

**Holy Trinity Episcopal Church, Clemson SC**  
**Vestry Meeting December 11, 2022; 7pm via Zoom**

**Attendees:** Mtr. Suz Cate, (Rector), Ellen Haase (Senior Warden), Clem Watson (Junior Warden), Bob Taylor (Treasurer), John Warner, Harry Morse, Betty Snowden, Mel Haris, Mark Stokes, Mary Lou Sigsby, Jen Ellison, Jan Cribb, Jean Ellen Zavertrnik

**Absent:** Lynn Luszc

**Opening Prayer:** Mother Suz opened with prayer

**Old Business:** Approval of November minutes with corrections

- 1) date of meeting November 20, 2022; 2) Doors campaign 2022 is 3<sup>rd</sup> year, 2023 will be year four

**New Business:**

**1. Treasurer's Report & Financial Motions: (Bob Taylor)**

- a. Bob Taylor provided a detailed explanation of the financial report: **SEE ATTACHMENT A**
- b. Separating St. Paul's and Thrift Shop Funds as requested by Vestry: The Finance Committee voted unanimously to establish two new funds: the St. Paul's Fund and the Thrift Shop Fund, effective January 1, 2023. The funds will be transferred from the current combined St. Paul's -Thrift Shop Fund into the two funds according to the division (to be updated by the end of year 2022 financial statements, usually finalized in mid-January after all transactions related to 2022 have cleared) as indicated below:

Thrift Shop	\$10,901.34	checking
Thrift Shop	\$10,227.02	money marker
Thrift Shop	\$100.00	petty cash
Thrift Shop	\$49,872.45	American Fund
Thrift Shop	-\$5.61	

Thrift Shop total	\$71,095.20
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St. Paul's & Thrift Shop	\$129,355.17
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St. Paul's Total	\$58,259.97	St. Paul's & Thrift Shop minus Thrift Shop total
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- c. Adjustment to Family Minister Pay- Mary Lou Sigsby made a motion to have Bob Taylor discuss the restructuring of her salary from a nine month to a twelve month payment plan. Seconded by Harry Morse. Motion based unanimously.

- 2. Stewardship:** The Stewardship Campaign is currently short of the goal of \$530,000. Pledges to date are 87 for a total of \$346,000. Thirty seven letters were sent out by the Stewardship Committee to parishioners who have pledged in the past, just as a kindly reminder.

Ellen Haase opened discussion on ways to close the pledge gap. Consensus to have Ellen speak with Jody Hunter and to wait until the new year to make a next steps plan.

3. **Mutual Ministry Review Update:** Information sent out in HT Notes. Harry Morse did get some feedback from parishioners that they would like to be involved in the process. We will provide some level of education to the parish following a meeting Betty and Harry will be having with the consultant.
4. **Nominating Committee:** Ellen stated that we have a slate of nominations. Lynn Luszc has resigned her position for personal reasons. She was due to go off the vestry at the end of this year.
5. **Annual Parish Meeting:** The Annual Meeting will be held January 22, 2023 following the 10 am service. Important-Call for reports from all committees by no later than January 12 2023.
6. **Reports**
  - a. **Rector's Report:** Updates/announcements are listed in HT notes and website. Meals on Wheels will continue with new leadership.
  - b. **Junior Warden's Report (Clem Watson) - SEE ATTACHMENT B:** There have been some power outages due to the construction of Gentry Hall. Permanent repairs have been made and any damages will be addressed. The scheduling for the waterline repair for St. Paul's and Thrift Shop are in progress.
  - c. **Senior Warden's Report: (Ellen Haase) -** Ellen shared Fund Balance Analysis indicating funding was available for the Nave HVAC replacement units. The Finance Committee proposed that the HVAC units be replaced now. Harry Morse made a motion that the contract be signed for the HVAC units. Mary Lou Sigsby seconded motion. Motion approved unanimously.

## **7. Next Vestry Meeting Sunday, January 15, 2023, at 7pm**

Closing Prayer delivered by Ellen Haase.

Respectfully Submitted by Jean Ellen Zavertnik for Rebecca Eidson (Clerk to the Vestry) who could not be present.

## ATTACHMENT A

**Treasurer's Report to the Vestry  
December 11, 2022, Bob Taylor**

## Summary Statements on Holy Trinity's Financials

1. The planned deficit of \$79,437.38 in the 2022 operating SOM is currently projected to be about \$50,000 and possibly a few thousand dollars less when all 2022 transactions are accounted for in early January 2023.
2. The stewardship pledge total being \$145,000 less than goal of \$525,000 will necessitate very extensive (painful) reductions in planned financial support for operations, programs and missions of Holy Trinity in 2023 (see pages 12-13).
3. Request help from Vestry and Committee Chairs in property documenting check requests.

**Details on these summary statements along with updates on financial operations will follow in this report.**

**Processing Check Requests** The required form is

# ACCOUNTS PAYABLE CHECK REQUEST VOUCHER

**Reimbursement check are typically issued on the 1<sup>st</sup> and 15<sup>th</sup> of each month**

Mail check \_\_\_\_\_ **Or** Pick up check at Church Office \_\_\_\_\_

Payable to:

Address: \_\_\_\_\_

Email or Website if available

Phone	Account Number	Amount
Account Name		
Check total		\$
Purpose(s):		
Date of Request:	Date Needed:	

Requested by \_\_\_\_\_

Approved by \_\_\_\_\_

Designated Representative (usually Committee Chair or Vestry Liaison)

PLEASE ATTACH DOCUMENTATION OF ALL EXPENDITURES.

- The approval process follows the Expenditure Policy approved by the Vestry in March 2018 depending on the amount (0 to \$500, \$500 to \$5,000 or over \$5,000).
- The approved form is attached to the documents for the reimbursement and is part of the package that the two check signers (usually Senior and Junior Wardens) review before the required two check are placed on a check.

- All documents (including the detached version of the check information) is retained for church records and is a small (but crucial) part of an extensive review process performed by an appointed group of Holy Trinity parishioners (separate from any parishioners involved in financial operations of HT). The review follows diocesan guidelines and is ultimately presented to the Vestry for their action and/or approval.

**A very unfortunate incident occurred with one check request which consumed frustrating time for Evyone over several days and took help by the Treasurer to resolve over two days.**

**Partial listing of the action by the Financial Group since last Vestry meeting.**

- Revising access to financial investments accounts for current personnel.
- Approval of expenditures in the Finance Committee's range of \$500 to \$5,000.
- Extensive time spent in back-checking financial activities May through November to ensure proper entries were made.
- As recommended by the Finance Committee and approved by the Vestry on November 20, 2022, \$15,422.18 of a \$35,500 gift was used to pay off the demolition loan.
- The Vestry's expressed strong desire in November to apply the remainder (\$20,017.82) of the gift as a principal only payment on the construction loan was a major agenda item for the December 8<sup>th</sup> Finance Committee Meeting.
- After careful examination of the current cash balance in the Trinity Place Fund and the required monthly payments of \$8,983.77 over the next several months prior to receiving football parking revenue, the **Finance Committee decided that it was more prudent to wait for the December/January Doors gifts and parking revenues to materialize before recommending action on the remainder of the gift.** A major concern in this consideration is that **no operating funds are being used for the loan payments, and it is paramount (especially in the anticipated 2023 operating budget shortfalls)** that sufficient funds are maintained in the Trinity Fund for the monthly payments.
- The anonymous spreadsheet on the Doors contributions has not been updated since January 2022 because of time constraints. The parishioners' contribution statements (which only the Finance Manager sees) are being kept current and show updated pledge contributions for operating as well as other pledges (including Doors).
- The Treasurer has only obtained and reviewed some of the contracts (letters of agreement) for verification payroll entries and qualifications for benefits. The remainder of the letters are expected this week.
- Evyone has provided a spreadsheet of scheduled salaries and benefits for 2023 which will accurately reflect entries for the 2023 operating SOM. The corresponding spreadsheet for 2022 is still to be done (again time constraints).
- The Assistant Treasurer, Dorothy Meeks, has been invaluable and very generous with her time in assisting Evyone with proper accounting (and especially with the Church Windows software).

**Recommendations from the Finance Committee to the Vestry**

1. A recommendation on Holy Trinity's response to a 2023 Diocesan Pledge will be combined with the draft of the 2023 Operating SOM being presented to the Vestry for their input.

THE EPISCOPAL DIOCESE OF UPPER SOUTH CAROLINA  
*Making, Equipping and Sending Mature Disciples of Christ*

Holy Trinity  
193 Old Greenville Hwy  
Clemson, SC 29631-1335

2023 EPISCOPAL PLEDGE

In recognition and support of our common ministry as members of the Episcopal Diocese of Upper South Carolina, we pledge:

*Please choose 1 of the 3 options below:*

(1) 16% of 2021 SNOI\* \$88,567 ☐  
— or —

(2) 16% of 3-year average SNOI\* \$91,546 ☐  
— or —

(3) We are unable to pay 100% of the Episcopal Pledge this year. However, the Vestry/Bishop's Committee of \_\_\_\_\_ pledges \$ \_\_\_\_\_ to the Episcopal Diocese of Upper South Carolina as our portion of the Episcopal Pledge for 2023.

- ❖ If you choose this option, please include with this letter any plans your congregation has for reaching 100% of the Episcopal Pledge, including any plans you may have already communicated in years past.
- ❖ Please also know that a member or designee of the Commission on the Diocese is available to discuss the reasons for your reduced pledge, your plan for reaching 100% of the Episcopal Pledge, and any support your congregation may need to achieve that goal.

Signed: \_\_\_\_\_  
(Circle one: Rector / Vicar / Senior Warden)

Date: \_\_\_\_\_

*Thank you for sharing in the  
mission and ministry of our diocese!*

Please return this commitment form no later than January 15, 2023.

\* SNOI – Subtotal Normal Operating Income as reported by each church on their Parochial Report

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2. Separating St. Paul's and Thrift Shop Funds as requested by Vestry

The Finance Committee voted unanimously to establish two new funds: the St. Paul's Fund and the Thrift Shop Fund, effective January 1, 2023. The funds will be transferred from the current combined St. Paul's -Thrift Shop Fund into the two funds according to the division (to be updated by the end of year 2022 financial statements, usually finalized in mid-January after all transactions related to 2022 have cleared) as indicated below:

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St. Paul's & Thrift Shop	\$129,355.17	

St. Paul's Total \$58,259.97 St. Paul's & Thrift Shop minus Thrift Shop total  
Prior to presentation to the Vestry on December 11, 2022, interested parties (Mary Lou Sigby, Diana Manly, Sally Mathiasen and Judy Surak) were informed of the planned recommendation.

- The Finance Committee voted unanimously to support the Junior Warden's recommendation to the Vestry that for the HVAC replacement for the Nave along with the 3 additional smaller units which are 20+ years old and currently in the footprint of the Nave replacement unit. Cost of the larger unit is in the range of \$40,000 and the total project may cost around \$70,000. It is also recommended that a commitment for obtaining the large unit for the Nave be made immediately because of the factory lead in obtaining the unit.

#### **Review of Nov 30<sup>th</sup> financial statements (pp 6 - 11)**

- Checking balance of \$81,712.90 is high and contains 2023 pre-pledges and above average November income.
- Demolition Loan Balance is 0. Construction loan balance is \$1,292,524.30
- Operating Fund is approximately \$40,000 higher than last year, and if fact, is a very substantial \$116,814.76.
- The Reserve Fund is approximately \$111,000 lower than last year (partially because of ECF investments losses for 2022).
- In September, the \$90,000 withdrawal from Edward Jones was debited against the Reserve Fund and credited to the Operating Fund. It appears that at least three pledge amounts totally \$29,887.21 related to stock gifts for operating pledges were in the Edward Jones Account. Thus, the totals for these two funds are not correct. Careful examination of all Edward Jones activities and other investment accounts will be conducted prior to recommending adjustments to funds in the Balance Sheet.
- In November income exceeded expenses by \$24,739.63. Several parishioners caught up on their yearly pledges, and non-pledge offerings continue to be larger than budgeted.
- The earned income of \$3,236.48 need adjustments as negative expenses to certain categories because of refunds.
- Unless there are particular questions on the balance sheet, income or expenses, it will be better to review total projected income and expenses for 2022 with plans for 2023.



### Draft of 2023 Operating SOM presented for review and input from Vestry (pages 12-13)

- Income for 2022 is projected to exceed budget by \$21K.
- Expenses for 2022 is projected to be under budget by almost \$10K, mainly related to personnel changes.
- Hence, the planned deficit of \$79,437.38 in the 2022 SOM should be around \$49K by year's end.

The January 2022 plan for the deficit 2022 SOM was

\$26,481.14 from the Reserve Fund

\$43,404.00 from Operating Surplus 2020

\$9,399.00 from Operating Surplus 2021.

- Changes in Holy Trinity Personnel during 2022 resulted in projected Salaries and Benefits being \$10,983.07 under budget.
- Facilities expenses in 2022 are projected to exceed budget by \$8K. Other categories are projected to be close to budget except for salaries and benefits as noted in 2<sup>nd</sup> bullet point,
- A 2023 SOM based on the stewardship goal with pledges total \$525,000 allows for a mid-year addition of a seminarian and additional funds for outreach and programs.
- A 2023 SOM based on the current pledge totals has a deficit of \$144K requires extensive cuts.
- The last column of the draft of 2023 SOM represents a painfully balanced budget. Comments and suggestions for revised are welcomed and will be used in preparing the final version of the 2023 Operating SOM for the January Vestry Meeting.

12/8/2022 Operating Fund Statement of Mission (SOM)		SOM 2022 %		To be replaced by actual final expense		Difference SOM 2022 Projected	Desired SOM 2023	Cut Balanced SOM 2023
				Proj. 2022				
<b>Income</b>								
General Offerings:								
Plate and Other Offerings	43,500.00	8.3%		52,000.00	8,500.00		40,000.00	40,000.00
Pledges Offerings	482,124.00	91.6%		490,000.00	7,876.00		525,000.00	380,300.16
Sub-total General Offerings	525,624.00	99.9%		542,000.00	16,376.00		565,000.00	420,300.16
Investment and Other Income:								
Investment Income - Restricted	-	0.0%		2,360.31	2,360.31			3,000.00
Investment Income	500.00	0.1%			(500.00)			
Realized Gain/Loss Sale Invest	-	0.0%		(120.83)	(120.83)			
Unrealized Gain/Loss on Invest	-	0.0%			0.00			
Sub-total Investment and Other	500.00	0.1%		3,236.48	2,736.48			
<b>Total Income</b>	<b>526,124.00</b>	<b>###</b>		<b>547,475.96</b>	<b>21,351.96</b>		<b>565,000.00</b>	<b>423,300.16</b>
<b>Expenses</b>								
Salaries and Benefits:								
Clergy Health Insurance	-	0.0%			0.00			0.00
Clergy Housing Allowance	52,000.00	9.9%		44,500.08	(7,499.92)		43,000.00	34,000.00
Clergy Pension	26,344.00	5.0%		20,000.00	(6,344.00)		18,776.57	14,859.74
Clergy Salaries	82,230.00	15.6%		65,573.75	(16,656.25)		52,843.75	43,715.00
Clergy SECA	12,124.00	2.3%		9,921.98	(2,202.02)		9,481.56	6,839.04
Contract Labor	21,000.00	4.0%		23,000.00	2,000.00		26,324.76	26,324.76
Net Paycheck	-	0.0%			0.00			
Payroll Tax Expenses	10,440.00	2.0%		12,000.00	1,560.00		9,227.12	9,227.12
Staff Health Insurance	13,471.00	2.6%		10,730.50	(2,740.50)		13,836.00	13,836.00
Staff Pension	5,632.38	1.1%		7,000.00	1,367.62		7,132.50	7,132.50
Staff Salaries and Benefits	136,468.00	25.9%		156,000.00	19,532.00		120,616.00	120,616.00
Sub-total Salaries and Benefits	359,709.38	68.4%		348,726.31	(10,983.07)		301,240.26	276,550.16

column of the spreadsheet copied below will be presented to the Vestry for their consideration and input.

Operating Fund  
Statement of Mission (SOM)

	SOM 2022	%	To be replaced by		Difference	Desired	Cut
			actual final expense	SOM 2022			
			Proj. 2022	Projected	SOM 2023	Balanced	SOM 2023
Diocesan Assessment	90,352.00	17.2%	90,352.00	0.00	\$88,567.00	\$7,000.00	
Mission and Program Expenses:							
Christian Formation	1,000.00	0.2%	2,000.00	1,000.00	1,000.00	1,000.00	
Kanuga - Parish Retreat	-	0.0%		0.00			
Christian Formation-Youth	3,000.00	0.6%	3,000.00	0.00	4,900.00	4,800.00	
Young Adult Ministry	-	0.0%		0.00			
Music/Choir -Adult	2,500.00	0.5%	1,100.00	(1,400.00)	1,800.00	1,800.00	
Music/Choir -Youth	500.00	0.1%	500.00	0.00	500.00	500.00	
Worship/Altar Guild	1,000.00	0.2%	1,000.00	0.00	1,000.00	1,000.00	
Canterbury Club	500.00	0.1%		(500.00)	500.00	500.00	
Fellowship	1,500.00	0.3%	1,200.00	(300.00)	3,000.00	3,000.00	
Evangelism		0.0%		0.00			
Pastoral Care	200.00	0.0%	200.00	0.00	200.00	200.00	
Stewardship	1,000.00	0.2%	1,000.00	0.00	1,000.00	800.00	
Vestry Retreat	2,700.00	0.5%	1,627.82	(1,072.18)	1,800.00	0.00	
Sub-total Program Expenses	13,900.00	2.6%	11,827.82	-2,272.18	15,600.00	13,600.00	
Outreach:							
Clergy Discretionary	4,500.00	0.9%	4,500.00	0.00	4,500.00	4,000.00	
Direct Outreach	29,000.00	5.5%	29,000.00	0.00	29,000.00	4,500.00	
Sub-total Outreach Expenses	33,500.00	6.4%	33,500.00	0.00	33,500.00	8,500.00	
Facilities Expenses:							
Utilities	22,500.00	4.3%	23,000.00	500.00	24,000.00	24,000.00	
Property & Liability Ins.	15,500.00	2.9%	20,000.00	4,500.00	20,000.00	20,000.00	
Maintenance	20,000.00	3.8%	22,000.00	2,000.00	25,000.00	25,000.00	
Maintenance Contracts	15,000.00	2.9%	16,000.00	1,000.00	18,000.00	18,000.00	
Sub-total Facilities Expenses	73,000.00	13.9%	81,000.00	8,000.00	87,000.00	87,000.00	
				0.00			



Operating Fund  
Statement of Mission (SOM)

	SOM 2022 %	To be replaced by		Difference	Desired	Cut
		actual final expense	SOM 2022			
		Proj. 2022	Projected	SOM 2023	Balanced	SOM 2023
Mission and Program Support Expenses:			0.00			
Supplies	6,000.00 1.1%	5,500.00	(500.00)	5,500.00	5,500.00	
Conference/Training - Rector	1,000.00 0.2%	1,000.00	0.00	1,000.00	1,000.00	
Conference/Training - Lay Staff	500.00 0.1%	0.00	(500.00)	0.00	0.00	
Conference/Training - Asst Rector	1,000.00 0.2%	1,249.99	249.99	500.00	0.00	
Professional Expense - Rector	3,000.00 0.6%	2,500.00	(500.00)	1,250.00	1,250.00	
Professional Expense - Asst Rector	1,000.00 0.2%	884.89	(115.11)	884.89	0.00	
Professional Expense - Lay Staff	- 0.0%	-	0.00	-	-	
Equipment Purchases	3,000.00 0.6%	1,500.00	(1,500.00)	2,000.00	2,000.00	
Printing and Publications	12,000.00 2.3%	11,000.00	(1,000.00)	12,000.00	11,500.00	
Payroll Service Expense	400.00 0.1%	500.00	100.00	500.00	500.00	
Postage and Freight	1,200.00 0.2%	1,600.00	400.00	1,400.00	1,400.00	
Telephone and Internet Access	6,000.00 1.1%	5,800.00	(200.00)	7,500.00	7,500.00	
Sub-total Support Expenses	35,100.00 6.7%	31,534.88	(3,565.12)	32,534.89	30,650.00	
Special Expenses:			0.00			
Miscellaneous	- 0.0%	-	0.00	-	-	
Amount for Allocation	- 0.0%	-	0.00	-	-	
Sub-total Special Expenses	- 0.0%	-	0.00	-	-	
Total Expenses	605,561.38 #####	596,741.01	(8,820.37)	558,442.15	423,300.16	
Excess/(Deficit)	(79,437.38)			6,557.85	0.00	
Income Over (Under) Expenses	(79,437.38)	(49,265.05)		Seminarian \$26K		
Transfers In (Out) From (To) Other Funds						
Anderson Estate Fund Reimbursement	- 0.0%					

\$ 30,231.14 Reserve Fund  
\$ 43,464.00 Operating Fund 2020  
\$ 9,399.00 Operating Fund 2021  
\$ 83,094.14 Total

Operating Fund  
Statement of Mission (SOM)

	SOM 2022 %	To be replaced by		Difference	Desired	Cut
		actual final expense	SOM 2022			
		Proj. 2022	Projected	SOM 2023	Balanced	SOM 2023
\$ (79,437.38)						
\$ 3,656.76						
\$ 181,621.48						
\$ (151,390.35)						
\$ 30,231.14						

Reserve Fund Balance  
Reserve Fund 3 months expenses  
Reserve Fund Balance

## ATTACHMENT B

### Junior Warden Report

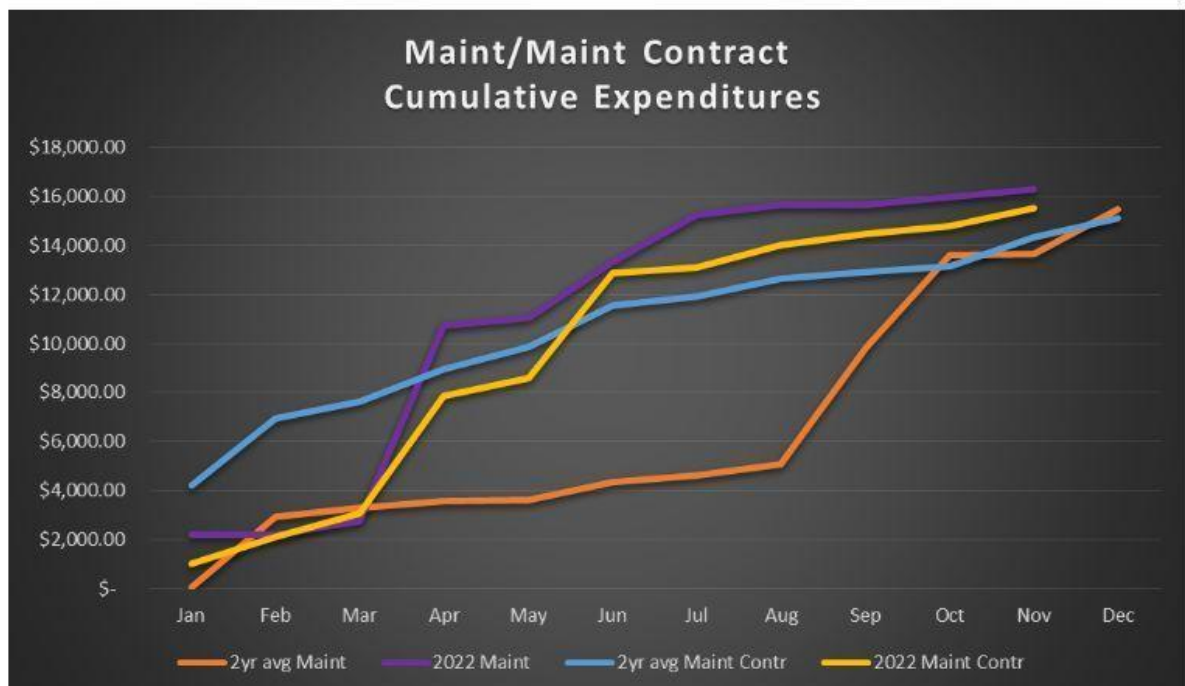
12-11-22

**Buildings:** Duke Energy came out December 6<sup>th</sup> to make a permanent repair to the supply feed into the EDS building. Unfortunately we had a few electrical issues that are presumed to have been caused by the repair work Duke performed on the 5<sup>th</sup>. (Fridge and freezer failures, lighting failures, etc.) These issues are currently being assessed and addressed.

The Finance Committee has reviewed the recommendation to replace the HVAC systems in the Nave. They concur with moving forward with the quote from BEST Services of Oconee. Their bid was \$65,257.00, with Carrier brand units. A big thank you to Bill Hurst and John Warner for their work on this! Upon Vestry approval we will move forward with executing the contract.

**St. Paul's:** We have received a quote of just under \$4500.00 to replace the waterline to the church. The Finance Committee has approved moving forward. The contractor has been notified of acceptance of the bid and is scheduling the work. They are going to try and avoid Monday and Thursdays, so as not to disrupt the Thrift Shop.

**Maintenance Expenditures:** As noted below, Maintenance and Maintenance Contract expenditures are above the 2 year average. The Maintenance budget is \$20,000, while the Maintenance Contracts budget is \$15,000. We will need to carefully monitor expenditures and only perform necessary maintenance through the remainder of year.



Submitted by Clem Watson