

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 10/22/17

Present: Mtr Suz (Rector), Paul Anderson (Sr. Warden and Treasurer), Kathy Crouse (Jr. Warden), Hap Wheeler, Kaleb Ellison, Byron Harder, Meredith Mims McTigue, Jack Davis, Joe Yanes, Bill McDaniel, Tommye Hurst.

Excused: Iris Reed, Kathy Hunter, Shannon Quattlebaum, Kathy Sparks

Senior Warden Paul Anderson welcomed everyone and asked Mtr. Suz to open the meeting with a prayer.

Spiritual Journeys: A Faith Journey story was shared.

Old Business

Approval of minutes of September 17 regular meeting: Bill McDaniel made a motion to approve; seconded by Joe Yanes; motion approved unanimously.

Review of Meeting with City of Clemson about Trinity Place, 10/20: Meredith McTigue made a motion to go into Executive Session to discuss property matters that may involve confidential information; seconded by Paul Anderson. Information was shared; no vote taken.

Parish Survey Regarding Trinity Place: Hap Wheeler announced there will be a parish forum on November 12 after the 10:30 AM service to discuss the results of the parish survey about the Trinity Place property. Thus far we have had 130 responses; surveys are still coming in. Based on feedback thus far, 78 percent very supportive and 14 percent neutral about the proposal to keep the property, lower the grade, move the playground, and include parking and green space. Additionally, thus far programs/activities ranked as needing space are parking (#1); Episcopal Day School (#2), and Canterbury (#3).

New Business

Review of Vestry Goals – Kathy Crouse

1. *Increase engagement and participation in the life of the parish:* The committee is developing a rubric to measure engagement.
2. *Decide on the long-term use of Trinity Place.* Survey implemented as reported above.
3. *Communicate the work of Ministry Teams so members of the parish are aware of their programs of work and accomplishments:* Committee is coming together hopes to get a report to the vestry soon.

Other Committees: Groups are working on concrete goals.

St. Paul's Plot and Fund Receipts – Jack Davis: Currently fifty percent of funds from the sale of cemetery plots goes into the St. Paul's fund and fifty percent into the St. Paul's Endowment Fund. The St. Paul's committee made a recommendation to the Vestry that 100 percent of the funds go in St. Paul's Endowment Fund. Motion to approve made by Jack Davis; seconded by Byron Harder. Motion approved unanimously.

Revision of EDS Bylaws – Meredith McTigue (See ATTACHMENT A): The constitution and bylaws have been updated and combined, which complements the format of the Holy Trinity bylaws. Tommye Hurst made a motion to approve the revised EDS Bylaws (with minor corrections); seconded by Byron Harder. Motion passed unanimously.

Sharing Time: Vestry Comments, Concerns, Observations

Joe Yanes reminded everyone that Oktoberfest is Friday, October 27.

Reports

Treasurer/Senior Warden - Paul Anderson:

Holy Trinity Funds: Reviewed the report on the various funds that Holy Trinity has set up. **(See ATTACHMENT B)**

September Financials and Treasurer's Report: Paul, who also serves as interim treasurer, presented the Treasurers Report. Bill McDaniel made a motion to approve; seconded by Hap Wheeler. Motion approved unanimously.

Vestry Nominations: update from Nominations Committee: Paul Anderson reported for Iris Reed, who is out of town. Nominations are due this week and will be mailed out to the parish. We have a strong slate of nominees thus far.

Rector's Report - Mtr. Suz:

- January Vestry meeting to be moved to January 14, approved by the Vestry.
- Vestry Retreat 2018 will be held in February, most likely on Feb. 9-10. It will be held locally. Tommye Hurst volunteered to look into catering options.
- Mtr. Suz is leaving for vacation tomorrow, October 23, and will return Saturday, October 28.
- Vestry is schedule to cook for Canterbury on November 29. Mtr. Suz volunteered to cook pork loin. Others can provide sides and desserts.
- The Annual Parish Meeting will be held the last Sunday of January.

Jr. Warden Report– Kathy Crouse:

Buildings and Grounds Committee Update: The railings have been fixed and painted. \$600 is still needed to pay for the new kneelers. We are still in the process of replacing light bulbs in the Parish Hall with LEDs. Building and Grounds is going to be asking for an increase in funding in the 2018 budget. The Parish Hall is now 20 years old and more maintenance will be needed in coming years. Eight doors into parish hall have to be replaced, which will cost \$15,000. St. Paul's renovations are coming along well. We have decided on interior painting and work will start in November.

Tommye Hurst volunteered to ask the city what if any parameters there are putting a sign with service times on the wall outside the church office (which is in the process of being painted).

Ministry Teams:

- Meredith McTigue reported the Stewardship Campaign is off to a great start. So far, we have 62 pledge cards and a significant increase in pledges over last year.
- Parents of Young Families had a very productive meeting today with Chloe and Deacon Christopher.

Closing Prayer.

Respectfully Submitted,

Rebecca Eidson
Clerk to the Vestry

THE EPISCOPAL DAY SCHOOL OF HOLY TRINITY PARISH
BYLAWS

**ARTICLE I
NAME**

The name of this school shall be THE EPISCOPAL DAY SCHOOL OF HOLY TRINITY PARISH.

**ARTICLE II
MISSION**

The Episcopal Day School is a ministry of Holy Trinity Parish that prepares pre-primary children of the community for their future by loving and teaching them in a Christian environment.

**ARTICLE III
DOCTRINE**

The school's mission shall be pursued within the bylaws of, and Canon Law established by, the Episcopal Church in the United States of America and the Diocese of Upper South Carolina.

In carrying out this mission, the school shall adhere to the following principals:

Provide a competent and caring staff:

Honor the Anglican Tradition of liturgy, celebration and practice in all of the school's programs and activities;

Establish an appropriate curriculum, which will engage the children's interest, and be responsive to the children's developmental needs;

Ensure that the facilities in use provide a safe environment;

Practice inclusiveness in admissions and hiring policies.

**ARTICLE IV
RECTOR**

The school shall operate under the direct control of the Rector, who is Head of the School, and Vestry of Holy Trinity Church who, in turn; shall delegate such responsibilities and authorities as fall within their respective jurisdiction to the Director of the Day School and Day School Board of Trustees.

**ARTICLE V
BOARD MEMBERS**

The Board shall be responsible for selection of a Director, subject to approval of Rector and Vestry.

Section 1. Number of Board Members

There will be a Board of Trustees that shall consist of five to six (5-6) members and two (2) ex-officio members, which shall serve under the authority of the Vestry of Holy Trinity Parish.

Section 2. Board Member Composition

The Board shall consist of the following members:

a) The Rector (ex-officio member);

b) Two Vestry Representatives (voting members);

1) The Vestry members shall serve a two-year term with staggering terms.

2) The Vestry member who has served on the board for one year will serve as liaison between the Board and Vestry.

c) Four Parish Representatives (voting members);

1) Two Parish Representatives shall be elected annually, each for a two-year term making the total number of voting Parish Representative on the board four in one year.

2) To be eligible for nomination and election as a Parish Representative, a person must be eligible to vote at Parish meetings. No immediate family member (spouse, parent, child, and sibling) of Parish staff, Day School staff or students, or clergy is eligible for service on the Day School Board.

3) An eligible person may serve for a maximum of two consecutive two-year terms.

d) The Senior Warden of the Vestry (ex-officio member).

The Director, Day School Staff, and Parents of enrolled Day School students shall be ineligible for Board membership. The Director attends the Board meetings in an advisory capacity.

The Chairperson and Co-Chairperson of the Board will be elected by the Board at the February meeting.

In the event a Parish Representative is unable to serve, the Vestry may elect with the guidance of the EDS Board of Trustees another eligible member of the Parish to serve until the next election. In such an event, the person elected by the Vestry may complete two more consecutive elected terms.

The role and responsibilities of the Day School Board shall be:

1) Establish policy and procedures for the Day School including, but not limited to:

a) Curriculum

b) Discipline

c) Faculty Performance

d) Faculty Training

e) Communications

f) Safety

g) School Parent Handbook

2) Oversight of facilities

3) Maintain oversight of the implementation of policies and procedures.

4) Hiring a Director, subject to approval of the Rector, who then serves at the discretion of the Board; and to be responsible for the care, support and evaluation of the Director.

5) Provide a summary of monthly Board actions at the regularly scheduled Vestry meetings, and annually at the Parish Meeting.

6) Develop an annual budget and tuition costs subject to vestry approval.

7) Engage in fund raising activities on behalf of the Day School, subject to Vestry approval.

ARTICLE VI

DIRECTOR

The director shall have jurisdiction over the policies of education in conformity with the jurisdiction assigned by the Rector and the Day School Board.

Section 1. Responsibilities

The Director shall be given the following responsibilities and the authority to commensurate with the same:

- a) The Director will report to the Rector (Head of School) regarding any proposed management changes of the Day School and will keep him/her informed regarding school activities.
- b) The Director will operate on a day-to-day basis with the help of the Day School Board. Responsibilities include, but not limited to:
- 1) Be responsible for the admitting and discharging of all students of the School, with approval by the Rector;
 - 2) Observe and participate in student activities;
 - 3) Visit classes frequently to observe the progress made by students;
 - 4) Be involved in the opening and closing of the school day;
 - 5) Oversee the curriculum and, with Rector, the daily chapel service;
 - 6) Handle disciplinary cases promptly and in an appropriate manner;
 - 7) Be responsible for resource materials, snacks and supplies;
 - 8) Conduct staff meetings, both formal and impromptu;
 - 9) Report any janitorial deficiencies, building needs or safety hazards;
 - 10) Hire and dismiss teachers and teachers' aides;
 - 11) Administer the budget;
 - 12) Evaluate teachers and teachers; aides;
 - 13) Provide opportunities for teachers and teachers' aides to participate in continuing education on a regular basis
 - 14) Keep a list of substitute teachers;
 - 15) Be involved in fund-raising
 - 16) Maintain good communication with parents or guardians;
- c) The Director is responsible for fostering a sense of mission that is acceptable to the Board, students, parents, and teachers.

ARTICLE VII BOARD MEETINGS

There will be a meeting of the Board at least once per month, and other meetings may be called by the Chairperson of the Board or by any two members of the Board subject to the proper notice being given other members.

Section 1.

There shall be a regular meeting of the Board each month, except in a month when there is no business to transact.

Section 2.

All other meetings shall be known as special meetings. A special meeting may be called by the Chairperson of the Board or any two members of the Board by giving three days advance notice to all members. Such notice may be waived in writing signed by all members.

QUORUM

Section 3.

A quorum shall consist of a majority of the Board and such quorum shall be necessary for the Board to transact any business. Any matter coming before the Board shall be decided by a majority of those present except for the special case of changing the budget as discussed in Article IX.

COMMITTEES

Section 4.

The Chairperson shall appoint ad hoc committees as necessary. The Chairperson of each ad hoc committee will be a Board member and report to the Board. Other members may be Parish members. No committee shall exceed three (3) in number. The Chairperson and the Director shall be ex-officio members of all committees of the Board.

Section 5.

If a vacancy occurs on the Board for any reason, the unexpired term of the vacating member shall be filled by the Vestry upon recommendation of the Board and in consultation with the Rector.

ARTICLE VIII PARENT ADVISORY COUNCIL

To provide a forum for communication and feedback and to provide advice and counsel to the Director on new initiatives, the Board will consult regularly with the Parent Advisory Council (PAC), which will consist of the following:

- One teacher elected by the teachers at the first staff meeting of each year.
- Two parents elected by the parents at the first parent meeting of each year. One parent acting as chairperson and one parent acting as co-chairperson.
- One Board member.
- Parent committees will be formed as needed.
- The PAC will meet monthly and give reports on their area of responsibility. They will assist the Director and the Day School Board with the planning and implementation of special projects and programs. The PAC will also discuss and make recommendations to the Director and the Day School Board on any issues or concerns voiced by parents or teachers.

ARTICLE IX BUDGET

The budget of the Day School shall be proposed and administered subject to approval by the Vestry. The Board shall not make expenditures or incur obligations, which are not within the budget except with a vote approved by a majority of the Board's total membership. The director shall be allocated discretionary authority for general operations of the school. Additional funds may be obtained with the Board's approval.

Budget Funds Reallocations

Funds of more than \$100 can be moved to one category to another category with approval from the Board. The allocation of any surplus funds will be discussed in the May.

ARTICLE X PERSONNEL POLICIES

The Director shall hire and dismiss teachers and teachers' aides, subject to approval by the Rector and the Board.

The Director shall be responsible for seeing that a job description is on file for each teacher and teacher's aide.

Evaluating teacher and contract renewal

Teacher contracts shall be for one year. The Director shall perform regular evaluations of teachers and teacher's aides, using the format approved by the Day School Board. There will be a minimum of two evaluations, one base line evaluation early in the year, and one additional evaluation before new contracts are issued. The

evaluations will be signed both by the Director and by the teacher being evaluated. Additional evaluations may be performed at the Director's discretion.

Teachers will renew their interest for positions for the following school year at the time of their evaluation. Registration and Budget approval must be completed before contracts can be issued for the following school year.

**ARTICLE XI
AMENDMENT OF THE BYLAWS**

Changes to the bylaws of the Episcopal Day School of Holy Trinity Parish must be passed by two-thirds of the voting board members with the approval of the Rector and Vestry.

**ARTICLE XII
HANDBOOK**

Day School operating policies and procedures shall be compiled and included in a Handbook by the Director, subject to annual review and approval by the Board.

Approved by the EDS Board of Trustees on September 18, 2017

Pending Vestry Approval

ATTACHMENT B

Holy Trinity Funds

- Operating Fund
- Statement of Mission
- Memorial Fund
- Worship Furnishings
- Flowers-Altar/Easter/ Christmas
- Choir/Music
- Building Maintenance Fund
- Contract Labor
- Capital Improvements
- Repairs & Maintenance
- Landscape
- Organ Maintenance
- St. Paul's Fund
- Groundskeeper
- Worship/Altar Guild
- Utilities
- Supplies
- Repairs & Maintenance
- Contract Labor
- Miller Foundation Fund
- Restricted for Youth
- Anderson Estate Fund
- Restricted for Holy Trinity, Canterbury, & St. Paul's
- Cange, Haiti Fund
- Student Support
- Artisan Centre
- Singing Rooster Coffee
- Trip Expenses
- Medical & Dental
- Support Ecole Bon Sauveur
- Richard Hooker Series Fund
- Restricted for lectures and guest speakers
- Fran Davis Memorial Fund
- Restricted for medical assistance
- Education Scholarship Fund
- EFM scholarships
- Fellowship
- Bois Joli School Project Fund
- School support, teachers' salaries
- "Designated" Gifts Fund
- Outreach
- Appreciation-Clergy/Staff
- Clergy Discretionary
- Bishop Discretionary
- Episcopal Day School Scholarships
- Family Promise
- Episcopal Relief & Development
- Kanuga Scholarships
- Clemson-Canterbury Club
- Kanuga
- Retreats
- Meals
- Special Programs

- Travel

- Trinity Place
- FCB Note Payable #1181940
- FCB Note Payable #159114
- Interest Expense
- Parking Supplies
- Advertising
- Maintenance & Repairs
- Loan Closing Costs

- Youth Fund
- Pilgrimages

- Reserve Fund
- Restricted –to be used only in the case of extreme emergency to pay operating bills

- ECW Fund
- Bazaar
- Episcopal Day School Scholarships
- Clemson Free Clinic donation
- Clemson Community Care donation
- Family Promise donation
- Our Daily Bread donation