

Making, Equipping and Sending Mature Disciples of Christ



Love with the heart of Christ, think with the mind of Christ, and act in the world as the Body of Christ.

Vestry Meeting Minutes 9/17/17

Present: Mtr Suz (Rector), Paul Anderson (Sr. Warden and Treasurer), Kathy Crouse (Jr. Warden), Kathy Sparks, Hap Wheeler, Byron Harder, Meredith Mims McTigue, Shannon Quattlebaum, Jack Davis, Iris Reed, Kathy Hunter, Joe Yanes, Bill McDaniel

Excused: Tommye Hurst, Kaleb Ellison

Guest: Ray Eisenbies, Stewardship Committee Chair

Senior Warden Paul Anderson welcomed everyone and asked Mtr. Suz to open the meeting with a prayer. He introduced Shannon Quattlebaum, a new member of the Vestry.

Spiritual Journeys: A Faith Journey story was shared.

Stewardship Campaign: Ray Eisenbies, Chair of the Stewardship Committee, provided a recap of the 2017 pledges, proposed changes in tactics for the Stewardship Campaign for 2018, and the schedule for the 2018 Stewardship Campaign. See **ATTACHMENT A** for details.

Old Business

1. **Approval of minutes of August 20 regular meeting:** Minutes approved unanimously.

New Business

1. **Inclusion of email approval of funds for HVAC units and Nave project in this month's minutes:** For the record, the Vestry approved the HVAC expenditure via email between regular Vestry meetings. Now approval is needed for funds for the Nave project since it is over \$10,000. Bill McDaniel made a motion to approve the Nave expenditures, which was funded by a special campaign; seconded by Joe Yanes. Motion passed unanimously.
2. **Review of Vestry Goals:** We have three vestry goals this year. See **ATTACHMENT B**. Kathy Crouse will take responsibility for leading the Communications Goal; Shannon Quattlebaum will take responsibility for leading the Engagement Benchmarking Goal.
3. ***Presentation and approval of Trinity Place Survey:** See **ATTACHMENT C**. Hap Wheeler reviewed the survey for the Vestry. Previous surveys had skewed demographics. We want a better representation. Next Sunday, we will do presentations about the survey and what we are trying to accomplish. Hap emphasized this is only a survey to gain feedback. The Vestry will make the decisions. He asked the Vestry to encourage everyone to participate in the survey. Byron expressed concern that we need to be

more specific about the options that could open up to us if we sell the property to the City of Clemson. Kathy Crouse agreed to will reach out to Darren Linville and ask him to add more information on that topic, which is that the city has expressed interest in having us trade our property for two lots behind Judge Keller and some cash, allowing us to have parking space, build as needed, and retire our debt. The city wishes to use the property for a parking deck and/or hotel. We could have access to the parking deck.

Kathy Hunter made a motion to approve the survey; seconded by Joe Yanes. Motion passed unanimously.

- 4. Sharing Time: Vestry Comments, Concerns, and Observations:** Paul asked for people to share anything they believe the Vestry should know about -- good or bad. Good news: Mike Cauley helped us restore the Day School playground after the storm. All around we did well, thanks to preparations prior to the event. Kathy Crouse and Mtr. Suz are working on a safety plan and want to get the Vestry and leadership groups from other downtown churches here for dinner to open lines of communication on this topic. They hope to have this event in February. Mtr. Suz will start that conversation with the Ministers Group. Kathy Hunter mentioned the ice cream social for Family Promise. Shannon asked that we be conscious of communicating with parents regarding Sunday School information.

Reports

August Financials and Treasurer's Report: Paul Anderson presented the Treasurer's Report. The Finance Committee noted the EDS budget and surpluses are larger than in past years. Kathy Crouse took an action item to get the Vestry an explanation for various funds on the balance sheet. Hap Wheeler made a motion to approve the report; second by Bill McDaniel. Motion passed unanimously.

Rector's Report: Mtr. Suz asked the Vestry to cook for Canterbury November 29. We will decide what to cook at the October meeting. The Clemson Men's Choir will sing at the October 22 service. Day School Sunday is October 1. It will include a children's sermon.

Jr. Warden – Kathy Crouse:

- Buildings and Grounds Committee Update: Over past couple weeks we have had Kitchen 101 training. Parking for football has been successful for the two home games thus far. We owe a huge debt of thanks to Caleb Ellison, Beth Kunkel, Bill Purkerson, and Bill Hurst. Parking could not happen without them and it is a huge revenue generator for the Parish. We are getting quotes for improvements to St. Paul's (funds provided by the Diocese). We have had to replace a classroom window, get the bells repaired, and the AC is to be replaced tomorrow. We are on a waiting list to fix the front railings. The Building and Grounds Committee is working on a list of items that they will ask for in the 2018 Statement of Mission (budget).

Sr. Warden – Paul Anderson

- Vestry Nominations - Appointment of Nominations Committee: Four members rotate off the Vestry: Iris Reed, Kathy Sparks, Joe Yanes, and Caleb Ellison. They will form the nomination committee for the new Vestry members, along with one or two other parishioners. Iris will chair the committee. Paul thanked everyone for their service.

Ministry Teams (5-10 min. each, as needed)

- **Outreach: SEE ATTACHMENT D.** Family Promise has several needs, which Kathy Sparks asked the Vestry to begin thinking about:
 - There are gaps in church hosting weeks in the Family Promise schedule. A motel is the alternative, plus the expense of their meals.
 - Ideas are being considered for transitional housing. They are asking churches to do what they can to help out with this.
 - A list of items they need. Iris Reed suggested they apply for Bazaar funds.
 - They are seeking volunteers for the office.

Closing Prayer

Respectfully Submitted,

Rebecca Eidson
Clerk to the Vestry

2017 STATISTICS						
PLEDGE CHANGES						
	Greatest Generation 1901 to 1945	Baby Boomers 1946 to 1964	Generation X 1965 to 1982	Millennials 1983 to 2000	Other	
NEW PLEDGES	\$7,220	\$29,990	\$4,700	\$260	\$104	1
TOTAL	\$42,274					
NEW PLEDGES BY NEW MEMBERS	\$3,270	\$5,580	\$0	\$260	\$0	0
TOTAL	\$9,110					
PLEDGE INCREASES	\$6,132	\$7,870	\$3,660	\$600	\$0	0
TOTAL	\$12,262					
PLEDGE DECREASES	\$3,545	\$10,701	\$1,500	\$0	\$0	0
TOTAL	\$15,746					
LYBUNTS	\$5,200	\$10,100	\$750	\$0	\$0	0
TOTAL	\$16,050					

GIVING UNITS					
	Greatest Generation 1901 to 1945	Baby Boomers 1946 to 1964	Generation X 1965 to 1982	Millennials 1983 to 2000	TOTALS
NUMBER OF PLEDGES	66	61	12	3	142
GIVERS WITHOUT PLEDGING	16	16	4	0	36
NO DONATIONS	17	17	15	43	92
TOTAL UNITS	99	94	31	46	270

Agenda for the September 17, 2017 Vestry Meeting

Recap of 2017 Stewardship Campaign

- \$477,016, an increase of \$14,520 (3%) over 2016 (\$462,496). Increase in number of pledges to 149 (previously 143)
- Fulfillment of 2016 pledges does not appear to be a problem (\$462,496 vs. \$461,925 collected). No large offsets.
- Average pledge amount of \$3,201 is consistent with upper South Carolina average (\$3,198)
- See hand out for demographic analysis of pledgors. Like most churches, we have an issue with 80/20 but it is acute!
- Identified donors gave \$11,636 (21) for 2016 and 12 have given \$3,895 for 2017. 6 are former pledgors. We should convert all of this group to pledgors.
- 270 giving units of which approximately 92 do not pledge or give.
- Is this level of pledge income sufficient to sustain the church and allow for growth in programs?
- Parishioner comments?

Proposed change in tactics for 2018

- Initiate wine and cheese party for all 2017 donors (pledgors and identified givers). Purpose is to thank those people for generosity (treasure). Low key!
- Set a dollar goal and announce it. It will be based upon 2018 budget and should be a realistic reach. Specific uses of the new funds will be discussed. Existing pledgors will be encouraged to increase their pledges. New pledgors will be encouraged to start at 1% of income and increase that amount each year. There will be two separate stewardship letters to each group.
- Theme for campaign-"God Loves a Cheerful Giver". In addition, Stewardship committee members who are parents of small children thought that there should be a separate Stewardship Campaign for school children to introduce the stewardship concept to them. Details will be ironed out.
- After ingathering, Stewardship committee will meet to determine non pledgors and assign specific persons to follow up (vestry and stewardship members). As in previous years, we will send written notes as reminders. If this fails, we will consider telephone calls. Put a "hat on every head"; match up demographics. Goal is to reduce the number of parishioners who do not pledge.
- Mtr. Cates will be aware of pledges; it is a pastoral necessity.

Review pledge card, brochure and Mtr. Cates' letter (drafts)

Schedule for Stewardship for 2018

- Wine and cheese party-9/22/17 - Theme "Holy Trinity Gives Back"
- Send first mailing-10/2/17
- Stewardship Kickoff-10/8/17. Sermon with Stewardship theme; Stewardship remarks by RPE
- Stewardship updates by RPE and messages by parishioners regularly
- Follow up mailing 10/30/17
- Ingathering on 11/12/17

ATTACHMENT A, page 3

- Stewardship members/Vestry members plan follow up 11/16/17
- Wrap up TBD

What can Vestry members do to support the Stewardship Campaign?

- Be familiar with the goals and strategy for the 2018 campaign
- Understand and articulate the necessity for an increase in revenues (pledge income). What are the program and expense drivers for the increases.
- Be mindful of any concerns or grumbling of parishioners. Surface them to Mtr. Suz or Wardens ASAP
- Remember that pledging=planning
- Help with the November campaign to contact non pledgors

2017 STATISTICS																
RECAP BY DEMOGRAPHICS																
Greatest Generation 1901 to 1945 \$248,352 53%	Baby Boomers 1946 to 1964 \$185,370 39%	Generation X 1965 to 1982 \$35,910 7%	Millennials 1983 to 2000 \$4,460 .1%	Other \$106 0%												
<p>TOTAL PLEDGES \$474,198 147 100%</p>																
<p>A pie chart illustrating the distribution of pledges across five demographic groups. The data is as follows:</p> <table border="1"> <thead> <tr> <th>Generation</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Greatest Generation</td> <td>53%</td> </tr> <tr> <td>Baby Boomers</td> <td>39%</td> </tr> <tr> <td>Generation X</td> <td>7%</td> </tr> <tr> <td>Millennials</td> <td>.1%</td> </tr> <tr> <td>Other</td> <td>0%</td> </tr> </tbody> </table>					Generation	Percentage	Greatest Generation	53%	Baby Boomers	39%	Generation X	7%	Millennials	.1%	Other	0%
Generation	Percentage															
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ATTACHMENT B

Making, Equipping and Sending Mature Disciples of Christ



Love with the heart of Christ, think with the mind of Christ, and act in the world as the Body of Christ.

Vestry Purpose Statement

We, the **Vestry of Holy Trinity Episcopal Parish** in Clemson, SC, together with the Rector, supporting clergy, and staff, engage in transformational ministry, safeguard the wellbeing of the parish, and support parishioners, the community, and places of need in the world. We engage in prayerful contemplation as we make decisions for the parish and follow the direction that Jesus has given us even when we doubt.

Vestry Goals for 2017

Increase engagement and participation in the life of the parish.

Decide on the long-term use of Trinity Place.

Communicate the work of Ministry Teams so members of the parish are aware of their programs of work and accomplishments.



PAGE ONE

Our Place: A Shared Vision

Demographic Questions

1. Name: _____

Please note: We are asking for your name only for the purposes of ensuring we have collected responses from the largest possible number of parish members. Your identity will not be connected to your responses on this survey.

2. Gender: Male Female

3. Age:

0-20	20-30	30-40	40-50	50-60	60-70	70 or older
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4. Do you have children under 18 who regularly attend church with you? Yes No

PAGE TWO

In January of 2008, Holy Trinity Episcopal Parish purchased Trinity Place, the former location of Clemson United Methodist Church adjacent to the parish’s education building. In 2014, we demolished the church building and created the current temporary parking area. We are ahead of schedule in paying off the debt on the purchase and improvements and can project that we will have the resources to close out this loan. Much of The property is currently being leased to Clemson University for parking space, but zoning regulations will soon require the parish to make decisions regarding the future of the property. The purpose of this survey is to seek your input on that process.

The survey is divided into two parts. In the first part, the Vestry asks for your input on a proposal for near-term actions associated with Trinity Place. This proposal was developed by the Trinity Place committee and was based on previous surveys, the Prism Project report created by architecture students at Clemson and input from various Holy Trinity committees and teams.

In the second part we ask for your input on a variety of longer-range options for the use of the Trinity Place as well as for the existing parish facilities. Please bear in mind that the two facilities are linked, as decisions about uses for one will influence decisions about uses for the other.

PAGE THREE

By way of background, a few facts and a review of input we have received to date may help you as you consider the proposal. Among them are the following:

Near term changes the parish will be required to make:

- To meet zoning requirements, the city has asked us to upgrade our gravel parking area if we wish to retain it as a public and revenue generating parking area. This would involve paving and designated landscaping, among other renovations.
- The retaining wall for the playground is unstable and that the elevated area should be removed and the playground relocated. In addition, Clemson emergency services has raised concerns that the wall creates a dangerous choke point in Addison Lane for traffic during student drop-off and pick-up.

Information learned from previous research:

- An earlier survey indicated a strong preference for retaining control of the Trinity Place property, as many felt this was the covenant the church established with donors to the Prism Campaigns.
- Earlier surveys and the results of the Prism Project Report indicate a strong desire for at least part of the Trinity Place to be retained as green space.
- An earlier census of Sunday parking (fall of 2015 and 2016) showed that in addition to the parking available in front of and behind the church and in the adjacent Gentry Hall lot, we needed at least 20 spaces in Trinity Place.

Some challenges we face with the use of our current space:

- Much of our space in the parish house is underutilized. Some of this is due to a lack of access to the basement. However, other spaces are also sparsely used.
- The drop-off and pick-up of students for the Day School through the rear parking lot renders the area nearly unusable for periods during the day and is a safety issue for the children.
- The Day School requires security and uses the parish hall for activities, thereby limiting the use of the parish hall when school is in session.
- Handicap access to the church office is cumbersome.
- Canterbury has no space equivalent to that of other campus fellowship groups.
- The Day School (and in some measure Family Promise) lack space for recreation, music, and art.
- The delivery of beds and supplies for Family Promise is difficult, as it must come through the main floor of the parish house and down to the basement.

ATTACHMENT C, page 3

- The Outreach committee has voiced a desire to expand its activities for such things as temporary meals and shelter, literacy programs, health screenings, a food pantry and seminars and workshops, among others.

Financial Considerations:

- The city has shown a possible interest in purchasing the property for development. It is feasible this purchase could involve a "trade" for the area on the other side of the alley leading down into town. Under this arrangement (and to be clear, this is hypothetical) it appears that we would net funds to put toward the debt and programming and retain some parking in proposed development. However, the considerably lower grade of the possible "trade" property would limit its accessibility and thus its value to Holy Trinity.
- Thanks to the various fund-raising campaigns, parking revenue and other contributions, the total debt for purchase and property improvements has been reduced from \$2.68 million to about \$700,000 (as of July 2017). If only the monthly payment of \$8,889 is paid, the debt will be retired in July 2025.

PAGE FOUR

The near-term proposal:

1. Retain the Trinity Place property and continue to service the debt. This will meet the covenant with the parish to maintain Trinity Place.
2. Within the next one to two years, make the following modifications to the Trinity Place property:
 - Relocate the current playground and change the grade behind the parish hall to accommodate entrance at what is currently the basement level; provide an access drive to the back of the parish hall for deliveries and drop-off and pick-up of Day School students.
 - Retain a limited number of surfaced parking places. Continue to rent unpaved parking for football patrons.
 - Retain the remainder of the space as a lawn, garden and playground and perhaps for other outdoor recreation.

PAGE FIVE

Overall, it is the belief of the committee and vestry that changes would:

1. Remedy the safety issues associated with the current playground and open up Addison Lane.
2. Provide the needed parking for the parish and continue considerable parking revenue stream.
3. Expand the uses of the Parish House.
4. Improve security for our programs.
5. Provide green space and an attractive additional entry way that will serve to attract people to Holy Trinity.

PAGE SIX

Survey Questions

1. While we understand you may have many additional questions regarding this proposal, please indicate for us your initial feelings:

Very Unsupportive	Unsupportive	Neutral	Supportive	Very Supportive
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2. Please explain your previous answer. Indicate any concerns or suggestions.

3. Is it likely you would make a financial pledge to help support such a project?

No, absolutely not	Maybe, I'll have to see	Yes, absolutely
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4. Looking to the future, please rank those needs/services/ministries of Holy Trinity Episcopal Parish you feel are most in need of space. Please rank from "1" being "most important" to "9" being "least important".

- ___ Parking (for the use of Parish members)
- ___ Parking (as a means to generate income)
- ___ Sunday School Classes
- ___ Canterbury
- ___ Episcopal Day School

ATTACHMENT C, page 5

Parish Offices

Event Space

Recreation

Outreach

5. Was there anything important you felt was left off of the previous question? If so, please let us know.

6. Do you have any other ideas regarding how to best utilize Trinity Place which you would like to share?

FAMILY PROMISE OF PICKENS COUNTY HOSTING SCHEDULE

MONTH	FIRST DAY	HOST CONGREGATION
JULY	2nd	
	9th	BLUERIDGE VIEW
	16th	Clemson Presbyterian church
	23rd	FORT HILL PRESBYTERIAN
	30th	FIRST BAPTIST CLEMSON
AUGUST	6th	EASLEY FIRST BAPTIST
	13th	CLEMSON UNITED METHODIST
	20th	Habitat House at CUMC
	27th	Motel
SEPTEMBER	3rd	TRINITY POINT
	10th	BETHESDA UMC
	17th	ROCK SPRINGS BAPTIST CHURCH
	24th	
OCTOBER	1ST	
	8TH	
	15TH	HOLY TRINITY
	22ND	FORT HILL PRESBYTERIAN
	29TH	BLUE RIDGE VIEW
NOVEMBER	5TH	EASLEY FIRST BAPTIST
	12TH	PICKENS PRESBYTERIAN
	19TH	BETHESDA UMC
	26TH	PICKENS PRESBYTERIAN
DECEMBER	3RD	CLEMSON UNITED METHODIST
	10TH	TRINITY POINT
	17TH	
	24TH	Clemson Presbyterian Wed-Sun 27th thru 31st
	31ST	FORT HILL PRESBYTERIAN

ATTACHMENT D, page 2

Dear Family Promise Leaders,

Happy Birthday and Congratulations on three years in Pickens County! I believe we are making a difference for homeless families.

But a homeless shelter is not enough. In the three years that we have been serving families in our county, it has been getting harder for a family with a working parent(s) to find an affordable home to rent on a full time salary. Changes in HUD (Housing and Urban Development) and apartment owners in our county have made it even more unlikely that our families will find housing in the future.

I am especially grateful to Easley Presbyterian Church and Clemson Presbyterian Church who have purchased homes near their property and offered transitional housing to our families after they left Family Promise. These homes give our families a chance to live independently but also have the support of JoAnn and Armilla.

Since your church has been involved in Family Promise your congregation is more aware of the housing needs of the working poor. Not all churches could buy a home and provide transitional housing. But perhaps your church could do something to help like collect money or talk to a local apartment owner (see attached handout for other ideas).

A small committee of coordinators from Family Promise is looking into possibilities of providing even more transitional housing options for our families and others in the county. We're exploring zoning laws and options near the Day Center.

We are asking that you meet with your Social Action/Social Ministry committee at your church and discuss ways your church might be able to help provide transitional housing in addition to continuing the ministry to homeless families through Family Promise.

Family Promise staff will continue to provide support to the families after they leave Family Promise and they can also provide support to your congregation if your group decides to provide transitional housing. Perhaps your congregation could provide funds, land, builders, repairers, or an apartment.

Please look over the attached list, pray about how God wants your congregation to help, and discuss the options He shows your congregation. Then get back to me or Armilla or JoAnn regarding what your congregation hopes to do and how Family Promise can support you.

ATTACHMENT D, page 3

I know this is a BIG ask. But remember when we ^{ed} starting talking about Family Promise over 4 years ago? We also wondered if we could do it. With God's help we have provided shelter to 31 families and helped 114 individuals. God is working through us. Let's see what else HE can do through us to help the working poor have a home of their own. Options you consider should help a family live independently from 6 months – 2 years (until they can rent or buy a home of their own). Their time in transitional housing will allow them to save for the costs of future housing, collect their own furniture, and develop long term habits of responsible home ownership.

We had a family of 5 in Family Promise for 8 months this year. Imagine moving every week for 8 months! Family Promise is not set up to have a family for that long. Family Promise needs homes to put families like this into so that they can have a more stable living arrangement. Please ask God how your congregation can help.

Please let me know if you have questions. The attached list is just a list of possible alternatives to help your social ministry committee begin to talk about options. We would like to hear back from you about what your church might do by November of this year.

Thank you for the work we do together to help those in need.

Thanks,

Eunice Lehmacher, LISW-CP

eunicerkl@gmail.com

Co-Coordinator of University Lutheran Church, Clemson

Ideas about Transitional Housing

Please ask your congregation if they can undertake some transitional housing effort in your own community. Ideas:

- Buy an old home nearby and fix it up (e.g. Clemson Presbyterian Church)
- Ask realtors to keep an eye out for inexpensive homes or lots in the area. Consider buying the home for a transitional house.
- Acquire an empty lot (or home) as a donation to your church.
- Build a tiny house (on wheels or on an empty lot).
- Add on an apartment on to your church's building or property.
- Talk to your local city government about zoning laws on your church property and find out if you could park a tiny home on wheels in your parking lot (and for how long)
- Ask a local construction company to donate supplies for a tiny house
- Ask 100 (25, 10....) members in your congregation to give up an amount monthly (e.g. \$25/month or the cost of one meal for the next 24 months).
- Ask your church to add transitional housing in your church's budget.
- Ask groups in your church to donate money or have a fund raiser for transitional housing.
- Ask for matching funds or grants from your church body towards transitional housing.
- Apply for a loan from sccommunityloanfund.org
- Partner with your city's government to get a HUD grant or advocate in your city's government for more affordable housing units.
- Meet with apartment owners in your area (or congregation) and discuss ways that they could provide affordable housing units (perhaps partnering with your congregation to pay part of the rent for the first year...)
- Ask your congregation members who work in construction, real estate, social service, and/or government what their ideas are for increase the amount of transitional housing units in your immediate area.

Add more ideas of your own!

Please send an email to either Joanne Brink (jbrink@familypromisepickens.org) or Eunice Lehmacher (eunicerkl@gmail.com) with what your church decides after your talk to them. We'll gather a list of the congregations plans and report back at a future coordinators meeting.



- Automatic locks on front and back doors
 - Secure locks on office doors
 - Light bulbs replaced in foyer
 - Gravel unpaved parking area
 - Flooring for admin area
- Kitchen cabinets divided and locks installed
- Cabinets in day room divided and locks installed
- Cover for side (main) entrance door
- Large wall-sized whiteboard
- Freestanding cabinet (2-door)
- Industrial refrigerator
- Deck in back (part screened-in)
 - Picnic table(s)
 - Outdoor benches
 - Outdoor lighting-
 - "Porch lights" at doors
 - Floodlights on corners
- Smoking area away from the building
- Air intake vent installed outside of Armilla's office
- Electric outlet installed under sink for garbage disposal
 - Dishwasher hooked up
- Outside water spigot fixed or new one installed
- Security system installation
- Storage building
- Industrial washer & dryer
- Heat/air upstairs

Volunteer helpers-

- Office Angels to assist with answering the phone, data entry, filing, general office tasks
 - Transporters to take families to appointments, work, and activities
 - Organizers for handling donations, stored items, and other projects
 - Teachers of life skills on Sunday afternoons

Updated 9/13/17