

St. Philip's Episcopal Church
Vestry Meeting
April 26, 2022
Minutes

Present: Dave Ham, *Sr. Warden*, Steve Russell, *Jr. Warden*, Dana Richardson, Michele Barkalow, Rick Pearce, Susan Chase, Bob Wright, Margaret Bearden, Bill Carney, Geoff Gersen, Bill Bittenbender, Holly Meiners, Fr. Eric Mills. *Rector*

Ex Officio: Bob Fuchs, *Treasurer*, Lorraine Beamer, *Clerk*, Mthr. Lisa Erdeljon, *Assistant to Rector*

Guest: David Gruber

Opening Prayer Fr. Eric Mills opened the meeting with a prayer.

Minutes The March 2022 Vestry minutes had previously been approved via email.

Building Committee Report

David Gruber presented the proposed internal and external signage for the Parish Hall, Administrative offices, and the Chapel Annex. Two Bathroom and elevator signs will be ADA compliant. Exterior signs will follow the shape and color of current signage. A Handicap accessible ramp sign will be included. During discussion, it was suggested to place ADA access placards at the arbor on Dry Street, and the paver path entrance on Moore Street.

Rector's Comments

- The upcoming weeks will be very busy with the Brunswick Town service, a funeral, house blessing and then a Baptism and Wedding out of town.
- Dennis Courtnage has extended an invitation to the Vestry to attend the First Aid and CPR training classes to be held at the Oak Island Fire Department. Interested members should contact Dennis to reserve a spot.
- Canon Jim has been invited to return to St. Philip's for a refresher/recalibration on the Program Church model as we emerge from COVID. Fr. Eric will invite the Board Chairs and Communicators to attend this training. Date TBD after all parties are consulted.
- A reminder, that as vestry members, be sure when expressing an opinion or making a suggestion to a particular ministry group of which you are a member, that you indicate your opinion or suggestion is as a member of the that ministry, and not as a member of Vestry.

Treasurer's Report. (Attached as addendum) Bob Fuchs stated that things continue to go well. Revenues are greater for the year than expenses, and greater than the projected budget. The major drivers of lower expenses are Vestry, safety and security purchases that were not made, the diocesan convention being delayed, and delays in work on the new parish hall that resulted in new loan expenses not being

incurred, and a lower property insurance premium. Bob stated that pledge statements will go out at the end of April to those parishioners who owe a balance on their general fund or capital campaign pledges. Year-end statements will be sent to all pledging units in January. The annual audit should be scheduled in May and conducted by the diocesan auditor that was used previously. In 2023 an external auditor will be required and must be budgeted. Discussion and questions followed. **Bill Bittenbender made a motion to receive the Treasurer's Report which was seconded by Dave Ham. This motion passed unanimously.**

Senior Warden's Report.

- Dave Ham discussed the new vestry minutes approval procedure.
- Changes to St. Philip's parking resulting from recent changes by Southport/NCDOT were discussed. Dave explained that due to the various parties involved, it will be a long and involved process. Suggestions were made as to who should be contacted as advocates regarding this matter, including State Representative Charlie Miller and State Senator Bill Rabon.
- The Safety and Security Committee reported to the ExComm and confirmed their suggested plan for a keyless entry model for the campus, as well as evacuation and access plans for the Sanctuary. Costs for the keyless access plan will be determined and the plan will be presented to F&F for discussion and approval. A practice and discovery session is planned with the ushers and the Vestry to understand the evacuation routes and any corrections needed. The dates for this are TBD occurring in May.
- The schedule for Come and See article submissions has been completed.
- A request from the Worship Board was made, and approved by Finance and Facilities and Ex-Comm for new Clergy Vestments for Easter.

Ministry Board Chaplains

A Q&A session with the MB Chaplains was held.

- Holly Meiners mentioned a microphone issue during The Ministry Minute which is being addressed.
- A chili/gumbo cook off is being considered by Parish Life but will need to be delayed until after the Fall Festival.
- Outreach is looking for participation and leadership for the Men's Group

Chaplains and Committees. (Reports attached as addenda.)

Strategic Initiatives

Campus Utilization Vestry Report

- Bill Carney reported that the committee is looking at space utilization for the campus, as well as future uses for the Chapel Annex, and use of the facilities by outside groups.
- A discussion was held concerning A/V equipment for the Sanctuary/Parish Hall.
- The committee is looking for a balance between community needs and monies for the church; work continues on this strategy.

Communication Committee Report

Bob Wright reported that a meeting was held Sunday 4/24 with ministry board chairs, communicators and this team. The goal was to describe what we are doing and why, and to set up a procedure of “how” to communicate. There were many positive ideas presented. Work continues on this strategy.

Model Policies Committee Report

Dana Richardson provided an update on procedures that are being discussed. As the process continues more questions are being asked about how comprehensive the policies are and what safeguards are in place for people who participate. Work continues on this strategy.

Junior Warden’s Report

Steve Russell reminded the Vestry that VPOD duties include securing the monies in the sacristy safe following each service.

Margaret Bearden announced that the Finance and Facilities Board had approved a New Investment Policy.

Action Items and Review.

- Request that all Ministry Board Chairs identify deputies [**Action Pending – need Deputies for: Outreach, and Faith Formation**].
- Model Policies review on implementation continues; provide questions or issues to the Senior Warden [**Action Ongoing – all Vestry**].
- Review, Retain, Update, or Remove existing policies [**Action Ongoing – MBs are to be contacted for the status of their reviews. Ongoing**].
- Distribution of year-end excess revenue [**Action Pending F&F; Monitor**]
 - **Although a motion was passed to approve the F&F recommendation to redirect \$35,000 of excess revenue from 2021 to the Capital Campaign, it was noted in discussions of the motion that the actual recommendation by F&F MB of whether these funds will be used to reduce the mortgage will be made when the construction is complete, and the Certificate of Occupancy is issued (estimated mid-May).**
- Implementation of Safety - Security Procedures. [**Action Pending SSC coordination with Fr. Eric/Wardens**].

Closing and Prayer: Michele Barkalow **moved to adjourn the meeting. The motion was seconded by Dave Ham and unanimously approved.** The meeting was adjourned after a prayer by Mthr. Lisa.

Respectfully submitted,

Lorraine Beamer, *Clerk*

**Treasurer's Report to Vestry
April 26, 2022**

Operating Budget	2022 FY Budget	2022 YTD Actual	2022 YTD Budget	2021 YTD Variance	March Actual	February Actual	Monthly Change
Revenues							
Pledges	606,673	206,929	169,466	37,463	33,383	43,994	-10,611
Flower Revenue	6,000	1,630	1,500	130	875	305	570
Identified Offerings	54,000	12,083	13,000	-917	6,490	3,090	3,400
Loose Plate	4,200	2,071	1,011	1,060	1,164	559	605
Parish Hall Rental	600	300	150	150	100	100	0
Miscellaneous Re-							
ceipts	15,000	1,051	3,750	-2,699	228	182	46
Total Revenues	686,473	224,064	188,877	35,188	42,240	48,230	-5,990
Expenses							
Parish Staff	443,927	104,057	105,044	987	35,330	34,102	-1,228
Administration	32,914	8,096	8,191	95	3,494	2,999	-496
Buildings & Grounds	108,125	13,357	27,335	13,978	6,828	4,970	-1,858
Vestry	71,191	17,291	21,198	3,907	5,535	5,283	-253
Faith Formation	3,180	36	2,540	2,504	14	6	-8
Parish Life	3,650	157	900	743	65	92	27
Pastoral Care	2,700	566	675	109	250	256	6
Worship	20,785	3,046	4,865	1,819	231	861	630
Total Expenses	686,472	146,606	170,747	24,142	51,749	48,569	-3,180
Net Total	1	77,459	18,129	59,330	-9,509	-338	-9,170

Expenses for the month are greater than revenues by \$9,509.

Revenues for the year are greater than expenses by \$77,459.

Revenues for the month are less than budget by \$6,525.

Revenues for the year are greater than budget by \$35,188.

Pledges for the month are less than budget by \$9,271.

Pledges for the year are greater than budget by \$37,463.

Expenses for the month are less than budget by \$9,990.

Expenses for the year are less than budget by \$24,142.

The major drivers of lower expenses are Vestry safety & security purchases were not made, the

diocesan convention was moved to later in the year, and delays in work on the new parish hall

resulted new loan expenses not being incurred and a lower property insurance premium.

CAPITAL PROJECT

Project Costs		Project Funds	Total	Current	at 6/30/2022
Construction Cost		Pledges	1,538,836		
Parish Hall/Admin	2,029,850	Collected		1,349,044	1,349,044
Architectural Services		Outstanding		189,792	
Construction Supervision	20,500	Other Funds	366,773	366,773	366,773
Other Costs		Loan/Mortgage	835,000	47,274	639,456
Furniture & Fixtures	37,500	Total Funds	2,740,609	1,763,090	2,355,273
Contingency 5%	101,500	Total Spent	2,355,273	1,735,650	2,355,273
Misc.	6,173	Available Funds	385,336	27,440	
Total Construction Cost	2,195,523				
Actual Construction Spending	1,548,834				76%
Actual Construction Supervision	9,237				45%
Actual Furniture & Fixtures	17,830				48%
Actual Contingency	0				0%
Actual Misc.	0				0%
Actual Construction Spending	1,575,901				72%
Remaining Construction Spending	619,622				
Pre-Construction Spending	159,750				
Total Project Costs	2,355,273				
Total Spent to Date	1,735,650				

Construction paid to date is \$1,575,901, which is 72% of the total.

Construction remaining is \$619,622.

Construction loan draw to date is \$47,274.

Total Pledges Collected are \$1,349,044, which is 88% of the total.

Total Pledges Outstanding are \$206,702.

168 pledges are fully paid or more; total paid \$1,159,016.

36 pledges are outstanding with \$144,804 remaining.

The maximum mortgage will be \$639,456.

Respectfully submitted,

Bob Fuchs

Treasurer

St. Philip's Episcopal Church
P.O. Box 10476
Southport, North Carolina 28461
(910) 457-5643

Policy for Approval of Policies, Procedures, Customaries and Job Descriptions

PURPOSE

This policy standardizes the process for the staffing required prior to Vestry approval of the development, modification, or deletion of documents pertaining to policy, procedures, customaries, and job descriptions used by St. Philip's Episcopal Church (SPEC) in Southport, NC. It is in no way intended to steer any ministry in the construction or creation of any policy, customary, or job description. This policy will ensure that these documents, as presented to the Vestry, are not in conflict with other like documents, and that they can be implemented as written and approved. It is not the intent of the Executive Committee or Vestry to modify these documents, but to inform the originators of these conflicts so they can be corrected to ensure harmonious agreement.

Background For Approval of Policies, Procedures, Customaries and Job Descriptions

The Vestry, in order to fulfill its responsibility to act as trustees for the temporal concerns of the Parish, will provide oversight (as defined by the bylaws) and guidance to each of the Ministry Boards as needed. One Vestry function is to provide a process for review and establishment of documents that define operation, either uniquely at the Ministry Board level or across the Ministry Boards. In fulfilling this role, the Vestry is charged to be familiar with all SPEC policies already in place and procedures being developed by each Ministry Board. This pre-approval process is intended to ensure that there are no policies that conflict between Ministry Boards or with Church Canons.

The Executive Committee, comprised of Senior Warden, Rector, Junior Warden, one additional vestry member, and the Treasurer, is tasked with resolving time-sensitive issues between vestry meetings to provide greater responsiveness for ongoing mission and ministry needs. The committee composition and flexibility are specifically well suited to provide for the review of proposed documents and resolution of issues prior to Vestry adoption of SPEC policies, procedures, customaries, and job descriptions.

Definitions:

1. **Policy:** A process for operating that has been standardized within St. Philip's Church and applies to the congregation in general or to one or more Ministry Boards. Examples:
 - a. Providing safety for building occupants
 - b. Establishing Endowments
2. **Customary:** A standard practice that is used in support of church services. Examples:
 - a. Weddings
 - b. Funerals
 - c. Beach Services
 - d. Lay Eucharistic Ministers

- e. Altar Guild
 - f. Flower Guild
 - g. Ushers
3. **Procedures:** Establishing standard practices for specific groups to accomplish specific goals.
Examples:
- a. Yard Crew duties
 - b. Counters duties
 - c. Securing fire alarms for specific events
4. **Job Descriptions:** Specific tasks assigned to an individual or a group. Examples:
- a. Treasurer
 - b. Parish Administrator
 - c. Sexton
 - d. Executive Committee

Procedures for Document Reviews at St. Philip's Church

Policies are generally initiated at the Ministry Board level to standardize a process or procedure used by the ministries of that Board. If there is a procedural overlap with another Ministry Board, the Ministry Board originating the policy is responsible to coordinate with and obtain concurrence with the other Ministry Board(s).

After the originating Ministry Board approves the draft policy, procedure, customary, and/or job description, the document is submitted to the Senior Warden who will distribute the document to the Executive Committee for review. The Executive Committee review is intended to ensure that:

1. The purpose and procedures being proposed are clear,
2. The draft document does not conflict with any existing SPEC policies, procedures, etc.
 - a. In case of conflicts, the document will be returned to the originator to resolve the conflict (with the assistance of the Executive Committee if needed).
 - b. Upon resolution of a conflict, the document will be returned to the Executive Committee for further staffing.
3. The draft document does not conflict with Church Canons.
 - a. Conflict with Church Canons will require a revision of the draft document to eliminate the conflict.
 - b. Upon resolution of the conflict with Church Canons, the document will be returned to the Executive Committee for further staffing.
4. The Executive Committee, after determining that the draft document is clearly written and not in conflict with existing SPEC policies or Church Canons, will forward the draft document to the Vestry with a recommendation for approval or acceptance.
5. The Vestry, at a scheduled meeting will consider approval or acceptance of the draft document and the results of the decision will be recorded in the Vestry minutes.
6. Upon acceptance by the Vestry, the document will be:
 - a. Included in the Index of Current Policies, Procedures, Customaries, and Job Descriptions.
 - b. Posted on-line on the church website.
 - c. Reviewed annually by the originator for:
 - i. Retention,

- ii. Modification, or
- iii. Deletion.

Chaplain and Committee Reports.

Worship Board – Chaplain: Rick Pearce

The Worship Board met on March 1st with all representatives present.

- Chairman Rick Evans talked about each ministry submitting articles for the “Come and See” monthly updates. He also said that he is starting to organize a new acolytes group.
- Deacon Pam said that her first sign up for services at TerraBella went very well with 12 people signed up. She will have her first meeting in the next week or two.
- Usher Capt. Dennis Courtnage is setting up First Aid school with the Oak Island EMT at \$10.00 per usher.
- Beach Ministry: Peter del Sol talked about the turn problems they may have for people turning left to go to the service. Looking into how to solve this and will get back to the board by next meeting.
- Stewardship rep. Bobbie Fuchs talked about being enthusiastic about asking people to give and inviting new people to attend.

Next meeting April 5, 2022, 4:00pm

Rick Pearce
Vestry Chaplain

Stewardship meeting – March 9th

The stewardship committee is better staffed than it has been in many years. As a result, they are able to finally concentrate on expanding beyond the annual fund-raising aspect of their mission. The major initiative that has been on the drawing board for years is Time and Talent. It appears that a plan is starting to form that will allow this to take place.

- 1) A data base will be established in the future which will include the interests of practically all the members of the church. The first attempt at organizing this will be on the ACS platform. This will be explored in future meetings

2) The Newcomers committee will be asked to meet with stewardship to ensure that new members are easily absorbed into the many missions and committees of the church

It was determined by the committee to not take on too much at this time. So, until future meetings this will be plenty of work to expand involvement by membership in the functions of the church.

Overall, the importance of this committee is overarching all of the ministry boards in that it provides staffing both today and, in the future, as well. As the church membership evolves it is critical to continue to add more parishioners to the committees and boards.

PARISH LIFE BOARD MEETING 3/3/2022
VESTRY CHAPLAIN REPORT

Chairman Steve Moore and representatives of all committees were present for the meeting. In addition, Mike Bearden was present, who presented a plan to begin a monthly breakfast on Sunday after the Parish Hall is completed. Ennis Hardin presented the history and function of the Men's Club group, with a view to resuming the club once a volunteer to chair the committee is found.

The Welcoming Ministry will be consulting with Mother Lisa re: the Greeters and Bridgers program, and a reception for new members is being planned tentatively for April 24th. Oddjobbers continue to provide service to New Hope Clinic, next on the 18th of March. Gather Round the Table will continue in the fall, with advance notice to be placed in Come and See to alert parishioners.

Hospitality is planning multiple future events, which include coffee hours monthly, after the Parish Hall dedication (which is being planned in conjunction with Bill Bittenbender), the service and picnic at Brunswick Town, and possibly coffee hour in the Labyrinth or Parish Annex on Easter Sunday.

ECW continues to have monthly Lunch Bunch meetings and will be having the rescheduled Spiritual Day on March 12th. The date for the Fall Festival is October 1st this year, and there are plans for a shell workshop, to prepare for the festival, on March 25th.

Following interest expressed in last month's Parish Life Board Meeting in planning for the kitchen in the new Parish Hall, and the use of the facility, Dana Richardson had provided a copy of the former and the proposed Facility Reservation and Use Form to me, which I shared with Steve Moore. He will be contacting members of the Finance and Facilities Ministry Board to coordinate these efforts with his committee. Also, Steve Moore will continue to be in contact with Bill Bittenbender and Finance and Facilities about purchasing supplies for the kitchen in the new Parish Hall to coordinate their efforts. A gift registry was proposed during the meeting to allow parishioners to contribute needed items for the new Parish Hall kitchen.

Submitted by Michele Barkalow
Chaplain, Parish Life Board

- Post submission addition: Parish Life Deputy Board Chair is Deborah Jordan. Communicator is Jane Mitchell. (DSH)
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Model Policies Committee

Since the Vestry Retreat, our committee has continued to research how to implement the policies. We have:

- Submitted questions to the diocesan coordinators about:
 - What actions will be taken by Active Screening Faith in the event of compromise of information provided for background checks?
 - In the event of background check information being compromised, will services like Identity Guard, MyIDCare, or Norton Lock be provided to the individuals free of charge for a couple of years to check for use of their information on the dark web?
 - Is it possible to submit the information required for the background checks via USPS (snail mail) to avoid exposure of sensitive information through electronic mail?
 - What email address will Active Screening use to contact the person to request the personal information for a background check?
- Compared the Model Policies provided by the diocese in October 2021 to the Model Policies from 2018 that are posted on the Episcopal Church web site to determine how these policies have changed over time.
 - Determined that the greatest change has been to Appendix A which now specifies the background check, DMV check checks and training requirements for specific assignments within each parish or diocese.
- Informally contacting friends in other parishes outside of our diocese to learn how they are implementing the Model Policies.

Next steps:

- Conduct a walk-through of the locking modifications being planned for the Main Church exterior doors.
 - The walk-through will be with the Wardens, Building and Grounds Manager (Bryan Wester), the Safety and Security Committee Chair (Al Snell) and the Usher Captain (Dennis Courtnage).
 - The demonstrations should verify that the planned locking changes provide the require security for the Main Church and address Model Policy issues.
- Disseminate responses to our questions to vestry and Ministry Board Chairs to keep all up to date on how concerns are being addressed.
- *Continue to review the Model Policies to identify those action items that our parish needs to work on immediately and other actions that will need to be completed to meet changing situations.*

Pastoral Care Vestry Report

On Saturday, March 12, Spirituality Day was held at St. Philips.

Lisa Richey, Education for Ministry Coordinator for the Diocese of Eastern NC was our guest speaker.

ECW hosted the day with 35 women in attendance, followed by a wonderful luncheon held in the Chapel annex.

The Topic was spiritual discipline. A personal Rule of life, or the rhythm of life.

I personally found it extremely interesting, and it has given me a challenge

Holly Meiners

Communications Team Report – 3/15/22

“We, at St. Philip’s Church, strive to love God and love others in all we do.”

The Team met on 3/9/22 to discuss how to implement new procedures that will further develop our already established communications effort within the church. The conclusion was that we must first ensure that all those directly involved agree on not only the goals, but **why** we are suggesting modification is important. The discussion involved more about “why” versus “how” the modifications could look. There was a significant shift, if not in direction, in the foundation of the effort.

We agreed that the church’s **Vision Statement** is the basis for the need for change. We cannot begin to optimize the “vision” unless we grow the church, resulting in providing more for the congregation and community. If we do not grow personally, support each other as members of the church, and position ourselves to accomplish more to serve the greater community growing the church becomes more difficult. Improvement can be made through **education** of our congregation and making St. Philip’s more **visible** to those outside the church by **better communicating** the plans, initiatives, accomplishments, upcoming events, and identified needs of the church and outside entities. This may require changes in internal communications, both oral and written; website improvement, expanded social media, and outside print media.

Various implementation plans were discussed but decided that we should first receive input from the Vestry, regarding our position on “Why” and generally “How” before discussing further. Afterwards we plan to meet with all those involved in the communications process for their input before developing a recommended structure and process to execute. The Communications team will meet again on 3/17 to discuss any Vestry input and plan to meet with all MB and “communicators” between services on 4/24/22.