

**St. Philip's Episcopal Church  
Vestry Meeting  
October 19, 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

*Absent:* Fr. Eric Mills, *Rector*, Deborah Jordan

*Guests:* Lorraine Beamer, Bill Bittenbender

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

**Opening Prayer.** Senior Warden Bill Carney opened the meeting via Zoom with a prayer.

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

**Treasurer's Report.**

**Treasurer's Report to Vestry  
October 20, 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	398,617	418,518	-19,902	393,744	4,873	565,000
Flower Revenue	600	5,025	-4,425	4,900	-4,300	8,025
Identified Offerings	29,449	29,630	-181	26,833	2,616	40,000
Loose Plate	2,883	7,781	-4,898	7,866	-4,984	10,504
Parish Hall Rental	450	495	-45	570	-120	660
Miscellaneous Receipts	2,810	12,000	-9,190	7,202	-4,392	15,000
Total Revenues	434,808	473,449	-38,641	441,115	-6,307	639,189

Expenses						
Parish Staff	240,213	290,467	50,254	291,668	-51,455	403,124
Administration	23,836	25,139	1,304	22,369	1,467	34,118
Property	219,139	64,092	-155,047	57,472	161,668	86,550
Vestry	46,437	55,490	9,053	44,826	1,611	71,028
Faith Formation	435	4,450	4,015	1,212	-777	4,500
Outreach	3,765	4,500	735	7,088	-3,323	6,000
Parish Life	147	5,075	4,928	2,054	-1,907	6,950
Pastoral Care	368	1,950	1,582	896	-528	2,600
Worship	5,297	14,235	8,938	7,228	-1,931	18,834
Total Expenses	539,637	465,399	-74,238	434,812	104,825	633,704
Net Total	-104,829	8,049	-112,878	6,303	-111,132	5,485

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

Through September, St. Philip's has received \$906,118 of the \$1,379,553 pledged during the capital campaign for the new parish hall. Capital campaign pledges will continue to be paid through 2022.

Work continues on developing a 2021 operating budget.

Respectfully submitted,  
 Bob Fuchs  
 Treasurer

Bob noted that revenues continue to be under budget by approximately \$38,000 with pledges under by approximately \$19,000. Identified offerings are about even, and September was a good month in terms of revenue collection. Expenses have exceeded the budget by approximately \$74,000 as a result of the payoff of our current mortgage using cash reserves. The Capital Campaign pledge revenue is still lagging. A motion to receive the Treasurer's report was seconded and approved.

**Building Committee Update.** Bill Carney reviewed the status of the financing of the new parish hall/administrative office building. A commitment letter from our proposed lender has been forwarded to the Chancellor of the Diocese for review.

A revised Urban Construction contract with increased costs is being reviewed by Bill Bittenbender, Bill Tomz and David Forsyth. It was noted that approximately \$30,000 in sales taxes can be reimbursed from the total cost due to our tax-exempt status. A 6.2% increase from the prior contract, due mainly to rising lumber prices, was noted. Efforts to lower costs (i.e., metal studs vs. lumber studs) are being explored.

**Strategies.** Debbie Evans for Campus Use reported that the various boards will be contacted for their input regarding use of the new parish hall, and recommendations will be presented in the November Vestry meeting.

Liz Halbert for Policies discussed efforts to clarify where and how a policies manual would be kept and used. The committee will gather updated information from the board chairs to finalize the assembly of the policies manual.

Holly Meiners for InReach is continuing to make contact with parishioners regarding their interests. She shared her concerns regarding potential loss of parishioners during the pandemic.

**Old Business.** Bill Carney announced that three parishioners had self-nominated for the four Vestry positions that will be filled at the annual meeting, November 29. Nominations are ongoing. Due to pandemic restrictions regarding large gatherings, adjustments to the format of the annual meeting are planned, including the Vestry election by Survey Monkey. The Rector's report will be delivered via sermon on that Sunday. A motion was made, seconded and approved to recognize the top four candidates by vote as new Vestry members.

Returning to indoor worship will begin this Sunday, with no more than sixty (60) attendees allowed in each service. Service times are 8:00 am and 9:30 am. Dennis Courtnage will meet with ushers this week to train for admitting parishioners. Plans for disinfecting the sanctuary will follow CDC guidelines, and six foot separations will be maintained. Temperature checks will be taken as well as a short wellness interview before entrance into the sanctuary. The new rules reported in the e-news service sign-up this week will be reiterated via letter this week and repeated in the Friday e-news so that parishioners are well-apprised of the safety procedures taking effect.

**Senior Warden.** Bill Carney reported that the billing has been worked out with our vendor, and a schedule for installation of the Fire & Safety equipment for the chapel/parish hall and sanctuary in the next couple of weeks has been firmed up.

Bill also noted that the stewardship letter has been mailed out with pledge cards to be returned beginning November 1. Since there is a limited number of parishioners who will be able to attend the ingathering service physically, many will need to mail their pledge cards to the office. Vestry members were asked to make their pledges before November 1.

The proposed budget will be approved by the Vestry in November, and will be presented at the annual meeting.

**Rector.** In Fr. Eric's absence due to illness, Bill Carney reported for the rector that applications in our search for assistant priest will expire November 15. Received applications are being reviewed by the Diocese and any applications approved will be disclosed to St. Philip's after that date.

Prayers were offered for the family of Lou Mead, who has died, and also for Bishop Rob Skirving's father, who is ill.

**Closing Prayer.** After a prayer by Maitland Barnes, a motion to adjourn was seconded and approved, and the meeting adjourned at 6:30 pm.

Respectfully submitted,

Margaret Bearden, *Clerk*