

HOLY TRINITY

Episcopal Church



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

Vestry Meeting 4/14/2019

Present: Mtr. Suz Cate, Rector, Rev. Christopher Wilkerson, Hap Wheeler (Senior Warden), Bill Hurst (Junior Warden), Bob Taylor (Treasurer); Bob Green, Bill McDaniel, Kathy Hunter, Cary Kaye, Tommye Hurst, Amy Agosti, Lori Graham, Sarah Maiberger

Absent: Bill Purkerson, Shannon Quattlebaum, Samantha Murphy, Earl Burch

Opening prayer

Spiritual Reflection

Old Business

1. Approval of March 2019 minutes: Motion to approve by Bob Green, seconded by Bill McDaniel; motion approved unanimously.

New Business/Motions

1. Appointment of Tommye's replacement on the Vestry: Joe Yanes was approved by acclamation.
2. Appointment of a second vestry representative to the EDS Board: Shannon Quattlebaum was approved by acclamation.
3. Approval of EDS budget (Cary): See ATTACHMENT A. The budget has been vetted by the Day School Board and Finance Committee. Motion to approve by Bob Green, seconded by Cary Kaye. Motion approved unanimously.
4. Approval of Parochial Report (Mtr. Suz): See ATTACHMENT B. Motion to approve by Sarah Maiberger, seconded by Kathy Hunter. Motion approved unanimously.
5. Approval of First Quarter Budget for Outreach: See ATTACHMENT C. Motion to approve by Bob Green, seconded by Sarah Maiberger. Motion approved unanimously.

Reports

1. Senior Warden (Hap)
 - a. Strategic Planning Work Team Reports will be reviewed at noon on May 19 and the Vestry meeting will take place following. If everyone is tired after the noon meeting, then we will delay the Vestry meeting until 7 PM that night.
 - b. Trinity Place: There is some discussion about the angle of the road turn for the entry to Trinity Place. Clemson engineers are working on it. We can't do the required work with the Diocese until this issue is resolved.
2. Junior Warden (Bill H.): See ATTACHMENT D.
 - a. Remediation of Bats. The cost will be approximately \$15,000. We can't just extract them or they will simply come back. As such, we will do caulking. In addition, we decided it would be good to go ahead and paint as part of this project since that area hasn't been painted. This gives us some economies of scale, since painting will be needed in the fairly near future. The building and maintenance fund is approximately \$24,000. The Finance Committee will determine the best way to expense this project, likely both the building and maintenance fund and operating fund. Motion to approve by Sarah Maiberger; seconded by Cary Kaye. Motion approved unanimously.

3. Treasurer (Bob T.): See ATTACHMENT E. Motion to approve by Cary Kaye; seconded by Bob Green; seconded by . Motion approved unanimously.
4. Rector (Suz): See ATTACHMENT F.
 - a. Status of altar area project: Mtr. Suz presented a diagram of the proposed nave project. The project includes cabinetry for the pipe organ. The Vestry expressed pleasure at the progress made thus far.
 - b. Family Ministry position description update: We are reworking the position description prior to posting it. It will be shared with the Vestry in the near future.
5. Ministry Team Reports (**See ATTACHMENTS G-K**)
 - a. Adult Education (Bob)
 - i. Input from Bishop Waldo's teaching
 - b. Worship (Bill): Suz mentioned a couple combined services in the summer since it worked well for the Annual Meeting. Two times in July – one Rite 1, and one Rite 2. 9:30 a.m.
 - c. Pastoral Care (Kathy H.)
 - d. Communication (Amy)
 - e. Engagement (Shannon)
 - f. Family Ministry (Sarah)
 - i. Pops in the Park: Sarah encouraged everyone to attend; scheduled for Sunday, May 5 in the afternoon.
 - g. Outreach (Earl)
 - h. Canterbury (Lori/Christopher)
 - i. EDS Board (Cary): \$2,400 raised by EDS at the Spaghetti Supper. She will come back to us about new playground requirements related to Trinity Place.
 - j. Building and Grounds – encouraged everyone to go through HT Notes which includes the vestry security schedule.
 - k. Canterbury Advisory Meeting: They learned there is the potential of another Trinity Connections series, and they would like to be included in the discussions.

Sharing Time: Vestry Comments, Concerns, Observations

Closing Prayer

Adjournment

ATTACHMENT A

| Episcopal Day School | | 2018-2019 Budget | 2018-2019 Year to Date: 07/01/2018-02/28/2019 | Proposed 2019-2020 Budget |
|--------------------------------|------------------------------------------|-------------------|--------------------------------------------------|------------------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Fund Raising Projects | | | | |
| | Books | | 70.00 | |
| | Box Top\$ | | 115.05 | |
| | Flowers | | 332.90 | |
| | Parking | | | |
| | Parent Advisory Council | | 282.28 | |
| | Photo Income | | 300.00 | |
| | Restaurants | | 200.00 | |
| | T-Shirt Sales | | | |
| | Target | | | |
| | Other | | | |
| | Total Fund Raising Projects | 3,500.00 | 1,300.23 | 3,500.00 |
| Income | | | | |
| | Investment Income | | 438.94 | |
| | ECF Change Appr/Depr Realized/Unrealized | | (832.15) | |
| | Edward Jones Unrealized Gain/Loss | | (480.15) | |
| | Miscellaneous Income | - | 135.00 | - |
| | Registration Fees Income | | 5,200.00 | |
| | Sub-Total | 5,800.00 | 4,461.64 | 5,800.00 |
| Tuition Income | | | | |
| | After School Care | 35,750.00 | 25,440.50 | 39,500.00 |
| | Day School Tuition | 128,205.00 | 79,463.40 | 129,778.00 |
| | Early Morning Care | 8,600.00 | 7,616.00 | 11,100.00 |
| | Tuition Income- Other | - | - | - |
| | Total Tuition Income | 172,555.00 | 112,519.90 | 180,378.00 |
| | Total Income | 181,855.00 | 118,281.77 | 189,678.00 |
| Expense | | | | |
| | Advertising | 200.00 | 46.75 | 400.00 |
| | Bank Fees | | - | |
| | Book Expense | 200.00 | 88.19 | 200.00 |
| | Conferences /Workshops/Faculty Develop | 4,850.00 | 3,045.28 | 5,500.00 |
| | Contract Labor | 7,000.00 | 4,900.00 | 7,105.00 |
| | Copier Lease | 1,800.00 | 1,122.53 | 1,800.00 |
| | DSS Compliance | 600.00 | 397.75 | 500.00 |
| | Field Trips | 500.00 | 258.00 | 600.00 |
| | Food | 650.00 | 669.55 | 800.00 |
| | Maintenance | 1,650.00 | 199.50 | 2,000.00 |
| | Miscellaneous | - | 51.00 | - |
| | NAES Dues/Insurance | 175.00 | 178.00 | 180.00 |
| | Expense sub-total | 17,625.00 | 10,956.56 | 19,085.00 |
| Payroll Expenses | | | | |
| | After School Care | 14,653.00 | 8,753.14 | 14,873.00 |
| | Bonuses (Christmas) | - | - | - |
| | Early Morning Care | 4,029.00 | 2,381.24 | 4,090.00 |
| | Employer Matching (SS and Med) | 9,551.00 | 5,095.58 | 9,694.00 |
| | Health Insurance-Employer | 11,000.00 | 8,204.44 | 12,000.00 |
| | Payroll Processing Fee | 470.00 | 283.28 | 470.00 |
| | Pension-Employer | 5,455.00 | 3,549.61 | 5,540.00 |
| | Personal Day Pay | 500.00 | | 500.00 |
| | Substitute Teaching | 1,800.00 | 1,434.96 | 1,850.00 |
| | Teacher Salaries | 105,656.00 | 67,757.20 | 107,241.00 |
| | Total Payroll Expenses | 153,114.00 | 97,469.45 | 156,258.00 |
| | Playground Maintenance | 2,025.00 | 2,325.65 | 3,000.00 |
| | Postage | 30.00 | | 30.00 |
| | Printing/Publications | | | |
| | Returned Checks | | | |
| | Student Insurance | 975.00 | | 975.00 |
| | Supplies (Maintenance) | 1,700.00 | 917.27 | 1,910.00 |
| | Teaching Materials | 4,416.00 | 2,054.66 | 6,200.00 |
| | Telephone | 480.00 | 234.78 | 480.00 |
| | Travel Expenses | 500.00 | 136.80 | 750.00 |
| | Worker's Compensation Insurance | 990.00 | | 990.00 |
| | Expense sub-total | 11,116.00 | 5,669.16 | 14,335.00 |
| | Other Expense | | | |
| | Total Expense | 181,855.00 | 114,095.17 | 189,678.00 |
| | Net Ordinary Income | - | 4,186.60 | - |
| | Net Income | - | | |

| Episcopal Day School | | | | | | |
|--------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------|--|--|--|--|
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| Fund Raising Projects | | | | | | |
| | Books | | | | | |
| | Box Top\$ | | | | | |
| | Flowers | | | | | |
| | Parking | | | | | |
| | Parent Advisory Council | | | | | |
| | Photo Income | | | | | |
| | Restaurants | | | | | |
| | T-Shirt Sales | | | | | |
| | Target | | | | | |
| | Other | | | | | |
| | Total Fund Raising Projects | | | | | |
| Income | | | | | | |
| | Investment Income | | | | | |
| | ECF Change Appr/Depr Realized/Unrea | | | | | |
| | Edward Jones Unrealized Gain/Loss | | | | | |
| | Miscellaneous Income | | | | | |
| | Registration Fees Income | | | | | |
| | Sub-Total | | | | | |
| Tuition Income | | | | | | |
| | After School Care | 3% increase to actual '18-'19 expected income | | | | |
| | Day School Tuition | 3% increase to actual '18-'19 expected income | | | | |
| | Early Morning Care | 3% increase to actual '18-'19 expected income | | | | |
| | Tuition Income- Other | | | | | |
| | Total Tuition Income | | | | | |
| Total Income | | | | | | |
| Expense | | | | | | |
| | Advertising | | | | | |
| | Bank Fees | | | | | |
| | Book Expense | | | | | |
| | Conferences /Workshops/Faculty Develop | Professional Development/Conferences/First Aid-CPR-BBP/SCECA Dues (15hrs. per tea | | | | |
| | Contract Labor | 1.5% increase | | | | |
| | Copier Lease | | | | | |
| | DSS Compliance | | | | | |
| | Field Trips | | | | | |
| | Food | | | | | |
| | Maintenance | | | | | |
| | Miscellaneous | | | | | |
| | NAES Dues/Insurance | | | | | |
| | Expense sub-total | | | | | |
| Payroll Expenses | | | | | | |
| | After School Care | 1.5% increase | | | | |
| | Bonuses (Christmas) | | | | | |
| | Early Morning Care | 1.5% increase | | | | |
| | Employer Matching (SS and Med) | 7.65% | | | | |
| | Health Insurance-Employer | | | | | |
| | Payroll Processing Fee | | | | | |
| | Pension-Employer | 1.5% increase | | | | |
| | Personal Day Pay | | | | | |
| | Substitute Teaching | *If teachers use ALL sick/personal days. the amount bugeted for "Personal Day Pay" wou | | | | |
| | Teacher Salaries | 1.5% increase | | | | |
| | Total Payroll Expenses | | | | | |
| | Playground Maintenance | | | | | |
| | Postage | | | | | |
| | Printing/Publications | | | | | |
| | Returned Checks | | | | | |
| | Student Insurance | | | | | |
| | Supplies (Maintenance) | | | | | |
| | Teaching Materials | *increased to cover additional cost of new curriculum supplies and classroom rug replacem | | | | |
| | Telephone | | | | | |
| | Travel Expenses | SCECA Conference Travel to Charleston vs. Greenville | | | | |
| | Worker's Compensation Insurance | | | | | |
| | Expense sub-total | | | | | |
| | Other Expense | | | | | |
| | Total Expense | | | | | |
| Net Ordinary Income | | | | | | |
| Net Income | | | | | | |

ATTACHMENT B

THE 2018 REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS
 ACCORDING TO CANONS I.6, I.7, AND I.17
 (OTHERWISE KNOWN AS THE PAROCHIAL REPORT)



| | | | |
|--------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------|
| Name of Congregation Holy Trinity Episcopal Parish | | Diocese Upper South Carolina | |
| Street Address 1 193 Old Greenville Hwy | | City Clemson | State SC |
| Street Address 2 | | Zip + 4 29631-1335 | County Pickens |
| Mailing Address 1 193 Old Greenville Hwy | | City Clemson | State SC |
| Mailing Address 2 | | Zip + 4 29631-1335 | Phone # 864-654-5071 |
| Federal Tax ID # 57-0515031 | Congregation's Email address karahollandsworth@hollytrinityclemson.c | Congregation's Web Address www.hollytrinityclemson.org | |

Report Preparation

| | | |
|-------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------|
| Page 2 Prepared by (<i>Print or type name</i>) Lynne Farmer | Daytime Phone 864-654-5071 | Email Address lfarmer@hollytrinityclemson.o |
| Page 3 Prepared by (<i>Print or type name</i>) Lynne Farmer | Daytime Phone 864-654-5071 | Email Address lfarmer@hollytrinityclemson.o |

Certified by the Clerk of the Vestry

| | |
|---------------------------------------------------------------------|------|
| Certified by (<i>Print or type name</i>) Rebecca Eidson | |
| Signature | Date |

Certified by Treasurer/Financial Officer

| | |
|--------------------------------------------------------------------|------|
| Certified by (<i>Print or type name</i>) Robert Taylor | |
| Signature | Date |

Certified by Rector/Vicar/Person in Charge

| | |
|-------------------------------------------------------------------------------|---------------|
| Certified by (<i>Print or type name</i>) The Rev. Suzanne L. Cate | Daytime Phone |
| Signature | Date |

Vestry Approval

| | |
|--------------------------------------------------------------------------------------------------------------|------|
| Indicate date that your 2018 Parochial Report was approved by the Vestry or Bishop's Committee (Canon I.6.1) | Date |
|--------------------------------------------------------------------------------------------------------------|------|

Membership, Attendance and Services of the Reporting Congregation

| | | | |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Using Last Year's Report: | | Using the 2017 Parochial Report, record the Number of Baptized Members Reported as of December 31, 2017. (See your 2017 Parochial Report, Box M17) | |
| Active Baptized Members of the Reporting Congregation Reported Last Year | Members Reported Last Year = M17. | <input type="text" value="427"/> | |
| Using the Register of Church Membership and Rites: | | | |
| During the Report Year Increases in Membership | 1. Increases during year: All members added to the baptized members section of your congregation's Membership Register during 2018 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count. | Total Increases = 1. | <input type="text" value="18"/> |
| Decreases in Membership | 2. Decreases during year: All baptized members lost by death, transferred to another congregation, removed to inactive status in the Register of Church Membership and Rites, removed for other reasons, or not removed from last year's membership count. | Total Decreases = 2. | <input type="text" value="30"/> |
| Active Baptized Members of the Reporting Congregation At Year-End | M18: Add the increases entered in Box 1 to Box M17. Then subtract the decreases entered in Box 2 for the total active membership as of December 31, 2018 | Total Active Baptized Members (end of report year) = M18. | <input type="text" value="415"/> |
| Communicants in Good Standing of the Reporting Congregation Adults Youth | <p>Communicants in good standing: All baptized members of the reporting congregation, who "have received Holy Communion at least three times during the preceding year" and are faithful "in corporate worship, unless for good cause prevented," and "in working, praying, and giving for the spread of the Kingdom of God."</p> <p>3. Adult communicants in good standing (age 16 and over) = <input type="text" value="342"/></p> <p>4. Youth communicants in good standing (under age 16) = <input type="text" value="51"/></p> <p>5. Total communicants in good standing (3 + 4) = <input type="text" value="393"/></p> | | |
| Others Active | 6. Others who are active whose baptisms are not recorded in the Parish Register, or in another Episcopal congregation. | Others = 6. | <input type="text" value="16"/> |
| Using the Service Register: | | | |
| Average Sunday Attendance for 2018 | 7. Sunday (& Saturday Evening) Attendance: Divide total attendance by the total number of Sundays when services were held. | Average Sunday Attendance = 7. | <input type="text" value="150"/> |
| Easter Attendance in 2018 | 8. Average Principal Worship Service Attendance on a Weekday (in congregations without Sunday or Saturday evening services) | = 8. | <input type="text" value="0"/> |
| | 9. Easter Sunday Attendance (9) | | <input type="text" value="310"/> |
| Sacraments & Services: | | | |
| Number of Holy Eucharists Celebrated During 2018 | 10. Total Sunday & Saturday Evening Eucharists (10) | | <input type="text" value="15"/> |
| | 11. Total Weekday Eucharists (11) | | <input type="text" value="68"/> |
| | 12. Total Private Eucharists (12) | | <input type="text" value="68"/> |
| Daily Offices and Other Services Held During 2018 | 13. Daily Offices Held on Sunday (13) | | <input type="text" value="10"/> |
| | 14. Daily Offices Held on Weekdays (14) | | <input type="text" value="4"/> |
| | 15. Marriages conducted in 2018 (15) | | <input type="text" value="0"/> |
| | 16. Burials conducted in 2018 (16) | | <input type="text" value="12"/> |
| Using the Register of Church Membership and Rites: | | | |
| Baptisms in 2018 | 17. Baptisms 16 years and older (17) | | <input type="text" value="1"/> |
| | 18. Baptisms under 16 years of age (18) | | <input type="text" value="2"/> |
| Confirmations in 2018 | 19. Confirmations 16 years and older (19) | | <input type="text" value="0"/> |
| | 20. Confirmations under 16 years of age (20) | | <input type="text" value="0"/> |
| Received in 2018 | 21. Received by a bishop (21) | | <input type="text" value="0"/> |
| Education: | | | |
| Children and Youth | 22. Total Church School Students Enrolled (22) | | <input type="text" value="44"/> |
| Adult Education | 23. Regular Sunday or weekday adult education programs held? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | |
| | 24. Number of adults engaged in religious education or spiritual formation | | <input type="text" value="49"/> |
| Languages in which Worship is conducted: | | | |
| | 25. English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Other <input type="checkbox"/> | | |
| | 26. Other (please list) _____ | | |

Stewardship and Financial Information of the Reporting Congregation

| Giving Information for 2018 : | | | |
|----------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Number of Pledges | 1. | Number of signed pledge cards for 2018 -report year | (1) 147 |
| Total \$ Pledged | 2. | Total dollar amount pledges for 2018-report year | (2) \$486,635 |
| Report of Revenues and Expenses for 2018 : | | | |
| Operating Revenues | 3. | Plate offerings, pledge payments & regular support | (3) \$528,931 |
| | 4. | Money from investments used for operations in 2018 | (4) \$2,230 |
| | 5. | Other operating income, including unrestricted gifts & restricted gifts used for operations, & contributions from congregation's organizations | (5) \$0 |
| | 6. | Unrestricted bequests used for operations | (6) \$0 |
| | Subtotal Normal Operating Income (3 + 4 + 5 + 6) = A | | \$531,161 |
| | | 7. | Assistance from diocese for operating budget |
| Total Operating Revenues (A + 7) = B | | \$563,576 | |
| Non-Operating Revenues | 8. | Funds received for capital projects | (8) \$166,742 |
| | 9. | Additions to endowment, & other investment funds | (9) \$7,000 |
| | 10. | Contributions & grants for congregation based outreach & mission programs | (10) \$88,682 |
| | 11. | Funds for transmittal to other organizations | (11) \$4,308 |
| Subtotal Non-Operating Revenues (8 + 9 + 10 + 11) = C | | \$266,732 | |
| Total All Revenues (B + C) = D | | \$830,308 | |
| Operating Expenses | 12. | To diocese for assessment, apportionment, or fair share | (12) \$83,737 |
| | 13. | Outreach from operating budget | (13) \$21,200 |
| | 14. | All other operating expenses | (14) \$410,553 |
| Subtotal Operating Expenses (12 + 13 + 14) = E | | \$515,490 | |
| Non-Operating Expenses | 15. | Major improvements & capital expenditures | (15) \$158,933 |
| | 16. | Expense for congregation's outreach & mission | (16) \$101,490 |
| | 17. | Funds contributed to Episcopal seminaries | (17) \$0 |
| | 18. | Funds transmitted to other organizations | (18) \$4,308 |
| Subtotal Non-Operating Expenses (15 + 16 + 17 + 18) = F | | \$264,731 | |
| Total All Expenses (E + F) = G | | \$780,221 | |
| At Year-End: | | | |
| As of December 31, 2018 | 19. | Total cash in all checking & passbook savings accounts | (19) \$189,351 |
| | 20. | Total investment at market value (not including cash reported in line 19) | (20) \$537,140 |

Priest(s) Serving this Congregation

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Last name of Rector, Vicar, Dean, Priest-in-charge or interim 1. Cate | First name Suzanne | Middle name L. |
| Title of position Rector | Year ordained 2012 | Diocese of canonical residence Upper South Carolina |
| Employment status at this congregation <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary | Year called to this congregation 2016 | Church pension status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active |

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Last name of associate priest, assisting priest or curate 2. Wilkerson | First name Christopher | Middle name Thomas |
| Title of position Assistant Rector | Year ordained 2018 | Diocese of canonical residence Upper South Carolina |
| Employment status at this congregation <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary | Year called to this congregation 2017 | Church pension status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active |

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Last name of associate, assisting or other priest | First name | Middle name |
| Title of position | Year ordained | Diocese of canonical residence |
| Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary | Year called to this congregation | Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active |

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Last name of associate, assisting or other priest | First name | Middle name |
| Title of position | Year ordained | Diocese of canonical residence |
| Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary | Year called to this congregation | Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active |

If you have more than 4 priests who serve this congregation on a regular basis, complete this form online (where additional blanks will be generated) or attach a page to this paper form.

If you have no priest at present, who leads Sunday worship services? (check all that apply)

- Supply priest Deacon Lay worship leader Other: _____
- A long-term supply priest: _____ (Give full name of long-term supply)

Deacon(s) Serving this Congregation

| | | |
|-------------------------------------------------------------------------------------------|---------------|-------------|
| Last name of Deacon #1 | First name | Middle name |
| <input type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon | Year ordained | |

| | | |
|-------------------------------------------------------------------------------------------|---------------|-------------|
| Last name of Deacon #2 | First name | Middle name |
| <input type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon | Year ordained | |

Name(s) of other congregation(s) currently served by these priests (if any)

| |
|--|
| |
|--|

Explanation of Unique or Unusual Clergy Situation

| |
|-------------------------------------------------------------------------------------------------|
| Holy Eucharist & Evening Prayer services are held at St. Paul's Episcopal Church, Pendleton, SC |
|-------------------------------------------------------------------------------------------------|

Outreach Ministries and Volunteer Activity of this Congregation

Using the checkboxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during **2018**.

If **yes**, indicate whether a **few** volunteers were involved in the ministry, or a **larger** number of your members were involved.

Please also estimate in the space provided approximately how many people were helped or served **each month** by the ministry.

| | No | Yes | | |
|---------------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| | | Few volunteers involved | Many volunteers involved | Estimated number of people served |
| 1. Food pantry, soup kitchen, or meal projects | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 50 |
| 2. Sustainable food garden/cooperative (such as "Farm to Tray") | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 40 |
| 3. Cash, vouchers, or help with rent/utilities | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Day care, preschool, before- or after-school programs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 52 |
| 5. Tutoring or literacy programs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3 |
| 6. Health programs (parish nurse, clinics, health education, etc.) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 70 |
| 7. Community organizing, organized social issue advocacy | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5 |
| 8. Job placement, job training, employment counseling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Building projects (such as Habitat for Humanity) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Support groups (bereavement, divorce, job loss, 12-step, etc.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. Programs for the elderly and homebound persons | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12 |
| 12. Clothes closet, thrift store | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 110 |
| 13. Homeless or no-freeze shelter | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 10 |
| 14. Overseas sponsorships, microloans, Heifer Project, Haiti relief | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 65 |
| 15. Other, not listed | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |

15. College Students

On some of the lines, we had to amortize because some activities are only one time a year; for example volunteers cook and deliver Meals on Wheels to 24 people on Christmas Day.

ATTACHMENT C

First Quarter Outreach Budget

| | |
|-----------------------------------|--------|
| Clemson Child Development Center | \$250 |
| Clemson Community Care | 125 |
| Clemson Free Clinic | 62.50 |
| Clergy Discretionary | 800 |
| Episcopal Relief & Development | 250 |
| Family Promise | 500 |
| Haiti University Students Support | 1250 |
| MARYS House | 250 |
| Our Daily Bread | 250 |
| Our Daily Rest | 487.50 |
| Safe Harbor II | 250 |

Action Items from March 24 Outreach Committee Meetings

1- Review draft copy of charge. Send suggestions to Earl before April 15-- All

2- Review meeting norms. Make recommendations and send to Earl before April 15--All.

3- For the following organizations, provide mission statement, budget and accomplishments to each outreach committee member:

CCC-- Peter

CCDC-- Carol

Clemson Free Clinic-- Harry

Family Promise-- Liz

Our Daily Promise and Our Daily Bread-- Judy

Safe Harbor and Mary's House-- Mellie

Haiti University Students-- Rachel and Hap

ERD-- Scooty

4-- Be prepared to make budget recommendations for 2019-- All

5-- Make 5 minute presentation at next meeting:

CCC-- Peter

Haiti University Students -- Hap and Rachel

ATTACHMENT D

Junior Warden Report-March 2019

March saw a work day that netted a trimmed parking lot and garden area, mown grass, banner hardware mounted on poles, edged sidewalks, cleaned pews, and other general landscaping/beautification tasks.

New banners were installed on light poles in front of the church

March also saw the beginning of the bat infestation. While not a great number, caution has been taken in not using our Nave for services until the threat is gone. Extensive work will be done to remove the animals and to repair the entire facility, so no further animals may enter.

The last of the new doors was painted, so all look consistent now.

Water damage to the Narthex ceiling from a sweating flue pipe has been repaired. The pipe was viewed by our Heating and Cooling contractor (only monthly expense in maintenance) and it was determined that the original installation may have been incorrect, but a little preventative action should prevent further problems.

The disposal in the downstairs kitchen in the Parish Hall was repaired (gratis by our plumbers-Around the Clock Plumbers). Hopefully occasional use and attention will keep it functioning.

Plans for April: completion of paving at St. Paul's, various exterior painting of windows and woodwork, and repair of lighting system in the Nave.

**Treasurer's Report to the Vestry
Bob Taylor, April 9, 2019**

The Finance Committee met on April 3, 2019. At the meeting the current financial status of Holy Trinity was judged to be approximately on track with respect to the 2019 Statement of Mission.

1. Particular observations from the review of the March 31, 2019 financial statements include:

- 1 • Very sufficient available cash thanks in large part the prepaid operating fund pledges which are being amortized monthly into income.
- 2 • Trinity loans have been reduced to \$527,959.65.
- 3 • St. Paul's-Thrift Shop Fund is particularly healthy at this time with other fund accounts reflecting appropriate changes.
- 4 • Monthly pledges have increased but still about \$8K less than budget for the year.
- 5 • The vacant Family Minister position has created an approximate \$6K surplus to date in staff salary and pension.
- 6 • Total Expenses to date is less than budget and about \$3K less than Total Income to date.
- Not much financial activity in the Trinity Place which will change as the invoices from the architects and the football revenues begin to arrive.

2. Day School Budget

The Finance Committee reviewed the Day School Budget which was being recommended to Vestry and judged it to be financially sound.

3. Discussion of Anderson Fund with Ron McGimpsey, Chair, Endowment Committee

Ron McGimpsey met with the Finance Committee on April 3rd and provided some general comments on how the Endowment accounts and Endowment Committee operated. The consensus was that the Anderson Fund could be managed by the Endowment Committee with most likely greater earnings in the long term. Ron will draft a proposal for the Endowment Committee and Finance Committee with regard to management of the Anderson Fund by the Endowment Committee.

4. Continue examining and discussion of the fund accounts

The very informative discussion on the fund accounts (their premises, balances and interest earning status) continued at the April 3rd with more in-depth examination planned for future Finance Committee meetings.

ATTACHMENT F

Rector's Report to the Vestry 4/14/2019

Worship

1. The Episcopal Visitation was a great occasion, despite having to shift our worship services to the Parish Hall. Bishop Waldo preached and celebrated at both services, with a well-received teaching during the Sunday School time. The bishop was impressed with our ability to “flex” our Parish Hall quickly and smoothly. I am very grateful to all those who “flexed” to make that happen: the Union Jack breakfast team, the team that worked so hard to set up the space, the Altar Guild, the choir, the Coffee Hour team, the Wardens, Jim Hylkema, and many, many others.
2. At the time I'm writing this report, it is uncertain how long we will be exiled from the Nave. All of our liturgical ministers and music ministers are prepared for the eventuality that we will not be back in the Nave by Easter. The alternative plans are as follows:
 - a. Holy Week Mon-Wed will take place in the Parish Hall
 - b. The Triduum: Maundy Thursday, Good Friday, Great Vigil at St. Paul's
 - c. Easter Day—morning services in the Parish Hall, evening service at St. Paul's
3. The WSMT proposes 2 combined services in July: one each Rite One (no music) and Rite Two (hymns) 7/14 & 7/21 are the proposed dates. Rationale: several parishioners have suggested more combined services followed by fellowship to create greater unity in the parish. In July, we plan to have combined services at 9:30, followed by Ice Cream social.
4. New albs and cinctures have arrived. We will begin transitioning acolytes to white, hoodless albs in coming weeks.
5. I have had multiple reports from (mostly newer) parishioners that they were so frustrated trying to come to church in February and March that they “gave up,” turned around, and went home.

Mission

1. At their most recent meeting, the Family Ministry Team proposed setting up quarterly Mission Sundays on the 5th Sundays. The idea is that we would come to church as usual (or perhaps use these Sundays as opportunities for combined worship), except dressed for work. At the dismissal, the Parish goes out into the mission field to serve in the community. The FMT will reach out soon to the Outreach Ministry Team to coordinate service opportunities.
2. It is a well-known fact among church planters and missionaries that the most effective way to increase church attendance is to for church members to invite people to church. On April 28, I will provide each person in the congregation with 3 Evangelism cards. They are business card-sized invitations to join us in worship. I will ask each parishioner to invite 3 people to church in the month of May.

Administration

1. The Family Ministry Team is working on a revision of the Family Minister Position Description that we hope will be more appealing to potential candidates. It will be posted on Episcopal Digital Network's job board, in the EDUSC newsletter, and at the CU and Anderson University schools of Education, as well as at SWU.
2. I have conducted Suzanne Watkins' annual review, with participation from Cary Kaye, EDS Board Chair. I will be conducting other staff reviews (not EDS faculty—Suzanne conducts those) in May. I will need guidance from the Personnel Ministry Team regarding the process and method of providing input for the consideration of salary increases for the 2020 SOM. Such has not been required until this year, and there are no guidelines for its implementation.

Respectfully submitted, with prayers for unity and concord,

Suz Cate+



Holy Trinity Episcopal Church

Meeting location: RSCT architecture + design

March 20, 2019

RE: Altar Wall Final Schematic, Option 5 selected.

Attendants:

HTE: Scooty Burch, Jan Cribb, Judy Edison, Carolyn Wheeler, Clyde Gorsuch, Suz Cate, Bill Hurst, Serena Dubose, Cynthia (last name?) and Mickey Harder.

RSCT: Christine Tedesco.

- General comments
 - CT drew sketches based on comments which came back to Option 5.
 - Option 5 will be shown to the vestry and congregation without the demolition lines to avoid confusion.
 - CT will do color variations and will get with Mickey to confirm which colors to use. The back wall at the credence table will be sheet rock. Lighting will shine down with dimmer switches and the ability to change color. The cross can be suspended from hooks.
 - CT will send John Dower drawings with dimensions so that he can start pricing.
 - CT will contact Bryan Yoder for pricing and coordination with John Dower for the removal of the organ and the building of the new platform.
 - Four base cabinets will be below the credence table with 2 base cabinets on either side for storage. Touch hardware will be used on the cabinet doors.
 - Note: from 3.7.19 meeting. Question for John Dower: Can the wood pipes be painted the wall color or replaced with wood pipes to match the wood in



the church? Or, can the wood pipes be behind a screen? What are the options here?

■

Next Meeting: April 14, 2019 with the vestry. Notes and drawing copied to John Dower.

ATTACHMENT G

Adult Education:

Bishop Waldo

Christian Maturity in an Age of Alienation

Issues that divide us

Inclusiveness
Immigration/walls
Guns
Healthcare
Environment
Politics
Race
 sexuality/gender
Abortion
Religion
Class
Income inequality
Education inequity
Substance abuse
Foreign policy

What characteristics describe a Jesus-centered life?

Love
Patience
Inclusiveness
Tolerance
Courage
Obedience
Empathy/Compassion
Imaginative
Focus on Christ
Forgiving
Humility
Perseverance
Trust/faith
Praise

What practices separate us from life in Christ?

Miscommunication
Mistrust/misplaced trust
Assumptions/expectations
Pride
Power/control need
Ego
Envy
Self-centeredness
Fear
Lacking charity
Complacency
Idolatry
Withdrawal
Self-righteousness

ATTACHMENT H

Worship Support Ministry Team Report to Vestry

Meeting: 3/24/2019

The Liturgical and Music Ministry Leaders met with the clergy of the parish to finalize plans for Holy Week and Easter and to set the worship schedule for May and June. The weekly healing service is not included in the list below because we have minimal needs for liturgical ministers.

HOLY WEEK AND EASTER

Palm Sunday: April 14

Liturgy of the Palms and Holy Eucharist, 8:00 & 10:30 am
Meet on the walkway in front of the Bell Tower

Holy Monday, Holy Tuesday, Holy Wednesday April 15, 16, 17

5:30 pm Holy Eucharist in the Nave

Maundy Thursday: April 18

5:30 pm Holy Eucharist, Washing of Feet, and Stripping of the Altar in the Nave
7:00 pm – 6:45 am Gethsemane Vigil at the Altar of Repose in the Tom Davis Library
--sign up available beginning in April

Good Friday: April 19

7:00 am Liturgy of the Day in the Nave
12:00 pm Ecumenical Service at St. Paul's
5:30 pm Stations of the Cross beginning in Trinity Place
5:45 pm Liturgy of the Day in the Nave

Holy Saturday, April 20

9:00 am Holy Saturday Prayer in the Nave
9:15 am Set up for Easter in the Nave
8:15 pm The Great Vigil of Easter
please note that incense will be used at this service

Easter Sunday: April 21

8:00-10:00 am Breakfast in the Parish Hall
9:00 am Family Service featuring Children's Choirs and Children's Sermon in the Nave
10:00 am Easter Egg Hunt beginning in the Parish Hall
11:00 am Festive Holy Eucharist with Choir and Special Music in the Nave
5:00 pm Holy Eucharist with Hymns at St. Paul's

MAY & JUNE WORSHIP SCHEDULE

- May 5: 8:00 & 10:30 First Sunday 5:00 St. Paul's
- May 12: 8:00 & 10:30 Senior Sunday (tentative)
- May 19: 8 & 10:30, 5:00 EP at St. Paul's
- May 26: 8 & 10:30 (Memorial Day Weekend)

OTHER BUSINESS

We discussed training and licensing of Worship Leaders—will follow up with scheduling training at next meeting.

Suggestion was made to hold combined services in July, following the positive experience of having everyone together at worship prior to the Annual meeting. We have tentatively scheduled One Service with Ice Cream Social following for 7/14 and 7/21—one Rite I and one Rite II.

The next meeting will be 5/19 following the 10:30 service.

(Note: HW & Easter plans may shift, depending on the bat situation)

ATTACHMENT I

Pastoral Care Ministry Team Meeting Minutes March 11, 2019

Attending: Lyn Luszcz, Barbara Armstrong, Pam Mack, Liz Halpin, Suz Cate, Mary Bowman, Carolyn Wheeler, Christopher Wilkerson, Ann Russell and Kathy Hunter. Meeting was called to order by Pam Mack, Chair, at 4:07pm. We opened with a unison reading of the Prayer of St. Frances. Approval of the minutes from the February 2019 meeting followed.

Discussion followed on the status of Neighborhood Groups. Tom Witmer is working on updating our Neighborhood Groups. Barbara brought up the question of whether it is time for Clemson Downs to have their own group.

Pam went through a list of parishioners and discussion followed on each. Pam created a Google Doc with a list of parishioners who are on our list and we went through each one, talking about visits, meal delivery, cards, updates, and prayer shawls. Liz suggested sending birthday cards as well and Suz will ask the Day School to also send one. Eucharistic Lay Visits and Suz and Christopher have taken Communion as well to some. Liz often sends cards to both spouses when one is infirmed.

Transportation: Kara is working on transportation to church for parishioners who need it.

Meal Ministry: Suz has a parishioner who may take over the organization of our meals for delivery, working with Claiborne. Suz will let us know when finalized.

Prayer Shawls: Three prayer shawls were blessed by Suz at this past Sunday's services.

Health Ministry: We are going to purchase another DVD series for "Dementia Care" and once we have two copies, we will put these copies in our church library and publicize. Suz brought up a health ministry educational offering for parents. Christopher mentioned perhaps an on-going series of different topics. Such topics may include ADD/ADHD, screen time, immunizations, bipolar disorder, etc. Pam and Christopher will meet to discuss.

Kathy gave a brief update on our budget.

Pam brought up our Pastoral Care Resource Center in the Parish Hall and making cards to send to parishioners. Mary Bowman will organize this. Kara will help organize cards for Evelyn Goodman's upcoming birthday.

Pam and Kathy will work on proposed Good Samaritan Fund guidelines and bring a draft to our next Pastoral Care Ministry Team meeting.

Meeting adjourned at 5:00pm. Next Meeting: April 15, 2019 4:00pm.

**minutes respectfully submitted by Kathy Hunter, March 11, 2019*

Family Ministries Committee
Minutes
March 27, 2019

Members in Attendance: Cara Robb, Caroline Wheeler, Hap Wheeler, Mary Beth Johnstone, Michele Cauley, Suz Cate and Sarah Maiberger

Approved Minutes from 2/13/19 meeting

Old Business

- **Children's Liturgy and nursery workers**
 - Mary Beth has Children's Liturgy volunteers through June 30 with the exception of April 28 and June 9, 16 and 30.
 - Kara and Mary Beth will work on a targeted e-mail soliciting help for the summer. (See discussion below about Safe Church Training).
 - We have not consistently had Psalm sheets in the service. Suz will ask Kara to get the Psalm sheet there each week.
 - We would like to get musicians back in the Children's Liturgy (Billy Bridges, Bob Green, Susie Stokes, Brad Russell, Ken Weaver, Ann Wilkerson). We will be thinking about the best way to do this starting in the fall.
- **Shrove Tuesday and Ash Wednesday**
 - Good crowd at Shrove Tuesday. We need to start the program earlier (while people are eating dinner). Might consider starting earlier – say 5:30?
 - People who attended Ash Wednesday really liked it. Two non-HT families were there. Might consider starting a bit later – say 5:15 so people who work till 5 can make it.
- **Kanuga**
 - Jerri Griffin and Leah Durham work with children from HT and St. John's. It was disorganized in the morning. We needed better support from Kanuga who was coordinating this effort. Next year, we should coordinate directly with St. John's rather than working through Kanuga contact.
 - Leah and Anne Wilkerson's afternoon "jam" session was great
- **Sip and See**
 - Moved to Maibergers due to small turnout (bad date)
 - Lura seemed to very much appreciate it.
 - Gave Child's First Prayer Book and Prayer Book with prayer cards. Sarah will provide Suz First Prayer Book to use for future births.
 - We need to continue this for all new children in the parish. We can make book plates from HT.
- **Bishop's visit** – no action taken
- **Easter Family Service** – no action taken

New Business

- **First Sunday Family Service**
 - April – Grilled cheese sandwiches (grown up and kid versions), chips, fruit and vegis – see Follow up Tasks. This service will be in the parish hall due to bats in Nave. We will use paper plates and keep it very simple.
 - May – burgers and hot dogs (hopefully outside). We will discuss details at next meeting.
- **Pilgrimage Summer 2020** – discussed need to form a committee consisting of ones who have planned pilgrimages in the past. Also discussed having youth start now to decide where they want to go/what they what the focus to be to get their buy-in on the planning.

- **Family Minister Position**
 - Suz provided a revision to the job description and we made recommended changes. She will send a revised draft
- **Spring Family Event – Sunday, April 28 from 3:30 – 5:30**
 - Will call it Pops in the Park (King of Pops)
 - Will recognize Sunday School teachers and youth leaders
 - Location – Earl Anderson Park (see Follow up Tasks)
 - Will recruit some dads to organize games (relays, crazy clothes, water guns)
- **Nursery workers for summer 2019** – will begin work to recruit those with Safe Church training, Sunday School teachers, college students
- **Sunday School planning for Fall 2019**
 - Meeting schedule with leaders Wednesday, April 3 at 6:30
- **Safe Church Training**
 - Discussed having someone from HT trained to lead Safe Church Training or to host a training session at HT and invite others to join
 - We could then target some more folks to come to training with the idea that they could then help with Sunday School or Children’s Liturgy
 - We could have training for Children’s Liturgy immediately following

ATTACHMENT K

MINUTES OF THE ST. PAUL'S COMMITTEE MEETING

February 28, 2019

Attendance: Chairman Eric Naeseth, Mtr.Suz, Members Jack Davis, Diana Manly , Jim Reed, Iris Reed, Clyde Gorsuch and Frances Gorsuch.

The meeting was called to order by the Chairman at 1:31.

Mtr. Suz led the opening prayer.

OLD BUSINESS

1. Eric distributed an email from Tree South. Karl says the weather is still OK to plant trees and he will donate the time needed to plant the trees. He is exploring a donation by a local farm to provide the eastern red cedar trees. We would need to purchase dogwoods and the cypress trees.

Eric proposed that we rent a clam digger to plant the trees. Iris made a motion to research renting a clam digger and if the cost is less than \$250.00 to go ahead and rent it for Karl. The motion was seconded by Jack and the motion was passed by majority.

2. Jack gave an update on the roof. The contract for \$1200.00 for the assessment is still good. Members expressed concern that this needs to be done as soon as possible.

3. Organ Update: Cynthia is on board with pipes being refurbished. Clyde made a motion to seek a statement of work with a bid estimate to refurbish the pipes. Diana seconded the motion and the motion passed unanimously.

4. 200th year celebration. Eric has contacted the local ice cream shop who has agreed to cater the event for \$1000.00 for 200 people. They will serve ice cream from 12:00 to 2:00 and have chilling units. They can get more ice cream if it runs out since they store more close by.

The public will be invited on Saturday June 8th, from 11:00 to 2:00. There will be a proclamation by the mayor at 11:00 followed by an opening prayer. The vestry from 200 years ago will be recognized and the committee members and the Bishop. There could be churchyard tours every 20 minutes. Committee members could dress in period costumes if desired. Members of the church will be sought to provide cookies to go with the ice cream at noon. A tent should be provided and a hymn sing is being organized. Local Episcopal Churches will be invited and the public is invited. Rebecca Edison will be in charge of advertisement for the event. The event should wrap up between 2:30 and 3:00. On Pentecost Sunday June 9th, our parish will have homecoming and church picnic.

5. Diana wants the paving company to put in writing that they will repave the parking lot. On April 13th, Wanda Campbell's ashes will be interred in the church yard with just the family present. Someone needs to dig the hole since a funeral home will not be involved. Iris states that she was granted \$500.00 to replace the Gospel Book and linens . The cost was \$484.00 plus tax and shipping. Jack said that 4 sleeves were needed for the sconces so he purchased 6. Jack said that Tom Hunt has worked on the church for 20 years. Eric and Jack will meet with Tom in the next 10 days to talk about replacing the bad boards on the outside of the church and discuss caulking of the window panes.

NEW BUSINESS:

Bill Purkerson is the new Vestry liaison to St. Paul's. He probably will not be able to attend meetings.

Between now and the end of March Suz will send letters of invitation to the sister churches and Senators Graham and Scott.

Iris made a motion to have a banner made advertising the event. Jack volunteered to draft one and send it out by email. Diana seconded the motion. The motion was approved.

The minutes were approved from the last meeting.

The next meeting will be March 21, 2019 at 1:30.

Meeting was adjourned at 2:30 PM.

Respectfully Submitted by:

Frances Gorsuch
Secretary