

Holy Trinity Episcopal Church

2019 Annual Report

Meeting Date
Sunday, January 26, 2020

*We are a people passionately seeking to
love with the heart of Christ,
think with the mind of Christ, and
act in the world as the body of Christ.*

**193 Old Greenville Highway
Clemson, SC 29631
Telephone 864-654-5071**

Website: www.holytrinityclemson.org

The Rev. Suz Cate, Rector
Bill McDaniel, Sr. Warden
Bill Hurst, Jr. Warden
Bob Taylor, Treasurer
Rebecca Eidson, Vestry Clerk

<u>Vestry Members</u>	<u>Term Dates</u>
Bob Green	2018-2021
Cary Kaye	2018-2021
Sarah Maiberger	2018-2021
Joe Yanes	2020-2021
Amy Agosti	2019-2022
Samantha Murphy	2019-2022
Bill Purkerson	2019-2022
Shannon Quattlebaum	2019-2022
Ellen Haase	2020-2023
Lynn Luszcz	2020-2023
Mary Lou Sigsby	2020-2023
John Warner	2020-2023

Delegates to Diocesan Convention

Aynsley Hartney	2017-2021
Beth Kunkel	2018-2022
Kevin Hughes	2019-2023
Eric Naeseth	2020-2024

Alternate Delegates to Diocesan Convention

Darren Linvill	2020
Jim Snowden	2020

Episcopal Day School Board Members

Sheliah Durham	2019-2021
Betty Snowden	2019-2021
Sally Morrell	2020-2022
Hap Wheeler	2020-2022

2019 Annual Report

Parish Statistics

Baptisms

Dana Howard
Teague De Los Santos
Isabelle Rose Coxey
Bella Victoria Burch

Confirmations, Receptions, & Reaffirmations

Pat & Anne Bryan
Darren Linvill
Bill Maker
Ned Mayo
Kathy Nixon
Will Purkerson
Thames Stokes
Doris & Tom Von Kaenel

New Members

Bill & Nancy Barutio
Roger Brown
Bert Fox, Nanine Hartzenbusch Fox, & Charlie Fox
Kevin Freeman
Dana Howard
Susan Lasseter
Bill Maker
Michaela McIntosh
Brett, Tenley, & Addison Murphy
Michele Paoleschi & Clem Watson
James Prestin
Louise Rozendale
Craig, Jerae, Samuel, Shelby, and Graydon Wallace
Caroline Wertz

Transfers Out

Andrew, Lucinda, Ainsley, Bryce, & Taylor Butler
Catherine Caudle
Chad, Emily, Gracie, & Lucy Chisholm
Jim & Sue Davidson
Marie McMahan
Mary Ann Prater

Deaths & Interments

Sarah Elizabeth "Betsy" Skardon
October 6, 1926 ~ January 23, 2019

Lloyd Alan Portnow
December 14, 1938 ~ January 21, 2019

Frank Alan Lane
April 24, 1943 ~ February 3, 2019

Douglas Ticknor Grider, Jr.
May 14, 1941 ~ March 26, 2019

Evelyn Earle Goodman
March 28, 1924 ~ April 30, 2019

Philip John Gildersleeve
May 20, 1930 ~ July 2, 2019

Ray Paul Eisenbies
September 1, 1947 ~ July 17, 2019

Jean Lawrimore
d. July 18, 2019

Eugenia Louise Robinson Colcolough
May 5, 1942 ~ November 5, 2019

Donald Joseph Comfort
March 19, 1943 ~ November 9, 2019

Norman George Becker, Jr.
February 24, 1934 - December 6, 2019

Jerry Davis DuBose
March 30, 1954 - December 21, 2019

**Holy Trinity Episcopal Church
Clemson, SC
Annual Parish Meeting Agenda
January 26, 2020**

Opening Prayer

Declaration of a quorum

Appointment of a secretary

Vote for approval of minutes of the 2019 Annual Meeting

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Special recognition of Carol Yardley for 23 years' service as Acolyte Master

Recognition of retiring vestry members and Senior Warden

Lori Graham
Kathy Hunter
Bill McDaniel
Joe Yanes
Hap Wheeler, Sr. Warden

Validation of election Results/Commissioning of new vestry members and Senior Warden

Report on Nave Enhancement Project-Mickey Harder

Pages 2-3

2019 Financial Report and 2020 Statement of Mission-Bob Taylor

Pages 4-13

Junior Warden's Report-Bill Hurst

Page 14

Senior Warden's Report-Hap Wheeler

Pages 15-32

Rector's Report-Suz Cate

Pages 33-34

Adjournment

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The Reverend Suz Cate opened the meeting with a prayer, and declared a quorum. Cary Berkeley Kaye was appointed the secretary for the meeting.

Suz recognized the service of outgoing vestry members and outgoing junior warden Kathy Crouse. She also thanked staff of EDS and the church office, as well as sexton Jim Hylkema, for their hard work. Those elected as members of the vestry, members of the Episcopal Day School Board, junior and senior warden, and diocesan representatives and alternates, were recognized and commissioned.

Treasurer's Report

Bob Taylor presented the treasurer's report and the Statement of Mission for 2019. He thanked the Finance Committee, the head of stewardship, and Phil Maiberger. He noted a surplus for 2018.

Junior Warden's Report

Kathy Crouse noted that the junior warden's report included in the printed materials was, erroneously, last year's report. She had submitted her report on time and the correct report will be printed in the Tempo. She presented her report on the facilities, and thanked the senior warden, Lynne and Kara in the office, the sexton, the parking committee, and those who have worked at St. Paul's.

Senior Warden's Report

Hap Wheeler thanked each vestry member for their work. He noted "the magnitude of the task of the vestry and wardens" and that the forthcoming year has been called a "year of implementation." He described what he called "ambitious" plans for the vestry retreat and the vestry in the coming year.

Rector's Report

Suz said that her written report focused on the past and she wanted to look to the future in her remarks. She focused on Trinity Place as an "interface with our community" in the future.

Trinity Place Committee Report

Tommye Hurst discussed the history of our ownership of Trinity Place, including the Prism campaign, Vision 2020, and the Trinity Place committee. She revealed plans of three different options for the property, including the short-term one chosen by the vestry for the immediate future.

June 8 and 9 will be a celebration of the 200th anniversary of our presence at St. Paul's in Pendleton.

November 23 is the tentative date for the bazaar this year, subject to changes in the football schedule.

March 31 is the date for the bishop's visit. Those seeking a rite by the bishop should contact Suz.

Suz closed the meeting with a prayer.

Respectfully submitted,

Cary Berkeley Kaye

NAVE ENHANCEMENT COMMITTEE

2019 Annual Report

When **Wanda Campbell** died in July of 2018, we established The Holy Trinity Organ Fund. As most of you know, music and Holy Trinity were two loves of **Wanda's** great heart, surpassed only by her love of God and family. **Wanda** was the Holy Trinity Choir Director for several years, and in the words of one of her dear friends, "**Wanda** carried this church practically on her back through some very hard times." It is in memory of our love for **Wanda** and hers for us that the Holy Trinity Organ Fund is established. The Holy Trinity Organ Fund was started for repairs and improvements to the present organ at Holy Trinity. Although the present instrument is servable for general music and hymns, it is not capable of gradually getting louder or softer. Consequently, it often is not suitable to accompany the choir on an expressive piece; nor is it capable of playing expressive organ pieces from the 18th century to the present.

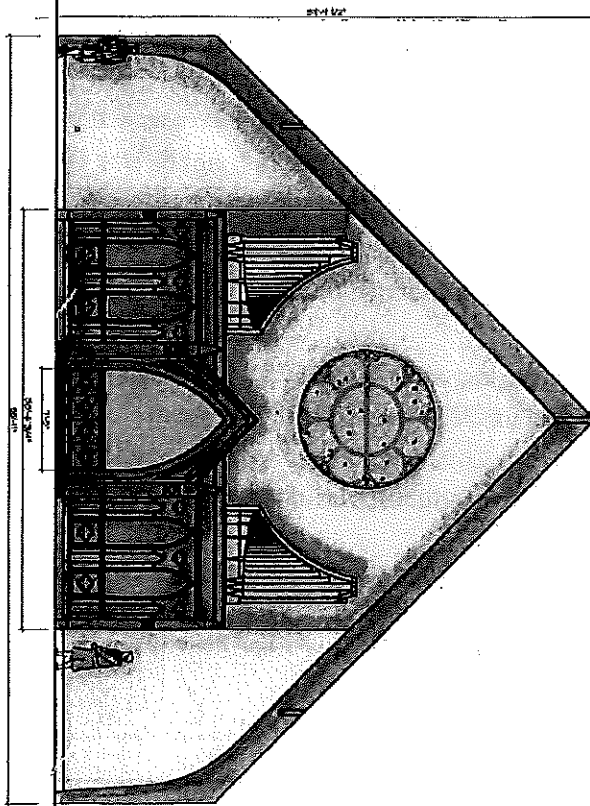
Since The Holy Trinity Organ Fund was established, we have received a number of very generous memorial gifts honoring our dearly departed friends: **Frankie Witmer, Doug Grider, Betsy Skardon, and Gen Colcolough**. These donations quickly added up to an amount that required serious planning for the use of the fund. The Nave Enhancement Committee began working diligently to create that plan. The members of the Nave Enhancement Committee are **Mickey Harder** (chair), **Scooty Burch, Suz Cate, Jan Cribb, Serena DuBose, Judy Eidson, Clyde Gorsuch, Bill Hurst, Cynthia Spejewski, and Hap and Carolyn Wheeler**. They worked with a local architect, **Christine Tedesco**, and organ specialist, **John Dower**, to design a plan for acquiring and installing a refurbished organ in our Nave.

The Committee met several times with **Ms. Tedesco**, who was very attentive to our needs and ideas for enhancing the Nave. The resulting design for the housing for the new organ is graceful and attractive, and it provides much-needed storage for Altar Guild supplies. This design, combined with an organ that is created specifically for our Nave, with greater range of sound and dynamic capabilities, will enhance our worship space visually and aurally. That design is appended to this report. The total cost for this beautiful enhancement will be \$156,320.

Once the design was completed and a target price tag known, we knew that we were within reasonable striking distance of raising the addition funds. A few quiet donations have been made over the last quarter of 2019, bringing our total of funds raised to \$127,853. The Nave Enhancement Committee wants to offer the entire Parish the opportunity to participate in this very exciting project. The names of all donors will be collected and written in a Book of Recognition for this project with equal honor being given to all donations.

The new-to-us organ has been acquired, and the work of refurbishing has begun. **John Dower** and Associates will soon begin building the housing for the organ. Installation is expected to occur during the summer of 2020 and will necessitate moving our worship services to the Parish Hall for a few weeks. Fortunately, we have experience with that move and can accomplish it with great aplomb. Our existing organ is being offered for sale, and we hope that another church will be able to make use of it in worship.

Respectfully submitted,
Mtr. Suz Cate



RSCOT architecture + design
April 5, 2019

HOLY TRINITY
EPISCOPAL CHURCH

2019 Financial Reports
Bob Taylor, Treasurer
January 26, 2020

Financially, 2019 was a good year for Holy Trinity Episcopal Parish. Committees prudently and wisely spent from their budgets, and the Finance Committee and Vestry carefully tracked expenditures throughout the year. But much more importantly, the parishioners provided very good financial support for the many activities of our parish. Income was \$6,310.55 over budget (page 8) thanks in large part to Plate and Other Offerings being \$9,594.93 over the 2019 SOM budget. Expenses were \$25,174.73 (page 9) less than budget, mainly attributed to Christopher's November departure and the year-long vacancy in the budgeted Family Minister position. A 2019 surplus of \$31,485.28 (page 9) was used to prepay some 2020 planned expenses, and the generous 2020 stewardship pledges helped the Finance Committee and Vestry plan for a solid and balanced 2020 Statement of Mission. Special thanks for a successful 2019 financial year go to fellow finance committee members Michele Cauley, Bill Hurst, Dustin Foxworth, Hap Wheeler and Phil Maiberger and to Rector Suz Cate who was a regular attendee at Finance Committee meetings. Most importantly, special thanks go to our outstanding Parish Administrator Lynne Farmer for her skills in efficiently managing the actual financial activities of the Parish.

Items of particular note in the 2019 financial statements include:

- Very large cash holdings in First Citizens inflated by doors, prism, nave and prepaid pledge donations (page 6, lines 1 & 2).
- Pledge offerings were up in December (\$11 K above monthly budget) but still ended the year with a \$6,591.37 deficit (page 8, line 2).
- When plate overages (\$9.5 K) and 2019 investment income were added, 2019 total income exceeded budget by \$6,310.55 (page 8, line 10)
- Salaries and Benefits surplus of \$30,756.73 reflected Christopher's November 17 departure and the year-long vacant Family Minister position.
- Mission and Program overage of \$6,397.82 (page 9, line 14) is mainly additional Kanuga expenses.
- Thus for the year, expenses were \$25,174.73 (page 9, next to last line) less than budget, and the surplus for 2019 was \$31,485.28 (page 9, last line).
- Doors gifts, Prism gifts and football parking income were close to budget with parking income (other than football) was over by \$8,589.20 (page 10, line 3).

Special thanks go to parishioners Robbie Grider and Dorothy Meeks for conducting a thorough internal audit of the financial activities of the parish. Diocesan guidelines for audits were used in their investigations, and their report provided assurance of sound financial management in the Parish.

On January 3, 2020, the closing of the \$1.57 M construction doors loan occurred at 3.3% interest, and the two existing loans were refinanced at the lower interest rate of 3.3%

- The \$2.4 M original purchase loan of the Trinity Place property had a balance of \$271,269.84. The original \$300,000 Methodist Church demolition loan had a balance of \$194,700.10. These are currently to be paid from only parking income and Prism gifts.
- The \$1.57M Doors loan is a construction loan where construction payment draws can be made as needed. During 2020, only monthly interest payments on the outstanding balance is required at 3.3%. Starting February 2021, regular payments of principle and interest (at 3.3%) must be made on a 20-year amortization schedule. The 3.3% interest rate is fixed for 7 years.
- Upfront payments on construction invoices from Doors cash-in-hand (as scheduled in a 20-year amortization plan created by Phil Maiberger for the Finance Committee) will save thousands of dollars in interest and lead to smaller future monthly payments and possible earlier (than 20 years) retirement of the construction loan.
- Current projections are that all three loans will be paid from Doors/Prism gifts and parking revenues – no SOM budgeted funds are planned.

Bill McDaniel led a successful stewardship campaign which was generously supported by 134 parishioners which enabled the Finance Committee and Vestry to design a solid 2020 Statement of Mission for operating expenses of the Parish. The 2020 SOM is based on \$574,349 (planned income = planned expenses) which is an increase of \$257 over the 2019 SOM. The 2020 SOM (pages 11 & 12) includes the assistant rector position (starting in June 2020) and raises for the staff and Rector which were recommended by the Finance Committee and Personnel Committee. It also includes the Family Minister position (starting in February) at \$26,679 (salary and fringe for 30 hours, 10 months appointment, June & July off).

In summary, it appears that our Parish is financially well situated for its many missions in 2020 thanks to the continued generous financial support of the Parishioners of Holy Trinity.

Holy Trinity Episcopal Church - Clemson SC
Balance Sheet as of December 31, 2019

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Account #	Account Name	YTD Balance	Previous Year Balance
Assets			
1.99.100.100	Holy Trinity-First Citizens Bank	145,599.56	134,232.21
1.99.100.105	Holy Trinity-First Citizens Bank MMKT	52,549.03	15,339.26
1.99.500.100	Thrift Shop-United Community Bank	13,701.57	11,776.01
1.99.500.101	Thrift Shop-United Community Bank MMKT	10,200.51	13,189.87
1.99.500.102	Petty Cash-Thrift Shop	100.00	120.00
1.99.600.100	ECW-South State Bank	13,091.44	14,693.58
	Cash	\$235,242.11	\$189,350.93
1.99.100.106	Holy Trinity-Edward Jones MMKT	396,188.47	263,856.80
1.99.100.110	Endowment-ECF MMKT	2,517.07	237.11
1.99.100.130	Holy Trinity-ECF MMKT	2,429.19	672.91
1.99.175.100	Stock Gifts in Transit	12,640.60	0.00
1.99.200.109	Endowment-Investments-ECF	63,817.93	55,344.39
1.99.200.110	Endowment-Unrealized App/Depr-ECF	24,552.31	13,246.77
1.99.200.120	Thrift Shop-Investments- American Funds	41,242.11	40,738.32
1.99.200.125	Thrift Shop-Unreal App/Depr-American Funds	4,179.54	(963.67)
1.99.200.130	Holy Trinity-Investments-ECF	168,477.84	166,477.43
1.99.200.135	Holy Trinity-Unreal App/Depr-ECF	12,945.52	(2,469.89)
	Investments	\$728,990.58	\$537,140.17
1.99.300.100	Parish House Building	1,682,820.25	1,682,820.25
1.99.300.101	Parish House Building-Basement	136,073.00	136,073.00
1.99.300.102	Parish House Building-Elevator	54,073.00	54,073.00
1.99.300.105	Sanctuary and Office Building	1,168,927.13	1,168,927.13
1.99.300.110	Stained Glass Windows	93,590.00	93,590.00
1.99.300.120	195 Old Greenville Highway Asset	2,679,830.26	2,679,830.26
	Properties	\$5,815,313.64	\$5,815,313.64
1.99.100.150	Legal Fee Retainer	4,500.00	4,737.50
	Total Assets	\$6,784,046.33	\$6,546,542.24
Liabilities			
2.99.300.100	Prepaid Pledges-Holy Trinity-Operating Fund	67,409.84	79,967.86
2.99.300.116	Prepaid Pledges-Prism-Trinity Place Fund	3,000.00	0.00
	Current Liabilities	\$70,409.84	\$79,967.86
2.99.400.100	FCB Note Payable #1181940	271,269.09	339,797.88
2.99.400.110	FCB Note Payable #1591114	194,700.10	220,729.63
	Long-Term Liabilities	\$465,969.19	\$560,527.51
2.99.400.120	Due to EDS - Investment at ECF	23,091.52	20,719.88
	Total Liabilities	\$559,470.55	\$661,215.25
Fund Balance			
3.01.100.000	Operating Fund Balance	62,837.51	85,291.33
3.02.100.000	Memorial Fund Balance	21,376.28	19,327.32
3.03.100.000	Building Maintenance Fund Balance	14,509.89	25,798.78
3.04.100.000	St Paul's - Thrift Shop Fund Balance	120,631.32	122,002.43
3.05.100.000	Miller Foundation Fund Balance	1,441.80	3,271.80
3.06.100.000	Anderson Estate Fund Balance	57,134.83	31,348.00
3.12.100.000	Cange, Haiti Fund Balance	21,912.22	19,650.71
3.13.100.000	The Richard Hooker Series Fund Balance	13,313.50	15,244.33
3.14.100.000	Fran Davis Mem. Fund Balance	3,283.31	3,783.31
3.15.100.000	Education Scholarship Fund Bal	544.59	398.26
3.16.100.000	Bois Joli School Proj Fund Bal	316.18	1,071.18
3.17.100.000	Designated Gifts Fund Balance	10,289.74	8,111.84
3.18.100.000	Clemson-Canterbury Club	5,177.15	5,177.15
3.21.100.100	Trinity Place	2,391,791.41	2,187,476.75
3.22.100.100	Youth	3,743.13	3,750.33
3.23.100.000	Reserve Fund Balance	155,400.44	131,583.90
3.24.100.000	Real Property Fund Balance	3,135,483.38	3,135,483.38

Holy Trinity Episcopal Church - Clemson SC
Balance Sheet as of December 31, 2019

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Account #	Account Name	YTD Balance	Previous Year Balance
3.25.100.000	ECW Fund Balance Balance	13,091.39	14,727.92
3.30.100.000	Endowment Fund Balance	93,887.31	71,828.27
3.40.100.000	Nave Enhancement Fund Balance	91,256.28	N/A
3.41.100.000	Good Shepherd Fund	7,154.12	N/A
Total Fund Balance		\$6,224,575.78	\$5,885,326.99
Total Liabilities and Fund Balance		<u>\$6,784,046.33</u>	<u>\$6,546,542.24</u>

If the accounts in the subtotals have changed or if ledger (marked with "**") and subsidiary account attributes have changed, Previous YTD totals may not represent a valid comparison.

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Holy Trinity Episcopal Church - Clemson SC
Treasurer's Report as of December 2019 for Operating

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Account Name	Period Activity	Monthly Budget	% of Budget Month	YTD Balance	Budget YTD	Over/Under YTD(+/-)	Previous YTD	Annual Budget
Income								
Plate and Other Offerings	5,326.41	3,387.00	157	50,246.93*	40,652.00	9,594.93	43,349.86	40,652.00
Pledge Offerings Income	55,455.21	44,454.00	125	526,848.63	533,440.00	(6,591.37)	485,581.38	533,440.00
General Offerings	\$60,779.62	\$47,841.00	127	\$577,095.56*	\$574,092.00	\$3,003.56	\$528,931.24	\$574,092.00
Investment Income - Restricted	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Investment Income Income	0.00	0.00	0	4,414.57*	0.00	4,414.57	2,939.35	0.00
Other Income	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Realized Gain/Loss Sale Invest Income	0.00	0.00	0	(1,107.58)	0.00	(1,107.58)	(709.79)	0.00
Unrealized Gain/Loss on Invest Income	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Investment and Other	\$0.00	\$0.00	0	\$3,306.99*	\$0.00	\$3,306.99	\$2,229.56	\$0.00
Total Income	\$60,779.62	\$47,841.00	127	\$580,402.55	\$574,092.00	\$6,310.55	\$531,160.80	\$574,092.00
Expense								
Clergy Health Insurance	(30.00)	0.00	0	0.00	0.00	0.00	0.00	0.00
Clergy Housing Allowance	2,666.67	4,462.00	60	50,371.72	53,552.00	(3,180.28)	47,552.04	53,552.00
Clergy Pension	1,157.10	2,043.00	57	23,614.15	24,530.00	(915.85)	24,181.80	24,530.00
Clergy Salaries	3,229.16	6,040.00	53	68,053.21	72,513.00	(4,459.79)	83,040.74	72,513.00
Clergy SE Tax Offset	532.50	909.00	59	10,969.65*	10,914.00	55.65	4,463.28	10,914.00
Contract Labor	1,340.00	1,791.00	75	19,817.50	21,500.00	(1,682.50)	20,067.01	21,500.00
Diocesan Reimb for Asst. Rector	0.00	0.00	0	(13,505.90)*	(13,506.00)	0.10	(32,414.16)	(13,506.00)
Net Paycheck	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Payroll Tax Expense	630.70	745.00	85	6,885.82	8,938.00	(2,052.18)	7,071.09	8,938.00
Staff Health Insurance	2,032.10	1,924.00	106	24,947.30*	23,085.00	1,862.30	12,280.45	23,085.00
Staff Pension	520.70	665.00	78	6,241.12	7,994.00	(1,752.88)	5,462.56	7,994.00
Staff Salaries	8,298.35	9,738.00	85	98,202.70	116,834.00	(18,631.30)	95,891.25	116,834.00
Salaries and Benefits	\$20,377.28	\$28,317.00	72	\$295,597.27	\$326,354.00	(\$30,756.73)	\$267,596.06	\$326,354.00
Diocesan Assessment	7,010.50	7,010.00	100	84,131.00	84,131.00	0.00	83,737.00	84,131.00
Total Diocesan Assessment	\$7,010.50	\$7,010.00	100	\$84,131.00	\$84,131.00	\$0.00	\$83,737.00	\$84,131.00
Clergy Discretionary	0.00	266.00	0	3,200.00	3,200.00	0.00	3,200.00	3,200.00
Direct Outreach	1,250.00	3,250.00	38	38,500.00	39,000.00	(500.00)	18,000.00	39,000.00
Millennium Dev Goals	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Outreach	\$1,250.00	\$3,516.00	36	\$41,700.00	\$42,200.00	(\$500.00)	\$21,200.00	\$42,200.00
Capital Improvements	0.00	0.00	0	0.00	0.00	0.00	22,026.23	0.00
Interest on 195 OGH	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Maintenance	0.00	1,500.00	0	19,170.50*	18,000.00	1,170.50	17,167.49	18,000.00
Maintenance Contracts	1,165.40	1,125.00	104	12,738.95	13,500.00	(761.05)	12,783.10	13,500.00
Property and Liability Ins.	30.00	1,125.00	3	14,697.10*	13,500.00	1,197.10	13,479.68	13,500.00
St. Pauls Expense	0.00	0.00	0	0.00	0.00	0.00	8,249.94	0.00
Utilities	1,876.98	2,166.00	87	24,982.41	26,000.00	(1,017.59)	25,021.58	26,000.00

Holy Trinity Episcopal Church - Clemson SC
Treasurer's Report as of December 2019 for Operating

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Account Name	Period Activity	Monthly Budget	% of Budget Month	YTD Balance	Budget YTD	Over/Under YTD(+/-)	Previous YTD	Annual Budget
Facilities Expenses	\$3,072.38	\$5,916.00	52	\$71,588.96*	\$71,000.00	\$588.96	\$98,728.02	\$71,000.00
Canterbury Club	259.58	84.00	309	446.73	1,000.00	(553.27)	495.09	1,000.00
Christian Formation	39.16	125.00	31	1,490.46	1,500.00	(9.54)	1,463.23	1,500.00
Christian Formation-Youth	501.18	125.00	401	1,806.42*	1,500.00	306.42	1,953.78	1,500.00
Evangelism	0.00	21.00	0	46.06	250.00	(203.94)	0.00	250.00
Fellowship	114.26	112.00	102	3,216.52*	1,300.00	1,916.52	240.13	1,300.00
Kanuga-Parish Retreat	0.00	125.00	0	6,506.83*	1,500.00	5,006.83	1,058.39	1,500.00
Music/Choir	518.42	209.00	248	3,157.38*	2,500.00	657.38	3,515.16	2,500.00
Pastoral Care	21.34	13.00	164	225.56*	200.00	25.56	118.89	200.00
Stewardship	0.00	41.00	0	0.00	500.00	(500.00)	554.33	500.00
Vestry Retreat	0.00	146.00	0	2,222.17*	1,750.00	472.17	1,466.63	1,750.00
Worship/Altar Guild	131.10	166.00	79	1,740.69*	2,000.00	(259.31)	1,318.33	2,000.00
Young Adult Ministry	0.00	87.00	0	539.00	1,000.00	(461.00)	0.00	1,000.00
Mission and Program Expenses	\$1,585.04	\$1,254.00	126	\$21,397.82*	\$15,000.00	\$6,397.82	\$12,183.96	\$15,000.00
Conference/Training- Rector	0.00	87.00	0	894.38	1,000.00	(105.62)	970.32	1,000.00
Conference/Training-Assst. Rector	0.00	84.00	0	22.82	1,000.00	(977.18)	442.00	1,000.00
Conference/Training-Lay Staff	0.00	87.00	0	0.00	1,000.00	(1,000.00)	586.00	1,000.00
Equipment Purchases	695.26	125.00	556	1,193.49	1,500.00	(306.51)	1,947.60	1,500.00
Payroll Service Expense	20.59	37.00	56	255.99	400.00	(144.01)	337.93	400.00
Postage and Freight	268.55	116.00	232	1,753.43*	1,400.00	353.43	1,629.16	1,400.00
Printing & Publications	1,276.41	763.00	167	8,950.38	9,200.00	(249.62)	7,356.36	9,200.00
Professional Exp- Lay Staff	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Professional Exp- Rector	229.55	250.00	92	2,651.95	3,000.00	(348.05)	2,578.72	3,000.00
Professional Exp-Assst. Rector	11.27	62.00	18	416.81	750.00	(333.19)	919.60	750.00
Supplies	511.58	555.00	92	5,335.89	6,657.00	(1,321.11)	6,696.01	6,657.00
Telephone and Internet Access	516.63	541.00	95	7,231.87*	6,500.00	731.87	6,866.99	6,500.00
Mission/Program Support Exp	\$3,529.84	\$2,707.00	130	\$28,707.01	\$32,407.00	(\$3,699.99)	\$30,330.69	\$32,407.00
Amount for Allocation	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Anderson Estate Fund Restoration	1,083.30	1,084.00	100	13,000.00	13,000.00	0.00	0.00	13,000.00
Miscellaneous	1,000.00	0.00	0	2,295.21*	0.00	2,295.21	1,714.54	0.00
Special Expenses	\$2,083.30	\$1,084.00	192	\$15,295.21*	\$13,000.00	\$2,295.21	\$1,714.54	\$13,000.00
Transfers (In) Out (From) To Other Funds	0.00	(837.00)	0	(9,500.00)*	(10,000.00)	500.00	0.00	(10,000.00)
Total Expenses	\$38,908.34	\$48,967.00	79	\$548,917.27	\$574,092.00	(\$25,174.73)	\$515,490.27	\$574,092.00
Difference	\$21,871.28	\$1,126.00		\$31,485.28	\$0.00		\$15,670.53	\$0.00

* = Income/Expense exceeds amount budgeted to date

If the accounts in the subtotals have changed or if ledger and subsidiary account attributes have changed, Previous YTD totals may not represent a valid comparison.

Holy Trinity Episcopal Church - Clemson SC
Treasurer's Report as of December 2019 for Trinity Place

Friday, January 17, 2020 12:24 PM

Page 1 of 1

Account Name	Period Activity	Monthly Budget	% of Budget Month	YTD Balance	Budget YTD	Over/Under YTD+(-)	Previous YTD	Annual Budget
Income								
Football Parking	0.00	5,434.00	0	64,001.59	65,200.00	(1,198.41)	58,554.46	65,200.00
OUR DOORS Pledge Offerings	41,718.60	0.00	0	133,254.81*	0.00	133,254.81	0.00	0.00
Parking Income	1,600.00	1,880.00	85	31,149.20*	22,560.00	8,589.20	24,913.35	22,560.00
Phase II-Prism Pledge Offerings	6,000.00	1,663.00	361	16,855.61	20,000.00	(3,144.39)	35,229.45	20,000.00
Rental Income Inc.	0.00	0.00	0	-0.00	0.00	0.00	0.00	0.00
Trinity Place Memorials & Other Gifts	0.00	0.00	0	50.00*	0.00	50.00	25,000.00	0.00
Trinity Place-The Walls Pledge Offerings	50.00	0.00	0	520.00*	0.00	520.00	8,120.00	0.00
Total Income	\$49,368.60	\$8,977.00	550	\$245,831.21*	\$107,760.00	\$138,071.21	\$151,817.26	\$107,760.00
Expense								
Advertising & Promotion	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Parking Supplies	0.00	38.00	0	180.83	500.00	(319.17)	162.78	500.00
Transfer to Haiti Fund-University Student Support	0.00	0.00	0	9,500.00*	0.00	9,500.00	0.00	0.00
Total Parking Expenses	\$0.00	\$38.00	0	\$9,680.83*	\$500.00	\$9,180.83	\$162.78	\$500.00
Maintenance & Repairs	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Maintenance Supplies	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Plans & Designs	0.00	2,500.00	0	40,900.00*	30,000.00	10,900.00	4,500.00	30,000.00
Trinity Place Utilities	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Total Property Expenses	\$0.00	\$2,500.00	0	\$40,900.00*	\$30,000.00	\$10,900.00	\$4,500.00	\$30,000.00
Interest Exp Xfer to Operating Fund	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Interest Expense Exp.	1,591.40	1,754.00	91	20,935.72	21,048.00	(112.28)	24,676.45	21,048.00
Principle-Loan #0001181940	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Principle-Loan #1591114	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Net Interest Expenses	\$1,591.40	\$1,754.00	91	\$20,935.72	\$21,048.00	(\$112.28)	\$24,676.45	\$21,048.00
Loan Closing Costs-First Citizens Bank	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Total Expenses	\$1,591.40	\$4,292.00	37	\$71,516.55	\$51,548.00	\$19,968.55	\$29,339.23	\$51,548.00
Difference	\$47,777.20	\$4,685.00		\$174,314.66	\$56,212.00		\$122,478.03	\$56,212.00

* = Income/Expense exceeds amount budgeted to date

If the accounts in the subtotals have changed or if ledger and subsidiary account attributes have changed, Previous YTD totals may not represent a valid comparison.

2020
Statement
Of
Mission

01-15-20

Operating Fund
Statement of Mission (SOM)

	<u>SOM 2018</u>	<u>%</u>	<u>Actual 2018</u>	<u>%</u>	<u>SOM 2019</u>	<u>%</u>	<u>Actual 2019</u>	<u>%</u>	<u>SOM 2020</u>	<u>%</u>	<u>Difference</u>
Income											
General Offerings:											
Plate and Other Offerings	46,500	8.8%	43,350	8%	40,652	7.1%	50,247	9%	49,449	8.6%	8,797
Pledges Offerings	480,000	91.2%	485,581	91.4%	533,440	92.9%	526,849	90.8%	522,400	91.0%	(11,040)
Sub-total General Offerings	526,500	100.0%	528,931	99.6%	574,092	100.0%	577,096	99.4%	571,849	99.6%	(2,243)
Investment and Other Income:											
Investment Income - Restricted	0.00	0.0%	-	0.0%	0.00	0.0%	-	0.0%	0.00	0.0%	-
Investment Income	100	0.0%	2,939	0.6%	0.00	0.0%	4,415	0.8%	2,500	0.4%	2,500
Realized Gain/Loss Sale Invest	0.00	0.0%	-	0.0%	0.00	0.0%	(1,108)	-0.2%	0.00	0.0%	-
Unrealized Gain/Loss on Invest	0.00	0.0%	(710)	-0.1%	0.00	0.0%	-	0.0%	0.00	0.0%	-
Sub-total Investment and Other	100	0.0%	2,230	0.4%	-	0.0%	3,307	0.6%	2,500	0.4%	2,500
Total Income	\$ 526,600	100.0%	531,161	100.0%	574,092	100.0%	580,403	100.0%	\$ 574,349	100.0%	257
Expenses											
Salaries and Benefits:											
Clergy Health Insurance	0.00	0.0%	-	0.0%	0.00	0.0%	-	0.0%	0.00	0.0%	-
Clergy Housing Allowance	47,552	9.0%	47,552	9.0%	53,552	9.3%	50,372	8.7%	42,500	7.4%	(11,052)
Clergy Pension	24,182	4.6%	24,182	4.6%	24,530	4.3%	23,614	4.1%	20,896	3.6%	(3,634)
Clergy Salaries	83,028	15.8%	83,041	15.6%	72,513	12.6%	68,053	11.7%	65,973	11.5%	(6,540)
Clergy SE Tax Offset	4,463	0.8%	4,463	0.8%	10,914	1.9%	10,970	1.9%	9,815	1.7%	(1,299)
Contract Labor	21,000	4.0%	20,067	3.8%	21,500	3.7%	19,818	3.4%	23,000	4.0%	1,500
Diocesan Reimb for Asst Rector	(32,412)	-6.2%	(32,414)	-6.1%	(13,506)	-2.4%	(13,506)	-2.3%	-	0.0%	13,506
Net Paycheck	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-
Payroll Tax Expenses	7,827	1.5%	7,071	1.3%	8,938	1.6%	6,886	1.2%	9,448	1.6%	510
Staff Health Insurance	10,161	1.9%	12,280	2.3%	23,085	4.0%	24,947	4.3%	24,597	4.3%	1,512
Staff Pension	7,002	1.3%	5,463	1.0%	7,994	1.4%	6,241	1.1%	8,646	1.5%	652
Staff Salaries	102,320	19.4%	95,891	18.1%	116,834	20.4%	98,203	16.9%	123,628	21.5%	6,794
Sub-total Salaries and Benefits	203,389	38.6%	195,862	36.9%	326,354	56.8%	295,597	50.9%	328,303	57.2%	1,949
Diocesan Assessment	83,737	15.9%	83,737	15.8%	84,131	14.7%	84,131	14.5%	86,346	15.0%	2,215
Mission and Program Expenses:											
Christian Formation	1,500	0.3%	1,463	0.3%	1,500	0.3%	1,490	0.3%	1,500	0.3%	-
Kanuga - Parish Retreat	1,500	0.3%	1,058	0.2%	1,500	0.3%	6,507	1.1%	3,000	0.5%	1,500
Christian Formation-Youth	1,500	0.3%	1,954	0.4%	1,500	0.3%	1,806	0.3%	1,500	0.3%	-
Young Adult Ministry	1,000	0.2%	-	0.0%	1,000	0.2%	539	0.1%	1,000	0.2%	-
Music/Choir-Adult	4,000	0.8%	3,515	0.7%	2,500	0.4%	3,157	0.5%	2,500	0.4%	-
Music/Choir-Youth	-	0.0%	-	0.0%	-	0.0%	-	0.0%	500	0.1%	500
Worship/Altar Guild	2,000	0.4%	1,318	0.2%	2,000	0.3%	1,741	0.3%	2,000	0.3%	-
Canterbury Club	1,000	0.2%	495	0.1%	1,000	0.2%	447	0.1%	1,000	0.2%	-
Fellowship	1,300	0.2%	240	0.0%	1,300	0.2%	3,217	0.5%	2,300	0.4%	1,000
Evangelism	250	0.0%	-	0.0%	250	0.0%	46	0.0%	250	0.0%	-
Pastoral Care	200	0.0%	119	0.0%	200	0.0%	226	0.0%	200	0.0%	-
Stewardship	500	0.1%	554	0.1%	500	0.1%	-	0.0%	500	0.1%	-
Vestry Retreat	1,750	0.3%	1,467	0.3%	1,750	0.3%	2,222	0.4%	2,000	0.3%	250
Sub-total Program Expenses	16,500	3.1%	12,184	2.3%	15,000	2.6%	21,398	3.7%	16,250	3.2%	3,250

**Operating Fund
Statement of Mission (SOM)**

	<u>SOM 2018</u>	<u>%</u>	<u>Actual 2018</u>	<u>%</u>	<u>SOM 2019</u>	<u>%</u>	<u>Actual 2019</u>	<u>%</u>	<u>SOM 2020</u>	<u>%</u>	<u>Difference</u>
Outreach:											
Clergy Discretionary	3,200	0.6%	3,200	0.6%	3,200	0.6%	3,200	0.6%	3,200	0.6%	-
Direct Outreach	18,000	3.4%	18,000	3.4%	38,000	6.8%	38,500	6.6%	29,000	5.0%	(10,000)
Sub-total Outreach Expenses	21,200	4.0%	21,200	4.0%	42,200	7.4%	41,700	7.2%	32,200	5.5%	(10,000)
Facilities Expenses:											
Utilities	22,000	4.2%	25,022	4.7%	26,000	4.5%	24,982	4.3%	25,500	4.4%	(500)
Property and Liability Insurance	12,000	2.3%	13,480	2.5%	13,500	2.4%	14,697	2.5%	15,500	2.7%	2,000
Capital Improvements	19,000	3.8%	22,026	4.1%	0.00	0.0%	-	0.0%	0.00	0.0%	-
Interest / Principal on 195 OGH	0.00	0.0%	-	0.0%	0.00	0.0%	-	0.0%	0.00	0.0%	-
St. Paul's Expense	11,000	2.1%	8,250	1.6%	0.00	0.0%	-	0.0%	0.00	0.0%	-
Maintenance	16,800	3.2%	17,167	3.2%	18,000	3.1%	19,171	3.3%	18,500	3.2%	500
Maintenance Contracts	12,000	2.3%	12,783	2.4%	13,500	2.4%	12,739	2.2%	17,500	3.0%	4,000
Sub-total Facilities Expenses	92,800	17.6%	98,728	18.6%	71,000	12.4%	71,589	12.3%	77,000	13.4%	5,000
Mission and Program Support Expenses:											
Supplies	6,657	1.3%	6,696	1.3%	6,657	1.2%	5,336	0.9%	6,000	1.0%	(657)
Conference/Training - Rector	1,000	0.2%	970	0.2%	1,000	0.2%	894	0.2%	1,000	0.2%	-
Conference/Training - Lay Staff	1,000	0.2%	586	0.1%	1,000	0.2%	-	0.0%	1,000	0.2%	-
Conference/Training - Asst Rector	1,000	0.2%	442	0.1%	1,000	0.2%	23	0.0%	1,000	0.2%	-
Professional Expense - Rector	3,000	0.8%	2,579	0.5%	3,000	0.5%	2,652	0.5%	3,000	0.5%	-
Professional Expense - Asst Rector	750	0.1%	920	0.2%	750	0.1%	417	0.1%	750	0.1%	-
Professional Expense - Lay Staff	0.00	0.0%	-	0.0%	0.00	0.0%	-	0.0%	0.00	0.0%	-
Equipment Purchases	2,500	0.5%	1,948	0.4%	1,500	0.3%	1,193	0.2%	1,500	0.3%	-
Printing and Publications	9,200	1.7%	7,356	1.4%	9,200	1.6%	8,950	1.5%	8,000	1.4%	(1,200)
Payroll Service Expense	400	0.1%	338	0.1%	400	0.1%	256	0.0%	400	0.1%	-
Postage and Freight	1,400	0.3%	1,629	0.3%	1,400	0.2%	1,753	0.3%	1,600	0.3%	200
Telephone and Internet Access	5,500	1.0%	6,867	1.3%	6,500	1.1%	7,232	1.2%	6,500	1.1%	-
Sub-total Support Expenses	32,407	6.2%	30,331	5.7%	32,407	5.6%	28,707	4.9%	30,750	5.4%	(1,657)
Special Expenses:											
Miscellaneous	0.00	0.0%	1,715	0.3%	0.00	0.0%	2,295	0.4%	1,500.00	0.3%	1,500
Anderson Estate Fund Reimbursement	0.00	0.0%	-	0.0%	13,000	2.3%	13,000	2.2%	-	0.0%	(13,000)
Amount for Allocation	4,833	0.9%	-	0.0%	0.00	0.0%	-	0.0%	0.00	0.0%	-
Sub-total Special Expenses	4,833	0.9%	1,715	0.3%	13,000	2.3%	15,295	2.6%	1,500	0.3%	(11,500)
Total Expenses	\$ 454,866	86.4%	443,756	83.5%	584,092	101.7%	558,417	96.2%	574,349	100.0%	(9,743)
Income Over (Under) Expenses	71,734		87,404		(10,000)		21,985		-		10,000
Transfers In (Out) From (To) Other Funds	(71,734)		(60,382)		10,000		9,500		-		-
Excess/(Deficit)	\$ -		27,022		\$ -		31,485		-		10,000

Treasurer's Report
\$31,485.26

01/24/2020
Trinity Place Fund
Statement of Mission (SOM)

Income

	<u>SOM 2018</u>	<u>%</u>	<u>2018 Actual</u>	<u>%</u>	<u>SOM 2019</u>	<u>%</u>	<u>2019 Actual</u>	<u>%</u>	<u>SOM 2020</u>	<u>%</u>
Memorial and other Gifts	\$ -	0.0%	\$ 25,000.00	16.5%	\$ -	0.0%	\$ 50.00	0.0%	\$ -	0.0%
Prism Pledge Offerings (The "Walls" beg 2014)	-	0.0%	8,120.00	5.3%	-	0.0%	520.00	0.2%	-	0.0%
Prism II Pledge Offerings	20,000.00	19.2%	35,229.45	23.2%	20,000.00	0.0%	16,855.61	6.9%	7,500.00	2.7%
Rental Income (OUR DOORS beg 2019)	-	0.0%	-	0.0%	-	0.0%	133,254.81	54.2%	174,233.72	63.7%
Football Parking Income	50,600.00	48.6%	58,554.46	38.6%	65,200.00	60.5%	64,001.59	26.0%	77,000.00	28.1%
Parking Income	33,600.00	32.2%	24,913.35	16.4%	22,560.00	20.9%	31,149.20	12.7%	14,840.00	5.4%
Total Income	\$ 104,200.00	100.0%	\$ 151,817.26	100.0%	\$ 107,760.00	81.4%	\$ 245,831.21	100.0%	\$ 273,573.72	100.0%

Expense

Interest Expense	\$ 25,399.81	24.4%	\$ 24,676.45	16.3%	\$ 20,954.24	19.4%	\$ 20,935.72	8.5%	\$ 44,669.65	16.3%
Loan refinace costs	-	0.0%	-	0.0%	-	0.0%	-	0.0%	7,548.00	2.8%
Interest Exp Transferred to Operating Fund	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Interest Exp Transferred to Reserve Funds	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Net Interest Expense	25,399.81	24.4%	24,676.45	16.3%	20,954.24	19.4%	20,935.72	8.5%	52,217.65	19.1%

Parking supplies

Advertising and promotion	500.00	0.0%	162.78	0.0%	500.00	0.0%	180.83	0.0%	500.00	0.0%
Total Parking Expenses	500.00	0.5%	162.78	0.1%	500.00	0.5%	180.83	0.1%	500.00	0.2%

Plans & Designs

	-		4,500.00	3.0%	30,000.00	16.6%	40,900.00	16.6%	-	
Total Expense	\$ 25,899.81	24.9%	\$ 29,339.23	19.3%	\$ 51,454.24	47.7%	\$ 62,016.55	25.2%	\$ 52,717.65	19.3%
Income over expense	78,300.19		122,478.03		56,305.76		183,814.66		220,856.07	

Beginning Fund Balance

Transfers from (to) Haiti Fund	2,064,998.72		2,064,998.72		2,187,476.75		2,187,476.75		2,233,782.51	
Transfers from (to) Operating Fund	-		-		(10,000.00)		(9,500.00)		-	
Ending Fund Balance	\$ 2,143,298.91		\$ 2,187,476.75		\$ 2,233,782.51		\$ 2,391,791.41		\$ 2,454,638.58	

JUNIOR WARDEN

2019 Annual Report

The year has proven busy, but productive. We were hosts of a small swarm of bats for Easter. This led to extra measures in cleaning and air quality certification that we did to be sure we were in a clean and safe environment. While sealing our structure to prevent further intrusion, we did take the opportunity to paint our wood trim around the buildings. Double-up use of major equipment made this a smart time to do the painting. Some additions around the facilities included a new water fountain/bottle fill in the parish hall corridor. All switches and dimmers were replaced for the Nave, and new lighting was added to the Parish Hall. There were new keys made for the new doors installed in 2018. There was a minor water damage repair to the ceiling of the Narthex. We did upgrade our railing in the back corner of our parking lot, making it much safer. Five non-emergency plumbing calls were made, and our outdoor sprinkler system has been upgraded and put on a maintenance contract. The 2019 SOM line item for Maintenance exceeded our budget of \$18,000 by \$1,170.50. The proposed 2020 SOM line item is proposed to increase by \$500.

A House Committee program was launched to allow parishioners that work our programs and ministries to give us feedback on what they needed for their physical space. A repair work order system was instituted to allow reporting and record keeping for tasks around the property. Twenty-five work orders were received. All were noted and needed repairs were made. Some requests required further action to reach an executable stage. Requests for area program upgrades are being considered as our SOM is developed for 2020. This information system is expanding and will provide information much needed to understand how we wish to build into our future.

The Maintenance Contracts line of our SOM takes care of regular maintenance items. HVAC, fire/burglary protection apparatus, elevator maintenance and inspection, our pipe organ, and termite/pest control are among the more significant categories covered in this line. It also pays our website hosting, software maintenance, and bank fees. A portion of the \$13,500 SOM was not spent, but an additional \$4,000 is proposed for 2020 to cover new pest and termite control contracts that are beginning this year.

Respectfully submitted,

Bill Hurst

SENIOR WARDEN
2019 Annual Report

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

We, the **Vestry of Holy Trinity Episcopal Parish** in Clemson, SC, together with the Rector, supporting clergy, and staff, engage in transformational ministry, safeguard the wellbeing of the Parish, and support parishioners, the community, and places of need in the world. We engage in prayerful contemplation as we make decisions for the Parish and follow the direction that Jesus has given us even when we doubt.

It goes without saying this has been a busy and productive year for the Vestry and the Parish, and one in which the Parish demonstrated exceptional generosity and commitment to Holy Trinity as well as remarkable foresight for the development of our properties. On the basis of a long and comprehensive discernment process (please see my August notes near the end of *TEMPO*), the Vestry voted to conduct capital fund-raising for several projects on our campus. We referred to this as the Doors Campaign because the proposed projects would create both actual doors, for example to the lower level of the Parish building, and metaphorical ones, as the improvement of the land adjacent to our buildings (formerly referred to as Trinity Place) would make our church more visible and welcoming. Thanks in large measure to the team of **Kathy Hunter, Darren Linvill, Michele Cauley** and **Bill Purkerson**, the campaign was successful, raising about \$586K in pledges from 80 pledging units to date. With those funds and the projected revenue from football and weekly parking, the Vestry then approved our securing a \$1.57M construction loan to move ahead with an ambitious set of plans developed by the Trinity Place committee with our design-build team of Signature Architects-Trehel Construction Company. These plans include lowering the grade near the Parish hall so that we gain access to the lower level. We anticipate this level will be used significantly by our Canterbury students, and we will seek additional funds from the diocese for some renovations to make that area a welcoming and useful space for them. In addition, the parking lot will be paved and landscaped to meet city ordinances, a pavilion for outdoor events constructed, a green space created as a play area and additional football parking, a covered drop-off space erected in the back and a handicap access to the church offices built in front. We all should thank **Tommye Hurst** for her leadership of the Trinity Place committee and her continuation as the Holy Trinity liaison with Trehel during construction.

Another Vestry-approved project that is underway involves the expanding of the capabilities of our organ and the creation of an architecturally-enhanced altar area. In perspective, this project will bring to completion the interior of the church as envisioned by many Parishioners at the time the building was constructed. The planned renovation will provide a more attractive housing for the organ pipes and will make them easier to service. The design for this project was developed through the efforts of an ad hoc Nave committee, using the services of **Christine Tedesco**, a local architect, and our organ expert and project contractor, **John Dower** of Lincoln Pipe Organs, Inc. We are indebted to **Mickey Harder** for her leadership of the committee and her efforts in fundraising for the project. As a result of the latter we have raised \$108K of the \$153K needed for the project. In order to get in the queue for the construction, we have made a deposit and hope to have the project completed this coming summer.

Perhaps that which is most remarkable about our fund-raising for these projects, along with our continuous fund-raising for our missions in Haiti, is their near overlap with our annual Stewardship campaign, which, with some surplus funds from 2019, was successful enough to allow us to move ahead with our missions and goals as planned. These goals include hiring a family minister as soon

as possible and an assistant rector later this year. The family ministry team under **Sarah Maiberger** along with **Mtr. Suz** and the personnel committee under **Bill Purkerson**, have worked on rewriting the job descriptions for these two positions. To attract applicants for the family minister position, the Vestry has approved an increase in hours to 30 per week but for a 10-month year, allowing the occupant of the position free time in the summer. For the assistant, the description emphasizes the importance of the role of this position in our Canterbury ministry.

Outside the work associated with fund-raising, the Vestry has been active in creating documentation in a number of areas, the process for which started at our retreat in February. These documents include: a vision statement for Holy Trinity to go along with our very familiar mission statement; roles and responsibilities (job descriptions) for Vestry members, the junior and senior wardens, committee chairs and the Rector; operational and relational norms for the Vestry (especially Vestry meetings); organizational principles for committees; and strategic goals, including designation of the committees or teams which will need to carry them out. These are still drafts, in that the Vestry seeks input from the Parish on these items. Accordingly, they have been attached to the end of my report for your review and comment. They will also be available at the Holy Trinity website through the Vestry link. Any comments can be directed to me and I will organize them for **Bill McDaniel**, your new senior warden, for inclusion in the 2020 Vestry retreat.

This year we once again undertook a mutual ministry review with the Vestry and **Mtr. Suz**. This was scaled back somewhat from last year's more exhaustive review, which included other Parish leadership. This year a team of us, under the leadership of **Kathy Crouse**, modified the questionnaire, addressing more specific goals, especially those identified in the previous year's review, and eliminating redundancy. Also, rather than employing a consultant for the entire process, we used the services of **Shari Jung**, a Parishioner skilled in facilitation, to lead the Vestry and Rector in a discussion of the results from the questionnaire. Overall, the process was productive and there was a great deal of consensus about issues the Vestry and clergy need to address. Many of these have been included in the attached strategic plan.

I end my report by recognizing the efforts of all those volunteers who serve Holy Trinity: those on the Vestry, including its treasurer and clerk; those on various teams and committees, both standing and ad hoc; those who work for the Bazaar and the Thrift Shop; those who are responsible for our parking revenue; those who attend to the buildings and grounds; those who see to our publications and website; those who help with the worship; those who sing in the choir; those who teach Sunday School; those who serve on the Day School board and boards in the community; and those who provide a wide array of programs and events for the church, among so many others. The church is only as good as these dedicated people who do most of its work. To those departing Vestry members I offer my most sincere thanks. **Earl Burch** has been an effective voice for the importance of Parish outreach, and, as chair of the Outreach committee, is leading the group to discern the best use of outreach funds and to codify their procedures. **Lori Graham** has been our Canterbury liaison, with a principal interest in identifying ways to improve participation in the group. **Kathy Hunter** was liaison to the Pastoral Care committee and its clerk. She has been a strong advocate for this key mission of Holy Trinity and an active supporter of the Good Shepherd Fund to benefit those in need at Holy Trinity. **Bill McDaniel** has been an advocate for the pursuit of all manner of worthwhile initiatives and once again led a successful Stewardship campaign. And, as mentioned above, **Bill** will be continuing as the next senior warden. A special thanks goes to **Joe Yanes**, who, having recently finished a Vestry term, agreed to accept a Vestry appointment to fill an open position in 2019 and another this coming year.

As I mentioned in a report earlier this year, the celebration of the 200th anniversary of the founding of St. Paul's seemed to put all our struggles and concerns, as well as our goals and undertakings, in perspective. The commitment to the Gospel by generations of our community of faith has continued to guide us toward the greater good throughout all the vicissitudes of Parish life. From what I see of our current community I am optimistic that this will continue to be so. And in this optimism I remain...

Faithfully yours,

Hap Wheeler

VESTRY POSITION DESCRIPTION

General Canonical Responsibility

By Diocesan Canon Law (Title VIII Canon 3), the Vestry functions as the legal representative of the Parish with regard to all matters pertaining to the temporalities and corporate property of the Parish and relations of the Parish to its clergy.

Specific Responsibilities as defined by the Canons (*italics*) and Implementation at Holy Trinity (*bullet points*)

Help to define and articulate the mission of the Parish

- Develop and review annually mission and vision statements for the Parish.

Ensure effective organization and planning for the Parish

- Develop strategic plans consistent with the mission and vision of the Parish; review the plans annually; assign elements of the plan to teams or standing committees.
- Develop, with their input, the charge of committees, and review their annual goals
- Review carefully all agenda documents before each Vestry meeting.
- Provide for the annual Parish nomination and election proceedings in accordance with the canons and bylaws.
- Provide for and participate in an annual Mutual Ministry Review.

Support the church's mission by word and deed

- Commit to prayerfully assessing compatibility of ministries with the Parish Mission Statement.
- Advise the Rector on issues related to the spiritual welfare of the Parish and personnel matters; represent the Parish in its relations with the Rector.
- Serve as Vestry liaisons on one or more standing committees.
- Effectively communicate committee activities through a monthly written report to the Vestry and on-line to the Parish; bring items; be prepared to bring actionable items to the Vestry.
- Serve as an advocate for the activities of the Vestry and actively seek input on these activities from Parishioners.

Manage resources and finances and provide for all current expenses of the Parish, keeping a proper account of the Parish funds

- Carefully review the Statement of Mission (SOM) and fund balances monthly as provided by the treasurer and finance committee, and provide oversight and guidance on issues of the budget balances and the proper use of funds and trusts, endowments and bequests.

- Be active in the annual development of the SOM, especially those parts that are relevant to the Vestry member's committee assignments, following the Rector's recommendations; consider salary raises and bonuses; recommend any salary raises for the Rector.
- Serve as the collective agent and legal representative in all matters concerning property, finance and tax, among others.
- Recommend action to maintain the Parish properties and its infrastructure.

Take necessary steps to raise funds required for the Parish

- Actively support and participate in the annual stewardship campaign.
- Carefully consider the feasibility of other fund-raising activities including capital campaigns; assist in organizing and actively support them once instituted.

Select a rector

- Provide for an interim rector in the case of a vacancy, in consultation with the Diocese.

By-laws and Canons Qualifications

- Be a communicant in good standing (baptized and confirmed or received member of the Episcopal Church who is at least 16 years old and contributing to the support of the Parish).
- Has had a least one year lapse since serving a term.
- Has no immediate family member on the staff or serving on the Vestry.

Preferred Qualifications

- Have demonstrated significant involvement with Parish activities.
- Be a pledging member.
- Be effective at organization, planning and communication.
- Be a good steward of resources.

Time Commitment

- Monthly meetings (typically third Sunday of the month, approximately 1.5 hours per meeting) and special meetings as necessary.
- Frequent interaction with Parishioners and committee leadership.
- Regular meetings with committees and filing of committee reports/minutes.
- Review of Vestry materials prior to meetings.

Term of Office

According to Article 5 Section 6 of the By-Laws, Vestry members serve 3-year terms starting at the monthly meeting following the annual meeting (February). Total continuous service is limited to 5 consecutive years (1 regular term plus 2 years for those selected by the Vestry to fill a vacancy). Before they serve again they must be off the Vestry for one full year.

SENIOR WARDEN POSITION DESCRIPTION

Canonical Responsibilities

The Senior Warden by Diocesan Canon Law (Title VIII Section 3) shall be a support person for the Rector and shall lead the Parish between rectors.

Responsibilities at Holy Trinity

In addition to serving in the normal capacity as a Vestry member, the responsibilities of the Senior Warden at Holy Trinity include those listed in the following categories:

Vestry Meetings

- Meet at least monthly with the Rector and Junior Warden to discuss matters of interest or concern to the Parish and Vestry and to discuss the agenda for the Vestry meeting.
- Prepare and circulate the agenda for Vestry meetings, including as attachments or addenda committee meeting minutes, the treasurer's report, the minutes of the previous meeting and any other pertinent documents or notes, especially those supporting any motions to be entertained by the Vestry.
- Serve as chairperson of Vestry meetings, subject to such delegation by the Rector. Ensure meetings are conducted according to policy established by the Vestry.

Committees

- Serve *ex officio* on The Episcopal Day School Board, the Personnel Committee and the Finance Committee, the latter as a voting member.
- Attend other committee meetings as deemed necessary to provide information, help with setting the charge of the committee or to provide input on issues.
- With the Rector, appoint committee and other chairs subject to ratification by the Vestry.
- Ensure that action items for committees, Vestry personnel or other groups are implemented.

Communication

- Meet monthly with the Treasurer to discuss financial issues of the Parish.
- Report actions of the Vestry on a regular basis to the Parish through *TEMPO* or by other means.
- Be certain that all Vestry documents (excluding personnel matters) are available to the Parish.
- Prepare a report for the annual meeting.
- Organize and lead group meetings of Parishioners to provide information and answer questions.
- Be available to discuss concerns of members of the congregation; foster understanding, forgiveness and reconciliation.

Calling a Rector

- Notify the Bishop promptly of the absence of a rector and make provisions for worship services, pastoral care and personnel relations.
- With Vestry approval, appoint a search committee chair and with her/him identify committee members and establish guidelines for a search following established procedures of the Diocese and the TEC Constitution and Canons.
- Be certain that the Parish profile is updated.
- Seek input on search criteria from the Bishop and the Parish.
- Prepare a Letter of Agreement subject to the Bishops approval which outlines mutual responsibilities.

Other Roles

- Provide counsel to the Rector on any issues that may affect her/his ability to serve as the spiritual leader of the Parish.

- Recognize the accomplishments of Parishioners and staff and maintain a rapport with all Parishioners toward building a spirit of community.
- Organize the Mutual Ministry Review on an annual basis.
- With the Rector, organize the Vestry retreat in which appropriate training in Vestry responsibilities is provided, strategic goals are evaluated and assigned and short-term Vestry goals are established.
- Work with Rector and the Personnel Committee to ensure policies, procedures, job descriptions are in place and enforced regarding staff and assist in the preparation of letters of appointment.
- Act as a signatory authority on checks and other legal documents.

By-laws and Canons Qualifications

- Be a communicant in good standing (baptized and confirmed or received member of the Episcopal Church who is at least 16 years old and contributing to the support of the Parish).
- Have had a least one year lapse since serving a term.
- Have no immediate family member on the staff or serving on the Vestry.

Preferred Qualifications

- Have demonstrated significant involvement with Parish activities.
- Be a pledging member.
- Be effective at organization, planning, communication and leadership.
- Be a good steward of resources.
- Have served on the Vestry.

Time Commitment

- Approximately 4-5 monthly meetings and other special meetings as necessary.
- Frequent interaction with Parishioners and committee leadership.
- Time for preparation of materials for Wardens and Vestry meeting and other communications.
- Meet periodically with the Parish administrator and secretary.

Term of Office

The Senior Warden may serve three consecutive one-year terms provided that their continuous service as either a Warden or a Vestry member does not exceed five consecutive years. Each term starts at the monthly meeting following the annual meeting (February).

JUNIOR WARDEN POSITION DESCRIPTION

Canonical Responsibilities

The Junior Warden by Diocesan Canon Law (Title VIII Canon 3 Section 3) shall bear the responsibility for oversight of church property and buildings.

Responsibilities at Holy Trinity

In addition to sharing the responsibilities that pertain to all members of the Vestry, the position of Jr. Warden of Holy Trinity includes the following responsibilities:

Vestry Meetings

- Meet at least monthly with the Rector and Senior Warden to discuss matters of interest or concern to the Parish and the Vestry and discuss the agenda for the Vestry meeting.
- Serve as chairperson of Vestry meetings, subject to such delegation by the Rector and in the absence of the Senior Warden.
- Prepare a report for each Vestry meeting

Committees

- Serve as Chair of the Buildings and Grounds Committee that identifies building and property issues that need to be addressed and provides opportunities for Parishioners to participate appropriately in seasonal property maintenance opportunities, such as clean up days, painting projects, etc.
- Serve as an *ex officio* member of St. Paul's and Finance Committees, the latter as a voting member. Provide timely expenditure requests.
- Serve as a member of other committees whose charge affects the operation of the buildings and grounds.
- Provide guidance to committee chairs or other groups in the use of facilities.

Communication

- Report activities related to the position on a regular basis to the Parish through *TEMPO* or by other means.
- Prepare a report for the annual meeting.
- Work with the Parish Administrator in addressing property and building issues, especially those that involve maintenance contractors, seasonal safety checks, repairs, response to building emergencies, etc.
- Work with the Day School director, the Parish Administer and the church sexton to ensure the Day School area is updated, safe, and functional to fulfill the mission of the Day School and remains in compliance with DHEC and any other accrediting bodies.
- Be available to discuss concerns of members of the congregation; foster understanding, forgiveness and reconciliation.

Other Duties

- Ensure follow through of Vestry decisions by the appropriate groups that fall within the purview of the position.
- Act as, or appoint a Project Manager for projects pertaining to church property and buildings.
- Act as a signatory on checks (and other documents, if needed.)
- Maintain an inventory listing of all buildings and contents.
- Provide input for yearly mutual ministry reviews.

By-laws and Canons Qualifications

- Be a communicant in good standing (baptized and confirmed or received member of the Episcopal Church who is at least 16 years old and contributing to the support of the Parish.)
- Have had a least one year lapse since serving a term.
- Have no immediate family member on the staff or serving on the Vestry.

Other Qualifications

- General understanding of commercial-level building infrastructure and relevant safety codes.
- Have demonstrated significant involvement with Parish activities.
- Be a pledging member.
- Be effective at organization, planning, communication and leadership.
- Be a good steward of resources.
- Have served on the Vestry.

Time Commitment

- Approximately 4-5 monthly meetings and other special meetings as necessary.
- Preparation of materials for Vestry Meeting and other communications.
- Meetings with contractors and others related to projects.

Term of Office

The Junior Warden may serve three consecutive one-year terms provided that their continuous service as either a Warden or a Vestry member does not exceed five consecutive years. Each term starts at the monthly meeting following the annual meeting (February).

COMMITTEE CHAIR POSITION DESCRIPTION**By-Laws and Vestry Procedures Regulating Committees and Chairs**

According to Holy Trinity By-Laws Article VI Section 1, the Vestry shall establish committees (and commissions) as needed to carry out the mission of the Parish. These committees and usually report their activities to the Vestry through Vestry liaisons at regular or called meetings of the Vestry. In general, committees file electronic reports and only raise issues at the Vestry meetings, through their Vestry liaisons, which might be of special interest or importance or involve a vote by the Vestry. Chairs are selected annually by the Rector and Senior Warden, pending approval by the Vestry (By-Laws Article VI).

Responsibilities

- Set meeting dates and locations, coordinating with the Parish secretary
- Provide an agenda to members at least three days prior to committee meetings; poll members for any agenda items; provide supplemental material as needed.
- Preside over and facilitate meetings, honoring time limits and following meeting norms.
- Encourage attendance and full participation
- Review Vestry charge and committee mission and goals at each meeting.
- Develop action points and PPR (Primary Person Responsible) at each meeting.
- Communicate with committee members as needed.
- With the Liaison, provide a written report (usually minutes), to the Vestry prior to their monthly meeting following any meetings or activities that occurred since the last report to the Vestry. Identify and explain action items for the Vestry.
- Present to the Vestry, once during the year, the committee's state of operations and contributions to the mission of Holy Trinity Episcopal Parish through the committee's ministry
- Prepare a budget for the SOM with the committee's input (if applicable).

- Provide and maintain a committee notebook, in the Holy Trinity format, accessible to the Vestry and committee members (Google Doc File) of all activities (See the List of Notebook Tabs as established by the Vestry)
- Prepare information for *HT Notes* and *TEMPO* when appropriate
- Prepare committee's annual report for the Parish's Annual Meeting, submitted by the deadline in January

Preferred Qualifications

- Member of Holy Trinity in good standing with a demonstrated involvement with Parish activities
- Be a pledging member
- Demonstrate leadership experience or attend church training in leadership, team facilitation, and meeting norms
- Demonstrated interest or activity in the ministry of the committee

Time Commitment

- Regular meetings of committees.
- Occasionally communicate with committee members outside of normal meetings.
- Prepare reports with the Vestry Liaison for the Vestry and the Parish as needed (usually monthly).
- Prepare meeting agenda and supplemental materials (usually monthly)
- Occasionally consult with the Parish secretary regarding communications with the Parish.

Term of Office

Any limits to the term of office will be established in the operating guidelines of the committee as approved by the Vestry. Currently terms are one year with eligibility for renewal.

RECTOR POSITION DESCRIPTION

The Rector shall lead Holy Trinity Episcopal Parish as pastor, priest, and teacher, sharing in the councils of this congregation and of the whole Church, in communion with our Bishop.

The Rector in an Episcopal Church occupies a unique position being, at one and the same time, an employee, the Chair of the Vestry, a colleague in ministry with all the baptized, and the pastor with responsibility for the spiritual well-being of all the members of the Parish. The Rector also shares responsibility with the Bishop for the ministry of The Episcopal Church in the Parish. The Rector is expected to spend some portion of his or her time participating in the life of the diocese. Above all, the Rector is a priest. A priest's primary function is to reveal the presence of God and to remind the community of the priesthood of all believers.

The work of the Rector is governed by the Constitution and Canons of The Episcopal Church (Canon III.9.5—specific areas of responsibilities italicized below), the Constitution and Canons of the Episcopal Diocese of Upper South Carolina, and the laws of the State of South Carolina, as well as the Letter of Agreement between the Wardens and Vestry of the Parish, the Bishop of the diocese, and the Rector. The liturgical statement of a priest's duties is found in the service for the *Ordination of a Priest* (BCP, 531).

The Rector of Holy Trinity Episcopal Parish shall carry out his or her duties as outlined in the following job description. There may be other duties, not outlined here, that fall to the Rector in the normal course of Parish life.

Responsibilities

The Rector will have primary responsibility for worship according to the forms authorized by the General Convention of The Episcopal Church. Included in this responsibility is worship for Sundays, weekdays, and Holy Days, including music. In addition he or she will:

- Administer the sacraments.
- Offer sermons each week based ordinarily on the lectionary readings for the day.
- Coordinate and supervise the work of all other participants in worship, including readers, lay Eucharistic ministers, choirs, musicians, and all others.
- Develop other worship opportunities and services as appropriate.
- Spend regular time in prayer and in study of the Bible.

The Rector will serve with the Wardens and officers of the Parish as chief stewards and administrators of the assets and ministry of Holy Trinity Episcopal Parish. The Rector's responsibilities include:

- Control of the assignment of use of the Parish buildings in consultation with the wardens so that they benefit the life of the Parish and the community.
- Cooperation with the Vestry to ensure all assets and finances of the church are managed according to good practices and in concert with the SOM and actions of the Vestry.
- Encouragement of good stewardship on the part of the members of the Parish, including the making of wills and the giving of gifts to the church and upholding the tithe as the standard of giving for the church.
- Supervision of other staff persons and making staff contracts in consultation with the Vestry.
- Oversight of the administration of the life of the church, in consultation with the Vestry. In consultation with the Wardens, the Rector will prepare for and appoint someone (usually the Senior Warden) to chair Vestry meetings.
- Support of the Vestry in its work of developing the program of the Parish.
- Recruitment, training, oversight and management of the lay leadership of the Parish, in consultation with the Vestry.
- Stewardship of personal time and energy, including regular days off and vacations, consistent with his or her letter of agreement.

The Rector will be responsible for overseeing Christian education and formation in the Parish. The Rector will:

- Teach the Gospel of Jesus Christ by word and example.
- Oversee Christian Education in the Parish, including education for young people and adults.
- Oversee preparation for baptism, confirmation, reaffirmation and reception.
- Ensure that education is provided regarding planned giving and the need for recording wills.
- Develop other educational opportunities as appropriate.

- Participate in continuing education programs for his or her own growth and development as appropriate, consistent with his or her letter of agreement.

The Rector will assist the Parish in reaching out to and welcoming members of the larger community to Holy Trinity Episcopal Parish. The Rector will:

- Model the hospitality of Christ by welcoming all sorts and conditions of persons into the church.
- Encourage the development of ministries of hospitality.
- Equip the laity to proclaim by word and example the good news of God in Christ.

The Rector is the chief pastor of the Parish and will:

- Oversee and participate in the care of individuals and families in joy and sorrow.
- Offer pastoral care in relation to birth, marriage and death.
- Dedicate time to visiting and building relationships with Parishioners outside of worship services and occasions of crises and milestones.
- Be available to discuss concerns of members of the congregation; foster understanding, forgiveness and reconciliation.
- Make referrals for counseling and other services.
- Equip the laity for extending pastoral care to one another.
- Offer spiritual counsel and guidance for the members of the Parish.
- Model good self-care by managing his times of work and rest and giving adequate time and support to her family, consistent with his or her letter of agreement.
- Tend to the quality of his own spiritual life through retreats, days of refreshment, spiritual direction, and other appropriate means, consistent with his or her letter of agreement.

The Rector will encourage Parishioners to serve the larger community and will:

- Model concern and care for the needs of the world.
- Assist in the development of ministries of service to the wider community.
- Open the building for use by the larger community.
- Participate in the collegial networks of clergy and other faith leaders in the community.
- Share in the life and ministry of the Episcopal Diocese of Upper South Carolina.

The Rector of Holy Trinity Episcopal Parish also serves as the Head of School for the Holy Trinity Episcopal Day School.

This canonical responsibility (Title VIII, Canon 4 EDUSC) requires that the Rector of a Parish serve as the Head of School for any associated educational institution. In this capacity, the Rector will:

- Build understanding and model support for the different ways in which the congregation and school fulfill the mission of the Parish.
- Help Parishioners appreciate the ministry of the school, and all times model positive, enthusiastic support for the Parish day school, its mission, and its leaders.
- Help school families to appreciate the ministry of the Parish and invite participation in the life of the Parish, as appropriate.
- Seek to be visible in the life of the school.

- Lead chapel on a regular basis (generally weekly), following a schedule that allows for interacting with children enrolled in each class at least once a month.
- Attend all special programs, usually welcoming and providing invocation at the least.
- Act as a leadership partner with EDS Director, and works to create a trusting, collegial relationship with the Director, meeting monthly, at a minimum.
- Attend EDS Board meetings and contribute to the work of that body.

The Rector of Holy Trinity Episcopal Parish also serves as the Priest-in-Charge of St. Paul's in Pendleton, an unorganized mission of The Episcopal Diocese of Upper South Carolina.

This traditional responsibility was attached to the office of the Rector of Holy Trinity Episcopal Parish when the congregations of Holy Trinity and St. Paul's were merged in the mid-1960s. In this capacity the Rector will:

- Schedule and provide for the leadership of at least two worship services per month at St. Paul's, generally one Holy Eucharist and one service of Evening Prayer.
- Arrange for special worship services seasonally and occasionally, as appropriate.
- Arrange for weddings and funerals to be conducted according the BCP and canons of The Episcopal Church.
- Issue invitations for other, licensed Episcopal clergy to officiate services as needed, generally funerals and committals.
- Work with the St. Paul's Committee to ensure proper planning and oversight of the maintenance and preservation of buildings and churchyard.
- Work with the St. Paul's Committee to ensure proper maintenance of records.
- Build understanding and model support for the different ways in which St. Paul's fulfills the mission of the Parish.
- Build relationships in the community to foster and nurture an appreciation of the historic and spiritual significance of St. Paul's.

COMMITTEE (TEAM) STRUCTURE

Each standing committee or team will have a chairperson, a secretary, and Vestry Liaison

Duties of Chairperson

- Set meeting dates and locations, coordinating with the Parish secretary.
- Provide an agenda to members at least three days prior to committee meetings; poll members for any agenda items; provide supplemental material as needed.
- Preside over and facilitate meetings, honoring time limits and following meeting norms.
- Encourage attendance and full participation.
- Review Vestry charge and committee mission and goals at each meeting.
- Develop action points and PPR (Primary Person Responsible) at each meeting.
- Communicate with committee members as needed.
- With the Liaison, provide a written report (usually minutes), to the Vestry prior to their monthly meeting following any meetings or activities that occurred since the last report to the Vestry. Identify and explain action items for the Vestry.

- Present to the Vestry, once during the year, the committee's state of operations and contributions to the mission of Holy Trinity Episcopal Parish through the committee's ministry.
- Prepare a budget for the SOM with the committee's input (if applicable).
- Provide and maintain a committee notebook, in the Holy Trinity format, accessible to the Vestry and committee members (Google Doc File) of all activities (See the List of Notebook Tabs as established by the Vestry).
- Prepare information for *HT Notes* and *TEMPO* when appropriate.
- Prepare committee's annual report for the Parish's Annual Meeting, submitted by the deadline in January.

Duties of Secretary

- Record and distribute minutes for each meeting.
- Help chairperson with action points and reports.

Duties of Vestry Liaison

- Attend committee/team meetings.
- Prepare monthly reports to Vestry.
- Include information/guidance from Vestry decisions in the meeting agenda.

Contents of Committee/Team Notebooks

- Holy Trinity Mission Statement
- Committee/Team Mission Statement
- Charge from Vestry
- Membership, terms and methods of selection
- Meeting Norms (standards regarding meetings and "rules", such as "all meetings will begin at the time designated," etc.)
- Agendas (need to be sent out 3 days in advance of meeting date)
- Reports to Vestry
- Budget and Financial Reports
- Annual Goals, Strategies and Tactics
- Meeting Minutes and Action Points

Suggestions for Committee/Team Operations and Members:

- It is recommended that the committee/team chairperson have team-building/ facilitation training.
- Consider diverse perspectives of stakeholders, including families; older people; those who live far away; the disabled.
- Ask for a one-year commitment to serve as a committee/team member. Carefully consider staggered terms to facilitate committee/team memory and avoid burnout.
- Remember deciding what needs doing is not the same as doing it all yourself.
- Intentionally get Parishioners engaged.
- Use technology for virtual meetings, records, and ease of communication

- Recruit people for specific tasks.
- Be sure members understand the goals of the committee/ team.
- Recruit members based on their skills.
- Consider ways to recruit new team members and who has that responsibility. Try to increase Parish involvement.

VISION STATEMENT FOR HOLY TRINITY EPISCOPAL CHURCH

We, the members of Holy Trinity Episcopal Church, in order to live out our mission statement in the Parish, the local community, and the rest of the world, seek to:

Follow Jesus, His teachings, His fearless love for all God's people, and His call to social action;

Understand and transmit the faith through the Episcopal and Anglican way, using scripture, tradition, and reason;

Empower disciples to seek meaning, challenge assumptions, and live into the mystery;

Be a family, supporting one another in need, being open and honest with one another, and helping one another to grow spiritually;

Welcome all seekers, valuing all people;

Be inclusive, embracing the diversity of race, ethnicity, economic status, age, religious background, and sexual orientation;

Share our resources willingly with others near and far;

Connect with others through the Anglican Communion, in order to promote understanding, justice, peace, and compassion worldwide.

VESTRY NORMS

Operational Norms

The following norms are designed specifically for the Vestry; however, committees may adopt or adapt as they see fit.

1. Agenda Deadlines
 - a. Agenda should be distributed at least 3 days prior to the meeting.
 - b. Written committee reports and any individual motions should be relayed to the Senior Warden in time to meet this deadline for distribution.
 - c. Occasionally items that may require action will come up after the agenda is circulated. These should be shared with the Senior Warden who, in consultation with appropriate leaders, will make a decision about when to bring them to the Vestry.
 - d. In the same way, items that require action between Vestry meetings can be brought electronically before the Vestry by the Senior Warden.
2. The following order is that which will generally be followed.
 - a. Opening Prayer
 - b. Spiritual Reflection or other exercise

- c. Approval of minutes of prior meeting
 - d. Old Business (Consideration of tabled items as well as other business growing out of previous meeting/s.)
 - e. New Business consists of motions from standing or ad hoc committees or individuals. Committee motions should be noted in their reports – as well as other new issues requiring action.)
 - f. Reports: Administration and Committee. In most cases, it is assumed that committee reports will be read by members prior to the Vestry meeting. Motions will be considered as described above.
 - g. Sharing Time (Time permitting).
3. Meeting length should be limited to 1.5 hours and extended in 15-minute intervals only by consensus.
 4. Motions or other issues which appear to need more information or result in extended debate may be tabled to allow originators to clarify their positions prior to next meeting.
 5. Action lists should be a matter of record in the minutes along with the responsible party. The results of such actions should be considered under Old Business, above.

Relational Norms

The following relational norms were first developed by the Holy Trinity Vestry during the 2018 retreat and revised following the 2019 retreat. Committees may adopt or adapt them as they see fit.

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 and in recognition that as leaders of the Church should model cooperative behavior and conflict resolution, establishes the following norms for this body:

1. We will seek guidance through prayer, remembering that the Vestry is a body of God's people.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. 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.

STRATEGIC PLANNING FOR HOLY TRINITY 2019-2020

Strategy

Holy Trinity will demonstrate God's love for all mankind by following Jesus' example and identifying and prioritizing the needs in our Parish family, our community and the world. We will carefully discern which of these needs, given our abilities, talents and resources, we can reasonably address and will keep our Parish family apprised of the opportunities for service and will help facilitate participation.

Strategic Goals for 2019-2020

Strategic goals outlined below are the result of the spring 2019 Vestry retreat and strategic planning session. The goals are presented by the committee which will assume responsibility for achieving the goal. Some of these goals have or are being met.

Pastoral Care Committee

To tend to the needs within our Parish family, the Pastoral Care Committee will:

1. Develop a matrix of stakeholders and current services, defining outside resources for assistance.
2. Develop a Pastoral Care Guide and recruitment manual that defines the services provided and resource contacts for those outside of the Parish's abilities.
3. Survey Parish on perception of effectiveness of current pastoral care initiatives and outside resources for additional help. Analyze the results for gaps in pastoral care.
4. Identify needs among EDS families and Canterbury students that could be served by inclusion in worship and programs of the church. Communicate those needs to the Engagement committee, the EDS Board, and to Canterbury leadership.

Associated ministry: Engagement Committee #3, EDS and Canterbury #4.

Outreach Committee

To address to the needs of people outside our Parish family, the Outreach Committee will:

1. Formulate a Parish Survey with the Engagement Committee to discern priorities and passions of the Parish for Outreach.
2. Provide an Annual Outreach SOM to be included with the Parish SOM with organizations, amounts to be given, and percentages of total Outreach. The committee will request such information from ECW, the Thrift Shop, as well as other groups, for inclusion in our total outreach spending.
3. Hold an Annual Outreach fair including organizations that are supported by volunteer Parishioners. Include a presentation graph showing outreach SOM.
4. Help organize outreach fund raising events with the Engagement Committee and seek extramural sources of funds for outreach missions.

Associated ministry: Engagement Committee #1

Engagement Committee

To keep Parishioners engaged in the life of the Parish, the Engagement Committee will:

1. Define purpose and program for neighborhood groups then enhance/re-evaluate neighborhood groups to meet that purpose.
2. Develop a Newcomers' Handbook to be delivered to newcomers along with an invitation to their Neighborhood Group.
3. Coordinate with the Communications Committee to keep information current about worship, regular and seasonal formation and social programs, pastoral care, outreach, volunteer opportunities, and how to become active in the life of the church.
4. Assist Ministry Committees with Surveys and Forms in Google Docs with the assistance of the Communications Committee.

Associated ministry: Communications Committee #1

Canterbury

To address the needs of university students, the Canterbury Committee will:

1. Hire an Assistant Rector whose first responsibility is to Canterbury.
2. Actively include Canterbury in the worship and programs of the church.
3. Create a plan for Canterbury programs and the growth of Canterbury.
4. Seek diocesan funding for Canterbury infrastructure and support.

Family Ministry Committee

To identify and address the needs of young families in our Parish, as well as the larger Parish family, the Family Ministry Committee will:

1. Hire a Family Ministry Coordinator who will serve in the capacity of youth leader as well. Develop a comprehensive formation curriculum for children, youth, and adults that includes the values and traditions of The Episcopal Church and our commitment to Outreach. Create a set of offerings for adults several times a year.
2. Provide progressive Christian education for children and youth that culminates in Confirmation and preparation to continue a church life after high school.

Associated ministry: Personnel Committee #1

Staff and Administrative Committees

To support the life and work of the Parish, staff and Vestry leadership will:

1. Re-form an Administrative Committee. (Vestry)
2. Develop a Vestry Retreat agenda to include orientation, presentation of the current state of ministry committees and job descriptions within each committee. (Vestry)
3. Complete the comprehensive Communication Plan and associated materials. (Communications Committee)
4. Provide standardized Notebooks, Agendas, Reports, and Google Drive filing for all Ministry Committees. (Administrative Committee).
5. Develop a long-term financial plan. (Finance)
6. Address the following with regard to our property: (Building and Grounds Committee)
 - a. Increase accessibility to and visibility of the church.

- b. Develop a long-term maintenance plan and update management plan, including associated budgets.
- c. Develop a Parish-friendly security plan and budget.

Episcopal Day School

With regard to EDS, the EDS Board will:

1. Evaluate the EDS offerings in light of emerging competition. Note that an EDS Positioning Statement was prepared in October 2018 and included in Vestry minutes.
2. Provide opportunities for EDS students to interact with the Parish (e.g., birthday lunches, short performances and interactions).
3. Provide marketing materials about Holy Trinity family programs to all EDS parents.
4. Encourage EDS teachers to attend HT service monthly (or some other time frame). Consider having more than one Day School Sunday and including attendance in teachers' job descriptions.
5. Institute bi-annual communications and programs with the Parish (beginning of school year and end of school year) that includes:
 - a. Those characteristics of the EDS special that distinguish it from other local preschools.
 - b. Curriculum highlights.
 - c. An explanation of how EDS provides Outreach for Holy Trinity and supports the church.
 - d. A program that includes children, talking or singing, movement or highlight of activities included at EDS.

Associated ministry: Communications Committee #3, Administrative Committee #4

Rector's Annual Report 2019

The year of Our Lord 2019 has presented Holy Trinity Episcopal Parish with some very interesting challenges. As I look back over the year that has just ended, I am amazed with the grace, creativity, and faithfulness with which all of the challenges were met. Parishioners and visitors found was to circumnavigate the seemingly unending road construction on Hwy 93 and other parts of town. I did hear from some of you that the task of getting to Holy Trinity became quite daunting at some points during that construction, and I am grateful for everyone who persevered to find their way to church.

In March, the week that Bishop Andrew Waldo visited to teach and confirm, we discovered that bats had taken up residence in the Nave! The adaptability and good-natured making-do as we moved worship services into the Parish Hall and dealt with all the disruption that caused throughout Holy Week and Easter were testaments to the wonderful people who prepare for and assist in our worship. The **Building and Grounds Ministry Team**, with the very capable leadership of our Junior Warden, **Bill Hurst**, devised and implemented a comprehensive bat eradication plan that ensured that we could return safely to worship in our Nave without risk to anyone's health.

The third challenge we faced in 2019 is the ongoing staff shortage: a vacancy in our Family Minister staff position remains unfilled, and now, of course, we are searching also for an Assistant to the Rector for Campus Ministry. The **Family Ministry Team** and the Vestry have continued to reconfigure the Family Minister position, seeking just the right person to shepherd that ministry. In the meantime, the Family Ministry Team has done a wonderful job of providing fellowship and worship opportunities for the whole parish family, about which I will have more to say below. I have also been working with a **Search Committee** to fill our vacant Assistant to the Rector position. With the help of **Bill Purkerson, Sue Smink, Al Mathiesen, Bob Green, and Peer Minister, Aynsley Hartney**, this strong committee has developed a position description that has been shared by our diocesan transition officers and posted with seminaries and online Episcopal clergy transition sites. Our current timeline for that search expects that we will fill that position by mid-year.

2019 has also been a year in which we have seen growth and development in several areas of ministry.

Children's choirs restarted—in January, **Leah Durham** joined our Music Ministers to serve as our Children's Choir Director. Under her direction this year, our three children's choirs have learned about music and liturgy. The three choirs sang on several First Sundays, on Easter Day, at Lessons & Carols, and Christmas Eve. "Mrs. Leah" has recruited families from the community to bring their children to participate in our Children's Choirs and has worked with several of the choristers to offer instrumental and vocal solos. This ministry has also drawn the participation of Episcopal Day School families.

First Sunday Services & Lunches continue to grow and improve—**The Family Ministry Team** planned and provided lunches on several First Sundays this year, often with activities for children and adults to promote fellowship for the whole parish family. The addition of the

Children's Choirs' offerings in worship has enhanced the participation for everyone involved. First Sunday Services continue to provide opportunities for all of our parish family to worship together, to the glory of God!

Pastoral Care tracking, communication, and education—as will no doubt be reported elsewhere, **The Pastoral Care Team** worked very hard to develop educational offerings for the parish, providing classes and resources for communicating with those who have dementia, as well as partnering with **Clemson Area Better Angels** to offer workshops on civil dialogue. The Pastoral Care Team also developed a shared tracking document for recording various pastoral activities such as Eucharistic Visits, pastoral visits, and cards. The team also put together and sent out a letter explaining how pastoral care works and provided a refrigerator magnet with contact information for each household's Neighborhood Group Pastoral Care Leader and my cell phone number. This group worked very hard to improve our care for each parishioner, and they deserve our gratitude.

EDS extended care program continues to grow—EDS Director, **Suzanne Watkins**, will provide the specifics of the growth of this program, which provides EDS families flexibility in arranging for the care of their children. The growth of this program has contributed substantially to the fiscal stability of EDS.

St. Paul's 200th Anniversary Celebration—We celebrated 200 years of St. Paul's as *a place of worship; a place of spiritual growth, refreshment, and formation; an honored place for the departed; and a living testimony to the history that it enfolds*. **The St. Paul's Committee** did a great job of planning the community celebration that included churchyard tours, oral history of the church and presentation by Preservation South Carolina, and Mama Rae's ice cream. The capstone concert of music provided by Jennifer Goree and Tony Tidwell was a delightful way to shelter from the storm that finally broke at the end of the day!

Our Doors Campaign conducted and project began, creating a new interface between Holy Trinity and our mission fields: Clemson University and Clemson Town. The many-years-long process of discernment finally yielded a plan for creating adequate parking, green space for everyone to enjoy, a pavilion, and access to the lower level of our parish house! I'm sure that we will be discovering new ways to enjoy our enhanced spaces for some time to come.

On a Personal Note: I must conclude with thanksgiving for our staff. Parish Administrator, **Lynne Farmer**, Parish Secretary, **Kara Hollandsworth**, and EDS Bookkeeper **Hailey Neilubowicz** all bring great competence to their positions, but they also bring warmth, caring, and thoughtfulness to their interactions with everyone who encounters them on the job. **Suzanne Watkins**, our Episcopal Day School Director, is assiduous in her attention to the needs of the children, families, and staff of our day school. Our Music Ministers, **Rebecca Bowman**, **Cynthia Spejewski**, and **Leah Durham** provide musical enhancement to our worship services, and they also foster loving community in our choirs. Sexton, **Jim Hylkema**, cleans our buildings and provides wise counsel to your Rector. I am blessed to work with each and every one of these fine employees and to know them individually as God's beloved children.

Respectfully submitted, Mtr. Suz Cate+

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ADULT FORMATION

2019 Annual Report

The goal of Adult Formation is to seek to advance spiritual growth by providing opportunities for serious reading of the Scriptures, exploration of Anglican traditions, fostering inquiring minds, and supporting the application of human experience to major issues in the church and world. While Adult Formation is broadly inclusive of activities such as Sunday School, book clubs, Education for Ministry and other such activities, all of which are present at Holy Trinity, this report focuses on Adult Sunday School.

Fr. Christopher kicked off the year with an open forum (*i.e.*, “stump the priest”) followed by a month-long “Anglicanism 101” series. This was to parallel the Discovery classes **Mother Suz** offered to newcomers on Monday evenings, offering a review of the basics of the Episcopal Church, from the history of the Church to Anglican theology, from liturgical worship to spiritual practices.

During Lent **Fr. Christopher** explored *sin*. Through interactive discussion, the group worked at defining the concept, looking at the classical “seven deadly sins” and the corresponding virtues by which they may be overcome. The series continued with discussion of topics such as defining evil (and the classical “problem of evil”), the roll of free will, Salvation, Atonement, Hell, and angels and demons.

During the summer break, the Adult Formation Committee, in an effort to plan future programs and activities, took on the challenge of discerning, in conversation with parishioners, which topics and which formats for adult Christian formation and education were most needed and desired, and to balance those needs and desires with the talents and abilities of clergy, staff, and parishioners. To that end, the Adult Formation team designed and distributed information cards for parishioners to fill out and drop into the offertory plates at services, and members of the team visited a number of the Neighborhood Group meetings to explain the effort. Here is a breakdown of the most-requested topics from that effort, grouped according to general category or concept:

The Cure of Souls

- Christian theology/theologies
- Christian spiritual practices/mysticism
- Spiritual well-being

The Faith-filled Life

- Living Faithfully in the larger culture
- Science & religion
- Scripture, studied by themes

The Stories of Who We Are

- Biblical history/culture/background
- History of the Anglican Church

Based on information derived, the plan was to develop Sunday school series, individual lectures and workshops, and consider mid-week study and worship opportunities that

explore or at least touch on many of these topics. That plan would rely on clergy as well as lay parishioners who, on the survey, indicated an interest in leading a session on a topic of interest. For example, **Fr. Christopher's** Sunday school series for the fall was a program on the theology and practice of prayer. After his departure, a brief series of lessons on Advent music was offered by **Bob Green**.

Planning continues under the guidance of **Mtr. Suz**. Thanks go to her and **Fr. Christopher** for their leadership, and current members of the Adult Formation Committee: **Amy Agosti, Nigel Kaye, Claiborne Linville**, and **Tom von Kaenel**.

Respectfully submitted,

Bob Green

Vestry Liaison to Adult Formation

ALTAR GUILD

2019 Annual Report

The Altar Guild serves under the direction of the Rector and works behind the scenes preparing for the worship services in the church. Service on the Altar Guild is a highly rewarding experience. To prepare the altar, to polish, set up and clean the holy things we use for the Holy Eucharist and other church worship events is to participate in a deep way with the worship of God and to render a vital service to the worshipping community of Holy Trinity and St. Paul's. We are always seeking parishioners to serve on our altar guild, so if you'd like to contribute your time and talent, please contact one of our members.

The Altar Guild for Holy Trinity Episcopal Parish is divided into 5 groups--one for each Sunday of the month (with 5th Sundays alternating through the groups) and one for St. Paul's Episcopal Church in Pendleton. Each group is subdivided into members who handle the tasks necessary for the 8 am service, the 10:30 am service, and any midweek services. Special events such as funerals and semi-annual cleaning are done on a volunteer basis. We could not do this without the help of volunteers who may not officially serve on Altar Guild but who assist us with set up for special occasions. We thank everyone for their help!

The current Altar Guild members are as follows:

Barbara Armstrong	Davy Hammatt	Sally Morrell
Jan Cribb	Susan Lasseter*	Nancy Pate
Donna Davis	Wendy Longo	Iris Reed
Cheryl Desellier*	Diana Manley	Ann Russell
Judy Eidson	Sally Mathiasen	Mary Lou Sigsby*
Judy Fairey	Anna McKenna	Betty Snowden
Robbie Grider*	Jack McKenna	Mark Stokes
Jane Hamilton	Dorothy Meeks*	Martha Williams*
		Kathy Woodard

Highlights for the year:

- We welcome six new (or returning after an absence) members, marked with an asterisk.
- The Altar Guild Manual was updated and revised. Members reviewed and discussed the manual at a luncheon held in December
- Service on the Altar Guild also includes setting up for funerals and baptisms. This year there were four funerals and three baptisms at Holy Trinity.

Respectfully submitted,

Anna McKenna, Jack McKenna, Kathy Woodard

Altar Guild Co-Chairs

CANTERBURY OF CLEMSON

2019 Annual Report

2019 was a busy year for Canterbury! Below is a brief summary of some of the highlights regarding our twin pillars: growing in faith and building community.

Canterbury meets every Wednesday for dinner and either a program or Eucharist. This past year, our program nights covered a wide range of topics from prayer to exploring the words and rituals of the Eucharist to Bible studies. Through these programs, we were able to get to know each other better and explore different themes within our faith journeys. Last February, we had a solid group representing Canterbury of Clemson at Vocare, a retreat weekend for young adults hosted by the EDUSC at Gravatt. According to several participants, it was a much needed pause from the stress of school, a perfect time to contemplate and reflect on Christ's call, and an opportunity to build community with young adults outside of Clemson. In terms of peer minister development, Alena and I attended a conference in Columbia with the other peer ministers across the upstate and discussed program planning, ways to build community, and strategies to increase our presence on campus so we can pursue our mission of making disciples, transforming lives, and supporting young adults through fellowship, worship, and service. Taking what we discussed, we pursued several new initiatives including passing out snacks on campus to advertise our ministry, hosting weekly coffee hours on campus, and gathering for cookies and compline on Tuesday evenings in the cottage.

And let's not forget the numerous opportunities for fellowship! We soaked up the sun with a trip to Sky Top Orchard to pick apples, cheered on our Tigers at a wonderful tailgate for the UNC-Charlotte game, gathered for a movie night, and carved pumpkins together. We also gathered to remember 9/11 and to express our utmost gratitude for first responders by baking brownies for Clemson police and firefighters. We ended the year with a wonderful outing to Greenville to see Trans-Siberian Orchestra and the official lighting of the Christmas tree downtown.

We are so appreciative of the support we received from Holy Trinity this past year from the weekly homecooked meals to an amazing Canterbury Committee that is working hard to plan a wonderful new space for us. We were sad to see **Father Christopher** head up to Wisconsin, as he served a big role in the vitality of our community, but we are excited for this next chapter in his journey. We are eager to see what the future holds as we continue our efforts to expand our community, grow in faith, and live out the call to be Disciples of Christ in the community.

God's Peace,

Aynsley Hartney

Canterbury Peer Minister

Holy Trinity Children's Choirs 2019 Annual Report

2019 was an exciting year for us! I was honored to start working with the children's choirs in January to continue the work of our dear friend, **Wanda Campbell**. We started with two groups (K-2nd grade and 3-5th grade) and added a preschool group in February.

I rehearse each group separately on Wednesday evenings because pedagogically, I approach each choir differently according to what is developmentally appropriate for their musical learning. All of our choirs sing on the first Sunday of each month during the school year plus special occasions like Easter, Lessons and Carols, and Christmas Eve. Sometimes the choirs sing together and sometimes they sing separately during services (but the preschoolers never sing alone). In addition to teaching proper vocal technique, music literacy, and other musical concepts, I also talk with our young singers about the meaning of the pieces we sing and why we sing/who we are singing for in church services (God). We close each rehearsal with prayer requests and a prayer.

While this ministry serves our HT families, it also serves the greater Clemson area as an outreach ministry, as we do not require church membership for children's choir membership. Of our current 20 choir members, 9 of those are HT members, 3 are (or have previously been) part of the Episcopal Day School family, and 8 (all boys!) hold no other affiliation to HT outside of choir. I always welcome your help in recruiting members from within the church and in the greater Clemson community!

Thank you for your support of this important ministry at Holy Trinity. In addition to the musical benefits of this program, it is also a great opportunity to teach our children that they can be (and are) leaders in worship. As we raise our children in the church, membership in choir is a way to help them share their gifts and experience their contributions to the greater Church in a tangible way.

Gratefully,

Leah Durham, MM

Children's Choir Director

ldurham@holytrinityclemson.org

CHOIR

2019 Annual Report

Our choir continues to be committed to the ministry of leading in worship. For this, we the music ministers, are most grateful. A church choir provides opportunities for many members to serve; helps produce good congregational singing; offers multi-generational teamwork and fellowship.

The current enrollment for the chancel choir is 16. We lost 3 members who moved and 1 member who left due to a personal issue. We are currently inviting others to join our group, welcoming anyone over the age of sixteen to join and further enrich our beautiful and harmonious choir. We have a core of dedicated and talented singers, but there is always room for more.

The choir has responded extremely well to the challenge of learning and presenting a high level of repertoire. Seasonal music for Lent, Easter, Advent, and Christmas was wonderfully presented. Our guest instrumentalists were a lovely addition to these services. The Rector has been very supportive and complimentary of our worship anthems, as have others in the congregation.

“I will sing of your love and justice; to you, Lord, I will sing praise.” Psalm 101:1

Respectfully submitted,

Rebecca Bowman

Cynthia Spejewski

HOLY TRINITY EPISCOPAL CHURCHWOMEN **2019 Treasurer's Report**

Balance – December 31, 2018	\$14,693.58
Receipts in 2019	11,781.19
Disbursements in 2019	13,383.33
Balance – December 31, 2019	13,091.44

RECEIPTS:

Bazaar and Artisan Market:	10,536.65
Return of bank	1,100.00
Basket donations	140.00
Interest on checking Account	4.54
	\$11,781.19

DISBURSEMENTS:.

St. Paul's	5.35
Bazaar:	
Bank for Bazaar	1100.00
Expenses:	
Stocking Expenses (2018: \$80.94, 2019: \$121.49)	202.43
Lunch	210.55
Baskets (2018: \$164.61 & 2019: \$165.53)	330.14
Stained Glass Ornaments	723.46
Youth Crafts	\$59.25
Sexton (ck 896 outstanding for \$75)	---
Square Expense (10 transactions)	18.69
 *ECW Budgeted Gifts 2018	
Allocations through the Diocese	110.00
ECW Meetings & expenses	14.46
Missions (local, state)	<u>10,609.00</u>
	\$13,383.33

CURRENT ASSETS:

<u>South State Bank</u>	
**Checking Account	12/31/19
	13,091.44

TOTAL ASSETS: \$13,091.44

2019 Report of Gifts made by ECW – Holy Trinity Parish, Clemson

*See 2016 *Report of Gifts made by ECW* on the next page for itemized listing.

DIOCESAN RELATED CONTRIBUTIONS:

Altar Guild Dues	\$10.00
Pledge – Diocesan ECW	100.00

FUNDS FOR USE BY HOLY TRINITY PARISH:

Church Tract Materials	0
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MISSIONS:

Clemson Free Clinic	2652.25
Our Daily Rest	2652.25
Ripple of One	1591.35
HT Episcopal Day School	1591.35
United Way Senior Care	1591.35
Lakes & Bridges Charter School	530.45

TOTAL GIFTS: \$10,609.00

Note: United Thank Offering Campaign was waived in lieu of “Our Doors” Campaign

Respectfully submitted,

Cindy Thackham

ECW Treasurer

01/17/2020

EPISCOPAL DAY SCHOOL - 2019 Annual Report

Highlights of 2019

2019 was a year of planning! Planning for the Trinity Place project was crucial since construction will occur directly along the classroom walls, reduce building exits and eliminate the toddler playground space. A plan was required for how to make the remaining playground space suitable for all ages of the school and the parish. Therefore in November 2019, the Day School selected and purchased new equipment rated for 2 to 12 year olds to be installed during the 2020 Trinity Place construction. Planning was also needed to ensure that all Child Care Licensing regulations remain met during the construction. This required re-vising fire safety evacuation exit plans to meet code, planning for alternative classroom and activity spaces, setting up a temporary playground space on the front lawn, addressing traffic flow for student drop-off/pick-up, and considering potential impacts of the changes on the young students and teachers. The entire school excitedly looks forward to the finished product of a new playground and fenced in lawn area.

Notably during 2019, the Day School received two awards. Suzanne Watkins was one of six grant recipients for a South Carolina Early Childhood Association Education Grant. The \$1000 grant will provide the Day School with a Step2 Cottage playhouse, Playground Fun Shot Basketball Hoop with portable mount, and outdoor recycled blocks to be used on the new 2020 playground space. The Day School was also awarded by the City of Clemson for the Most Creative Entry in the 2019 Clemson Christmas Parade.

2019 Board Members

Cary Berkeley Kaye - Chair of the Board & Vestry Representative

Shannon Quattlebaum - Vestry Representative

Scooty Burch - Parish Representative

Sheliah Durham - Parish Representative

Betty Snowden - Parish Representative

Carolyn Wheeler - Parish Representative

Hap Wheeler - Senior Warden

Suz Cate — Head of School & Rector

Suzanne Watkins - Director

2018-2019 School Year

- Staff: **Suzanne Watkins, Suzette Andrus, Tameron Blanding, Ayana Cook, Gini Duncan, Laura Jameson, Susan Nash, Amy Rawls, Melanie Riches** and **Lauren Russell**; Substitutes: **Jean Jameson**; Bookkeepers: **Lynne Farmer** and **Hailey Lamb-Nielubowicz**; Sexton: **Jim Hylkema**
- Fundraisers totaled \$4040.44: Books \$85.00, Box Tops \$190.45, Flowers (Poinsettias & Spring Baskets) \$864.25, Parent Advisory Council (Raffle/Silent Auction/Other) \$2100.74, Photography Fundraiser \$550.00, Restaurants \$250.00
- The school year budget ended with surplus of \$6333.28
- The school year ended on May 31, 2019 with 55 children enrolled, completing the Day School's 59th year of operation.

2019-2020 School Year

- Fees, including tuition and all Extended Care options, were increased by 3%.
- Salaries & Hourly Pay: Lead Teachers and Assistant Teachers were provided with raises on a sliding scale (from 1.5% to 8.5%) based on the number of years employed at the Day School. Hourly paid positions and the Director received a 1.5% cost of living adjustment to their pay.
- Staff: **Suzanne Watkins, Suzette Andrus, Tameron Blanding, Gini Duncan, Carol Durham, Nikki Entrup, Bailey Gibson, Laura Jameson, Susan Nash, Amy Rawls, Melanie Riches** and **Lauren Russell**; Substitutes: **Ayana Cook, Jean Jameson, Jerree Wallace**; Bookkeepers: **Lynne Farmer** and **Hailey Lamb-Nielubowicz**; Sexton: **Jim Hylkema**
- Class Enrollment as of December 2019 totaled 57 students. 2day/3day/5day 2yr olds = 14, 3day 3yr olds = 10, 5day 3yr olds = 10, 3day 4yr olds = 7, 5day 4yr olds = 16
- Extended Care enrollment averages were in Early Morning 7:30-8:45a.m. = 21 students, After School Care 12:00-2:00 = 22 students, and After School Care 2:00-5:30p.m. = 17 students

Respectfully submitted,

Suzanne Watkins, Episcopal Day School Director, 01/17/2020

LECTORS, EUCHARISTIC MINISTERS, AND WORSHIP LEADERS

2019 Annual Report

On behalf of the Parish and myself, I would like to thank all our Lectors, Eucharistic Ministers and Worship Leaders for their dedicated service to the Holy Trinity Episcopal Parish and St. Paul's. These parishioners serve at almost every service held at the churches on Sundays, weekdays, weeknights, funerals, and weddings.

Listed below are the names of the parishioners in this dedicated group who have served in 2019:

Jim Abercrombie, EM, L/I

Amy Agosti, EM, L/I

David Buckallew, EM, L/I

Will Cate, EM, L/I, WL

Chad Chisholm, EM, L/I

Kirby Colson, EM, L/I, WL

Jerome Cribb, EM, L/I

Serena DuBose, EM, L/I, WL

Byron Harder, L/I

Claiborne Linvill, L/I

Wendy Longo, L/I

Pam Mack, L/I

Mary Martof, L/I

Terri Mayberry, EM, L/I

Bill McDaniel, EM, L/I

Anna McKenna, L/I

Jack McKenna, EM, L/I

Gregg Meeks, L/I, WL

Mel O'Day, EM, L/I, WL

Henry Pate, EM, L/I

Iris Reed, EM, L/I, WL

Cara Robb, L/I

Gerry Spejewski, EM, L/I

Mark Stokes, EM

Judy Surak, EM, L/I

Bob Taylor, EM, L/I, WL

Alden Valentine, L/I

Carolyn Wheeler, L/I

Hap Wheeler, L/I

Carol Yardley, EM

If anyone is interested in becoming a Lector (L), Intercessor (I), Eucharistic Minister (EM) or Worship Leader (WL), please contact Terri Mayberry by email: Terri.mayberry@charter.net or phone (864) 719-0073.

Respectfully submitted,

Terri Mayberry

PASTORAL CARE COMMITTEE

2019 Annual Report

Pastoral Care at Holy Trinity is a church-wide ministry. There are so many parishioners helping fellow parishioners in many ways. Some provide transportation when needed. Others have quietly assisted our members for years. Meals are often provided. Parishioners make visits, send cards and call to stay in touch and offer help whenever it is needed. Members provide beautiful receptions for funerals. Our priest makes calls and visits to members and Eucharistic Visitors also bring communion to shut-ins. The Pastoral Care Committee provides coordination where needed and tries to make sure needs are not missed. This year we have undertaken two major new projects: a mailing and a new fund.

The mailing went out to all parishioners in November, with a letter and brochure about Pastoral Care offered by Holy Trinity and a magnet with phone numbers for **Mother Suz** and the neighborhood group Pastoral Care leader for each family. This required a major effort by **Tom Witmer** to make sure everyone was assigned to a group and by the Pastoral Care committee to recruit Pastoral Care leaders for those neighborhood groups who did not already have one. We organized the mailing by Pastoral Care groups and hand wrote the name and phone number of the neighborhood group Pastoral Care leader on each magnet.

The new fund, the *Good Shepherd Fund*, provides emergency aid to parishioners. After much wordsmithing, procedures were approved by the Vestry and the Finance Committee approved making it a permanent fund. As of the end of 2019, the balance in the fund is \$7154.

Kathy Hunter and **Judy Surak** presented a very successful adult Sunday school program on aging and dementia in January 2019, and the committee is sponsoring a Better Angels program on reducing polarization early in 2020.

We have attempted to update our system providing meals to parishioners who may need them with an online meal train organized by **Claiborne Linvill**. People are not yet used to using the system, but we are very grateful for Claiborne helping us better organize meals.

Members of the committee steadily send cards and make visits to live out our care for members of the parish. If anyone is interested in serving on the committee, we need volunteers and coordinators in order to be able to expand what we do. If you see a need, you may meet it quietly (but please make sure that **Mother Suz** knows about the situation) or help us organize ways to expand the support we can provide to parishioners in need.

Thank you to parishioners for all you do!

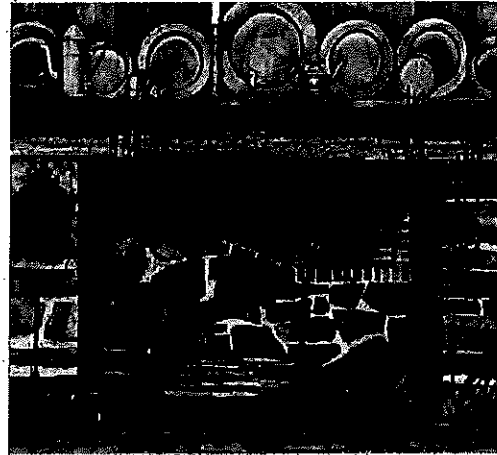
Pam Mack

Chair, Pastoral Care Committee

SPRING AND FALL 2019 FOYER GROUPS

2019 Annual Report

The English word *Foyer* is derived from *foier*, the French term for hearthside, and projects an image of warmth and comfort. It has been customary for Americans to welcome old friends, family members and newcomers into our homes by gathering at the central hearthside to celebrate special occasions, to enjoy times of fellowship, and share moments of camaraderie. In tune with this time-honored tradition of hospitality, the Anglican Community has for many years encouraged the formation of small informal Parish gatherings called Foyer Groups—small, close-knit groups of parishioners sharing a common bond of Christian love and concern for one another.



A total of sixty (60) parishioners of Holy Trinity participated in the two sets of Foyer groups for 2019. Twenty-six (26) participated in four Foyer groups during the months of February, 2019 through May, 2019. Thirty-four (34) were in the five Foyer groups during the months of October, 2019 through January, 2020. The Foyer groups were typically six to eight parishioners to a group, with most of the groups consisting of seven in the Fall session. We were extremely pleased to have the participation of a number of “singles” during this session. Several first-time Foyer participants and several new Holy Trinity Parishioners added extra effectiveness to the fellowship of the Foyers during 2019. We also welcomed back earlier participants to both sessions. Typically, the groups met once a month at a home for dinner and fellowship.

Plans are being made for Spring 2020 Foyer groups to meet in the months of February through May and Fall 2020 Foyer groups in the months of September through December.

Chuck and Dee Smith

January 17, 2020

STEWARDSHIP 2020

2019 Annual Report

As we began our 2020 Stewardship Campaign, we had so much to be thankful for. Last year's campaign raised over \$533,400. With these generous donations from the Parish, we added additional worship services to reach as many of our brothers and sisters in Christ as possible. There is the weekly Thursday healing service and the monthly service at Clemson Downs. We are growing Canterbury and our Youth Ministries. We've made improvements at both Holy Trinity and St. Paul's.

Our 2020 Campaign included:

- A Stewardship mailing from Mother Suz that went out in early October. Included in the mailing were a pledge card and a pledge brochure emphasizing the need to pledge.
- A Stewardship Sunday sermon on October 13th and weekly updates on the 2020 Pledge Campaign.
- In-gathering Sunday, November 17, 2019

The Stewardship Committee set a goal of raising \$544,000 in pledges for 2020. To reach our goal, we asked pledgors to prayerfully consider increasing their pledge by at least 2% over last year's pledge.

We received 134 pledges totaling \$525,578.

I'd like to thank all the members of the Stewardship Committee for all their hard work this year. The Committee members are **Jody Hunter, Joe Yanes, Jerome Cribb, Lynn Smith, and Samantha Murphy.**

Respectfully submitted,

Bill McDaniel

Stewardship Chairman

The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.

ST. PAUL'S COMMITTEE

2019 Annual Report

St. Paul's was established in 1819, with the initial church building completed in 1822. St. Paul's was the first¹ Episcopal Church established north of Columbia, SC. Holy Trinity Church was established as a mission of St. Paul's Church in 1899, to serve the cadets of Clemson College and became a mission of the Diocese of South Carolina in 1901. With the growth of the town of Clemson, Holy Trinity achieved parish status in 1959 and St. Paul's was relegated to mission status. St. Paul's remains an "unorganized mission" of the Diocese of Upper South Carolina and is an integral part of Holy Trinity Episcopal Parish.

Since the 1960's, when St. Paul's ceased being an active parish, the upkeep of the church and churchyard has been the responsibility of Holy Trinity Episcopal Parish. The financial responsibility for the maintenance of St. Paul's is funded from the St. Paul's Fund managed by Holy Trinity with additional income from a percentage of proceeds from the St. Paul's Thrift Shop. A grant in the amount of \$106,000 from the Diocese of Upper South Carolina and a generous donation of \$50,000 helped with some significant much needed maintenance work in 2018. A complete interior painting job with non-lead based paint was completed prior to the 2018 Homecoming worship service and picnic.

Marriages and funeral rites, as well as baptisms, are still conducted in this lovely old church. In addition to the bi-monthly services at St. Paul's (Holy Eucharist at 5:00 pm on the first Sunday of each month and Evening Prayer at 5:00 pm on the third Sunday,) the church is used to celebrate All Souls' Day, Good Friday, Founder's Day, Parish Homecoming, and Christmas Eve as well as other special events. The Advent Lessons and Carols event held on Sunday, December 15th, 2019, was a tremendous success and well-attended. Almost one hundred persons attended the Christmas Eve candle-lit service.

Worship leaders for St. Paul's are **Kirby Colson, Mel O'Day, Iris Reed, Serena DuBose, Will Cate, and Bob Taylor**. St. Paul's Altar Guild consists of **Iris Reed**, chair, **Donna Davis, Mary Lou Sigsby, Sally Morrell, and Robbie Grider**.

Since 1826, the churchyard surrounding St. Paul's has been the final resting place for many parishioners, including Thomas Green Clemson, founder of Clemson College, now known as Clemson University. The churchyard remains an active burial site available to our parishioners. The cost as of 2019 for a single plot is \$1,000.00. Please contact the Parish Office if you desire more information on a burial plot at St. Paul's.

St. Paul's continues to be a vital part of Holy Trinity Parish and the historic life of the Town of Pendleton. It remains an active member of the Pendleton Historic Foundation. The bicentennial observation of the founding of St. Paul's was held on June 8th - 9th, 2019, and was inclusive of Pendleton residents and guests. The 9th of June was the annual Homecoming Worship Service and picnic. (The picnic was held at Holy Trinity due to inclement weather.)

¹Some question whether Christ Church in Greenville or St. Paul's in Pendleton is oldest. According to Wikipedia, in March, 1820, Reverend Rodolphus Dickerson founded St. James Mission in the village of Greenville Court House. In 1825, Vardry McBee, who was an early industrialist in Greenville, gave 4 acres for the church. The cornerstone of the current Christ Church was laid on September 15, 1825. The first service was held on June 18, 1826 with this location of Christ Church being consecrated in 1854.

This committee's mission is to preserve and care for the historic church building and churchyard. Planting of replacement trees occurred during the spring 2019 season. A professional arborist assisted in the planting of the new trees both at the front entrance of St. Paul's as well as around the churchyard. Many thanks to those who watered the new transplanted trees during the summer heat of 2019.

Committee members currently serving are **Jack Davis, Frances and Clyde Gorsuch, Sally Mathiasen, Diana Manly, Jim and Iris Reed, Mtr. Cate Suz, Anna Tollison** and the undersigned, as Chairman.

Respectfully submitted,
Eric Naeseth, Chairman
January 16, 2020

ST. PAUL'S THRIFT SHOP

2019 Annual Report

The Thrift Shop had another good year, again thanks to the many donations and the hard work of all the volunteers. We are always pleased with the compliments paid to us by our customers regarding the quality of the items and the cleanliness of the shop.

The money that is raised at the Thrift Shop helps support Pendleton Fire Department, Pendleton Rescue Squad, St. Paul's Church, and other agencies in the area. In 2019 we donated to Family Promise, Daily Bread, and Ripple of One.

This year our major maintenance endeavor was replacing the wood ramp leading to the front door of the shop and fixing the furnace.

The Thrift Shop provides a valuable service to the Community and is operated completely by volunteers. The shop is open to the public on Monday and Thursday from 10 am to 3 pm and the 3rd Saturday of the month from 10 am to 1 pm from September through June. There is a "work day" on Tuesday from 9 am to 11:30 am to sort donations, restock and clean the shop.

There are currently 37 volunteers, too many to mention by name. They are the reason that the shop has had such success. They are very hard working and they all have my gratitude for the job that they are doing. We are always in need of more workers.

We sell clothing for men, women and children, books and magazines, games, children's toys, and household items. There is always a need for donations of clean items to sell and volunteers to work one of the shifts or be put on a substitute list when the regular worker is not available.

MISSION STATEMENT

The St. Paul's Thrift Shop Committee is comprised of a Chairman, 3 Thrift Shop volunteers, and 1 parish representative all appointed by the Thrift Shop Chairman.

St. Paul's Thrift Shop is operated by volunteers, both members of Holy Trinity Parish and residents of the community at large. The mission of the Thrift Shop is:

- to provide used/like-new clean merchandise in good condition to the community at bargain prices,
- to share items with women's shelters, Salvation Army, other community organizations, and local needy people who have a voucher from their church or local 501C organization.

The income from St. Paul's Thrift Shop is to be used:

- for maintenance and upkeep of the Thrift Shop,
- to give a set percentage each year of the net profits to St. Paul's Episcopal Church in Pendleton. The percentage will be determined each September by the St. Paul's Thrift Shop Committee,
- to give a set percentage each year of the net profits to non-profit organizations in Oconee, Pickens and Anderson counties identified by the St. Paul's Thrift Shop Committee each September.

Diana Manly, Chairman

January 22, 2020

ST. PAUL'S THRIFT SHOP FINANCIAL REPORT
For Year Ending December 31, 2019

DEPOSITS:

Receipts	\$14,919.05
TOTAL DEPOSITS	\$14,919.05

EXPENSES:

Utilities:

Duke Energy	\$792.17
Fort Hill Natural Gas	\$417.67
Pendleton Water Works	<u>\$479.72</u>
Utilities Expenses Sub-Total	\$1,689.56

Other:

Maintenance/repair	\$725.00
Charitable donations	\$9,000.00
Thrift Shop supplies	\$410.29
Thrift Shop Electrical	\$228.58
Thrift Shop Heating & Cooling	\$131.75
Thrift Shop Mulch	\$588.00
Thrift Shop Exterminating	\$180.00
Thrift Shop check order charges	\$60.31
Thrift Shop Petty Cash	<u>\$100.00</u>
Other Expenses Sub-Total	\$11,423.93

TOTAL EXPENSES	\$ 13,113.49
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NET INCOME:	\$1,805.56
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December 31, 2019

ST. PAUL'S THRIFT SHOP ACCOUNTS
For Year Ending December 31, 2019

OPERATING ACCOUNT: United Community Bank

Balance as of December 31, 2018			\$11,776.01
	Income	Expense	
<u>Income from sales:</u>			
January	\$1462.00		
February	\$1773.10		
March	\$1222.00		
April	\$1238.00		
May	\$1141.00		
June/July	\$1289.80		
September	\$1588.50		
October	\$1711.00		
November	\$2085.40		
December (includes Thrift Shop ECW Bazaar sales)	\$1528.25		
Income	\$15039.05		\$26,815.06
<u>Operating Expenses:</u>			
Duke Energy		\$ 792.17	
Fort Hill Gas		\$ 417.67	
Water, Sewer, and Garbage		\$ 479.72	
Other Expenses (See previous page for items.)		\$ 11423.93	
Total Operating Expenses			(\$13,113.49)
*Ending Balance – December 31, 2019			\$13,701.57
<u>Petty Cash</u>	\$100.00		\$100.00

THRIFT SHOP PERSONAL IMMA ACCOUNT: United Community Bank

<u>Beginning Balance – December 31, 2018</u>			\$13,189.87
Interest Earned (January – December, 2019)	\$10.64		
Check #507 St. Paul's donation		\$3000.00	
Ending Balance – December 31, 2019			\$10,200.51

THRIFT SHOP AMERICAN FUNDS INVESTMENT ACCOUNT:

<u>Beginning Balance – December 31, 2018</u>			\$39,744.65
Investment Unrealized Gain/ Loss (January–December 31,2019)	\$10,185.83		
Ending Balance – December 31,2019			\$49,960.48

USHERS
2019 Annual Report

During 2019 the following parishioners served as ushers, or acted as substitutes, at the regular Sunday services, at special services throughout the year, and at funerals and memorial services:

Al Armstrong	Ted Haase	Chesley Rowe
Barbara Armstrong	Ed Hamilton	Jim Snowden
David Buckallew	Byron Harder	Kathy Sparks
Will Carter	Jody Hunter	Peter Sparks
Jack Davis	Kathy Hunter	Judy Surak
Carl Dunn	Al Mathiasen	Cindy Thackham
Dan Edie	Steve Martof	Paul Thackham
Marge Edie	Bill McDaniel	Alden Valentine
Jack Elam	Joe Merck	Tom Von Kaenel
Kaleb Ellison	Fiona Neill	Joe Yanes
Dustin Foxworth	Beth Newton	
Ellen Haase	Jim Reed	

On Canterbury Sundays assistance was provided by college students at the 10:30 am service. In July the ushers were saddened by the death of Ray Eisenbies. Ray served at the 8 am services for a time before ill health forced his retirement. Also, in 2019, Ellen and Ted Haase joined those serving at the 8 am services.

Special thanks are due to Jim Reed who willingly “keeps an eye on the ushers” when the Usher Coordinator takes extended trips, usually at the busiest ushering times. Special thanks are also due to Judy Surak who makes sure things run smoothly at the 8 am services and steps in to serve as an usher when we are short-handed.

Respectfully submitted,

Peter Sparks

Usher Coordinator

