Holy Trinity Episcopal Church, Clemson SC

Vestry Meeting January 15, 2023/ 7:00 pm / via Zoom

ATTENDEES: Mtr. Suz Cate, (Rector), Ellen Haase (Senior Warden), Clem Watson (Junior Warden), Bob Taylor (Acting Treasurer), John Warner, Harry Morse, Betty Snowden, Mel Harriss, Mark Stokes, Jody Hunter, Charlie Curtis, Hap Wheeler, Bill Hurst and Mary Lou Sigsby

ABSENT: Jenn Ellison, Jan Cribb, Jean Ellen Zavertnik,

OPENING PRAYER: Mother Suz opened the meeting with a prayer.

WELCOME: Ellen Haase opened the meeting by welcoming the recently elected incoming Vestry members.

OLD BUSINESS

Approval of December 2022 Minutes: Mary Lou Sigsby made a motion to approve the minutes. Seconded by John Warner. Motion approved unanimously.

Email vote to acknowledge ECW for their outstanding work (See ATTACHMENT A)

In December Charlie Curtis was appointed to fill the vacant Vestry position.

Treasurer's Report - Bob Taylor: (See ATTACHMENT B)

- Motion made to transfer \$44,747.23 from the reserve fund to the Building Maintenance Fund to pay for Nave HVAC units. Motion was approved unanimously.
- Motion from the Finance Committee was made to simplify and codify interest income. Motion was approved unanimously.
- Updated and reviewed Door Pledges \$80,000.00 still pledged over the next two years. Mortgage is now 1.2 million dollars.
- Presented Trinity Place Statement of mission for 2023. Motion made to approve the Trinity Place Statement of Mission. Motion was unanimously approved.
- A balanced budget has been put together for the Operating Statement of Mission. A motion was made to approve the Operating Statement of Mission. Motion was unanimously approved.
- Beth Kunkel has named Holy Trinity as a beneficiary of her estate in both her will and Life Insurance policy. The vestry has authorized Bob Taylor to act on behalf of Holy Trinity in regards to Beth's estate.
- The Diocesan assessment is 16% of Operating Income (generally averaged over the prior three years). The 2023 SOM adopted by the Vestry represents a commitment of about 1/3 of the assessment for 2023.

Ellen Haase shared that we are going to send a letter from the Vestry and Stewardship Ministry to all parish families sharing that we have not met our Stewardship Campaign goal. We will encourage those that have not pledged to please pledge and offer those that have pledged an opportunity to increase their pledge.

Mutual Ministry Review Update – Betty Snowden and Harry Morse: Betty reported that Lynn Sanders will be our consultant for the Mutual Ministry Review. Discussed the following:

- A questionnaire being sent to committee chairs with a deadline of February 1 for completion.
- Each Vestry member will complete a more in depth survey due March 1.
- The survey/questionnaire will be in Drop Box.
- These actions must be a positive constructive exercise that leads to action.
- In responding to the survey/questionnaire, there should be discussion with parish families active and supporting Holy Trinity and with parish families not active anymore. Please welcome input from parish families that have concerns.
- We will spend time during our Vestry Orientation understanding the Mutual Ministry Review with Lynn Sanders on February 18th.
- Discussed Vestry members sending out the questions to Committee Chairs as listed in the Stewardship Brochure. Each of us would have responsibility to contact based on our Vestry assignments.

Reports

Rector's Report - Mtr. Suz: The Annual Parish Meeting is January 22 after the 10:00 a.m. service. We will celebrate the departing and new Vestry members and present the Annual Report. There is a sign-up for the luncheon.

Junior Warden's Report - Clem Watson: During December we had issues with the power in the Parish Hall building. On December 5, Duke Power replaced a generator and we had a reduction in power to the building. As a result, we had several motors which were damaged on equipment in the building. On December 24, we had extremely cold temperatures which caused some of our piping to freeze and bust. We have filed insurance claims on the damage from the freezing temperatures. We are repairing the equipment and lighting in the building. Most equipment is back up and running and we are still working on the lighting. In addition, we still have activities working on our carpet and walls.

Senior Warden Report - Ellen Haase: Our Vestry orientation and business meeting will be February 18th from 9:00 a.m. to 1:00 p.m.

The meeting was closed with a prayer.

Respectfully Submitted,

Jody Hunter for Vestry Clerk Rebecca Eidson

ATTACHMENT A

HOLY TRINITY

Episcopal Church

Ellen E. Haase, Senior Warden and The Vestry of Holy Trinity Episcopal Church Holy Trinity Episcopal Church 163 Old Greenville HIghway Clemson, SC, 29631

January 12, 2023

Cynthia Thackham Holy Trinity Episcopal Church Women 920 Andover Way Walhalla, SC. 29691

Dear Cynthia and all the HT Episcopal Church Women,

The Vestry wishes to express our sincere appreciation for the incredible ministry and outreach of the Holy Trinity Episcopal Church Women and the ECW's 2022 Holiday Bazaar. The amazing work of the ECW provides an opportunity to engage with the community so they may "bump into Jesus" during their time shopping the beautiful crafts on sale. We are grateful that you have decided to use \$8,000 of the \$8,800 raised this year for donations to the following charities:

Ripple of One \$1,500 Family Promise \$1,000 Clean Start of Anderson \$1,000 Shaw Center \$2,000 Clemson Community Care (CCC) \$1,500 Golden Corner Food Pantry – Oconee \$1,000.

These donations are particularly valuable to the designated charities given that the current financial demands on Holy Trinity Operating funds limit our ability to contribute more generously to local outreach activities. The Vestry is thankful for the countless hours that go into lovingly making the items for sale, organizing the ECW Bazaar and other ECW activities that support Holy Trinity's mission of acting in the world as Christ. We are here to support your ministry in any way we can.

God's Peace,

Ellen E. Haase Senior Warden

Holy Trinity Episcopal Church, 193 Old Greenville Hwy., Clemson, SC 29631 htchurch@holytrinityclemson.org www.holytrinityclemson.org Phone: 864-654-5071 Fax: 864-654-5066 Rector: The Reverend Suz Cate

We are a people passionately seeking to love with the heart of Christ, think with the mind of Christ, and act in the world as the body of Christ.

ATTACHMENT B

Treasurer's Report to the Vestry January 15, 2023, Bob Taylor

Summary Statements on Holy Trinity's Financials

- December was a good financial month with Income exceeding Expense by \$30,984.55 which reduced the deficit (expenses exceeding income) for the year to \$26,698.01. However, the damages of the electric surge in early December, the frozen/burst pipe damage in the parish hall and payment of the Nave HACV units will present major financial problems in 2023.
- 2. The stewardship pledge total being more than \$100,000 less than the goal presents difficult decisions for the 2023 Operating SOM. The revised draft recommended by the Finance Committee have the major cuts in Clergy (no assistant rector), Diocesan Assessment and Direct Outreach.
- The Trinity Place 2023 SOM has a simple conservative nature, thanks to wise past Vestry & Finance Committee decisions (paying off the acquisition loan and the demolition loan) and the generosity of parishioners in providing large principal only donations.

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

Review of December 31, 2022 financial statements (pp 9 -10)

First Citizens Checking is very large (\$108,045.11) due to 2023 prepaid pledges and large December plate
offerings (\$22,243.49). After the 2023 SOM operating budget is finalized, a portion of the funds in this
non-interest earning checking account will be moved to interest earnings accounts for monthly infusion
back to cover operating expenses.

Account #	Account Name	Previous Period Balance	YTD Balance	Amount Diff Period	Previous Year Balance
Assets	W. L. T. L. K. Else O'slave Deals	82,191.03	108.045.11	25,854.08	58,419.98
1.99.100.100	Holy Trinity-First Citizens Bank		6.694.41	25,854.08	6,192.45
1.99.100.105	Holy Trinity-First Citizens Bank	6,694.12	6,694.41	0.29	6,192.45

- Pledge income for 2022 was \$466,488.91 which is 96% of the pledge total of \$486,234. The 4% shortage
 is consistent with historic shortages. 71 pledge units met their 2022 exactly. 16 pledge units exceeded
 their 2022 pledges, with slight overages in most cases, and a few in excess of a few thousand dollars. 34
 pledge units did not achieve their 2022 pledges with only 10 being significantly under (a thousand dollars
 or more).
- Prepaid operating pledges for 2023 is currently \$45,778.29. Additional prepaid operating pledges in January (typically from tax-deferred holding as part of the 2023 required minimum distributions) will likely raise this total to over \$100,000. Prepaid pledges will be monthly added to pledge income proportionally throughout 2023.

2.99.300.100	Prepaid Pledges-Holy Trinity-	38,200.62	45,778.29	7,577.67	34,000.00
	Operating Fund				

• The Operating Fund, Building Maintenance Fund and Reserve Funds now have corrected totals and reflect the Vestry directed first payment on the Nave HACV units.

	Operating	Building Fund	Reserves
Financial Statement 12/31/2021	\$83,452.81	\$15,061.52	\$181,621.48
Deficit for 2022	\$26,698.01		
after subtracting 2022 Deficit	\$56,754.80		
Contributions & Gains and Losses	\$0.00	\$1,192.93	-\$15,106.72
subtotals		\$16,254.45	\$166,514.76
Dec Payment on Nav HACV's		-\$15,240.77	-\$4,259.23
Financial Statement 12/31/2022	\$56,754.80	\$1,013.68	\$162,255.53
Proposed Transfer for Final Payments		\$44,757.23	-\$44,757.23
Balances after Transfer	\$56,754.80	\$45,770.91	\$117,498.30

The Finance Committee voted unanimously to recommend the following motion to the Vestry:

Motion: To complete the December Vestry approved motion on the Nave HACV's units, it is recommended that \$44,747.23 (the total of the remaining payments) be transferred from the Reserves Fund to the Building Maintenance Fund and that the remaining payments be paid from the Building Fund (with no payments scheduled for the 2023 operating fund).

The Finance Committee voted unanimously to recommend the following distribution of earnings and gains & losses to the Vestry Motion on the Distribution of Earnings and Losses in Holy Trinity Accounts:

- The interest rate for the Edward Jones Account be used for calculating the interest on the Interest-earning Good Shepherd Fund.
- The interest rate for the Edward Jones account be used for calculating the interest for the Anderson Fund restoration adjustments.
- · The interest earned by the First Citizens Money Market account be added to the Reserve Fund.
- All residual earnings (after the adjustments for Good Shepherd and Anderson Funds) from Edward Jones account be added to the Reserve Fund.
- · The gains and/or losses in the ECF Investment accounts be credited and/or debited against the Reserve Fund.
- Implementation of these actions will be January 1, 2023.

Additional considerations:

- □ The Endowment Account and the Thrift Shop American Fund Account are self-adjusting accounts with respect to earnings/losses.
- □ Earned income added to the income section will increase total income on which the Diocesan Assessment is calculated.
- Upon recommendation by the Finance Committee and approval by the Vestry, funds can be transferred from the Reserve Fund to the Operating Fund (at which time the calculation of the Diocesan assessment would enter into the consideration.)

Continued Review of December 31, 2022 financial statements

In 2022 total income exceeded budget by \$41.392.96 with plate offering exceeding budget by \$51,015 being the main contributor. In 2022 total expenses were \$11,346.03 less than budget. Thus, combining the excess income with savings in expenses, the planned deficit of \$79,437 was reduced to \$26,698.01.

\$ 30,231.1	4 Reserve Fund	
\$ 43,464.0	0 Operating Fund 2020 Surplus	
\$ 9,399.0	0 Operating Fund 2021 Surplus	Actual Deficit for 202
\$ 83,094.1	4 Total	Income \$567,516.96
\$ 79,437.3	8 Deficit Operating Fund 2022	Expenses \$594,214.97
		(\$26,698.01)

Final 2022 Financial Statement, Income \$567,516.97 Expenses \$595,112.40 Deficit -\$27,595.44

•Other observations on the 2022 operating budget are combined with the draft of the 2023 SOM.

Update on Doors Pledges Twenty-six pledges totaling \$80,556.99 are still scheduled over the next two years.

- Six parishioners have already given \$34,805.04 more than their pledges.
- · Some people having completed their pledge will continue to donate to the Doors campaign for early retirement of the loan.
- Thus, we can easily make the required annual payment of almost \$108,000 from Doors gifts and parking revenues with approximately \$40,000 applied to principle only payments in 2023, which will reduce payoff date by 8 more months.
- The Finance Committee unanimously recommends the following draft of the 2023 Trinity Place SOM for approved by the Vestry. (Also shown on Page 11)

1/10/2023 Trinity Place Fund Statement of Mission (SOM)	SO	M 2020	2	2020 Actual		SOM 2021		2021 Actual		SOM 2022	2022 Actual	SOM 2023
			-									
Income												
Football Parking Income		7,000.00		21,687.65		67,200.00		62,174.43		80,000.00	72,908.74	75,000.00
OUR DOORS Pledge Offerings Parking Income		4,233.72		176,269.38 4,094.10		96,698.04 9,600.00		195,609.43 9,094.15		80,000.00 15,000.00	50,284.31 9,386.56	40,000.00 10,000.00
Prism II Pledge Offerings		7,500.00		8,577.52		4,000.00		2,917.05		-		
Memorial and other Gifts	\$	-	\$	-	\$	-	\$	14,571.81	\$	5,000.00	110,500.00	
Trinity Place-The Walls Offerings	-	-		520.00	<u> </u>	520.00		- 1		-		
Total Income	\$ 27	3,573.72	\$	211,148.65	\$	178,018.04	\$	284,366.87	\$	180,000.00	243,079.61	125,000.00
Expense												
Advertising & Promotion		-		-		-		- 8		1,200.00		
Parking Supplies		500.00		1,487.35		1,500.00		1,925.80		4,000.00	737.77	1.000.00
Total Parking Expenses		500.00		1,487.35		1,500.00		1,925.80		5,200.00	737.77	1,000.00
Maintenance and Repairs		-		-		-		1,150.25		-	1,239.70	1,200.00
Total Property Expenses		-		-		-		1,150.25		-	1,475.5	1,200.00
Interest Expense	\$ 4	4,670.00	\$	31,348.28	\$	52,179.58	\$	53,284.36	\$	48,000.00	46,051.20	41,598.49
Loan refinance costs		7,548.00		8,048.00		-		100		-		
Interest Exp Transferred to Operating		-		-		-		-		-		
Interest Exp Transferred to Reserve	-	-	-	-	-	-	_	-	- 88	-		Fact
Net Interest Expense	5	2,218.00		39,396.28		52,179.58	22417	53,284.36		48,000.00	46,051.20	41,598.49

Revised draft of 2023 Operating SOM for consideration by the Vestry (pp 12 -14)

- December expenses were carefully reviewed by the Finance Committee before deciding on the distribution of an additional \$30,000 of pledges being added to expected pledge revenue for 2023.
- Observing that the Diocesan Assessment and Direct Outreach were absorbing the largest cuts from the 2023 pledge shortfall, the Finance Committee voted unanimously to add \$15,000 to direct outreach and \$15,000 to the planned diocesan assessment.
- Thus, the revised 2023 Balanced Operating SOM recommended to the Vestry is indicated in the next to last column (highlighted in blue) and totals \$466,5000.
- Major cuts:

□Clergy -\$76,859.01

Diocesan Assessment -\$65,352.00 (\$88,567.01 - \$25,000)

Direct Outreach -\$6,099.99

• Major increase of \$11,000 in facilitates

Utilities exceeded 2022 SOM by \$2,018.90 and will continue to cost more in 2023

Daintenance Contracts (Organ servicing \$3,750, part of which occurred unexpected in 2022

and had be transferred to 2023)

□ Frozen/burst pipe in Parish Hall and Difference between repairs and reimbursements

1/10/2023 Operating Fund Statement of Mission (SOM)		Almost Final	Difference		Difference		Difference Balanced
Statement of Mission (SOM)	SOM 2022	Expenses	SOM 2022	Desired	SOM 2023	Balanced	SOM 2023
	<u>301vi 2022</u>	2022	Projected	SOM 2023	SOM 2022	SOM 2023	SOM 2022
Income						A State of the second	
General Offerings:						and the second second	
Plate and Other Offerings	43,500,00	94.515.51	51.015.51	50.000.00	6,500.00	56,500.00	13,000,00
Pledges Offerings	482,124.00	466,488.91	(15,635,09)	508,573.14		410,000.00	(72,124.00)
Sub-total General Offerings	525,624.00	561.004.42	35,380,42	558,573,14	32,949.14	466,500,00	(59,124.00)
	010,014.00	001,004.42	0.00	000,070.14	0.00	400,500.00	(59,124.00)
Investment and Other Income:		3.523.04	3,523.04		0.00		-
Investment Income - Restricted	-		0.00		0.00		-
Investment Income	500.00		(500.00)		(500.00)	States and the states	(500.00)
Realized Gain/Loss Sale Invest	-	(120.83)	(120.83)		0.00		
Unrealized Gain/Loss on Invest	-		0.00		0.00		-
Sub-total Investment and Other	500.00	3,110.33	2,610.33		(500.00)		(500.00)
Total Income	526,124.00	567,516.96	41,392,96	558,573.14	32,449.14	466,500.00	(59,624.00)
			0.00		0.00		(00,021.00)
Expenses			0.00		0.00	Share Sales	-
Salaries and Benefits:			0.00		0.00	Constant and and	-
Clergy Health Insurance	-		0.00		0.00	0.00	
Clergy Housing Allowance	52,000.00	44,500,08	(7,499,92)	38,500.08	(13,499,92)	34,000.08	(17,999.92)
Clergy Pension	26,344.00	19,731.29	(6,612.71)	17,730.74	(8,613.26)	14,859,74	(11,484,26)
Clergy Salaries	82,230.00	65,348.75	(16,881.25)	51,843.75	(30,386.25)	41,715.00	(40,515.00)
Clergy SECA	12,124.00	9,921.98	(2.202.02)	8,160.30	(3,963.70)	6,839.04	(5,284.96)
Contract Labor	21,000.00	22,643.97	1,643,97	28,324.76	7,324.76	28,324.76	7,324.76
Net Paycheck	-		0.00		0.00		-
Payroll Tax Expenses	10,440.00	11,976.24	1,536.24	9.227.12	(1,212.88)	9,724.37	(715.63)
Staff Health Insurance	13,471.00	12,378.50	(1.092.50)	13,836.00	365.00	13,836.00	365.00
Staff Pension	5,632.00	6,422.64	790.64	7,132.50	1,500,50	6,435.00	803.00
Staff Salaries and Benefits	136,468.00	156,199.18	19,731.18	127,116.00	(9,352.00)	127,116.00	(9,352.00)
Sub-total Salaries and Benefits	359,709.00	349,122.63	(10,586.37)	301.871.25	(57,837,75)	282,849.99	(76,859.01)
		No - Statistica - Andre	0.00	Mark Mark Market	0.00		(10,000.01)
Diocesan Assessment	90,352.00	90,352.00	0.00	\$88,567.00	(1.785.00)	\$25,000.00	(65,352.00)
			0.00		0.00		(001002100)
Mission and Program Expenses:			0.00		0.00	A State of the sta	-
Christian Formation	1,000.00	1,561.77	561.77	1,500.00	500.00	1,500.00	500.00
Kanuga - Parish Retreat	-		0.00	STREET, STREET,	0.00		-
Christian Formation-Youth	3,000.00	3,081.93	81.93	4.800.00	1,800.00	4,800.00	1,800.00
Young Adult Ministry			0.00		0.00		1,000.00

Operating Fund		Almost Final	Difference		Difference	State of the second state of the	Balanced
Statement of Mission (SOM)		Expenses	SOM 2022	Desired	SOM 2023	Balanced	SOM 2023
	SOM 2022	2022	Projected	SOM 2023	SOM 2022	SOM 2023	SOM 2022
Music/Choir -Youth	500.00	0.00	(500.00)	500.00	0.00	500.00	-
Worship/Altar Guild	1,000.00	996.03	(3.97)	1,000.00	0.00	1.000.00	-
Canterbury Club	500.00	71.82	(428.18)	500.00	0.00	500.00	-
Fellowship	1,500.00	1,912.97	412.97	3,000.00	1,500.00	3,000.00	1,500.00
Evangelism			0.00		0.00	Service and service	-
Pastoral Care	200.00	19.93	(180.07)	200.00	0.00	200.00	-
Stewardship	1,000.00	706.20	(293.80)	1,000.00	0.00	800.00	(200.00
Vestry Retreat	2,700.00	1,627.82	(1,072.18)	1,800.00	(900.00)	0.00	(2,700.00)
Sub-total Program Expenses	13,900.00	11,497.39	-2,402.61	16,100.00	2,200.00	14,100.00	200.00
			0.00		0.00		-
Outreach:			0.00		0.00		_
Clergy Discretionary	4,500.00	4,500.00	0.00	4,500.00	0.00	4,500.00	-
Direct Outreach	29,000.00	29,000.00	0.00	29,000.00	0.00	22,900.01	(6,099.99)
Sub-total Outreach Expenses	33,500.00	33,500.00	0.00	33,500,00	0.00	27,400,01	(6,099.99)
			0.00		0.00		(0,000,000,
Facilities Expenses:			0.00		0.00		-
Utilities	22,500.00	24,518.90	2,018.90	26,000.00	3,500.00	26,000.00	3,500.00
Property & Liability Ins	15,500.00	15,682.44	182,44	18,000.00	2,500.00	18,000.00	2,500.00
Maintenance	20,000.00	17,876,25	(2,123.75)	20,000.00	0.00	20,000,00	
Maintenance Contracts	15,000.00	16,688.54	1,688.54	20,000.00	5,000.00	20,000,00	5.000.00
Sub-total Facilities Expenses	73,000.00	74,766.13	1,766.13	84,000.00	11,000.00	84,000,00	11,000.00
			0.00		0.00	States and the second second	-
Mission and Program Support Expenses:			0.00		0.00		-
Supplies	6,000.00	5,948.17	(51.83)	5,500.00	(500.00)	5,500.00	(500.00)
Conference/Training - Rector	1,000.00	621.00	(379.00)	1.000.00	0.00	1.000.00	-
Conference/Training - Lay Staff	500.00	1,249.99	749.99	0.00	(500.00)	0.00	(500.00)
Conference/Training - Asst Rector	1,000.00	0.00	(1,000.00)	500.00	(500.00)	0.00	(1,000.00)
Professional Expense - Rector	3,000.00	2,621.70	(378.30)	1,250.00	(1,750.00)	1,250,00	(1,750.00)
Professional Expense - Asst Rector	1,000.00	884.89	(115.11)	884.89	(115.11)	0.00	(1,000.00)
Professional Expense - Lay Staff	-		0.00		0.00	A STATE OF A STATE OF A	-
Equipment Purchases	3,000.00	1,469.02	(1,530.98)	2,000.00	(1,000.00)	2,000.00	(1,000.00)
Printing and Publications	12,000.00	11,657.67	(342.33)	12,000.00	0.00	12,000.00	-
Payroll Service Expense	400.00	507.58	107.58	500.00	100.00	500.00	100.00
Postage and Freight	1,200.00	1,495.18	295.18	1,400.00	200.00	1,400.00	200.00
Telephone and Internet Access	6,000.00	6,241.37	241.37	7,500.00	1,500.00	7,500.00	1,500.00
Operational Support Expenses				2,000.00	2,000.00	2,000,00	
Sub-total Support Expenses	35,100.00	32,696.57	(2,403.43)	34,534.89	(565.11)	33,150.00	(1,950.00)
			0.00		0.00		- (1,000.00)
Special Expenses:			0.00		0.00	a manual second and	-

Operating Fund		Almost Final	Difference		Difference		Balanced
Statement of Mission (SOM)		Expenses	SOM 2022	Desired	SOM 2023	Balanced	SOM 2023
	SOM 2022	2022	Projected	SOM 2023	SOM 2022	SOM 2023	SOM 2022
Miscellaneous	-	2,280.25	2,280.25		0.00	States and	-
Amount for Allocation			0.00		0.00		-
Sub-total Special Expenses	-		0.00		0.00		-
			0.00		0.00		-
Total Expenses	605,561.00	594,214.97	(11,346.03)	558,573.14	(46,987.86)	466,500.00	
Excess/(Deficit)	(79,437.00)			0.00		0.00	
Income Over (Under) Expenses	(79,437.00)	(26,698.01)		Seminarian \$	19K		
Transfers In (Out) From (To) Other Fu	nds	and a second second second			1200		
Anderson Estate Fund Reimbursemen						Here's Contract	

\$ 30,231.23
\$ 43,464.00
\$ 9,399.00
\$ 83,094.23
\$ (79,437.00)
\$ 3,657.23
\$ 181,621.48
\$ (151,390.25)
\$ 30,231.23