

St. Philip's Episcopal Church
Vestry Meeting
June 21, 2022
Minutes

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

Absent: Steve Russell, *Jr. Warden*, Eric Mills. *Rector*

Ex Officio: Lorraine Beamer, *Clerk*, Bob Fuchs, *Treasurer*

Opening Prayer: Mother Lisa Erdeljon opened the meeting with a prayer

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

Rector's Comments – Mother Lisa Erdeljon

- Hurricane Florence hit in August of 2018, so the office has been displaced for nearly 4 years. We are all very excited for the opening of the new building. Special thanks go to all the teams that have worked to get ready for the move. The movers, College Hunks, will be here Saturday, June 25th. The offices will be closed from June 26 – July 8. Mother Lisa will be gone from June 26 thru July 1. Lorraine will be gone July 5 – July 9. In case of emergency, Mother Lisa should be contacted directly. There will be a priest on standby during Mother Lisa's absence if needed.
- Last Sunday the 8:00 service was moved to the Chapel of the Cross due to fumes from the construction. The 10:00 service was held in the main Sanctuary. All worked well to make the shift between worship spaces.
- Two funerals are planned for July: Norman Sprinthall on July 15 and Wes Armstrong on July 20. Mother Lisa will conduct these services. Father Eric will preach on July 17. Three couples have been in discussion with Mother Lisa about wedding services.

Treasurer's Report. (Attached as addendum)-

- Revenues are less than the budget. The major drivers of lower expenses are delays in work on the new parish hall resulting 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.
- Construction paid to date is \$1,750,342, which is 80% of the total. Construction remaining is \$445,181. Construction loan draw to date is \$168,846. Total Pledges Collected are \$1,367,394, which is 89% of the total. Total Pledges Outstanding are \$173,242. 172 pledges are fully paid or more; total paid \$1,190,816. 31 pledges are outstanding with \$125,254 remaining. The maximum mortgage is projected to be \$606,106.
- Construction delays have provided increased time to collect pledges.
- Moving, and sidewalk repair (Dry Street) expenses will be covered by the Building Fund.

- 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.
- Discussion followed.
 - **Rick Pearce moved to utilize \$35, 545.58 held in Cash Reserves from the 2021 surplus, toward safety upgrades for the Sanctuary balcony, door security upgrades, and New Sound System (excess over an anonymous donation), with any excess funds used for Annex renovations. Bill Carney seconded the motion that passed unanimously.**
 - **Bill Carney moved to receive the Treasurer's Report, seconded by Rick Pearce. The motion passed unanimously.**

Building Committee Report

- Bill Bittenbender reported that the doors for the new building have arrived, and installation will begin tomorrow.
- Post-construction cleaning is in progress.
- Soft opening planned for July 24 when parishioners will bring their Kitchen Shower contributions.
- The Certificate of Occupancy (CO) is expected this week after the elevator and fire inspections are completed. The building inspection is expected to go smoothly.

Current Vestry Issues

- Address reassignment – Dave Ham explained the proposal to combine the four lots (formerly Sanctuary, Little Red House, Parkhill House, Carr-Jorgensen House) into one lot and to combine the Chapel Annex and Chapel of the Cross into one lot.
- It was recommended that for consistency, when the deeds are revised, the owner should be designated as The Episcopal Diocese of East Carolina, c/o St. Philip's Church.
- Bill Bittenbender will initiate oversee the process, with costs not expected to exceed \$500.
 - **Bill Carney moved that we start the process to change the address the four lots containing the Sanctuary and new office building to be assigned as 205 East Moore Street and the Chapel Annex and Chapel of the Cross to be assigned as 203 East Moore Street. Bob Wright seconded the motion which passed unanimously.**
- A newly revised Evacuation Policy was presented to the Vestry; this policy has been reviewed by the Executive Committee. This replaces the current policy now in effect. A few minor changes were identified as needed. These changes will be made prior to filing the policy.
 - **Bill Bittenbender moved to accept the Evacuation Policy Revision with changes submitted by the Safety and Security Committee. Holly Meiners seconded the motion which passed unanimously.**

- The **Mission Priorities** from Bishop Skirving that are listed on the Diocese of East Carolina website were summarized by Mother Lisa. There are four Mission Priorities:

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 Mission Priorities are ideas that the diocese has proposed and will encourage support by the local congregations. Nothing has been developed relative to this from the diocese at this time.
- The Customary for VPOD duties at the Beach Service will be reviewed for possible needed changes that may include picking up the announcement sheets from the office. This will be determined by the Junior Warden upon his return.
- Questions and topics for discussion for the August 13 meeting with Canon Jim should be forwarded to Father Eric to be received no later than July 10, 2022.
- Scheduling links for VPOD duty assignments and Come and See articles are located on the website under Vestry Minutes.

Chaplains and Committees (Reports attached as addenda.)

Ministry Board Chaplains

- A Q&A session with the MB Chaplains was held. Topics included the return of Monday lunches, the local Food Panty, Ukrainian Relief, and Faith formation using the 9:00 hour.
- Parish Life is planning a “soft opening” with a kitchen shower for the new Parish Hall. A “hard opening” is planned for September 11th for Homecoming Sunday. This is planned as a parish centered activity.

Strategic Initiatives:

Campus Utilization Report

Bill Carney reported that the committee has continued to request input from Boards for uses and needs in the future. Discussions are also continuing concerning outside use of the facilities.

Communication Committee Report

Bob Wright reported that committee continues work finalizing the job descriptions. This should be concluded and presented at July vestry meeting.

Model Policies Committee Report

Dana Richardson reported that a review of the electronic keys (FOBs) belonging to St. Philips has been completed. Follow up activities continue.

Growing the Church Report

Geoff Gersen reported that the group is investigating ways to communicate with specific neighborhoods in the area as well as realtors. Recent meetings have been hindered by illness.

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 Geoff Gersen, and was unanimously approved. The meeting was adjourned after a prayer by Mother Lisa.

Next Meeting: July 19, 2022; 5:00 PM

Respectfully submitted,

Lorraine Beamer, *Clerk*

Treasurer's Report to Vestry
June 21, 2022

Operating Budget	2022 FY Budget	2022 YTD Ac- tual	2022 YTD Budget	2021 YTD Var- iance	May Ac- tual	April Actual	Monthly Change
Revenues							
Pledges	606,673	328,201	276,102	52,099	41,134	79,764	-38,630
Flower Revenue	6,000	3,235	2,500	735	750	855	-105
Identified Offerings	54,000	26,001	23,000	3,001	7,782	6,460	1,322
Loose Plate	4,200	4,371	1,789	2,582	945	1,355	-409
Parish Hall Rental	600	500	250	250	100	100	0
Miscellaneous Re- ceipts	15,000	4,134	6,250	-2,116	1,436	1,645	-209
Total Revenues	686,473	366,441	309,890	56,551	52,147	90,178	-38,031
Expenses							
Parish Staff	443,927	185,410	187,074	1,664	34,064	47,290	13,227
Administration	32,914	13,259	13,652	393	2,778	1,957	-821
Buildings & Grounds	108,125	25,945	41,571	15,626	9,658	3,356	-6,302
Vestry	71,191	30,853	33,213	2,360	7,302	6,260	-1,041
Faith Formation	3,180	58	2,740	2,682	9	13	3
Parish Life	3,650	1,222	1,500	278	777	288	-488
Pastoral Care	2,700	626	1,125	499	0	60	60
Worship	20,785	4,967	9,485	4,518	1,318	603	-715
Total Expenses	686,472	262,339	290,360	28,021	55,905	59,828	3,922

Net Total	1	104,103	19,531	84,572	-3,758	30,351	-34,109
-----------	---	---------	--------	--------	--------	--------	---------

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, an adult retreat was not held, and Maintenance & Repairs,

Electric & Water and Music are all running under budget.

CAPITAL PROJECT

Project Costs		Project Funds	Total	Current	at 6/30/2022
Construction Cost		Pledges	1,540,636		
Parish Hall/Admin	2,029,850	Collected		1,367,394	1,367,394
Architectural Services		Outstanding		173,242	
Construction Supervision	20,500	Other Funds	381,773	381,773	381,773
Other Costs		Loan/Mortgage	835,000	168,846	606,106
Furniture & Fixtures	37,500	Total Funds	2,757,409	1,918,013	2,355,273
Contingency 5%	101,500	Total Spent	2,355,273	1,910,091	2,355,273
Misc.	6,173	Available Funds	402,136	7,921	
Total Construction Cost	2,195,523				

Actual Construction Spending	1,699,329	84%
Actual Construction Supervision	9,237	45%
Actual Furniture & Fixtures	41,776	111%
Actual Contingency	0	0%
Actual Misc.	0	0%
Actual Construction Spending	1,750,342	80%

Remaining Construction Spending	445,181
Pre-Construction Spending	159,750
Total Project Costs	2,355,273
Total Spent to Date	1,910,091

Construction paid to date is \$1,750,342, which is 80% of the total.

Construction remaining is \$445,181.

Construction loan draw to date is \$168,846.

Total Pledges Collected are \$1,367,394, which is 89% of the total.

Total Pledges Outstanding are \$173,242.

172 pledges are fully paid or more: total paid \$1,190,816.

31 pledges are outstanding with \$125,254 remaining.

The maximum mortgage will be \$606,106.

Additional Finance & Facilities Board Approved Capital Activities

As stated at last month's Vestry meeting, the Finance & Facilities Board approved spending up to \$100,000 of capital project funds for four items. The following are projected amounts for those items:

Projected Expense	Total Amount
Annex Upgrades	
3 Bathrooms Refurbish	7,500.00
Window Shades	1,800.00
Replace Lower-Level Floor	9,000.00
Open Wall Upstairs	2,000.00
Diaper Area	1,500.00
Kitchen Coffee Bar	2,000.00
Interior Painting	5,500.00
Metal Fence	2,000.00
Bell Tower Leak	3,000.00
Contingency	4,500.00
Total Annex Upgrades	38,800.00
Balcony Upgrades	
Balcony Upgrade	5,000.00
Total Balcony Upgrades	5,000.00
New Sound System	
Tri-Tronics Pro Electronics Excess	18,836.54
Total New Sound System	18,836.54

Door Security Upgrades

Johnson Controls	10,148.75
Johnson Controls	3,007.38
Crash Bars Narthex	1,000.00
Total Door Security Upgrades	14,156.13

F&F Approved **76,792.67**

NOT TO EXCEED \$100K

The plan to pay for these items is as follows:

Revenue Sources	Revenue Amount
2021 Surplus	35,545.58
Sales Tax Refund for Capital Expenses	25,304.54
To Be Collected Pledges	61,125.20
Total	<u>121,975.32</u>

I informed the Vestry at the March 15, 2021, that the Finance & Facilities Board approved using the \$35,545.58 of excess 2021 revenue for capital expenditures, and that I would inform them before I did so. I am informing the Vestry that the 2021 surplus will be one of the sources to cover the expenses for the four items for which the Finance & facilities Board approved using capital project funds.

Respectfully submitted,

Bob Fuchs

Treasurer

Read Ahead Documents

Vestry Meeting

June 21, 2022

Communications Strategic Initiative

The Communications Group did not meet during late May and early June due to illnesses of members and their families. However, progress was made developing “Job Descriptions” for the tentative positions of “Managing Editor”, “Digital Editor”, and “Print Editor”. They are in the process of being refined and finalized and are expected to be completed by July’s Vestry meeting. Once they have been completed and approved, the process of identifying candidates will begin.

My understanding is that the church website is in the process of being streamlined to be more user friendly and less cluttered. Once completed the tentative plan is the website will be maintained through the Digital Editor.

Campus Utilization Strategic Initiative

The Campus Use Strategy group met with several others to discuss where we are and get input on some interim procedures for when the new building opens shortly. Enough variety of folks were able to attend to give a broad view of the current use and our immediate needs. Those able to attend from beyond the strategy group were Lorraine Beamer, Mother Lisa, Bryan Wester, Deb Alt, and Dave Ham.

We previously reached out to the board chairs and office staff to determine how they currently need space and introduced the idea of future needs and dreams. However, it has become apparent that the long term needs, and dreams may take some time to articulate. It also became clear that some was a lack of clarity and many presumptions about space use.

Accordingly, we are recommending as an interim guide, that we will have Lorraine, as Parish Administrator serve as the single control point for space usage requests as suggested in the draft Facility Reservation and Use Policy. She will make reservations for all space as she has in the past but now for our existing facilities as well as for our new space. Some of this process will probably go into any long term ‘permanent’ process as well, currently being worked on by the F&F board. At this time only the space designated in the design process will be considered long term assignment, i.e., choir space, library, offices etc.

Currently, we have only one outside group (AA) using our space and we will continue to have them use the Chapel Annex as they do now. At this time, we will not be soliciting other outside groups at least until we are settled into our new space.

We also had more discussion about the future use of the Chapel Annex, and it became evident that the several year-old thought about renovation will need to be revisited. It had for some years been presumed that the kitchen would become a beverage counter or coffee bar and that may need to be changed as some groups would like to continue using that space for smaller groups

Growing the Church Strategic Initiative

The committee had problems meeting this month for two reasons. Two of us got COVID and two of us were traveling. We expect to rectify that before the July meeting.

So far here is where things stand to date:

There are no summer concerts scheduled at St. Philip's due to cautions around COVID. In the past these concerts were a draw for many outside our church. Better luck for next summer.

We have plans to provide brochures to the Chamber of Commerce and two realtors so far. Unfortunately, there are no brochures made up. We will work to get something into the hands of these folks. There are several sites we will pursue in the coming months including newsletters like Just Judy and whatever exists in Brunswick Forest in Leland. Also, will talk with the Visitors Center to see if we could have something there as well.

More work to be done (especially now that 2/3 of the committee has antibodies!)

Geoff

Model Policies Committee

The Safeguarding Praesidium Manager Training that was scheduled in May for parish Model Policies Administrators was finally held on June 15, 2022. Dave Ham and Dana Richardson attended via Zoom. This session was primarily an introduction to the Praesidium links that will be used to register people in the parish for the online SGT training and to manage the record-keeping files. It was revealed that there are only five “universal” courses that everyone falling under the categories of personnel specified in Appendix A of the Model Policies will be required to take – each module could take 20 minutes to complete. The other four courses will be specified by category of trainees (clergy, directors, elected officials, etc.) This breakout of who will be required to take which courses will soon be available for download on the Diocese website under the Model Policies tab. Once the Diocese posts the matrix of which courses are required by each category of trainee, we will be able to provide each trainee their required training modules. More to follow when details are available. The Model Policy Committee has been compiling lists of specific church members that will require this training - so far, we have identified 88 parishioners. With this list we will be able to determine who will be required to have background checks, the type of background checks required and the cost to the parish to have these checks performed.

The committee is still asking questions related to how sensitive information will be protected or what process will be provided in case of a security breach of the sensitive information provided for background checks.

Building Committee Report

Plans are moving forward for a furniture move in date of Saturday, 6/25/2022. Lorraine has arranged for “College Hunks” to do the heavy lifting and her committee members will be directing where things are to be placed. It will be a busy and bit confusing day so unless you are a member of the “moving committee” please stay away. The status of the Certificate of Occupancy is still a moving target, and we cannot occupy the building even if we are able to place furniture until we receive this certificate.

Doors are scheduled for delivery Tuesday 6/21/2022 and installation will take at least 2 days. As any of you who attended church this past Sunday the floor sealant was spread in the Hall and unfortunately there was quite a smell. This is a temporary situation and will be resolved hopefully soon. Cleaners

will be working in the building and there is some finish carpentry that needs to be completed, so again please stay away.

Plans for a soft opening are currently scheduled for July 24,2022 so watch for further announcements.

Your Building Committee

Outreach Board – Chaplain’s Report

Meeting for January 31st

In attendance – Frank Darzano, Deb Alt, Tink Shelton, Judy Ratcliffe, Nancy Corsi

Deb Alt: Advised there are several outreach chairs positions unfilled

The following are financial items from the committee:

Ukrainian Relief & Development - \$\$6,866.00 as of April

Food Pantry - \$525.00

American Legion Scholarship - \$250.00

Trinity Center - \$500.00

ECW sent to Outreach - \$7,694.09

Diaper Ministry - \$3,634.31

Outreach Balance - \$16,761.774

Diaper Ministry – A letter was reviewed by Frank Darzano stating that diapers cannot be distributed to recipients due to our distant location. St. Philips has had volunteers work at the Cape Fear Diaper Bank located in the Baptist Church on Rte. 17. Recipients are vetted through that location. The diapers located in St. Philips are for emergency distribution only.

Food Pantry – 469 families were fed in April. 1,080 were served. 47% of the recipients were > 65. 9 different grocery stores participated. In addition, \$3,486 were provided to cover expenses such as rent and utilities.

Brunswick Partnership for Housing is expected to open either late summer or early fall. A fundraiser is slated at American Fish for June 21st from 5:00-7:00.

Monday Lunch – No Chairperson has been appointed. Frank Darzano pointed out that the Southport Senior Center is now serving meals to seniors on Mondays.

Belize Ministry – Although not in attendance, Shirley Desnoyers provided a report stating that the Ministry is collecting supplies to send to Belize later this year. A note from Deb Alt is being sent to Shirley to itemize what is needed. Shirley also stated that she hopes someone will soon assume leadership to expand this ministry.

ECW – Judy Ratcliffe – Items are being crafted for the Fall Festival.

Men’s Club – No Chairperson currently. Frank Darzano reported that Mike Bearden would like to re-start Sunday breakfasts soon.

Outreach Summer Reading Program – Six volunteers from St. Philips packed and distributed 125 books in book bags. Each book had a sticker inside indicating it was a gift from St. Philips. This project cost \$2,000. Tink Shelton asked for reimbursement of \$173.25 to cover the cost of folders, stickers, and bookmarks.

Grant Application – Deb Alt presented a newly revised Grant Application form which includes a sweat equity provision.

Good Shepard Center – Application for funds was presented. Past contributions to this agency over the period 2014-2019 totaled \$3,700. While based in Wilmington this agency has always supported Brunswick County. A motion was approved to donate \$5,000. The agency will be notified by Deb Alt and ask them to present the check for local media coverage. The agency has provided meals and shelter to the needy.

Next Meeting is scheduled for July 25th.

Diaper Ministry – In addition to infant diapers the ministry is also providing adult diapers. We are currently supplying the needs to 100 participants. They also contributed \$250 toward the disaster in Kentucky. Maryann Darzano mentioned a special program of a virtual prom to special needs individuals.

F&F Endowment

Rich Alt emphasized that our funds should be providing funds to reputable agencies. With the weaker market money is beginning to be a little tight. Deb Alt underscored the need to properly vet agencies.

Belize Ministry -The 10-year anniversary of this mission will be next year. Additional funds are needed to ship materials. Shirley Desnoyers and George Ball are looking for volunteers. The ministry will lose its 501C3 designation after this year. A possible trip to Belize is planned.

Substance Abuse and Addiction Commission - Father Bill detailed this ministry and highlighted a need for more nonprofessionals to get involved. He is looking for funds to broaden the field with more trainers in a 'train the trainer' program.

Interfaith Fellowship/Food Pantry - We are doing our part with other area churches. 1260 individuals were served in December, but 39 more families needed assistance.

Street Reach - No one present to elaborate on activity.

Monday Lunch - Discussions will begin once the New Parish Hall is complete

Men's Club - Will reconvene once the mask mandate has fully lifted

Angel Tree - \$180 was donated and distributed. The church has already received \$225 for next year. Pat Bittenbender has announced she will be stepping down from this ministry. A new leader is needed.

Worship Board – Chaplain’s Report

The Worship Board did not meet this month (June) but I have talked to Ricky Evans and he updated me on several items.

1. Although the Oak Island CPR/First Aid class was canceled, Dennis has another one set to go in July.
2. Deacon Pam has the Terra Bella Sunday service running smoothly, with many of the residence taking the order of service back to their rooms.
3. Peter is pleased with the Beach Service with increasing attendance each week.
4. Ricky reports he now has 6 acolytes and is looking for several adult helpers.
5. Both Flower and Alter Guilds are looking for additional people.

Next meeting will be held July 12, 2022, at 4:00pm with location to be announced.

Rick Pearce
Chaplin

Parish Life Board – Chaplain’s Report

The Parish Life Board did not have a meeting in June but continues to actively prepare for the “soft opening” of the new Parish Hall at 9 a.m. on Sunday, July 24, 2022, with a breakfast, organized by Mike Bearden. At that time, those who have purchased dishes and flatware will bring them to the breakfast. The formal opening of the new Parish Hall is planned for September 11, 2022, with a covered dish luncheon following the 10 a.m. service.

Submitted by Michele Barkalow/Chaplain to Parish Life Board

Pastoral Care – Chaplain’s Report

Bereavement The next session will start September 20 and go thru November 15.

The group has started a lunch brunch which has been quite successful.

Carol Gordon has agreed to be the representative on the board for bereavement.

Stephen Ministry *Has started to investigate the procedure policy to assure compliance*

COHI. No update

DOK. No update.

Medical Equipment Library The increased demand continues. Items continue to be donated.

Prayer Shawl Ministry Jenny Lee has agreed to be the new representative to the board. The group meets every other Tuesday.

Eucharistic Visitors Once training is completed, the visitor will be assigned to a relationship, rather than a particular Sunday. Presently they have 22 visitors and 3 active leaders.

Friday Men’s Group All is going strong. The outlook for this ministry is extremely positive, and they continue to welcome new members.

Terra Bella Although this ministry technically falls under Worship, it remains high in the interests of Pastoral Care. Volunteers are excited about it, and there has been no problem so far in scheduling each Sunday. Deacon Pam has created a scheduling form. We now have 16 volunteers, with the addition of Sue and Ted Sinclair.

New Business Betty Rupp has agreed to fill the communicator position, beginning with the June meeting.

Faith Formation – Chaplain’s Report

Sue Mills, Board Chair

Susan Chase, Vestry Chaplain

The Faith Formation Board met Thursday, May 19, 2022, at 4:00 p.m. Summary of Items Discussed:

- Cleaning and packing of Library books will take place on May 25
- Need dates for Bible 101 (Lowe Davis will offer)
- Annual Labyrinth activity may occur close to Fall Equinox due to heat in summer months. World Labyrinth Day was held May 7 with 4 people in attendance. Picture in State Port Pilot. Debbie Evans is working on a brochure on the Labyrinth to be available for our congregation as well as the public
- Renewal Works data being sent to Sue Mills for her to share at the next meeting
- Discussion on use of the 9:00 hour on Sunday morning as a time for offering various Faith Formation activities/classes. May have better attendance as people from 8:00 can stay an hour later while those attending 10:00 could come an hour earlier. Need to know if this is even an option. It does cut out choir members and may interfere with coffee hour? Will that be an available time, and will there be a calendar for scheduling?
- Members of FF encouraged to bring budget needs to next meeting
- Discussed a multi-generational curriculum offering that might appeal to all ages and encourage family participation and Sue will look for ideas
- It was reported that a young mother has attended some services with 2 young children and asked about Nursery/Sunday School. Is there a need to reinstate the nursery worker? Someone to work with Sunday School and other youth activities?
- Still in need of Deputy Chair and Communicator
- Next meeting July 21, 4:00 p.m. Chapel Annex

Issue: Adopt Compliant Addresses for all St. Philip’s Buildings

Bill Bittenbender

Received a call from the City of Southport regarding addresses for our properties, several issues were raised.

1. Need to get eliminate 201 ½ for the Chapel as the ½ identifier is no longer used and Old City Hall is 201.
2. City contacted Brunswick County GIS and they suggested that we assign 203 to the Chapel as the “Red House” that used to occupy the site was demolished and this is where we have placed the Labyrinth.
3. We can combine our new facility and the lots for 108 and 112 Dry Street as well as what was the old 203 parcel into a single parcel designated as 205 East Moore St.
4. Rick Pearce determined with our insurance company that it would be to our best advantage to have just a single building particularly in terms of a deductible and physically it will be a single structure with the Parish Hall attached.

Recommendations/Considerations:

- Change address for buildings on East side of Dry Street to 205 E. Moore Street.
- Change address for buildings on West side of Dry Street to 203 E. Moore Street.
- Disable and delete all other current addresses associated with current or former church buildings.

This seems to be the most logical solution to resolve this issue once and for all and the Southport Director of Developmental Services concurs.

Request Vestry authorization to proceed with the most cost-effective combination of these properties. Expect our out-of-pocket should not exceed \$500.00.

Bill

Revision of Evacuation Policy

Policy Statement.

It is the policy of St. Philip’s Episcopal Church to have established procedures for evacuating the church when the safety of the church parishioners, clergy, and staff, are at risk due to an emergency.

These procedures are developed by the Safety and Security Committee (SSC) in accordance with best practices and professional advice. Once approved, evacuation procedures will be presented to the church members for awareness and potential participation in evacuation drills.

Evacuation policies and procedures are developed to address two major categories of emergency that may require the church be evacuated of all church parishioners, clergy, and staff:

- 1) Fire
- 2) Local Area Threat Warning

Background.

St. Philips Church has installed both automatic and manual Fire Alarm sensors which are monitored by the Johnson Controls Remote Operations Center providing 24-hour fire monitoring. Alarms are triggered by the following:

- 1) Smoke detector sensors within the ventilation system
- 2) Various wall mounted smoke detectors
- 3) Activation of the fire sprinkler system in the ceiling
- 4) Manual Fire Alarm pull stations (4)

Although St. Philip's Church has installed the above described 24-hour fire monitoring system and emergency evacuation routes have been posted in some locations, there has not been a specific plan and assignment of responsibilities for church evacuation such as when a fire alarm goes off or when someone identifies a fire within the church and the alarm has not been set off. Because there has not been a drill to show parishioners how and where to evacuate when given the instruction to leave, it is doubtful any current parishioner is aware of what to do when an alarm is sounded, or an instruction is given.

The same procedures for evacuating the church when a fire alarm is sounded can also be used to evacuate the church for emergencies not related to fire. These emergency incidents are listed under the category of "Local Area Threat Warning".

The purpose of this policy and procedures is to ensure, when activated, parishioners, staff, and clergy can execute these procedures in an emergency with calm and in a timely and safe manner.

Responsibilities.

The Building and Grounds Coordinator will prepare building internal layout diagrams that include all rooms and doors internal to church buildings, as well as all exit locations. These diagrams and a list of all emergency points of contact for the church will be made available to the local fire department and the local police department in both paper and electronic format.

A Fire Alarm drill will be conducted twice a year to ensure all parishioners, staff, and clergy are familiar with evacuation and exit plans. The SSC is responsible for planning and executing these fire alarm drills.

The Building and Grounds Coordinator, along with the SSC, is responsible for providing and maintaining emergency fire alarm systems, to include fire extinguishers, and AEDs in all St. Philip's Church buildings. The Building and Grounds Coordinator in coordination with the SSC is also responsible for St. Philip's Church compliance with local Fire Marshal regulations, including resolving any non-compliance issues that result from Fire Marshal inspections and compliance with local Fire Marshal regulations.

The SSC will:

- develop and maintain an emergency fire evacuation route plan, using all available exits in the church.
- identify training resources available from local fire departments, police departments, community college, or other agencies.
- Identify training expenses to the Vestry for approval prior to scheduling any training for ushers and other church volunteers.
- maintain an updated List of Emergency Volunteers that includes emergency responders, medical professionals, first aid trained volunteers, and volunteers for parishioner transport.

- This list will be available at each narthex entrance to the sanctuary.
 - Emergency volunteers on this list will use an erasable marker and check off their name when they enter church for a service.
 - Head ushers will review the List of Emergency Volunteers prior to the beginning of the service to identify who is in attendance that may assist during an evacuation.
- generate separate evacuation policies and procedures for the Chapel and the new Church Hall.

Updates. Review of this policy and associated procedures will be conducted annually in December of each calendar year, or as requirements dictate.

Changes will be recommended by the Safety and Security Committee and presented to the Executive Committee for approval.

Procedure for a Fire Related Evacuation during Church Services.

Procedure Overview. This procedure is a set of actions that will be taken in the event of a fire alarm or observation of an actual fire. It details when the procedure should start, the specific responsibilities and actions of all involved, and when the procedure can be deemed completed.

Commence Procedure. This procedure will be commenced/executed when a fire alarm is activated or when a responsible person has identified a fire on the premises, or as ordered by the Clergy or Head Usher.

Those involved.

Usher team

Clergy

Response Volunteers

Parishioners in attendance

Assigned Actions.

All in Attendance.

Church parishioners, staff, and clergy will be ordered to evacuate when the fire alarm has been activated. This should be an automatic response from parishioners, but also announced by the serving clergy as an emergency procedure to be followed.

Ushers.

Ushers will be trained to assist in the evacuation plan, to include opening all exit doors and assisting those who need assistance in exiting the church (wheelchair bound, walker assisted, and those parishioners who need aid to walk). The general plan for exiting is to allow parishioners to leave by pew row, starting from the back row and moving forward. Ushers will use the exit plan identified in this policy to guide parishioners exiting the church.

First Responding Volunteers.

These volunteers will assist under the guidance of the ushers, if requested.

Clergy.

Be prepared to order a church evacuation under appropriate circumstances when a fire alarm has activated, or an active fire exists, or a non-fire emergency.

Parishioners in Church.

First and foremost, remain as calm as possible and do not panic or rush to judgment. Remain focused on your movements and those around you.

Listen to directions from Clergy and the responding ushers.

Depart the building walking in a deliberate and purposeful manner, **but do not run.**

The seating sectors will evacuate as follows:

Parishioners with Mobility Issues (wheelchair bound, using walkers or canes, and those who need assistance in walking) will exit the Moore Street Narthex first.

Choir side parishioners and choir members should exit via the Moore Street Narthex following parishioners with mobility issues.

Gospel Side parishioners, acolytes, and clergy should exit via the Bell Tower Narthex.

Balcony seated parishioners may exit via either narthex.

Once the Gospel side of the sanctuary clears, parishioners designated to use the Moore Street Narthex may exit the sanctuary using the Bell Tower Narthex (this process may occur when parishioners with mobility issues cause a backup at the Moore Street Narthex).

Once parishioners exit both narthex doors, they will move directly to the sidewalk along Moore Street, make a left turn on the sidewalk, and move far enough from the church to allow all parishioners to clear the area for first responders and emergency vehicles.

A route evacuation plan will be posted at all exits in the church, as well as published on the church web site.

Procedure For A “Local Area Threat Warning” Evacuation (non-fire)

Emergencies may arise that the main church must be evacuated for reasons other than a fire. These emergencies will be listed under this category. Examples include water leaks, advance notice of severe weather, and incidents yet to be identified.

The SSC will designate church personnel who should be notified by local police and fire departments when threats arise that may affect the safety of the church. It may arise that these notifications are made directly at the church during services or other gatherings. During all of these incidents and notifications, the final decision to evacuate the church resides with the lead priest or deacon on-site.

Clergy, staff, and parishioners will use the same evacuation routes designated for fire evacuation when these kinds of threat warnings or circumstances dictate the church be evacuated.

Procedure Completion. This procedure will be deemed completed when Southport Fire Department and/or other Emergency Response Professionals take over the scene.