

**St. Philip's Episcopal  
Church Vestry Meeting  
Minutes  
October 18, 2022**

*Present:* Dave Ham, Sr. Warden, Steve Russell, Jr. Warden, Dana Richardson, Rick Pearce, Bill Carney, Bill Bittenbender, Holly Meiners, Susan Chase, Michele Barkalow, Geoff Gersen, Margaret Bearden, Bob Wright

*Ex Officio:* Lorraine Beamer, Clerk, Bob Fuchs, Treasurer, Fr. Eric Mills, Rector,

**Opening Prayer:** Father Eric Mills opened the meeting with a prayer

**Opening Devotion** – Mark 2:21-22 was read followed by discussion questions answered in small groups.

**Minutes:** The September 2022 Vestry minutes had previously been approved via email.

**Rector's Comments – Father Eric Mills**

- **Rick Pearce nominated Deborah Jordan to be the second Deanery representative. The motion was seconded by Steve Russell and passed unanimously.**
- The Celtic Service with Communion starts October 30<sup>th</sup> at 5:00 PM in the Sanctuary. It is intended to reach out to the community and church members looking for a different church experience. Fr. Eric described several examples of how people can experience God in a Celtic service – including more times of quiet and inclusion of the created order of God. There will be a walk-through liturgy on Thursday October 27<sup>th</sup> for interested participants. An article was placed in the State Port Pilot and signs will be placed in the yard as outreach to the community at large.
- At the last Board Chairs meeting, chairs were asked to have the minutes of their meetings to the office by Wednesday of the week following their meeting for inclusion in the eNews. Name badges for board chairs are being ordered. Board chairs have been asked to write a job description to be kept on file. Annual reports and a review of policies will be required from all ministries. Board chairs will be visible at the Annual Meeting to answer question about the day-to-day running of the ministries.
- The language for the governing board to determine who we are and what we want to become will be addressed by the Executive Committee and Transition team as we address Bylaws changes.

**Model Policies**

- Dana Richardson reported that 93 participants have been sent invitations to begin the Praesidium training program. There were some problems with the email invitations and after another conversation with the diocese, Dana has now been permitted to directly liaison with the Praesidium to resolve problems.
- Key fob liability forms are in the office for signature by key holders. This step must be completed by November 14th, or the fob will be deactivated.

**Communications Strategy Team**

- Bob Wright reported the need to develop something successful before we can get help from the congregation. We are moving to ACS Realm with the Refresh Website. Bob Fuchs is the point person on this activity. The website is part of the overall communications package and will help to reach out to the public. Bob Fuchs and Lorraine Beamer will begin use of the development tools once they become available to develop the first layer of the website. Additional Layers will be developed as we move forward. The rest of the communications team will begin to identify what information should be available to different layers of access.

## **Growing the Church**

- Geoff Gersen reported that the team's focus has been on creating a brochure. The plan is to have a prototype version ready for the next vestry meeting. The copy is ready, and the committee is now working on pictures to be included. Cost estimates have been identified as \$180 for 300 copies. Distribution points include Southport Welcome Center, Chamber of Commerce, and assorted Realtors. Other distribution points are being considered

## **Building Committee Activities Update**

- Bill Bittenbender reported that sound dampening baffles have been ordered for the Parish Hall for additional mitigation of reverberation in the room. It was noted that the sound was better with more people in the room. 25 – 30 baffles will be placed on the walls and ceiling. Several small projects have been completed including changing the light switches in the offices. Room numbers and plexiglass in the balcony area are next items to be addressed.
- Bill Tomz, David Forsyth, and Barry Thompson have begun work on the Chapel Annex project. Issues to be addressed include refurbishing the 3 existing bathrooms, window shades, replacing 1<sup>st</sup> story flooring, and painting the exterior of the building. Some renovations will occur to the kitchen area, but one refrigerator and stove will remain available for use.

## **Campus Utilization Committee**

- Bill Bittenbender reported that the Facilities Use Policy has been approved by Finance and Facilities. This describes the process for groups outside our church to request use of our facilities. Don Halbert will present this to the Ministry Board Chairs at their next meeting.

## **Vestry Direction and Strategies**

- Dave Ham reported that the Executive Committee will meet tomorrow (10/19/2022) to discuss the direction of the Vestry for the remainder of the year in preparation for activities in 2023. The newly elected 2023 vestry members will be invited to join Vestry meeting in December. The meeting will serve to pass on information and elect wardens, clerk, and treasurer.
- The 2023 Budget as prepared by Finance & Facilities is expected to be presented at the November Vestry meeting.

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## **Treasurer's Report and Budget Update (Attached as addendum)-**

- Revenues for the month are less than expenses, which is in line with the budget. Revenues for the year are greater than expenses by \$64,235. Revenues for the month are less than budget by \$2,692. Revenues for the year are greater than budget by \$32,165. Pledges for the month are less than budget by \$2,742. Pledges for the year are greater than budget by \$28,216. Expenses for the month are greater than budget by \$1,348. Expenses for the year are less than budget by \$41,519. The major drivers of lower expenses YTD are delays in work on the new parish hall resulting in new mortgage expenses and property insurance premiums not being incurred. The new mortgage and property insurance premium are less than expected. Maintenance and Repairs, and Music are running under budget. Full time sexton expenses will be incurred for the remainder of the year. Altar supplies are running higher than budget.

- Capital Project report: Total Pledges collected are \$1,383,180, which is 90% of the total. 177 pledges are fully paid or more: total paid \$1,226,592. 26 pledges are outstanding with \$110,344 remaining. 13 pledges were made by parishioners that passed away or moved: total \$47,988. Remaining Expenses are \$108,569.
- 2023 Budget Report: Currently, requested expenses in the 2023 budget are \$764,529. Information about cost-of-living adjustments (COLA) and employee medical premium expenses are required from the diocese. Work on the Stewardship campaign is in progress. Letters were sent to all parish members on October 8th. The pledge in-gathering is scheduled for November 6, 2022.
- Endowments Report: A new Chapel of the Cross and Annex Maintenance Endowment was established with an initial amount of \$17,500.

**Bill Bittenbender moved to receive the Treasurer's Report. Dave Ham seconded the motion and it passed unanimously.**

#### **Action Items and Review.**

- Request that all Ministry Board Chairs identify deputies [**Action Pending –Deputies needed for:Outreach**].
- Implementation of Safety and Security Procedures. [**Action Pending SSC coordination with Executive Committee**].
- Outreach Endowment governance resolution to be coordinated with Finance and Facilities, Rich Alt, Outreach Chairperson [**Action Pending/Ongoing**]

**Fr. Eric closed the meeting with a prayer and a status check of vestry members.**

**Bill Bittenbender moved to adjourn the meeting which was seconded by Michele Barkalow and passed unanimously.**

Respectfully submitted

Lorraine Beamer

**Treasurer's Report to Vestry  
October 18, 2022**

## OPERATING BUDGET

	2022 FY Budget	2022 YTD Actual	2022 YTD Budget	2022 YTD Variance	September Actual	August Actual	Monthly Change
<b>Operating Budget</b>							
Revenues	606,673	485,599	457,383	28,216	39,912	30,034	9,878
Pledges	3	485,599	3	28,216	39,912	30,034	9,878
Flower Revenue Identified	6,000	5,035	4,500	535	150	675	-525
Offerings	54,000	44,956	40,000	4,956	4,769	3,642	1,127
Loose Plate	4,200	8,046	3,111	4,935	938	881	57
Parish Hall Rental	600	900	450	450	100	100	0
Miscellaneous	15,000	4,322	11,250	-6,928	204	-2,960	3,164
Receipts	686,473	4,322	516,694	-6,928	204	-2,960	3,164
Total Revenues	3	548,858	4	32,165	46,073	32,373	13,701
Expenses	443,927	340,058	339,483	-575	49,393	35,159	-14,234
Parish Staff Administration	32,914	23,436	24,573	1,137	2,620	2,639	19
Buildings & Grounds	108,125	49,432	82,013	32,582	13,548	2,458	-11,090
Vestry	71,191	53,373	55,343	1,970	5,871	6,033	162
Faith Formation	3,180	405	3,180	2,775	74	0	-74
Parish Life	3,650	3,009	2,750	-259	1,308	185	-1,123
Pastoral Care	2,700	1,021	2,025	1,004	135	0	-135
Worship	20,785	13,890	16,775	2,885	588	3,808	3,220
Total Expenses	2	484,624	3	41,519	73,537	50,282	-23,255
Net Total	1	64,235	-9,449	73,684	-27,464	-17,909	-9,554

	Balance	Balance	Monthly Change
<b>Mortgage</b>			
MIF Mortgage	476,195	478,165	-1,970
Total	476,195	478,165	-1,970

Revenues for the month are less than expenses by \$27,464, which is as budgeted.

Revenues for the year are greater than expenses by \$64,235.

Revenues for the month are less than budget by \$2,692.

Revenues for the year are greater than budget by \$32,165.

Pledges for the month are less than budget by \$2,742.

Pledges for the year are greater than budget by \$28,216.

Expenses for the month are greater than budget by \$1,348.

Expenses for the year are less than budget by \$41,519.

The major drivers of lower expenses YTD are delays in work on the new parish hall resulted in new mortgage expenses and property insurance premium not being incurred. The new mortgage and property insurance premium are less than expected. Maintenance & Repairs, and Music are running underbudget. Full time Sexton expenses will be incurred for the remainder of the year. Altar Supplies are running higher than budget.

## **CAPITAL PROJECT**

Total Pledges Collected are \$1,383,180, which is 90% of the total.

177 pledges are fully paid or more: total paid \$1,226,592.

26 pledges are outstanding with \$110,344 remaining.

13 pledges were for people who passed away or moved: total \$47,988

Remaining Expenses are \$108,569.

## **2023 BUDGET**

Currently, requested expenses in the 2023 budget are \$764,529. Information about the cost-of-living adjustments (COLA) and increase in employee medical premium expenses are required from the diocese. Work on the Stewardship campaign is in progress. Letters were sent to all parish members on October 8. The pledge in gathering is scheduled for November 6, 2022.

## **ENDOWMENTS**

A new Chapel of the Cross and Annex Maintenance Endowment was established with an initial amount of \$17,500.

Respectfully submitted,  
Bob Fuchs  
Treasurer

Read Ahead Documents  
Vestry Meeting  
October 18, 2022

## Grow the Church

The committee met and continued to develop the brochure.

The important accomplishments of this month's meeting were:

- 1) A design has been selected which will be a tri-fold pamphlet that will have pictures and text in color.
- 2) Pricing was investigated for 300 brochures for distribution to area realtors and welcome centers.
- 3) An estimated date for final distribution should be before year end.

We are hoping to have the example completed before printing by as early as the November vestry meeting.

## Communications

### RECRUITMENT OF COMMUNICATIONS STAFF

There have been efforts to convey to the membership opportunities available to contribute to the improved communication internally and externally. Positive response has been limited.

First, a little background. The "communications" project has over the course identified some realities that must be factored in and does add some complexity. Over the last couple of years there has been steady improvement in our ability to effectively communicate. However, there has been a realization that many parishioners acquire information through their "favorite" or easiest means. Consequently, the church, over time, has embraced the approach of increasing the number of individual "types" of communications to ensure the greatest number of members get the important information.

Announcements, plans, successes, and needs have been disseminated internally through long established means via inserts in the weekly service program, in-service announcements, weekly emails, and the website. More recently through "Come and See", "Ministry Minutes", and Facebook have provided added ability to distribute news. Two problems have evolved: ensuring the same info is being distributed within the same timeframe; and a limited ability to disseminate appropriate information externally. Therefore, the current system isn't offering all the same information or reaching all the desired audiences.

The communication organization that was initially developed is viable and workable, however, to encourage those who might be interested in providing their time and effort it is believed that we must first create a success. Our evaluation is that the element that needs the greatest enhancement and has the best means of consolidating some of our communications efforts as well as increasing improvement in external visibility is the website.

There have been a series of meetings held with an outside provider (REALM), a subsidiary of the company we currently use, but with an improved version of our current website. The new version is less expensive and provides many more features, but of course it is a bit more complex incorporating all of what is available and of potential use. To generate the "success", tentatively we have decided to design, develop, and construct, a website utilizing REALM, and making use of the prototype recently developed, but first limit it to meet our "public" needs (accessible by our membership as well as the

public).

Following, the plan is to expand the website to include multiple levels of access (at least 3) from just Public: (what is St. Philip's, general info and background, service times, public announcements, schedules, activities, etc.); to Membership: (internal announcements, directory, skills etc.); and Sensitive: (financial, developing policy, internal use for Ministry Boards, etc.). We continue to meet with REALM personnel on a weekly basis to establish viability.

## Model Policies

Ninety-three parishioners have been submitted to receive an invitation from the Praesidium Academy. These invitations are tailored for each of the five groups covered in the diocesan matrix of Safe-Church, Safe Community courses required under Model Policies. As of 10/14/2022, the Praesidium administrative site has registered that 16 invitees have logged into the Academy. St. Philip's participants have completed 78 of the 738 required courses identified in the course matrix.

Problems still exist with the invitation process. Bulk-load invitations were accepted as inputs to the Academy, but the initial invitations were not issued by the Academy due to a missing piece of information in the bulk-load spreadsheet. Following manually requesting reissuing the invitations, sample polling indicated that the invitations were either not received or may have been sent to junk-mail or trashed. I will monitor the Praesidium Administrative website for another week and, if the participation rate does not increase, I will initiate another invitation process with a heads-up email to those that will be receiving the Praesidium invitation (what it will look like and what it will say).

Future reports will continue to report course completions,

Electronic key tracking and registration is just about complete. Additional "keys" have been received and are being distributed to those that were previously identified and needing access to the campus facilities. A notice was published this week requesting that all key holders sign for their keys.