

St. Philip's Episcopal Church
Vestry Meeting
August 16, 2022
Minutes

Present: Dave Ham, Sr. Warden, Steve Russell, Jr. Warden, Dana Richardson, Rick Pearce, Bill Carney, Bill Bittenbender, Holly Meiners, Susan Chase, Michele Barkalow,

Absent: Geoff Gersen, Margaret Bearden, Bob Wright

Ex Officio: Lorraine Beamer, Clerk, Bob Fuchs, Treasurer, Fr. Eric Mills, Rector,

Opening Prayer: Father Eric Mills opened the meeting with a prayer

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

Rector's Comments – Father Eric Mills

- Thanked the Vestry for their participation in the presentation given by Canon Jim on Saturday, August 13.
- September 11 is Homecoming Sunday there will be one service at 10:00 am followed by a potluck lunch in the Parish Hall. A brass quintet will play during the service. There will be a blessing of the new building, recognition of the building committee and contractor prior to the luncheon.
- The Celtic service is set to begin on Saturday, November 5 at 5:00 PM in the sanctuary.
- Adult forum, Theology Uncorked, Portico Sitting all scheduled to resume after September 11. Coffee hour will also begin.

Treasurer's Report. (Attached as addendum)-

- Revenues for the month are greater than expenses, while revenues for the year are greater than expenses. Pledges for the year are greater than budget. Expenses for the year, and July are less than budget.
- The major drivers of lower expenses are work delays on the new parish hall resulting in delayed new mortgage expenses, and lower property insurance premiums, an adult retreat was not held. Music, Electric, Water, and Maintenance and Repairs are all running under budget. Sexton expenses and Altar Supplies are running higher than budget.
- Construction paid to date is \$1,912,074, which is 87% of the total. Construction remaining is \$283,449. Construction loan draw to date is \$289,468. Total Pledges Collected are \$1,375,804, which is 89% of the total. Total Pledges Outstanding are \$165,293. 174 pledges are fully paid or more: total paid \$1,206,277. 29 pledges are outstanding with \$117,305 remaining. The maximum mortgage is projected to be \$478,165.03.
- The new mortgage will begin in September.
- Awaiting final bill from Urban Construction before Final draw is completed. Final mortgage will then be determined. Budgeted mortgage is more than actual mortgage.

- The 2023 general fund budget calendar was provided to the Vestry. Requests to Boards for budget requests have gone out. Responses due back by September 2.
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- Discussion followed.
 - o **Bill Carney moved to receive the Treasurer's Report, seconded by Bill Bittenbender. The motion passed unanimously.**

Building Committee Report

- Punch list is nearly completed. Acolyte room and signage has been addressed.
- Chapel Annex renovations including updating bathrooms will be implemented over the next 12 months. Will also look at feasibility of changing toilets in Narthex to a greater height.
- Parish Hall reverberation issues. Two bids received to date, one for ~\$22,000, and one for ~\$66,000, considering other suppliers and solutions.
- It was suggested that the building committee look into whether the builder/architect would contribute to the cost of sound dampening since they should be aware before build of the acoustics of a design.

Chaplains and Committees (Reports attached as addenda.)

Strategic Initiatives:

Campus Utilization Report

Bill Carney reported that the committee has submitted a draft Facility Reservation and Use policy to the F&F Board. (See attached) Drafts of the Alcohol Policy and Kitchen Use Policy were reviewed at the August F&F meeting. The goal is final approval next month. The discussion of how to move the ownership of the policies to the boards is underway.

Communication Committee Report

Susan Chase will dedicate her "Come and See" article to Communications for the next edition.

Model Policies Committee Report

Dana Richardson reported that a "key holder" liability form has been submitted to the diocese. Determination of requirements for background checks is on hold. Letter will be sent to invite people to complete the on-line training.

Growing the Church Report

Michele Barkalow is formulating a brochure which will be reviewed in September.

Leadership Workshop:

Fr. Eric asked each Vestry member to provide feedback on Canon Jim's Program Church presentation. Members provided the following:

- Lots of good information provided

- Clarification of the role of vestry
- Transition to program church is underway and will be accomplished if everyone is on board
- The parish needs to be educated about the process
- We call people to ministry, not volunteers.
- Stressing the need for accountability
- Communication will be critical
- Along with many other reactions

Fr. Eric stressed the importance of building relationships with trust among and between leaders. A new subcommittee will be formed with representatives from each of the Vestry classes to determine next steps in the process. The committee will consist of Dave Ham, Steve Russell, Bill Carney, and Susan Chase.

Action Items and Review.

- Request that all Ministry Board Chairs identify deputies [**Action Pending – need Deputies for: Outreach, Pastoral Care, 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**].
- Implementation of Safety - Security Procedures. [**Action Pending SSC coordination with Executive Committee**].
- Outreach Endowment governance resolution to be coordinated with Finance and Facilities, Rich Alt, Outreach Chairperson [**Action Pending/Ongoing**]

Bill Bittenbender moved to adjourn the meeting, seconded by Dave Ham, and was unanimously approved. The meeting was adjourned after a prayer by Father Eric.

Next Meeting

September 20, 2022, at 5:00 PM

Respectfully submitted,

Lorraine Beamer, *Clerk*

**Treasurer's Report to Vestry
August 16, 2022**

Operating Budget	2022 FY Budget	2022 YTD Actual	2022 YTD Budget	2022 YTD Variance	July Actual	June Actual	Monthly Change
Revenues							
Pledges	606,673	415,652	372,074	43,578	50,670	34,930	15,740
Flower Revenue	6,000	4,210	3,500	710	300	675	-375
Identified Offerings	54,000	36,595	32,000	4,595	5,355	7,089	-1,734
Loose Plate	4,200	6,227	2,489	3,738	1,088	768	320
Parish Hall Rental	600	700	350	350	100	100	0
Miscellaneous							
Receipts	15,000	7,078	8,750	-1,672	986	1,958	-972
Total Revenues	686,473	470,462	419,163	51,299	58,500	45,521	12,978
Expenses							
Parish Staff	443,927	255,506	257,453	1,947	35,274	34,822	-452
Administration	32,914	18,177	19,112	935	3,001	1,918	-1,083
Buildings &							
Grounds	108,125	33,426	61,138	27,712	5,172	2,310	-2,862
Vestry	71,191	41,470	44,778	3,308	5,335	5,283	-52
Faith Formation	3,180	331	2,740	2,409	16	256	240
Parish Life	3,650	1,516	2,100	584	294	0	-294
Pastoral Care	2,700	886	1,575	689	60	200	139
Worship	20,785	9,494	13,845	4,351	3,128	1,399	-1,730
Total Expenses	686,472	360,805	402,741	41,936	52,280	46,186	-6,094
Net Total	1	109,657	16,422	93,236	6,220	-665	6,885

Revenues for the month are greater than expenses by \$6,220.

Revenues for the year are greater than expenses by \$109,657.

Revenues for the month are less than budget by \$2,007.

Revenues for the year are greater than budget by \$51,299.

Pledges for the month are less than budget by \$2,648.

Pledges for the year are greater than budget by \$43,578.

Expenses for the month are less than budget by \$1,819.

Expenses for the year are less than budget by \$41,936.

The major drivers of lower expenses are delays in work on the new parish hall resulted in new mortgage expenses not being incurred and a lower property insurance premium, an adult retreat was not held, and Maintenance & Repairs, Electric & Water and Music are all running under budget.

Sexton expenses and Altar Supplies are running higher than budget.

CAPITAL PROJECT

Project Costs	Project Funds	Total	Current	at 7/31/2022
		1,541,097		
Construction Cost	Pledges		1,375,804	1,375,804
Parish Hall/Admin	Collected		4	4
Architectural Services	Outstanding		165,293	
Construction Supervision	Other Funds	417,318	417,318	417,318
Other Costs	Loan/Mortgage	835,000	289,468	562,151
		2,793,415	2,082,590	2,355,273
Furniture & Fixtures	Total Funds	5	0	3
Contingency 5%	Total Spent	2,355,273	2,071,824	2,355,273
Misc.	Available Funds	438,143	10,766	
Total Construction Cost				
Actual Construction Spending		1,838,559		91%
Actual Construction Supervision		21,337		104%
Actual Furniture & Fixtures		49,995		133%
Actual Contingency		0		0%
Actual Misc.		2,184		35%
Actual Construction Spending		1,912,074		87%
Remaining Construction Spending		283,449		
Pre-Construction Spending		159,750		
		2,355,273		
Total Project Costs		3		
		2,071,824		
Total Spent to Date		4		

Construction paid to date is \$1,912,074, which is 87% of the total.

Construction remaining is \$283,449.

Construction loan draw to date is

\$289,468.

Total Pledges Collected are \$1,375,804, which is 89% of the total.

Total Pledges Outstanding are

\$165,293.

174 pledges are fully paid or more; total paid

\$1,206,277.

29 pledges are outstanding with \$117,305 remaining.

The maximum mortgage will be

\$562,151.

Respectfully submitted,

Bob Fuchs

Treasurer

Read Ahead Documents

Vestry Meeting

August 16, 2022

Communications Strategic Initiative

The Communications Committee does not have a report this month. As you know we are at the stage where we will be attempting to identify personnel for the editorial positions. For info, I intend to sit down with Lorraine to learn who she has found to be interested in contributing. A presentation during the "homecoming" service in September will be an attempt to briefly communicate what we have done and our needs to the congregation. Additionally, Susan is, or has, developed her "Come and See" article dedicated to the communications approach and the need for interested members to lead the effort.

Growing The Church Strategic Initiative

Due to staggered travel this month we were unable to meet.

However, Michele Barkalow is formulating a brochure which we will review when we meet in September.

We expect to fully get in the swing of things in September

Campus Utilization Strategic Initiative

The Campus Utilization Strategy Committee continued progress by submitting a draft Facility Reservation and Use policy to our F&F Board. That draft along with the drafts of the Alcohol Policy (drafted by our committee) and the Kitchen Use Policy (drafted by the Parish Life Board) were reviewed at the August F&F meeting. Several items are being discussed and revised and the goal is to have final approval next month. As the vestry strategy committee will not be the ongoing owner of the use policies, how to move the ownership to the boards will be a part of the discussion.

Model Policies

As discussed earlier, an audit of the FOBs/Cards used to access the electronic locking systems on the main church and administration spaces has gone through two iterations and is nearing completion. Those that do not currently have an electronic key and have been identified as having a need for unrestricted access to these spaces will soon be issued a FOB/Card. We have submitted a proposed “key holders” form to the diocese for review and approval. Once a form is approved, holders will be requested to sign for their “keys.

Using the March 2022 version of Appendix-A of the Diocese of East Carolina version of the Model Policies, approximately 90 parishioners have been identified that fall under the policies. This list is being reviewed for completeness. Everyone that is responsible for complying with the policies will be provided an electronic copy of the two policies.

The same process that has identified who is responsible for fulfilling the requirements of the policies will be used to enroll clergy and parishioners for the required online training modules. Based on what position is held in the parish, individuals can be required to take between 4 and 9 training modules. Update training will be required every three years.

Before the next vestry meeting, we should have completed: the registration of electronic keys; distribution of the Model Policies to all who will be responsible for complying with the Model Policies; and enrolled those who are required to take training into the Praesidium training courses.

Building Committee

Worship Board – Chaplains Report

Chaplin’s report on the Worship Board Meeting of August 2, 2022

Fr. Eric Reminded us of the following dates:

Sept. 11 Homecoming (1 service)

Oct. 4 Pet Blessing

August 13 Vestry meeting all day

Mthr. Lisa: There will be a Funeral on Sept.9th. All Souls Service in planning stage.

Nov. 11 All St Service.

All is well and going great for the Sunday service at Terra Bella reports Decan Pam.

New white linens have arrived, and Janet announced that Bill Tomz is building a new table.

The beach services are averaging 50 people with many first timers. The donuts and water went very well, and Peter is planning to add cost to next year's budget.

Choir starts rehearsal on 9/7/2022 along with a covered dinner. A brass quartet will be playing at the 10:00am service on 9/11/2022 along with the choir.

Dennis has both Evacuation and Medical Emerge policies in place. Medical Training to start in Sept.

Next meeting 9/6/2022 at 4:00PM

Parish Life Board – Chaplains Report

- Plans continue for the formal opening of the Parish Hall on 9/11, Homecoming Sunday, with a Potluck Luncheon to be held following the 10 a.m. service (1 service that day).
- Coffee Hour will resume after both services in September, and church-wide breakfasts will begin monthly in October (10/9 and 11/6 scheduled so far), with no coffee hours on those days.
- Gather Round the Table to resume this Fall, with sign-up information to be in the next Come and See.
- Plans for the ECW Fall Festival and Hot Dog Sale on 10/1 continue.
- A Pot-Luck luncheon is planned to follow the Annual Meeting on 12/4.
- A Ministry Board fair providing information from all boards was discussed for the 9/11 event but will not occur on that date- perhaps at a future coffee hour (the ministry board chairs will need to decide on this).
- Also discussed during the meeting was a possible chili cook-off/contest for the parish for late October or November, as well as a separate event in October or November for elected city and county officials to be introduced to the new Parish Hall, but more information/implementation will be needed from the Vestry before this event will be scheduled.

Submitted by Michele Barkalow/Chaplain/Parish Life Board, meeting held 8/4/22

Faith Formation – Chaplains Report

Faith Formation Board

Sue Mills, Board Chair

Susan Chase, Vestry Chaplain

Present: Lowe Davis, Mother Lisa, Debbie Evans, Canon Jim Hanisian, Susan Chase Absent: Nan Evans, Jennifer Williams, Tink Shelton

The Faith Formation Board met Thursday, June 21, 2022, at 4:00 p.m. Summary of Items Discussed:

- Mother Lisa reported that Theology on Tap will start again in September on the 2nd and 4th Wednesdays from 5:00-6:00 p.m. at Southport Tap & Cellar
- Clergy will offer a fall program between services beginning September 18. Topic will center on Celtic Spirituality

- Canon Jim is meeting weekly with a group for Bible study via Zoom. This takes place on Thursday from 7:30-9:00 a.m. There is room for more participants...just email him for a link to join anytime
- Lowe Davis will offer Bible 101 again his fall in person either on Tuesday morning or between services if approved
- Debbie Evans reported that pavers for the Labyrinth are available for purchase to honor someone or as a memorial. She plans to announce details in an upcoming newsletter. There will be an event for the Autumn Equinox on the Labyrinth on September 21 from 5:00-7:00 p.m. There will be a variety of activities and it will be open to the community as well as the Parish
- Sacred Ground, a film and dialogue series on race, grounded in faith, will be offered in January 2023 through the Lower Cape Fear Deanery. It will be a Zoom presentation and the coordinator for St. Philip's is Linda Humphreys
- Canon Jim will offer a session on "Planning for Death" around All Souls Day.
- Formation based small groups are under development
- Tink Shelton is moving away so there is a need for a Librarian
- Several other Faith Formation offerings are being considered so stay tuned! • Sue asked for budget submissions by August 10
- Next meeting: Thursday, August 18, 4:00 p.m.

Outreach – Chaplains Report

Outreach Board Meeting for July 25th

In attendance – Rich Alt, Deb Alt, Margaret Melando, Nancy Corsi, Geoff Gersen, Judy Ratcliffe, Sally Learned and Shirley Desnoyers

Copies of the most recent financials were distributed. As of July 1st, the Outreach Fund balances are....

Food Pantry \$1,052

Angel Tree \$225

Diaper Ministry \$4238.29

\$100 was distributed to the Ukrainian Relief Fund

Overall balance was \$11,262.91 with \$1,000 soon to be released to the Food Pantry

Ministry Reports

Mission Fund (Rich Alt) Rich stated that he will be an advisor for the Mission Fund. This is a voting position. As advisor he will assist the board in making proper choices for distribution of funds and raise concerns when he finds issue relating to the choices made. This position was created in 2018 where a 3rd board was established to oversee funding distribution. Endowment Policy – Rich stated the new policy has yet to be completed. The purpose is to tighten up accountability and procedures. For the next meeting, Rich will provide the exact budget amount that the budget committee has available.

Episcopal Relief & Development – No one in attendance to give report

Interfaith Fellowship/Food Pantry – Sally Learned suggested that all contributions be designated to the overall Interfaith Ministry which will be used for more than just food. Presently the food portion has ample resources. Deb Alt requested examples of where that money would be allocated. The next meeting for Interfaith Fellowship will be held August 16th at Southport Presbyterian Church.

Caregiver's support – Still in need of chairperson

Opioid Task Force – A meeting was held at the St. James Community Center on August 6. This was mentioned in the E-news. The topic was addiction and Recovery.

Brunswick Partners for Housing – (Sally Learned)

Shelter renovations under construction should be completed in the fall.

Several grants are being pursued in hopes of bringing down the costs of mortgages. Homeless Outreach – working to provide help in Brunswick County through hotels/motels: shelters in Wilmington are at 50% capacity. Looking for funds for a rural homeless initiative. Looking for a former homeless person to sit on this board. An August 13th fundraiser is scheduled.

Diaper Ministry – Volunteers continue to assist in handing out diapers

Monday Lunch – In need of chairperson. Will resume after parish hall is complete

Angel Tree – This is an open seat for chairperson.

VWES Summer Reading – This needs a new chairperson since Tink Shelton has moved out of the area. The ministry in general is being reevaluated to ensure its viability.

Belize Ministry – a 5-year review of this ministry has been conducted. 2023 trip is planned with new coordinator Shannon Allan. Ten individuals have expressed interest in going. Books and supplies are being collected for a summer shipment to Belize. Volunteers are needed to pack the supplies for shipment.

ECW – Members are continuing to work on items for the Fall Festival.

Good Shepherd Homeless Shelter – Deb Alt and Margaret Melando delivered a check for \$5,000.

Crop Walk – October 23rd at 1:30.

Other needs-

Deputy Outreach Chair is needed for Deborah Alt

A policy was reviewed to establish best practices for vetting charities requesting grant monies. Should there be a requirement to keep the administrative costs of those who received our donations at 10-12%? Should there be a different standard of required information for established organizations vs individuals?

Next meeting is scheduled for September 26.

Pastoral Care – Chaplains Report

Nothing to report

Campus Utilization Strategy

The Vestry has appointed Vestry members Bill Carney, Holly Meiners, Rick Pearce, and Bill Bittenbender as a committee to develop plans for Campus Utilization. Their focus will be on best and efficient use of the total campus, space allotment and usage, scheduling, renovation of the Annex and both internal and community use of our facilities.

Bill Carney has been charged with and has contacted the Ministry Board chairs to determine what the current needs are as well as what they are projected to be in the next 3-5 years. We realize that predicting the future is very difficult, but we are asking each Ministry Board to think about where they are today and

become visionary as to where you would see your Board in the next 3-4-5 years. What changes might you plan to make your Board more effective, what types of programs to you envision conducting, how will you expand your offerings both within the Congregation as well as the community in general? Let your mind wander to include all the things you might do in a perfect world, envision what you could do!

Prohibited Activities

The following activities are prohibited anywhere on the campus.:

The use of tobacco (including vaping). Exceptions for use in private offices may be made at the discretion of the Rector.

Possession of illegal drugs.

The involvement of animals excluding service dogs in any activity unless explicitly permitted by the Rector or Wardens.

Serving of Alcohol will be subject to St Philip's Church policy, Attachment "A"

Fundraising events must be approved by the Finance and Facilities Ministry Board.

Explosives are not permitted in the Church buildings or on our campus.

Nothing should be attached to any wall.

Damage to equipment and furnishings must be reported immediately.

Disclaimer

Those using the church's facilities agree to release, protect, defend, indemnify, and hold harmless St. Philip's Episcopal Church and its leadership, employees, members, and other representatives from and against all claims, liabilities, losses, damages, actions, costs, and expenses (including, without limitation, reasonable attorney's fees, and other legal costs) directly or indirectly arising out of their use of any church facilities. In the event of damage to the church's facilities, those using the facility shall accept the amount of repair and replacement costs as determined, by the church's management or their designee and shall pay the church for such repair and replacement costs upon request.

Background

In November 2020, Ministry Board chairs were asked for feedback regarding their specific interests for future use of our campus and facilities. Input included the following:

- Important for facilities to be made available for the community to use
- Continue use of the Chapel Annex for small groups, meetings, upstairs storage, crafting, etc.
- reconfigure the kitchen to serve as a coffee/snack bar and the open area to become a “cozy living room-type space with comfortable seating for more intimate gatherings”

Input 2021 from Ministry Boards

Outreach:

- Annex will be used for meetings, assembling diapers/book bags. Monday lunches. Would like to see Parish dinners and get-togethers as well as community events.
- New Parish Hall plans indicates that 15 tables (either round or rectangular) seating 10 each will fit comfortably. Round tables are preferred for large gatherings with rectangular ones for serving and additional seating.

Parish Life, also requested same in 2022

- Requests for an industrial kitchen and round tables.
- Request for kitchen countertops to be granite or some other heat resistant surface that will not burn when hot pan is on it.
- Adequate outlets for coffee, warming trays and crockpots for serving.
- Men’s Club will use for breakfasts. Community lunches will be held here as well.
- Need for back-up generation during power outage, especially with an elevator.
- Provision for annual professional cleaning for the kitchen to meet standards of fire department.
- Sprinkler and alarm systems connected to the fire department. .
- Definite need for WiFi access
- Request for Seating capacity 200+; Plans 150 people at tables, 200 auditorium style.

Beach Ministry:

Currently all beach ministry materials are being stored in various places outside of the church. Request made for storage space on campus for easy access and safe keeping of all beach ministry supplies (altar, crosses, communion set up, collection baskets, bulleting, visitor cards, etc.) Limited storage available in small shed where lawn equipment stored.

Current Status

As of the issuance of this report August 1, 2022, the Committee has not received any input from any Ministry Board except for Parish Life and our Choir. The Committee is moving forward based on the best information available and will work with any of the Ministry Boards to meet requirements to the extent possible within constraints of time and budgets.

Decisions to Date

Storage space will be assigned based on current use. The Vestry Campus Utilization committee will work with staff/boards/ministries for both temporary and permanent solutions to new/changing needs. The committee will work with all groups to minimize stored items/storage needs.

No space is allocated to any one board/ministry/group unless approved by the Utilization Committee. Space will serve as multipurposed to the extent practicable.

Approvals as of 8/1/2022.

Administrative Area:

- Rector and Parish Administrator

Parish Life:

- Kitchen area including room exiting to main hall.
- Table storage closet by kitchen with double doors, shared with Building and grounds
- Chair Storage off main entry to hall, shared with Building and grounds.
- Closet to right of main entry doors, Building & Grounds.
- Main Hall, primary responsibility of building and grounds assisted by Parish Life

Choir Director

- 2nd Floor Rooms facing Dry Street and USPS Parking

Library 2nd Floor

- Faith Formation

Annex 2nd Floor

- ECW, currently using 2 + rooms and feels that they must have more in order to meet demand for Christmas sales.

Attachment “A”

GUIDELINES ON THE USE OF ALCOHOL AT ST PHILIP’S EPISCOPAL CHURCH

The Episcopal Church has never taken a stance endorsing the prohibition of the use of beverages containing alcohol among her members. In fact, the Church's Teaching Series book, The Christian Moral Vision, states, "most Episcopalians have accepted wine as a gift of God, to be used with thanksgiving. The wine of the Eucharist serves as a symbol of God's blessing on the fruit of the vine." (p.71) St Philip’s, in accordance with its tradition of moderation and balance, recognizes that alcohol can be used wisely.

In the light of this position, the following guidelines are given for the serving and use of alcoholic beverages at church functions or on church property at St Philip’s Episcopal Church:

- (1) Alcohol is not appropriate to serve at every church-sponsored or outside function, but if alcohol is served, non-alcoholic alternatives must be offered. Non-alcoholic beverages must be served with the same ease and accessibility as those containing alcohol, so that people who choose not to drink alcoholic beverages need not feel any embarrassment, discomfort, or inconvenience in exercising their preference.
- (2) Any food or beverage that contains alcohol must be clearly labeled as such- this direction applies to any food (such as fruit compotes, desserts, etc.) where the alcohol has not been volatilized (i.e. "cooked out").
- (3) Non-alcoholic alternatives must be offered with beverages and other foods containing alcohol. Alcoholic beverages must never be promoted in such a way as to imply that partaking of them is any kind of social requirement. Promotion of events at which alcoholic beverages will be served may not include in the event's title specific reference to the alcoholic beverage (e.g., "Crab Feast" rather than “Beer and Crab Supper”).
- (4) Alcohol (sacramental or otherwise) shall not be stored in publicly accessible areas of the church buildings.
- (5) All applicable Federal, State and Local laws and ordinances, including those governing the sale and serving of alcoholic beverages to minors, must be observed. All applicable guidelines of the Diocese of East Carolina must also be observed.
- (6) Care must be taken to insure that responsible person(s) is in control of the prudent serving and

consumption of alcoholic beverages. Although drinking is acceptable, drunkenness is not. At no time may serving containers, pitchers or bottles be left on tables or available to minors and/or vulnerable adults.

- (7) The responsibility for observance of these guidelines lies jointly with the person reserving the space used for the function and the head of the event occurring.