

St. Philip's Episcopal Church
Vestry Meeting
April 20, 2021
Minutes

Present: Dana Richardson, *Sr. Warden*, Dave Ham, *Jr. Warden*, Jimbo Smith, Debbie Evans, Bill Bittenbender, Tom Griffin, Bob Wright, Holly Meiners, Steve Russell, Deborah Jordan, Rich Alt, Liz Halbert, Mother Lisa Erdeljon, *Assistant Priest*, Fr. Eric Mills, *Rector*

Guest: Lorraine Beamer

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

Opening Prayer. Fr. Eric opened the meeting at 5:30 pm in the sanctuary and on Zoom with a prayer.

Minutes. The March minutes have been approved via email.

Rector. Fr. Eric discussed plans for the annual Brunswick Town service on May 2. 100 people will be allowed to sign up and attend for the 10:30 service. With regard to the beach service on Oak Island, it was decided not to schedule for this year due to social distancing requirements during the pandemic. Fr. Eric is working with staff to rework our three Sunday services.

Treasurer's Report. (attached as addendum)

Bob Fuchs noted that March was a positive month for revenue, with YTD receipts \$47,000 above budget. YTD expenses are \$3,000 less than budgeted. 21 pledges have been fully paid, which may skew the results positively, and needs to be monitored. The YTD report will continue to reflect two insurance premiums paid in January that were due in December, affecting 2021 expense results. Our two storage units are now paid up through July.

With regard to the Capital Campaign, \$120,000 is still needed before completion of construction. It was suggested to encourage parishioners with outstanding balances to fulfill their donations by the end of the year if possible. These parishioners (67) will receive a Capital Campaign report along with the four-month regular donation report in May. In addition, the F&F Board is working on a letter requesting pledges that will be mailed to parishioners who have fulfilled their pledges, those who have pledged but have pledge balances, and those who have never pledged (including newcomers). A total of \$375,000 remains to be paid from pledges through 2023. **Bill Bittenbender moved to receive the Treasurer's report, with the motion seconded by Liz Halbert, and was approved.**

Dana Richardson moved to include the Treasurer's financial report as an addendum, with his verbal comments included within the minutes. Steve Russell seconded the motion, and it was approved.

Senior Warden. Dana Richardson reviewed Action Items from March. The policy updates for Cash Reserves and Maintenance Reserves are still in process with the Finance & Facilities Board. Further action for revisions on By-Law changes was not recommended by the Executive Committee. The current revision was deemed to provide suitable flexibility. **A motion to forward the current revision to the Diocese with no change was made by Bill Bittenbender, seconded by Liz Halbert, and approved.** If the changes are approved by the Diocese, the By-laws will be returned to us for distribution to the parish (by October) for review and presentation at the Annual Meeting.

The storage space issue has been assigned to the Finance and Facilities Board, and particularly to Building and Grounds. It was noted that a volunteer was needed with authority to approve and identify locations for storage requests.

The Safety and Security Committee has been recast with new members Dennis Courtage, Harold Gross and Al Snell.

Dana reminded Vestry members to retain monthly minutes in their notebook with any updates and important copies of documents included. Dana also noted that the minutes from the Executive Committee meetings are made available to the Vestry.

Junior Warden. Dave Ham reported that \$488 was donated by parishioners for supplies to construct the arbor planned by Boy Scout Ethan McLaughlin for his Eagle Scout project. The arbor will be placed on the Dry Street side with pavers (secured by donations also) leading to the labyrinth and on to the Moore Street entrance to the church. Also, the labyrinth will be reworked with gravel between paths replacing grass and weeds.

A new sign for the Chapel and the Cross has been donated. With regard to the Maintenance Reserve account, Bryan Wester and John Titrington are continuing their study of Maintenance Reserve needs.

Chaplains. (reports attached as addenda.)

Explanation and definitions were discussed regarding the St. Philip's Vision Statement, the Vestry Mission Statement, and the various mission statements being developed by the various boards and ministries. Mission statements should conform to the church's Vision Statement and develop goals and objectives to fulfill the Vision statement for their particular ministries. Chaplains reported on their progress with their ministries' development of their mission statements.

Strategy Team. (report attached as addendum.)

Bob Wright identified a number of suggestions for chaplains to take to their assigned ministries. They include making a data base available for use to regenerate Neighborhood groups, holiday-related activities, "all-hands" effort to provide ideas/details for outside publication to Janet Fox, joining Downtown

Support, Inc., joining Southport Historical Society, producing a “rack card” for ministries, and prioritizing requests for use of the new Fellowship Hall. Use of the new Fellowship Hall will be addressed by the Executive Committee.

New Business. The Finance and Facilities Board has recommended that the 2012 St. Philip’s Parish Endowment Operating Rules be dissolved, and that the use of the total funds in the endowment (approximately \$81,000) be used for construction of the new Fellowship Hall. The Vestry had previously approved using these funds. without knowledge of the operating rules. After discussing the history of the endowment, which has no specific purpose for its earnings, **a motion to dissolve the endowment rules and repurpose the use of the entire endowment for additional Capital Campaign funding for the Fellowship Hall was made by Liz Halbert, seconded by Bill Bittenbender, and approved.**

The F&F Board also drafted and recommended approval of a campus Building Access Policy. **A motion to receive the new Building Access Policy was made by Bill Bittenbender, seconded by Bob Wright, and was approved.** The draft will be forwarded to the new Safety and Security Committee for action as needed. Dana announced that the report of the Southport Church Security Meeting of 3/25/21 that was provided by Rich Alt will be forwarded to the Safety and Security Committee for action as needed.

Building Committee Update. Bill Bittenbender noted that progress was being made in construction and that he was expecting rough-in of plumbing and electrical, along with soil compaction, would be completed this week and next, and concrete pouring would be accomplished at the end of next week. After utility companies move their respective service connections, a fence will be installed.

The property swap with the City of Southport is still planned with details on square footage to be determined and resolved.

Action Item Review.

Policies for Cash Reserves and Maintenance Reserves - **pending F&F Board review.**

Staff job descriptions - **pending.**

By-law changes - **approved.**

Request from ECW for storage space - **assigned to F&F Board.**

Safety & Security Committee - **members assigned.**

Memo from F&F Board to ministry boards regarding storage space - **pending.**

Chaplains’ delivery of Strategy Team recommendations to ministry boards - **pending.**

New Business Access Policy to be forwarded to Safety & Security committee - **pending.**

Results of Southport Church Security Meeting to be forwarded to Safety & Security committee - **pending**.

ExComm will address prioritizing requests for use of new Fellowship Hall - **pending**.

Closing and Prayer. Mother Lisa offered the closing prayer at 7:35 pm.

Respectfully submitted,
Margaret Bearden, *Clerk*

Treasurer's Report to Vestry April 20, 2021

Operating Budget	2021 FY Budget	2021 YTD Actual	2021 YTD Budget	2021 YTD Variance	Mar Ac- tual	Feb Actual	Monthly Change
Revenues							
Pledges	581,157	186,988	139,908	47,079	44,413	43,703	710
Flower Revenue	8,025	1,985	2,006	-21	1,605	155	1,450
Identified Offerings	41,208	12,950	9,920	3,030	6,450	4,180	2,270
Loose Plate	7,500	172	1,806	-1,634	103	37	66
Parish Hall Rental	600	150	150	0	0	100	-100
Miscellaneous Receipts	15,000	2,964	3,750	-786	292	88	204
Total Revenues	653,490	205,209	157,540	47,668	52,863	48,262	4,600
Expenses							
Parish Staff	433,349	83,019	89,268	6,250	27,100	25,651	1,449
Administration	35,316	10,053	8,829	-1,224	3,724	3,562	162

Property	87,596	22,609	16,769	-5,839	9,764	2,722	7,043
Vestry	65,060	16,182	17,890	1,708	5,183	5,270	-88
Faith Formation	1,700	0	200	200	0	0	0
Outreach	7,050	1,550	1,550	0	0	0	0
Parish Life	4,924	124	1,106	982	124	0	124
Pastoral Care	1,080	119	270	151	0	0	0
Worship	16,894	2,494	3,500	1,006	249	1,379	-1,131
Total Expenses	652,969	136,149	139,383	3,233	46,144	38,584	7,560
Net Total	521	69,059	18,158	50,902	6,719	9,678	-2,959

Comments:

January pledge includes \$20K of pre-paid pledges in 2020.

21 families have paid their full year pledge; total donated \$78K, which is \$6K more than pledged.

\$3K more of Identified Offerings was received in March than was budgeted.

Loose plate is \$1,181 under budget because there were few in-sanctuary services in January & February, and it continues to lag.

Medical insurance payments are \$4,339 over budget because December premiums were paid in January.

Assistant Priest salary and benefits are lower than budgeted because Mother Lisa started in the middle of March and because pension payments were not made yet (they will be made up).

Administrative assistant and sexton salaries are under budget because fewer hours are being worked.

Computers Network & Web is \$1,204 over budget for live stream equipment in February which was not in budget. It was approved to be spent in 2020.

January grounds keeper equipment (\$882) was not in the budget but was offset by a \$1.5K donation for ground keeping equipment and supplies in Miscellaneous Receipts.

Property insurance is \$3,499 over budget because December premiums were paid in January.

In January, \$700 was spent on a lot survey for the Chapel of the Cross that was not in the budget.

Office Rent is \$980 over budget because storage unit expenses in February were not in budget.

Diocesan Convention is \$2,000 under budget because nothing was spent in January.

\$599 was spent in January for Mother Lisa's visit to Southport that was not in the budget.

Project Costs	Project Funds	Total	Current	at 11/30/2021
Construction Cost	Pledges	1,409,544		
Parish Hall/Admin	Collected		1,034,057	1,034,057

Architectural Services		Collect by 11/30			120,106
Construction Supervision	20,500	Outstanding		375,486	255,380
Other Costs		Other Funds	366,109	366,109	366,109
Furniture & Fixtures	37,500	Mortgage	835,000	0	835,000
Contingency 5%	101,500	Total Funds	2,610,652	1,400,166	2,355,272
Misc.	6,173	Total Spent	2,355,273	294,793	2,355,273
Total Construction Cost	2,195,523	Available Funds	255,380	1,105,373	0
Actual Construction Spending	135,043				
Remaining Construction Spending	2,060,480				
Pre-Construction Spending	159,750				
Total Project Costs	2,355,273				
Total Spent to Date	294,793				

Assumptions/Comments

Project Costs are the not-to-exceed in the Urban contract.

Some, or all, of the contingency money may not be spent.

November 30 is the planned construction completion date.

\$1,034,057 in Capital pledges has been collected.

Pledges for 2018 through 2020 are under paid by \$120,778.

Overall, \$375,486 of total pledges remain unpaid.

At least \$120,106 in outstanding pledges must be collected before the end of construction to avoid using cash reserves.

This allows us to stay within our \$835,000 maximum mortgage approved by the Diocese.

Respectfully submitted,

Bob Fuchs
Treasurer

CHAPLAINS' REPORTS

Faith Ministry Board

Tom Griffin:

The Faith Ministry Board met April 19 to begin to make their mission statement. A draft was completed and they will vote to confirm the mission statement at their next meeting. They also directed me to ask the Vestry to consider redesigning the Church's web site to make it more user friendly. PS Sorry for my inability to give this report last night due to a technical problem between my computer and zoom.

Parish Life Board

Jimbo Smith:

The Parish Life board met Via Zoom on 4/8/21
Attending: Linda Humphries, Steve Moore, Jimbo Smith

The need for a mission statement was stressed and should be submitted fitted in May. Brunswick Town post service will be a "bring your own" pic iuc. Steve Moore will provide soft drinks, water, paper items and plastic utensils.

The Newcomer Ministry `and Greeters under Joanne Valente and Rose Dahil are to discuss revision with Fr. Eric.

The ECW has events scheduled: The Lunch Brunch will resume 4/26 at 11:30 at Duffers. A shell workshop at Deb Alt's house will take place from 10-2 on 4/30. On 5/4 at 11:30 at Waterway Park, St. James a Bon Voyage party for Ida Parker will take place.

On Friday, 4/23 at 8:30 The Old Jobbers led by Clarck Sizemore will hols a work session at the New Hope Clinic.

The following organizations are on hold due to Covid: Men's Club, Brotherhood of St Andrews. Gather Round the Table, Dine in-Dine out, will resume in August-September.

The Neighborhood Groups, active in times past, will be resurrected. This was suggested by stye Strategy Team.

Submitted by Jimbo Smith, Chaplain of Parish Life Board.

Outreach Board

Holly Meiners:

I attended the Outreach meeting on The 13th of April. Ruth Smith meeting was very informative.

The following disbursements was as voted on at their last meeting in November of 2020.

Souper Bowl \$500.00 (Food Pantry)

Winter shelter \$2000.

And the Completion of the Angel Tree commitment.

Assistance for the Tornado Victims \$1,000.00

At the meeting voted and approved are as follows;

Diaper Ministry \$1000.00

Annual American Legion Scholarship \$250.00

Belize Ministry \$1000,00 for shipping of goods

Street Reach book bags \$2000.00

A Grant request has been received from Brunswick Country Literacy Council for \$1500, for chrome books and Materials.

The committee will consider this request in the Fall

The Outreach committee members will be working on a mission statement

The next meeting will be July 13

Worship Board

Rich Alt:

- 1) Liz Halbert gave a presentation regarding a new communications initiative where each Ministry Board is requested to submit write ups on their individual ministries for publication in the E-Newsletter. The Usher Captain was selected to be the first story to be submitted; date to be determined.
- 2) Richard Alt, with assistance from Fr. Eric, gave a presentation regarding the Vestry's desire that each Ministry Board develop a Mission Statement that would support the Vestry's Mission Statement. Mr. Evans requested all Worship Board members to come back at May board meeting with suggestions.
- 3) Fr. Eric gave a presentation that St. Philips will hold a 10:00 AM service at Brunswick Towne on Sunday, May 02, 2021. One hundred participants are allowed under current COVID restrictions. More to follow as the various Worship ministries work out the details.
- 4) Altar Guild – Nothing to report
- 5) Communicator – Nothing to report
- 6) Flower Guild – is soliciting for more volunteers.
- 7) Usher Captain – discussed how there may be additional responsibilities placed on the ushers when the Safety and Security Ministry starts up.
- 8) Choir – Due to expected vacancies the choir will be down to two male vocalists, and overall, there may be a need for additional female vocalists.
- 9) Scheduler – having problems finding enough volunteers to accommodate three services.
- 10) Beach Ministry – Mr. Evans and Fr. Eric represented that most of the key logistical needs had not been established and the Beach Ministry lead suggested that St. Philips cancel the Beach Ministry for 2021. The Worship Board concurred and the Beach Services for the summer will not take place.
- 11) Verger – Nothing to report
- 12) Deacon – Deacon Sally recommended that St. Philips take a pause in providing financial support to the Brunswick County Streetreach Organization. The organization is not a regulated

501c-3 entity, and the organizer has stated they do not want to be regulated by the government, nor will they take government money.

The Worship Board concurred and voted to suspend financial payments to StreetReach Ministry but will continue to supply the organization with bookbags and other tangible material.

FINANCE & FACILITIES BOARD RECOMMENDATION

In 2018, when the Mission Fund accounts were being redefined, questions were asked about an existing "Mission Fund Endowment" of approximately \$80,000. At that time we were unable to determine where these monies originated and specifically what it could be used for. In 2020, as our capital campaign was not reaching its needed goals, the Finance and Facilities Board approved a resolution that these monies be used for the new parish hall construction and that future endowments would follow a new, more comprehensive and broader Endowment program under development by Jim Belvin. This resolution was communicated to the Vestry and these monies were moved to the capital campaign.

Recently, Dana Richardson identified a set of Vestry-approved documents from 2012 that specified Operating Rules for said Mission Fund Endowment. These rules allowed the Endowment Fund's interest and investment gains to be spent but not the principal. It was also determined that the original donation was \$41,737.12, and that this donation (from discussion with then Treasurer David Forsyth) was a gift by a family for a deceased person (David didn't remember who) and that the original purpose was to pay down the mortgage. As a point of reference, these monies have now appreciated to a total of approximately \$82,000. David felt that since the mortgage was paid off that it was appropriate for the entire gift to be used for the new parish hall.

At their April 13, 2021 meeting, the F&F Board approved a resolution requesting that the Vestry approve dissolution of the existing Operating Rules of the 2012 St. Philips Parish Endowment (requiring 2/3 majority affirmative vote of the existing Vestry) and then approve the use of these monies in total for capital construction of the new parish hall. Our rationale is as follows: (1) the original donor did not specify the formation of an endowment, this was apparently a Vestry decision and (2) these funds have been already allocated to the current capital project, and without the \$82,000 we will not be able to keep the mortgage within the Diocese-approved amount.