

*Making, Equipping and Sending Mature Disciples of Christ*



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

Vestry Meeting Minutes November 19, 2017

**Present:** Mtr Suz (Rector), Paul Anderson (Sr. Warden and Treasurer), Kathy Crouse (Jr. Warden), Hap Wheeler, Kaleb Ellison, Byron Harder, Jack Davis, Joe Yanes, Bill McDaniel, Kathy Hunter, Iris Reed, Shannon Quattlebaum, Tommye Hurst.

**Excused:** Kathy Sparks, Meredith Mims McTigue

**New Vestry Members:** Cary Kaye, Bob Greene

**Opening prayer**

**Old Business**

1. **Approval of minutes of October 22 regular meeting:** Bill McDaniel made a motion to approve; seconded by Iris Reed. Motion passed unanimously.

**New Business**

1. **Recap of Trinity Place Forum, Discussion of Signage Needs – Tommye Hurst:** Tommye reported that the Trinity Place Parish Survey showed that approximately eighty percent of the Parish would like us to keep ownership and control of the Trinity Place property. The Trinity Place Committee made a recommendation regarding the plan for Trinity Place (See Attachment A). Tommye Hurst made a motion to adopt, approve, and implement the recommendation. Seconded by Hap Wheeler. During discussion of the motion, Cary Kaye recommended we get legal advice regarding issues that have come up about imminent domain, adverse possession, and a cut through. The motion was amended to include that we retain legal counsel to advise us on these matters, up to \$5,000, and to have the Trinity Place Committee coordinate that effort. After additional discussion, the motion was approved unanimously.

We have myriad signage issues regarding traffic flow, access, and parking. The Vestry decided to table any decision on signage until legal advice has been obtained.

2. **Review of Vestry Goals – Kathy Crouse**
  - a) *Increase engagement and participation in the life of the parish.* Shannon Quattlebaum and her committee are working on metrics to measure engagement. She will work with Lynne Farmer to get the information we need. Decisions need to be made about what level of detail we want/need before finalizing the metrics.
  - b) *Decide on the long-term use of Trinity Place.* (See #1)

- c) *Communicate the work of Ministry Teams so members of the parish are aware of their programs of work and accomplishments:* The Communications Team has met and are working on a plan.
3. **Financial Review (Audit)—Paul Anderson:** Mary Anne Prater conducted the audit of Parish finances free of charge, which was a significant undertaking. Paul said they have made a notation to thank her by making a donation to a charity of her choice. Regarding the findings:
- a. Caution regarding how much we ask our Parish Administrator to do (Lynne Farmer). Lynne is the only one who knows what she knows, and that is a lot of responsibility for one person to have. Tommye Hurst is trying to learn some of those things.
  - b. The Finance Committee needs to audit its financial policies and forms, including ensuring funds are approved before they are spent.
4. **Diocesan Convention Update – Mr. Suz Cate:** The convention adopted a revised Diocesan canon that addresses when Annual Parish Meetings are held and who presides at Vestry meetings. We will review and update our bylaws as needed to reflect those changes. The Canterbury Task Force has decided to continue its work through 2018 and to have a recommendation for approval at next year's Diocesan Convention. The seed money for Canterbury work has increased considerably and will benefit all Canterbury programs in the Diocese.
5. **Assistant to the Rector's Report:** See Attachment B.
6. **Treasurers Report:** Motion to approve as presented by Bill McDaniel. Seconded by Hap Wheeler. Motion approved unanimously.
7. **Junior Warden's Report.** We have blue tarp on the roof because of some roof damage. The insurance adjustor has been here and agreed that a large portion will be covered by insurance because of hail damage. Renovations at St. Paul's are underway. The sexton is still in the process of installing more energy efficient lighting.
8. **Pastoral Care Report:** See Attachment C
9. **Sharing Time: Vestry Comments, Concerns, Observations:**
- a. The Family Ministries group has discovered good information about what families are looking in parish and worship life. They have made some major progress in those discussions and they will write up a report of those findings.
  - b. Rescheduled December Vestry Meeting for December 10.
  - c. Discussion of possibly giving bonuses for staff and potentially honoraria for certain individuals if we have a surplus in our budget at the end of the year.
  - d. Discussion about needing to consolidate ECW accounts under Holy Trinity accounts.
  - e. The Vestry approved moving the January Vestry meeting to January 14.
  - f. Haiti Funds: Months earlier, the Vestry approved funding support for students in Haiti to be channeled through the Summit organization. Unfortunately funds we sent to support our students went into a pool and some of our students did not receive their funds. We are now \$3,000 short of the money promised, so funds will be raised for this specific need. Discussion

ensued about how it is important that we strengthen our relationship with Summit and seek assurances this won't happen again. The Outreach Committee needs to be directly involved. We need a system of oversight.

- g. Hap Wheeler has accepted the position of Senior Warden, so the Vestry needs to fill the extra seat. Tommye Hurst made a motion to elect Lori Vaughn Graham; seconded by Bill McDaniel. Motion approved unanimously.
- h. Vestry Liaisons need to ask their committee chairs to send in their annual summary report to Lynne Farmer by email no later than January 19.
- i. Reminder the Vestry will cook the Canterbury Dinner on November 29.
- j. Mtr. Suz reported that ministers from Clemson area churches meet on Tuesdays. They met after the Texas church shootings. Laura Conrad, Fort Hill Presbyterian Church, and her Session Elders are working on a crisis management program with the Anderson County Sheriff's Department. All churches are invited to participate. It is important for clergy and lay leaders of downtown churches to get to know each other and establish clear lines of communications. A meeting will likely happen in January with an evening potluck dinner. Iris Reed suggested we let the Clemson Police know about the Bazaar on December 2.
- k. Thank you to Byron Harder for painting the retaining wall and for all of his wonderful grounds keeping.
- l. The Stewardship Campaign is still progressing well. We will have a full report later. Six pledges were made by children under the age of 14.

**Closing Prayer.**

Respectfully Submitted,

Rebecca Eidson  
Clerk to the Vestry

Dear All,

The Trinity Place Committee has studied the work done by previous committees and vestries, surveyed the parish members, and held the Parish Forum for a chance for anyone to ask questions or share opinions. With a clear understanding of prior commitments from Vestries throughout the history of Holy Trinity and learning how Trinity Place's physical space can serve the needs of the parish, we feel confident in our recommendation to satisfy short term goals.

The Trinity Place Committee would like to recommend for adoption by the Vestry the following proposal for Trinity Place use. This proposal will.

**1. Retain the Trinity Place property and continue to service the debt. This will meet the covenant with the parish to maintain Trinity Place.**

**2. Within the next one to two years, make the following modifications to the Trinity Place property:**

- **Relocate the current playground and change the grade behind the parish hall to accommodate entrance at what is currently the basement level; provide an access drive to the back of the parish hall for deliveries and drop-off and pick-up of Day School students.**
- **Retain a limited number of surfaced parking places. Continue to rent unpaved parking for football patrons.**
- **Retain the remainder of the space as a lawn, garden and playground and perhaps for other outdoor recreation.**
  - **Obtain legal counsel regarding issues of imminent domain, adverse possession, and a cut through. Spend up to \$5000. (added to original motion during Vestry discussion)**

Goals

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

1. Remedy the safety issues associated with the current playground and open up Addison Lane.
2. Provide the needed parking for the parish and continue considerable parking revenue stream.
3. Expand the uses of the Parish House.
4. Improve security for our programs.

Provide green space and an attractive additional entry way that will serve to attract people to Holy Trinity.

Other Discussion of conversations with our downtown neighbors.

Agenda Item 1. continued: See attachment of Sign Options for Entry to our Parking Lot

Agenda Item 3. I will be making a motion to include \$15,000 in the 2018 Statement of Mission for fees for Architectural Design of Trinity Place improvements.

Tommye Hurst

**Holy Trinity Episcopal Parish  
The Rev. Christopher Wilkerson  
Assistant to the Rector's Report to the Vestry  
Re: Canterbury/Campus Ministry  
19 November 2017**

Canterbury officially kicked off its regular fall semester activities on August 30<sup>th</sup> with dinner and a program of icebreaker style games. Regular meetings followed each Wednesday, with after-dinner activities alternating each week between programming and Eucharist. We have had thirteen meetings so far; the final Eucharist of the semester will be on December 6<sup>th</sup>. On November 1<sup>st</sup>, the regular Eucharist for the Canterburians was opened to the parish and wider community in celebration of the principle feast of All Saints.

Programming for the semester has ranged from the icebreaker parlor games of the first meeting to Bible studies (on topics including Bishop Curry's call to community in the wake of Charlottesville and the place of women in Scripture and the Christian tradition) to a workshop focused on identifying and exploring our spiritual gifts.

Participation has been on average between five and eight students, not including the two peer ministers or clergy. I would describe the group of regular attendees as small but quite dedicated. These students seem to have a real sense of community with each other—Canterbury is clearly important in their lives.

Plans for next semester include a combination of teaching-oriented programs (topics under consideration include the Anglican tradition and liturgy, identity and the transition from adolescence to adulthood, and the challenges of living a spiritual life in our secular world) and also more interactive programs (e.g., further work on spiritual gifts, possible service projects).

Though there was no Canterbury retreat during fall semester, we're planning to have one in the spring. Canterburians will also be part of the Kanuga parish weekend, as well. Additionally, I'm hoping to work with next semester's peer minister to put together some opportunities for Canterbury and Holy Trinity to have more of a visible presence on the Clemson University campus in the spring.

The majority of my work with the Canterbury group has been to begin building relationships with the Canterburians—to get to know them and also to get to know the community that they share thanks to this ministry. In that regard alone, I believe it has been a fruitful and successful semester. But I think the programming and worship have been excellent thus far, as well, and I'm looking forward to even greater things to come.

Respectfully,

CW

**Pastoral Care Ministry Team Meeting Minutes – November 13, 2017**

The meeting was called to order at 4:05 P.M.

Attending: Mother Suz, Pam Mack, Judy Surak, Liz Halpin, Dotti Carter, Laura Garren and Kathy Hunter. Pam opened the meeting with a prayer from St. Francis.

It was noted that Mary Beth Johnstone will not be joining our ministry team after all, due to current job constraints. Kathy Naeseth remains a member but cannot attend the meetings at this time due to transportation issues.

Minutes from the Pastoral Care Meeting from October 9, 2017 were reviewed by attendees and unanimously passed.

Visitations for the past month were discussed, as well as upcoming possible visits. Liz will send “thinking of you” cards to some parishioners to let them know we are thinking of them.

Transportation for parishioners was discussed.

Discussion then followed about where those in wheelchairs sit in the sanctuary. They may be seated near the Baptismal font, or to the left side of the alter, in the transept, either by the door (may have to temporarily move a chair) or under the “Exit” sign on the wall (no chair would have to be temporarily moved.) Kathy Hunter will send out a note to the ushers (since Peter Sparks out of town) relaying this information.

Pam recapped the fall Adult Sunday School program, “Living as if You Were Dying.” There were anywhere from 4-12 attendees each Sunday, with pertinent information relayed about health and estate planning, review of the “Five Wishes” document, and other valuable information about planning for end-of-life. Pam may visit the idea of a one-day (probably ½ day) program to also help educate our parishioners about what to expect and planning for end-of-life issues. Overall, Pam deemed the Fall 2017 Adult Sunday School program a success. It helped with our PC yearly goals for education and communication.

Suz mentioned a program entitled the “Living Well Compass,” a program with support from Suwanee as another resource for wellbeing. It taps into the physical, emotional, social and spiritual aspects of wellness. Also, there is a position known as the Congregational Wellness Advocate. There is training available if anyone would like to become one.

Pam also mentioned that there is a program, “Being Community,” that engages with prayer, nurturing and caring for overall wellbeing and health.

Kathy Hunter and Mother Suz gave a brief update from the Vestry.

In other reports:

-Flower delivery: Vi Wolf will finish her 6 years of flower ministry this November. Many thanks to Vi for her loving service. Laura Garren and Beth Newton will continue to help. Looking for other volunteers for this important Pastoral Care ministry.

-Judy also reminded us of the “Remember Me” initiative, where the NGPCL would reach out to those parishioners who don’t respond to any mailings or invitations. Judy is looking into the status of this initiative.  
-We are still in need of a NGPCL for group #3 – the Central area, and group #5 – the Salem area.  
-Kevin Hughes has requested names of parishioners who do not get out, and those who are unable to make a big meal, who may enjoy a Christmas meal delivered. Annually, this is spearheaded by Julie Morse and Kevin Hughes. Judy made a list of suggested names, also Tom Witmer will contact the NGPCLs to see if these and other parishioners would like a meal.

Judy included in the meeting’s agenda informative websites to visit for information regarding physicians: the Federation of State Medical Boards ([fsmb.org](http://fsmb.org) – click on consumer resources) and for surgeon information ([surgeonratings.org](http://surgeonratings.org))

There will be no regular monthly Pastoral Care Ministry Team meeting in December, unless deemed necessary. The next meeting of the Pastoral Care Ministry Team will be January 8, 2018 at 4pm in the Parish Hall office meeting room.

The meeting adjourned at 5:10pm.