

**St. Philip's Episcopal Church
Vestry Meeting
March 20, 2018
Minutes**

Present: Ruth Smith, *Sr. Warden*, Bill Bittenbender, *Jr. Warden*, Maitland Barnes, Bil Carney, Maryann Darzano, Geoff Gersen, Fallon Pearce, Dana Richardson, Jennifer Williams, Harry Singley, Paul Miller, Canon Jim Hanisian, *Priest-in-Charge*, Fr. TJ Tetzlaff, *Assistant Priest*

Absent: Allen Feezor

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

Opening Prayer. Canon Jim opened the meeting with a prayer at 5:30 p.m.

Devotion. Paul Miller.

Approval of February 20 Meeting Minutes. The minutes were approved unanimously.

Treasurer's Report.

**Treasurer's Report to Vestry
March 20, 2018**

Operating Budget	2018 YTD Actual	2018 YTD Budget	2018 YTD Variance	2017 YTD Actual	YTD Ac- tual vs. 2017	Annual Budget
Revenues						
Pledges	86,494	68,400	18,094	64,440	22,054	461,700
Flower Revenue	380	450	-70	275	105	5,900
Identified Offerings	11,864	10,370	1,494	12,115	-251	70,000
Loose Plate	841	1,831	-990	1,762	-921	12,360
Parish Hall Rental	95	180	-85	140	-45	1,080
Miscellaneous Receipts	2,053	3,135	-1,082	10,543	-8,490	13,135

Unbudgeted Revenue	0	0	0	0	0	0
Total Revenues	101,726	84,367	17,360	89,275	12,451	564,175
Expenses						
Parish Staff	37,525	41,664	4,139	49,519	-11,994	305,553
Administration	7,660	6,370	-1,290	19,576	-11,916	39,640
Property	14,582	11,799	-2,783	15,422	-840	84,807
Vestry	10,351	12,437	2,086	13,855	-3,504	91,746
Faith Formation	0	1,650	1,650	308	-308	9,050
Outreach	1,023	1,567	543	3,344	-2,320	9,400
Parish Life	1,284	573	-711	0	1,284	6,482
Worship	2,711	2,590	-121	4,728	-2,016	17,495
Unbudgeted Expenses	0	0	0	0	0	0
Total Expenses	75,137	78,649	3,513	106,751	-31,614	564,173
Net Total	26,589	5,717	20,872	-17,476	44,065	2

Accounts	12/31/2017 Balance	End of Month Balance
Checking Account	92,045	125,122
Rector's Discretionary Account	14,606	14,324
Investment Accounts	661,014	650,993
Women's Group Investments	19,859	22,613
Total	787,524	813,052

Loans	12/31/2017 Balance	End of Month Balance
Mortgage Payable	211,854	210,495

Respectfully submitted,
Bob Fuchs
Treasurer

The Treasurer's Report was accepted unanimously. It was noted that 182 pledges have been made, for a total of \$482,718.

Senior Warden. Ruth Smith read a short article "Five Things Every Vestry Member Should Know."

Strategy Plan Review. Updates to the various strategies were presented. Bill Carney announced for Stewardship that thank you notes for pledges have all been mailed. "Time and Talent" campaign will begin after Easter, with "Estate Planning" in early summer.

Dana Richardson, for Staffing, announced that a trip to New Bern had been cancelled. They are working on updating and creating job descriptions for parish administrator, finance assistant, and childcare attendants. It was noted that at times only one childcare attendant had been present, which is problematic. A discussion was held on ways to address this issue. It was emphasized that there should always be at least two attendants regardless of number of children present.

For Facilities, Bill Bittenbender has been in touch with the owner of the bed and breakfast who is interested in moving the Carr-Jorgensen house. The owner is investigating Fire Department regulations with regard to a sprinkler system addition. Also, before the capital campaign gets underway, the Vestry is being asked to make their pledges with 100% participation. Vestry members were encouraged to pledge five times their annual gifts over a five-year period. A mock-up of a brochure that will be printed, highlighting the plans for the parish hall addition, was distributed. A PDF version will be available Thursday.

Maitland Barnes, for RenewalWorks, announced that his committee would be meeting again Sunday to prepare their presentation. Information derived from RenewalWorks will be available to the Discernment Committee and the Faith Formation Board.

Priest-in-Charge: Canon Jim presented the newly revised by-laws of St. Philip's Episcopal Church for discussion and amendment. Bill Bittenbender offered an

amendment to Article III that “the Vestry shall review, approve and present the annual budget to the congregation at the annual meeting” (approved as amended).

A discussion was held regarding Vestry absences. The motion to change the wording of Article III.G was approved and amended to: “A Vestry member’s failure to attend three regularly scheduled Vestry meetings in a 12 month period may be considered a resignation by the Vestry and the Vestry may elect a replacement.

Under Article VII.A., Canon Jim accepted a comma in the phrase “to seat, voice and vote.”

Discernment Committee. Canon Jim discussed “Letters from God”, assigned written during the Vestry retreat, and highlighted the similarities between those letters and the feedback heard in the focus groups. Dana Richardson updated the Vestry on the Focus Group meetings for the Discernment Committee; 139 parishioners signed up and 118 attended a focus group.

Canon Jim explained the match process in our search for a new rector. The Office of Transitional Ministry of the National Episcopal Church sponsors a "Vacancy Sharing Conference semi-annually. The one our Diocesan Transitional Ministry Officer (Canon Matthew Stockard) attends includes some 60 dioceses. It is Canon Jim’s opinion that our next rector will be identified a result of referrals instead of the national search and encouraged us to make contact with friends and acquaintances at other parishes for referral suggestions.

Odds and Ends. Fallon Pearce has had difficulty scheduling a CPR/AED fibrillation training session to be held at St. Philip’s. Another option is to contact the Fire Department to request a training session to be held at the main facility.

Harry Singley has confirmed with Nan Bush that she will continue heading the Faith Formation Board.

Bill Bittenbender confirmed that Sarah Pettus has been working well with Carol Parnell on Parish Life and will continue as chair of that Board.

Ruth Smith confirmed that Bob Stenhouse will continue on Finance and Facilities Board for another year.

Paul Miller spoke with Ricky Evans about the front row pews that are generally not used; one solution suggested was to construct a half wall with kneelers in front

of the pews with hymnal and prayer book racks. This addition might be included as part of the parish hall plans.

Harry Singley brought up for discussion his concerns regarding a homeless person who has been sleeping in the chapel at night during this winter. Father TJ, who has had experience with homeless people, volunteered to speak with this person. It was noted that there are security and liability issues around someone living in our chapel. The police have notified us that they are aware of this person and asked us to share our feelings about this with them. Based on our discussions and the conversation between Fr. TJ and the homeless person, we will contact the police and let them know. We will also speak with the DOK as they will be conducting a Maundy Thursday/Good Friday Vigil throughout the night in the Chapel.

Adjournment. Following an attitude check and a closing prayer by Fr. TJ, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,
Margaret Bearden, *Clerk*