



*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 19, 2021, 7PM**

The meeting was held via Zoom. Sr. Warden Bill McDaniel called the meeting to order. Mtr. Suz 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, Ellen Haase, Beth Kunkel, Mary Lou Sigsby, Jan Cribbs, Ellen Haase, Peter Sparks, Samantha Nelson, Harry Morse, Lynn Luszcz, John Warner, Beth Kunkel, Bill Purkerson

**Absent:** None

### **Approval of Minutes from September 2021 Vestry Meeting:**

Motion to approve the minutes by Beth Kunkel; seconded by Jan Cribb. Motion passed unanimously.

### **New Business**

**Treasurer's Report:** Jack McKenna issued a detailed financial report prior to the meeting. He offered the following highlights during the meeting:

- Our volunteer football parking staff asked that the funds raised from parking go to Trinity Place as a principal payment instead of simply being designated for the Trinity Place Fund. \$3,000 is designated for this purpose. The Vestry also will send letters of appreciation to the parking staff. The vast majority of parking revenue is from season tickets; there also are a few spots we can sell on the day of the game.
- Investment revenue is up; balance sheet looks good
- We will purchase a Cross and Ombre with remaining dollars in the Nave Enhancement Fund
- Plate offerings are down for the month, but we are well ahead year to date
- We are under budget year-to-date for maintenance
- Fellowship line item is a bit over budget due to Bishop's Visitation luncheon
- We likely will end the fiscal year with a surplus
- Per the previous audit, we need to work on backup plans for computer systems and Lynn Farmer's functions

**Vestry Nominations Update and Volunteerism:** We are having difficulty finding volunteers to run for Vestry and to be involved in other parish ministries. Mtr. Suz spoke about these issues with Canon d'Rue Hazel, Canon for Vision and Ministry Development at the Diocesan Office, who said other parishes are experiencing similar issues. In terms of Vestry, some parishes are carrying vacancies and asking folks to step up and fill those vacancies as opportunities arise. We also are having problems finding Eucharistic

Ministers, ushers, and others necessary for worship services, as well as people to get involved in other parish ministries. After additional discussion, the Vestry decided (1) to ask people to self-nominate for Vestry, and (2) engage in some self-assessment about our ministries. We need to find new ways to engage people and to be sure we are engaging in the right things. Covid and people's comfort level with being indoors and personally engaged with others has taken a tremendous toll on our parish activities and engagement.

**Youth Pilgrimage:** Bill Purkerson said that our parish has taken youth on urban pilgrimages for decades to give them the opportunity to volunteer, learn more about the Episcopal Church, experience a different culture, etc. Typically we have gone to NYC, Boston, and Washington, DC. During the peak of Covid, no trips were planned. Now the youth group is planning to go to NYC in December. Bill and the new Family Ministries Coordinator will accompany the youth group, numbering four-five people. Mtr. Suz suggested Fr. Noah join the group. Jan Cribb made a motion to approve \$4,000 in funds for the trip; seconded by Harry Morse. Motion passed unanimously.

**Episcopal Day School: See ATTACHMENT A.** John Warner also elaborated as follows:

- We need to purchase an extra firepull for the Day School. We are using an additional room, which must be approved by the Fire Marshall and DSS. Mary Lou Sigsby made a motion to approve up to \$1,800 for the new fire pull, funded by the Day School. Seconded by Peter Sparks. Motion passed unanimously.
- We received a \$50,000 DSS grant, which brings the total of our DSS grants to \$148,000. We are on a solid financial footing.
- Enrolled three new students two weeks ago and are still doing parent tours and hoping for more enrollments. We can take up to 28 children.
- We are at capacity for two-year-old students.

**Senior Warden Report:** Bill McDaniel encouraged everyone to send in their pledge cards.

**Junior Warden Report: See ATTACHMENT B.** Clem Watson also elaborated as follows:

Signage is installed and looks very good -- many thanks to the signage committee for their hard work. We will consider additional signage to complement the sign posted at the entrance of the parking lot, which is difficult to read and has messaging on both sides. It was also suggested we paint "Reserved" as appropriate on the wheel stop curbs rather than asphalt for ease of identification.

**Rector's Report:** Mtr. Suz reported.

- We are still following Covid protocols. Numbers are coming down and we hope they continue to decline. We are requiring masks indoors.
- Attendance at Sunday services has been over 100 people over the last two weeks. This is the best since the beginning of the pandemic. She is seeing a lot of new faces.
- We are still working on programming and tuning issues for the new organ. Cynthia Spejewski will perform a concert in the near future.
- The adult choir is going well, but we still need more members.
- Cynthia is interim director for the Children's Choir. They are focusing on music for Lessons and Carols.
- We should all be proud of the many large-scale projects we have completed in the last few years, including Trinity Place, signage, the Nave Project, Canterbury Student Center, and more. Great work has been completed!

**Assistant Rector's Report:**

- Fr. Noah said we have had 26 different students attend Canterbury events over the semester. Last Wednesday we had thirteen students. He is seeing new faces on Sundays.
- He is pursuing opportunities to collaborate/engage with college student programs at other area churches, e.g. the Lutheran Church downtown.
- This Saturday he is taking six students to meet the Presiding Bishop in Columbia.
- Work with The Vinery continues; the opening retreat will be in January at the Madren Center. Our leadership Team includes Fr. Noah, Sue Smink, and our Peer Minister.

**Stewardship Report: See ATTACHMENT C**

Ellen Haase reported that Pledges are coming in for 2022.

**Pastoral Care: See ATTACHMENT D**

Our next Vestry meeting is November 21, 2021.

Fr Noah offered our closing prayer.

Respectfully Submitted,  
Rebecca Eidson, Clerk to the Vestry

## ATTACHMENT A

### Minutes of the August 2021 Day School Board Meeting 10:00 AM, Wednesday September 22, 2021

**Mission:** 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, Mtr. Suz Cate, Sheila Durham, Sally Morrell, Shannon Quattlebaum, Hap Wheeler and EDS Director Stephanie LaGuardia.

#### OPENING

Mtr. Suz gave an opening prayer.

The August meeting minutes were approved.

#### DIRECTOR'S REPORT

- Stephanie began by noting that the teachers and students are becoming more comfortable with the mask policy. However, 4 children have withdrawn from the school as a result of the policy. Stephanie noted that withdrawals have occurred in other area schools as well. Due to these withdrawals, the school has a current enrollment of 21 (7 2-K, 6 3-K and 8 4-K).
- Unfortunately, last week one of the 3-K students tested positive for COVID. As a result, all 3-K students are under a mandatory 14-day quarantine.
- Mother Suz suggested that we do something to recognize the extra effort the teachers are putting in due to the masking policy and how they are acclimating to it. Options might include a luncheon or a gift basket. Stephanie will explore the options.
- Stephanie has now purchased a new laptop and is very happy with it.
- Stephanie discussed the round 5 DSS grant application which she submitted two weeks ago (and which the Vestry approved submitting ex post at last week's monthly Vestry meeting). The application amount was for \$30,000.

#### OLD BUSINESS

**EDS Website.** John reported on email exchanges he had with Claiborne regarding a new EDS website. Those emails were contained in the meeting agenda. Due to cost and time, hiring her company to develop a website is not a feasible option. John and Hap will sketch out what they think a new site should look like. An option for actually constructing the site is to hire a Clemson student with website development experience to help us. Hap said that Henry Mayo would be someone to talk to.

**Monthly Budget Status.** The board reviewed the school's financial statements for the month. They looked good. John is going to discuss some potential modifications of the monthly statements with Lynne.

**Revised Strategic Plan.** Hap noted that now that we have completed a revised strategic plan we need to follow up this plan with Action Plans for the various components of the strategic plan. We will discuss how to most effectively get this done at a future meeting.

#### NEW BUSINESS

The only item of new business was discussion of the status of current board members. The board consists of two Vestry members and four other church members. Due to Marge Edie's resignation from the board and Vestry for health reasons, John is currently the only Vestry member on the board. Mtr.

Suz will think about a potential Vestry replacement for Marge. According to the church by-laws, the four non-Vestry board members are elected by the congregation to serve two year terms and may be re-elected once. Here is the current status of the board members:

John Warner is in his second year as a Vestry member and as Vestry representative to the EDS board. He has one more year remaining on each.

Sheila Durham has one year remaining in her second term as a board member.

Sally Morrell and Hap Wheeler are in the final year of their first terms as board members and are eligible for re-election to the board.

Shannon Quattlebaum is in the second year of her first term as a board member and is eligible to serve for another term.

## ATTACHMENT B

### Junior Warden Report

10-24-21

**Trinity Place:** The additional fence along Addison Lane will need to go before the City's BAR for approval. An application will be filed for the December BAR meeting.

**Church Signage:** Installation is complete of the signs. Thanks to Bill Hurst and the sign group for their efforts on this! Additional markings for parking spaces are under development. The large sign that will be along Old Greenville Highway is under development.

**Building & Grounds:** Beth, Byron, and Greg continue their magic around the grounds. Johnson Electric is working on the post light in front of the office. We have received help from Jody and Kathy Hunter and Jim Reed with mowing/landscaping around Trinity Place. We are pushing out a monthly mowing schedule. The B&G committee met October 19<sup>th</sup>, and developed a list of work for the remainder of the year and next year. Lighting for the stained glass in the parish hall has been upgraded. Thanks to Jim Hylkema for completing this work.

**Nave enhancement:** Lincoln Pipe has completed installation of the organ. Additional tuning is underway.

**Maintenance Expenditures:** Maintenance and Maintenance Contract expenditures are currently on pace with last year, as shown below.

Submitted by Clem Watson

## ATTACHMENT C

Holy Trinity Stewardship Committee Meeting  
27 September 2021

Thank you again for serving on our Holy Trinity Stewardship Committee.

The minutes of our meeting which was held on September 27th are as follows:

- Stewardship Results from the past five years:

2017 - 145 pledges, total pledged \$468,896, average pledge \$3233.76

2018 - 146 pledges, total pledged \$488,435, average pledge \$3345.44

2019 - 143 pledges, total pledged \$533,440, average pledge \$3730.34

2020 - 130 pledges, total pledged \$520,270, average pledge \$4002.07

2021 - 126 pledges, total pledged \$507,956, average pledge \$4031.39

- The goal we have established for our 2022 Stewardship Campaign is \$530,000.

- Stewardship Campaign will kick-off October 10th with the in-gathering on November 14th.

- We reviewed our plan to kick-off our Stewardship Season with a focus on Family Ministry and conclude with Pastoral Care.

- The Stewardship Epistles on Outreach have been discussed with Rachel Mayo. We will videotape these presentations for sharing with our parishioners during the campaign. We will e-mail the link to view the presentations to parishioners with an explanation. This will be mentioned during announcements at each service.

- Our Stewardship Packet for the Campaign will include:

- Parish Letter - Signed by all members of our Stewardship Team
- Interest in Serving Form Pledge Card
- Graphic of activities and funding supported by our pledges
- Charts from Stewardship Survey
- Abbreviated Ministry Booklet

The final version of each of these items included in our Stewardship Packet was reviewed and approved by our team.

- Jim Reed and Jody Hunter volunteered to assemble the Stewardship Packets for distribution.

- Jim Reed has coordinated the singing of a very special hymn by Becky Bowman at the 10:30 service for our Stewardship Campaign kick-off on October 10th. Thanks for your work with this Jim.

- Discussed our decision to have the Stewardship Packets available for Parishioners to pick up after each service on October 3rd and 10th. We will have a Stewardship Team member present at each service on these dates to assist with the distribution of our stewardship Packets. October 3 - Jody Hunter at 8:00, 9:30, Lynn Smith and Jerome Cribb at 10:30, Jim Reed at St. Pauls October 10 - Jody Hunter at 8:00, 9:30, Jerome Cribb and Lynn Smith at 10:30

Our next Stewardship Committee meeting will be November 4th, at 7:00 p.m.

Thanks again for your work and commitment to a successful Holy Trinity Stewardship Campaign.

Sincerely, Jody

## ATTACHMENT D

Pastoral Care Committee Meeting October 05,2021 5:00 pm

Attendees: Lynn Luszcz, Suz Cate, Pam Mack, Judy Surack, Eunice Waddington, Serena DuBose, And Robbie Grider

### Actions:

1. Committee discussed the appreciation of gift bag recipients
2. Committee examined list of concerns for our parishioners and discussed individual issues
3. The minutes of September meeting were approved
4. Committee discussed those with health care needs, and the names of those folks that could benefit from receiving a "thinking of you card"
5. Discussion of upcoming Holidays and acts of providing food and Advent Gift bags for our shut ins  
Note: Advent falls on the last Sunday in September we should prepare for 12/4 or 12/5 for delivery of Advent bags
6. Committee was interested in the promotion of more prayer shawls of a more unisex yarn
7. Discussion of the widows and widower program, need to be certain outreach continues

Discussions: Suz mentioned that she had attended a Go Lime Green Event at Edwards Jr. High Lime Green is a suicide prevention program designed for teens In addition to remove the stigma of mental illness

Suz stated that Sherri Jung will present more on an End of Life program once she returns from out of town

Discussion of where the Pastoral Care information was relocated in the Fellowship Hall

Adjourned meeting @ 6:00 pm Next Meeting: November 2, 2021