

**St. Philip's Episcopal Church
Vestry Meeting
November 17, 2020
Minutes**

Present: Bill Carney, *Sr. Warden*, Maitland Barnes, *Jr. Warden*, Paul Miller, Debbie Evans, Tom Griffin, Harry Singley, Liz Halbert, Holly Meiners, Dave Ham, Mike Chase, Steve Russell, Deborah Jordan, Fr. Eric Mills

Guests: Lorraine Beamer, Bill Bittenbender

Ex Officio: Bob Fuchs, *Treasurer*, Margaret Bearden, *Clerk*

Opening Prayer. Fr. Eric opened the meeting via Zoom with a prayer.

Minutes. The October minutes had previously been approved via e-mail.

Treasurer's Report.

**Treasurer's Report to Vestry
November 17, 2020**

Operating Budget	2020 YTD Actual	2020 YTD Budget	2020 YTD Variance	2019 YTD Actual	YTD Ac- tual vs. 2019	2020 FY Budget
Revenues						
Pledges	433,409	460,370	-26,962	433,071	337	565,000
Flower Revenue	600	5,425	-4,825	5,350	-4,750	8,025
Identified Offerings	32,289	32,593	-303	28,990	3,299	40,000
Loose Plate	3,020	8,559	-5,539	8,644	-5,624	10,504
Parish Hall Rental	500	550	-50	570	-70	660
Miscellaneous Receipts	3,111	13,000	-9,889	7,353	-4,242	15,000
Total Revenues	472,928	520,497	-47,568	483,978	-11,050	639,189
Expenses						

Parish Staff	275,377	335,857	60,480	318,252	-42,875	403,124
Administration	27,625	28,408	784	25,308	2,316	34,118
Property	227,436	72,578	-154,858	61,212	166,224	86,550
Vestry	51,283	60,336	9,053	49,103	2,180	71,028
Faith Formation	435	4,450	4,015	2,232	-1,797	4,500
Outreach	5,000	6,000	1,000	8,838	-3,838	6,000
Parish Life	147	5,567	5,420	2,360	-2,213	6,950
Pastoral Care	487	2,392	1,905	1,070	-584	2,600
Worship	5,761	15,165	9,404	7,798	-2,037	18,834
Total Expenses	593,551	530,753	-62,798	476,173	117,378	633,704
Net Total	-120,623	-10,256	-110,367	7,805	-128,428	5,485

Loans	End of Month Balance	12/31/2019 Balance	Change
Mortgage Payable	0	174,417	-174,417

Through October, St. Philip's has received \$930,413 of the \$1,385,364 pledged during the capital campaign for the new parish hall. Capital campaign pledges will continue to be paid through 2022.

The Finance and Facilities Board proposed 2021 operating budget is presented to the Vestry for their review and approval.

Respectfully submitted,
 Bob Fuchs
 Treasurer

Bob commented that revenues for October were slightly higher than

expenses. YTD revenues are \$47K lower than budget; YTD pledges are \$27K lower than budget. \$11K of paid in advance 2020 pledges were received in 2019, which were not initially identified as being for 2020. Including these makes YTD revenue \$36K lower than budget and YTD pledges \$16K lower than budget. YTD expenses are \$62K over budget. While overall spending has been lower during the pandemic, the major variances are because an assistant priest has not yet been hired and \$162K of cash reserves was used to pay off the existing mortgage.

A motion to receive the Treasurer's report was seconded and approved.

2021 Budget. Bob Fuchs noted that it had been difficult to put together a budget during a pandemic, because we don't know when activities may get back to normal. The budget assumes that an assistant priest will begin in March. The new parish hall and administrative offices construction targets a September completion with move-in in October. The budget reflects that transition. The proposed balanced budget, recommended by the Finance and Facilities Board, reflects 139 current pledges with 29 pledges from 2020 yet to be received. The Stewardship Committee is following up with those who have not pledged. Bob noted that with the outstanding pledges and not knowing when post-pandemic expenses will return to prior levels, spending adjustments could be made as required in 2021. Bill Carney made a motion to approve the budget as presented, which was seconded, and after discussion was approved with an abstention from Paul Miller.

Building Committee Update. Bill Bittenbender reviewed the status of the new building construction. He will be working with John Urban and the construction site manager on a projected schedule for payments, and will begin construction activity after receipt of the building permit. Underground utilities and drainage issues will be addressed. A fence will go up after leveling of the construction site. Handicap access from Dry Street to the narthex will be maintained. Susan Carney has agreed to be the publicist and will keep the parish apprised of the construction progress. A lien issue from 1996 has been researched and is expected to be resolved by the end of the week. Bill would like to be apprised of any complaints that may arise during the construction

process. The construction office will be on the second floor of the current parish hall, and will eliminate the need for a work trailer.

Strategies. Debbie Evans for Campus Use reported that the committee was reviewing policies that were already in place, as well as new ideas for use of the new building. Other topics include plans to expand the areas to be used for ashes, as the current ash garden only 30 spaces remaining. Also, pathways to the labyrinth from the church are being planned, as well as the Boy Scout project for building an arbor at the labyrinth.

After much research, Deborah Jordan is looking for email feedback for the report she emailed to the Vestry for the Policies and Procedures strategy.

For the In-Reach strategy, Holly Meiners suggested another mass call to parishioners in January. Also, it was suggested to address projects in this area that can be planned in the years ahead.

Vestry Nominations. Rich Alt, Barbara Kanto, Dana Richardson, Rick Pearce, Bill Bittenbender, Bob Wright and Jimbo Smith have self-nominated as candidates for the Vestry election. There will be three services on the Annual Meeting day, November 29, and the election will be effected tentatively between 9:00 am and 2 pm via a digital link. Members in good standing will be eligible to vote. Those parishioners who do not have access to computers will be able to call their votes into the office.

New Business. Now that services have resumed, VPODS are responsible for securing donations after each service. Counters are also working again in teams.

Senior Warden. Bill Carney presented the following motion, which was seconded and approved: the 2021 Senior Warden, whoever is named, should be a delegate to the diocesan convention and if that person is unable to attend, then an alternate from the Vestry will be asked to serve.

Also, he presented a resolution to require two signatures for any request to distribute mortgage funds, and named William Carney, Robert Fuchs and William Bittenbender as designated signatories. A motion to accept this resolution, was seconded and approved by the Vestry, with a "no" vote by Paul Miller, and is attached to these minutes.

A motion to accept specific language changes required by the lender in the new building mortgage loan resolution was seconded and approved by the Vestry, with a "no" vote by Paul Miller. That resolution is also attached to these minutes. Bill noted that although we will close on the loan in December, we will not accrue interest until our capital campaign funds have been depleted. Interest is only charged on money that has been drawn down on the loan.

Junior Warden. Maitland Barnes presented an update on the costs to provide equipment to livestream services to the chapel. The Finance and Facilities Board will review and make a recommendation to the Vestry for this expense.

Rector. Fr. Eric noted that the Diocese had received applications for the assistant rector position and is in the process of reviewing them for their suitability.

He also noted that there had been two deaths in the parish, Norm Wheeler and Lee Wester. Fr. Eric officiated at a service at the Bald Head Island chapel for the scattering of Lee's ashes.

Advent and Christmas services planning is underway.

Closing Prayer. After a prayer by Fr. Eric, a motion to adjourn was seconded and approved, and the meeting adjourned at 7:15 pm.

Respectfully submitted,

Margaret Bearden, *Clerk*

Resolution for Loan Distribution Process

RESOLVED, that the Parish of St Philips Episcopal Church, Southport, NC, Diocese of East Carolina acting through its duly elected vestry, does hereby determine to meet the loan conditions requiring two (2) signatures for any request to distribute funds from the Episcopal Church Building Fund/Mission Investment Fund makes the following appointments.

William Carney, Robert Fuchs & William Bittenbender are designated as signatories for any such loan requests of \$835,000.00 or portions thereof to construct a new Parish Hall, Administration and Education previously approved by the Vestry.

Approved this 17th Day of November 2020

William Carney, Senior Warden

Attest:

Margaret Bearden, Clerk of the Vestry

EPISCOPAL CHURCH BUILDING FUND in affiliation with MISSION INVESTMENT FUND OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA PO Box 31039 Chicago, Illinois 60631-3103

“WHEREAS the St Philip's Episcopal Church (“Ministry”) proposes to borrow the sum of \$835,000.00 from the Episcopal Church Building Fund in affiliation with Mission Investment Fund of the Evangelical Lutheran Church in America, (“MIF”) under the following conditions:
(a) the loan proceeds are to be used for the purpose of completing construct a building addition,
(b)the loan is to be secured by a first mortgage, or first lien deed of trust or other security instrument, on the real property of the Ministry, specifically the church buildings and grounds as well as the personal property of the Ministry,
(c) the loan will be for a term of 25 years, at an interest rate to be adjusted every 5 years, and it is

RESOLVED that (a) the Ministry is authorized to borrow the sum of \$835,000.00 from the Episcopal Church Building Fund in affiliation with the Mission Investment Fund of the Evangelical Lutheran Church in America, to be used for the foregoing purpose and to be secured by real property of the Ministry as set forth above;
(b)the Senior Warden is authorized to execute the promissory note to evidence said borrowing, with such changes in those documents as such officers of the Ministry may approve,
(c)that officer is also authorized to take all further actions and execute all such further documents as may be necessary to carry out the foregoing borrowing; and
(d)that officer is also authorized to agree to any extensions in the payment dates or due dates under that promissory note as are acceptable to the Fund.”

**CERTIFICATION OF SECRETARY OR ASSISTANT SECRETARY
Re: Adoption of resolutions and certification as to officers**

Name of Ministry: St Philip's Episcopal

Church Address: PO Box 10476, South-
port, NC 28461

I, Margaret Bearden (*print name*) am
the **Secretary - Assistant Secretary** [*strike out inapplicable terms*] of the above named minis-
try (herein the "Ministry"), and I hereby certify to the following:

1. Adoption of resolution by the governing board (Vestry):

The attached is a true and correct copy of a resolution duly adopted (**A**) by vote of the
Vestry ~~Ministry Council, Board of Directors, or Board of Trustees~~ [*strike out inapplicable
terms*] of the Ministry at a meeting of said governing board (Vestry) duly called and held on
November 17, 2020 [*insert date*], at which meeting a quorum
was at all times present and acting AND (**B**) that said resolution remains in full force and ef-
fect as of the date of this certification.

2. Certification as to officers of the Ministry.

I further certify that the following are the titles, names and signatures of the officers of the Ministry:

Title	Name	Signature
Senior Warden	William Carney	_____
Junior Warden	Maitland Barnes	_____
Treasurer	Robert Fuchs	_____
Secretary (Clerk)	Margaret Bearden	_____
_____	_____	_____

Date of this certification: _____

Signature of certifying officer: _____

Print name

Margaret Bearden

Secretary - ~~Assistant Secretary~~ [*strike out inapplicable terms*] Title: