

Executive Summary

St Philip's Episcopal Church
Vestry Meeting
March 15, 2011

Attendance:

Present were: Father Barry Kubler, Mo Beers, Bill Bittenbender, Bill Meiners, Debbie Evans, Tommy Harrelson, Joan Hayes, Jake Pfohl, and Lorraine Richardson.

Also, present: Dana Richardson, Clerk.

Absent were: Deacon Henrietta Williams (on leave of absence), Linda Brinson, Tina Berne, John Reinsburrow, Tom Trivett and Wayne John, Treasurer

Father Barry opened the meeting at 5:58PM with a prayer

MINUTES

Minutes of the February 17th meeting were approved.

TREASURER REPORT

The full Treasurer's Report is available in the church office.

Expenses:

- Christian Education is over for this period. This account should even out.
- Music is over for the year-to-date because of the maintenance contract. This will even out in March.
- Property expenses are exceeding the budget plan and will continue for the next two months. Having a cold winter has increased our electric bill immensely.
- Administration is over budget due to expenses for the Vestry Retreat and the Diocese Convention. We did take in some revenue, but it did not cover the expenses.
 - This has to be considered a normal part of the budget process.

Revenue:

- Pledges are down for the month and also for the year-to-date.
- Miscellaneous Revenue is below previous levels.

Net:

- After only two months, St. Philip's is running \$15,467.00 over budget.

Distribution of Budget Details:

- The March edition of *The Philippian* will provide guidance to contact the Stewardship Commission or the Treasurer if they have specific questions regarding the budget.

SENIOR WARDEN – Mo Beers

- Final draft of VPOD Schedule was resolved.
- A draft of the revision of the SWEEPS document was distributed for review and revision as needed.
 - **[Action 03-17-11-1-Vestry]** Review the SWEEPS and provide revision inputs to the Senior Warden and Clerk for incorporation.

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JUNIOR WARDEN – Tom Trivett

- Dirt for the Little Red House (LRH) lot was paid for with both Men's Group and matching gifts from the parishioners. The lot will be seeded out of the donated dirt fund.
- Heating, Ventilating and Air Conditioning (HVAC) duct work under the Parish Hall and Chapel is deteriorating.
 - **[Action 03-17-11-2-Jr. Warden]** Recommend that we wait a couple months and have the Jr. Warden re-inspect.
- Spring clean up day is being planned for April 30th.

DEACON – Henrietta Williams (on leave of absence)

COMMISSIONS

CHRISTIAN EDUCATION – Tommy Harrelson

- Sunday School recognition lunch for teachers and volunteers will be held May 22nd, on one of the lawns of the church.
- Youth Activities:
 - Brooke Munroe spent last week in Raleigh as a Senate page for Senator Rabon.
 - There will be a spaghetti lunch fundraiser after the service on April 10th to raise funds for the acolyte festival. They need to raise \$500.
- The Diocese has updated policies regarding the safeguarding of youth/children. **[Action 03-17-11-3-Christan Education]** Anyone dealing with children in the church is to review this policy.

STEWARDSHIP – Bill Bittenbender & Bill Meiners

- A *The Philippian* article was submitted announcing formation planning group to look at assistant priest, mortgage pay down and the need for new parish hall.
- An Audit Committee has been formed will meet the week of March 21st.
 - Episcopal Diocese of East Carolina In-House Audit Request Form is to be submitted by March 31st 2011. **[Action 03-15-11-4: Stewardship]**
 - Per the Diocese direction, St Philip's needs to have a professional audit performed within three (3) years of December 31, 2010.
- An Insurance Committee study underway.
- The Endowment Committee was formed with a meeting scheduled for the week of March 21st.
- The Strategic Planning Committee has been provided all of the information it has requested and has its first meeting scheduled for March 22nd.

WORSHIP – John Reinsburrow

- The choir shared Evensong on Sunday, March 13th
- Worship Committee Meeting held on March 1st
- Carillon Services continue.
- Choir preparing music for Tenebrae (Easter Week) and will sing during two services (9AM and 11AM) on Easter morning
- Preparations are in progress for the Summer Concert Series. Scheduled for the 3rd Sunday of June, July, and August at 4 PM.

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- A military group is requesting to hold a concert at St Philip's on 14 June (before the currently planned first event). Planning is in the early stages and not yet confirmed.

EVANGELISM AND OUTREACH – Tina Berne & Jake Pfohl

- All Time and Talent List calls completed [Action 12-11-10-8]
- "Action against Poverty Committee" formation meeting organized. Meeting will be held Friday, March 18th in the Parish Hall at 11AM. The committee mandate will be to work on Episcopal Relief and Development (ERD), Haiti and Brunswick Country Poverty issues in a coordinated manner.
- Mt. Carmel AME Church was called to invite to Brunswick Town May 1st, as per [Action 01-20-11-6].
- Stop Hunger Now is scheduled for Sunday, October 16th
- Sheila Roberts at New Hope Clinic would like to let our church know about the services there so she/the clinic may be of help to us.
- We will not have a blood drive until September of this year.

PASTORAL CARE – Lorraine Richardson & Joan Hayes

- April's *The Philippian* article outlined committees under Pastoral Care Commission.
- Neighborhood Team Leader meeting held February 24th.
- New Members Planning Ministry:
 - First planning meeting was held 4 February 4th to recruit new committee members.
- Attended Stephen Ministry training session addressing outside resources on February 24th.
- One Pastoral Care message forwarded to Neighborhood Team Leaders in February.
- Time and Talent calls were completed in January [Action 12-11-10-8].
- The Pictorial Directory Committee had an initial meeting on March 14th and a second meeting is planned for March 21st.
 - It was determined that there are 160 "units" in the church family that do not currently have pictures on file.
 - The committee is recommending that we once again work with Olan Mills to develop a pictorial directory book for St. Philip's; similar to what was done in 2008.
 - Free 8"x10" picture and directory for all who have pictures taken.
 - Disc of pictures for an online directory.

Lorraine Richardson made a **MOTION**:

PROCEED WITH DISCUSSIONS WITH OLAN MILLS TO PRODUCE A 2011 PICTORIAL DIRECTORY FOR ST. PHILIP'S CHURCH

Mo Beers **SECONDED** the motion. Motion carried.

- [Action 03-17-11-5-Pastoral Care] In coordination discussions with Olan Mills regarding the Pictorial Directory, verify the following:
 - Flexibility to include pictures of parishioners, not taken by Olan Mills – or Olan Mills pictures from 2008
 - Number of "overrun" copies to be provided
 - Cost of additional "overrun" copies

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SERVICE – Linda Brinson & Debbie Evans

2011 Goals: (check mark = complete)

- ✓ Contacted all volunteers indentified on the Time & Talents surveys. [Action 12-11-10-8]
 - ✓ Identify a volunteer to lead the Quick Response Team (QRT) for memorial receptions.
 - ✓ Host Inter-Church Fellowship Luncheon.
 - ✓ Provide food and beverages for Anti-racism Training (Feb. 26th).
- February 26th - Anti-racism Training - refreshments provided for participants for the workshop.
 - A special “Thank You” is extended to Sharon Sands for her assistance with this event.
 - March 13th – Evensong Service Reception – Assisted Choir with serving wine, cheese and other goodies for their reception following the first Evensong service.
 - Next scheduled event will be the Lenten Service luncheon on March 30th at the Southport Community Building. Plans are in full force to serve 150 guests.

OLD BUSINESS

Review Action Items

Items that were determined to be closed:

- 12-11-10-1: Stewardship Commission to draft *The Philippian* articles addressing the level of giving
- 2-17-11-1: Notify congregation to silence cell phones before services start
- 2-17-11-2: Obtain a list of parishioners that have joined St. Philip’s in the past three years
- 2-17-11-3: Appoint a committee for May celebration
- 2-17-11-4: Invite former rectors to the May celebration

NEW BUSINESS

- **Denominational Health Plan (DHP):**
 - The General Convention has mandated that DHP is to be implemented gradually, with employers to be fully participating by January 1, 2013.
 - Funding will need to be discussed in preparation for developing next year’s budget.
- **Remembering our History Celebration Committee:**
 - Dinner is planned for May 26th.
 - Charles Supin will be serving at both services on May 22nd.
 - Bob Beasley is not available to attend in May.

RECTOR’S REPORT

- **Sabbatical Outline:**
 - St. Philip’s has received \$16,200 in donations for the Father Barry’s sabbatical.
 - Current estimated expenses are \$14,460
 - \$1,740 remaining will be used to cover contingencies and any funds remain following the sabbatical will be used as determined by the vestry.

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OTHER BUSINESS

- **Next meeting date:** April 14, 2011 at 6PM

The meeting was adjourned at 7:04PM with the Lord's Prayer.

Respectfully submitted: Dana Richardson, Vestry Clerk