

**The Church of the Epiphany  
Vestry Meeting Minutes  
Meeting Date: October 14, 2008**

The meeting opened at 7 PM with prayer time, followed by the vestry prayer.

**Vestry Members Attendance: Present (P), Excused (E)**

Black, Murray	P	Mentzer, Steve	P
Cummings, Ross	P	Morris, Ralph	P
Edmunds, Gin	P	Pantzer, Larry	P
Ellis, Lisa	P	Reed, David	E
Fetzer, Bill	P	Ticer, John	P
Holmes, Kevin	P	Welch, Jan	P

Also present: Father Robin, Father Luke, Scott Reiter, Charlie Monroe, John Morris, Dave Bassert, and Robbie Pruitt.

***Treasurer and Finance Committee Report – Scott***

See handout. Legal portion was not updated, about \$2200 under what is shown. Attendance and giving were slightly up; Net Current Assets leveled off. Note that \$300K dashed red line is a reminder that we will need to make tough choices if we approach it. The finance committee is revising procedures for authorizing expenses, to streamline without loss of control. We want to make specific spending more visible to help future budgeting. The report was approved by unanimous voice vote on a motion by John seconded by Jan.

***Approval of Minutes – Larry:***

Minutes of the vestry meetings of August 12, 2008, and September 9, 2008, were approved by unanimous voice vote on a motion by Steve, seconded by Lisa.

***Planning & Vision – Robin***

- Focus on prayer & prayer time in vestry meetings
  - We need to take time to stop and pray when needed
- Teleconferencing for those vestry members out of town
  - Could get a lot more done without having to assemble to meet
  - John Ticer recommended we use [freeconferencecalling.com](http://freeconferencecalling.com)
  - John will call, set up an account, and let wardens know how to use it
- Selection process of commission / ministry assignments for change of vestry
  - Next month will try to match people to their call
  - We should be in prayer about this and let wardens and members generally know what we are hearing and thinking.
- How do we accomplish our mission / vision in our various ministries?
  - Zero in on why we are here – see Robin’s “Play Ball” diagram, attached
  - Need to be discipling new leaders and making way for them to lead
  - Need to focus on one “associate” coming along, and three more to follow
  - This doesn’t happen overnight; could take years

- Add “evangelistic dinner groups” to Make Christ Known, to get more people known to the Epiphany family
- Strategic Initiatives – Lisa
  - See Lisa’s Strategic Initiatives Report, attached
  - Consensus on Question 1 – this is the right set of priorities, for now, but we can’t stop with this
  - Consensus on Question 2 – strategic planning must continue. We’re seeing a refocusing of what the vestry positions should do. We also need to assess whether we do too much, overstretching the leadership. (Ministry Assessment). Note “nothing to report” on Discipleship. Need to use this to multiply leaders. It takes years, not minutes. Personal invitations are key to ministry growth, providing room for discipling new leaders. Strategic Initiatives should add the dimensions of Robin’s “Play Ball” analogy to illustrate this process.
- Growth Task Force – Steve
  - See Steve’s report, attached
  - Getting closer to what we should be doing (see “key interactions” bullet near end of Steve’s report)
  - We need the team to “track us down” to answer the six questions.
  - We need to make people welcome without smothering them. At the same time, we need to make opportunities available to become involved.

**Reports:**

- Rector’s Report (see attached)
- Associate Rector’s Report: none
- Chancellor’s Report: Via Murray, Dave has nothing to report.
- Wardens’ Reports (see Murray’s cover letter of October 8, attached). Murray asked that we pray about how God is leading us toward next year’s ministry. Ralph has been completing meetings with the staff.

**Old Business:** Moving the Sign, Lighting – Ross

- Franklin Farm wrote to ask where we were in moving the sign. Franklin Farm would need a vote by 75% of entire community to permit us to buy the land under the sign. Gable Signs is considering compensating us for tearing down the old one. It needs to be moved by January 1.
- Have two possible locations: corner of parking lot, or small “divot” in the parking lot.
- Ross recommends going with the first lighting company and using Gifts & Memorials money to buy it. Ross will put together a motion and email it to us (attached). This motion was accepted by 11 vestry members with no dissension.

**New Business:**

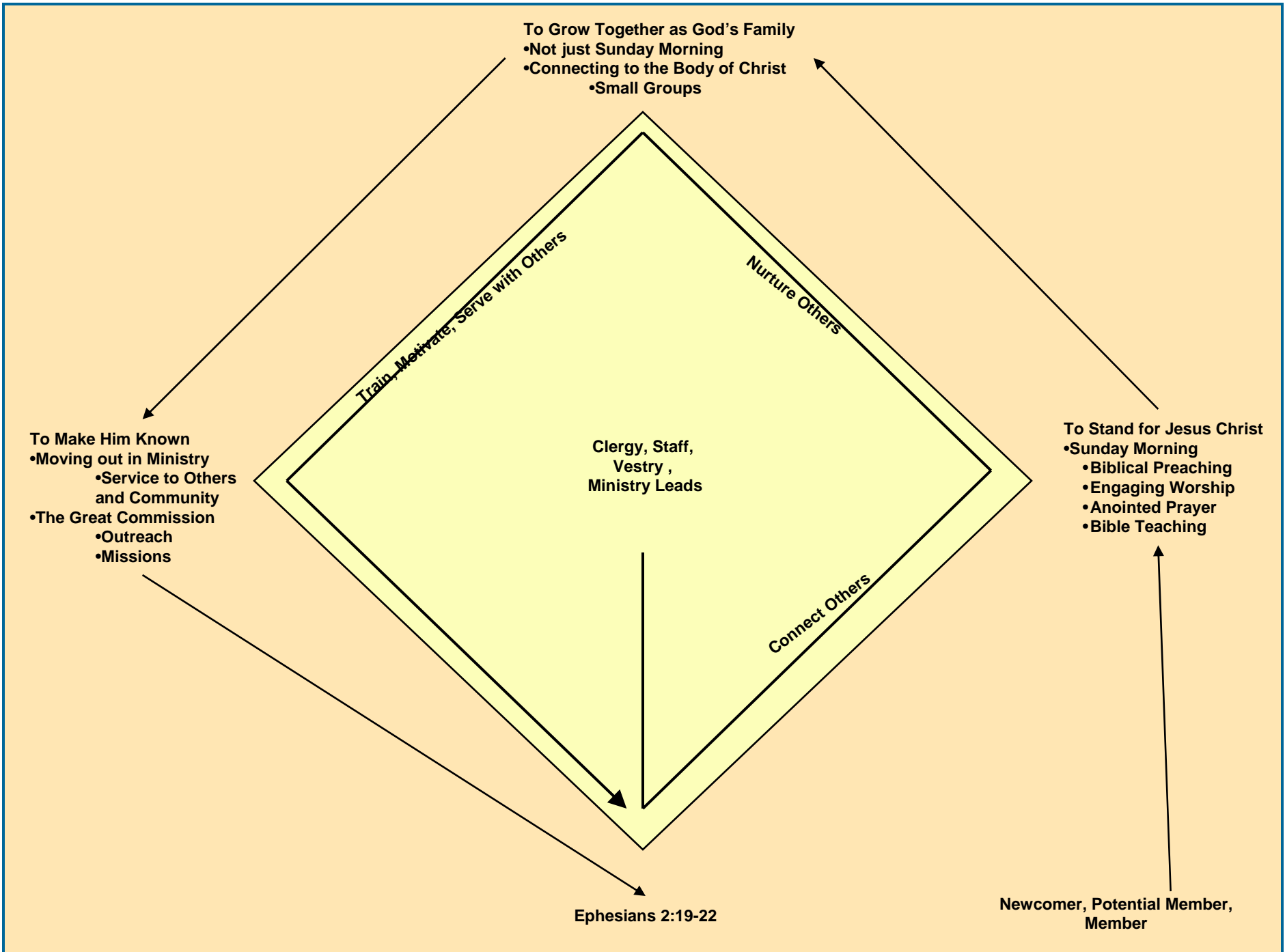
- Concern for Christians in Iraq (see Murray’s email dated October 13, 2008, 4:25 pm, Subject: Help for a Christian) forwarding Linda Bassert’s report about an Iraqi Christian needing sponsorship. Murray is checking sponsorship options and may seek vestry endorsement. This would not be a financial risk to the church, as several

opportunities exist to provide housing. The State Department looks favorably on organizational (church) sponsorship as a “backstop.”

**Adjourn**

The meeting adjourned at 9:05 PM by unanimous consent to John motion and Ross second, and was followed by an Agape feast.

Vestry Meeting Minutes for October 14, 2008  
Prepared by Larry Pantzer  
Version: Approved  
Attachments: 6



**Strategic Initiatives Report (*Building the Body of Christ at Epiphany*)  
October 14, 2008  
Stated Goals at January Congregational Meeting**

1. Institutionalize our mission statement  
“Every member knows our mission and how their ministry and calling fits.”
2. Re-energize and expand small groups  
“Every member is connected to a small group and is growing spiritually.”
3. Teach Spiritual Gifts  
“Every member knows how they were uniquely equipped to serve God and are motivated and excited to serve.”
4. Discipleship  
“Every ministry is raising up its new leaders and understands what gifts and talents are needed.”

**Status:**

1. Institutionalize our mission statement
  - Mission statement art piece hung in gathering place
  - Star Article encouraging people to ponder their own activities and opportunities
  - Theme of Stewardship Campaign
  - Growth Task Force Assessment
  - On-going message from pulpit
2. Re-energize and expand small groups
  - Mark Oliphant leading initiative
  - Accurate listing of current home groups
  - Working with Babette on “Get Connected” billboard
  - Met with home group leaders
  - Discussion about doing a Home Group Sunday this fall with a skit
3. Teach Spiritual Gifts
  - Teaching with Staff/Vestry in June
  - Roll-out teaching with Home Group Leaders (early in '09)
  - Mary Yerkes designing a course for Epiphany based on S.H.A.P.E.
  - Articles on gifts ready to publish in Star/Candle
4. Discipleship
  - Nothing to report

**Bottom Line Status:**

Good thinking and coordinating has begun but there has not been a lot of tangible progress

**Questions for Vestry:**

1. Do we still think this is the right set of priorities and are we on the right track?
2. Should we maintain a Vestry position dedicated to this effort?

To all,

The Epiphany Growth Task Force recently met and is recommending the following approach for the next steps in the Ministry and Program Assessment:

- The previous approach of a single Epiphany 'Assessment' is being revised to multiple 'mini-assessments'.
- 'Mini-assessments' will be worked by Vestry Commission and will include all of the corresponding ministries within the commission area. Where appropriate, individual events / programs will be discussed.
- Each 'mini-assessment' will be conducted via a series of face-to-face discussions and not e-mail exchange of questionnaires. The Growth Task Force will split up to assist Vestry and ministry leads with the assessment discussion.
- Priority is being given to Vestry Commission areas with out-going Vestry members (Fellowship and Teaching) along with Evangelism / Outreach (given high priority of Evangelism).
- **The Growth Task Force discussion teams are a resource to assist the Vestry Members and Ministry Leads in their discussion. The information and conclusions of the discussions should be documented in the Vestry Workbook input. The 'mini-assessments' are the ultimate responsibility of the Vestry for their Commissions.**
- The 1st round of discussions will occur in a timing so preliminary input can be made and provided to new Vestry members, consistent with the other documentation efforts being worked.
- Each team will make recommendations for the next steps in each area.

The Mini-Assessments will be worked by the following teams:

- **Fellowship: Vestry -- John Ticer & Bill Fetzer**; Growth Task Force -- Maria Van Wie & Fred Apelquist
- **Teaching: Vestry -- Kevin Holmes**; Growth Task Force -- Lisa Ellis & Steve Mentzer
- **Evangelism & Outreach -- Gin Edmunds, Jan Welch, & Larry Panzer**; Growth Task Force: Babette Arnold, John Arpee, & David Weddington

Recall that the initial inputs for the assessment were partial and uneven. We believe that the revised approach of face-to-face discussions will stimulate

positive and meaningful dialog and exchange of important information. As a minimum, the discussion topics will include the following:

- How does the Vestry Commission and each Ministry help someone stand for Jesus Christ, make Him known through the power of the Holy Spirit, and enable us to grow together as God's Family?
- How does the Ministry make a difference in people's lives?
- Should we continue the ministry? How could it be changed / improved?
- Assess a simple impact (high, medium, low) of the ministry across the following stages of development: 1) exploring Christianity, 2) Growing in Christ, 3) Close to Christ, 4) Christ Centered
- What are the key interactions of the Ministry with other Ministries or small groups within Epiphany? How well are those interactions working? How is prayer utilized in the Ministry; is there interaction with Epiphany's Prayer Ministry?
- Also, please discuss: What could Epiphany do differently to help more people grow in Christ?

Within the coming week, I would ask that Vestry members and Growth Task Force teams connect and begin planning the timing of the discussions.

May God bless and strengthen each of you.

All of this is for God's glory; may we always seek his will for Epiphany.

Steve

Dear Brothers and Sisters,

Since our last Vestry meeting, much has happened and God has led us with a mighty hand. Our staff and volunteers underwent eight hours of depositions in September, during which our Prayer Ministry prayed and fasted. God truly was our refuge. Following that time, the Diocese and TEC waived the part of the trial they were building on those testimonies. Please continue to pray for the remaining property issues that are on going during the trial this month and for God's provision for us.

The weekend of September 26th-27th, Epiphany hosted our second ADV annual Council, with the keynote speaker J. I. Packer. He was a tremendous blessing and his wisdom was right on target for our times. What a privilege to have had him here with us! This past week, Epiphany also hosted a meeting of the Common Cause Partnership- a meeting of bishops, priests and lay leaders representing a number of North American Anglican denominations in partnership together for the Gospel. It was a very powerful time. Epiphany is truly a blessing to all these folks- we are strategically placed geographically and with our facility for God's purposes in our time.

Our Parish Retreat is coming up this weekend and promises to be a deep time of fellowship and teaching as we Walk through the Old Testament together. Back here at Epiphany, the Rev. Tom Herrick of the Titus Institute for church planting and development will be celebrating the Eucharist and preaching.

Tonight we'll be meeting at 7:00 pm so please be on time for prayer and so we can use the time wisely. We'll be looking at our Mission and how we can structure ourselves strategically to Stand, Grow and Make Christ known. I'll see you in Room 201-202.

God be with you all- thank you for serving Him.

-Robin

Attachment 5

**Pantzer, Larry**

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**From:** murgin@verizon.net  
**Sent:** Wednesday, October 08, 2008 7:44 PM  
**To:** vestry@His-Star.org; staff@His-Star.org  
**Subject:** tentative vestry agenda for October 14  
**Attachments:** Vestry Agenda.doc

Dear Friends,

Please find attached a draft of our agenda for our October 14 vestry meeting. Please give me any corrections or additions by Sunday evening, October 12.

Continuing in the spirit of trying to reduce time devoted to “announcements” given orally at our meeting, I offer the following note. We can always discuss such items at the meeting the meeting if you wish.

Please begin now praying about your call to serve as the leader of a commission / ministry. The plan is to have a “tentative” selection at our November 11 meeting. Unfortunately, this is only two days after our election, but we have been telling those who are discerning a call to run for the vestry of our hope to have a two month period of having old and new commission heads working together. This is particularly important as we shall be considering the budget in the spring. In any case, we shall finalize the appointments at our December 9 vestry meeting.

Of course, people who wish to continue in their present commission can express such an interest, but in fairness to the new vestry members, we do not want them to feel like they are getting positions that are left-over after the current members express their preferences.

All of this points again to the importance of the Vestry Position Descriptions. Please look them over and refine them as appropriate. You may wish to add some detail as Kevin as done for the teaching. Concentrate on the one associated with your commission or ministry, but also look at all of them and if you see any corrections, please contact the appropriate heads. The more that people coming in can see about the various positions in writing the faster they can adapt and be productive.

Please continue to make this a priority.

Finally, FYI, we shall invite to our meeting all those persons .

Thank you,  
Murray

11/11/2008

Attachment 6

**Pantzer, Larry**

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**From:** Ross Cummings [ross@rcdrafting.com]  
**Sent:** Thursday, October 30, 2008 11:34 AM  
**To:** vestry@his-star.org  
**Subject:** motion for lighting proposal

All

Please see the request for vote below. I remind you that we may be without an exterior sign indefinitely and the new lighting is a very inexpensive and effective form of advertising.

#### Request for Vestry Vote

I move that The Church of Epiphany, Herndon, accept the proposal submitted by Outdoor Lighting Perspectives for the installation of exterior lighting for the "church" portion of the building. The lighting package includes two spot lights on the bell tower and 18 well lights for the two flanking exterior walls. The total cost will be \$5,630. A portion of the funds will come from a donation given to the Gifts and Memorials fund in the amount of \$2,500. The remainder will come from the Buildings and Grounds Budget.

Ross Cummings  
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11/11/2008