



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 12/16/2018

Present: Rev. Suz Cate, Rev. Christopher Wilkerson, Hap Wheeler (Senior Warden), Kathy Crouse (Junior Warden), Bob Taylor (Treasurer), Bill McDaniel, Kathy Hunter, Cary Kaye, Tommye Hurst, Shannon Quattlebaum, Earl Burch, Meredith McTigue, Sarah Maiberger, Byron Harder, Jack Davis

Absent: Lori Graham, Bob Green

New Vestry Members Present: (who take office in 2019): Bill Purkerson, Samantha Murphy, Amy Agosti, and Bill Hurst (Junior Warden Elect)

Opening prayer

Old Business

1. Approval of Nov. 2018 minutes: Approval of minutes was unanimous.

New Business

1. Administrative
 - a. Vestry Goals for 2018 – update
 - i. Increase engagement and participation in the life of the parish (Shannon Quattlebaum) – see ATTACHMENT A. Tommye Hurst mentioned there is a sign in the bell tower will be visible if we move the nametag stand. Shannon agreed to share list of those who attended the newcomer's event.
 - ii. Decide on long-term use of Trinity Place (Tommye Hurst) – See ATTACHMENT B
 1. Presentation of preliminary drawings of proposals: Tommye presented three preliminary drawings for space use of Trinity Place.
 2. Proposal to approve funds for schematic design: Motion to develop a schematic design based on Phase One/Master Plan 1 as presented by Tommye Hurst; seconded by Bill McDaniel; motion passed unanimously. Funding in the amount of \$10,000 to pay for the design will come from the Trinity Place Fund. There was some discussion to ensure we continue to consider Day School issues/impacts as the project moves forward. We will discuss the process at the annual parish meeting, but the schematic designs will not be finished by that time.
 - iii. Communicate the work of the ministry teams (Meredith McTigue)
 1. Sign/logo recommendations-interim banners (funds from Buildings/Grounds) – Mockups of logos and signage were distributed prior to meeting; not appended to the minutes due to number of pages. We have an immediate need for temporary signage, which must be approved by City of Clemson. The Communications Committee had been directed by the Vestry (no vote) to start with a clean slate on branding using the National Episcopal Church branding standards as a guide to start with. Cara Robb has developed designs for signage.

There also was discussion on whether we will refer to ourselves as a “Church” or “Parish” in signage, letterhead, etc. and the need to be consistent for simplicity/clarity in branding. (Our legal name is “Parish.”). A motion was made by Cary Kaye to refer to Holy Trinity as "church" rather than "parish" for the purposes of signage and communications; seconded by Tommy Hurst. Six in favor; four opposed. Motion carried.

2. Sharing Time: Vestry Comments, Concerns, Observations: Cary Kaye mentioned that she is hearing concerns from parishioners that attendance at Sunday worship services is down. Hap and Mtr. Suz said we don't have figures at hand, but will look into it and report back to the Vestry.

Reports

1. Senior Warden (Hap Wheeler)
 - a. Vestry retreat planning/strategic plan: Working document is ATTACHMENT C. We will use this at the Planning Retreat in early 2019. A date for the retreat is forthcoming.
 - b. Amendment letter to the City of Clemson regarding Holy Trinity property: SEE ATTACHMENT D.
 - c. SOM 2019: We have made adjustments to the Statement of Mission for 2019 because the University plans to terminate the parking agreement March 15, 2019. This will result in a loss of about \$14K for the 2019 SOM. We might get merchant parking to replace some of that revenue. Other adjustments have been made to the Statement of Mission by Finance Committee, e.g., utilities. St. Paul's has been taken out as a line item expense because its budget is in good shape. Since we don't have any parking money, the Finance Committee has set aside money for youth ministries like a pilgrimage. Raises of 3 percent for staff is also budgeted, so that the Vestry can have flexibility in deciding on raises. The Personnel Committee will make a recommendation to the vestry. Since we had a great response to stewardship campaign, we kept family ministry position and children's choir director in the Statement of Mission. Staff health insurance rates went up this year (not planned for), so we will run over, but we have planned for that increase this year.
 - d. Trinity Place Payment: Since \$5K of the planned additional principle payment for Trinity Place is part of a \$25K donation that carries a request that it be applied to loan reduction in 2018 and would most likely be lost for 2019, the Finance Committee proposes that an additional principle payment of \$5,000 be made on the Trinity Place Loans with the designated donations for Trinity Place loan servicing. Motion to approve made by Tommye Hurst; seconded by Sarah Maiberger. Motion approved unanimously.
 - e. Children's Choir Director position - We are negotiating salary and expect to hire a candidate soon. Motion to pay the position \$40 per hour for a total of \$4,200. Motion to approve by Byron Harder; seconded by Kathy Hunter. Motion passed unanimously.
2. Junior Warden (Kathy Crouse)
 - a. Funds for redesigning the area behind the alter have been approved for a “visioning phase.” Mickey Harder will lead the committee. We also have someone interested in making a designated gift to the project.
3. Treasurer (Bob Taylor)
 - a. SEE ATTACHMENT E for current financial summary. Motion to approved the treasurers report was approved unanimously. Other items of discussion and approval were:
 - b. Revised Statement of Mission for 2019 – discussed under Senior Warden Report.
 - c. Proposal to use 2017 surplus for 2018 Anderson Fund repayment - \$16,000: The Finance Committee has recommended that we use 2017 surplus funds that went into the 2018 Capital Maintenance fund for this year's scheduled repayment of the Anderson fund. This will help us

balance our budget. Motion to approve by Bill McDaniel; seconded by Cary Kaye. Motion passed unanimously.

4. Rector's Report (Rev. Suz Cate) – See ATTACHMENT F
5. Ministry Team Reports
 - a. Stewardship (Bill McDaniel) – We exceeded our goal in pledges for the 2019 Statement of Mission. Everyone is very pleased.
 - b. Pastoral Care (Kathy Hunter) - SEE ATTACHMENT G
 - c. Engagement (Shannon Quattlebaum) – Topic covered earlier in meeting – see ATTACHMENT A
 - d. Family Ministry (Sarah Maiberger) – See ATTACHMENT H
 - e. Outreach (Earl Burch) – See ATTACHMENT I
6. EDS Board (Cary Kaye) SEE ATTACHMENT J
7. Canterbury and Adult Formation (Rev. Christopher Wilkerson) SEE ATTACHMENT K

Closing Prayer

Respectfully Submitted,

Rebecca Eidson, Vestry Clerk

ATTACHMENT A – page 1

Holy Trinity Engagement Meeting Notes
11/28/2018
7pm-8:20pm

Attending: Mtr Suz, Shannon Quattlebaum, Hap Wheeler, Cindy Thackham

1. Acceptance of last meeting Agenda
2. Newcomers
 - a. Dinner on the 4th was a success. 12 newcomers and 12 parishioners .
 - i. Tour of church was particularly helpful
 - ii. Decision to make this an annual event- keep to list from previous year
 - b. Cindy brought up note about signage leading to church and under the belltower .
 - Hap confirmed it was in the works
3. Coffee Hour
 - People just not signing up
 - a. Cindy to work with shannon to get new people involved and create a schedule just like what we have for Breakfast- two to a team and if you can't make your scheduled Sunday then find your own replacement and notify Kara or update google doc so it can be correct for HT notes
4. Fellowship
 - Lessons and carols on 12/16- St Paul's needs wine and cheese set up after
 - Pull out one table from sacristy- cloth it
 - i. Use disposables- cups and 6inch plates
 - ii. Wine,water, cheese crackers nibbles- nothing needing forks

Joe-Is anyone lined up to do this??

Epiphany- is on a Sunday so the Family Ministry group will lead this up. No longer something for us to do as a separate event!

Kanuga Tea- Suggestion to move it to February 10th- as the 17th is a long weekend for Plickens co schools . Cindy to talk to Peter and his team.

5. Welcome Desk

- a. Liz Halpin brought up a good point that the desk is not working outside. We have know that. Especially now we will permanently move it into the Narthex and the donation Baskets will be placed underneath . **Cindy will communicate change with Peter Sparks and the Usher Crew**

6. Neighborhood Group discussion/followup

We have been talking a while how some NG groups have troubles getting together for a variety of reasons. So we discussed the reality of the purpose of the groups

- a. Dissemination of important communications
- b. Pastoral Care
- c. Fellowship

Whereas some of the groups work for fellowship, others do not. Therefore we recommend to focus on Pastoral care for these groups. Pick a leader who wants to see this mission through and env=courage them to figure out the best way to accomplish this within their group. No stresses of hosting parties. Just checking in on and making sure PC needs are being met. The NG leader will need to come to Pastoral Care meetings and will fall under their leadership and direction going forward. **Cindy will talk to Tom** about this immediately and roll it out as able.

New Business:

There is a need to educate the Parish on using Google docs and cloud for communications. So we have chosen to offer “Google Smarts” class each Wednesday in February.

5;30-6:30 class- Led by?? **Hap to ask Marjorie Campbell first**

Potluck Dinner 6:30-7:30

Suz will talk to Christopher and the Peer ministers to get their feel of how they want to handle us invading the space they have been using but good thing is they will still get a meal and maybe they transition to eating downstairs OR stay with the group.

This may be a trial for more wednesday night connections in the future

Trinity Place/Space Committee Report

As of December 11, 2018, we have the following to report:

The Long Range Plans from Signature Architects have been completed and will be presented at the Vestry meeting. There are three plans with future buildings located in different configurations on the 2 lots owned by Holy Trinity. The foundation for each of these plans is the same and will serve as a recommendation for Phase I. The Phase I plan retains appropriate parking that will continue to provide annual revenue from weekday and football parking. It also provides access to the basement at the elevator lobby. Two of the basement classrooms will be able to have ground level window or door access. The playground will stay in the same location. It has been checked by an engineering firm and has been deemed stable. The cost to remove the playground would be great and it is not a necessary improvement at this time. It is advised that the angle of the wall be checked annually for any movement.

It is recommended that the Vestry accept the intention of Phase I and commit Signature Architects to start Schematic drawings for the cost of \$10,000. Once Schematic Drawings are completed, Trehel will be able to give a price for construction. This plan includes grading on the University frontage road, but we can't get official approval until we have submitted the engineering drawings and project schedule through the Planning Department to the *Office of Capital and Land Asset Stewardship* and then to the *University Trustees*.

There are several improvements to the current buildings that are depicted on the drawings. These can each be treated as individual projects and done together or independently. There will be a cost for each individual project. A Nave Committee has formed and through the generous support of parishioners, RSCT Architecture + design has been hired to design interior improvements. We have a quote from a commercial interior space designer, Green Couch, for an improvement plan for the Parish Hall and the future Canterbury Space in the basement. There haven't been any commitments for funds to move forward with design costs, yet. EDS will be considering a new playground design to provide age appropriate play equipment for 2 year olds and 3-5 year olds separately. The new design will need to include a shade structure, as well.

A December 2018 Status Report is attached

Requested Action Item:

Vote to hire Signature Architects to proceed with Schematic and Engineering drawings for Phase I at \$10,000.

Respectfully submitted,

Tommye Hurst

Trinity Place/Space Committee Chair

PROPOSAL



December 12, 218

Ms. Tommye Hurst
Holy Trinity Episcopal Church
193 Old Greenville Hwy
Clemson, SC 29631

RE: Schematic Design and Preconstruction Services

Dear Tommye:

I'd like to first thank you for allowing us the opportunity provide our services in developing this project. Through our 'Better Building Process™', we utilize a time proven innovative approach of balancing function, size, quality, aesthetics, budget and schedule for each unique individual construction project. Our process is focused on finding the optimum solution for each portion of a building project, in order to build, develop and create value. I've outlined below the scope of services involved with bringing this project to life:

- **Team Evaluation**
 - Trehel Corporation
 - Signature Architects
- **Schematic Design & Elevations – MASTERPLAN OPTION 1**
 - Floor plan studies and building elevations
 - Life safety and building code review and compliance (International Building Code)
 - Open discussions with City of Clemson Building and Codes
 - ADA & accessibility issues, egress requirements
 - Review/Analysis of existing facilities
 - Architectural site plan and layout
 - Coordination and review with City of Clemson and Clemson University
 - Zoning ordinance review and compliance (City of Clemson)
 - 3D color rendering to be used in presentation to Congregations (**not included, can be provided at additional cost**)
 - Exterior building elevations
 - Based on final schemes and pricing options
- **Civil Engineering and Design**
 - Grading plans indicating finish pad elevations, finish contours and grading information
 - Coordination of documents for pricing options
 - Does not include additional property or contour surveys (surveys provided by Owner)
 - Parking lot review including stationing, drives and best practices
 - Storm water management including design calculations, piping and structure analysis
 - Erosion control review and design
 - Site utilities including locations and connections
 - Various design/construction details and technical specifications as required for permitting and construction
 - Review of geotechnical data pertaining to grading, drainage and parking lots
 - Preparation of submittal packages for permitting approval through various agencies including:
 - City of Clemson
 - Clemson University
 - SCDHEC Stormwater Division
 - SCDOT as required

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PROPOSAL



- **Project Budgeting/Estimates (GMAX)**
 - Multiple pricing scenarios using various materials and methods
 - Real time/Market current pricing from subcontractors and suppliers
 - Alternate construction pricing based on Client needs and construction standards
 - Detailed scope of work and cost analysis
 - Preliminary project schedule

Architectural Schematic Design & Elevations	\$10,000
Civil Engineering Design and Documents	\$30,000
Project Budgeting/Estimate (GMAX)	\$0
Total Preconstruction Services	\$40,000

Trehel Corporation has repeatedly demonstrated to clients our capabilities for planning, designing, and constructing projects using the ‘Better Building Process™’ for construction delivery. We will enthusiastically continue to work with you to find the best possible solutions in both budgeting and construction throughout the process. Again, I appreciate the opportunity to discuss this project with you and look forward to working with you. If you have any questions please do not hesitate to contact me at 864-654-6582.

Respectfully Submitted,
Trehel Corporation



R. Bryan Yoder
Senior Project Manager



ATTACHMENT C

Vestry Strategic Initiatives Reconfigured-November 18, 2018

Administrative

- Evaluate/develop organizational structure and management (7)
 - Educate church leaders as to their roles and responsibilities (6)
 - Make vestry and other leaders more visible and accessible to parishioners (5)
 - Procedures and policies (for hiring, fund mgt., etc.) and lines of authority standardized
 - Committee charges defined-which could include for appropriate committees:
 - Developing a long term financial plan (5) (including educating parishioners re: estate planning; 3 from Formation)
 - Developing a comprehensive communications plan (7)
 - Increase the accessibility and visibility of the church (8)
 - Assess and optimize the use of facilities (1); develop a management plan (3)
 - Develop a parish-friendly security plan (1)

Church in the World

- Understand the priorities and passions of the parish for outreach (10)
 - Based on above-rebalance our internal vs external focus (16),
 - Set goals for our level of outreach, and
 - Consider ways to use our current and future facilities for outreach (5)
- Communicate to the parish and the community our outreach (5)
 - Educate parishioners about outreach opportunities, including volunteer service
 - Attract newcomers
- Evaluate the EDS offerings in light of emerging competition (5)

Formation

- Develop a comprehensive formation (curriculum) plan (14)
 - Establish continuity from year to year that teaches the values and traditions of TEC
 - Prepare students for confirmation over their entire church school experience
 - Foster a community that is empowered to use their time, talent and treasure
- Strategically plan activities (9)
 - For specific age groups and for families ,as well as those that are intergenerational
 - With groups outside the church
- Enhance Canterbury program (16)
 - Create space specifically for these students; understand security concerns
 - Enhance opportunity of participants for involvement in the church community, including outreach

Care of People

- Undertake a pastoral care gap analysis (15)
 - Consider the various groups by need, including lapsed parishioners, youth, Canterbury mentorship (10) newcomers (3)
 - Enhance/re-evaluate neighborhood groups (7)
- Recruit volunteers for pastoral care (7)

ATTACHMENT D

December 11, 2018

Todd Steadman
Clemson City Planner
1250 Tiger Blvd.
Clemson, SC 29631

Dear Todd,

Holy Trinity Episcopal Church (Parish) would like to request a text amendment to add "Preschool" as an allowed use in Clemson's zoning ordinances for General Commercial and Commercial Multi-Use zoning in downtown Clemson. We are located on 193 and 195 Old Greenville Hwy with CM and C zoning respectively. Other downtown churches on College Avenue are located in General Commercial zoning and also operate Pre-Schools. We would also like to request that "Student Fellowship" be added to General Commercial as an allowed use. Our downtown church campus is adjacent to General Commercial zoning that has the Methodist Student Fellowship building. The Presbyterian Student Fellowship building on College Avenue is also in a General Commercial zone. Please bring this request to the Planning Commission and then City Council at the earliest opportunity. If we need to submit any other information, please let me know.

Respectfully submitted,

A.P. Wheeler, Senior Warden

Treasurer Report on December 3, 2018 Financial Statements
December 5, 2018, Bob Taylor

Catchup pledge offerings and a generous pledge donor have provided a much more favorable set of financial statements which presents an opportunity to achieve a balanced 2018 SOM.

1. Income is up substantially in November but is still projected to end the year with a \$9K deficit (page 3). Pledge collection discounting was not used this year but should be used in the future as was done in past years.
2. Staff salaries (page 3) are about \$5,400 below budget and are projected to be about \$6,000 below budget by year end since the Family Minister position has remained vacant. Similarly, staff pensions (page 3) are projected to be approximately \$1,500 below budget at the end of the year. Staff Health Insurance will exceed the budget approximately \$4K+ due to medical coverage for parish secretary that was not budgeted in the 2018 SOM. Adjustment to the 2019 SOM will be needed.
3. Maintenance (page 4) is currently about a thousand dollars over and will probably end the year with this overage amount. A thousand dollar increase should be included in the 2019 SOM.
4. Utilities (page 4) are over budget and are projected to be approximately \$3,000 over by year end and a \$4,000 increase in the 2019 SOM should be made.
5. Telephone and Internet will end the year about \$1,000 over budget and should be adjusted for in the 2019 SOM.
6. Overall, expenses are currently \$3,761.59 under budget but still exceed income by \$3,988.53 (Difference, bottom of page 4). There is an unallocated amount of \$4,430 which can cover this difference, and a balanced 2018 SOM can be achieved if the \$16K restoration for the Anderson fund in 2018 can be reallocated (see recommendation from Finance Committee).

Proposal: The Finance Committee recommends charging the 2018 Anderson payback of \$16,000 to the Building Maintenance Fund Balance of approximately \$40K instead of the Operating Reserves (rf: Vestry approval of Finance Committee recommendation of June 20, 2018).

Rationale. A surplus of \$34,710 from the 2017 SOM was transferred to the Building Maintenance Fund to replenish a low balance. Approval of this recommendation still leaves an adequate balance in the Building Maintenance Fund of \$24K and eliminates a negative \$16K balance from the 2018 SOM by (in essence) taking the \$16K from the 2017 SOM surplus. Presenting a near balanced 2018 SOM and a predicated balanced 2019 SOM at the Annual Meeting would be more comforting to parishioners.

7. The Trinity Place Fund is very adequate for an additional principle payment (see recommendation below) again this year and provides flexibility for the Stage 1 Trinity Place Development

Proposal: The Finance Committee recommends that an additional principle payment of \$14,000 should be made on the Trinity Place Loans with the designated donations for Trinity Place loan servicing.

Rationale and Background. As of Nov. 30, there is \$80,378 in designated gifts in the TP fund. However, \$21,500 of the \$25K gift and five regular payments on the note, or \$45,000, needs to be retained in available funds. That would leave about \$14,000 available for a principal payment. The loan balance is currently \$565,527.51 after posting December's principle and interest payments which would be reduced to \$551,500 with the additional principle payment. This would save approximately \$500 in interest for 2019 and over \$700 in interest over the life of the Trinity Place loan (the difference between earned interest on investments and the loan interest). It is a very sound action financially. The most likely situation is that we will need to borrow for the Stage 1 Trinity Place development with payments coming from capital campaign pledges. This additional principle payment will move us \$500 to \$700 closer to our target (via the saving of the additional payment).

This proposal is based on Phil Maiberger's advice and the Treasurer's verification of the Trinity Place contributions/cash flow along with coordination with the Parish Administrator. End of the year additional principle payments has been the practice for several years.

8. A copy of the latest draft of the 2019 SOM is provided (pages 6 & 7) for Vestry consideration and input. Preliminarily it has a 3% raise for the Rector and all current staff members so that the Vestry can have flexibility in deciding on raises.

ATTACHMENT F

Rector's Report

1. Worship:

- a. Services cancelled on 12/9 due to icy conditions on the sidewalks and parking lots around Holy Trinity. Email sent at 7:30 am, Facebook post at the same time. All servers, ushers, musicians, etc. called. Morning Prayer Live on Facebook at 9:00. We had a handful of viewers live, but by noon almost 150 views; by the evening almost 200.
- b. Monday Morning Prayer Live will be offered weekly at 9:00 am. The first Monday there were 4-7 people live, 96 views within 24 hours.

2. Mission:

- a. Trio event a great success. Many comments about how comfortable and attractive our space is for such events. Parishioners commented on how gratifying it is to see our parish hall used in this way.
- b. Clemson clergy group is forming coalitions and collaborating on two fronts:
 - i. Benevolent assistance. The downtown churches are coordinating our responses to requests for assistance and strengthening our collaborations with Clemson Community Care. We have developed a Clemson Area Coordinated Care intake form that is used to provide real-time data to all participants on requests for assistance and the responses. This information is stored in an accessible data base, which allows us to make our responses more efficient and effective, with the added value of supporting CCC, rather than undermining their efforts in the community. We are also able to act as "silent partners" with CCC when there are specific, extraordinary client needs.
 - ii. Pledge to End Racism. To date, eight Clemson area congregations are collaborating to bring the Pledge to End Racism to Clemson. The *Pledge to End Racism* is a personal pledge based on the Birmingham Pledge "To eliminate racism and prejudice, all over the world, one person at a time." And it's more than that, because a personal pledge cannot stop there. One person cannot dismantle systemic and institutional racism by themselves. They must do it in concert with other committed people. The *Pledge to End Racism* is a community-wide effort to address racism in all its forms. Its goal is to develop confidence and competence in identifying and addressing issues of racism wherever it lives.

3. Administration:

- a. 90 day review for Kara Hollandsworth. Kara and I met to review mutually our expectations for her performance and for the direction and focus of her work over the next several months. Kara has done an outstanding job of establishing routines to ensure the regular tasks are completed in a timely fashion. In the above-and-beyond realm of performance, Kara brings a warmth and clarity of thought to the overall work environment of the HT office.
- b. We received one resume in response to posting of Children's Choir Director. I worked with Bill Purkerson to set up an interview team that represented the music staff, parents of children in the choir, and the parish at large: Becky Bowman (Adult Choir Director), Shannon Quattlebaum, Mickey Harder, and myself. Mickey was unable to attend the actual interview, but she provided positive feedback on the qualifications and personality of the candidate (who is known to Mickey). Becky, Shannon, and I interviewed Leah Durham and found her to be a very strong candidate: well-qualified, experienced, and articulating a vision for class-room management and program development that impressed us all. Ms. Durham did ask us to consider increasing the

compensation package to reflect the level of expertise and the complexity of the job. Becky, Shannon, and I discussed her request privately and agreed to bring that request to the Finance Committee for advisement. The Finance Committee agreed that a modest increase was reasonable, and the Vestry will be asked to approve that increase, which would bring the total compensation from \$3240 to \$4200 for a nine month contract.

Point of personal privilege: I would like to take this opportunity to thank Bill McDaniel, Meredith McTigue, Jim Reed, Jody Hunter, Joe Yanes, Samantha Murphy, and Lynn Smith for putting together and running a highly successful Stewardship campaign. We met an ambitious goal, increased the level of pledging for a little over half of our pledgers, and had fun doing so! Of course, we are all indebted to Lynne Farmer for her invaluable support as Parish Administrator. Thank you, Vestry members, for supporting the campaign and our efforts to fund the mission and ministry of Holy Trinity. Thank you all so very much!

ATTACHMENT G

Pastoral Care Ministry Team Meeting December 10, 2018

Attending: Judy Surak, Suz Cate, Barbara Armstrong, Kathy Hunter, Dottie Carter, Pam Mack, Mary Bowman and Liz Halpin. Meeting was called to order by Judy Surak, Chair, at 4:05pm. We opened with a unison reading of the Prayer of St. Frances. Approval of the minutes from the November 2018 meeting followed. Reports were then given.

Visitation: Suz had 10 face-to-face contacts for 9.75 hours and several phone calls in November, plus funeral planning and a funeral. She gave update on several parishioners. Barbara took Communion to a parishioner and has contacted another about making arrangements to bring Communion. Mary and Liz will continue to send cards. Suz let the monthly Holy Communion at Clemson Downs, and then visited with parishioners there.

Pasquales: Reception after Frankie Witmer's service went well.

Health Ministry: 1. "Solo Women" group – nothing new to report as a group. Pam has had individual conversations with those interested and seems like they are more interested in one-to-one relationships. Pam is continuing to work on it. 2. January 13 and 20 will have our health Adult Sunday School sessions, "Vision Changes As We Age" and "Positive Physical Approach" for everyone, especially someone living with cognitive decline.

Transportation: Going well; there may be parishioners who want a ride to the Christmas Eve service at St. Paul's. Suz asked us to look into the "GoGoGrandparent" service that works with Uber.

There is money in our new Good Samaritan Fund. Suz asked that we come up with guidelines for this fund. Non-medical, blankets, and transportation causes. Monies would be used at the Rector's discretion with the advice of the Pastoral Care ministry team.

Claiborne is ready, willing and able to set up an online meal scheduling document when someone needs it.

The current Flower distribution system we have now is working well.

Safety issues: The Family Ministry Team wrote a letter addressing running in the Parish Hall.

Communications Ministry Team is working on a new parish directory that will be out after the first of the year. Barbara told us that years ago, she helped call parishioners to see if the information is still correct. This "reach out" can open conversation with parishioners and can help with gap analysis as well.

Pastoral Care Ministry Team resource center: Suz suggested having a card-writing area and a "mail box" to collect them to be sent. Judy, Liz and Suz will set this up. Be looking for cards to put in the area. Pam suggested an ink stamp to stamp on the cards.

We have new hearing-assistance devices for Sunday services.

Kathy brought up the idea of prayer shawls. She will investigate this further and report back in January.

The team thanked Judy Surak for her service and presented her with a note and a poinsettia.

We need a new chair for the Pastoral Care Ministry Team. Kathy will lead the team until March, when Pam Mack will take the lead. We also need new team members. Let's go recruit!

Meeting adjourned at 5:10pm. Next Meeting: January 14, 2019, 4pm.

**minutes respectfully submitted by Kathy Hunter, December 10, 2018*

ATTACHMENT H

Family Ministry
Dec. 13, 2018

The team did not meet this month, but the following are being discussed via email and in person.

- First Sunday Lunch. Attendance last time was disappointing, especially by young families. Also may need to address service format again, including the length of hymns, chanting, etc.
- Advent Event (sadly, canceled because of weather). However the script was rewritten and props assembled. Will be in good shape for next year.
- Nursery workers for Sundays over the holidays. No luck yet. Suz to provide a list of parishioners that have had Safe Church Training.
- Epiphany: meal after First Sunday Family Service with games - Kathy is coordinating food.
- Suz was meeting with Jerri Griffin, a new parishioner who enjoys working with children to see if she would coordinate kids' program for Kanuga.

ATTACHMENT I

OUTREACH COMMITTEE Minutes, Monday, November 12, 2018, 6:00 PM

Present: Peter Sparks, Judy Surak, Rachel Mayo, Liz Halpin, Judy Surak, Earl Burch, Mellie Warner, Hap Wheeler, Mother Suz.

Minutes from last meeting were circulated and approved.

- 1) Mother Suz opened the meeting in prayer.
- 2) Minutes from April meeting were approved.
- 3) Review of Budget

There is still \$433 undesignated; \$1,000 is unspent. Need to decide how to use by the end of the year. Peter suggested one idea was for it be used for Haiti fund. Liz also said it could be used for ERD. CCC is in good financial shape as is Clemson Free Clinic.

The Paw Pantry on campus works closely with CCC.

There was a request from Beth Kunkel re: Produce Rx. Beth is in the planning stages for this project that would provide fresh produce for diabetics. Peter read an e-mail from Beth describing the project requesting \$5,000. This is also an extension of the Clemson Free Clinic. Peter will also check with CCC tomorrow night to see if they are in need of funds.

4) Haiti Matters

Hap presented the Haiti University Fund expenses and payments. He talked about funds that have come in through the fundraiser dinner and the subsequent fundraiser this Fall.

Approximately \$16,000 was raised through the Spring dinner. Everything that we raised in the Fall was spent. We have covered all expenses with the exception of materials and supplies in November and a few requests for laptops. We are good through December, but are out of money completely.

It is not appropriate to begin fundraising in January, but we will be looking to approach individuals until we do the next larger campaign in the Spring.

It costs about \$64,000 for the year for students.

The next big tuition bill is in March for \$10,000.

Peter asked about any funds from Vestry. Last year there was approximately \$15,000 that was given for Haiti.

Peter asked if we can realistically continue to raise approximately \$70,000 a year into the future.

Hap said we will need to turn to the Outreach committee for support going forward.

Peter talked about how small the Outreach budget is and how about half of funds have gone toward Haiti. Can we raise these additional funds needed from parishioners?

Hap stated that the parking committee and Vestry have approved a \$100 increase for each parking spot, which will help raise an additional \$10,000.

We have committed to these 13 students and if we don't support them, there are no other sources of funds. This is an obligation that we have taken on.

Peter asked how the church would feel about a major fundraiser to dig us out of this hole.

We are doing the SOM and perhaps a capital campaign to address Trinity Place. We cannot leave the parking lot in its current state. We need an approved plan by December, 2019.

Peter stated that an obvious plan would be to do a major campaign to raise funds within the church. The previous appeals have been on behalf of Outreach committee.

Peter stated that it would be important to go to the church not solely the Outreach committee.

Hap stated that as far as a capital campaign for the church, that would need to be carefully considered.

We may be asking for assistance as far as getting us through the Spring.

Peter asked if we should let the parish know that we have a deficit and that we need assistance with this.

We discussed having Outreach committee take a strong position of support. We also do not want donor fatigue.

Peter stated that we have responsibility for a number of charities. If we say that we want this to be a priority, then we need to make hard decisions.

It was suggested that this needs to be a priority for the whole church.

Hap said that if the Outreach committee says that this is a top priority for Outreach, then request should come from someone on Outreach committee and not the Sr. Warden.

Peter stated that we have inherited this debt, not an obligation. We are known with our local charities as being stable.

Hap stated that the Outreach committee is not responsible for the money, but it this committee could be the conduit for raising these funds.

Mother Suz stated that Outreach could bring this to the parish and see what support there is to raise these funds. We need to figure out some ways to bring this to the parish. Maybe have a "Haiti Sunday" where we focus on Haiti. We have a loose offering where it is mentioned ahead of time that the offering will be for Haiti.

This could coincide with an informational session.

Peter stated that one of the things that we used to do was have individuals stand in front of the parish and say that there is a specific need. He thinks we should do more of this. We are running close to the limits of the parish being able to operate. We may be pushing it too hard.

Hap also mentioned that Harry Morse currently gets donations that come in for Haiti medical missions. Funds come into Holy Trinity and then checks are written for travel, etc...Hap is going to suggest that a PayPal account or other mechanism be set up, to take Holy Trinity out as an intermediary. **Note from APW. After discussions with Harry Morse, the wardens, the treasurer and Lynne Farmer, it was determined that as long as we excluded funds for airline tickets and sent any money for room, board and medical supplies to Partners in Health (a US Non-profit) we would be functioning in accordance with the letter of opinion obtained by Bradshaw, et al.**

Peter asked about the accountant's determination regarding Haiti funds. The accountant provided a letter that what we were doing is appropriate. These funds now appear on the HT giving statement.

Bois Jolis-there are several churches that are involved. One person was recruited to coordinate that effort and that did not work out. Hap is going to ask Harry Morse to coordinate.

Earl stated that this is possible to raise the funds for these students. If these students are not supported, they will likely return to Cange and live a life of poverty. There are no other supporters out there.

Peter suggested that the Vestry could put this in the SOM.

Suz said we would need to spend some time building the case for this request.

Hap said that if we put this in the SOM the impact is lost.

Liz suggested that if we do that, we would say why is Family Promise not in the SOM. She stated that she would like more involvement by parishioners and not simply a line on the SOM. We need to continue to educate parishioners about Family Promise.

Mellie suggested that we do a profile of a Haitian student in Tempo.

Peter also suggested that children don't take the food to the altar any more and HT gives very little donations for CCC.

Judy suggested that we do a five minute blurb.

5) Meals on Wheels

The Hughes and the Morses have decided after many years that can no longer do this. Peter suggested that maybe we drop this charity. Suz suggested that maybe we get a small group together and put together packages for individuals receiving meals.

Hap stated that what made it difficult were the gifts that were packaged.

6) Carlo's Memorial-ERD

The Gifts for Life catalogue will be taken to the Sunday School and let the children pick out what they would like to purchase for \$1,000. Peter would like to stand up in front of the congregation and make an announcement about ERD.

Earl mentioned that Tim the representative for the diocese. Peter is the ERD for HT.

7) Membership of the Outreach committee

Our membership has traditionally been from the various charities that we support. Peter stated that we may need additional members. Peter has asked Suz to look for a "younger and more dynamic leader", due to his other commitments. Suz will be looking for another chair.

When we approach next year, there may be discussion of new committee members.

Earl said that many people ask about how commitment to Haiti came about. For years, there was no fundraiser in church. Funds were raised from parishioners and outside of the church. Earl was told that he could no longer do this. He was told by Mother Suz that we would continue to support these students. Harry and Earl take care of additional students. There are a total of 40 students. This is an obligation for the church. Since this support started, there have been approximately 10 students graduate.

Hap said that a long hiatus took place because we lost Earl's fundraising and then there was a 5-6 month period where no funds were sent to Haiti.

Peter stated that if the church said they would take care of this, then it needs to take care of it.

Hap said that this would be lost in the SOM. We wouldn't raise enough to cover the \$70,000 needed.

Earl stated that our mission is to "act in the world" and this is the only charity (other than ERD) where we are working in the world.

We have to have certain things for the church to exist, but we need to look at our spiritual focus.

Next meeting date will be circulated. Meeting adjourned at 7:37 pm.

Respectfully submitted,

Rachel M. Mayo

ATTACHMENT J

The Episcopal Day School Board Meeting, Minutes - November 14, 2018

Present: Hap Wheeler, Claiborne Linville, Carolyn Wheeler, EDS Director Suzanne Watkins and Scooty Burch

Hap opened with a prayer. Suzanne thanked those who helped with Stone Soup and invited all to come to the EDS Christmas Program on Dec. 20 at 9 o'clock. The problem with the odor coming from the kitchen has been resolved. The ants are no longer in the playground, but are now in the classrooms. The new security doors have been installed and perhaps we will not need a card swipe entry. EDS day at Mellow Mushroom netted \$200.

Hap moved approval of the October board meeting minutes and Claiborne seconded. The motion passed unanimously.

Carolyn moved approval of Claiborne's EDS Positioning Statement. Scooty seconded and the motion passed unanimously.

On the agenda for the next EDS Board Meeting:

EDS fees

Security lock-downs

Programs for Movie Nights

Issues of having only one substitute teacher

Compensation to teachers for required doctor visits

Next EDS Board Meeting is December 19, at 10:30 in the Davis Library

Respectfully submitted,

Scooty Burch

ATTACHMENT K

REPORT TO THE VESTRY, RE: ADULT FORMATION & CANTERBURY—FALL 2018

REV. CHRISTOPHER WILKERSON

Adult Formation

The Adult Formation Ministry Team is now up and running, having met (as of today) three times this semester. We have identified two parallel lines of work for this team:

- the discerning and articulating of a long-term, consistent model for adult formation based on identifying the characteristics of mature, well-formed adult disciples of Christ and reverse-engineering from those characteristics to derive methods of building up those traits in each other;
- the planning and facilitating of short-term offerings (including Sunday morning classes as well as workshops, study groups, prayer meetings, and spiritual practices) to meet the immediate formation needs of the adults of the parish.

Of course, the longer the Ministry Team exists, the more closely intertwined those two lines of work will become. At least, that's the goal.

This fall, we have had great responses to our Sunday morning offerings. The first series—a continuation of the brief workshop I presented last spring on managing difficult conversations about divisive topics from the standpoint of Christian faith, witness, and community—was extremely well-attended (we had to squeeze extra chairs into the EfM just about every Sunday).

Our second offering this fall was a bit of an experiment: from the end of October through the end of November, I invited folks to come participate in “a rolling, ongoing, informal conversation ... a gathering space for asking questions and exploring whatever aspects of our Christian faith and/or Episcopal/Anglican tradition” were on people's minds and hearts. Response to this experiment was very positive, as well; it was about as well-attended as the difficult conversations series, with intense levels of engagement and deep conversations happening during each session.

I am closing out the fall semester with an Advent series on sacraments and sacramental theology, exploring the connections between our concept of sacrament, our theology of incarnation, and the core of our Anglican/Episcopal identity within the Christian family.

For spring, I will host another open forum (i.e., “stump the priest”) session on January 6. The Pastoral Care Ministry Team has reserved January 13 and 20 to offer a two-part presentation on dementia and the pastoral needs of those with dementia, as well as those of folks who care for people with dementia. And of course the last Sunday in January is our annual parish meeting.

In February, for adult Sunday school, Fr. Christopher will offer a month-long “Anglicanism 101” series, to parallel the Discovery classes Mtr. Suz will offer to newcomers on Monday evenings. These courses offer a review of the basics of the Episcopal Church, from the history of the Church to Anglican theology, from liturgical worship to spiritual practices.

The Adult Formation Ministry Team is planning to meet twice in January in order to finalize plans for the rest of the spring, and to map out our new program year that will begin in the fall of 2019.

Canterbury

Fall semester for Canterbury saw a number of successes: we added four people to our membership; we held a fall retreat, which we were not able to do last year; we continued to expand and enhance our program offerings and worship experiences (the music we added last spring became a regular feature of our worship this fall).

This fall, I began experimenting to find ways to spend more time, as our official campus minister, actually being on campus. My secondary goal, beyond just being present on campus, was to scout out possible times and places to meet with Canterbears outside of the regular Wednesday evening time slot. To those ends, I spent time, both on my own and in meeting with the peer ministers and other Canterbears, each week on campus, sometimes in Hendrix, sometimes in the Core dining facility, at the Chick-fil-A in the middle of campus, and in the open area next to the campus Starbucks. It proved to be extremely difficult to find a regular time and place to hold “campus office hours.”

The fact that a number of enthusiastic Canterbears had classes and/or labs on Wednesday evenings this fall served to underscore the need to offer additional meeting times outside of our regular weekly dinner+program/worship arrangement.

I spent a lot of time with the peer ministers thinking about this particular problem this semester, and Aynsley and Alena have identified several very interesting ideas that we may try out in the spring:

- One Eucharist a month where the parish is invited to join
- Dinner once a month on Mondays, Tuesday or Thursday
- Coffee and/or breakfast dates after church on Sundays
- Movie night one weekend

Wednesday night programming for spring will include Bible study (either thematic or by specific book), spiritual practices (prayer, contemplation, etc.), and exploration of the interplay between pop culture and faith (e.g., Harry Potter & Christianity). The peer ministers are also considering several possible community service projects the Canterbears might be take part in. It’s shaping up to be an exciting spring.