



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

June 13, 2021

The meeting was held in person with some joining via Zoom.

The meeting was called to order. Mtr. Suz asked folks to share special concerns and request for prayers. She then offered an opening prayer.

Present: Mtr. Suz Cate (Rector), Fr. Noah Stansbury (Asst. Rector), Bill McDaniel (Senior Warden), Jack McKenna (Treasurer), Clem Watson (Jr. Warden), Peter Sparks, John Warner, Harry Morse, Bill Purkerson, Ellen Haase, Beth Kunkel, Mary Lou Sigsby, Jan Cribb, Margaret Edie, Ellen Haase, Peter Sparks, Bill Purkerson, Lynn Luszcz, Samantha Nelson

Absent: Doris von Kanel

Rector's Report – Mtr. Suz Cate

- We have started the search for candidates for the Family Ministries position. There are other churches in the area searching for the same type of position.
- The Bishop's Visitation has been changed to August 22. We will have five youth confirmed and potentially one adult received.
- Presiding Bishop Michael Curry will be in our Diocese in October. He will be in Columbia. More details to come.
- The Nominating Committee for the election of a new Bishop for our Diocese has invited several candidates to participate in a retreat. We should have a final slate of candidates in August. There will be at least two "walkabouts" by the finalists on September 11 and 12 – one at Heathwood Hall Episcopal School in Columbia and another at Christ Church Episcopal School in Greenville. More details to come.
- There is anecdotal evidence that churches are coming back slowly. Even as we open for worship, volunteers are slow to come back. We don't need to be worried, but be aware of this trend and think about how we structure our ministries and invite others to participate.
- New Guidance from the Bishop regarding COVID-19 precautions at worship – **See ATTACHMENT A.**

Minutes from May 2021 Vestry Meeting:

John Warner provided one correction, changing the number of candidates interviewed for the Day School Director's position from three to two. Motion to approve the minutes with the correction by Beth Kunkel, seconded by Peter Sparks. Motion passed unanimously.

NEW BUSINESS

May Treasurer's Report: Jack McKenna provided the following comments to supplement his detailed report, which was provided to the Vestry prior to the meeting:

- In his performance review, the Finance Committee asked him to shorten/simplify reports – as such, he made some changes to the reports issued prior to the meeting.
- Fund balance went up. Good month overall.
- Statement of Mission budget update: plate offering slightly down, but above budget. YTD we are \$16K above budget for plate and pledge offerings.
- For the most part, all expenses are on track and we are in good shape financially.
- Trinity place balance sheet – YTD balance is healthy – we had the gift of \$64,000 which helped greatly.
- All except 6 of our parking spaces for football parking have been reserved. This is an important revenue source for payment for Trinity Place.
- The Finance Committee recently held an email vote to approve \$1,000 for sheet rock in the Nave.
- John Warner has completed the forgiveness application for the PPP Loan we received. We are confident it will be forgiven. Many thanks to him for all his work on this.
- Grant Application Policy – **SEE ATTACHMENT B**: The Finance Committee looked at the need for developing a grants policy. They went through a couple iterations and have brought forth a policy for approval by the Vestry. We recently received a \$48,000 grant for day school, which we need to approve, too. The Grant Application Policy will apply to both external grants and grants internal to the Episcopal Church.
 - Harry Morse made a motion to accept the Grant Application Policy; seconded by Jan Cribb. Motion passed with one abstention.
 - John Warner made a motion to accept the \$48,000 grant for the Day School. Seconded by Ellen Haase. Motion passed unanimously.

Junior Warden's Report: Clem Watson (Also see ATTACHMENT C)

- Trinity Place Usage Agreement: Clem made edits to the first draft of the agreement based on the comments he received during the May Vestry Meeting. He presented another draft. There was considerable discussion about liability and insurance. Approval of the agreement was then tabled until we can check with the Diocese to see if others use their facilities in this manner and what issues we should consider.
- Trinity Place Construction Completion: Still a few minor details to be taken care of.
- Church Signage: This project is still underway. Our proposal was approved by the city of Clemson.
- We are ordering additional parking signage, primarily for the three spaces we have out front near the entrance to the office.
- Building and Grounds Committee hasn't met since last Vestry meeting.
- Work items for the summer include carpet and floor cleaning, particularly in Day School area.
- The Nave Enhancement Project is making progress. The organ console is here. Electrical work is wrapped up.

Assistant to the Rector's Report: Rev. Noah Stansbury (Also see ATTACHMENT D)

- Noah has been brainstorming ideas for celebrating our Bishop's last visit to us before he retires, which coincides with the first Sunday that Clemson University is back in session.
- September 1 - October 4 is the Church's season of creation. There are many resources available, including Creation Care, which is put out by the Episcopal Church and an ecumenical group.

Ministry Team Reports submitted prior to the Vestry Meeting:

- Pastoral Care: See ATTACHMENT E
- Day School: See ATTACHMENT F
- Stewarship: See ATTACHMENT G

The next vestry meeting is scheduled for August 15.

Respectfully Submitted,

Rebecca Eidson
Clerk to the Vestry

ATTACHMENT A

Guidance for COVID-19 Precautions – Letter to Parish from Mtr. Suz

Dear Ones,

We have received new guidance from Bishop Waldo regarding indoor worship and gatherings. These new guidelines will no doubt be received with gratitude by many of you and will create consternation for others. I sense that for most of us, the convergence of these guidelines with those given by the CDC will be a relief. The newest guidance also provides the benefit of greater simplicity:

Beginning Sunday, June 13, 2021, the following diocesan worship guidelines should be followed.

These guidelines supersede all previous guidance:

- Vaccinated persons may worship indoors without a mask
- Masks are required for indoor worship for unvaccinated persons
- Only vaccinated persons may sing indoors, whether in choir or congregation
- Unvaccinated persons are to maintain 3' social distancing

This Sunday, we will begin to follow these guidelines for indoor worship at Holy Trinity. It may take us a while to figure out the logistics of Communion, so I do ask for your patience and forbearance as we work out the details. For now, I hope that the simple directions provided by the diocese will be a breath of fresh air for all of us. Here are the details that we do have worked out so far:

- Masks are not just for the unvaccinated! You may have your own reasons for wearing a mask, and as a Christian community bound together by love, we will respect that without judgment.
- We will continue to supply hand sanitizer and encourage everyone to use it as they enter the Narthex
- We ask that if you or someone in your household feels unwell, please stay home and take care of yourselves. If you feel really unwell, please let us know so that we can help take care of you!
- We will not require proof of vaccination, but I do continue to encourage those who are able to get the vaccine to do so as soon as possible.
- We recognize that there are still members of our parish, especially those under the age of 12, who cannot be vaccinated yet. I am especially hoping to hear from parents your thoughts on best practices with your young children for worship and Sunday School as we prepare for school year.
- We look forward to resuming our 8:00 service under these new guidelines on July 11.
- ***We will continue to livestream our 10:30 service for those who are unable to join us in person.***

As Fr. Noah and I, along with other ministry leaders, continue to process these new guidelines, we will do our best to balance needs for timely communication with our commitment to refrain from inundating your inboxes. You can expect more details by the middle of next week, barring any unforeseen circumstances. If you have concerns or questions in the meantime, please email me at scate@holytrinityclemonson.org, and I will respond as soon as I am able. It is my sincere hope that once we have absorbed the implications of this new guidance we will not need to make any major adjustments to our worship schedule and habits.

Much love, Suz+

ATTACHMENT B

Grant Application Policy for Holy Trinity Episcopal Parish, Clemson, SC

June 8, 2021

Holy Trinity Episcopal Parish has been blessed with individual parishioners having taken initiative in successfully seeking grants to support various missions. Grants often have restrictions or conditions which the Vestry needs to approve as the Parish's financial authority (designated by the Bylaws). Thus, it is important that all grant applications adhere to the following guidelines:

1. Anyone wishing to submit an application for a grant should first submit a letter or email of intent to the Senior Warden which includes the purpose of the grant, the amount, the requesting agency, and all necessary conditions/restrictions on the use of the money if funded.
2. If the grant application is less than \$5,000, the Senior Warden, in consultation with the Rector, may authorize the submission without approval of the Vestry if there are time constraints which prevent consideration of the request at a regular Vestry meeting.
3. If either the Senior Warden or Rector feel that the application for the grant needs to be considered by the Vestry, the consideration will occur at the next regular Vestry meeting. Should time constraints be an issue, the Senior Warden may submit the grant application to the Vestry and request a vote by Email.
4. Should the Senior Warden or the Vestry feel that the Finance Committee should make a recommendation on a grant application, it can be forwarded to the Finance Committee for review and recommendations.
5. For grant applications larger than \$5,000, if timing is crucial, the Senior Warden can approve the grant application submission, subject to approval by the Vestry prior to acceptance of the successful grant. This policy is not intended to discourage applications for grants but to ensure that the responsible financial agents of the Parish are appropriately consulted and are in concurrence with the desirability of the grant.

ATTACHMENT C

Junior Warden Report

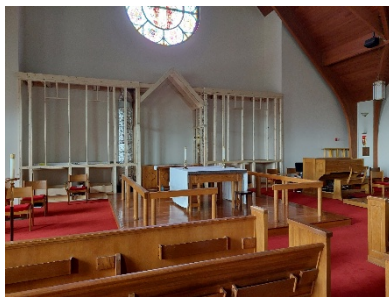
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Trinity Place: The primary items outstanding are lighting near TP and pavement repair in front of the church. The contractor had his sub rewire the light near TP. The pavement repair is still outstanding.

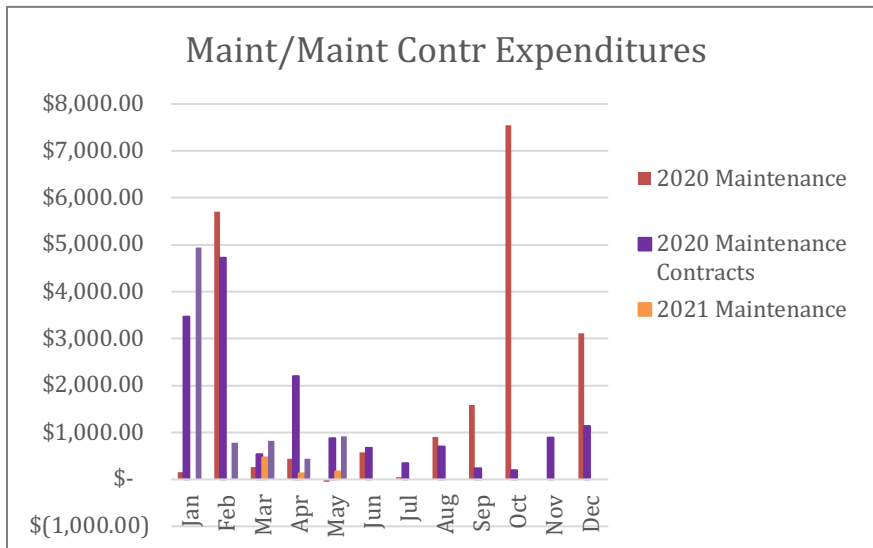
Church Signage: The City has issued the permit to move forward with the signage. We have asked the contractor to move forward with the package. We are still in discussions with the contractor about finish for the monument sign. Additional parking signs are being ordered.

Building & Grounds: The B&G committee is scheduled to meet June 16th. Last summer, due to COVID, we were not able to have floors and carpet cleaned in the parish hall. Bids are being received and will be presented to the FC/Vestry as appropriate. New bulbs have been procured to replace the hallway lighting on the 3rd floor of the parish hall. The revised Trinity Place Usage policy is being presented to the Vestry for review.

Nave enhancement: Additional electrical and HVAC work is being coordinated with the installer. As shown below, construction of the new organ housing is underway. In addition the organ console has been delivered.



Maintenance Expenditures: Maintenance expenditures are currently on pace with last year.



Submitted by Clem Watson

ATTACHMENT D

Assistant Rector's Report: Canterbury Welcoming Plan - August 2021

Peer Ministers: Christine Scott '21 and Emma Harrington '23 are serving as co-ministers this semester. Christine is continuing in this role from 2020-21. She graduates in December and Emma will continue as solo Peer Minister in the spring.

Summer orientation is completely online this year and there will be no opportunities for student organizations to table, etc. Multiple experiments with online student activities fairs in 2020-21 were unsuccessful.

Tuesday, August 10 to Thursday, August 12 - New students move in

- Mandy Hays, Assistant VP for Campus Life, has informed us that no outside help will be allowed this year as a precautionary measure. This decision came down in late April so things may change

Monday, August 16 - Tiger Prowl student activities fair at Memorial Stadium

- Peer Minister Emma Harrington has registered us for this event
- I am working on designing and ordering swag (stickers, etc)
- Main promotions at this event are Wednesday dinners and Sunday welcome fair (see below)

Wednesday, August 18 - First day of classes, first Canterbury dinner

- Focused on welcoming back and fellowship, talking together about what we want Canterbury to be this semester
- Earlier in August I will work with Emma and Christine to get in touch with upper-class students and invite them to re-engage with us this year

Sunday, August 22 - First Sunday of the semester

- Bishop Waldo visits at the 10:30 service
- I am brainstorming what a parishwide celebration on Trinity Place that doubles as a college-facing welcome festival would look like - please let me hear your ideas!

Looking ahead

- We will have opportunities to table in front of the library as a student organization - more to come
- I have indicated interest in joining a team of chaplains for "open hours" at the new Cadden Chapel on campus. The details of what this will look like are still being worked out, but the chapel is expected to open in August. Some of the mainline campus ministers have also discussed joint worship opportunities throughout the semester
- We will be partnering with PRISM, the UCC campus ministry sponsored by Peace Church. We have discussed joint dinners, a Bible study, and making our space available to them for other meetings if desired. Two Canterbury students are members of both groups
- October 9-12 - possible fall break retreat depending on interest
- Football home games (Saturdays): 9/11, 9/18, 10/2, 10/30, 11/13, 11/20
 - Canterbury to run parking on one or more of these days?

Finals: Week of December 6

ATTACHMENT E

**PASTORAL CARE MINISTRY TEAM MEETING MINUTES
Tuesday June 2, 2021 at 5:00 pm, via Zoom**

Purpose Statement: The purpose of the Pastoral Care Ministry Team is to identify Holy Trinity's pastoral care needs and to respond in a timely manner to those needs as able, in the spirit of God's love and to the best of our abilities. Pastoral Care may include telephone calls, visits, Communion, meals, transportation to church and medical appointments, cards, prayers, and other assistance as determined through careful listening & prayer.

Mission Statement: The mission of the Pastoral Care Ministry is to respond to the pastoral care needs of Holy Trinity parishioners and their families; to support these needs and helping share these burdens, thus lessening the load; and to connect these parishioners and families to their Holy Trinity family.

Goals:

- 1-Make sure we are aware of the needs of vulnerable members of the parish and respond to those needs and, more broadly, reach out to those who need connection
 - 2-Ensure that parishioners are aware of resources available to help support aspects of pastoral care and communicate this information via various channels of parish communication
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Attendees: Pam Mack, Serena Dubose, Kathy Hunter, Robbie Grider, and Rev. Suz Cate

Opening Prayer from The Book of Common Prayer was said in unison

?? Minutes of the meeting from May were sent to members prior to the meeting with corrections, if any to be e-mailed beforehand. *(RBG- I did not get minutes and was not at the May meeting)*

Ongoing Projects:

1. June deliveries to shut-ins-set for June 12. Pam will put request in HT Notes for cookies. Beth will harvest vegetables, herbs and lavender (if available) from the SAME Garden. Gift bags and red, white and blue pinwheels will be purchased. Mtr. Suz will provide prayer cards.
2. Concerns list: Spreadsheet was updated per discussions. Ben Skardon was in the hospital, but now back home. Mickey Harder was at church Sunday post knee surgery. Connie Spencer's son-in-law (Kris) diagnosed with stage 4 colon cancer. Barb Witmer in some pain from neck surgery and will have 2nd surgery on shoulder in a few weeks- OK for food at this point. Anita Arms has A Fib and having stress test this week. Faye and Frank Johnson doing well (both had COVID and Faye recovering well from leg/knee surgery). Lucy Rollins back in choir Sunday; will continue on concern list.

3. Transportation to in-person services. Ben is taken care of. Need to follow up regarding Dottie and Eleanor. Pam will put something in HT Notes asking for volunteers willing to pick up and/or drive parishioners to church.
4. Laura Garren meal train for meals is going well; no new needs at this point.

Any Other Reports?

1. Noah led a service at the Downs last week- had 14 that attended and interest shown from a few others.
2. Liz Halpin is continuing to send card to those on the concerns list.
3. Connections group- small but very engaged group.

Meeting adjourned at 5:50.

Next meeting Tuesday, July 6, 2021 at 5:00 pm

ATTACHMENT F

Minutes of the May 2021 Day School Board Meeting

10:30 AM, Tuesday May 18, 2021

The Episcopal Day School is a ministry of Holy Trinity Parish that prepares pre-primary children of the community for their future by loving and teaching them in a Christian environment.

Attendees: John Warner, Mother Suz Cate, Sheila Durham, Marge Edie, Sally Morrell, Shannon Quattlebaum, Lauren Russell (EDS Acting Director), Hap Wheeler and Lynne Farmer.

OPENING

John Warner gave an opening prayer.

The April meeting minutes were approved without change.

DIRECTOR'S REPORT

Lauren gave her monthly director's report. It included the following points:

- 1) Heath Related Report- No new COVID related incidents to report.
- 2) Next week we will hold our closing ceremony. The 26th is the last day. Teacher workdays are Thursday and Friday.
- 3) Enrollment Update: We now have 25 children enrolled for next year. The 2k class has really grown. We need to start the hiring process for an assistant as soon as possible. Indeed? Clemson Babysitters Page? CAMs?
- 4) Financial Report-Budget. Lauren and Lynne are still working to finalize a budget for next year. It won't be much different from the draft budget the board saw in April. With PPP loan and state DSS grants, the school is in good shape financially next year.
- 5) The school needs volunteer involvement next year, to include storytelling, gardening, special talents (Music Week-guitar, etc), special guest readers, bee keepers, etc.
- 6) Spiritual EAP-Is there a group willing to adopt the Day School? Pray for the school, Pray for teachers, drop little goodies by on occasion, help with fundraising/outreach opportunities

OLD BUSINESS

Updated Budget for 2021-2022 Academic Year. This item was covered as part of the director's report.

Statement of Goals for 2021-2022. A tentative list of goals was drafted after the March meeting. John still needs to formalize the tentative list and submit it to the board for approval.

NEW BUSINESS

Recognition gifts for Suzanne Watkins and Gini Duncan. Lauren has acquired plaques for Suzanne and Gini commemorating their years of service to the day school. Lynne volunteered to get them plants. (Gini received her gifts on graduation day and Mellie Warner and Carolyn Wheeler delivered Suzanne's gifts to her.)

Staffing Needs:

Lauren reported that the school will need to advertise for the following positions.

- 1) 2K Assistant Teacher (This is a full-week position.)
- 2) After School Care Lead Teacher (Jean Jameson is willing to do M and T. We will need to hire someone who can work either all five days or three days from 1-5:30 pm).
- 3) After School Care Assistant Teacher (M-F, 3:00-5:30 pm).

EXECUTIVE SESSION

The board went into executive session to discuss teacher appreciation gifts and candidates for the director position; Lauren and Lynne left the meeting.

Teacher appreciation gifts. Hap suggested economists' preferred solution to the question of what to give: cash. After some discussion, the board voted to give each day school teacher and staff member, to include Jim Hylkema and Lynne Farmer, a cash amount of \$250. And in recognition of her extraordinary service to the day school this year, the board awarded Lauren \$500. Funds for these awards are available in the day school's personnel budget.

Candidate for the Director's Position. Two qualified candidates emerged from the ads placed in early April for the director position – Stephanie LaGuardia and Kristina Williams. Each candidate submitted three references (2 professional and 1 personal). The board drafted a set of questions for each reference; Marge conducted interviews with the references for Kristina and John conducted with the references for Stephanie, and results of these interviews were collated and distributed to board members. Mother Suz, Marge, Sally and John interviewed Stephanie on May 12 and Kristina on May 13.

The board discussed the results of these interviews and the qualifications of the two candidates. Based on her prior experience as a day school director and the strength of her references and her performance in the in-person interview, the board voted unanimously to offer Stephanie the position. John and Mother Suz were given the go-ahead to draft an offer letter and present the offer to Stephanie.

The meeting closed after this discussion.

ATTACHMENT G

Holy Trinity Stewardship Committee Meeting Minutes

1 June 2021

Thank you again for serving on our Holy Trinity Stewardship Committee. The minutes of our meeting which was held on June 1st are as follows:

- We concluded our 2021 Stewardship Campaign goal with the following results: • 126 Pledge Cards, \$507,956 pledged, \$4031.39 average pledge • This was 97.7% of our \$520,000 goal

- We should all be very proud of the efforts and work of our team on this years Holy Trinity Stewardship Campaign. During this very difficult time, your dedication and commitment to our team allowed us to overcome the many obstacles we faced. My continued thanks to each member of our Stewardship Team for your dedicated work in achieving outstanding results on this years campaign.

- As part of our year round Stewardship Messaging, Jim Reed is continuing to provide Stewardship messages for our monthly Tempo issues. Thanks again Jim.

- We reviewed the introductory letter and questions for the survey to be sent to all parishioners to assist us in preparation for our 2022 Stewardship Campaign. With the concurrence of our Stewardship Team, the survey was sent out on June 2nd. We established the date of June 18th for completion of the survey.

- We discussed the in-person Stewardship Team retreat and set a date of August 7th for our retreat. We will begin at 9:00 a.m. and finish by 3:15 p.m. More details and information will follow on our plans. The focus will be on our learning points from Project Resource Training, Survey Results and year round Stewardship Planning.

-- Our next Stewardship Committee meeting will be held on Monday, July 12th, at 6:00 p.m. Mtr. Suz will send out a Zoom link for this meeting. Thanks again for your work and commitment to a successful Holy Trinity Stewardship Campaign.

Sincerely, Jody