



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

Vestry Meeting September 17, 2023

12 Noon Meeting, Vestry Conference Room

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

ABSENT: Chesley Rowe, Mark Stokes

OPENING PRAYER: Mtr. Suz opened the meeting with reflection on Romans 12:9-18 and a prayer.

OLD BUSINESS:

1. **Approval of August 2023 Minutes:** Harry Morse made a motion to approve the minutes of the August meeting; seconded by Charlie Curtis. Motion passed unanimously.
2. **Email Vote approval of Gutter Work not to exceed \$6,000 - See ATTACHMENT A.** This project was approved unanimously by the Vestry via email between the August and September meetings.
3. **Mutual Ministry Survey (MMS) Goals - See ATTACHMENT B.** Ellen Haase reported we are making good progress toward achieving our 2023 goals, as reflected in Attachment B. Outstanding at this time is exploring options to hire an assistant rector. Please let Ellen know if you wish to work on an ad hoc committee to address this topic.
4. **Upcoming Fellowship Opportunities and Events:** Jan Cribb shared information about upcoming fellowship opportunities, including drop-ins at the homes of fellow parishioners (10/14); the Stewardship Ingathering Luncheon (10/22), Trunk or Treat (10/29), the Bishop's visit to St. Paul's (11/19), and Lessons and Carols in Advent. All information will be added to the Parish Calendar, HT Notes, Tempo, etc. Additionally, Harry Morse encouraged the Vestry to attend the upcoming fundraising dinner in support of the Haiti Fish Food project.
5. **Approval of 2022 Internal Review / Acceptance of Recommendations.** At the previous Vestry meeting, the 2022 Internal Review Report was distributed to the Vestry. The Vestry was asked to review the report and be prepared to vote on the recommendations at the September meeting. Hap Wheeler made a motion to accept the Report and Recommendations, seconded by Mel Harriss. Motion passed unanimously.
 - a. Additionally, the Vestry was asked to approve the following motion from the Finance Committee: "The current Holy Trinity practice of the immediate sale of donated securities will be continued until further notice from the Vestry." Charlie Curtis seconded the motion. Motion approved unanimously.
 - b. Ellen will send each member of the review team a note to thank them for their service and let them know their recommendations were accepted.

NEW BUSINESS

1. **Treasurer's Report [Bob Taylor] - See ATTACHMENT C** for detailed narrative report, which includes a preview of the Legacy Fund in action; an update on allocations from the Kunkel Fund; the Report on the August 31, 2023 Financial Statements (distributed to each Vestry member prior to the meeting); and a recommendation for a \$5,017.82 principal only payment on the Trinity Place Loan.
 - a. Overall, we are in good shape financially.
 - b. Upon examining the available funds in Trinity Place on August 31, 2023, the Finance Committee unanimously recommended **a principal only payment of \$5,017.82 on the one remaining Trinity Place Loan**. When the \$5,017.82 principal only payment is made, the anonymous donor will be provided with a complete report and again thanked for the gift. Jan Cribb seconded the finance committee motion. Motion passed unanimously.
 - c. Bob and other Vestry members praised Evone Washington for the work she had done, including for the Parking Committee. Please let her know how thankful we are!
 - d. Hap Wheeler made a motion to approve the Treasurer's Report; seconded by Harry Morse. Motion approved unanimously.
2. **Stewardship Ministry update [Jody Hunter] - See ATTACHMENT D:** We had a successful stewardship kickoff luncheon event on September 10. Jody thanked Ellen Haase for her excellent presentation about stewardship at both services. Our Stewardship Goal is \$470,000, and one week later, we already have over \$40,000 pledged. Usually, our biggest pledges come early in the campaign. We will give weekly progress updates to the parish via email and continue with speakers every Sunday throughout the campaign. Additional speakers will include Tori Hurst, a Canterbury student, and an ECW member. The Campaign ends on October 22 with an ingathering event.
3. **Pastoral Care Committee Chair [Jean Ellen Zavertrnik] -** Jean Ellen said she is pleased to make a motion to appoint Jeffery Yang as chair of the Pastoral Care Committee. Jody Hunter seconded the nomination. The motion was approved unanimously.
4. **Parish-wide Survey Update Discussion:** Hap Wheeler thanked the Vestry for their feedback on the draft of the parish-wide survey instrument. He said he and the ad hoc committee working on this effort will incorporate as much feedback as possible. Additional discussion focused on making the survey available to those who don't use computers; correlating demographics with responses; timing of the survey; age range parameters for participation; and how results are analyzed (e.g., categorizing, correlating, looking for trends, etc.). Notably:
 - a. The Vestry will be given a summary of the survey results, as well as all of the raw data if they wish to review it in detail.
 - b. Mtr. Suz emphasized feedback from this survey is necessary in order to plan for the future. We are in a very different time coming out of the pandemic, and national trends show a general decline of role of the Church in society. She feels sure we will get both positive and negative feedback, some of which may be aimed at her personally, and she is prepared for that. Feedback, both good and negative, is important in order to create a plan moving forward.
 - c. Mtr. Suz added that the value of the survey could be improved by widening the scope a bit to ask survey respondents to reflect on their own role in the church. If we understand that better, we can help develop that resource.
 - d. Analysis and acting upon the results of the survey will largely be the responsibility of the new Vestry because of the timing, but we will invite former Vestry members from the

last two-three years to participate in this effort if they wish. We will talk about this at the Vestry Orientation.

- e. The Vestry will decide what to publish (and when) for the Parish.
- f. Hap will write a message for the upcoming issue of Tempo to inform the Parish that the survey is forthcoming.
- g. Ellen and the Vestry thanked the ad hoc committee who have been working on this process.

5. Vestry Discernment Process for 2024 [Ellen Haase] – Ellen said that nominations for new Vestry members are coming in, and to please continue to send her names of potential candidates. Our next step is to plan an information session/dinner to help potential candidates discern whether they wish to run for Vestry. It is an opportunity for potential candidates to learn about the roles and responsibilities of the Vestry. The dinner is likely to take place sometime after the October Vestry meeting.

6. Reports:

- a. **Rector’s Report [Mtr. Suz Cate] - See ATTACHMENT E:** Mtr. Suz elaborated on points in her written report, which includes updates on worship, church operations, Canterbury, and her schedule. She also included an update on her MMS goals, highlighting the following:
 - i. We held our first 5PM Sunday Service, which had 9 people present. A good start!
 - ii. She told the Vestry she would like to purchase *Lift Every Voice and Sing* Hymnals - 100 at \$40 each for a total of \$4,000. The Vestry thought that parishioners may wish to donate to that effort, and we could consider a fund drive. (Post meeting: A generous anonymous donation of \$4,000 was made to cover the costs.)
- b. **Junior Warden [Bill Hurst] – See ATTACHMENT F.** Bill Hurst elaborated on his written report, noting that work on the gutters will begin the next day. The stripping and paint work on St. Paul’s is also scheduled to begin at the same time. We are still working on the nuances associated with the new/expanded security system - the EDS Day School Board is looking into it.
 - i. Andrew Baker added that Dr. Otis Pickett at Clemson University will be providing funds for our gravestone cleaning project at St. Paul’s.
- c. **Sr. Warden Report [Ellen Haase]** – See ATTACHMENT B mentioned in Old Business (above) for updates on MMS goals to grow membership and engagement. She thanked the Vestry for their hard work and dedication.

7. Next Vestry Meeting: 15 October 2023, in person following 10:30 AM service with Zoom available.

8. Closing Prayer

Respectfully Submitted,

Rebecca Eidson, Clerk to the Vestry

ADDITIONAL INFORMATION PROVIDED TO THE VESTRY

ATTACHMENT G: Communications Committee Update



PO Box 4254
 Anderson, SC 29622
 864-933-4150
 www.EliteRoofingUpstate.com

PROPOSAL AND INVOICE

July 27, 2023

CUSTOMER	JOB
Holy Trinity Episcopal Church 193 Old Greenville Hwy Clemson, SC 29631	Partial gutter repair Partial gutter replacement

PROJECT

- R1, R2, R3
 - Service and clean debris out of gutters and install gutter guard.
- R4
 - Reattach gutter where gutter is loose.
- N1, N2, N3
 - Remove old gutters and haul them off.
 - Install new 6 Inch aluminum gutters (continuous roll-formed seamless gutters)
 - Install new down spouts
 - Install new gutter guard
- All work performed at or above factory installation specifications.
- Waste and debris will be cleaned from yard and gutters and hauled off.
- Licenses, permits, taxes and insurance are all included.

WARRANTIES

- Elite Roofing and Construction will warranty labor for 5 years.

PROJECT TOTALS	COST
Partial gutter repairs and replacement	\$ 5,400.00

ACCEPTANCE OF PROPOSAL

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Contractor not responsible for damages occurring below roof deck such as wall or ceiling items falling, plumbing, refrigeration lines or electrical service lines. Contract amount due upon completion unless otherwise noted on proposal. Proposal valid for 30 days.

Acceptance of Proposal – The above process, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Shingle/Gutter Type:	Color:
Customer:	Date: Elite Roofing:

ATTACHMENT B

**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 implementation
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.odt”</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. See request for new hymnals in Rector’s update
Goals for the year		
10. Website refresh – Enhance our website, including mobile accessibility	Hap	See <i>“Minutes Communications Comm 8-24-23.odt”</i>
11. Asst. Rector – Explore options for hiring an Asst. Rector	Vestry, Finance & Mtr. Suz	Stewardship “Stretch Goal” to fund Asst. Rector.

ATTACHMENT C

**Treasurer’s Report to the Vestry
Bob Taylor, September 17, 2023**

The Report will present

- A preview of the Legacy Fund in action
- An update on allocations from the Kunkel Fund.
- Report on the August 31, 2023 Financial Statements.
- A recommendation for a \$5,017.82 principal only payment on the Trinity Place Loan

- **The Legacy Fund is illustrated in the following table. Current status is colored in Green with projected end of the year status in Yellow.**

Date	Balance	Earnings	5% earnings reinvested	95% earnings available	Required Balance	Available Earnings to Expedite
May 31, 2023	\$81,030.08					
Add \$72,000	\$153,030.08				\$152,251.60	\$778.48
Aug 31, 2023	\$155,047.07	\$2,016.99	\$100.85	\$1,916.14	\$152,352.45	\$2,694.62
Jan 1, 2024	\$158,047.12	\$2,000.05	\$100.00	\$1,900.05	\$152,452.45	\$4,594.67
Jan 31, 2024	\$154,047.12					-\$4,000.00
Jan 1, 2025	\$160,979.24	\$6,932.12	\$346.61	\$6,585.51	\$152,799.06	\$7,180.18

Estimated
Expended Jan 31

- **Status of Kunkel Fund Dispersions**

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		
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		
Approved	Haiti - EBS warmers for school Lunches	\$1,500.00	\$1,500.00	Completed
Approved	Haiti - Fish Food Project	\$4,175.00		
Approved	Youth	\$5,000.00	\$5,000.00	Completed
Approved	Haiti University Student	\$4,600.00	\$4,600.00	Completed

- **The Review of the August 31, 2023 financial statements by the Finance Committee is summarized in the following comments:**

1. Decrease in checking (\$48,407.34) reflects Parish Hall payment (\$25,000), Kunkel dispersions and prepaid pledges (\$15,591.70) (page 3).

2. Significantly more money in Edward Jones this year (\$588,458.88) than last year (\$300,228.33) (page 3). The Edward Jones account will decrease the remainder of the year as prepaid pledges are infused into income each month and expenditures of Kunkel funds and St. Paul's renovations occur.
 3. Reserves Fund (\$135,731.03) significantly less this year than last year (\$165,657.47) (page 4) but slowly increasing each month by about a few thousands with Edward Jones and ECF earnings. The big reduction in Reserves Funds in January 2023 was the \$60K needed to supplement the Building Maintenance Fund for the Nave HACV units.
 4. Pledge income in August was above budget by about \$3K with total pledge income approximately \$4K below budget to date (page 5). With the prorated \$15K (page 5) infusion of pre-paid pledges each remaining month, it is expected that pledge income will be close to budget by the end of the year. Total Income to date is approximately \$13.7K (page 5) above budget because of generous non-pledge offerings (page 5).
 5. August expenses \$6K below budget (page 6) with total expenses to date \$24.4K (page 6) under budget. Stewardship printing and some maintenance expenses will reduce this surplus by a few thousand dollars.
 6. Trinity Place accounts are very good with a current cash balance of \$57K. The most significant item on the Trinity Place report is the drop of \$1.6K (page 7) of monthly interest paid (thanks to the \$500,000 Kunkel principal only payment), that is, over \$7K (page 7) of the \$8,933.77 monthly Trinity Loan payment is being applied to principal.
- **The Finance Committee is recommending a principal only payment of \$5,017.82 on the Trinity Place Loan. Background and justification for this recommendation follows:**

In Fall 2022 an anonymous donor gave \$35,500 with the expressed desire of a principal only payment on the Trinity Place loans. At the Sunday, November 20, 2022 Vestry meeting, the Finance Committee's recommendation to use the generous \$35,500 gift from the anonymous donor to pay off the demolition loan balance was approved. In the November 20th meeting, the Vestry expressed a strong desire to apply the remainder (\$20,017.82) of the gift as a principal only payment on the construction loan.

On February 9, 2023, after careful cash flow analyses the Finance committee unanimously voted to recommend to the Vestry to *make a principal only payment of \$15,000 immediately with the prospect of making another principal only payment of \$5,017.82 later in 2023.*

Upon examining the available funds in Trinity Place on August 31, 2023, the Finance Committee unanimously recommends **a principal only payment of \$5,017.82 on the one remaining Trinity Place Loan.** When the \$5,017.82 principal only payment is made, the anonymous donor will be provided with a complete report and again thanked for the gift.

ATTACHMENT D

Stewardship Report:

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 21st 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 established our 2024 Stewardship Campaign goal at \$470,000. We made a decision not to establish a “Stretch Goal” but to emphasize the impact that additional pledge amounts would have on the mission of Holy Trinity

- Below is a summary of our campaign results for 2023:

106 Pledge Cards, \$425,093.98 pledged, \$4010.32 average pledge

- We reviewed and discussed our progress on the following assignments for completing the contents of our packets. We are on schedule for having all contents completed.

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

We need to put our packet materials on the web site. Packets will be assembled Sept. 5 and 6.

- 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.

- We reviewed the in person Ministry presentations during each week of the campaign.

Sept 10 – Financial/SOM, Bob Taylor/Ellen Haase

Sept.17 –

Sept. 24 –

Oct. 1 – Day School Sunday

Oct. 8 – Canterbury

Oct. 15 –

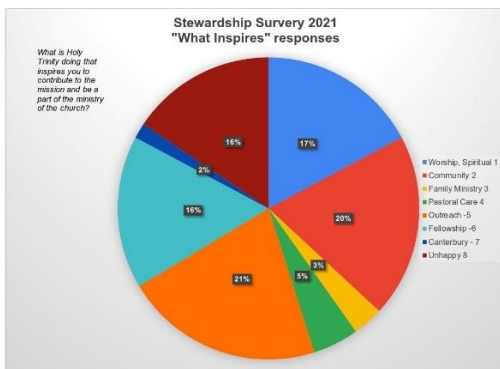
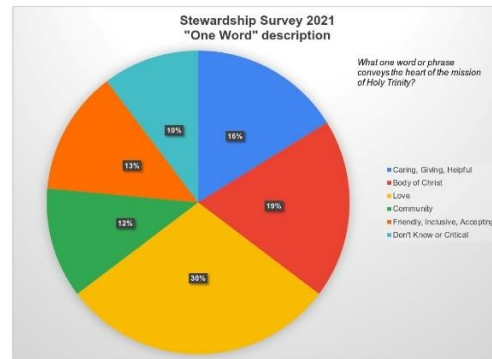
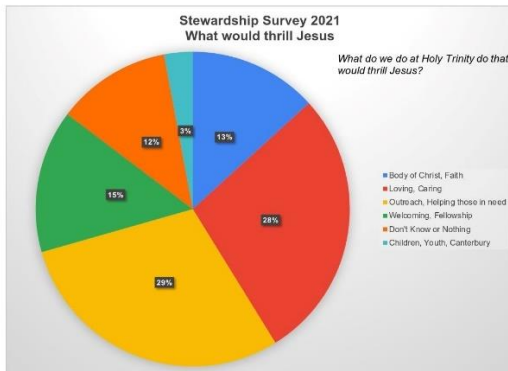
We also discussed Ministry presentations from, ECW, Family Ministry, Outreach.

- We will continue working on our presentations and presenters at our next meeting.

- I would like to schedule our next meeting for Monday, August 28th 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

Rector's Report to the Vestry for 9/17/2023

Worship:

- Attendance is trending upward since CU resumed classes > 125.
- The 5:00 service debuted with attendance of 9. Music support provided by Brad Russell, with Matt Huddleston and Jerome Cribb on board to help out.
- I am training Canterbury students to read and bear chalice (the latter will be licensed upon completion of Safe Church training).
- The Children's Choir provided the offertory anthem on 9/3, their best offering since Covid and leadership transition. The Children's Choir is growing and becoming more confident under Cynthia Spejewski's leadership. Please be sure to thank her for her work with the Children's Choir.
- Our Adult Choir is also growing, with 2 new members and the very real prospect of 2 more. They continue to enhance our worship tremendously.
- With the departure of Robbie Hughes and Mary Lou Sigsby, Iris Reed is currently the one Altar Guild member at St. Paul's.
- Bishop Daniel will be participating in our St. Paul's Consecration Bicentennial on November 19.

Church Office Operations

- Office Administrator: Wesley Ramey has been away this week on a well-earned vacation.
- In the prior 2 weeks, (in addition to his normal duties) Wesley completed the Name Tag project, provided support on the Directory project, and provided tremendous support to the Stewardship Committee as they prepared and assembled their packets for distribution.
- Finance Administrator: Evyone Williams has done an excellent job of managing football and merchant parking. I worked the first home game as a runner at check-in, and it was all well organized and accurate. Our Treasurer can attest to the fact that merchant parking revenue has exceeded projections, thanks in large part to Evyone's efficient management.
- Family Minister: Jerae Wallace has done a great job of keeping families in the loop about what's going on at Holy Trinity for them and in general. She has also been a great support to Canterbury, collaborating effectively with our Peer Minister to supply and organize the Canterbury Student Center and in support of Tiger Prowl and other recruitment efforts.

Canterbury

- Canterbury kicked off 8/27 with 13 students attending dinner/program. The subsequent Sundays the attendance has been 9 and 12 students. Their energy is amazing.
- This great group of students has planned a tailgate for themselves on the day of the GA Tech game on 11/11, a watch party for the late October, Pumpkin Carving in mid-October, and a trip to Denver Downs.
- They have also decided to have a Bible Study of the book of Genesis twice a month over breakfast before the 10:30 service.
- Because we have so many non-Episcopalians (more than half the core group), we are planning a course of study over the academic year that will be equivalent to Confirmation preparation
- Peer Minister, Scotty Timms is collaborating with our Outreach Committee and with CEDC (with which he is very involved) on the Haiti Fundraising Dinner 9/30. 4-6 Canterbury students will be volunteering to help out with the dinner, thanks to Scotty's recruitment.

My Schedule

- I have 3 events coming up in the near future that will take me away from Clemson for multiple days:
 - I will be in TN 9/26-29 for a continuing education opportunity, with family visits before and after.
 - I will be at Kanuga 10/2-4 for the diocesan clergy conference
 - I will be at Sewanee 10/17-19 for my final Trustee meeting
- Pastor Josh Kesner will be available for pastoral emergencies during the times that I am in TN. I will respond to emergencies while at Kanuga, as it is so close.

Rector's Report on MMS Goals: 9/14/2023

Item #6 Name Tags

Name tags have been printed, placed in holders, and set out in Name Tag Rack, which was rolled out 9/10. Many parishioners wore their name tags. Request for Name Tag Forms will be available for newcomers 9/17.

Item #9 New Ideas for Worship

1. "Comfy Church" kicked off at 5:00 on Sunday, September 10, with 9 in attendance, mostly Canterbury Students. A callout will be placed on the website and shared via social media this weekend and next week to continue spreading the word.
2. The following proposal was submitted first to the Finance Committee, who approved the expenditure contingent upon the approval of the Nave Enhancement Committee. The Nave Enhancement Committee was split over the issue, so I withdrew the request.

As part of the Mutual Ministry Study we completed earlier this year, the Vestry set goals for growing membership and engagement. One of those goals was to broaden the range of our worship music. As one step toward accomplishing that goal, I would like to purchase LEVAS hymnals to put in the pew racks. Over the last couple of years, we have used hymns from LEVAS on a regular basis. Those particular hymns have been very well received; it is clear that people in the pews really enjoy them. Under this plan, we would place Wonder, Love, and Praise (the softcover hymnal) in a rolling book cart that could be brought out on the occasions that we use music from those hymnals (currently fewer than a dozen times a year).

This purchase and placement of LEVAS hymnals would not only expand the breadth of hymnody available for our music program, it would have the secondary effect of a neater presentation in our pew racks. The soft covers on WLP have not held up well in the pew racks and are very difficult to keep tidy.

The request for this purchase is for up to \$4000 to obtain 100 copies and the rolling book cart. It is hard to get a firm price on purchasing that many copies of the hymnal because they will come from two sources (Church Publishing and Amazon) at two different prices per copy. Obviously, we will order the greatest number from the cheaper source and fill in from the other. I think it would be appropriate to fund this purchase from the Nave Enhancement Fund.

I am seeking the advisement and input of the Vestry on what to do next.

ATTACHMENT F

Jr. Warden report 9/15/23

For the previous month, our buildings have required general maintenance and attention as would be expected for a 25 year old facility.

The finished flooring project has received good reviews.

Trehel Corporation has been in to check a couple of window leaks in the Day School area.

Our roofing project on the parish building begins Monday 9/18.

We have contracted with Pye-Barker to test and inspect our fire sprinkler system.

August Maintenance Contracts paid were our fire safety, elevator, and pest control.

August Maintenance expenses included plumbing, electrical, and HVAC service calls.

We bought a spare battery for our AED units.

St. Paul's renovation should have personnel on site Monday 9/18. An invoice for startup material has been submitted. TRH Construction has completed other commitments and plans to put most time and effort into St. Paul's.

The Jr. Warden has a tentative meeting with the Buildings & Grounds this month to discuss a course for finishing the Trinity Place project. An entrance sign and fencing are on the agenda.

Our Inventory counting is in progress. Numerous rooms are complete. Kitchen, library, and Parish hall are in need of an advocate. Alter Guild will be contacted for their input. Day school is in progress. Our method is a written sheet describing significant furniture and machines. A video of each room is recorded to verify our written record and document miscellaneous/general items. The value of our organ is being researched. A method is being set up to store all records on the Cloud.

Items the Junior warden is exploring: -additional fire/life safety inspection services -grounds maintenance options for Trinity Place -a backsplash around the kitchen sinks-a safety concern-thanks to Beth Kunkel's generosity. Pending Finance Committee approval, we will get the "c" replaced on the east wall of the parish hall building, and a couple of signs modified to reflect the new service time, new Canterbury day, and no assistant rector.

Respectfully submitted Bill Hurst Jr. Warden

ATTACHMENT G

Minutes

Holy Trinity Communications Committee

8-24-23

The meeting opened at 4:35 with a prayer by Hap.

Present: Anita Arms; Will Cate; Kathy Crouse; Meredith McTigue Wesley Ramey; Iris Reed; Hap Wheeler

Excused: Scotty Timms; Suz Cate

1. Hap opened the meeting at 4:45 pm with a prayer.
2. Will moved that moved that the minutes of the 7/17/23 meeting be approved and Iris seconded the motion. The motion passed unanimously.
3. Communication Survey. It was decided that Iris and her subcommittee would take additional time to come forward with any plan of action.
4. Hap presented a version of the Sunday Bulletin developed with Anita and Carolyn Wheeler (see attached). It would be finalized after consultation with Suz.
5. Meredith presented her work to date on the format for the Website. It was projected on a large monitor for easy viewing by the committee. It was deemed an excellent structure by the committee. There were a number of comments recorded by Meredith. Her ability to imbed content was limited, as there were only pictures and the SERVE content submitted to the drop box. In addition, Anita has submitted a highly revised campus map to be used on the website by those new to the church. Subsequent to the meeting, Hap sent out a reminder of individual responsibilities for content development (see attached).
6. The next meeting was set for September 19th at 4:30 in the vestry conference room.
7. The meeting was closed at approximately 5:45.

Respectfully submitted,

Hap Wheeler

Dear Committee:

As a bit of a prod to move ahead with content, let me attempt to summarize how we divided the labor, updated from the last meeting. For reference, I have attached the "original" documents of Meredith's outlines, both written and diagrammatic. They have changed somewhat, and Meredith has been keeping notes. I have tried to capture some of these below, but I will rely on her for any clarifications. Mostly, we need to keep plugging. Please look for you name below. You may want to coordinate with your colleagues to subdivide tasks. Meredith, please weight in! If you have any questions, please feel free to get in touch with me or Meredith.

Hap

ABOUT

Originally assigned to **Cathy** and **Meredith Wesley**, can you please check that the Staff and Leadership section is up to date? Our story (history) and Historic St. Paul's are on the current website, but should you contact the St. Paul's committee to get any updates ?

Location and Facilities may require some editing and write-up. Do we put Anita's campus map here or with a link to Plan your Visit under Worship? We wanted quick links to newsletters and and streaming—maybe the general page for inquiries and volunteer sign-up?

WORSHIP

Originally assigned to **Suz, Will** and **Iris**. We have Plan your Visit here (but see above). One of the reasons it is here is to include what to expect/do on Sunday mornings.

I assume you can assign a write-up for the Music programs to Becky and Cynthia. Maybe we could have Trey write a little something about the organ?

The sections on Join our Church, Services (both schedule and some description, including the children's service) and Life Events will have to fall to **Suz**, or at least be edited by her. These would be very short.

I think we agreed that we should say something about Children's Church.

Does Nursery need to go under Grow with the other age groups? Also here is where we have a link to the most recent service and to sermons.

GROW

Suz, could you please have **Jeræ** start on this and direct her to the drop box.

Here we had educational program descriptions by age, from Adult to Nursery. I assume the adult opportunities could be written up by the leaders and **Scotty** can do Canterbury.

We also need the principal Fellowship events, maybe all in one section.

I will do the men's book group and ask Jim to write up EFM. I am not sure who is in charge of the woman's group.

Here is where we had a link to the EDS?

SERVE

Anita and **Hap** have done this, and you can see it on the draft site. We need to do something with Neighborhood groups, but they are not fully reorganized as yet. We also need to link into the inquiry page for people to volunteer.

GIVE

Kathy and **Hap** will work on very brief texts to go with the opportunities. **Suz**, can you have her look at the site to be sure that making a pledge and giving to other opportunities are easy to navigate? I don't know what is going on with Vanco in terms of format and accounting. I suppose a statement of confidentiality would be good here as well as a statement indicated that a quarterly report is provided.