

St. Philip's Episcopal Church
Vestry Meeting
August 20, 2019
Minutes

Present: Bill Bittenbender, *Sr. Warden*, Bill Carney, *Jr. Warden*, Maitland Barnes, Dana Richardson, Harry Singley, Paul Miller, Deborah Jordan, Debbie Evans, Tom Griffin, Allen Feezor, Liz Halbert, Jennifer Williams, Fr. TJ Tetzlaff, *Assistant Priest*, Fr. Eric Mills, *Rector*

Absent: Margaret Bearden, *Clerk*

Ex Officio: Bob Fuchs, *Treasurer*, Janet Fox, *Substitute Clerk*

Opening Prayer and Devotion. Fr. Eric opened the meeting at 5:30 pm with a prayer and short Bible verse study.

Approval of July Meeting Minutes. Minutes were voted on and approved.

Treasurer's Report.

Treasurer's Report to Vestry August 20, 2019						
Operating Budget	2019 YTD Actual	2019 YTD Budget	2019 YTD Variance	2018 YTD Ac- tual	YTD Actual vs. 2018	2019 FY Budget
Revenues						
Pledges	311,091	303,226	7,865	296,580	14,511	528,200
Flower Revenue	3,800	4,225	-425	4,130	-330	8,025
Identified Offerings	21,786	45,926	-24,140	48,616	-26,830	80,000
Loose Plate	5,648	4,133	1,514	4,416	1,231	7,200
Parish Hall Rental	420	665	-245	570	-150	1,140
Miscellaneous Receipts	6,365	13,000	-6,635	8,013	-1,648	18,000
Unbudgeted Revenue	0	0	0	0	0	0
Total Revenues	349,109	371,175	-22,066	362,325	-13,216	642,565
Expenses						
Parish Staff	223,084	243,325	20,241	132,235	90,849	419,655
Administration	17,580	20,095	2,515	26,846	-9,266	33,734
Property	42,850	53,783	10,932	46,552	-3,702	86,273
Vestry	41,252	51,139	9,887	38,281	2,971	75,024
Faith Formation	1,371	4,725	3,354	24	1,346	8,100
Outreach	6,867	7,525	658	3,540	3,327	10,900

Parish Life	2,791	1,675	-1,116	2,669	122	2,800
Worship	5,897	10,190	4,293	6,570	-672	17,495
Unbudgeted Expenses	0	0	0	0	0	0
Total Expenses	341,692	392,456	50,764	256,717	84,976	653,981
Net Total	7,417	-21,281	28,698	105,608	-98,192	-11,416
	End of					
	Month	12/31/2018				
	Loans	Balance		Change		
Mortgage Payable		182,085		192,638		-10,553

Through July, St. Philip's has received \$673,988 of the \$1,286,878 pledged during the capital campaign for the new parish hall. Capital campaign pledges will continue to be paid through 2022.

Below is my proposed schedule for creating the 2020 budget. There is discussion about when our annual meeting should be held. If it is moved into next year, the schedule below could be moved out as well. Please let me know if you have any questions or comments.

- 9/7/2019 – Treasurer sends budget request spreadsheet to each budget owner
- 9/27/2019 – Budget owners return budget request spreadsheets to Treasurer
- 10/1/2019 – Treasurer consolidates budget request spreadsheets and sends consolidated spreadsheet to F&F Board for review
- 10/8/2019 – F&F Board discusses budget requests and proposes changes
- 10/11/2019 – Treasurer updates consolidated spreadsheet with F&F comments and forwards consolidated spreadsheet to the Vestry for review
- 10/15/2019 – Vestry discusses budget requests and proposes changes
- 10/31/2019 – Treasurer updates consolidated spreadsheet with Vestry comments and forwards consolidated spreadsheet to F&F Board for review
- 11/12/2019 – F&F Board discusses budget with Vestry updates and proposes final version of the budget for Vestry approval
- 11/19/2019 – Vestry discusses final budget proposal, recommends any final changes and approves the 2020 budget
- TBD – 2020 Budget is presented to the congregation at the annual meeting

Respectfully submitted,
 Bob Fuchs
 Treasurer

Bob said that July had been a good month, with positive revenues and less than budgeted expenses, resulting in a surplus of almost \$11,000. Identified offerings area still amounting to less than was budgeted, while pledge income is over budget. The Finance and Facilities board took up the request for locks submitted by the

Security committee, and has paid for those locks. In response to a question Bob clarified that cash reserves are held both in the Vanguard account and in the operating budget checking account.

A motion to accept the Treasurer's Report passed unanimously.

Budget Process.

Bob said that the budget process he was proposing was based on the assumption that the annual meeting will be held in early December, as it has been in the past, and that Vestry would see a preliminary budget proposal in October. There was discussion of when and how the ministry boards would have input into the budget.

Fiduciary Responsibility.

Fr. Eric reminded the Vestry that in a program church system, the Vestry serves as leaders and delegates the role of management. As such, the day to day management of the operating budget belongs to Finance and Facilities (F&F). F&F builds the budget and forwards it to the Vestry for final approval. The Vestry has budgetary responsibility in three areas: 1] to make sure of the legality of every part of it; 2] to give input to ministry boards about strategic initiatives the Vestry is undertaking so that they can be provided for in the operating budget; and, 3] in the event that Finance and Facilities presents a deficit budget, to decide how to handle it.

Strategic Plans.

Newcomers. Harry Singley reported that about 14 people have joined the newcomers' team, that the group has met twice, and that he will lead the group for the time being, as it has not yet been assigned to any board. The team has talked about having greeters to welcome visitors, and he suggested that the VPODs pick up that responsibility for now. The group is looking into developing a Shepherding process which would take visitors from their first visit through becoming a member of St. Philip's, and their involvement in any activities and ministries that suit their needs and interests. It was noted that Lorraine Beamer does an excellent job of welcoming and keeping track of people new to the parish. The Newcomers strategy has three components: Creating a skills database, communication, and forming a newcomers team. Stewardship has indicated that they will take on the

database piece, the team has formed and a Communications Committee is in place. It was agreed that the Newcomers strategy should not be closed out until its functions are assumed by a ministry board.

Stewardship. The strategy group is still meeting and a stewardship group, similar to the newcomers group, has been formed. The intention is to make stewardship a year-round undertaking, and to include time and talent as well as treasure. To this end, a skills survey may be sent out along with a request for pledges to the operating budget.

Fr. Eric attended a meeting of the group, and shared that it is filled with passion and ideas. The group is excited to accept the Vestry invitation to remain on the Stewardship Team. Their intention is to fashion the membership of the Team similar to the Vestry, where several members rotate off each year and are replaced by several new members – details to be worked out. This will facilitate the concept of year-round stewardship.

For the current pledge campaign, there will be a single service ingathering on November 3, followed by a potluck lunch.

Youth and Young Adults. Maitland Barnes reported that youth activities divide into four main categories: diocesan events; faith formation; movie nights and acolytes. Currently there are nine or 10 youths, and someone is needed to take on overall responsibility for their activities. The group recommends having a bulletin board in the narthex to call attention to these young members. Finding mentors for youth is also recommended, and Maitland noted that this parish has a great deal to offer in terms of mentoring.

Parish Hall Building. Bill Bittenbender said that the current phase of the capital campaign is ongoing, and that plans may have to be modified. Options will be presented at the next Vestry meeting.

Old Business.

Reconstruction Update. Bill Bittenbender reported that after the recent heavy storm, the bell tower did not leak. He said that insulation and wallboard have been installed, and the drywall installers, painters, electricians, and flooring

people have been scheduled. The narthex should be ready for use early in September. Work on the ceiling support in the Chapel of the Cross is to begin next week.

Annual Meeting. The annual meeting will be on the first Sunday in Advent, which this year is December 1. The new Vestry members will begin their term of service on January 1, 2020.

Parking on Moore Street. Bill Carney had an informal conversation with the city, and it appears that no additional diagonal parking will be considered, for safety reasons.

New Business.

Vestry Nominations. The nominating committee will consist of the outgoing Vestry members: Bill Bittenbender, Dana Richardson, Jennifer Williams and Allen Feezor.

Junior Warden. Bill Carney asked that every member of Vestry look at the capital campaign letter and prayerfully consider increasing their pledges.

Rector. Fr. Eric said that he had not yet approached anyone to chair the Parish Life board, but that he would be bringing names to Vestry at its next meeting. He will meet with the Security Committee and get their recommendations as to a budget, potential grants, and meeting with the architect of the parish hall to be sure that security concerns are incorporated in the plan.

Follow-ups. There was discussion of whether a new parish directory is needed, as we have a new rector, an assistant priest, several members have departed and at least 30 or 40 new members have joined St. Philip's since the last one was printed.

Following a closing prayer by Fr. TJ, the meeting was adjourned at 7 p.m.

Respectfully submitted,

Janet Fox