

St. Philip's Episcopal Church

Vestry Meeting

March 21, 2017

Minutes

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

Guest: Yvonne Moody

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

Opening Prayer. Canon Jim opened the meeting with a prayer at 5:30 p.m.

Opening Devotion. Marty Younts described her miraculous recovery from metastatic cancer following a terminal diagnosis more than 15 years ago, and how “living with death” has affected her perspective.

Approval of February 21, 2017 Meeting Minutes. On a motion by Ruth Smith, seconded by Bill Bittenbender, the minutes were approved.

Treasurer's Report.

| YTD Actual | YTD Budget | YTD Variance | 2016 YTD Actual | YTD Actual vs. Prior | Annual Budget |
|---------------|---------------|-----------------|--------------------|----------------------------|------------------|
|---------------|---------------|-----------------|--------------------|----------------------------|------------------|

| | Year | | | | | |
|-------------------------------|---------|--------|---------|--------|---------|---------|
| Total Revenues | 89,275 | 86,402 | 2,873 | 85,142 | 4,133 | 499,015 |
| Expenses | | | | | | |
| Parish Staff | 49,519 | 43,991 | -5,528 | 34,018 | 15,501 | 283,061 |
| Christian Education and Youth | 308 | 720 | 412 | 0 | 308 | 6,270 |
| Music | 1,165 | 1,915 | 750 | 1,072 | 93 | 3,915 |
| Outreach | 3,344 | 325 | -3,019 | 133 | 3,211 | 6,775 |
| Property | 15,422 | 11,814 | -3,609 | 12,650 | 2,772 | 85,421 |
| Administration | 33,431 | 16,678 | -16,753 | 9,464 | 23,967 | 101,358 |
| Worship | 3,563 | 875 | -2,688 | 2,189 | 1,374 | 12,210 |
| Total Expenses | 106,751 | 76,318 | -30,433 | 59,526 | 47,225 | 499,011 |
| Net Total | -17,476 | 10,085 | -27,561 | 25,617 | -43,093 | 4 |

YTD (through February) Total Revenues are \$89,275. This is \$2,873 more than budget and \$4,133 than 2016.

- YTD pledge revenue is \$5,881 under budget and \$2,628 less than 2016.
- YTD identified offerings revenue is \$879 more than budget and \$165 less than 2016.
- Miscellaneous Receipts is \$8,634 more than budget and \$6,912 more than 2016. However, most of this are collections that are offset by increased expenses:
 - Church Wish List donations are \$3,827 (in addition to \$4,316 from 2016)
 - Summer Reading donations for Virginia Williamson are \$2,215
 - Vestry Retreat contributions are \$1,969

YTD Total Expenses are \$106,750. This is \$30,433 more than budget and \$47,225 more than 2016.

- The BB&T invoice was overpaid by \$3,000 because they misapplied the January payment and it was included in the February balance.
- Parish Staff expenses are \$5,528 more than budget because:
 - \$4,591 of medical insurance expenses incurred in December were not paid until January and timing differences for some other payments.
- Parish Staff expenses are \$15,500 more than 2016, the major drivers being:
 - Rector's Salary and Benefits is less than 2016 (\$11,375 YTD),
 - Assistant Priest expenses are included in the operating budget this year (\$24,693 YTD)
 - Higher medical expenses for 2017 are partially offset by the Priest in Charge not getting medical benefits.
- Miscellaneous Outreach is over budget by \$3,143, which is offset by the higher Miscellaneous Receipts noted above.
- Property expenses are \$3,608 more than budget because a \$3,175 property insurance payment incurred in December was not paid until January.
- Administration expenses are \$16,752 more than budget and \$23,966 more than 2016.
 - Equipment Acquisition is over \$2,245 because a laptop and projector were purchase for Canon Hanisian.
 - Diocesan Convention is over \$2,730 because the fees and travel expenses were more than the \$1,900 that was budgeted for March.
 - Miscellaneous Expense is over \$8,773 because of \$6,700 for "wish list" purchases (which are offset by higher Miscellaneous Income) and residual expenses for church telephone and network implementation.
 - Diocesan Pledge is \$7,400 higher in 2017 because the 2016 January and February pledge was paid in April.
 - Vestry Functions is over \$1,744 due to higher expenses for social functions.
- Altar Supplies is \$1,757 over budget because \$1,520 was paid for Church Wish List Items

YTD Net Total (revenues minus expenses) is \$27,560 negative.

The outstanding mortgage balance is \$222,766.

The Women's Group checking account balance was moved into the regular church checking account and their investment account is included in the information that follows.

The end-of-February checking account balance is \$25,164, which is \$66,975 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 \$15,035, which is \$1,691 more than at the end of 2016.

The end-of-February investment account balances are \$590,345, which is \$70,360 more than at the end of 2016.

Future expenses to keep in mind:

- The annual audit was budgeted for \$2,000 but will cost \$4,500 - \$5,500.
- The Wish List collections and expenses are close at this time, but more expenses will be coming. The expectation is that undesignated memorial temporary restricted funds will cover the remainder.
- We are paying Rev. Finnerud from the assistant priest restricted funds. My current estimate is that we will be short by \$10,300 and will have to make up the difference from the operating budget or somewhere else.

Respectfully submitted,

Bob Fuchs

Treasurer

Bob highlighted a few items in his report: Although the revenues collected have been over budget, the expenses are some \$27,000 higher than expected YTD; the Women's Group checking account is now included in the budget; and the audit will be higher than originally anticipated, and will cost in the \$4,500 - \$5,500 range. Following a discussion of how items are accounted for versus how they are reported, and how that can create confusion and misinterpretation, Bob made a slight change to one expense item in his report. On a motion by Bill Bittenbender, seconded by Geoff Gersen, the Treasurer's Report was unanimously accepted.

Strategic Planning Group. Canon Jim reported that Dick Lee had agreed to serve in the group, bringing the total members to 14. Vestry will receive a report of the group's activities each month. In response to a question about how this strategic plan will differ from previous methods and plans, Canon Jim said previous research and plans will be incorporated in the new plan, which addresses the recent growth of the parish. It will be up to Vestry to accept the plan and shepherd its implementation. Doing that will likely replace SWEEPS as the major work of Vestry. The role of clergy, Vestry and other lay leaders will change in accordance with how a larger congregation is best managed. In short, Canon Jim said, "We're not throwing the previous plan away. We're updating it."

Vestry All-Day Meeting. Vestry will meet on Saturday, March 25 beginning at 8 a.m. Lunch will be provided.

Senior Warden's Report. Ruth passed around the VPOD schedule asking members to complete it. There was confirmation that the next newcomers' social will be held in May. On a question about when the St. Philip's members' directory would be available, Canon Jim said that the company that is printing the directory had made multiple errors which have delayed its publication.

Resignation of Dave Stevens and Appointment of Replacement Vestry Member. Vestry voted to ask Maitland Barnes to serve on the Vestry until the next Annual Meeting. Maitland was telephoned during the meeting and agreed to serve.

Guest Request. Parishioner Yvonne Moody, on behalf of the Brunswick County Literacy Council, asked if Vestry would agree to a \$250 fee to enter a two-member St. Philip's team in an adult spelling competition. She noted that one quarter of adults in this county score below fourth grade level in reading. Vestry agreed to consider the request at its next regular meeting.

Junior Warden's Report. Bill said he had prepared a package to the standing committee of the Diocese regarding two properties that St. Philip's recommends selling. He had talked with two real estate agents, and recommends approaching the owners of adjacent properties about buying these parcels of land. One is in Boiling Spring Lakes, fronting on Route 87, which has a tax value of \$45,540. The other is a small lot on Southport-Supply Road, appraised at \$6,200. Bill asked for Vestry approval to proceed with selling these properties and contributing the proceeds to the capital fund. Dana moved and Barbara seconded the motion to proceed on the first property. Ruth moved and Bill Carney seconded the motion to proceed on the second property. Both motions passed.

Bill also reported on the water damage on the narthex ceiling. He had a roofing company climb into the bell tower and videotape the areas where there is moisture. An insurance adjuster has been scheduled to meet with Bill. There is a \$5,000 deductible that will need to be met when repairs are made.

Bill asked that everyone remember to turn off interior lights when they leave the church buildings. He encouraged all Vestry members to greet and welcome visitors.

Canon Jim's Report. Canon Jim said there will be a formal installation of the Vestry, including the Treasurer and Clerk, during the 10:30 a.m. service on April 23. Bill Carney volunteered to lead the devotion at the April Vestry meeting.

Father Reggie's Report. Father Reggie said that Sunday attendance continues to grow, and that 266 people attended last Sunday. He said that the spirit of joy at St. Philip's continues to spread.

Financial Advisory Committee Report. Dana reported that there are currently 52 days worth of cash reserves, lower than recommended. He asked for approval of the change of responsibility for a few budget line items that the committee recommended. Barbara moved and Jennifer seconded accepting these changes. The motion was passed.

Executive Session. Vestry moved into executive session at 6:55 p.m.

Respectfully submitted,

Janet Fox

Clerk

St. Philip's Episcopal Church

Vestry

March 25, 2017 Called Meeting

Minutes

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

Vestry held a short business meeting prior to the special all-day planning meeting on Saturday, March 25.

New Vestry Member. New Vestry member Maitland Barnes was introduced. He was appointed at the March 21, 2017 meeting to fill the vacancy created by the resignation of first-year member Dave Stevens. Maitland will serve until the next Annual Meeting. At that time he will be eligible to stand for the remaining two years of the Vestry term.

Letter to Congregation. Vestry reviewed a letter which outlines and clarifies the process Vestry is following to prepare for appointing a search committee to receive the call of a new Rector. In a unanimous vote, Vestry approved the letter for distribution to the congregation. The letter will be prepared for signing by all Vestry members, and will be in the church office. Over the signatures of the Senior and Junior Wardens, the letter will be sent to the congregation.

Meeting Date Change. The all-day meeting scheduled for May 6 was moved to June 3, 2017.

Repairs to Roof. Bill Bittenbender reported on the urgency of repairing the damage in the bell tower which has led to leaking in the narthex. Because of safety concerns Bill requested and was given authorization to expend funds to begin the repair work. He will ask Mark Williams, a builder and a member of St. Philip's to do the work without a contract, as there is no way of knowing the extent of the problem until wall board has been removed. The adjuster for Church Insurance has been on-site. Vestry will be apprised on progress on the repair work, expenses, and insurance settlement.

There being no further business to come before the Vestry, the meeting was adjourned.

Respectfully submitted,

Michael S. Chase

Christian Education Commission

March 2017 Report

1. The Comfort Socks outreach collection was the first two weeks in March. Youth were educated about the program by Rose Dahil during children's church and then encouraged to participate to help those less fortunate in our community. Several of the youth stood in the sanctuary with the collection baskets to help raise awareness.
2. The Easter egg hunt planning has begun. Pending weather the event will occur on the lawn after the 10:30 service. There are several options for egg filling, one of which is to ask the congregation to donate filled eggs as a lay ministry. This would encourage involvement from the entire congregation and support the youth of the church. An announcement could be placed in the bulletin and e-news looking for lay ministers to help. Included in this announcement would be a request for help to hide eggs and lead the hunt. The other option is for the education committee to purchase the eggs and organize a time to fill and then hide them.
3. Planning is in the initial stages for a summer send-off for the youth on the last day of Children's church, which is currently scheduled for May 28. Options include special refreshments or cake to be served during or after the service.
4. Vacation Bible School is tentatively scheduled for July 9-13 from 5-8pm. Any feedback on this date/time would be appreciated. The program chosen is Galactic Starveyors

from Lifeway and materials will be ordered from their website. To make this program successful we will need multiple parishioners to help, so announcements will be made to organize this program. Dinner is usually served at the beginning of each night so we will also seek help from groups such as the Men's and Women's club. The program will target youth from grade 1-6 so older youth may also help. Participants will be required to register so that we can gain accurate numbers for planning meals and crafts. We hope to advertise to other local churches as an interchurch fellowship activity.

5. Nan Bush continues to have success with her adult programs of Centering Prayer and Meditation, Bible Study, and Seekers.

Outreach Commission Report
March 2017

The following Outreach activities are currently planned for the remainder of 2017:

| Month | Dates | Project | Lead |
|--------------|--------------|------------------------------|---------------------|
| April | | | |
| | 2 | Our Daily Bread | |
| | 6 | 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. The following are summaries of recently concluded Outreach events:

- The fund raising campaign for the Virginia Williamson Elementary School summer reading program raised \$2,264 and will be able to support books for 175 at-risk students. Books will be distributed at the end of the school year.
 - The specific date for the distribution is being coordinated around the End of Grade testing schedule.
- The collection of socks for the local **Comfort Socks** charity was another demonstration of the generous, giving nature of our congregation. Over the two Sundays of the drive, **452 pairs of socks** were donated.
 - **Comfort Socks** is a 501(c)3 public charity that gives new socks to **homeless shelters and non-profits whose primary mission is to serve the homeless**. Some of the local charities that **Comfort Socks** supports are:
 - Brunswick Family Assistance – Shallotte, NC
 - Brunswick County StreetReach - Supply, NC
 - Coastal Haven – Supply,
 - NC New Hope Clinic - Boiling Springs, NC
- The following is an updated estimate of Outreach contributions from our congregation for 2017. 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 among us that are less fortunate.

| Event | Date | MH | Funds Collected | # Distrib | What | Cost | | |
|--|-------------|----|-----------------|-----------|-------------|-----------|----------------|--|
| Monday Lunch | 1/9/17 | 42 | | 48 | lunches | \$ 55.00 | | |
| NHC Clean-up | 1/13/17 | 25 | | | | | | |
| Monday Lunch | 1/16/17 | 46 | | 42 | lunches | \$ 61.00 | | |
| Monday Lunch | 1/23/17 | 40 | | 59 | lunches | \$ 58.00 | | |
| Diaper Packing | 1/24/17 | 45 | | | | | | |
| Feed My Sheep | 1/9 to 1/15 | | \$ 680.00 | | | \$ 207.37 | | |
| Monday Lunch | 1/30/17 | 37 | | 61 | lunches | \$ 93.00 | | |
| Souper Bowl | 2/5/17 | | \$ 349.52 | | | | to Food Pantry | |
| Monday Lunch | 2/6/17 | 47 | | 61 | lunches | \$ 57.00 | | |
| Monday Lunch | 2/13/17 | 41 | | 55 | lunches | \$ 68.00 | | |
| Monday Lunch | 2/20/17 | 35 | | 57 | lunches | \$ 74.00 | | |
| VWES Book Drive | 2/26/17 | | \$ 2,215.00 | | | | | |
| Monday Lunch | 2/27/17 | 44 | | 64 | lunches | \$ 62.00 | | |
| Monday Lunch | 3/6/17 | 32 | | 54 | lunches | \$ 77.00 | | |
| VWES Book Drive | 3/5/17 | | \$ 49.00 | | | | | |
| Comfort Socks | 3/12/17 | | | 452 | pr of socks | \$ 452.00 | | |
| Monday Lunch | 3/13/17 | 42 | | 47 | lunches | \$ 92.00 | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Notes: | | | | | | | | |
| \$680 for Feed My Sheep includes \$375 collected in 2016 | | | | | | | | |

- This tally of Outreach contributions will be updated and expanded as additional activities are reported.

Social Fellowship Commission

March 2017 Report

1. Coffee Guild

Both the 8:00 and 10:30 Coffee Guilds are up and running. Please thank Lorraine Richardson for chairing the 8:00 group and Ida Parker and Debbie Alt for chairing the 10:30 group. Therefore, your only “social” task as 8:00 VPOD is to plug in the coffee pot and as 10:30 VPOD is to unplug the pot.

2. Fellowship Dinner

According to feedback, our Spring Fellowship Dinner held at the Community Center on February 23 was a resounding success, although couples did not like splitting up (sorry). Over 130 parishioners attended. The list of **ST. PHILIP'S** feedback created by each team is attached. Our next church-wide dinner is scheduled for October 19, 2017.

3. Interchurch Fellowship

The March luncheon meeting will be held at St. Philip's on 3/21/17 with approximate 30 in attendance. Our church will provide lunch. Bobbie Fuchs graciously agreed to chair this luncheon event, and Maryann Darzano is making an Italian Casserole.

4. Brunswick Town

Just a reminder that our annual Brunswick Town celebration will be held on Sunday, May 7. Tommy Younts, Mike Bearden, Mike & Susan Chase, Mike Martin, Sarah Parnell, Ida & Larry Parker are this year's committee for the picnic afterwards.

5. New Member Social

The Spring New Member Social will be held on Sunday, May 21, 5:00-7:00, at the home of Ida and Larry Parker. All veteran parishioners are asked to bring a dish (finger food) and to wear their nametags. All vestry members are asked to attend.

Although our commission is responsible for the social itself, we do not know who is in charge of organizing the New Member ministry (e.g. introducing new members to the congregation, supplying the new member with a church "buddy," providing succinct information about the church's ministries and activities, giving campus tours, inviting new members to go to lunch with vestry members after church, etc.).

STPHILIPS

Sinless
Thankful
Pray
Happiness
Involved
Love
Inspiration
Participation
Sharing

Amen! Team: St. Philip's 49ers

Share the love!
Time for fellowship
Praise the Lord!
Hug your neighbor
Others before I
Reconciliation
Inspire others
Parish outreach
Shine your light!!

Amen! Team: St. Philip's Angels

Sing
Together
Praises of
His
Immeasurable
Love
In
Prayer and
Song

Amen! Team: Worker Bees

Steps
To
Praise
Healing
Inspiration
Love
Involvement
Prayer
Simmons

Amen! Team: Love for God and One Another

St. Philip's by the Sea
Tis a wonderful
Place to be
Holy Spirit
Is
Living
In the
Parishioners of
S. T. P.

Amen! Team: "Bookers" by the Sea

(Ernie, Virginia, Susan, Diane, Debbie, John)

Serve
The
People of all
His land
In his
Love and
In
Prayer and
Service

Amen! Team: Altar-nut Pew Buddies

Sanctuary
Thankful
Praiseworthy
Helpful
Imaginative
Love
Inclusive
Prayerful
Selfless

Amen! Team: Perpetually 19

Say
The
Prayer book
Honestly
Inspire
Love
In
all **P**eople
Spiritually

Amen! Team: The Trinity

Saintly
Thankfulness
oPen acceptance
reacHing out
unlty

Love
kindness
RePlenish our souls
Saintry

Amen! Team: Troublemakers

Saints
we're **T**hriving
new **P**eople
High ideals
Inclusive
Loving
Individuals
Perpetually
Serving

Amen! Team: 7 Saints Less 4

Somewhere
There is a
Place where
Happiness
Is
Lasting
I know it is at
St. **P**hilip's in
Southport

Amen! Team: St. Philip's Steeples

Praye**S**
Togetherness
Parish Hall
Yout**H**
Involvement
Love
Ministries
Parking lot
Spiritual

Amen! Team: Full House

Southport's best church
Trying to be even better
Parish for all people big and small

Hope for the next generation
Inspiration from the Bible
Love for all
Imagination/Inclusion of all
Positivity and optimism
Savior our spiritual guide

Amen! Team: Amen Corner

Simply
Tasty dinner
Prime dessert
Holy cow, Batman!
Incredible location
Love the delicious meal
Instant satisfaction
Positive attitude
Steelers rule

Amen! Team: Sweet 16

| | |
|------------------------|------------------------------|
| Love Father Reggie's | Sermons |
| We work | Together |
| Loving, caring | Parishioners |
| Amazing | Hospitality |
| Music that | Inspires us |
| Congregation is a | Loving family |
| All | Inclusive |
| Need to attract young | People |
| Many opportunities for | Spiritual Development |

Amen! Team Peace Doves

| | |
|--------------------------|------------------------------|
| Once upon a | Sunday, |
| we | The |
| | People/Parish Family |
| decided to | Hire a new |
| | Priest |
| There was a | Loud standing ovation |
| In the | congregation |
| When father Reggie first | Preached |
| His first | Sermon! |

Hallelujah! Amen! Team: Mouths of the Cape Fear

We **Serve**
We try to **Tithe**

We **Pledge**
We choose to be **Happy!**
I love St. Philip's
We serve **Lunch on Monday**
Everyone is **Included!**
Peace is our goal
We have **Songs on our hearts**

Amen! Team: Sexy 6

Lord's **Servants**
Treasures
Peace on Earth
Glory, glory **Hallelujah**
Formed into the **Image of God**
We **Love our neighbors**
Invest in God
Persist
Holy **Spirit**

Amen! Team: God's Chillins

Stewardship Report for March

The stewardship committee continues to reach out to those who have not yet pledged for this year. We expect to put something in the weekly bulletins over the next few weeks to remind parishioners that it is still not too late to make a commitment to our church for 2017. Also we will remind those that have pledged that anything that has been provided by existing pledgers only counts when it is provided in their pledge envelopes. There are some that might feel that any giving goes against their 2017 pledge. In other words, if a member gives to a different ministry it will not count towards their commitment. It will be in addition to the pledge.

