

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, January 21, 2024, 12:18 p.m.

Present: Fr. Hunter Ruffin, Rector; Mary O’Grady, Senior Warden; Dylan Westbrook, Junior Warden; Alex Davis; Steve Geislinger (via Zoom); Diane Spillum; Aaron VanBriesen; Jan Wagner; Pam Waterman; Jude Wickelgren; Cece Wilhite; Ann Neal, Treasurer; Andrea Stewart, Clerk.

Guest: Curtis Wood

Gathering:

Fr. Hunter asked the Vestry to reflect on the following reading from 1 Corinthians 7:31b: For the present form of this world is passing away. Discussion followed.

Discipleship and Mission:

Budget Review:

Discussion began with a recap of the review the Finance Committee did of our insurance coverage. We were able to reduce our premium by \$750.00 due to property improvements made in 2023. Due to rising costs generally and an increase in insurance premiums due to the arson fire at St. Stephen’s in Douglas specifically, Epiphany’s insurance premium will increase this year. Options presented by the Finance Committee included (1) maintaining our current deductible of \$1,000.00 per event; (2) changing the deductible to \$5,000.00 per event, which would save \$1,478.00; or (3) changing the deductible to \$10,000.00 per event, which would save \$2,216.00.

To understand the effect of each of the options on our overall budget, Fr. Hunter reviewed the 2024 budget with the Vestry. Subsequent to questions and adjustments to the budget figures, Jan Wagner motioned to approve the budget as amended to include the increase of the insurance deductible from \$1,000.00 to \$5,000.00 per event. Steve Geislinger seconded the motion. The motion carried.

The Property Committee presented a proposal to accept a bid from ProEthic Building Services to strip and wax all linoleum floors in the Education Building for \$1,541.60. The cost would be booked to the Capital Projects Fund as it would have a life greater than one year and is over \$1,000.00. Aaron VanBriesen motioned to accept the bid. Pam Waterman seconded the motion. The motion carried.

RenewalWorks Update:

The RenewalWorks program will roll out on Sunday, January 28 in conjunction with the Annual Meeting. Seven individuals have agreed to be part of the RenewalWorks Team. Three additional individuals have been invited.

Nominating Committee Update:

The nominating committee stated a third person to run for a three-year term on the Vestry is still needed. The Vestry was asked for recommendations. If a third candidate cannot be identified, nominations from the floor will be received. If there are no nominations from the floor, a member of the parish will be assigned to a one-year term.

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Financial Report:

Ann Neal presented the Treasurer's Report. One of the two CDs matured at the end of December and was automatically rolled over. The matching gifts campaign brought in \$40,035.00 from parishioners which is listed in the Special Gifts Fund on the Balance Sheet. Flower expenses are in the black. Our net income is improved \$70,000.00 over budget and \$29,000.00 improved over the prior year. Steve Geislinger motioned to accept the Treasurer's Report. Jan Wagner seconded the motion. The motion carried.

Closing Prayer and Adjournment:

Fr. Hunter asked for prayer requests. After leading the Vestry in closing prayer, he asked for a motion to adjourn. The meeting was adjourned at 2:25 p.m.

Respectfully submitted,
Andrea Stewart, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, February 17, 2024, 9:00 a.m.

Present: The Rev. Hunter Ruffin, Rector; Alex Davis, Senior Warden; Curtis Wood, Junior Warden; Pat Blackman; Kathy Carney; Beth Hunt; Heidi Thomas; Aaron VanBriesen; Jan Wagner; Jude Wickelgren; Cece Wilhite; Ann Neal, Treasurer; Andrea Stewart, Clerk.

Absent: Steve Geislinger.

The Vestry Retreat began approximately 9:00 a.m. with Morning Prayer and introductions.

Fr. Hunter reviewed the Vestry Covenant.

Minutes for the January 2024 Vestry meeting and 2024 Annual Meeting were not presented for review and approval.

BUSINESS MEETING

Parochial Report: The 2023 Annual Parochial Report is due to the Diocese March 1. It was not yet available for approval by the Vestry. Once completed there will be a vote via email with confirmation at the March Vestry meeting. One of the questions in the Parochial Report asks for a breakdown of parishioners by racial/ethnic category. It would require a survey of the parishioners which would be skewed if parishioners did not want to answer the question(s). It was decided to decline to answer the question.

Vestry Relational Calls: Alex Davis, Senior Warden, introduced the subject of regular contact through phone calls or face-to-face conversations with parishioners on a monthly or quarterly basis. The purpose would be to keep parishioners informed of events and activities in the parish and to listen to parishioners' concerns. The timing and details will be finalized at the March 2024 Vestry Meeting.

Treasurer's Report: Ann Neal, Treasurer, presented the report. Pat Blackman moved to accept the January 31, 2024, Treasurer's Report as corrected, seconded by Kathy Carney. The motion carried.

Confirmation of Vestry Appointment: The Vestry voted via email to appoint Beth Hunt to fill the third open Vestry position for a one-year term. Kathy Carney motioned to affirm that vote; Pat Blackman seconded the motion. The motion carried.

CLIFTON STRENGTHS SURVEY

Fr. Hunter gave an overview of the Clifton Strengths model. Thirty-four talents are rated in order of high to low for each person completing the survey. Fr. Hunter presented a spreadsheet which listed the top five talents for each member of the Vestry, the Senior and Junior Wardens, Treasurer and Clerk, and himself. Each of the talents fits into one of four "Domains". Discussion followed as to how many of the vestry possessed a specific talent, how many talents no one on the vestry possessed, and how we might encourage members of the parish to take the survey.

VESTRY LIAISON ASSIGNMENTS

Fr. Hunter asked what is the purpose or role of the liaison in relation to the various committees. The Vestry offered:

- Communicator between Vestry and parishioners; to clarify information

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- Cheerleader
- Host meetings
- Equip with resources
- Coordinate priorities
- Connect people to responsibilities
- Gather information; transition a ministry by allowing it to “die” or combine with another ministry

Vestry Liaison assignments for 2024 are as follows:

- Alex Davis: Stewardship
- Kathy Carney: Children, Youth and Family Formation
- Heidi Thomas: Pastoral Care
- Pat Blackman: Adult Formation
- Curtis Wood: Property
- Vacant: Community Engagement
- Beth Hunt: Worship
- Aaron VanBriesen: Serve
- Jude Wickelgren: Welcome
- Cece Wilhite: Fellowship
- Jan Wagner: RenewalWorks

TWO LOOPS MODEL

Fr. Hunter explained and demonstrated the “Two Loops Model” for viewing/determining the stage in which the parish is operating and where we would like to be.

The Vestry took a 30-minute break for lunch about 12:46.

At 1:19 p.m. the Vestry resumed the meeting.

YEAR IN REVIEW

The Vestry discussed the 2023 Goals and the extent to which they were completed.

1. Continue work for the capital campaign with the potential launch in the fall of 2023.
2. Build a robust welcome ministry inclusive of new “members” up to 18 months. A working group will be established by Holy Week, and an ongoing ministry will be in place by August 1, 2023.
3. Form task groups for key parish functions:
 - 6-month planning calendar with Vestry “shepherds.”
 - Study the implications for parish restructuring based on task experiences.

Areas/events in which the Vestry saw success included the following:

- Established an ongoing Welcome Ministry (Welcome Committee).
- Hosted Parish Listening sessions.
- Determined through the listening sessions that the parish is not ready for a capital campaign.
- Through the listening sessions decided to launch RenewalWorks.
- Raised capital funds in a matching gift campaign.
- Relaunched the annual dinner and auction to raise funds for outreach and other ministries.

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- Welcomed new participants in the worship ministry.
- Experimented with the Alpha Course.
- Progress in establishing Vestry Liaisons.
- Successful turnout for the Halloween Chili Cookoff.
- Obtained staffing for the nursery.
- Effective financial stewarding.
- New pew cards.
- Renewal of MOE.
- Resurfaced and painted the parking lot.

Challenges in 2023 included:

- Struggled with events getting “caught short” (not planning ahead)
- Getting volunteers for different ministries
- 10:00 coffee hour
- Departure of the Black Mothers’ Forum school
- Struggled to get the budget done with effective parish input and approved prior to the start of the fiscal year.
- Mortgage.
- Attendance.
- Doing effective evangelism.
- Roof leaks.
- Unanticipated building maintenance.
- Reliant on outside income for solvency.
- Spirituality deficit.

INTENTIONS FOR 2024

As they were inclined to share, Vestry members presented a question that might lead us to name the intentions for the parish for 2024. The pattern or theme of the questions presented led to the final question to be answered: How do we sustain and nourish spiritual vitality in and through the ways we love God and our neighbor?

Through much discussion the Vestry identified three goals for 2024:

1. Implement initial action items from the RenewalWorks process by Advent I 2024.
2. Vestry members will invite one-on-one relationships with parishioners each quarter.
3. Vestry liaisons will encourage and equip each ministry to incorporate spiritual practices within every gathering by Pentecost.

The meeting closed with prayer and adjournment at 3:43 p.m.

Respectfully submitted,
Andrea Stewart
Clerk of the Vestry

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, March 17, 2024, 12:19 p.m.

Present: Fr. Hunter Ruffin, Rector; Alex Davis, Senior Warden; Curtis Wood, Junior Warden; Pat Blackman; Steve Geislinger; Beth Hunt; Heidi Thomas; Aaron VanBriesen; Jan Wagner; Cece Wilhite; Ann Neal, Treasurer; Andrea Stewart, Clerk

Absent: Kathy Carney; Jude Wickelgren

Guest: The Rev. Katie Sexton-Wood via Zoom

Gathering:

Fr. Hunter led the Vestry in the African Bible Study as we read Romans 12:9-13. He then shared how these verses illustrate faith, hope, and love.

Discernment:

The Rev. Katie Sexton-Wood, of the Arizona Faith Network, joined via Zoom to talk about the Heat Relief Program in the Phoenix metropolitan area. Following discussion the Vestry affirmed the decision for Epiphany to host the AFN's cooling center for the first half of the summer (May through July of 2024).

Items Requiring Vestry Action:

Annual Meeting Minutes: The minutes for the Annual Meeting were presented. Pat Blackman moved to accept the minutes; Heidi Thomas seconded. The motion carried.

PlumbSmart Expense: The plumbing company was called to address a leak in the Sacristy sink that had been developing. A new 2.5-gallon point-of-use water heater was also replaced. Approval of this expense of \$2,098.48 was required as it exceeds the \$1,000.00 limit for the Junior Warden to approve. Aaron VanBriesen motioned to affirm payment of the invoice; Steve Geislinger seconded the motion. The motion carried.

Financial Report:

Ann Neal presented the Treasurer's Report. Steve Geislinger motioned to accept the Treasurer's Report; Alex Davis seconded the motion. The motion carried.

Leadership School:

Vestry Relational Calls: Fr. Hunter presented guidelines in developing and maintaining One-to-one Relational Calls. Guidelines for the meetings include:

- Meetings should not exceed 30 minutes.
- Begin on time.
- End on time.
- End with prayer.

Meetings, by phone or in person, should be quarterly. Make the time about the person; don't meet at the church.

As there was no new business, Fr. Hunter asked for a motion to adjourn the meeting. Steve Geislinger made the motion; Jan Wagner seconded. The motion carried. The meeting adjourned at 2:27 p.m.

Respectfully submitted,
Andrea Stewart, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, April 21, 2024, 12:19 p.m.

Present: Fr. Hunter Ruffin, Rector; Alex Davis, Senior Warden; Curtis Wood, Junior Warden; Kathy Carney; Steve Geislinger; Beth Hunt; Heidi Thomas; Aaron VanBriesen; Jude Wickelgren; Cece Wilhite; Ann Neal, Treasurer; Andrea Stewart, Clerk

Absent: Pat Blackman; Jan Wagner

Gathering:

The meeting began at 12:20 p.m. Fr. Hunter led the Vestry in prayer then read John 10:2-5. The Vestry then discussed how Jesus used the metaphor of a shepherd to talk about discipleship and following, and how the members of the Vestry, as leaders, can apply the principles of Servant Leadership.

Discipleship & Mission

- Access Control System. The Church of the Epiphany was awarded a grant of \$80,000 to implement a new access control system for our most used buildings - the church, parish hall, and education building. The system will be installed and monitored by OpenPath. There is an ongoing operational cost for the cloud-based credentialing system. The grant covers two years of this cost; after that, the parish will need to cover the annual cost of \$3,300 per year. Maintenance would be an additional expense to Epiphany. Heidi Thomas motioned to approve the purchase; Jude Wickelgren seconded the motion. The motion was carried.
- Parish Credit Card. The credit card currently used for purchases has a low limit. A personal credit card is used for parish purchases, such as supplies, and the purchaser is reimbursed. This often occurs multiple times per week which makes more work for both the Parish Recording Treasurer and the Parish Treasurer. A solution is to research from which financial institution Epiphany can obtain a credit card with the lowest fees and greatest cash rewards, which would add to our revenue. Steve Geislinger motioned to empower the Office of the Treasurer to research and determine the best means for purchasing items and services using a credit card account. Heidi Thomas seconded the motion which was carried.
- The regularly scheduled meeting in June falls on Father's Day, the 16th. The June meeting has been rescheduled for June 9.

Leadership School

Using chapter 2, The Heart of the Leader, from the book Signs of Life, as a guide, the Vestry discussed how to incorporate spirituality in the meetings for the Vestry and other ministries. The following meeting format was agreed upon:

- Prayer and Bible Study using Prayers/Devotion for Families, the Daily Office Lectionary, or any other material from the BCP.
- Meeting Agenda.
- Closing Prayer, such as the Collect for the Feast of Epiphany, the Collect for the Day, or other Collect or Prayer from the BCP.

The Vestry Liaisons will help implement this structure in the meetings of the committees at Epiphany.

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Vestry Meeting, April 21, 2024, 12:20 p.m.

Financial Report:

Ann Neal presented the Treasurer's Report for the period ending March 31, 2024. Fr. Hunter and Ann discussed the fact that the Diocese requires each parish to have an audit of its financials annually by an outside CPA. The cost is high and outside Epiphany's budget at this time. An alternative is to have what is called a review by an outside CPA, which is not as expensive. Alex Davis motioned to allow the Parish Treasurer to make the appropriate decision with the advice of the Finance Committee. Steve Geislinger seconded the motion; the motion was carried. Kathy Carney motioned to accept the Financial Report for March; Cece Wilhite seconded the motion. The motion was carried.

As there was no new business, Fr. Hunter asked for a motion to adjourn the meeting. The meeting adjourned at 2:30 p.m.

Respectfully submitted,
Andrea Stewart, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, May 19, 2024, 12:40 p.m.

Present: Fr. Hunter Ruffin, Rector; Alex Davis, Senior Warden; Kathy Carney; Beth Hunt; Heidi Thomas, Clerk Pro-tempore; Jude Wickelgren; Cece Wilhite; Jan Wagner (online for Renewal Works Report)

Absent: Curtis Wood, Junior Warden; Steve Geislinger; Aaron VanBriesen; Pat Blackman; Ann Neal, Treasurer; Andrea Stewart, Clerk

Gathering:

The meeting began at 12:40 p.m. A quorum was initially declared. Fr. Hunter led the Vestry in prayer then read Philippians 2:12-13. The Vestry then discussed how this passage was speaking to us today and the call to work for God's good pleasure.

Discipleship & Mission

- The meeting began with the Renewal Works Report by Mary O'Grady, Jan Wagner, Jude Wickelgren. A considerable amount of work has been undertaken by the Renewal Works committee. Following work that started with the listening sessions last year and continued through parish-wide surveys, the committee continued by reviewing their own spiritual journeys and responses from the parish community. This revealed that Epiphany is in a state of "complacent content". Through their work the committee has set forth some proposed action plans for embedding the Bible in the parish's activities and getting people moving to (a) encourage spiritual friendships, which are deeper (less superficial) connections and (b) emphasizing Episcopal beliefs and practices.
- The action items for Vestry members are to review the recommendations, wrestle with them, and decipher what paths to take. This will be the main discussion at the June meeting and recommendations will be presented to the parish in August/September. This likely includes taking account of the mission and vision statement. The committee is committed to continuing to support this work.

Consent Agenda and Financial Reports

- Following this conversation there was no longer a quorum so there was no consent agenda, approval of minutes, or approval of the Treasurer's Financial Report.

Discipleship & Mission (Continued)

- Discipleship and Mission items that were discussed but not voted upon included:
- Junior Warden's Report – Air Conditioning Units: Further research to be conducted before making a recommendation. There is time to work through a more long-range plan.
- Stewardship – The Stewardship Committee needs to be restaffed. Alex recommends a team more grounded in scripture with a more wholistic picture of the process than merely fundraising.

Discipleship & Mission (Continued)

- Reminder: The regularly scheduled meeting in June falls on Father's Day, the 16th. The June meeting has been rescheduled for June 9.

As there was no new business, Fr. Hunter asked for a motion to adjourn the meeting. The meeting adjourned at 2:40 p.m.

Respectfully submitted,
Heidi Thomas, Clerk Pro-Tempore

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, June 9, 2024, 12:18 p.m.

Present: Fr. Hunter Ruffin, Rector; Alex Davis, Senior Warden; Kathy Carney; Beth Hunt; Heidi Thomas, Clerk Pro-tempore; Jude Wickelgren; Pat Blackman; Aaron VanBriesen

Absent: Curtis Wood, Junior Warden; Cece Wilhite; Steve Geislinger; Ann Neal, Treasurer; Andrea Stewart, Clerk; Jan Wagner

Gathering:

The meeting began at 12:18 p.m. A quorum was declared. Fr. Hunter led the Vestry in prayer then read 2 Corinthians 4: 16-18. The Vestry then discussed how this passage was speaking to us.

Consent Agenda and Financial Reports

- By general consent, approved minutes of April and May meetings and accepted reports.

Discipleship & Mission

- Employee Handbook
 - New time tracking system for payroll is needed to automate timesheets and integrate into entire payroll process. Looking at options for next year.
 - The handbook includes a number of changes, most notably to PTO and Sick Leave and Whistleblower protections.
 - The revised employee handbook was approved and the PTO and Sick Leave policy was made retroactive to January 1, 2024.
- Stewardship 2024
 - A plan for the Vestry to engage with the parish for Stewardship 2024 was devised.
 - 6-8 hosts will lead participants in discussions about stewardship
 - Fr. Hunter, Heidi, Jude and Beth will start meeting in July to develop some plans
- Cooling Center
 - Memorandum of Understanding has been extended through September. It has been a good partnership, valuable to the community, and injected ~\$20K of funds into the parish.

Leadership School

- Renewal Works Report – The Vestry needs to spend time reviewing the options and determine the appropriate approach and starting point.

Financial Report

- The financial report for April was reviewed and approved.
- There was no financial report yet (due to the early meeting date) for May. May and June's reports will be approved at the August meeting.

New Business

- The vestry will discuss \$1K for a new streaming service to replace the current VIMEO service. Service called Mighty Networks includes additional functionality that might replace or enhance other subscriptions, which may overall produce savings and a more seamless experience.

- Follow up to May's Junior Warden's Report – Motion approved to make \$15K in repairs to A/C for chapel, sacristy, and vestment room. The funds will come from the capital projects fund.

Fr. Hunter asked for a motion to adjourn the meeting. The meeting adjourned at 2:18 p.m.

Respectfully submitted,
Heidi Thomas, Clerk Pro-Tempore

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, August 18, 2024, 12:15 p.m.

Present: Fr. Hunter Ruffin, Rector; Alex Davis, Senior Warden; Curtis Wood, Junior Warden; Kathy Carney; Steve Geislinger; Beth Hunt; Heidi Thomas; Aaron VanBriesen; Jan Wagner; Jude Wickelgren; Cece Wilhite; Andrea Stewart, Clerk

Absent: Pat Blackman; Ann Neal, Treasurer

Gathering:

The meeting began at 12:15 p.m. with prayer led by Fr. Hunter. Fr. Hunter led the Vestry in a discussion of Mark 5:25-34.

Consent Agenda

By general consent, the meeting minutes of June and Rector's and warden reports were accepted. Heidi Thomas was thanked for acting as Clerk Pro-Tempore for the May and June Vestry meetings.

Discipleship & Mission

- Stewardship Campaign. The 2024 Stewardship campaign is titled "Walk in Love". The first step will be presenting RenewalWorks in 10-12 sessions via small groups at the homes of parishioners. The discussions will not only be about the 2025 mission-based budget, but about pledge of talent and time to Epiphany. There will be a blessing of intentions on Christ the King Sunday, November 24.
- Payroll Update. The Vestry discussed the options for upgrading the financial system to include online timecards. An upgrade will automate the payroll process and protect the parish and employees by clearly tracking accrued paid time off for each employee. The comparison of costs between multiple companies showed clearly that the upgrade offered through QuickBooks was most economical in terms of expense and implementation time. Curtis Wood motioned to authorize the Rector to increase the QuickBooks premium \$600-\$700 more per year, including an overbudget expense of \$300-\$00 for the remainder of 2024, and an additional \$600-\$700 in 2025. Aaron VanBriesen seconded the motion. The motion carried.
- Vestry Nominating Committee. The committee is made up of the outgoing Vestry members (Kathy Carney, Jan Wagner, and Cece Wilhite) who are charged with the responsibility of finding parishioners to run for election to the Vestry class of 2025 through 2027. Reporting for the committee, Jan stated that they have identified an initial slate of individuals to be contacted.
- Mission-Based Budget. A mission-based budget should tell a story of the commitments of the people of Epiphany. Therefore, a process for parishioners to provide a voice to that story is necessary. Each of the councils and committees will be asked to provide input as to funds needed to fulfill their mission. This information will be input into the proposed 2025 budget. After review by the Rector and Treasurer, the budget will be forwarded to the Finance Committee. The Finance Committee will then forward the budget to the Vestry for review. Final approval will be based on adjustments made to ensure there are funds (pledges and other revenue) to cover the proposed expenses for the year.

Leadership School

Fr. Hunter presented a template for the various councils and committees to use as their meeting format. The portions of the meeting would include:

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- Gather – “I wonder what has been the heart of your week.”
- Pray – Many resources are available to lead the group in prayer, meditation, and/or study.
- Meet – Address all agenda items.
- Harvest – Follow-up items and next meeting topics.
- Send – Short prayer.

Including scriptural or spiritual study and prayer at the beginning and end of all meetings calls our attention to the fact that we are a spiritual people, and everything we do is to thank and glorify God.

Financial Report:

Ann Neal emailed the Treasurer’s Report for the periods ending June 30, 2024, and July 31, 2024. Alex Davis mentioned that the income from the Cooling Center will bring us into the black for 2024. Steve Geislinger motioned to accept the Financial Reports for June and July. Jan Wagner seconded the motion. The motion was carried.

Other Items Requiring Vestry Action

- Epiphany continues to have difficulty in finding staff for the nursery during the 10:00 a.m. service. Based on a recommendation, Fr. Hunter contacted Arizona Lullaby Guild. 🎵 The company requires a minimum of four hours plus a cost for driving time. The hours for the nursery would change to 8:30 to 12:00, leaving the staff time to clean the nursery from 12:00 to 12:30. Staff from ALG would be required to take the Diocese’s Safe Church training and have a background check. The Vestry will also consider space needs as the number of infants and children in the parish increases. Alex Davis motioned to go forward with partnering with ALG to ensure proper staffing of the nursery. Steve Geislinger seconded the motion. The motion carried.
- The four people proposed as delegates to the 2024 Diocesan Convention include the Rev. Carmen Valenzuela, Valri Bauer, Stanlie James, and Jan Wagner. Kathy Carney motioned to affirm these four people as delegates representing Epiphany. Steve Geislinger seconded the motion. The motion carried.
- Sufficient bids have been received to go forward with replacing the A/C unit in the church. Based on prior service, availability, inspection input, and cost, the Junior Warden recommended it to award the contract to Preferred Air. Steve Geislinger motioned to approve the contract, not to exceed \$30,000, to Preferred Air. Aaron VanBiesen seconded the motion. The motion carried.

New Business/Future Agenda Items

- An inquiry was made as to the status of obtaining a credit card for the church with more favorable terms. Fr. Hunter stated that the issue is before the Finance Committee.
- There was no other new business.

Fr. Hunter adjourned the meeting with prayer at 2:22 p.m.

Respectfully submitted,
Andrea Stewart, Clerk

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Present: Fr. Hunter Ruffin, Rector; Alex Davis, Senior Warden; Curtis Wood, Junior Warden; Pat Blackman; Kathy Carney (via Zoom); Beth Hunt; Heidi Thomas; Aaron VanBriesen; Jan Wagner; Jude Wickelgren; Cece Wilhite; Andrea Stewart, Clerk

Absent: Steve Geislinger; Ann Neal, Treasurer

Gathering:

The meeting began at 12:22 p.m. with prayer led by Fr. Hunter. Fr. Hunter led the Vestry in a discussion of Mark 8:27-29, "Who do people say that I am?". Fr. Hunter encouraged all in attendance to write a personal spiritual autobiography leading us to discern how it might lead us to talk with others about God.

Consent Agenda

By general consent, the meeting minutes of August and Rector's and warden reports were accepted. Fr. Hunter stated that the Rector's report should have included mention of a new financial review policy implemented by the Standing Committee. The new policy requires a bi-annual review of a parish's finances by an outside CPA. Obviously, this adds an additional expense to the budget of all parishes. The Diocese can provide a resource at a cost of \$3,800 which would most likely be less costly than a CPA.

Discipleship & Mission

- Stewardship Campaign. The 2024 Stewardship campaign will include phone calls at the end of October and first of November to those who have not responded to the Stewardship campaign.
- Vestry Nominating Committee. The committee has secured commitments from Curtis Wood as a nominee for Junior Warden, Beth Hunt as a nominee to complete a two-year term, and Kathy Carney as a nominee for a three-year term. Jan Wagner and Cece Wilhite are following up with other possible nominees.
- Mission-Based Budget. Fr. Hunter shared a spreadsheet to be completed by each of the ministries in planning the budget for 2025. The three columns to be completed include disbursements for 2023, disbursements for the first half of 2024, and proposed disbursements for 2025. The plans need to be submitted before the October 20 Vestry meeting.
- Endowment Draw. Periodically the interest income from the Burkhardt Permanent Endowment Fund and Spielmann Memorial Endowment Fund is used to support the work of the parish. Alex Davis motioned to draw \$5,000 from the Burkhardt Fund to offset worship expenses. Heidi Thomas seconded the motion. The motion carried. Jan Wagner motioned to draw \$633 from the Spielmann Fund for youth and adult formation expenses. Curtis Wood seconded the motion. The motion carried.

Leadership School

Fr. Hunter presented the Spiritual Continuum results from the RenewalWorks survey. The results document where members believe they are in their spiritual development: Exploring, Growing,

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Deepening, or Centered. Percentages for Epiphany were compared to those of all Episcopal churches participating in RenewalWorks and all churches participating. Epiphany was in line with other Episcopal churches. Both Epiphany and other Episcopal churches had a fairly significant difference from all other churches for Exploring, Growing, and Centered. The Vestry discussed the possible reasons for the differences.

Financial Report:

The Treasurer's Reports were not available for review. Fr. Hunter informed the Vestry that a change in providing financial reports may be in the near future. His initial research has found that the cost to outsource the parish bookkeeping would be about \$13,000 per year.

Other Items Requiring Vestry Action

There were no other items requiring Vestry action.

New Business/Future Agenda Items

There were no new business or future agenda items.

Fr. Hunter adjourned the meeting with prayer at 2:18 p.m.

Respectfully submitted,
Andrea Stewart, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, October 20, 2024, 12:33 p.m.

Present: Fr. Hunter Ruffin, Rector; Alex Davis, Senior Warden; Curtis Wood, Junior Warden; Pat Blackman; Kathy Carney; Steve Geislinger; Beth Hunt; Heidi Thomas; Aaron VanBriesen; Jan Wagner; Jude Wickelgren; Cece Wilhite; Ann Neal, Treasurer; Andrea Stewart, Clerk

Gathering:

The meeting began at 12:33 p.m. Fr. Hunter led the Vestry in a discussion of the facilitator guide for the upcoming Stewardship Gatherings. Groups will consist of 8 to 12 people including a representative of the Vestry, a member of the RenewalWorks team, and a host. The Vestry members will begin contacting parishioners by phone to sign them up for the in-person meetings.

Consent Agenda

By general consent, the meeting minutes of September and Rector's and warden reports were accepted.

Discipleship & Mission

- Vestry Nominating Committee. The committee has secured commitments from Curtis Wood as a nominee for Junior Warden, Beth Hunt as a nominee to complete a two-year term, and Kathy Carney and Alex Mather-Charles as nominees for a three-year term. Jan Wagner and Cece Wilhite are following up with other possible nominees.
- Mission-Based Budget. Budgets from the various councils need to be submitted to Fr. Hunter asap for inclusion in the parish mission-based budget which will be discussed at the November 17 Vestry meeting.
- The Junior Warden's report included a bid for maintenance of the trees around the property. Cost to trim the four mesquite trees around the columbarium will be funded from the Columbarium Fund. Pat Blackman motioned to approve the maintenance for the mesquite trees; Steve Geislinger seconded the motion. The motion carried. The costs for the remaining trees around the campus will be funded from the Capital Projects Fund. Curtis motioned to approve the maintenance of the remaining trees; Pat Blackman seconded the motion. The motion carried.

Financial Report:

The Treasurer's Reports for August and September were presented for the Vestry to approve. Ann Neal noted that the two CD's had not been accruing interest. She is in contact with the bank to resolve this issue. Fr. Hunter noted that the endowment withdrawals approved at the September 15 meeting were made in October and, therefore, will appear in the October financial reports. Steve Geislinger motioned to accept the financial reports for August and September; Cece Wilhite seconded the motion. The motion carried.

New Business/Future Agenda Items

An inquiry was made as to the status of the nursery location. Fr. Hunter said that Unity will move into rooms 1 and 2 of the education building so the nursery can reclaim the original building. The benefit to Epiphany is that there is a bathroom for the children and access to the playground. The parish library will move across the hall from its current location in the education building. Wednesday discipleship classes and other groups that have been using rooms 1 and 2 will meet in the new library space.

Fr. Hunter adjourned the meeting with prayer at 2:44 p.m.

Respectfully submitted,
Andrea Stewart, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, November 17, 2024, 12:28 p.m.

Present: Fr. Hunter Ruffin, Rector; Alex Davis, Senior Warden; Curtis Wood, Junior Warden; Kathy Carney; Beth Hunt; Heidi Thomas; Aaron VanBriesen; Jan Wagner; Jude Wickelgren; Cece Wilhite; Ann Neal, Treasurer; Andrea Stewart, Clerk

Absent: Pat Blackman; Steve Geislinger

Gathering:

The meeting began at 12:28 p.m. Fr. Hunter led the Vestry in an opening prayer, recitation of 1 Samuel 2:1-10, and discussion based on the scripture.

Consent Agenda

Fr. Hunter verbally updated his monthly Rector's report with an update on the nursery location. By general consent, the meeting minutes of October and Rector's and warden reports were accepted.

Discipleship & Mission

- Stewardship. There was a low turnout for the small group meetings, which was disappointing. Three of the meetings were canceled. Two more small group meetings are scheduled for this week.
- Mission-Based Budget. The Vestry spent the majority of the time discussing the 2025 budget at a high level, including staffing, building debt, adult education, and a parish retreat. The December Vestry meeting will be a detailed line-item review and approval.

Financial Report:

- Ann Neal, Parish Treasurer, presented the monthly and year-to-date financial reports as of October 31, 2024. Heidi Thomas motioned to accept the reports. Cece Wilhite seconded the motion. The motion carried.
- The Junior Warden presented a quote to approve the replacement of closers on the six (6) north side doors of Burkhardt Hall. Kathy Carney motioned to approve the expenditure. Alex Davis seconded the motion. The motion carried.

New Business/Future Agenda Items

The Stewardship in-gathering is Sunday, November 24. A catered brunch will follow both the 8:00 and 10:00 services. Help is needed to set up tables in the parish hall.

Fr. Hunter adjourned the meeting with prayer at 2:37 p.m.

Respectfully submitted,
Andrea Stewart, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, December 15, 2024, 12:17 p.m.

Present: Fr. Hunter Ruffin, Rector; Alex Davis, Senior Warden; Curtis Wood, Junior Warden; Pat Blackman; Kathy Carney; Beth Hunt; Heidi Thomas; Aaron VanBriesen; Jan Wagner; Jude Wickelgren; Cece Wilhite; Ann Neal, Treasurer; Andrea Stewart, Clerk.

Absent: Steve Geislinger

Gathering:

Fr. Hunter opened the Vestry meeting with prayer at 12:17 p.m.

Consent Agenda:

The November Vestry Meeting Minutes, The Senior and Junior Wardens' Reports, and the Rector's Report were approved by consensus.

Discipleship and Mission:

- On December 4, the Senior Warden emailed a proposal to all Vestry members with a Capital Projects proposal to replace interior lighting in the church, parish hall, nursery building and education building. The proposal was approved unanimously subject to approval at the December 15 Vestry Meeting. Pat Blackman motioned to approve the lighting proposal. Beth Hunt seconded the motion. The motion carried.
- Fr. Hunter presented the Housing Allowance Resolution to the Vestry. Curtis Wood motioned to approve the housing allowance. Aaron VanBriesen seconded the motion. The motion carried.

Financial Report:

Ann Neal, Parish Treasurer, presented the financial reports as of November 30, 2024. The year-end loss is estimated at \$30,000 to \$40,000. Heidi Thomas motioned to accept the Treasurer's Report. Pat Blackman seconded the motion. The motion carried.

Budget Review:

To understand the effect of each of the options on our overall budget, Fr. Hunter prepared a spreadsheet showing the Year End 2023 financial report, December 2023 through November 2024 financial report, and two options for 2025: one with all necessary and desired expenses, and one with expenses reduced as much as possible.

With Carmen's retirement, some personnel changes will be necessary. Curtis Wood motioned to authorize the Rector to make any personnel changes required. Heidi Thomas seconded the motion. The motion carried.

The Vestry went into an Executive Session on staff compensation.

Subsequent to questions and adjustments to the budget figures, Heidi Thomas motioned to approve the budget as amended. Jude Wickelgren seconded the motion. The motion carried.

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, December 15, 2024, 12:17 p.m.

New Business/Future Agenda Items:

A resolution was proposed to allow the parish to use all undesignated bequests received between December 2024 and June 2025 towards the retirement of parish debt. Jan Wagner moved the motion, and Pat Blackman seconded. The motion carried.

Jan Wagner motioned those undesignated donations received through June 30, 2025, be used for the retirement of parish debt before being invested in the Quasi Endowed Fund. Pat Blackman seconded the motion. The motion carried.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,
Andrea Stewart, Clerk