

**St. Philip's Episcopal Church**  
**Vestry Meeting**  
**August 17, 2021**  
**Minutes**

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

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

**Opening Prayer.** Fr. Eric opened the meeting with a prayer at 4:00 pm in the Parish Hall.

**Minutes.** The July minutes had been approved via email.

**Rector.** Fr. Eric announced that he has been appointed as Dean of the Lower Cape Fear Deanery and there will be a Zoom meeting of deans on September 18. On October 3, there will be a deanery-wide worship service at St. Paul's in Wilmington, which is planned to be face-to-face worship and opportunity for fellowship.

Fr. Eric and Mother Lisa will be attending a required clergy conference at Trinity Center from October 18 – 20.. Retired clergy are also invited to attend, but it is not mandatory. The office will be closed the entire week of October 18 – 22 during the clergy absences and Lorraine's vacation week. Pastoral emergencies will be attended to.

Jimbo and Ruth Smith are in the process of an imminent move to Virginia. Jimbo has resigned from the Vestry. Since Ruth serves as Outreach Chairperson, a new chairperson will be needed. Jimbo's unexpired Vestry term will not be filled for the remainder of this year but the remaining two years of his position will be on the ballot at the annual meeting. Deborah Jordan agreed to step in temporarily for Jimbo as chaplain to the Parish Life Board.

Fr. Eric noted that Aedan Barnes is stepping down as Stewardship Chairperson. After several others stepped down or are at the end of their two-year term, there remain only three on this board. Ideally the board should have 6-9 members. Vestry members were asked to recruit additional parishioners to serve on this important board.

Each of our Ministry Boards is configured with a chairperson but have no one identified to fill in during the absence of the chair. In general, Fr. Eric recommended that each board name a deputy or vice-chair who would be able to continue to serve in the absence of a chair. He emphasized that each board should send a representative to the monthly board chair meetings.

Starting with the end of the summer schedule, the upcoming activities of St. Philip's will be provided in both the E-News and as inserts in the bulletins. This coverage of events will change the Vestry Person of the Day (VPOD) duties during the services. Suggestions were made, including the opportunity to introduce the "Ministry Minutes," which are scheduled to begin September 19, or, simply standing and identifying oneself as the VPOD who will be available to answer questions following the service.

Fr. Eric reported a very positive monthly meeting with board chairs. Topics addressed included: plans for the new Fellowship Hall; methods of stabilizing membership; intentional communication effecting church growth, and communication of the workings of a program church.

Fr. Eric distributed a copy of the narrative budget, which will be included with the September 12th pledge letter. The graph reveals where clergy are spending their time, and where our treasure is being invested. It also includes a listing of all board chairpersons. It was decided to include the diocesan pledge (10%) in the graph in lieu of the vestry budget which includes this pledge.

Adult Forum will also return on September 12 and will meet in the chapel until the Fellowship Hall is completed. On September 15, "Theology Uncorked" will convene at 5 pm at Uncorked by the Sea, with Don Halbert as host. Canon Jim Hanisian will preach on September 19

Per the church canons, the annual meeting is scheduled to be held on the first Sunday of Advent which is the first Sunday following Thanksgiving. This year, that Sunday is November 28<sup>th</sup>. Present planning is to have the budget finalized for presentation to the parish by December 5<sup>th</sup>. Per Article V of our bylaws, the vestry must establish the time and place for the meeting at least 60 days before the meeting. **Dana Richardson moved to delay the annual meeting until the second Sunday in Advent (December 5.) The motion was seconded by Liz Halbert and approved.**

**Treasurer's Report.** (Attached as addendum.) Bob Fuchs noted that revenues were down somewhat in July, but expenses continue under budget. Identified offerings continue to be received from newcomers. Due to the delay in building, our new larger mortgage payment will be delayed until 2022. The 2022 budget is in process, with 6 out of 10 budget owners having reported. A very good response to the parish letter regarding the capital campaign needs resulted in \$54k in further commitments. **Bill Bittenbender moved to receive the Treasurer's report, the motion was seconded by Deborah Jordan, and approved.**

**Building Committee Report.** (Attached as addendum) Bill Bittenbender discussed the status of the land swap with the City of Southport. The swap includes two pieces of land (491 square feet each) on either end of the Chapel of the Cross and Parish Hall. The proposed swap will go before the City Council in September. **Bill presented a resolution from the Vestry affirming our decision to swap our parcel. Liz Halbert moved to accept the resolution (attached), it was seconded by Bob Wright, and approved.**

**Nominating Committee.** Debbie Evans reported that the nominating committee consisting of our retiring vestry members has met to discuss how to conduct the election at the annual meeting. How to structure the nominations and the vetting of nominations to determine members in good standing were items discussed. The first announcement of the opening of nominations will be August 27, and the second on September 3. Four new vestry members will be elected for three-year terms, one unexpired term of two years and another unexpired term of one year will be on the ballot for the annual meeting. The possibility of a change to our by-laws regarding nominations from the floor is being considered. Nominations should be closed by October 11 in order for vetting to be completed and candidate bio's written for the monthly newsletter. Due to the two unexpired terms to be filled, six candidates will be needed overall. Parishioners will be instructed to vote for no more than four candidates. The candidates receiving the 5<sup>th</sup> and 6<sup>th</sup> most votes will fill the two unexpired terms..

**Senior Warden Report.** Dana noted that the Safety and Security Committee recently reported its activities to the Executive Committee and its report is attached for information. At present the committee is reviewing a draft RFP for the main church doors, which are not closing properly. In developing its budget requirements for the upcoming year, the Safety and Security is emphasizing the most likely scenario to be addressed first—medical.

Dana proposed that an *ad hoc* committee be formed to make final minor revisions to the provisionally approved Endowment Policy. The Junior and Senior Wardens will meet with Don Halbert (F&F Chair) and Jim Belvin to work out the changes needed to make the draft a completed policy. Dana also recommended that a policy review process be established for the vestry to use when future policies are proposed.

The Senior /Junior Warden budget inputs were highlighted by Dana. A funding plan for the Maintenance Reserve and Insurance Deductible was discussed. The Vestry will be looking for the long-term plan for funding these items in the budget provided by the Finance and Facilities Ministry Board.

Dana also addressed a proposed Facilities Use Policy that was drafted by Dana and Dave and collaborated with Fr. Eric. This draft policy outlines the priorities for use and procedures for reserving church facilities and now needs to have potential fees assigned for use. The policy is ready to go to the Finance and Facilities Committee to determine the fee structure and the Senior and Junior Wardens will work with the F&F Board to complete the policy.

**Junior Warden.** (Report attached as addendum.) Dave Ham discussed the Landscape Beautification Project that has been fully funded by contributions and is in the process of being implemented.

**Chaplains and Committees.** (Reports attached as addenda.)

**Action Items and Review.**

- Executive Committee will address prioritizing requests for use of new Fellowship Hall [**Draft policy being forwarded to F&F Ministry Board for completion**]
- By-Laws Revision at Diocese for Bishop's Review [**Action Pending**]
- Vestry Budget Inputs/Guidance to F&F [**due 9/1/21-Complete**]
- Endowment Policy to be fine-tuned by *ad hoc* committee and sent to F&F Committee [**Action Pending**]
- Facilities Use Policy to be sent to F&F Committee [**Action Pending**]
- Vestry nominations [**Action Pending**]
- Replacements for Ruth Smith as Outreach Chairperson [**Action Pending**]
- Replacements for Stewardship Committee Chairperson and committee members [**Action Pending**]
- Request that all Ministry Board Chairs identify deputies for their MB Chaplains [**MB Chaplains – Action Pending**]
- Publish December 5, 2021, as the date for the Annual Meeting. Notice to be published no later than the last week of September.
  - **Rules for voting are to be published with the date notification—Nominating Committee to report rules options to the Vestry by September Vestry meeting.**

**Closing and Prayer.** Fr. Eric offered the closing prayer, and the meeting was adjourned at 6:15 pm.

Respectfully submitted,

Margaret Bearden, *Clerk*

# REPORT

## Treasurer's Report to Vestry August 17, 2021

Requests were sent to all budget owners to get their input for the 2022 operating budget.

<b>Operating Budget</b>	<b>2021 FY Budget</b>	<b>2021 YTD Actual</b>	<b>2021 YTD Budget</b>	<b>2021 YTD Variance</b>	<b>July Actual</b>	<b>June Actual</b>	<b>Monthly Change</b>
<b>Revenues</b>							
Pledges	581,157	356,086	333,627	22,458	34,156	49,583	-15,427
Flower Revenue	8,025	3,450	4,681	-1,231	150	375	-225
Identified Offerings	41,208	38,335	23,656	14,679	4,210	7,395	-3,185
Loose Plate	7,500	1,589	4,306	-2,717	664	379	285
Parish Hall Rental	600	400	350	50	75	75	0
Miscellaneous Receipts	15,000	16,191	8,750	7,441	4,106	192	3,914
Total Revenues	653,490	416,051	375,370	40,680	43,361	57,999	-14,638
<b>Expenses</b>							
Parish Staff	433,349	233,054	244,065	11,010	31,986	34,619	2,633
Administration	35,316	19,494	20,601	1,107	3,447	2,952	-495
Buildings & Grounds	87,596	45,432	40,599	-4,833	3,738	8,044	4,306
Vestry	65,060	37,439	39,410	1,971	5,130	5,130	0
Faith Formation	1,700	1,280	1,425	145	1,000	3,530	2,530
Outreach	7,050	5,550	5,550	0	2,000	0	-2,000
Parish Life	4,924	1,670	2,914	1,244	426	284	-142
Pastoral Care	1,080	382	630	248	25	119	94
Worship	16,894	5,895	10,070	4,175	1,370	553	-817
Total Expenses	652,969	350,197	365,264	15,067	49,122	55,231	6,109
Net Total	521	65,853	10,106	55,747	-5,760	2,769	-8,529

**Comments:**

July revenues were \$2,769 less than expenses and YTD revenues are \$65,853 greater than expenses.

Total Revenues were \$5,264 under budget in July and are \$40,680 ahead of budget year-to-date.

Pledge collections were \$8,892 less than budget in July but remain \$22,458 ahead of budget year-to-date. A major driver is that people have paid their full-year pledge early. While this is good now, it means that pledge collections will be under budget in future months unless people contribute more than they pledged.

Identified Offerings were \$1,158 over budget in July and are \$14,679 over budget year-to-date. A major driver is donations from many new members.

\$13,776 in donations have been received for several projects, which offset unbudgeted expenses in Buildings & Grounds.

Total Expenses were \$5,867 under budget in July and are \$15,067 under budget year-to-date.

Medical insurance payments of \$4,339 and Property insurance payments of \$3,499 were December 2020 expenses paid in January.

The Administrative Assistant position is not filled reducing Parish Staff expenses by \$5,492 year-to-date.

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

Budgeted monthly mortgage payments are not being made because Fellowship Hall construction is running later than planned. We continue to pay rent on the temporary office.

\$7,237 was spent on several unbudgeted Buildings & Grounds, which are offset by donations mentioned above.

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

<b>Project Costs</b>		<b>Project Funds</b>	<b>Total</b>	<b>Current</b>	<b>at 01/15/2022</b>
<b>Construction Cost</b>		Pledges	1,412,742		
Parish Hall/Admin	2,029,850	Collected		1,109,657	1,109,657
Architectural Services		Collect by 1/15/2022			44,475
Construction Supervision	20,500	Outstanding		303,085	258,610
Other Costs		Other Funds	366,141	366,141	366,141
Furniture & Fixtures	37,500	Mortgage	835,000	0	835,000
Contingency 5%	101,500	<b>Total Funds</b>	<b>2,613,883</b>	<b>1,475,798</b>	<b>2,355,273</b>
Misc.	6,173	Total Spent	2,355,273	626,568	2,355,273
<b>Total Construction Cost</b>	<b>2,195,523</b>	<b>Available Funds</b>	<b>258,611</b>	<b>849,230</b>	<b>0</b>

Actual Construction Spending	466,819
<b>Remaining Construction Spending</b>	<b>1,728,704</b>
Pre&Non-Construction Spending	159,750
<b>Total Project Costs</b>	<b>2,355,273</b>
Total Spent to Date	626,568

**Comments:**

The planned construction completion date is January 2022.

\$1,109,657 in Capital pledges has been collected, which is 79% of the total pledged amount.

116 out of 189 pledgers are fully paid. 13 other pledgers are on schedule.

Overall, \$303,085 of total pledges remain unpaid. Pledges for 2018 through July 2021 are under paid by \$132,332.

Twelve pledgers have moved, left the Church, or passed away, leaving a shortfall of \$44,988.

At least \$44,475 in outstanding pledges must be collected before the end of construction to avoid using cash reserves, which will allow us to stay within our \$835,000 maximum mortgage approved by the Diocese.

Respectfully submitted,

Bob Fuchs

Treasurer

**Junior Warden Report:**

**Vestry Nominations 2022** – A committee of the senior year Vestry members has been formed to seek nominations for Vestry in 2022. There will be a total of six positions open for reelection: four full terms, and two partial terms. The committee will report to the Vestry on their progress.

**Campus Beautification Project** – BlueGreen Carolinas has been contracted to regrade, prepare, and install sod in front of the church and around the labyrinth. That work which is the major component for the project has been scheduled to begin September 7<sup>th</sup>. Additional days for secondary work will be scheduled both before and after sod installation days.

As previously stated, this project will include:

- New sod in the labyrinth area and front of the church
- Reinforcement of labyrinth and pathway with polymeric sand
- Update to drip irrigation system around labyrinth area - **completed**
- Additional plantings to enhance grounds
- Refresh mulch in labyrinth area and front of the church

Again, this project has been funded by several St. Philip's parishioners and further donations will be accepted as we progress. The project should be completed by end of September. The restoration of the remaining landscape affected by construction is pending awaiting the completion of Fellowship Hall construction and will be funded as part of that building project.

## **Building Committee Report:**

### **FELLOWSHIP HALL 8-15-2021**

#### **Background**

- 2014 purchased of corner house expanding our campus
- 2015 Vestry approved Parish Hall project and Capital Campaign
- 2020 Construction began
- January 2022 expected occupancy

#### **Project Status**

- Based on payments made to date (\$590,416) estimate 29% complete
- Committee review of invoices and back up detail being tracked
- SPEC Treasurer tracking payments as presented by contractor
- Recent request to Congregation for people to increase their pledge and if new member to consider making a pledge
- Result of request looks like we can meet the \$835,000 mortgage without tapping cash reserves, any additional funds can be used to reduce mortgage further

#### **Project Management & Communications**

- Weekly meetings held with Architect/Contractor
- Daily site visits by committee members
- Weekly updates provided to the Congregation as part of E News
- Committee members available to answer questions and consider comments

#### **Financials**

Information Provided to Vestry Monthly

<b>Project Costs</b>		<b>Project Funds</b>	<b>Total</b>	<b>Current</b>	<b>at 01/15/2022</b>
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### Financial Notes

- \$1,109,657 in Capital pledges has been collected, which is 79% of the total pledged amount.
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- Overall, \$303,085 of total pledges remain unpaid. Pledges for 2018 through July 2021 are under paid by \$132,332.
- Twelve pledgers have moved, left the Church, or passed away, leaving a shortfall of \$44,988.
- At least \$44,475 in outstanding pledges must be collected before the end of construction to avoid using cash reserves, which will allow us to stay within our \$835,000 maximum mortgage approved by the Diocese
- Financial summary provided monthly by Treasurer.

### Major Milestones

- Foundation Site Work
- Excluding Patio Area from Dry Street to Narthex and Path around North and East side of building
- Administration Building
- Majority of framing completed
- Window installation scheduled
- Fellowship Hall roof under construction
- Handicapped entrance installed at front of Administration Building
- Dry-In scheduled for mid to late August
- Electrical and HVAC to follow

## **Safety and Security Update**

August 4, 2021

### Recent Activities

New SSC Members Meetings  
Coordinate with previous members/review plans and documents  
Determine Security Posture Assessment approach: “as is—to be”  
Threat Identification Document  
Threat Priority Document  
Rector/Warden Meeting and Status Update  
Physical Security Walkthrough  
Call for Volunteers

### Near Term and Ongoing Activities

Generate volunteer roster  
Prepare SSC budget  
Review Draft RFP for Physical Security Upgrades (Doors)  
Draft and review three Key Policies and Procedures:  
    Basic “during service” Medical Response  
    Church Evacuation  
    Church Lockdown  
Ongoing liaison with local PD/FD and other church SSC’s  
Generate and execute parishioner awareness and training programs

### Key Areas for Awareness

Addressing Security Priorities in a “Pyramid” fashion  
“Manpower and Funding” is what closes gaps  
Some significant enhancements can be made with little-to-no funding  
Funding required to enhance portable and fixed safety and security infrastructure upgrades  
Budget preparations/prioritizations are underway  
Policies/Procedures Documentation require attention

### Current SSC members

Dennis Courtnage  
Harold Gross  
Al Snell

### **Nominating Committee (NomCom) Report**

**Strawman Timeline:** some of these dates may change, but it’s a start.

- July 21                      Nominating committee established
- Aug 9 Retiring vestry members meet & create a list of possible candidates for nomination
- Aug 12                      List of potential candidates verified for eligibility

- Aug 27 Initial announcement calling for Vestry nominees published in weekly E-News
- Sep 3 Announcement in E-News
  - Committee to review all submissions up to this point.
  - Begin contacting NomCom list of possibilities if not already submitted.
  - Verify all submissions as they are received. Make sure bios are included.
- Oct 11 Have all bios to office to be included in new Monthly Newsletter (published last day of month)
- Oct 31 Newsletter published with all bios of candidates.
- Nov 28 or Dec 5 Annual Meeting/Election of new Vestry members.

**REMINDER** There are 6 vacancies on the Vestry to be filled:

- 4 three-year terms,
- 1 two-year term, and
- 1 one-year term.

It is assumed the terms will be filled by the number of votes received:

- **Top 4 vote-getters** will fill the three-year terms,
- **5<sup>th</sup> highest votes** will fill the two-year term, and
- **6<sup>th</sup> highest votes** will fill the one-year term.

### **Worship Ministry Board Chaplain – Rich Alt**

The final revision of the Flower Guild Mission Statement:

The mission of the Flower Guild is to celebrate God’s creation, enhance worship, and honor loved ones through the preparation of fresh flower arrangements.

### **Pastoral Care Ministry Report – Mthr. Lisa**

The Pastoral Care Board meets monthly, on the third Thursday of the month.

Each ministry gives an update, as well as a check-in for personal, pastoral concerns. We also determine if anyone in the parish could benefit from more pastoral support.

The Pastoral Care Ministry Board is currently working on adding Lay Eucharistic Visitors and Prayer Shawl to our ministry list, as those seem to fit Pastoral Care better than worship and parish life, respectively.

COHI (Community of Hope International) is forming nicely. Mthr. Lisa is attending a Facilitators Training this week (Wednesday through Saturday). The first session of the COHI chaplains training is Sunday, September 12 at 2pm. We currently have 6 lay people signed up for the training, with up to 5 more people participating.

Current ministries attending Board Meetings:

- Daughters of the King – Sharron Sands
- Health Equipment Library - Michele Barkalow
- Bereavement - Janet Fox (with Bill Eberle leading the sessions)
- Stephen Ministry - Susan Chase

Walking through Grief will begin Tuesday, September 21, from 1:30-3:00 p.m., meeting at Trinity United Methodist Church.

Health Equipment Library is still lending equipment.

Stephen Ministry is still going well, with monthly meetings and are currently looking to build up their ministry for care receivers.

**Mission Statement:**

The mission of the Pastoral Care Board is to love and comfort our neighbors as ourselves.

**LAND SWAP RESOLUTION**

**Resolution, Property Transfer Between St Philip's Episcopal Church and City of Southport, NC**

**St Philip's Episcopal Church, Southport, NC 28461**

Resolved that the Parish of St. Philip's, Southport, NC, Diocese of East Carolina acting through its duly elected Vestry, does hereby determine that it is in its best interests to transfer a portion of the Church's property fronting on Moore Street and in return the City of Southport would transfer a portion of its property fronting on Dry Street as shown on the enclosed survey. The Vestry in connection with such determination does find that this transfer is in the best long-term interests of the Parish. Each portion of the subject properties is 491 square feet therefore it is considered an equal exchange in value.

FURTHER RESOLVED, that the Senior Warden is authorized and directed to seek the written consent of the Bishop, the Trustees and the Standing Committee by submitting a certified copy of this resolution and the additional materials required by the Standing Committee of the Diocese for its Advice and Consent, all as provided by the Constitution and Canons of the Diocese.

Adopted this 17<sup>th</sup> day of August 2021.

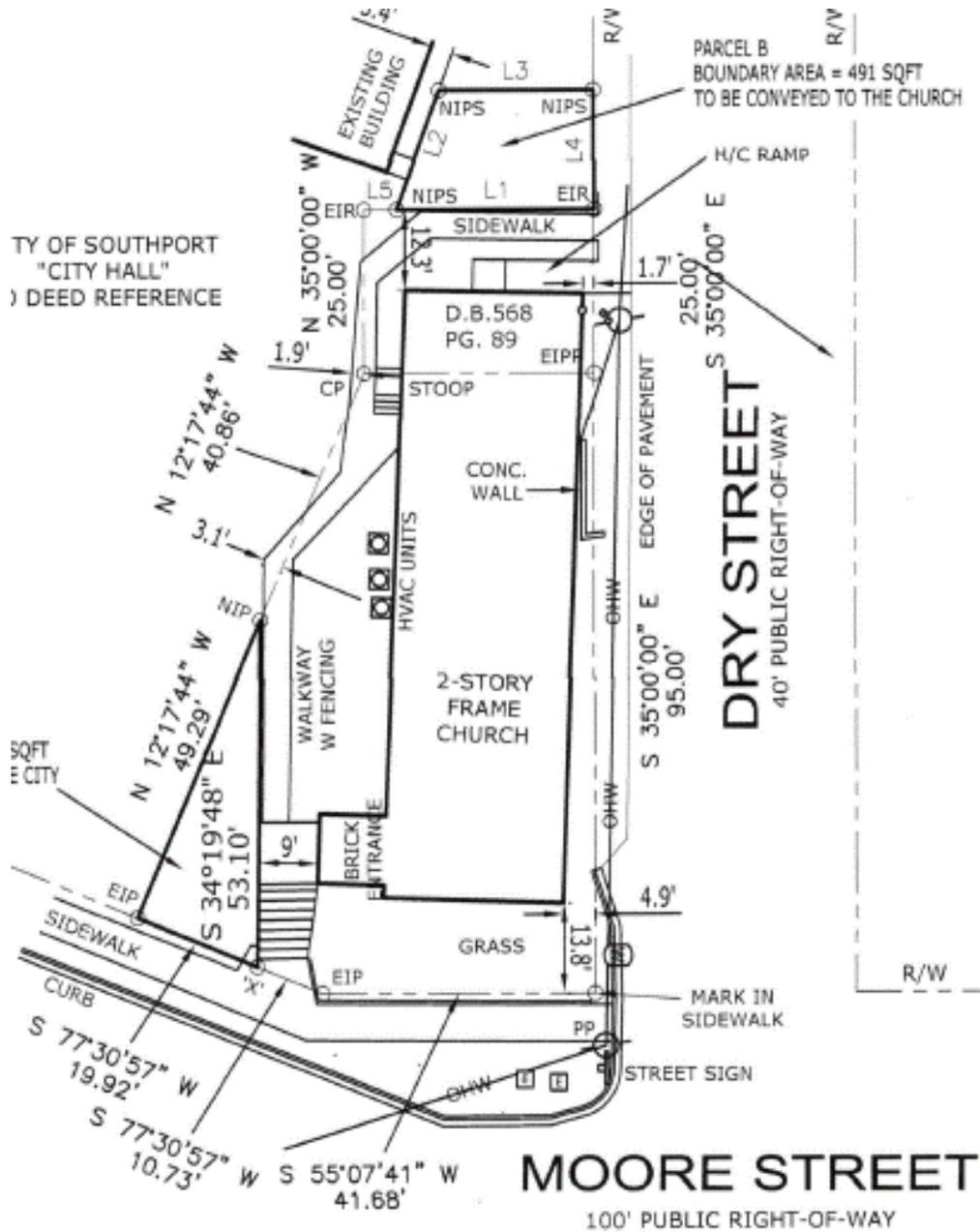
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Dana Richardson, Senior Warden

Attest:

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Margaret Bearden, Clerk of the Vestry



LAND SWAP  
 FOR  
**ST. PHILLIPS  
 EPISCOPAL CHURCH**