



St. David's Episcopal Church & School

July 19, 2023

Vestry Meeting Minutes

Approved 8/16/2023

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

Attending: Vestry members: Jim Tracy (Sr. Warden), Jenifer Bluhm (Jr. Warden), Margot Culhane, Mike Gibson, Bobbie Johnson, and David Schmidt. Absent: Rev. Susan Pinkerton, Katherine Beckett-Goodwin and Tanya Kerr. Additional officers attending: Chaplain to the Vestry, Carol Bonifant. Also attending: Sharon Easley (Clerk to the Register), Allan Steed, and Marilyn Tracy. Richard Easley attended for the Discernment Committee update portion.

Call to Order – Jim Tracy (Sr. Warden) called the meeting to order at 7:03 pm. The Rev. Susan Pinkerton (Interim Rector) was on vacation.

Dwelling in the Word: Attendees participated in the Dwelling in the Word exercise discussing the assigned scripture for the evening (2 Corinthians 3:1-18), led by Bobbie Johnson.

Parishioner Comment Period, Parishioners

- Carol Bonifant expressed her gratitude for the competence that God has bestowed on St. David's Vestry and Property Stewards which shows through in the work that they do.
- The Vestry also noted their gratitude for having such a competent chaplain.

Administrative Items

Discussion: July 19, 2023 Vestry Meeting Agenda – Jim Tracy, Sr. Warden

- Are there any adjustments to the agenda? None – agenda stands as is.

Decision: Approve July 19, 2023 Vestry Meeting Agenda – Vestry

Motion: Move to approve the July 19, 2023 Vestry Meeting Agenda as presented.

Motion seconded and approved.

Discussion: June 21, 2023 Vestry Meeting Minutes – Sharon Easley, Clerk to the Register

- Katherine Beckett-Goodwin, Register, was away.
- Are there any comments/edits? None

Motion: Move to approve the June 21, 2023 Vestry Meeting Minutes as presented.

Motion seconded and approved.

Property Items

Discussion: June 2023 Property Steward and Property Administrator Report – Allan Steed, Sr. Property Steward

- To support Susan's consent agenda format, Vestry members read the reports prior to the Vestry meetings so Allan briefly discussed the highlights of the report.
- The soft space area for young children, set up by Maureen Carey, Lay Pastoral Assistant, is set up and being used during services.
- Key boxes were requested by Susan so a property team member doesn't have to be onsite when folks need keys for access.
- There were two major Sanctuary HVAC Outages during June (on the 4th and 26th). Each for a different reason.



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- The expenses for the repairs for the HVAC outages will be turned into insurance. Insurance approved the first claim (subject to \$1000 deductible) for the first repair, the check is on the way. The second claim is in process.
 - June 4 – Fuses blown in Air Handlers Control Module
 - June 26 – Dominion Power Outage caused burnt out Air Handler 20 Amp Blower Motor
- In response to a question, the Sr. Warden provided an update on the repair of the stained glass window to have estimates in the next several days.

Committee/Ministry Reports

Ministry/Worship & Children & Youth Ministry – Maureen Carey, Lay Pastoral Assistant and Director, Children and Youth Ministry, provided her reports for the meeting minutes. (See last page.)

Discernment Committee Update – Richard Easley, Committee Co-Chair

- Richard has contacted Rev. Shirley Smith-Graham at the Diocese to get copies and ideas of other churches' parish profiles.
- The committee wants to look at good/effective Parish profiles so when they put St. David's profile together it will get St. David's noticed and we will stand out from the rest.
- Richard asked Jim Tracy if he might know where the last St. David's Parish profile is, do we still have a copy of it? Jim said he will see what he can find. Carol Bonifant suggested reaching out to Karen Carter that was the secretary for the last discernment committee.
- The last time St. David's did a Rector Search we received a lot of responses.
- The DC has divided up the survey results and are creating graphical representations of the results.
- They would like to have a Word document that summarizes the result with graphics with comparisons to other churches to provide context regarding St. David's and other churches in our Diocese or in the National Church.
- Also working on creating summaries of the open ended questions.

Stewardship Campaign – Margot Culhane, Co-Chair

- The gratitude postcard campaign previously discussed will start in August.
- The committee is planning to do a skit again to kick-off the fall campaign.
- Discussing website development with Ginny for the Stewardship page(s).
- Margot shared a quote that she previously read about stewardship: "The annual stewardship campaign offers a chance to do something different to catch people by surprise and open their eyes to God at work in their lives, in their church, and in the wider community."
- We have an opportunity here to really think outside of the box. She welcomed others on the Vestry to think about this quote and think of ways that we can surprise the St. David's community during the campaign.
- Beginning August 1st the committee will be meeting weekly on Tuesdays at 11:15 am.

Financials and Property Items

Discussion: June 2023 Church Organization Treasurer's Report – Jim Tracy, Sr. Warden

- Since Katherine Beckett-Goodwin, Treasurer, was not in attendance so there was no Treasurer's Report this month.



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- Jim provided a brief written summary of church finances.
- He noted that June income actual numbers look really good compared to budget.
- We did not receive reports from the Trustees of the Fund (TOTF) until July 17, 2023 and those numbers are not included in the June reports. As the Vestry is aware there was a theft from the TOTF in January 2023 which is to be distributed across all TOTF participants. After discussions with the Executive Director of the Fund this month, St. David's loss appears to be less than \$5,000 out of the approximately \$500,000 we have invested with them. They have not yet confirmed when this loss will be recognized.
- Jim and Katherine would like to reevaluate in the fall if this is the best investment vehicle for St. David's.

Discussion: Safety & Security Taskforce update – Jim Tracy, Sr. Warden

- The Committee provided a report to Vestry for consideration before the meeting.
- One update is that ADT is no longer doing installations. The task force will be meeting with ADT on 8/9.
- The question now: Is spending \$25,000 to \$30,000 at this time appropriate in the life of the church.
- Task Force Committee Members Karl Colder and Theresa Luby are in the process of updating St. David's Safety and Security Plan.

Discussion: Vestry Covenant Draft

- Tabled until Susan+ is in attendance.

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

- The written report contains notes requesting specific people to do specific tasks.
- Looking at different ideas for outreach to get others engaged. Maybe have a climate change event, this might be a great way to get youth involved in outreach.
- It's important to take an inventory of all of our current outreach activities.
- Looking at making the 5th Sunday of the month "Outreach Sunday." Both August and October have 5 Sundays so each of these could have an "Outreach Sunday."
- Looking at launching our coat drive in October.
- Looking at supporting Loudoun Hunger. Carol Bonifant reported she thought this could involve feeding the homeless. Margot is interested in hearing from the Vestry on how we work toward this goal. How do we get started?
- The committee is still working on defining what "Outreach" is at St. David's.
- We need to be mindful that St. David's is about 1/3 of its size of where we used to be (number of parishioners). It's important that we don't over tax our parishioners.
- Having Outreach opportunities for youth provides a good opportunity for growth. When the kids come, their parents support the programs as well. We need to look at how we can best support Maureen in growing/cultivating the youth ministry. She is putting together great programs but no participants.

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

Heavenly Father, we are so grateful for the consistent, work of our Search Team for our future Clergy. They have listed all that they have assessed from the congregational survey. We petition You Lord, for patience for all of us to wait for the Holy Spirit to reveal the next appropriate step in this process. Your Word teaches us there is a time for everything. Help the Vestry and Congregation to lovingly wait for Your guidance. Holy nuances that only You know, like our hopes, Your plan, as well as the circumstances around our ordained clergy, must come together. There are so many details than none of us know, yet You do! Your ways are higher than our ways and thoughts deeper than



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ours. We trust You Jesus in all that You have planned for St David's! You know what is best and we humbly bow to it! In the Name of our Savior we pray, Amen

Richard Easley reported to Carol and to the Vestry that he has shared the prayers that are being offered for the Discernment Committee during the Vestry meetings and he wanted Carol and the Vestry members to know just how much this means to the committee members. Very much appreciated and very much needed.

REPORTS:

Interim Rector's Report – Rev. Susan Pinkerton

- Susan+ provided a written report for the Vestry to review in her absence.
- Our Communication Specialist, Jane Cunningham, resigned from her position and her last day was 7/14. Ginny Maddock, St. David's Director of Music, has agreed to take over the Communications Specialist responsibility.
- There is a real advantage to having someone who knows about our congregation and is also physically near us.

Wardens' Report – Jim Tracy, Sr. Warden and Jenifer Bluhm, Jr. Warden

- Accounting – Halstead and Halstead have continued to implement our bookkeeping on QuickBooks On-line during the month of June. Also during June we fully implemented Bill.com. This means invoices are received by the office, coded and sent to Halstead and Halstead by email. They are processed there into Bill.com and then routed to the appropriate ministry leader, then approvals are routed to the signors.
- Preschool End of Year Luncheon – The Sr. Wardens attended the luncheon for the Preschool teachers. It was a very nice wrap-up to a successful year.
- ACS/Realm – The former ACS pledging system was shut down on June 1, 2023. All pledging data is now captured in Realm. Jenifer noted it is important that we let people know that ACH pledge transactions have stopped under the old system. Planning to do an analysis to make sure that the conversion from ACS to Realm hasn't left off anyone. The dip in pledges in June could be an indication that some people were dropped off. We are making sure those affected are aware.
- Eagle Project – The first phase of Carly Hanlin's Eagle project to register all graves in the BillionGraves.com database has been completed. The second step is the creation and installation of a sign, matching the current sign design by the abandoned road, and now is underway. It will be installed at the intersection of the path to the Preschool with the path to the Columbarium over the summer.

Other items:

Sacred Ground

- Bobbie Johnson provided the syllabus for the Sacred Ground Program.

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

Thank You Father that Your presence is always near. Holy Spirit quicken our senses to be aware of Your closeness. Realizing how close You are is as sweet as it gets! You see us through the eyes of love and as we worship, we are transformed closer to Your image. Use our transformation to spread the Word of Your Son! Amen.

Adjournment – Jim Tracy, Sr. Warden, adjourned the Vestry Meeting at 8:08 pm.



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NEXT VESTRY MEETING

- August 16, 2023 at 7:00 pm in the Adult Christian Ed. Room & Zoom. (Hybrid Meeting)

Respectfully Submitted:

Katherine M. Beckett-Goodwin

Katherine Beckett-Goodwin, Register
Sharon Easley, Clerk to the Register
St. David's Episcopal Church & School
August 11, 2023

Motions & Items of Note:

Approved: July 19, 2023 Vestry Meeting Agenda.
Approved: June 21, 2023 Meeting Minutes.

June 2023

Worship/Children/Youth Ministry and Pastoral Care Report

Worship

- Soft space continues to be utilized during service.
- Rev. Susan, Ginny and Maureen are meeting in August to plan fall/2023 worship.
- Maureen and Susan D are working on a Realm email group for server sign ups.

Children's Ministry

- Sunday School resumes in September as we follow the LCPS schedule.
- 3 children are participating in the summer choir.
- Summer Newsletter send to Sunday School families with summer faith activities to do at home.
- I am cleaning and organizing the Sunday School room in the annex in preparation for the fall.
- Working on children's ministry social media.

Preschool Children's Chapel

- Planning for the fall is on going with lessons and way to integrate church and school.
- Backpack Blessing will take place with the preschool when they return in September. They will also be invited to the Sunday blessing in August.
- PS family reached out to have a house blessing that Maureen did for them.

Youth Ministry

- Youth Water Wednesday's are planned through the summer.
- I have been emailing the youth/parents who volunteered at VBS.
- Working on youth social media.

Pastoral Care

- Ongoing communication and scheduling PC visits along with LEM to a few parishioners



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with Rev. Susan. (At this time only Rev. Susan and Maureen continue are doing LEM visits.)

Submitted by Maureen Carey

Lay Pastoral Assistant/ Director of Children and Youth Ministry

July 17, 2023