

St. Philip's Episcopal Church

Vestry Meeting

July 19, 2022

Minutes

Present: Dave Ham, *Sr. Warden*, Steve Russell, *Jr. Warden*, Dana Richardson, Rick Pearce, Margaret Bearden, Bill Carney, Bill Bittenbender, Holly Meiners, Bob Wright, Susan Chase,

Absent: Michele Barkalow, Geoff Gersen

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

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

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

Rector's Comments – Father Eric Mills

- Camino was an adventure. Thanks expressed to Mother Lisa Erdeljon, the Wardens (Dave Ham, Steve Russell) and Lorraine Beamer for maintaining the liturgical and office functionality during his absence.
- Attention in the office has turned to the fall schedule to include budget preparation, adult forum, worship including a Celtic service and PAWS (Pets Are Welcome Service)
- A Celebration of Life for Wes Armstrong will be held tomorrow, and the Vestry is encouraged to attend.

Treasurer's Report. (Attached as addendum)-

- Revenues for the month are less than expenses, while revenues for the year are greater than expenses. Pledges for the year are greater than budget, Expenses for the year, and June 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. Music is running under budget.
- Construction paid to date is \$1,872,235, which is 85% of the total. Construction remaining is \$323,288. Construction loan draw to date is \$289,468. Total Pledges Collected are \$1,368,344, which is 89% of the total. Total Pledges Outstanding are \$172,392. 172 pledges are fully paid or more; total paid \$1,190,916. 31 pledges are outstanding with \$124,404 remaining. The maximum mortgage is projected to be \$569,611.
- 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.

- As stated at last month's Vestry meeting, the Finance & Facilities Board approved expenditures not to exceed \$100,000 from Capital Project funds for four items: Annex Upgrades, Balcony Upgrades, New Sound System (excess over an anonymous donation), and Door Security Upgrades. Reference motion from vestry meeting, February 26, 2022.
- Reminder to Boards that budget requests in line with mission statement will be forthcoming.
- The 2023 general fund budget calendar was provided to the Vestry.
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- Discussion followed.
 - o **Bill Carney moved to receive the Treasurer's Report, seconded by Rick Pearce. The motion passed unanimously.**

Building Committee Report

- Punch list is being addressed, screens placed in windows, Parish Hall used for 2 funeral receptions.
- Group of eight parishioners moved many items into correct positions.
- Room numbers will be added to office and upstairs rooms.
- White post in front of offices will be painted and have sign indicating "administration office".
- Street address for the Chapel of the Cross is now officially 203 E. Moore Street.
- Major Contributors plaque has been mounted in the new building.

Current Vestry Issues

- The four **Mission Priorities** from Bishop Skirving that are listed on the Diocese of East Carolina website were addressed by Father Eric. As a parish, St. Philip's is attaining many of these priorities through various ministry boards, Discovery Classes, Sacred Ground, participation in the Southport Oak Island Interchurch Fellowship, outreach to Terra Bella and Hospice in Bolivia. Work continues on these priorities. There four Mission Priorities are:

In this time, we have discerned that God's Holy Spirit is leading us to:

- Support each of our worshiping communities to identify and equip lay and clergy leadership who will engage them in more fully living into the promises of our Baptismal Covenant.
- Develop and host collaborative opportunities for life-long formation for faith and ministry for all the baptized, to be offered in-person and online across the diocese
- Encourage every congregation to strengthen or build local networks with ecumenical, interfaith, and other community partners for the purpose of serving the needs of the most vulnerable in their midst

- Advocate for justice and peace for all of God's children, working together to remove obstacles that prevent some from accessing resources available to others while building bridges and working for reconciliation and healing between those who have for too long been separated from one another
- The Customary for VPOD duties at the Beach Service has been reviewed and updated to include obtaining and delivering weekly announcements to Beach Service.

Chaplains and Committees (Reports attached as addenda.)

Strategic Initiatives:

Campus Utilization Report

Bill Carney reported that the committee has developed an Interim Policy for Space Use. (attached) Kitchen use Standard Operating Procedures (SOP) is being developed by Parish Life Board. The upstairs meeting rooms will not be scheduled for use until the punch list is complete.

Communication Committee Report

Bob Wright reported that committee has completed the job descriptions. See attached slides and descriptions. Next steps include locating parishioners called to do this work.

Fr. Eric reported the production of a new website which will be shared with the Vestry.

Model Policies Committee Report

Dana Richardson reported that he, Dave Ham, and Steve Russel have completed all nine of the Praesidium training modules that the vestry will be required to take as required for the Model Policies. A FOB/Card Receipt Form has been developed for St. Philip's Church and will be sent to the Diocesan Chancellor for review. Once the form is approved, all holders of FOBs/Cards will be required to sign for their electronic keys and acknowledge their responsibility to safeguard the "keys".

Growing the Church Report

Margaret Bearden reported work on a brochure to be distributed to various venues.

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 Susan Chase, and was unanimously approved. The meeting was adjourned after a prayer by Mother Lisa.

Next Meeting: August 16, 2022; 5:00 PM

Respectfully submitted,

Lorraine Beamer, *Clerk*

**. Treasurer's Report to Vestry
July 19, 2022**

Operating Budget	2022 FY Budget	2022 YTD Actual	2022 YTD Budget	2021 YTD Variance	June Actual	May Actual	Monthly Change
Revenues							
Pledges	606,673	363,281	318,756	44,525	34,930	41,134	-6,204
Flower Revenue	6,000	3,910	3,000	910	675	750	-75
Identified Offerings	54,000	32,940	27,000	5,940	7,089	7,782	-693
Loose Plate	4,200	5,139	2,100	3,039	768	945	-177
Parish Hall Rental	600	600	300	300	100	100	0
Miscellaneous Receipts	15,000	6,092	7,500	-1,408	1,958	1,436	522
Total Revenues	686,473	411,963	358,656	53,307	45,521	52,147	-6,626
Expenses							
Parish Staff	443,927	220,232	222,139	1,906	34,822	34,064	-758
Administration	32,914	15,176	16,382	1,206	1,918	2,778	861
Buildings & Grounds	108,125	28,254	54,832	26,577	2,310	9,658	7,349
Vestry	71,191	36,135	38,496	2,360	5,283	7,302	2,019
Faith Formation	3,180	314	2,740	2,426	256	9	-247
Parish Life	3,650	1,222	1,800	578	0	777	777
Pastoral Care	2,700	826	1,350	524	200	0	-200
Worship	20,785	6,365	10,905	4,540	1,399	1,318	-81
Total Expenses	686,472	308,525	348,643	40,118	46,186	55,905	9,719
Net Total	1	103,438	10,013	93,424	-665	-3,758	3,093

Revenues for the month are less than expenses by \$665.

Revenues for the year are greater than expenses by \$103,438.

Revenues for the month are less than budget by \$3,244.

Revenues for the year are greater than budget by \$53,307.

Pledges for the month are less than budget by \$7,724.

Pledges for the year are greater than budget by \$44,525.

Expenses for the month are less than budget by \$12,097.

Expenses for the year are less than budget by \$40,118.

The major drivers of lower expenses are delays in work on the new parish hall resulted new mortgage expenses not being incurred and a lower property insurance premium, and Music is running under budget.

CAPITAL PROJECT

Project Costs		Project Funds	Total	Current	at 7/31/2022
Construction Cost		Pledges	1,540,736		
Parish Hall/Admin	2,029,850	Collected		1,368,344	1,368,344
Architectural Services		Outstanding		172,392	
Construction Supervision	20,500	Other Funds	417,318	417,318	417,318
Other Costs		Loan/Mortgage	835,000	289,468	569,611
Furniture & Fixtures	37,500	Total Funds	2,793,054	2,075,130	2,355,273
Contingency 5%	101,500	Total Spent	2,355,273	2,031,985	2,355,273
Misc.	6,173	Available Funds		43,145	
Total Construction Cost	2,195,523				
Actual Construction Spending	1,819,951				90%
Actual Construction Supervision	9,237				45%
Actual Furniture & Fixtures	42,853				114%
Actual Contingency	0				0%
Actual Misc.	195				3%
Actual Construction Spending	1,872,235				85%
Remaining Construction Spending	323,288				
Pre-Construction Spending	159,750				
Total Project Costs	2,355,273				
Total Spent to Date	2,031,985				

Construction paid to date is \$1,872,235, which is 85% of the total.
 Construction remaining is 323,288.
 Construction loan draw to date is \$289,468.
 Total Pledges Collected are \$1,368,344, which is 89% of the total.
 Total Pledges Outstanding are \$172,392.
 172 pledges are fully paid or more; total paid \$1,190,916.
 31 pledges are outstanding with \$124,404 remaining.
 The maximum mortgage will be \$569,611.

Respectfully submitted,
 Bob Fuchs
 Treasurer

Read Ahead Documents
Vestry Meeting
July 19, 2022

Communications Strategic Initiative

Communication Board Responsibilities:

- Solicit inputs from the Clergy and Vestry to develop mid-range (3-4 months in advance) or long-range (5-12 months in advance) communications campaigns that inform both the congregation and the local community of activities that will generate interest in the Church.
- Provide direction to the Managing Editor of the basic concepts for articles or digital spots to reflect these mid and long-range campaigns.
- Provide oversight of each communications campaign and provide status reports to the vestry.

Managing Editor Responsibilities:

- Take direction from the Communications Board regarding media campaigns focused on Church activities or plans.
 - Formulate an action plan for Print and Digital Media to meet the direction received from the Communications Board
 - Meet with Ministry Board Chairs to solicit inputs to support the media inputs needed to communicate the directed goals and support the Digital and Print Editors in their efforts
 - Provide feedback to the Communications Board regarding progress or problems associated with being able to meet campaign goals/objectives.
- Provide oversight, encouragement, and support to the Print and Digital Media Editors.
 - Ensure consistency of the message being communicated in both print and digital media.
- Provide the final edit of communications to outside media regarding Church activities.

Print Media Editor Responsibilities:

- Solicit inputs from the Ministry Board Communicators regarding their print inputs to achieve timely communications within the parish and to external media regarding current ministry activities or planned events that would be of interest outside of the parish.
- Provide input to the weekly bulletin insert distributed with the Order of Worship. Coordinate Parish Hall communication boards (non-digital). [This may be a function of the Parish Administrator or a function to be taken up by the Ministry Board Chairs]
- Provide feedback to Ministry Board Communicators regarding their print inputs to achieve timely communications to the parish of activities that have occurred or that are being planned by each of the Ministry Boards.
- Work with public media outlets, i.e. newspaper, TV, magazines, to promote activities of the church
- Coordinate printed materials to assist in marketing the Church

Digital Media Editor Responsibilities:

- Oversee the production of livestream worship services and events

- Review content provided by digital media groups (A/V Committee, Ministry Boards/Ministries, Clergy, Vestry, etc.) prior to digital media being distributed outside of the parish)
- Edit submitted graphics so that they stand out in the social/digital environment
- Oversee the inputs to the Parish website to ensure consistency of content and that it reflects current activities
- Oversee and provide feedback to those submitting inputs to Facebook, YouTube, and Instagram pages. Provide feedback to those providing input that will enhance the content and improve the appeal to internal and external audiences
- Assist input providers with the creation of audio and visual content to drive marketing efforts
- Coordinate with the Parish Administrator for issuing timely digital communications through Constant Contact, i.e., Weekly E-News, Come and See, announcements, etc.
- Provide feedback to Ministry Board Communicators regarding their digital inputs to achieve timely communications to the parish of activities that have occurred or that are being planned by each of the Ministry Boards.
- Coordinate digital signage in Parish Hall

Growing The Church Strategic Initiative

Our group met with the Communications Committee in a joint meeting along with Mother Lisa. The purpose of the meeting was to start the process of designing a pamphlet (brochure) that would invite people to come visit our church. These are the key things that we discussed:

Design of the pamphlet – Anywhere from 4-8 pages

Material to be presented

Approximate number needed

Where would we place these brochures for maximum benefit

Cost of the pamphlet and from which ministry would it be funded

We intend to meet again sometime in August. In the meantime, Michele Barkalow will be working along with her husband Ray to design a prototype on which we could build.

We also learned that we will be able to place brochures in the Southport Welcome Center per Randy Jones. Hopefully we can do something similar in communities like Oak Island, St. James and Boiling Spring Lakes.

Campus Utilization Strategic Initiative

The group met again on Thursday, July 14th and have developed the accompanying interim space use policy. It should serve us until a long-term policy is developed and approved or until the Chapel Annex renovations are started.

Individual group members are exploring nearby churches for their usage policies and fees. We have reviewed fees charged by the city for the community center across the street and are trying to gather other policies such as alcohol etc.

We are encouraging the rapid creation of a Kitchen Use policy for the new kitchen to include proper use of equipment as well as required cleaning protocols.

The attached interim policy can serve as a guide and be modified by the committee with input from the Rector and Wardens as needs arise until we have a long-term policy.

Model Policies

The Praesidium has released nine of the ten Safe Church, Safe Communities training modules required for Model Policies. Dave Ham, Steve Russell, and Dana Richardson have completed these modules and will soon be able to administer the assignment of courses to our parish. Requirements for which of the 10 courses to be taken, is based on assignments in our church. For example, Clergy and paid staff are required to take all ten courses, elected positions (vestry, Treasurer, delegates) are required to take nine courses - the tenth is "suggested", and keyholders are required to take four courses. The courses are interactive, emphasize the key elements of the Model Policies and all conclude with quizzes to pass to receive credit for the course. "Learners" are advised to print their receipts as proof that they have completed a course - a backup to the Praesidium data base. Completion of a course is valid for three years, after which, the process must be repeated. Now that our registered "administrators" have completed the courses, we will soon be initiating the process required for "learners" to be invited to log into the Praesidium to take the courses.

As discussed earlier, an audit of the FOBs/Cards used to access the electronic locking systems on the main church and administration spaces has been initiated 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. Our Diocese has recommended that all "key holders" sign a form to acknowledge the responsibilities associated with being provided unescorted access to church property – this form is being developed. After this form is reviewed and approved by the diocese, implementation of the Model Policies will include key holders signing the key receipt form and completing their four required training modules.

Building Committee

We continue to make progress and are now in the process of finishing up punch list items as well as completing work on the interior doors. First, they sent the door frames without the doors, then they sent the doors but none of them had the required glass although the Building Inspector still issued us a Certificate of Occupancy, which is all we needed. During this past week there was a major effort by 8 of our members to move tables and chairs to the new Parish Hall, put together rolling carts for the kitchen as well as move a lot miscellaneous "stuff." We did have our first use of the hall at a funeral reception last Friday. In addition to tables and chairs we moved a lot of boxes, cleared out the Dry Street narthex and placed items such as left-over carpet tiles and other supplies where they belonged, still more to do but making progress. More work needs to be done on the 2nd floor and we will be adding room numbers and some additional designations to offices and rooms in the new building.

Bob Fuchs will be finalizing the mortgage amount with the Mission investment Fund within the next 2 weeks. Any deliveries to the Church should specify that they "must" use the handicapped ramps in order to avoid damage to any steps.

Have contacted a lawyer to revise the deeds for tax parcels on the north side of Dry Street and combine them with the deed for the Sanctuary, 205 East Moore Street. This will allow us to use 203 East Moore Street as the Chapel address and will clear up any confusion for both fire and EMS.

Worship Board – Chaplains Report

Fr. Eric talked about the possibility of a Celtic service. This is still in planning stage and further information will be available at a future date.

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

Altar Guild is looking for a table to be used at funerals. They have ordered new torches.

Beach ministry reported average attendance of 50 people. Coffee or Orange juice along with donuts will be served after service on July 24th.

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

Nancy Corsi will become a new team leader for the flower guild. She will serve with Debbie Raker and Jan Fairley. Julie Harrelson is stepping down as a team leader after many, many years of training and leading.

Next meeting 8/2/2022 at 4:00PM

Parish Life Board – Chaplains Report

There was no meeting of the Parish Life Board in July, but the Board is continuing with plans for the soft opening of the new Parish Hall on July 24th, and the official opening at Homecoming on 9/11. Also, a community event is planned for October or November (after the Fall Festival).

Faith Formation – Chaplains Report

There was no meeting of the Faith Formation Board, therefore no report. The board will meet July 21st.

Outreach – Chaplains Report

No meeting this cycle.

Pastoral Care – Chaplains Report

No meeting this cycle.

Interim Policy for Space Use

Space for St Philip's ministries will be reserved through the Parish Administrator

Space for outside groups will be made through the Parish Administrator and are subject to approval of the Rector and Wardens on a case-by-case review basis. Until a permanent policy is developed, outside space will normally be limited to the Chapel Annex unless a need to be in the larger parish hall is approved by the Rector/Wardens. Agreements temporarily will follow what we are using for AA. For all outside group uses, a basic written agreement (lease) is required (Diocesan Guideline)

No Tents may be erected

Storage Needs For the short term -- until the long-term policy is developed and/or the Chapel Annex renovation is started -- Storage space will be assigned based on current use. And the committee will work with staff/boards/ministries for temporary 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. Space will remain as multipurpose as possible.

Rooms in the new facility will be numbered to match the as built plans and actual names may be assigned later

Prohibited Activities

The following activities are prohibited, whether by church or outside groups:

- The use of tobacco (including vaping),

- Gambling or gaming where prizes are great

- Illegal drugs,

- The involvement of animals in any activity, unless explicitly permitted by the Rector/Wardens

- Serving of Alcohol will be subject to the St Philip's policy on alcohol (separate document)

Fundraising events must be approved by the Finance and Facility Ministry Board or Vestry.

Use of the Kitchen will be subject to the Kitchen use policy for both church and outside groups. (a kitchen use and cleaning sop is being developed)

For receptions related to liturgical events, use of the parish hall and kitchen are available
Charges for the use of are being developed with a scale based on pledger or non-pledger/non-member/outside group. As an example, fees for a wedding reception would be in the range of \$1500 for a pledger and \$2500 for others.

St. Philip's Episcopal Church
Beach Service Vestry Person of the Day Customary
(VPOD)

Mission: To provide for the congregation as we seek to show our love of God and others throughout the service.

Purpose: The Vestry Person of the Day (VPOD) will represent the Vestry in its mission to the parish, and assist the ushers, celebrants, and the congregation as needed.

This customary does not provide specific guidelines or instruction for conduct relative to COVID-19. Due to the changing nature of behavior relative to this virus, please be considerate of other's behavior such as social distancing and mask wearing. Please help others remember to be deferent to those that feel they need to employ more stringent measures.

The VPOD will perform their duties for a given day and the schedule will be maintained through SignUpGenius® for the period of the year during which the services occur.

Currently Peter del Sol and Phil Dudley are the primary Service Coordinators of the beach service; please look to them for guidance if needed. They are responsible for retrieval and setup of the altar box and speaker system.

VPOD Duties

Prior to Service

The printed weekly announcements should be picked up at the church office located in the fellowship hall on Thursday prior to the service. If you are unable to pick them up by end-of-day Thursday, the office staff will leave them in the weatherproof box near the office steps for your convenience.

Day of Service

Arrive at Register Park (409 NE 52nd Street, Oak Island) at least 30 minutes prior to the service.

Greet congregants as they proceed to the pavilion from the parking lot. Please take care to look for those with mobility needs and assist as needed. *The walkway from the parking lot to the pavilion has been paved and is now easily accessible.*

Prior to the service, the Service Coordinator may need assistance finding two members of the congregation to take up the collection. Assist them as needed.

Once the service starts, the Service Coordinator will make a few opening remarks and should introduce you as the Vestry Person of the Day. Please welcome any newcomers and ensure that all congregants are aware that the VPOD and any Vestry members present are there to address any questions or concerns. Inform them that you will be available after the service and end with a pleasant salutation such as, "Have a great day!"

Once the announcements have concluded, take a head count of the attendees and record on the attendance card. Hand the card to the Service Coordinator or the celebrant as soon as possible so they know how many communion wafers to consecrate.

When the service is over, remove the collection from the two offering bags and place it in a money transfer bag that the Service Coordinator will provide. Insert the attendance card along with the offering and seal the bag. Immediately drive to the sanctuary and place the bag in the church sacristy safe. It is acceptable to give the bag to a member of the counting team for the day if they are returning to the main campus. When in doubt please check with the Service Coordinator.

When returning the items to the church following the service, please take care not to disturb any service that may be in process. You can cross the sanctuary and access the sacristy through the Bell Tower Narthex, or preferably, enter through the Bell Tower Narthex by the door facing Dry Street. The key fob is in the lock box next to the Moore Street door. If you don't know the combination, ask another Vestry member; this number will be changed periodically.

Special Notes

- The pavilion is small, so most congregants are not under roof or protected from the elements.
- Attire is casual or beach casual.
- Dogs are allowed to attend with their owner but must be on a leash.
- Chairs are not provided, so congregants should bring their own. Some benches are available for those that forget to bring a chair.
- The service is dependent on weather; please remain aware of the possibly changing conditions.
- The entire service is a relaxed atmosphere.
- Each week a different celebrant will preside.
- If there are any questions or concerns regarding performance of VPOD duties, or about the Beach Service, please contact one of the Service Coordinators or an experienced VPOD for answers.

THANK YOU FOR YOUR SERVICE TO ST. PHILIP'S!