



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

Vestry Meeting August 20, 2023 12 Noon

PRESENT: Rev. Suz Cate (Rector), Ellen Haase (Senior Warden), Hap Wheeler, Betty Snowden, Chesley Row, Andrew Baker, Ellen Haase, Jean Ellen Zavertnik, Jody Hunter, Mark Stokes, Harry Morse, Charlie Curtis, Mel Harriss

ABSENT: Bill Hurst (Junior Warden), Jenn Ellison, Jan Cribb

OPENING PRAYER

OLD BUSINESS

1. **Approval of June 2023 Minutes – Harry Morse made a motion to approve the minutes; seconded by Betty Snowden. Motion approved unanimously.**
2. **Mutual Ministry Goals - Status update - See ATTACHMENT A.** Ellen briefly reviewed the progress we are making on our goals for 2023, including work on the Vestry Transition Plan, Fellowship/Engagement, the Parish Calendar, Nametags, Parish Directory, etc. See Attachment A for details.

NEW BUSINESS

1. **Treasurer’s Report – See ATTACHMENT B:** Bob Taylor provided a report covering several areas listed below. All details can be found in ATTACHMENT B:
 - A final reporting on the Kunkel Estate Gifts totaling \$690,774.72 and a log of activities in selling the Kunkel property at 111 Hillcrest Ave, which netted a profit of \$525,857.71 for Holy Trinity.
 - Financial report on the July 31, 2023 Financial Statements
 - Report on the Quarterly Journal Entries Review
 - The 2022 Review of Financial Activities, Recommendations and suggested responses to the recommendations: The 2022 Financial Review was completed by Eunice Waddington, Brad Russell, William Loeffler and Jim Snowden. The Finance Committee reviewed the report and drafted responses to the Recommendations of the Report for Vestry consideration.
 - **Harry Morse made a motion for the Vestry to receive the report and forward it to the Diocese, as requested. Seconded by Charlie Curtis. Motion approved unanimously. A vote on the Recommendations by the Review Board will take place at the September Vestry Meeting.**
 - The EDS Grant Proposal/Award of the SC Child Care Centers: We received another grant from DHEC which will help to cover operating costs for EDS, thus allowing us to grow our cash reserves.
 - **Charlie Curtis made a motion to approved the Treasurer’s Report; seconded by Betty Snowden. Motion approved unanimously.**

- 2. Beth Kunkel Estate –Recommendations – See ATTACHMENT C:** Disbursement of funds from the Beth Kunkel Estate were recently approved by the Vestry with the exception of four items that were held for further consideration (Attachment C provides additional details for the four items listed below):
- A. \$8500 toward Trinity Place fencing
 - B. \$5000 for the three Bois Joli teacher’s salaries to which we committed many years ago as part of the Diocesan adopt a village program in Haiti.
 - C. \$4175 toward the Diocesan/CEDC fish food project, addressing the problem of protein/calorie insecurity in the central plateau of Haiti while potentially providing gainful employment for many farmers and workers in the future.
 - D. \$4600 to the Haiti university student fund to complete our commitment to the final 3 of the original 13 student cohort to which we committed in April 2018.

The Vestry discussed all items in greater detail, including the nature of our commitment to Haiti, which was described as more of a “covenant” than a binding agreement for support. It was noted that Beth made provisions in her estate for Haiti in the form of two endowments that went directly into the Haiti endowment held by the Episcopal Diocese of Upper South Carolina. The Diocese can only spend interest earned on the endowment.

The Vestry decided to table Item A (Trinity Place Fencing) until additional information can be obtained. The Vestry will visit the site of the proposed fence and discuss its purpose in further detail at the conclusion of today’s meeting.

Hap Wheeler made a motion to approve Items B, C, and D, all of which relate to our support for Haiti; seconded by Jean Ellen Zavertnik. Motion passed unanimously.

- 3. Stewardship Ministry update – See ATTACHMENT D:** Jody Hunter reported that our theme for the coming year is “God’s Heart, Our Home.” The kick-off date September 10, 2023. The Stewardship Campaign Goal is \$470,000, which they believe is achievable. They are considering a “stretch goal” to fund an assistant rector. The letter for the campaign packet has been completed and packets will be mailed soon. The campaign kick-off event will be held at Trinity Place with games set up for entertainment, along with a catered lunch provided by Palmetto Smoke House (in exchange for parking spaces). The date of October 22 has been established for our “In Gathering,” which we will celebrate with a dinner in the Parish Hall. The Vestry was encouraged to lead by example in making pledges early.
- 4. Communications Committee – See ATTACHMENT E:** Hap Wheeler reported the Communications Survey was distributed among parishioners and results are being compiled. Work has started on a new website. Attachment E provides details of the work of the Communications Committee.
- 5. Parish-wide Survey Update:** Hap Wheeler provided an update on the upcoming parish-wide survey which will be distributed in the near future. Our goal is to obtain feedback from active and inactive members on a variety of topics, including our ministries, why some are no longer active, what has drawn new members to us, things we can improve upon, etc. Mel Harriss, Hap Wheeler, Andrew Baker, and Kathy Crouse are developing the survey.
- 6. St. Paul’s Committee Chair Nomination:** Andrew Baker, Vestry Liaison to the St. Paul’s Committee, asked the Vestry to consider the appointment of Michael Diemer as Chair of the St. Paul’s Committee to replace Mary Lou Sigsby who is moving away. The Vestry expressed appreciation for

Mary Lou's work as chair of this committee. **Charlie Curtis made a motion to approve Michael Diemer as chair; seconded by Harry Morse. Motion passed unanimously.**

7. **New Thrift Shop Board Member:** Ellen Haase said that Judy Surak has asked the Vestry to appoint Margaret Nieman to the Thrift Shop Board, which currently consists of Betty Snowden, Wendy Longo, Judy Surak, Sally Mathiasen, Jim Snowden (at large), and Diane Manley (ex officio). Sally has not been in good health, and Margaret is willing to assume her duties. **Betty Snowden made a motion to approve Margaret Nieman; seconded by Jody Hunter. Motion passed unanimously.**
8. **Vestry Discernment Process for 2024 - See ATTACHMENT F:** Jenn Ellison, Charlie Curtis, Ellen Haase, and Harry Morse are rotating off the Vestry at the end of this calendar year. Ellen Haase reported that we will start the Vestry Discernment Process by announcing to the parish that we are seeking new Vestry members. At the next Vestry meeting, we will develop a list of potential candidates. We will invite the potential candidates to a meeting to learn about Vestry service, then follow up with them about their willingness to run for a seat on the Vestry. Our goal is to have new Vestry members elected in time to attend the December Vestry meeting. Attachment F describes the process in more detail. Ellen Haase agreed to redistribute the draft (?) of the Vestry Handbook for review by the Vestry.
9. **Bishop Visitation Sunday – August 27, 2023.** Bishop Daniels will make his first visitation to Holy Trinity on August 27. The Engagement and Fellowship Teams have developed a luncheon plan and a gift for him. He will attend Breakfast, host a forum during the Sunday School hour, preside at the 10:30 service, attend the luncheon in his honor, and meet with the Vestry in the conference room following the lunch. He will come back November 19 for Evensong at St. Paul's, which marks the 200th anniversary of the consecration of the St. Paul's church building.
10. **Reports:**
 - **Rector's Report: See ATTACHMENT G for Details:** Mtr. Suz spoke about attendance at worship; the need for Volunteers; the beginning of the new academic year and Canterbury start-up; the new Sunday afternoon service at 5PM, which entails the need to update signage; and other topics.
 - **Junior Warden's Report: See ATTACHMENT H for details.** Bill Hurst could not be present for the meeting, but the attachment details the work accomplished this past month.
 - **Senior Warden' Report:** Earlier in the meeting, Ellen Haase provided an update on our progress with the Vestry's Mutual Ministry goals, which were developed out of the Mutual Ministry Survey.
11. **Adjournment:** The meeting closed with prayer and adjourned to gather at the site of the proposed fence around the parking area near Trinity Place. **The next Vestry meeting is scheduled for 17 September 2023; in person following 10:30 AM service (with Zoom Available).**
12. **Visit to the Site of the Proposed Fence around Trinity Place Parking Lot.** The Vestry went outside to the site of the proposed fencing. **It was felt we should explore other options before making a final decision**, such as extending the shrubbery bed so it meets the steps down to the road (and being sure plantings are closer together); adding a bench near where people cut through with golf carts; and filling in with additional shrubs where some of the footpaths have crossed through the shrubbery bed. Mtr. Suz added that we should consult the landscape architect who designed Trinity Place landscaping to address drainage issues.

Respectfully Submitted,
Rebecca Eidson, Clerk to the Vestry



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Mutual Ministry Study Goals for 2023

Grow Membership and engagement!

Near-term Goals – 3 months	Responsible	Status
1. Vestry Transition Plan – Outline vestry succession and transition plan	Mtr. Suz & Ellen	Discernment process presented at August meeting
2. Options for Vestry Meetings – 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.	Alternating in-person / hybrid test
3. Expand Fellowship (Engagement) Ministry. Reestablish a Fellowship Ministry to support engagement opportunities. a. Define what events Fellowship is responsible for b. Clarify Fellowship responsibilities	Jan, Betty, and Mel	Several events have been planned along with work to restart neighborhood group gatherings
4. Parish Calendar for 2023-24. 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.	Calendar set, will seek input from Communications Committee for best means of sharing with the parish
5. 1st Sunday children's service. Bring back children helping with dismissal (possibly make this every Sunday).	Mtr. Suz	Working with Sunday School Classes and will implement with EDS Sunday
Intermediate Goals – 6 months.		
6. New Name Tags for the Parish	Rebecca Eidson and Wesley Ramey	Name tags have been printed and are being assemble 8/17
7. Updated Parish Directory	Jack McKenna, Wesley & Will Cate	formatting underway, project should be completed by the end of August
8. Event Communications – Enhance our communication of Parish events	Hap	See " <u>Minutes Communications Comm 717-23.odt</u> "
9. New Ideas for Worship – Worship ministry to propose new ideas for worship service. Consider asking our parish and other churches for ideas	Mark Stokes, Mtr. Suz	Sunday 5 PM, "Comfy Church" starting 10 September.
Goals for the year		
10. Website refresh – Enhance our website, including mobile accessibility	Hap	See " <u>Minutes Communications Comm 717-23.odt</u> "
11. Asst. Rector – Explore options for hiring an Asst. Rector	Vestry, Finance & Mtr. Suz	Stewardship "Stretch Goal" to fund Asst. Rector.

As of August 2023

ATTACHMENT B

Treasurer's Report to the Vestry Bob Taylor, August 20, 2023

The Report will present

- The final report on the sale of the Kunkel property for recording in Vestry Minutes
- An update on allocations from the Kunkel Fund.
- Financial report on the July 31, 2023 Financial Statements.
- Report on the Quarterly Journal Entries Review
- The 2022 Review of Financial Activities, Recommendations and suggested responses to the recommendations.
- EDS Grant Proposal/Award of the SC Child Care Centers

The Final Report on the Sale of the Kunkel Property is included below and provides a summary of the activities in the sale of the property which netted a profit of \$525,857.71.

Log of activities for the Sale of the Kunkel House

Selling team of Bob Taylor, Bill Hurst, John Warner, Ellen Haase, Dorothy Meeks and Suz Cate

- A professional (WIN) home inspection was completed on March 28, 2023. The property was reported to be in reasonably good condition, considering the age of the house, with a number of minor issues to be left for a 'sale as is'. A small gas leak was repaired with the connection to the water heater and a valve on the furnace. A leak in the dishwasher is also under investigation, possible repair by Crenshaws.
- Sargent Pest did a pest treatment on April 20th, specifically for a fly infestation.
- A yard cleanup was done on April 20th, and a few additional yard maintenances may be needed prior to sale of the property.
- Comparisons were made with conditions and sale prices of recent properties in the neighborhood.
- The Distribution of Deed for the property has been obtained. The utilities were changed over and will be paid by Holy Trinity up to the time of sale.
- Linda and Troy Odom made their last trip to the property on April 22-24 for the remaining personal items.
- After April 24th, Thrift Shop started collecting the items which can be used in their sales' inventory.
- After Thrift Shop, Family Promise and the Shaw project team were given the next chance for remaining items.
- Remaining items (after the above three bullet points) were to be taken to the Landfill.
- A professional cleaning of the house was planned for after the items were removed.
- Preparations were made 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. Fortunately, there is a registered easement agreement, and it is unlikely that most of the garage (occupying part of the 25 ft setup area) would have to be moved.
- The listing agent was determined to be Russ Hebert, Broker and Owner of Foothills Real Estate. The realtor's fee will be 5% with the discount to 4.5% if sold by Russ. No exclusion list was included in the realty agreement because of the favorable fee agreement and the services he has rendered to date with preparing the property for sale. All future potential

buyers would be referred to the Foothills Real Estate’s listing and to Russ for follow-up contact.

- Beth’s Sister, Linda Odom, completed the last trip to the house on Monday, April 24th, and gave Holy Trinity the ‘all clear’ to proceed with preparing the house for sale.
- Thrift Shop started gathering up items on April 25th.
- ECW collected the quilting materials and other fabrics for their use on April 26th.
- The Director and Asst Director for Family Promise met with Bob Taylor on Wednesday, April 26th and made plans for picking up the furniture, bedding, towels, etc on Friday April 28th.
- The issue arose of Thrift Shop workers wanting some of the items too large for Thrift Shop shortage and resell. The Director of Thrift Shop and Treasurer decided to have an open bidding process with all workers present. While not participating in the bidding, the Treasurer was present and felt that the bids were in excess of flea market prices. As one successful overbidder, stated I know that my check is eventually going to be used for St. Paul’s/Thrift Shop maintenance or one of its local missions.
- Family Promise could not secure storage space for the furniture, and hence, the Friday, April 28th pickup by Family Promise did not occur as planned.
- Dream Center in Easley was contacted and was scheduled for a May 3rd pick up of items.
- An auction was arranged for Holy Trinity parishioners to bid on some of the most desirable furniture items with the bid amount being a donation to St. Paul’s Thrift Shop. By Tuesday, May 2nd, 8 bids totally \$715 were made (fortunately with each item having only one bid). Several bidders indicated that their donations to St. Paul’s Thrift Shop would be more than their bids.
- Chesley Rowe and John Wells moved most of the upstairs item to the lower level since Dream Center pickup would not include moving things from the second floor.
- Dream Center of Easley picked up all remaining furniture items and most boxes of miscellaneous items on Wednesday May 3rd.
- The realty listing was signed by Senior Warden Ellen Haase with Carolina Foothills Real Estate on May 3rd.
- Russ Hubert’s crews started on Thursday, May 4th, with disposal of the trash and cleaning throughout the house.
- On Friday, May 5th, a locksmith, Fred Paxton, was contacted to open the garage door.
- The property was listed by Carolina Foothills Real Estate, at \$445,000 on Wednesday, May 10th.
- There were seven showings Wednesday morning and two offers in hand (with the higher offer being \$500,000). Additional showings are scheduled. Additional offers about listed price are expected and will be accepted for consideration through 6 pm on Sunday.
- By 6 pm on Sunday, 13 offers had been received with the highest two offers being \$555,000 and \$550,000. The \$550,000 offer had no contingencies while the \$555,000 offer had a survey contingency to check that the garage was totally within the property’s boundary.
- On Monday, May 15th, the \$555,000 offer was accepted and plans for the survey and closing prior to May 31 are under way.
- The survey showed no property boundary problems and the closing occurred on June 2.
- The net profit on the sale of the 111 Hillcrest Property was \$525,857.71 (details are in the table below:

Item	Amount
Sale of the Kunkel Property	\$555,000.00
Closing Costs	\$27,707.67
Check at Closing	\$527,292.33

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Preparing the Property for Sale	Expense
House Inspection	\$500.00
Clemson Utility Deposit	\$100.00
Repair of Gas Leak	\$165.00
April Water Bill	\$9.38
Fly Infestation - Sargent Pest	\$100.00
Yard Cleanup	\$250.00
Fort Hill Natural Gas – April	\$44.15
Duke Electric -May	\$33.21
Fred's Lockwork - Garage Door	\$106.40
Fort Hill Natural Gas – May	\$9.07
May Water Bill	\$53.55
Fort Hill Natural Gas – June	\$9.33
Duke Electric -June	\$48.18
Clemson Utility Refund	-\$41.65
Property Insurance- April to June	\$48.00
Total Property Prep Costs	\$1,434.62
Net Profit on Sale of Property	\$525,857.71

Status of Allocations from the Kunkel Fund

The table below provides a good summary of approved allocations and status of these allocations.

The four remaining proposed allocations for August 2023 Vestry action are indicated in yellow.

Funds Available	Estimated Net Profit on Sale of House	\$525,857.71	\$525,857.71	
	Annuity	\$89,916.86	\$89,916.86	
	Life Insurance	\$75,000.15	\$75,000.15	
	Total	\$690,774.72	\$690,774.72	
Proposed Expenditures	Immediate Principal Only Loan Payment	\$500,000.00	\$500,000.00	Completed
	Legacy Fund	\$72,000.00	\$72,000.00	Completed
	Subtotal	\$572,000.00	\$572,000.00	
Approved	Building Maintenance Fund	\$50,000.00	\$50,000.00	Completed
Approved	St. Paul's	\$30,000.00	\$30,000.00	Completed
Approved	Kitchen Backsplash Protector	\$1,000.00		
Approved	SAME Garden	\$4,000.00		
Proposed	Trinity Place Fencing	\$8,500.00		
Approved	Clemson Community Care	\$5,000.00	\$5,000.00	Completed
Proposed	Haiti - Bois Joli Teacher Salaries	\$5,000.00		
Approved	Haiti - EBS warmers for school Lunches	\$1,500.00	\$1,500.00	Completed
Proposed	Haiti - Fish Food Project	\$4,174.70		
Approved	Youth	\$5,000.00	\$5,000.00	Completed
Proposed	Haiti University Student	\$4,600.00		

	subtotal	\$118,774.70	\$91,500.00	
	Residual	\$0.02	\$27,274.72	
	Total	\$690,774.70	\$663,500.00	

The proposed allocation \$8,500 from Kunkel funds is to be supplemented by \$7,500 parishioners' donations for the estimated \$18,500 Trinity Place fencing project. At the August 15th Finance Committee meeting, the decision to cover the difference of \$2,500 from Trinity Place funds was deferred until more specifics on the projects could be obtained. The current available cash in the Trinity Place Fund is \$64,041.08.

The Review of the July 31, 2023 financial statements in the August 15th Finance Committee Meeting resulted in the following observations:

(Page numbers in red font listed below refer to financial spreadsheets provided to the Vestry, but not included as part of this attachment.)

1. The high checking account balance of \$102,864.98 (page 9) will be reduced by \$25K with the payment of the parish hall flooring invoice which arrived August 9th. Allocations from the Kunkel Fund will continue to reduce this balance as well as the monthly allocations from prepaid pledges. In September the Treasurer, Assistant Treasurer and Financial Administrator will do a cash flow analysis for the remainder of the year to determine if some checking account funds can be temporarily shifted to Edward Jones MMKT which has been consistently earning in excess of 4% monthly.
2. The ECF funds earnings were good (\$2,110.10 and \$3,033.12, page 9) in June.
3. The July earnings were 4.54% (page 16) and 4.3 (pages 19 & 21).
4. Prepaid pledges have stabilized (page 10) and are scheduled to add approximately \$14.2K monthly to pledge income (page 11) for the remainder of the year.
5. The increases in the Building Fund (\$50,000), Youth Fund (\$5,000) and St. Paul's (\$30,000 + \$2,698.86) reflect allocations from the Kunkel Fund (page 10).
6. July pledge and total income were above budget by a few thousand dollars (page 11). Total income to date is \$11,802.61 (page 11) above budget, and total expenses to date \$44,968.54 (page 11) (\$44,968.54 - \$25,000 parish hall flooring) below budget - hence the current surplus is about \$31K. It is very likely that there will be a year-end surplus (due mainly to above budgeted plate offerings).
7. Expenses were below budget for July surpluses in every category except for salaries and benefits (page 12) due to Wesley's hire in late January and the straight-line 1/12 monthly allocation. Total salaries and benefits are projected to be a few thousand dollars under budget at the end of the year.
8. Parking income (merchant and football) have exceeded the end of year budgets thanks to good collection by Evyone and others (page 13). Trinity Place funds (\$64K in cash) are sufficient for the monthly payments through the end of the year and can accommodate the \$2,500 for fencing and a possible principal only payment of \$10+K.

Finance Committee Members reviewed the printout of 2nd quarterly journal entries for 2023, and all entries were deemed to be appropriate.

Internal Review of 2022 Financial Activities and suggested responses to the recommendations.

The 2022 Financial Review was completed by Eunice Waddington, Brad Russell, William Loeffler and Jim Snowden. The Finance Committee reviewed the report and drafted responses to the

Recommendations of the Report for Vestry consideration. The Treasurer will provide an email message of appreciation to the Review Team members and is recommended that the Vestry provide a letter of appreciation to the Review Team Members.

***Recommended Response to the Additional Review Committee Recommendations
December 31, 2022 Financial Statement Review***

The Recommendations are stated in black, and **the recommended responses are in red.**

- 1) A committee should be established to prepare a new accounting procedures manual specific to Holy Trinity. This manual should incorporate the procedures laid out in the Manual of Business Methods of Church Affairs. The Manual of Business Methods should be updated to the latest version prior to beginning this project. A person unfamiliar with accounting procedures should be included on the committee to ensure the clarity of the Holy Trinity manual.

The Holy Trinity specific manual should include both the Vestry directives (including the minutes pertaining thereto, and in cases in which there is no such directive, a statement of the actual practice utilized and the authorization for it. Such a manual will significantly expedite the work of the review committee and will expedite training of any new staff.

Assistant Treasurer Dorothy Meeks and Financial Administrator Evyone Washington will draft a manual for Vestry approval. In future reviews, printed copies of Vestry Minutes for the past three years will be available for the Review Team. Finance Committee Member John Warner has volunteered to review the Manual regularly for clarity.

- 2) The Holy Trinity Episcopal Day School financial statements should be fully incorporated in the year-end statements and included in the review.

The EDS board reviews monthly financial statements. It is recommended that Quarterly reviews of the balance sheets are performed. The Finance Committee (with the help of EDS Board Member and Finance Committee Member John Warner) will perform the quarterly review for the Vestry. End of the year EDS financial statements will be included in the Vestry Minutes.

- 3) Due to the findings of the past reviews, contracts and employment packets for staff, including the clergy, have been reviewed and updated. In the future the Vestry should include the housing allowance as a specific line item in each clergy contract at the beginning of each year.

The Treasurer and Finance Committee will include a recommendation on the clergy housing allowance for the Vestry with the recommended Statement of Mission each year.

- 4) A checklist of documents required for each new hire should be developed and included in each employment packet.

Assistant Treasurer Dorothy Meeks and Financial Administrator Evyone Washington will prepare a checklist for Vestry approval which conforms to State and Diocese requirements.

- 5) A statement by the Vestry that securities donated to the church should be conveyed to the broker and sold immediately should be reauthorized each year so that the Financial Administrator is not responsible for this decision.

The Vestry will be asked to approve the motion “The current Holy Trinity practice of the immediate sale of donated securities will be continued until further notice from the Vestry.

- 6) Documentation for each fund should be organized to include the original Vestry action establishing the fund and any alterations to the original action. In some cases this documentation is currently scattered throughout several binders and bankers boxes. The Treasurer will attempt to provide substantially more documentation to the current listing of funds provided below.

Holy Trinity Funds 2022

Operating Fund

General operating fund for the parish.

Memorial Fund

Gifts given throughout the year “in memory” or “in honor” of individuals. The priest has authority to spend these funds in conjunction with the surviving spouse or family. Typically used for non-perishable worship items.

Building Maintenance Fund

Combination of many funds from the previous year (Educational Building Fund, Stained Glass Memorial Fund, Bell Tower Fund, Elevator Fund, Landscape Fund, Organ Pipe Restoration Fund, Building Reserve Fund, Sign Fund, Resident Custodial Staff Fund.) A goal is to maintain a balance of \$15,000 for emergencies.

St. Paul’s Fund-Thrift Shop Fund

St. Paul’s Preservation, churchyard, and operating expenses. Thrift Shop income and operating expenses, a portion of income is donated to local charities.

Miller Foundation Fund

Grant given for the benefit of the youth. This is to be used for the Youth only. No other restrictions.

Anderson Estate Fund

Given by the Andersons to be used for Canterbury and St. Paul’s. At the end of the year, 95% of the interest received can be used with 5% reinvested into the account.

Cange, Haiti. Fund

University Student Support, Artisan Center, Singing Rooster Coffee, Medical trips, and supplies.

Richard Hooker Series Fund

Donated to Holy Trinity from Sursum Corda proceeds. Designated for guest speakers’ lectures, and special presentations.

Fran Davis Memorial Fund

Given in memory of Fran Davis. The Davis’ family wish is to have the money used for someone who cannot afford chemotherapy, and for other cancer related medical costs. Also, for people who don’t have insurance.

Education Scholarship Fund

No longer funded by private donors, but to be used for educational expenses for EFM like scholarship support.

Bois Joli School Project Fund

An outreach project involving several churches. We are the custodian for the funds, which are to be used to support teachers' salaries.

Designated Gifts Fund

Culmination of various designated gift categories, with corresponding expense accounts. Funds generally do not hold a large balance. Donations are received and paid out in a timely manner to the intended recipient.

Canterbury Club Fund

College students' programs and travel expenses, including retreats.

Trinity Place Fund

The purchase and development of the 195 Old Greenville property begun in 2008. Income includes memorials and other gifts, capital campaigns, parking income, football parking income. Expenses are loan debt, parking, and maintenance.

Youth Fund

Pilgrimages, programs, and other expenses. Income includes fund raisers such as clean up after football parking game days, yard sales, and fellowship dinners.

Reserve Fund

Income generated from ECF investments and surplus from Operating Fund.

Three months of operating expenses should be always held in the fund for shortfall on pledge income.

ECW Fund

ECW bazaar and donations made to local charities.

Endowment Fund

Established in 2011 with the principal amount of \$36,636.00. Invested with Episcopal Church Foundation (ECF) from private donations and St. Paul's burial plot income.

Nave Enhancement Fund

Renovation of the nave. New carpets, new upholstery, new altar, and new organ.

Private donations were solicited.

Good Shepherd Fund

Established to help parishioners by aid to those who are facing financial hardships due to unforeseen circumstances. Additions to the Fund consist primarily of contributions from members of the congregation, and its expenses consist of funds disbursed for its intended purposes at the direction of the Clergy and the Pastoral Care Team.

The Finance Committee's discussion of the EDS Grant Proposal/Award of the SC Child Care Centers is summarized by:

- Jack McKenna will try to locate the previously approved (by Finance Committee and Vestry) grant application policy.
- It is important that the Vestry remain aware of the scope and obligations of grant proposals for appropriateness and implementation.
- Both the Senior Warden and Treasurer have reviewed the EDS proposal and award and had no issue with acceptance. In fact, EDS Director Stephanie LaGuardia and the EDS Advisory Board are to be commended for their foresight and successes in securing additional funds for the EDS operation.

Required action by the Vestry:

1. **Concur or make changes to the suggested responses to the Recommendations of the 2022 Financial Review.**
2. **Motion that "The current Holy Trinity practice of the immediate sale of donated securities will be continued until further notice from the Vestry."**

Suggested action by the Vestry: A letter of appreciation to the members of the 2022 Financial Activities Review Team.

ATTACHMENT C

From: Ellen Haase elleneddyhaase@gmail.com
Subject: Final four disbursements from the Beth Kunkel estate gift
Date: August 14, 2023 at 10:16 AM

To: Betty Snowden bettysnowden@bellsouth.net, Bill Hurst Wthurst73@gmail.com, Ellen Eddy Haase Private elleneddyhaase@gmail.com, Harry Morse hgmorse@gmail.com, Jen Ellison jendeco@gmail.com, Jean Ellen Zavertrnik jezavertrnik@gmail.com, jan cribb jg_cribb@yahoo.com, Mark Stokes m.stokes@ieee.org, mel Harriss melharriss@bellsouth.net, Charles Curtis ccurtisjr@gmail.com, Chesley Rowe chesley.rowe@gmail.com, Alfred Wheeler wheeler@clemsun.edu, Jody and Kathy Hunter kjh1980@aol.com, andrew baker ahbaker@clemsun.edu
Cc: Rebecca Eidson rweidson@gmail.com, Suz Cate scate@holyltrinityclemsun.org, Bob Taylor rtaylo2@clemsun.edu, Parish Admin htchurch@holyltrinityclemsun.org



Dear Vestry,

Please read and consider the following message from the Beth Kunkel Bequest Subcommittee so we can be prepared to vote at our next Vestry meeting on August 20, 2023 following the 10:30 AM service.

By way of clarification of the four remaining items in our Beth Kunkel disbursement recommendation, I have prepared the following discussion. Bob Taylor tells me that we now have \$22,275 remaining to be disbursed. Most of these totals are in the ballpark of what we originally requested, but I have adjusted the amounts to allow a bit less for Bois Joli teachers, a bit more for the university students, and a bit less for the fish food project. Description as follows:

\$8500 toward Trinity Place fencing which is the amount Bill Hurst had requested and we justified in part to protect Beth's beloved SAME garden.

\$5000 for the three Bois Joli teacher's salaries to which we committed many years ago as part of the Diocesan adopt a village program. Beth had traveled to Bois Joli in the past, and was very supportive of our educational efforts there. The funding of this commitment has been a source of great confusion in the past. I spent a good bit of time with the Summits administration to agree to the \$5000 per year amount going forward to satisfy our parish's commitment.

\$4175 toward the Diocesan/CEDC fish food project, which was also very dear to Beth's heart, addressing the problem of protein/calorie insecurity in the central plateau while potentially providing gainful employment for many farmers and workers in the future. Details of this project will be reviewed at our outreach dinner September 30.

\$4600 to the Haiti university student fund to complete our commitment to the final 3 of the original 13 student cohort to which we committed in April 2018. Their graduation has been delayed by unrest in Port-au-Prince and Summits feels that their graduation should be complete by October and this will complete our commitment to these students who have bravely persevered in their studies despite the insecurities plaguing their environment. As a university educator herself and a supporter of education for students in the central plateau, I have no doubt that Beth would approve of this expenditure.

Please feel free to contact me prior to the meeting and I'll look forward to discussing each of these items in more detail in person August 20. Thank you in advance for your consideration.

Harry Morse (on behalf of the Beth Kunkel subcommittee).

ATTACHMENT D, Part 1

STEWARDSHIP JULY 9 2023 MEETING MINUTES

All,

I continue to give thanks for your continuous faithful work and dedicated service to our Holy Trinity Stewardship Ministry. This is a very exciting time for our Ministry as we begin final preparations for our 2024 Stewardship Campaign. The minutes of our meeting which was held on July 9th are as follows:

- We welcomed Emily Baker to our Stewardship Ministry and we are looking forward to her contributions with our team.

- We reviewed the dates for our 2024 Stewardship Campaign. The campaign Kick - off will be September 10th. This date will coincide with a scheduled Food Truck Sunday at Trinity Place after the 10:30 a.m. service. The date of October 22nd has been established for our In - Gathering with a pot-luck lunch.

- We discussed establishing a Stewardship goal that is realistic and reasonable for our 2024 Stewardship Campaign. We will continue this discussion at future meetings.

- Below is a summary of our campaign results for 2023:
106 Pledge Cards, \$425,093.98 pledged, \$4010.32 average pledge

- Bob Taylor presented an excellent update from our Finance Committee sharing our current year to date financial income and expenditures as well as our end of year projections for both. He also shared the current recommendation of \$550,000 for our 2024 Statement of Mission.

- We continue to thank Jim Reed for his sincere and dedicated work in writing the Stewardship messages for our "Tempo" publications.

- Jody Hunter reviewed the information he had received from Vanco and Evyone Washington about services that Vanco provides for Stewardship. We will continue this discussion in the future as well as the evaluation of other potential vendors. For now, we will focus on our upcoming campaign.

- We discussed the Campaign theme of " God's Heart our Home" We will continue this discussion at our next meeting.

- I would like to schedule our next meeting for Sunday, July 23rd at 11:15 a.m. in the Vestry Meeting Room with lunch provided. We will focus on our strategy, plans and communications for our 2024 Campaign. I truly feel we will have a successful campaign with strong support of our Parish Family.

I thank each of you again for your work and commitment to our Holy Trinity Stewardship Ministry.

Sincerely,

Jody

ATTACHMENT D, PART 2

STEWARDSHIP Committee Meeting Minutes, August 2, 2023

All,

I continue to be thankful for your faithful work and dedicated service to our Holy Trinity Stewardship Ministry. We are in a very exciting time for our Ministry as we begin final preparations for our 2024 Stewardship Campaign. The minutes of our meeting which was held on August 6th are as follows:

- We reviewed the dates for our 2024 Stewardship Campaign. The campaign Kick - off will be September 10th. The date of October 22nd has been established for our In – Gathering. Our campaign kick-off will be held at Trinity Place with games set up for entertainment and a catered lunch which will be provided by Palmetto Smoke House. To celebrate our In Gathering we will host a celebration dinner in the Parish Hall. We chose the meal of Pulled Pork BBQ for our lick-off luncheon. The meal will be served by our Stewardship Ministry.

- We finalized and approved the Stewardship letter for our Campaign packet. Many thanks to Cindy and Paul Thackham for their excellent work with this letter.

- We discussed establishing a Stewardship goal that is realistic and reasonable for our 2024 Stewardship Campaign. We established a Campaign goal of \$470,000.

- Below is a summary of our campaign results for 2023:
106 Pledge Cards, \$425,093.98 pledged, \$4010.32 average pledge

- We reviewed our decision to utilize Stewardship packets to distribute our campaign information. Our Stewardship packets will support and be cohesive with our campaign theme. We discussed the following assignments for completing the contents of our packets.

Lynn Smith – Ministry Guide and Ministries Volunteer Form
Ellen Haase – Funding of Mission and Ministry
Cindy and Paul Thackham – Stewardship Letter
Wesley Ramey – Pledge Form

- Assignments for packet materials are due by August 20th.
- We need to put our packet materials on the web site.

- Communications will focus on expressing the needs of the Church and tithing.

- We continue to thank Jim Reed for his sincere and dedicated work in writing the Stewardship messages for our "Tempo" publications.

- I would like to schedule our next meeting for Monday, August 21st at 7:00 p.m. on Zoom. I will send out a link prior to this meeting. We will focus on our strategy, plans, campaign speakers and communications for our 2024 Campaign. I continue to feel we will have a successful campaign with strong support from our Parish Family.

I thank each of you again for your work and commitment to our Holy Trinity Stewardship Ministry.

Sincerely,

Jody

ATTACHMENT E

Minutes

Holy Trinity Communications Committee, 7/17/23

Present: Anita Arms; Suz Cate; Will Cate; Kathy Crouse; Wesley Ramey; Scotty Timms; Hap Wheeler

Excused: Iris Reed

1. Hap opened the meeting at 4:45 pm with a prayer.
2. Kathy moved that the minutes of the 6/27/23 meeting be approved and Anita seconded the motion. The motion passed unanimously.
3. Communication Survey:
 - a. Iris had submitted updated data for the HT Notes and TEMPO survey.
 - b. It was generally agreed that any actions based on the results will be postponed until Iris is present to lead the discussion.
4. Sunday bulletin:
 - a. Anita and Hap reported that they had both made potential edits to the Sunday bulletin.
 - b. They will meet before the next meeting of the full committee to produce a draft of recommendations.
5. Squarespace Platform:
 - a. Hap asked that the committee vote on the use of Squarespace as the platform for our website. Will made a motion to adopt this platform and Anita seconded the motion. The motion passed unanimously.
 - b. Meredith indicated that she had free access to the platform for a period of time and that the provider was offering a discount for the first year.
 - c. Suz would arrange for payment at the appropriate time; the cost will be under the threshold for approval by the Finance Committee or the Vestry.
6. Website index:
 - a. Following the 6/27 meeting Meredith provided a diagrammatic outline of the front-page index with subcategories.
 - b. The committee first discussed the five main index categories. With one name change of "Learn" to "Grow" so that programs could be included, the committee generally agreed with the categories and names.
 - c. The committee then discussed the subcategories at some length. While the majority remained in place, a few placement changes and additions were suggested.
 - d. Meredith will include the changes as she imports the outline into Squarespace for the committee to view at the next meeting.
 - e. Hap suggested that the committee divide content development for the index among the committee members who will serve as facilitators, either providing or seeking information from appropriate committee chairs or staff members. The goal is to have concise, updated descriptions including appropriate pictures. This content will be loaded into the designated Dropbox folder. The subgroups by Main index item are as follows: ABOUT-Cathy and Meredith; WORSHIP- Suz, Will and Iris; GROW-Suz and Scotty with principal input from Jerae Wallace; SERVE-Anita and Hap; GIVE-TBD following developments with Vanco, but with primary input from Evyone Washington.
7. The next meeting was scheduled for August 24th at 12:30 pm, location TBD.
8. The meeting was adjourned at 6:05 pm.

Respectfully submitted,

Hap Wheeler

Holy Trinity Vestry Discernment Process

“A Prayerful Process”

Current process:

Outgoing Vestry members form the “Recruitment Committee” that typically starts work in early November. They are responsible for identifying possible nominees and then recruiting them.

Proposed Changes:

1. **Timeline for Vestry Recruitment.** Start the process in August to allow more time for education and publicity.
2. **Publicity.**
 - a. Develop a common message.
 - b. Share the invitation to serve on the Vestry in the September Tempo and HT Notes.
 - c. Make personal invitations to by letter, email, and follow-up phone calls.
3. **Candidates.** - Vestry, Clergy and Wardens identify possible candidate at September meeting.
4. **Education and discernment session.** An invitation to learn about Vestry service.
 - a. Candidates will be invited to a meeting to learn about possible Vestry service rather than being asked to decide to serve.
 - b. The meeting will include food at the Parish Hall to allow for a casual atmosphere.
 - c. Clergy, wardens, and vestry team attend.
 - d. Presentation and materials for potential candidates to consider.
 - e. Ask for candidates to prayerfully consider serving.
5. **Replies.**
 - a. Possible replies are No, Not now, or Yes.
 - b. Keep track of replies for future reference.
6. **Ready for Election** in early December
7. **Transition guides.** Outgoing vestry members assigned a new vestry member.
 - a. Help with transition on active matters.
 - b. Offer to answer questions and provide support in the first few months.

ATTACHMENT G

Rector's Report 8/20/23

Worship:

Attendance was down in July and has picked up in August. Our Worship Ministry volunteers deserve a hearty round of thanks for their extraordinary dedication. We are in great need of volunteers for 8:00 & St. Paul's services—Iris Reed is currently the only Altar Guild member for St. Paul's.

Choir's return on 8/13 was great success. Our Adult choir now has x number of singers. Children's Choirs resume in September. Cynthia is working with the Blue Bird class at EDS to prepare a song for EDS Sunday October 1.

Sunday afternoon services will begin 9/10 with Holy Eucharist. Brad Russell & Matt Huddleston will provide music leadership. The first Sunday of each month Evening Prayer will be offered at that time, to be led by Canterbury Students. This is Comfy Church—come as you are!

Bishop Daniels has agreed to preach at our November Evensong at St. Paul's, which will be a commemoration of the 200th Anniversary of the Consecration of the Church. Vestry members are encouraged to attend.

Canterbury

Preparations for school year kickoff:

- Scotty Timms, our Peer Minister has been working with a communications mentor from CEDC to develop a communications plan for Canterbury.
- He has already set our Groupme for the year with a clear plan for maintaining that contact list, and he has taken responsibility for the Instagram and FaceBook presence. The Canterbury website has been updated (although there is more work to be done there).
- Scotty and I have been working to get the word out to past, current, and prospective participants about the change to Sunday evening for our regular program time.
- Canterbury of Clemson will participate in Tiger Prowl and First Friday parade, with a good number of Canterbury students volunteering

Canterbury Committee in formation. Charlie Curtis, Sue Smink, Lynn Smith, Lori Graham, Emma Harrington, and Scotty Timms have all been involved in planning for the coming year, as well as working on some long-term planning. The whole group has not met together yet, but we will work on setting that meeting in the next few weeks.

Canterbury Student Center. Now that the preschool is secured from the lower level, I would like to offer the Canterbury Center for study groups (with a Canterbury sponsor). Use of the Canterbury Center would be scheduled through the church office.

I'm asking for input from the Vestry before proceeding with the development of a group meeting covenant.

- I'm thinking of an 8 person limit per group
- Designated Canterbury representative must be present for all meetings
- Housekeeping rules to include instructions for clean up and disposal of food waste.

- I would like to relocate large white board from 3rd floor adult classroom to Canterbury Center conference room.

MMS Goals Updates

4. Parish Calendar for 2023-24. 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.	Calendar set, will seek input from Communications Committee for best means of sharing with the parish
5. 1st Sunday children’s service. Bring back children helping with dismissal – adapting the EDS chapel dismissal for Children’s services	Mtr. Suz	Working with Sunday School Classes and will implement with EDS Sunday
Intermediate Goals – 6 months.		
6. New Name Tags for the Parish	Rebecca Eidson and Wesley Ramey	Name tags have been printed and are being assemble 8/17
7. Updated Parish Directory	Jack McKenna, Wesley & Will Cate	formatting underway, project should be completed by the end of August

A note about #4. I have attempted the dismissal during Children’s services since May. It is obvious that the children who have been present on those occasions have no context for what they are being asked to do. In consultation with Jerae Wallace, I have developed a plan to work with the Elementary Sunday School Class during their meeting time in September to help them understand what they are being asked to do. The goal is to have practiced with the children sufficiently by the time of the EDS Sunday Service for the dismissal to be joyful, rather than awkward, as it is now.

ATTACHMENT H

From: Bill Hurst wthurst73@gmail.com
Subject: Junior Warden Report
Date: August 18, 2023 at 1:57 PM
To: Ellen Haase elleneddyhaase@gmail.com

BH

JW report-July'23

- Buildings remain intact and support systems are operating
- A Survey of the AC units on the North side of the parish hall reveals there are 3 units that are 4-5 years old and two that are 15-18 years old. \$25,000 to \$30,000 total estimated replacement cost when the time comes. These are the last two we would expect to have to replace soon.
- Expenses for July in Maintenance/Maintenance Contracts included only fees for burglar alarm monitoring.
- Parish building flooring is installed and the invoice was paid in August. All repairs stemming from last December's cold snap are complete.
- Church inventory is underway. Two floors of the parish building have been listed on our worksheets and videos have been made to accompany. Day School's effort is beginning accompany. Day School's effort is beginning and should be about 3 weeks to complete.
- Staff are looking at our office areas. Outstanding areas that will need attention are the Tom Davis Library, the kitchen/and related storage, and our Archives Room
- Gutters have been evaluated and a quote for repairs/partial replacement and gutter guard protection has been received and is \$5,400 on the parish hall. Prices of complete replacement ranged to \$28,000 for replacement and gutter guards. B&G Advisory to study and make a recommendation.
- B&G Advisory is looking into solutions for erosion and pedestrian control on the back side of TP parking lot. Please contact Bill Hurst with thoughts or concerns.
- They're a step towards finally completing the Trinity Place Project, with the installation of an entrance sign on Hwy. 93. Anyone interested in being part of this effort-Contact Bill Hurst.
- B&G advisory is considering.
- St. Paul's restoration has been slow to begin. The paint removal process is hindered by the temperatures, and our contractor feels he will perform better and more efficiently if a push in perform better and more efficiently if a push in the early Fall will allow his full attention for as long as it takes.
- Trinity Place lawn care has been a hot effort this Summer. Thanks to our volunteers Jody & Kathy Hunter, Phil Maiberger, Byron Harder, Greg Meeks, Jim Reed, Michael Diemer, James Jayroe, Clem Watson
- St. Paul's yard care is under a new contract with Elias Lawn Care. Good evaluation to this point.