



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

Dec. 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, Mary Lou Sigsby, Ellen Haase, Peter Sparks, Samantha Nelson, Harry Morse, Lynn Luszc, John Warner, Lynn Luszc, Beth Kunkel

Absent: Jan Cribb, Bill Purkerson

Approval of Minutes from November 21, 2021, Vestry Meeting:

Motion to approve the minutes by Mary Lou Sigsby; seconded by Ellen Haase. Motion passed unanimously.

New Business

Treasurer's Report: (See ATTACHMENT A) Jack McKenna issued a detailed summary, which is included as Attachment A. We are over budget and doing well in terms of expenses and operating within our budget. Points discussed are as follows:

- We will likely have a surplus at the end of the year, which doesn't include the surplus carried over from the previous year's budget.
- During the first week of January, the Finance committee will develop the 2022 Budget/Statement of Mission. We had no salary increases last year, so we will look at doing an increase for this year. At the next Vestry meeting, we will review a range of options for budget scenarios and make a decision.
- There was discussion about the Outreach Budget, Discretionary Funds and Undesignated Gifts. Harry Morse said he will speak with the Outreach Committee and Finance Committee about the Outreach budget.
- The Vestry agreed to push out by one week both the Finance Committee meeting and the Vestry meeting in order to have additional time for more pledges to come in before the budget is finalized. The Annual Parish Meeting will take place on January 30.
- A motion was made to approve the Treasurer's Report, seconded, and unanimously approved
- Samantha Nelson made a motion to appoint Jenn Ellison to fill one of the two vacant Vestry seats and to reappoint Jack McKenna as Treasurer and Rebecca Eidson as Clerk. Seconded by Mary Lou Sigsby. Approved unanimously.

Senior Warden's Report: Bill McDaniel reminded everyone to have their assigned ministry groups send their annual reports to the parish secretary by January 11.

Junior Warden's Report: (See ATTACHMENT B) Clem Watson also noted that a griddle has been ordered for the kitchen and we are thankful to Byron Harder for obtaining mulch.

Rector's Report: Mtr. Suz reported the following:

1. **Worship:** Sunday attendance ranges from 65-85 people. We have online attendees as well. Safety protocols remain as they have been since August. Masks are enforced.
2. **Pastoral Care:** This team is doing an amazing job of keeping people connected. They recently delivered another round of seasonal gifts to those who can't get out and around. Well done!
3. **Worship Survey results:** We had 95 respondents. Fifteen said they would attend a protected service if we offered it. She plans to begin holding a protected service once per month in the evening (third Sunday). Fr. Noah commented that he will speak with Canterbury students about whether they have an interest in an evening Sunday service.
4. **Covid Protocols at Worship:** There was much discussion about safety protocols for Christmas services. Mtr. Suz said she would send out another communication about the safety protocols in place for Christmas services, which are the same as for all services. Mtr. Suz and Peter Sparks will discuss safety protocols further.
5. **Partnership for ReNewal:** Clem, Ellen, and Mtr. Suz met regarding the Partnership for ReNewal, which is the process we will use for ministry assessment and strategic visioning. A grant to the Diocese from the Lily Foundation makes it possible for us to receive this consulting service for half price – \$1,500, with an option for follow up work later in the year for \$700. Mtr. Suz will send the Vestry a link to the presentation by the group. She mentions it includes information about transforming stewardship and how the Vestry operates. Beth Kunkel made a motion to approve up to \$2,200 for consulting services, seconded by Mary Lou Sigsby. Motion approved unanimously. It will be paid from next year's budget. Dates for the retreat are forthcoming.

Assistant Rector's Report: Fr. Noah said Canterbury had a good turnout during the last weeks of the semester. They are working on a keyless entry system for their space in the parish hall. Mtr. Suz thanked Fr. Noah for handling things while she was out with her family during the period her father passed away.

Stewardship Report: (See ATTACHMENT C) Ellen Haase said they are sending follow-up letters to those who haven't sent in a pledge. So far, we have approximately 109 pledges.

Housing Allowance Resolutions for Mtr. Suz Cate and Fr. Noah Stansbury: (See ATTACHMENT D)

The next Vestry meeting will be January 23, 2022, at 7 pm via Zoom.

Respectfully Submitted,
Rebecca Eidson, Clerk to the Vestry

ATTACHMENT A

Treasurer's Report:

Holy Trinity Balance Sheet

1. The only significant change in the Balance Sheet is a transfer of \$35,000 from the Edward Jones MMKT account to the checking to help with cash flow.
2. The only other change in the Balance Sheet is the decrease in the Nave Enhancement Fund of \$15,912 for the last payment leaving a balance of \$44,432.26 for the purchase of a cross and cabinet for the reserve sacrament.

Holy Trinity SOM

1. General Offerings are 98% of budgeted in November. YTD Total Income is \$13,875.82 over budget.
2. Salaries and Benefits are 99% of budgeted for November. YTD salaries and benefits are \$10,952.54 under budget.
3. Outreach is \$1,709.00 under budget YTD with \$4,500.00 left to be spent.
4. Facilities Expenses are \$11,552.82 under budget YTD with \$17,842.82 left to spend.
5. Mission and Program Expenses are \$667.05 over budget for November but \$4,681.35 under budget YTD.
6. Mission/Program Support are \$584.34 over budget for November but \$585.34 under budget YTD.
7. For November expenses exceeded income by \$4,219.53. However, YTD we are still \$6,475.20 to the good.
8. The way the budget is formatted, the surplus from 2020 (\$43,464) never enters as income. So if we add the \$43,464 to the YTD number for income minus expenses we have \$49,939.20, which is a pretty good reflection of Holy Trinity's financial position as of November 30. If past history is an accurate guide, December's income will exceed our expenses so our year-end financial position will be North of \$50,000. If my crystal ball is working, I would predict that we will be somewhere in the vicinity of \$57,000. Don't hold me to this prediction.

Trinity Place Budget

1. Overall, the YTD income – expenses = \$202,061.21. The budget projected a budget surplus of \$113,974.00 so we are finishing the year in a good financial position. We are paying the mortgage and have just over three months of payments in reserve. By action of the Vestry last August, the \$5,000 principal payment for December and January have already been made.

ATTACHMENT B

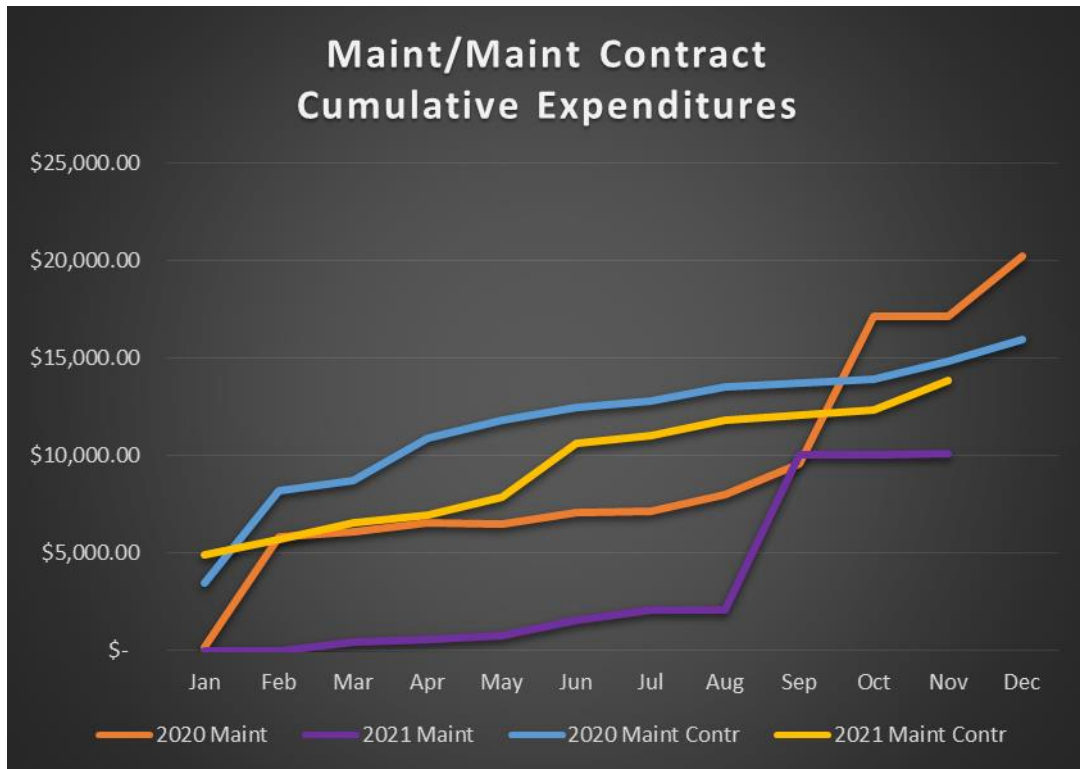
Junior Warden Report

12-19-21

Trinity Place: Thank you to Byron Harder for coordinating delivery of mulch to spread around the beds at Trinity Place. Spreading operations are ongoing. The additional fence along Addison Lane will need to go before the City’s BAR for approval.

Building & Grounds: An order has been placed with Anderson Equipment to replace the grill in the kitchen with a griddle. The fire marshal performed an inspection this week with only a few minor items noted (3 emergency lights). Jim is taking corrective action on the lighting.

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



ATTACHMENT C

Holy Trinity Stewardship Committee Meeting 30 November 2021

Thank you again for your dedicated service to our Holy Trinity Stewardship Committee.

The minutes of our meeting which was held on November 30th 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 kicked-off October 10th with the in-gathering on November 14th.

- Our Stewardship Packets were available for Parishioners to pick up after each service on October 3rd and 10th. The remaining packets were mailed to parishioners the following week. We had a Stewardship Team member present at each service on these dates to assist with the distribution of our stewardship Packets. Thanks to all for your help with the distribution.

- As of November 30th, we have received 96 pledges, total pledged \$442,616, average pledge \$4610.58. For comparison, last year on December 1, we had 109 pledges, total pledged \$459,394, average pledge \$4214.63. The average pledge this year is about \$396.00 more than last year. We have eight new parishioners/families who have pledged this year.

- We have 32 parishioners/families who have previously pledged that have not pledged this year. I feel confident many of these will still make a pledge. Jim Reed and Jody Hunter will meet at Holy Trinity on December 6th to send out a letter to these parishioners/families encouraging them to submit a pledge. - We continue to receive very positive comments from parishioners on our Stewardship Packets and Stewardship Epistles. My thanks to all for your excellent work on the design, content, and distribution of our packets. Special thanks also to those involved with the presentations our Stewardship Epistles.

- Mtr. Suz continues to send out a "Thank You Letter" to all who have submitted their pledge.

- We will continue to have Stewardship messages and reminders in HT Notes and Tempo.

- I will send out weekly updates on our Stewardship Campaign results.

Our next Stewardship Committee meeting will be January 4th, at 7:00 p.m. Thanks again for your work and commitment to a successful Holy Trinity Stewardship Campaign.

Sincerely, Jody

ATTACHMENT D

Housing Allowance for Suzanne L. Cate for 2022

The following resolution was duly received by the vestry of Holy Trinity Episcopal Church in December of 2021:

Whereas, Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income a church-designated allowance paid to her as part of her compensation to the extent used by her for actual expenses in owning or renting a home; and

Whereas, Suzanne L. Cate is compensated by Holy Trinity Episcopal Parish exclusively for services as a minister of the gospel; and

Whereas, Holy Trinity Episcopal Parish does not provide Suzanne L. Cate with a rectory, therefore, it is hereby

Resolved that the designation of \$34,000.00 as a housing allowance shall apply to calendar year 2022.

2022 Housing Allowance Resolution – Noah Stansbury

Whereas the Rev. Noah Stansbury is employed as a minister of the Gospel by Holy Trinity Episcopal Parish in Clemson, South Carolina, which does not provide a residence for him:

Be it resolved that \$18,000 of the total compensation to be paid to him during 2022 be designated a housing allowance within the meaning of that term as used in Section 107 of the Internal Revenue Service Code of 1986, and

Be it resolved that \$18,000 of compensation is designated as a housing allowance for this and all future years, unless otherwise provided by resolution of the Vestry.