



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 March 18, 2018

Attending: Suz Cate (Rector), Hap Wheeler (Senior Warden), Kathy Crouse (Junior Warden,), Bob Taylor (Acting Treasurer), Tommye Hurst, Jack Davis, Shannon Quattlebaum, Meredith McTigue, Bill McDaniel, Bob Green, Earl Burch, Sarah Maiberger, Kathy Hunter, Lori Graham, Rev. Christopher Wilkerson.

Excused: Byron Harder; Cary Kaye

Opening Reflection: Earl Burch shared his spiritual journey.

Old Business

1. **December 2017 Meeting Minutes:** Jack Hunter made a motion to approve; seconded by Lori Graham. Minutes were unanimously approved.
2. **Evaluation of Vestry Retreat:** Hap Wheeler asked for feedback about the Vestry Retreat. Comments included: the event was very useful; consider working the identified “needs” into goals; norm setting was a useful exercise; the facilitator did a good job.
3. **Letter to City of Clemson from Attorney: SEE ATTACHMENT A.** Since we have decided to keep the Trinity Place property, we decided to communicate that decision in the form of a letter to the City of Clemson from our attorney.

New Business

1. **Administrative**
 - a. **Vestry Norms: SEE ATTACHMENT B.** Tommye Hurst made a motion to accept the Vestry Norms developed during the Vestry Retreat; seconded by Kathy Hunter. Motion approved unanimously.
 - b. **New Church Ministry Organization Chart and Vestry Assignments: SEE ATTACHMENT C.** Kathy Crouse reported the organization chart has been developed around the three key areas of our mission statement. There is some overlap, but a category was chosen for each area for simplicity’s sake. The chart is a work in progress and not yet finalized. It is designed to be a tool in illustrating how the church is organized. We will use this framework for parish communications, too.
 - c. **Ministry Team Norms/Reports:** Hap asked that each Ministry Team keep a notebook that includes a vision statement, goals, members, agenda, and minutes. Also, any operating principles or membership criteria would be good to include. If Vestry Liaisons have a report to the Vestry, it can be sent as minutes or bullet points. If it can be sent in advance of meetings, the Vestry can review it ahead of time. If action is needed by the Vestry, the action can be taken at the Vestry meetings.
See **ATTACHMENT D** for Pastoral Care Team Minutes
See **ATTACHMENT E** for Ministry Group Vestry Liaison Possibilities.

- d. **Parochial Report: SEE ATTACHMENT F.** The parochial report is an annual report to the Diocese about parish membership, finances, etc., and must be approved by the Vestry before it is submitted. Bob Green made a motion to approve the report; seconded by Bill McDaniel. Motion approved unanimously.
- e. **Vestry Goals for 2018:** Hap Wheeler and Kathy Crouse recommended retaining the 2017 goals and continuing to work on them for 2018.
 - i. ***Increase engagement and participation in the life of the parish:*** Shannon Quattlebaum is updating information on neighborhood groups. A survey of engagement will go out soon.
 - ii. ***Decide on long-term use of Trinity Place:*** A committee led by Tommye Hurst is continuing work on this goal.
 - iii. ***Communicate the work of the ministry teams so members of the parish are aware of our programs of work and accomplishments:*** Kathy Crouse said a committee will be appointed to evaluate all the communications of the church and how we can optimize them. Chloe will be the leader.

Bob Green made a motion to approve the goals; seconded by Tommye Hurst. Motion approved unanimously. Mtr. Suz said we need to establish a timeframe for evaluating the Vestry Goals and a process for doing that. Shannon, Tommye, and Kathy agreed to work towards doing so.

- 2. **Sharing Time: Vestry Comments, Concerns, Observations:** No particulars shared.

Reports

1. Senior Warden: Hap Wheeler

- a. **Haiti fund assignments to Outreach.** Hap reported it is recommended that we change current practice and move the management of Haiti Funds to the Outreach Committee. A motion to approve was made by Bill McDaniel; seconded by Lori Graham. Motion passed unanimously. Mtr. Suz commented these are good steps and there will be regular reports to the Vestry.
- b. **Fundraiser:** A fundraiser for Haiti will be held on April 21.

2. Junior Warden: Kathy Crouse

- a. **Roofing/Bell Tower Update:** Insurance from reroofing is paying for the work on the bell tower. The new roof is completed. The Building and Grounds Committee debriefed after the completion of the project to discuss lessons learned, such as the need for a pre-project meeting before future large undertakings.
- b. **Resilience Committee:** Kathy has formed a Church Resilience Committee to focus on safety issues. Recently there have been several meetings in the community to discuss safety, in part prompted by the church shooting in Texas. Kathy attended one such meeting at SWU. A Safety and Security Plan is much like a business continuation plan. The Day School already has a Safety and Security Plan. The first step is to gain an understanding of what is covered by our insurance. Carl Dunn, David Vaughn, and Chesley Rowe are working with her on the plan, and Kathy expects that we will soon will be able to meet with our insurance agent in person or via a conference call.
- c. **Lightbulb 101:** Lightbulbs in the kitchen should be fixed soon, if not already. Lightbulb installation continues.
- d. **St. Paul's Restoration:** Restoration is going well. The nave will be completed by Easter.
- e. **Review of Security procedures:** Let Kathy Crouse know if you have any questions about how to handle security duty. She also gave an overview of responsibilities.

- f. **Kitchen Responsibilities:** Beth Kunkel is stepping down from her role of being in charge of the church kitchen. Lori Graham agreed to assist with this transition. There was some discussion of how to handle laundry, purging the refrigerator and freezer, and more.
3. **Treasurer's Report on the Statement of Mission:** Bob Taylor gave the following report and financials:
- a. The overall financial report is that Holy Trinity is off to a good 2018 start with income {\$92,004} and expenses {\$91,102} approximately equal, but both are over budget by \$3.5K at this time. The financial statements are presented for information with no action items being recommended at this time.
 - b. However, the following observations may be of interest with respect to the March 7, 2018 financial statements
 - c. A \$25,000 transfer from Edward Jones MMKT (rf: 1.99.100.106) to the First Citizens checking account was needed to cover a temporary cash flow resulting from payment for the roofing and waiting for the insurance reimbursement.
 - d. Total Investments up (\$540,170 current, \$520,663 previous year)
 - e. Prepaid operating fund and prism pledges of \$83,097 and \$8,333 (rf: 2.99.300.100 and
 - f. 2.99.300.116 from page 1 of Balance Sheet). Parishioners taking advantage of a 2017 tax deduction and providing HT with a cash flow cushion.
 - g. Fund balances slight fluctuations from last year for most accounts but still healthy (bottom of page 1 and top of page 2 of Balance Sheet).
 - h. Salaries and Benefits (\$46,776, page 3) slightly over budget (\$45,856) due to a January salary payment which is prorated equally over the 12 months.
 - i. Utilities (\$5,575, page 4) over budget YTD (\$3,666) reflecting seasonal fluctuations and a particularly cold winter with costs in January a few hundred dollars over January 2017. This will need careful monitor for the remainder of the year.
 - j. A prepaid Prism pledge of \$10,000 (which is prorated \$833.33 monthly in 2018) is encouraging for the overall SOM budget of \$20,000. (rf: Trinity Place Report, page 5)
 - k. The Trinity Place loan currently total is \$625,786. Monthly payments (interest and principle) have been set aside until the large football parking income is realized later in the year which may result in additional principle payments.
 - l. The Finance Committee regularly reviews the Episcopal Day School financial statements (pages 6-8) and is pleased to report that the EDS financial situation is currently healthy.
 - m. Senior Warden Hap Wheeler and Past Senior Warden Paul Anderson suggested a slight revision in the Expenditure Policy to facilitate expenses less than \$100 which are aligned with budgetary availability and consistency with the project. The Finance Committee reviewed the suggested revision and recommends that the Vestry adopt the appended revised Expenditure Policy. **SEE ATTACHMENT G.** In the appended recommended revision, changes to the previously approved policy are indicated in red. The attached word file is provided if additional fine tuning or editing is desired by the Vestry. Tommye Hurst made a motion to approve the recommendation by the Finance Committee; seconded by Bob Green. Motion approved unanimously.

Bill McDaniel made a motion to approve the Treasurer's Report; seconded by Lori Graham. Motion approved unanimously.

4. **Rector's Report:** Mother Suz gave the following report:
- a. **Pastoral Emergency Procedure/Telephone Link:** A line has been established that will link to Christopher and Suz's cell numbers. They can also unlink when they go on vacation.
 - b. **Nursery staffing update:** Jean Jameison resigned recently, which left us with an understaffed nursery. Over the last week we have added three persons to the nursery staff for a total of five nursery workers. We also increased the compensation to a flat fee of \$30 for Sundays. Chloe schedules the rotation.

- c. **Parish Weekend in Kanuga:** Approximately 72 parishioners attended, and we have had positive feedback. It seems everyone enjoyed the weekend.
- d. **New Office Hours:** There has been some confusion around the decision to close the office on Friday afternoons. Mtr. Suz wanted to clarify that this does not result in fewer work hours per week for full-time staff. Rather, most of the full-time staff work overtime anyway, and by the time they reach Friday afternoon they have worked their full 40-hour work week. With the new schedule, they are given a bit more flexibility – they have the option to leave on Friday afternoons without the expectation that the office has to be covered that afternoon. If they have not worked their full allotment of hours, then they will continue working even though the Parish Office is closed.

5. Ministry Teams:

- a. **Episcopal Day School:** Hap Wheeler reported the following:
 - i. Cary Kaye was elected chair of the Day School Board.
 - ii. Priorities for the Board include minor infrastructure issues and the need to coordinate with the resilience committee.
 - iii. They will issue a survey to gauge interest in a summer program.
 - iv. They will evaluate the impact of the Clemson University Daycare which will open Fall Semester 2019 and be managed by a private company. The Center will take infants.
- b. **Outreach Committee:** Earl Burch reported on the allocations being assigned to various charities. See **ATTACHMENT H**
- c. **Trinity Place Committee:** Tommye Hurst reported the following.
 - i. The committee has met twice with Trehel regarding the future of Trinity Place. They have a summary of the work we have completed to date in visioning for the short- and long-term use of the property. They have all agreed to start with Phase One, which is basement access, grading, and parking. Trehel will be at the Parish on March 20 to share more information with the parish. They will issue a survey to be filled out by Ministry groups. Additionally, she has been in touch with Clemson University planning and they have agreed to work with us on how we enter our property through/across their property. She added that the City of Clemson has posted their concept study for future development on the city website, but they say they can't do anything to improve the downtown corridor unless they have a place to put a parking garage.
- d. **Engagement Committee:** Hap Wheeler reported we are looking for a new chairperson for fellowship. We also are trying to refine/define the role of engagement. Robbie Grider and Joe Yanes have agreed to lead that effort. Cindy Thackham will coordinate quarterly meetings for the Engagement Committee.
- e. **Worship Committee:**
 - i. Bill McDaniel has agreed to be the Vestry Representative for this group.

Closing Prayer.

Meeting Adjourned: 8:45 PM

Respectfully Submitted,

Rebecca Eidson, Clerk to the Vestry

BANNISTER, WYATT & STALVEY, LLC
ATTORNEYS AT LAW

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February 7, 2018

VIA U.S. MAIL

Mr. Rick Cotton
City Administrator
City of Clemson Administration Department
1250 Tiger Blvd., Ste. 1
Clemson, SC 29631

RE: Holy Trinity Episcopal Parish

Dear Mr. Cotton:

This letter is to inform you that my firm has been retained to represent Holy Trinity Episcopal Parish in regard to the property located at 193 Old Greenville Highway. Please direct all future communications regarding this matter to my office.

It is my understanding that City of Clemson officials have approached my client claiming that the City intends to acquire and use the property located next to the church for some purpose. Further, officials from the City have approached my client about performing testing on the site. However, to date, nobody has informed my client as to the City's public purpose for the property.

It is the intent and desire of my client to continue its favorable working relationship with the City in order to benefit both the Parish and the broader community. However, please be advised that my client does not intend to sell the property to the City. As such, the City will not be allowed on the subject property for any reason related to transfer of this property. If the City can provide and justify a public purpose for the property, then we may revisit this issue.

Should you have any questions or concerns, please do not hesitate to contact my office. Thank you.

Yours truly,
BANNISTER, WYATT & STALVEY, LLC



Luke A. Burke

LAB/kb

CC: Mary McCormac, Esq.
Holy Trinity Episcopal Parish

ATTACHMENT B

Key Words for Developing Vestry Norms (collected at retreat, Feb 10, 2018)

1. Honesty, integrity, transparency
2. Openness; encourage dialog and new possibilities
3. Efficient meetings; being prepared; resources, information, data; dedication
4. Goals, priorities; timelines; evaluation; commitment
5. Optimism; humor; good thoughts
6. Respect
7. Trust
8. Communication; staying connected
9. Fellowship; team work
10. Strategy; critical thinking
11. Prayer
12. Embrace religious identity
13. Future generations; potential

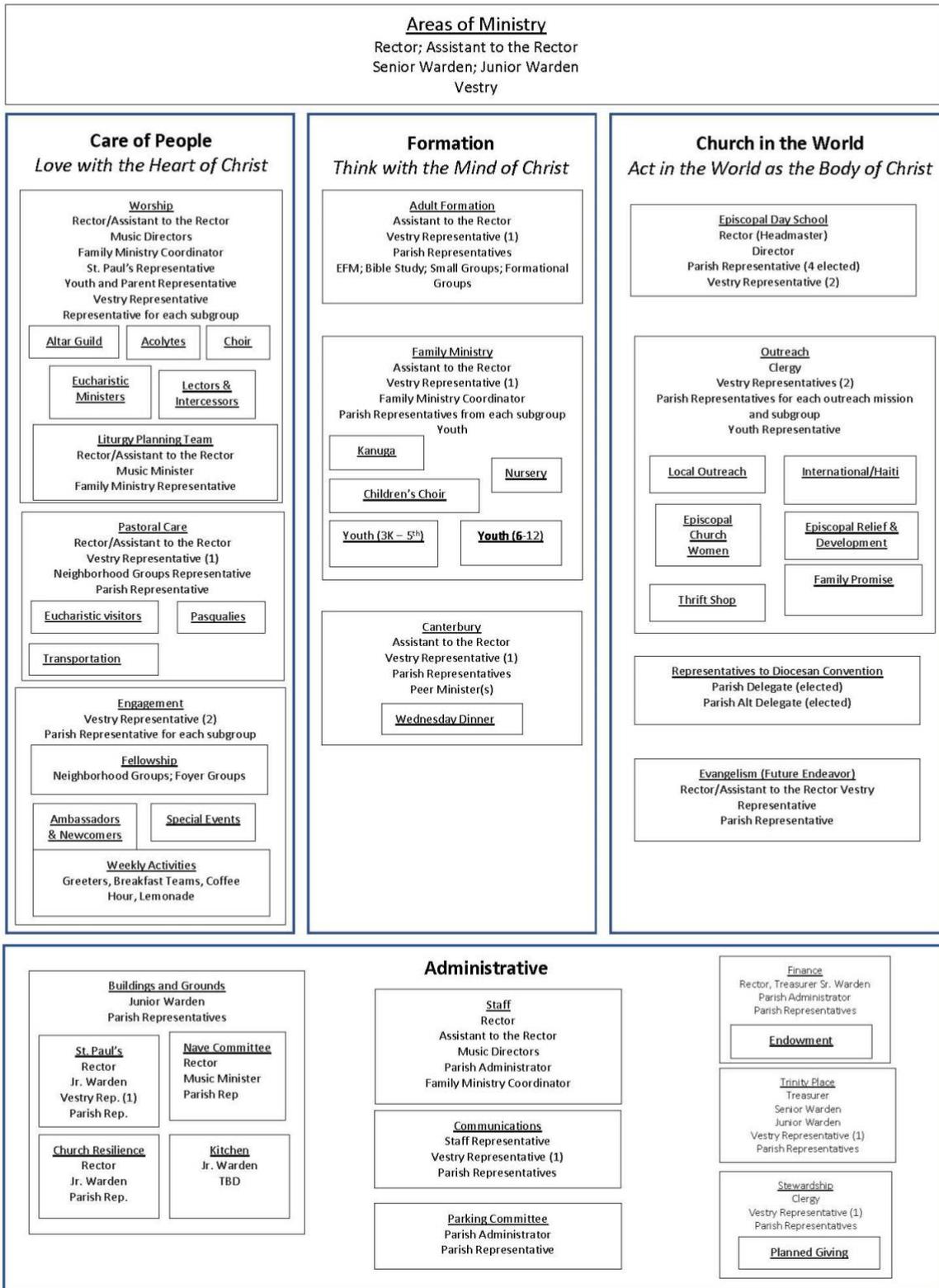
Vestry Norms

The Vestry of Holy Trinity, in full awareness of its responsibility to the Parish for the effective operation of its facilities and delivery of its missions in the service of God, establishes the following operational norms for this body:

1. We will maintain the highest standard of integrity, being honest, effective and transparent in reporting our actions and intents, as well as those of the committees we represent, to the Vestry as well as to the Parish. By so doing we will establish a culture of trust both in each other and in the Vestry.
2. We will respect the opinions of others, maintaining an open dialogue and remaining receptive to new ideas. We will remember that minority opinions have merit and truth.
3. We will make decisions and establish goals based on rigorously acquired information and data, critical thinking and strategic planning. We will establish goals having relative priorities, timelines and methods for evaluation.
4. We will be mindful of the time given by the members of the Vestry and others in the Parish, recognizing that time is a non-renewable resource. Accordingly, we will conduct our business efficiently, coming to meetings of the Vestry and our committees prepared and with clear agendas.
5. We will be good stewards of parish resources for the present and future generations of parishioners and others in our community and the world. However, in this process we will not shy from setting lofty goals that maximize our potential.
6. We will find ways to enhance rapport and fellowship within the Vestry, seeking a balance between the gravity of our responsibilities and a joie de vivre. We will eschew despair and negativity whenever it creeps into our proceedings.
7. We will seek guidance through prayer, remembering that the Vestry is a body of God's people.

ATTACHMENT C

The mission of Holy Trinity Episcopal Parish is to love with the heart of Christ, think with the mind of Christ, and act in the world as the Body of Christ.



Pastoral Care Ministry Team Monthly Meeting Minutes, 1/8/18

Ministry Team members Laura Garren, Liz Halpin, Suz Cate, Mary Bowman, Barbara Armstrong, Kathy Hunter (Vestry liaison,) Pam Mack, and Cindy Thackham (Care of People) were present. NGPCL Hap and Carolyn Wheeler also attended. Excused were ministry team members Judy Surak, Deacon Christopher Wilkerson, Dottie Carter, Kathy Naeseth, Kathy Russell, and Catherine Caudle.

A group photo taken for the *Tempo* article about Pastoral Care that Iris Reed is writing.

An opening prayer was read by Pam Mack, who led the meeting in Judy Surak's absence.

There were no corrections to minutes, except to note new email for Laura Garren. It is lauragarren@icloud.com.

Many meals were assembled and given out on Christmas Day from the work of several volunteers at Holy Trinity, led by Kevin Hughes. There were a total of 48 meals, mostly going to Meals on Wheels recipients.

Update on visitations since our last team meeting were noted.

Charlotte Roberts passed away last week; family wants a service at St Paul's with her minister from Greer, SC officiating, but no final details have been set as of yet. Suz will send out an email about the arrangements once they have been made.

Hap and Carolyn Wheeler had some Neighborhood Group member questions which Suz addressed.

Debra Anthony (Grace Stauten's daughter) - 2 years ago on 1/23 they were given flowers from the altar and would like them again this year, on 1/21. Laura will have some flowers taken to her dad, Ed, on the 21st.

Laura Garren has taken over flower responsibility and would like a list of who is supposed to receive them. Staff will decide at weekly staff meetings 3-4 names and leave a list for Laura. Beth Newton may work as a backup for Laura if she is out of town. Laura will write a short article for our communication publications to solicit flower delivery volunteers. When vases are needed, Laura will let us know.

A short discussion on transportation issues followed. Anyone willing to transport, please let Judy Surak know.

In the spring, we may perhaps hold a Saturday morning health-related seminar. Pam and Kathy will discuss at a later date.

Anyone with extra greeting cards, please get them to Liz.

Discussion followed on the draft of the 2017 Annual Report. Modifications were suggested and noted for a final draft. These changes will be sent to Judy Surak for our final report.

Hap brought up the question of what to do with those parishioners who aren't as active anymore. We need to reach out pastorally to them. Barbara brought up the possibility of calling each parishioner on a given Sunday to check on them, see how they are doing, and communicate with them. Cindy suggested it may be a good function of the Neighborhood Groups. Hap and Cindy will work on this.

Our next Pastoral Care Ministry Team meeting is Monday, February 12, 4pm.
Meeting adjourned at 5:12pm.

ATTACHMENT E, Page 1

Ministry Group Vestry Liaison Possibilities

1. Worship
Coordinates the various lay ministries relating to the parish's worship.
Subgroups include the Altar Guild, Acolytes, Eucharistic Ministers, Lectors/Intercessors and the Liturgy Planning Team.
Current Vestry Representative: Bill McDaniel
2. Pastoral Care
Helps coordinate pastoral care to members with clergy, including Eucharistic Visitors, hospital visits, meals, transportation, notes.
Subgroups include Eucharistic Visitors and Pasqualies.
Current Vestry Representative: Kathy Hunter
3. Engagement
Plans parish fellowship events throughout the year. Also oversees the weekly Sunday morning breakfasts, and Saints and Sinners, both of which have coordinators. Newcomer section oversees efforts to welcome and fully involve new members.
Subgroups include Greeters, Coffee Hour Teams, Newcomer, Ambassadors, Neighborhood Groups, Fellowship (Special Events) and Lemonade under the bell tower (summer).
Current Vestry Representative: Shannon Quattlebaum and Bill McDaniel
4. Episcopal Day School
Develops policy and recommendations for the Day School and provides feedback and support to the Day School Director.
Current Vestry Representative: Cary Kaye (chair) and Hap Wheeler
5. Adult Formation
Assists the Rector and Assistant to the Rector in the planning of adult Christian Education opportunities.
Current Vestry Representative: Bob Green
6. Family Ministry
Assists the Rector and Family Ministry Coordinator in planning Christian Education opportunities for all ages, reviewing curriculum, teacher recruitment.
Subgroups include Kanuga Planning Committee, Sunday School K3 – 5; Youth 6 – 12, and the Nursery.
Current Vestry Representative: Sarah Maiberger
7. Canterbury
In 2008 we formed a Canterbury Advisory Committee to focus on long range planning and development of the Canterbury ministry.
Current Vestry Representative: Lori Graham
8. Outreach
Oversees the parish's extensive outreach efforts, including the allocation of the outreach budget.
Subgroups include Local Outreach, International Outreach (Haiti), Family Promise, ECW, Thrift Shop and Episcopal Relief and Development.
Current Vestry Representatives: Bryon Harder and Earl Burch

ATTACHMENT E, PAGE 2

9. Building and Grounds
Oversees the ongoing maintenance of the facilities and property.
Subgroups include St. Paul's, Church Resilience, Nave Committee, and the Kitchen.
Jr. Warden: Kathy Crouse

10. St. Paul's
A subgroup of the Buildings and Grounds, this group oversees maintenance of St. Paul's church and church yard in Pendleton. This group also works to ensure that all actions and activities are focused on furthering and complementing the overall mission of Holy Trinity Parish.
Current Vestry Representative: Jack Davis

11. Communications
Tasked with the coordination of all the parish communication including website, newsletters, bulletins, and social media.
Current Vestry Representative: Meredith McTigue

12. Trinity Place
Tasked with the coordination of efforts needed to develop the Trinity Place property.
Current Vestry Representative: Tommy Hurst

13. Finance
Oversees the finances of the parish, including development of an annual statement of mission.
Subgroups include the Endowment team.
Current Vestry Representatives: Bob Taylor (Treasurer) and Hap Wheeler (Sr. Warden)

14. Stewardship
Implements Fall Pledge Drive
Subgroups include Planned Giving (an ad hoc committee for the purpose of educating and promoting planned giving opportunities).
Current vestry representative: Meredith McTigue

THE 2017 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		Congregation's Web Address www.holytrinityclemson.org

Report Preparation

Page 2 Prepared by (Print or type name) Lynne Farmer	Daytime Phone 864-654-5071	Email Address lfarmer@holytrinityclemson.o
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Certified by the Clerk of the Vestry

Certified by (Print or type name) Rebecca Eidson	
Signature	Date

Certified by Treasurer/Financial Officer

Certified by (Print or type name) Robert Taylor	
Signature	Date

Certified by Rector/Vicar/Person in Charge

Certified by (Print or type name) Suz L. Cate	Daytime Phone 8646545071
Signature	Date

Vestry Approval

Indicate date that your 2017 Parochial Report was approved by the Vestry or Bishop's Committee (Canon I.6.1)	Date
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Stewardship and Financial Information of the Reporting Congregation

Giving Information for 2017 :			
Number of Pledges	1.	Number of signed pledge cards for 2017 -report year	(1) 149
Total \$ Pledged	2.	Total dollar amount pledges for 2017-report year	(2) \$477,016
Report of Revenues and Expenses for 2017 :			
Operating Revenues	3.	Plate offerings, pledge payments & regular support	(3) \$532,990
	4.	Money from investments used for operations in 2017	(4) \$0
	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
	<i>Subtotal Normal Operating Income (3 + 4 + 5 + 6) = A</i>		\$532,990
		7.	Assistance from diocese for operating budget
<i>Total Operating Revenues (A + 7) = B</i>		\$554,599	
Non-Operating Revenues	8.	Funds received for capital projects	(8) \$161,349
	9.	Additions to endowment, & other investment funds	(9) \$6,675
	10.	Contributions & grants for congregation based outreach & mission programs	(10) \$16,528
	11.	Funds for transmittal to other organizations	(11) \$85,318
	<i>Subtotal Non-Operating Revenues (8 + 9 + 10 + 11) = C</i>		\$269,870
<i>Total All Revenues (B + C) = D</i>		\$824,469	
Operating Expenses	12.	To diocese for assessment, apportionment, or fair share	(12) \$83,529
	13.	Outreach from operating budget	(13) \$16,000
	14.	All other operating expenses	(14) \$388,652
<i>Subtotal Operating Expenses (12 + 13 + 14) = E</i>		\$488,181	
Non-Operating Expenses	15.	Major improvements & capital expenditures	(15) \$86,314
	16.	Expense for congregation's outreach & mission	(16) \$19,711
	17.	Funds contributed to Episcopal seminaries	(17) \$500
	18.	Funds transmitted to other organizations	(18) \$166,605
<i>Subtotal Non-Operating Expenses (15 + 16 + 17 + 18) = F</i>		\$273,130	
<i>Total All Expenses (E + F) = G</i>		\$761,311	
At Year-End:			
As of December 31, 2017	19.	Total cash in all checking & passbook savings accounts	(19) \$179,635
	20.	Total investment at market value (not including cash reported in line 19)	(20) \$531,033

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ATTACHMENT G

Expenditure Policy for Holy Trinity Episcopal Church, Clemson, SC

Approved by Vestry 3/18/ 2018

Expenditures from Holy Trinity budgeted monies may be made under the following rules:

1. An Expenditure Authorization Form must be submitted and approved by the committee or person for whom funds were budgeted and for the purpose for which they were budgeted prior to all expenditures exceeding \$100. For expenses less than or equal to \$100, pre-approval may still be required at or above a level determined by the authorizing person or committee. This process assures both proper awareness of the status of the line item from which funds will be drawn and the assurance of cash-flow maintenance.
2. Expenditures up to \$500 from budgeted funds may be made with the approval of the committee or person for whom the monies were budgeted and for the purpose for which they were budgeted.
3. Expenditures over \$500 up to \$5,000 must be approved by the Finance Committee. The Finance Committee generally meets on the second Wednesday of the month. The Finance Committee reserves the option of referring such requests to the Vestry.
4. Expenditures over \$5,000 must be approved by the Vestry.

Budgets are not to be exceeded without prior approval from the Finance Committee or Vestry. Approval by email polling of the committee/vestry members is acceptable when necessary.

It is expected that people will NOT try to circumvent the limits above by splitting up the expenditures.

The Outreach Ministry Team will present a budget for the whole year as soon as possible after the first of the year. After Vestry approval, the budget may be expended at the discretion of the Outreach Ministry Team without additional approval.

ATTACHMENT H

Allocation of Funds: Outreach Committee

CCC \$500

CCDC \$1000

Safe Harbor \$1000

MARY'S House \$1000

Our Daily Bread \$1000

Our Daily Rest \$1950

CFC \$250

Family Promise \$2000

CCIT \$50

\$1000 on ERD Gifts for Life at the end of the year. Peter Sparks is the new ERD representative and will discuss this later.

\$5000 is allocated to the Haiti University Student Fund.

The Outreach allocation in the SOM is \$18000 and there is \$187 in pass through money available. This means that \$3437 is unassigned.

Up to \$2000 of the unassigned amount can be used for Bois Joli if it is shown that the immediate needs cannot be met by the funds in the Bois Joli account and the general Haiti Fund. The remainder of the unassigned funds are for contingencies.