

**St. Philip's Episcopal Church**  
**Vestry Meeting**  
**February 26, 2022**  
**Minutes**

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

*Absent:* Geoff Gersen, Bill Carney

*Ex Officio:* Bob Fuchs, *Treasurer*, Lorraine Beamer, *Clerk*, Mthr. Lisa Erdeljon, *Assistant to Rector*

**Opening Prayer.** Fr. Eric Mills opened the meeting with a prayer following the Vestry Retreat in the Sanctuary.

**Minutes.** The December 12, 2021, Vestry minutes had previously been approved via email.

**Rector' Comments**

**Treasurer's Report.** (Attached as addendum) Bob Fuchs presented a recommendation from the Finance and Facilities Ministry Board to redirect \$35,000 of 2021 excess revenue to the capital campaign so that these funds could be used to decrease the mortgage at the time that the mortgage is finalized if deemed necessary. **Bill Bittenbender made a motion to accept the recommendation of the treasurer which was seconded by Susan Chase.** Discussion followed with other options for the \$35,000. **The motion carried with 3 no votes.**

**Holly Meiners moved to receive the Treasurer's report, the motion was seconded by Margaret Bearden, and approved.**

**Building Committee Report - See Q&A by Bill Bittenbender in attachments**

**Senior Warden's Report.** Three policies were proposed for consideration:

- **A motion to accept the updated Usher Customary proposed by Dennis Courtnage was made by Rick Pearce and seconded by Bill Bittenbender. Motion passed unanimously.**
- **Rick Pearce made a motion to approve the following documents: St. Philip's Church Endowment Fund Policy, Endowment Cover Letter, Endowment Categories Enclosure and Endowment Fund Agreement. The motion was seconded by Bill Bittenbender and passed unanimously.**

- **Bob Wright made a motion to approve the Policy for Approval of Policies, Procedures, Customaries and Job Descriptions. The motion was seconded by Rick Pearce.**

**Discussion followed with a 5 to 5 vote. This matter will be deferred to the next vestry meeting with a full vestry in attendance.**

**The following verbiage was approved by Executive Committee in meeting on February 1, 2022 and is entered into record.**

Effective January 1, 2022, William Bittenbender is appointed by the Vestry of St Philips Church to continue as Chair of the Parish Hall Building Committee until completion of construction currently projected to be May 31, 2022. He is authorized to negotiate on behalf of the Vestry with architects and contractors selected to build our new Parish Hall and make appropriate commitments as required.

Mr. Bittenbender will consult with the Finance and Facilities Board regarding terms, conditions and proposed costs. He will report to the F&F Ministry Board and Vestry regarding significant issues. In conjunction with the Church Senior Warden and Treasurer he will contract for necessary financing to construct the new building. Mr. Bittenbender is authorized to dispose of Church property no longer needed after completion of construction after consultation with the Finance and Facilities Board.

**Bill Bittenbender made a motion to approve Sue Mills as the new Chair of Faith Formation. Susan Chase seconded the motion which passed unanimously.**

The Wardens (Dave Ham and Steve Russell) will alternately write articles for the *Come and See* distribution. A Sign-up Genius link will be sent for all vestry members to select a month to write an article for Come and See.

The 2021 Parochial Report was discussed with corrections/amendments proposed. **Bill Bittenbender made a motion to accept the Parochial Report as amended. Dave Ham seconded the motion which passed unanimously.**

Vestry meetings will be held on the 3<sup>rd</sup> Tuesday of the month in the Chapel Annex. The next meeting (March 15<sup>th</sup>) will be held at 5:00PM. Discussion about future time of the meeting will occur at the March 15<sup>th</sup> meeting.

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

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

- Facilities Use Policy has been sent to F&F Committee. Follow-up needed at March 8,2022 meeting [**Action Pending**].
- New Faith Formation chairperson [**Action Complete with the approval of Sue Mills**].

- Request that all Ministry Board Chairs identify deputies for their MB Chaplains [**MB Chaplains – Action Pending – need Deputies for: Outreach, and Faith Formation**].
- Review Model Policies and provide questions or issues to the Senior Warden [**Action Ongoing – all Vestry**].
- Implementation of Model Policies [**Action Pending – Dana Richardson is the lead for Model Policies**].
- Review, Retain, Update, or Remove existing policies [**Action Ongoing – MBs are to be contacted for the status of their reviews.**].
- Distribution of year-end excess revenue [**Action Pending F&FMB Recommendation**]
  - **Although a motion was passed to approve the F&F recommendation to redirect \$35,000 of excess revenue from 2021 to the Capital Campaign, it was noted in discussions of the motion that the actual recommendation by F&F MB of whether these funds will be used to reduce the mortgage will be made when the construction is complete, and the Certificate of Occupancy is issued (estimated mid-May).**
- Implementation of Safety - Security Procedures. [**Action Pending SSC coordination with Fr. Eric and the Wardens**].

**Closing and Prayer. Bill Bittenbender moved to adjourn the meeting at 3:00pm. The motion was seconded and approved.** The meeting was adjourned after a prayer by Mthr. Lisa.

Respectfully submitted,  
Lorraine Beamer, *Clerk*

**Treasurer's Report to Vestry  
February 26, 2022**

	<b>2022 FY</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>	<b>January</b>	<b>December</b>	<b>Monthly</b>
<b>Operating Budget</b>	<b>Budget</b>	<b>YTD Ac-</b>	<b>YTD</b>	<b>YTD Var-</b>	<b>Actual</b>	<b>Actual</b>	<b>Change</b>
		<b>tual</b>	<b>Budget</b>	<b>iance</b>			
<b>Revenues</b>							
Pledges	606,673	129,811	84,157	45,654	129,811	39,718	90,093
Flower Revenue	6,000	450	500	-50	450	1,590	-1,140
Identified Offerings	54,000	2,503	5,000	-2,497	2,503	11,820	-9,317
Loose Plate	4,200	348	389	-41	348	1,209	-861
Parish Hall Rental	600	100	50	50	100	100	0
Miscellaneous Re-							
ceipts	15,000	642	1,250	-608	642	5,092	-4,450
<b>Total Revenues</b>	<b>686,473</b>	<b>133,854</b>	<b>91,346</b>	<b>42,508</b>	<b>133,854</b>	<b>59,528</b>	<b>74,326</b>
<b>Expenses</b>							
Parish Staff	443,927	34,624	35,415	791	34,624	34,749	125
Administration	32,914	1,603	2,730	1,127	1,603	2,923	1,320
Buildings & Grounds	108,125	1,559	6,157	4,598	1,559	24,733	23,174
Vestry	71,191	6,473	7,883	1,410	6,473	5,200	-1,272
Faith Formation	3,180	15	940	925	15	0	-15
Parish Life	3,650	0	300	300	0	91	91
Pastoral Care	2,700	60	225	165	60	0	-60
Worship	20,785	1,954	2,315	361	1,954	587	-1,367
<b>Total Expenses</b>	<b>686,472</b>	<b>46,288</b>	<b>55,965</b>	<b>9,676</b>	<b>46,288</b>	<b>68,283</b>	<b>21,995</b>
<b>Net Total</b>	<b>1</b>	<b>87,566</b>	<b>35,381</b>	<b>52,184</b>	<b>87,566</b>	<b>-8,755</b>	<b>96,321</b>

Revenues for the month are greater than expenses by \$87,566.

Revenues for the month are greater than budget by \$42,508.

Pledges for the month are greater than budget by \$45,654.

21 pledgers already paid their 2022 pledge.

Expenses for the month are less than budget by \$9,676.

The major drivers of lower expenses are several January invoices were not received and delays in work on the new parish hall resulted new loan expenses not being incurred.

**CAPITAL PROJECT**

<b>Project Costs</b>		<b>Project Funds</b>	<b>Total</b>	<b>Current</b>	<b>at</b>
<b>Construction Cost</b>		<b>Pledges</b>	<b>1,510,335</b>		<b>04/08/2022</b>
Parish Hall/Admin	2,029,850	Collected		1,292,854	1,292,854
Architectural Services		Outstanding		217,481	

Construction Supervision	20,500	Other Funds	366,772	366,772	366,772
Other Costs		Mortgage	835,000	0	695,648
Furniture & Fixtures	37,500	<b>Total Funds</b>	<b>2,712,106</b>	<b>1,659,625</b>	<b>2,355,273</b>
Contingency 5%	101,500	Total Spent	2,355,273	1,414,271	2,355,273
Misc.	6,173	<b>Available Funds</b>	<b>356,834</b>	<b>245,354</b>	
<b>Total Construction Cost</b>	<b>2,195,523</b>				
Actual Construction Spending	1,241,681				61%
Actual Construction Supervision	9,237				45%
Actual Furniture & Fixtures	3,603				10%
Actual Contingency	0				0%
Actual Misc.	0				0%
<b>Actual Construction Spending</b>	<b>1,254,521</b>				<b>57%</b>
<b>Remaining Construction Spending</b>	<b>941,002</b>				
<b>Pre-Construction Spending</b>	<b>159,750</b>				
<b>Total Project Costs</b>	<b>2,355,273</b>				
<b>Total Spent to Date</b>	<b>1,414,271</b>				

Construction paid to date is \$1,254,521, which is 57% of the total.

Construction remaining is \$941,002.

Total Collected \$1,292,854, which is 86% of the total.

Total Outstanding \$217,481.

164 are fully paid or more; total paid \$1,058,055.

5 are on schedule with \$30,175 remaining; total paid \$95,885.

34 are behind schedule with \$142,319 remaining; total paid \$131,301.

12 are no longer members and \$44,988 is written off; total paid \$7,612.

The maximum mortgage will be \$695,648.

Respectfully submitted,

Bob Fuchs

Treasurer

## **Chaplains and Committee Reports**

### **Outreach Board Meeting for January 31<sup>st</sup>**

In attendance – Mother Lisa, Fraser Crane, Maryann Darzano, Rich Alt, Deb Alt, Shirley Desnoyers, Pat Bittenbender, Margaret Melando, Fr. Bill Eberle, Craig Elliott, Janet Fox, Nancy Corsi and Geoff Gersen.

### **Diaper Ministry**

In addition to infant diapers the ministry is also providing adult diapers. We are currently supplying the needs to 100 participants. They also contributed \$250 toward the disaster in Kentucky. Maryann Darzano mentioned a special program of a virtual prom to special needs individuals.

### **F&F Endowment**

Rich Alt emphasized that our funds should be providing funds to reputable agencies. With the weaker market money is beginning to be a little tight. Deb Alt underscored the need to properly vet agencies.

### **Belize Ministry**

The 10-year anniversary of this mission will be next year. Additional funds are needed to ship materials. Shirley Desnoyers and George Ball are looking for volunteers. The ministry will lose its 501C3 designation after this year. A possible trip to Belize is planned

### **Substance Abuse and Addiction Commission**

Father Bill detailed this ministry and highlighted a need for more nonprofessionals to get involved. He is looking for funds to broaden the field with more trainers in a ‘train the trainer’ program.

### **Interfaith Fellowship/Food Pantry**

We are doing our part with other area churches. 1260 individuals were served in December, but 39 more families needed assistance

### **Street Reach**

No one present to elaborate on activity.

### **Monday Lunch**

Discussions will begin once the New Parish Hall is complete

### **Men’s Club**

Will reconvene once the mask mandate has fully lifted

### **Angel Tree**

\$180 was donated and distributed. The church has already received \$225 for next year. Pat Bittenbender has announced she will be stepping down from this ministry. A new leader is needed.

## **PARISH LIFE BOARD MEETING 2/3/22**

### **VESTRY REPORT**

The meeting was convened at 4 p.m. by Chairman Steve Moore. All committees were represented, with two exceptions. Barbara Kanto was unable to attend but had reported that the Gather Round the Table committee had begun, with dinner events scheduled. Also, Ennis Hardin, who was unable to attend (Steve Moore will speak with him about reorganizing the Men’s Club, which has been inactive since the departure of Jimbo Smith). Notably, the Welcome committee voiced that they are waiting

for further instructions from Fr. Eric and the Vestry to fully launch their ministry. Also discussed was asking those present to report on who currently has a key fob, to report back at the March meeting. Future events to be handled by the committee were then discussed. A monthly coffee hour is planned (next one in March) Interest was expressed by the chairman and the Hospitality committee in having an Easter Breakfast at 9 a.m. if the new Parish Hall was available at that time, maybe even something on the lawn? (Understanding that an opening “ceremony” will not have happened by then). Also, there was some discussion of an Easter Egg Hunt which had been done in the past- Steve Moore was going to contact the Darzanos about this, as they have organized it previously.

There was considerable discussion related to the dedication of the new Parish Hall. I related from Fr. Eric and the Vestry our interest in including the Bishop and Canon Mollie, as well as community representatives (e.g., the mayor, councilpersons), and that this would preferably not occur until after Easter. I also expressed the Vestry’s willingness to support the board in accomplishing this. There were feelings expressed about whether the 4/8 date for completion of the Parish Hall is firm, making it difficult to plan the event. Having said that, there is enthusiasm from the board, especially the Hospitality committee, in making this happen. Also, there was discussion about the importance of recognizing those who have been most involved in the building of the Parish Hall at this event.

Some additional questions arose about how we will manage the new building re: the sextant’s additional duties, also whether the Parish Life Board/ECW should establish a protocol for use of the kitchen for events.

The meeting was ended shortly after 5 p.m.

Submitted by Michele Barkalow, Chaplain to the Parish Life Board

### **The Pastoral Care meeting was held in the Chapel Annex on February 17, 2022**

8 Members attended. The issues discussed were:

#### **Fridays Men’s group**

This men’s group has about 8-10 members which is considered maximum. As more men become interested, they would start additional groups.

#### **Eucharist Visitors**

Hopefully, visitors will be resuming sometime in March. Eucharist ministers need training and a license. They also have to go out in pairs.

#### **Stephens’s Ministry**

As of now they have no receivers. However, Pam Hayes has been contacted about 2 people who would like a Stephens’ Minister. They are not parishioners, which is very good because it shows that word has gotten out. Right now, the Methodist church and St Philips are combining trainings for the ministry.

#### **Daughters of the King.**

Daughters of the King have 10 regular and active members

A spiritual day is planned for March 12th. All women in the parish are invited.

Training to become a daughter of the king, takes 4 to 5 different sessions.

#### **Medical Equipment**

A notice will be coming out shortly in the E news

#### **Worship Board Meeting**

February 1, 2022

Board meeting was well attended with either the chairperson or representative present.

There were only a couple of areas put forth for discussion.

1. Beach Ministry to start on May 29<sup>th</sup> and go for 15 weeks until Sept.4<sup>th</sup>.
2. Ushers will start First Aid training with local EMT unit as soon as possible.
3. Choir is losing singers (moving away. etc.).
4. Deacon Pam talked about restarting our off-campus services for Terra Bella. She hopes to start with one service a month and go from there.
5. The Model Policies were briefly discussed. Fr. Eric pointed out that these policies need some work and maybe revision before going into full practice. With this in mind, the Worship Board is trying to get a count of the number of building key fobs will be needed.

Meeting ended

Next Meeting March 1, 2022, at 4:00 pm

Respectfully submitted

Rick Pearce

Vestry Chaplain

### **Communications Team Committee**

**2/26/22**

The Communications Team Committee met on 2/23. The purpose of the meeting was to review the recommendations of the Focus Groups held during November and December 2021 and reported to the Vestry at the last Vestry meeting of the year, prioritize the major recommendations for possible implementation, and to discuss the broader communications issues faced.

The Committee has an acute understanding of the role more effective communications will have on the health, growth, and long-term success of the church. The members understand that improving communications is a crucial element in advancing many of the established objectives of St Philip's. Included in those objectives internally, are connecting better with the congregation through more effectively disseminating plans, events, and accomplishments and encouraging greater personal involvement and contribution. Externally, we believe visibility of St Philip's in the community, while highlighting the participation of the church in meeting local personal, social, and financial needs can be improved. Finally, by educating through better communication growing the church is a distinct probability that will further allow St. Philip's to increase and broaden its support to the congregation and greater community, both spiritually and temporally.

Lorraine Beamer was asked to attend the meeting to discuss her efforts to identify parishioners who may have an interest or experience in the communications field. She stated that she has tentatively identified a person who can assist in improving our website (high priority), as well as others who may be interested in the "website support team", once reestablished. Another individual with considerable communications experience has indicated interest in coordinating our communications effort (high priority). Other priorities included "help wanted" adds in primary internal communications, and ensuring the procedure for communicating, scheduling, and approving Parish Hall use is developed and activated before completion of the building.



We discussed other issues relating to whether the Ministry Boards and ministries fully understand the importance of improved communications (Chaplains' reports) how they can contribute, and the procedure which allows the information to flow, and to whom, for best effect. This topic was discussed at great length but tabled until it was determined whether the "communications coordinator" will be established, and if so, to provide him/her opportunity for suggestions/input.

To be established: Since the Communication Coordinator is critical in the estimation of the Committee and has over-arching responsibilities

1. Who approves the Communication Coordinator?
2. To whom is the coordinator responsible?

### **Information from Bill Bittenbender in answer to several previously submitted questions. To be reviewed during Building Committee Report**

To save some time and have more comprehensive answers, I wanted to pass these questions along in preparation for the Vestry meeting. If you would reply to everyone, much the same as Bob does with treasury matters, then we will be better prepared.

1. The most recent information shows that we expect to have an initial mortgage of \$695,648. Would you speak to the validity of that figure and the variables that might influence it? Specifically:

There are a number of factors that could impact the \$695,648 amount. I project that Urban will request a change order for the work to redo the kitchen design. Hard to tell what the number will be, but my estimate is that the changes are approximately \$13,500 to \$15,500 higher than we planned. I have not and will not ask Urban for a change order, but it is a possibility.

The cost for the landscaping, we have an estimate from Kelly Landscaping of \$15,000 so will have to wait and see if any changes occur.

- Construction Supervision - \$20,500

The original design contract had a figure of +/- \$35,000 for architectural oversight that was reduced to \$20,500, when Urban Construction was awarded the construction contract. \$9,237 has been paid to date.

- Furniture & Fixtures - \$37,500 projected.

VA School Furniture \$13,706.48, 20 tables and 200 chairs, delivery 2/19/2022, currently stored in Dry Street Narthex

D Technologies \$6,912.00 Audio Visual equipment and installation, \$3604.03 paid to date

Hooks Data Systems \$1,972.00, WI-FI for Admin and Parish Hall, not billed

Audio Visual Computer & Projector, estimated \$3,000.00, not billed

Johnson Controls \$3,493.42 Admin Bldg. Main doors Key Fob locks installed but not billed. Ring Door Cameras and locks for Admin doors \$800, requested by Security Committee, not billed.

Total Committed to date \$29,883.90

2. Contingency Funds - \$101,500 (How do we expect to use these if at all?)

Expect that contingency funds will cover cost of kitchen modifications as well as landscaping. I do not have a crystal ball but that's why we have a contingency.

3. Miscellaneous - \$6,173 (What is this figure?)

Part of total project costs for several minor items pre-2021.

4. How much are these cost categories encumbered presently, and do we expect to have remaining funds at the time of mortgage inception? Will Urban supply us with an estimate of the final cost figure in the near future? It seems that we are at ~61% completion now, when do we expect to hit the 75% milestone?

We get an estimate of % to date with each invoice that we receive and pay. Don't have an estimate to get to 75% but expect some large bills from Fulford (HVAC) and Wooten (Electric) within the next 2 weeks. We have a Firm Fixed Price (FFP) of \$2,029,850 with Urban and I expect he will honor that number. Change orders may occur as noted above will impact final price.

5. There has been a modification to kitchen equipment and configuration. What is the total impact of that change, and how will we pay for it?

See above, from contingency.

6. We have ordered tables & chairs that should arrive soon. What is the cost of these, and are there plans for the rest of that fund?

See cost estimates above.

7. What is the current projected COO date; do you foresee any significant delays?

COO date has slipped to May 7-15, 2022. Given that COVID has been our biggest impact on completion dates due to illness among sub-contractors hard to project. We were in relatively in good shape with material availability, but insulation contractor was impacted by delay in delivery of some batt insulation, finally completed inspected and approved this past week,

Need to realize that delays are a constant in the entire building industry and Urban and ourselves are not immune to these impacts. Completion dates and deliveries have extended as much as 9 to 12 months, just how it is in the environment today.

Bill

## **The St. Philip's Church Endowment Fund Policy**

This policy is created to manage **all** endowment funds given to or created by St. Philip's Episcopal Church (Church).

All named endowments or annual pledge endowments must be established through a signed legal document that codifies the agreement between the Donor and the Church. (**See the attached Endowment Fund Agreement**). The Finance and Facilities Ministry Board (Board) will provide and manage all endowment agreements. A summary of all endowment agreements will be reported in the Annual Report to the parish.

### **Endowment Categories**

The following categories of endowments are elements of the Church's Master Endowment Fund (Master Endowment Fund):

#### **Named Endowments: Gifts of \$50,000 or More**

These funds may be general or specific purpose gifts and, with the approval of the Board, may be named at the donor's direction to honor or memorialize an individual, family, organization, or cause.

Specific Purpose Endowments: With the Board's approval the donor may direct that the income or principal (see Distribution of Individual Fund Income) from their endowment be used to support a specific Church expense (e.g., clergy salaries, the Altar Guild or an as yet unsupported function).

Unrestricted or General Endowments: Donors may choose to have the income or principal (see Distribution of Individual Fund Income) from their endowment support general fund expenses as determined annually by the Board.

#### **Named Annual Pledge Endowments: Gifts of Less than \$50,000**

Parishioners are encouraged to create endowments designed to support their annual pledges in perpetuity. If the annual income/pledge distribution equals or exceeds a minimum of \$1,000 annually, donors are invited to name their annual pledge. An example is the John and Mary Smith Family Annual Pledge.

### **Named Endowments**

Donors of named endowment are encouraged to make lump sum endowment gifts. With the Board's approval, however, a fund can be established with the understanding that gifts will be made over time on an agreed to schedule. Once total gifts reach \$50,000 the donor may then name the endowment as detailed earlier in this document.

All named endowments valued at \$50,000 or more or annual pledge endowments must be established through a signed legal document (Endowment Fund Agreement) that codifies the agreement between the donor and the Church. The Board will provide and manage all endowment agreements.

### **General Unnamed Endowments**

The Church welcomes gifts designated for the support of ongoing Church expenses. These gifts can be designated as follows.

**Existing endowments:** Donors may contribute to existing funds. No naming rights will be conferred unless the amount contributed meets the minimum naming requirement and is gifted to an as yet unnamed fund.

**Special Project Endowments:** From time-to-time the Church may create special project endowments designed to encourage donors to support identified institutional needs. For example, special project endowments might include funds designed to purchase new pews as needed, the creation and support of a columbarium, support for campus maintenance expenses, etc.

### **Additional Gifts**

Any person (whether an individual, corporation, trust, estate, or any other organization or entity) may make a gift to the Church for the purpose of supporting a specified endowment, named or unnamed, by designating that the gift should be added to the designated Fund. The form of the gift, and any conditions associated with the gift, must be acceptable to the Board. Any funds conveyed and accepted in this manner shall be added to the principal of the Fund. All such gifts, bequests, and devises to the Fund shall be irrevocable.

### **Investment Management**

All gifts to the Master Endowment Fund will immediately become the exclusive property of the Church. Responsibility for the management of the Master Endowment Fund resides exclusively with the Board. To that point, the Board, will create/update, as it deems appropriate, a policy that details an investment strategy to include direction on types of investments and general risk policies that will govern the management of the Master Endowment Fund.

All endowment gifts will be deposited in the Master Endowment Fund. As authorized by the Board and directed by the Church's investment policy, the Board will be responsible for the management of this fund until its value exceeds \$100,000. When the fund value exceeds \$100,000, the Board will engage a professional investment firm that will manage the fund as directed by the Church's investment policy.

### **Master Endowment Investment Income Distribution**

Given that the Master Endowment Fund will be made up of a number of different accounts of varying values, investment income will be distributed on a fund share basis. For example, an account valued at 6% of the value of The Master Endowment will receive 6% or a pro-rata share of the fund's annual investment income. The Board reserves the right to develop and implement a revenue reinvestment program designed to protect each named fund from inflation (e.g., in a year in which the Master Endowment Fund earned 6%, 4% would be distributed to each Endowment as expendable income and 2% would be reinvested in each individual Endowment).

### **Distribution of Individual Fund Income**

As consistent with its Endowment Fund Agreement, investment income will be used annually to support the activity(ies) as originally designated by the donor. For example, annual income from the "Jones Choir Endowment" would be used to support choir expenses as determined by the designated fund manager. Exceptions, to include those for Special Project Endowments, must be approved by the Board.

As a general rule, income from each endowment will be distributed at the end of each calendar year and expended at the direction of the Board and in accordance with the signed legal agreement between the Donor and the Church. The Board may, however, opt to distribute fund income as the investment year progresses. Further, with donor approval, the Board will be authorized to expend fund principal as required to support the fund's target purpose. Specific language to this effect must be included in each endowment agreement

### **Gift Recognition**

With donor approval, endowment gifts will be recognized in the following ways.

- All endowment gifts will be recorded in the Church's gift book by donor name and endowment designation
- Gifts of \$10,000 or more will be listed on a plaque by donor name and endowment designation. This plaque will be prominently displayed in the Fellowship Hall.
- Gifts of \$25,000 or more will be listed on the above referenced plaque and on a separate plaque to be hung, where possible, close to the area that benefits from the gift (e.g., in the choir room).
- Gifts of \$50,000 or more will create a named endowment and the donor's name and that of the endowment will be listed on the plaque displayed in the Fellowship Hall.
- All endowments that have "active" funds will be listed in the Annual Report to the Parish.

### **Termination**

Each endowment established by and managed by The Board on behalf of The Church shall continue as long as the need therefore exists, adequate funding is available for its purposes, or until the Church is dissolved or is terminated. The Board, in consultation with the Vestry, shall have the authority to determine whether there is a continuing need for an endowment, and whether there is adequate money or property available for its purposes. As specified in each endowment fund agreement,

if the Board terminates an endowment, any remaining funds shall be applied in such amounts and for such purposes as the Board in good faith determines to approximate most nearly the original charitable and benevolent purposes of the endowment. If, in the good faith opinion of the Board, the original or charitable and benevolent purposes of this Fund cannot be determined, or are impractical or impossible of fulfillment, then any remaining funds shall be applied in such amounts and for such purposes as the Board, with the consent of the Vestry, determines to be consistent with the general charitable and benevolent purposes of the Church, as set forth in its corporate charter.

Dear:

Thank you for your interest in the St. Philip's Endowment Program. As you know, we are a Christian Community that works to glorify God through good works within our parish and local communities. Although we have recently celebrated our 250<sup>th</sup> anniversary as a church family, we continue to look to the future. With that in mind, we have created an Endowment Program designed to provide interested individuals, families and organizations with the opportunity to help support in perpetuity St. Philip's various ministries. Our program offers a variety of possibilities that allow donors to create permanent endowments designed to honor individuals and/or support on-going Church functions.

Attached you will find a detailed description of our current endowment program. We look forward to discussing your interests as you consider these possibilities.

For your convenience we have created and attached a draft endowment template for your consideration. We offer this with the understanding that you may want to consult legal counsel or your financial planner as you review this document and consider how to proceed. Our Committee will be happy to work with you and your representatives in that regard.

We welcome your interest in supporting St. Philip's Church. Regardless of how you decide to proceed we are eager to work with you.

Please let us know if you have any questions.

The St. Philip's Endowment Committee

# Endowment Categories

The following categories of endowments are elements of the Church's Master Endowment Fund (Master Endowment Fund):

## **Named Endowments: Gifts of \$50,000 or More**

These funds may be general or specific purpose gifts and, with the approval of the Board, may be named at the donor's direction to honor or memorialize an individual, family, organization, or cause.

Specific Purpose Endowments: With the Board's approval the donor may direct that the income or principal (see Distribution of Individual Fund Income) from their endowment be used to support a specific Church expense (e.g., clergy salaries, the Altar Guild or an as yet unsupported function).

Unrestricted or General Endowments: Donors may choose to have the income or principal (see Distribution of Individual Fund Income) from their endowment support general fund expenses as determined annually by the Board.

## **Named Annual Pledge Endowments: Gifts of Less than \$50,000**

Parishioners are encouraged to create endowments designed to support their annual pledges in perpetuity. If the annual income/pledge distribution equals or exceeds a minimum of \$1,000 annually, donors are invited to name their annual pledge. An example is the John and Mary Smith Family Annual Pledge.

## **Named Endowments**

Donors of named endowment are encouraged to make lump sum endowment gifts. With the Board's approval, however, a fund can be established with the understanding that gifts will be made over time on an agreed to schedule. Once total gifts reach \$50,000 the donor may then name the endowment as detailed earlier in this document.

All named endowments valued at \$50,000 or more or annual pledge endowments must be established through a signed legal document (Endowment Fund Agreement) that codifies the agreement between the donor and the Church. The Board will provide and manage all endowment agreements.

## **General Unnamed Endowments**

The Church welcomes gifts designated for the support of ongoing Church expenses. These gifts can be designated as follows.

**Existing endowments:** Donors may contribute to existing funds. No naming rights will be conferred unless the amount contributed meets the minimum naming requirement and is gifted to an as yet unnamed fund.



**Special Project Endowments:** From time-to-time the Church may create special project endowments designed to encourage donors to support identified institutional needs. For example, special project endowments might include funds designed to purchase new pews as needed, the creation and support of a columbarium, support for campus maintenance expenses, etc.

### **Additional Gifts**

Any person (whether an individual, corporation, trust, estate, or any other organization or entity) may make a gift to the Church for the purpose of supporting a specified endowment, named or unnamed, by designating that the gift should be added to the designated Fund. The form of the gift, and any conditions associated with the gift, must be acceptable to the Board. Any funds conveyed and accepted in this manner shall be added to the principal of the Fund. All such gifts, bequests, and devises to the Fund shall be irrevocable.

**ENDOWMENT FUND AGREEMENT  
BETWEEN  
St. Philips Episcopal Church Southport NC  
AND  
*[NAME OF DONOR]***

This agreement is made and entered into as of the date of last signature below, by and between St. Philips Episcopal Church Southport, NC (The Church) and \_\_\_\_\_ (The Donor).

St. Philips Episcopal Church is a non-profit, tax-exempt corporation serving for the benefit of its members and The Episcopal Diocese of Eastern North Carolina. St. Philip's North Carolina Tax ID is \_\_\_\_\_ and its IRS Tax Exempt Identification Number (TEIN) is 56 1161559.

The Donor, in furtherance of The Donor's charitable purposes, desires to create an endowment fund with The Church. The Church and The Donor therefore contract and agree as follows:

**1. NAME**

A fund designated as the *[donor name the fund]* (Donor Fund) is hereby created as a component fund of the St. Philip's Church Master Endowment Fund [The Master Endowment Fund] within The Church to receive gifts and to be administered according to this agreement and the governing documents of The Church.

**2. PURPOSE AND FUND TYPE**

The Donor desires Donor Fund be maintained or applied for the following charitable purposes:  
*[donor can specify a field of interest, a designated project or Church organization]*

**3. INITIAL GIFT TO THE Church**

The Donor has delivered the following money to serve as the initial contribution to Donor Fund:  
\$ \_\_\_\_\_.

**4. ADDITIONAL GIFTS**

Any person (whether an individual, corporation, trust, estate, or any other organization or entity) may make a gift to The Church for the purpose of Donor Fund by making a conveyance of money to The Church designating the money conveyed should be added to this Fund. The form of the gift, and any conditions associated with the gift must be acceptable to Donor Fund. Any assets conveyed and accepted in this manner shall be added to the principal of Donor Fund. All such gifts, bequests, and devises to The Church shall be irrevocable.

**5. DISTRIBUTION**

The principal and annual income (as hereafter defined) of Donor Fund, net of administrative fees paid to The Church which are allocated to Donor Fund, shall be used solely for or in furtherance of the purposes of Donor Fund. Distribution from Donor Fund shall be made annually, or at such other times as determined by the Church's Finance and Facilities Ministry Board (The Board), according to The Board's Master Endowment Fund Distribution Policy which may be amended from time-to-time with the approval of the vestry.

## **6. ADMINISTRATIVE PROVISIONS**

All endowment funds gifted to The Church shall be included within The Master Endowment Fund. The Board shall manage The Master Endowment Fund and shall have the full right of investment, and reinvestment of Donor Fund assets, as The Board may from time-to-time deem prudent, consistent with the terms of this agreement. The Board shall hold, administer, and distribute Donor Fund according to the terms and purposes of this agreement. The Board shall have the power to modify any restriction or condition on the distribution of funds for any specified charitable purposes, if on the sole judgment of the Board (without the approval of any trustee custodian, or agent), such restriction or condition becomes in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the Church or area served.

All contributions to Donor Fund shall become the property of The Church. The Board shall be required to maintain separate accounts of the income and principal of Donor Fund on its books and records.

If The Board in good faith determines that any gifts, devises, or bequests to Donor Fund have restrictions which are or become undesirable, impractical, or impossible of fulfillment, then The Board, with the consent of the vestry, is authorized to vary the terms and restrictions of any such gifts, devises, or bequests in order to best promote the purposes for which Donor Fund exists.

## **7. PROHIBITED DISTRIBUTION**

No part of Donor Fund shall insure to the benefit of, or be distributable to:

- a. The Donor or any immediate family member of the Donor.
- b. Any officer, director of The Board or any immediate family member, provided that, notwithstanding this prohibition, The Board is authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes of The Church.

..

## **8. FEES**

The Fund is responsible for bearing a fair portion of the total administrative costs associated with management of The Master Endowment Fund, as determined by The Board in its sole discretion. Donor Fund is therefore subject to the uniform and regular changes, if any, made by The Board from time-to-time on its component funds.

**9. TERMINATION**

Donor Fund shall continue as long as the need therefore exists, and adequate money or property is available for its purposes. The Board shall have the full and sole authority to determine whether there is a continuing need for Donor Fund, and whether there is adequate money or property available for its purposes. When Donor Fund terminates, any remaining funds shall be applied in such amounts and for such purposes as the Board, in good faith determines to approximate most nearly the original charitable and benevolent purposes of Donor Fund. If, in the good faith opinion of The Board, the original or charitable and benevolent purposes of Donor Fund cannot be determined, or are impractical or impossible of fulfillment, then any remaining funds shall be applied in such amounts and for such purposes as The Board, with the consent of the vestry determines to be consistent with the general charitable and benevolent purposes of The Church, as set forth in its corporate charter.

**10. IRREVOCABLE**

The Endowment Fund Agreement and any gifts made by The Donor to add to this Fund are irrevocable.

**11. LAW**

This agreement shall be governed by, and construed according to, the law of the State of North Carolina.

Witness the hands of the parties as of the day and year set forth below:

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Donor: [type name]

Date: \_\_\_\_\_

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Donor [type name]

Date: \_\_\_\_\_

The Board of St. Philip’s Episcopal Church Southport NC. :

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By: Chairperson of The Board, St. Philip’s Episcopal Church Southport. NC

Date: \_\_\_\_\_

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Attest: Clerk of the Vestry [type name]

Date: \_\_\_\_\_



# **Saint Philip's Episcopal Church**

## **Customary for Ushers**

This customary establishes a basic framework and guide for people who serve as ushers at our church services. Duties assigned to ushers are intended to allow the service to run smoothly and with consistency from service to service.

### **Services in the Main Sanctuary**

Arrive 30 minutes prior to the service.

The "Head Usher" (as designated by an asterisk (\*) on the monthly schedule and the first name listed in the ushers assigned in the Sunday bulletin) will:

- Meet with the assigned ushers and ensure they have both their name badge and usher badge displayed on their clothing. The Head Usher will provide each usher with their assignment for the service. These assignments include, but may not be limited to:
- One usher, 30 minutes before the service begins, to move a wheelchair to the handicap parking area (weather permitting) to aid parishioner(s) access to the sanctuary. Depending on the number of parishioners needing wheelchair assistance, a second usher may be dispatched with a second wheelchair to assist.
- Two ushers assigned to hand out bulletins (one at each narthex entrance, but during the new church hall construction two at the Moore Street narthex entrance).
- At the Peace, one usher to carry a collection plate (located in the rear of the sanctuary) to the balcony to collect offerings from those seated in the balcony. This collection must be completed before the elements are carried to the altar.
- Two ushers to carry the elements to the altar, followed by two ushers all to receive the collection plates
- For the Doxology, two ushers to carry two collection plates to the altar. On the first Sunday of the month at the 10:00 AM service, one usher to carry the food basket to the altar.
- For communion, two ushers as Gate Keepers and two ushers as Herders. One usher is assigned to move to the Gospel side (left side) of the sanctuary to ask parishioners to move to the center aisle for communion.
- Recruit additional usher(s), if necessary, from the attending parishioners.
- Ensure that bulletins are located in each Narthex for the appropriate service. The Head Usher will check bulletins to determine what hymnal(s) will be used. If LEVAS or WLP are called for, assign ushers to pass them out with the bulletins.

## **Before the Service**

- For all church services, ushers are responsible for putting out and storing the handicap parking sign and red cones along Dry Street. On Sundays, the 08:00 AM service ushers will put the sign and cones out and the 10:00 AM service ushers will return them to their storage location.
  
- Weather permitting, open both Narthex doors and Nave doors to allow smooth flow of parishioners into the Sanctuary. In case of inclement weather, open outside doors for parishioners as they arrive. At the discretion of the ushers, Nave doors may be closed to prevent unusual loud noise coming into the main sanctuary prior to the service beginning.
  
- The Head Usher will ensure one or more wheelchairs are made available at the Handicap Parking Area and that ushers are assigned to assist parishioners using these wheel- chairs to gain entrance to the church.
  - At least one usher will locate at each Narthex entrance to warmly greet parishioners as they enter (during COVID restrictions and during new church hall construction, the Bell Tower Narthex doors will be closed). Pass out bulletins (and supplemental hymnals, if needed) as parishioners enter.
  
  - Encourage visitors to sign the "Visitor Book" and invite them to introduce themselves to the assigned Greeter.
  
  - Assist parishioners with food donations by placing them in the food basket(s). Remove items from plastic or paper bags (save bags to bring food to the food pantry).
  
  - Assist parishioners (especially visitors) with finding a seat. Assist late-comers with feeling welcome and finding a seat. If the Sanctuary is crowded, invite arrivals to sit upstairs in the balcony (complying with any existing COVID masking and seating instructions).

## **During The Service**

- The Head Usher will complete the attendance count card and place it with the host elements to be carried forward to the altar. The Head Usher may ask other ushers to assist in taking the count of clergy, staff, and parishioners in the Sanctuary.
- The Head Usher will review the list of parishioners who have volunteered to assist the ushers during a medical emergency or security issue to see if any of these volunteers are in attendance (refer to Safety and Security Policy and Procedures later in this document). The list of these volunteers will be kept at each Narthex entrance. The Head Usher shall make mental note of where these volunteers are sitting in the Sanctuary.
- All Ushers will remain vigilant for parishioners arriving late after the service begins. Late arrivals will have to have narthex doors opened for them.
- All ushers will remain vigilant for parishioners who may be experiencing a medical issue and be prepared to respond to that parishioner.
- All ushers will remain vigilant for external threats that may appear during the service. Any potential external threat will be reported immediately to the Head Usher.

## **Offertory**

- Although four ushers are used routinely for carrying elements to the altar, it is encouraged that two attending parishioners be recruited (normally done by the Head Usher before the service begins) to carry the elements to the altar. At the signal from the Priest or Deacon preparing communion, the two parishioners followed by four ushers (2x2x2) proceed to the altar. The volunteer parishioners will carry the wine and bread (wine on left and bread on right), and the attendance card prepared by the Head Usher, and hand the elements and card to the attending Eucharistic Minister(s) (EM).
- Standing at the altar rail, six (four) across, ushers will receive the collection plates from the EM. Once the ushers have received the offertory plates, all six (four) attendees will bow. The two parishioner volunteers will return to their seats via the center aisle. The four ushers will proceed down center and side aisles to pass the plates to each row alternately. The (four) indicates that only four ushers proceeded to the altar (no volunteer parishioners).
- As soon as announcements begin, the Head Usher will direct one of the other ushers to take the plate from the back of the Sanctuary and proceed to the balcony to collect the offering from those seated in the balcony. This collection must be completed, and the usher returned to the rear of the Sanctuary and that collection added to the other collections received prior to the Doxology beginning.
- Gather the offering in the back of the Sanctuary and at the signal from the Priest or as the Doxology begins to be played, two ushers, with one plate each, and (first Sunday of the month and the late service only) another usher following with the food basket proceed to the communion rail to give the collection plates to the EM(s), and when scheduled, place the food basket in front of the altar. Remain at the altar rail until the Doxology is complete, then bow and return to the back of the Sanctuary via the center aisle.

## **Communion**



- At communion, two ushers (Gate Keepers) stand at the center front aisles in front of the first pews to direct worshippers to the communion rail. At the Sunday 10:00 AM service, choir and acolytes receive communion first, followed by balcony parishioners (during COVID restrictions, a Deacon or EM will deliver communion to those seated in the balcony) and far-left side worshippers who have been directed to move to the center aisle. Parishioners sitting on the far-left side pews and seats who have mobility concerns may be sent directly to the left side altar rail. At the Sunday 08:00 AM service, parishioners sitting at the far-left side pews and seats should be sent directly to the left side altar (One usher will be assigned to notify parishioners seated on the far-left side to move to the center aisle for communion). Watch for open spaces at the altar rail, try to keep couples together, keep it flowing. Openings at the altar are filled from the middle to the outside. When the center altar rail is not used, parishioners may use this space when standing to receive communion. (This procedure also applies during COVID restrictions when two Priests or Deacons provide communion at the front of the center aisle).
- Two ushers (Herders) position yourselves on the left and right side of the center aisle following the balcony and far left side worshippers. Once the center aisle is cleared, begin releasing rows from front to back to receive communion. The ushers will be the last to receive communion.
- Once parishioners receive their communion, they should be directed to return to their seats via the side aisles.
- The Head Usher and one other usher will be the last in line to receive communion. One usher will be assigned left (Gospel) side to acknowledge those who need communion delivered to their pew/seat and one usher will be assigned to do the same for the right (choir) side of the Sanctuary. These two ushers will ascertain prior to communion beginning what parishioners will need communion brought to them in their pews. This information will be provided to the Priest(s)/Deacon(s) by these two ushers while receiving communion. These ushers will then escort the Priest or Deacon to their respective side of the Sanctuary to those parishioners who need communion delivered to them.

### **At the End of the Service**

- Open Nave doors and Narthex doors, weather permitting, during the closing hymn.
- Provide wheelchairs to those identified as using them to enter the church as soon as the service ends. During the final hymn, move wheelchair bound parishioners to exit doors to prevent parishioner restrictions for these persons.
- Ushers are encouraged to greet parishioners leaving the Sanctuary when a Priest or Deacon is not available.
- Walk the pews and seats (main Sanctuary and balcony) to collect all remaining bulletins and trash, and place in the trash and bulletin receptacles. Arrange hymnal and prayer books in the correct order (prayer books in center and hymnals on outside, book spines should be on the left side). Balcony hymnals and prayer books should be stored under the pews.
- Remove and store Handicap Sign and red cones (10:00 AM service).
- Make sure all Sanctuary Nave doors and outside doors are closed before leaving the church. The Vestry Person of the Day is responsible for ensuring the church is safely secure before all clergy, staff, and parishioners exit the church after the service ends.

## **Services in the Chapel of the Cross**

Services held in the Chapel of the Cross can include Sunday early service, funerals, weddings, and holy day services (8:00 AM Sunday service will normally use Rite 1). Most of the usher customary procedures remain the same. The major difference is that there are only two ushers needed. These ushers are responsible for the following:

- Greet worshippers warmly outside of the Chapel. Invite them in and give them a bulletin.
- The doors between the Chapel Narthex and the Nave should remain closed whenever possible to maintain quiet and temperature in the Chapel.
- The collection plates are located in the back of the Nave and should be processed to the altar by ushers at the appropriate times during the service.
- During the offertory collection, one usher should pass the plate on each side.
- At communion, one usher should be on either side of the center aisle to release rows to receive communion.

## **Funeral Services**

- Arrive 1 hour prior to the start of the service. Ushers may be asked to arrive earlier due to large attendance or special circumstances.
- Coordinate with clergy to determine if copies of the funeral bulletin need to be placed in the church hall for family members. All bulletins and readings will be located in the main church Sacristy before the service.
- Install/remove Handicap Parking sign and red cones on Dry Street.
- Greet "family ushers" (if any) and assist them in procedures and assignments.
- Be attentive to guests outside of the church who may not be sure of where they should proceed.
- Coordinate with clergy to determine how the family will receive communion. (This procedure should also be followed for baptism services).
- If there is interment in the Memorial Garden:
  - Provide directions and assistance, if needed, to family members and guests moving from the church to the Memorial Garden.
  - After the service, store materials (table, silver bucket, and spade) used at the grave site in the Chapel Annex (old parish hall).

## **Security.**

Ushers will be part of the Saint Philip's evolving security policies and procedures. These security measures are intended to counter potential threats from harmful intrusion into church services. As part of these security measures, the following routine usher assignments and responsibilities are assigned. Magnetic locks on all external doors will activate five minutes after the start of each service. After magnetic locks are activated, ushers will:

- Place signs in all external door windows that indicate doors are locked and identify which entrance into the church is available.
- Place velvet rope stanchions at the locked doors to preclude persons from activating the magnetic lock motion sensors.
- The Head Usher will assign one usher to monitor the Bell Tower Narthex door and one usher to monitor the Moore Street Narthex door to allow late parishioner arrivals to enter the church. Common sense judgement will be used to determine when a suspicious person(s) is denied entrance to the church. The Head Usher should be notified immediately when this situation arises. (The Bell Tower doors may remain closed until the new church hall construction is complete)

Parishioners who desire to leave the service early will be allowed to do so. Ushers will be required to move the velvet rope stanchions to allow parishioners to exit the church service early (in either Narthex).

- During the recessional, ushers will remove all velvet rope stanchions and all door closed signs.

### **Safety and Security Policy and Procedures.**

The Saint Philip's Episcopal Church Safety and Security Committee (SSC) is responsible for developing policies and procedures for emergencies that could occur during a church service or activity. Once these policies and procedures have been approved by the Executive Committee and Vestry, ushers are responsible for adhering to these policies and following the procedures identified in the following categories.

- Medical Emergencies. Ushers provide the first response to medical emergencies in the Sanctuary. The Head Usher, with the assistance and advice of any medical professional in attendance, will make the decision to conduct one or more of the following actions:
  - \* Aid the parishioner in place.
  - \* Move the parishioner to one of the Narthex areas for treatment.
  - \* Use an emergency medical kit or an Automated External Defibrillator (AED) to assist the afflicted parishioner.
  - \* Call 911 for immediate medical assistance.
  - \* Advise the clergy with a recommendation to suspend or cancel the service in order to attend to the afflicted parishioners (This will be done by the Head Usher, walking directly to the altar and advising the presiding Priest or Deacon.)
- Church Evacuation. The serving Priest or Deacon may direct that the church be evacuated due to various emergencies that occur. All ushers will be trained to assist in the Evacuation Plan. The ushers' main effort will be to assist parishioners in an orderly and calm exit from the church. The following procedures apply:
  - \* Open all exit doors, both Nave and outside doors

- \* Assist those parishioners who are wheelchair bound, who are walker assisted, and those who need aid to walk.
- \* The Head usher will solicit help from those parishioners who have previously identified themselves to help during an emergency
- \* The general plan is to allow parishioners to leave by pew row, starting from back to front. Seating sectors will evacuate, as follows:
  - Choir side parishioners and choir members should exit via the Moore Street Narthex
  - Gospel side parishioners, acolytes, and clergy should exit via the Bell Tower Narthex
  - Balcony seated parishioners should exit via the Moore Street Narthex
- Church Lockdown. The term “lockdown” for this Customary means that all exterior church doors are locked, and no person would be allowed to enter or leave the church. The serving Priest or Deacon may direct that the church be locked down. This action is usually reserved for external threats existing to clergy, staff, and parishioners residing inside of the church.
  - Ushers are the first line of defense for both identifying and deterring intrusion by a person(s) considered a threat to parishioners and clergy inside of the church. The Head Usher is responsible for immediate notification to the serving Priest or Deacon that an external threat exists and recommending whether the service should be suspended, whether the church should be locked down, and whether parishioners, staff, and clergy should be evacuated from the sanctuary to safer locations within the church. The decision to stay in place or move to safer locations resides with the serving Priest or Deacon.
  - \* The Head Usher or an assigned usher will call 911 and ask for an immediate police response when an external intruder threat exists.
  - \* Ushers will ensure that all doors remain locked, allowing no one to enter the exterior door sensor areas, automatically unlocking exit doors in both Narthexes. One usher will be assigned at each Narthex door to maintain this security posture and to identify any attempt to enter the church through either of these doors.
  - \* The main sanctuary can be considered unsafe from an external threat for various reasons, the most identifiable are visual access from outside through the large church windows and close proximity to external doors. Whether a potential intruder or violent weather outside, the Head Usher may make a recommendation to the serving Priest or Deacon to move the parishioners to safe areas within in the church, to include safe rooms and safe passageways. If approved, ushers will assist parishioners to move to these areas, assisting those with mobility problems.
    - o The Head Usher is responsible for requesting assistance from other parishioners to escort persons from the Sanctuary to safe locations in a calm and orchestrated manner.
  - \* The SSC has identified Safe Rooms and safe area locations. Safe Rooms are required to have separate dead bolt locks with key access from the outside. The SSC will identify the recommended capacity for each Safe Room. Since the number of parishioners varies by

each service, there is no viable way to assign parishioners for each Safe Room. Parishioners will be directed by ushers to safe locations based on their mobility and ability to climb stairs.

- \* The following rooms have been designated as Safe Rooms:
  - o Sacristy
  - o Dressing Room
  - o Flower Room
  - o Men's Restroom
  - o Women's Restroom
  - o Second Level Storage Room
- \* Once Safe Rooms have reached their capacity, ushers will ask parishioners to locate in protected passageways near the Safe Rooms. These include:
  - o The hallway between the restrooms and the sacristy
  - o The upstairs vault area near the storage room
  - o The balcony
- Church Intrusion. For the purpose of this Customary, "church intrusion" means that some person(s) has entered the church by force, to include physically breaking through church doors, and acts in such a manner as to be a physical threat to the clergy, staff, and parishioners attending the service. It also includes threat actions by a person(s) who has entered the church during normal church attendance activity. Person(s) in these categories will be identified as an "intruder". If that person(s) has weaponized themselves (gun, knife, etc.), then that person(s) will be designated as an "armed intruder". At the printing of this Customary, the SSC is in the process of establishing policy and procedures for Church Intrusion for Vestry approval. Until such time this policy and procedures are approved and published, ushers will act as first to respond to church intruders.
  - The Head Usher will immediately call 911 and ask for immediate police response to church intrusion.
  - Ushers will immediately respond by restricting and securing any intruder.
  - The Head Usher will request assistance from those parishioners in attendance who have identified themselves to assist when this security issue arises.

**Please remember, each service is unique, and alterations/accommodations may need to be made. Be flexible and welcoming to all!**

***St. Philip's Episcopal Church***  
***P.O. Box 10476***  
***Southport, North Carolina 28461***  
***(910) 457-5643***

**Policy for Approval of Policies, Procedures, Customaries and Job Descriptions**

**PURPOSE**

This policy is intended to standardize the process for development, modification, or deletion of documents pertaining to policy, procedures, customaries, and job descriptions used by St. Philip's Episcopal Church in Southport, NC. It is in no way intended to steer any ministry in the construction or creation of any policy, customary, or job description. The intent is to ensure that these documents as presented, are not in conflict with other like documents, and that they can be implemented as written and approved. It is not the intent of the Executive Committee or Vestry to modify these documents, but to inform the originators of these conflicts so they can be corrected to ensure harmonious agreement."

**Background For Approval of Policies, Procedures, Customaries and Job Descriptions**

The Vestry, as the elected leadership of the church, is responsible for providing regular and ongoing oversight and ministry to each ministry board. One Vestry function is to provide process for review and establishment of documents that define operation, either uniquely at the ministry board level or across the Ministry Boards. In fulfilling this role, the Vestry is charged to be familiar with all policies and procedures being developed by each ministry board and to ensure that there are no policies that conflict between ministry boards or with Church Canons.

The Vestry's established process for approving policies, procedures, customaries, and job descriptions provides the opportunity to review documents and identify conflicts before the proposed documents are presented to the vestry for approval or acceptance. The Executive Committee, comprised of Senior Warden, Junior Warden, one additional vestry member, and the Treasurer, is tasked with resolving time-sensitive issues between vestry meetings to provide greater responsiveness for ongoing mission and ministry needs. The committee composition and flexibility provide for the review of proposed documents and resolution of issues prior to Vestry meetings that will formalize the adoption of policies, procedures, customaries, and job descriptions for St. Philip's Church. This policy establishes the process for document staffing prior to approval by the Vestry.

**Definitions:**

1. **Policy:** A process for operating that has been standardized within St. Philip's Church and applies to the congregation in general or to one or more Ministry Boards. Examples:
  - a. Providing safety for building occupants
  - b. Establishing Endowments
2. **Customary:** A standard practice that is used in support of church services. Examples:
  - a. Weddings

- b. Funerals
  - c. Beach Services
  - d. Lay Eucharistic Ministers
  - e. Altar Guild
  - f. Flower Guild
  - g. Ushers
3. **Procedures:** Establishing standard practices for specific groups to accomplish specific goals. Examples:
- a. Yard Crew duties
  - b. Counters duties
  - c. Securing fire alarms for specific events
4. **Job Descriptions:** Specific tasks assigned to an individual or a group. Examples:
- a. Treasurer
  - b. Parish Administrator
  - c. Sexton
  - d. Executive Committee

### **Policy for Document Reviews at St. Philip's Church**

Policies are generally initiated at the Ministry Board level to standardize a process or procedure used by the ministries of that Board. If there is a procedural overlap with another Ministry Board, the Ministry Board originating the policy is responsible to coordinate with and obtain concurrence with the other Ministry Board(s).

After the originating Ministry Board approves the draft policy, procedure, customary, and/or job description, the document is submitted to the Senior Warden who will distribute the document to the Executive Committee for review. The Executive Committee review is intended to ensure that:

1. The purpose and procedures being proposed are clear,
2. The draft document does not conflict with any existing policies, procedures, etc.
  - a. In case of conflicts, the document will be returned to the originator to resolve the conflict (with the assistance of the Executive Committee if needed).
  - b. Upon resolution of a conflict, the document will be returned to the Executive Committee for further staffing.
3. The draft document does not conflict with Church Canons.
  - a. Conflict with Church Canons will require a revision of the draft document to eliminate the conflict.
  - b. Upon resolution of the conflict with Church Canons, the document will be returned to the Executive Committee for further staffing.
4. The Executive Committee, after determining that the draft document is clearly written and not in conflict with existing SPEC policies or Church Canons, will forward the draft document to the vestry with a recommendation for approval or acceptance.
5. The vestry, at a scheduled meeting will consider approval or acceptance of the draft document and the results of the decision will be recorded in the vestry minutes.
6. Upon acceptance by the vestry, the document will be:
  - a. Included in the Index of current Policies, Procedures, Customaries, and Job Descriptions.

- b. Posted on-line on the church website.
- c. Reviewed annually by the originator for:
  - i. Retention,
  - ii. Modification, or
  - iii. Deletion.