

## Holy Trinity Episcopal Church Vestry Meeting

April 16, 2023, 7PM by Zoom

**ATTENDEES:** Mtr. Suz Cate (Rector), Ellen Haase (Senior Warden), Bob Taylor (Treasurer), Andrew Baker, Betty Snowden, Charlie Curtis, Chesley Rowe, Hap Wheeler, Harry Morse, Jan Cribb, Jean Ellen Zavertrnik, Jenn Ellison, Jody Hunter, Mark Stokes, and Mel Harriss.

**EXCUSED:** Bill Hurst, Jr. Warden

Mother Suz opened the meeting with a prayer.

### OLD BUSINESS

1. **Approval of March 2023 Minutes:** Motion by Jody Hunter to approve the minutes with changes from Hap Wheeler. Seconded by Harry Morse. Motion approved unanimously.
  - a. It was noted that the Vestry approved by email the payment of a ServePro invoice, which was covered by insurance. (See **ATTACHMENT A**)
2. **Flooring Replacement from Flood Damage (See ATTACHMENT B):** Bill Hurst was unable to be at the meeting, but submitted information about costs to replace flooring in the Parish Hall that has water damage from flooding. Insurance is paying the cost. Hap Wheeler made a motion to approve the expenditure, seconded by Mel Harriss. Motion passed unanimously. Noted: We hope to have improved HVAC in the Nave by May.
3. **Update on EDS Security cost (See ATTACHMENT C):** Hap Wheeler reported the Episcopal Day School security costs. Discussion took place regarding the importance of security in classrooms and playground areas. Security is our highest priority.
4. **Neighborhood Groups:** Due to a busy Lent and Holy Week, we have no updates on resuming neighborhood social groups.
5. **Alcohol Policy:** No report.

### NEW BUSINESS

1. **Treasurer's Report (Bob Taylor):** See **ATTACHMENT D** for comprehensive narrative report.
2. **Beth Kunkel Estate:** The house will go on the market soon. We will look at the needs of the parish and make decisions soon about how to best use Beth's legacy at Holy Trinity and St. Paul's.
3. **Painting/Repair of St. Paul's:** Andrew Baker reported that TRH is willing to divide the painting/repair work into phases to be completed as we have funds available to do so. We have raised close to \$60,000 for this project. Our first priority is to work on sections to prevent further damage and deterioration. Andrew made a motion to authorize up to \$60,000 to begin work; seconded by Hap Wheeler. Discussion ensued. It was agreed that starting the work may stimulate additional fundraising. Concerns were raised about the total price of the project estimated at \$140,000. There was additional discussion about gutters, historical preservation, and specifics of what the first phase will include. Ellen Haase called for a vote; motion passed

unanimously.

4. **Mutual Ministry Study:** Mtr. Lynn will submit her report to Ellen Haase and Mtr. Suz next week. She has provided a draft version of the goals (**See ATTACHMENT E**). Once we have the report from Mtr. Lynn, we will review it and talk about sharing what we have learned with the parish.
5. **Fellowship:** Jan Cribb, Mel Harriss, Jerae Wallace, and Bill Purkerson are going to meet to discuss our Fellowship efforts and coordinate roles.
6. **Haiti Fundraiser:** Harry reported we had to postpone the Outreach Dinner for Haiti until sometime in the fall, likely late September or October. He thanked everyone for their patience and support. Visitors from Haiti will be at Christ Church in Greenville on April 22. The Bishop will be present. Everyone is encouraged to attend.

## Reports

1. **Rector (Mtr. Suz):** Holy Week and Easter services were well attended. She also talked about the many challenges we have faced with HVAC work, St. Paul's painting and restoration, Stewardship goals and budget challenges, issues with Duke Energy power failure, flooding, and more. Despite these challenges, everything is falling into place. We were able to balance our budget and move forward. She is grateful for our Senior and Junior Wardens and the dedication of our Vestry and parish family. Look at what God has given us!
2. **Junior Warden (Bill):** Bill was unable to be present; note earlier report about addressing flood damage with floor replacement.
3. **Sr. Warden Report (Ellen):** Ellen posted a draft copy of the Vestry handbook in Dropbox. She asks that everyone review it. It was put together during Hap's term as Vestry Senior Warden.

**Next Vestry Meeting** is scheduled for Sunday, 21 May 2023, at 7:00 PM in the Parish Hall. We can also consider meeting on Sunday after the 10:30 service or Saturday morning, 20 May instead. Ellen will send out an email to see what works best for everyone.

The meeting was closed in prayer by Ellen.

Respectfully Submitted,

Rebecca Eidson, Clerk to the Vestry.

## ADDITIONAL ATTACHMENTS:

**ATTACHMENT E:** St. Paul's Committee Meeting Minutes (February and April)

**ATTACHMENT F:** Pastoral Care Meeting Minutes (April)

**ATTACHMENT A**

**SERVPRO 11259**  
648 Gentry Memorial Hwy  
Easley, SC 29640  
8649164160  
Office@Servpro11259.com



**BILL TO**  
Holy Trinity Episcopal  
Church  
193 Old Greenville Hwy  
Clemson, SC 29631

**SHIP TO**  
Holy Trinity Episcopal  
Church  
193 Old Greenville Hwy  
Clemson, SC 29631

**INVOICE 1027**

**DATE** 03/15/2023 **TERMS** Due on  
Receipt

**DUE DATE** 03/15/2023

**INSURANCE COMPANY**  
Church Insurance Company

**CLAIM NUMBER**  
FTF5979

**TRACKING #**  
22-512 2212-245245WTR

DATE	ACTIVITY	DESCRIPTION	QTY	AMOUNT
12/24/2022	Water Remed	Water Restoration	1	6,528.93

**TOTAL DUE** **\$6,528.93**

All credit card transactions will have a 4% processing fee.  
If paying by check please pay to the order of: Harloe Disasters LLC  
Independently Owned and Operated

## ATTACHMENT B

From: William Hurst [hurst2@clemson.edu](mailto:hurst2@clemson.edu)  
Subject: Motion for Vestry  
Date: Apr 12, 2023 at 23:21:25  
To: Ellen Haase [elleneddyhaase@gmail.com](mailto:elleneddyhaase@gmail.com)

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Vestry-Please consider the following:

We have quotes from Harris Commercial Flooring to replace flooring in the parish hall building that was affected by or adjacent to the water damage from the December freeze. I have attached a drawing showing the areas that I propose to replace. The total cost quoted of \$25,000 includes the main floor hallways, the serving area in front of the kitchen, the Day School Directors office, all five classrooms/nursery and the children's chapel. (Insurance check was \$24,900) All surfaces would be LVT (luxury vinyl tile) except for carpet in the children's chapel. This does include a walk-off area at the Day School entrance to help remove dirt and water as entrance is made. Moisture testing is included. Day school staff, youth staff, and B&G Advisory have concurred on choices and design. Advantage of the LVT is that it requires sweeping and sometimes damp mopping only. This eliminates the yearly cost of labor and use of stripping chemicals and the application of wax chemicals.

I am requesting authorization to begin this contract and to get installation scheduled.

Jr. Warden  
Bill Hurst

Sent from my iPhone

## ATTACHMENT C

### Bids:

#### Carolina Burglar and Fire Alarm

\*2 Magnetic fob access doors (main and double door stairwell) and 1 electronic door (single stairwell door): \$11, 245

Flat Panel Monitor: \$1,950

\*\*Fourteen cameras (with upgraded display capability to see all cameras): \$9,395

#### TK Elevator Corp.

Elevator lock out to first floor: \$4,000

#### Recurring Expenses:

Copier lease: \$4,000

Website maintenance: \$780

Telephone: \$710

#### **\*\*\*Total \$32,080**

\*Original expense summary included a separate bid of \$5245 for the main door, the work for which is included in this revised bid.

\*\* This bid was increased from 8 to 14 cameras to include classroom and library coverage increasing it by \$4420.

\*\*\* The total is \$825 less than the originally cited total (\$4420-\$5245)

## ATTACHMENT D

### Treasurer Report to Vestry, April 16, 2023

Bob Taylor

This report will present

- A review of the March 31, 2023 financial statements
- Plans for starting the Parish Review of 2022 financial activities in May
- An update on activities with the Kunkel Estate Gifts
- An endorsement of the Junior Warden proposal for Parish Hall flooring

**The Finance Committee's Review of March 31, 2023 financial statements resulted in the following observations which have the corresponding numbers on the indicated pages for easy of identification:**

1. The increase in Edward Jones of \$101,249.90 (page 3) for March is the transfer of the Kunkel annuity and prepaid pledges. This will be moved back to the First Citizens checking account as needed. The First Citizens Checking Account earns no interest whereas Edward Jones Money Market has been earning about 4% annually (page 10) for the past few months.
2. The increases (page 4) in the Good Shepherd Fund (\$17.79), the Anderson Fund (\$204.63) and the Reserves Fund (\$981.76) are the proportional distributions of Edward Jones earnings for March.
3. The reserve funds had to be used for the Nave HAVC units. The Vestry approved plan to rebuild the reserve funds from Edward Jones earnings and ECF earnings has been slow, but steady with an increase from \$115,126.84 in January to \$119,769.96 (page 4) presently. The final April/May Nave HAVC units payment will leave the Building Fund at about \$1K, much below a comfortable level.
4. Pledge offerings were again below budget in March, and March's total income was approximately \$8.2K below budget (page 5).
5. Total income for the year to date is about \$25.6K below budget with plate offerings \$6.3K above year to date budget and pledge offerings \$33.3K below budget. This shortage will be somewhat negated with receipt of some more prepaid pledges in March (page 3) which will be prorated into pledge offerings in future months. The distribution of March 31, 2023 giving statements typically result in catch-up pledges. However, the income stream is beginning to become a concern.
6. The surplus of \$1.8K in Mission/Program Expenses will be negated by the extra Easter week printing (page 5).
7. An insurance check of \$6,528.93 was received for water damages from the December frozen/burst pipe in the Parish Hall and was used for the ServPro invoice. The plumbing expense (approximately \$300) was included in the December Maintenance expense. The remaining repair will be the floor replacement with the \$24,900 (or \$24,900 - \$300) insurance.
8. Damages from the Duke Power shortage paid by maintenance currently total approximately \$25,000, with another final charge for sprinkler heads installation estimated to be \$1,000-\$1,500. The total expenses will be submitted to CIC.
9. Because of this trade off described in the two previous bullet points, the year-to-date Maintenance expense of \$8,067.48 may be fairly accurate but certainly very dependent on the reimbursements for the Duke related damages.
10. Vanessa's departure near the end of January and Wesley's March hire created a \$7K surplus in Salaries and Benefit (page 6).

11. The start of football parking revenues has boosted Trinity Place Funds. These funds will need to be monitored closely to ensure continued loan payments through the end of the year. Doors gifts are \$4K over Year to Date budget but are typically higher with early gifts from tax-deferred holdings (page 7). It is important to remember that for several years, no operating funds have been used for Trinity Place loan payments.
12. Edward Jones earnings were 4.09% (annual rate). While January was a good month for ECF funds, February was a bad month. March's ECF statements will arrive around the second or third week of March. Everyone will update the ECF accounts for March 31<sup>st</sup> when the March statements are received.

**The Internal Review of the 2022 financial activities is scheduled to begin in May 2023.**

- The review is a report to the Vestry from a team of Holy Trinity parishioners on the financial activities of the Parish for a calendar year. The parishioners should not be Vestry members nor any members connected with financial activities (including ushers and money counters). Ideally, the team is selected/appointed by the Vestry.
- In practice, the Treasurer and Assistant Treasurer beat the bushes trying to locate four to five parishioners for the task, and typically it is done much too later in the year. Vestry members are invited to suggest names of parishioners for the Treasurer and/or Assistant Treasurer to contact.

**Update on Kunkel Estate Activities**

- The annuity of \$89K has been received, and the life insurance of \$73K is expected soon.
- Another Kunkel annuity was for the Partnership Cange Diocese.
- The Distribution of Deed for the house has been obtained, and the utilities have been changed to Holy Trinity (and will be paid from the sale of the house up to the time of sale).
- Preparations are being finalized for listing with a realtor at \$429,000. Expected bids in excess of the list price may bring the final price up to the mid or high \$400K.
- Some aging aspects of the house, a 25 ft set-back issue and a driveway easement issue may keep the sale price from exceeding \$500K.
- Details on plans for selling the house are listed on page 14.

**The Finance Committee voted unanimously to endorse the Junior Warden proposal to the Vestry to use LVT (luxury vinyl tile) for the main floor hallways, the serving area in front of the kitchen, the Day School Directors office, all five classrooms/nursery and carpet in the children's chapel. Estimated cost was \$25,000 and remaining insurance funds are \$24,900 (or \$24,900 -\$300).**



## ATTACHMENT E



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

### Mutual Ministry Study Goals for 2023

#### Grow Membership and engagement!

Near-term Goals – 3 months	Responsible	Status
1. <b>Vestry Transition Plan</b> – Outline vestry succession and transition plan	Mtr. Suz & Ellen	Meeting scheduled.
2. <b>Options for Vestry Meetings</b> – Explore options for vestry meetings now that we are more comfortable meeting in person. Consider in-person, hybrid, various days or times	Ellen & Bill H.	
3. <b>Expand Fellowship (Engagement) Ministry.</b> Re-establish a Fellowship Ministry to support engagement opportunities. a. Define what events Fellowship is responsible for b. Clarify Fellowship responsibilities	Jan, Betty, and Mel	
4. <b>Parish Calendar for 2023-24.</b> Develop annual parish calendar for the 2023-4 program year. To be done in June and ready for 2023 -4 academic year.	Jerae, Jan, Mel, Mtr. Suz, Stephanie L.	
5. <b>1<sup>st</sup> Sunday children's service.</b> Bring back children helping with dismissal (possibly make this every Sunday).	Mtr. Suz	
Intermediate Goals – 6 months.		
6. <b>New Name Tags for the Parish</b>	Rebecca Eidson and Wesley Ramey	
7. <b>Updated Parish Directory</b>	Jack McKenna, Wesley & Will Cate	
8. <b>Event Communications</b> – Enhance our communication of Parish events	Hap	
9. <b>New Ideas for Worship</b> – Worship ministry to propose new ideas for worship service. Consider asking our parish and other churches for ideas	Mark Stokes, Mtr. Suz	
Goals for the year		
10. <b>Website refresh</b> – Enhance our website, including mobile accessibility	Hap	
11. <b>Asst. Rector</b> – Explore options for hiring an Asst. Rector	Vestry, Finance & Mtr. Suz	

As of 1 April 2023



## ATTACHMENT F

### St. Paul's Committee Meeting Minutes, April 5, 2023, 1:30 PM

**ATTENDEES:** Mary Lou Sigsby (Interim Chair), Iris Reed, Mike Diemer, Rebecca Eidson, Iris Reed, Jim Reed, Judy Surak, Rev. Suz Cate, and Andrew Baker (Vestry Liaison to the Committee). By Zoom: Wendy Longo, Serena Dubose

**ABSENT:** Jack Davis, Diane Manley, Sally Mathiason, Anna Tollison, Eric Naeseth, Bill Hurst (ex officio, Jr. Warden)

Mary Lou Sigsby opened the meeting with a prayer.

**APPROVAL OF MINUTES:** The minutes of the February 15, 2023 meeting were approved with one correction. Rebecca will revise and send a revised copy to Mary Lou Sigsby.

#### UPDATES:

*Note: Action items are bold/italicized*

- **Draft Revisions to Guidelines for St. Paul's Church and Churchyard:** Additional discussion took place regarding the draft of the guidelines. ***Rebecca will make additional changes and send out a revised version. Mary Lou will add to the agenda for the next meeting.***
- **Monthly Financial Report:** Mary Lou did not have the most current financial information to present to the committee. ***Andrew is going to assist her in obtaining a monthly financial report.***
- **Donations and Fundraising to Restore/Repaint St. Pauls:**
  - "A Proper English Tea": At least 60 tickets have been sold already, and we hope to sell 80.
  - Donations to the fund to restore/repaint the church have been generous and we have raised over \$52,000 of the estimated \$140,000 needed to complete the job.
  - Anna Tollison sent another request to the Bishop asking for financial support for St. Paul's.
  - Mtr. Suz said the Cannon to the Ordinary (Bishop's assistant) will be the supply priest at the St. Paul's service on June 4 at 5PM. It would be good to talk to him about funding needs for St. Paul's. Iris and Jim Reed offered to take him to dinner after the service.  
***Mary Lou will add this item to the agenda for our next meeting so we can come up with a strategy to capitalize on this opportunity to make a case for support.***
  - Rebecca reported that a meeting is now scheduled with Dr. Otis Pickett, the new Clemson University Historian to discuss collaboration and funding opportunities, including grants.

- Rebecca said Pendleton community members may be interested in supporting our fundraising efforts. She volunteered to write up information and send it to the parish office to post on HT and St. Paul's social media accounts.
- **Thrift Shop:** Judy reported all is going well. They need more volunteers, particularly younger people. She encouraged the committee to stop by and visit/shop.
- **Water Bill for St. Paul's and Thrift Shop (paid each month with Thrift Shop funds):** Judy reported that the city found a problem with the water meter reader and has credited a portion of the water bill. ***A larger credit may be warranted, and Mike will discuss it with Bill. Mike and Bill Hurst will meet with Town of Pendleton utility officials soon to discuss replacing the old water line leading to the hookup with St. Paul's property.***
- **Lawn care contract:** ***Andrew Baker will talk to Bill Hurst about putting the statement of work out to bid for a new lawn care contract.***
- **Exterior Painting Project:** ***Jim Reed will talk to Bill Hurst about moving forward with THR (Tom and Eddie) to see if they will divide the proposed scope of work and contract into two parts so we can get started with the funding we now have available.***
- **Trees in front of Church:** One of the two bald cypress trees framing the front of the church appeared to have died, but now seems to have recovered and may survive. Mike Diemer will keep an eye on it. If the tree needs to be replaced, we will replace both (for symmetry) with small magnolias that won't grow tall enough to interfere with power and phone lines.
- **Youth involvement:** Mike reported that Jerae contacted him and they will plan a youth service activity in the fall to assist with special upkeep projects in the churchyard.

#### NEW BUSINESS

- **Pentecost/Homecoming Picnic Sunday May 28:** Thus far:
  - Mary Lou will talk to Chesley about getting tables to/from Holy Trinity to St. Paul's for serving food.
  - Andrew will get paper products and ice from Holy Trinity.
  - Iris will print the newest tour information that was used last year at the same event.
  - Rebecca and Michael will be sure the self guided tour signs are up (numbers for each spot on Iris' tour).
  - Iris will talk to Jan Cribb (Fellowship Committee) about providing cold cuts, bread, lettuce, tomato, condiments. The church budget will pay for these items.
  - (Were drinks discussed? Who to provide?)
  - Serena will write a notice publicizing the event to include in HT Notes, Tempo, social media, etc. She will send it to Rebecca for review, and Rebecca will send it to the Parish Assistant for publication.

- *Additional planning and discussion needs to take place at the next Committee meeting. Mary Lou will add to the agenda.*

**NEXT MEETING:** Wednesday, May 17, 2023, 1:30PM, Canterbury Meeting room.

Minutes taken by Rebecca Eidson

**OUTSTANDING AND LARGELY COMPLETED ITEMS NOT TO BE FORGOTTEN**

- Taps on Memorial Day (Trumpet and possible event): Mike Diemer
- Cleaning Services: Mary Lou and Mother Suz
- Pursue Other Grants to Help Pay for Restoration: Wendy Longo and Anna Tollison
- Unmarked Graves at St. Paul's - research, ground penetrating radar, etc.: Michael Diemer and Mtr. Suz
- Review the damage to the fence and try to repair it: Mike Diemer
- Survey of Churchyard: Mike Diemer
- Grave Marker Cleaning Project: Mike Diemer

**St. Paul's Committee**  
**Meeting Minutes, February 15, 2023, 1:30 PM**

**ATTENDEES:** Mary Lou Sigsby (Interim Chair and Liaison to the Vestry), Iris Reed, Mike Diemer, Rebecca Eidson, Wendy Longo, Serena Dubose, Iris Reed, Jim Reed, Anna Tollison, Eric Naeseth, Judy Surak, Bill Hurst (ex officio, Jr. Warden), Rev. Suz Cate, and Andrew Baker (Vestry Liaison to the Committee)

**ABSENT:** Clyde Gorsuch, Jack Davis, Diane Manley, Sally Mathiason

Mary Lou Sigsby opened the meeting with a prayer.

**APPROVAL OF MINUTES:** The minutes of the December 21, 2022 meeting were approved by acclamation.

**UPDATES:**

*Note: Action items are bold/italicized*

- **New Committee Chair:** Mary Lou Sigsby announced that this spring will be a time of transition before turning her chairmanship to Michael Diemer during the summer of 2023.
- **St. Paul's Fundraiser:** Mary Lou announced that Eunice Waddington her team will host an English Tea Fundraiser for the St. Paul's painting fund on April 23. In the past, this event has raised funds for the Kanuga Parish Weekend, but we have not held the event since before Covid, and there are no current plans to start it back up again. **Wendy Longo and Anna Tollison will serve as the St. Paul's committee representatives on the team to plan and host the fundraiser.** Ideas for raising awareness of St. Paul's during the event were shared, such as having historical information available, discussing our Thrift Shop outreach, etc., to help parishioners understand the importance of St. Paul's to the church and community. Anna and Wendy will reach out to the St. Paul's committee, as needed, during the planning process.
- **Draft Revisions to Guidelines for St. Paul's Church and Churchyard:** There was much discussion about making various sections of the guidelines less restrictive in nature. ***Rebecca will work to "soften" the language and send out a revised draft before the next meeting.*** Because time was running short to continue discussion on this topic during the meeting, Mike Diemer recommended that everyone send other suggested changes/concerns to Rebecca so she can summarize those concerns in one document for discussion at the next meeting. ***Please send any other suggested changes to the St. Paul's Church and Churchyard Guidelines to Rebecca by February 22 so she can develop the summary document for discussion at the next meeting.***
- **Monthly Financial Report:** Mary Lou did not have the most current financial information to present to the committee. She commented that donations to the fund to repaint the church

have been generous, but we still have a long way to go in raising sufficient funds to repaint St. Paul's.

- Anna Tollison resubmitted the request to the Bishop asking for financial support for St. Paul's. **Mary Lou asked Anna to draft another letter of appeal for funds, emphasizing the important role the church plays in outreach to the community, as well as its historical significance. The letter should include an appeal to him to visit St. Paul's – hopefully before his official Visitation in August.** If not, we need to arrange for him to see the church during his visitation.
- **Financial Support for St. Paul's from Clemson University:** Rebecca Eidson reported that Michele Cauley had made several contacts with her Clemson University connections about how we might garner financial support from the University for the conservation of St. Paul's noting that Thomas Green Clemson is buried there. Michele's strongest lead is Dr. Otis Pickett, the new Clemson University Historian, who has interest in historical structures, is an Episcopalian, and has links/information to possible grants. A meeting was scheduled, which he had to cancel. Since that time, Mtr. Suz has tried to reschedule, without success. **Andrew Baker said he has not yet met Dr. Pickett, but offered and agreed to attempt to reschedule the meeting since he has connections to him through the University.**
- **Thrift Shop:**
  - Judy Surak, chair of the Thrift Shop, announced that the Thrift Shop will be donating \$10,000 toward the painting of St. Paul's. Grand news!!
  - Judy also reported things are going well at the Thrift Shop. Donations are strong. They are currently having a half-price sale on clothing. She emphasized the important ministry/outreach role of St. Paul's and the Thrift Shop. She had business cards made and will pursue a flier design when we get a church secretary again. They have several new Thrift Shop volunteers and are currently looking for people willing to substitute when regular workers are unable to be there. Also, our Family Ministries Coordinator is bringing our youth to the Thrift Shop to learn more about this outreach ministry. In addition:
    - **Mother Suz suggested Judy work with her on writing a profile of the Thrift Shop for the April/May TEMPO. Judy agreed to do so.** Client testimonials, photos, etc. will be needed.
- **Thrift Shop Water Issues:**
  - Judy reported they have an extremely high water/sewer bill that is related to the leak that occurred this fall. **Mike Diemer said he will follow up once the February water/sewer bill comes in showing normal usage so he can make comparisons. He will**

*consult with Bill Hurst so they can determine a path forward in straightening out the bill.*

- *Bill Hurst will look into water flow problems in the bathroom sinks in the Thrift Shop.*
- The Town of Pendleton indicated to Mike Diemer their willingness to replace the water line that runs across our property (through the woods) to the meter if we clear a path for them. *Mike and Bill Hurst will meet and look at the area and come up with a plan.*
- **Lawn care contract:** *Jim Reed will give Bill Hurst the statement of work for a new lawn care contract. Bill will put it out to bid to the four firms who are currently interested in doing the work.* Bill was briefed on the issues we have had with damages to the fence and gravestones. *Mike Diemer agreed to look at the damage to the fence and try to repair it.*
- **Exterior Painting Project:** *Bill Hurst, with assistance from Mike Diemer and Jim Reed, will seek to move us forward in getting the church painted.* Bill will review the statement of work from THR (Tom and Eddie) and discuss with them how it can be completed (and paid for) in phases. Bill is also consulting with a restoration expert at Clemson University who has ideas for us to consider incorporating and/or changing in the scope of work.
- **Loose-leaf notebook with St. Paul's documents, records, and history:** Eric Naeseth located and returned this resource to the Committee. Mary Lou and Mr. Suz will ensure a digitized copy is made for official church records.
- **Survey of Churchyard:** The need to have a property survey has been discussed at meetings for a long time. Jack Davis has done much of the groundwork toward having this task accomplished. It has been put aside due to other financial priorities. *Mike Diemer volunteered to look at Jack's work and what other steps need to be taken to have the property surveyed. He said he would pay for the work.* Hopefully once the survey is completed, we can revisit having the rest of the chain link fence along the Elm Street property line replaced with black fencing.
- **Grave Marker Cleaning Project:** Mike Diemer reported that this spring he will begin cleaning more grave stones since the anti-biologic works best in warmer weather. *Mike plans to put together a group activity/work day.*
- **Security Safe under the Altar:** Chesley Rowe plans to install the safe this week. We need to figure out what type of curtain will cover the safe.
- **Trees in front of Church:** One of the two bald cypress trees framing the entrance to the church from the parking lot is dead. *Jim Reed and Mike Diemer are discussing what type of tree to replace them with.*

#### NEW BUSINESS

- ***Pentecost/Homecoming Sunday:*** Mother Suz asked Mary Lou to put this topic on the agenda for the next Committee meeting.
- There was no other new business.

**LARGELY COMPLETED ITEMS NOT TO BE FORGOTTEN**

- Taps on Memorial Day (Trumpet and possible event): Mike Diemer
- Cleaning Services: Mary Lou and Mother Suz
- Pursue Other Grants to Help Pay for Restoration: Wendy Longo and Anna Tollison
- Unmarked Graves at St. Paul's - research, ground penetrating radar, etc.: Michael Diemer and Mtr. Suz

**NEXT MEETING:** Wednesday, April 5, 2023, 1:30PM, Canterbury Meeting room.

Minutes taken by Rebecca Eidson



## ATTACHMENT F

### PASTORAL CARE MINISTRY TEAM

#### Monthly Meeting Minutes

Tuesday April 4, 2023

**Attending: Robbie Gridder, Pam Mack, Mel Harris, Judy Surak, Selena DuBose, Kathy Hunter, Mtr. Suz Cate, Julie Morris, Jean Ellen Zavertrnik**

- I. Opening prayer*
- II. New Project-* Julie Morris presenting Sophie Project. She wants to visit elderly women of the church to listen/write down the women's' faith journeys. Possibly sharing these stories with a church womens' group. She will do the safe church training before going (required if she is representing HT) and will get written permission from the aged parishioners.
- III.* Dr. Harry Morris is available to assist parishioners navigating the health care system. A suggestion was made to present this information at the caregivers group meeting.
- IV. Ongoing projects:*
  - a. Concerns list- reviewed
  - b. Spring gift bags- May 6<sup>th</sup> delivery date. Robbie will get small gift bags; Kathy will look into idea for small gift such as craft (airplane glider)
  - c. Viability of starting up Neighborhood Groups- deferred until next month.
  - d. Transportation for parishioners- discussed needs
- V.* Birthday cards- Serena and Mtr. Suz will contact individuals they think may be interested in heading up sending out Birthday cards.

Next meeting May 2, 2023

Respectfully submitted,  
Jean Ellen Zavertrnik