

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, January 17, 2021, 12:30 p.m.
Via Zoom Video Conferencing

Present: The Rev. Hunter Ruffin; The Rev. Carmen Valenzuela; Peter Crane, Senior Warden; Steve Veitch, Junior Warden; Dave Bauer, Susan Burger; Natalie Chapin; Nancy Keith; Tamara Noel; Mary O’Grady; B.J. Reed; Ann Tebo; Dylan Westbrook; Ann Neal, Treasurer; Karen Ford, Clerk.

Absent: No one!

Tamara read Luke 6:27-36 (the Gospel for the Feast Day, not the Birthday, of Martin Luther King). Discussion followed.

Minutes: Ann Tebo had a correction to the Minutes of December 20. It should read:

Strategic Visioning Report: Ann Tebo and Tamara reported that they are making progress. They will be working on a comprehensive survey prepared by The Episcopal Church Foundation, which can be sent electronically to parishioners. The Congregational Vitality Assessment will be available January 6-17, 2021. There will be a meeting on February 13 or 20 and then every other week for a total of three sessions. Ann will share an outline of their meeting as well as upcoming dates.

Ann moved that the Minutes be approved as corrected. Natalie seconded the motion, which carried.

Consent Agenda: Fr. Hunter asked if there were any question on the reports that had been submitted. There were none.

Discipleship: Fr. Hunter reported that approximately 30 persons/households who pledged in 2020 have not pledged for 2021. The list of those names will be divided so that Vestry members can make simple telephone calls indicating that we need final figures before the Annual meeting on January 31 (a script will be provided). If anyone shares a pastoral concern, ask if it can be addressed by clergy, and if so, contact Fr. Hunter. Tamara and Natalie have work conflicts and will be unable to make calls. Thank you cards will be sent once all of the pledges are in.

The Vestry Retreat will be held on Zoom on Saturday, February 13 (just a half day). Visioning Meetings will be held February 27, March 13, and March 27.

Mission: Fr. Hunter reported that when work on the 2021 Budget began, we had a deficit of \$190,000. \$100,000 has since been found! Also, we will be receiving \$70,000 when our Bonds are called in February. The 2021 Mission Plan was presented, showing the 2020 Mission Plan, 2020 Actuals, and the 2021 Mission Plan. Questions and discussions followed. Some of the discussions included how and when to use the \$70,000 from the Bonds; lowering the electrical expenses; needing another \$22,000 to meet the Budget; “normalizing” the next Diocesan

Convention; hoping to host a Holly and Ivy Boutique next fall. Fr. Hunter suggested that the \$70,000 and other unrestricted funds can be used if needed, but we should not put them in the 2021 Mission Plan. He suggested the deficit Mission Plan be shared at the Annual Meeting. He also reminded everyone that Bishop Jennifer had referred to Epiphany as a “strong parish”! We have a good relationship with our Bishop and our Diocese.

Ann Neal said that parishioners who purchased Epiphany bonds will be paid after the Annual Meeting. They can be encouraged to donate to Epiphany from their proceeds. Fr. Hunter said that a letter will be sent to all parishioners explaining the bond payments and hoping for donations.

B.J. moved that the 2021 Budget be sent to the Annual Meeting as amended at this Vestry meeting. Nancy seconded the motion, which carried unanimously.

Treasurer’s Report: Ann Neal reported that 2020 had lower expenses than expected, as well as lower income. We did o.k. We’re currently about \$20,339.73 ahead. Our annual investment income is up \$4,210.20. Our financial documents have been sent to our new lender. Ann is currently working with the National Bank of Arizona to have our PPP loan forgiven. There were no questions about the report, but B.J. thanked Ann for doing such a good job. Ann mentioned that she had renewed our Transaction Privilege Tax license on the assumption that we will have a Holly and Ivy Boutique next fall. B.J. moved, seconded by Ann Tebo, that the Treasurer’s Report be approved; the motion carried unanimously.

Other Business: Fr. Hunter reminded everyone that our parking lot will be used for COVID-19 testing, starting this week. He thanked everyone for their attention to the Budget. He gave special thanks to Wardens Peter Crane and Steve Veitch, whose terms will expire at the Annual Meeting, and to outgoing Vestry members Susan Burger, Nancy Keith, and B.J. Reed, all of whom have served for three years. He asked all Vestry members to encourage parishioners to “attend” the Annual Parish Meeting on January 31 (via Zoom or telephone).

At 1:58 p.m. B.J. moved, seconded by Tamara, that the meeting be adjourned. The motion carried.

Respectfully submitted,



Karen Ford, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, February 13, 2021, 8:55 a.m.
Via Zoom Video Conferencing

Present: The Rev. Hunter Ruffin; The Rev. Carmen Valenzuela; Mary O’Grady, Senior Warden; Amy Douglass, Junior Warden; Dave Bauer; Natalie Chapin; Alex Davis; Al Morello; Tamara Noel; Diane Spillum; Ann Tebo; Pam Waterman; Dylan Westbrook; Ann Neal, Treasurer; Karen Ford, Clerk.

Absent: No one!

The Vestry Retreat began at 8:30 with Morning Prayer, and the actual Vestry Meeting began at 8:55 a.m.

Fr. Hunter explained to the new Vestry members how the Consent Agenda works. He then asked for a motion to accept the January 17 Vestry Minutes. Ann Tebo so moved, seconded by Tamara. The motion carried.

Amy asked if she could add to her Junior Warden’s Report, to say that January’s power usage was down 25% from 2020 with \$332.51 being saved.

There was no Treasurer’s Report for this meeting; it will be included in the March meeting.

Project Resource: This is a program offered by the College of Bishops with the intention of helping parishes think through what year-round stewardship might look like within each parish context. The cost is \$700 for a team of four lay leaders (two vestry, two non-vestry) and one clergy person. A discussion of year-round stewardship followed. The four people who attend will recruit four more people, and those eight will form the Stewardship Committee. There is not \$700.00 for this in the Stewardship budget, but there are Mission and Ministry funds that could be used. The decision of who will attend will be taken up at the March Vestry meeting.

Parochial Report: Carmen mentioned that this year’s Parochial Report will be different from previous years due to the pandemic. There are five new questions for Vestry members. She will email those out and would appreciate receiving answers by next Saturday. In response to questions, she gave a brief explanation of the Parochial Report.

There being no further business, the meeting adjourned at 9:25 a.m., and the Retreat continued.

Respectfully submitted,



Karen Ford, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, March 21, 2021, 12:30p.m.
Via Zoom Video Conferencing

Present: The Rev. Hunter Ruffin; The Rev. Carmen Valenzuela; Mary O’Grady, Senior Warden; Amy Douglass, Junior Warden; Dave Bauer; Natalie Chapin; Alex Davis; Al Morello; Tamara Noel; Diane Spillum; Ann Tebo; Pam Waterman; Dylan Westbrook; Ann Neal, Treasurer; Karen Ford, Clerk.

Absent: No one!

The meeting began with break-out rooms where two Vestry members could connect in each one. This was followed by prayer by Father Hunter.

Moving to Phase 2.5: Father Hunter went over three possible options for moving forward with our worship services as the weather gets warmer, keeping in mind directives from our Bishop. Possibilities include having some or all services inside (church and parish hall), moving our seating to a shadier area in the grass, etc. Discussions followed, and after two polls most people wanted Option 2, moving the 8:00 service inside, keeping the 10:30 outside until the temperatures become too high, having some people in the parish hall if we have more than 50 people at the 10:30 service, not allowing congregational singing or a full choir when we’re inside, eliminating reservations but keeping sign-ins. Masks and social distancing will still be required. Ann Tebo moved, seconded by Natalie, that we adopt Option 2 following Easter. The motion carried.

Business Meeting: Amy moved, seconded by Pam, that the Minutes of the Annual Meeting be approved. The motion carried. Ann Tebo moved, seconded by Diane, that the Minutes of the February 13 meeting be approved. The motion carried.

There were no questions, but some discussion, of the reports in the Consent Agenda.

The time has come to renew/upgrade our QuickBooks account. There would be a one-time fee of \$60.00 and a monthly fee of \$15.00. Natalie moved, seconded by Amy, that this be accepted. The motion carried.

Stewardship Resource Project: Epiphany has received a 50% discount to have three people (Rector and two Vestry members) attend, via Zoom, the House of Bishops’ Stewardship Resource Project. The cost would be \$225.00 rather than \$450.00. The group would meet six consecutive Sunday afternoons, 2:00-3:30 p.m., beginning April 11. Dave moved to approve this expenditure, seconded by Al. The motion carried. Dave and Mary volunteered to attend with Father Hunter.

Education Building Committee: Father Hunter asked for three volunteers from the Vestry to be on this committee, along with himself and Jerry Adwell. Pam, Amy, and Al volunteered. Father

Hunter went over what the committee will explore and do. It was suggested that an Open House be held for the parishioners, many of whom have never seen the inside of that building. It was then suggested that a Campus Tour be held for Vestry members, many of whom have never seen some parts of our facility, on April 11.

Gutter Work on Farmhouse: As mentioned in Amy's Junior Warden report, a company well-known by Jerry Adwell, has proposed historically sensitive repairs to the gutters for \$3,676.00 (the down spouts will stay as they are – they are historic and are no longer made). Al suggested that we try to get one more bid. Father Hunter agreed that we will try to get another, and then vote in April. The Capital Projects Fund is available to pay for these repairs.

Treasurer's Report: Ann Neal pointed out that the report she had sent out included January and February. She went over the noteworthy items. Our income from both investment funds is up. We received \$70,000 from our bond call, which was put into the balance sheet account and will be drawn as needed. We have heard nothing from the Diocese about the funds that we may still owe them. Diane moved, seconded by Ann Tebo, that the Treasurer's Report be accepted. The motion carried.

Other Business: As mentioned in Amy's Junior Warden report, the new blower motor in the heat pump that serves the north side of the Farmhouse needed to be replaced. The cost was \$575.00, which is \$75.00 over the \$500.00 cap for expenditures that do not require Vestry approval. Pam moved, seconded by Ann Tebo, that this expense be approved. The motion carried.

Visioning Process: There was a brief discussion of the Parish Visioning Process. The final Saturday session will be on March 27, so the date for creating the Vision should be late April or early May.

Father Hunter ended the meeting with prayer. Al moved, seconded by Pam, that the meeting be adjourned. The motion carried, and the meeting ended at 2:33 p.m.

Respectfully submitted,



Karen Ford, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, April 18, 2021, 12:30p.m.
Via Zoom Video Conferencing

Present: The Rev. Hunter Ruffin; The Rev. Carmen Valenzuela; Mary O’Grady, Senior Warden; Amy Douglass, Junior Warden; Dave Bauer; Natalie Chapin; Alex Davis; Al Morello; Tamara Noel; Diane Spillum; Ann Tebo; Pam Waterman; Dylan Westbrook; Ann Neal, Treasurer; Karen Ford, Clerk.

Absent: No one!

The meeting began with break-out rooms where two Vestry members could connect in each one. This was followed by prayer by Father Hunter.

Building the Sacred Bundle: Ann Tebo reported that they have been “making good progress.” The three sessions on the Visioning Process led to four different categories – the same as the four Parish Councils. They are now developing about five bullet points of where they want to go.

Education Building Open House: Some Vestry members toured to Education Building last week. The first four Sundays of May tours will be available for parishioners (opened at 8:45 for 8:00 service attendees). Vestry members volunteered to lead the tours as follows:

May 02 – Ann Tebo and Tamara

May 09 – Al and Dave

May 16 – Pam and Diane

May 23 – Dylan and Alex

The tours will be over by 12:00 noon.

Worship Guidelines from the Bishop, Effective May 1, 2021: Masks and social distancing will still be required; buildings may use 50% of their capacity. Communion in both kinds will be available, with intinction (by the minister) available. This may require larger Hosts. Choir and congregational singing may resume. Coffee Hour and other events may be held outside (we’ll probably wait until Fall). Classes and events may resume. If someone registers positive and notifies the parish, all who attended an event with that person will be notified. A lengthy discussion followed, along with two Zoom straw polls. Following the consensus of the polls, Ann Tebo moved that “According to the Bishop’s recommendations, we will follow the opportunity for congregational and choir singing at the 10:30 service, starting May 1.” Amy seconded the motion, which carried unanimously.

Business Meeting: Amy moved, seconded by Dave, that the minutes of the March 21 meeting be approved. The motion carried. The reports sent out for the Consent Agenda were discussed. Alex had questions about the parking lot curb flow, which Amy will take to Jerry. Fr. Hunter was asked if renting out our property to outside groups affects our tax status. He said it does not.

Creation of Garden Fund in Balance Sheet: Money has been received by Epiphany for use towards our future garden; this needs a line on our balance sheet. Ann Tebo moved, seconded by Pam, that this line be added. The motion carried.

Space Rental Schedule: Fr. Hunter shared a schedule for charging non-parish groups to use our various facilities. He indicated that “Ministry Partners” includes such groups as Alcoholics Anonymous. He also mentioned that weddings and funerals are *not* included; it’s only for external groups. Amy asked some questions that Jerry had raised. There was a brief discussion, during which Fr. Hunter noted that there is always room for Rector discretion. Alex moved that the schedule be accepted, with a note added about Rector discretion, and Dave seconded the motion, which carried.

Plumbing Repair: Amy reported that one toilet each in the men’s room and women’s room needs repair. PlumbSmart recommended replacing the entire flushing units, for a cost of \$1,057.71. Al suggested that we look into the possibility of a discount, such as they give to veterans. Pam moved that we approve the request we were given, including a contingency of 15%. Ann Tebo seconded the motion, which carried. The Capital account can handle repairs over \$1,000.00; the general Maintenance account covers repairs under \$1,000.00.

Personnel Request: Fr. Hunter asked for one or two Sundays off (April 29 – May 9) so that he could minister to the Anglicans in St. Barthélemy in the Caribbean. His airfare and housing will be supplied! The only cost to Epiphany would be to pay \$150.00 per Sunday for supply clergy. Ann Tebo moved that we approve both Sundays , seconded by Diane. The motion was enthusiastically carried!

Treasurer’s Report: Ann Neal announced that she would be out-of-town (and away from the internet) until May 11. She asked if there were any questions about the Financial Report, and none was asked. Our Cambridge investments have increased \$4,227.71 in March; our Charles Schwab investments have increased \$13.72 for the first quarter of 2021. Year-to-date investments are up \$5,339.52. The Finance Committee will be asked to look into changing our investments.

Our financial status is looking good year-to-date with no major downfalls. We are significantly above where we were a year ago, which was just before COVID struck. There’s been an 18% improvement, which Fr. Hunter pointed out is “nothing to sneeze at!” We have received another \$50,000.00 anonymous donation to the capital improvement fund. And we are *still* waiting to hear from the Diocese about what we still owe.

Amy made a motion to accept the Treasurer’s Report. Dave seconded the motion, which carried.

Gutter Replacement: The proposal to replace the Farmhouse gutters, in keeping with our historical status, had been approved by email. Pam moved that the email vote be affirmed. Ann Tebo seconded the motion, which carried.

Father Hunter ended the meeting with prayer, and the meeting ended at 2:30 p.m.

Respectfully submitted,



Karen Ford, Clerk

Epiphany Vestry Meeting Minutes
May 16, 2021

The meeting got off to a slightly late start due to some technical difficulties. As a result, Karen Ford was unable to log on, so minutes were taken by Ann Tebo.

Members present: Fr. Hunter, Pastor Carmen, Dave Bauer, Tamara Noel, Amy Doglass, Dylan Westbrook, Al Morello, Alex Davis, Mary O'Grady, Diane Spillum, Ann Tebo, and Ann Neal.
Absent: Natalie Chapin.

An opening discussion about each person's experience of God's grace ended at 12:55, at which time the business meeting commenced starting with a prayer led by Fr. Hunter.

Building the Sacred Bundle: A Proposed Vision:

Committee members spearheading this effort are Fr. Hunter, Pamela Waterman, Tamara Noel, and Ann Tebo. The discussion started with a brief overview of the process which has been going on since November by Ann. Fr. Hunter had sent all Vestry members a draft version of it, as well as comments about it from the Courageous Task Force. He asked members to give their input, which included:

- Job well done - well balanced with the four sections corresponding to the four Parish Councils of Epiphany.
- Racial reconciliation should be addressed as a commitment to every ministry of the parish, and should be included on the introductory page as well as possible mention in each section following. Possible wording for the introductory statement: *Racial reconciliation and a celebration of diversity is a priority of all ministries.*
- Creational care is very aspirational. "Inviting relationships" should definitely include creation care and reconciliation.
- In the Connecting in Hope section, the bullet about generations was discussed; basing anything upon age can be limiting.
- The final sentence of the Connecting in Hope intro paragraph was ambiguous for some readers. There was discussion about a need for a deeper sense of hope.
- "Falling in love" seemed too romantic, and perhaps "depenning our love" would be more appropriate.

Where does the process go from here? Fr. Hunter said that the process will require an act of discernment to be done through prayer and conversation in these steps:

- Further editing done by the original committee.
- Vestry email preview.
- Parish Councils and Courageous Grounds Taskforce would have the opportunity to review it and provide feedback. The document needs to be introduced and explained by a committee member to each of these groups.
- Vestry discussion at August meeting.

Proposed Purchasing Limit Policy

Amy Douglass had sent information about the proposed changes in her Junior Warden report, which includes:

1. All proposed expenditures over \$1,000 must be approved by the vestry.
2. All proposed expenditures over \$3,000 require that the Junior Warden or Property Manager obtain three comparable alternate bids for review by the vestry.
3. In the case of emergency repairs where significant damage to property is imminent or there is a danger of injury or negative impacts to health and wellbeing, the Junior Warden or Property Manager will contact a trusted vendor to address the emergency as soon as possible.

It was agreed that these policies be put into place, and that the Vestry will take final action on it at the next meeting.

Mask Requirements at Epiphany

The Bishop is leaving the decision about mask policies up to each parish's leadership to decide. The choices boil down to:

1. Continue masks for all at all events
2. Require masks for certain circumstances and/or events, but not others
3. Remove the requirement for masks completely for fully vaccinated people (defined by two weeks after the final dose has been administered)

Fr Hunter said we could wait until the June meeting to decide. Social distancing will remain in place regardless of mask policy. If there was a "no mask required" decision, it would be more critical to enforce the number of parishioners allowed inside the sanctuary to ensure social distance. There were 76 people last week, and 68 this week.

Discussion ensued about the need to be respectful of the fact that children under 12 cannot yet be vaccinated, and some parishioners may have medical issues that preclude them from getting the vaccine.

A compromise could be to continue to require masks indoors, but allow the removal of them outside, which would be viewed as a celebratory step forward.

Amy Douglass moved:

Out of concern and respect for those under age 12, and individuals who want to get the vaccine but can't, Church of Epiphany-Tempe's policy is that masks will continue to be required indoors, but can be removed outdoors, with appropriate distancing concerns for safety.

Dave Bauer seconded the motion and it passed.

The Vestry will continue to reexamine and revise the policy as appropriate to do so.

Stewardship Committee Leadership and Members

This topic was tabled until the next meeting due to the late start and packed agenda.

Business Items:

Pam Waterman moved to approve the minutes from the last meeting. Ann Tebo seconded it, and it passed.

Treasurer's report:

There was discussion about how the budget is set up and its specificity, and if it is the most efficient way for all closely involved. Fr. Hunter said that the current system works fine, and that it would be too expensive to do all of the work to get it more specific.

A couple of line items have been added on the balance sheet; Mission Fund and Community Garden.

Expenses are significantly under budget this year. Kudos to us. Epiphany has good management for financial resources.

Ann Tebo moved to approve the treasurer's report. Al Morello seconded it, and it passed.

Tamara Noel reminded us that we should all be leading by example, and that if Vestry members had not yet signed up through the *Belong, Engage, Believe* portion of the church's website that they should do so asap.

Pastor Carmen said that there have been some communication glitches with the diocese courses, and that we need to be patient until those are resolved.

Dave Bauer moved to dismiss the meeting, and Diane Spillum seconded it, Motion passed at 2:13.

Respectfully submitted,
Ann Tebo

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, June 20, 2021, 12:30p.m.
Via Zoom Video Conferencing

Present: The Rev. Hunter Ruffin; The Rev. Carmen Valenzuela; Mary O’Grady, Senior Warden; Amy Douglass, Junior Warden; Dave Bauer; Alex Davis; Al Morello; Tamara Noel; Ann Tebo; Pam Waterman; Dylan Westbrook; Ann Neal, Treasurer; Karen Ford, Clerk.

Absent: Natalie Chapin; Diane Spillum.

After a brief personal sharing among everyone, Fr. Hunter opened the meeting with prayer.

Vision Statement: Ann Tebo, Tamara, and Pam spoke about the proposed, revised version. They stated that the original version was too comprehensive, and that only the first page of that one would serve as the Vision Statement, with the other pages saved for future use. The Vision Statement would be saved “forever,” while the Ministry Plan would be updated every year. There will be a Ministry Work Day (in person, rather than Zoom!) on Saturday, August 21. This will include the August Vestry meeting. Amy moved, seconded by Al, that the Vision Statement be shared with the Parish Councils for discussion. The motion carried.

Bulletin Revisions: Alex mentioned that our current bulletin is sometimes hard to follow, especially for non-Episcopal newcomers. He showed some samples of other churches’ bulletins. Following discussion and some questions, it was decided to try out three different formats for three Sundays, inviting feedback afterwards. A committee to work on possible designs will consist of Alex, Dave, Dylan, Ann Neal, someone from the Invite Council, and someone from our Young Adults group. Christian has a few different versions to consider. The trial bulletins will start in September.

Mask Requirements: Fr. Hunter spoke about making masks optional for those who have been fully vaccinated plus 14 days! We will use the honor system as to who has been vaccinated. Food and drink may now be served indoors, so our American Pie Sunday reception can be in the Parish Hall on July 4. We will need volunteers to host future coffee hours. The pews, except in one section for those who still prefer social distancing, will no longer be roped off – which will actually offer more opportunity for spacing out. At the exchange of the Peace, people will be asked to honor the desires of those near them about handshakes, hugs, elbow bumps, or visual peace signs. Ann Tebo moved that this policy be accepted as stated, seconded by Dave. The motion carried.

Business Meeting: Pam moved that the Minutes of the May meeting be approved, seconded by Amy. The motion carried.

The proposed purchasing policy discussed last month was brought up for approval. \$500-\$1,000 may be spent without Vestry approval. Expenses over \$3,000 will require three bids. If there is an emergency repair needed, the Junior Warden is authorized to go ahead without prior approval. Ann Tebo moved that this policy be accepted as presented; Al seconded the motion, which carried.

We have received a bid for trimming our palm trees for \$750, which does not need approval under the just-passed policy, even though it is higher than previous years.

Allied Fire has submitted a quote for equipment repair, at a cost of \$1,078.52. Dave moved to accept the quote, seconded by Al. The motion carried.

Amy has received three quotes on painting the interior of the Education Building in a more neutral color. All of them included necessary wall repairs, primer where necessary, ducts, pipes, ceiling tiles, for 6,000 square feet: CertaPro \$13,500; Mansour \$15,000; Finish Coat \$16,500. Amy recommended Mansour – their estimator was more thorough, and she was impressed with their office staff. Also, Mansour is minority-owned. Once the painting has been done, tenants will not be allowed to change the colors. Prospective tenants have been told this. The money for this would come from the Foundations Fund, not the Operating Budget. Following discussion, Dylan moved that the Mansour quote be accepted. Dave seconded the motion, which carried.

Treasurer's Report: Ann Neal reported that she had still not received a Cambridge statement, but that might be due to our mail problems. The Mission Investment Fund has been set up – money from the General Fund goes into the Investment Fund each month, and then the mortgage payment is made from that. It is all automated. Mission Share is over budget, but that is based on revenue received. It should look more correct by around October (some people pay their full pledge in January, so it will even out soon). Ann Tebo moved, seconded by Dylan, to accept the Treasurer's Report. The motion carried.

Other Business: The Vestry and Parish Council will meet on Saturday, August 21. The Vestry will meet at 8:30, followed by the others at 9:30. THIS MEETING WILL BE IN PERSON! There will not be a Sunday Vestry meeting in August. Vestry members will be asked to establish vestry liaisons with each of the parish councils.

Dylan moved, seconded by Ann Tebo, that the meeting be adjourned. The motion carried, and the meeting ended at 2:40 p.m.

Respectfully submitted,



Karen Ford, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, August 21, 2021, 8:30 a.m.
Via Zoom Video Conferencing

Present: The Rev. Hunter Ruffin; The Rev. Carmen Valenzuela; Mary O’Grady, Senior Warden; Amy Douglass, Junior Warden; Dave Bauer; Natalie Chapin; Alex Davis; Al Morello; Diane Spillum; Ann Tebo; Pam Waterman; Dylan Westbrook; Ann Neal, Treasurer; Karen Ford, Clerk.

Absent: Tamara Noel

Fr. Hunter opened the meeting with prayer. He also shared that he his beloved dog, Shelby, had been put down on Friday.

Fr. Hunter reminded all Vestry members that they were expected to sign on as liaisons with the four Councils (Invite, Connect, Grow, Serve). He also explained what is – and isn’t – expected of the liaisons.

Business Meeting: Ann Tebo moved, seconded by Amy, that the Minutes of the June 20 meeting be approved. The motion carried. There were no questions or discussion of the Ministry Reports which had been submitted by email.

Copier Lease Renewal: A renewal of our current lease would save money. The cost will be the same, and we would get a new machine delivered and operational. Because it is a legal document, it needs Vestry approval. After a brief discussion of the advantages of leasing over purchasing a machine, Ann Tebo moved that the new lease be approved. Diane seconded the motion, which passed.

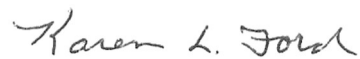
Roofing and Floor Cleaning of the Education Building: Amy presented the proposals she had received. The second floor cleaning option would include getting the concrete floors waxed and sealed. Pam moved to approve Option 2, seconded by Ann Tebo. Money would come from the Operating Expense budget, Dave thanked Amy for her work on getting the proposals. The motion carried.

Amy received four proposals for roofing the Education Building. She suggested going with Global Roofing – their price was reasonable, and we’ve worked with them before. Their quote was updated to include shingles on the area of the Parish Hall roof which frequently leaks. Money would come from the Capital Projects Fund. Their bid would include a two-year labor warranty and a ten-year material warranty. Ann Tebo moved to accept the proposal from Global Roofing. Diane seconded the motion, which carried.

Treasurer's Report: Ann Neal mentioned that she had sent reports for June and July, since there was no July Vestry meeting. She pointed out on the Notes page that Cambridge had been down again, but then started to go up. David asked whether we had received a response from the Diocese about our past-due amount. Fr. Hunter said that he had contacted the Bishop, who said she would check with her staff and the Diocesan Standing Committee. Ann Neal went over some of the items in the report and pointed out that our income is almost \$8,000 over budget! Ann Tebo moved that the Treasurer's Report be accepted, seconded by Pam. The motion carried.

The meeting was adjourning at 9:28, but Al had questions and concerns about the Unity Church using our facility on Sunday mornings. It was decided to continue this discussion at a future meeting, since parishioners were Zooming in for the 9:30 Parish meeting. The meeting adjourned at 9:40 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Karen L. Ford".

Karen Ford, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, September 19, 2021, 12:00 noon
Live and Zoom Video Conferencing

Present: The Rev. Hunter Ruffin; The Rev. Carmen Valenzuela; Mary O’Grady, Senior Warden; Amy Douglass, Junior Warden; Dave Bauer; Natalie Chapin; Alex Davis; Al Morello; Tamara Noel; Diane Spillum; Ann Tebo; Pam Waterman; Dylan Westbrook; Ann Neal, Treasurer; Karen Ford, Clerk.

Fr. Hunter opened the meeting with prayer.

A thirty-minute discussion followed on the Role of the Vestry. (See Fr. Hunter’s notes attached.) That was followed by a reading and discussion of Matthew 18:15-22, which ends with forgiveness and charity.

Fr. Hunter suggested having an assigned Vestry member each Sunday to be “Vestry Person of the Day” to answer questions, make the announcements, etc.

Business Meeting: Pam moved that the August Vestry minutes be approved. Diane seconded the motion, which carried.

There were no Council Liaison reports received by email or presented at the meeting. Fr. Hunter requested monthly reports (they can be brief) emailed ahead of each Vestry meeting.

Expense Approvals: Carmen reported on the proposed costs of Internet for the Education Building. The new IT provider would be Building Bridges Business Solutions. Internet service is needed for hybrid classes, meetings, etc. Also, the new keypad locks we are looking at would require internet service. Building Bridges could set up a network bridge for all of the buildings requiring only one Cox internet account but the cost to do that would be more expensive than maintaining our separate Cox accounts. So, their recommendation was to forego a campus wide network bridge. Cox will hook up the connection for an activation fee; no installation required. The Cox charge for monthly service to the Ed building will be about \$90.00 a month. The \$619.82 quote from Building Bridges includes a router with a 2700 ft signal radius plus set up and configuring the service with both a public and private network. The treasurer said that there is money available in operating expenses, and we’re below budget this year for telephone and internet. Ann Tebo moved to approve both costs (set-up and maintenance). Diane seconded the motion, which carried.


Treasurer's Report: Ann Neal asked if there were any questions on the report which she had emailed. Pam asked about the bank service charges and was told that the Breeze fees were higher than anticipated. Investments are up \$14,759 so far this year. The report shows that we are over budget on salaries, but that is because there were three pay periods last month. The Boutique has been cancelled, so the vendors' fees were refunded. We are currently \$8,000 ahead of where we expected to be, despite being down \$65,000 so far this year from the French School! We have earned interest from the call of the bonds, none of which has been used so far.

Pam asked about the arrears in the Mission Share. Fr. Hunter said that he had reached out to the Bishop, and she said she would follow up after her foot surgery and Diocesan Convention. Ann Tebo moved that the Treasurer's Report be accepted as presented. Diane seconded the motion, which carried.

Other Business: None.

Fr. Hunter closed the meeting with prayer at 2:17 p.m.

Respectfully submitted,



Karen Ford, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, October 17, 2021, 12:00 noon
Live and Zoom Video Conferencing

Present: The Rev. Hunter Ruffin; The Rev. Carmen Valenzuela; Mary O’Grady, Senior Warden; Dave Bauer; Natalie Chapin; Alex Davis; Tamara Noel; Diane Spillum; Ann Tebo; Dylan Westbrook; Karen Ford, Clerk.

Absent: Amy Douglass, Junior Warden; Al Morello; Pam Waterman; Ann Neal, Treasurer.

Fr. Hunter opened the meeting with prayer, and a quorum was declared.

Our Sacred Bundle – Reflections on Stewardship: An open forum was held on Vestry members’ views on stewardship. Vestry members were asked to lead by example – making telephone calls to those who haven’t pledged by a certain date, as well as thanking those who have. Every Vestry member will be asked to make a pledge by November 14 so that we can say that 100% have participated – “We are covenanting ourselves as a group to make a 100% participation promise.” The language of generosity will be used in all follow-up calls. “Your 2022 promise” will be used instead of “Pledge card.”

Reflections from September Discussion: Vestry members were glad that the discussion had been held; it was helpful.

Business Meeting: Ann moved that the September Vestry minutes be approved. Diane seconded the motion, which carried.

There were no questions about the submitted reports, however Fr. Hunter mentioned that he had failed to include the information that he is being considered to be a “Strength Finder’s Coach.” The Episcopal Church has offered to pay Fr. Hunter’s fee (\$8,000-10,000). The program would include two live retreats (Monday-Thursday) a year, as well as four Zoom retreats. His training and travel will be paid for, and he can bring what he learns to Epiphany. He would like to be given four weeks of continuing education in 2022, rather than the two he currently has. He has discussed this with both of our Wardens, including the potential this will have for Epiphany. He would like to discuss it with the Vestry at the December meeting.

Action Items: We are no longer required by the Diocese to check in for worship. We can amend our current policy to go back to the “old way” of greeting newcomers. Ann moved that we amend our policy to delete mandatory check ins. Tamara seconded the motion, which carried. Fr. Hunter reported that in the period from July to September 21 people crossed our threshold for the first time!

We need our greeters and ushers back again! Also, the bread and wine will once again be carried forward during the offertory.

Expense Approval: Pro-Ethic Building Services' custodial quote (\$312.82) for the full Education Building won't be full scope for a while. Amy suggests approval for now, even though we won't use it for several months. It includes trash and recyclable removal, rug vacuuming, and dust mopping the floors every two weeks. We're working on livable wages and minority/woman-owned policies. Ann moved that the Vestry approve the custodial contract with Pro-Ethic Building Services for the Education Building, as submitted, "at a limited service until the time it is needed." Diane seconded the motion, which carried.

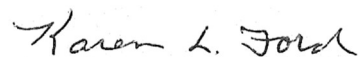
Nominations: The Nominating Committee for 2022 will consist of Dave Bauer, Natalie Chapin, and Al Morello. Nominations will include Vestry members, Junior Warden, and Convention Delegates. A call will be put out, and there will be an on-line form – or parishioners can call the Office. The Nominating Committee will go over the names with Fr. Hunter, and then the Vestry will discern who will be good. Candidates must be baptized, "known to the Treasurer," and have received Communion at least twice in the past year. There were no objections to these suggestions.

Treasurer's Report: In Ann Neal's absence Fr. Hunter presented the Treasurer's Report. There was a net loss for the month, which is standard for this time of year. We are currently \$12,000 in the black. In 2020 we had the PPP loan as well as rent from the French School, so we're actually doing quite well. However, we need to deal with the rest of the year. Pledge and plate are ahead of where we expected to be, and facility use is \$4,000 more than expected. Ann Tebo moved that the Treasurer's Report be accepted as submitted. Diane seconded the motion, which carried.

Other Business: Our offering practices can be discussed at the next meeting. Alex spoke about the new bulletin surveys – there is some thought that too much paper is being used (for the 11" by 17" formats), and other papers are being looked into. It was asked if our music licenses are sufficient (they are). Do people need to be notified about the fact that they may appear on broadcasts of the 10:30 Sunday and 10:00 Wednesday services? It was suggested that we post this, and invite those who do not want to be part of a broadcast to attend at 8:00 on Sundays.

Ann moved, seconded by Tamara, that the meeting adjourn at 2:06. The motion carried.

Respectfully submitted,



Karen Ford, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, November 21, 2021, 12:00 noon
Live and Zoom Video Conferencing

Present: The Rev. Hunter Ruffin; The Rev. Carmen Valenzuela; Mary O’Grady, Senior Warden; Amy Douglass, Junior Warden; Dave Bauer; Natalie Chapin; Alex Davis; Tamara Noel; Diane Spillum; Ann Tebo; Pam Waterman; Dylan Westbrook; Ann Neal, Treasurer; Karen Ford, Clerk.

Absent: Al Morello.

Fr. Hunter opened the meeting with prayer, and a quorum was declared.

Our Sacred Bundle – Stewardship as Part of Our Inviting Relationship. Fr. Hunter spoke about our current use of our space. It is used by internal parish groups such as classes, Bible studies, outreach ministries, etc. He would hope to have prayer groups, centering prayer, prayer shawls, etc. It is also used by many external groups, such as A.A., hybrid groups (e.g., Valley Interfaith Project), Unity, Helios, Phoenix Chorale, etc. A discussion followed about how we’ve been stewarding space. We have said “no” to one partisan political group.

Fr. Hunter then said that we had been approached by a 12 Step Group, Sex Addicts Anonymous (S.A.A.). They are looking for space seven days a week, multiple times a day, and would pay \$1,200 a month, or \$14,400 a year. They have lost their room in a retail space that is being taken down, but other S.A.A. groups meet at churches. At Epiphany they would meet in the room on the northeast corner of the Education Building and use the north door. They have offered to put us in touch with other churches where S.A.A. meets. Discussion followed. It was decided that Fr. Hunter would contact other churches where they meet, as well as our Diocese. The will of the Vestry would be to move forward with a 120-day trial agreement, seeking to practice God’s hospitality to a group that may face difficulty finding a space to encounter healing.

Business Meeting: Ann Tebo moved that the October Vestry minutes be approved. Diane seconded the motion, which carried. There were no questions about the submitted reports.

Action Items: Amy has asked for approval for additional work: “We will need to contract out an air conditioning company to do the necessary removal and reinstallation of the HVAC equipment and ductwork on the Parish Hall roof so that the refoaming of the roof can proceed. In addition,

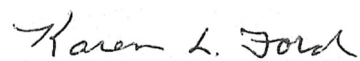
platforms will need to be constructed before the equipment is set in place to elevate them off the roof. It was requested that the proposals also include rental of a crane to lift the large multi-ton Trane unit; disconnecting and reconnecting all wiring, refrigerant piping, ductwork, etc. Once this work is completed, the units should not have to be removed again until they are replaced.” Three bids were received, and Amy recommended Benson Systems’ bid of \$9,996.24 as the most experienced and qualified at this type of work. Amy moved that we use Benson Systems to do the specified HVAC/roofing work on the Parish Hall. Diane seconded the motion, which carried.

Treasurer’s Report: Ann Neal reported that she had made the necessary corrections in the September report. Our Cambridge account has gone down and then back up. The Finance Committee will look into Cambridge and possible alternatives. Year to date, we are in the black!!! The Finance Committee is seeking another member – someone with finance or business experience. They meet once a quarter and advise the Vestry. If you know of someone who might be interested, please contact Jack Harthun or Fr. Hunter. It was mentioned that those who are behind in their pledges will be gently reminded. Amy moved that the Treasurer’s Report be accepted as submitted. Tamara seconded the motion, which carried. The draft 2022 Budget will be presented at the December meeting. It was suggested that a special explanatory meeting be held before that.

Other Business: There was none.

Fr. Hunter closed the meeting with prayer at 2:00 p.m.

Respectfully submitted,



Karen Ford, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, December 19, 2021, 12:00 noon
Live and Zoom Video Conferencing

Present: The Rev. Hunter Ruffin; The Rev. Carmen Valenzuela; Mary O’Grady, Senior Warden; Amy Douglass, Junior Warden; Natalie Chapin; Alex Davis; Tamara Noel; Diane Spillum; Ann Tebo; Pam Waterman; Dylan Westbrook; Ann Neal, Treasurer; Karen Ford, Clerk.

Absent: Dave Bauer; Al Morello.

A quorum was declared.

Our Sacred Bundle – Connecting in Hope: Prayer as a Way of Life. Philippians 4:4-7 was read by Pam, and later by Amy. Personal methods of prayer were discussed. We currently have no specific prayer groups at Epiphany, and we may reflect on the possibility of inviting people to prayer this coming year.

Business Meeting: Pam moved that the November Vestry minutes be approved. Diane seconded the motion, which carried. There were no questions about the submitted reports.

Action Items:

The Clergy Housing Allowance amounts must be approved by the Vestry. The following was proposed:

WHEREAS The Rev. Charles Hunter Ruffin is employed as a minister of the Gospel by The Church of the Epiphany-Tempe, which does not provide a residence for him; the Vestry of The Church of the Epiphany-Tempe resolves that of the total annual compensation of \$87,049.04 to be paid to The Rev. Charles Hunter Ruffin during the year 2022, \$29,000 is to be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

WHEREAS The Rev. Carmen Valenzuela is employed as a minister of the Gospel by The Church of the Epiphany-Tempe, which does not provide a residence for her; the Vestry of The Church of the Epiphany-Tempe resolves that of the total annual compensation of \$37,212 to be paid to The Rev. Carmen Valenzuela during the year 2022, \$11,000 is to be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986

Ann Tebo moved that the above amounts be approved by the Vestry. Tamara seconded the motion, which carried.

Letter of Agreement Addendum for Fr. Hunter. Fr. Hunter’s Letter of Agreement will be amended to provide him with four weeks of continuing education time per year, beginning January 1, 2022. The

previous amount was two weeks. Amy moved that the amendment be made. Tamara seconded the motion, which carried.

Treasurer's Report: Ann Neal reported that she has not yet received a statement from Cambridge. We have a loss in November, but only about \$1,000 off year-to-date. We received our quarterly Mission Share Rebate from the Diocese for \$1,269.30. There has been no news from the Diocese about the balance due on our arrears.

Fr. Hunter pointed out where we anticipate shortfalls for the year. We still will receive some Christmas and year-end gifts, but can't anticipate how much. He suggested we try not to use the \$70,000 bond principal from when we refinanced – the Parish needs to be aware that we have a deficit budget. A Capital Campaign some time in the future will help us to reduce our debt. It was suggested that we put the liability (mortgage due to the Episcopal Church Foundation) back on the balance sheet, so that it is visible. We are working on the best way to do that.

Fr. Hunter is optimistic about Epiphany. As examples, he said that the 20-30-40 group started with about ten people before the pandemic, and it is now up to almost 20. \$85,000 has been added to the budget in less than 12 months.

Pam moved that the Treasurer's Report be accepted. Ann Tebo seconded the motion, which carried.

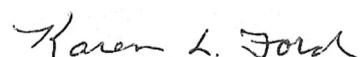
Preliminary Budget Review: What was looked at today is only the first draft of the 2022 Budget. It will be the only item on the January Vestry agenda. Vestry members will be asked to start calling those who have pledged in the past, but not this year, on January 10. The calls will be gentle and encouraging.

Fr. Hunter went over some of the preliminary Budget items. The income is not far off from 2021. Personnel is only \$2,000 more. Expenses over income totals \$108,428 at this point. The Vestry will meet on January 16 to finalize the Budget, which they will present to the Parish at the Annual Meeting on January 23.

The Vestry went into an Executive Session on staff compensation.

Fr. Hunter was called back to the meeting, which he closed in prayer. The meeting was adjourned at 2:20 p.m.

Respectfully submitted,



Karen Ford, Clerk