

St. Philip's Episcopal Church
Vestry Meeting
July 20, 2021
Minutes

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

Ex Officio: Bob Fuchs, *Treasurer*

Absent: Steve Russell, Mother Lisa Erdeljon, *Assistant Priest*,

Guest: Lorraine Beamer, *Acting Clerk*, Jim Belvin – *Endowment Policy Discussion*

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

Minutes. The June minutes had been approved via email.

Rector. Fr. Eric reported that Mother Lisa took today as compensation for Baptism work on Saturday. The New Member Gathering was well attended (over 30 new members, as well as Ministry Board Chairs, Wardens and Clergy) and was hosted by the Parish Life Board Chair, Steve Moore, at his home. We have received very positive feedback and the plan is to have this type of event quarterly or biannually as the need arises.

There has been interest shown by film companies to use our campus for filming. More details will be given as they become available including how St. Philip's facilities will be cared for, identifying what can and cannot be moved and compensation.

The Greeters ministry is getting active and will be meeting this week to finalize involvement and resumption of greeter duties.

Adult Forum will be starting after Labor Day with 4 recurring blocks of information being available to all parishioners (particularly new members) in the Chapel of the Cross between services taught by Fr. Eric and Mother Lisa.

A new opportunity for study (Theology Uncorked) is being planned to be held off site. Venue and times to be determined.

Aedan Barnes has stepped down as the chair of the Stewardship Committee. Fr. Eric will facilitate meetings (as the Annual Pledge Campaign is getting started) until a new chair is identified. The ingathering for the pledge drive will be October 31, 2021.

Endowment Policy – Jim Belvin (Attached as addendum)

Jim Belvin presented a template to begin the Master Endowment Program to create longevity and income over time. Jim described ways to communicate the Endowment Program to the parish including using the website, brochures and speaking at services on Sundays. The program is being presented as an opportunity to support St. Philip's over time and to honor loved ones. Discussion

continued after Jim's presentation, particularly concerning how to specify who gave the gift and how the monies would be used. Suggested language to make the clarification was presented. **Liz Halbert made a motion to provisionally accept the Endowment Fund Policy Document pending acceptance by the Executive Committee of the final wording to include notarized documentation of the gift. Bill Bittenbender seconded the motion. Rich Alt opposed the motion, remainder of vestry approved.**

Treasurer's Report. (Attached as addendum.)

June revenues exceeded expenses by \$2,769. Pledge collections were \$6,535 over budget in June and remain \$31,351 ahead of budget year-to-date. Identified Offerings were \$4,343 over budget in June and are \$13,521 over budget year-to-date. Total Expenses were \$1,061 under budget in June and are \$9,124 under budget year-to-date. Mother Lisa's YTD pension benefit payments were paid and are up to date.

Prior Comments:

Actual pledges are \$40.8K less than budget. January pledge includes \$20K of pre-paid pledges in 2020.

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 survey for the Chapel of the Cross lot that was not in the budget.

The revised planned construction completion date is January 2022.

\$1,104,548 in Capital pledges has been collected, which is 78% of the total pledged amount.

116 out of 189 pledgers are fully paid. 14 other pledgers are on schedule.

Overall, \$307,771 of total pledges remain unpaid. Pledges for 2018 through June 2021 are under paid by \$129,217.

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

At least \$49,591 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.

Bob Fuchs presented a full year forecast of 2021 revenues and expenses. Assuming pledge commitments are met and with reduced spending in some areas, the forecast is that revenues for the year will cover expenses.

Bob Fuchs presented a budget calendar for creating the 2022 operating budget. (See attached)

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

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

The Policy Book has been updated and will be reviewed yearly by Board Chairs and the Vestry as part of the Annual Report. Customaries and policies are to be reviewed, updated as needed, signed, and dated as part of the Annual Report process. A digital version of the policies and customaries will be devised with a hard copy version available in the church office.

A motion was made by Bill Bittenbender and seconded by Dave Ham to accept the Treasurer's Job Description to be added to the Policy Book. The motion was passed unanimously. (Attached as addendum)

A motion was made by Dave Ham and seconded by Bill Bittenbender to accept the Fiscal Management/Cash Reserve Policy which was forwarded to the Vestry by the Finance & Facilities Board. The motion passed unanimously. (Attached as addendum)

Ministry Boards are strongly urged to complete the Mission Statements and ensure they are posted on the website.

The implementation of the 4/20/21 Strategy Team Report will continue as the Strategy Report is given to the Board Chairs for distribution to each Ministry. Fr. Eric will communicate this process to the Board Chairs and Communicators at the next Board Chair Committee Meeting (August 4, 2021)

Budget inputs from the Vestry are due 9/8/21. Safety and Security budget concerns to be addressed. Other items (Maintenance Reserve, Insurance Deductible and Landscaping are covered by budget owners at the present time)

Junior Warden. (Report attached as addendum.) The VPOD Customary for the beach service has been updated and will be submitted as an addition to the Policy Book.

The new Chapel of the Cross sign has been installed as well as updates to the sign in front of the church.

The outgoing Vestry members are to meet regarding the process and timing for 2022 Vestry Nominations.

The Campus Beautification Project has been funded (in a "silent campaign") by parishioners to address sod, irrigation, planting, and other issues.

Chaplains and Committees. (Reports attached as addenda.)

Building Committee Report. (Attached as addendum.) Bill Bittenbender - Work has progressed including a fence around the entire construction area. Steel fabrication for the roof is expected to be completed within the next week, followed by exterior plywood and roof shingles. The expected completion date has been moved to January 15, 2022, pending any serious weather delays.

Action Items and Review.

- Ex-Comm will address prioritizing requests for use of the new Fellowship Hall [**Action Pending**]
 - Adapting Form/Guidelines for use from:
 - Diocesan House Guidelines,
 - Christ the King Lutheran Church
 - St. Philip's Church Policy of 2010
- By-Laws Revision at Diocese for Bishop's Review [**Action Pending**]
- Vestry Budget Inputs/ Guidance to F&F [**due 9/8/21**]

Bill Bittenbender made a motion to adjourn the meeting which was seconded by Liz Halbert. The motion passed unanimously.

Closing and Prayer. Fr. Eric offered the closing prayer, and the meeting was adjourned at 6:00 pm.

Respectfully submitted,

Lorraine Beamer, *Acting Clerk*

REPORTS

Treasurer's Report to Vestry July 20, 2021

Operating Budget	2021 FY Budget	2021 YTD Actual	2021 YTD Budget	2021 YTD Variance	Jun Actual	May Actual	Monthly Change
Revenues							
Pledges	581,157	321,929	290,579	31,351	49,583	43,953	5,630
Flower Revenue	8,025	3,300	4,013	-713	375	600	-225
Identified Offerings	41,208	34,125	20,604	13,521	7,395	9,682	-2,287
Loose Plate	7,500	925	3,750	-2,825	379	149	230
Parish Hall Rental	600	325	300	25	75	50	25
Miscellaneous							
Receipts	15,000	12,085	7,500	4,585	192	1,871	-1,679
Total Revenues	653,490	372,689	326,745	45,944	57,999	56,306	1,693
Expenses							
Parish Staff	433,349	201,069	208,127	7,058	34,619	30,863	-3,756
Administration	35,316	16,123	17,658	1,535	2,952	1,550	-1,402
Property	87,596	35,455	34,304	-1,151	8,044	2,668	-5,375
Vestry	65,060	32,309	33,780	1,471	5,130	5,130	0
Faith Formation	1,700	6,520	1,425	-5,095	3,530	2,990	-540
Outreach	7,050	3,550	3,550	0	0	0	0
Parish Life	4,924	1,244	2,662	1,418	284	566	282
Pastoral Care	1,080	357	540	183	119	0	-119
Worship	16,894	4,525	8,230	3,705	553	393	-160
Total Expenses	652,969	301,152	310,275	9,124	55,231	44,160	-11,071
Net Total	521	71,538	16,470	55,068	2,769	12,146	-9,378

Comments:

June revenues exceeded expenses by \$2,769. Pledge collections were \$6,535 over budget in June and remain \$31,351 ahead of budget year-to-date. Identified Offerings were \$4,343 over budget in June and are \$13,521 over budget year-to-date. Total Expenses were \$1,061 under budget in June and are \$9,124 under budget year-to-date. Mother Lisa's YTD pension benefit payments were paid and are up to date

Prior Comments:

Actual pledges are \$40.8K less than budget. January pledge includes \$20K of pre-paid pledges in 2020. 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.
 \$5,792 in unbudgeted paver expenses were mostly covered by \$5,600 of Miscellaneous Receipts donations in April for the project.

Project Costs		Project Funds	Total	Current	at 01/15/2022
Construction Cost		Pledges	1,412,320		
Parish Hall/Admin	2,029,850	Collected		1,104,548	1,104,548
Architectural Services		Collect by 1/15/2022			49,591
Construction Supervision	20,500	Outstanding		307,771	258,180
Other Costs		Other Funds	366,134	366,134	366,134
Furniture & Fixtures	37,500	Mortgage	835,000	0	835,000
Contingency 5%	101,500	Total Funds	2,613,453	1,470,682	2,355,273
Misc.	6,173	Total Spent	2,355,273	465,628	2,355,273
Total Construction Cost	2,195,523	Available Funds	258,181	1,005,054	0
Actual Construction Spending	305,878				
Remaining Construction Spending	1,889,645				
Pre-Construction Spending	159,750				
Total Project Costs	2,355,273				
Total Spent to Date	465,628				

Comments:

The revised planned construction completion date is January 2022.
 \$1,104,548 in Capital pledges has been collected, which is 78% of the total pledged amount.
 116 out of 189 pledgers are fully paid. 14 other pledgers are on schedule.
 Overall, \$307,771 of total pledges remain unpaid. Pledges for 2018 through June 2021 are under paid by \$129,217.
 Twelve pledgers have moved, left the Church, or passed away, leaving a shortfall of \$44,988.
 At least \$49,591 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

Budget Calendar

<u>Activity</u>	<u>Target</u>
Send Budget Spreadsheets to Budget Owners	8/13/21
Receive Budget Input from Budget Owners	9/8/21
Consolidate Budget Owner Input	9/9/21
Send Consolidated Budget to F&F	9/10/21
F&F Review and Comment	9/14/21
Follow Up with Budget Owners Regarding F&F Comments	9/17/21
Receive Budget Updates from Budget Owners	10/6/21
Consolidate Budget Updates	10/7/21
Send Consolidate Budget Updates to F&F	10/8/21
F&F Review and Update	10/12/21
Send Proposed Budget to Vestry	10/14/21
Vestry Review and Comment	10/19/21
Send Vestry Comments to F&F	10/21/21
F&F Updates Based on Vestry Comments	11/9/21
Send Final Proposed Budget to Vestry	11/11/21
Vestry Review, Update and Approval	11/16/21
Present Budget at Annual Meeting	12/5/21

The St. Philip's Master Endowment Program Policy

This Fund is created for the purpose of managing **all** endowment funds given to or created by St. Philip's Episcopal Church. This fund will include, but not be limited to, the following:

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

These funds may be general or specific purpose gifts and, with the approval of The Finance and Facilities Board (The Board), may be named at the donor's direction to honor or memorialize an individual, family or for an identified purpose.

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 endowment donors 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 must be established through a signed legal document that codifies the agreement between the donor and St. Philips Episcopal Church. The Board will provide and manage endowment agreements.

General Unnamed Endowments

St. Philips 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. Special project endowments might include funds designed to purchase new pews, the creation of a columbarium, support for campus maintenance expenses, etc.

Investment Management

All gifts to the St. Philips Endowment Fund will immediately become the exclusive property of St. Philip's Episcopal Church. Responsibility for the management of the St. Philip's Endowment fund resides exclusively with The Board of St. Philip's Episcopal Church. 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 Church Master Endowment.

All endowment gifts will be deposited in The **St. Philip's 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 St. Philip's 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 Fund earned 6%, 4% would be distributed to the Endowment target and 2% would be reinvested in the named endowment).

Distribution of Individual Fund Income

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. 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 Parish 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 Parish Hall.

St. Philip's Fiscal Management/ Cash Reserves Policy

Cash reserves is a term that refers to cash in the church checking and investment accounts that is not designated for a specific purpose. Cash reserves is equal to the balance in the operating checking account minus money in the operating checking account designated for temporary restricted funds plus cash reserves in the investment account. Cash reserves can change daily based on operating budget revenues received and operating budget expenses paid. The only other way cash reserves can change is if there is an agreement to use cash reserves for a non-operating budget purpose. Such an agreement

can only be made by a majority vote of the Vestry following a recommendation from the Finance and Facilities Board.

St. Philip's fiscal management policy includes the following:

The yearly operating budget must include sufficient projected revenues to cover budgeted expenses. If it does not, there must be a recommendation from the Finance and Facilities Board and a Vestry vote in the affirmative that the budget shortfall will be covered by cash reserves.

If there is a request during the year to spend more money than is in the approved budget, a request to spend additional money must be made to the Finance and Facilities Board prior to the money being spent. F&F will consider the request to determine if the unbudgeted expense can be covered by: (i) additional revenues being received, (ii) other budgeted expenses not being spent, or (iii) using cash reserves. F&F will make a recommendation to the Vestry who will approve or decline the request to spend the additional money.

If during the year, budgeted expenses are exceeding budgeted revenues, cash reserves can be used to pay the excess incurred expenses. The Finance and Facilities Board will decide if spending cuts are required and/or projected new revenue is likely to be generated to balance the budget. The F&F decision will be communicated to the Vestry for approval.

If there is a need to spend cash reserves for non-operating budget purposes, a request to spend the money must be made to the Finance and Facilities Board prior to the money being spent. F&F will consider the request to determine if cash reserves are available and it is prudent to spend the cash reserves on the requested purpose. F&F will make a recommendation to the Vestry who will approve or decline the request.

As part of the investment review at the monthly Finance and Facilities Board meeting, the amount of cash reserves and the accounts and investment vehicles in which the cash reserves reside, will be evaluated. If it is determined that some cash reserves may not be required for an extended period (cash reserves over \$100,000 not needed within the next twelve months), F&F may decide to move the excess money to a potentially higher earning vehicle in the investment account. If some cash reserves are in higher risk vehicles in the investment account and it is determined that some of the money will be required in the short term (within the next twelve months), F&F may decide to move the required money to a lower risk investment vehicle in the investment account or to the operating checking account.

If cash reserves fall below \$100,000, the Finance and Facilities Board must develop recommendations for spending cuts. If cash reserves fall below \$50,000, the Finance and Facilities Board must implement spending cuts with Vestry approval or modification.

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

Job Description

POSITION: Treasurer

HIRED BY: Vestry

ACCOUNTABLE TO: Rector/Vestry

PURPOSE: To oversee and manage the financial affairs of the parish consistent with national and diocesan Church Canons and "A Manual of Business Methods in Church Affairs." Title I, Canon 7 Constitution & Canons of The Episcopal Church

QUALIFICATIONS & GIFTS:

- Have a love of God and demonstrate a commitment to following the way of Christ;
- Have experience in the use of standard accounting procedures;
- Have skills and knowledge of financial planning and budgeting;
- Ability to establish and maintain appropriate financial security safeguards and oversee persons assisting in financial transactions;

RESPONSIBILITIES:

- Ensure for St. Philip's Church (SPC) that:
 - Financial operations are in accordance with national and diocesan canons and state and federal laws;
 - Books, accounts, and financial operations are in accordance with the governing Canons of SPC, Vestry requirements, and standard accounting procedures;
 - Invoices are approved, paid and recorded in a timely fashion;
 - SPC employee/contractor compensation records are completed on time;
 - Timely completion of the financial section of the Annual Parochial Report;
 - Financial policies undergo annual review guided by the Finance and Facilities Ministry Board (F&F),
- Serve as a voting member of the Finance and Facilities Ministry Board (F&F);
- Oversee the Assistant Treasurer and/or the Finance Assistant in the performance those assigned duties;
- Arrange for an annual audit of church financial records as required by Canon;

- Assure implementation and completion of an annual SPC Audit of all financial records as required by Canon;
- Provide support to the F&F in development of the SPC Annual Budget;
- Be available to support/advise other SPC ministry boards needing budgeting/other financial matters assistance;
- Review financial activity quarterly as compared to budget with each ministry board to help ensure that each is within their budget;
- Meet regularly with the Rector, Wardens and Vestry to evaluate all financial activities as compared to the SPC Annual Budget;
- Provide financial activity monthly summaries to/for the Vestry and the Rector;
- Submit a yearly financial report to the Vestry, Rector, and Congregation;
- Oversee all SPC contribution collections, counting, and deposits and ensure that at least two persons are always present for the collection and counting process; and
- Participate in the oversight of the investment of St. Philip's funds.

WORK SCHEDULE:

- As needed, coordinate with the SPC Parish Administrator for the completion and filing of necessary reports;
- Attend monthly Vestry meetings;
- Attend the annual Vestry Retreat;
- Attend F&F meetings and other ministry board meetings as required.

OTHER:

- Term of office is for one calendar year and is renewable by the Vestry at the end of each calendar year.
- The Treasurer may be removed from office by the Vestry at any time, for any reason.
- The Treasurer may resign from office at any time, for any reason.
 - The Vestry shall provide for the transfer of Treasurer functions for either of the reasons above.

SALARY & BENEFITS: This is a non-stipendiary position.

BACKGROUND CHECKS: The individual candidate must be willing to submit to Driver's License, Criminal and Credit background checks.

Committee Reports

Faith Formation Ministry Board – Tom Griffin, Chaplain

Father Eric, Mother Lisa and Faith Board Chairperson Bush met a few weeks ago to discuss plans for the Fall Bible educational opportunities. Due to summer travels traditionally, those programs end in June and return back in September.

Worship Ministry Board – Rich Alt, Chaplain

Debbie Skillman has submitted the following mission statement for the music ministry:

“The music ministry creates musical offering that allow us to elevate worship, praise and honor God, express our love to God and his love for us, connect emotionally to God and each other, and unite and inspire the church.”

Outreach Ministry Board – No Report

Parish Life Ministries Update - Jimbo Smith, Chaplain

Gather Round the Table

Update from Ruth Smith. This ministry will start again in fall (September). Ruth will be sending information in e-News for those interested. Given we are still coming out of the pandemic, the suggestion for the upcoming year will be for the dinner groups to meet in restaurants. Ruth is open to suggestions should there be a group that would prefer hosting dinners in their respective homes. More information to come.

New Members

Approximately 30 new members were welcome at a reception on Sunday, July 11, 2021. There was much interest in our new members. Fr. Eric and Mthr. Lisa explained the process that all newcomers can be new members. This includes “informal” membership and “formal” membership (formal would include the process of becoming an official member of the parish and could be members of the Vestry and vote in church matters.) The plan going forward is to host new member welcome events approximately 3-4 times per year with next steps being to invite the new members to attend classes with clergy.

Transit Assist

No update

Hospitality

Currently, Steve Moore is serving in this role but is in the process of talking with 2-3 members who would possibly lead this ministry. This is important for our return to “coffee hour” and other church events once the fellowship hall is completed in early 2022.

ECW

They continue to meet monthly and are doing craft projects and planning for the fall festival.

Men's Club

They are beginning to discuss some possible sales and ministries for the fall.

Brotherhood of St. Andrews

No update

The Parish Life Ministry Committee did not meet in July, but a meeting is being planned for August. The current time of 2PM on the 1st Thursday may not work for all members, so Steve is working to

secure a meeting time and will communicate with all Parish Life Ministry contacts prior to the end of July.

Respectfully Submitted,

Steve Moore
Chairperson, Parish Life Ministries

Building Committee – Bill Bittenbender, Chairman

Work continues to progress with the steel fabrication of the Fellowship Hall roof expected to be completed within the next 10 days. Once the exterior plywood is in place the windows installed and the roof shingles completed, we can start on the interior work such as HVAC and electrical. Weekly reports continue to be provided in our E-News. The expected completion date has moved to January 15, 2022, hoping we do not get any serious weather delays. If you have questions, please do not hesitate to call.

Strategy Team – Bob Wright, Chairman

Notes for the Ministry Board Chair Meeting, scheduled 7-7-2021

Given the instability of the six years prior to Fr Eric arriving here; Hurricane Florence and its damage; the construction of the new Fellowship Hall; and the disruption of activities due to COVID, is there anyone that believes we can maintain our membership, remain financially viable, and continue to grow and thrive if we continue as we have in the past?

If we are motivated to change, we must reevaluate our objectives and processes.

The Vestry has evaluated its purpose based on the accepted general duties of the Vestry within the Program-sized Church as defined by the Episcopal Church. The Vestry developed the “vision” of St. Philip’s via the Vision Statement. The Vestry further identified its primary responsibilities through the development of a Mission Statement which articulates specific responsibilities which are generally to: develop short and long-range goals to advance the health and development of the church; be ultimately responsible for the financial well-being of St. Philip’s; and to support the Ministry Boards and their ministries to accomplish the goals that will allow St. Philip’s to continue to grow and thrive into the future. It should be noted that the Vestry’s Mission Statement does not mention managing the operations of the Ministry Boards or their ministries.

The Vestry has recognized that it must be motivated as a team to accomplish the long and short-term goals it has identified as urgent and continuing. Specific short-term goals are:

- Post COVID Church: not only stabilize our membership, but work toward their continuing involvement;
- Develop effective and efficient use of the new Fellowship Hall;
- Expand and improve on communicating the services and successes of the various ministries to the congregation and the community; and
- Grow the Church: not only membership, but ministries serving the congregation and greater community.

The congregation depends on the Vestry and to an even greater extent, the MBs and its various ministries to work together to maintain its viability and to continue to grow and succeed. So, it is important that we all agree to support the same objectives while pursuing our ministries and all be motivated to find ways to accomplish those aims.

All of the above is not to say that the Vestry is the only entity that has a say in what our goals should be. Through the Chaplains there should be communication in both directions: between the MBs and Vestry. It is in fact the Chaplains' primary function, - to communicate both the thoughts of Vestry to the MBs and the suggestions and recommendations from the MBs to the Vestry.

Just a few examples of ways we might coordinate the various ministries successes to contribute to the agreed upon goals:

- Diaper Ministry – communicate to the greater community the service provided as well as it successes;
- Fall Festival – project table for children;
- Facilities – beautify our campus;
- Identify NOW ways in which the new Fellowship Hall can be used to advance various ministries' goals while contributing to Church's objectives;
- Evaluate budget requests based on agreed upon Church long and short-term goal and objectives;
- Ushers – enthusiastically welcome members and guests at services and other functions; and
- Men's Club lobster sale – expand, as an option, to include dinner in the new Parish Hall, not only with other members but open to all. Use ushers as greeters to function.

Junior Warden's Report – Dave Ham

VPOD – The customary for the beach service has been updated to indicate that it is no longer necessary to pick up notebooks from the church office prior to the service. The weekly readings have been supplied for the season and the notebooks will be stored at the beach.

The VPOD schedule is covered for all services through yearend, except for 12/26/21 at the church. If you feel you would like to volunteer to cover these services, please update Sign-up Genius and notify the Junior Warden as well as Lorraine.

Chapel of the Cross Sign – Installation of the new sign in front of the chapel is complete as well as updates to the sign in front of the church.

Vestry Nominations 2022 – Time permitting, a short meeting will be held following the regular vestry meeting to discuss nominations for 2022-2024 vestry candidates. The intention is to establish a timeline and path forward, as well as discussion of any enhancements to the process for nominations. The meeting should be attended by senior year members as well wardens and clergy. If timing does not work for this meeting, we will schedule a meeting in the near future.

Campus Beautification Project – Following projects to install an arbor and paver path, restoration of the labyrinth, and planting installations, there is still a need to complete grounds beautification. The F&F committee recently approved the Campus Beautification Project to address this. This project will include:

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

This project has been funded by several St. Philip's parishioners and further donations will be accepted as we progress. The project should be completed by end of September and will include one or more volunteer days by parishioners. The sod component will include grounds preparation such as weed removal, topsoil, tilling etc. and will be performed by a contracted professional. The restoration of the remaining landscape will wait for the completion of Fellowship Hall construction and funded as part of the building project.