

ST. TIMOTHY'S EPISCOPAL CHURCH
MINUTES OF THE VESTRY MEETING
June 23, 2026

Present: Rob Huizar (Senior Warden), Wanda Rixon, (Junior Warden), Johnny Ellis, Gene Mechling, John McGrath, Sharon Nachman, Rick Wilson, Terry Dominiak (Alternate), Charles Cowherd (Rector), Rose Berberich (Registrar), Duane Hartge (Treasurer). Absent: Christine Cozza and Varun Lal.

The meeting opened at 7:03 p.m. with a prayer led by Charles.

Minutes. The Minutes of the May 26, 2026 regular meeting were presented. After discussion,

MOTION: To approve the Minutes of the May 26, 2026 regular meeting.
Seconded and carried.

Treasurer's Report/Financial.

- (1) Duane reported that a cost overrun is anticipated in Maintenance and Repair Expense (line item 5.525.11) of \$7,258 to date. After discussion, Rick will look into the overrun and determine how to manage it.
- (2) Duane presented the Treasurer's Report for the period ended May 2026 showing income at 78.5% of budget (95.8% YTD) and expenses at 79.8% of budget (100.6% YTD). Giving is less than anticipated. Duane believes this may be a timing issue and is not yet a cause for concern. After discussion,

MOTION: To approve the Treasurer's Report for the period ended May 2026.
Seconded and carried.

- (3) Charles reported (a) that the Boy Scout money is being held until July; (b) Charles increased the 2027 pledge to the Diocese to \$3,000, subject to approval by the Vestry when the 2027 budget is considered.
- (4) 2024 Audit Report. Charles presented the 2024 Audit Report for the Vestry's consideration. After discussion,

MOTION: To approve the 2024 Audit Report as presented.
Seconded and carried.

- (5) Charles proposed adding the quarterly pledge payment to the Diocese (5.504.20) to the list of Regular Contractual Bills approved by the Vestry on January 27, 2026. After discussion,

MOTION: To amend the St. Timothy's Regular Contractual Bills as of 1/17/26 to include the quarterly Diocesan Pledge (5.504.20).
Seconded and carried.

The document as amended is attached hereto.

Associate Rector Search. Charles reported that there are three candidates currently under consideration for the position.

Parish Administrator Search. Charles reported that the search to fill this position is currently paused.

Latino Ministry. John McGrath reported.

Haiti Ministry. Charles reported that this ministry requested an Agape in October, which Charles declined because the timing coincides with the annual Stewardship campaign.

Worship Committee. Charles presented the notes from the May 13, 2026 Worship Committee meeting.

Social Justice Ministry. Johnny Ellis reported that the ministry, at its recent retreat, identified three areas upon which to focus, namely immigration, hungry people, and gender affirmation. Discussion followed on a paper prepared by Rob showing how other churches in the area post LGBTQIA+ affirmation messages on their websites and how St. Timothy's might do so. Charles reported on the Episcopal Church's document entitled Dignity, Not Mass Detention. Charles reported that the community garden is part of Social Justice Ministry's hunger initiative.

Buildings & Grounds. Charles reported on the HVAC, stormwater maintenance, dead trees, Narthex and Preschool doors projects.

Parish Retreat. Rob reported that seven people have registered so far.

Trustee Replacement. Rick reported that the Order appointing Elizabeth Bosworth as Trustee to replace Jefferson Keith Sinclair, Jr. was entered by the Fairfax County Circuit Court on June 5, 2026 and entered a certified copy of the Order into the record (attached hereto).

Wardens' Report. Rob reported (1) a new verge in honor of Keith Sinclair will be presented to Carol Sinclair on July 26, 2026; (2) thanks to Wanda for managing the church office while the position of parish administrator is vacant; (3) Rob Huizar, Todd Grivetti and Tim Allen participated in the Capitol Pride Parade from St. Timothy's and Rob suggested that St. Timothy's invest in a general banner or t-shirts which could be used in Pride events in the future.

Upcoming Events. Charles reported.

There being no further business, the meeting adjourned at 8:49 p.m.

St. Timothy's Regular Contractual Bills

as of 1/17/26

NDOR	FREQ	METHOD	CODE	AMOUNT	Comments
P	2x/mo	Auto	5.523.16 Payroll Services	\$ 100.00	2025 avg = \$97.03 2x/mo
ide Runners	Monthly	Ck	5.525.10 Lawn/Snow Expense	\$ 2,000.00	This is for the contract only, currently \$1708.33/mo
nva	Monthly	Auto	5.512.10 Communications Exp	\$ 12.99	E-news subscription charged to VISA
ntric - Copier usage	Monthly	Auto	5.523.13 Copier Expense	\$ 350.00	Amt varies from mo-to-mo, this is the average in 2025
arles Cowherd	Monthly	Ck	5.501.40 Rector's health ins	\$ 333.33	2026 rate
urch Insurance Agency	Qtly	Ck	5.525.20 Ppty & Liab Insurance	\$ 5,400.00	quarterly installments auto paid
urch Insurance Agency	Annually	Ck	5.525.18 Workman's Comp	\$ 2,000.00	annual payment due in July with small addl amt due in fall
urch Pension Group	Monthly	Ck	5.501.30 Rector's Pension Exp	\$ 2,000.00	2025 avg rate for Rector and Spanish supply priest
urch Pension-ECERP	Monthly	Ck	5.503.22 Staff Pension Exp	\$360-\$450	Amt varies from mo-to-mo, this is the range in 2025
ucesan Pledge	Quarterly	Ck	5.504.20 Diocesan Pledge	\$3,750	
dson Pest Control	Monthly	Ck	5.525.11 Maintenance & Repair	\$ 581.40	2026 Annual fee
minion Energy	Monthly	Auto	5.525.31 Utilities-Elec	\$ 3,800.00	max-bills varies from \$1025-3800 in 2025, \$1897 avg monthly
ward Movement	Bi-Monthly	Ck	5.507.10 Worship Materials	\$ 45.00	Day-By-Day devotional
arantee Cleaning	Monthly	Ck	5.525.40 Cleaning Contract	\$ 2,455.00	2026 rate
S Consulting	Monthly	Ck	5.506.51 Spanish Music Contractor	\$1236-\$1545	\$309/wk - w/confirmation from Vilma Lemus
NE Elevator maintenance	Annually	Ck	5.525.11 Maintenance & Repair	\$ 2,475.00	2025 annual rate
ib - Mortgage	Monthly	Auto	2.203.10/5.524.10/5.524.11	\$ 10,079.85	
ney Bowes - Lease	Qtly	Auto	5.523.12 Postage Expense	\$ 180.00	Quarterly
ney Bowes - Postage	Qtly	Auto	5.523.12 Postage Expense	\$ 209.00	freq varies, usually reload about once/quarter
public Services	Monthly	Auto	5.525.30 Trash Service	\$ 416.00	amount varies, this is current avg
wn of Herndon	Qtly	Ck	5.525.32 Utilities-Water	\$ 585.00	max-bills varies from \$498-668, 2025 avg \$576/qtr
Bank - Copier lease	Monthly	Auto	5.523.13 Copier Expense	\$ 264.00	Church lease
Bank - Preschool Copier	Monthly	Auto	5.524.60 Copier - Preschool	\$ 207.10	Preschool lease (reimb'd each mo)
nco	Monthly	Auto	5.523.27 Credit Card Fees	\$ 500.00	estimate, based on actual giving
rizon	Monthly	Auto	5.523.11 Telephone	\$ 400.00	reg monthly amount = \$352-403, but occasionally changes
om	Monthly	Auto	5.512.10 Communications Exp	\$ 35.68	monthly subscription service billed to VISA

G related

VIRGINIA:

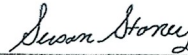
IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In re: Appointment of Trustee
of St. Timothy's Episcopal Church
in the Diocese of Virginia

ORDER

On the Petition submitted on behalf of St. Timothy's Episcopal Church by its Vestry, for the appointment of a trustee to hold title to the property of St. Timothy's Episcopal Church, and the exhibits filed therewith, it is hereby ORDERED that Elizabeth Bosworth is appointed as Trustee to replace Jefferson Keith Sinclair Jr.

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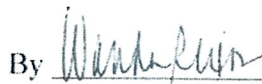


Susan J. Stoney
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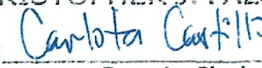
Judge

St. Timothy's Episcopal Church
(Name of Church)

By 
Robert Huizar, Senior Warden

By 
Wanda Rixon, Junior Warden

A COPY TESTE:
CHRISTOPHER J. FALCON, CLERK

BY: 
Deputy Clerk

Date: 06-05-2026
Original retained in the office of
the Clerk of the Circuit Court of
Fairfax County, Virginia