

**St. Philip's Episcopal Church
Vestry Meeting
February 21, 2017
Minutes**

Present: Bill Bittenbender, Jr. Warden, Bill Carney, Mike Chase, Maryann Darzano, Barbara Edwards, Geoff Gersen, Fallon Pearce, Dana Richardson, Dave Stevens, Jennifer Williams, Marty Younts; Fr. Reggie Simmons, Assistant Priest.
Absent: Ruth Smith, Sr. Warden; Canon Jim Hanisian, Priest-in-Charge

Ex Officio: Bob Fuchs, Treasurer; Janet Fox, Clerk; Ray DiGuiseppe, Chancellor

Opening Prayer. Father Reggie opened the meeting with a prayer at 5:30 p.m.

Opening Devotion. Dave Stevens talked about how he maintained and expressed his faith in God while serving in the military in war zones, and how he personally interprets the meaning of “Christian soldiers” and “no atheists in foxholes”

Approval of January 17, 2017 Meeting Minutes. Maryann moved and Marty seconded approval of the minutes with the addition of a statement that Ruth Smith had made for the record: that Rev. Meg Finnerud had not returned a laptop computer and an iPhone that are the property of St. Philips, and that the diocese has recommended not pursuing the issue. The motion passed unanimously.

Treasurer's Report.

	YTD Actual	YTD Budget	YTD Variance	2016 YTD Actual	YTD Actual vs. Prior Year	Annual Budget
Total Revenues	47,758	47,856	-99	57,669	-9,911	499,015
Expenses						
Parish Staff	28,102	20,251	-7,850	14,098	14,003	283,061
Christian Education and Youth	61	685	624	0	61	6,270
Music	1,165	880	-285	0	1,165	3,915
Outreach	534	225	-309	22	512	6,775
Property	9,707	6,049	-3,658	5,232	4,475	85,421
Administration	16,946	8,768	-8,178	1,185	15,761	101,358
Worship	1,110	475	-635	746	364	12,210
Total Expenses	57,624	37,333	-20,291	21,284	36,341	499,011
Net Total	-9,867	10,523	-20,390	36,385	-46,252	4

YTD (through January) Total Revenues are \$47,758. This is \$99 less than budget and \$9,911 less than 2016.

- YTD pledge revenue is \$6,789 under budget and \$12,992 less than 2016.
- YTD identified offerings revenue is \$1,106 more than budget and \$726 less than 2016.
- Miscellaneous Receipts is \$6,297 more than budget and \$3,913 more than 2016. However, most of this are collections that are offset by increased expenses.

YTD Total Expenses are \$57,624. This is \$20,291 more than budget and \$36,341 more than 2016.

- Parish Staff expenses are \$7,850 more than budget because some medical insurance expenses incurred in December were not paid until January. Parish Staff expenses are \$14,003 more than 2016, the major drivers being Rector's Salary is less than 2016 (\$3,764 YTD), Assistant Priest expenses are included in the operating budget this year (\$15,232 YTD) and higher medical expenses for 2017 are partially offset by the Priest in Charge not getting medical benefits (\$1,474 YTD).
- Property expenses are \$3,657 more than budget and \$4,475 more than 2016 because a property insurance payment incurred in December were not paid until January.
- Administration expenses are \$8,178 more than budget and \$15,760 more than 2016. Equipment Acquisition is over \$2,245 because a laptop and projector were purchase for Canon Hanisian. Diocesan Convention is over \$1,160 because the expense was budgeted in March. Miscellaneous Expense is over \$4,247 because of items purchased for the "wish list" (which are offset by higher Miscellaneous Income), and residual expenses for church telephone and network implementation. Diocesan Pledge is \$3,700 higher in 2017 because the pledge was not paid in January 2016. Vestry Functions is \$2,295 higher in 2017 because Vestry retreat expenses were paid in February in 2016.

YTD Net Total (revenues minus expenses) is \$9,867 negative as compared to \$36,385 positive YTD in 2016, a change of \$-46,252.

In 2017, Rev. Finnerud's salary and benefits are being paid out of the Assistant Priest Temporary Restricted Fund.

The outstanding mortgage balance is \$224,006.

The end-of-January checking account balance is \$36,641, which is \$55,499 less than at the end of 2016. \$28,462 of capital campaign funds was moved to the LPL investment account.

The end-of-January Rector's Discretionary account balance is \$11,058, which is \$257 less than at the end of 2016.

The end-of-January investment account balances are \$560,387, which is \$40,403 more than at the end of 2016.

Request approval to select Earney & Co. to perform the review of the 2016 financial records. The estimated cost would be \$5,500; the budgeted amount is \$2,000. On a

motion by Marty, seconded by Dana, Vestry voted to accept the recommendation to have Earney & Co. provide an in-depth financial review.

On a motion by Mike, seconded by Marty, the Treasurer's Report was unanimously accepted.

Financial Advisory Committee (FAC) Report. Dana stated that the money raised in campaigns to benefit such causes as Feed My Sheep and the Virginia Williams Summer Reading Program sometimes exceeded their goals. He asked for Vestry's guidance on what should be done with the extra money after the goals had been met and any expenses had been paid. After some discussion Geoff moved and Barbara seconded that the monies be moved into the Outreach Fund. The motion passed unanimously.

Dana reported that there were currently 57 days of cash reserves; that the stated goal was to have two months of reserves, and it would be desirable to shoot for three months. Having sent a list of budget line items to Vestry members by email, Dana asked that members check to verify which budget items each person was responsible for. Recommendations for some realignments of responsibilities will be part of the March meeting agenda

The FAC January Cash Reserves report, which Dana distributed to Vestry, is attached.

Junior Warden's Report. Bill said the small fenced area between the Carr-Jorgensen House and the Southport Post Office is being used by St. Philip's under a licensing agreement with the post office, and he would like to have St. Philip's acquire that piece of land. There was some discussion of whether it would be wise to disrupt the current arrangement, and clarification that the GSA has first rights to the property. The situation may be affected by a likely move of the main post office to the shopping center location formerly occupied by Food Lion, which would make the current post office a sub-station, and would eliminate the need for parking space for the post office trucks. No action was taken.

Bill also reported that the Sheriff has been asking churches in Southport if they are putting together security plans, given instances of gunmen in other areas disrupting church services. St. Philip's has an Emergency Management and Response Plan, drafted in 2009. That plan is more focused on response to hurricanes, rather than gunmen. Dave will get information about what should be included in the updated plan, and have it emailed to the church.

Bill also asked Vestry to think about whether a policy about St. Philip's entering into contracts with church members is needed. Members were aware of many instances where the issue had come up, from one-time services to fulltime hires.

Bill reported that the statue of Meezie Childs has been installed, and that Debbie Evans will draw up a plan for landscaping around it. He said he has terminated the lawn mowing contract, and that volunteers are taking on that regular task.

Fr. Reggie Simmons' Report. Fr. Reggie reported that Sunday attendance continues to increase, and is hovering around 250 now. At Diocesan Convention a budget ranking of nearly 70 churches and missions in Eastern North Carolina was distributed, and St. Philip's ranked tenth on the list. The next Interchurch Fellowship meeting will be on the third Tuesday in March. St. Philip's participated in the Street Reach program, feeding and housing the homeless. The Maritime Museum thanked St. Philip's for its recent donation. Fr. Reggie said "the town is abuzz with what is happening here."

Other Business. Bill B. distributed the annual Parochial Report, a document on church growth called Sizing Up the Congregation, and the report of the Priest-in-Charge, Canon James Hanisian. The Priest-in-Charge Report and the Strategic Planning Group description are attached. On a motion by Bill Carney, seconded by Fallon, the Parochial Report was approved.

Attitude Check. Dana raised the question of putting out the commission reports when they were compiled, rather than the next month, after the Vestry meeting minutes had been approved. Members of the congregation would welcome knowing about all that is going on in a more timely manner. Bill said this could be discussed and decided at the next meeting.

Closing Prayer. Fr. Reggie closed the meeting with a prayer at 7:00 p.m.

Vestry then went into Executive Session.

Respectfully submitted,
Janet Fox

Worship Committee 2-21-2017

- The committee mostly discussed the services in Holy Week and Easter.
- We received a complaint from one of our congregation about lack of preparedness for the readings. (Two weeks ago at the 10:30 Service)
 - the general consensus among committee member was that the readers generally do a good job, but had an off day.
- We have a LEM/LEV training session scheduled for Wednesday at 5:00pm.
- No significant issues to report.

Thank you.
Respectfully,

Dave Stevens

Stewardship Commission Report for February 2017

The Stewardship drive yielded 169 pledges for the coming year. This is far more than 2016 but about 16 short of the number of 2015. While the number is down versus two years ago, the dollar amount is pretty close to where we need to be to meet the budget for this year. There is still the possibility to increase our numbers as new membership continues in the parish. The Stewardship Commission will work with Congregational Development to see if we can ask new members to consider initiating a pledge mid-year.

During the recent Financial Advisory Committee meeting, the overall budget and stewardship were discussed in light of giving. It was determined that a message should be sent out very soon reminding parishioners that their pledge is applied directly to the budget. In other words, if a member believes they are fulfilling their pledge by giving to a different mission (e.g. evangelism and outreach) that redirection of funds will not help the church reach its budgetary goal. All parishioners should be cognizant that their pledge money is to support the costs associated with running the church. The desire by the Stewardship Commission is to absolutely fulfill the pledge number quoted. Any additional giving is very important, however it is not counted specifically to the parishioners' initial pledge.

Social Fellowship Commission

February 2017 Report

1. Organizational Meeting:

About 30 people (men and women) met at Marty's house on the evening of January 31. They generously signed up to assist with the following activities.

- **INTERCHURCH FELLOWSHIP ACTIVITIES**
- **COFFEE GUILD**
- **RECEPTIONS**
- **BRUNSWICK TOWN PICNIC**
- **NEW MEMBER SOCIALS**
- **CHURCH DINNERS**
- **NEW SUGGESTIONS** (Possible Field Trip to Myrtle Beach and a Show? Field Trip to a Ball Game? Field Trip to a Dinner Cruise? Field Trip to the Wilson Center at CFCC? Game Night? Mystery Dinner? Christmas Event? Others?)

Once a committee is formed for a specific activity, Maryann and Marty will step back and the committee will complete their plan as they choose.

2. Coffee Guild

The committee that volunteered to create a plan for the 10:30 Coffee Hour has not yet met. Therefore, **the Vestry Person of the Day will continue to provide 10:30 refreshments until further notice.** Lorraine Richardson is heading the 8:30 Coffee Guild, which will follow the same routine as last year. The 8:00 VPOD is asked to plug in the coffee pot when they arrive. The 10:30 VPOD is asked to be certain the coffee pot is unplugged when they leave.

3. Fellowship Dinner

Our Spring Fellowship Dinner will be held on Thursday night, 5:30-7:30. This is an opportunity for parishioners to break bread, renew old friendships, and develop new ones. We are expecting 120+ members to attend and hope that each Vestry Member will be there. We also hope that attendees will stay for activities after they eat.

4. Interchurch Fellowship

Dan Corsi and Glenn Kinberg are our representatives. The March meeting will be held at St. Philip's on 3/21/17. Our church will provide lunch. We anticipate 30 attendees. Bobbie Fuchs graciously agreed to chair this luncheon event.

Pastoral Care Commission Report
February 21, 2017

- Pastoral Care Team meeting held on January 24, 2017. There were 15 in attendance including Father Reggie.
- Update on Parish news by Barbara including some vestry notes.
- Committee Reports from Stephen Ministry. Martha discussed idea of an equipment closet of medical and mobility equipment for loan. Equipment would be entered into a data base and a central point of contact will be established so those with need can call person to find out what is available and how to obtain it. Equipment would be stored with the current owner as there is not room at church.
- Also discussed a driver data base that team leaders would ask their team members if they would be available to assist with transportation needs, especially to church events and medical appointments. This information would also be stored in a data base. Specific needs to be worked out for both these ideas.
- Discussed names of people on leader's list who are not able to reach and send to Barbara to update master list. There is a great need to update all lists with e-mail addresses (some leaders have done this). Ellen Wester added new parishioners names from Loraine and sent to each team leader. There were about 15 surnames which included couples and singles.
- Mike and Barbara will update all lists and cross check with new directory.
- Father Reggie asked about any new care needs that he may not be aware of. Father Reggie focuses on New

people, Hospice patients. New emergencies/surgeries and shut-in homebound. Care team leaders monitor those with “maintenance” needs.

- Marty Younts talked about possibility of offering a music ministry to those in hospice if they desired. Some of the choir did this recently with Carol Beers.
- Next meeting of Care Team Leaders is Tuesday, March 21 at 4:00.
- I continue to send sympathy, get well and birthday cards to those I know about and try to keep somewhat in touch with older members who move away.
- Mike, Martha and Gene met with Father Reggie to discuss physical needs and will do so monthly. Report by Barbara Edwards

Outreach Commission Report
February 2017

At its initial meeting in January, the Outreach Committee reviewed the activities from 2016 and drafted a schedule of events for 2017 with the following events being planned:

Month	Dates	Project	Lead
January			
	1	Our Daily Bread	
	9-15	Feed My Sheep	Ida Parker
	23	MLK Breakfast	Jane Edwards
February			
	5	Our Daily Bread	
	5	Souper Bowl	Jennifer Williams Youth Education
	5-26	VWES Book Drive – funds collection	Lorraine Richardson
March			
	5	Our Daily Bread	
	5 & 12	Comfort Socks	Rose Dahill

April			
	2	Our Daily Bread	
	23	VWES Book Bag Assembly Pt. 1	Lorraine Richardson
	TBD	VWES Book Bag Assembly Pt. 2	Lorraine Richardson
May			
	7	Our Daily Bread	
	7	Diaper Drive	Maryann Darzano
June			
	4	Our Daily Bread	
	10	Lobster & Bake Sale	MC & WG
July			
	2	Our Daily Bread	
	4	Hot Dog Sale	MC
August			
	6	Our Daily Bread	
	6—27	Belize Suitcase	Shirley Desnoyers
	TBD	Local School Supplies	TBD
September			
	3	Our Daily Bread	
	3-17	Belize Suitcase	Shirley Desnoyers
October			
	1	Our Daily Bread	
	TBD	Fall Bazaar	WG
	TBD	Stop Hunger Now	TBD
November			
	5	Our Daily Bread	
	5	ICF Walk	Dan & Glenn
	26	StreetReach Angel Tree	Pat Bittenbender
December			
	3	Our Daily Bread	
	3-17	StreetReach Angel Tree	Pat Bittenbender

Each month, the Outreach Committee will review this schedule, review accomplishments and preparations required for each project and look for expanding Outreach opportunities for our Church.

In addition to the established ministries listed above, the Committee is looking into other Outreach activities in Brunswick County that may be of interest to our congregation. For example:

- Other churches with established programs to assist the needy (such as the coat drive at St. Peter Lutheran) that our congregation may be able to contribute to.
- Rather than hosting Red Cross blood drives (which have had mixed success due to limited space and turnout), we intend to advertise blood collections in our local area that our congregation can sign up for.

- In 2016 we had planned for a “Stop Hunger Now” event that was cancelled due to Hurricane Matthew. The funds that were collected for the 2016 event remain available for an event this year. However, rather than holding our own event, will be researching opportunities to do a collaborative effort with another church or a service club.
- We will be looking into what types of Outreach activities are being served by the larger organizations such as the United Way, the Department of Social Services, and Brunswick Family Assistance. By being aware of the outreach activities that are already serving our high-poverty county, we may be better able to provide support to areas of interest that have a need that we could help meet.

We also questioned how much Outreach St. Philip’s actually does over the course of a year. Combining the financial disbursements of the Mission Fund Committee, the Men’s Club, the Women’s Group, directed offerings collected each Sunday, support of projects such as the StreetReach Angel Tree and the Monday Lunch ministry, the following is an estimate of Outreach contributions from our congregation for 2016:

Charity	Other StP Donations	Men's Club	Mission Fund	Women's Group	Year End Total	
Streetwork			500.00		500.00	
BFA			750.00		750.00	
Literacy			393.65		393.65	
Senior Resources			1,000.00		1,000.00	
Episcopal Relief & Development	1,150.00				1,150.00	Hurricane Matthew relief
Habitat for Humanity			1,000.00		1,000.00	
Hope Harbor Home			500.00	500.00	1,000.00	
Interchurch Fellowship	404.00				404.00	ICF walk
Lil-Bit of Help	275.00	500.00			775.00	Lil-Bit of Help donations
Matthew's Ministry		800.00			800.00	
New Hope Clinic		1,487.42		500.00	1,987.42	
Food Pantry	720.00	580.00		1,000.00	2,300.00	Food Pantry donations
Power Walk Ministries		650.00			650.00	
Providence Home			300.00	500.00	800.00	
Samara's Village		1,000.00		500.00	1,500.00	
Scholastic Book Club	1,651.17	420.00			2,071.17	VWES Book Drive donations
WAVES4K.I.D.S.		1,000.00			1,000.00	
Bundles of Joy	2,640.00	700.00			3,340.00	
Streetreach Angel Tree						
Gift Cards	2,725.00				2,725.00	109 Gift Cards @ \$25 per
Gifts (est)	4,050.00				4,050.00	Gifts for 54 Angels (estimate \$75 per Angel)
Monday Lunches	3,250.00				3,250.00	Estimate 50 weeks x \$65 out of pocket per week
Total	16,865.17	7,137.42	4,443.65	3,000.00	31,446.24	
			incl \$2K from MC in 2015			

This amount of financial Outreach activity is significant when we allocate about a quarter of 1% of the annual budget to Outreach. With all other competing priorities, the Outreach contributions in the above table are an expression of how the individual congregants of St. Philip’s choose to help those less fortunate among us.

Like the Stewardship efforts that solicit contributions of time, talent and treasure, we realize that not all of our congregation's outreach is in the form of financial donations. For 2017, we will try to capture how much effort is expended toward the help of others. For example, the teams that gather each Monday to prepare and serve the Monday Lunches, dedicate many hours each week to make this a successful, meaningful and visible ministry of our church. In January 2017, the teams contributed 212 man-hours and provided \$324 out of pocket in support of the lunches.

R/ Dana Richardson

Christian Education Commission

February 2017 Report

1. With the visit of Bishop Skirving on January 22 we varied from the usual Children's church scheduled lesson so that the youth could hear the message during the sermon. They were delighted to be directly addressed by the bishop with his children's sermon and were attentive and interactive. Perhaps we could make a children's sermon a monthly or bi-monthly event.
2. It was suggested by the Outreach Commission for the youth to resume the Souper Bowl of Caring collection event for the Southport Oak Island Food Pantry. This had not been done since 2014 and was a valuable event for the youth. The monetary donation was made in conjunction with the monthly food collection Our Daily Bread. Resources from the Souper Bowl of Caring website were used as lessons January 29 and February 5 to explain to our youth the purpose of the collection and the need. Approximately 10 youth collected dollar donations before and after the services on February 5. According to a report from Bob Fuchs a total of \$349.52 was collected and a check was written to the Food Pantry. The youth were enthusiastic and excited to help others in our community and discussed the possibility of donating time at the Food Pantry as a future ministry. Parishioners remembered the event from the past and voiced thankfulness that the youth were collecting for Souper Bowl of Caring again. The event was registered on the website and we reported collecting \$349.52 and approximately 80 lbs of food. Announcements in the e-news and bulletins could help make this an even bigger event in the future.
3. Marian Stevens graciously offered to host the Children's church lay ministers in her home at a tea to honor the work of Sharon Sands as outgoing Christian Education vestry

leader. The tea was held February 11 from 2-4 and was a delightful way to break bread with fellow education ministers.

4. To better organize the schedule of the education lay ministers, Marian Stevens suggested that it be included in the bulletin with the spreadsheet of all the other lay ministry schedules. This could serve to reinforce the importance of this ministry at St. Philip's. Deborah Alt offered to add this to the schedule and would need the names approximately 6 weeks in advance to add to the upcoming list. A schedule was prepared to include February 19- May 28 with the possibility of a special party on May 28 as a summer send-off for the children. It was also suggested that there be no Children's church on Easter so the youth ministers and children could all participate in the full service. This schedule was emailed to all the children's church lay ministers as well as Deborah Alt.
5. Rose Dahill has asked for the help of the youth in the Comfort Socks collection taking place the first two weeks in March. This will be yet another outreach program in which we can involve our youth. She plans to take a few minutes during children's church on February 26 to explain the program to the youth and ask for volunteers. This was done last year and an awareness of the homeless and needy was weaved into the lesson. Children would need to arrive about 15 minutes prior to the services on March 4 and March 11 to help with collection.
6. Planning for Vacation Bible School has begun. The date has historically followed July 4th so visiting grandchildren could more easily attend. With the holiday falling on a Tuesday we could consider June 26-29, July 5-7 or July 10-13. The date of Trinity Methodist VBS is June 19-23 so we could follow after their program. Beach Road Baptist does not plan to have VBS so this would also be a great time to invite their youth to our church. An evening program would be easier to staff with volunteers and perhaps the men's club could help with meals. They always do a great job cooking!