



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

Vestry Meeting, October 15, 2023, Noon

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

ABSENT: None

OLD BUSINESS:

1. **Approval of September 2023 Minutes** – minutes approved.
2. **MMS Goals - Status update** - See **ATTACHMENT A**

NEW BUSINESS:

1. **Treasurer's Report [Dorothy Meeks] - See ATTACHMENT B** for detailed narrative. Discussion points included: Plate contributions are up; Pledge offerings are increasingly becoming fulfilled; Canterbury line item up due to a significant donation and Diocesan reimbursement. A question about Kunkle funds: funds need to have a request to be disbursed. Haiti Dinner made just over \$9k + Kunkle money will be combined and sent at one time. Charlie Curtis made a motion to accept the Treasurer's Report; seconded by Mel Harriss. Motion passed unanimously.
2. **Legacy Fund Subcommittee proposal – See ATTACHMENT C:** Discussion points included how this subcommittee would coordinate/communicate with the Endowment Committee. Also a recommendation to have the Legacy Fund Subcommittee submit a report for the Annual Parish Meeting. Motion to approve by Harry Morse; seconded. Motion approved unanimously.
3. **Stewardship Ministry update – [Jody Hunter]** - Jody is optimistic about pledges. Thus far, fewer pledges are netting more dollars. After the Ingathering, a meeting will be held on Nov 5th to compare last year's pledges to current pledges and send out encouragements.
4. **Parish-wide Survey Update and Discussion – [Hap Wheeler]**. Discussion included the following: Hap Wheeler is optimistic the survey will be ready today; prospective members category added (not transferred membership yet); subjective questions are intended (e.g., openness to change); recommend to have more than one person to read the results for more perspectives; still a concern about anonymity, but Committee still strongly recommends anonymity and it will remain as such; consideration that the extra metadata (categories) will help with understanding outlying surveys; added question about pledging; efficacy of the staff added; noted the survey is to help the Vestry in planning. Harry Morse made a motion to approve, seconded by Jean Ellen. Motion approved unanimously.
5. **Vestry Discernment Process for 2024 - [Ellen Haase] – See ATTACHMENT D.** Ellen discussed the final plan for the new process. We will invite interested people to come to an information session to learn about what it means to be on the Vestry. The process will start with an email to

nominees, then an open invitation to the wider parish. Dates were discussed and November 5 was selected. She asked that current Vestry members also attend.

REPORTS:

1. **Rector (Mtr. Suz Cate) –See ATTACHMENT E:** Mtr. Suz reported the new 5pm service is going well. Music is growing, 8-13 people; EDS Sunday was excellent; the children's choir is growing under Cynthia's leadership; we will start teaching music as part of the Day School curriculum; she is pleased with the work of the staff; and she encouraged the Vestry to attend Nov 19th @ St. Pauls Anniversary (Bishop visit and Evensong).
2. Charlie Curtis is interested in coming up with a plan to identify more space for the choir, perhaps a larger room, etc. Hap volunteered to help Charlie create a group (perhaps the Nave Committee?) to come up with ideas/proposals.
3. **Junior Warden (Bill Hurst) – See ATTACHMENT F** for an update on the restoration work at St. Paul's.
4. **Sr. Warden (Ellen Haase)** - See MMR update presented earlier in the meeting. Ellen said the next Vestry Meeting will be 19 November 2023, In person following 10:30 AM service with Zoom available. We will continue the format of meeting after church.

CLOSING PRAYER

Respectfully Submitted

Mark Stokes for Rebecca Eidson, Clerk to the Vestry

(edited by Rebecca Eidson)



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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	In Process Discernment process implementation started
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	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	COMPLETE Name tags are now available!!
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 " <i>Minutes Communications Comm 8-24-23.odf</i> "
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 " <i>Minutes Communications Comm 8-24-23.odf</i> "

As of October 2023

ATTACHMENT B

Legacy Fund Subcommittee Proposal

The subcommittee consisting of the following:

- Treasurer,
- Outreach Vestry liaison,
- St. Paul's Vestry liaison,
- Canterbury Vestry liaison, and
- the Junior Warden
- (with the Rector or Senior Warden in an advisory capacity)

will draft a recommendation to the Vestry for Legacy Fund dispersion each January. It is expected that the Vestry will act on the subcommittee's recommendation at its January meeting and the approved dispersion(s) will be announced to the Parish at the January Parish meeting.

TREASURER'S REPORT TO THE VESTRY
FOR THE MONTH ENDING SEPTEMBER 30, 2023
OPERATING ACCOUNT – Treasurer's Report

Income:

1. Contributions are now only 1882.21 short of the expected pledge contributions for the y-t-d. This is due in part to some parishioners contributing more than their pledge this month.
2. Plate offering continues to exceed budgeted. It now exceeds the annual budget by approximately \$3500.
3. While we budgeted a reduced amount of income, it is good news that the received income continues to exceed the budgeted by 17000.

Expenses:

Some expenses which are under control of committees such as Direct Outreach are under budget. We can expect them to meet budget by year end. Total expenses are 23K under budget.

TRINITY PLACE – Treasurer's Report

There are no unexpected changes from last month. We are continuing to receive Doors Pledges and the interest continues to be lower than budgeted due to the Kunkel gift. There is sufficient cash to cover the expenses for the remainder of the year. We did make the additional principal payment on the note which represented the remainder of the anonymous gift.

BALANCE SHEET

1. Cash is approximately \$24,500 lower than last month. We do have \$70,000 in current year pledges that were deposited in Edward Jones which can be quickly transferred as needed to First Citizens. Evyone is calculating the total cash expended from the Kunkel estate that came out of the bank account rather than Edward Jones so that we can transfer that money back to the bank account. She will let us know when large expenditures are expected so that we can practice good cash management.
2. We purchased new hymnals from Designated Gifts.
3. Gutter repairs were charged to Maintenance Fund.
4. Diocesan Funds and a generous gift were received by the Canterbury Fund.

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 them recruiting them.

Proposed Changes:

1. **Timeline for Vestry Recruitment.** Start the process in August to allow more time for education and publicity.
 - a. **16 October** – Email to nominees from Sr. Warden
 - b. **19 October** – Follow-up call to nominees – Nominating Committee
 - c. **27 October** – General email to the Parish
 - d. **2, 3, or 5 November** – Vestry information session
 - e. **27 November** – Slate of candidates shared with the Parish.
 - f. **4-11 December** – Vestry elections
 - g. **December 2023 and January 2024** – new Vestry members invited to attend regular Vestry meetings.
 - h. **February 2024** – Vestry Orientation and transition.
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.

Rector's Report 10/15/23

Worship

- Attendance continues to be strong, 120-130 per Sunday
- 5:00 service is going well, with 8-13 in attendance, about ½ & ½ parishioners/Canterbury students
- LEVAS hymnals have been donated by a parishioner (completely unsolicited by me!) They are now in the pews, with WLP supplements available as needed in a rolling book cart. The cart will help to preserve WLP books, which were not faring well in the pew racks due to their soft covers.
- EDS Sunday was the best attended that I have seen, and the lunch following was a great success.
- 3 new choristers picked up after the EDS service. Cynthia is doing a great job of working with the children and building up the program!
- The Adult Choir is also growing, and the Music Ministers are looking at ways to arrange the choir area more efficiently.

Staff

- Evyone & Wesley have both worked closely with committees planning events (Haiti Dinner and Bazaar) this fall and have been universally applauded for their professionalism and effectiveness.
- Wesley is working with Will Cate to finalize the updated directories.
- Jerae is continuing to build relationships with families and keep them connected with HT. She provides support for Sunday School, special youth activities, and fellowship—it is hard to remember sometimes that she is part-time.
- With guidance from Chesley Rowe, we are all working on hand-off documents to provide stability in times of transition or temporary absence.
- Our music ministers continue to develop the skill and confidence of our volunteer choir.

Evensong 11/19

Please plan to come to Evensong at St. Paul's, celebrating the 200th anniversary of the Consecration of the church. Bishop Richards will Officiate and preach—the first visitation of a bishop there in many years!

ATTACHMENT F

From: Bill Hurst wthurst73@gmail.com

Subject: St. Paul's Restoration

Date: October 12, 2023 at 6:36 PM

To: Ellen Haase elleneddyhaase@gmail.com, Jim Reed jrpsm@bellsouth.net, MICHAEL DIEMER beenexploring@outlook.com, Suz Cate scate@holyltrinityclemsn.org, andrew baker ahbaker@clemsn.edu

BH

By We Greetings all:

This email is to serve as a report to the St. Paul's committee and Vestry on the progress of the St. Paul's renovation.

Work was begun almost 4 weeks ago.

The paint stripping process is slow and the last couple of the multitude of layers can be particularly resilient. The best effort will net a very acceptable surface to prime and repaint. The earliest layers of paint seem to reveal a yellowish color as might be expected. About 1/4 of the North facing wall is ready for painting. As requested, matching white is to be used.

Siding board replacement has been as expected with much at the intersection of the Sacristy roof the main wall. Flashing will be installed as specified. Prep is including detailed prep of the grooving in the siding as it appears the worst deterioration is at that point, indicating poor prep in the past. There is siding replaced just a few years ago that has its original primer/topcoats that are holding well. In a few of these places, proper cleaning and priming are felt to be adequate. One mention by our contractor concerns a Benjamin Moore product that offers "unparalleled adhesion" and would be a preferred primer over the specified oil base primer. This product will be used in harder to deal with areas around the dental work. See the link to Benjamin Moore at the end of this report.

The first set of shutters is down and an initial assessment shows the vertical portion of the shutters to be reasonably solid. Stripping reveals solid base for paint. The half round top shutters are in poor shape and getting them redone is on hold until we see where we are later in the project. It must be noted that without the top shutter in place, a Gothic arch with attractive glazing is revealed at the top of each window.

A third invoice has been submitted totaling \$18,300 of the \$60,000 initial authorization. Completion of the North wall is expected by end of December.

Respectfully submitted

Bill Hurst

https://www.benjaminmoore.com/en-us/interior-exterior-paints-stains/insl-x/stix-waterborne-bonding-primer?gclid=Cj0KCQjwsp6pBhCFARIsAD3GZuZ8ChgfC1xQ1fCD6PSiGdLcOc7ZFc9E5gkoSAKYDGdYjzWJJrFDADAaAiyFEALw_wcB&gclidsrc=aw.ds