

## Minutes of the Vestry Meeting, November 10, 2022

### Discussion/Decision:

#### Rector's Report

- **Staffing:** Originally, the Facilities Manager position was created as a 25-hour a week position and was increased to 40 hours to assist in managing the prior capital campaign projects. Now that those projects are completed, the position will go back to 25 hours a week, beginning in 2023.
- **Worship Service:** A second Sunday worship service will be added beginning November 27 at 11:15 am in the Chapel.
- **Solar Panel Update:** We have a contractor that is willing to provide a car port structure for the solar panels.

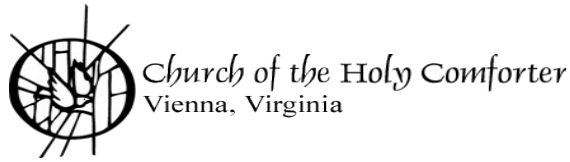
#### Warden Updates

- **Vestry Election:** The Vestry elections will be held the weekends of November 26/27 and December 3/4. For the Vestry election, congregants will be able to vote either in person or electronic.
- **Choir Room Update:** Going forward, the Choir Room project will be managed by the Buildings & Grounds Committee, who will provide updates to the Vestry.
- **Ministry Center Marketing Efforts:** There is the need for more target marketing specific to rental opportunities. There is discussion of possibility adding a staff position to assist with this effort.
- **Fundraising Policy:** As a reminder, the Vestry approved a Fund-Raising Policy, effective April 1, 2022. This policy requires Finance Committee review and Vestry approval. Vestry members are reminded to review this policy, especially with the Youth, Outreach, ECW, and Pre-School.

**Endowment Board Election:** Kip Brailey and Kari Govan have been nominated to join the Endowment Board. A motion was made to approve these two individuals. It was seconded and approved.

#### Finance:

- **2023 Budget Review:** The preliminary 2023 budget was shared for review. Further discussion and a vote will occur at the December Vestry meeting.
- **Building Loan:** A recommendation was made to make an additional principal payment of the Ministry Center loan. A motion was made. It was seconded and approved.
- **Treasurer's Report:** We are currently have a deficit YTD. Pledge receipts for the month of October were on budget. Net income for the month was positive. YTD pledge collection is



at 97%. Our expenses are running mostly behind budget. A motion was made to approve the Treasurer's Report. It was seconded and approved.

**Stewardship Update:**

The 2022 Annual Stewardship Campaign for 2023 is underway. Pledge cards will be mailed the week of November 14 and the online pledge option is currently open. Commitment Saturday/Sunday is November 26/27. The goal is \$1,200,000 in pledges from 300 families and individuals.

A motion was made to approve the minutes for the October meeting. It was seconded and approved.

**Standing Committees and Program Updates:**

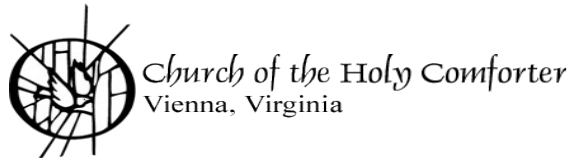
All Committee Chairs were asked to submit their committee updates prior to the meeting to dedicate time to review the *Mutual Ministry Review* questionnaire. The following chairs submitted updates:

**Adult Formation:** "Whose Side is God On" and "Sacred Ground" have been completed. "Stretch Out Your Hand" still has three sessions to go.

**Building and Grounds:** The choir room project must address ADA compliance, fire code requirements, and ventilation requirements. Tom Gadell will start working part time in 2023. The boiler alarm issue has been corrected. Numbers have been attached by velcro above all doors. Bids for removing branches above the playground are being received. Part of the columbarium has been power washed, the remaining part will be done in the spring along with caulking. The walls of the undercroft have been tested for mold and found to be negative. There is a plan to remove some invasive trees in the forest. Six people have sponsored trees. The pond is only four feet deep and the oxygen level is not high enough to sustain fish living in it. An individual for the Northern Virginia Soil and Water Conservation District will visit and provide guidance on how to improve the quality of the pond. Another bamboo treatment has been arranged. A new contractor has been found to install the solar panels. Playground warning signs will be placed on the fence around the playground.

**Fellowship:** I am contacting parishioners directly to have them sign up for coffee hour.

**Newcomers:** Monitoring [welcometovienna@gmail.com](mailto:welcometovienna@gmail.com) and online signup on the web to respond in a timely and welcoming way to electronic outreach. Working on reconciling old data for possible outreach via email and telephone. Monitoring volume of newcomers to determine next Brunch date. Trying to determine how to engage our parishioners with REALM-a valuable tool for newcomers to navigate our space.



**Preschool/Youth/IONA Fund:** All fund raising by the youth group will be done by providing a service or goods. The IONA Fund has seen a net gain.

**Stewardship:** The Stewardship campaign has started. There will be three eBlast sent out during the month of November. There will be a mailing November 14 with information and a pledge card with return envelope. Commitment weekend will be November 26/27. The Capital Campaign has raised another \$2,000.

**Outreach:** Applications for grants are due December 31. Lisa Curtis is the liaison for Samaritan Ministry.

A closed session of the Vestry was held beginning at 8:20 pm to review the *Mutual Ministry Review* questionnaire.

**The meeting ended at 9:40 pm with the Lord's Prayer.**

Respectfully submitted,

David Grove  
Vestry Member