

St. Philip's Episcopal Church
Vestry Meeting
September 20, 2022
Minutes

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

Absent: Steve Russell, Jr. Warden,

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

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

Opening Devotion – Phil 3:10-14 was read followed by discussion questions answered in small groups. Findings were recorded and submitted to be compiled and shared with vestry members.

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

Rector's Comments – Father Eric Mills

- Fr. Eric drew a comparison between a mom-n-pop store and a large business, comparing how they are managed. St. Philip's used to be like a mom-n-pop store and is now functioning like a larger business with several functional departments that manage the day-to-day operations. Each department (ministry board) functions as they are called without constantly checking in with the front office (Vestry). The Vestry is now tasked with strategic future planning and the ministry boards (MB) handle day-to-day matters.
- **Bill Carney made a motion to move the date of the Annual Meeting to December 4, 2022. Susan Chase seconded the motion which passed unanimously.**
- The Vestry Retreat will be held at Trinity Center on January 27th and 28th 2023(as proposed by Rick Pearce), if available. Trinity Center is a full-time Episcopal Camp Center with resources that will help facilitate the retreat experience. Policies and procedures will be determined. Aedan Barnes will facilitate SWOT analysis and training to determine needs and strategies moving forward.

Building Committee Activities Update

- Bill Bittenbender reported that the Parish Hall construction is finished except for a few small lingering items. Sound panels will be installed by Urban in the Parish Hall. New carpeting that has been installed has helped with sound dampening; It is expected that sound panels will complete the remediation. Further steps will be explored if necessary.
- Miscellaneous items: plastic behind the kitchen sink and light switches in the offices will be addressed.
- Most parishioners seem pleased with the new building.
- The Chapel Annex will be refurbished next following input from the MB Chairs at their meeting.

Model Policies

- Dana Richardson reported that Praesidium invitations have been sent out and he is addressing issues for those who did not receive it. Our diocese seems to be leading in the process. The liability letter, for those who have key fobs, is ready for signatures.

Campus Utilization

- Bill Carney reported that Finance and Facilities has been given a draft policy for use of the campus facilities. This will be used and monitored to determine if adjustments are necessary. This policy will be presented to the MB Chairs at their regular meeting by a representative from Finance and Facilities.
- The tasks addressed by this Strategic Initiative Team can be transferred to Finance and Facilities after consultation between the F&F MB Chair and the Campus Utilization team.

Growing the Church

- Geoff Gersen reported that the team's focus has been on creating a brochure to be used for external distribution. Distribution points include Southport Welcome Center, Chamber of Commerce, and assorted Realtors. Other distribution points are being considered.

Vestry Direction and Strategies

- **Transition Team Update** – The transition team has met and offered the following to provide direction:
 - MB Chairs are being asked to develop a job description for their groups.
 - Movement of the Safety and Security Committee, Model Policies Initiative, Policies Management, and Communications to another more appropriate group or MB is being discussed.
 - Annual individual conversations with MB chairs are proposed to evaluate if they are experiencing joy and God in their current position and to understand their future plans for their board.
 - The format of Vestry meetings will change as Vestry functions change.
 - The Vestry will streamline the monitoring of progress for initiatives and processes using more simple methods like color coding.
 - Adding a devotion to Vestry Meetings to increase spirituality.
 - SWOT (Strengths, Weaknesses, Opportunities, Threats) management tools will be utilized to ensure the various programs and strategies are on track. It will be ensured that the Vestry members are properly trained on employing the process.
 - Efforts will be made to educate the congregation on the 5-year plan and the function of the MBs. An Adult Forum will be planned to educate parishioners on the structure of the church.
 - MB Chairs to better coordinate and communicate activities. Policies need to be coordinated between ministries.
 - Attention will be paid to ensure that proper and orderly communications are handled through MB communicators to the office for distribution.
 - Vestry members as well as MB Chairs will be identified at services as resources for answers regarding current affairs and other parish information. This is intended to enhance availability rather than relying only on the VPOD.

- MB Meeting Minutes and MB Chair Meeting Minutes will be posted on the website.
- Our goal is to grow the church to an ASA (Average Sunday Attendance) of 350 in the next 5 years. Why? Because we are agents of God's Love, and our vision statement is "We, at St. Philip's Church, strive to love God and love others in all we do". We need to work to incorporate the community in what's going on at St. Philip's. Let's be a "Lighthouse in Southport"

Disband Chaplain Position

- The MB Chaplain Program is disbanded effective immediately. The MB Chairs will be informed at their meeting. To facilitate communication between the MBs and the Vestry, the MBs will provide their minutes in a timely fashion to keep the Vestry and congregation updated. The MB Chairs are responsible for the day-to-day operations of the parish.
- MBs are responsible for making sure things don't "fall through the cracks". Questions about ministries should be directed to the appropriate MB Chairs.
- It is recommended that MB Chairs also read and stay current with the minutes from the other boards to aid in communication.

Bylaws Partial Suspension

- After consultation with the Diocese, it has been determined that the Vestry can identify specific parts of the bylaws be suspended to complete the transition to the Program Church model.
- St. Philip's Bylaws will be revised during 2023 to allow us to move forward.
- The 2023 Vestry will determine the strategies to move forward. The Vestry will recruit, populate, and determine funding and resources for each strategy.
- The Transition team will determine what duties the Vestry has and will map out the functions and processes for the Vestry and MB Chairs to ensure that nothing is missed.
- **Bill Carney moved to suspend Article IV paragraphs B and C of our Bylaws until the 2023 Annual Meeting so that they can be reworked to align with how St. Philip's operates and then the new language be voted on by the congregation. Susan Chase seconded the motion which passed unanimously.**

Treasurer's Report and Budget Update (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 August are less than budget.
- The major drivers of lower expenses are work delays on the new parish hall that resulted in new mortgage expenses not being incurred, as well as a lower property insurance premium. Maintenance and Repairs, and Music are all running under budget. Sexton expenses and Altar Supplies are running higher than budget
- Total pledges collected for the Capital Campaign are \$1,376,544, which is 89% of the total. 24

Pledges are outstanding with \$116,715 remaining. 174 pledges are fully paid or greater: total paid \$1,206,427. 13 pledges were for people who passed away or moved, total \$47,988.

- Discussion followed.
- **Bill Bittenbender moved to receive the Treasurer’s Report, seconded by Geoff Gersen. The motion passed unanimously.**

Preliminary Discussion of the Budget

- Stewardship has recommended a 13% increase in pledges. Finance and Facilities will not take further actions until the pledge campaign is complete.

Action Items and Review.

- Request that all Ministry Board Chairs identify deputies [**Action Pending – need Deputies for: Outreach, Pastoral Care**].
- Model Policies review on implementation continues; provide questions or issues to the Senior Warden [**Action Ongoing – all Vestry**].
- Implementation of Safety and 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 Mother Lisa.

Next Meeting

October 18, 2022, at 5:00 PM

Respectfully submitted,

Lorraine Beamer, *Clerk*

**Treasurer’s Report to Vestry
September 20, 2022**

Operating Budget	2022 FY Budget	2022 YTD Actual	2022 YTD Budget	2022 YTD Variance	August Actual	July Actual	Monthly Change
Revenues							
Pledges	606,673	445,686	414,728	30,958	30,034	50,670	-20,636
Flower Revenue	6,000	4,885	4,000	885	675	300	375

Identified Offerings	54,000	40,237	36,000	4,237	3,642	5,355	-1,713
Loose Plate	4,200	7,108	2,800	4,308	881	1,088	-207
Parish Hall Rental	600	800	400	400	100	100	0
Miscellaneous Receipts	15,000	4,118	10,000	-5,882	-2,960	986	-3,946
Total Revenues	686,473	502,835	467,928	34,907	32,373	58,500	-26,127
Expenses							
Parish Staff	443,927	290,665	292,268	1,603	35,159	35,274	116
Administration	32,914	20,816	21,843	1,026	2,639	3,001	362
Buildings & Grounds	108,125	35,883	67,578	31,694	2,458	5,172	2,714
Vestry	71,191	47,502	50,061	2,558	6,033	5,335	-698
Faith Formation	3,180	331	2,740	2,409	0	16	16
Parish Life	3,650	1,701	2,400	699	185	294	109
Pastoral Care	2,700	886	1,800	914	0	60	60
Worship	20,785	13,302	15,265	1,963	3,808	3,128	-680
Total Expenses	686,472	411,087	453,954	42,867	50,282	52,280	1,998
Net Total	1	91,748	13,974	77,774	-17,909	6,220	-24,129

Revenues for the month are less than expenses by \$17,909.

Revenues for the year are greater than expenses by \$91,748.

Revenues for the month are less than budget by \$16,393.

Revenues for the year are greater than budget by \$34,907.

Pledges for the month are less than budget by \$12,620.

Pledges for the year are greater than budget by \$30,958.

Expenses for the month are less than budget by \$931.

Expenses for the year are less than budget by \$42,867.

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, and Maintenance & Repairs, and Music are all running under budget.

Sexton expenses and Altar Supplies are running higher than budget.

CAPITAL PROJECT

Project Costs

Construction Cost

Parish Hall/Admin	2,029,850
Architectural Services	0
Construction Supervision	20,500
Other Costs	0
Furniture & Fixtures	37,500
Contingency 5%	101,500
Misc.	6,173
Total Construction Cost	2,195,523

Actual Construction Spending	2,001,600	99%
Actual Construction Supervision	21,337	104%
Actual Furniture & Fixtures	59,151	158%

Actual Contingency	0	0%
Actual Misc.	2,184	35%
Actual Construction Spending	2,084,271	95%
Remaining Construction Spending	108,658	
RCS w/o Contingency	92,558	
Pre-Construction Spending	159,750	
Total Project Costs	2,352,680	
Total Spent to Date	2,244,021	

The mortgage is \$478,165.

Total Pledges Collected are \$1,376,544, which is 89% of the total.
 174 pledges are fully paid or more; total paid \$1,206,427.
 29 pledges are outstanding with \$116,715 remaining.
 13 pledges were for people who passed away or moved; total \$47,988.

Respectfully submitted,
 Bob Fuchs
 Treasurer

Read Ahead Documents Vestry Meeting September 20, 2022

Campus Use

The draft policy was presented last month. F&F will be using the draft as an interim policy and will flush out any bugs over the next few months. They are also reviewing costs to determine a fee structure. There is some conversation around not charging some organizations and what the criteria for charges should be.

Grow the Church September Report

The committee met and made headway around the strategy to have a brochure for the general public. It is hoped that we can have this in print by year end. This brochure would be made up of pictures and information about our church. The length of the brochure or pamphlet will be determined by cost and of course content. We expect to select pictures that show the warmth of our parishioners and the activities that we all pursue in the name of the church.

This brochure will be placed in area realtor offices as well as the Southport welcome center. We are open for discussion about other locations. We feel a brochure could also be devised for internal use – to be handed out to the newcomers to our church at some point. The initial run of these pamphlets should be <300.

Communications

No report received.

Model Policies

Implementation of Model Polices at St. Philip's Church has gained some momentum this past month. Specifically:

- Both Model Policies (Children/Youth and Vulnerable Adults) have been electronically distributed to those that have been identified by our Diocese (per Appendix A).
 - Both Model Policies will be put on the church website under the polices section.
- Praesidium invitations have been submitted for 88 church members.
 - Invitations were made to five groups as defined by the Diocese's Safe Church, Safe Communities – Course Section Matrix as follows:
 1. Clergy
 2. Elected Positions
 - Treasurer
 - Vestry
 - Ministry Board Chairs
 3. Key Holders
 - Altar Guild
 - Flower Guild
 - Counters
 4. Lay Leadership
 - Eucharistic Visitors
 - Stephen Ministers
 - Terra Bella Leaders
 - Belize Missionaries
 5. Paid Staff
 - If you have recommendations for others to receive the training, please let me know and I will arrange for a Praesidium invitation.
- The diocese has approved our key liability form. Key holders will be asked to come to the church office to “sign” for their FOBs/Cards.
- Finance and Facilities has acknowledged the requirement to post signage to indicate when video and audio recordings are being done (10am service for now).

Future reports will indicate the status of training accomplishment and any coordination needed for implementation of specific elements of the Model Policies (e.g.: recording signage.)