

St Philip's Episcopal Church
Vestry Meeting
May 19, 2011

Attendance:

Present were: Father Barry Kubler, Mo Beers, Bill Bittenbender, Linda Brinson, Bill Meiners, Tina Powers, Debbie Evans, Tommy Harrelson, Joan Hayes, John Reinsburrow, Lorraine Richardson, and Tom Trivett.

Also, present: Wayne John, Treasurer; Kathryn Ard, Prospective Finance Assistant; and Dana Richardson, Clerk.

Absent were: Deacon Henrietta Williams (on leave of absence), and Jake Pfohl.

Father Barry opened the meeting at 6:00PM with a prayer

MINUTES

- Minutes of the 14 April 2011 meeting were approved with one minor correction.

TREASURER REPORT

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

		Report Month: April							
		Mo. Actual	Mo. Budget	Mo.Diff	YTD Actual	YTD Budget	YTD Diff	Annual Budget	
Revenues									
1-000300	Pledges	\$ 26,781	\$ 28,769	\$ (1,988)	\$ 108,593	\$ 115,075	\$ (6,482)	\$ 345,226	
1-000301	Flower Revenue	\$ 965	\$ 433	\$ 532	\$ 1,635	\$ 1,733	\$ (98)	\$ 5,200	
1-000302	Identified Offerings	\$ 1,989	\$ 2,083	\$ (94)	\$ 7,304	\$ 8,333	\$ (1,029)	\$ 25,000	
1-000310	Loose Plate	\$ 2,559	\$ 1,042	\$ 1,517	\$ 4,642	\$ 4,167	\$ 475	\$ 12,500	
1-000311	Summer Ministry Loose Plate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	
1-000320	Interest Received	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	
1-000330	A A Contribution	\$ 80	\$ 52	\$ 28	\$ 235	\$ 207	\$ 28	\$ 620	
1-000380	Miscellaneous Receipts	\$ 3,407	\$ 3,788	\$ (381)	\$ 14,905	\$ 15,152	\$ (247)	\$ 45,455	
	Total Revenues	\$ 35,781	\$ 36,167	\$ (386)	\$ 137,314	\$ 144,667	\$ (7,353)	\$ 435,201	
		Beginning Balance	Restricted Revenue	Restricted Expenses	Credit Adjustments	Debit Adjustments	Ending Balance		
1-000804	Building Fund	\$ 13,843.21	\$ 3,960.00	\$ -	\$ -	\$ 2,545.45	\$ 15,257.76		
Expenses									
	Parish Staff	\$ 17,890	\$ 17,161	\$ (729)	\$ 76,431	\$ 76,336	\$ (95)	\$ 227,398	
	Christian Ed. & Youth	\$ 328	\$ 881	\$ 553	\$ 3,960	\$ 3,525	\$ (435)	\$ 10,975	
	Music	\$ -	\$ 217	\$ 217	\$ 1,175	\$ 867	\$ (308)	\$ 2,600	
	Outreach	\$ -	\$ 3,908	\$ 3,908	\$ 11,501	\$ 15,472	\$ 3,971	\$ 46,736	
	Property	\$ 6,285	\$ 6,905	\$ 620	\$ 27,621	\$ 25,077	\$ (2,545)	\$ 81,565	
	Administration	\$ 3,151	\$ 3,703	\$ 552	\$ 16,349	\$ 14,562	\$ (1,787)	\$ 44,185	
	Worship	\$ 760	\$ 517	\$ (244)	\$ 1,437	\$ 2,067	\$ 630	\$ 7,832	
	Total Expenses	\$ 28,414	\$ 33,292	\$ 4,878	\$ 138,475	\$ 137,905	\$ (570)	\$ 421,291	
	Net Operating Revenue	\$ 7,366	\$ 2,875	\$ 4,492	\$ (1,161)	\$ 6,762	\$ (7,923)	\$ 13,910	

- Pledges are below projections for every month except January. We are about \$8,000 behind projections for the year-to-date.
 - Loose Plate Revenues [\$2,559] saved April due to Easter donations.
 - Some parishioners wait until near the end of the year to make up their pledge amounts.

- The vestry needs to emphasize to the parishioners to keep up with their pledges.
- Expenses are still within budget.
 - Waccamaw Bank inadvertently made a second payment of the mortgage this month. It has been confirmed with the bank that there will be no mortgage payment due for the following month and that there will be no penalty for not making the monthly payment.
- Wayne John introduced Kathryn Ard, a prospective replacement for Ray Acayan as Financial Assistant.
 - Kathryn currently works on the books at another church and should have no problems adjusting to the St. Philip's system.
 - Her duties will consist of:
 - Validating the check book,
 - Overseeing the payroll,
 - Paying bills, and
 - Having password access to the Waccamaw bank reports.
 - If approved, Kathryn will need to be processed through the diocese background check before starting her assignment.
- Following her leaving the meeting; **the Vestry unanimously approved Kathryn Ard's appointment as Financial Assistant.**
- The purchase of a check reader/scanner was requested to increase the efficiency of record keeping and check processing. The specific reader being requested is the MICRImage Check reader.
 - It is both a Magnetic Ink Character recognition (MICR) reader and a check-imaging device that reads the MICR character set at the bottom of a check and the imager produces a digitized image of the entire check.
 - The software is compatible with the ACS Technologies system that St Philip's uses for its database.
 - The reader costs \$500 but St. Philip's receives a 10% discount from ACS Technologies for a total purchase price of \$450.
 - The purchase can be paid out of account 1-000478 (Equipment Acquisition).

Bill Bittenbender made a **MOTION:**
PURCHASE THE MICRIMAGE CHECK READER AND USE FUNDS FROM THE EQUIPMENT ACQUISITION ACCOUNT.

Tom Trivett **SECONDED** the motion. Motion carried.

- Wayne asked if Father Blackburn, in his role as acting priest during Father Barry's sabbatical, would have access to the Rector's Discretionary Fund.
 - The Rector's Discretionary Fund is available to Father Blackburn, with no limit imposed. Use of this fund is to be coordinated with the Senior Warden.
- Father Barry requested an advance of \$2,500.00 for his sabbatical. The request was approved.

SENIOR WARDEN – Mo Beers

- The May Celebration has been well received.
- Mo will be away from 20 May to 4 June.

JUNIOR WARDEN – Tom Trivett

- The spring clean up was successful although there weren't a lot of people participating.
- The church has a new gas-powered yard blower for use by the maintenance teams.
- Fire sprinkler riser valves will need to be replaced with an estimated cost of \$200.
- The heating, ventilation and air conditioning (HVAC) duct work Parish Hall and Chapel of the Cross were checked as part of the spring check-up on the maintenance contract.
 - The inspector reported that the duct work needed repairs approximately \$2700 in repairs.
 - Tom Trivett conducted an inspection of the ducts and determined that the system was operating satisfactory and that any repairs could be postponed.
- The sanctuary HVAC had been running continuously and keeping the sanctuary cold regardless of the thermostat setting.
 - A humidifier control had malfunctioned and was causing the HVAC to run continuously.
 - The humidifier control has been repaired and the sanctuary climate can now be controlled.

DEACON – Henrietta Williams (leave of absence).

COMMISSIONS

CHRISTIAN EDUCATION – Tommy Harrelson

- Sunday School: Sunday School teachers and volunteers will be recognized at the 10:30AM service on May 22.
 - We will need to start looking for teachers for next fall by July.
- All individuals interacting with children will need to fill out formal applications, starting in the fall.
- Starting on September 1st, when we have youth attending a diocesan event, there will have to be an adult from St. Philips accompanying them. This could have funding implications.
- All individuals interacting with children must complete the Diocesan sexual ethics training.
 - Currently all individuals interacting with children have completed this course work.
- Youth activities: Millie is proposing that youth activities be scheduled for June 19th, July 24th and August 14th. The Youth subcommittee will get together and discuss the exact nature of these activities, hopefully by the end of May. The thinking is not to piggyback them on acolyte activities.
- Adult Education: Surveys have been correlated for the Lenten program. The program was well received. The committee is beginning to consider an adult component of Vacation Bible School.
- Vacation Bible School (VBS) is coming along well.
 - VBS needs a few people to be group leaders (people responsible for 5-8 children and moving them to each of the stations) and to do the nightly dramas in storytelling. The real need is in the storytelling.
 - VBS needs to know if the Men's Group is going to take charge of the cooking.
 - Tommy Harrelson is to address this request to the Men's Group.
 - Millie will set up a registration table in the Narthex starting this week.

STEWARDSHIP – Bill Bittenbender & Bill Meiners

- Long Range Planning:
 - This committee is polishing its recommendation to fulfill the priorities identified in last year's parish survey.
 - providing more specifics
 - how to obtain more funding
 - need to communicate our actual financial position as part of the Stewardship Campaign:
 - Should not focus on too many giving categories at the expense of the general fund.
 - Note: Father Barry advised that we need to be careful about communicating any perceived shortfalls. The church is not short of funds. Any shortfalls are the result of the accounting process for the various categories of giving (Building Fund, etc.).
 - They expect to finish by June.
- Audit: The audit is progressing normally and no major problems have been identified. We should be finished by June.
- Endowment: There was a delay in resuming this committee's work due to members' travel, but they will resume this month.
- Insurance: Our insurance review is progressing.
 - The Insurance Committee is waiting for some information regarding coverage:
 - Verification of what is covered, especially the stained glass windows.
 - The impact on insurance premiums if the deductible were changed.
 - They expect to finish by June.
- A *The Philippiian* article will address the "Focus on the Future" with an emphasis on:
 - Assistant Priest.
 - Pay down the mortgage.
 - New parish hall.

WORSHIP – John Reinsburrow

- Activities since last meeting:
 - Services held throughout Easter week.
 - Choir participated in two of the three Easter Sunday services.
 - Annual Brunswick Town Service was held on May 1st.
 - First of the Summer Concert Series held (~90 in attendance).
- Upcoming activities/calendar events
 - 1st Beach Ministry Service on May 29th
 - St. Philip's Service shifts to 10:00AM on May 29th
 - Memorial Service honoring our deceased veterans in the Memorial Garden on May 29th at 9:15AM
 - Choir's final Sunday for the season will be on May 22nd
 - Second of the Summer Concert Series
 - Tuesday, June 14th (Flag day) at 7:30PM
 - The Langley Winds

EVANGELISM AND OUTREACH – Tina Powers & Jake Pfohl

- A first meeting of what is tentatively called "The Poverty Group" was held on March 18th
 - The meeting was intended to :
 - try to build on the good work of the past,
 - explain what we'd like to see if we can look ahead to gain enhanced traction and measurable successes, and
 - find new approaches if appropriate that can enhance the leverage and effect of our collective (both Church based and individual) outreach efforts.
 - To provide scope and focus, three brief overviews on selective past and ongoing St. Philip's related initiatives were provided:
 - Episcopal Relief and Development (ERD) administers funds received from/through the Church and other sources to provide relief in times of disaster and to promote sustainable development by identifying and addressing the root causes of suffering. St. Philip's has had a sustained role with ERD.
 - The Haiti Initiative has been a several year effort with St. Philip's volunteers visiting Haiti roughly once per year for about a week at a time in cooperation with other church based groups and local site managers to help provide "hands" to plant trees, build water handling systems, erect living areas and the like. This initiative is currently in limbo due to local site management change issues and a lagging broad based support from St. Philip's volunteers.
 - Habitat for Humanity, the Food Pantry, etc. Many of our windows of opportunity for engagement in these initiatives come via the InterChurch Fellowship Group. Additionally, St Philip's is involved with the Meals on Wheels program as well as the Heads up Crop Walk, the MLK Celebration, Human Needs Funds, and the Doshier Worship Committee.
 - Possible outreach initiatives are inhibited by a lack of good and quality communications about all opportunities as well as a good solid organization structure to help optimize St. Philip's efforts to deliver helpful outcomes in a sustained way.
 - "The Poverty Group" agreed that it needs to:
 - have follow-up meetings,
 - better outline our own initiative and give it a meaningful name and structure, and
 - ensure that it cast a wide net for all interested St. Philip's community participants.
- Tina continues to make efforts to dialogue with African American Churches.

PASTORAL CARE – Lorraine Richardson & Joan Hayes

- Pictorial Directory Committee will be meeting in July to discuss the sign-up procedures which will begin Sunday, August 7. The pictures will be taken September 19 - 23 and September 26 - October 1.
- Pastoral Care messages were sent to the Neighborhood Team Leaders.
- New Member Planning Committee will be meeting in June. The badge campaign will run through the end of May.
- The New Comers Social was held on Sunday, May 15; there was a very nice turn out of "old members" and there were seven (7) "new comers".
- The next new Comers Social will be in October at a home on Oak Island.

SERVICE – Linda Brinson & Debbie Evans

2011 Goals (check mark = complete):

- ✓ Contacting all volunteers indentified on the Time & Talents surveys
 - ✓ Scheduling volunteers each quarter for the upcoming events
 - ✓ Identify a volunteer to lead the Quick Response Team (QRT)for memorial receptions
 - ✓ Host Inter-Church Fellowship Luncheon
 - ✓ Host Lenten service luncheon (March 30th)
 - ✓ Provide Breakfast for the Choir and Clergy on Easter Sunday (April 24th)
 - ✓ Provide donuts & coffee for Spring Clean-up volunteers (April 30th)
 - ✓ Coordinate parish picnic at Brunswick Town (May 1st)
 - Host one service (come together) luncheon (Sept. 11th)
 - Coordinate parish pig pickin' (Sept. 24th)
 - Provide beverages for Pledge Sunday / Stop Hunger Now bag lunch (Oct. 16th)
 - Host Annual Meeting luncheon (Dec. 4th)
 - Provide light breakfast for Vestry Workshop (Dec. 10th?)
 - Host Parish Christmas Party at Community Building (Dec. 16th)
 - ✓ If needed, assist choir with serving refreshments following Choral Evensong events and Summer Concert Series
 - ✓ Host receptions following memorial services at St. Philip's
 - ✓ Provide food and beverages for Anti-racism Training (Feb. 26th)
 - ✓ Assist with May History Celebration Dinner (May 12th)
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- April 24th - Easter Sunday Breakfast was provided for the choir and Clergy between the 9 and 11 o'clock services. A buffet of breakfast casserole, grits casserole, breakfast quiche, stewed apples and sweet potato biscuits with ham were served to approximately 25 people. Coffee, juice and tea were also provided.
 - April 30th – A 'Continental Breakfast' of donuts, scones, coffee, juice and tea was provided for the Spring Clean-up Volunteers.
 - May 1st – Brunswick Town Picnic – The Service Commission coordinated the transfer of tables and supplies from the Parish Hall to Brunswick town with the assistance of Frank Darzano and Joan Hayes. Keith Rogers (KFC) allowed for us to buy 150 pieces of chicken at his cost for the event.
 - May 12th – May History Celebration Dinner – this celebration event was headed up by Elizabeth Pollock, Debbie Evans and Mo Beers. A dinner of salad, lasagna and French bread.

OLD BUSINESS

Review Action Items

Action #	Assigned to	Description	Completed
12-11-10-4	Father Barry	Locate the architect's elevations for Phase II	[2-17-11] Junior Warden to search church attic for architect elevations from the church construction [5/19/11] Junior Warden to contact the church architect for phase II drawings from 2002
12-11-10-8	Vestry	Everyone that responded, whether they are already active or interested in an activity is to be contacted by a Vestry member	Closed
01-20-11-4	Junior Warden	Update Vestry assignments to the Emergency Action Plan	Assignments distributed: Closed
01-20-11-6	Evangelism & Outreach Commission	Initiate an invitation to an African American church to attend St Philip's Church to strengthen interfaith fellowship	[3/15/11] - Invitation in process for Mount Carmel A.M.E. - [4/14/11] Plan to arrange one inter-faith service this year
3-15-11-1	Vestry	Review SWEEPS and provide revision inputs to the Senior Warden and Clerk	Vestry verified that SWEEPS reflects current initiatives for each of the commissions - Closed
3-15-11-2	Jr. Warden	Reinspect HVAC duct under Chape of the Cross and Parish Hall before June	Junior Warden verified that HVAC duct does not require repair at this time - Closed
3-15-11-3	Christian Education	All who deal with children in the church are to review the updated Diocese policies regarding safeguarding youth/children	CE reported that this action has been completed. Closed
04-14-11-1	Stewardship Commission	A report of the Insurance Review Committee is expected at the end of April and will be shared with the Vestry	5/19/11: Delivery of the report is now projected for the end of June
04-14-11-2	Worship Commission	Contact Lyn Sutton to submit newspaper articles to advertise the Summer Concerts	Tommy Harrelson reported this action has been taken. Closed
04-14-11-3	Bill Bittenbender	Draft a constructive critique of the anti-racism training to be sent to the diocese	Bill reported that the draft letter has been delivered to Father Barry. Closed

NEW BUSINESS

- It's time to start planning for the annual, Vestry sponsored Pig Pickin' in September:
 - Can we use our vacant lot if Dry Street be blocked on 24 September? [Action 05-19-11-1-Service Commission]
- Denominational Health Plan will be an agenda item for the September Vestry Meeting.
- A White Elephant Auction to benefit St Philip's outreach programs is being planned for 19 February 2012 at the St. James Community Center.
 - Committee working on the event is: Shay Watkins, Wanda Luey, Ida Parker and Jacquie McNutt.
 - The committee requests St. Philip's to fund the 50% deposit for the center
 - Cost for renting the center is \$852.50

Tommy Harrelson made a **MOTION**:

PROVIDE \$450 FOR THE DEPOSIT ON THE ST. JAMES COMMUNITY CENTER IN SUPPORT OF THE WHITE ELEPHANT AUCTION PLANNED FOR 19 FEBRUARY 2012

Linda Brinson SECONDED the motion. Motion carried.

RECTOR'S REPORT

- Stephen Ministry has 13 peopled trained as care givers. At present, seven (7) of the 13 have care receivers.
 - The inter-faith ministry may provide some care receivers to our ministry.

OTHER BUSINESS

- Parish Hall Carpet is dirty and may not be cleanable.
 - Women's group may have funds to replace the carpet.
 - Tearing out the existing carpet and installation of another covering will need to be considered.
 - Tom Trivett is willing to price several reputable estimates for options to replace the floor covering. **[Action 05-19-11-2 – Junior Warden]**
 - The "Capital" portion of the Mission Fund has not been used in eight (8) years and would be appropriate for this effort.
- *AMERA-LIFE* is offering a 30 minute presentation to St. Philip's congregation. The presentation focuses on Medicare and recent legislative changes.
 - This presentation would be acceptable if AMERA-LIFE does not require a contact list as a result of the presentation.
 - Father Barry is to get references from other churches that may have received this presentation. **[Action 05-19-11-3 – Father Barry]**
- For next year's Lobster Sale, any fliers distributed within St. James Plantation will need to have the name and address of a St. James resident on the form. **[Action 05-19-11-4– Clerk]**
- Next meeting date: Thursday, June 16th, 2011 at 6PM

The meeting was adjourned at 7:37PM with the Lord's Prayer.

Respectfully submitted: Dana Richardson, Vestry Clerk