging in price from \$0 installation cost with \$3,033 monthly monitoring charge up to \$89,000 installation cost with a \$660 per month monitoring fee.
- ADT would use exiting wiring with \$3,093 installation cost and \$389 monthly monitoring fee.
- Will also get one additional quote from Guardian Protection and Metropolitan Fire, which provide both services (security and fire). Having several quotes puts us in a better position for selecting a vendor and negotiating the best price.
- In 2025 we spent \$25,000 for security services.
- Karl requested previous JC quote for fire > quote was \$25,000 per building for fire panels (times 4 building on campus).
- In February the Security contract with ADT is coming up for renewal.
- Next Steps: get quotes & also need site plans to provide to the vendors.

Approval of Vestry Meeting Minutes

Sharon Easley presented the previously distributed December 17, 2025 Vestry Meeting Minutes for approval. One edit was received to add H.L. Norwich as attending the meeting.

Motion: Approve the December 17, 2025 Vestry Meeting Minutes as amended.

Upon motion duly made and seconded, the Vestry unanimously approved the December 17, 2025 Vestry Meeting Minutes as amended.

Treasurers' Report

Greg Cross, Co-Treasurer, advised the group that since the 2025 calendar year has ended it takes a little longer to complete financials. Important to ensure that all items from 2025 are applied correctly. It's looking like we will end the year with only a \$20,000 deficit vs. the \$50,000 that was previously projected. Rev. Stephen noted this is great news that we want to share with the Parish. **Hallelujah!!** He also thanked the Finance Committee and Co-Treasurers for all of their hard work.

Cemetery Budget

The draft [2026 St. David's Episcopal Church & School Cemetery Budget](#) document was previously distributed. Katherine took questions from the group and provided an overview of development of the budget line items. Property team provided their input. Perpetual Care and Capital Fund line items are investment accounts which can be affected by market volatility.

Motion: Approve the 2026 St. David's Episcopal Church & School Cemetery Budget as presented

Upon motion duly made and seconded, the Vestry unanimously approved the 2026 St. David's Episcopal Church & School Cemetery Budget

Bylaws

The [St. David's Episcopal Church & School Bylaws](#) document was previously distributed. The updated document included comments from Vestry that have been received thus far. A few additional edits were offered.

- Correct all references to St. David's to read: "St. David's Episcopal Church & School"



St. David's Episcopal Church & School

January 28, 2026

Vestry Meeting Minutes

- Article II: Requirement for quorum should be 10% of adult communicants in good standing.
- Page 3: Number of Vestry members of 10? Since we currently have 9 members, this is what has been approved by the Parish we would need to ask the congregation to change this number. Do we want the bylaws to reflect current conditions at St. David's, or are we trying to have the bylaws reflect the Canons with regard to maximum number of Vestry members. Maybe include both?
- Page 4: 2nd line from bottom - replace "by a qualified person" with "in accordance with the Diocese Canons audit by committee or CPA firm."
- Page 6: Add to last sentence at bottom "(Audit by committee.)"

Motion: Approve the St. David's Episcopal Church & School Bylaws with edits presented, to be revisited in three months

Upon motion duly made and seconded, the Vestry unanimously approved the St. David's Episcopal Church & School Bylaws with edits presented, to be revisited in three months.

TriMark Bill

Allan discussed a needed repair to the HVAC system for which Trimark has submitted a proposal. There was a discussion of the proposal with questions from the Vestry on items that might warrant a change or need additional clarification. Questions/requests discussed were:

- What is the Warranty period on Parts and Labor?
- Can we change the net payment terms from net 20 to net 30 days?
- Can we do two payments of 80% for the first payment and 20% for the second payment? We want to be sure that the new equipment is working as planned.

Since these items were missing from the proposal, Allan will contact Trimark and request these items be addressed in the proposal.

Vote on the Trimark proposal was tabled in favor of an email vote once these three items have been addressed.

Property Steward Appointment

Background: Property responsibilities at St. David's Episcopal Church and School (SDECS) have been attended to by volunteer Trustees and Property Stewards since the retirement of the Property Administrator in February 2025. In addition, the School engages a maintenance person at its expense for smaller, less complex repairs.

(From 4/19/2023 approved Vestry motions and discussion) In summary Trustees are charged with being the legal holders of title to all property of SDECS on behalf of the Diocese in accordance with Canon 15. In addition, at SDECS, Trustees are charged with the operation and use of the graveyard and columbaria. They have no responsibility for maintenance and repair of the rest of the property.



St. David's Episcopal Church & School

January 28, 2026

Vestry Meeting Minutes

Property Stewards, on the other hand, oversee the maintenance, management and repairs of all buildings and other property belonging to St. David's Episcopal Church and School. They have worked in coordination with the Church Staff, Preschool Staff, the Rector, the Wardens, the Co-Treasurers, and the Vestry.

Members of the Parish may serve simultaneously as Trustees and Property Stewards. One Property Steward is appointed by the Vestry as the Sr. Property Steward. All Trustees are equal members and must act in consensus.

Current Property Stewards: Allan Steed, Sr. Property Steward, Chris Smith, Bruce MacMonigle, and John Pomery.

Current Trustees: Allan Steed, Marilyn Tracy, Christopher Smith, Bruce MacMonigle.

Discussion: There continues to be a need to expand participation in caring for St. David's property to more Parishioner volunteers. Property Stewards have varying degrees of experience and skill to perform work themselves or assist/oversee contractors performing work. The Sr. Property Steward publishes the Monthly Property Report. Property Stewards may work on a specific project or may volunteer for multiple projects and may serve for short periods of time or for years. We have been blessed with Betty Brown volunteering to support property activities by becoming a Property Steward. We hope to add others into this role over time.

Conclusion: The Vestry should appoint Betty Brown as a Property Steward with thanks for her future service. This would bring the number of Property Stewards to five (5).

Motion: Appoint Betty Brown as Property Steward

Upon motion duly made and seconded, the Vestry unanimously approved the appointment of Betty Brown as St. David's Property Steward.

Executive Session

Motion: Move to Vestry Executive Session

Upon motion duly made and seconded, the Vestry unanimously approved moving to Executive Session.

The Vestry entered executive session at 8:42 p.m.

Motion: Close Vestry Executive Session

Upon motion duly made and seconded, the Vestry unanimously approved ending the Executive Session at 8:58 p.m.

Calendar items:

Mutual Ministry Review, Saturday, Feb. 21, 2026, from 10 a.m. to 2 p.m. (lunch provided)

Vestry Workshop, Saturday, March 7, 2026, from 10 a.m. to 2 p.m. (lunch provided)



St. David's Episcopal Church & School

January 28, 2026

Vestry Meeting Minutes

Closing Prayer

Carol Bonifant offered a closing prayer:

Your Presence Lord during our meeting is paramount to what is accomplished. You instruct us in Your ways of leadership as we collaborate and work together. Listening to each other, we hear You. Our work becomes our worship while we grow in respect for each other observing the skills You have placed around this table. Your passion for us to love one another seeps into our hearts, planting itself into our minds, empowering us to lead and serve in the ways that please You. Thank You Jesus for all You are doing in us, through us, and for us, **Amen!**

Adjournment

The Rev. Stephen Hagerty adjourned the Vestry Meeting at 9:00 p.m.

The next Vestry Meeting will be held on February 25, 2026, at 7:00 p.m. in the Adult Christian Ed. Room and via Zoom.

Respectfully Submitted:

Sharon Easley, Register
St. David's Episcopal Church & School
February 25, 2026

Summary of Motions & Items of Note

Approved	January 28, 2026 Vestry Meeting Agenda as amended
Approved	December 17, 2025 Vestry Meeting Minutes as amended
Approved	2026 St. David's Episcopal Church & School Cemetery Budget as presented
Approved	St. David's Episcopal Church & School Bylaws with edits presented, to be revisited in three months
Approved	Appointment of Betty Brown as St. David's Property Steward
Tabled	Vote on Trimark Proposal for repairs to Ark HVAC



St. David's Episcopal Church & School

January 28, 2026

Vestry Meeting Minutes

Wardens' Report Summary – January 2026

- After Rev. Maureen's ordination service, Rev. Stephen received instruction from Bishop Stevenson that we must make the following liturgical change as soon as possible: the Words of Institution ("This is my body..." & "This is my blood...") must only be said by the Presider and cannot be said in unison by the congregation. Since this is a major change, we are proposing an Instructed Eucharist on Sunday, February 15th, where the various parts of the service are explained and highlighted (no sermon that Sunday). We will share a copy of the bulletin for the service.
- Rev. Stephen has proposed starting an additional service to begin on 2/22/2026 at 5PM. This will be a trial that will run 4 months and then evaluated for continuation.
- Rev. Shirley Smith Graham will lead a Mutual Ministry Review with the Vestry and Rector for 2/21/2026 from 10AM to 2PM.
- Rector & Wardens' want to discuss with the vestry the schedule for additional workshops or retreats starting in March 2026.
- Reviewing our committee and administrative structure and relationship to the vestry. One area of concern we focused on today was the functioning of the Property Team given recent transitions. Adell & Marilyn have recently stepped off, while John and Betty have recently joined.
- We spent time reviewing and revising the latest version of the bylaws. Requested Vestry to review current version (dated 01.15.2026) in order to be prepared to comment and vote on them at the Jan. 28th Vestry Meeting.
- Preparation of the 2025 Parochial Report, with helpful insight given from Katherine. Due by March 1, 2026, point person for this report will be Kim Gauthier, Parish Administrator.
- Propose a Vestry Workshop for 3/7/2026 or 3/14/2026 10AM to 2PM, (lunch included) with a continued focus on leadership development (agenda TBD).
- Annual celebration of the Feast of St. David on 3/1/2026.
- Stewardship update: we received **100 Pledges** for a total of **\$541,268.64**.



ST. DAVID'S
Episcopal Church & School

Property & Trustees Team Report

December 31, 2025

St. David's Episcopal Church and School
43600 Russell Branch Parkway
Ashburn, Virginia, USA 20147
property@sdlife.org / trustees@sdlife.org

Overall

Augmented verbose format with a summary

Buildings

Church

12/16 – A work request was submitted regarding the lack of heat in the ARK-Garden Nursery classroom, which is in the church building.

Kim notified Allan about a heating problem, and he asked Kim to have TriMark come out to investigate and fix it.

Devon, at TriMark, 12.16.25 reported.

The technician thoroughly checked AHU#2, and its associated VVT boxes that work with the system. After doing some testing, he confirmed that there was a restriction in the ductwork/air flow. He was able to make some changes and manually open one of the dampers that was stuck closed, and he verified heat rise in the spaces.

He advised that the damper actuator for VVT#2 should be replaced to restore proper open/close control so it will open when the demand for heating is needed and close once it's satisfied. \$1,860 quote was reviewed and approved to order parts and get them replaced when able in January.

We had a similar issue with VVT box 3 back in January 2025. TriMark informed Richard, at that time that, since it's the entire assembly needed (which is not made anymore and cannot be ordered by piece to make the assembly) the entire box will need to be replaced if you want to restore proper operation. We requested quote for replacement. The quote came back in January and is on the agenda for Repair Reserve at the January Vestry meeting.

12/21 - Margot put up new signs on the sliding glass doors as a reminder to leave doors open during the Winter cold months to keep heat balanced between the Sanctuary and Narthex.

12/24 – Rev. Stephen had mic issues for sound during the Christmas Eve services. It was determined that the mic wire had exceeded its useful life and needed to be replaced. Bruce ordered a new mic wire headset which is expected to be delivered in January.

During Christmas week, John checked the door stop between the woman's bathroom and the classroom in the church. Cleaned the floor and the rubber stopper, which resolved the door closure issue.

Determined that there were no longer a mop and bucket in the church. John purchased a new bucket on wheels, mop and general-purpose cleaner.

12/28 John removed the blue chairs that were placed in the aisles

at the ends of the pews near the Small Space and Healing Ministry for Christmas and returned and stacked them in the vesting room, which were a fire code hazard identified by Marilyn.

Mercer Hall (School)

12/5 - Stayed with FQ for the repair of the preschool front door. Upper latch pin was tightened and parts lubricated

A work request was submitted regarding a slow leak in the water fountain in the hallway of the Preschool building, citing an inability to turn the water off to the fountain. John Pomeroy responded to the request, assessed the issue, and was able to turn the water off. A permanent fix will need to be discussed.

12/20 - A work request was submitted for the need for a replacement battery in the emergency EXIT sign in the Eagle classroom to pass the fire inspection. John Pomeroy handled this, and the inspection was passed.

Preschool Eagle/Nest Classroom Emergency Exit Sign - John verified that the school exit sign battery needed to be replaced. He purchased and installed a new battery.

Boslaugh Hall (Church Office)

Fire alarm system in Boslaugh – Chris is doing some research, based on size and usage of the building for potential alternatives to the current system, based on Current Fire code requirements. More research and work to be done, but something being looked at for potential alternatives.

ANNEX Building

12/30 - ANNEX - New Programmable Thermostats Installed Christmas week

As planned for the 4th quarter, based on the funding request submitted by the Property team in September for the remainder of 2025 and approved by the Vestry, two new Programmable Thermostats, were ordered and installed by Allan, the week between Christmas and New Years, in December in the ANNEX. Reimbursement was submitted and processed in December, according to plan.

The two new T5 Honeywell Thermostats were purchased at the Ashburn Home Depot previously, and installed by Allan on Tuesday, December 30, 2025.

\$211.98 in total, plus Allan's time to install them.

The two Thermostats are paired and aligned to operate both HVAC units in the ANNEX to the same temperature and schedule via the Honeywell Resido APP as follows:

Every day is set to same schedule.

7:30 AM to 2:30 PM - 65 Degrees HEAT.

2:30 PM to 6 PM - 63 Degrees HEAT

6 PM to 9:30 PM - 65 Degrees HEAT.

9:30 PM to 7:30AM - 60 Degrees HEAT for the Winter months.

On Saturday, Jan 3rd, while he stopped by to set up the coffee for Sunday, like usual, Meg was onsite with two of her staff and he was able to show her how to manually adjust the Thermostats, if needed, but she felt that 65 was comfortable, to confirm, what he had it set too.

NOTE: Allan tried 68 and 70 beforehand, but those were too warm, as they felt like a sauna inside the ANNEX, so Meg and Allan agreed that 65 was good enough for the kids. So, if people are properly dressed, for Winter, it should be good enough for everyone else too.

If anyone else needs it adjusted, just send him a text and justification for the hours needed, and he will change the schedule.

This should cover Ginny's practices, Sunday school, Men's Fellowship, the AA and NA usage that he knows about, and that he asked for input last month on scheduling, so if there are others that he missed, please let him know.

He also gave access (the Resido APP and logon info) to Bruce on Sunday, today, Jan 4th. He will give it to Kim and the other property team members later, as the opportunity presents itself.

Property Safety & Security

Bob Chirles, Chris Smith and Karl Colder are working on updating Property Safety guidelines.

Property Management

Kim issued a set of keys to all buildings on campus to the new Property Team member, John Pomeroy, except for the Preschool building. We had only one copy of the actual key to the Preschool building, so she had four (4) more made. She has one (1) to issue to John Pomeroy, and four (4) to keep in the church office.

Kim has been acting as the contact point for our cleaning company, and these are the interactions from December:

A. Re-scheduling our once-per-week cleaning of the church building to happen on Fridays rather than Mondays, such that the Sanctuary and Narthex are cleaned before weekend activities.

B. Reviewing cleaning supply orders prior to the orders being placed and approving the items that the cleaning crew has indicated are needed.

C. Scheduling an extra cleaning to happen just before the Christmas Eve services.

D. Letting the cleaning crew know that the trash from the outdoor classroom at the Preschool had not been removed. Asking them not to use blue dish soap in the dispenser in the hallway, as there is hand soap in the supply cabinet, and the blue soap makes a mess. Additionally, letting them know that the cleaning solution being used on the flooring in the Preschool is leaving a dusty film on the floor that footprints can be seen in, and requesting that they use another cleaning solution.

Church Cemetery and Columbaria

12/1 - Committal of Mr Fields' remains in the outside columbarium

12/15 - Approved proof for engraving of cover stone E Fields niche

12/16 - Took brass plate to engraver for J.H. Eisenhower's niche

12/26 - Committal of Mr. Eisenhower's remains and pet in the inside columbarium. John Eisenhower service on 12/26 was supported in a private family service led by Rev. Stephen.

Open Repair/Replace Items List as of October 2025

01) Install Door/Lock Management system to track and record all entries and exits through doors with keypads.

02) Sanctuary Doors - All 6 doors in the Church are worn out and need to be replaced; also identified as a safety issue from the Security Study Report done in 2019 - Estimated \$20K per set of 3 for \$60K plus \$10K for Badge and/or Keypad Access.

03) Doors in Boslaugh need to be replaced

04) Looking into placing a fourth sump pump inside the entrance to the crawl space (as when there is a heavy rainwater flooding in that portion of the concrete floor) – two sets of quotes received in September currently cost prohibitive but should be done as soon as funding is made available to do so.

05) Install Lighted Security Bollards between Parking Lot and Buildings to reduce risk of vehicular damage to structures and improve sidewalk lighting.

06) Repaving of entire parking lot \$172,000, which is an update from the \$150K that Chris Smith estimate tool before he retired. City wide of Northern Virginia as of May 2025.

07) Update alarm systems dialers. JCI provided quotes for both Fire Safety and Security Alarm systems but need further consideration and options

08) Church windows cleaning – removal of South plexiglass and replace with acoustical shades. There are 68 pieces of plexiglass. Not clear what removal of the curved Plexiglas would do to acoustics which was the reason for their installation.

09) Property Wishes list provided to the Wardens

For the Property and Trustees Team,

Property Stewards

Allan Steed, Sr. Property Steward, Bruce MacMonigle, Chris Smith, John Pomeroy, and Jim Tracy with Kim Gauthier, Parish Administrator

Trustees (Cemetery and Property Management with Diocese of Virginia)

Allan Steed, Sr. Trustee, Bruce MacMonigle, Chris Smith, Marilyn Tracy

<https://www.sdlife.org/trustees>

Link to Canon's of the Diocese of Virginia for Reference – Property (Section 15)

<https://episcopalvirginia.org/who-we-are/governance/constitution-and-canons/>

December 2025
Worship/Children/Youth Ministry and Pastoral Care Report

Worship

- Joyously served and attended Rev. Stephens Celebration of Newish Ministry on December 4th
- Rev. Maureen continues to provide the children's sermon each week
- Rev. Maureen preached the Adult Sermon on December 14th
- Decorated the sanctuary for Christmas Services
- Rev. Maureen preached the children's sermon at the 4pm Christmas Eve service and the Christmas Day 10am service
- Rev. Maureen continues to support and serve with Rev. Stephen on Sunday mornings
Arriving at 8:30am/8:45am to check/prepare altar set up/any last minute clean up
Prep Seashell area
Vergers/server check in
Check in with sound team and mic set up for seashells and check soft space
- Soft space continues to be utilized during service. Maureen continues to sit in or near the soft space during adult homily. Bible and liturgical appropriate soft activities are in the basket.

Other Duties Assigned by the Rector

- I am currently reading the book "*Almost Christian*" by Kendra Dean. It's a theological magnifying glass about youth and faith based on research. I will be offering a 30 Good Minutes on this at some point.
- Rev. Stephen has also guided me to schedule both the reading and study into my working day
- Rev. Stephen has tasked me with an educational opportunity. RS, a parishioner and I are taking a class on Tuesday evenings for 12 weeks through the "Order of St. Luke". It is training/education on pastoral care. This will be helpful as we go this ministry and raise lay leadership.

Children and Youth Ministry

- Attended Christmas Pageant Rehearsal
- Retrieved pageant costumes out of shed
- Sunday School meets immediately following the service.
Offering a Lent series for sign up to gain consistency
- Developing plan with Rev. Stephen for 2026 St. David's Youth Initiative.
Initial youth/parent interviews will begin in January.
Rev. Maureen is meeting with youth minister in February who helps rebuild youth programs
- Baking with the Bible continues and will be offered in the spring as a hands on live here at St David's

Preschool

- Preschool Christmas Tree Lighting and Sing-a-long
As Preschool Chaplain, I read a story to the children and visit with the parents/children
- Family Chapel took place on 12/18 and 12/19
This is a collaboration with music director, Ginny Maddock, where together with the children we re-tell the Christmas Story with both storytelling and music
- Monthly PS Board Meeting
- Wrote monthly Chaplains Corner for preschool newsletter

Outreach

- No outreach meeting was held in December
- The outreach team is meeting in January to plan the 2026 Outreach Calendar

Pastoral Care

- Ongoing communication and scheduling PC visits
- Pastoral Care meetings with parishioners
- Developing new Pastoral Care Team Ministry training etc.

Social Media

- Maggie and Chris Ivy implemented Christmas digital marketing plan. Results were positive and will be repeated for Lent - Easter
- I have been invited to be interviewed for a podcast called “The Conscious Table” about women in leadership.
- Social media/digital ministry continues to be an important component of communication and visibility. I am trying to regularly create reels/Tick/Tok/posts/take photos for ministry and repost information from the Episcopal Church as I see it and can fit into my schedule.
- Maggie and Chris Ivy are working with me to market Messy Church Easter. This is a self-funded ministry and has the funds to do this.
- Reached out to youth alum to be a social media intern to help with ministry posts. Waiting to hear back.

Administrative/Miscellaneous

- Provided Wednesday *Mid Week Advent Message* via FB Live during Advent
- Setting time aside to review REALM
- Meetings with Diocese about Diaconal ministry continue
- Weekly supervision mtgs with Rev. Stephen

Submitted by Rev. Maureen Carey, Deacon

Pastoral Assistant/Director of Children and Youth Ministry/Preschool Chaplain and Board Member

January 22, 2025



Preschool Report for Vestry Meeting on 1/28/2026

Prepared by Meg Antwi

School Updates:

- Registration is in full swing with 2 classes already filled. (Bears and Eagles)
- Low turnout for Kindergarten/PreK information session and Open House. Everyone who attended registered.
- Tours are being given 2X/week through February.
- Licensing is complete. We are now permitted to offer the Homeschooling Enrichment class to students through age 8!
- We continue to be active on social media. Will boost a registration ad later in spring.
- The POPS board is in discussions as to how to reimagine the Spring Auction. The community has changed and we are no longer getting volunteers to help. This is the time to take a risk and do something different.
- Would the church be interested in working with the preschool to put on a BINGO NIGHT fundraiser in March?

To Do:

- Plan Bingo Fundraiser
- Work on auction plans
- Continue with registration and tours
- Observe in classrooms for teacher evaluations

St. David's Vestry

Ministry Report

01/26/26

- Ministry/Team Outreach
- Members: Rev Stephen, Rev Maureen, Mike Gibson, Bobbie Johnson, Margot Culhane
- Date/Time of Monthly Team Meeting: Second Tuesday every month
- Please attach the meeting agenda: **Note: We held no meeting in December.**
- Please provide next meeting date/time/place: Tuesday February 10 1-3 pm St David's office Margaret Mercer Room
- Highlights of past month/quarter (Identify up to 3):
 - Loudoun Hunger Relief donations were strong. Several families stepped up with large donations of food as well as Andy Bluhm and Saturday Moring Brass Project Benefit Concert 11/16 resulting in appx \$2500 "cash" and 80 pounds of food!
 - Toys 4 Tots filled my car trunk!
 - Mens Group: appx 20+ people participated in Wreath laying at Arlington and ditto for Salvation Army bell ringing!
- Challenges/Concerns (Identify up to 3):
 - Learning the needs of our new community
 - Engaging more parishioners in outreach
 - Budget, finances and ways to be wise with our stewardship/investment
- Needs/Goals (Identify up to 3):
 - To discern and plan program through June 2026
 - To address the above challenges
 - To grow partnership with Loudoun Hunger Relief
- Item for Vestry action: To provide feedback from members and the congregation
-
- Brief Narrative regarding any other issues/comments:
 - Rev Maureen has stepped off Outreach to pursue new duties and ministries related to both new ordination as Deacon and 2026 stated Youth and Children, SD School goals. We pray these new duties and responsibilities fill her with joy and that challenges turn to triumphs in God' time, as God wills.
 - She will always have a place at our table and look forward to ways we can assist her in coordinating outreach that assists her ministry if/when needed.

Outreach Meeting 1/13/26 Margaret Mercer Room (Office)

Agenda – Margot

- 1:00 Opening prayers and scripture (Margot)

2 Corinthians 9:6 TLV The point is this: whoever sows sparingly shall also reap sparingly, and whoever sows bountifully shall also reap bountifully.

Luke 11:9-10 TLV “ **So I say to you, Ask and it shall be given to you. Seek and you shall find. Knock and it shall be opened to you. For everyone who asks receives, and the one who seeks finds, and to the one who knocks it shall be opened.”**

Let us pray:

God, You are the Provider. We acknowledge everything comes from You. We trust You to meet St David's needs and bring breakthroughs for our programs, volunteers and community. Empower us to manage our finances and to ask for what we need (like the persistent friend in Luke 11), Grant us wisdom to discern needs in our community (not just our own plans) . Help us be more like Jesus with our generosity, showing Your goodness. Help us further your mission by strengthening the work of our hands. Give us a kingdom mentality, allowing us to invest deeply in outreach that brings lost souls to Jesus. Please reveal your will for St David's outreach. Amen

- 1:05 Updates from Men's Group. Mike
- 1:12 Any other updates
- 1:20 2026 Planning
- 1:55 Rev Stephen closing prayer
- Next meeting will be 1:00pm Tuesday Feb 10, 2026

Rector's Report to the Vestry

Parish Name: St. David's Episcopal Church & School
Date of Meeting: Wednesday, January 28, 2026
Prepared by: The Rev. Stephen Hagerty, Rector & Pastor

1. Spiritual and Pastoral Leadership

- **Worship Highlights:**

Average Sunday Attendance (ASA) numbers per service: **[DATE: # IN-PERSON (# ONLINE)]**
November 23, 2025: 120 (44); November 30, 2025: 130 (43); December 07, 2025: 138 (33);
December 14, 2025: 110 (50); December 21, 2025: 183 (35); December 28, 2025: 104 (69)
January 04, 2026: 142 (74); January 11, 2026: 139 (47); January 18, 2026: 114 (46)

→ 2025 ASA to date is 133 in person (34 on-line).

2. Ministry Updates

- **Christian**

Our Sunday "30 Good Minutes" continue to be lively and well-attended (between 20-30 folks per session). Our attendance on Jan. 18th was 56 folks (!!), for a special event, "Music as Ministry," hosted and facilitated by Ginny Maddock.

Formation:

- **Parish**

Life

&

Fellowship:

One of the themes I have lifted up for me and for the church staff for 2026 is the need to **overcommunicate**. I feel I am a very competent communicator but need to do more of it! ;=) I am also trying to restart my monthly attendance at least of one of the two St. David Men's Fellowship Meetings held each month.

3. Administration and Operations

- The Annual Reviews for all staff have all been completed, and hardcopies of the same, along with my written comments, have been placed in each employee's permanent files.
- I had the great privilege of attending the St. David's School "Open House" on Weds., Jan. 21st. Both Meg and Karen did a superb presentation with Q&A and provided a welcome atmosphere for those in attendance. We are truly blessed by their ministry.

4. Challenges and Needs

- I am continuing to take a 13-week online certification, along with Rev. Maureen and Peg Nugent, hosted by the [Order of St. Luke: Ministry of Christian Healing](#). This is to provide both some refresher and foundational training as we revamp and reignite the Pastoral Care Ministry of St. David's.
- In my own personal study and learning, I came across this quote attributed to Rabbi Edwin Friedman, a pioneer of systems thinking in religious settings: "We burn out because we're doing other people's work." Churches of every size and structure can fall into the trap of not letting go of a ministry for fear that there is no one else to take it on. I think this leads to both burnout and resentment. I want St. David's, always with God's help, to try to be the first church that cracks this nut, maybe in Christian history!

St. David's Website & Marketing Efforts



2026 Goals:

- Increase followers on Facebook and Instagram.
 - Current Facebook followers is 1.1K.
 - Current Instagram followers is 314.
- Increase weekly church attendance; in-person and online, but with a priority for in-person.
- Make sure website is mobile friendly for those who visit from their phones either organically or from our advertising.

Advertising 101:

- Advertising should blend reach and frequency of message. Reach is the total number of unique people or households exposed to your message over a specific timeframe. Frequency is the average number of times a user sees a particular ad within a specific timeframe. The measured timeframe may be different for different advertisers and campaigns, but we are assuming about a **4-week timeframe for our campaigns**. According to the textbook, "Media Planning, A Practical Guide", often reference by planners at advertising agencies, "the weight of evidence suggests strongly that an exposure frequency of two within a purchase cycle is an effective level". The book goes on to say that **three exposures within a purchase cycle is optional**. While we are not asking consumers to purchase anything, we are asking them to take action by coming to church, so I think the comparison for a similar 3X frequency here is acceptable. This means that a person needs to see the message 3 times before taking action. Think about a shirt you see on Instagram that you like. The first time to see the ad for it you think "I like that" and keep scrolling. The second time you think "maybe I should get it". The third time you decide to buy it. (Or maybe you talk yourself out of buying it, but a decision is made.)

Best Practices:

- 4-week campaigns
- Frequency cap of 3 on all media line items
- Retarget to those that click on our ads
- Call to action included in advertising message
- Include image in message (not just text)
- Respond to messages timely
- Be consistent – both with message and posting
- Keep the message concise

Christmas 2025 Advertising Recap:

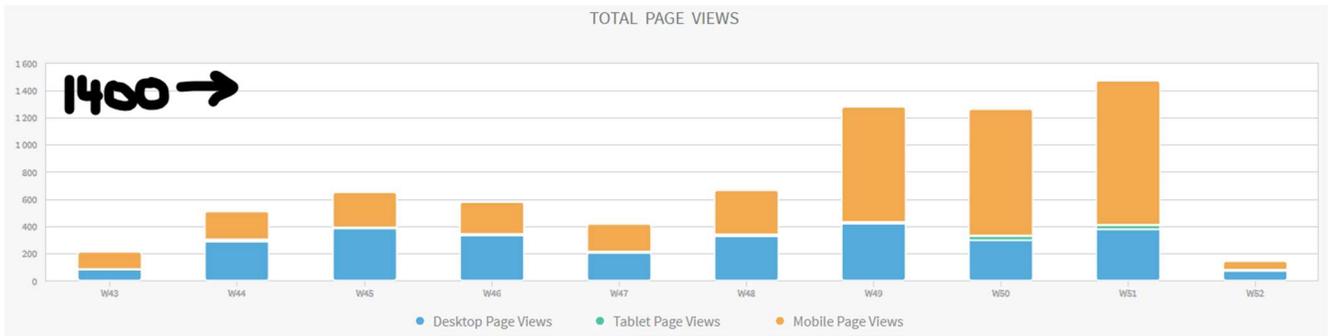


- Campaign included:
 - 500,000 impressions on Facebook Newsfeed targeting adults 25+ within a 25-mile radius of the church.
 - 500,000 impressions on Instagram Newsfeed targeting adults 25+ within a 25-mile radius of the church.
 - 5,000 impressions on Google Display¹ targeting adults 25+ within a 25 mile radius of the church.
 - 5,000 impressions on Google Display targeting adults 25+ who have been to SDLife.org.
- 1,054 clicks on Facebook and Instagram combined resulting in a click through rate (CTR) of 0.11%. The CTR is below the average of 2.06% for apparel or 1.29% for education ads. That said, most of the relevant information was included in the ad, meaning clicking on it wasn't necessary.
- 256 clicks on Google Display resulting in a CTR of 2.56%, above their average reported CTR of 0.47% in 2020. The "Learn More" button on the ads may have contributed to the higher CTR.
- Ran from 12/9/25 – 12/24/25.
- 3 frequency cap per line item per timeframe.
- Cost: \$0 (negotiated buy as a favor)
- Examples of ads are below:

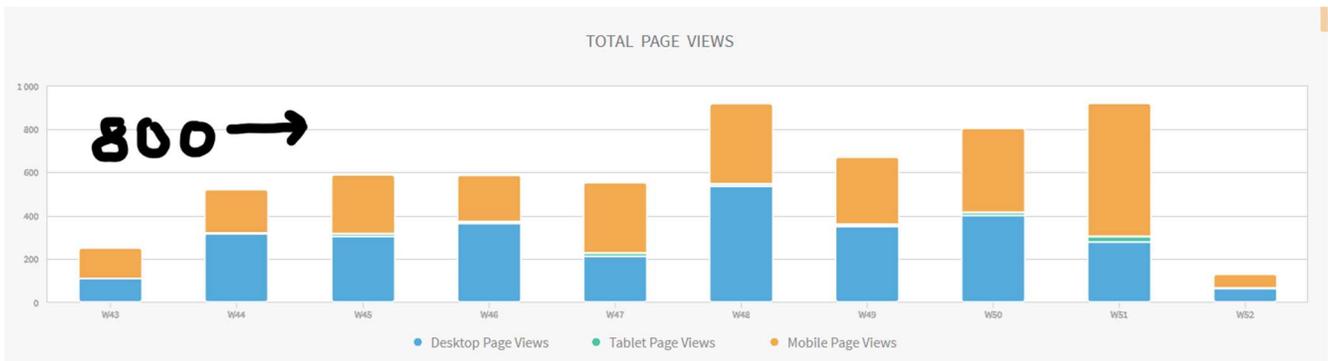


¹ Google Display Network is a network of over 2 million websites. Websites include Gmail, YouTube and other non-Google branded sites.

Website Traffic Nov 1 – Dec 31, 2025 (by week):



Website Traffic Nov 1 – Dec 31, 2024 (by week):



Takeaways (YoY growth from Dec '24 to Dec '25)

- Total site visits increased from **1,722 (Dec 2024)** to **3,152 (Dec 2025)**
 - **83% increase year-over-year**
- Mobile Traffic Drove Most of the Growth
 - **Mobile:** 984 → 2,304 (+134%)
 - **Desktop:** 700 → 796 (+14%)
 - **Tablet:** 38 → 52 (small numbers overall)
- In a typical month, traffic is closer to a 50/50 split between mobile and desktop. In December, **nearly three-quarters of all visits were on mobile devices.**

2026 Advertising Proposal:

- Two paid campaigns during the year – Lent and Christmas
- Continue Facebook and Instagram
- Double Google impressions
- Cost: \$400-\$500 per campaign
- Weekly organic social media post; will need to set postings/schedule ahead of time. Post simultaneously to Facebook and Instagram.

Additional Considerations:

- Hire a teen to be a social media manager and post weekly for us.
 - Time period: February 2026 – December 2026 (up for discussion)
 - Salary: \$500 (suggested)
 - Post at least once a week to Facebook and Instagram; coordinate posts with Rev. Maureen at the beginning of the month prior.
 - Coordinate with Rev. Stephen to post a “Weekly Words”, sermon clip or sermon “teaser”. May include splicing content from weekly service recording.
 - Repost any ad campaign images, if applicable for that time period.
 - Reply to comments in post and direct messages or forward/direct to Rev. Maureen to respond.
- Work with Riverside High School if any senior would like to do their Capstone senior project with us and assist with messaging/social media. May/June timeframe.
- Post holiday services and other special events (such as Ashes to Go) to Ashburn Patch and InsideNova.com; can include a picture/image.
- Sponsored search advertising on Google, Yahoo and Bing. This would be a text only ad that would appear typically at the top of a user’s search if they search the words we pay for. For example, we could buy the words “Ashburn church”, “Leesburg worship”, etc. We would set a budget, say \$500, and then pay per ad shown. We can schedule the advertising so we have a set budget per day and don’t spend it all in one day.
- Pass out small (1/4 page size) flyers to those getting ashes to go. Can have our address, service times and QR code to website.

Website Suggestions:

- Spliced pro video at top that shows various parts of the church (service, school, events) and gets people excited. We'd need to create this or go with a more static image at top.
- A clear "What to Expect" section with times and address. Ideally include typical length, dress, etc of the service. To our point today this is getting people what they really want from the site up front.
- Welcome from Rector (featured message). This appears on many sites and is connected to the above that people want to see the pastor they are going to see. This can then be followed by the latest sermon.
- We put a bunch of the frequently used things up top in little clickable icons. We can also add google analytics to see how these links are being used (which I don't think we're able to do now).
- Subheads include a drop down for all items. It's not intuitive to click the subhead when other drop down options are included.
- Add in a section that addresses frequently asked questions.
- We remove the rotating banner and focus on one thing we really want to highlight (e.g. Lent, Christmas, etc).

Below are a couple of rough mockup examples for a simpler mobile page, one for typical times and one with a Lent banner as an example. The revamped sub sections would follow a similar style (i.e. vestry, pre-school, etc.).



St. David's
EPISCOPAL CHURCH



St. David's
EPISCOPAL CHURCH
Sundays at 10:00am

[Watch Live](#) [Watch Live >](#)

A welcome from Rector Stephen Hagerty



[Meet Stephen >](#)

What to Expect

- Sundays – 60–70 minutes
- Worship that blends reverence and real life
- Kids welcome + nursery options
- Dress – Come as you are
- Communion – all are invited

[Learn More About Worship >](#)

Life at St. David's

Join us this Sunday – we're glad you're here

Sundays at 10:00am
Ashburn, VA



Fellowship Music

[See More >](#)



St. David's
EPISCOPAL CHURCH



St. David's
EPISCOPAL CHURCH
Sundays at 10:00am

[Watch Live](#) [Watch Live >](#)

Lent+



Join us for our Lenten Services

- Ash Wednesday** | 12 PM & 7 PM
- Palm Sunday** | March 24 10 AM
- Easter Sunday** | 6 AM, 8 AM & 10 AM

A welcome from Rector Stephen Hagerty



[Meet Stephen >](#)

What to Expect

- Sundays – 60–70 minutes
- Worship that blends reverence and real life
- Kids welcome + nursery options
- Dress – Come as you are
- Communion – all are invited

[Learn More About Worship >](#)

Life at St. David's

Join us this Sunday – we're glad you're here

St. David's Episcopal Church & School
DRAFT Operating Budget - CEMETERY
January 1-December 31, 2026 (as of 1/27/2026)

Distribution account	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Total
Income													
4000-00 Operating Income													
4300-00 Investment Income - Operations													
4300-01-3 Dividends & Interest - CM	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$480
Total for 4300-00 Investment Income - Operations	\$40	\$480											
4500-00 Fees & Other Income													
4500-04 Columbarium Fee	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$10,000
Total for 4500-00 Fees & Other Income	\$833	\$10,000											
Total for 4000-00 Operating Income	\$873	\$10,480											
Total for Income	\$873	\$10,480											
Cost of Goods Sold													
Gross Profit	\$873	\$10,480											
Expenses													
6000-00 Operating Expenses													
6600-00 Property Expenses	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$3,000
6606-00 Operations													
6606-03 Columbarium Burial Expense	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$5,000
Total for 6606-00 Operations	\$417	\$5,000											
Total for 6600-00 Property Expenses	\$667	\$8,000											
Total for 6000-00 Operating Expenses	\$667	\$8,000											
Total for Expenses	\$667	\$8,000											
Net Operating Income	\$207	\$2,480											
Other Income													
5000-00 Non-Operating Income													
5100-00 Long Term Investment Gain/Loss													
5100-04 Gain/Loss TOTF003 Perp Care	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$10,000
5100-05 Gain/Loss TOTF004 Cmty Cap Fund	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$4,000
Total for 5100-00 Long Term Investment Gain/Loss	\$1,167	\$14,000											
Total for 5000-00 Non-Operating Income	\$1,167	\$14,000											
Total for Other Income	\$1,167	\$14,000											
Other Expenses													\$0
Net Other Income	\$1,167	\$14,000											
Net Income	\$1,373	\$16,480											

**St. David's Episcopal & School (Ashburn, Virginia)
BYLAWS**

St. David's Episcopal & School is a member of The Episcopal Church of the USA and member of The Episcopal Diocese of Virginia; as such it is subject to all of the Canons set forth by both organizations. Clarifications specific to **St. David's Episcopal & School** are incorporated into the Bylaws as set forth below. These Bylaws are a living document and as such may be amended in the manner **stated** in Article VIII.

St. David's Episcopal & School meets regularly for services each week at the address shown below at times defined by the Rector in coordination with Vestry.

43600 Russell Branch Parkway
Ashburn, VA 20147

The members of **St. David's Episcopal & School**, referred to in these Bylaws as the "congregation," having associated themselves for the purpose of maintaining the worship of Almighty God according to the faith and usages of The Protestant Episcopal Church in the United States of America, accedes to the doctrine, discipline and worship of the Constitution and Canons of The Episcopal Church and to the Constitution and Canons of The Protestant Episcopal Church in The Diocese of Virginia, otherwise known as The Diocese of Virginia and acknowledges their authority.

For the purpose of these Bylaws the term "rector" shall refer to the member of the Episcopal Clergy that has been approved by ecclesiastical authority to lead the congregation.

- Article I Voting Membership**
- Article II Meetings of the Congregation**
- Article III Rector**
- Article IV Vestry, Officers, and Committees**
- Article V Accounting, Financial Matter, and Property**
- Article VI Indemnification**
- Article VII Action by the Congregation; Agents**
- Article VIII Amendments to Bylaws**

Article I

VOTING MEMBERSHIP

Membership in the Congregation - Members are baptized persons whose names are recorded in the Parish Register by Baptism, Transfer, or Petition. Similarly, a person may be removed from the register by Transfer or Petition.

Qualified Electors - Qualified Electors are adult communicants in good standing (aged 16 or older) registered in St. David's Episcopal & School pursuant to Virginia Canon 11, Section 5.

Article II

MEETINGS OF THE CONGREGATION

Annual Meeting - The annual meeting of the congregation shall be convened in May at a date, time, and place appointed by the Vestry. The purpose of the meeting shall be to elect Vestry members to new and any unexpired terms, receive the Ministry and Financial reports, and conduct such other business as may properly come before the meeting. [Recommend keeping in May, so that the Budget Prep is not too close to preparing for Annual Meeting, including election of new members.]

Annual Meeting Notice - Written notice of a meeting shall be given to the congregation no later than twenty-five (25) days before the meeting using applicable communication methods. Notice shall include a slate of vestry candidates proposed by the nominating committee.

Special Meeting - Special Meetings may be called for any purpose at any time by the Rector, Vestry, or petition signed by at least ten (10) members. The written petition shall be forwarded to the Parish at least ten (10) days prior to the contemplated meeting in person, or via e-mail to the parish address listed on the website. The meeting shall be publicized at the service on the Sunday before the meeting. No business other than the specified purpose shall be conducted.

Quorum - A quorum for a congregational meeting shall be attained with ^{10%} 25% of the adult communicants in good standing.

Vote - Except as these bylaws and parliamentary authority may otherwise provide, elections and resolutions shall be carried by the affirmative votes of a (simple) majority (defined as ½ plus 1 vote) of those present and voting. Voting by proxy shall not be permitted. An absentee ballot may be cast by a member who is for good cause unable to attend the meeting by application in writing to the Register of the Vestry. An absentee ballot must be submitted no later than 10 days before the meeting.

Presiding Officer - The rector or, in the rector's absence, one of the wardens shall preside. The rector, if present, may appoint a warden or other Vestry member to serve as moderator and a recording secretary.

Procedure - In all matters of parliamentary procedure not governed by canon or these bylaws, [Robert's Rules of Order Newly Revised](#) shall guide our procedures.

Article III

RECTOR

General - The rector shall have had Episcopal ordination, be in good standing with the Episcopal Church, and be elected by the Vestry, subject to approval by the ecclesiastical authority.

Authority for Worship and Spiritual Matters - The rector has authority for spiritual matters of the parish, including specific responsibility for worship.

Authority for Assisting Clergy - The rector has authority to and direct any non-stipendiary, assistant clergy, who serve at the rector's discretion.

Implementation of Policy - The rector has general responsibility for administrative implementation of decisions and policies legislated or mandated by The Episcopal Church, the diocese, the congregation, vestry, and officers.

The Rector of the Church shall be the president and chief executive officer of the Church and shall perform such duties and shall have such powers as may be prescribed by the Constitution and Canons of the Episcopal Church and of the Diocese of Virginia. The Rector shall be elected by majority vote of the entire Vestry and, unless otherwise provided in the terms of the call, resignation, or until the pastoral relationship is severed by mutual consent of the Rector and Vestry and approved by the Bishop or Ecclesiastical Authority of the Diocese of Virginia or otherwise dissolved in accordance with applicable canons. The Rector shall render a report to the Vestry at each regular meeting.

Annual Performance Evaluation

The Rector and the Wardens will review the ministry and performance of the Rector annually on the basis of goals and expectations set at the time of their appointment and found in the contract and or letter of agreement agreed upon by both parties.

Article IV

VESTRY, OFFICERS, AND COMMITTEES

We currently have 9 vestry members, if we increase we need to go to the parish to change this number.

Vestry - The Vestry shall consist of not fewer than **five or more than 10 members of the parish.** The Vestry shall elect a Senior and a Junior Warden, who shall be elected members of the vestry. **The vestry shall also select and elect a Register and a Treasurer (neither of whom are required to be elected vestry members). and who shall continue in office until their successors are elected and qualified.**

QUALIFICATIONS OF VESTRY AND OFFICERS

Vestry Members - shall be adult communicants in good standing as defined by General Convention Canon Title I. section 17, and shall be elected to a term of no more than three (3) years. Only one member from a household will be allowed to serve on the Vestry at any one time. No person may be elected if that person is a paid member of the staff. Members of the Vestry may not be re-elected to consecutive full terms.

Wardens - shall be elected by members of the Vestry for terms of one (1) year. May be elected and serve consecutive years as long as in term as elected vestry.

Vestry Clerk / Register - shall be elected to a term of one (1) year and serve at the pleasure of the Vestry. The Register is not required to be an elected member of the Vestry.

Treasurer - shall serve at the pleasure of the Vestry. The treasurer is not required to be an elected member of the Vestry.

Chaplain - shall serve at the pleasure of the rector. The chaplain is not required to be an elected member of the Vestry.

VESTRY DUTIES

Wardens - shall assist the Rector in promoting the general interest of the congregation, fulfilling all duties in accordance with the diocesan canons.

Vestry Clerk / Register – shall take and record minutes of all Vestry, annual, and special meetings.

Treasurer – shall ensure that funds of the congregation are properly received and disbursed in accordance with Vestry policy; verify and pay bills presented for payment; prepare monthly financial reports for presentation to the Vestry, a report to the annual meeting, and the annual financial report to the diocese; present and recommend to the Vestry a budget in November; Current Financial Report(s) prior to the annual meeting; and annually submit the financial records of the congregation to audit ~~by a qualified person.~~ The treasurer shall be adequately bonded by inclusion in the congregation’s directors’ and officers’ liability insurance coverage.
in accordance with the Diocese Canons audit by committee of CPA firm.

The Vestry shall be agents and legal representative of the congregation in all matters concerning its corporate property and the relation of the congregation to its clergy. It shall be the duty of the Vestry in coordination with the Trustees to take charge of the property of the congregation and to transact the temporal work pertaining to the congregation; to elect and call a rector and provide for the maintenance of the same; and to collect and pay to the Diocese of Virginia the moneys committed for support of the budget of the diocese. In the absence of the wardens, it shall be the duty of the remainder of the Vestry to perform the several duties specially pertaining to these officers.

VESTRY MEETINGS AND MEMBER VACANCIES

Meetings – **The Vestry shall hold a minimum of eleven (11) meetings annually.** Vestry meetings shall be open to the congregation to attend except when the Vestry moves into executive session. They are welcome to comment during “Parishioner Comment Period.” **[Since we changed from 12 to 11 in 2025, we feel an additional reduction is unnecessary, though this can be revisited annually.]**

Quorum - A simple majority of the Vestry shall constitute a quorum, provided that the rector or member of the clergy in charge or one of the wardens is present.

Leadership - The rector or, in the rector's absence, one of the wardens shall preside. The rector, if present, may appoint a moderator. The rector shall have voice in all matters

Special Vestry Meeting - may be called by the rector or by three (3) members of the Vestry. Vestry members shall be provided notice of a special meeting at least three (3) days in advance of the meeting.

Voting - Except as may be otherwise required by law, canon, St David's Vestry *Standards of Practice*, or these bylaws, any action of the Vestry shall require the affirmative votes of a simple majority. When necessary for executing time-sensitive Vestry decisions, Vestry members may also submit motions to the members of the Vestry for voting via email or other digital means, ~~according to the process described in the Vestry covenant.~~ For the purposes of digital voting only, a unanimous affirmative vote of the Vestry shall be necessary for the passage of any motion. If any person votes in the negative, the motion shall be automatically deferred to the next Regular or Special Meeting of the Vestry. Motions made by digital means and the outcome of the voting will be reported and entered in the minutes at the next Vestry meeting.

Procedures - Robert's Rules of Order Newly Revised shall guide all matters of parliamentary procedure not governed by canon or these bylaws.

~~**Vestry Covenant** — Vestry members will abide by the expectations and business processes described in the Vestry Covenant. All Vestry members shall sign this document at the beginning of their term.~~

Vestry Vacancy

In the event of the death, resignation, or removal of a member of the Vestry, the remaining members of the Vestry may elect a qualified person to fill the vacancy ~~until the next election.~~

Resignation - A member of the Vestry, other than the rector, may resign at any time by tendering his or her resignation in writing to the rector or to a warden, effective as provided therein. Such resignation need not be accepted by the Vestry in order to become effective.

Removal - A member of the Vestry may be removed at any time for due cause by the votes of a super majority of the entire Vestry, provided notice of the proposed removal and the reasons for the removal shall have been given to the said Vestry member at least ten (10) days in advance of the meeting. Grounds for removal shall include, but are not limited to:

- a. Failure to qualify within 60 days of election,
- b. Failure to continue as a communicant in good standing,
- c. Failure to attend 3 or more meetings of the Vestry,

- d. Neglect to perform faithfully and diligently the duties of Vestry members enumerated in the Canons or by the Bylaws of the congregation.

PARISH COMMITTEES

Standing Committees - The rector and/or the Vestry may appoint members of the congregation to standing committees, designate the chair of each, and require such reports as will assist the Vestry in its work.

Ad hoc Committees – The Vestry, rector, and/or wardens may from time to time create and charge committees to undertake specific tasks in the governance of the parish. Committee members shall be appointed by the rector, wardens, and/or the Vestry. Each such committee shall be dissolved upon the completion of its work.

Article V

ACCOUNTING, FINANCIAL MATTERS, AND PROPERTY

St. David's Episcopal & School shall conform to the Manual of Business Methods in Church Affairs of the Episcopal Church.

Funds - The handling of any or all of the cash, funds and investments of the congregation, including the purchase, custody, sale and transfer of the same, may be delegated by the Vestry to the wardens or the treasurer, subject to the ultimate direction and control of the Vestry.

Property – The Vestry shall elect Trustees for appointment pursuant to law to hold title to church properties, in accordance with the diocesan canons.

Fiscal Year - The fiscal year of the congregation shall coincide with the calendar year.

Indebtedness - The congregation shall have the authority to borrow money, provided that no indebtedness shall be incurred, renewed or extended by or on behalf of the congregation without the express approval of the Vestry; nor without the written assent of the Bishop and Standing Committee of the Diocese of Virginia except as provided in the diocesan canons.

Books of Account - Proper books of account for the congregation shall be kept by the treasurer so as to provide the basis for satisfactory accounting, reporting, and auditing.

Audits - All accounts of the congregation shall be audited annually by an independent certified public accountant, a licensed public accountant, or in such other manner as the diocesan Finance Committee may from time to time prescribe. The audit report shall be filed as prescribed in the diocesan canons. (Audit by committee.)

Annual Reports - An annual report of all business and financial matters of the congregation, including complete financial statements, shall be prepared by or under the direction of the treasurer, approved by the Vestry. The final report is distributed to the congregation at least seven (7) days prior to each annual meeting of the congregation.

Article VI

INDEMNIFICATION

If and to the extent permitted by applicable law and unless proscribed or otherwise limited by the Constitutions and Canons of the Episcopal Church and of the Diocese of Virginia, the congregation shall indemnify, defend and hold harmless past and present officers and Vestry and committee members (including the rector and other members of the clergy in their capacities as such) and their respective heirs and legal representatives from and against any and all liabilities, costs and expenses (including attorneys' fees and other defense costs) from time to time incurred by or imposed upon them respectively in connection with any threatened, pending or completed civil, criminal or administrative proceeding in which any of them may become involved by reason of their service to the congregation in such capacities, except with respect to matters as to which they may finally be adjudged in such proceeding to be liable for willful, wanton or grossly negligent misconduct. Such indemnification shall be limited to instances in which the congregation, acting on the advice of counsel and without participation by any party to the proceeding in question, has (a) determined that indemnification is appropriate under the provisions of this Article, and (b) in the event of any settlement of such proceeding prior to a final and binding adjudication of the same, approved the terms of the settlement. The right of indemnification under this Article is not exclusive and shall be in addition to and not in derogation of any such right under applicable law or by contract. If this Article shall be amended or repealed such action shall have prospective effect only, and shall not affect the indemnification rights of any individual with respect to proceedings in respect of which indemnification has been properly sought by application to the Vestry in writing by the individual(s) in question prior to the effective date of such action.

Article VII

ACTION BY THE CONGREGATION; AGENTS

The congregation may from time to time delegate to one or both wardens, the treasurer and/or the rector, generally or as to specific instances, or agent of the congregation as to specific instances, due authority to execute and deliver, on behalf of the congregation, instruments and documents as the Vestry may deem necessary or proper. In the absence of such a general or specific delegation of authority, the residual authority in this regard shall lie with the wardens. The Vestry may appoint such agents and representatives of the congregation (including legal counsel) and delegate to them due authority to perform such acts and duties on behalf and in the name of the congregation as the Vestry may from time to time see fit, consistent with these bylaws and with the Constitutions & Canons of the Episcopal Church and of the Diocese of Virginia. Except as provided herein or as specifically authorized by the Vestry, no Vestry member, officer or employee of the congregation or any other person shall have the power or authority

to bind the congregation by any contract or transaction or to render it legally or financially liable for any purpose or in any amount.

Article VIII

AMENDMENTS TO BYLAWS

Bylaws may be amended **by vote** at any vestry meeting, or at special meetings called for that purpose, by the affirmative vote of a super majority **(at least 2/3rds)** of those present and voting. Notice to the congregation **of no less than two weeks before meeting** at which a proposed amendment is to be taken up shall be given as required by these bylaws and shall include the full text of any proposed amendment. The Register shall promptly furnish to the Office of the Bishop the full text of the bylaws, including all amendments adopted.