

St. Philip's Episcopal Church
Vestry Meeting
June 15, 2021
Minutes

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

Ex Officio: Margaret Bearden, *Clerk*

Absent: Bob Fuchs, *Treasurer, Ex Officio*

Opening Prayer. Fr. Eric opened the meeting with a prayer at 5:30 pm in the Parish Hall.

Minutes. The May minutes had been approved via email.

Rector. Fr. Eric reported that a Ministry Board meeting with Chairs and Chaplains had been held and went very well. The next meeting will be held July 7. Wednesday noonday services have been reinstated as well as a resumption of the Beach Service, previously put on hold due to COVID restrictions. "Porch Sitting" also is resuming on Wednesdays at 9:00 am, with Fr. Eric and Mother Lisa alternating. Plans are in process for a Newcomers and New Members event. Approximately 43-44 people will be invited for an orientation, to include fellowship and introduction to the parish. Ministry board chairs, Vestry, Wardens and the Stewardship Chairperson will be asked to attend. Discovery classes, offered to the parish beginning this fall will be easy for newcomers to join. The six-week classes, held during the Adult Forum, will change each quarter, and will be repeated annually.

Fr. Eric announced that Steve Moore had been nominated to chair the Parish Life Board. Jimbo Smith moved to accept the nomination, and Steve Russell seconded the motion. After discussion, the nomination was approved.

Treasurer's Report. (Attached as addendum.)

The Treasurer was unable to attend the meeting. Several questions regarding the report were noted and will be forwarded to the Treasurer.

Dana Richardson moved to receive the Treasurer's report with questions, the motion was seconded by Bill Bittenbender, and was approved.

Senior Warden. Dana Richardson briefly reviewed Action Items from May. The status of these items will be noted under "Action Items and Review."

Dana presented the most recent revision (June 1) of the April 20 Bylaws document approved by the Vestry. The Diocese had sent back the Diocese Model Bylaws for us to use in our revision, and Dana was able to incorporate elements we needed for our final revision. It inserts the Canons/Constitution definitions for a member of the church and voting members and includes voting for convention delegates during the Annual Meeting. A “severance clause” for new bylaws is also included. **Steve Russell moved to accept this revision, it was seconded by Dave Ham and was approved.**

The Fiscal Management/Cash Reserve Policy was forwarded to the Vestry by the Finance & Facilities Board. After review and discussion, the document is returned to the F&F Board with suggested edits.

Chaplains were asked to update the Vestry on the status of mission statements that have been sought by the various ministry boards. Those completed statements are attached as addenda. Each ministry under the ministry boards has also been asked to create a mission statement. A discussion was held regarding the “buy-in” or adoption by the ministry boards of the Strategy Team’s report of April 20, 2021, as well as how to encourage growing the church through the actions of the various ministries. Each board should be asking how it, as a ministry, can grow the church. Chaplains are requested to spur ideas within their boards. In order to reinforce the objective of providing a focus for church activities, the Strategy Team will be asked to attend the July 7th meeting of the Rector, Ministry Board Chairpersons and Chaplains.

In response to a question by Rich Alt, it was noted that the 2020 Vestry had researched historical policies and procedures, and that a book containing the updated versions is available in the church office. Dana suggested that an index of those policies and procedures should be created for Vestry members to hold in their notebooks. Fr. Eric noted that, as part of the Annual Report process, ministry boards will be tasked to review the policies/procedures under their purview to determine if the policies/procedures should be retained, updated, or cancelled.

Junior Warden. (Report attached as addendum.) Dave Ham noted that there are several spots available on Signup-Genius for the Beach Service VPOD duties. A beach service customary has been emailed to Vestry members.

Chaplains and Committees. (Reports attached as addenda.) Jimbo Smith, Holly Meiners, Rich Alt, Tom Griffin and Mother Lisa gave updates on the mission statements for their respective boards.

Building Committee Report. (Attached as addendum.) Bill Bittenbender noted that plywood for flooring had been received as well as stringers. Bill makes daily inspections of the construction progress. He also noted that lumber prices are decreasing, and January 15, 2022, is a possible new completion date. The land swap with the City is still under negotiation.

Action Items and Review.

- Don Halbert and Bob Fuchs will work on a revision of the Cash Reserve/Fiscal Management Policy that will better suit our current financial condition. [**Action Complete**]
- By-Laws Changes: [**Version 6-15-2021 approved by the vestry this evening – Action Complete**]
- Memo from F&F Board to Ministry Boards regarding storage space [**Action Complete**]
- Chaplains’ delivery of Strategy Team recommendations (4-20-21 report) to ministry boards [**Action Complete**].
- ExCom will address prioritizing requests for use of new Fellowship Hall [**Action Pending**]

● Adapting Form/Guidelines for use of Diocesan House for use by St. Philip’s

Closing and Prayer. Fr. Eric offered the closing prayer, and the meeting was adjourned at 7:15 pm.

Respectfully submitted,

Margaret Bearden, *Clerk*

REPORTS

Treasurer’s Report to Vestry June 15, 2021

Operating Budget	2021 FY Budget	2021 YTD Actual	2021 YTD Budget	2021 YTD Variance	May Actual	Apr Actual	Monthly Change
Revenues							
Pledges	581,157	272,346	247,530	24,816	43,953	39,905	4,048
Flower Revenue	8,025	2,925	3,344	-419	600	340	260
Identified Offerings	41,208	26,731	17,552	9,180	9,682	6,099	3,583
Loose Plate	7,500	546	3,194	-2,648	149	225	-76
Parish Hall Rental	600	250	250	0	50	50	0
Miscellaneous Receipts	15,000	11,891	6,250	5,641	1,871	7,056	-5,185

Total Revenues	653,490	314,690	278,120	36,570	56,306	53,675	2,631
Expenses							
Parish Staff	433,349	166,450	172,439	5,989	30,863	47,019	16,156
Administration	35,316	13,171	14,715	1,544	1,550	2,201	652
Property	87,596	27,411	25,100	-2,311	2,668	2,120	-548
Vestry	65,060	27,179	28,650	1,471	5,130	5,868	738
Faith Formation	1,700	2,990	425	-2,565	2,990	0	-2,990
Outreach	7,050	3,550	3,550	0	0	2,000	2,000
Parish Life	4,924	961	1,635	674	566	271	-295
Pastoral Care	1,080	238	450	212	0	119	119
Worship	16,894	3,971	7,020	3,049	393	1,084	691
Total Expenses	652,969	245,921	253,983	8,062	44,160	60,681	16,521
Net Total	521	68,769	24,136	44,633	12,146	-7,006	19,152

Comments:

May revenues exceeded expenses by \$12,146. Pledge collections were \$9,857 under budget in May but remain \$24,816 ahead of budget year-to-date. Identified Offerings were \$5,867 over budget in May and are \$9,180 over budget year-to-date. Total Expenses were \$4,499 under budget in May and are \$8,062 under budget year-to-date. Mother Lisa's pension benefit payments have not been billed; mid-March through current adjustments is expected on the next invoice. \$2,790 in payments were made for the Labyrinth pavers and other activities; these unbudgeted expenses were mostly offset by donations for the project received in April.

Prior Comments:

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

Loose plate is under budget because there were few in-sanctuary services in January & February, and it continues to lag. \$5,600 of Miscellaneous Receipts were donations in April for the Labyrinth paver project.

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

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

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

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

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

Office Rent is \$980 over budget because storage unit expenses in February were not in budget.
 Diocesan Convention is \$2,000 under budget because nothing was spent in January.

Project Costs		Project Funds	Total	Current	at 11/30/2021
Construction Cost		Pledges	1,409,097		
Parish Hall/Admin	2,029,850	Collected		1,081,973	1,081,973
Architectural Services		Collect by 11/30			72,174
Construction Supervision	20,500	Outstanding		327,124	254,950
Other Costs		Other Funds	366,126	366,126	366,126
Furniture & Fixtures	37,500	Mortgage	835,000	0	835,000
Contingency 5%	101,500	Total Funds	2,610,223	1,448,098	2,355,273
Misc.	6,173	Total Spent	2,355,273	333,801	2,355,273
Total Construction Cost	2,195,523	Available Funds	254,950	1,114,297	0
Actual Construction Spending	174,051				
Remaining Construction Spending	2,021,472				
Pre-Construction Spending	159,750				
Total Project Costs	2,355,273				
Total Spent to Date	333,801				

Comments:

The November 30 planned construction completion date is under review.
 \$1,081,973 in Capital pledges has been collected, which is 77% of the total pledged amount.
 144 out of 189 pledgers are fully paid.
 Overall, \$327,124 of total pledges remain unpaid. Pledges for 2018 through May 2021 are under paid by \$136,257.
 Twelve pledgers have moved, left the Church, or passed away, leaving a shortfall of \$44,988.
 At least \$72,174 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

Building Committee: 6/13/2021 Bill Bittenbender

Finally making progress that all can see, foundation completed, framing of administrative building well underway and fence around materials was installed this past week. However, many challenges still remain. Floor joists for the second floor of the admin building are on site and will be installed by this Wednesday but unfortunately the plywood for the 2nd story is on back order and there is no projected delivery date which causes a halt in the work, no floor nothing to support the 2nd story. John has contacted all different sources but no luck as of today. This is something we are finding across the board material deliveries delayed and ever-increasing price pressure at all levels, not just us but the industry in general. Plywood that was \$25 a sheet months ago is now going for \$60, and we are not the worst case, his brother a contractor in Arizona is paying \$96 per sheet. We are looking at areas where we can lock in prices such as the new tables and chairs for the hall as long as we can have the supplier hold delivery until we have a place to store such equipment.

Talked at length with John Urban last week and he has subcontractors requesting payment advances in order to keep us on schedule and hold price levels previously quoted. John says this is something he has never seen before, and it is impacting all of the industry not just this area. Before considering any advance payments, I am looking for some type of insurance that would cover us in case of default on the part of subcontractors. Urban already has a “builder’s risk” policy that covers his overall work, and we are discussing how that might flow to his subcontractors.

Obviously, this is having an impact on our current schedule, and we expect at least a 45 day delay from the previously quoted date of 11/30/2021. I have asked John where we can make up time and he is looking but is not optimistic given the current situation.

Chaplain, Worship Ministry Board: 6/4/2021 Rich Alt

1. I was not able to attend last week's Worship Board meeting due to travel. I did attend Wednesday's Ministry Board Chair and Chaplain meeting.
2. Please find below the proposed mission statements for the Worship Board and for the Usher Ministry. The other ministries under the Worship Board will have their mission statements in soon.

Worship Board:

“Grounded in God’s word and love for all, we offer meaningful worship in a sacred space in the liturgical tradition of the Episcopal church.”

Usher Ministry:

“To assist the clergy in providing a welcoming church environment and to support the consistent and safe conduct of all church services.”

3. The Worship Board Chair and the Worship Board Communicator and I had a post meeting discussion as requested by Fr. Eric. I conveyed to them that the Vestry would like to have the customs for each of the ministries in one spot (the office). They concurred and stated they would start discussions with each group to pass them to the Worship Board Chair for review, then to the Communicator, and then on to me for delivery to the Vestry.
4. An additional conversation initiated by the Chair dealt with the Beach Ministry. It was recognized by the Chair and the Communicator that the Beach Ministry operational process was not conducted in the most effective or efficient manner this year and that some organizational changes were needed. A suggestion by both the Chair and the Communicator was discussed in regard to the organizational structure which will be

brought to Fr. Eric for his input and thoughts. It was my takeaway that the June 6th start up service was being prepared by a diligent set of volunteers and everything was coming together. I will be attending the Beach Service on June 6th.

Chaplain, Outreach Ministry Board: 6-15-2021 Holly Meiners

The **Outreach Mission Statement** is below. The vote was 9 to 4;

“The mission of the Outreach Board is to be God’s hands and feet and to show His love by sharing His gifts with all of His children in need.”

- Also, Donna Phelps from StreetReach feels it is unnecessary for us to supply bookbags because they have sufficient funds to take care of it this year.
- The July 13th meeting is cancelled.

Chaplain, Faith Formation Ministry Board: 6-6-2021 Tom Griffin

Here is the **Faith Formation Vision Statement**;

“The Faith Formation ministries demonstrate the intentionality of St. Philip’s people ‘to deepen our love of God and strengthen our love of others by building, enriching, and maintaining an informed understanding and practice of Christian faith and spirituality through our ministries of Bible, Seekers, Youth, Library, the Labyrinth, Yoga, prayer shawls, and related activities.”

Chaplain, Parish Life Ministry Board: 6-15-2021 Jimbo Smith

The **Parish Life Mission Statement** is;

” To connect people as we promote God’s love and love one another”.

Chaplain, Pastoral Care Ministry Board: 6-17-2021 The Rev. Lisa M. Erdeljon

The Pastoral Care Board met for the first time last month. We introduced our ministries to Mthr. Lisa and began talking about getting COHI started back up again. We briefly touched on the mission statement and strategies proposed by the Vestry. Our next meeting is Thursday, June 17. We will approve the mission statement and we will look more closely at the strategies and how our ministries can help support them.

Junior Warden’s Report 6/15/2021 Dave Ham

VPOD – The sign-up sheet for VPOD for the second ½ 2021 is nearly complete. There are a few open slots for both beach service and services at Moore Street.

- Beach Service VPOD available days are 7/11, 8/29, and 9/5.
- St. Philip’s available days are 11/28 and 12/26.
- Over the course of the year there are 52 church-based service days and 14 beach service days; this means that each Vestry member should plan to volunteer for 4-5 church service days and 1+ beach service days, or some combination thereof. To date scheduling has gone very well in filling this need, but volunteers are needed for the remaining days. It is requested that members examine their schedules and find a way to fill the sign-up schedule.
- If corrections need to be made, a member can correct their own sign-up day, but Lorraine will need to make changes for others.
- Special thanks to Steve Russell for getting us started with the beach VPOD duties and his input to the Customary.

Paver Path Project – The project is complete and in use. The subcontractor (Tony Gomez) completed the job ahead of schedule and did an excellent job.

Chapel of the Cross sign – Construction of the sign is in progress and should be installed within the next two weeks.

Buildings & Grounds – Currently two irrigation zones are in automatic operation after repairs; these service all needed areas currently. Drip zone will undergo further rework to enhance efficiency.