

Holy Trinity Episcopal Parish Vestry Meeting

June 25, 2017

Present: Mtr Suz (Rector), Kathy Crouse (Jr. Warden), Byron Harder, Meredith Mims McTigue, Jack Davis, Dustin Foxworth (Treasurer), Tommye Hurst, Iris Reed, Hap Wheeler, Kathy Sparks, Kathy Hunter, Joe Yanes, Bill McDaniel, Rebeca Eidson (Secretary).

Excused: Paul Anderson (Sr. Warden), Kaleb Ellison, David Robb.

Opening Prayer: Mtr. Suz Cate opened the meeting with a prayer.

Lectio divina and Reflection: Mtr. Suz presented James 3:13-18 for the Vestry and asked them to reflect upon the verses. Discussion ensued.

Approval of Minutes from May Vestry Meeting: Motion to approve passed unanimously.

Treasurer's Report: Motion to approve passed unanimously.

Resignation of Treasurer: Dustin Foxworth announced his resignation as Treasurer. He will remain on the Endowment and Finance committees. The Vestry thanked him for his good work.

Rector's Report:

- **Staff:** The new staff are still getting to know each other and learning about Holy Trinity. There is much energy and excitement around family ministry and other areas. They are brainstorming ideas for family ministries, youth ministries, and Canterbury. Deacon Christopher Wilkerson is the official campus minister for Clemson University.
- **Boot Camp for New Rectors:** Mtr. Suz attended a boot camp for new rectors from Province Four. Joe Yanes also attended. They learned about recourses for leadership development, financial management, stewardship development, and more. The parish issue she and Joe took to the boot camp to work on was how to integrate and align the six distinct operating entities at Holy Trinity toward a common purposes. Her hope is to create synergy rather than diffuse energy in so many different directions. Notably, Mtr. Suz was nominated for the boot camp by our Bishop who wants to develop her as a new leader with an entrepreneurial spirit for the Diocese. She was honored to be nominated and to participate. Mtr. Suz will talk further with him about his aspirations for our parish. She now has a clergy coach who will work with her over the next six months to develop a plan regarding the issue she worked on at the boot camp.

Senior Warden's Report (absent): Paul Anderson submitted his report via email: (edited) We have consummated the refinancing/restructuring of our Prism and Walls loans with First Citizens bank. The basic terms lock in our interest rate at 4% until 2024. No additional appraisals for the properties were required. That goodwill saved us approximately \$5,000. The total closing costs, including both loans, came to \$1800.

Junior Warden's Report: Kathy Crouse reported new lights are continuing to be installed in the parish hall over the summer. Other repairs are underway. We will relocate the trash cans to our side of the alley. St. Paul's still has two broken tombstone. She is seeking someone who can repair them. She met two people in Oconee County who work with old cemeteries who would like to help us in cemetery preservation. She will share their contact information with Jack Davis for the St. Paul's committee.

Episcopal Day School (EDS): Meredith McTigue thanked the Wheelers for hosting a nice gathering to honor EDS teachers and staff. The event also gave both groups an opportunity to get to know each other better. Currently the EDS Boards is working on a strategic plan and will bring mission statement to the Vestry for approval in August. They also are relooking at security within the building during school hours; worn out items that may need to be replaced; and considering a bus for transportation (also to be used for other church needs). There is a waiting lists for classes; 100 percent of parents say if they had to do it all over, they would choose EDS for their children again. This would be an excellent pride point to use in marketing.

Outreach:

- Haiti Assistance:
 - See **Attachment A** for the report.
 - Iris Reed made a motion to accept Summit as the liaison to handle disbursements from Holy Trinity for the university in Haiti. Seconded by Bill McDaniel. Motion passed unanimously.
 - Hap Wheeler made a motion that the Outreach Committee be empowered to meet salary commitments to the school in Haiti. Seconded by Iris Reed. Motion passed unanimously.
 - There was discussion about the different accounts set up in the Holy Trinity budget to provide assistance to Haiti. Mother Suz will ask Harry to write a report to share his background and knowledge of the funds and how they are to be used. She will ask Lynn Farmer to do an accounting of the various funds as they are now. We will review both at the August Vestry meeting. Hap Wheeler suggested a flow chart be developed to help the Vestry understand how the various funding streams are organized.
- Kathy also reported that the committee conferred with Clemson University about students who may not have sufficient resources to purchase food. Clemson University said there is a student food pantry and there is no need for assistance from Holy Trinity.

Worship Committee: See **Attachment B** for report.

St. Paul's Endowment Fund Distribution: Jack Davis reported the St. Paul's committee voted to ask the Vestry to approve 50% of the revenue generated by selling cemetery plots be designated for the operating fund to helps with upkeep and maintenance. Since that vote, they learned they will receive \$104,000 from the Episcopal Diocese of Upper South Carolina to help maintain this historic property. The St. Paul's committee will reconsider their request in light of this news and report back to the Vestry in August.

Kathy Hunter passed out copies of a history of St. Paul's that was written by Col. Ben Skardon. Hap and Carolyn Wheeler are in the process of updating it. The history will be professionally hardbound as a book and will be sold. They have ordered 100 copies and hope to have them delivered by the middle of August.

Endowment Board: The Vestry voted to reappoint Isabel Candela and Ron McGimpsey to the Endowment Board.

Housing Allowance Resolution: The Vestry approved that a portion of Christopher Wilkerson's salary be designated as a housing allowance. This provision is needed for tax purposes.

Vestry Purpose Statement: The Vestry discussed the purpose statement in the context of James 3:13-18. They also discussed wording and goals. Rebecca Eidson will present a new draft of the purpose

statement. The Vestry divided into three groups and began working on three goals to accomplish this year. A representative of each group is to email their goal and action items to Rebecca, and she will disseminate a document containing all three back to the Vestry before the next meeting.

Adjournment.

Minutes Respectfully Submitted by Rebecca Eidson, Clerk to the Vestry

Issues related to Haiti:

1. Available funds:

\$13,000 in account that receives donations from Holy Trinity Lutheran, Grace Episcopal, St. John's Methodist and us. For many years, the four churches have supported Bois Joli. "For many years, Holy Trinity along with Grace Episcopal, St. John's Methodist and Holy Trinity Lutheran, has supported Bois Joli, a Haitian village near Cange. Most recently we have provided a monthly salary for Manius St. Jean, the village health agent and "mayor." We also paid the preschool teachers. We should have several thousand dollars at Holy Trinity designated for Bois Joli." (Earl Burch)
Budget to be determined by Harry Morse and Beth Kunkle.

2. Haiti Educational Fund – empty

3. Diocesan funds?

4. If Outreach Committee is to be involved in Haiti, we need information about the different accounts. Cannot make recommendations and report to vestry without knowledge of accounts and who has access.

Needs:

5. University student fund now empty. From the extra funds allocated for Outreach, \$2,000 went to Our Daily Rest for beds and \$13,000 was sent to the university students in Cange. Now need funds for the new Haiti Education Fund which we opened in honor of Earl Burch. Propose active campaign, as the university students grants are an ongoing urgent need.

6. High School in Cange is in imminent danger of closing unless we send funds.

7. Santart Artisan Center. Salaries needed for workers from Cange fund.

8. Bois Joli – salaries for teachers needed. If they do not receive them the school may also close.

Actions:

9. After discussion with Harry Morse, the Outreach Committee agreed that Summits is probably the only practical way we can send money to Haiti.

10. Proposal to reimburse David Vaughan for sending water filters to Haiti. Lynne will need to give us a statement. Sum about \$600-700.

Hunger at Clemson

11. Byron – hunger at Clemson. Byron says the University has it in hand.

Sabbatical:

12. We had already produced a purpose/mission statement in September 2016

13. Goals for the committee:

- a. Improve communications with the parish
- b. Recruit more volunteers
- c. Aim to have 10% parish budget allocated to Outreach

ATTACHMENT B

MINUTES - Worship Committee Meeting - May 21, 2017

The meeting convened in the office area conference room at 12:15 pm. Becky Bowman gave the opening prayer. The meeting was then called to order by Chairman Reed. Attending were Jim Reed (Chairman and St. Paul's), Mother Suz Cate (Clergy), Terri Mayberry (Lectors, Intercessors, Eucharistic Ministers, and Worship Leaders), Jan Cribb (Altar Guild), Judy Surak (8 am service representative), Carol Yardley (Acolytes), Becky Bowman (music), Peter Sparks (Ushers), Cynthia Spejewski (Staff), and Iris Reed (Secretary, Vestry Liaison).

1. The minutes of the previous meeting (2/26/2017) were approved as distributed.
2. Review of service schedule through 6/30/2017:
 - Pentecost (June 4) will be Homecoming Sunday [8 am service at Holy Trinity] Homecoming service at St. Paul's at 10:30 am – A picnic follows the service.
5. Set service schedule from 7/1/2017 through 9/30/2017:
 - Sunday, August 13 - Blessing of backpacks
 - Sunday, August 27 - Ministry Fair and Rally Day; Sunday School teachers and acolyte director will be commissioned during church.
 - Sunday School classes start on Sunday, September 10.
 - There is no information yet as to when breakfasts or Canterbury starts.

OLD BUSINESS

1. Jim distributed a list of hymns that are common to the Episcopal and Baptist hymnals. He remarked that most of these hymns are familiar to many of the parishioners and requested that they be sung more often. (List is available upon request.) Mtr. Suz thanked Jim for the list and said she will use it when planning service music.
2. The Committee again discussed whether pita bread or wafers are preferable for use during services. This does not include the gluten-free option that will always be available. Members talked about the merits and disadvantages of each and considered doing a parishioner survey (but decided not to). The conclusion was that we should continue as we currently do - pita bread for regular services and wafers for lesser attended services.

NEW BUSINESS

1. There will be no Sunday School or Children's Chapel beginning June 4. (We will not have these ministries in June, July, or August.) These will resume in the fall. We will continue to offer nursery care for children ages 0-4. Sunday summer nursery hours will be 10 am - 12 pm.
2. Jan asked about backpack collection this year. They will be blessed on August 13. She said that last year the ones that we collected were distributed to Family Promise and Helping Hands. It was determined to again do this, collecting items to go in the backpacks as well. Mtr. Suz mentioned that we might have a sock drive to go along with this.
3. Jan asked when we will return to the prayer-book version of Prayers of the People. Mtr. Suz said we will do this starting Trinity Sunday, June 11. She also said that an usher should take up the Prayers

of the People at the 8 am service since the L/I is also the crucifer. The Intercessor should continue processing with the Prayers at the 10:30 service.

4. In response to a question by Jan as to how the home communion kits should be handled when we have visiting clergy, Mtr. Suz said that the same procedure should be followed - that is, filling them at the altar at the end of communion. She also said that this will likely not be a problem after Christopher, our assistant Rector, is ordained a priest.
5. Mtr. Suz said that the names of persons requesting prayers in the Prayers of the People should be included along with the name(s) of the person for whom the prayer is offered. This is the only way that she can follow up with the request. Any prayer request that is so private that it cannot be included in the Prayers book on display before the service should be handled by a direct email to Mtr. Suz.
6. The Wardens and Mtr. Suz are asking each Vestry liaison to work during the summer months with his or her committee to formulate a purpose statement and set two to three short- and/or mid-term goals for that committee. This should be a refocusing of what we do with an eye to involving more people and improving the function(s) of the committee. It is permissible, but not necessary, for sub-goals to be established by each member's service area.
7. Opening prayer for next meeting: **Iris Reed**
8. Date of next meeting: **August 20, 2017**

There being no further business, the meeting was adjourned at 1:20 pm.

Respectfully submitted,

Iris Reed

Secretary