

**St. Philip's Episcopal Church
Vestry Meeting
May 16, 2017
Minutes**

Present: 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.

Absent: Ruth Smith, Sr. Warden, Bob Fuchs, Treasurer, Ray DiGuseppe, Chancellor

Ex Officio: Janet Fox, Clerk

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

Opening Devotion. Barbara Edwards

Approval of April 18, 2017 Meeting Minutes. On a motion by Bill Carney, seconded by Marty, the minutes were approved.

Treasurer's Report to Vestry

May 16, 2017

Operating Budget	YTD Actual	YTD Budget	YTD Variance	2016 YTD Actual	YTD Actual vs. 2016	Annual Budget
Revenues						
Pledges	125,660	141,330	-15,670	108,828	16,832	400,000
Flower Revenue	1,915	1,650	265	1,395	520	4,875
Identified Offerings	25,427	24,754	673	30,003	-4,576	70,060
Loose Plate	4,294	4,240	54	4,306	-12	12,000
Parish Hall Rental	330	360	-30	230	100	1,080
Miscellaneous Receipts	6,854	3,887	2,967	3,879	2,975	11,000
Unbudgeted Revenue	3,827	0	3,827	0	3,827	0
Total Revenues	168,307	176,220	-7,914	148,640	19,666	499,015
Expenses						
Parish Staff	87,376	86,993	-382	83,370	4,006	283,061
Christian Education and Youth	621	990	369	197	424	6,270
Music	1,684	2,465	781	1,336	349	3,915
Outreach	285	5,475	5,190	1,985	-1,700	6,775
Property	30,438	28,727	-1,711	33,900	-3,462	85,421

Administration	41,967	36,437	-5,530	37,829	4,138	101,358
Worship	4,016	3,190	-826	4,519	-504	12,210
Unbudgeted Expense	9,757	0	-9,757	0	9,757	0
Total Expenses	176,143	164,277	-11,866	163,135	13,008	499,011
Net Total	-7,837	11,943	-19,780	-14,495	6,658	4

Accounts	12/31/2016 Balance	End of Month Balance
Checking Account	92,141	69,973
Rector's Discretionary Account	13,344	12,355
Investment Accounts	519,984	531,628
Women's Group		
Investments	11,536	17,644
Total	637,005	631,601

Loans	12/31/2016 Balance	End of Month Balance
Mortgage Payable	226,157	219,811

YTD Total Revenues is \$7,914 under budget. Pledge revenue is \$15,670 under budget. YTD Total Expenses is \$11,866 over budget.

To date, \$9,757 has been spent on unbudgeted church wish list items. This year, \$3,827 has been donated for these purposes in addition to the \$4,316 collected in 2016. YTD Net Total (revenues minus expenses) is \$19,780 negative.

Earney & Co. will begin their review of our 2016 financial reports and data the last week of May. Bob Fuchs and Mike Chase will meet with the auditors and will provide all requested information.

The outstanding balance of the current mortgage is payable in September 2018. The Finance Advisory Committee is looking at refinancing the mortgage before interest rates begin to rise. Bob Fuchs and Dana Richardson have contacted four banks requesting proposals. If needed for the Diocesan Standing Committee, we would like the Vestry's acknowledgement and approval of pursuing the refinance now.

Respectfully submitted,
Bob Fuchs
Treasurer

In the absence of Bob Fuchs, Mike Chase presented the Treasurer's Report. In response to questions he clarified that Rev. Meg Finnerud continues to be paid salary and benefits from a restricted account, not from the Operating Budget.

Dana, speaking for the Finance Advisory Committee, asked that Vestry authorize the committee to pursue refinancing the mortgage at this time, to take advantage of low rates and to preclude a balloon payment on the current mortgage in 2018. Marty moved and Barbara seconded a motion to this effect, which was unanimously approved. The FAC will put together a chart of options available from various mortgage lenders.

Finance Advisory Committee Report – Dana said that payments for medical expenses had been made to Father Reggie, and to Parish Administrator Lorraine Beamer. Dana noted that April had been the first month of this year with a positive cash flow, and that cash reserves have increased accordingly. He said that we are now entering a five-month period of the year when cash flows are traditionally negative.

	January 2017	February 2017	March 2017	April 2017
INVESTMENTS				
LPL Investments				
Maintenance Reserve	\$ 26,279	\$ 27,279	\$ 28,279	\$ 28,279
Insurance Deductable	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Assistant Priest	\$ 54,026	\$ 54,026	\$ 54,026	\$ -
Cash Reserves	\$ 62,069	\$ 64,612	\$ 64,350	\$ 64,522
Memorial Garden	\$ 10,075	\$ 10,075	\$ 10,075	\$ 10,075
Capital Campaign	\$ 28,463	\$ 28,463	\$ 28,463	\$ 28,463
Total	\$ 188,412	\$ 191,954	\$ 192,692	\$ 138,839
Mission Fund - Capital (SSB)	\$ 100,288	\$ 104,299	\$ 104,458	\$ 105,899
Mission Fund - Outreach (SSB)	\$ 207,722	\$ 216,031	\$ 216,360	\$ 219,345
Endowment Fund (SSB)	\$ 63,966	\$ 66,525	\$ 66,626	\$ 67,546
Women's Group Investments		\$ 11,536	\$ 11,536	\$ 17,644
Total Investments	\$ 560,388	\$ 590,345	\$ 591,672	\$ 549,272
OPERATING FUNDS				
Revenues	\$ 47,758	\$ 41,588	\$ 36,565	\$ 46,082
Expenses	\$ 57,624	\$ 48,802	\$ 37,815	\$ 35,398
Revenues - Expenses	\$ (9,867)	\$ (7,215)	\$ (1,250)	\$ 10,684
CresCom Bank (CCB) - Checking	\$ 36,641	\$ 25,165	\$ 9,486	\$ 69,973
Due to TR Accounts	\$ (20,580)	\$ (18,704)	\$ (4,826)	\$ (53,862)
Ops Funds Available (CCB)	\$ 16,061	\$ 6,460	\$ 4,660	\$ 16,111
CASH RESERVES				
Cash Reserves (CR)	\$41K/Month	\$41K/Month	\$41K/Month	\$41K/Month
Ops Funds (CCB) + LPL sub account	\$ 78,131	\$ 71,072	\$ 69,010	\$ 80,633
Months of CR	1.91	1.73	1.68	1.97
Days of Cash Reserves	57.2	52.0	50.5	59.0
MORTGAGE				
Mortgage Payable	\$ 224,006	\$ 222,766	\$ 221,605	\$ 219,811
Monthly Mortgage Reduction	\$ 2,151	\$ 1,240	\$ 1,161	\$ 1,794

Senior Warden's Report. In the absence of Ruth Smith there was no report.

Junior Warden's Report. Bill Bittenbender reported that negotiations with Toshiba are ongoing, in the "continuing saga" of the copier. St. Philip's has received permission to sell the property on Highway 211. On the other property which Vestry had requested to sell, a question of ownership has arisen. The diocese has been paying taxes and sewer assessments on the property. A contract with Fulford has been signed for servicing the HVAC system. Repairs on the bell tower appear to be sound, as there have been three hard rains since those repairs were made. Bill expressed appreciation for St. Philip's parishioner Mark Williams, whose company did the work. The cost came to \$1,920, which was paid from maintenance reserves. Marty moved, and Bill Carney seconded asking the FAC to determine whether a policy existed as to replacing the those funds. The motion passed.

Assistant Priest's Report. Fr. Reggie said that average Sunday attendance from January 1 through May 14 was holding at 265, though it is more usual for attendance to drop after Easter Sunday. Average Sunday attendance at year end 2016 was 247. He noted how quickly and beautifully St. Philip's had responded to the recent deaths of three parishioners, and how thankful their families had been for the funeral services and receptions. Fr. Reggie said that the church has entered into an agreement with Brunswick Family Assistance, which will make our help, through the Rector's Discretionary Fund, a little more structured. He said that St. Philip's has a larger presence in the *State Port Pilot*, now that the newspaper is receiving the e-news each week. He reported that the skills of the 9- and 10-year-olds on the Braves baseball team, including their social skills, are improving. St. Philip's sponsors the team. Finally, Fr. Reggie said that Debbie Skillman and Jim MacCallum will be the St. Philip's team at the spelling bee on behalf of the Brunswick County Literacy Council to be held on May 23 at Odell Auditorium at Brunswick Community College.

Priest-in-Charge's Report. Canon Jim reported that a Letter of Agreement for Fr. Reggie has been completed. He said that in future weekly coffee hosts will be recognized in the e-news rather than in the church service bulletin.

Strategic Planning Group Report. Bill B. reported that the Group recommends changing one word – from "through" to "in" in the Mission Statement that Vestry had approved at its April meeting. Marty moved and Dana seconded the change, which was approved unanimously. The Mission Statement now reads: "*The mission of St. Philip's is to bring Christ to life in our lives, and minister to the world in His name.*"

Vestry also heard about the four strategies that the Group will recommend as the focus of the strategic plan for the next three to five years. Canon Jim suggested that, in order to keep the planning process going, Vestry approve those strategies until the Vestry itself takes over the plan and can make any changes it sees fit. On a motion by Marty, seconded by Maryann, Vestry voted to approve the strategies.

In discussion, Geoff said that planning for the fall stewardship campaign would start in June.

Vestry Confidentiality. In the period of transition and restructuring, Canon Jim asked that Vestry members keep sensitive information entirely confidential, not even discussing sensitive material with their spouses.

Other Business. Marty said that a parishioner had given her a book about a process for welcoming newcomers into the church. She asked where newcomers were addressed in the strategic plan. Canon Jim said “Nowhere.” The plan addresses where discretionary resources will be focused; it does not cover every ministry and activity. Maitland talked about the need for writing down the procedure for holding the annual service at Brunswick Town, so that leaders and greeters will be able to answer questions about where to park, where to take picnic items, etc. It was stated that there are such instructions and documentation for almost all kinds of services held at St. Philip’s.

Attitude Check.

Adjournment. Fr. Reggie ended the meeting with a prayer at 6:42 p.m.

Respectfully submitted,
Janet Fox
Clerk

Outreach Commission Report
May 2017

The following Outreach activities are currently planned for the May and June:

May			
	24	VWES Book Distribution	Lorraine Richardson
June			
	4	Our Daily Bread	
	10	Lobster Sale	MC

The following is an updated estimate of Outreach contributions from our congregation for 2017 through mid-May:

- 823 man-hours have been contributed by the parishioners of St. Philip’s Church in the following Outreach activities:
 - New Hope Clinic building and yard maintenance (Men’s Club)
 - Hospice Lunches (DoK)
 - Virginia Williams Elementary School Summer Reading Program
 - Monday Lunches
 - Packing diapers
- \$4,575 has been contributed as either cash donations, estimated value of goods donated, or out-of-pocket expenses for:
 - Feed My Sheep

- Virginia Williamson Elementary School Summer Reading Program
- Souper Bowl
- Monday Lunches
- Comfort Socks
- Hospice Lunches

Our Daily Bread collections (first Sunday of each month) continue to generate very visible support for the food pantry.

The fund raising campaign for the Virginia Williamson Elementary School summer reading program raised enough to purchase over 2,300 books for **175 at-risk students** to read this summer.

- The distribution of the books is scheduled for Wednesday morning 5/24/17.

The Diaper Ministry held its annual “Baby Shower” on Mother’s Day (5/14/17).

The Outreach Committee is planning a back-to-school backpack and supplies collection event for children supported by StreetReach Ministry.

- Goal is to provide backpacks/supplies for 100 students.
- The backpack distribution will be August 13 at Town Creek Park
- Walmart will be contacted for back-to-school sales dates and prices.
- More to follow as plans evolve.

Stewardship report for May, 2017

While the activity for this past month has been slow, St Philip’s stewardship is in transition for a new exciting campaign for October of 2017. This coming year will be more vibrant with stewardship reflecting an approach that befits a program level Church. The new program will involve more than just the two vestry members. The goal will be 100% participation by all active members of the church. More details to follow as we design our plan this summer. We look forward to involving all vestry members assisting us with a number of activities.

Christian Education Commission May 2017

1. May 21 will be the last session of Children’s church for the spring. A special treat will be served during the service and all teachers and children are invited to attend.

2. We are seeking parishioners to work with the youth at vacation bible school this year. The education committee is in need of a person to lead the program. The program is scheduled for July 10-13 and the hours will be 5:30-8:00. The men’s club has discussed serving a full dinner, but this has not been fully confirmed with the new leadership. The other option is snacks coordinating with the Galactic Starveyors program could be served. A VBS announcement has been made in the e-news and bulletin and one will be placed on the website. We hope to have the older youth help with the program. People may contact the office to register their children. We also hope to publicize this program

to surrounding areas but we need a strong group of lay ministers to help. An organizational meeting will be scheduled for May for all those interested. Volunteers should contact me with any questions at this point.

3. For the next outreach project we hope to work with the diaper ministry to help collect or pack diapers. Future projects could include packing bags for Matthew's Ministry, trips to Carillon or volunteering in the Food Pantry.

4. Youth curriculums are being evaluated for next year. While the Episcopal Digital Network program has been easily accessible and cost effective, other alternatives could provide a more cohesive program for both the children and teachers.

5. Plans are under way for a Blessing of the Backpacks to be done at the end of summer, prior to the youth's return to school.

6. Nan Bush continues to have success with her programs.

Pastoral Care

Vestry: This is the letter I sent out to care team leaders.

From: Barbara Edwards

Sent: Thursday, May 11, 2017 5:10 PM

To: Mike Chase ; Shirley Desnoyers ; Jane Mitchell ; Sharon Sands ; Libby Featherstone ; Ellen Wester ; Ida Parker ; Kate Singley ; Teresa Conrad ; Anne Richmond ; Bonnie Thomas ; Glenn Kinberg ; Janet Wester ; Marty Younts ; Ellen Wester ; Barbara Reed ; Ruth Smith ; Bertie Belvin ; Dolores Foggo ; Harriet Wheeler ; Nancy Cordes ; Ruth Posey ; Mary Frere ; d.corsi@yahoo.com ; Martha Myers ; Gene Myers

Cc: Father Reggie Simmons ; Canon Jim Hanisian ; Barbara Edwards ; richhlee@aol.com ; d.corsi@yahoo.com

Subject: Care Team Leaders Meeting

*He comforts us in all our troubles so that we can comfort others.
When they are troubled, we will be able to give them the same comfort
God has given us. 2 Corinthians 1:4*

Dear Care Team Leaders,

I regret that I have not been in touch with each of you lately and it is a blessing to talk to you in church. I came across this Bible verse in a book I was recently given by a friend, and thought it very appropriate for us and for St Philips. We have had some very sad times in our church with deaths of dear friends and sickness of others. I know many of you have been giving concern, care and help to those who have needed it. Father Reggie and Canon Jim have devoted so much of their time and Christian love lately to many in need. I appreciate your letting me know when you hear of someone with needs as I don't always hear these messages from the office. Mike Chase would be another person to send the message. We keep in touch with each other.

Since May is so busy with church events, graduations, and other family issues, I have decided we WILL NOT meet on the tentative date that was mentioned at our last meeting (which Mike chaired). We talked about Tuesday, May 23rd and that day is two days before my hip replacement surgery...but even more important that is when Debbie Skillman and Jim MacCallum will represent St Phillips in the Literacy Spelling Bee. It would be great if St Phillips had some folks to cheer them on. Also the Sunday before, May 21, is the Newcomers Social at Ida and Larry Parker's house. You are all invited to come to that and meet the newest members of our church. Look for the announcement of details in E-news or Sunday's bulletin. Many thanks to Ida, Marty and Maryanne and the committee for all the planning for this fun event. Remember the beach service starts the last Sunday of the month...May 28th at 9:00 am.

At this point I am not sure which way Care Teams will be going in the fall. The Strategic Planning Committee is working on what the future holds for St Philips as we transition into a larger Parish. Dick Lee and Dan Corsi are the Pastoral Care representatives on the planning committee and of course the Vestry and Father Reggie and Canon Jim will be looking at their ideas also. Martha and Gene Myers have come up with some good ideas for Pastoral Care also, so we will definitely be placing a great deal of importance on Pastoral Care !! We will certainly need all your wonderful support you have given. With three services in the summer we don't see the same people every week, but it would be wonderful if you would keep up with your team members in any way you can...especially if they have needs for help. We may want to keep in contact with the newcomers who come to the Sunday, May 21 event so they don't lose interest over the summer.

I'll try to let you know those names or any other needs I hear of on your team.

We will meet again in late August or early September, but my personal feeling is we need care teams in some way and will always be looking for new ideas and leaders. Please e-mail me any ideas you have and I will pass them on to Vestry or the SPC. I hope you all have a blessed summer and keep each other in your thoughts and prayers. I will be thinking and praying for you.

Blessings and Peace, Barbara

Worship Committee Meeting Report 5-2-17

1. Discussed the logistics of the Old Brunswick Town service
2. Adult Education was discussed. Determined there would be class in each of the summer months. Dates to be posted.

3. Discussed need for Readers during the summer months
4. Discussed our 2 Deacons coming on board and their approximate dates to start.
5. No news for the Flower Guild
6. Pictorial Directory will be on-site in the month of May.
7. Adult Education Survey is posted on our website for all who would like to see the results
8. Announcements need to be in by Tuesday for the following Sunday Bulletin
9. Discussed the logistics of the Labyrinth Dedication and a possible funeral. Canon Jim would not be available due to family commitments (wedding)
10. Next meeting will be June 6th at 5:00pm, then on August 1st at 5:00 pm. It was noted that the worship Committee meeting was to start at 5:30 which needs to be corrected to 5:00 pm.