

St. Philip's Episcopal Church
Vestry Meeting
March 15, 2022
Minutes

Present: Dave Ham, *Sr. Warden*, Dana Richardson, Michele Barkalow, Rick Pearce, Susan Chase, Bob Wright, Margaret Bearden, Bill Carney, Geoff Gersen, Fr. Eric Mills. *Rector*

Absent: Steve Russell, *Jr. Warden*, Holly Meiners, Bill Bittenbender

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.

Minutes. The February 2022 Vestry minutes had previously been approved via email.

Rector's Comments

Last week was a very busy week with 3 deaths in the parish. Local funerals to be held in April and July. Fr. Eric expressed appreciation for the reports submitted by the Chaplains and iterated the need to inform the Ministry Boards (MBs) of the vestry initiatives and keep them apprised of vestry activities. The role of Chaplains is to facilitate bi-directional communication between the vestry and the MB and to support the board chairs. Fr. Eric will be out of town from March 28 – April 3 on a spiritual retreat as part of his continuing education.

Treasurer's Report. (Attached as addendum) Bob Fuchs announced that the capital project projected completion date is revised to the end of May, he explained QCD (Qualified Charitable Distributions) and will provide further information to the parish about stock donations and online bank payments with the quarterly statements. Discussion and questions followed. **Bob Wright made a motion to change the name of the new building to Parish Hall and Administrative Offices from the previously name adopted in 2020 by the vestry (Parish Hall and Administrative/Education) and "Family Life and Christian Education Center" adopted in 2018 and used for the capital campaign.**

The motion was seconded by Rick Pearce. This motion supersedes the prior vestry approval. Motion passed unanimously.

Additional topics such as the simplified donor plaque design passed by F&F, landscaping funding, and the insurance deductible were discussed.

Bill Carney made a motion to receive the Treasurer's Report which was seconded by Dave Ham. This motion passed unanimously.

Building Committee Report - Bill Carney presented for Bill Bittenbender and discussed current projects (mudding, drying, etc.) as well as some problems with the contractors. These issues were discussed with and addressed by Urban. The proposed completion date of the project is the end of May.

Senior Warden's Report. Concerning current vestry issues, Dave Ham discussed changes to the Policy on Policies issues. The Exec. Comm. met, made modifications, and determined that the policy is free from conflict between MBs and agrees with the Canons and by-laws. **Dana Richardson made a motion to approve the Policy for approval of Policies, Procedures, Customaries and Job Descriptions. Michele Barkalow seconded the motion. The motion passed unanimously.**

Dave described a recent bi-weekly wardens meeting with Canon Mollie and suggested that the vestry sponsor a chili or gumbo cookoff in conjunction with the Parish Life Board in the fall. Discussion followed. Michele Barkalow will present the idea to the Parish Life Board (as Chaplain) and ask for the boards input.

Model Policies implementation issues were addressed by Dana Richardson (see attached report). The committee is pursuing issues such as what other parishes are doing, the need for someone to monitor completion of background checks and courses to be taken and completed, as well as renewal dates. Questions and discussion followed regarding key fobs, key holders lists, repairs needed, cost concerns with respect to security, and doors and locks. The Senior Warden, Fr. Eric, Safety and Security Team Leader, Usher Captain, and Building & Grounds Coordinator, performed a walk-through of the campus to identify further issues with, or repairs needed to exterior doors. Deficiencies and needs were recorded, quotes will be sought for repairs, and these will be sent to F&F members for consideration prior to their 4/12/22 meeting.

VPOD responsibilities and duties were discussed. Beginning Sunday, March 27, 2022, VPODs will introduce themselves; welcome visitors identify where they will be after the service for questions or comments. Talking points will be provided to vestry members for guidance and the VPOD Customary will be revised.

Clarification by Mother Lisa – Spiritual Day was an ECW sponsored event, not Pastoral Care Board.

Communications Team Report (see attached) Bob Wright expressed a need to remain consistent with the vision statement of St. Philip's Episcopal Church, to grow our ministries, to have greater community communication, to share what we do and to determine what is needed. A meeting will be held on Sunday, April 24th between services with communicators, board chairs and chaplains to discuss next steps.

Margaret Bearden reported from F&F the acceptance of a donation of 8 Polywood® rocking chairs for the new Parish Hall. A 48" LG Smart TV was also donated and accepted.

There will be a farewell liturgy at the 10:00AM service on March 27, 2022, for the Revs Jeff and Sara Louise Krantz who will be moving out of the area.

Chaplains and Committees. (Reports attached as addenda.)

Action Items and Review.

- Facilities Use Policy has been presented for review to the F&F Committee. [**Action Complete Ongoing – will await F&F approval process**].
- 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 now to be the end of May).**
- Implementation of Safety - Security Procedures. [**Action Pending SSC coordination with Fr. Eric and the Wardens**].

Closing and Prayer: Michele Barkalow moved to adjourn the meeting. The motion was seconded by Dave Ham and unanimously approved. The meeting was adjourned after a prayer by Mthr. Lisa.

Respectfully submitted,
Lorraine Beamer, *Clerk*

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

	2022 FY	2022	2022	2021	January	December	Monthly
Operating Budget	Budget	YTD Ac-	YTD	YTD Var-	Actual	Actual	Change
		tual	Budget	iance			
Revenues							
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
Total Revenues	686,473	133,854	91,346	42,508	133,854	59,528	74,326
Expenses							
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
Total Expenses	686,472	46,288	55,965	9,676	46,288	68,283	21,995
Net Total	1	87,566	35,381	52,184	87,566	-8,755	96,321

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

Project Costs		Project Funds	Total	Current	at
Construction Cost		Pledges	1,510,335		04/08/2022
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	Total Funds	2,712,106	1,659,625	2,355,273
Contingency 5%	101,500	Total Spent	2,355,273	1,414,271	2,355,273
Misc.	6,173	Available			
Total Construction Cost	2,195,523	Funds	356,834	245,354	
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%
Actual Construction Spending	1,254,521				57%
Remaining Construction Spending	941,002				
Pre-Construction Spending	159,750				
Total Project Costs	2,355,273				
Total Spent to Date	1,414,271				

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

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

PURPOSE

This policy standardizes the process for the staffing required prior to Vestry approval of the development, modification, or deletion of documents pertaining to policy, procedures, customaries, and job descriptions used by St. Philip's Episcopal Church (SPEC) 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. This policy will ensure that these documents, as presented to the Vestry, 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, in order to fulfill its responsibility to act as trustees for the temporal concerns of the Parish, will provide oversight (as defined by the bylaws) and guidance to each of the Ministry Boards as needed. One Vestry function is to provide a 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 SPEC policies already in place and procedures being developed by each Ministry Board. This pre-approval process is intended to ensure that there are no policies that conflict between Ministry Boards or with Church Canons.

The Executive Committee, comprised of Senior Warden, Rector, 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 are specifically well suited to provide for the review of proposed documents and resolution of issues prior to Vestry adoption of SPEC policies, procedures, customaries, and job descriptions.

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

Procedures 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 SPEC 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.

Chaplain and Committee Reports.

Worship Board – Chaplain: Rick Pearce

The Worship Board met on March 1st with all representatives present.

- Chairman Rick Evans talked about each ministry submitting articles for the “Come and See” monthly updates. He also said that he is starting to organize a new acolytes group.
- Deacon Pam said that her first sign up for services at TerraBella went very well with 12 people signed up. She will have her first meeting in the next week or two.
- Usher Capt. Dennis Courtnage is setting up First Aid school with the Oak Island EMT at \$10.00 per usher.
- Beach Ministry: Peter del Sol talked about the turn problems they may have for people turning left to go to the service. Looking into how to solve this and will get back to the board by next meeting.
- Stewardship rep. Bobbie Fuchs talked about being enthusiastic about asking people to give and inviting new people to attend.

Next meeting April 5, 2022, 4:00pm

Rick Pearce
Vestry Chaplain

Stewardship meeting – March 9th

The stewardship committee is better staffed than it has been in many years. As a result, they are able to finally concentrate on expanding beyond the annual fund-raising aspect of their mission. The major initiative that has been on the drawing board for years is Time and Talent. It appears that a plan is starting to form that will allow this to take place.

- 1) A data base will be established in the future which will include the interests of practically all the members of the church. The first attempt at organizing this will be on the ACS platform. This will be explored in future meetings
- 2) The Newcomers committee will be asked to meet with stewardship to ensure that new members are easily absorbed into the many missions and committees of the church

It was determined by the committee to not take on too much at this time. So, until future meetings this will be plenty of work to expand involvement by membership in the functions of the church.

Overall, the importance of this committee is overarching all of the ministry boards in that it provides staffing both today and, in the future, as well. As the church membership evolves it is critical to continue to add more parishioners to the committees and boards.

PARISH LIFE BOARD MEETING 3/3/2022
VESTRY CHAPLAIN REPORT

Chairman Steve Moore and representatives of all committees were present for the meeting. In addition, Mike Bearden was present, who presented a plan to begin a monthly breakfast on Sunday after the Parish Hall is completed. Ennis Hardin presented the history and function of the Men's Club group, with a view to resuming the club once a volunteer to chair the committee is found.

The Welcoming Ministry will be consulting with Mother Lisa re: the Greeters and Bridgers program, and a reception for new members is being planned tentatively for April 24th. Oddjobbers continue to provide service to New Hope Clinic, next on the 18th of March. Gather Round the Table will continue in the fall, with advance notice to be placed in Come and See to alert parishioners.

Hospitality is planning multiple future events, which include coffee hours monthly, after the Parish Hall dedication (which is being planned in conjunction with Bill Bittenbender), the service and picnic at Brunswick Town, and possibly coffee hour in the Labyrinth or Parish Annex on Easter Sunday.

ECW continues to have monthly Lunch Bunch meetings and will be having the rescheduled Spiritual Day on March 12th. The date for the Fall Festival is October 1st this year, and there are plans for a shell workshop, to prepare for the festival, on March 25th.

Following interest expressed in last month's Parish Life Board Meeting in planning for the kitchen in the new Parish Hall, and the use of the facility, Dana Richardson had provided a copy of the former and the proposed Facility Reservation and Use Form to me, which I shared with Steve Moore. He will be contacting members of the Finance and Facilities Ministry Board to coordinate these efforts with his committee. Also, Steve Moore will continue to be in contact with Bill Bittenbender and Finance and Facilities about purchasing supplies for the kitchen in the new Parish Hall to coordinate their efforts. A gift registry was proposed during the meeting to allow parishioners to contribute needed items for the new Parish Hall kitchen.

Submitted by Michele Barkalow
Chaplain, Parish Life Board

- Post submission addition: Parish Life Deputy Board Chair is Deborah Jordan. Communicator is Jane Mitchell. (DSH)
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Model Policies Committee

Since the Vestry Retreat, our committee has continued to research how to implement the policies. We have:

- Submitted questions to the diocesan coordinators about:
 - What actions will be taken by Active Screening Faith in the event of compromise of information provided for background checks?
 - In the event of background check information being compromised, will services like Identity Guard, MyIDCare, or Norton Lock be provided to the individuals free of charge for a couple of years to check for use of their information on the dark web?
 - Is it possible to submit the information required for the background checks via USPS (snail mail) to avoid exposure of sensitive information through electronic mail?
 - What email address will Active Screening use to contact the person to request the personal information for a background check?
- Compared the Model Policies provided by the diocese in October 2021 to the Model Policies from 2018 that are posted on the Episcopal Church web site to determine how these policies have changed over time.
 - Determined that the greatest change has been to Appendix A which now specifies the background check, DMV check checks and training requirements for specific assignments within each parish or diocese.
- Informally contacting friends in other parishes outside of our diocese to learn how they are implementing the Model Policies.

Next steps:

- Conduct a walk-through of the locking modifications being planned for the Main Church exterior doors.
 - The walk-through will be with the Wardens, Building and Grounds Manager (Bryan Wester), the Safety and Security Committee Chair (Al Snell) and the Usher Captain (Dennis Courtnage).
 - The demonstrations should verify that the planned locking changes provide the require security for the Main Church and address Model Policy issues.
- Disseminate responses to our questions to vestry and Ministry Board Chairs to keep all up to date on how concerns are being addressed.
- *Continue to review the Model Policies to identify those action items that our parish needs to work on immediately and other actions that will need to be completed to meet changing situations.*

Pastoral Care Vestry Report

On Saturday, March 12, Spirituality Day was held at St. Philips.

Lisa Richey, Education for Ministry Coordinator for the Diocese of Eastern NC was our guest speaker.

ECW hosted the day with 35 women in attendance, followed by a wonderful luncheon held in the Chapel annex.

The Topic was spiritual discipline. A personal Rule of life, or the rhythm of life.

I personally found it extremely interesting, and it has given me a challenge

Holly Meiners

Communications Team Report – 3/15/22

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

The Team met on 3/9/22 to discuss how to implement new procedures that will further develop our already established communications effort within the church. The conclusion was that we must first ensure that all those directly involved agree on not only the goals, but **why** we are suggesting modification is important. The discussion involved more about “why” versus “how” the modifications could look. There was a significant shift, if not in direction, in the foundation of the effort.

We agreed that the church’s **Vision Statement** is the basis for the need for change. We cannot begin to optimize the “vision” unless we grow the church, resulting in providing more for the congregation and community. If we do not grow personally, support each other as members of the church, and position ourselves to accomplish more to serve the greater community growing the church becomes more difficult. Improvement can be made through **education** of our congregation and making St. Philip’s more **visible** to those outside the church by **better communicating** the plans, initiatives, accomplishments, upcoming events, and identified needs of the church and outside entities. This may require changes in internal communications, both oral and written; website improvement, expanded social media, and outside print media.

Various implementation plans were discussed but decided that we should first receive input from the Vestry, regarding our position on “Why” and generally “How” before discussing further. Afterwards we plan to meet with all those involved in the communications process for their input before developing a recommended structure and process to execute. The Communications team will meet again on 3/17 to discuss any Vestry input and plan to meet with all MB and “communicators” between services on 4/24/22.