



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

Vestry Meeting, December 17, 2023, Noon

PRESENT: Rev. Suz Cate (Rector), Ellen Haase (Senior Warden), Bob Taylor (Treasurer), Hap Wheeler, Betty Snowden, Jean Ellen Zavertrnik, Jody Hunter, Charlie Curtis, Mel Harriss, Jan Cribb, Chesley Rowe, Mark Stokes, Andrew Baker, Chris Heerwagon (Junior Warden beginning 2024)

ABSENT: Jenn Ellison, Harry Morse, Bill Hurst (Junior Warden)

OPENING PRAYER: The opening Reflection was about today's written exercise during the sermon. The Vestry shared with each other the reflections they wrote.

ADDITIONS TO THE AGENDA: There were no additions to the agenda.

WELCOME: Ellen Haase welcomed newly elected Vestry member Chris Heerwagon, who will serve as our new Junior Warden in 2024.

OLD BUSINESS

1. **Approval of November 2023 Minutes** – Charlie Curtis made a motion to approve with corrections; Chesley Rowe seconded the motion. Motion passed unanimously.
2. **Mutual Ministry Survey Goals - Status update from Ellen Haase - See ATTACHMENT A.** At this time, the main focus is determining the feasibility of hiring an assistant rector. A subcommittee is working on this effort. By the end of the year (2023), we will have a better understanding of where we are for funding this position for a minimum of three years. More discussion on this topic later in the meeting.

NEW BUSINESS

1. **Treasurer's Report [Bob Taylor] – See ATTACHMENT B for full report** (excluding YTD balance sheets). Topics included the following:
 - a. A report on the November 30, 2023 financial statements.
 - b. Three Finance Committee recommended motions for Vestry approval - see details below.
 - c. End of the year projections on income and expenses for planning the 2024 SOM.
 - d. A preview of a working draft of the 2024 SOM for Vestry input. Bob invited Vestry members to email him directly with their thoughts

Pursuant to 1.b. above, three motions were presented on behalf of the Finance Committee. Because the motions come from the Finance Committee, they need no second.

1. After considerable discussion of St. Paul's income, expenses and renovation needs, the Finance Committee voted unanimously to recommend the following motion for Vestry approval:

Motion: Starting December 17th all undesignated plate offerings at St. Paul's be placed in the renovation category of the St. Paul's Fund until the renovation total reaches the originally targeted \$140,000.

Discussion; Motion approved unanimously.

2. The following motion was unanimously approved by the Finance Committee as a recommendation to the Vestry:

Motion: The Bois Joli School Project Fund be moved to inactive status and the dormant balance of \$2,360.38 be transferred to the Cange, Haiti Fund.

Discussion; Motion approved unanimously.

Background: Bois Joli School Project Fund: An outreach project involving several churches where Holy Trinity is custodian for the funds. Fund is to be used to support teachers' salaries. There has been virtually no action in this Fund for years.

3. An anonymous donor pledged \$40,000 for the salary of an assistant priest in 2024 and \$40,000 in 2025. After lengthy discussion about the importance of adding an assistant priest and the concerns about continued funding for the assistant priest, the following recommendation to the Vestry was unanimously approved by the Finance Committee:

Motion: A temporary **Assistant Priest Fund** be established for these gifts and similar solicited gifts from parishioners which will be used for the recruitment and hiring of an assistant priest in 2024.

Discussion: Prior to the budget downturn during the pandemic, the parish had funds budgeted for this position. Our hope is to be able to fund the position. The potential donor is willing to allow the money to be held in account until such time it becomes financially possible to hire an assistant priest. The funds could stay in that account indefinitely with no time limit on use of the funds, and the donor this. A clear iterative process needs to be in place when we begin to take steps in this direction.

Motion approved unanimously.

For additional topics/details of the Treasurer's Report, please see **ATTACHMENT B**.

Mel Harriss made a motion to approve the full Treasurer's Report; seconded by Betty Snowden. Motion passed unanimously.

2. **Stewardship Ministry update – [Jody Hunter]:** See **ATTACHMENT C** for details. Jody said we reached out to twenty-five families that had not pledged, and we received eight additional pledges. He hopes to exceed the number of pledging units we had in 2023. To date, we are about \$32,000 ahead of where we were this time last year.
3. **Parish-wide Survey Update– [Hap Wheeler]:** Hap reported that we have received more than 120 responses to our parish-wide survey. He has sent reminders out. After the holidays, the subcommittee will start looking at the results. They also will conduct an age range comparison to see if we are getting a representative sample and study best practices for analyzing narratives.

4. **Annual Reports** – Ministry Committee reports are due by 14 January 2024 for publication in the 2023 Annual Report of Holy Trinity Episcopal Church.
5. **Other:** Concern was expressed about security during the evening choir rehearsals. Hap Wheeler will take the lead on this issue, since he has been working with the security system for the Day School.
6. **Reports**
 - a. **Rector (Mtr. Suz) – See ATTACHMENT D:** Mtr. Suz reported that attendance at worship continues to rise. We have nine youth being prepared for Confirmation and eight to ten adults will be invited to a discovery class. The Vestry is invited to participate in those classes, too. The Archdeacon of Development will attend our January 21 worship service and meet with the Vestry.
 - b. **Jr. Warden - See ATTACHMENT E:** Bill Hurst was unable to be present.
 - c. **Sr Warden (Ellen Haase) See ATTACHMENT F.**
7. **Salary Increases:** Recommendations for salary increases for staff members were presented by Bob Taylor, Treasurer.
 - a. Hap Wheeler made a motion to accept all of the recommendations as a package for one vote; seconded by Charlie Curtis. Motion approved unanimously.
 - b. Mel Harriss made a motion to approve the recommendations; seconded by Charlie Curtis. Discussion included checking the mathematics per a question raised by Chesley Rowe. Motion to approve the salary increase recommendations passed unanimously.
8. **Next Vestry Meeting** – 21 January 2024, In person following 10:30 AM service with Zoom available.
9. **Annual Meeting** – 28 January 2024 following the 10:30 AM service.

CLOSING PRAYER by Ellen Haase.

Respectfully Submitted, Rebecca Eidson, Clerk to the Vestry

OTHER MINISTRY REPORTS

Attachment G: Pastoral Care



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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	Part 1 complete. Next step is meeting with new Wardens..
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.	COMPLETE In person following church with Zoom option is now established
3. Expand Fellowship (Engagement) Ministry. 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	COMPLETE 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	Implement with EDS Sunday New format trial in 2024 to improve engagement.
Intermediate Goals – 6 months.		
6. New Name Tags for the Parish	Rebecca Eidson and Wesley Ramey	COMPLETE Name tags are now available!!
7. Updated Parish Directory	Jack McKenna, Wesley & Will Cate	COMPLETE – Distributed electronically.
8. Event Communications – Enhance our communication of Parish events	Hap	See " <u>Minutes Communications Comm 8-24-23.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" Children's Church 2024
Goals for the year		
10. Website refresh – Enhance our website, including mobile accessibility	Hap	See " <u>Minutes Communications Comm 8-24-23.odt</u> "
11. Asst. Rector – Explore options for hiring an Asst. Rector	Vestry, Finance & Mtr. Suz	Sub-committee meeting in early Jan 2024. Large commitment from parishioner with surplus make it financially possible.

As of December 23

Treasurer's Report to the Vestry
Bob Taylor, December 17, 2023

Items to be presented:

- A report on the November 30, 2023 financial statements.
 - Three Finance Committee recommended motions for Vestry approval.
 - End of the year projections on income and expenses for planning the 2024 SOM.
 - A preview of a working draft of the 2024 SOM for Vestry input.
- **The Review of the November 30, 2023 financial statements by the Finance Committee at the December 12th Meeting is summarized as:**
 1. Many of the usual financial observations were deferred to the projected incomes and expenses segments of the current working 2024 Draft SOM.
 2. The checking account balance appears low (\$27,113.81, (page 6) but arriving 2024 prepaid pledges have raised the balance to over \$97K as of December 6th.
 3. The \$27,823.33 drop in Edward Jones (page 6) is a transfer of \$30,000 to First Citizens checking to ensure adequate cash flow for November expenses and the 4.71% November Edward Jones interest.
 4. The change of \$21,972.61 in the Trinity Place loan (page 7) is the \$15K principal only payment and the principal portion of the required monthly payment. The cash balance in the Trinity Place Fund is \$43,693.50.
 5. The Reserve Fund of \$130,328.17 (page 7) is about \$36K lower than last year total of \$166,514.53 because of the January 2023 transfer of \$44,757.25 to supplement the costs of the Nave HACV units. The Reserve Fund should be restored from the projected surplus of 2023.
 6. An update on the Kunkel Fund distributions:

December 12 Update 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	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		
Design under Consideration	Trinity Place Fencing	\$8,499.72		
Approved	Clemson Community Care	\$5,000.00	\$5,000.00	Completed

Approved	Haiti - Bois Joli Teacher Salaries	\$5,000.00	\$5,000.00	Completed
Approved	Haiti - EBS warmers for school Lunches	\$1,500.00	\$1,500.00	Completed
Approved	Haiti - Fish Food Project	\$4,175.00	\$4,175.00	Completed
Approved	Youth	\$5,000.00	\$5,000.00	Completed
Approved	Haiti University Student	\$4,600.00	\$4,600.00	Completed
	subtotal	\$118,774.72	\$105,275.00	
	Residual	\$0.00	\$13,499.72	
	Total	\$690,774.72	\$677,275.00	

- After considerable discussion of St. Paul's income, expenses and renovation need the Finance Committee voted unanimously to recommend the following motion for Vestry approval:

Motion: Starting December 17th all undesignated plate offerings at St. Paul's be placed in the renovation category of the St. Paul's Fund until the renovation total reaches the originally targeted \$140,000.

- Work on the Haiti Fund tracking proposed format is provided for Vestry information.

Example of Treasurer's Report for Haiti Fund

Date: Can be printed off whenever needed usually monthly

Account Number	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under	Annual Budget
Income							
	Haiti Fund Balance from previous year						2,823.52
	Transfer from Outreach Budget						5,000.00
	Transfer from Bois Joli School Fund						2,360.38
	Fund Raising Events						8,000.00
	Singing Rooster Coffee Sales						8,000.00
	Contributions						10,000.00
	Total Income						36,183.90
Expenditures							
	Bois Joli School						5,000.00
	Haiti University Students						5,000.00
	Medical Mission						2,000.00
	Public Health						2,000.00
	Clemson Aquaculture Haiti						10,000.00
	Singing Rooster Coffee Supplies						4,000.00
	Total Expenses						28,000.00
	Difference						

- The following motion was unanimously approved by the Finance Committee as a recommendation to the Vestry:

Motion: The Bois Joli School Project Fund (page 7) be moved to inactive status and the dormant balance of \$2,360.38 be transferred to the Change, Haiti Fund.

Background: Bois Joli School Project Fund: An outreach project involving several churches where Holy Trinity is custodian for the funds. Fund is to be used to support teachers' salaries. There has been virtually no action in this Fund for years.

- An anonymous donor pledged of \$40,000 for the salary of an assistant priest in 2024 and \$40,000 in 2025. After lengthy discussion about the importance of adding an assistant priest

- An increase in the Rector's compensation to reach the minimum recommended compensation for a rector of a transitional parish (**page 13**).
 - Staff raises to partially compensate for cost-of-living increases (7% in 2021, 6.5% in 2022 and an estimated 3.7% in 2023, (**page 14**) and to reward meritorious work.
 - Adding a 1% raise to each staff member will increase salaries and benefits by about \$1,800.
 - A 8% merit raise for Evyone adds about \$3,639
 - A 8% merit raise for Wesley adds about \$3,032.
 - Changing Jerae from a 20 hour per week Family Ministry Coordinator to a 25-hour per week Parish Life Coordinator adds about \$11,448.75 because a pension option of \$6,750 would likely be accepted, in essence a 9% raise.
 - A 6% merit raise for Becky adds about \$992.
 - A 6% merit raise for Trey adds about \$855.
 - A 4% COLA adjustment for Jim adds \$672.
 - A 4% COLA adjustment for Cynthia adds about \$188.
8. The working draft of the 2024 SOM is listed below and will be subject to changes as projected incomes and expenses are realized at the end of December and other planned expenses are more precisely determined. This working draft is presented in larger font on pages 11-12.

12/12/2023 Draft Operating Fund										
Statement of Mission (SOM)										
	Actual Income Expenses		Actual Income Expense		Actual Income Expenses		Balanced	Projected Income Expenses	Projected Minus Budgeted	
%	SOM 2020	2020	SOM 2021	2021	SOM 2022	2022	SOM 2023	2023	2023	SOM 2024 Changes
Income										
General Offerings:										
Plate and Other Offerings	49,448	41,797	41,000	47,132	43,900.00	94,515.51	56,500.00	82,000.00	25,500.00	60,000.00 3,500.00
Pledges Offering	822,400	610,140	488,454	508,038	482,124.00	486,486.91	410,000.00	416,000.00	6,000.00	470,000.00 60,000.00
Sub-total General Offerings	871,848	651,937	527,454	555,141	525,824.00	561,004.42	466,500.00	498,000.00	30,500.00	530,000.00 83,500.00
Investment and Other Income:										
Investment Income - Restricted	2,500	886		-2,900		3,523.04		1,120.02	1,120.02	0.00
Investment Income			2,000	2,000	500.00				0.00	0.00
Realized Gain/Loss Sale Invest		-1,007		0		(120.83)			0.00	0.00
Unrealized Gain/Loss on Invest		-4		0					0.00	0.00
Sub-total Investment and Other	2,500	-125	2,000	-500	500.00	3,110.33		1,120.02	1,120.02	0.00
Total Income	874,348	651,812	\$529,454	\$554,641	526,324.00	564,515.96	466,500.00	499,120.02	31,620.02	530,000.00 63,000.00
Expenses										
Salaries and Benefits:										
Clergy Health Insurance			0.00	0			0.00		0.00	0.00
Clergy Housing Allowance			52,000	52,000	52,000.00	44,500.08	34,000.00	34,000.00	-8,000.00	35,000.00 3,999.92
Clergy Pension			24,504	26,331	26,344.00	19,731.29	14,859.74	14,859.74	0.00	16,366.42 1,496.68
Clergy SECA			72,857	72,982	82,230.00	65,348.75	41,715.00	41,715.00	0.00	82,869.00 11,154.00
Clergy SECA			11,273	11,274	12,124.00	9,921.98	6,839.04	6,839.04	0.00	7,527.97 688.93
Contract Labor			21,000	15,675	21,000.00	22,643.97	28,324.76	28,000.00	-324.76	29,800.00 1,475.24
Net Paycheck				0					0.00	0.00
Payroll Tax Expenses				10,448.00		11,976.24	9,724.37	9,578.37	-145.00	11,177.54 1,453.27
Staff Health Insurance			9,013	11,610	13,471.00	12,378.50	13,000.00	13,700.00	700.00	14,058.50 1,058.50
Staff Pension			17,613	11,987	5,632.00	6,000.00	6,435.00	6,435.00	0.00	6,949.30 514.30
Staff Salaries			8,771	5,398	136,468.00	156,199.18	127,116.00	126,000.00	-1,116.00	146,112.36 18,996.36
Sub-total Salaries and Benefits			332,844	321,907			282,013.99	281,127.16	-886.84	322,852.20 40,838.20
Diocesan Assessment				0	90,352.00	90,352.00	\$25,000.00	25,000.00	0.00	60,000.00 35,000.00
Mission and Program Expenses:			86,674	86,674					0.00	0.00
Christian Formation			1,500	940	1,000.00	1,561.77	1,500.00	500.00	-1,600.00	1,500.00 0.00
Kanuga - Parish Retreat			1,500	1,392					0.00	0.00
Christian Formation-Youth			1,500	2,156	3,000.00	3,061.93	4,800.00	3,500.00	-1,300.00	4,800.00 0.00
Young Adult Ministry			1,500	1,072					0.00	0.00
Music/Choir -Adult			2,500	2,500	2,500.00	1,578.79	1,800.00	1,800.00	0.00	1,800.00 0.00
Music/Choir -Youth			500	500	500.00	0.00	500.00	100.00	-400.00	500.00 0.00
Worship/Music Dept			1,500	1,072	1,000.00	1,072.87	1,000.00	1,500.00	500.00	1,000.00 0.00
Canterbury Club			1,000	633	500.00	204.17	500.00	500.00	100.00	500.00 0.00
Relationship			1,000	1,392	1,500.00	1,912.97	3,400.00	2,000.00	-1,000.00	3,000.00 0.00

		Actual Income Expenses		Actual Income Expense		Actual Income Expenses		Balanced	Projected Income Expenses	Projected Minus Budgeted			
Statement of Mission (SOM)		%	SOM 2020	2020	SOM 2021	2021	SOM 2022	2022	SOM 2023	2023	2023	SOM 2024	Changes
Evangelism					-	0					0.00		0.00
Pastoral Care					250	198	200.00	19.93	200.00	100.00	-100.00	200.00	0.00
Stewardship					0	0	1,000.00	708.20	800.00	200.00	-600.00	800.00	0.00
Vestry Retreat					0	0	2,700.00	1,627.82	0.00		0.00	0.00	0.00
Sub-total Program Expenses					-	0	13,900.00	11,766.45	14,100.00	10,300.00	-3,800.00	14,100.00	0.00
					11,950	12,553					0.00		0.00
Outreach:						0					0.00		0.00
Clergy Discretionary						0	4,500.00	4,500.00	4,500.00	4,500.00	0.00	4,500.00	0.00
Direct Outreach					4,500	4,500	29,000.00	29,000.00	22,900.00	22,900.00	0.00	30,000.00	7,100.00
Sub-total Outreach Expenses					29,000	29,000	33,500.00	33,500.00	27,400.00	27,400.00	0.00	34,500.00	7,100.00
					33,500	33,500					0.00		0.00
Facilities Expenses:						0					0.00		0.00
Utilities						0	22,500.00	24,518.90	26,000.00	25,300.00	-700.00	26,500.00	500.00
Property & Liability Ins.					22,600	20,666	15,500.00	15,682.44	18,000.00	18,000.00	0.00	18,400.00	400.00
Maintenance					17,500	14,241	20,000.00	17,876.26	20,000.00	15,000.00	-5,000.00	14,000.00	-6,000.00
Maintenance Contracts					\$15,500	16,500	15,000.00	16,733.54	20,000.00	12,000.00	-8,000.00	8,000.00	-12,000.00
Sub-total Facilities Expenses					55,500	60,408	73,000.00	74,811.13	84,000.00	70,300.00	-13,700.00	66,900.00	-17,100.00
						0					0.00		0.00
Mission and Program Support Expenses						0					0.00		0.00
Supplies					7,000	5,297	6,000.00	6,116.24	5,500.00	6,000.00	500.00	5,500.00	0.00
Conference/Training - Rector					1,000	1,000	1,000.00	723.27	1,000.00	800.00	-400.00	1,000.00	0.00
Conference/Training - Lay Staff					1000	195	500.00	1,249.99	0.00		0.00	0.00	0.00
Conference/Training - Asst Rector					1000	599	1,000.00	0.00	0.00		0.00	0.00	0.00
Professional Expense - Rector					3,000	1,684	3,000.00	2,843.99	1,250.00	1,100.00	-150.00	1,250.00	0.00
Professional Expense - Asst Rector					750	575	1,000.00	834.89	0.00		0.00	0.00	0.00
Professional Expense - Lay Staff					1,000	195	-	-			0.00		0.00
Equipment Purchases					1,500	3,057	3,000.00	1,537.91	2,000.00	1,000.00	-1,000.00	2,000.00	0.00
Printing and Publications					8,000	12,196	12,000.00	11,734.41	12,000.00	8,000.00	-4,000.00	10,000.00	-2,000.00
Payroll Service Expense					750	377	400.00	507.58	500.00	500.00	0.00	800.00	0.00
Postage and Freight					1,600.00	1,180	1,200.00	1,699.18	1,400.00	1,500.00	100.00	1,500.00	100.00
Telephone and Internet Access					8,500	5,297	6,000.00	6,182.48	7,500.00	5,000.00	-2,500.00	5,000.00	-2,500.00
Operational Support Expenses:									2,000.00	4,500.00	2,500.00	4,500.00	2,500.00
Sub-total Support Expenses					33,100	32,070	35,100.00	33,275.94	33,150.00	28,200.00	-4,950.00	31,250.00	-1,900.00
											0.00		0.00
Special Expenses:											0.00		0.00
Miscellaneous						0	-	2,280.26			0.00		0.00
Amount for Allocation						0	-	-			0.00		0.00
Sub-total Special Expense						0	-	-			0.00		0.00
						0					0.00		0.00
Total Expenses			574,349	608,225	572,918	544,145	605,561.00	694,689.76	486,663.90	442,327.15	-23,336.84	529,002.29	63,938.30
Excess/(Deficit)							(79,437.00)		838.01		-836.01		
Income Over (Under) Expenses				43,587	(43,484)	11,165	(79,437.00)	(27,172.80)	838.01	55,792.87	54,956.86	397.71	

ATTACHMENT C

From: kjh1980@aol.com
Subject: Holy Trinity Stewardship Ministry
Date: Dec 1, 2023 at 10:46:25
To: Jerome Cribb Jerome_Cribb@yahoo.com, Jim Reed
jrpsm@bellsouth.net, Lynn Smith lynnsmith114@earthlink.net, Cindy
Thackham cdjpt@att.net, Charles Curtis ccurtisjr@gmail.com, Michele
Cauley cauley@clemson.edu, Emily Baker etpietras@gmail.com, Ellen
Haase elleneddyhaase@gmail.com, Suz Cate
scate@holyltrinityclemson.org

All,

Hope you and your families are doing well. As of today we have 94 pledges for \$437,294 pledged. This compares with 95 pledges for \$377,606 at this same point last year. This is an increase of \$59,688 over last year. I feel very good about us achieving or exceeding our goal of \$470,000.

Our next meeting will be Monday, December 11, at 7:00 p.m. on Zoom. We will review our progress and future actions needed. I will send the link with a reminder next week.

I continue to thank each of you for your faithful service to our Stewardship Ministry,

Thanks Again,

Jody

ATTACHMENT D

Rector's Report:

The First Sunday in Advent was amazing. We had the largest congregation gathered here in this Nave since March of 2020. Our children's choir sang beautifully, and all four babies in attendance added their voices to our prayers.

The Advent Festival following that service was so wonderful. A lively tribe of children played happily in the parish hall after decorating and eating cookies. A group of teenagers took considerable care to green their advent wreaths just so, chatting and laughing happily the whole time.

People ate soup and grilled cheese sandwiches until they were full, but more than that, they enjoyed being together. I witnessed many hugs and smiles during the course of lunch.

All of this wonderfulness is the result of months of hard work put in by Jerae Wallace, Cynthia Spejewski, and a number of volunteers who contribute their time and energy to calling families together at Holy Trinity.

There have been times when it seemed like it was all in vain, when the frustration felt insurmountable. And they hung in there, continuing to invite, welcome, and always trying to connect families and children to Holy Trinity.

It has been slow work, and it has required more than a little faith that the effort would be fruitful. I am thankful for the dedication of everyone who continues that work with our families.

ATTACHMENT E

From: Bill Hurst wthurst73@gmail.com

Subject: Jr. warden report

Date: December 13, 2023 at 09:19

To: Ellen Haase elleneddyhaase@gmail.com

Please place in our Google drive:

Junior Warden Report 12/17/23

November '23 remained steady and with no major repairs or expenses. Our quarterly Elevator Maintenance Contract was due (\$688.90) and was paid. Maintenance expenses included 3 items. Winterization of our sprinkler system, a call to replace a bad door switch on our burglar alarm (&160), and a transfer of a \$150 contribution to the Youth fund for their help in prepping an area for HVAC installation back in the spring.

Maintenance costs and Maintenance Contracts for this year are running well below predicted budget. This knowledge is being utilized in the planning for 2024 SOM. At this time, our only planned maintenance for December is installation of new LED fixtures and bulbs in the stairwell off of the Narthex.

Replacement of the last of the old fluorescent fixtures in the office area is anticipated.

Tempo Article

Senior Warden's Report – Vestry Update – December 2023

"If the Lord builds the house, Nobody can tear it down
When it's built on His name, There's nothing gonna shake this ground."

Lyrics from songwriters Hope Darst & Andrew Holt.

Our monthly Vestry meetings are packed with so much important business, to share it all would fill several pages. So, this Vestry update focuses on progress on a couple of important initiatives identified in the 2023 Mutual Ministry Study.

Assistant Rector. A top priority for Holy Trinity Episcopal Parish is to call an assistant rector to lead Canterbury and support our Parish life. The original reason for the founding and location of Holy Trinity was to serve the Clemson University community. The importance of this mission for Holy Trinity was reaffirmed over the past several years with the acquisition and improvements to Trinity Place and the renovations for Canterbury in the lower level of the Parish Hall. To responsibly call an assistant rector, Holy Trinity needs a sustained financial commitment similar to the financial commitment made for Trinity Place.

Our stewardship campaign had an extended goal to support adding the assistant rector to the 2024 budget. We pray that the generous pledged gifts from parishioners will achieve this goal. A committee consistently of the Ellen Haase, Jan Cribbs, Jim Reed, Bob Taylor, Bill Purkerson and Charlie Curtis has been established to explore ways to sustainably fund and recruit our next assistant rector. Your prayers and support for the activities of this subcommittee and for successfully calling our next assistant rector will be greatly appreciated.

Vestry Discernment and Transition. Leadership is vital to the future of Holy Trinity. Each year we seek members of the Parish who feel called to serve our church on the Vestry to replace those whose terms are ending. The Vestry offered a discernment session in November to share the roles, responsibilities, and many blessings of Vestry service. Information was be provided about expectations and time commitments. If you feel God calling you to Vestry service now or possibly in the future, contact a Vestry member to get more information. Look for Vestry ballots starting on 4 December 2023. New Vestry members will be provided time to get up to speed and be supported during their transition so we can continue to lead Holy Trinity on the mission and ministry God has set for us.

Thank you, Stewardship Ministry! Please join me in thanking our Stewardship Ministry Team for their extraordinary work in guiding us in our prayerful consideration of how we act as stewards of the many blessings God has given us.

Parish-wide Survey. Preparing, launching, and analyzing a survey requires considerable time, effort, and knowledge. Our Survey team of Hap Wheeler, Mel Hariss, Andrew Baker, and Kathy Crouse produced a superb tool to gather information to guide the Vestry as we make plans for our future. Thank you to everyone who has taken time to prayerfully complete the survey.

Next Vestry Meeting is 17 December 2023 at 12:00 PM in the Parish Hall following the 10:30 AM service with Zoom option available. All are welcome to attend. The Zoom link will be provided in the preceding week's **HT Notes**.

Your humble servant and Senior Warden,

Ellen Haase

Email – elleneddyhaase@gmail.com. Mobile – 917.972.6062.

ATTACHMENT G

Pastoral Care Meeting Minutes

November 7, 2023

Attending: Jeffrey Yang, Pamela Mack, Serena Dubose, Kathy Hunter, Mel Harris, Judy Surak, Jean Ellen Zavertnik

Prayer

Pastoral Care Spreadsheet reviewed and updated.

December 2, 2023 @11 am: Goodie Bag organize and distribute.

Pam Mack will let us know of the process for cookie making and delivery. Meet at 11 and assemble the bags. Jeffrey will send out "the call" to bring cookies to church. Using HT reusable bags. Approximately 30 bags.

Submitted by Jean Ellen Zavertnik