



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

May 16, 2021, 7:05 PM

Due to COVID-19 Social Distancing requirements, the meeting was held via Zoom. The meeting called to order with a prayer by Mtr. Suz Cate.

Present: Suz Cate (Rector), Bill McDaniel (Senior Warden), Jack McKenna (Treasurer), Clem Watson (Jr. Warden), Doris von Kanel, Peter Sparks, John Warner, Harry Morse, Bill Purkerson, Ellen Haase, Beth Kunkel, Mary Lou Sigsby, Jan Cribb, Samantha Nelson, Margaret Edie, Ellen Haase, Peter Sparks, Bill Purkerson

Absent: Noah Stansbury (Asst. to Rector) on Vacation

Guest: Bill Hurst

Minutes from April 18, 2021 Vestry Meeting: Motion to accept minutes from the meeting by Harry Morse; seconded by Mary Lou Sigsby. Motion passed unanimously.

NEW BUSINESS

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

- Plate offerings up slightly
- Pledge offerings are down slightly, but we are still over budget year to date
- Maintenance expenses vary depending on unforeseen circumstances
- Good financial position overall
- Expenses for Trinity Place are slightly over budget, but this is not a problem
- \$1000 of continuing education fund for Mtr. Suz was approved by Finance Committee for her summer study.
- The Finance Committee raised the spending limit for approval by Vestry to \$4000.
- Jack McCenna has instituted a performance review under the guidance of Bob Taylor. It will be used to help him maximize his performance as treasurer

Beth Kunkel made a motion to approve the Treasurer's Report; seconded by Peter Sparks. Motion approved unanimously.

Approval to use Gift of \$64,000 to pay Principal Payment on Trinity Place Construction Loan: John Warner spoke about the anonymous gift which, when applied, reduces our timeline of indebtedness for 12 months, changing our mortgage timeline from 20 to 16 years. The overall impact is that it reduces our mortgage over \$104,000 overall – an amazing gift with an incredible impact!

Samantha Nelson made a motion to apply the gift of \$64,000 to the Trinity Place construction; seconded by Jan Cribb. Motion passed unanimously.

Mother Suz reminded everyone that we recently had a \$50,000 donation for the Nave project, another generous gift! We are indeed fortunate to have such generous parishioners.

Signage and Logo packages: Bill Hurst and Clem Watson: Clem Watson shared the proposed new logo graphics and signage via screen share. We must have signage approved by the city. We will also include Clemson University in approvals since one sign will be on their property

Discussion ensued related to the signage. Concerns were expressed about vandalism and graffiti on signs, but nonetheless, we need signage. Hopefully our security cameras will catch anyone who tries to deface our signage. It was noted there is no new signage currently planned for the back of the building and back parking areas. Bill is making a note to see what can be done. We have columns in the back to put signs on, which is good (less expensive). From a budget standpoint, Clem said we don't have funds budgeted to do additional signage, but we can look into the possibility of using equipment or other budget funds if needed.

Other suggestions including asking someone (or multiple people) who are unfamiliar with our property to share their thoughts about the proposed signage for wayfinding, particularly from the back of the property.

Margaret Edie made a motion to approve logos and sign concepts as presented and to send the signage concepts on to the city for approval; also for the signage committee to take into consideration comments made by the Vestry about the need for additional signage in the back of our property and pursue as funds allow. The motion was seconded by John Warner. Motion approved unanimously.

Trinity Place Usage Policy: Bill Hurst presented a proposed policy/form for parishioners to use to reserve Trinity Place for events. (Currently we are not zoned to allow us to rent it to outsiders/community members, although we may want to pursue that at some point.) The form specifies a variety of considerations, including time ranges, liability, deposits, bathroom usage, etc. After much discussion, Bill asked that everyone send him feedback and suggestions for improving the form by Friday, May 21. He will then make revisions and resubmit for approval at the next Vestry meeting..

Spring/Summer Covid Guidelines changes: Mtr Suz reported that she began revising our Covid-19 procedures following the updated CDC guidelines issued last week.

- Indoor Services: At this time, Bishop Waldo has said that he still wants everyone to continue to wear masks indoors and the celebrant must be masked. Congregational singing is allowed masked in indoor services.
- Outdoor Services: We do not need to be masked, but please bring a mask to use in case needed, e.g. to go into the church building, to greet/speak in close proximity to those who are masked, etc.
- Meetings and other gatherings: Mtr. Suz made an arbitrary decision that fifteen is considered a small group gathering. During the planning stage of the meeting, the group itself can decide if they want to be masked. Groups should be polled about this in a confidential manner. Also, be sure all group members are vaccinated and keep a mask handy at meetings.

After the discussion, Mtr. Suz said she will make a few revisions to the spring/summer Covid guidelines document and send it out to the parish.

Mtr. Suz was commended for her hard work to stay abreast of this difficult issue and her efforts to ensure the safety of our parishioners.

Reports

Senior Warden (Bill McDaniel): Bill spoke again about the generous financial gifts. He also asked everyone to be familiar with the new parking guidelines. **(SEE ATTACHMENT A.)** Peter Sparks noted that we may get pushback on the parking guidelines, particularly as it relates to Sunday morning and for evening events.

Junior Warden's Report (Clem Watson): See **ATTACHMENT B**

In addition to ATTACHMENT B, Clem also noted that Greg Meeks bought an electric lawn mower for the church and the city is going to give us extra trash cans, thanks to the efforts of Bill Purkerson.

Rector's Report (Suz Cate):

- We are investing in hybrid equipment for meetings that allow in-person and online interaction.
- We have a Technology Work Group and Mark Stokes is providing IT support temporarily. The Technology Work Group will assess our IT needs. This group may make recommendations during the summer months.
- She will be in Sewanee June 7-25 as part of her doctoral program study. She will be available in the afternoons and evenings for online meetings and phone calls.

Episcopal Day School (John Warner): We attracted three candidates for the open position of Day School Director. Three candidates were interviewed and references were checked. We narrowed it to one great candidate and will make an offer of employment this week.

Mtr. Suz added that next we will begin searching for the Family Ministries position.

Ministry Team Reports

Stewardship Survey: The Stewardship Committee plans to conduct a survey. See **ATTACHMENT C** for outline of survey and **ATTACHMENT D** for minutes of the most recent meeting,

St. Paul's Outside Maintenance (Mary Lou Sigsby): See **ATTACHMENTS E AND F.** The St. Paul's Committee held its first meeting since the pandemic. Services will resume in June. The committee's goal for this year is to figure out our long-term building and maintenance needs and objectives. There is mold and mildew on the outside of building that must be addressed, and some painting is needed. The committee will create a statement of work and obtain bids. This is not cosmetic work; this is preservation. They will come to the Vestry for approval before money is spent, likely this fall. Funds will come from the St. Paul's Fund.

We tentatively plan to hold our traditional St. Paul's Homecoming Service on June 6, followed by lemonade and cookies.

Next Vestry meeting: June 20 in person and by Zoom.

Closing Prayer.

Respectfully Submitted,

Rebecca Eidson, Clerk to the Vestry

ADDITIONAL COMMITTEE REPORTS PROVIDED TO THE VESTRY

- **ATTACHMENT G: Fellowship Committee Minutes**
- **ATTACHMENT H: Building and Grounds Committee Minutes**

ATTACHMENT A

PARKING INFORMATION

IMPORTANT

Our **NEW** parking plans continue to move forward. It will be most important that all church member's cars have a proper sticker on their rear window. These are being made available at the office and at church services. Here are points that church members must know:

1-In order to ensure that our parishioners and our leased parking customers have proper access to parking, we have contracted with Death Valley Towing to monitor our parking lots. Towing of unauthorized or improperly parked vehicles begins on May 17,2021. Towing fee is \$130

2-As usual, there are 25 spaces in the rear of the church for our use. **Episcopal Shield Sticker Required.** Please observe Senior Spaces. Towing will be enforced.

3-There are 9 spaces in the new parking lot that are for Holy Trinity's use. These are numbered 52-60 and are the spaces located along the fence at Trinity Place. There are 4 additional ADA Accessible spaces for use by properly marked vehicles. Towing will be enforced.

4-PLEASE NOTE-The remaining spaces in the new parking lot (64-96) are leased to customers 24/7 and require a special hang tag. Improperly marked or unmarked vehicles will be towed. Towing will be enforced.

5-**On July 1**, all spaces in front of the church that have been leased from the University will revert to the University for university permit parking. Until July 1, parking remains the same. All cars with proper university stickers will be allowed. Non university stickers will not be valid and will be ticketed. Holy Trinity **Episcopal Shield Sticker** will not be valid.

6-On Sundays, all spaces in front of the church on the frontage road, all spaces in the rear of the church, and the 9 spaces described in #2 (above) will be available. **SPACES DESCRIBED IN LINE #4 (ABOVE) WILL NOT BE AVILABLE. CARS MAY BE TOWED.**

ATTACHMENT B

Junior Warden Report

5-16-21

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: We met with the contractor April 22nd to provide additional comments. They have incorporated those comments into a final package for approval. The committee is bringing the package to the Vestry for review. Once the package has been approved, the package will need to be reviewed by the City to get their "ok". The contractor anticipates delivery and installation of signs 4-5 weeks after approval to proceed.

Carillon update: The contractor has completed the tuning of the bells. The final invoice for the lift rental has yet to come in, but the cost will be less than the approved amount. The FC has approved funding to provide communication connectivity between the carillon bells and the new organ. We are investigating the possibility of amending the insurance claim in hopes for additional reimbursement.

Building & Grounds: The B&G committee met April 22nd. A number of items were discussed as noted in the attached minutes. I would like to recognize the efforts of Greg Meeks, who purchased an electric lawn mower to mow the Trinity Place lawn and islands. I also would like to recognize Bill Purkerson's effort to get the City to place trash cans at strategic locations as you enter into the parking lot. As the weather has warmed up use of Trinity Place has increased. To establish guidelines for use, the Trinity Place Usage policy is being presented for consideration by the Vestry.

Nave enhancement: The FC approved funding for additional electrical and HVAC work that is being coordinated with the installer. As shown below, construction of the new organ housing is underway.

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

Submitted by Clem Watson

ATTACHMENT C

Draft of Stewardship Survey

Please help us figure out which generations make up the Body of Christ at Holy Trinity. Are you

The Greatest Generation	1910-1924
The Silent Generation	1925-1945
Baby Boomer Generation	1946-1964
Generation X	1961-1979
Millennials	1975-1985
Generation Y	1980-1994
iGen / Gen Z	1995-2012

What is Holy Trinity doing that inspires you to contribute to the mission and be a part of the ministry of the church?

What one word or phrase conveys the heart of the mission of Holy Trinity?

What do we do at Holy Trinity do that would thrill Jesus?

What does the Stewardship Committee need to know that they might not know?

ATTACHMENT D

Holy Trinity Church Stewardship Committee 4 May 2021

Thank you again for serving on our Holy Trinity Stewardship Committee. The minutes of our meeting which was held on May 4th are as follows:

- We have now 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
- I remain 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 have allowed us to overcome the many obstacles we have faced. My continued thanks to each member of our Stewardship Team for your dedicated work in achieving outstanding results on this years campaign.
- Ellen Haase, Mtr. Suz and Jody Hunter are participating in "Project Resource" training workshop. This is the Episcopal based training program focusing on a Year Round Stewardship Initiative. We have completed three of the six sessions and all feel this training will greatly enhance our Stewardship program and direction for the future. Mtr. Suz recently sent out a link to each Stewardship Team Member for the Project Resource materials that are being used for our training.
- As part of our year round Stewardship Messaging, I want to thank Jim Reed for the excellent Stewardship messages in our April and May Tempo. Jim has graciously volunteered to continue our Stewardship messages for future issues of Tempo. Thanks again Jim.
- On March 26th, we sent individual "Thank You" notes to each parishioner/family that made a pledge to our 2021 Holy Trinity Stewardship Campaign. Special thanks to Samantha Murphy for volunteering to write the wording for our note. Thanks to Lynn Smith, Samantha Murphy, Jerome Cribb and Jim Reed for signing the notes and preparing the notes for mailing.
- We will be planning an in-person Stewardship Team retreat during July to prepare for our year round Stewardship initiative. More information will follow on this.
- Our next Stewardship Committee meeting will be held [on June 1st, 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

ATTACHMENT E

MINUTES OF THE ST. PAUL'S COMMITTEE MEETING

January 16, 2020

In attendance: Chairman Eric Naeseth, Mtr. Suz Cate, and members Jack Davis, Anna Tollison, Jim Reed, Iris Reed, Diana Manly, Sally Mathiasen, Clyde Gorsuch, Frances Gorsuch and Bill Hurst.

Eric called the meeting to order at 1:30 PM and Mtr. Suz gave an opening prayer. Iris made a motion to accept the minutes from October 24, 2019, and Diana seconded the motion with all voting in favor.

OLD BUSINESS: The lawn service has taken action to fix the sewer caps in front of the church. The sewer cover is still off past the shed in back. The shed has not been repaired by the lawn service. They put barrier tape on the shed to keep the critters out which is unacceptable.

Roofing Update: Bill sent the signed contract back to Guy Roofing in October but no action has been taken. Jack said that since he has been out of the loop Bill can check on this work.

Tree South will transplant trees and remove the dead ones hopefully in the winter. There are branches that need to be removed.

Bill Hurst has made several inquiries regarding the pillar work on the church. He received a quote from SEBRG of \$1100.00 per pillar. Since there are 36 pillars they quoted \$36,000. The money can come out of the St. Paul's fund. There are 6 or 7 that are in bad shape and need to be replaced. Jim made a motion to spend \$10,000 on the pillars pending approval by the vestry. Iris seconded the motion which passed.

The Thanksgiving service at the church was successful with about 90 people attending. The host rotates among 6 churches who participates.

The November DAR ceremony was a big success. St. Paul's received a \$100.00 check with a thank you note.

The Pendleton Historic Foundation Christmas tour was successful with 70 tickets sold. \$53.00 was collected from the basket inside of the church.

Carols and Lessons and the Christmas Eve service was well attended.

Sally brought up concern about the mold on the outside of the church especially on the side by the highway. Jim says he uses a product at home and he can test it on a spot and see if it will remove the mold. 5 years ago the boards on the back of the church were replaced.

NEW BUSINESS:

Smoke alarms were replaced by Carolina Burglary and Fire in October. Cost was to be under \$500.00 and Holy Trinity will be billed directly. Fire extinguishers need to be replaced as soon as possible.

The damaged headstone in the historic part of the church yard has been removed and is being repaired at Alexander Monuments in Easley. Cost is \$250.00. Anna recommended asking the monument company about cleaning headstones. Bill says there is also a leaner among the headstones. Bill will talk

to SEBRG about a person to look at the headstones regarding cleaning. Anna will call the monument company to inquire about headstone cleaning.

New pest control service was initiated by the Junior Warden and St. Paul's is a subset of the overall contract with Sargent's Pest Control. The first service is scheduled for 9:00 AM on January 31. Sargent's will meet at 3:00 on the 30th and chemicals will be sprayed around the thrift shop first. The problems include mice, wasps, ants and squirrels. Bait stations will be placed inside the church. Jack, Jim and Eric are points of contact for the vendor to access the church.

There have been 2 additional plot sales in the churchyard since the last meeting totaling \$2000.00 and 2 internments so far in 2020. A parishioner donated \$100.00 to St. Paul's for the internment preparation of a grave site for the day after Christmas. Eric did the preparation as a one time courtesy to not disturb anyone at Christmas.

OTHER NEW BUSINESS:

Serena DuBose says the globes in the church are filthy. The Snowdens replaced the globes several years ago. Iris will contact the Snowdens on how to proceed.

After a discussion on a defibrillator and CPR training for the church and members, a motion was made by Iris to request funds for the purchase of a defibrillator for the church with defibrillator training and for CPR training. Sally seconded the motion which passed.

The city of Pendleton has started charging for garbage pick up. There are 2 carts at \$11.00 each which will be added to the sewer and water bill which the thrift shop pays. First Impressions needs to haul off their debris and stop using the thrift shop's carts.

Bill Hurst brought up a need for a master plan for the church and the churchyard with short term and long term goals. The next meeting will be March 19th at 1:30 PM at Holy Trinity. Meeting adjourned at 2:45 PM.

Respectfully submitted by: Frances Gorsuch, Secretary February 12, 2020

ATTACHMENT F

The St. Paul's Committee met on Wednesday May 12 2021 in the HT Chapel.

I do not yet have the minutes of that meeting, but we did make one decision I would like to bring to the Vestry attention at this time.

We reviewed the balance available solely for St. Paul's. A subset of the committee along with the Jr. Warden plan to assess the current situation, assemble a statement of work for exterior maintenance of the building painting, and submit it for bids. It is likely approximately 50% of the building exterior will need maintenance work. The committee will, of course, submit the expenditure request to the vestry for approval when it is available.

ATTACHMENT G

FELLOWSHIP COMMITTEE 2021-2022

GOALS:

To collaborate with staff and lay leaders to develop a comprehensive approach for the development, engagement, and growth of our intergenerational groups at Holy Trinity.

To offer seasonal events that support our Parish commitment toward building a strong community among members, newcomers, and visitors.

To strengthen parish interconnectedness and engagement by monitoring and supporting the principal parish engagement ministries, their programs, and activities:

- o Newcomers Ministry
- o Neighborhood Groups Ministry
- o Fellowship Ministry

Due to ongoing Covid precautions, some event dates are yet to be determined.

CALENDAR OF EVENTS:

1. May 23 – Pentecost family picnic after 10:30 service.
2. June – St. Paul’s homecoming.
3. July – Birthday picnic.
4. August
5. Sept. 12 – Family/Canterbury free pizza party and canned goods drive at 5 PM at Trinity Place.
6. Oct. 16 – Christmas Bazaar.
7. Oct. 23 – Fall Festival?
8. Oct 31 -- Halloween trunk or treat.
9. Dec. 19 – Cookies and carols at 2 PM at Holy Trinity.
10. Feb. – Valentines breakfast.
Pancake Supper.
11. March – Kanuga Tea.
12. April – Easter egg hunt.
13. May – Pentecost picnic.
14. Sustainable garden event every month on the third Saturday from 9:30 – 11:00 – Beth Kunkel.

ATTACHMENT H

Building and Grounds Committee Meeting , April 22, 2021 @ 6:00PM, Location: Trinity Place Pavilion

Present: Bill Hurst, Beth Kunkel, Byron Harder, Greg Meeks, Eric Naeseth, Bill Purkerson, Will Mayo, and Clem Watson

The meeting began with confirmation of approval of the 2-11-21 minutes.

The following items were discussed by the committee.

- Lighting in upstairs hall in parish building - Bill Hurst is going to coordinate procurement of replacement LED bulbs and coordinate with Jim on installation. Clem is also available to assist with install. Estimated cost \$140.00 from maintenance funds.
- Door sweep on the door into the chapel area – Bill Hurst agreed to procure and install. Estimated cost \$20.00 from maintenance funds.
- Bookshelves in Archives room – Clem is going to get pricing. It is anticipated approval may be needed from the Finance Committee depending on the estimate.
- Lighting repair in front of office – Clem will coordinate an estimate for repair.
- Warming Oven – Beth is coordinating
- Monthly Good News Garden Day – These will be held the 3rd Wednesday of each month.
- Drip irrigation for SAME – If the sprinkler heads for the field cannot be adjusted to cover the raised beds, drip irrigation will need to be installed in the mid to late May time frame. Clem/Bill H. will investigate and coordinate installation if needed.
- Mechanical area clean up – this will be coordinated at a later date?
- Fencing along Brick wall by office – Byron is going to plant roses along the top of the wall to deter anyone playing along the top of the wall and fence.
- Trash pick-up schedule – Bill P. is going to contact the city about adding 1-2 trash can at strategic locations coming onto the property from restaurants. Byron has agreed to make routine pick ups during the week.
- Mulch – Byron is going to pick up mulch to replenish areas around Trinity Place and the parking lot. Clem offered to assist with spreading.
- Island Maintenance schedule – this will be handled during the monthly Good News Garden Day.
- Fencing/barrier along sidewalk near UM steps – The committee agreed to add chain link fence that matches that around the AC units along Trinity Place. Byron is going to coordinate with Lynne of getting pricing.
- Edging additions The committee agreed to add edging around the rest of the lawn at TP. Clem and Greg will coordinate on the installation
- Equipment purchases (mower/edger) – Greg volunteered to purchase and electric mower to mow TP. The committee agreed to procure with maintenance funds an edger/blower with matching battery pack. Clem will handle the edger procurement.
- St. Paul's exterior painting - Eric indicated that we will need to consider painting in the 2-5 year timeframe.

Trinity Place Usage Policy Update – the committee was provided copies of the draft policy and asked to provide comments. **Comments should be submitted to Bill H. and Clem by Friday, May 7th. Next meeting, Wednesday June, 2nd at 6:00PM**