Episcopal Church of the Atonement

5073 East Capitol Street, SE

Washington, DC 20019

Vestry Retreat - "Embracing Our Future"

Saturday March 13, 2018

Collington Senior Living Facility

Vestry members:

Rev. Irving Berry, Kelly-Marie Boone, Paula Dorsett, Darin

Foster-Marks, Patricia Harley, Rochelle LaFargue, Clorine Neal, Karen (\*) Neal, William Pinckney, Obie Pookrum, Eric Smith, Robert Warr, David

(\* Denotes absence)

Reverend Irving called the meeting to order at 10:15 a.m. with prayer.

**Devotions:** Presented by Reverend Irving focusing on 1 Samuel 3:1-16. Highlights: "If He calls you, we are to respond...Here I am."

Retreat Agenda was reviewed; a **motion was made and passed to accept the Retreat Agenda as shown.**

Clorine LaFargue was nominated to fill the open Vestry position; she accepted the nomination.

**It was moved and seconded that Clorine LaFargue is the newest Vestry member.**

**Norms:** Read by Obie Pinckney

**Minutes** from the last meeting were reviewed and motion made and passed to accept.

Rev. Irving briefly spoke of the latest parochial report for the Atonement Parish. Report suggests if there are 37 children that are our parishioners at atonement. However, only three or four are present on any given Sunday morning. At the annual meeting, several of our teenagers responded to information at our service. Jordan spoke about possibilities of improved involvement of young people in Atonement Bill raised the point that this information should be formally presented to the Vestry in the future.

Reverend Irving requested all Vestry members present respond to what they expect to accomplish during their tenure on the Vestry. Responses were given in seated order.

Rev. Irving encouraged Vestry members to model welcoming behavior with our visitors. It is our responsibility to assist our pew neighbors by sharing prayer books; directing them to the proper page; demonstrate and encourage an inclusive and friendly environment so that visitors wish to join the Atonement Family. Visitors are a high priority. In 12 years, she has officiated 116 funerals and added 56 parishioners. Older parishioners tithed at a higher rate than our younger millennials. Vestry members should remember what they said and act on it and be responsible for that piece. She thanked the Vestry for their responses.

The Mission Statement; Vision Statement; and Top Ten Vestry Responsibilities were read by all members.

Strategic Plan Report was presented by Obie. Vestry Guidance document - "Following the Plan of God" was distributed as a suggestion of leadership expectations for new and continuing Vestry members as well as responsibilities as a Vestry Committee Chair. Committee chairs will be required to report what they are doing or what they are trying to do; eliminate paper reporting; actively respond to and submit required documentation via email so that Committee and Strategic Planning reports are completed in a timely fashion. Vestry Committee Report template was introduced along with the Christian Education Committee Report submitted Oct. 3, 2017 as a good sample representation. Committee Chairs are required to submit reports via email 3 days prior to Vestry meeting. The Vestry Strategic Planning Committee Report, (Neal assisted to upgrade data process reporting) and the Vestry Governance and Administration Report dated Feb. 10th were also presented and summarizes the progress toward implementing 2018 objectives and Atonement's 5 yr. goals. The Statement of Core Values familiarized Vestry members of the 7 core values derived from Scripture. Highlights: Worship & Praise - improve visual technology, add screens into sanctuary; Christian Education, Growth & Development - encourage parental participation to engage kids in church; Pastoral Care - rector must be able to preach, attend to special needs of sick & shut-ins, increase our number of lay eucharistic ministers ; Fellowship and Hospitality - reduce the number of standing committees, Welcoming meets hospitality needs; Stewardship and Fundraising - consider co-chairs; Community Outreach - essential to optimize opportunities, high priority for growth; Governance & Administration - new administrator (Anita March), financial processing brought back to Atonement, Eric Pookrum responsible for treasury duties.

**A motion was made to add an Ex Officio/Legal Counsel position as an officer of the Vestry. The motion was seconded and passed.**

**Vestry Nomination of Officers of the Vestry**: Duties of officers of the Vestry Standing Committees for Parish Organizations document was presented. Their roles and responsibilities were reviewed by members present. **Nominations** were received as follows:

**Senior Warden:** Obie Pinckney

**Junior Warden:** David Warr

**Treasurer:** Karen Neal

**Clerk of the Vestry:** Rochelle Harley

**Financial Secretary:** Clorine LaFargue

**Ex Officio/ Legal Counsel:** Eric Pookrum

**Election of Officers**: **It was moved and seconded to accept the nominations received for Sr. Warden (Obie Pinckney), Jr. Warden (David Warr), Treasurer (Karen Neal), Clerk of the Vestry (Rochelle Harley), Financial Secretary (Clorine LaFargue) and Ex Officio/Legal Counsel (Eric Pookrum).**

**Nomination of Standing Committee Chairs of the Vestry:** Duties of chairs of Vestry Standing Committees for Parish Organizations document was reviewed. Their roles and responsibilities were reviewed by members present. Nominations for standing committee chairs were received as follows:

**Audit:** Robert Smith

**Christian Education:** Paula Boone & **Adult Education** (Patricia Foster-Marks)

**Community Outreach:** Rochelle Harley

**Security:** Darrin Dorsett

**Fellowship:** Kelly-Marie Berry

**Fundraising:** Rochelle Harley

**Investment:** Eric Pookrum

**Property:** David Warr

**Security:** Darrin Dorsett

**Stewardship:** Robert Smith

**Strategic Planning:** Obie Pinckney, Co-Chair William Neal

**Technology:** William Neal

**Welcoming:** Kelly-Marie Berry

**Election of Standing Committee Chairs: It was moved and seconded to accept the nominations for chairs received for the following standing committees: Audit (Robert Smith), Christian Education (Paula Boone) & Adult Education (Patricia Foster-Marks), Community Outreach (Rochelle Harley), Church Security(Darrin Dorsett), Fellowship (Kelly-Marie Berry), Investment (Eric Pookrum); Property (David Warr); Stewardship (Robert Smith), Fundraising (Rochelle Harley), Strategic Planning (Obie Pinckney, Co-Chair William Neal), Technology (William Neal), Welcoming (Kelly-Marie Berry)**

Rev. Irving blessed the food & lunch was served.

**Treasurer's Report:** After giving a line-by-line account of the Statement of Financial Position, Actual vs Budget Performance and Pass Through Fund Reports (all as of January 31, 2018), it was noted that $54,025 more was spent than taken in. Also, cash in SunTrust accounts total $28,436; total assets total $4,935,857; total liabilities & equity is $4,935,859 which represents a 1% increase from January 31, 2017; actual vs budget is $4,502 over budget; pass through accounts total $18,041.27. Finance Committee Report dated March 10, 2018, was presented. Anita Marsh, Obie Pinckney & David Riley met with Goldin Group to discuss transition for payroll processes back to parish. Transition should be seamless; continuation with ADP account to ensure continuity of data is an option; SunTrust Bill Pay is another option; Vestry Treasurer will make check processing system decision. Goldin Group has agreed to email notes capturing meeting minutes; send information for parish QuickBooks files; create &send Feb. & March financial reports; and train Anita on ADP processing as start date will be April 13th. Morgan Stanley will not send a monthly statement since no monthly activity for January. Donor management system utilized is Breeze. Anticipated fund raising from outside resources will require a 3% service fee whether using PayPal or another swiping method.

**A motion was made and passed to accept the Treasurer's Report as indicated.**

**Property Update:** Vestry has expressed an interest in purchasing property adjacent to Atonement. Property owners have given parish the first right of refusal to purchase 5059 & 5061 East Capitol Street, SE, Wash., DC.

5059 is available for immediate sale; has been appraised for $315,250; negotiations with their agent is ongoing; estimated to require 20% down payment ($63,050) to purchase; estimated 5.75% business financing may be secured with a 15-yr. note. Property requires improvements; closing costs will be split between buyer/seller; secure a management company to find tenant.

5061 will be available to discuss its purchase Summer 2018.

Atonement is appraised at $4,000,000; securing 5059 & 5061 will provide air rights and substantially provide instant equity once properties are improved and increase Atonement's property value; opportunity to provide open space for events; cheaper to improve both properties at the same time, however, this may not be an option.

**The motion was raised by Eric that the Vestry delegate the Executive Committee authorization to complete the negotiation of 5059 East Capitol Street, SE, Washington, DC, as variables get ironed out.**

**The motion was seconded and passed.**

Vestry members commended Eric & Darrin's work to negotiate the possibility to secure the adjacent properties.

Eric commented that the rising costs of utilities may warrant the consideration to move Atonement to another location in that $40,000/ yr. equates to a new mortgage.

**Rector's Report:** Rev. Irving reminded the Vestry that the tax-exempt card is available for parish purchases; results in substantial savings to the parish. The clutter in the church must be removed; storage space is a high commodity; Phillip's area is overwhelming; Yard Sale is suggested; deadline for removal is May 31st; items will be discarded after that date. She will be out on April 13th attending the Daughters of the King Convention.

**Senior Warden's Report:** Search for a New Rector: The Search for a New Rector document was presented. Vestry selects new rector by appointed search committee who recommends three (3) qualified candidates. There are many unemployed Episcopal ministers. Vestry conducts business of parish during selection process. Traditional search process: current rector gives notice to Cannon Paula; required notice is issued from NY headquarters and diocese; interested & qualified candidates apply to parish; appointed search committee conducts process and recommends candidates; Vestry selects rector from those candidates. New process for rector search: An interim rector is selected and is responsible with same responsibilities as current rector. Shorter methods to long process are available; however, no search consultant is required nor hired. Bishop may recommend several candidates. Search committee may invite interested candidates to preach; may hire on probationary terms as "Priest-in-Charge” for a 6-month term (additional 6-month terms may be invoked for a maximum of 18 months); may petition Bishop to evaluate candidates outside of diocese; may utilize social media or skype to interview candidates. Bishop recommends Vestry appoint a chair for search committee to follow designated criteria. Search committee members should represent parish community & Vestry with search committee consisting of (6-10) members. Obie proposes the following recommendations: Vestry selects the search committee chair; chair develops guidelines & criteria for new rector; search committee should consist of (7) parish members who will identify and convey their qualifications by applying to the committee; Executive Board of the Vestry makes the final rector selection based on the (3) recommended candidates from the search committee.

**A motion to accept the recommendations for the New Rector Search and Search Committee was made and passed.**

**Junior Warden's Report:** David reported that there is an ongoing effort to keep track of equipment; new leak near pulpit; copper flashing requires repair near the front wooden doors with estimated cost of $3600 while maintaining same material; stone molding must be ordered & replaced prior to fixing mortar joints; no obvious signs of repair needed following the recent wind storm; landscaping will be completed before Easter Sunday; most issues with flashing occurs at the seams.

**Technology Update:** William informed the Vestry that the Technology Committee is near 85% completion of the Information Technology Plan for the parish. Technology equipment and Wi-Fi capabilities were operational for the AYAEM Computer Literacy Workshop held on Feb. 13th. RCN broadband is our ISP provider to (3) desktop laptops and (1) printer. Wi-Fi supports (2) networks: ATONEGUEST, password: OurChurchWiFi, operational between 6am - 10pm; and ATONEPrime, password not issued, Rev. Irving will delegate who receives password. Wi-Fi served from (5) access points; Parish Hall, Adult Classroom, Vestry Rm, Sanctuary, Youth Classroom; $100 per each additional location. Video Door Bell System is motion sensitive; ability to buzz visitors into bldg.; Smartphone app and desktop accessible; completed by 3/21/18. Newly installed equipment is as follows: Parish Hall - projector & screen; Vestry Rm. - 75" 4K TV. Website enhancements will focus on Parish Life; accessible via website: http://www.edow.org/about/find-a-church; additional website page updates are About Us, Ministries, and sections focusing on our (7) Core Values. Proposing a Technology & Media Ministry emphasizing youth contributions as primary resources for videotaping services, supporting future monitors/projectors in the Sanctuary. Technology expects to re-host Atonement Website. Opportunities to add and maintain the following content to the website: Strategic Plan, Vestry pics, Names, Meeting Minutes, Calendar of Events & Meetings.

Assistance is requested from Vestry, Committee Chairs and parishioners to collect/submit photos & video; prepare captions; identify those present in each picture; and narratives for each photo.

**Committee Reports:** **Archive** - committee is dissolved; **Audit:** no report was presented; **Christian Ed**.: New members have been invited to join; plans to visit the Bible Museum; Safeguarding God's Children will be offered at Atonement for those who have contact with our youth, and **Adult Education** Chair elected; **Community Outreach:** new committee chair; **Governance & Administration:** Sr. & Jr. Wardens, and Ex Officio/Legal Counsel met with Cannon Paula to discuss new rector search process; **Fellowship:** new committee chair; **Financial:** new committee chair; **Fundraising**: new committee chair: **Investment**: new committee chair; **Property:** information covered in Property Update Report; **Security:** Video cameras will be completed in two weeks; specific details included in Technology Committee Report; **Stewardship:** no report was presented; **Strategic Planning:** chair continues, new co-chair; **Technology:** information covered in Technology Report; **Welcoming:** new committee chair.

Rev. Irving requested that Vestry members select a month to provide the Devotion & refreshments. All Vestry members are required to sign the Conflict-of-Interest Policy Diocesan Council of the Diocese of Washington dated Dec. 9, 2008. Copies were provided to each member; signed copies were returned to Rev. Irving.

The meeting was adjourned at 3:40 pm with prayer.