



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 10/21/2018

Present: Hap Wheeler, Kathy Crouse, Bill McDaniel, Bob Green, Jack Davis, Kathy Hunter, Carey Kaye, Christopher Wilkerson, Tommye Hurst, Shannon Quattlebaum, Lori Graham, Sarah Maiberger, Earl Burch, and Suz Cate.

Absent: Meredith McTigue, Byron Harder, Bob Taylor

Opening prayer (Hap)

Spiritual Reflection/Journey (Suz)

Old Business

1. Approval of Sept. 2018 minutes: One correction was made: Bob Green is not the director of adult formation - it is Christopher Wilkerson. Minutes were approved unanimously.
2. Strategic Planning-prioritization exercise (Hap and Kathy C.) – **SEE ATTACHMENT A**
 - a. Vestry members selected their priorities for Administrative, Church in the World, Formation, and Care of People focuses. Additional discussion and refinement of these priorities will take place at the next Vestry meeting.
 - b. Clarification was made regarding the establishment of a Canterbury mentorship program as a subset of Gap Analysis.

New Business

1. Administrative
 - a. Vestry Goals for 2018 – update
 - i. Increase engagement and participation in the life of the parish (Shannon)
 1. Neighborhood Group Meetings; status of survey
 - a. Survey went out last week
 - b. Wide range of feedback – business, fellowship, etc.
 - c. Some neighborhood meetings have been postponed and others not scheduled as yet. These will be scheduled or rescheduled as soon as possible. Every neighborhood group has a leader
 - d. **SEE ATTACHMENT B for talking points**
 - ii. Decide on long-term use of Trinity Place (Tommye) – **SEE ATTACHMENT C**
 1. Inventory and next steps
 - a. Trinity place met last week and assignments were made regarding who is doing inventory for each area.
 - b. Clarification on what is in the room, what is the use for the room, what are the finishes like on the furniture in the rooms, what will need to be updated when for SOM.
 - c. More information will come to the Parish, including costs, once the architect has been consulted further.

- d. There are a lot of common interests noted among parish members.
 - e. Tommye will send out Current and Long Term Planning spreadsheet to Vestry members.
 - f. Potential parish forum at the first of 2019
 - g. Drawings for 3 different options for the property are in the works at this time.
 - h. We will have a construction permit for Phase 1 and any renovations to the current facility by 12/1/19, in keeping with our current agreement with the city.
- 2. Signage issues with city
 - a. A temporary banner requires an application of variance with the city.
 - b. We will be applying for a variance to have temporary signage placed until construction is completed, when permanent signage will be placed.
 - iii. Communicate the work of the ministry teams (Meredith)
 - 1. Hap Wheeler gave a brief report in the absence of Meredith
- 2. Sharing Time: Vestry Comments, Concerns, Observations
 - a. Observations made about space for children and adults in the Parish hall after church. Safety concerns for the less mobile in our church.
 - i. Ideas will be addressed with family ministry.

Reports

- 1. Senior Warden (Hap)
 - a. Advent Reflections
 - i. This year the reflections will be written by the vestry and the Sunday classes.
 - ii. Given a daily office (New Testament or Gospel reading) choose one.
 - iii. Reflections are basically a paragraph.
 - iv. Reflections will be emailed to Kathy Crouse and they will be published. **By 11/1/18.**
 - v. REFLECTIONS ARE ANONYMOUS
 - vi. Contributors may be mentioned.
 - b. SOM for 2019/2020
 - i. Hap previously sent out details regarding the changes to the SOM secondary to stewardship changes. (information emailed prior to meeting).
 - ii. Awaiting results of Stewardship Campaign for finalization.
 - c. Approval of Budget for Thrift Shop – **SEE ATTACHMENT D**
 - i. Some money will be set aside for capital expenses that will come out of St. Paul's/Thrift Shop Fund (25% of funds for capital expenses, 75% for outreach).
 - ii. Charities for outreach have been selected by Thrift Shop.
 - iii. Details provided in notes sent by Hap Wheeler.
 - iv. Motion to approve by Tommye Hurst; seconded by Sarah Maiberger. Motion approved unanimously.
 - d. Proposal from Pavilion Developers for Trinity Place
 - i. Developers need 74 spaces for parking for new hotel.
 - ii. Underground parking was proposed, but very expensive.
 - iii. Proposal for above ground parking with shared control with church.
 - iv. All options would relinquish some control of the property by the church.
 - v. Proposal was denied by Trinity Place representatives secondary to minimal benefits for use of the property.

- e. Chapel Open/Security for office area
 - i. Stairwells to office have been secured.
 - ii. Chapel will not be open on home football Saturdays.
- f. Vestry pledge reminder
 - i. 50% of the vestry have submitted.
- 2. Junior Warden (Kathy C.)
 - a. Doors
 - i. Bill Hurst and a Sherwin William's representative are working on the paint for the doors.
 - b. St. Paul's work (paving, landscaping, fences).
 - i. Evensong service was held earlier this evening in thanksgiving for the work that has been done at St. Paul's.
 - c. Nominating Committee
 - i. Still looking for nominees for vestry. We have 2 candidates currently, but need 2 more nominations.
 - 1. Bill Hurst will be on the ballot for the Junior Warden slot.
 - ii. Day School Board is filled
 - iii. Delegate for Diocesan Convention, still need an alternate for Diocesan Convention
 - d. We may need to form a Grounds Committee
 - i. May need to add landscaping to SOM
 - ii. Checking with Greg Vaughn regarding mowing, temporarily.
 - iii. Tommye Hurst has volunteered to pull weeds, temporarily.
- 3. Treasurer (Bob) – report given by Hap Wheeler – **SEE ATTACHMENT E**
 - a. Current Financial statements
 - i. Net – about \$11,000 in the red currently.
 - ii. There are ways to compensate for this at the end of the year, if needed.
 - b. Increase in parking fee of \$100 with increase to Haiti University Student Fund.
 - i. Increase parking fee to \$700 for the season, well below other offerings for a reserved spot.
 - ii. Proposed: additional \$100 will go to Haiti University Student Fund. The group will help with staffing parking. \$600 will still go to cover the remaining debt. This is for the 2019 parking season.
 - iii. Motion to approve: Carey Kaye; seconded by Kathy Hunter; discussion commenced; unanimously approved.
 - c. Church pay SECA for Suz
 - i. Priests pay self-employment tax. We need to reduce salary and then return it back for payment of tax. This has been done for previous priests and is included in Suz's and Christopher's contracts.
 - ii. Motion to approve: Jack Davis; seconded by Sarah Maiberger. Motion approved unanimously.
- 4. Rector (Suz)
 - a. Bishop's visit
 - i. 3/31/19 Bishop will visit. Confirmation will be held.
 - b. Pursuing a DMin
 - i. Suz is pursuing a Doctor of Ministry degree at Sewanee is 2019. She will be away for 3 weeks during the month of June, 2019.
 - ii. Program will take 3 years, for 3 weeks over the next 3 years for coursework.
 - iii. Looking at leadership development through catechization, designed to develop leaders in the Episcopal Church.
- 5. Ministry Team Reports
 - a. Stewardship (Bill)
 - i. Update from Lynne Farmer given on 10/19.

- ii. Of the 30 pledges that have been returned so far, 17 have increased the previous pledge, as of last Thursday (10/18). \$124,757 pledges so far. (Last year 27 for \$68,332 at this time).
 - iii. Deadline for 2019 Pledges is 11/11.
 - b. St. Paul's (Jack)
 - i. Proposal for gift of a piano
 - 1. We have had an offer to donate a grand piano for St. Paul's, but the temperature changes in St. Paul's are not favorable for a piano.
 - 2. Recommendation has been made to the donor to donate the piano to a school of music.
 - a. Motion to reject proposal while sending a letter of thanks to the donor made by Jack Davis; seconded by Carey Kaye. Motion approved unanimously.
 - ii. Proposal for Trees being planted at St. Paul's (Suz)
 - 1. Total for the purchase of trees is around \$1200 for the trees. The labor to plant the trees would be donated.
 - 2. The recommendation has been approved by the St. Paul's committee.
 - 3. Trees will be planted in December.
 - c. Pastoral Care (Kathy H.)
 - i. Please see the report submitted by Kathy – see **ATTACHMENT F**
 - d. Engagement (Shannon)
 - i. Organizing a newcomer church tour and dinner on 11/4 @ 5:30.
 - ii. Information about involvement opportunities at church.
 - iii. **See ATTACHMENT G**
 - e. Family Ministry (Sarah)
 - i. Norms/Family Agreement
 - 1. Working on communication for multi-generational space.
 - ii. Children's Liturgy of the Word
 - 1. Working towards consistency among leaders.
 - iii. Events: Advent event; first Sunday lunches after Children's Service; Mom's night out
 - 1. Adding lunch afterwards.
 - 2. Lunches planned for November and December.
6. EDS (Carey K.) – **See ATTACHMENT H**
- a. Administrative/budget comments
 - b. Facilities issues
 - i. Going to look at security now that doors are in place.
 - ii. Recurring issues with church not being locked on Sunday night.
 - iii. City engineer has put a "cherry smell" in the pipes leading to the church to help with smell. There is a leak somewhere and a smoke test may have to be performed to determine where the leak is.
 - c. Positioning statement (in progress)
7. Canterbury-update (Christopher and Lori)
- a. Christopher highlighted points from his report that was submitted to Vestry. **See ATTACHMENT I**
 - b. Formation of Canterbury team
 - i. Potential members have been identified and Christopher is working on sending invitations out.
 - c. Eric Naeseth and Lori Graham will be meeting to discuss a grant proposal for Canterbury through the National Church.

Closing Prayer

Respectfully Submitted,

Lori Graham, edited by Rebecca Eidson, Clerk to the Vestry

ATTACHMENT A

Potential Initiatives Identified at the Vestry Strategic Planning Session

September 23, 2018

(Each Vestry member was given three sticker dots to use for votes. The numbers next to the statements indicate the number of votes each received.)

Administrative

- Educate church leaders as to their roles and responsibilities (6)
 - Would involve committee members as well as vestry members
 - Key to the effective operation of the church
- Evaluate/develop organizational structure and management (7)
 - Procedures and policies (for hiring, fund mgt., etc.) and lines of authority standardized
 - Committee charges defined
 - With above-key to effective operation of the church
- Develop a long-term financial plan (3)
 - Will follow from a long-term strategic plan
 - Will facilitate continuity and put annual SOM/stewardship in context
- Develop a comprehensive communications plan (in process) (7)
 - Develop consistent branding
 - Assess and, where necessary, improve our current inventory of methods
- Increase the accessibility and visibility of the church (8)
 - Make the church easy to find and navigate, visually and physically
 - Aids in “marketing” our presence and mission
- Review the 2020 metrics
 - Determine where we succeeded and where we fell short; reevaluate the goals
- Assess and optimize the use of our facilities (in process) (1)
 - Needs to be done regularly
 - Should reflect our current and proposed ministries and missions
- Develop a facility management plan (3)
 - Includes routine maintenance of kitchen and parish hall
 - Better define responsibilities of sexton and other responsible parties
- Complete a parish-friendly security plan (in process) (1)
 - Secure the EDS while making parish hall available
 - Allow for staff and parishioner security while making church welcoming
- Make the vestry and other leaders more visible and accessible to parishioners (5)

Church in the World

- Understand the priorities and passions of the parish for outreach (10)
- Rebalance our internal vs external focus (16)
 - Set goals for our level of outreach

- Consider ways to use our current facilities for outreach (5)
 - Plan future facilities for outreach
- Communicate to the parish and the community our outreach (5)
 - Our outreach may attract newcomers
 - Educate parishioners about outreach opportunities, including volunteer service
- Evaluate the EDS offerings in light of emerging competition (5)

Formation

- Develop a comprehensive formation (curriculum) plan (14)
 - Establish continuity from year to year that teaches the values and traditions of TEC
 - Prepare students for confirmation over their entire church school experience
 - Foster a community of all ages that is empowered to act in the world as the body of Christ using time, talent and treasure
- Strategically plan activities (9)
 - For specific age groups and for families
 - That are intentionally intergenerational
 - With groups outside the church
- Enhance Canterbury program (16)
 - Create space specifically for these students; understand security concerns
 - Enhance opportunity of participants for involvement in the church community, including outreach
- Educate parishioners regarding estate planning and its value for financial security of the church (3)

Care of People

- Undertake a pastoral care gap analysis (15)
 - Consider the various groups by need, including lapsed parishioners
 - Specifically consider the needs of the young adult demographic
 - Specifically consider organizing meals (meal train)
- Recruit volunteers for pastoral care (7)
 - Use current survey process
 - Utilize youth and Canterbury students
 - Encourage intergenerational (both ways) care
- Enhance Neighborhood groups (7)
 - Enhance communication to and from these groups
 - Strengthen, enhance and empower these groups
 - Utilize vestry members a leaders in these groups
- Establish a mentorship program of parishioners with Canterbury students (10)
- Re-evaluate our Newcomer follow-up engagement (3)
 - Re-evaluate our educational programs for newcomers

ATTACHMENT B

Engagement Committee -- Talking Points for Neighborhood Group Meetings

Purpose - There are three parts to this engagement survey and activity

- The first is a parish-wide check in to see how individuals are feeling about their activity level with Holy Trinity - some people may feel overwhelmed by their commitments, some may want to do more, and some are happy with their current engagement level. We're trying to check in and help those that are overwhelmed so they don't get burned out and also reach out to people who may want to do more, but just don't know where to start.
- The second part is that we are trying to update our parish database to make communications easier and smoother. Part of that is recording the different committees/activities people are involved in. For example - Once the records are updated - when we want to send an email to children's choir parents that practice is cancelled - the parish secretary can easily select those people and be confident that she's not forgetting anyone. At the moment, too many of our communications are relying on people's memory of who is in what group or are going out to more people than necessary.
- The third part is to see what common interests parishioners have - this is going to be used just to see what types of future events or small group offerings the parish might be interested in.
- So yes, we would like people to see that there are lots of ways to be involved at Holy Trinity - you can be involved a little or you can be involved more frequently - that's up to you. But we have teams that need help right now - so if you're interested in doing more - fill out the survey, talk to Shannon Quattlebaum or someone on vestry and we'll figure out how to get you plugged in. If you're overwhelmed - talk to someone, let us know.
- Service is give and take - there will be some times when we can give more of our time and talents and energy and some times when we need more from others. I can't determine where you are at in the give and take but I can help you find people and activities at Holy Trinity that can be a meaningful part of your life.

ATTACHMENT C

Fall 2018 Update on Trinity Place/Trinity Space Committee: Next meeting plans

Dear Bob, Caleb, Carol, Daren, Hap, Kathy, Meredith, Nigel and Suz,

The fall is here and the Trinity Place Committee will re-convene as the Trinity Space Committee. Our work ahead directly correlates with producing the Long-Term Plan for Holy Trinity's downtown campus. It amazes me how much has been accomplished for this project since July 2017, when we first met. The Architects have all the information that was collected from the Parish in a variety of ways. Our charge is to assess the space we currently use in our buildings and evaluate each area's long term plan.

Our efforts will be to create an overall plan for our space that represents and provides for our mission needs. The function of each room should be a place that our members and visitors will be able “ *to love with the heart of Christ, think with the mind of Christ, and act in the world as the Body of Christ*”.

We will be assigned areas(rooms) to be evaluated for square footage, programs, ministry needs, finishes and furnishings. Each room(s) need to be designed for its purpose (short and long term). We will have professional help through our Architect/ Interior Design team with the details. Our Committee is intended to include a group diverse in their experience in the life of the parish and in their professional lives. This is a lot of work so, don't hesitate to engage others in evaluating your assigned areas. I have had lots of input from people in a variety of age groups with ideas and they should be tapped for their time and talent. I have indicated potential team members and we can add to the list of prospects at the meeting. Below is the list of areas to be evaluated. I have some ideas of who I would like to see work on specific spaces, but we can certainly make changes. The team allocation is intended to be an assignment for a committee member responsible for the final report. Any part of the evaluations and planning can be done by those on the *Team*, the committee member is only expected to be accountable to reporting on the time line and having a final report submitted. Don't be afraid! Your name is assigned to multiple areas, but feel free to re-assign or delegate to another team member.

Currents Areas	Committee Member	Team Assistance
Church/Nave, Sanctuary, Sacristy, and Narthex	Kathy and Suz	Nave Committee, Interior Designer and Architect
Administration Offices	Kathy, Suz, and Bob	Sarah Maiberger
Office Reception and Meeting Rooms	Kathy, Suz, and Bob	Sarah Maiberger
Bell Tower, current parking places, outside entry/dropoff, and garden	Caleb and Nigel	Architect Byron Harder
All Identity and Directional Signage	Meredith and Darren	Architect/City Codes
Parish Hall, Entry hallway, & library	Meredith and Darren	Interior Designer, Cara Robb, Shannon Quattlebaum
Day School and Children's Chapel and Sunday School use of same spaces	Hap	Director and Day School Board Members Architect for sq. ft./#
Playground	Nigel and Caleb	Univ. PRTM staff
Basement	Tommye and Carol	Interior Designer, Youth leaders, Canterbury
Upstairs Education Rooms	Tommye and Carol	Family Ministry & Group of Sunday School teachers
Upstairs Choir Rooms	Carol	Becky

With the help of our Architect and Design Build team, plans will include a phased calendar created for any future changes, scheduled maintenance, updating and replacement, new space and costs. When completed, the plan (the calendar will be as a time-table) will be documented for the leadership and become part of the Long Range Plan. By giving everything in each room a life time, we will have good guidelines for space usage, planned maintenance, updates and purchases. With this information our Architect will be able to discern what new spaces would be needed in the future and how Trinity Place can be a positive addition to our mission and ministry.

This will be important work for the future of our ability to grow ministry as a downtown church and next door neighbor of Clemson University. Included below is the list of our initial *Purpose Statement & Strategic Planning directives*. The accomplishments and status for each are also included in the following:

Funding Options and Management – *When Phase I plans are approved, we will pass this information to a Capital Campaign Committee – Suz, Hap, and Bob to lead.*

Parish & Community Communication- *Our Surveys, parish forums, and Tempo articles have continued to communicate with the parish. City of Clemson Planning and Codes office and Clemson University Planning Department have been contacted are prepared to help us with any questions or needs for land use and connectivity.*

Space Use Planning- *We are half way there! Nigel prepared floorplans and square footage for each room in our current buildings, Tommye has prepared floorplans for each floor in the Parish House (Education Building) showing the use in each room. Now we do the work of planning for the future!*

Design and Construction Management *We have hired the Design Build Firm of Signature Architects and Trebel Corporation for Long-term Planning for our entire campus. The intention is to hire them for construction drawings and construction work for Phase I of that plan.*

I know this is a lot of information and use of our time and talents, so from the core of my soul, THANK YOU for your contributions and service!!

God's Blessings,
Tommye Hurst

ATTACHMENT D

ST. PAUL'S THRIFT SHOP COMMITTEE MEETING – September 24, 2018

Members in attendance: Diana Manly, Sally Mathiasen, Betty Snowden, Jim Snowden, Wendy Longo

We reviewed the income and expenses of the Thrift Shop and arrived at the following distribution of Thrift Shop income for the calendar year 2019:

Thrift Shop Maintenance –

\$1,800	Utilities (water, electric, etc.), Paper Towels, toilet paper, cleaning supplies
400	Mulch
500	Outside maintenance – wood sidewalk needs repair
3,000	Contingency (Furnace)

After reserving Thrift Shop Maintenance money, the balance will be distributed as follows:

- 25% St. Paul's
- 25% Daily Bread
- 25% Family Promise
- 25% Ripple of One

Diana Manly, Chairman

ATTACHMENT E

Treasurer Report on Oct 2, 2018 Financial Statements October 17,
2018
Bob Taylor

1. **Financial Statements.** The October 2, 2018 financial statements continued to indicate budgetary shortages in the 2018 SOM. The following items were discussed at the Finance Committee meeting on October 3, 2018:
 - Income is about \$13.8K below budget (page 3) and is projected to end the year by \$12K or \$13K below budget for identifiable reasons.
 - Staff salaries (page 3) are about \$4,000 below budget and are projected to be about \$6,000 below budget by year end since the Family Minister position has remained vacant.
 - Similarly, staff pensions (page 3) are projected to be slightly less than \$2,000 below budget at the end of the year.
 - Capital Improvements (new doors) (page 4) will exceed budget by a few thousand dollars when all work is completed.
 - Maintenance (page 4) is currently about a thousand dollars over and will probably end the year with this overage amount.
 - Utilities (page 4) are over budget and are projected to be \$2,000 to \$3,000 over by year end.
 - Expenses currently exceed income by \$11,557.51 (Difference, bottom of page 4)
 - Voluntary Prism and Trinity Place Walls contributions (page 5) are down, but with the healthy parking income, the annual loan payments on Trinity Place of \$96,494.04 can almost exactly be covered by Trinity Place Income (without touching the \$25,000 gift for architectural fees). However, no additional principal payments are likely this year as has been the case in previous years.
 - The approximately \$16K restoration for the Anderson fund in 2018 will be made near year end since the projected balances (if only 5% of the interested had been used) were calculated for the end of the calendar year.

2. Football parking

- Bill Hurst asked that the football parking season price be increased from \$600 per space in 2018 to \$700 per space in 2019 and that \$100 (times the number of season spaces sold) be allocated to the Haiti University Student Fund in 2019. The Finance Committee voted unanimously to make this recommendation to the Vestry in its October meeting.

3. Paying SECA for Rector and Reducing the Salary by an Equivalent Amount

- The following recommendation was unanimously endorsed by the Finance Committee:
The Finance Committee recommends to the Vestry that the salary agreement for the Rector be modified to show that Holy Trinity Episcopal Parish pays the SECA allowance for the Rector and the salary be reduced by the corresponding amount.

Note: This action would require an addendum to the Rector's Letter of Agreement and corresponding changes in the Statement of Mission. This would have a tax benefit for the Rector since the actual salary reported would be approximately \$5,000 less. This modification to the accounting of the Rector's compensation would neither increase nor decrease the total amount. With this change, the accounting of clergy compensation will be uniform, as Holy Trinity currently pays the SECA allowance for the Assistant Rector per his Letter of Agreement. Similar to the Haiti University Student Fund changes on the contribution statements for tax benefits to parishioners, the Finance Committee recommends that this be effective as soon as all documents are secured for sound financial justification.

ATTACHMENT F

Pastoral Care Ministry Team Meeting October 8, 2018

Attending: Judy Surak, Suz Cate, Barbara Armstrong, Kathy Hunter, Pam Mack, Lynn Luszczyk and Liz Halpin. Meeting was called to order by Judy Surak, Chair, at 4:01pm. We opened with a reading from Judy about St. Frances and then we read in unison the Prayer of St. Frances. Approval of minutes from the September 2018 meeting followed.

Visitation: Barbara took Communion to a parishioner and another would also like Communion. Last month, Suz had 13.5 hours of face time with parishioners in various settings. Took Communion to three parishioners, one who needs monthly Eucharistic visits. Made visits to hospitals, The Willows and Clemson Downs. Over the past few weeks, Suz has done some one-to-one counseling, spending about 1.5 to 2 hours/week for this.

Transportation: per Shannon Quattlebaum, it's going well. We have insurance but should have copies of drivers' driver licenses. Shannon will gather copies to follow best practices and show due diligence.

Health Ministry:

1. "Solo Women" group has met once and will continue twice per month meetings. Working on how they can feel more comfortable when attending group and social activities. This group is evolving. Pam will get more copies of the brochure for local food offerings.
2. Judy contacted Christopher about setting up The Teepa Snow (a leader in dementia care and education) DVD series during Sunday School; he has earmarked the last two Sundays in January for this purpose. At the end of November, we will put some teasers on Facebook, in weekly bulletins and the Tempo, bathroom door stalls and on the breakfast tables, beginning to help educate parishioners on cognitive decline issues.

The "Pastoral Care Resource Center" is up and running. Judy is working with Tommye Hurst about getting a bulletin board up so we can post articles and other information for parishioners

Kathy gave a short report from the September 2018 Vestry Meeting. We talked about the Nominations for church positions coming open and discussion followed about potential parishioners who might be interested in running.

Neighborhood Groups: Barbara's Neighborhood Group #2 met at the Snowdens. Looking in to her group meeting at Clemson Downs or at the new fire station, for easier access for all. Mother Suz and Shannon Quattlebaum came. Lynn Luszczyk's Group #1 is meeting this Saturday, 10/13/18. Hap Wheeler's is meeting Sunday night, 10/14/18, and Pam Mack's (Old Stone Church) is this Friday night, 10/12/18. Tom Witmer recommends no separate Clemson Downs neighborhood group at this time.

Suz discussed St. John's Good Samaritan Fund that would be used for parishioners who need emergency assistance. Different than the rector's discretionary fund, as this fund is only for parishioners. She would like to discuss this Good Samaritan Fund with the Finance Team and the Vestry before further discussion with the Pastoral Care Ministry Team.

Also, Suz working on getting the prayer list printed in the bulletin. Please ask for permission for printing a name, if possible.

Judy reviewed the safety issue of running in the Parish Hall and is working with Sarah Maiberger, the Family Ministry Team Leader, to improve safety in the Parish Hall.

Meeting adjourned at 5:17pm. Next Meeting: Monday, November 12, 2018, 4pm

**minutes respectfully submitted by Kathy Hunter, October 8, 2018*

ATTACHMENT G

ENGAGEMENT COMMITTEE - Meeting date: September 26, 2018, 7pm, Attending: Mtr. Suz Cate, Tom Witmer, Joe Yanes, Shannon Quattlebaum, Cindy Thackham

I. Neighborhood Groups (Tom Witmer)

A. Some groups, like the Wheeler's, are meeting regularly. Still room for improvement with many groups.

B. Challenges:

1. Attendance! Why? Schedule choice, group demographics. How do we get feedback without seeming intrusive?
2. It was discovered that we have members not placed into NG. One was a vestry member!

C. Action Plan:

1. See if we can cross check the church software to see who has not been placed in a NG
2. Put the group lists on Google drive - accessible to all to cross-check and reduce emails back and forth

II. Newcomers (Tom Witmer)

A. We have about 30 families/individuals "graduated" since the beginning of 2017

B. Challenges:

1. Newcomers are only added to the directory annually, how do others get access to their info?
2. Shouldn't we have more regular newcomer gatherings?

C. Action Plan:

1. Host a Newcomer Church Tour and Dinner on November 4 at 5:30pm; presentations/tour at 5:45
 - a) Tom and Shannon will organize attendees - all newcomers since 2017 will be invited along with ambassadors, committee chairs, and vestry
 - b) Cindy will arrange for meal prep and kitchen help
 - c) Nursery workers will be needed
 - d) Staff and volunteers will need to be invited to presentations
 - e) Newcomers will get a separate engagement survey via email with contact info and descriptions for all potential engagement activities. Tom and Shannon to work on implementing that piece into newcomer process.

III. Engagement Surveys (Shannon Quattlebaum)

A. Approximately 40 turned in, with 10 having a desire to do more. Shannon will work through plugging them in but wants help. Tom suggested we tweak the survey and add details of the positions. Shannon will then organize by ministry area.

B. Suggestion was made to more greeters into the worship category and possible combine greeters with ushers (have 2 people outside greeting before the service)

IV. Fellowship

A. **Oktoberfest is October 26th.** Joe Yanes is the lead. Adding the blessing of the costumes to the activity.

B. **Thanksgiving Dinner.** Suz will move the Thanksgiving service back to noon on Thursday and a potluck dinner will be advertised for all interested. Suz said she could let those in need we would be serving.

C. **Communications of events** - All communications are to go through Kara in the office. Let her know how you want it advertised - HT notes, tempo, website, facebook, etc.

V. Foyers

A. Chuck and Dee Smith have taken over the duties of organizing the Foyers' groups on behalf of Robbie Grider while she attends to Doug's health needs

B. Groups consist mainly of regular parishioners who have been in Foyers for repeated sessions.

ATTACMENT H

EPISCOPAL DAY SCHOOL REORT TO VESTRY - October 18, 2018

- 1) The Day School recently passed its biannual government inspection with no issues raised.
- 2) There have been several physical plant issues that the board intends to raise with the Buildings and Grounds committee. We will approach the vestry in the near future with proposed solutions.
- 3) Enrollment and financial numbers are within expected ranges.
- 4) EDS is looking at upgrading security now that the new doors are in. Access to the school when the children are there is an issue, and failure to lock the church on Sundays has also been a recurring issue.
- 5) Board member Claiborne Linvill has created a draft of a positioning statement to guide EDS marketing. A few new competitors are expected to start up soon.

ATTACHMENT I

The Rev. Christopher Wilkerson, Assistant to the Rector's Report to the Vestry, Canterbury/Campus Ministry & Adult Xian Education/Formation, 21 October 2018

Canterbury

Canterbury began this semester on the same day that classes started at Clemson, on August 22. This year, thanks to the hard work and generosity of Tommye & Bill Hurst and Kathy & Kevin Crouse, we were able to revive a tradition from Canterbury's past: a welcome/welcome back celebration for new and returning Canterbury folks, this semester in the form of a boat-party out at Bayshore Park. Turnout was excellent (somewhere around 12-15 Canterbears, between returning students and newcomers, as I recall), and the fellowship made for an excellent start to our school year.

Another tradition from Canterbury's past which we were able to revive this semester is the Fall Canterbury Retreat. Planned primarily by our peer ministers, Aynsley Hartney and Alena Senf and made possible by diocesan Canterbury funding, five Canterbears (three veterans and two newcomers) and I journeyed to the mountain wilderness of Sylva, NC, for a weekend that included fellowship, a forest hike/walking meditation (make that "climbing" meditation—the hike was about 1.2 miles, nearly all of it straight up, notes this 47 year old!), programming centered around prayer and making connections between the Christian faith and the demands of daily life, and worship in the form of Compline and Morning Prayer.

There were a number of other Canterbears who would have joined the retreat, but it proved impossible to find a weekend that worked out for everyone; after the first couple of weeks of the semester, many folks are embroiled in papers, projects, and exams. Despite that logistical difficulty, I believe the retreat was a great success.

One goal that I identified after the 2017/2018 academic year was to spend more time, as an official campus minister, being physically present in some visible way on the campus of Clemson University. Toward that end, I worked out a schedule with Mother Suz that divides my "office hours" between the Holy Trinity campus and the university (even though I don't technically have an "office" across the street). On Mondays, I have a standing appointment to have lunch with our peer ministers—to debrief from the previous week's activities and to make sure that we're set for the coming Wednesday, and also to discuss longer-term plans and ideas ... and to offer them support and pastoral counseling, as needed. Additionally, on Wednesday and Thursday mornings, I'm also spending time on campus in various high-traffic locations. The idea is not to be overtly proselytizing, but rather simply to be a visible presence of the Episcopal Church in the campus environment. As I've been settling into this new routine, I've been inviting our Canterbears to stop by as they are able during my campus hours, to increase the visibility of our presence there.

We have once again observed our customary schedule of meeting for a meal and fellowship every Wednesday evening at 6, after which we adjourn either to the sanctuary for Eucharist or to the cottage for program, alternating between the two each week.

During the previous academic year, thanks to a pair of volunteers from the group, we were able to add music to our celebration of Eucharist. Thus far this term, we have continued to build on that beginning, but we are still dependent upon those same two volunteers. When they are able to be there, music greatly enhances our fellowship and worship. For several of our regular participants, Wednesday Eucharist at Canterbury is their principle worship, and the Canterbury group is their worship community. That being the case, it is important to offer as complete a worship experience as we can for Canterbury.

This year, I am encouraging our Canterbears as gently yet as strongly as I can to understand that a worshipping community does not merely look inward, but eventually will also be compelled by the gospel to look outwards, to share the Good News with others. It is a difficult line to walk, because many of our folks have had extremely negative

experiences with “evangelism” as it is often practiced in the South, so there is much education to be done in terms of what *Episcopal* evangelism is ... and what it isn’t. But I was recently able to get the group to start brainstorming ways that we as a worshipping community might be able to increase our visibility on campus—without thumping Bibles or threatening people with hellfire and damnation. One idea our peer ministers will be exploring is the possibility of our holding an open-air Eucharist on campus, so folks can literally see and hear what we do. They’re exploring whether such a thing might be permitted by the university at present, and I’m hopeful we’ll find a way to move forward in that direction.

Adult Education and Formation

We began this program year with an attempt to build on the surprise success of a three-session program I offered in the spring of this year on the subject of navigating difficult conversations about divisive topics from and within a Christian framework. For the fall, I expanded that short program into a six-week course, which allowed for greater depth and exploration of the material that we could only touch on in the earlier class. The extended class drew quite a response: we routinely had to move extra chairs into the EfM room to accommodate everyone who wanted to participate. Engagement levels remained high within each class session, right up to the final day. I suspect there is even more we could do to tap into what is clearly an interest and a need in the parish.

This morning, however, we began a new direction—also experimental—which will carry us (hopefully) through to Advent. As a break from the formal structure of a course offering in a classroom style setting, these next five weeks are being offered as an open forum for a less structured conversation. I am (only partially jokingly) pitching it as “Stump the priest,” inviting folks to ask about whatever aspects of our faith happen to stir up their curiosity, with no set agenda to constrain the conversation. If this morning’s session is any indication, this new format has the potential to be very successful; our conversation because quite deep rather quickly, and that seemed to be what everyone there was looking for. I’m excited and optimistic to see where things go next.

The Adult Christian Education and Formation Ministry Team (we gotta get a catchier name!) has met twice in the past two months and is currently working on answering the following question: what does a mature, fully formed adult disciple of Jesus Christ look like (metaphorically speaking)? Defining what we mean by discipleship in the Christian—and in the Anglican/Episcopal tradition—will lead us directly into a formal mission statement that allows us to set particular goals for adult Christian education at Holy Trinity. The ministry team will also in the near future be exploring the idea of spiritual practices, in addition to traditional classroom instruction, as a source of both learning and formation. Right now, our main focus is in coming together to craft an overarching vision of Christian discipleship and formation, and from there to approach curriculum and programming out of that (hopefully) coherent vision of an end goal.

It is an exciting time for Holy Trinity, both in terms of campus ministry and adult formation. Many things are now in motion, and I hope to have much more to report in the near future!

Blessings,

Christopher+