

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

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

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

Opening Prayer. Mthr. Lisa Erdeljon opened the meeting with a prayer at 4:00 pm in the Parish Hall.

Minutes. The October minutes had been approved via email.

Rector. Fr. Eric Mills reported that St. Philip's is now out of most of the COVID-19 protocols as Brunswick County's positive numbers have been significantly reduced. We will, however, continue offering only the host at this time. Attendance has been strong recently with 200-220 parishioners during services. He feels that St. Philip's is rebounding, and the choir is back with 20 or more choristers. Also, we enjoyed our first coffee hour two weeks ago. He's planning a full Advent program with evensong and a longest night service. There will be two Christmas Eve services, at 4:00 pm and 9:00 pm. A 9 am Christmas Day service on Saturday and our Sunday, December 26 service will include Lessons and Carols at 9 am. Our annual meeting is scheduled for the first Sunday in December with one service at 9:00 am.

Treasurer's Report. (Attached as addendum.) Bob Fuchs noted that revenues in September were approximately \$7,000 less than expenses. Year-to-date total revenues are approximately \$42,000 greater than expenses, as a result of various expenses that are under budget and identified offerings continuing stronger than originally budgeted. Bob projects a surplus of \$32,600 by the end of the year. and the mortgage for the new Parish Hall in February 2022 to be \$746,000 or less. The 2022 proposed budget of \$599,795 currently has a \$19,352 shortfall. An additional 1% request from the diocese was noted and will be considered as well as voluntary cuts in budget owners requests. The Vestry will meet December 1 to finalize the budget after the stewardship season closes. **Bill Bittenbender moved to receive the Treasurer's report, the motion was seconded by Liz Halbert, and approved.**

Nominating Committee Report. Debbie Evans reported that no additional nominations for vestry had been received by the deadline on November 12, and the six nominations previously accepted will be voted on during the annual meeting. Parishioners will be asked to vote for no more than four of the nominees. Four nominees with the highest votes will receive three-year terms, and the next two will receive a two-year and one-year term. Voting will be electronic with a few exceptions as it was in 2020. The rules for voting could be confusing and should be addressed again in the December issue of "Come and See." Candidates and their bio's will be included also in those issues. On the Friday before

the election, parishioners will receive an email with a link for voting with instructions on voting from their phones or computers. The voting hours will be from 8:00 am to 1:00 pm- the voting link will not be active before the designated voting times There will be two stations in the sanctuary with volunteers to assist those who vote at the stations after the annual meeting. Also, the office will be open from 12:00 noon to 1:00 pm for parishioners who wish to phone in their votes.

Also discussed was the election of four delegates and one alternate to the diocesan convention on February 10, 2022. At this point no nominations have been received.

Building Committee Report. (Attached as addendum) Bill Bittenbender noted that the Planning Commission is reviewing the proposed land swap discussed in prior meetings. The commission will make its recommendation to the City Council. Construction on the new building is progressing with windows, doors and roofing installed and most of the siding has been completed. Plumbers are continuing their rough-in of pipes and sprinkler pipes and heads. The elevator has been installed and is being tested. Fr. Eric suggested that in order to end confusion, the old parish hall should now be referred to as the “chapel annex” and the new building be the “parish hall”.

Senior Warden Report. Dana Richardson noted that Dennis Courtnage had been recommended by the Worship Ministry Board as deputy chairperson. **Bill Bittenbender made a motion approve Dennis as deputy chairperson; the motion was seconded and approved.**

The Safety and Security Committee (SSC) is coordinating with Bryan Wester, Building and Grounds Manager, for the type of security electronics needed for the administrative spaces in the new parish hall. Also, the Building Committee is currently working on modifications to the main church doors and is communicating with the SSC. Once those modifications are complete, the draft policy on building access should be ready for approval.

Updated policies are ready for review and are attached in a spreadsheet. Any policy changes will require vestry approval. Any policy deletions will require explanation and vestry approval. Dana reported that all policies are now in an electronic format (MS Word or pdf), and will all eventually be available in Word format for easy editing in the future.

As addressed in our October 5th meeting to the proposed budget, the Finance & Facilities Board has recommended funding Maintenance Reserve and Insurance Deductible with 2021 funds and not including funding in the 2022 budget. Also not funding Speakers with 2021 funds or in 2022 but use the year to develop a plan for speakers or other uses for the accumulated funds remains a consideration in the current budget. Another recommendation is not to fund Outreach with 2021 funds or in the 2022 budget but use 2022 to develop polices for the distribution of the non-endowment funds residing in the temporary restricted account.

The last action of the Endowment Policy will be to finalize the agreement form and then have it reviewed by our chancellor.

Dana announced that an additional \$700 check from the Netflix (Echoes) filming in our chapel has been received for lighting that we provided during the an evening filming from a location across the street.

Our Bylaws revisions, to be presented during the Annual Meeting, will be published again in the December issue of “Come and See”, as well as the rules for voting. After approval, the revised bylaws will be sent to the diocese for further action or approval.

After discussion, **Bill Bittenbender made a motion to adopt the “Model Policies” issued from the diocese. The motion was seconded and approved.** Over time, we will be expected to incorporate these policies as they pertain to our activities at St. Philip’s. The vestry was requested to forward any questions from their review of the Model Policies to Dana.

Strategy Team Reports. Bob Wright and Dave Ham developed four focus group sessions to be held between services to discuss and receive input on promoting “Community Awareness” of St. Philip’s. Sign-up Genius has been used for these events. The first session was held 11/14, with seven parishioners in attendance. The next session will be on 11/21. The December dates have been suspended due to lack of sign-ups.

Odds and Ends. Liz Halbert is requesting that any changes in the assignment of “Ministry Minutes” be made ahead of time in order for them to be properly reflected in the announcements.

Janet Fox was previously approved deputy chairperson for Pastoral Care.

Deborah Miller is moving and her position as communicator will need to be replaced on the Faith Formation Ministry Board.

Debbie Evans reported that Ethan McLaughlin has painted the new arbor, and it looks wonderful. This completed the church grounds Beautification Project. The next phase of this project will be initiated when the new Parish Hall is finished (around February).

A special vestry meeting to finalize the 2022 budget is planned for December 1, 2021, in the chapel annex.

Chaplains and Committees. (Reports attached as addenda.)

Action Items and Review.

- By-Laws Revision
 - Revised Bylaws were published in the September *Come & See* to provide sufficient time for parish review prior to the Annual Meeting. **[Action Complete]**
 - Will publish one more time in *Come & See* in November edition prior to the 5 Dec Annual Meeting **[Action Pending]**
- Facilities Use Policy to be sent to F&F Committee **[Action Pending]**
- Vestry nominations have been received **[Action Complete]**
- Vestry Nominees Bios Published in November *Come & See* **[Action Complete]**
- Replacement for Stewardship Committee Chairperson and committee
 - Bobbie Fuchs as Chair and Liz Halbert as Co-Chair **[Action Complete]**
- Request that all Ministry Board Chairs identify deputies for their MB Chaplains **[MB Chaplains – Action Pending – need Deputies for: Outreach, Parish Life, and Faith Formation]**
- Rules for voting are to be published in the December *Come & See*. **[Action NomComm]**
- Revised date for the regular vestry meeting in December will be solicited by the Parish Office via Survey Monkey. **[Action – Rector]**.
- Review Model Policies and provide questions or issues to the Senior Warden **[Action – all Vestry]**.

Closing and Prayer. The meeting was adjourned at 6:45 pm after a prayer by Fr. Eric.

Respectfully submitted,

Margaret Bearden, *Clerk*

Treasurer's Report to Vestry November 16, 2021

The latest version of the 2022 operating budget will be presented to the Vestry for their review, comment and approval.

Operating Budget	2021 FY Budget	2021 YTD Actual	2021 YTD Budget	2021 YTD Variance	October Actual	September Ac- tual	Monthly Change
Revenues							
Pledges	581,157	467,599	484,298	-16,698	45,870	27,967	17,903
Flower Revenue	8,025	4,575	6,688	-2,113	225	450	-225
Identified Offerings	41,208	57,795	34,340	23,455	7,072	5,465	1,607
Loose Plate	7,500	3,993	6,250	-2,257	1,016	621	395
Parish Hall Rental	600	3,650	500	3,150	3,100	75	3,025
Miscellaneous Receipts	15,000	19,500	12,500	7,000	827	130	697
Total Revenues	653,490	557,112	544,575	12,537	58,110	34,708	23,402
Expenses							
Parish Staff	433,349	341,404	362,523	21,119	44,258	32,106	-12,153
Administration	35,316	28,645	29,430	785	3,531	3,217	-314
Buildings & Grounds	87,596	71,599	67,828	-3,771	10,256	2,826	-7,430
Vestry	65,060	52,829	54,800	1,971	5,130	5,130	0
Faith Formation	1,700	1,385	1,625	240	30	74	44
Outreach	7,050	7,050	7,050	0	1,500	0	-1,500
Parish Life	4,924	2,061	4,470	2,409	35	199	164
Pastoral Care	1,080	850	900	50	104	15	-89
Worship	16,894	8,963	13,465	4,502	555	657	103
Total Expenses	652,969	514,786	542,091	27,305	65,398	44,224	-21,174
Net Total	521	42,326	2,484	39,842	-7,289	-9,516	2,227

Comments:

October revenues were \$7,289 less than expenses and YTD revenues are \$42,326 greater than expenses.

Total Revenues were \$2,180 under budget in October and are \$12,537 ahead of budget year-to-date.

Pledge collections were \$7,941 less than budget in October and are now \$16,698 behind budget year-to-date. Previous month prepaid pledges are no longer covering the \$46,800 difference between budgeted pledges and actual pledges.

Identified Offerings were \$3,256 over budget in October and are \$23,455 over budget year-to-date. A major driver is donations from many new members.

\$13,850 in donations have been received for several projects, which offset unbudgeted expenses in Buildings & Grounds.

Total Expenses were \$1,006 under budget in October and are \$27,305 under of budget year-to-date.

Medical insurance payments of \$4,339 and Property insurance payments of \$3,499 were December 2020 expenses paid in January.

The Administrative Assistant position is not filled reducing Parish Staff expenses by \$8,950 year-to-date.

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

Budgeted monthly mortgage payments are not being made saving \$13,722 year-to-date, because Fellowship Hall construction is running later than planned. We continue to pay rent on the temporary office.

\$12,116 was spent on several unbudgeted Buildings & Grounds projects, which are offset by donations mentioned above.

Year-to-date revenues are exceeding expenses by \$42,326.

Project Costs		Project Funds	Total	Current	at 03/31/2022
Construction Cost		Pledges	1,491,083		
Parish Hall/Admin	2,029,850	Collected		1,247,801	1,247,801
Architectural Services		Outstanding		243,281	
Construction Supervision	20,500	Other Funds	366,161	366,161	366,161
Other Costs		Mortgage	835,000	0	746,252
Furniture & Fixtures	37,500	Total Funds	2,692,244	1,613,962	2,360,214
Contingency 5%	101,500	Total Spent	2,360,214	953,697	2,360,214
Misc.	6,173	Available Funds	332,029	660,265	
Total Construction Cost	2,195,523				
Actual Construction Spending	789,006				

Remaining Construction Spending	1,406,517
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Pre&Non-Construction Spending	164,691
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Total Project Costs	2,360,214
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Total Spent to Date	953,697
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Comments:

The planned construction completion date is February 2022.

\$1,247,801 in Capital pledges has been collected, which is 84% of the total pledged amount.

151 out of 211 pledgers are fully paid. 8 other pledgers are on schedule.

Overall, \$243,281 of total pledges remain unpaid. Pledges for 2018 through October 2021 are under paid by \$126,423.

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

43 parishioners responded to the capital request letter. \$69,935 in new and additional pledges were received in addition to some who are accelerating their pledge payments. Thank you all.

Respectfully submitted,

Bob Fuchs

Treasurer

Junior Warden, Chaplains and Committee Reports for 11-16-2021

Junior Warden Report:

Beautification Project has been completed.

Follow-up activities will be near the end of construction of the Fellowship Hall, in coordination with the Urban Construction hired landscaper.

Building Committee Report: Bill Bittenbender, Chairperson

Excellent progress during the past month:

- Roof shingles installed;
- Roof structures of Sanctuary and Fellowship Hall joined together;
- Windows in place;
- Siding substantially completed;
- Rough-in of plumbing, electrical and sprinkler system completed;
- Elevator to be installed week of 11/15/2021;
- Kitchen equipment ordered;
- Committee in place to allocate furniture that we are using today and what we have in storage.

City of Southport is working the land transfer through the “bureaucracy” and they seemed surprised when I advised them that after they had fixed the City’s end we would have to go through our Diocesan process, surprise! Still having difficulty convincing Southport that they approached us about the land transfer but will continue to press for them to contribute substantial amount of the costs involved, business as usual.

Faith Formation Ministry Board – Tom Griffin, Chaplain

In October, the Faith Formation Ministry Board tried twice to meet by zoom but the connection did not work.

Deborah Miller is moving so the Faith Ministry Board is in search of a communicator replacement for her.

The Rev. Lowe Davis has stated her desire to begin a new 101 Bible Class at the first of the year meeting together, in person, but not by using the zoom method.

Nan Bush still is conducting the Wednesday Bible Class with about 8 people watching a lecture followed by discussion using zoom.

Outreach Ministry Board: Holly Meiners, Chaplain

The Outreach Board did not meet in November.

The Angel tree started on November 14. So far, it appears to be quite successful.

The Outreach Endowment Funds of \$5,445.00 were given to Brunswick Partnership for housing.

Bobs Fuchs and Sally Learned did an outstanding presentation to the congregation during Ministry minutes.

Janet Fox, sent an article along with pictures to the Pilot regarding the donation . Hopefully, this will be published this week.

Community Awareness Team: Bob Wright and Dave Ham

Team Goals:

Improve internal communications

Grow member involvement

Enhance community awareness

Since the last report, the team has met to construct the format and questions for the planned focus sessions. The sessions are to address the following areas:

- Impressions of and suggestions for current printed communications to the congregation.
- St. Philip's website format and usability.
- Exposure through local and regional periodicals; State Port Pilot, Cat Tales, Carolina Living, Our State etc.
- Use of new Parish Hall to the mutual benefit of St. Philip's and the community.
- Publication and dissemination of minutes and information from Ministry boards to the congregation.

Notice of planned sessions was posted in "Come & See" and "This Week at St. Philip's", as well as announcements by Clergy at services for three Sundays. Registration was managed by Sign-Up Genius.

The first focus group session was conducted following the 8:00 am service on 11/14/21 in the Chapel of the Cross; seven attendees were present. The session went well with participation by all. Opinions and suggestions were gathered and will be combined with the results from the 11/21/21 session. Once the results are compiled, they will be shared with the Clergy, Vestry, and affected parties.

Due to lack of registration for the December sessions, those sessions have been suspended.

