

St. Philip's Episcopal Church
Vestry Meeting
October 19, 2021
Minutes

Present: Dana Richardson, *Sr. Warden*, Dave Ham, *Jr. Warden*, Bill Bittenbender, Holly Meiners, Steve Russell, Liz Halbert, Rich Alt, Tom Griffin

Absent: Debbie Evans, Deborah Jordan, Bob Wright, Fr. Eric Mills. *Rector*

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

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

Minutes. The September minutes had been approved via email.

Treasurer's Report.(Attached as addendum.) Bob Fuchs noted that revenues in September were approximately \$9,516 less than expenses. Year-to-date total revenues are approximately \$49,600 greater than expenses, as a result of various spending that are under budget and identified offerings continuing stronger than originally budgeted. Bob expects the mortgage in 2022 to be lower than the approved \$835,000. To date, 63 pledges for 2022 have been received, totaling \$257,000. 101 pledges from prior pledging units are outstanding and expected to be received on ingathering Sunday, October 31, and after. **Bill Bittenbender moved to receive the Treasurer's report, the motion was seconded, and approved.**

Outreach. Bob also reported that the Outreach Ministry Board has agreed to pay \$5,445 from the Outreach Endowment Fund to the Brunswick Partnership for Housing. There are no plans at this point to distribute Outreach restricted funds. Rules and guidelines for future distribution of funds will be under discussion by the Outreach Ministry Board.

Nominating Committee Report. Liz Halbert reported six nominations for vestry, along with their bio's, have been received and the nominees fulfill the requirements to run. The nominees are: Susan Chase, Geoff Gersen, Michelle Barkalow, Margaret Bearden, Bill Carney, and Rick Pearce. November 12 is the deadline for nominations "from the floor." Any qualified nominees will be added to this slate. Parishioners will be asked to vote for

no more than four of these nominees. 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 in the November and December issues of “Come and See.” Candidates and their bio’s will be included also in those issues. The vestry agreed to having the senior warden and one member of the Nominating Committee present during vote tabulation to validate the vote. Tom Griffin agreed to be the committee representative for the tabulation validation.

Building Committee Report. (Attached as addendum) Bill Bittenbender noted that he had received no news from the City of Southport regarding the proposed land swap discussed in prior meetings. Construction on the new building is progressing with windows to be received and installed in the next week. Roofers also are scheduled for the end of next week and plumbers are continuing their rough-in of pipes. Sprinkler pipes and heads also are being installed. The framing inspection passed yesterday, and carpet orders will be made next.

Senior Warden Report. Dana Richardson noted that the Endowment policy is now ready for adoption. A donor legal agreement document is still needed and will need to be reviewed by our chancellor.

The Safety and Security Committee has prepared two draft policies for medical emergencies and evacuation during a non-medical emergency. **After discussion, Steve Russell made a motion to approve the drafts as written. The motion was seconded and approved.** The policies are attached as addenda.

Dana announced that the \$3000 check from the Netflix (Echoes) filming in our chapel has been received. That payment helped cover a \$1000 electrical repair in the chapel.

Our Bylaws revisions, to be voted on during the Annual Meeting, will be published in the November issue of “Come and See.” After approval, they will be sent to the diocese for further action or approval.

Masks inside our buildings are still required. Brunswick County infection rate must be below 10%, which is being approached. Further determination will be made by the clergy

and wardens based on conditions in Brunswick County and following the most recent direction from the diocese.

Strategy Team Reports. Bob Wright and Dave Ham are developing 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 will be used for these events. Scheduled dates are 11/14, 11/21, 12/12 and 12/19. Steve Russell and Mother Lisa are working on “Growing the Church”, especially by attracting youth.

Dana Richardson and Holly Meiners are working on the idea of establishing neighborhood groups. It was agreed that it should be determined first the purpose for the groups and whether or not they are necessary.

Dana noted that the job description for Insurance Liaison has been modified to include Workers’ Compensation review. (Attached as an addendum)

Four delegates and one alternate are needed for the diocesan convention, scheduled for February 10, 2022. An announcement for delegates will be mentioned in the November “Come and See.” Another recommendation is to offer a “ministry minute” for the parish to hear what to expect during the convention, which might encourage volunteers.

The Finance and Facilities Ministry Board will need to work on establishing fees and policies for facilities utilization.

Bobbie Fuchs is the new chair of the Stewardship Committee and Liz Halbert is co-chair.

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 NomComm**]
- 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**]
- Rules for voting are to be published with the date notification—Nominating Committee to report rules options to the Vestry. [**Action NomComm**]

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

Respectfully submitted,
Margaret Bearden, *Clerk*

Treasurer's Report to Vestry October 19, 2021

2022 operating budget planning is in progress.

Operating Budget	2021 FY Budget	2021 YTD Actual	2021 YTD Budget	2021 YTD Variance	September Actual	August Actual	Monthly Change
Revenues							
Pledges	581,157	421,730	430,487	-8,757	27,967	34,156	-6,190
Flower Revenue	8,025	4,350	6,019	-1,669	450	150	300
Identified Offerings	41,208	50,723	30,524	20,198	5,465	4,210	1,255
Loose Plate	7,500	2,978	5,556	-2,578	621	664	-43
Parish Hall Rental	600	550	450	100	75	75	0
Miscellaneous Receipts	15,000	18,672	11,250	7,422	130	4,106	-3,976
Total Revenues	653,490	499,002	484,285	14,717	34,708	43,361	-8,653
Expenses							
Parish Staff	433,349	297,146	314,791	17,645	32,106	31,986	-120
Administration	35,316	25,114	26,487	1,373	3,217	2,404	-813
Buildings & Grounds	87,596	61,343	60,081	-1,262	2,826	13,085	10,258
Vestry	65,060	47,699	49,670	1,971	5,130	5,130	0
Faith Formation	1,700	1,354	1,625	271	74	0	-74
Outreach	7,050	5,550	5,550	0	0	0	0
Parish Life	4,924	2,026	4,018	1,992	199	157	-42
Pastoral Care	1,080	747	810	64	15	350	335
Worship	16,894	8,408	12,655	4,247	657	1,856	1,199
Total Expenses	652,969	449,388	475,687	26,299	44,224	54,967	10,743
Net Total	521	49,614	8,598	41,016	-9,516	-5,760	-3,756

Comments:

September revenues were \$9,516 less than expenses and YTD revenues are \$49,614 greater than expenses.

Total Revenues were \$13,918 under budget in September and are \$14,717 ahead of budget year-to-date.

Pledge collections were \$15,082 less than budget in September and are now \$8,757 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 \$2,413 over budget in September and are \$20,198 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 \$14,340 less than budget in September and are \$26,299 under 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 \$7,468 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 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.

Diocesan Convention is \$2,000 under budget because nothing was spent in January. Year-to-date revenues are exceeding expenses by \$49,614.

Project Costs		Project Funds	Total	Current	at 03/31/2022
Construction Cost		Pledges	1,473,796		
Parish Hall/Admin	2,029,850	Collected		1,207,975	1,207,975
Architectural Services		Outstanding		265,821	
Construction Supervision	20,500	Other Funds	366,155	366,155	366,155
Other Costs		Mortgage	835,000	0	784,779
Furniture & Fixtures	37,500	Total Funds	2,674,951	1,574,130	2,358,909
Contingency 5%	101,500	Total Spent	2,358,909	852,105	2,358,909
Misc.	6,173	Available Funds	316,042	722,025	
Total Construction Cost	2,195,523				
Actual Construction Spending	688,719				
Remaining Construction Spending	1,506,804				
Pre&Non-Construction Spending	163,386				
Total Project Costs	2,358,909				
Total Spent to Date	852,105				

Comments:

The planned construction completion date is February 2022.

\$1,207,975 in Capital pledges has been collected, which is 82% of the total pledged amount.

144 out of 205 pledgers are fully paid. 9 other pledgers are on schedule.

Overall, \$265,821 of total pledges remain unpaid. Pledges for 2018 through September 2021 are under paid by \$131,214.

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

39 parishioners responded to the capital request letter. \$60,135 in new and additional pledges were received in addition to some who are accelerating their pledge payments. Thank you to all.

Respectfully submitted,

Bob Fuchs

Treasurer

Junior Warden, Chaplains and Committee Reports

Junior Warden Report:

Campus Beautification Project

BlueGreen Carolinas successfully completed the sod installation, and it has yielded a healthy lawn in front of the church and around the labyrinth.

All went smoothly and on time with one exception. Lowe's Home Store was only able to deliver half of the mulch ordered due to lack of availability. The balance has been received by the store and will be delivered and installed on Saturday 10/23/21. The polymeric sand for the labyrinth and original paver path will be installed at that point as well.

These actions will complete the project and there are no other landscape projects planned for the balance of the year.

Lawn Reconstruction – Post Fellowship Hall Construction

The restoration of the remaining landscape affected by construction is in the planning stages and CAD drawings are currently being prepared to enable St. Philips' design committee to review and provide their input. Once designs are adopted, they will await the completion of Fellowship Hall construction and will be funded as part of that building project.

Building Committee Report: Bill Bittenbender, Chairperson

Fellowship Hall: Construction moving along with substantial progress, sheathing being completed and inspection by the city scheduled for Monday 10/18/2021. Sprinkler contractor has started work and is installing pipes and heads that will be covered as drywall is installed. Rough in plumbing work continues and we will be enclosing area between porch and Narthex facing Dry Street. Windows to be delivered this week and siding contractor will start installing soffits and overhangs.

Land Swap: Nothing heard from the city regarding proposal for land swap following up but without any progress.

Strategy Team: Bob Wright, Chairperson

Community Awareness Team: Bob Wright and Dave Ham

Team Goals:

Improve internal communications

Grow member involvement

Enhance community awareness

Members were assigned the project of evaluating and improving our communication and community awareness status. The basic question is: how can St. Philip's better communicate internally and externally the plans, activities, projects, and results generated by the 51 ministries within the church?

The results of our initial evaluation, after meetings and discussion with others including St. Philip's Clergy were that although some changes and additions have been made to our communication tools within the church community, further improvement is required. The added communications in the weekly bulletin, "Come and See", presentations during the services by the various ministries are great improvements, but further work is needed. The parish website requires a major revision to be more user friendly and focused. A more effective, contemporaneous means to present our activities/results to the congregation and the greater community is needed.

An approach was elected that would encourage greater involvement and enthusiasm, and hopefully "buy-in" by the congregation. "Focus Groups" would engage those that are interested to help devise alternative strategies for improved communication. Through coordination with Fr. Eric, four Sundays were identified to hold the meetings in November (14 & 21) and December (12 & 19) before or after the 10 AM services in the Chapel of the Cross. We will encourage members of the Ministry Boards and the ministries to attend, since many of our communications have been and will continue to be about their plans, projects, and results of their efforts.

The intended product of a successful communication program will be greater congregation involvement, growth of the existing ministries and their effectiveness, development of new ministries, a greater impact on the community outside the church, and ultimately strengthening and growing St. Philip's.

Communications of the effort has begun with an announcement this past Sunday and will continue as needed for four Sundays. An article will be placed in the November issue of Come and See with registration links for those interested. Once the four sessions are complete, a report with results will be submitted to the Vestry.

Additional efforts will be planned to further evaluate our external communications efforts to better reach the local community.

Pastoral Care Ministry Board: Mthr. Lisa, Chairperson

Bereavement The next session of Walking through Grief began Tuesday, Sept. 21, in conjunction with Trinity Methodist Church at Trinity. Fr. Bill Eberle has a new co-facilitator, Carol Gordon, a member of St. Philip's.

Stephen Ministers One Stephen Minister has a care receiver, and that nine or 10 Stephen Ministers are available. Stephen Ministers are meeting once a month, and recently had a presentation from Coastal Horizons on depression and dementia. Their next meeting will be an after-church presentation on Oct. 17 on Alzheimer's. This session is open to the public.

Community of Hope International COHI currently has 9 people training to be chaplains. They are meeting every other week on Zoom for 1.5 hours with a guest speaker (as part of the regional hybrid training) and 1.5 hours in person, to go over the activities for each module. They are about a quarter of the way through the material.

DOK The Daughters of the King are meeting in person and are taking lunches to Hospice. The chapter will soon begin a 12-month study using a publication from the national organization entitled Spiritual Formation

Medical Library The medical library has a lot of equipment available for church members to use for free. Please remember, if any needs arise, to reach out to Michele Barkalow or Sarah Pettus for more information.

Funerals There were three funerals in the month of October; Fr. Eric performed two and Mthr. Lisa performed one. Another funeral is scheduled for November 27. Fr. Eric and Mthr. Lisa also attended a funeral at Sacred Heart Catholic Church earlier this month (the father of a St. Philip's member).

Additional Notes When pastoral needs arise, please let Fr. Eric or Mthr. Lisa know. Also, encourage each other to let clergy know when a need arises, especially to prevent rumors.

Nominating Committee, Debbie Evans, Chairperson

Following six weeks of prayerful discernment and conversations with a dozen or more dedicated church members, the nominating committee has received six nominees who feel called to be placed on the ballot for the upcoming Vestry election. All have submitted their paperwork and fulfill the requirements to run. The slate includes:

Michelle Barkalow

Margaret Bearden

Bill Carney

Susan Chase

Geoff Gersen

Rick Pearce

Nominations from the floor will open November 1 and close at noon on November 12. Any qualified nominees received during this timeframe will be added to the final slate of candidates

At the annual meeting, parishioners will be instructed to vote for UP TO, BUT NO MORE THAN, four (4) candidates. The six vacancies will be filled according to number of votes received—top four vote-getters will fill the four 3yr. terms, fifth

highest votes will fill the 2 yr. term, and the sixth highest will fill the one-year term.

I will be absent from the next Vestry meeting on the 19th, but Liz has agreed to present the NomCom report.

Question: Since voting will be done electronically, how will the nominating committee be involved in overseeing the vote counting (as I believe in the past, they have been the ones to count the hand ballots)?

Fr. Eric's Reply:

Last year the senior warden sat with Lorraine during the voting process and the tally of the final votes. This took place in the parish offices.

I would recommend that the NomCom designate one person to join with the warden and Lorraine to be in the office for the final tally of the votes. We can discuss more, and I am only sharing based upon what we did to survive covid protocols last year. If there is a better way forward let's do it.

Outreach Ministry Board: Holly Meiners, Chaplain

The Outreach board met on Oct 12.

The Winter shelter has been suspended for now due to COVID and various issues.

This year's Outreach Endowment funds, \$5,445, will be distributed to Brunswick Partnership for Housing.

Pat Bittenbender is the Angel Tree Coordinator.

There are no plans for the Outreach Restricted funds to be distributed as of now.

The Outreach board determined the need for rules and guidelines for future distribution of funds.

For Other Ministry Board Reports, see Board Chair and Communicator Meeting Minutes of 10.6.21

Policy for Responding to Medical Emergencies During Church Services

Policy Statement. It is the policy of St Philip's Episcopal Church to have established procedures for specific incidents that could impact the safety and security of the parishioners during a church service. The Safety and Security Committee (SSC) is responsible for developing policies and procedures for emergencies that are most likely to occur during a church service/activity. Specifically: 1. Medical Emergency/Incident, 2. Church Evacuation, 3. Church Lockdown.

These medical emergency procedures were developed by the SSC in accordance with best practices and professional advice. It is anticipated that applicable elements of these policies will be provided to the church members for training and awareness purposes. Those members with a more detailed involvement will be provided more in-depth training.

Background. Medical issues that may arise during church services include a wide range of incidents from dizziness to heart attacks, from a cut finger to a severe head laceration, and from disorientation to vocal outbursts. Each incident requires a decision from assigned personnel on what actions are required, to include:

- treating the parishioner in place and resolving the issue;
- having to move the parishioner to one of the narthexes for further treatment;
- calling emergency medical services (911) for treatment and/or transportation to the local hospital.

The success in dealing with an emergency is achieved in the preparation and planning to resolve emergencies when they arise.

Responsibilities. The SSC will identify training resources available from local fire departments, police departments, community college, or other agencies. Training expenses will be identified to the Vestry for approval prior to scheduling any training for ushers and/or other church volunteers.

The St Philip's SSC will maintain an updated list of medical professionals, first aid trained volunteers, and volunteers for parishioner transport. This list will be available at each entrance to the sanctuary for Head Ushers to use to identify who is in attendance that may assist during medical emergencies.

The St Philip Vestry will authorize a survey of church members to identify any medical credentials and willingness to assist in medical emergencies during church services. The vestry will also ask for volunteers, in addition to church ushers, who would be willing to participate in medical training and to aid during medical emergencies. The vestry will also ask church members who would be willing to assist in moving afflicted parishioners from the church sanctuary to one of the narthexes for medical treatment.

Updates. Review of this policy and associated procedures will be conducted annually as required for policy reviews or more frequently as requirements dictate.

Changes will be recommended by the SSC and presented to the Executive Committee for approval.

Procedure Overview. This procedure is a set of actions that will be taken in the event of an incident. It details when the procedure should start, the specific responsibilities and actions of all involved, and when the procedure can be deemed completed.

Commence Procedure. This procedure will be commenced/executed when a parishioner is noted as suffering from a medical condition or emergency.

Those involved.

Usher team
Clergy
Response Volunteers
Parishioners in attendance

Assigned Actions.

Ushers. The first response to medical emergencies in the sanctuary is assigned to the church ushers for that service. The Head Usher, with the assistance and advice of any medical professional in attendance, will make the decision to conduct one or more of the following actions:

- Aid parishioner in place
- Move the parishioner to one of the narthex areas for treatment
- Use of emergency medical kits or the use of the Automated External Defibrillator (AED)
- Call 911 for immediate medical assistance.
- Advise the clergy with a recommendation to suspend or cancel the service in order to attend to the afflicted parishioner.

First Responding Volunteers.

- Assist Usher in executing duties
- Support with moving people, equipment, and conducting required communications as requested by usher
- If fully qualified medical responder, take over decision making for the incident.

Clergy

- The serving Priest will have the final authority to suspend or cancel the service
- The Clergy may have instructions for the parish in order to keep calm and reassure those in attendance.

Parishioners in Church

- First and foremost, remain as calm as possible and do not panic or rush to judgment.
- Listen to directions from Clergy and the responding ushers and response personnel.

Procedure Completion. This procedure will be deemed completed when the on-scene medical advisor has determined the parishioner is clear of the condition, or if the parishioner is removed from the church to a medical facility or home.

Drafted: SSC: 8/18/2021

Approved: Vestry: 10-19/2021

Policy for Evacuating St. Philip's Episcopal Church

Policy Statement.

It is the policy of St. Philip's Episcopal Church to have established procedures for evacuating the church when the safety of the church parishioners, clergy, and staff, are at risk due to an emergency.

These procedures are developed by the Safety and Security Committee (SSC) in accordance with best practices and professional advice. Once approved, evacuation procedures will be presented to the church members for awareness and potential participation in evacuation drills.

Evacuation policies and procedures are developed to address two major categories of emergency that may require the church be evacuated of all church parishioners, clergy, and staff:

- 1) Fire
- 2) Local Area Threat Warning

Background.

St. Philips Church has installed both automatic and manual Fire Alarm sensors which are monitored by the Johnson Controls Remote Operations Center providing 24-hour fire monitoring. Alarms are triggered by the following:

- 1) Smoke detector sensors within the ventilation system
- 2) Various wall mounted smoke detectors
- 3) Activation of the fire sprinkler system in the ceiling
- 4) Manual Fire Alarm pull stations (4)

Although St. Philip's Church has installed the above described 24-hour fire monitoring system and emergency evacuation routes have been posted in some locations, there has not been a specific plan and assignment of responsibilities for church evacuation such as when a fire alarm goes off or when someone identifies a fire within the church and the alarm has not been set off. Because there has not been a drill to show parishioners how and where to evacuate when given the instruction to leave, it is doubtful any current parishioner is aware of what to do when an alarm is sounded, or an instruction is given.

The same procedures for evacuating the church when a fire alarm is sounded can also be used to evacuate the church for emergencies not related to fire. These emergency incidents are listed under the category of “Local Area Threat Warning”.

The purpose of this policy and procedures is to ensure, when activated, parishioners, staff, and clergy can execute these procedures in an emergency with calm and in a timely and safe manner.

Responsibilities.

The Building and Grounds Coordinator will prepare building internal layout diagrams that include all rooms and doors internal to church buildings, as well as all exit locations. These diagrams and a list of all emergency points of contact for the church will be made available to the local fire department and the local police department in both paper and electronic format.

A Fire Alarm drill will be conducted twice a year to ensure all parishioners, staff, and clergy are familiar with evacuation and exit plans. The SSC is responsible for planning and executing these fire alarm drills.

The Building and Grounds Coordinator, along with the SSC, is responsible for providing and maintaining emergency fire alarm systems, to include fire extinguishers, and AEDs (RBA) in all St. Philip’s Church buildings. The Building and Grounds Coordinator in coordination with the SSC is also responsible for St. Philip’s Church compliance with local Fire Marshal regulations, including resolving any non-compliance issues that result from Fire Marshal inspections and compliance with local Fire Marshal regulations.

The SSC will:

- develop and maintain an emergency fire evacuation route plan, using all available exits in the church;
- identify training resources available from local fire departments, police departments, community college, or other agencies;
- Identify training expenses to the Vestry for approval prior to scheduling any training for ushers and other church volunteers;

- maintain an updated list of emergency responders, medical professionals, first aid trained volunteers, and volunteers for parishioner transport.
 - This list will be available at each entrance to the sanctuary for Head Ushers to use to identify who is in attendance that may assist during an evacuation; and generate separate evacuation policies and procedures for the Chapel and the new Church Hall.

Updates. Review of this policy and associated procedures will be conducted annually in December of each calendar year, or as requirements dictate.

Changes will be recommended by the Safety and Security Committee and presented to the Executive Committee for approval.

Procedure for a Fire Related Evacuation during Church Services.

Procedure Overview. This procedure is a set of actions that will be taken in the event of a fire alarm or observation of an actual fire. It details when the procedure should start, the specific responsibilities and actions of all involved, and when the procedure can be deemed completed.

Commence Procedure. This procedure will be commenced/executed when a fire alarm is activated or when a responsible person has identified a fire on the premises, or as ordered by the Clergy or Head Usher.

Those involved.

Usher team
Clergy
Response Volunteers
Parishioners in attendance

Assigned Actions.

All in attendance

Church parishioners, staff, and clergy will be ordered to evacuate when the fire alarm has been activated. This should be an automatic response from parishioners, but also announced by the serving clergy as an emergency procedure to be followed.

Ushers.

Ushers will be trained to assist in the evacuation plan, to include opening all exit doors and assisting those who need assistance in exiting the church (wheelchair bound, walker assisted, and those parishioners who need aid to walk). The general plan for exiting is to allow parishioners to leave by pew row, starting from the back row and moving forward.

First Responding Volunteers.

These volunteers will assist under the guidance of the ushers if requested.

Clergy

Be prepared to order a church evacuation under appropriate circumstances when a fire alarm has activated, or an active fire exists, or a non-fire emergency.

Parishioners in Church

First and foremost, remain as calm as possible and do not panic or rush to judgment. Remain focused on your movements and those around you.

Listen to directions from Clergy and the responding ushers.

Depart the building walking in a deliberate and purposeful manner, **but do not run.**

The seating sectors will evacuate as follows:

Choir side parishioners and choir members should exit via the Moore Street Narthex.

Gospel Side parishioners, acolytes, and clergy should exit via the Bell Tower Narthex.

Balcony seated parishioners should exit via the Moore Street Narthex.

A route evacuation plan will be posted at all exits in the church, as well as published on the church web site.

Due to the lack of open space for parishioners to rally outside of the church, parishioners will be directed to proceed to either the Community Center across Moore Street or at a location directed by the Usher team (as the situation dictates) and await further instructions from the Emergency Responders. Note: The exception to this directive is when a fire drill is being conducted, at which time parishioners will rally on Dry Street or along the sidewalk on Moore Street.

Procedure For A “Local Area Threat Warning” Evacuation (non-fire)

Emergencies may arise that the main church must be evacuated for reasons other than a fire. These emergencies will be listed under this category. Examples include water leaks, advance notice of severe weather, and incidents yet to be identified.

The SSC will designate church personnel who should be notified by local police and fire departments when threats arise that may affect the safety of the church. It may arise that these notifications are made directly at the church during services or other gatherings. During all of these incidents and notifications, the final decision to evacuate the church resides with the lead priest or deacon on-site.

Clergy, staff, and parishioners will use the same evacuation routes designated for fire evacuation when these kinds of threat warnings or circumstances dictate the church be evacuated.

Procedure Completion. This procedure will be deemed completed when Southport Fire Department and/or other Emergency Response Professionals take over the scene.

Drafted SSC: 9-7-2-21 Approved: Vestry: 10-19-2021

Subject: ASSIGNMENT OF INSURANCE LIAISON

The Vestry of St. Philip's Episcopal Church of Southport, NC hereby declares that a member of our parish be designated as the principal liaison with the carrier of the church insurance policy. This Insurance Liaison position requires that the person designated to fill the position shall be familiar with the church insurance requirements and the coverage provided in our policies (property, casualty, and liability). When the person holding this position is not a member of the vestry, the vestry will write a letter to the insurance carrier requesting that he/she be covered under Directors' and Officers' Liability provision in the policy. The Insurance Liaison position shall be appointed or renewed annually by the Finance and Facility Ministry Board (F&F MB).

In addition to providing liaison between the Church and the insurance provider, the incumbent shall also:

- Provide the F&F MB an input to the annual review of all insurance policies;
 - Review with the F&F MB any endorsements, rate increases or other policy changes that are made by the insurance company;
 - Identify ANY policy changes (made by the insurance company) to the attention of the F&F MB;
 - Identify any insurance coverage deficiencies, such as coverage of replacement costs;
 - Recommend to the F&F MB how to resolve any identified coverage deficiencies.
 - Identify and policy changes that should be brought to the attention of the insurance company.
 - Determine our deductible amounts that will be required for Fire, Wind and Hail, Flood, Theft, Worker's Compensation, and any other categories of loss that the insurance company applies.
- Maintain a current and updated Insurance File in the church office.
 - Maintain a separate file of any claims for seven (7) years.
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- Update and maintain the video inventory of church property required for the annual church audit.

Effective immediately, Rick Pearce is appointed as the Insurance Liaison for St. Philip's Episcopal Church. This appointment is in effect until the next Vestry election of officers or January 31, 2022 – whichever comes first.

Approved by Finance and Facilities Ministry Board, October 12, 2021