

**St. Philip's Episcopal Church**  
**Vestry Meeting**  
**October 15, 2019**  
**Minutes**

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

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

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

**Approval of August Meeting Minutes.** A motion to approve the September minutes was seconded and approved.

**Treasurer's Report.**

Treasurer's Report to Vestry  
October 15, 2019

Operating Budget	2019 YTD Ac- tual	2019 YTD Budget	2019 YTD Var- iance	2018 YTD Ac- tual	YTD Ac- tual vs. 2018	2019 FY Budget
Revenues						
Pledges	393,744	391,259	2,485	357,768	35,976	528,200
Flower Revenue	4,900	5,025	-125	4,655	245	8,025
Identified Offerings	26,833	59,259	-32,426	57,827	-30,994	80,000
Loose Plate	7,866	5,333	2,533	5,298	2,568	7,200
Parish Hall Rental	520	855	-335	760	-240	1,140
Miscellaneous Receipts	7,252	15,000	-7,748	8,609	-1,357	18,000
Unbudgeted Revenue	0	0	0	0	0	0
<b>Total Revenues</b>	<b>441,115</b>	<b>476,732</b>	<b>-35,617</b>	<b>434,917</b>	<b>6,198</b>	<b>642,565</b>

Expenses						
Parish Staff	291,668	308,969	17,300	170,125	121,543	419,655
Administration	21,779	25,550	3,771	31,213	-9,433	33,734
Property	57,628	64,987	7,359	61,621	-3,993	86,273
Vestry	44,826	60,193	15,367	46,195	-1,370	75,024
Faith Formation	1,582	6,075	4,493	154	1,429	8,100
Outreach	7,306	8,175	869	7,040	266	10,900
Parish Life	2,950	1,775	-1,175	2,714	236	2,800
Worship	7,228	13,245	6,017	8,404	-1,176	17,495
Unbudgeted Expenses	0	0	0	0	0	0
Total Expenses	434,968	488,969	54,001	327,466	107,502	653,981
Net Total	6,147	-12,237	18,384	107,451	-101,304	-11,416

Loans	End of Month Balance	12/31/2018 Balance	Change
Mortgage Payable	179,167	192,638	-13,471

Through September, St. Philip's has received \$719,753 of the \$1,344,187 pledged during the capital campaign for the new parish hall. Capital campaign pledges will continue to be paid through 2022.

Respectfully submitted,  
 Bob Fuchs  
 Treasurer

Bob noted that identified offerings, at approximately \$32,000 under budget, has been countered due to lower expenses, and estimates that the year may end with only a \$2,000-\$3,000 deficit. He expects to cover the deficit with cash reserves.

Bob also presented the Finance and Facilities board preliminary budget. He noted a 10% increase of \$52k in budgeted pledge revenue, and noted several areas of expected increases in expenses, including staff medical insurance, utilities costs, added ministries and beginning security costs. More work is necessary as budget requests exceed estimated revenues. Bob identified several areas that could be reduced, including maintenance reserve, Rector's discretionary funds, and nursery. After discussion, it was decided to ask the Boards to review their requests and adjust if possible in order to balance the budget.

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

**Strategic Plans.** Reports were deferred until November.

**New Business.** Dana Richardson reported on his analysis of our ACS database, and noted several concerns. Regarding missing information, Fr Eric clarified that in many cases missing information is unavoidable because parishioners will not provide personal information. The staff is investigating additional components to ACS and determining if additional training will enhance our management. Lorraine Beamer and Betty Rupp are the point persons for any reports that may be needed.

**Senior Warden.** Bill Bittenbender reviewed the status of the chapel reconstruction. Cross ties and metal bracing for old timbers have been installed and insulation under floor is in progress. Most of electrical rough-in for lights and fans has been completed, with foam insulation currently being installed. Estimated completion date will be Christmas.

Bill discussed initial security cost estimates, including providing alarms for the Nash Street office, the fire alarm system hook up for the chapel, and the training of ushers and the parish of security protocols. It was noted that most parishioners have not been apprised of the locks that have been installed on interior sanctuary doors.

**Junior Warden.** Bill Carney asked for anyone with a church key fob provide the serial numbers to Lorraine before they're shut down. Reminder to lock parish hall doors was emphasized.

**Rector.** At the annual meeting, four new Vestry members will be elected. Delegates from the Vestry will present the slate of candidates. The Parish will also be presented with the 2020 budget.

Fr. Eric noted that the Finance and Facilities Board will be defining and updating a Donation Policy for physical donations.

A motion to approve the draft charter of the Security Team, as amended to add reporting to the Rector and Wardens, was seconded and approved. Bob Wright, Rich Alt and Dana Richardson have developed the charter.

Following a prayer by Fr. TJ, the meeting adjourned at 7:15 pm.

Respectfully submitted,

Margaret Bearden, *Clerk*