

HOLY TRINITY

Episcopal Church



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

Vestry Meeting 3/10/2019

Present: Mtr. Suz Cate, Rector, Rev. Christopher Wilkerson, Hap Wheeler, Bob Green, Bill McDaniel, Kathy Hunter, Cary Kaye, Samantha Murphy, Bill Hurst, Tommye Hurst, Amy Agosti, Earl Burch,

Absent: Bill Purkerson, Shannon Quattlebaum Bob Taylor, Lori Vaughn (Do we say Excused?)

Opening prayer

Spiritual Reflection (Litany of Penitence, p. 267 BCP; All)

Old Business

1. Approval of February 2018 minutes. Motion made, seconded, and approved.
2. Assignment of working groups to draft retreat outcomes: vision statement; committee structure and responsibility; vestry and committee meeting norms; leadership responsibilities; strategic plans: Hap passed out a working document and asked the vestry to use it as a starting point. He will have a new draft sent out to everyone a week before the Vestry meeting, which will be moved to the second Sunday of April (14).

New Business

1. Slate of Committee Chairs (See ATTACHMENT A): Cary Kaye made a motion to appoint slate of committee chairs; seconded by Kathy Hunter. Motion approved unanimously.
2. Endowment Committee: Tommye Hurst made a motion to appoint Nigel Kaye to the open seat on the Endowment Committee; seconded by Bob Green. Motion approved unanimously.
3. Engineering Plans for Trinity Place: Tommye Hurst made a motion to use Operating Fund surplus to pay \$30,000 for engineering plans for Trinity Place (See Treasurer's report section 2, ATTACHMENT B). This came as a recommendation from Finance Committee. Motion seconded by Bill McDaniel. Motion passed unanimously.
4. Anderson Fund: The Finance committee recommends that the Anderson Fund be embedded in the Endowment Fund (Treasurer's report section 3, ATTACHMENT B). No vote needed; vestry expressed comfort with moving forward. The Finance Committee will come back to Vestry with a recommendation from the Endowment Committee regarding this proposal.

Reports

1. Senior Warden (Hap)
 - a. Hap asked everyone to give Mtr. Suz any questions/points to put before the Bishop during his Visitation on March 31. A Vestry lunch with the Bishop will follow the service on Sunday.
2. Junior Warden (Bill H.)
 - a. Extension of University Parking – Clemson University initially said they no longer wanted to lease weekday parking from the Church after March, but now they have asked for the arrangement to be extended to June.
 - b. Football parking – we will send out invoicing for season parking the first of April, so that funding will start coming in.

- c. Roof issues and Lighting – We have notice leaks the roof in the Narthex; there is a pipe that might be condensation, rather than a leak. We will repair it. Lighting – We have put in lighting to 150 bulbs and replaced the burned out ones.
 - d. Signs: We now have signs and banners we will be changing out from old signage.
 - e. Parish Work Day: March 23. In- and outdoor tasks.
 - f. We have a google doc so that people can send in physical plant concerns.
3. Treasurer (Hap for Bob T.)
 - a. Current Financial statements – See Treasurers Summary (ATTACHMENT B). We are a little bit behind on pledges, but we are not concerned because we have significant prepaid pledges Part of the reason our expenses are under budget is because we still haven't hired a family ministries position. Cary Kaye made a motion to approve the Treasurer's Report; seconded by Bob Green. Motion passed unanimously.
 4. Rector (Suz)
 - a. Status of altar area project: The Nave Committee has been working with Christine Tedesco, who has put together options to look at and is refining those designs based on our feedback. The overall project is to finish out the Liturgical East Wall, organ pipes, and Rose Window. A set of plans will be presented to the Vestry. We have a couple of potential donors who will help with funding.
 - b. Kanuga – Suz has received very good response about the speaker we had for the Parish weekend in Kanuga. She will be back to do a forgiveness workshop on April 5-6.
 5. Ministry Team Reports – Hap explained that our desire is to have Vestry members issue their reports to the Vestry prior to the meeting and only bring forward important issues that need Vestry discussion. See ATTACHMENTS C - E for reports submitted prior to the Vestry meeting.
 6. EDS Board (Cary)
 - a. Vestry spaghetti dinner, March 11 - Reminder to complete the tasks you volunteered for.
 7. Adult Formation and Canterbury (Lori/Christopher): Fr. Christopher reported that adult formation turnout is currently good and Canterbury is going well. He will have teams decide what topics we should have for Adult Formation in the summer and the fall.

Sharing Time: Vestry Comments, Concerns, Observations:

ADJOURNMENT

Respectfully Submitted,

Rebecca Eidson, Vestry Clerk

ATTACHMENT A Ministry Group Vestry Liaisons

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.
Vestry Representative: Samantha Murphy
Leader: Suz Cate

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.
Vestry Representative: Kathy Hunter
Leader: Pam Mack

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).
Vestry Representative: Shannon Quattlebaum
Leader: Cindy Thackham

4. **Episcopal Day School Board**
Develops policy and recommendations for the Day School and provides feedback and support to the Day School Director.
Vestry Representative: Cary Kaye (2nd year) and TBD (1st year)
Chair: Cary Kaye

5. **Adult Formation**
Assists the Rector and Assistant to the Rector in the planning of adult Christian Education opportunities.
Vestry Representative: Bob Green
Leader: Christopher Wilkerson

6. **Family Ministry**
Assists the Rector and Family Ministry Coordinator in planning Christian Education opportunities and programs for all ages, reviewing curriculum, teacher recruitment.
Vestry Representative: Sarah Maiberger
Leader: Sarah Maiberger

7. **Canterbury**
In 2008 we formed a Canterbury Advisory Committee to focus on long range planning and development of the Canterbury ministry.
Vestry Representative: Lori Graham
Leader: Christopher Wilkerson

8. **Outreach**
Oversees the parish's extensive outreach efforts, including the allocation of the outreach budget.
Vestry Representative: Earl Burch
Leader: Earl Burch

9. **Building and Grounds**

Oversees the ongoing maintenance of the facilities and property.

Subgroups include St. Paul's, Church Resilience, Nave Committee, House Committee, and the Kitchen.

Vestry Representative: Bill Hurst

Leader: Bill Hurst

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.

Vestry Representative: Bill Purkerson

Leader: Eric Naeseth

11. Communications

Tasked with the coordination of all the parish communication including website, newsletters, bulletins, and social media.

Vestry Representative: Amy Agosti

Leader: Will Cate

12. Trinity Place

Tasked with the coordination of efforts needed to develop the Trinity Place property.

Vestry Representative: Tommye Hurst (with Bill Hurst and Hap Wheeler)

Leader: Tommye Hurst

13. Finance

Oversees the finances of the parish, including development of an annual statement of mission.

Vestry Representatives: Hap Wheeler, Bill Hurst

Leader: Bob Taylor

14. Stewardship

Implements Fall Pledge Drive

Subgroup includes Planned Giving (an ad hoc committee for the purpose of educating and promoting planned giving opportunities).

Vestry representative/Stewardship chair: Bill McDaniel

ATTACHMENT B

Treasurer's Report to the Vestry Bob Taylor, March 10, 2019

There are no major causes of concern in the financial statements of February 28, 2019. Income and expenses to date are close to the scheduled 2019 SOM. The March 6, 2019 Finance Committee meeting yielded the following observations and recommendations:

1. Review of February 28, 2019 Financial Statements

- Special thanks to Lynne for having financial statements ready for the Committee Meeting in spite of recent illnesses. (1)
- Large First Citizens MMKT balance reflects a temporary transfer of \$100,000 from checking to obtain greater interest income in the short term while the prepaid pledges are being amortized over the year. (2)
- Trinity Place loans have been reduced to \$548,295.01
- All Fund balances remain healthy (3) (4)
- February income was up, thanks to catchup pledges, but still remain \$6+K less than budget.
- The vacant Family Minister position was the major factor in Salaries and Benefits expenses being less than budget. (5)
- Facilities expenses \$4K greater than budget is due in part to annual and quarterly payments of maintenance contracts occurring early in the calendar year. (6)
- Total expenses approximately \$3K less than total income at the end of February. (7)

2. Determination of Payments for the Trinity Place Plans and Development

After proceeding with the January Vestry approved \$14k principle only payment on the Trinity Place loans using the designated gift, the Trinity Fund balance is approximately \$56,000. After discussion of an optimal plan for the payment of architectural fees, the following action items were unanimous approved:

- Proceed with the two payments of \$7,000 and \$10,000 to the Trehel Architects from the Trinity Place funds as previously approved by the Vestry as soon as invoices are obtained from Trehel.
- Retain \$27,000 for the next three months loan payments of approximately \$9,000 each before the football parking income materializes (leaving approximately \$12,000 in Trinity Place funds).
- Recommend to the Vestry that the \$30,000 payment for construction designs and renderings be from the current Operating Fund surplus which is currently \$64,370.16 (whenever the payment is due in the next several months).

3. Anderson Fund Report

- In accordance with the June 2018 Vestry approved repayment plan, the Anderson Fund pay back plan was updated with January 1, 2019 calculations (page 6). It appears that Holy Trinity is almost exactly on track with the pay back plan.
- The recommendation to the Vestry to embed the Anderson Fund in the Endowment Fund as one of its sub-funds was unanimously endorsed by the Finance Committee. It was also recommended that the Treasurer meet with the Endowment Committee
 - to explain the history of the Anderson Fund and the pay back plan and
 - to request regular reports from the Endowment Committee on earnings from all endowment accounts which would be added to the financial reports to the Vestry.

4. **Preliminary Discussion of the Funds –premises and activities.**

- A cursory review of the funds was beneficial in orienting the Finance Committee about the various funds. Additional investigations into the origin/purpose of each fund and available resources are planned for future meetings.

ATTACHMENT C

EDS BOARD MINUTES

February 20, 2019

Present: Scooty Burch, Hap Wheeler, Suzanne Watkins, Suz Cate, Betty Snowden, Sheliah
Durham, Cary Berkeley Kaye

Apologies: Carolyn Wheeler

Suzanne opened the meeting with a prayer at 10:34 AM.

The minutes of the January meeting were unanimously approved.

Suzanne reported that at the last PAC meeting the spaghetti supper auction and raffle were discussed.

Sheliah is willing to be the EDS board representative on the Buildings and Grounds Committee.

The April meeting was changed to April 24 at 10:30 AM in the Davis Library.

Spaghetti supper: The sign-up sheet for work was circulated. Suzanne will tell Cary how many tables there will be so Cary can look into tablecloths and so forth. Cary and the Wheelers will buy food. Cary will announce the invitation to EDS alums at a Holy Trinity 10:30 AM service and Suz will ask Christopher to announce it at 8 AM.

Trinity Place subcommittee: Laura Jamieson will represent Holy Trinity teachers, or Suzanne Watkins will attend if Laura can't. Bill Hurst is willing to serve per Hap. We will ask Mike Cauley. Cary will serve. Cary will do a Doodle poll on meeting times and then when meeting times are set, Suzanne will ask for an EDS parent who might be willing to serve. Cary hopes that in addition to the EDS reserves, some money will be available when the vestry spends down the surplus in the operating fund. Scooty asked about potential changes to the playground in a few years as Trinity Place plans develop; all three current plans leave the playground in place. The diocesan request would be due in March; Suz is having trouble understanding which aspect of the diocesan budget would be involved but will keep trying to find out.

Budget: The budget is in worse shape (down about \$2000) than it was at this time last year, when we ultimately broke even. There are a variety of reasons including loss of parking income; lower flower sales; paying for half of the fence around the AC units; health insurance having risen. We hope the raffle of championship balls may help.

Enrollment: Enrollment has fluctuated more than usual this year. There are currently 57 students. Next year's enrollment is 25 signed up for 16 4K spaces, 10 and 10 for 14 spaces each in 3K; and 4, 6, and 2 for 12 possible combined spaces in 2K. If the 4K enrollment does not drop when public school enrollment kicks in, Suzanne has several creative ideas for use of space to break up a large 4K class periodically throughout the day, including the 3-day 3s classroom that is empty two days and the chapel.

Vestry charge: The vestry has asked the board to look into new competition to EDS. EDS has renovated floors and countertops; introduced a new curriculum (Get Set for Schools from Learning Without Tears); and adopted a positioning statement. We are nationally accredited through the National Association of Episcopal Schools, despite statements in the Clemson University center's materials that they will be the only nationally accredited local option. Suzanne will send Cary the curriculum website for reporting back to the vestry. Hap stressed that we need to look into more marketing for EDS. We discussed signage and the possibility of reworking and/or adding to the EDS website, which parents find very helpful.

The meeting concluded at 11:35 AM.

ATTACHMENT D

Family Ministries Committee Minutes February 13, 2019

Members in Attendance: Bill Purkerson, Cara Robb, Hap Wheeler, Suz Cate and Sarah Maiberger

Approved Minutes from 1/16/19 meeting

Old Business

- **Annual meeting** – lessons learned
 - One service and no Sunday School format was good for families with young children – more stayed than usually do.
 - Combining kids in nursery and 2-year old room worked fine.
- **First Sunday Family Services** and lunches are well attended by young families
 - Children’s Choir is a WONDERFUL addition!
 - We will continue to deliver our message that lunch is for ALL of the parish family
- **Children’s Church**
 - Mary Beth still needs of volunteers (leaders and assistants) for Children’s Church this spring AND this summer.
 - We would like to get musicians back in the service (Billy Bridges, Susie Stokes?). We will continue to keep that in mind as we go forward.
- **Sunday announcements** – improved. Appreciate continued effort toward informed, engaging announcements (especially re: Canterbury contacts)
- **Shrove Tuesday and Ash Wednesday** – see Follow up Tasks
- **Kanuga**
 - Jerri Griffin and Leah Durham are working on programming
 - Leah and Anne Wilkerson might offer an afternoon “jam” session so parents can get free time
 - Will talk with St. John Shandon (Columbia) who will also be there to consider some combined programming
- **Bishop’s visit** – See Follow up Tasks
- **Easter Family Service** – Bill and Caroline to coordinate egg dying and hiding

New Business

- **First Sunday Family Service**
 - March – parish at Kanuga – no family service
 - April – Grilled cheese sandwiches (grown up and kid versions), soup and salad – we’ll assign responsibilities at March meeting
 - May – burgers and hot dogs (hopefully outside)
- **Sip and See (Lura/Teague Forcum)** – March 15, parish hall
 - Michele Cauley will assume responsibility for planning with Renna Redd, Cary Kaye, Shannon Quattlebaum
 - Will try EventBrite for invitation to encourage RSVP
 - Will consider appropriateness of moving to Maibergers’ based on RSVPs
- **Communication** – See Follow up Tasks

- **Pilgrimage Summer 2020** – no discussion at this meeting; will wait for leadership to ask for assistance with logistical and/or financial support
- **Family Minister Position**
 - Discussed reaching out to grad students in Education, posting on Clemson Job Board
- **Spring Family Event – Sunday, April 28**
 - Ice Cream Social with softball/kickball at one of the city parks
 - Will recognize Sunday School teachers and youth leaders
- **Nursery workers for summer 2019** – will begin work to recruit those with Safe Church training, Sunday School teachers, college students
- **Sunday School planning for Fall 2019**
 - Suz to contact current leaders to see if they will continue in the Fall.
 - Meeting at end of March to discuss how best to group kids based on current roster, consider leadership needs, etc.
 - Will continue with current curriculum for 2019-20

Follow up Tasks:

- **Hap and Mary Beth** to provide details to Kara re: Children’s Church needs (responsibilities for leader and helper, program material, training/mentorship for new leaders, time commitment/frequency, etc.) so Kara can send an “invitation to serve” to those with Safe Church Training
- **Cara** to contact Michele Cauley about Bingo
- **Sarah** to work on prizes. Please let Sarah know if you have anything.
- **Cara** to work with Kara to prepare communication about Shrove Tuesday and Ash Wednesday. Info to go out to Day School as well as parish.
- **Suz** to contact St. John Shandon about children’s programming at Kanuga
- **Bill Purkerson** to schedule confirmation retreat
- **Cara** to set up Sip and See on EventBrite for RSVPs
- **Who** was going to contact someone in Education Department about FMC position???
- **Cara** to get info about city parks for year-end celebration
- **Kara** to get spring event on calendar for April 28
- **Suz** to contact Sunday School teachers about Fall, discuss roster, determine if meeting is necessary

ATTACHMENT E

Pastoral Care Ministry Team Meeting February 11, 2019

Attending: Suz Cate, Mary Bowman, Liz Halpin, and Kathy Hunter. Excused: Barbara Armstrong, Lynn Luszcz, Pam Mack, and Christopher Wilkerson. Meeting was called to order by Kathy Hunter, Interim Chair, at 4:04pm. We opened with a unison reading of the Prayer of St. Frances. January 2019 minutes were approved.

Discussion followed on the following topics:

1. Increasing work load of our team
2. Increasing membership of our team – how to engage more parishioners; looking at any Pastoral Care interest from the Engagement survey; engaging more with web-based meeting options; active inclusion of PCNGLs
3. Meal Train and meals for parishioners in need – Need to work with Claiborne Linville on Meal Train logistics; need a “point person” for meal ministry (Suz is working on this;) need inventory of meals in office freezer
4. Transportation for parishioners to services – need to find a parishioner to take on this ministry.
5. Prayer Shawl Ministry – Kathy is finalizing details and will write articles for HT Notes and Tempo
6. Pam Mack has created a Google Doc of parishioner names so we can better see, real time, what pastoral care has been given. More on this at our March 2019 meeting.
7. Visitation - In January 2019, Suz spent 17.5 hours on Eucharistic Visits, telephone and in-person pastoral care, visits, counseling, a death and funeral, and individual praying with parishioners. From February 1-February 11, she has logged 7 hours. Discussion followed on various parishioners and their pastoral care. Communication with parishioners with extra needs were discussed, including visits, meals, cards, Eucharist visits, and telephone calls. Mary will send cards to parishioners we discussed.
8. Health Ministry – We will put copies of the DVD series from our January 13 and 20 2019 Adult Formation sessions in our church library for check out. Suz distributed copies of a brochure entitled, “Mental Health Conference” to be held Saturday, March 30, 2019, at Bethesda UMC in Easley. Kathy will put blurb in HT Notes and Tempo with this information. (see <http://anderson.umcsc.org/save-the-date/>)

Meeting adjourned at 5:20pm. Next Meeting: March 11, 2019, 4pm.

**minutes respectfully submitted by Kathy Hunter, February 12, 2019*