



St. David's Episcopal Church & School

December 20, 2023

Vestry Meeting Minutes

Approved 1/17/2024

This Vestry meeting was a hybrid meeting with options for in-person or virtual attendance via Zoom.

Attending: Vestry members: The Rev. Susan Pinkerton (Interim Rector), Jim Tracy (Sr. Warden), Katherine Beckett-Goodwin (Treasurer, Register), Margot Culhane, Mike Gibson, Bobbie Johnson, Tanya Kerr, and David Schmidt. Also attending: Chaplain to the Vestry Carol Bonifant, Clerk to the Register Sharon Easley, and Marilyn Tracy. Mathew Verghese and Richard Easley attended for part of the meeting, including the Discernment Committee update portion. Greg Cross attended for the discussion of financial items and the audit.

Call to Order – The Rev. Susan Pinkerton (Interim Rector), called the meeting to order at 7:06 pm and offered an opening prayer.

Administrative

Discussion: December 20, 2023 Vestry Meeting Agenda – The Rev. Susan Pinkerton (Interim Rector)

- Are there any adjustments to the agenda? Moved discussion of the audit to earlier in agenda so Greg Cross could leave after his report.

Decision: Approve December 20, 2023 Vestry Meeting Agenda – Vestry

Motion: Move to approve the December 20, 2023 Vestry Meeting Agenda with one change
Motion seconded and approved.

Parishioner Comment Period, Parishioners

- None.

Financial

Discussion: St. David's Audit Committee Report (2019 and 2020 Audits) – Greg Cross, Audit Chair
Greg provided an overview of the results and findings of the two audits that were completed by the Audit Committee for Calendar years 2019 and 2020. Comments and recommendations included:

- St. David's investments do have market risk. It is recommended that some sort of internal review is established for these investments, with a monthly reporting and regular review on cash and non-cash activity in these accounts. Review of the ToTF funds by the Finance Committee began in October.
- Recommend that an insurance risk control/risk management plan be established to help minimize potential loss. The Property Administrator is responsible for drafting this plan.
- New comments related to the use of the Rector's Discretionary Fund to pay previous seminarian stipends. This question was posed to the Diocese of Virginia which responded that it was an appropriate use of these funds. The committee recommends moving forward ensuring the Vestry is aware of this type of expenditure as a good practice.
- Having an annual acknowledgement of St. David's financial policies and practices, by staff, Vestry and other volunteers, was another recommendation from the committee.
- During COVID shutdown time, some in-person based processes were not able to be followed such as wet signatures for approvals. Instead, approvals were documented through email when in-person was not possible. The committee recommended to update policies to bring them current with how St. David's is handling various financial matters. One such way St. David's is addressing this is paying bills through Bill.com which has a tiered approval and documentation process.



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- Statement of Cashflows is needed. It will help with better understanding St. David's liquidity and should be prepared at least annually. It is also required by the ECUSA Manual of Business Methods.
- Full Income Statements are needed. Currently a church operating budget to actuals report is used. A full income statement also includes non-operating income and capital expenditures.
- Having both of these reports (Statement of Cashflows & Full Income Statement) will provide a better picture of St. David's financial health.

Decision: Approval of the Audit Committee Reports and Treasurer Response Letter for 2019 and 2020

Motion: Move to approve the 2019 and 2020 Audit Committee Reports and Treasurer Response Letter as presented.

Motion seconded and approved.

Dwelling in the Word: Attendees participated in the Dwelling in the Word exercise discussing the assigned scripture for the evening, led by vestry member Tanya Kerr.

Property Items

Discussion: November 2023 Property Report – Marilyn Tracy, Property Steward

- FYI, all St. David's buildings have separate address numbers assigned to them since the Annex was installed. Each one now has its respective number labeled above the building.
- 43600 Russell Branch PKWY., Ashburn, VA 20147 is **THE** address for (Mailing / Deliveries / Church) and Primary address for St. David's. For the other buildings:
 - 43600 (Church)
 - 43586 (School – Mercer Hall)
 - 43590 (Office – Boslaugh Bldg.)
 - 43604 (Annex)
- The projector is on order and is expected to be installed around January 8th. The cost was \$6,100 including installation and a 1-year warranty.

Committee/Ministry Reports

Discernment Committee Update – Richard Easley and Mathew Verghese, Committee Co-Chairs

- All town hall meetings with parishioners have been completed.
- The committee is in the process of preparing the Parish Portfolio document, adding in new information gleaned from the meetings.
- Richard reported that in addition to the information that was shared it also became evident that Parishioners would welcome the opportunity to participate in the same type of exercise (listening session) with the Vestry.
- Sharon Easley suggested that it might help to be intentional when announcing Vestry meetings that are coming up and that a standing agenda item is for Parishioner comments which the Vestry welcomes.

Stewardship Campaign – Jim Tracy, Sr. Warden

- Updated numbers for 2023 financial pledge drive: 100 pledges for \$ 444,260. Pledges are still coming in. (Updated verbally from the stewardship report provided in the Vestry meeting package.)



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- When making phone calls they learned that a number of people assume that their pledges will roll over from one year to the next. Follow up activities are in process with people who pledged in 2023 but have not yet for 2024.

Ministry/Worship Report – Maureen Carey, Lay Pastoral Assistant

Report for November 2023 submitted prior to the meeting. See attached.

Highlights include:

- Worship: Sanctuary Soft Space continues to be utilized during service, Maureen sits w/children during Rev. Susan's homily; Healing Ministry planned to start during Advent 12/3/2023 w/Carol Bonifant leading; Worship meeting; Maureen led All Souls service; Compline Sun-Thursdays @9pm FB Live w/increasing attendance; monthly Kindness Rocks Project held.
- Children's Ministry: Registration for Sunday School ongoing w/one new family in November; Lesson prep and classroom setup on Thursdays; Sunday School participation remains consistent.
- Preschool: Monthly PS Board Meeting; Children's Chapel held on 11/8 & 11/9 and prep, setup and cleanup; weekly PS "rounds"; PS staff appreciation gathering w/Rev. Susan 11/16; plan for Family Chapel in December - Nativity Story.
- Youth Ministry: 1st Zoom meeting participation for Beyond Youth Group – a group based at Fuller Seminary in CA, discussions about reasons youth ministry often flops both short-term and long-term and exploring ways adult youth leaders can cultivate character for a lifetime of growing closer to Jesus rather than drifting away.
- Pastoral Care: Ongoing communication, check-ins, scheduling pastoral care visits (3 in October) and lay eucharistic ministry to a few parishioners w/Rev. Susan; one prayer quilt sent.
- Ministry Misc.: attend Vestry meeting, working w/Rev. Susan and Property Admin to organize Vesting Room/Vestments, Realm training; Inventorying for advent wreath making, coordinate greens donation, copies of devotionals, etc.; content creation info for weekly Advent Happenings for Communications.
- Social Media: Reels – Children's Ministry: 450+ views, Christmas Pageant Prep: 387 views, Preschool Tree Lighting: 150+ views over last 5 days (12/16-12/20); FB Live Advent 1 invite w/79 views; FB/Instagram Live Pop Up Prayer (ongoing series) from Christmas Tree Farm w/400+ views; FB Compline; SD FB page cleanup of inappropriate comments.

Financial Part 2

Discussion: November 2023 Church Organization Treasurer's Report – Katherine Beckett-Goodwin, Treasurer

Katherine presented the Treasurer's report, highlights of the report include:

- YTD Pledge receipts are \$462K or 97% of budget. Total income is \$681K YTD compared to budget of \$682K.
- Total operating loss is \$90K YTD. This is driven by Total Repairs and Maintenance over budget by \$58K, the majority driven by HVAC repairs. This includes (credit of) \$11K of insurance reimbursement. Also, employee insurance is over budget (more employees covered than budgeted).
- Operating liquidity may appear to be declining w/operating cash at ~\$133K at the end of November (includes Employee Retention Credit (ERC) received net of ~\$122K). This is partly due to the pending Vestry approved cash transfers to Operating. About \$20K less than operating cash at end of October of \$154K.
- Church Operating Cash as of October 31, 2023: \$153,578.
- Katherine noted that it would be great to have a QR code to make it easy to give to St. David's.
- Jim Tracy noted that so far, \$3,000 has been received toward repair of the Sanctuary stained-glass windows without any solicitation toward the cost of the stained-glass repair.



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Decision: Approve November 2023 Church Organization Treasurer's Report

Motion: Move to approve November 2023 Church Organization Treasurer's Report as presented.
Motion seconded and approved.

Discussion: Q1 2024 Church Operating Budget Draft – Jim Tracy, Sr. Warden / Budget Committee Chair

- The Budget Committee and Finance Committee met and recommend that St. David's adopt a "continuing resolution" type of budget in the short term.
- This involves extending the 2023 current levels into the 1st quarter 2024 with the goal of having the budget completed by the end of Q1 2024.
- The pledge commitments for 2024 are not in line with current giving trends and do not come close to covering projected expenses. However, we know some pledges were lost in the mail theft in October and some have yet to be recorded correctly in Realm.
- This means the data we have to make the operating budget decisions is skewed and unclear.
- As such, the Budget Committee is recommending a Q1 2024 Operating Budget at present levels (2023), plus a 2.5% staff pay increase, which amounts to about \$325/month increase. Note the changes made in operations structure (staff) expect staff expense to be ~\$18K less (annually) in 2024 than in 2023.

Decision: Approve interim 2024 Q1 Church Operating Budget

Motion: Move the Vestry approve an interim 2024 Q1 Church Operating Budget R0 at current 2023 operating budget levels, plus a 2.5% pay increase for Church Office staff. This operating budget will be in effect from January 1 to March 31, 2024.
Motion seconded and approved.

Discussion: 2024 Clergy Housing Resolution – Katherine Beckett-Goodwin, Register/Treasurer

Decision: Approve 2024 Interim Rector Housing Resolution

Motion:

Whereas:

The Reverend Susan B. Pinkerton, working while retired, is employed as of January 1, 2024 as the Interim Rector of St. David's Episcopal Church and School, Ashburn, Virginia;

Whereas:

St. David's Episcopal Church and School does not provide a residence for Rev. Pinkerton;

Whereas:

The Interim Rector's compensation shall be based on an annual cash salary not to exceed \$41,700 as delineated by the Church Pension Group rules on clergy working while retired;

Whereas:

The Interim Rector shall be provided \$40,000 as a yearly, temporary housing expense, not to exceed two years, as delineated by the Church Pension Group rules on clergy working while retired;

Be it Resolved by the Vestry That:



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Of the Cash Salary of up to \$41,700 and Temporary Housing Expense of up to \$40,000 to be paid to The Reverend Susan B. Pinkerton annually as of January 1, 2024, that \$40,000 be designated as Temporary Housing Allowance (aka parsonage allowance) within the meaning of that term as used in Section 107 of the IRS Code of 1986.

This stated Temporary Housing Allowance (aka parsonage allowance) will remain in effect unless modified and approved by the St. David's Episcopal Church and School Vestry.

Motion seconded and approved.

Mission & Vision

Discussion: Mission/Outreach Committee Report – Margot Culhane and Mike Gibson, Co-chairs

A report was distributed prior to the meeting for review.

- Margot reported they are forming a task force to investigate prison ministries to see if this is something St. David's feels we are in a position to be a part of. Mike reported in the past there were five or six individuals that were involved in the former prison ministry through the men's group.
- Margot reported she would like to have a ministry fair.
- In February looking at possible events for Black History Month. Mike will also bring up this topic at the St. David's men's group.

Discussion: Meeting with Virginia Diocesan Home Report – Jim Tracy, Sr. Warden

A report was distributed prior to the meeting for review.

- Jenifer Bluhm and Jim Tracy, St. David's Wardens, met with representatives of Virginia Diocesan Homes (VDH) on November 28, 2023.
- The reason for the meeting was to begin an exploration of creating noncontributory income for St. David's Episcopal Church and School (SDECS). Some of the literature describing the future of churches proposes that churches should anticipate getting 40% of their annual income from noncontributing sources. Susan+ had met and talked with VDH at the convention.
- The representatives were Nina Janopaul, Board Member of VDH, Bruce LeLacheur, Board Member VDH and President of Northern Piedmont Region, and Jill Norcross, a housing consultant and former Board Member of VDH. They walked the property and Jim and Jenifer provided background on SDECS history. Our guests provided background information about other churches and their changing use of property.
- Action Items:
 - Begin education of SDECS in January 2024 – Senior Warden and Property Group
 - Create Land Use task force within SDECS in February 2024 – Vestry
 - Select and engage developer/consultant in February – Vestry
 - Begin exploring collaboration opportunities with nearby congregation – Interim Rector, Wardens

Prayer for Discernment – Offered by Carol Bonifant, Chaplain to the Vestry.

Advent, a time to reflect, to ponder what the Christ Child means to us, and His glorious return! Our Savior, our friend, our provider, our protector, our healer, and our identity. We call Him Jesus, He knows us as a child of God, royal heirs to His Father's Kingdom. His Spirit knows us and calls each of us by name before the beginning of time. From the conception of Eternity, we were and always will be His. He gives each of us a role to play and designs us for that calling. The gifts our Father planted in us are the tools we use to accomplish those hidden tasks, and each time we do His joy fills us up! Our Discernment Committee and Jesus continue their marvelous work in identifying



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our new clergy. They have used the gifts they were given; they have prayed together, and they are shrouded in a Holy Mystery as this person becomes clear to all of them. We the Vestry are deeply grateful and equally excited to see what God has in store for us. Amen!

REPORTS:

Interim Rectors Report – Rev. Susan Pinkerton

Susan+ sent her report to the Vestry prior to the meeting, highlights of her report include:

- Just Mercy book group has completed their study and now have formed their own task force to explore how other faith communities are involved in prison ministry locally. Will meet in Jan. to share this information and begin to discern if this is something St. David's wants to be a part of for local outreach.
- Met with Fr. Daniel Vélez Rivera of St. Gabriel's and we will celebrate Maundy Thursday together during Holy Week and are looking at other outreach opportunities.
- Newcomers – Continue to meet with newcomers on a regular basis and some already volunteering to be part of St. David's parish family.

Wardens' Report – Jim Tracy, Sr. Warden

Highlights of the report include:

- The 2023 (Jan-Nov) Attendance report was included which showed that there was a large spike in attendance on Easter of last year.
- Susan+ asked Vestry members to talk to people about St. David's following the service.
- There is an interesting pattern which looks like there is an increase of 10 people on average per Sunday.
- Stained Glass Window Restoration – Epiphany will be removing the stained-glass portion of the windows Jan 3-5, 2024. They hope to reinstall the windows before Easter. A Repair Reserve fund for stained-glass windows has been established in Realm and is available for on-line giving. Further information on the repairs will be distributed and presented at the January 7, 2024 service.
- GRS Technology (IT support contractor) – GRS responded to 7 requests for assistance from SDECS. All completed satisfactorily.

Closing Prayer: Offered by Carol Bonifant, Chaplain to the Vestry.

Father, Your plan for us is good, and we are grateful. You have touched each of our lives in particular ways to remind us that You are our God, and we are You people. As we look back, we see the thread of love that You have woven into the tapestry of our lives, both as individuals and as a body of leaders serving St David's. We are honored that You called us to serve in this way. Where there is worry in our hearts, replace it with peace. Where there is doubt, replace it with faith and where there is gratitude magnify it with great Joy! We count on You Lord for Peace on earth and good will to humankind on whom Your favor rests! Amen and Amen!!

Adjournment – The Rev. Susan Pinkerton adjourned the Vestry Meeting at 8:18 pm.

NEXT VESTRY MEETING

- January 17, 2024 at 7:00 pm in the Adult Christian Ed. Room & Zoom. (Hybrid Meeting)

Respectfully Submitted:

Katherine M. Beckett-Soodwin



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Katherine Beckett-Goodwin, Register
Sharon Easley, Clerk to the Register
St. David's Episcopal Church & School
January 12, 2024

Motions & Items of Note:

Approved: December 20, 2023 Vestry Meeting Agenda with one change in order of topics

Approved: 2019 and 2020 Audit Committee Reports & Treasurer Letter Response

Approved: November 2023 Church Organization Treasurer's Report

Approved: Interim 2024 Q1 Church Operating Budget

Approved: 2024 Clergy Housing Resolution



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November 2023

Worship/Children/Youth Ministry and Pastoral Care Report

Worship

- ❖ Soft space continues to be utilized during service. Maureen continues to sit with the children during Rev. Susan's homily.
- ❖ Met with Rev. Susan about Healing Ministry plans that will begin Advent. Carol Bonifant leading this new ministry and it will begin on December 3rd/Advent 1
- ❖ Worship Meeting: December 1st with Rev. Susan and Ginny
- ❖ Service info:
 1. November 2nd: All Souls Service – Maureen led the All Souls Service (Ginny accompanied)
 2. Compline Sun- Thurs at 9pm FB Live : Average number is up to 20 from 18 the last few months
- ❖ The Kindness Rocks Project took place on November 19th and continues on the the 3rd Sunday of the month after service. The Kindness Rocks Project Garden outside the church under the tree is growing. Each month I add pictures to the Kindness Rocks Garden FB Page which is international. St. David's is tagged and getting exposure. The church is listed on their website as an official site for this ongoing international project. If you see people coming/going/adding to/or taking a rock, that's ok and the purpose.

Children's Ministry

- Registration for Sunday School is ongoing.
- 1 new family in November
- Sunday School participation is consistent
- Thursday afternoons: Sunday School lesson prep and room lesson set up

Preschool

- Attended monthly Preschool Board Meeting in November.
- Tuesday, November 7th: Children's Chapel prep and set up
- Monthly Children's Chapel was held on Wednesday, November 8th and Thursday November 9th
- Thursday, November 9th: Children's Chapel Clean up
- Weekly "preschool rounds"
- Hosted with Rev. Susan Preschool Staff appreciation gathering on Thursday November 16th
- Planning for Family Chapel in December

Youth Ministry

- First zoom meeting Beyond Youth Group (see info below)
- I have been invited to participate in a group from the Fuller Youth Institute which is based at Fuller Seminary in CA. The group is based on the book Fuller Faith Beyond Youth Group. This identifies the reasons youth ministry often flops both short-term and long-term, and exploring ways adult youth leaders can cultivate character for a lifetime of growing closer to Jesus rather than drifting away.

Pastoral Care

- Ongoing communication and scheduling PC visits along with LEM to a few parishioners with Rev. Susan. (At this time only Rev. Susan and Maureen continue are doing LEM visits)
- 3 pastoral calls in October
- Mailed 1 prayer quilts from Post Office



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Ministry Miscellaneous

- Attended Vestry Meeting November 15th
- Continue working with Richard and Rev Susan to organize the vestments/vesting room
- Viewing Realm training tutorials (ongoing)
- Prepping/counting current inventory supplies for Advent
 1. Ordered Advent wreath making supplies
 2. Coordinated with parishioner Katie Graham to a donation of greens from her farm
 3. Copied approximately 100 advent devotionals
 4. Ordered advent devotionals for Rev. Susan
 5. Placed devotionals on table in narthex
- Creating Advent info for weekly Advent Happenings and to communications

Social Media

- Reels
 1. Created Children's Ministry Reel: 450+ views
 2. Pageant Prep Reel already has 387
 3. Preschool Tree Lighting Reel already has over 150+ views
- 79 views of FB Live Advent One invite to service and wreath making
- Face Book/Instagram Pop Up Prayer from Christmas Tree Farm 400+ views
- FB Compline Sun- Thurs (averaged 20 views this month which is an increase from last month)
- Removed a few inappropriate comments from SD/FB comments and messenger

Submitted by Maureen Carey

Lay Pastoral Assistant/ Director of Children and Youth Ministry

December 16, 2023