



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

Holy Trinity Vestry Meeting Minutes

October 18, 2020, 7:00 PM, Zoom Video Conference

Present: Suz Cate (Rector), Noah Stansbury (Asst. to Rector), Bill McDaniel (Senior Warden), Bill Hurst (Junior Warden), Cary Berkeley Kaye, Lynn Luszcz, Bob Green, Bob Taylor, Sarah Maiberger, Mary Lou Sigsby, Bill Purkerson, Ellen Haase, John Warner, Joe Yanes, Clem Watson, Samantha Murphy,

Absent: Shannon Quattlebaum

Due to the COVID-19 Social Distancing requirements, the meeting was held via Zoom.

Discussion of prayer requests. The meeting was opened with a prayer.

Old Business:

Approval of September 2020 Minutes – Motion to approve the Vestry Meeting Minutes from September 2020 meeting was made by Mary Lou Sigsby and seconded by Bill Purkerson. The September Minutes were unanimously approved with one abstention for Clem that did not attend the September meeting.

New Business:

- 1. October Treasurer's Report:** Report by Bob Taylor (See ATTACHMENT A).

Financial statements were distributed to the Vestry by email prior to the meeting. We are in good shape financially. Year to date income has been less than budget primarily due to less than budgeted plate offerings and Pledge offerings. However, overall expenses have been much less than budget, so we are in good shape.

Checking account balance was down in September for EDS payroll and St. Paul's tree expenses, but the balance is still very healthy. Item 2 of the Treasurers Report shows the offsetting receivable for EDS staff payroll being funded by the Note Payable PPP loan. Approximately \$2,000 was spent from Memorial Gifts for the raised bed garden.

The major item where expense was less than budget was in salaries and benefits because of Assistant Rector position not being filled until July, vacant Family Ministry position and absence of nursery workers. Direct Outreach expenditure was made in early October for Haiti. We should expect Outreach to spend their entire budget by year end. Other operational items are showing surpluses due to reduced operations because of COVID-19.

The Finance Committee is concerned about the Trinity Place loan. In Feb 2021, the option to make only interest payments ends so principle payments must be made. Note that the budget surplus from 2019 was rolled into the 2020 budget to achieve a balance and that will likely need to occur for 2021.

Payments in Feb 2021 will be approximately \$16,000 per month. The football parking income budget was \$57,750 with only \$23 K collected to date. The 2020 budget included about the same level of parking revenue as prior years. Also, about \$19,000 parking revenue will not be received because the University elected not to take their parking spaces in the front.

Sarah M. made a motion to accept the Treasurer's Report; Samantha seconded the motion. Motion passed unanimously.

2. Preparation for Vestry Elections:

Cary Kaye – the Vestry selection committee has a list of possible candidates that they will begin contacting. If anyone is aware of a possible candidate, please let Cary know.

3. Approval to spend up to \$21,000 from construction loan for Church signage for Church grounds to include new parking area.

Bill Hurst has three competing bids for signage and feels that \$21,000 should cover the cost of signage. The bids range from \$13,000 to \$21,000 depending on the options chosen. (see Junior Warden report for details). This amount was included in the original amount approved for the bank construction loan. Bob noted that even with the \$21,000, that still leaves the overall outlay below the original contract with Trehill of \$1.5 M.

Motion by Mary Lou to approve \$21,000 and seconded by Joe Yanes – unanimously approved.

Reports

1. Senior Warden's Comments: Bill McDaniel.

- a. **Annual Meeting** – The vestry annual meeting is planned for 4th Sunday in January. Committee liaisons need to discuss with their committee chairs preparing an annual report. Plans are beginning made for a virtual meeting. Bill is soliciting comments and suggestions for format for the virtual Annual Meeting. Bill will place a copy of the last year annual report on the Dropbox site to provide an example for report formats.
- b. **Vestry Elections** - As discussed above

2. Junior Warden's Report: Bill Hurst (See ATTACHMENT B).

Update on Trinity Place Construction Project. See above discussions for signs and parking. Bill has a final punch list he has communicated to Trehill to be completed. Maintenance items are being addressed. Canterbury space is coming along nicely.

3. Treasurer (Bob Taylor)

- a. Current financial statements (see above)

4. Rector's Report: Mtr. Suz - Tempo deadline is Saturday for November issue. Sunday worship outdoors has been going great. The service will be moved to the afternoon (2:00 PM) to have warmer weather. Online worship has been going well with steady attendance. Camera installation is almost complete. Mtr. Suz hopes to do 1 indoor in person service per month starting on the 3rd Sunday in November. Indoors services will be on a reservation basis. Discussions regarding evangelism have started and volunteers for the Evangelism Committee are being solicited. There will be a discussion of this in the next issue of Tempo. Noah echoed the need for evangelism in our faith. Mtr. Suz received Bishop Waldo's pastoral letter regarding Braver Angels. There is an effort for "With Malice Towards None" prayers which asks for a pledge for unity following the presidential election. Mtr. Suz and Noah have planned prayers 7 days before and after the election praying for peace and calm. Mary Lou received a survey

request for information to go to the selection committee for the new Bishop. Everyone is encouraged to complete the survey.

5. **Assistant Rector's Report:** Deacon Noah Stansbury. Canterbury activities continue. We have an average of about 4 students participating on Wednesday evenings. In the beginning, Noah was worried about programming for Canterbury. Noah recognized that really people need a chance to verbalize frustrations in the current environment. Noah is networking with other campus ministers for ideas.
6. **Stewardship Report: See ATTACHMENT C**
Ellen Haase reported that our Fall Stewardship Campaign kick off was today October 18 with the Ingathering scheduled for November 15. The theme is "Faith-filled Generosity." Vestry members are asked to make their pledges as soon as they can.
7. **Other Business**
 - a. Bill Purkerson asked us to look for communications about preparing Thanksgiving dinner for those in need.
 - b. Cary Kaye asked for any suggestions for nominations to Vestry Selection committee

Other Committee Reports (submitted by email prior to the meeting):

- Family Ministries: See ATTACHMENT D
- Pastoral Care Committee: See ATTACHMENT E
- Worship Committee: See ATTACHMENT F

The meeting was closed with a prayer.

Respectfully submitted,

Rebecca Eidson, Vestry Clerk (with assistance from Ellen Haase)

ATTACHMENT A

Treasurer's Report to the Vestry Bob Taylor, October 14, 2020

The 5:30 pm, October 13, 2020 Meeting of the Finance Committee was an electronic Zoom Meeting arranged by Rector Suz Cate. Participants were Treasurer Bob Taylor, Senior Warren Bill McDaniel, Junior Warden Bill Hurst, Phil Maiberger, Hap Wheeler, Dustin Foxworth, Jack McKenna, John Warner and Rector Suz Cate

The overall summary of the review of September 30, 2020 financial statements is that monthly income (while less than budgeted) continues to exceed monthly operating expenses. Thus, the operating 2020 SOM is financially stable. The decreases in parking revenues and the slow-down in Doors gifts continue to increase concern with regard to future loan payments on Trinity Place. Specifics for these summary statements are listed below:

First Citizens checking account (\$32,934.64) is down about \$23K from previously approved expenditures being paid in September, but the Operating Fund Balance (\$99,074.12) is still very healthy (page 1).

The \$20,389.91 Receivable from Day School is the August & September payrolls paid from \$30,400 PPP Loan (page 1).

The \$2+K decrease in Memorial Gifts is the SAME garden raised beds in Trinity Place (page 1).

Pledge offerings were \$4K below monthly budget in September and \$5.6K below budget year to date (page 3). When combined with less than budgeted plate offerings and less than investment income, total income is approximately \$13.7K below budget at this time of the year. However, the recent pattern of income exceeding expenses continued with a \$5K difference for September (page 4) increasing the overall surplus.

Noah's July hiring, absence of nursery workers (contract labor) and the vacant Family Minister position are main factors for the surplus in Salaries and Benefits of \$35,039.53 (page 3).

The \$1,625 in Direct Outreach for September was local outreach. Another \$6,731.05 Direct Outreach expenditure occurred in early October for the Haiti University Students. Direct Outreach expenditures are anticipated to be near budget at the end of the year even though there appears to be a \$15K surplus at this time (page 3).

Maintenance savings of \$4,260.22 and Utilities savings of \$3,878.27 continue to reflect facilities being closed since March and thermostats being set back.

Most of the categories in Mission and Program Expenses and in Support Expenses continue to show small surpluses totaling \$6,548.97 and \$4,757.52 year to date respectively.

The difference between budgeted Year to Date income shortages and budgeted Year to Date expenses is currently a surplus of \$56,310.47 (page 4) which should be discounted to about \$40K with the anticipated Outreach expenditures.

Trinity Place funds continue to hover around \$32K which are sufficient to continue monthly loan payments of approximately \$9K on all three loans (the acquisition loan, the demolition loan and the interest only payment on the construction loan). The option of paying only interest on the current construction loan ends February 3, 2021. Football parking generated \$8,902.65 in September (page 5) but will be considerably less than budgeted for the year. Trinity Place gifts were only \$1,018.00 (page 5) in September, and adequate funds in the future for Trinity Place loan payments remain a concern for the Finance Committee.

ATTACHMENT B

Junior Warden Report-10-18-2020

- Maintenance has continued for September. Approximately \$41 was spent over the monthly \$1541 budget. Detail is available upon request.
- New lighting in the Day School hallway has been installed.
- SAME Garden raised beds are mostly complete, assembled and filled with topsoil. Plants are growing. Anticipate trees being planted over the next several weeks. Parishioners are donating for this effort.
- Trinity Place-Major work is complete and use of the field and parking lot have commenced. Downtown merchants are leasing spaces and worship is being conducted. Additional sidewalk section and field parking apron are going in now. Trehel has walked through with the Junior Warden and noted all details we felt were their responsibility and will be addressed. A few additional items have been brought up subsequently and conveyed to Trehel. More items are noted as use and weather give us insight.
- Signs-vendors have submitted bids. The communication committee will assist in final approval of design and artwork. Signs include : Main Entrance-large sign, directional signs at entrance and exit to the parking lot, Service Times and recognition signs to hang on the roads, a new directional sign for under the bell tower and a directional sign for the front lawn area. Also included are lettering for the front of the bell tower and lettering/shield for the east facing wall of the Parish Building. More detail may be seen on request.
- Canterbury facility-Lighting has been installed and flooring is scheduled October 24, pending moisture test results.
- Parking-For Holy Trinity's purposes, we have all our parking finished and operational. Regarding parking income for the year, the football season has netted only 13 season paying customers and a handful or two of paying customers on the day of the game. The university has decided not to lease parking from us at this time. They have let us know of their intention to finally break the parking lease for the spaces out in front of the church on the frontage road. We do not have a formal communication yet but anticipate either a 30-day or 90-day notice, depending on their needs. Downtown merchants are being solicited-12 spaces sold so far.

Respectfully Submitted
Bill Hurst-Junior Warden

ATTACHMENT C

Holy Trinity Church Stewardship Committee Meeting 6 October 2020

The minutes of our fourth meeting which was held on October 6th are as follows:

- Stewardship Calendar - October 18th for the kickoff and November 15th for the in-gathering. We will use the date of November 22nd in our Stewardship Brochure for returning the pledge cards to the church.
- 2021 Campaign goal is 520k. We hope to exceed this goal.
- Parish Stewardship Letter is complete and has been printed for mailing.
- Stewardship Brochure is complete and has been printed for mailing. I want to give special thanks to Samantha for her outstanding work with this year's Stewardship Brochure and our team members for their feedback and support of Samantha's work.
- We have now confirmed the presenters to clearly communicate the financial needs and expenses of Holy Trinity and how we are fulfilling "Our Mission" during these challenging times. The presenters and topics are listed below:

Week 1 - Holy Trinity Financial Review - Bill McDaniel,
Week 2 - Outreach - Harry Morse
Week 3 - Children's Choir - Cary Kaye
Week 4 - Formation/Canterbury - Noah Stansbury
Week 5 - Pastoral Care - Kathy Hunter

These presentations will be 3 -4 minutes in length. Sheryl Shankles is coordinating the scheduling with the presenters for completing the videos. Will Cate will be videotaping the presentations. Our goal is to have the videotaping of the presentations completed by October 14th.

- We will send a dedicated Stewardship weekly email utilizing the TENS materials during our campaign. This email will also include a link for the Stewardship presentation for that week, an update on our Stewardship Campaign and a link to the Holy Trinity website for "Giving". In addition, the Stewardship presentations will be on facebook and be shown during our weekly Morning Prayer Service. In all of our communications, we will continue to remind our parishioners that they must complete a pledge card.
- The date of October 17th has been confirmed for a celebration of the generosity of our parishioners and showcasing Trinity Place. The Engagement Team is leading this celebration. We will recognize the contributions of those that made Trinity Place possible and the generosity of our parish members. In addition, the dedication of the SAME garden is planned for this event.
- We have completed "stuffing" the Stewardship Campaign envelopes. Special thanks to Jim Reed and Jerome Cribb for helping complete this task. The envelopes will be mailed on October 12th.

Our next Stewardship Committee meeting will be held on October 27th at 6:00 p.m. Mtr. Suz will send a Zoom Link for this meeting. Thanks again for your work and commitment to a successful Holy Trinity Stewardship Campaign

ATTACHMENT D

Family Ministries Committee
Report
October 20, 2020

The second outdoor Sunday School class was Sunday, October 18 at Holy Trinity during the 9 o'clock outdoor service. Several families participated.

Mary Beth Johnstone has agreed to chair the committee on an interim basis. Suze is working to recruit members to the committee.

The committee will meet virtually on Tuesday, October 20, to discuss the best ways to celebrate All Saints, Advent, etc. in light of the pandemic.

Sarah Maiberger
Vestry Liaison

ATTACHMENT E

Pastoral Care Committee

SEPTEMBER 4, 2020, 5:00 PM

Attendees: Liz Halpin, Suz Cate, Pam Mack, Judy Surack, Shari Jung, Sharon Lane, Serena DuBose, Tom Whitmer, Kathy Hunter, and Lynn Luszcz Agenda

Last Meeting Follow Up:

Discussion once more of our single parishioners. Suz Cate stated that the church secretary Sheryl will provide email addresses and phone information of the single folks. Shari Jung will initiate the first get together, once all names are available.

The committee examined the spreadsheet of our parishioners with concerns. . Liz Halpin offered to mail out appropriate cards for those in need of Thinking of You or Get Well cards.

It was noted that two of our parishioners have moved out of state, but may continue to worship with us by telecommunications. These folks will remain on all of our distribution lists. No one will be removed from Holy Trinity's Church Role unless a letter of transfer has been requested, according to Suz. Tom Witmer added that moving out of the vicinity and the lack of attendance personally is not a reason to remove them from church connections.

The card project for our newly bereaved was discussed. All of those that have adopted a grief-stricken one is taking care of their special folks.

New Business:

The discussion of Prayer lists: Suz stated that the distribution of the prayer lists has been working well despite our pandemic separateness.

Serena DuBose suggested that Lines of Thanksgiving be added to the TEMPO. Iris Reed shall be notified.

Judy Surak offered that the parishioners of Holy Trinity are truly blessed by open prayer by the church and private prayer offered by the Daughters of The King.

Rector Suz discussed the resumption of Church gatherings in our new Trinity Place. This will be a masked event of course, Hopefully, it shall be held on the 20th of September. Communion will be offered in compostable cups, and no wine will be offered. Parishioners are encouraged to bring their own chairs. Suz also mentioned that online services will continue. The services are pre recorded, and can be located on Youtube any time. It has been very difficult to broadcast services due to cyber jams Suz stated. The principles of connection and response to our church family is imperative.

ATTACHMENT F

Worship Support Ministry Team Meeting

Present (via Zoom): Peter Sparks, Cynthia Spejewski, Samantha Murphy, Jack McKenna, Anna McKenna,
Judy Surak, Mtr. Suz Cate

10/7/2020 at 5:00

Discussion of Proposed changes to worship schedule:

9:00 am Holy Eucharist with music--Trinity Place

Consensus of Team that we should continue outdoors, but shift to afternoon (discussion below). "Snow" or rain would be the determining factor for cancellation

10:30 am Ante-Communion (Liturgy of the Word from Holy Eucharist)—online—This approach met with universal approval

2:00 pm Holy Eucharist with music--Trinity Place

Suz to contact Soccer establishment to let them know we will be worshipping in the afternoon

Soccer schedules do not indicate conflicts until possibly late November

Switch to afternoon to be attempted on 10/25

Discussion of indoor service

Consensus of group is that it is unadvisable to consider regular, indoor services at this time

Suggestion approved to give a monthly indoor service a trial run, beginning in November, depending on rates of infection.