



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

Vestry Meeting April 21, 2024,

PRESENT: Rev. Suz Cate (Rector), Mel Harriss (Senior Warden), Chris Heerwagen (Junior Warden), Hap Wheeler, Martha Williams, Andrew Baker, Betty Snowden, Jean Ellen Zavertnik, Charlie Curtis, Sarah Trice, Jody Hunter.

ABSENT: Mark Stokes, Chesley Rowe

OPENING PRAYER: Mtr. Suz

GUEST: Caleb Carroll

CALL FOR ADDITIONS TO THE AGENDA: Add "Security During the Services" under New Business.

OLD BUSINESS:

1. **Approval of February and March Minutes:** Hap Wheeler made a motion to approve minutes as distributed. Betty Snowden seconded. Motion passed unanimously.
2. **Nominees for Vestry Vacancies.** We currently have two vacancies. Suggestion to hold election at Pentecost Sunday picnic May 19th.
 - a. Need headshot/bio of candidates and communication to parish about the election.
 - b. Hap Wheeler made a motion to hold an election for open Vestry seats on Sunday, May 19th. Charlie Curtis seconded. Motion passed unanimously.
3. **Parish-Wide Survey:** Hap Wheeler reported the committee had been slowed down with completing summaries due to work and family life issues. They plan to have a completed report to the Vestry in May.

NEW BUSINESS

1. **Treasurer's Report: See ATTACHMENT A for details.** Bob Taylor presented the Treasurer's Report, which consisted of: a review of the March 31, 2024 financial statements; recommendations for the Review of 2023 Financial Activities of the Parish; the proposed 2024 Outreach Budget; a recommendation on the printing of the Updated History of Holy Trinity; possible revisions to the Parish's Expenditure Policy; report on the Quarterly Review of Funds with infrequent activities; recommended action on the roof repairs and dispersion of a \$10,000 undesignated gift.
 - a. Motion from the Finance Committee to the Vestry regarding recommendations for the Review of 2023 Financial Activities of the Parish :
 - i. Holy Trinity continues the prior practice of using an internal review team rather than employing an external review team.
 - ii. The internal review team includes Stephanie Yucious, Jim Reed, Eunice Waddington, Bill Loeffler and Judy Stech to perform the Diocesan required Review of the 2023 Financial Activities of Holy Trinity.
 - iii. Authorize the receipt of electronic bank statements which provides access to the front and back of checks for the 2023 Financial Review and future reviews.

No second to the motion is needed as it comes from the Finance Committee. Motion passed unanimously.

- b. Chris Heerwagon made a motion to accept the proposed Outreach Budget. Jody Hunter seconded. Motion passed unanimously.
 - c. Charlie Curtis made a motion that 100 copies of the updated Holy Trinity History be authorized for printing to be paid by: \$736.11 from Printing and Publications and eligible accumulated earnings of \$4,113.89 in the Legacy Fund. The original plan of providing free copies to confirmands and selling other copies to interested parishioners at \$50 per copy will replenish and add to the Legacy Fund earnings for future distributions. Chris Heerwagon seconded. Motion passed unanimously.
 - d. Chris Heerwagon made a motion to accept the Treasurer's Report. Betty Snowden seconded. Motion passed unanimously.
2. **Pentecost Service and Picnic:** Mtr. Suz gave an update on plans for the Pentecost Service and Picnic at St. Paul's on 5/19/24. We would like to have a Grill Team (headed by Chris Heerwagon) and Setup Team (headed by Jerae Wallace). Holy Trinity will provide hamburgers and hot dogs. Parishioners can bring sides and desserts.
 3. **Security Concern:** Discussion held regarding a security concern during today's service. An ad hoc committee to include Chris Heerwagon, Caleb Ellison, and Charlie Curtis will look at physical security and de-escalation training.

REPORTS:

1. **Rector's Report: See ATTACHMENT B**
2. **Junior Warden's Report: See ATTACHMENT C:** Chris Heerwagon briefly went over the Junior Warden's Report which was distributed prior to the meeting. He also provided updated Security Procedures (**See ATTACHMENT D**).
 - a. Hap Wheeler made a motion to move forward, within budget, on roof repairs. Charlie Curtis seconded. Motion passed unanimously.
 - b. Betty made a motion to accept the Finance Committee's recommendation to tithe \$1000 of the undesignated \$10,000 gift from the Betty Carter estate to Outreach and the remainder \$9,000 be temporarily placed in the Building Maintenance Fund as a hedge against overruns with the roof repairs. Chris seconded. Motion passed unanimously.
3. **Senior Warden's Report (See ATTACHMENT E)**
4. **Plan to Hire Assistant Rector: (See ATTACHMENT F)** No discussion.

Next Vestry meeting: 5/26/2024.

Mel Harriss gave the closing prayer.

Minutes taken by Martha Williams and edited by Rebecca Eidson, Clerk to the Vestry

**Treasurer’s Report to the Vestry
Bob Taylor, April 21, 2024**

In this report consist of:

- ☐ A review of the March 31, 2024 financial statements.
- ☐ Recommendations for the Review of 2023 Financial Activities of the Parish
- ☐ The proposed 2024 Outreach Budget.
- ☐ A recommendation on the printing of the Updated History of Holy Trinity.
- ☐ Possible revisions to the Parish’s Expenditure Policy.
- ☐ Report on the Quarterly Review of Funds with infrequent activities.
- ☐ Recommended action on the roof repairs and dispersion of a \$10,000 undesiganted gift.

● **Observations from the April 16th Review of the March 31, 2024 financial statements (pages 7 -11) by the Finance Committee are summarized as:**

1. Income exceeded expenses in March by \$6,785.47.
2. Through March 31st, income has exceeded expenses by \$4,851.31 mainly because expenses are less than budget by \$8,615.47. Income to date is \$6,036.16 less than budget.
3. Prepaid pledges have continued to increase, and the monthly infusions of these prepaid pledges will help reduce the deficit income to date later in the year.
4. The Building Maintenance Fund is quite large because of the deposited insurance claim for the roof repairs.
5. Investment interest and earnings continue to be good.
6. Most operating budgets are within a few hundred dollars on year to date. Some exceptions are:
 - ☐ Direct Outreach, \$7,500 under budget – no Vestry approved Outreach Budget.
 - ☐ Printing and Publications, \$880.86 under budget
 - ☐ Staff Salaries, \$1,323.33 under budget.
7. The 2024 Trinity Place SOM appear to be on track with significant football parking revenues expected over the next 4 months.

● **The Finance Committee unanimously voted to recommend plans for the Review of 2023 Financial Activities**

Recommendation to the Vestry that:

1. Holy Trinity continues the prior practice of using an internal review team rather than employing an external review team
2. with the appointment of Stephanie Yucious, Jim Reed, Eunice Waddington, Bill Loeffler and Judy Stech as the Committee to perform the Diocesan required Review of the 2023 Financial Activities of Holy Trinity.
3. The Vestry is also requested to authorize the receipt of electronic bank statements which provides access to the front and back of checks for the 2023 Financial Review and future reviews.

● **After reviewing the proposed Outreach Budget (in the following table) and outreach budgets of previous years (pages 12-14), the following recommendation was unanimously approved:**

HOLY TRINITY OUTREACH COMMITTEE

2024 Proposed Budget

	\$	
Clemson Child Development Center	\$	1,200.00
Clemson Community Care	\$	2,000.00

Clemson Free Clinic	\$	100.00
MARYS House		
Our Daily Bread	\$	1,200.00
Our Daily Rest	\$	1,200.00
Safe Harbor II-Oconee	\$	1,200.00
Episcopal Relief & Development	\$	100.00
Family Promise	\$	1,500.00
Haiti University Students	\$	2,500.00
Shaw Center	\$	100.00
Paw Pantry	\$	1,000.00
Priest Discretionary Fund	\$	4,500.00
Bois Joli Teachers	\$	5,000.00
Refugee Needs		
Undesignated	\$	8,400.00
<hr/>		
2024 SOM -Direct Outreach	\$	30,000.00

Recommendation: Allocation of outreach funds is the purview of the Outreach Committee and the Vestry. The Finance Committee has reviewed the proposed Outreach Budget and judged it to similar to previous outreach budgets and in alignment with the 2024 SOM Operating Budget. Expenditures for the undesignated portion should follow the past practice of coordination with the Vestry when planned disbursements are made.

- **After discussing funding sources for the printing of the Updated Holy Trinity History (described in Hap's email)**

On Apr 4, 2024, at 3:58 PM, Alfred Wheeler <WHEELER@clemson.edu> wrote:

Hi Bob,

The book is effectively done, and a mock-up edited. We will look at it once more after the edits are included. Overall, it looks great.

As I remember, the amount approved from the legacy fund was \$2680. Based on our previous bid of \$3620 for 75 copies and \$4505 for 100, I estimated about \$2500 for 50.

The book was expanded more than we originally anticipated and includes more pictures. The quote we are working with now is \$3954 for 75 copies including tax. I am asking about 50 copies, but she can't get to a new quote immediately. In general though, a lot of the cost is fixed for layout and design, so the fewer copies the more per copy expense. We are also enquiring about the cost for reprinting, if we run out.

Acct.No	Ordered by	Phone	P.O. No	Prepared by	Sales Rep	Ship By
634	Kathy Crouse	864-710-1726		Jenn Gordon		Customer Pickup
Quantity	Description				Unit Price	Price
50	Hardbound Books - Church History - glossy 42 Sheets/Set				53.5000/Ea	2,675.00
75	Hardbound Books - Church History - glossy 42 Sheets/Set				49.7333/Ea	3,730.00
100	Hardbound Books - Church History - glossy 42 Sheets/Set				48.4000/Ea	4,840.00

Of course, any sales can be used to partially reimburse the fund.

Related to reimbursement, the original printing cost for 100 books was just over \$25/ copy in 2017. The copies were sold at \$35 each, and the extra money (purportedly close to a \$1000 as most were sold and not given away) was supposed to be placed in a fund designated in Ben's honor and Betsy's memory. I am not sure where those funds reside exactly, but it seems that an appropriate use for them would be to print copies of this book, especially since some are to be given to confirmands and others.

I welcome any advice on how to proceed. I am sure you will want to see the quote for 50 books, but, as I said above, that number may be false economy. We will be out of town starting tomorrow, so I may be a little delayed in communicating over the next several days. TT The following is the earnings available in the Legacy Fund.

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
Dec 31, 2023	\$157,749.83	\$4,719.75	\$235.99	\$4,483.76	\$152,487.59	\$5,262.24
Awards Jan 2024				Recommended		\$5,200.00
Jan 31, 2024	Updated History approved \$2,680			\$2,520 Expedited Jan 31st		
Mar 31, 2024	\$156,630.08	\$1,400.25	\$70.01	\$1,330.24	\$152,516.19	\$4,113.89
April 30, 2024 est	\$157,202.08	\$572.00	\$28.60	\$543.40	\$152,544.79	\$4,657.29

the following motion was unanimously approved by the Finance Committee:

Motion: The Finance Committee recommends to the Vestry that 75 copies be authorized for printing to be paid by the \$2680 which was approved by the Vestry in January 2024 and \$1050 from the Legacy Earnings in 2024. The original plan of providing free copies to confirmands and selling other copies to interested parishioners at \$50 per copy will replenish and add to the Legacy Fund earnings for future distributions.

- **The Finance Committee has been working on improvements to the Expenditure Policy since the change to a new financial administrators in 2022 identified issues in implementation (. The working draft of the Revised Expenditure Policy is provided for Vestry along with the March 2018 Vestry approved Expenditure. Vestry Members are invited to submit suggestions to Finance Committee for modification to the working draft to be submitted to the Vestry for adoption at the May 2024 Vestry Meeting.**

Expenditure Policy for Holy Trinity Episcopal Church, Clemson, SC

Approved by Vestry March 19, 2018

Expenditures from Holy Trinity budgeted monies may be made under the following rules:

1. **An Expenditure Authorization Form must be submitted and approved by the committee or person for whom funds were budgeted and for the purpose for which they were budgeted prior to all expenditures exceeding \$100. For expenses less than or equal to \$100, pre-approval may still be required at or above a level determined by the authorizing person or committee.** This process assures both proper awareness of the status of the line

item from which funds will be drawn and the assurance of cash-flow maintenance.

2. Expenditures up to \$500 from budgeted funds may be made with the approval of the committee or person for whom the monies were budgeted and for the purpose for which they were budgeted.
3. Expenditures over \$500 up to \$5,000 must be approved by the Finance Committee. The Finance Committee generally meets on the second Wednesday of the month. The Finance Committee reserves the option of referring such requests to the Vestry.
4. Expenditures over \$5,000 must be approved by the Vestry.

Budgets are not to be exceeded without prior approval from the Finance Committee or Vestry. Approval by email polling of the committee/vestry members is acceptable when necessary.

It is expected that people will NOT try to circumvent the limits above by splitting up expenditures.

The Outreach Ministry Team will present a budget for the whole year as soon as possible after the first of the year. After Vestry approval, the budget may be expended at the discretion of the Outreach Ministry Team without additional approval.

Expenditure Policy for Holy Trinity Episcopal Church, Clemson, SC
Previously Approved by Vestry March 19, 2018 –FC Revisions 4/16/24

Expenditures from Holy Trinity budgeted monies may be made under the following rules:

1. A list of parishioners with financial authorization responsibility will be provided to the Financial Administrator in February of each year. This list typically will include the Rector, the Junior Warden, the Treasurer, the EDS Director, the Chair of the EDS Advisory Board, the Vestry Liaison for each Parish Program /Mission and the current Chairs of each Committee/Program.
2. An Expenditure Authorization Form must be submitted. Best financial practices dictate that planned purchases should be coordinated with the appropriate committee chair or vestry liaison designate prior to purchasing.
3. The Expenditure Authorization process must involve at least two Holy Trinity Parishioners, one of whom must be from the current authorization list. No one can be involved in more than one step of the expenditure procedure. Best practices dictate that no one can authorize or sign a check for which he/she is the recipient.
4. Expenditures up to \$500 from budgeted funds may be made with the approval of the committee or person for whom the monies were budgeted and for the purpose for which the funds were budgeted.
5. Expenditures of \$500 to \$5,000 are to be approved by the Finance Committee. The Finance Committee generally meets on the second Tuesday of the month. Expedious Finance Committee voting on expenditures may be conducted by email between monthly meetings of the Finance Committee. The Finance Committee reserves the option of referring any expenditure request to the Vestry.
6. The Vestry has the authority to approve expenditures of any amount. Expenditures over \$5,000 must be approved by the Vestry. Expedious Vestry voting on expenditures may be conducted by email between monthly meetings of the Vestry.

In case of emergencies (when time is of the essence) the Junior Warden, Rector or Senior Warden can authorize expenditures to immediately address the situation without obtaining Finance Committee or Vestry approval. These emergencies approvals are to be reported to the appropriate parties as soon as possible afterwards.

Budgets are not to be exceeded without prior approval from the Finance Committee or Vestry.

When grant funds are used for any expenditure, the name of the grant and the amount charged against the grand funds should be included on the expenditure form.

It is expected that people will NOT try to circumvent the limits above by splitting up expenditures.

The Outreach Ministry Team will present a budget for the whole year as soon as possible after the first of the year. After Vestry approval, the budget may be expended at the discretion of the Outreach Ministry Team without additional approval. _____

- **The Finance Committee's Quarterly Review of Funds with less frequent activity identified only one area of concern.**

The current practice of using accumulated gifts for regular maintenance and upkeep of the St. Paul's Church and grounds may not be sustainable and certainly not aligned with the intention of the \$25,000 gift which is slowly being diminished. A sustainable long-term plan for maintenance and upkeep of the St. Paul's Church building and grounds needs to be developed and approved by the Vestry after the renovations and roof repairs are made.

- **Action on Roof Repairs is the purview of Vestry. However, the Finance Committee feel that it is financially wise to proceed with estimates and plans for replacements at this time.**

The Finance Committee very carefully examined the Junior Warden detailed summary of options with pros and cons and concluded that:

- ☐ The insurance reimbursements may be close to covering the actual costs of replacing the roofs at this time.
- ☐ Additional funds from the 2023 Operating budget surplus were added to the Building Maintenance Funds in January 2024 to supplement roof repairs.
- ☐ The advantage of adding a few years into the future for the roofs is far outweighed by possible increases in roofing costs and possible additional future damages which would complicate insurance adjustments.
- ☐ The possible historical aspects of St. Paul's and the on-going renovations may need consideration in the roof repairs.

- **The Finance Committee recommends to the Vestry that a tithe of 1/10 (\$1,000) of the undesignated \$10,000 Gift from Betty Carter's Estate be provided to outreach and that the remainder (\$9,000) be temporarily placed in the Building Maintenance Fund as a hedge against overruns on the roof repairs.** Temporary – after the completion of roof repairs the balance of the Building Maintenance Fund should be considered (by the Finance Committee and Vestry) for possible adjustments (with the goal of allocating surplus funds to needed programs and missions of Holy Trinity).

ATTACHMENT B

Rector's Report

Worship

- Attendance for Holy Week services were negatively affected by Clemson basketball, but Easter attendance was strong.
- The Triduum and Easter services were beautiful, and overall ran very smoothly—special thanks to the Music Ministers, choirs, Altar Guild, readers, servers, and Beth Newton, who covered all of the Triduum services!
- Attendance has fluctuated somewhat over the month of April, hitting a low point for the year on April 14 at around 80 for the day

Staff

- Operations continue to run smoothly, week by week
- Plans are moving forward for Evyone's anticipated leave in August

Formation

- Ellen Haase is focusing on the Psalms each week through Easter Season
- Jerae has scheduled meetings with parents to brainstorm needs and solutions for next year
- We still have a shortage of Sunday School teachers for the children
- Vestry to read and reflect on *When Church Stops Working* in preparation for the review of survey data and subsequent planning (likely date in August)

Sabbatical

- Contract for Sally Franklin will be finalized by end of month
- Communication to parish near completion, to be scheduled for April 29
- "Who does what" document in development

Jr. Warden's Report

March, 2024

Plumbing – we had a couple more fire-drills related to water leaks in March. Around the clock fixed a leaking pipe from the hot water heater in the mechanical room under the Narthex. They also replaced all of the gaskets / seals for the shut-off valves under the kitchen sinks in the Parish Hall. Both issues caused wet floors, but fortunately there wasn't much damage. I met the plumbing company (Best Services) who ran new water lines at St. Paul's back in 2022 (from the meter to both buildings). We confirmed the continued low water pressure issue lies in the pipe coming from the source (not our end). I re-opened a work order with the Town of Pendleton that was created back in 2022, but was never completed. I expect a meeting with the town in April to discuss having them provide a new water line.

Irrigation System – we had to repair a control box in the Trinity Place parking lot for a 2nd time within the past 3 months because the same box got run-over again. This time, however, we moved the location of that box so it wasn't so close to the edge of the parking lot. Rain-Maker also activated the entire system for the upcoming season the last few days of March, but we found an issue with a faulty sprinkler in Zone 18 that will get addressed in early April (that zone was shut off until this matter is resolved).

St. Paul's Restoration (status) – no work was completed again in March, and Tom from TRH Construction said best case he'll get started back the last week of April. Tom doesn't feel comfortable using volunteers to speed up the process and again advised us to engage another contractor if we want the job done faster. So, I have been reaching out to Historical Societies across the Upstate as well as Clemson University to get the names of companies they would recommend with experience restoring / painting historical buildings. As of now I have been given 1 solid lead, but I'm hoping to get at least 2 or 3 more as I plan to re-bid the project this summer.

Roof Insurance Claim (status) – we received guidance from the Church Insurance Company of Vermont that addressed a few outstanding questions to help us determine when we should move forward with the repairs. In April the Vestry will receive a summary of the recommendations from the Insurance Company, as well as me, so we can vote on how to proceed at our next meeting.

St. Paul's Land Swap Proposal (status) – the developer (John Gumpert) continues to make significant progress cleaning off the properties he recently purchased. Parishioner John Wilson and myself successfully found a couple other property markers in the wooded areas that help confirm the current Tax Map is in-accurate. These findings will help expedite the survey process when an offer is presented. We still don't expect to receive any proposals from the Developer for another 2+ months. Stakeholder meeting still pending an official offer.

Trinity Place Landscaping / Mulch / Addison Lane cut-through traffic – we received 3 quotes for services from Elias Outdoor Services. 2 of the quotes have been revised with updates to the scope of work, and are being submitted to the Finance Committee for approval in April (Mulch and Lawn Care). The final proposal is still being modified to reflect the type of hedges we'll use (along with boulders) to help create a barrier along Addison Lane. We will also include a designated cut-through pathway to direct pedestrian flow.

Porta-Pottis Concrete Pad – completed in March (next to the EDS Playground wall), thanks to the volunteer efforts of Chesley Rowe, our Custodian Jim Hylkema and myself. Anchors were built into the design to help prevent college prank "knock-overs". This work was completed in 1 fairly long day at a very low cost to the church. Fingers crossed it is now ready for the upcoming Football Parking Season – go Tigers!

ATTACHMENT C - Continued

Improve Lighting over Choir area in Nave – no change to report – still awaiting a quote / recommendation from Golden Grove Electrical. I also plan to solicit additional quotes / input in April.

Parking Update – an official committee was created in March (Martha Williams, Jerae Wallace, Evyone Washington, Bill Hurst and myself). Initial efforts are focusing on possibly making revenue at the upcoming Clemson Music Fest (weekend of April 19th). Evyone has sent out communications to reserve season parking passes for the 2024 Football season. The price for football parking increased from \$800 to \$850 (the increase will pay for Trinity Place Landscaping). In April, Evyone will try to contact repeat customers a 2nd time before opening up any lingering spaces to the waiting list. She is working to collect all revenues before she takes her maternity leave in August. Evyone also reported that all 33 Merchant Parking Spaces have been leased through the year (~~\$20~~ \$40 per month except where bartered). Merchant Parking is offered Monday through Friday 8am – 5pm (NOT weekends, but we do let them park Saturdays as long as nothing else major is happening). Wesley received a report from Death Valley Towing (only 1 car towed in March, along with 1 in January and 1 in February). Upcoming Topics = Rates for Merchant Fees (6-month notice required) & Pay for Park options (possibly mirroring the systems soon to be deployed by both the City and the University) - stay tuned.

Future Items (April and beyond)

1. St. Paul's church-yard clean-up efforts (Clemson University + Parish volunteers) – contact info received from Clemson University.
2. St. Paul's Committee – looking for a lead. Mike Diemer stepped down due to schedule overload (he wants to remain as a helper on the team).
3. Possible HVAC Unit Swaps – no change, stay tuned.
4. Issues with Nave Audio / Hearing Impaired Systems – on the radar, stay tuned for an update in April.
5. Floor Repairs (minor) – Parish Hallway outside Kitchen (Harris Flooring to address in April).
6. Expansion Needs – to include EDS and possibly ECW Storage (along with the Choir) – place holder.

Building Security Procedures for Vestry

2024 Guidelines

KEYS: It is imperative to have an exterior door key to perform this task – all Vestry members should make sure they have a Master Exterior Door Key. If not, please contact the Parish Administrator who will assign you a copy (which should be returned to the office at the end of your term on the Vestry).

General: Security checks should be performed at approximately 12:30pm on Sundays.

Exception - if there is a meeting or event lasting past 12:30, turn the responsibility over to the host of the event. Make sure this person knows what to do. The Vestry member should LOCK all doors and check rooms not part of that event. Do not feel like you have to wait for that group to leave.

Exterior Door Locks:

1. Check and lock all exterior doors into the Parish Hall / Education building:
 - a. Be sure the doors are latched shut and the handles are set in the locked mode (squeeze the handles and pull on all doors to check – use your key to lock handles as needed).
 - i. Ensure the Crash Bars are released and stay latched / locked.
 - ii. Hex Keys may be needed to latch the Crash Bars. If needed, the Hex key for the set of double doors is hanging on a hook (either to the right or to the left). The Hex Key for the Day School entrance is in the fire extinguisher.
 - b. Don't forget the exterior doors to the EDS Playground as well as the Basement leading out to Trinity Place.
 - c. The Playground is locked so be sure to keep your Keys with you at all times so you don't get locked in that area. If needed, the combo for the gate by Trinity Place is 0708, The combo for the gate by the Rear Parking Lot is 3928.
2. Check all exterior doors into the Church / Office:
 - a. the Altar Guild should lock the door to the Sacristy and ensure the Nave is secure, however - the designated Vestry member should double check that all doors are secure.
 - b. the door to the Chapel is left un-locked except during major-event weekends (i.e. Clemson hosts a Football Game or St. Patty's downtown) – then the Chapel is also locked.

Interior Lights / Doors

- A) Remember to walk up to the 2nd Floor, as well as down to the Basement Level.
- B) Turn out all lights in individual rooms / common areas as needed.
- C) Turn out all lights in the hallways and stairways that are controlled by a switch.
** note: some lights are not switched and stay on always for safety / security purposes.
- D) Close all doors leading into individual rooms (classroom doors should be locked on main level).
- E) Check that all crash bars are released and the doors are latched shut (push / pull to check).
- F) Don't forget to check doors in the Day School area: double doors in stairwell next to playground, single doors in baby nursery and toddler nurseries and the single door in the front stairwell.

Bathrooms: It is important to knock several times AND announce your intent to enter any bathroom designated to the opposite sex BEFORE making entry (just a little common courtesy)!!!

1. Ensure nobody is stranded in any bathrooms (i.e. due to a medical issue or whatever).
2. Ensure no Toilets +/- Sinks are running or leaking.
3. Ensure all lights are turned out (except those equipped with a motion sensor switch).

ATTACHMENT D - Continued

Kitchen: There are special items to observe in the Kitchen during the security check:

1. The crew using the kitchen should have emptied, cleaned and stored the coffee pots. They should have also cleaned the machine / burners. All of the red switches on the front of the coffee maker should be turned off. The toggle switch on the rear of the machine should be left ON. Green light on the front should be out.
2. Check Warming Oven – ensure it is switched OFF (Black Switch on the bottom panel of the unit).
 - a. Please do NOT turn or adjust the dials on that panel, just turn off the black switch.
3. Check Hood-Fans (2) & Lights – 3 Toggle Switches up on the Hood should be OFF / Down).
4. Check all Ovens and Grills / Stove-Tops to ensure they have been turned OFF.
 - a. Note: the stove / grill has 3 pilot lights that stay on at all times. They are hot – so it is very important that nothing is left sitting on the stove / grill (especially over those pilot lights).
5. Check that all Freezer and Refrigerator doors are closed completely. Glance at the gauges above the door to verify proper temperature inside (needles should read in the green-zone).
6. Check that the Dishwasher switch is OFF, and the nearby Vent Fan switch is OFF.
7. Check that the Dishwasher has been drained:
 - a. IF not, Lift the Drain Level inside the unit to drain.
 - b. Finally – empty the Strainer Basket into the Sink Disposal, rinse-out & return the strainer back into the spot it was removed from the Dish-Washer.
8. Briefly run the Disposals in each sink to clean out any lingering debris.
9. Check that all Faucets and Sprayer Valves are turned OFF and nothing is running or leaking.
10. Ensure the Lights are OFF (both in the Kitchen and the Pantry across the hall).

Alarms: Alarms should be left OFF on Sundays that have Evening Church +/-or Canterbury service:

** Typically, Canterbury Services take place when Clemson University is in-session.

1. During the Summer / Christmas breaks, only set the alarm to the Parish Hall / Education building:
 - a. directions are available next to the phone in the library (remember 1219).
 - b. make sure you are the last person out before setting the alarm.
2. The alarm to the Church / Office Building will be left OFF during this check.

Scheduling: Weekly schedules will be created by the Parish Administrator (trying to rotate all Vestry members evenly through-out the year). If a conflict arises, you should make an effort to swap dates amongst your peers and let the Parish Admin know of any changes (or if you have issues finding a substitute).

THANK YOU for your help in keeping the Parish Hall secure and ready for the next event!!!

ATTACHMENT E

Senior Warden's Report 04/21/2024

Blessings: When I began to work on this report, the first word that came to mind was blessings. Holy Trinity is blessed with a hard working and caring staff. We are blessed with great volunteers, although everyone agrees that we need more. We have beautiful facilities and a presence in downtown Clemson. Easter was a glorious day of celebrating the Resurrection of our Lord.

Concerns: The state of the world and our community. We need to continue to pray for ourselves, our parish, our community and the world. We know that the Holy Spirit is at work each day in the world and we want to respond to the nudging of the Holy Spirit in our lives each day.

Updates:

A. Town of Pendleton Meeting to discuss rezoning of properties around St Paul's on Thursday, 04/25/24 from 5-6:30 pm at Town Hall, 310 Greenville St., Pendleton, SC. It is advertised as a drop-in with staff and consultants available to answer questions and provide information about the draft Small Area Plan for the Pendleton Oil Mill area.

B. HT Directory: Wesley has marked up a "hard copy" of the directory with the edits he received. Will Cate has received the information to make corrections in the Word Document he has been working from. Once the corrections have been completed, a copy will be printed so that Parishioners can review it before it is finalized and published/printed.

I appreciated your prayers and good wishes. If you have concerns, questions or stories that I need to hear, please let me know.

Peace and Hope,
Mel Harriss

ATTACHMENT F

Assistant Rector Plan UPDATE

Financial Update.

Assistant Rector Fund balance **\$61,233.00.**
Assistant Rector Pledges for 2025 total **\$40,000.**

Holy Trinity's Operating finances are on an encouraging trend.

Progress Update

- Next meeting of the Assistant Rector team will be scheduled by end of April to focus on identifying parishioners willing to make pledges to support the Assistant Rector compensation upon hire while Holy Trinity continues to rebuild our Operating Funding.
- Goal is to have \$80,000 to 90,000 per year in Fund balance or pledges for up to 3 years with the expectation that the pledges to support the Mission of Holy Trinity (Operating Pledges) will grow to cover the Assistant Rector within that time.

Overview of Steps to call our next Assistant Rector

The Need

A top priority identified by the Vestry last May was for Holy Trinity to call an assistant rector to support our campus ministry with Canterbury while assisting in serving the needs of our Parish. Holy Trinity was located and founded to serve the Clemson University community. This critical 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. Holy Trinity reaches more people when we have more than one voice in the pulpit and more than one priest for pastoral care. Sometimes all that is needed is another personality to connect with someone seeking God's message.

The Challenge

Pledges for 2023 were not sufficient to cover all of the financial needs of the Statement of Mission. Since Holy Trinity did not have an Assistant Rector, the position was left unfilled in order to balance the budget. The first meeting of the Asst. Rector Subcommittee identified 2 major challenges in hiring the next Asst. Rector:

- Financial – Holy Trinity operational finances are still recovering from the decline that resulted from the COVID shutdown that meant new parishioners were not joining Holy Trinity as fast as older parishioners were passing on to their greater rewards.
- Small pool of candidates – The 2024 graduating class at Sewanee all have positions secured following graduation. Fewer new students began theological studies during COVID, so there fewer in the pipeline. Holy Trinity may need to be creative in attracting our next Asst. Rector including widening our search to the national level.

Financial Approach proposal

1. **Concept** – hold a targeted stewardship drive to obtain 2–3-year pledges to supplement current giving to cover the cost of an Asst. Rector until Holy Trinity can rebuild it finances to pre-COVID levels when we were able to afford an Asst. Rector.
2. **Mechanics of the Targeted Stewardship Drive**
 - a. Determine the targeted amount for 3 years.

- b. **Publish the plan.** Using Tempo and email, let the parish know about the opportunity to make an additional pledge that they would give when we hire an Asst. Rector.
 - c. **Contact selected parishioners.** Develop a short list of parishioners to be contacted directly.
 - d. **Collect Pledges.** Pledges would be sent directly to Evyone. Evyone will provide a weekly tally of pledges.
3. **Securing the future.** Planning for rebuilding HT Finances to support the Asst. Rector while providing security for the new Asst. Rector in the unlikely event finances to not recover.
- a. **Stewardship of Operating Surplus.** A portion of annual Operating Surpluses should be set aside as security until pledges reach a level that the Treasurer feels is sufficiently secure to fund the Asst. Rector position and the other operating needs of the parish.
 - b. **Security for the Asst. Rector.** There are several responsible actions that Holy Trinity can take to provide security for the Asst. Rector including:
 - i. **Six months' severance.** The Asst. Rector Letter of Agreement could include a clause providing six months' severance for termination of employment for any reason other than for cause.
 - ii. **Re-employment assistance.** Holy Trinity should also promise to work with the Diocese to help secure a new position for the Asst. Rector as soon as we anticipate that we may need to terminate their employment for any reason other than for cause. The severance payments would only be made until the Asst. Rector does not have another position.
 - iii. **Note.** Note that the above are general outlines so the necessary legal details would need to be determined to prevent possible abuse of these provisions.