

**St. Philip's Episcopal Church
Vestry Meeting
April 18, 2017
Minutes**

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

Absent: Fallon Pearce

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

Visitors: Bob Stenhouse, Anita DuBois, Bill Tomz

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

Opening Devotion. Bill Carney

Approval of March 21, 2017 and March 25, 2017 Meeting Minutes. On a motion by Ruth, seconded by Marty, the minutes were approved.

Treasurer's Report

Operating Budget	YTD Actual	YTD Budget	YTD Variance	2016 YTD Actual	YTD Actual vs. 2016	Annual Budget
Revenues						
Pledges	91,668	110,138	-18,470	87,922	3,746	400,000
Flower Revenue	740	675	65	1,155	-415	4,875
Identified Offerings	18,787	19,291	-504	24,740	-5,953	70,060
Loose Plate	2,511	3,304	-793	3,551	-1,040	12,000
Parish Hall Rental	235	270	-35	140	95	1,080
Miscellaneous Receipts	4,532	3,029	1,503	3,808	723	11,000
Unbudgeted Revenue	3,827	0	3,827	0	3,827	0
Total Revenues	122,300	136,707	-14,407	121,316	984	499,015
Expenses						
Parish Staff	70,813	65,992	-4,821	59,438	11,375	283,061
Christian Education and Youth	247	755	508	87	160	6,270
Music	1,359	2,115	756	1,272	87	3,915
Outreach	176	5,000	4,824	133	43	6,775
Property	20,460	21,728	1,268	24,033	-3,573	85,421
Administration	35,312	26,854	-8,458	12,242	23,070	101,358

Worship	2,982	1,290	-1,692	2,652	330	12,210
Unbudgeted Expense	9,396	0	-9,396	0	9,396	0
Total Expenses	140,745	123,734	-17,012	99,857	40,888	499,011
Net Total	-18,446	12,973	-31,419	21,459	-39,904	4

Accounts	12/31/2016 Balance	End of Month Balance
Checking Account	92,141	9,440
Rector's Discretionary Account	13,344	13,985
Investment Accounts	519,984	581,058
Women's Group		
Investments	11,536	17,438
Total	637,005	621,920

Loans	12/31/2016 Balance	End of Month Balance
Mortgage Payable	226,157	221,605

After discussion with the Finance Advisory Committee, a change was made to the reporting.

- Contributions for unbudgeted specific outreach purposes will go directly to the outreach temporary restricted fund and will not be included in the operating budget. Summer Reading, Feed My Sheep, and Food Pantry contributions are YTD items that will change.
- Two new GL accounts were created for unbudgeted revenues and unbudgeted expenses. Church wish list items are included in these categories.
- Revenues and expenses for the above have been reclassified beginning with this report.

YTD Total Revenues is \$14,407 under budget. Pledge revenue is \$18,470 under budget. YTD Total Expenses is \$17,012 over budget.

To date, \$9,396 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 \$18,446 negative.

Respectfully submitted,
 Bob Fuchs
 Treasurer

Memorial Garden Fees. Anita DuBois and Bill Tomz were at the meeting to request that the fee for buying a space in the Memorial Garden, including the cost of the marker, be raised from \$300 to \$400. The wooden markers are decaying and sinking, and they recommended replacing them with marble markers, for which there is money on hand. They propose to spend \$900 to purchase 80 marble markers to replace the 61 wooden

markers, and to have several on hand for future use. In two separate motions Vestry voted unanimously to approve these recommendations.

Senior Warden's Report. Ruth reported that all the VPOD assignments had been made.

Junior Warden's Report. Bill Bittenbender reported that Mark Williams had sprayed water into the bell tower to discover the source of the water damage in the narthex, had found some leaks attributable to sloppy installation work, and removed some wallboard. Bill said there was reason for cautious optimism regarding the cost of repairs, as there appears to be no mold. Bill also reported that Ricky Evans was making some drawings of potential landscaping for the front lawn.

Fr. Reggie's Report. Fr. Reggie reported that 1,071 people had passed through the church doors during Holy Week, in services from Palm Sunday to Easter. Attendance on Palm Sunday was 91 at the 8 o'clock service and 220 at the 10:30 service. On Easter Sunday 145 people were present at 8 a.m. service, and 346 people attended the 10:30 service.

Canon Jim's Report. Canon Jim announced that Sally Learned has been assigned as a deacon to St. Philip's beginning the first Sunday in May. She will work primarily in the area of Outreach. Her sister, Pamela Hayes, has also been assigned to St. Philip's, and will begin her work here in June. She will focus on Pastoral Care. Canon Jim said having these two deacons will be important for the growth of St. Philip's, and that the only expenses will be for their travel. He noted that St. Philip's has two sets of deacon vestments.

Financial Advisory Committee Report. Dana reported that previous Vestries had not passed any resolutions regarding hiring from within the membership of the church, and the committee recommends not adopting any firm policy, but on handling such decisions on a case by case basis. He reported that new contracts on the copier and HVAC will save money, and that changes in budget reporting that the Vestry had approved earlier make for a more streamlined process. He reported that Pam Hayes had given \$913 -- which had been donated toward her ordination to the diaconate -- with the intention that it be used for the Monday lunch program. The expenses of the lunch program had already been covered. Pam's donation was placed in miscellaneous revenues. With her permission \$650 was allocated to the Rector's Discretionary Fund for sponsorship of a youth baseball team and \$250 will go to sponsorship of a St. Philip's spelling bee team in support of literacy in Brunswick County. This use of the funds required approval of the Vestry as it was not in the 2017 budget. On a motion by Jennifer, seconded by Ruth, Vestry approved the allocations.

Strategic Planning Group Report. Bill Bittenbender reported that the group had met for four hours on March 26, and accomplished quite a lot in a harmonious atmosphere. Out of that meeting came proposed mission and vision statements. Bill and Geoff, who is also a member of the Strategic Planning Group, clarified that the Mission Statement is intended to be a timeless, succinct statement of the enduring purpose of St. Philip's. The

Vision Statement is a brief statement of the short-term focus, and is subject to change. Vestry approved this Mission Statement: “*The mission of St. Philip’s is to bring Christ to life through our lives, and minister to the world in His name.*” and this Vision Statement: “*The vision of St. Philip’s is to grow: in unity, in diversity, and in the Spirit of Christ.*”

Geoff and Bill reported that the group had divided into pairs to research six areas pertinent to strategic planning, and be prepared to present a SWOT analysis and recommendation at their next meeting, on Friday, April 28. Those assignments were: Facilities: Bill Bittenbender and Mark Williams; Christian Education: Aedan Barnes and Nan Bush; Staffing: Fallon Pearce and Janet Fox; Outreach/Community Service: Tina Powers and Debbie Gross; Finance/ Stewardship: Geoff Gerson and David Forsyth; Pastoral Care: Dick Lee and Dan Corsi.

Canon Jim reported that Martha Myers had asked to be excused from the group, leaving 13 people. Jacquie McNutt had been absent from the meeting and had not yet chosen which of the research groups to join.

Other Business: Dana suggested that the church hire a publicist, as Easter events at St. Philip’s had not been reported in the *State Port Pilot*. Fr. Reggie explained the glitch that had caused this, and said that the newspaper would receive St. Philip’s e-announcements every Friday.

Canon Jim asked if the Vestry meeting day and time could be changed to Saturday or Sunday, most especially in the fall and winter as his failing eyesight prevents him from driving after dark. After discussing a few options, Vestry informally agreed to address this at a future meeting.

Adjournment. Following the regular Attitude Check and a closing prayer, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Janet Fox
Clerk