

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

*Present:* Steve Russell, Jr. Warden, Dana Richardson, Rick Pearce, Bill Carney, Bill Bittenbender, Holly Meiners, Susan Chase, Michele Barkalow, Geoff Gersen, Margaret Bearden, Bob Wright

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

*Absent:* Dave Ham, Sr. Warden

**Opening Prayer:** Father Eric Mills opened the meeting with a prayer

**Opening Devotion – The** Vestry was given “I believe in God the Father”, “I believe in God the Son”, “I believe in the Holy Spirit” and were asked “Why do you believe?”. Homework – What does this mean in your daily life?

**Minutes:** The October 2022 Vestry minutes had previously been approved via email.

**Rector's Comments – Father Eric Mills**

- The Celtic Service has been going on for three weeks with attendance between 30 and 50. Very positive comments have been provided by the participants. Attendance has been about 50/50 with parishioners and non-parishioners. This service is not in competition with the Sunday morning service -just another opportunity for worship. The format and prayer will change during Advent and Christmas. The plan is to continue this service as long as it is well attended.
- The Annual Meeting is December 4 to begin after the 9:00 AM service, followed by a parish pot luck organized by Parish Life.. There is a full slate of candidates for the four vestry positions. Voting will be done electronically from 8:00 am – 3:00 pm. All members in good standing can vote whether in attendance at the meeting or not. Fr. Eric provided a review of the “from the floor” nomination process and recommended that this process should be folded into the new by-laws. The approved 2023 budget will be presented to the congregation at the Annual Meeting.
- The special services schedule for Christmas is as follows:
  - o December 18 – Lessons and Carols – 5:00 PM
  - o December 21 – Longest Night Service – 5:00 PM
  - o December 24 – Christmas Eve – 4:00 PM, 7:00 PM
  - o December 25 – Christmas Day – 9:00 AM (no 5:00 PM service)
  - o January 1 – 9:00 AM, 5:00 PM
- The Transition Team is working on Governing Body language concerning vestry membership, wardens' duties, ministry board chair responsibilities, future planning as well other issues. This will be a boiler plate document that will be provided to the vestry before the December vestry meeting so that current members will be prepared for the vestry retreat in January. This “language” document will be addressed from the legal aspect, refined by the vestry next year and presented at the December 2023 Annual Meeting for approval by the congregation.

**Treasurer's Report**

- Revenues for the month are greater than expenses by \$15,934. Revenues for the year are greater than expenses by \$80,169. Revenues for the month are greater than budget by \$480.

Revenues for the year are greater than budget by \$32,645. Pledges for the month are less than budget by \$3,997. Pledges for the year are greater than budget by \$24,395. Expenses for the month are less than budget by \$5,425. Expenses for the year are less than budget by \$46,945. The major drivers of lower expenses YTD are delays in work on the new parish hall resulted in new mortgage expenses and property insurance premium not being incurred. October pension payments were made on November 1. The new mortgage and property insurance premium are less than expected. Maintenance & Repairs, and Music are running underbudget. Altar supplies are running higher than budget. Full-time Sexton expenses will be incurred for the remainder of the year.

### **Capital Project**

- Total pledges collected are \$1,386,300, which is 90% of the total. 177 pledges are fully paid or more, total paid \$1,226,842. 26 pledges are outstanding with \$107,474 remaining. 13 pledges were for people who passed away or moved for a total of \$47,988. Remaining expenses are \$84,253.

### **2023 Budget**

- Currently, requested expenses in the 2023 budget are \$758,187. The diocesan recommended cost of living adjustment (COLA) is 8.7%, the initial budget assumed 9.5%. The current version has actual medical insurance premiums for 2023. The diocesan requested parish pledge is 10% of our 2021 operating income, the request for 2022 was 11%. The pledge ingathering was November 6, 2022. 134 pledges were received totaling \$547,978. The Stewardship Committee is following up with parishioners who have not pledged. The current version of the budget has \$109,000 more expenses than revenues. Per request, the Diocesan Pledge was moved from the Vestry rollup and made a rollup by itself. \$12,000 was removed for Maintenance Reserves, which may be added back in 2023. \$10,000 was removed for Insurance Deductible, which may be added back in 2023.
- Reminders concerning pledges will be sent to parishioners at the end of November – beginning of December.
- Discussion followed concerning the 2023 budget and insurance. Special attention was paid to the Insurance Deductible and the Maintenance Reserve.
- **Bill Bittenbender made a motion to approve the 2023 budget as presented based on the latest information. If needed, modifications can be made after Thanksgiving. Geoff Gersen seconded the motion which passed unanimously.**
- **Bill Carney made a motion to accept the Treasurer’s Report. Rick Pearce seconded the motion which passed unanimously.**

### **Model Policies**

- Dana Richardson reported that 41 people have not yet started the process to complete the required Praesidium Academy modules. He has checked the progress daily and has resent invitations. It was suggested that all taking the courses be given a deadline to complete the course by the end of this year..
- Key fob liability forms are in the office for signature by key holders. This step must be completed, or the fob will be deactivated. Phone calls will be made to remind key holders. The keys will be deactivated and only reactivated once the liability forms have been completed.

### **Communications Strategy Team**

- Bob Wright reported that the “Weebly Format” presented will be utilized for the new website. Many other church websites have been reviewed. The proposed website will be presented to the Communications team for review.

## **Growing the Church**

- Michele Barkalow passed around a sample of the proposed brochure to be distributed at various key locations in town. Research has been done on cost of printing and a decision was made to order 500 copies of the brochure.

## **Building Committee Activities Update**

- Bill Bittenbender reported that the Rector's Bookshelves have been installed and have added tremendously to the Rector's office. Baffles will be installed next week in the Parish Hall to aid in sound dampening. Quotes are being obtained for window blinds, flooring, and painting in the Chapel Annex building. The Balcony safety project is proving to be challenging.

## **Nominating Committee Update**

- Deanery Representatives: Rick Pearce, Deborah Jordan
- Annual Convention Delegates: Rick Pearce, Fallon Pearce, Linda Humphreys, Deborah Jordan, Frank Darzano, Alternate: Dave Ham
- Vestry Candidates: Dorothy Haviland, Rick Pearce, Craig Allan, Al Snell

## **Action Items and Review.**

- Request that all Ministry Board Chairs identify deputies [**Action Pending –Deputy needed for Outreach**].
- Implementation of Safety and Security Procedures. [**Action Pending SSC coordination with Executive Committee**].
- Outreach Endowment governance resolution to be coordinated with Finance and Facilities, Rich Alt, Outreach Chairperson [**Action Pending/Ongoing**]

**Mother Lisa closed the meeting with a prayer and a status check of vestry members.**

**Bill Bittenbender moved to adjourn the meeting which was seconded by Susan Chase and passed unanimously.**

**Next Meeting – December 20, 2022 @5:00 PM**

Respectfully submitted

Lorraine Beamer

**Treasurer's Report to Vestry  
November 15, 2022**

**OPERATING BUDGET**

Operating Budget	2022 FY	2022 YTD	2022	2022 YTD	October	September	Monthly Change
	Budget	Actual	YTD Budget	Variance	Actual	Actual	
<b>Revenues</b>							
Pledges	606,673	535,095	510,701	24,395	49,321	39,912	9,409
Flower Revenue	6,000	5,560	5,000	560	525	150	375
Identified Offerings	54,000	54,392	45,000	9,392	9,436	4,769	4,667
Loose Plate	4,200	9,292	3,500	5,792	1,246	938	308
Parish Hall Rental	600	1,000	500	500	100	100	0
Miscellaneous Receipts	15,000	4,506	12,500	-7,994	359	204	155
<b>Total Revenues</b>	<b>686,473</b>	<b>609,845</b>	<b>577,201</b>	<b>32,645</b>	<b>60,987</b>	<b>46,073</b>	<b>14,914</b>
<b>Expenses</b>							
Parish Staff	443,927	372,459	374,298	1,839	32,401	49,393	16,992
Administration	32,914	25,844	27,453	1,609	2,408	2,620	212
Buildings & Grounds	108,125	52,307	88,069	35,762	2,876	13,548	10,672
Vestry	71,191	58,656	60,626	1,970	5,283	5,871	588
Faith Formation	3,180	405	3,180	2,775	0	74	74
Parish Life	3,650	3,686	3,050	-636	677	1,308	631
Pastoral Care	2,700	1,021	2,250	1,229	0	135	135
Worship	20,785	15,299	17,695	2,396	1,409	588	-821
<b>Total Expenses</b>	<b>686,472</b>	<b>529,677</b>	<b>576,621</b>	<b>46,945</b>	<b>45,053</b>	<b>73,537</b>	<b>28,484</b>
<b>Net Total</b>	<b>1</b>	<b>80,169</b>	<b>579</b>	<b>79,589</b>	<b>15,934</b>	<b>-27,464</b>	<b>43,398</b>

Mortgage	Balance	Balance	Monthly Change
MIF Mortgage	476,195	476,195	0
<b>Total</b>	<b>476,195</b>	<b>476,195</b>	<b>0</b>

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\$12,000 was removed for Maintenance Reserves, which may be added back in 2023. \$10,000 was removed for Insurance Deductible, which may be added back in 2023.

I will send the budget spreadsheet on Monday with any additional pledges that have been received.

Respectfully submitted,  
Bob Fuchs  
Treasurer

Read Ahead Documents  
Vestry Meeting  
November 15, 2022

### **Model Policies**

#### Praesidium Academy Courses:

St. Philip's Church has 93 learners registered for the Model Policy learning modules being presented by the Praesidium Academy. As of 11/10/2022:

- 50 parishioners have responded to the invitation email\*
- 43 have not completed the in-processing.
  - Of the 50 responders, 36 have completed at least one module.
- Of the 746 modules prescribed for our five groups of learners, 193 modules have been completed (25.87%).
  - \* The invitation process with the Academy does not appear to be consistent and requires a lot of administrative manipulation to get learners to receive the invitation email from the Academy.

#### Electronic Key Accountability/Liability:

The response to the request for key holders to sign for their keys has been fairly successful. There are a handful of holders that have not signed the forms and their keys will be deactivated as has been stated in the church announcements. Once the form has been signed, the keys will be reactivated.

### **Grow the Church - November Report**

The committee met and a mockup of the brochure has been produced thanks to the efforts of Michele and Ray Barkalow

This can be reviewed by all at the vestry meeting.

Pricing and timing of its release will be discussed

Once we have the finished brochures in hand, we will next distribute them to the Southport Visitors Center and various realtors.

### **Building Committee report for November 2022**

Parish Hall:

1. Baffles delivered 11/10/2022 tentative date for install week ok 11/21/2022.
2. Splash board behind kitchen sink on order. Bill Tomz to install.
3. Bookcases installed in rector's office, looks very good.

Estimates being worked for Annex refurbishments:

1. Renovate 3 bathrooms
2. Fix Narthex leak.
3. Floor type and cost estimates being obtained.
4. Annex blinds quotes being obtained.
5. Lower level painting quotes being obtained.

### **Communications Report: 11/14/22**

As reported last month, the effort by the Communications group with the assistance of Lorraine and Bob Fuchs, is to incorporate the website into ACS's larger REALM platform utilizing REFRESH, their improved website application. We currently use ACS for our current website and Lorraine finds them helpful and available when necessary. The other REALM applications will be used for our various other financial and related databases. Also, as reported earlier we have decided to use a format like the Weebly website prototype previously developed. To develop a website that can be accessed and used by all potential users (public as well as our congregation) we decided to develop and initiate the "public" version first before adding the more restricted versions.

Since the last meeting we have worked together to identify all the important information that can be displayed in an attractive yet easily accessed format that simplifies use and encourages exploring the maximum amount of information available. To that end we have spent some time reviewing numerous websites from around the country and met to discuss the various approaches and formats in an effort to improve our ultimate product.

Once those suggested changes we agreed upon, the plan was to incorporate them into the new draft website design. Unfortunately, the REALM/REFRESH conversion is not complete. Bob will communicate with the company to establish the status of the conversion. Once that is accomplished Bob and Lorraine will develop the first draft version of the website for review.

Bob Wright