

HOLY TRINITY EPISCOPAL CHURCH VESTRY MEETING

Sunday, May 21, 2023, 12:15PM, Parish Hall

ATTENDEES: Mtr. Suz Cate (Rector), Ellen Haase (Senior Warden), Bill Hurst (Junior Warden), Bob Taylor (Treasurer, Andrew Baker, Betty Snowden, Charlie Curtis, Chesley Rowe, Hap Wheeler, Harry Morse, Jan Cribb, Jody Hunter, Mark Stokes, Mel Harris

EXCUSED: Jean Ellen Zavertrnik, Jenn Ellison

Mother Suz opened with a prayer.

OLD BUSINESS

1. **Approval of April 2023 Minutes:** Chesley Rowe made a motion to approve the minutes; seconded by Charlie Curtis. Motion passed unanimously
2. **Neighborhood Groups:** Hap Wheeler, Jan Cribb, and Jean Ellen Zavertrnik are working to reform and revive neighborhood groups, which became inactive during Covid. They plan to develop some general guidelines and restart the groups. Currently we have eleven groups, and they would like to reduce those to seven or eight. They will convene in the near future to discuss.
3. **Alcohol Policy:** No discussion or action. The Diocesan Policy was distributed at a prior meeting.

NEW BUSINESS

1. **Treasurer's Report [Bob Taylor] - See ATTACHMENT A for detailed narrative report.** Charlie Curtis made a motion to accept the Treasurer's Report; seconded by Harry Morse. Motion passed unanimously. Praise was given to Bill Hurst for managing the flood damage and to Bob Taylor for helping with the preparation and sale of Beith Kunkel's house.
2. **Beth Kunkel Estate – Update and Next Steps**
 - a. **Status of bequests – Annuity, Life insurance and Property.** Included in Treasurer's Report - see **ATTACHMENT A.**
 - b. **Framework for use of Beth Kunkel's Gift:** Ellen led a discussion regarding how we can best honor Beth's legacy by using her financial gifts in ways that would benefit the many things she held dear, including outreach, Haiti, the SAME garden, etc. A subcommittee drafted a set of guiding principles and a list of ten potential initiatives and activities that could be funded/supported with Beth's bequest. Members of the Vestry were offered the opportunity to put the list in rank order and add ideas of their own and asked to send their input to Harry Morse by May 25. Ellen and Mtr. Suz will also draft a communication to the parish to welcome their input. Once this input is received, the subcommittee will provide its final recommendation to the Vestry by June 15 to be acted upon at the next meeting.
3. **Vestry discernment and transition process:** We will begin a new strategy for recruiting new Vestry members by starting the process earlier (August) and inviting potential candidates to a dinner meeting so they can learn more about Vestry membership and review the Vestry

handbook. Jan Cribb, Ellen Haase, Harry Morse, and Charlie Curtis are ending their terms this year. Because Charlie filled a vacant slot, he can run again.

4. Mutual Ministry Review:

- a. Final Report: The final report was shared with the Vestry, and it was agreed to share the Executive Summary in the next issue of TEMPO, and include a link to the full study. See **ATTACHMENT B** for the Executive Summary.
- b. Vestry Goals – Status update: Please see **ATTACHMENT C**. The Vestry was asked to review the goals and be prepared to discuss them at the next meeting.

5. St. Paul's:

- a. Landscape Maintenance Contract: Charlie Curtis made a motion to approve the new landscaping contract; seconded by Andrew Baker. Motion passed unanimously.
- b. St. Paul's Churchyard Guidelines: **See ATTACHMENT D**. Andrew shared a draft of updated guidelines for the use of St. Paul's Church and interment in the Churchyard. He asked the Vestry to review them in preparation for discussion at the next Vestry meeting. If they are deemed acceptable, they need to be approved by a vote of the Vestry.

6. Reports:

- a. **Rector (Mtr Suz): See ATTACHMENT E for Detailed Report.**
 - i. Canterbury: Mtr. Suz reported that our work with Canterbury this year was successful, with meaningful worship,, formation, and fellowship. We ended the year by offering lunch and snacks during exams, which took a great deal of work but was well worth it. Scotty Tims will be the new peer minister for 2023-24. He has great ideas about outreach on campus, social media, etc. Canterbury meetings will move to Sunday evenings.
 - ii. Worship: Mtr. Suz plans to begin offering worship on Sunday evenings for Canterbury students and anyone who wishes to join us. This format will provide an opportunity to try out new formats for worship, such as more contemporary services, different music, Celtic, etc. Because she leads worship at St. Paul's on the first Sunday evening of each month, a Canterbury student will lead the worship service on those days. The students will also take responsibility for Eucharistic support, such as altar guild and readings.
 - iii. The Vinery: Mtr. Suz took over this initiative when Fr. Noah moved to Texas. It provides an opportunity to energize our ministry with the entire university community. She looks forward to being more involved next year.
- b. **Junior Warden (Bill Hurst): See ATTACHMENT F for Detailed Report.** Bill reported the HVAC work has been completed except for a few minor tweaks. New flooring in the Parish Hall to repair flood damage will take place this summer. Security improvements are being installed this summer. Mark Stokes reported he had replaced an ethernet

switch and that we should soon be able to implement the listening device technology for the elderly in the near future.

Next Vestry Meeting – June 25, 2023 at 7PM by Zoom.

Respectfully submitted,

Rebecca Eidson, Clerk to the Vestry

Additional information provided to the Vestry:

ATTACHMENT G: St. Paul's Committee Meeting Minutes (April 5, 2023)

ATTACHMENT A

Treasurer Report to Vestry, May 21, 2023 Bob Taylor

This report will present

- A review of the April 30, 2023 financial statements
- The Review Team for the Parish Review of 2022 financial activities
- An almost final summary on repairs and reimbursements for the December 2022 water damages and electrical problems.
- An update on activities with the Kunkel Estate Gifts

The Finance Committee's Review of April 30, 2023 financial statements resulted in the following observations which have the corresponding numbers on the indicated pages for easy of identification:

1. The First Citizens checking balance (page 4) is slightly elevated but the payment for the Nave HAVC units and the Parish Hall luxury vinyl flooring will be coming due soon.
2. Additional prepaid pledges were received (page 4).
3. Operating Fund increase (page 5) and negative maintenance expenses for April (page 7) reflect insurance reimbursements and flooring expense still to be entered.
4. Reserve Funds (page 5) are still low but have continued to be increased by interest earnings.
5. Building Maintenance Fund (page 5) will be reduced to about \$1K (much too low) when the Nave HAVC units' final payment is made.
6. Pledge offerings continue to lag behind budget year to date (-\$34,546.85, page 6)), but plate offerings are \$14,437.42 (page 6) ahead of budget.
7. Total expenses will be near budget with the payment of the Parish Hall flooring (page 7).
8. Trinity Place Funds (page 8) appear to be near schedule, and the expected football revenues will be carefully monitored over the next three months. Current cash balance for Trinity Place is \$30K which is almost about 3.5 months payments.
9. Edward Jones paid 4.11% in April (page 9).
10. ECF Investments (page 15) and Endowments accounts fared better in March and April and paid just less than 2%.

It was determined that a confidential investigation into the operating pledge, plate offerings and prepaid pledges should be conducted by the Treasurer, Assistant Treasurer and Financial Administrator to identify possible causes for the discrepancies with the expected budget to date totals. Findings from this investigation will be reported back to the Finance Committee in June.

Internal Review of the 2022 financial activities.

Review team will be Jim Snowden, Eunice Waddington, Bill Loeffler and Brad Russell. Assistant Treasurer Dorothy Meeks and Financial Administrator Evyone Washington will work with the Review Team to complete the review in the next few months.

Update on freeze/water and Duke electrical damages, repairs and reimbursements.

With the expected reimbursement of \$1,769, the parish hall water damages will be within \$179.93 of being totally reimbursed. Note that the additional luxury vinyl tile in Parish Hall is a bonus. The Electric shortage damages in December are totally repaired (with LED light fixtures being a bonus addition), and the difference in expenses and reimbursements is \$1,010.50. The Junior Warden was commended for his diligence and successful work on these two major sets of repairs.

Company Name	Invoice #	Amount	Reimbursed	Comments
			\$25,900.07	Insurance adjusters estimated cost for the repairs.
Around the Clock, Inc		\$180.00		Repair busted pipes
SERVPRO	1027	\$6,528.93	\$6,528.93	Water clean up from water leak/Frozen Pipe
Pye-Barker	PSI947588	\$6,038.00	\$6,038.00	Repairs made to the Sprinkler system to get it back operational.
Carolina Burglar & Fire Alarm Co.	337679	\$110.00	\$110.00	Service call for sprinkler system busted & shut down causing beeping
Johnson Control	89450131	\$1,958.50	\$1,958.50	Reprogram panel multiple times
Pye-Barker		\$1,769.00		Repairs to sprinkler system
Total		\$16,584.43	\$40,535.50	
Deductable			-\$1,000.00	
Total Received			\$39,535.50	
Parish Hall Flooring Est.		\$24,900.00		
		\$41,484.43	Difference	\$1,948.93

Company Name	Invoice #	Amount	Reimbursed	Comments
Electric City Heating & Cooling	i9792	\$520.08	\$520.08	Replaced transformer & fuses after power outage
Anderson Mechanical	3789	\$527.00	\$527.00	Service performed on evaporator motor & control relay after power outage
Anderson Mechanical	3799	\$558.91	\$558.91	transformer & controller after power outage
Electric City Heating & Cooling	i20488	\$516.36	\$516.36	Service performed on furnace #7 after power outage. Found two transformers and fuses blown. Replaces transformers and fuses.
Electric City Heating & Cooling	i9941	\$4,416.72	\$4,416.72	Checked unit # 7 and replaced transformer & fuses. Found faulty blower motor. Checked #8 & #9 to find transformers and fuses also blown, and faulty motors in both. Replaced blower motors in units 7, 8 & 9.
Anderson Mechanical	3835	\$332.97	\$332.97	Dry nitro, flame sensor, labor & service
Golden Corner Electric	2110	\$7,046.43	\$7,046.43	Jan 12-found bad connector in kitchen on hood system, converted lights to led and removed ballast upstairs. Jan 17- continued converting the lights to led. Jan 19- converted lights to led in stairways and upstairs
Golden Corner Electric	2115	\$786.00	\$786.00	Changed out contactor in kitchen for stove.
Golden Corner Electric	2132	\$1,883.76	\$1,883.76	To convert lights to LED
Costco		\$160.49	149.99	Replacement Microwave (\$149.99 * 7% sales tax)
TKE Elevator	Estimate	\$1,650.00	\$1,650.00	Replace elevator phone and damaged transformer
		\$18,398.72	\$18,388.22	
Deductable			-\$1,000.00	
Total			\$17,388.22	

Update on Kunkel Estate Activities

- Received confirmation on May 17th that the \$75,000.15 Kunkel Life Insurance check was mailed on May 15th.
- The Kunkel property was listed by Carolina Foothills Real Estate, https://www.thecarolinafoothills.com/property-details/20262294/fort-hill-addition/111-hillcrest-avenue-clemson-sc-29631/?board_in=anderson-sc at \$445,000 on Wednesday, May 10th. Numerous showings followed the listing.
- At the closing of bids at 6 pm on Sunday, 15 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 31st are under way.
- On Tuesday, May 16th, it was learned that Universal Services (who had performed the final trash removal and professional cleaning) had decided to contribute their services to Holy Trinity without charge.

ATTACHMENT B

Holy Trinity Clemson Mutual Ministry Study September 2022 - April 2023

FINAL REPORT

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

EXECUTIVE SUMMARY

Holy Trinity Clemson engaged in a Mutual Ministry Study (MMS) process September 2022 through April 2023. The timing for Holy Trinity's MMS seemed particularly appropriate, given that the parish has recently emerged from the unprecedented pandemic shutdowns of 2020-22, and that the previous Mutual Ministry Review was undertaken in 2018-19.

Holy Trinity Clemson engaged the Rev. Lynn Sanders, a retired Episcopal priest licensed to officiate in the Diocese of Upper South Carolina, to facilitate their MMS process. Lynn worked with Holy Trinity vestry members Betty Snowden and Harry Morse to design Holy Trinity's MMS process, with input and approval from the Rev. Suz Cate, rector, and Ellen Haase, senior warden.

In preparation for the MMS facilitated conversation between the rector and vestry, the rector, vestry members and ministry area leaders were asked to complete questionnaires. The confidential responses were "de-identified," aggregated and formatted, and provided to the rector and vestry ahead of their facilitated conversation.

The MMS facilitated conversation was held at Holy Trinity on April 1, with discussion sessions punctuated by worship times. The leadership team of rector and vestry discussed what they learned from the questionnaire responses, particularly focusing on what was learned during the pandemic shutdowns, how to characterize this past year of Holy Trinity's re-opening, parish strengths, opportunities, concerns, and a vision for Holy Trinity three years from now. Finally, the team identified 3-month, 6-month and 1-year next steps/goals.

The team identified that its overarching goal is to grow parish membership and engagement. While the 3-month goals are largely related to the vestry's organizing its own work in order to better serve the parish, the 6-month and 1-year goals directly support the overarching goal. It was noted that growing parish membership and engagement would positively affect the parish's financial resources, which would enable the parish to hire an assistant rector. For Holy Trinity to continue to offer — and

grow — its wide array of program offerings and community connections, additional clergy support is needed.

Holy Trinity is clearly a vibrant parish, blessed with gifted, dedicated leadership, both clergy and lay. Its rector and vestry are smart, creative, compassionate thinkers and doers, possessing many talents and a wealth of knowledge among them, with a keen sense of humor to lighten the shared work of parish ministry, and a deep love for their parish. The rector and vestry are both willing and highly able to listen sensitively and look honestly at issues which need attention/improvement, and to take considered action when needed. They show a strong and evident commitment to continue building trust and teamwork among themselves and among the parish at large.

Equally important to note is the leadership's commitment to conducting an MMS-type process on a regular basis, as a way of keeping perspective, particularly valuable in changing times.

As Holy Trinity continues its healthy emergence from the pandemic times and growth into the future, this MMS process may become the seed of a more robust strategic planning effort.

Holy Trinity's many strengths and gifted leadership team are well equipped to meet the challenges of "being and doing church" amidst these times of change.

ATTACHMENT C

NEXT STEPS **(3 months, 6 months, 1 year)**

The group identified the following goals, with timelines and responsibilities. Their overarching goal is to Grow Membership and Engagement, seeing that as foundational to fulfilling the other goals and dreams for Holy Trinity's future.

Complete by July 1, 2023

Responsible

Define vestry transition plan, including a plan for continuing MMS	Ellen, Suz
Explore different options for vestry meetings (day/time/hybrid)	Ellen, Bill
Expand Fellowship Ministry membership	Jan, Betty, Mel
In June: make parish calendar for 2023-24 program year AND clarify all committee responsibilities	Jerae, Jan, Mel, Suz, Stephaniel
First Sunday: resume having children assist with Dismissal	Suz

Complete by September 1, 2023

Responsible

Make new name tags	Rebecca, Wesley
Create new parish directory	Jack, Wesley, WillC
Enhance communication of parish events	Hap
Have Worship Ministry propose ideas for enlivening worship (see Chesley's list, ask our parish and other churches)	MarkS, Suz

Complete by April 1, 2024

Responsible

Enhance website for appeal, clarity, up-to-date	Hap
Explore options for hiring an Assistant Rector	Vestry, Finance, Suz

Thanks to Ellen Haase, senior warden, for capturing these goals in the following clear chart!



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. Vestry Transition Plan – Outline vestry succession and transition plan	Mtr. Suz & Ellen	Meeting scheduled.
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.	
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	
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.	
5. 1st Sunday children's service. Bring back children helping with dismissal (possibly make this every Sunday).	Mtr. Suz	
Intermediate Goals – 6 months.		
6. New Name Tags for the Parish	Rebecca Eidson and Wesley Ramey	
7. Updated Parish Directory	Jack McKenna, Wesley & Will Cate	
8. Event Communications – Enhance our communication of Parish events	Hap	

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	
Goals for the year		
10. Website refresh – Enhance our website, including mobile accessibility	Hap	
11. Asst. Rector – Explore options for hiring an Asst. Rector	Vestry, Finance & Mtr. Suz	

ATTACHMENT D

Approved by the Vestry of Holy Trinity Episcopal Church on XX/XX/XXXX

St. Paul's Episcopal Church and Churchyard, Pendleton, South Carolina

Guidelines and Agreement for Churchyard Interment

St. Paul's Church and Churchyard Authority and Responsibility: St. Paul's Episcopal Church, Pendleton, South Carolina, is a historic unorganized Mission of the Diocese of Upper South Carolina. The Diocese has entrusted the care of St. Paul's Church and its Churchyard to the Rector and Vestry of Holy Trinity Episcopal Church in Clemson, South Carolina. The Rector of Holy Trinity Church serves as the Priest in Charge of St. Paul's Church and has sole discretion in determining the use of St. Paul's Church and the Churchyard. The St. Paul's Committee, herein referred to as the "Committee," was established by the Vestry to serve as an advisory board to the Rector and to assist the Rector in managing the affairs of St. Paul's Church and the Churchyard.

Purpose of Agreement: All individuals who wish to contribute to the St. Paul's fund for the right to interment in the Churchyard will receive a copy of this document for review and signature. The original signed copy is to be returned to the Holy Trinity Church office with the designated contribution before the arrangement is official and an agreed-upon plot is designated. A copy of the fully executed agreement will be returned to the individual who signs the agreement. A record of the designated plot is kept with official church records. Those who made arrangements for a plot(s) and submitted the designated contribution prior to the existence of this agreement will be provided with a copy for guidance, if their address(es) is known.

St. Paul's Church Building Guidelines:

1. All services at St. Paul's Church shall be in accordance with the Canons of the Episcopal Church.
2. All services must be approved by the Rector in advance.
3. The church is open during published times for services and special occasions, which include, but are not limited to weddings, funerals, and approved historical celebrations.
 - a. The Pendleton Historic Foundation is authorized to escort tour groups through the church and Churchyard.
 - b. All other requests shall be handled by the Committee with final approval by the Rector, through the Holy Trinity Episcopal Church office.
4. Procedures and fees for weddings at St. Paul's will be in accordance with the "Wedding Preparation Guide" of Holy Trinity Episcopal Church.
5. The Committee shall oversee the maintenance and upkeep of the church building in consultation with the Rector.

Churchyard Guidelines:

1. Interment in the St. Paul's Churchyard is available to communicants in good standing of Holy Trinity Episcopal Church, Clemson, SC; former communicants of St. Paul's, Pendleton; and members of their families related by blood, marriage, or adoption through one generation. Requests for interment outside these limits will be reviewed and a decision rendered by the Rector.
2. It should be understood that no deed to church land can be granted. St. Paul's Church and Churchyard are the property of the Episcopal Diocese of Upper South Carolina.
3. The right to interment may be obtained by contributing to the St. Paul's Fund established through Holy Trinity Episcopal Church. The amount of such contributions is set by the Vestry and may be modified as needed. Once purchased, the right to interment has no monetary value to the purchaser and is not transferable.

4. The assignment of burial plots is made using the St. Paul's Churchyard Master Plot Plan. Burial plots, each measuring 4 feet by 11 feet, are documented on the Master Plot Plan. Maintaining and updating the Master Plot Plan is the responsibility of the Rector or designee of the Rector.
5. No burial plot shall be reserved or designated for use by an individual until the appropriate contribution and signed agreement (this document) has been accepted by the Rector or the Rector's designee.
6. The Committee retains the authority to substitute a plot other than that designated, should the need arise. It is intended that all agreements referring to plot designations should be honored.
7. All services and interments must be approved by the Rector in advance.
8. All interments must be performed by a mortuary with the exception of cremains, which may be interred by Churchyard staff if approved by the Rector. An interment fee may be assessed for each interment of cremains not performed by a mortuary. The amount of this fee is set by the Vestry and subject to change as needed.
9. Each burial plot may be used to accommodate up to two members of a family through means of layered burials. For cremains, such use will be limited to the ashes of three family members.
10. No interment of animals is permitted.

Gravesite and Headstone Guidelines:

1. St. Paul's Churchyard is religious in nature. By its very existence, it affirms the teaching and traditions of the Episcopal Church and commemorates entrance into Eternal Life as promised at one's Baptism. As such, all headstones should be in keeping with the historic dignity of the Churchyard and the guidelines listed in this section.
2. Prior to placing an order for a headstone, the individual(s) responsible for the interment must review the guidelines listed below and discuss specific design and inscription wishes with the Rector, or the Committee on the Rector's behalf.
 - a. Headstone Inscriptions:
 - i. Inscriptions should include legal first, middle, and last names, along with the dates of birth and death if known. Age at death may be included.
 - ii. If additional Inscriptions are desired, they should be simple, reverent, and theologically based quotations from Holy Scripture or literary sources. References to vocation are also acceptable.
 - iii. It is recommended that all headstones include a cross or other religious symbol.
 - iv. If nicknames or "pet" names are desired, they should be included in quotation marks within the name of the deceased.
 - v. Secular images or references to hobbies, pastimes, sports teams, and/or political views are strongly discouraged.
 - b. Headstone Materials and Gravesite Stipulations:
 - i. Headstones should be made of granite, marble, or other stone. If a metal plate or marker is used, it should be affixed to an approved stone material.
 - ii. Headstones should not include built-in spaces for potted plants and/or other adornments as they inevitably fill with water, debris, dirt, and moss which becomes

unsightly and can cause deterioration of the stone.

- iii. Arrangements for headstones should be made such that they can be placed within one year of interment.
 - iv. Headstones must be delivered and erected by the monument maker. Holy Trinity Church and St. Paul's will not accommodate or accept any mail order or delivered headstones.
 - v. Enclosures of any kind around any grave or burial plot, such as a fence, hedge, or coping must be approved in advance by the Rector or the Committee. Long term care and maintenance of enclosures should be considered when making a decision.
 - vi. All burial plots should be flush with the established grade.
 - vii. Caskets are required, but vaults or grave liners are optional for burial of remains. An exception for ashes allows for uncontained interment.
 - viii. The maintenance of headstones, memorials, and markers are the responsibility of the family of the person interred. If the Committee determines that a headstone, marker, or memorial is not being sufficiently maintained, the Committee reserves the right to intervene in its conservation.
3. Headstones and gravesites in place prior to the adoption of these regulations are "grandfathered" in and may remain unaltered. Alterations to existing headstones and gravesites are subject to these guidelines and requirements.

Grave Decorations:

- 1. Funeral flowers will be removed after they become wilted and/or unsightly.
- 2. Plantings (trees, shrubs, vines, flowers, etc.) on or around grave plots are strongly discouraged because of issues associated with long-term care, maintenance, and upkeep.
- 3. Only fresh flowers and potted plants may be placed on grave sites. Those placing these items should remove them when they wilt or die.
- 4. No artificial plants or flowers are permitted. Artificial wreaths, such as holiday or memorial wreaths, may be placed on grave plots during the traditional seasons and then must be removed.
- 5. Ornamentations to Veterans' graves must be in accordance with guidelines provided by the US Department of Veterans Affairs National Cemetery Administration. See <https://www.cem.va.gov/> and <https://www.arlingtoncemetery.mil/Visit/Events-and-Ceremonies/Flags-In>
 - a. American flags may be placed on Veterans' graves two (2) days before the following holidays: Memorial Day, July 4th, and Veteran's Day; said flags should be removed as soon as possible after the holiday.
 - b. Grave ornamentations to honor veterans, such as medallions, also must follow guidelines provided by the US Department of Veterans Affairs National Cemetery Administration.
 - c. Veterans' organizations seeking to place adornments on the graves of Veterans (temporary or permanent) must seek approval in advance from the Rector, or the Committee on the Rector's behalf. Adornments placed without prior approval may be removed by the Rector or Committee at their discretion.

Churchyard Maintenance:

1. The Committee will oversee the maintenance and upkeep of the Churchyard.
2. The Committee has the authority to have any tree, shrub, or plant in the Churchyard trimmed or removed at their discretion.
3. The Committee has the authority to remove any item(s) that is not considered to be in keeping with the general appearance of the Churchyard.
4. All openings and closings of graves must have prior approval by the Rector and be coordinated through the Committee designee.

By signing this document, I acknowledge that I have read, understand, and agree to abide by the guidelines set forth in this agreement for Churchyard Interment at St. Paul's Episcopal Church and Churchyard in Pendleton, South Carolina.

PLOT NUMBER(S) ASSIGNED: _____

Printed Name of Person Purchasing the Right to Interment

Mailing Address

Email and Phone Number

Signature of Person Purchasing the Right to Interment Date

Printed Name of Rector and/or St. Paul's Committee Representative

Signature of Rector and/or St. Paul's Committee Representative Date

Original to be kept in church files; copy to person making donation for the right to interment.

ATTACHMENT E

Canterbury Spring Semester 2023

Program: we've provided both formational and fellowship opportunities through our programming this year. Jackbox games and making rosaries were great--and our conversations about Baptism, Holy Eucharist, and the Bible were very thoughtful and challenging.

Worship & spirituality: We celebrated Holy Eucharist each month, and actually hosted the Candlemas, Ash Wednesday, and Holy Wednesday services, introducing Canterbury-style in the latest instance, using prayer stations as the response to the Gospel. One of the highlights for me was the Firepit Compline & S'mores we offered a couple of time--sweetness itself!

I have absolutely loved being a more present part of Canterbury this year. I do feel like I could have supported our peer minister, Emma more by being more diligent about meeting regularly. We did begin with a solid plan for the semester, so I don't think the community suffered, but I know Emma had a hard semester.

I felt like we really missed an opportunity to support our students through exam week last semester, so we started planning for exam week early and came up with a solid plan of offering lunch each day. This plan came out of one of the Vinery team meetings. It turned out to be like Holy Week in terms of my time and energy, and I was exhausted when it was over. But it was so worth it to hear one of the students tell me it was like having a second family here in Clemson for her.

The Vinery

The Vinery experience has been mixed. The members of the lead team (Emma, Sue Smink, Charlie Curtis, Lynn Smith, and I) have struggled to meet and to grasp the nature of the program. Charlie and I attended the Vinery retreat at the Madren Center and came away energized, but

then had a hard time getting forward momentum going. In a nutshell, the Vinery is designed to help congregations that exist within proximity to Universities figure out how God is calling them to be in relationship with the University Community. The University community is defined as a group of constituencies: students, faculty, staff, administration, and alumni. We don't necessarily have to connect substantively with all of the above, but there are opportunities to augment student ministry by connecting at least one or two of the other constituencies.

Our next steps are to try to set up a planning meeting for our summer tasks, which include hosting our partner church from Gainesville in late June. We will also look at ways to connect with members of the parish who belong to the non-student constituencies to have conversations about how we can meet their particular spiritual needs, as well as practical support for their ministries within their professional lives.

Members of the Vinery Team have expressed an interest in setting up a mentoring program of some sort, which I support enthusiastically. Figuring out the logistics for this will be the other summer task for this group.

Moving into the Fall Semester

We have one Peer Minister lined up for 2023-2024, Scotty Timms, and another possible Peer Minister who is still in discernment. Scotty is excited to bring new ideas for communicating with students beyond our contact list via social media and through networking with other student organizations.

It has become obvious to me and our peer ministers, as well as others who are involved in Canterbury ministry that Wednesday nights are not the best night for getting college students together. Wednesday nights are commonly lab nights, common exams, and just generally already

programmed with school commitments. We have done polling, both formally and informally, and I am convinced that moving Canterbury suppers would be an experiment worth trying. And so we will move Canterbury suppers to Sunday nights at 6:00. We will continue to encourage our cooks to eat with the Canterbury students, which has been very well received by the students, and, I believe, quite enjoyable for the cooks. We genuinely have a good time together!

In conjunction with this experiment, I have another in mind. I would like to start an informal, Sunday afternoon service to be conducted at 5:00 pm during the semester. My dream is that this service would be an opportunity for our Canterbury students to take on liturgical and leadership roles. On the first Sunday of each month, the Canterbury students would lead Evening Prayer, which they have already been doing on Wednesday evenings. The other Sundays would be an abbreviated service somewhat like our Children's services on the First Sunday, with 2 lessons and a brief homily. This would present the opportunity to try out some fresh expressions of the liturgy, with a different approach to worship music. That would be very much dependent on the musical leadership available, but I think this could be a very exciting opportunity to create space for something new to build.

JW report 5/21/23

- Hvac-near final installation work completed 5/19. Minor guards on pipe and electrical routing. New units serve the office areas, the Narthex, and the Nave. Invoice received and passed on to Evyone.
- Water damage-we have been given a settlement for the ServPro work, plumbing repair, and floor repair. With those funds we have a contract with Harris flooring to put new flooring throughout the first floor halls, classrooms, office, and chapel. Installation will be this summer while school is out.
- Duke Power damage has been reimbursed except for final piece of the claim we are negotiating (\$1760).
- Both water damage and Duke Power claims had a \$1,000 deductible. We elected to add about \$500 to the water damage check to complete the entire flooring project.
- A new yard maintenance contract for St. Paul's has been negotiated and has been put before Vestry for approval.
- St. Pauls restoration project has been reviewed and first steps are being scheduled. Phases are being defined to follow fundraising results.
- City of Pendleton is to replace the water line serving the St. Paul's campus to produce better flow and water pressure. No expense to St. Paul's.
- Trinity Place lawn care teams are scheduled and have begun the summer maintenance program. Thank you to those volunteers.
- Day School has installed new security, including locks, cameras, and elevator security.
- Plan is in motion to have our inventory well under way this summer and hope to complete by September.

Bill Hurst

Junior Warden

ATTACHMENT G

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. Paul's:**
 - "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