

St. Philip's Episcopal Church
Vestry Meeting
February 16, 2021
Minutes

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

Absent: Mike Chase

Guest: Lorraine Beamer, Steve Moore

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

Opening Prayer. Fr. Eric opened the meeting via Zoom with a prayer.

Minutes. The January minutes have been re-approved via email with corrected end-of-year financials.

Treasurer's Report.

Treasurer's Report to Vestry
February 16, 2021

Operating Budget	2021 FY Budget	2021 YTD Actual	2021 YTD Budget	2021 YTD Variance	Jan Actual	Dec Actual	Monthly Change
Revenues							
Pledges	581,157	98,672	53,811	44,862	98,672	32,410	66,262
Flower Revenue	8,025	225	669	-444	225	1,625	-1,400
Identified Offerings	41,208	2,520	3,816	-1,296	2,520	18,225	-15,705
Loose Plate	7,500	32	694	-662	32	368	-336
Parish Hall Rental	600	50	50	0	50	50	0
Miscellaneous Receipts	15,000	2,584	1,250	1,334	2,584	2,750	-166
Total Revenues	653,490	104,084	60,290	43,794	104,084	55,429	48,655
Expenses							
Parish Staff	433,349	30,268	26,990	-3,278	30,268	20,345	9,923

Administration	35,316	2,807	2,943	136	2,807	2,910	-103
Property	87,596	10,218	4,165	-6,053	10,218	5,796	4,422
Vestry	65,060	5,729	7,630	1,901	5,729	4,846	883
Faith Formation	1,700	0	25	25	0	2,000	-2,000
Outreach	7,050	1,550	1,550	0	1,550	0	1,550
Parish Life	4,924	0	252	252	0	0	0
Pastoral Care	1,080	119	90	-29	119	250	-131
Worship	16,894	866	1,140	274	866	774	92
Total Expenses	652,969	51,559	44,785	-6,773	51,559	36,922	14,637
Net Total	521	52,525	15,504	37,021	52,525	24,508	28,017

Comments:

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

14 families have paid their full year pledge, total donated \$64K.

Miscellaneous Receipts includes a \$1.5K donation for ground keeping equipment and supplies, which partially offset higher than budgeted expenses in Property.

Property also includes \$3.5K for December property insurance.

Parish Staff includes \$3.4K for December medical insurance.

Project Costs		Project Funds	Total	Current	at 11/15/2021
Construction Cost		Pledges	1,413,585		
Parish Hall/Admin	2,029,850	Collected		1,004,422	1,004,422
Architectural Services		Collect by 11/15			142,154
Construction Supervision	20,500	Outstanding		409,163	267,009
Other Costs		Other Funds	366,073	366,073	366,073
Furniture & Fixtures	37,500	Mortgage	835,000	0	835,000
Contingency 5%	101,500	Total Funds	2,614,658	1,370,494	2,347,649
Misc.	6,173	Total Spent	2,347,649	265,361	2,347,649

		Available Funds			
Total Construction Cost	2,195,523		267,009	1,105,134	0
Actual Construction Spending	113,235				
Remaining Construction Spend- ing	2,082,288				
Pre-Construction Spending	152,126				
Total Project Costs	2,347,649				
Total Spent to Date	265,361				

Assumptions

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

Some or all of the contingency money may not be spent

November 15 construction completion date

Pledges for 2018 through 2020 are under paid by \$140,655.

Must collect \$142,154 by end construction; 63% of outstanding pledge to end construction.

Respectfully submitted,
Bob Fuchs
Treasurer

Bob noted that the Hurricane and Mission Capital funds at Vanguard have been transferred to the Capital Campaign Fund. To date an excess of \$1,000,000 has been collected, but an additional \$142,000 must be collected this year by the end of construction. If not received, Cash Reserves will need to be tapped. Previously received PPP funds have been transferred to Cash Reserves.

Jimbo Smith presented a motion to receive the Treasurer's report which was seconded by Deborah Jordan and approved.

Rector. Fr. Eric Mills announced that Mike Chase has resigned from the Vestry. After discussion, Tom Griffin made a motion to ask Rich Alt to replace Mike Chase through the end of the year, and Bob Wright seconded the motion, which was approved.

An assistant priest, The Reverend Lisa Erdeljon, has accepted the call to St. Philip's and is expected to arrive March 15. A Letter of Agreement has been signed. Fr. Eric will present the assistant rector's job description as well as job descriptions for the staff to the Vestry at the March meeting.

The Ash Wednesday service (tomorrow) will be streamed live at noon and recorded. Ashes will be administered via a touch-free "drive by" on Dry Street between 2 pm and 3 pm, and between 6:30 pm and 7 pm. Deacons Sally Learned and Pam Hayes will serve.

Fr. Eric announced that Vestry notebooks are available in the office to be picked up. Also, he announced that at convention the Bishop had named him as Dean of the Lower Cape Fear Deanery. He has not yet been advised of his responsibilities.

He also reviewed the Parochial Report that will be sent to the Diocese. Our average service attendance for the January through March 2020 period was 233. Noteworthy was the lack of Christian Formation for children. The average age of our parish is 72. There were also questions dealing with our worship during the pandemic.

There was discussion of the proposed new Vision Statement for St. Philip's Church and a Mission Statement for the vestry. Tom Griffin presented a motion to accept the statements as presented. It was seconded by Dana Richardson and was approved. The revised Vision Statement for St. Philip's Church and Mission Statement for the Vestry are attached to these minutes.

Strategies. A new and improved structure replaces the Strategy Teams of prior Vestries. (Final Strategy Team reports are attached to these minutes.) A new committee including Bob Wright, Liz Halbert, Deborah Jordan, Debbie Evans and Steve Russell has been formed and will establish short and long-range goals for St. Philip's. This committee plans to meet as often as needed, and plans a meeting on Thursday of this week. The mission of this committee is to facilitate the identification of goals to achieve the church's vision to the Vestry. A primary short-term goal is to educate ministry boards with regard to the recently re-written Vision Statement and encourage them to develop their own mission statements to link what they do to achieve the church's vision. There was additional discussion regarding the interface of this committee with the chaplains from the Vestry that have recently been assigned to most of the ministry boards.

Senior Warden. Dana Richardson explained to the Vestry the necessity of editing the final 2020 financial report included in the original January Vestry minutes. The end-of-year statement of financials for the church is the one place of record used for audits. The revision made in the minutes provides a cleaner record of finances for 2020.

- **Action Items Review:**

- ACS People and Finance Data:

- When the office receives an address change for a parishioner (in addition to updating ACS People), they will also check ACS Financial to see if the parishioner is also a vendor and update the vendor record and then let Bob and Margaret know to update the online banker.
- Same process for when the office receives an address change for a vendor. [**Action Complete**]

- Fellowship Hall utilization:

- Sent email to MB Chairs on Thursday, January 28th with inputs due to the Campus Use Committee with a due date of Wednesday February 10th.
- Building Committee is already reviewing the applicable parts of the Campus Use Committee report. [**Action Complete**]

- Cash Reserves:

- Bob Fuchs will confer with Dana Richardson regarding the reconciliation of the payoff of the old mortgage and the funding with Cash Reserves.
 - Finance and Facilities reviewed the policy approved by the vestry in 2014 and have taken an action:
 - Don Halbert and Bob Fuchs will work on a revision that may better suit our current financial condition. [**Action Pending F&F Policy Review**]

- Outreach Endowment Representative:

- Bob Wright will ask Rich Alt to confer with Liz Halbert regarding role and responsibilities of the Outreach Endowment representative.
 - Rich Alt has been in contact with Bob Fuchs to learn the details of the investment process for this fund. [**Action Complete**].
 - It was discussed, without resolution, if the appointment of Rich Alt to the vestry will require the appointment of another representative to replace Rich.

- Liz Halbert had been the representative as a member of the vestry. [**No additional action at this time**].
- **Vestry Notebooks** are available for pick-up at the church office – call ahead to arrange a time to pick up or have the notebook placed outside for your pick-up.
- **Action Items for the Assistant Priest:**
 - The Letter of Agreement (LOA) for the Assistant Priest has ten action items for the vestry to monitor to ensure that all elements of the LOA are completed.
 - The LOA will be in the Vestry Notebooks.
 - The Action Item list will be distributed at the next meeting.

Junior Warden. Dave Ham has sent the VPOD customary to the Vestry. When services are allowed, ushers are responsible for putting cones out.

As an *ex officio* member of the Finance and Facilities Board, Dave noted that the balance of the Maintenance Reserve fund is approximately \$61,000. The Board is resolved to look at a maintenance reserve policy after a review of the Cash Reserves policy.

Dave, Bill Bittenbender and Chris from Urban will be meeting to discuss the pathway to the Bell Tower Narthex from Dry Street once a containment fence is erected for the new Fellowship Hall . Various plumbing repairs have been made on campus, as well as a new thermostat for the HVAC unit for the Moore Street Narthex.

Building Committee Update. Bill Bittenbender noted that a weekly summary of construction progress is being noted in the e-news. A new completion date of November 15 has been set, with most delays due to the COVID-19 pandemic. A new foundation contractor has been selected. Bill noted that extensive requests for changes in the interior had been submitted; some requests may be reasonably implemented but a commercial kitchen cannot be included.

Deborah Jordan presented a motion to modify the November resolution, in order to name Dana Richardson as an additional signatory authorized to request funds from the Mission Investment Fund. Liz Halbert seconded the motion, which was approved. Two signatures are required for each transaction, and Bob Fuchs, Bill Carney and Bill Bittenbender are the other authorized signers. (Copy attached)

Pending Actions. The Senior Warden will provide a checklist of items from the Assistant Rector Letter of Agreement to Vestry in advance of Assistant Rector arrival.

Vestry will establish resolution for Assistant Rector housing allowance.

The Junior Warden will execute an edited resolution adding Dana Richardson as a signatory with the Mission Investment Fund.

Closing and Prayer. Fr. Eric offered the closing prayer. A motion to adjourn was made by Steve Russell, seconded by Liz Halbert, and approved at 7:15 pm.

Respectfully submitted,
Margaret Bearden, *Clerk*

REVISED VISION STATEMENT FOR ST. PHILIP'S

We, at St. Philip's Church, strive to love God and love others in all we do.

MISSION STATEMENT FOR THE VESTRY

To deepen our love of God and strengthen our love of others, the Vestry will:

Develop goals, objectives, and priorities in line with Church's vision.

Communicate with, counsel, and support the Ministry Boards to develop strategies to meet the church's vision and goals.

Be knowledgeable stewards of the finances, people, and facilities to guide and ensure those resources are in line with the church's vision and goals.

FINAL STRATEGY TEAM REPORTS

CAMPUS USE STRATEGY TEAM

Debbie Evans, Tom Griffin, Steve Russell

June-December 2020

Our interaction has primarily been by email. Initially team members researched Facility Usage Policies from numerous churches and community facilities to give us a basis to formulate a policy regarding use of the new Parish Hall. We then turned our focus to the changing campus, not only looking at the new Parish Hall but considering how the existing Parish Hall might be used, how to expand the Memorial Ash Garden, and how to enhance the Labyrinth area.

In November, Ministry Board chairs were asked for feedback regarding their specific interests for future use of our campus and facilities. Input included the following:

- important **for facilities to be made available for the community to use** (in accordance with our policy guidelines)

- continue to **use the Chapel PH** for small groups, meetings (e.g. AA), upstairs storage, crafting, etc. Multiple requests were to reconfigure the kitchen to serve as a coffee/snack bar and the open area to become a “cozy living room-type space with comfortable seating for more intimate gatherings” (e.g. small study groups, knitting group, grooms room, bereaved family meeting space, etc.)

- Explore the **expansion of the Ash Garden** as the existing space is nearing capacity. Possibly adding spaces in the garden area surrounding the Labyrinth or in Meezie’s Garden. Adding an above ground columbarium was also a consideration. (To be further explored)

- The Labyrinth** area continues to be used by individuals and some small groups (most recently a bible study group from the Methodist church) as a place for meditation. One of our parish youth will be building an arbor at the entrance to the Labyrinth as his Eagle Scout project. This is being done with the Vestry’s blessing and in coordination with the Building and Grounds committee. Bldg. & Grounds also is planning to gravel the inner space of the Labyrinth for easier maintenance, and landscaping is planned for the near future when construction of PH is near completion.

January-February 2021

Pursuant to a request from Sr. Warden to Ministry Board Chairs for any final input regarding needs and wants for using the new Parish Hall, we have received the following ideas, suggestions and requests.

From Outreach: PH will be used for meetings, assembling diapers/book bags. Monday lunches. Would like to see Parish dinners and get-togethers as well as community events. Layout indicates that 15 tables (either round or rectangular) seating 10 each will fit comfortably. Note: Round tables are preferred for large gatherings with rectangular ones for serving and additional seating.

From Parish Life: Top requests across the board are for an **industrial kitchen** and **round** tables. Request for kitchen countertops to be granite or some other heat resistant surface that will not burn when hot pan is on it. Laminate tops are easily scorched. Adequate outlets for coffee, warming trays and crockpots for serving. Men’s Club will use for breakfasts. Community lunches will be held here as well.

Additional items from Parish Life to consider:

- Need for **back-up generation** during power outage, especially with an elevator.
- Provision for annual **professional cleaning** for the kitchen to meet standards of fire department.
- Sprinkler and alarm systems** connected to the fire department.
- Definite need for **WiFi access**
- request for Seating capacity 200+

From Beach Ministry: Currently all beach ministry materials are being stored in various places outside of the church. Request made for **storage space on campus** for easy access and safe keeping of all beach ministry supplies (altar, crosses, communion set up, collection baskets, bulleting, visitor cards, etc.)

From ECW: Please see attached detailed outline of specifics. ECW has put much thought and effort over many years to arrive at their requests for the best utilization of our new space.

As requested, the ECW Board members have reviewed the floor plans for the new Parish Hall and have the following comments and/or requests:

1. Storage Rm #118; Enlarge this space by removing the window and taking the wall to the column. This storage closet could be utilized as a cloakroom for events.
2. 1st Fl BR (closest to kitchen); make Laundry/mop room, relocating mop tub from kitchen storage. Shelving provided for cleaning supplies. In addition, a washer and dryer (stackable if necessary) would be located here. This would be used for kitchen, table and nursery linens. Table linens would be hung in this location as well.
3. Freezer chest to be located in Kitchen storage area (currently in the old parish hall).
4. It appears that the Kitchen storage area is being utilized for the housing of 2-HVAC units & 2-Electrical panels...the kitchen storage & shelving space has thus been severely restricted. Could these items not be relocated? Upper cabinetry is needed wherever possible in the Kitchen.

5. Warming oven to be located on back wall of Kitchen (same wall as refrigerator. 120 Amps – approximate dimensions:

Width	23 1/8 Inches
Depth	33 3/8 Inches
Height	67 1/2 Inches

6. Relocate microwave to another location in the kitchen. Replace small refrigerator under counter (at pass-thru) with an under-counter ice machine. 115 Amps – approximate dimensions:

Width	26 Inches
Depth	27 Inches
Height	38 3/16 Inches

Another option would be to locate the ice machine to the kitchen storage room alongside of the freezer chest. This location may be most cost efficient since there is plumbing already located in this area.

7. Include a prefab shower stall in the 2nd floor hall bathroom. This could be utilized in the case of a parish member(s) experiencing a loss from a natural disaster and needing temporary (for a few days) sheltering in the church.

The congregation has waited many years to achieve this goal in our Parish life, with countless hours spent by so many individuals. We all look forward to our new space becoming a reality so we may continue to fulfill God's plan for St. Philip's.

We respectfully turn over this compilation to the Building Committee and Vestry for their consideration and appropriate implementation.

Submitted 2/16/2021 to Vestry & Building Committee by Campus Use Strategy Team

Policies/Customaries & Descriptions:

The notebook has been put together. I will get this to Fr. Eric ASAP for his feedback on any necessary changes, deletions, additions, etc.

Many thanks to Liz Halbert and Dave Ham for all their work on this project.

Deborah Jordan

Faith Formation Ministry Board Chaplain's Report

Last week I emailed Nan Bush Chairperson and then followed with a call. Nan was excited to learn of the new Vestry Support System and had no current issues. She conducts a weekly Bible study on Wednesdays at 10 AM. Currently the class is studying the Book of Revelation with a video lecture series provided by Stan Shelton. I attend these classes weekly and have been greatly enriched. (PS this Bible class is conducted by Zoom.)

Tom Griffin

Outreach Ministry Board Chaplain's Report

Ruth Smith and I met last week and had a very productive meeting. I learned a lot about the Outreach Board.

1. **SOICF**: next meeting is supposed to be in April. However, the two members from St Philip's have resigned and as of now we will not have anyone from St Philips present (I am willing to attend if it meets the guidelines).
2. Ida Parker, who is very active at ST. Philip's, is planning on moving this year. The Parker's house is supposed to go on the market in late Spring. Ida has been doing the Winter Shelter and the Fall Bazaar, plus workshops. We will need a volunteer.

Holly Meiners

Parish Life Ministry Board Chaplain's Report

I connected with Linda Humphreys. No activities at this time since the Parish Life board will not meet until April.

Jimbo Smith, chaplain

Worship Ministry Board Chaplain's Report

Nothing to report.

Mike Chase

Summary of Strategy Team Report to the Vestry

I. The recommended St. Philip's "Vision Statement" is:

We, at St. Philip's Church, strive to love God and love others in all we do.

II. Where are we now?

The church has survived years of inconsistent leadership, a move to initiate the Program Church concept, a serious and damaging hurricane, and almost a year of inability to physically meet as a congregation due to COVID. Our new Rector has been fully accepted by the members; a new Fellowship Hall is in the process of being constructed; we are beginning to fully implement a focused leadership approach by the Vestry; and we are about to welcome a new Assistant Priest. There is a potential that our membership could erode due to the extended period without the regular in-person operation of the church and services; a conceivable reduced income while expenses increase; the congregation's demographic is narrow; and there is limited understanding outside the church of St. Philip's contribution to the greater community.

III. The recommended "Mission Statement" of the Vestry is:

To deepen our love of God and strengthen our love of others:

- The Vestry will develop goals, objectives, and priorities in line with Church's vision.
- Communicate with, counsel, and support the Ministry Boards to develop strategies to meet the church's vision and goals.
- Be knowledgeable stewards of the finances, people, and facilities to guide and ensure those resources are in line with the church's vision and goals.

IV. Where do we want to go?

Long Range Goals:

- Grow the Congregation, recognizing existing demographic.
- Enhance greater community awareness.
- Ensure efficient and effective campus use coordination in support of vision.

Short Range Goals:

- Educate Ministry Boards and through them the various Ministries of the goal-oriented approach adopted by the Vestry and their expected contribution.
- Educate the congregation of the Vestry organization and future plans (vision, goals, strategies (as they evolve}, while employing multiple and continuing discussions, announcements, both in person and electronic, and possibly incorporating message into sermons.
- Practice expanded transparency regarding goals and budget with congregation.
- Develop strategies for post-COVID church life to encourage pre-COVID involvement and participation and reduce potential loss of members.

MODIFIED LOAN RESOLUTION

Resolution for Loan Distribution Process

RESOLVED, that the Parish of St Philips Episcopal Church, Southport, NC, Diocese of East Carolina acting through its duly elected vestry, does hereby determine to meet the loan conditions requiring two (2) signatures for any request to distribute funds from the Episcopal Church Building Fund/Mission Investment Fund makes the following appointments.

Dana Richardson, Robert Fuchs, William Bittenbender & William Carney are designated as signatories for any such loan requests for the \$835,000.00 loan or portions thereof to construct a new Fellowship Hall previously approved by the Vestry.

This Resolution supersedes previous Resolution for Loan Distribution Process dated November 17, 2020.

Approved this 16th Day of February 2021

David Ham, Junior Warden

Attest:

Margaret Bearden, Clerk

