



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

Vestry Meeting 4/24/2022 (Meeting held via Zoom)

ATTENDEES: Mtr. Suz Cate, Fr. Noah Stansbury, Ellen Haase (Senior Warden), Clem Watson (Junior Warden), Jack McKenna (Treasurer), Jan Cribb, Jen Ellison, Betty Snowden, John Warner, Harry Morse, Mark Stokes, Lynn Luszcz, Mel Harriss, Jean Ellen Zavertnik, and Mary Lou Sigsby

Mtr. Suz opened the meeting with prayer. She led an exercise in conscious Breath Praying and recited the Jesus Prayer for comfort and strength as we go about our day.

OLD BUSINESS

Vestry minutes of March 2022 were approved unanimously.

Prior to this meeting, an email vote was taken regarding the purchase of a new HVAC unit for the library. The purchase was approved unanimously. Recorded here for the record, as the purchase required Vestry approval.

At the March 2022 meeting, the Finance Committee brought forth a proposal to bring all non-budgeted item expenditures over a certain dollar amount to the Vestry for notification. The proposal was tabled during the meeting, and will continue to be tabled to be addressed at a future date. The future discussions will include input from the ECW and St. Paul's Thrift Shop.

NEW BUSINESS

Treasurer's Report (See ATTACHMENT A): Jack McKenna discussed the following points during the meeting:

- Stock Portfolios are down, but do not be alarmed
- Plate offerings have increased
- Pledge offerings are down a little bit, but overall March was a good month
- Deficit showing - Outreach Committee had some expenditures
- The Doors Campaign continues to receive donations and is in good shape
- We have not received revenue for football and merchant parking to date
- The demolition loan should be paid off by November of this year
- Harry Morse inquired as to the status of the balance of the Outreach budget as it pertained to Cange Haiti support. Discussion followed.

The Treasurer's Report was approved unanimously.

Thrift Shop Repairs (See ATTACHMENT B): The St. Paul's Thrift Shop Committee has asked that the front door and side railing be replaced for the shop for an amount of \$6,300.00. The motion was made and the vote was unanimous for approval. The funds will be paid out of the Thrift Shop account.

Communications Infrastructure Assessment Update (See ATTACHMENT C): Communications assessment determined:

- Outreach from Holy trinity socially deserves an A+
- Perhaps need a better process for keeping the website current
- Suggestion of a webmaster might be a consideration
- The budget needs to be addressed for professional guidance for communications
- Stratification of databases process was mentioned
- The Second Task Force committee needs to address how we can update and install new methods of social media outreach. Task force Committee: Jean Ellen Zavertrnik, Will Cate, Sheryl Shankles, Katherine Brooks, Meredith McTigue, Ashley Crouse, Emma O'Brien, and Mark Stokes (Vestry liaison)

Divine Purpose Workshop: The Vestry would like to attend this two-hour Zoom workshop, perhaps in June.

Security Detail: Each Vestry member needs to take a turn in securing the church after the Worship Services. There is a sign up schedule provided each quarter of the year. Our vestry will use the MSP (Ministry Schedule Pro) program after voting unanimously to do so.

Episcopal Day School Cookout: Need Vestry presence for the EDS cookout scheduled for May 2, 2022. The RSVPs are weak at the moment; will follow up with more details later this week.

St. Paul's Cleanup Day: To be held on Saturday, April 30, from 9:30 am - noon. A committee meeting will be held Thursday, April 28.

REPORTS

Rector's Report (Mtr. Suz):

- Will be participating in a retreat during the last week of April.
- Triduum was well attended. Noah took notes regarding the procedures.
- Regarding Sunday worship, the ushers are now bringing the wine and bread up to the altar for Consecration; Communion is now held at the railing around the altar; passing the offertory plate has resumed.
- A Tour of Worship was held on this day; it was a good experience for everyone.
- Thrift Shop: need to work on restoring trust, healing, and need to resolve operational issues.

Assistant Rector's Report (Fr. Noah):

- The Vinery Program is going well and making good progress.
- Reported an unpleasant incident at the Church Chapel involving a campus political group. Healing is underway.

Junior Warden's Report - Clem Watson (See ATTACHMENT D): Also discussed:

- The HVAC has been installed
- There will be a work day delay due to the funeral of Andy O'Day at 11 am.

Senior Warden's Report - Ellen Haase (See ATTACHMENT E): Also discussed:

- The Vestry's next meeting is on 05/15/22 at 7:00 pm.
- Ellen mentioned that we should feel free to check our Vestry DropBox link for the "Stewardship for the Entirety of Our Lives" formation modules. She suggested we examine the individual ministry pertaining to each of our areas of responsibility, and how that ministry is doing in relation to our community.

Senior Warden Ellen Haase closed the meeting with a prayer.

Respectfully Submitted by,

Lynn Luszcz for Rebecca Eidson

Edited by Rebecca Eidson, Clerk for the Vestry

Other Attachments:

- **St. Paul's Committee Minutes: ATTACHMENT F**
- **Worship Support Ministry Team Minutes: ATTACHMENT G**
- **Pastoral Care Committee Minutes: ATTACHMENT H**

Treasurer's Report

Holy Trinity Balance Sheet

1. The Holy Trinity-First Citizens Bank MMKT shows an increase of \$500.05. There was a \$500.00 gift to the Good Shepherd fund and 0.5% interest.
2. The Holy Trinity-Edward Jones MMKT shows and increase of \$15,497.09. There was a gift of stock.
3. The Endowment-ECF MMKT decreased by \$527.35. The journal entries for January and February were posted in March and this represents market fluctuations.
4. The Holy Trinity-ECF MMKT decreased by \$1,514.64. The journal entries for January and February were posted in March and this represents market fluctuations.
5. The receivable from the Day School of \$3,714.14 represents an EDS employee voided payroll check. This should correct in April because the reissued check was not cashed in March.
6. The Endowment-Unrealized App/Depr-ECF decreased by \$8,422.79. The journal entries for January and February were posted in March and this represents market fluctuations.
7. The Holy Trinity-Investments-ECF increased by \$2,755.98. The journal entries for January and February were posted in March and this represents market fluctuations.
8. The Holy Trinity Unreal App/Depr-ECF decreased by \$9,027.21. The journal entries for January and February were posted in March and this represents market fluctuations.
9. The Anderson Estate fund decreased by \$807.17. The journal entries for January and February were posted in March and this represents market fluctuations.
10. The Cange, Haiti fund increased by \$6,054.30. (There was income from Direct Outreach \$12,000, a \$900.00 donation, Singing Rooster Coffee \$20.45 with \$6,866.12 in expenses for University Student Support)
11. The Richard Hooker fund decreased by \$637.50. Some of the Richard Hooker funds are invested and this represents market fluctuations.
12. Designated Gifts increased by \$6,642.40. These were donations to the Shaw Center Project.
13. The Reserve fund decreased by \$5,810.41. Some of the Reserve funds are invested and this represents market fluctuations.
14. The ECW fund decreased by \$10,000.00. This represents designations donations.
15. The Endowment fund decreased by \$7,480.18. The journal entries for January and February were posted in March and this represents market fluctuations.
16. A number of people prepaid their pledges this month—totaling \$26,056.53. For the next nine months this will mean an additional \$2,895.17 per month in pledge income. This is GREAT news!
17. The demolition mortgage decreased by \$12,435.58 which represents the \$5,000 gift, the \$5,000 extra principal payment plus the regular monthly mortgage payment.
18. The construction mortgage also decreased by \$5,543.43. Down is always good!
19. The overall financial position of Holy Trinity Funds decreased by \$36,151.78 in March. A lot of the decrease was due to market fluctuations. However, \$10,000 was due to donations by the ECW and \$12,000 from Direct Outreach so it is not quite as bad as it might seem at first. There is no need to panic!

Holy Trinity SOM

1. Plate and Other Offerings are substantially over budget. Hopefully, this trend will continue as in-person attendance at church services increases. YTD is \$3,724.35 over budget.
2. Pledge Offerings are under budget for the month. YTD Pledge Offerings are \$8,444.74 below budget. However, because of the offset from the increase in Plate and Other Offerings, YTD we are only \$4,720.39 below the YTD budget, which represents 3.59% of General Offerings Income. Hopefully, after the quarterly statements are sent out, the deficit will decrease. This is not serious at this time but should be watched closely to see if it is the beginning of a trend rather than a momentary blip.

3. Salary and Benefits expenses look to be under budget by \$6,185.15. This is not correct. The \$2,854.21 receivable from Net Paycheck is due to a cancelled check which was reissued but not cashed in March—this should correct itself in April. CPG is sending a corrected invoice for March. Once corrected, Salaries and Benefits are right on track.
4. Diocesan Assessment is on track.
5. Clergy Discretionary funds show no activity. This is a result of Lynne not having access to Church Windows for more than a week. The bank statements do show some activity in February for the Discretionary accounts.
6. Direct Outreach expended a large portion of their funds in March (\$23,600). So it appears that they are 977% over budget. However, they still have \$5,400 left to spend this year.
7. Utilities were slightly over budget for March. For the year, utilities are \$166.00 over budget representing a difference of 2.59% from budgeted.
8. Facilities expenses are \$2,946.81 under budget YTD mostly due to maintenance being \$2,229.25 under budget YTD. However, we know in April there will be \$10,000 maintenance item for the replacement of an HVAC unit ('the beast'). As a result, next month we will not be below budget for YTD Facilities expenses.
9. Mission and Program Expenses appear over budget by 230% for the month because of the Vestry Retreat. However, YTD Mission and Program expenses are still \$33.82 below budget YTD.
10. Mission/Program Support expenses continue to be under budget YTD despite being 30% over budget for the month. The good news is that Printing and Publications is still \$902.71 under budget YTD.
11. Income minus expenses for March shows a deficit of \$30,580.14 for the month. However, \$23,600 of this was due to Direct Outreach. YTD our income is \$4,960.84 under budget and our expenses are \$27,602.72 over budget, which makes it look like a YTD income minus expenses deficit of \$34,431.56. If you subtract out the Direct Outreach expenses, the YTD deficit is \$10,831.56, which probably better represents our current financial picture through three months. Also, the large increase in prepaid pledges in March the monthly income for the remaining nine months of the year will increase by \$2,895.17 per month. So despite the drop in value of some investment accounts, the sky is not falling!

Trinity Place Budget

1. Football parking has yet to begin coming in so it looks like we are way below budget YTD. This will hopefully self-correct as football parking begins to come in later in the year.
2. With the approval the parking policies and procedures by the Vestry at the February meeting, bills for merchant parking can be sent and parking revenue will soon begin to be received. This will help the balance sheet a lot!
3. OUR DOORS Pledge Offerings have rebounded in March. For the month of March we received \$10,718.00 in OUR DOORS Pledge Offerings. YTD we are now \$1,541.04 above budget. This is VERY good!
4. On March 30, 2022, the Trinity Place Fund Balance is \$22,341.90 (last month it was \$33,328.18).
5. Bob Taylor's analysis of the Trinity Place Fund anticipates that we should have the funds to make the \$5,000 additional principal payments through November when the demolition mortgage is paid off. Each month we will continue to review our ability to make the additional principal payments.

ATTACHMENT B

St. Paul's Thrift Shop Request for Repairs

April 23, 2022

To: Holy Trinity Vestry

From: Diana Manly

Subject: St. Paul's Thrift Shop

The railings at the Thrift Shop are in horrible condition. In the past we have had them scraped and repainted annually. During the past year we have been looking into replacing the wood railings with metal ones. I have not had any luck getting quotes although several contractors did come to the shop to look. No one has given us any estimates.

Last week I called Yoders to see if they would be able to replace our railings. They referred me to Jason Gibby of CKE Tile & Remodeling. He has done work for Yoders for awhile and they swear by his work. I called Jason and he came out last Saturday. He sent an estimate a few days later. I am attaching a picture he provided of the type of railing he suggests. It is rail ready black aluminum and the cost will be \$3,300.

While he was at the shop, I asked him to give me an estimate for replacing the wood double front doors. They do not fit the frame anymore and are not secure. If anyone wanted to break into the shop, they could give a hard shove and the doors would open. We have been broken into twice since I have been there. There are gaps around the doors where we are losing heat and air conditioning. He gave me the estimate for replacing the doors of \$2,880. This would be fiberglass doors, screens, and threshold.

We have the money for these projects. I am asking for approval to do these projects for both the safety of the workers and appearance of the shop.

ATTACHMENT C

Communications Review 2022

Purpose: To develop a comprehensive Communications Infrastructure for Holy Trinity to reach

- Our Parish - share information
 - Families
 - University students
- Visitors - Invite and answer questions
- Community - reach out to welcome and serve
 - University students, faculty, alumni
 - Those in need
- Beyond - comfort and serve beyond our community, including Haiti

BLACK = existing infrastructure

BLUE = opportunity or need

Communications Element	Holy Trinity Parish	Opportunities	Resource Needs	Other
In Person	<ul style="list-style-type: none"> ● Sunday Announcements ● Narthex information ● Sunday School ● Breakfast ● Vestry Meetings ● Ministry meetings & contact ● Annual Meeting ● Pastoral care packages ● Parishioners ● St. Pauls ● Church signs ● St. Paul Thrift shop ● Communicate outreach (CCC, Shaw Project) 	<ul style="list-style-type: none"> ● Monitor in Parish Hall with updates, schedule, etc. ● Parking Lot “Ministry” ● Clemson games Parking ● Sunday School signs at breakfast ● Neighborhood groups reboot ● Thrift Shop “advertising” for parish (add hours and donation info to HT website). ● Activities on the “Lawn” ● Signage at St. Paul’s ● QR Codes on signs ● Name tag board 	<ul style="list-style-type: none"> ● Someone to program Monitor 	
Printed Communications	<ul style="list-style-type: none"> ● Sunday bulletin & announcements ● Narthex publications ● Stewardship mailings ● Pastoral Care cards ● Annual Report ● Parish Directory ● Advent Greeting ● Mtr. Suz letters ● Quarterly giving statements 	<ul style="list-style-type: none"> ● Easy to follow Sunday bulletin ● Personal notes on Quarterly giving statements ● 		

Communications Element	Holy Trinity Parish	Opportunities	Resource Needs	Other
Email	<ul style="list-style-type: none"> ● HT Notes ● Weekly online service announcement ● Tempo ● Jarae Family Ministry informal weekly email update ● As needed messages ● Mtr Suz Pastoral letters 	<p>Tempo reimagining</p> <ul style="list-style-type: none"> ● Tempo articles ● Can Tempo articles appear directly on a web page? 	Content generators for Tempo	
Website	<p>Holytrinityclemsan.org Holy Trinity Episcopal Church – The Episcopal Church of Clemson, SC</p> <p>Holy Trinity Bazaar holytrinitybazaar.org</p> <p>noahstansbury.wordpress.com</p>	<ul style="list-style-type: none"> ● Need a refresh and clean-up – make more dynamic ● Easier to access by cell phone ● Imbed welcome video ● Update recent post (from 2017?) ● Online Pledging ● Volunteer opportunities in website ● More people that can update besides Will. <p>Link to Holy Trinity webpage</p>	<p>Determine if professional help is needed or if we have volunteers that can help.</p> <p>Resources to keep material current</p> <p>Add Ministry Scheduler Pro to website and add volunteer opportunities</p>	
Social Media	<p>Facebook page (3)</p> <p>Instagram</p> <p>You Tube</p> <p>Family Ministry Instagram</p> <p>Twitter handle @htchurchclemsan</p>	<p>More authorized content generators</p>	Process for generating and posting content - volunteers	

Communications Element	Holy Trinity Parish	Opportunities	Resource Needs	Other
Video	Sunday 10:30 service - Facebook & YouTube Compline - Facebook Video Equipment Hearing Impaired equipment	Do we follow-up with online "visitors" Do we need to promote more online? Church Audio equipment is 25 years old	Test hearing impaired equipment Maybe add microphone for the choir for online broadcast	
Other				

Communications Element	Canterbury & University	Opportunities	Resource Needs	
In Person	Canterbury supper / small group meeting Canterbury Center Activities Clemson Student Welcome	Maybe a bigger sign in the parking lot?		
Printed Communications				
Email	GroupMe			
Website	Canterburyofclemson.org Canterbury of Clemson - Episcopal Campus Community	None		
Social Media	Facebook page Instagram GroupMe			
Video				
Other				

Communications Element	Episcopal Day School	Opportunities	Resource Needs	
In Person	School Signs Parent interaction EDS Sunday	TO BE DISCUSSED WITH STEPAHNIE		
Printed Communications				
Email	Yes			
Website	Edsclemson.com Holy Trinity Episcopal Day School Clemson, SC			
Social Media	Facebook page Instagram			
Video				
Other				

ATTACHMENT D

Junior Warden Report

4-24-22

Buildings: The replacement HVAC unit approved by the Vestry earlier this month via email, has been installed. A new ventilation fan has been installed in the men's room on the Canterbury level of the parish building. Repairs are being scheduled for the deficiencies found during a recent Fire Sprinkler inspection. Additional Fire inspections are being scheduled.

Grounds: We had our first work day of 2022. Although it fell during a busy day at the church, we accomplished quite a few clean up items, such as cleaning windows and walls, and clean up around the HVAC units around all of the buildings. Works days will continue until late fall on the third Saturday of each month until next winter. Thanks to those who volunteered on the 16th and to Jody Hunter for Jim Hylkema for their coordination efforts.

St. Paul's: An assessment of the exterior condition has been reviewed and a SOW has been prepared. Jim Reed and I met with a painter on April 20th to discuss the work items and approach. He will be preparing an estimate. Jim Reed and I hauled off a debris pile of old wood panels near the storage sheds. A work day is being planned for St. Paul's. Thanks to Beth Kunkel for procuring plantings.

Maintenance Expenditures: As noted below, Maintenance are on track with the 2 year average while, Maintenance Contracts expenditures are below the 2 year average.

Submitted by Clem Watson



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Senior Warden's Report

24 April 2022

1. Thank you for our Holy Week and Easter volunteers.

Super massive thank you to everyone that made Holy Week and Easter such a blessed time. God has blessed us with such amazing clergy. After two years of online Holy Week, this year felt especially meaningful and joyous. Attached is a list of the people that I would like to thank. Please check the list and let me know if I have missed anyone.

2. May Vestry Meetings

a. Next Vestry Meeting –

- i. Back to regular third Sunday, 15 May 2022 at 7:00 PM.
- ii. Poll group about Zoom preference or alternate.
- iii. Discuss opening meetings to the parish

b. Divine Purpose session – Date to be announced

3. Stewardship of the Entirety of Our Lives

a. Review [seol revised vms 5.29.19.pdf](#)

- b. Spend some time thinking about how each of your assigned ministries is providing programs that fit into one or more of the SEOL modules and share your insights.

4. Assignments

a. Look for Divine Purpose date confirmation.

- b. Pray for us. Please keep our Vestry in your daily prayers. Philippians 4:4-6 – *“Rejoice in the Lord always. I will say it again: Rejoice. Let your gentleness be evident to all. The Lord is near. Do not be anxious about anything, but in all things, by prayer and petition with thanksgiving present your requests to God.”*

People who helped make Easter and Holy Week wonderful

- Our Clergy
 - Mtr. Suz +
 - Ftr. Noah +
- Adult Choir & Choir director
- Children's Choir & choir director
- Organist
- Special musicians
- Worship Support
- Lectors, intercessors, and Eucharistic ministers, including children
- Parents of children's choir members and young readers
- Videographer, Will Cate
- Altar Guild
- Ushers
- Family ministry led by Jerae Wallace
- Easter egg hunt decorators and organizers, led by Bill Purkerson
- St. Paul's visiting clergy
 - The Rev. Cornell Richardson, Pastor of King Chapel AME
 - The Rev. Jennifer Ryggs, Pastor of Pendleton First Baptist
- Breakfast teams for Palm Sunday and Easter Sunday
- Workday crews and organizers – Jody Hunter & Clem Watson
- Bakers for Easter breakfast led by Beth Kunkel
- Vestry
- Sheryl Shankles, Lynne Farmer, Jim Hylkema
- Buildings and grounds team
- Our Parish

ATTACHMENT G

Worship Support Ministry Team

March 17, 2022 WSMT Meeting

Present: Jack McKenna, Anna McKenna, Cynthia Spejewski, Rebecca Bowman, Beth Newton, Noah Stansbury, Suz Cate

Discussion of Holy Week and Easter Services

Palm Sunday

- Lots of palms on altar!
- return of choir in procession
- Procession to line up at sidewalk at east end of PH
 - Test mic range for benefit of those in the Nave
- Liturgy of palms
 - (Not discussed) one usher at Nave door to distribute bulletins and palms, one circulating amongst crowd outside to distribute bulletins
 - EMs to distribute palms amongst the crowd
- Process to breezeway singing All glory, laud, and honor
- Pause for collect
- Invite those outside to find seats
- Procession into Nave singing Ride on, ride on

Holy Week

- Monday, Tuesday, Wednesday
 - Simple Holy Eucharist
 - Priest & EM/L/I
- Maundy Thurs
 - Set up for foot washing
 - Drape cross
 - Set up Altar of Repose for Blessed Sacrament
 - Usher manages lighting
 - Stripping of altar
 - Gethsemane vigil 8:30-midnight
- Good Friday
 - St. Paul's service organized by TAPAC
 - 3:00 Stations of the Cross
 - 7:00 Proper liturgy
- Holy Saturday
 - Easter set up in Nave all hands

- Vigil
 - New fire
 - Distribute bells for great noise
 - Usher manages lighting
- Easter morning
 - 7:30 am on Trinity Place
 - Purkersons hide eggs
 - 9:00 Children's service
 - Two young readers needed
 - Children's choir sings
 - Oblations
 - Pass the plate
 - Communion at the rail
 - Easter Egg hunt
 - Festive Easter Eucharist with fabulous music
 - Pass the plate
 - Oblations—Altar Guild needs to know to set out at 10:30, Ushers when to bring forward (add back presentation hymn in Easter season and following)
 - Communion at the rail
 - Easter Eve
 - Simple HE
 - Priest & EM/L/I

- Returning to former practices requires more volunteers
- Ushers—need to work on recruitment and retraining
- EMs—need at least 2 more for 8:00, 4 more for 10:30
- L/I—could always use more voices
- Choir—ditto (although our choir is sounding FABulous!)
- Altar Guild—always need more hands on deck
- April 24 Sunday School = Behind the scenes tour of worship @HT

Pastoral Care Meeting

April 5, 2022

5:00 pm

Opened with the Franciscan Prayer

Attendees:

Lynn Luszcz, Robbie Grider, Suz Cate, Serena DuBose, Judy Surak, Kathy Hunter, Pam Mack, and Anna McKenna

Discussions Centered on:

The names of those that need to remain on the prayer list

The status of those that have had surgery recently

The Meal Train Recipients and how that process is progressing

The parishioners that should receive greeting cards for either illness or grief

The names of parishioners that are doing well ,after illness or loss of a loved one

The names of those that are slowly returning to the sanctuary for worship after the pandemic

Pastoral Care Continued

Busines:

1. The volunteers will assemble at the Parish Hall to assemble the Easter gift bags. The bags will have plastic eggs with candy, and in addition there will be homemade cookies, and scripture verses.
2. Transportation for those in need of rides to and from the church.
3. It was decided that the information for a volunteer search for needed transportation should be placed in the HT notes. The office will take calls from those in need of rides, and pass on pertinent information.
4. Suz Cate is going to distribute 4 or 5 prayer shawls for those in need of comfort at this point in their lives.
5. The NAMI program presented by Bethany Henry is still a point of interest for our parish. Jerrae Wallace should be available to schedule another presentation of this program as it deals with teen-aged issues.

Next Meeting: 05/02/22 at 5:00 pm via zoom