

Vestry Minutes
Trinity Cathedral
April 22, 2010

Mr. Lee Ayers
Mrs. Elizabeth Beal*
Mrs. Mary Belser, Senior Warden*
Mrs. Elizabeth Clark, Clerk*
Dr. Bob Crooks*
Mr. Gene Dinkins*
Mrs. Joan Danforth*
Mr. Howard Duvall*
Mr. Brett Frantz, Junior Warden*
Mrs. Nancy Holt*
Mr. Mark James*
Mrs. Emily Moses*
Mr. Wade Mullins*
Mrs. Sandra Owens*
Mr. Buddy Roth*
Mr. Tom Runge*
Mr. Kirby Shealy, Past Senior Warden
& Chancellor*

Mrs. Helen Taylor*
Mr. Jim Smith, Treasurer
Mrs. Mary Weston*
Mrs. Kent Wolfe*
Mrs. Kaki Zeigler*
Mrs. Hiller Davenport, DHC President*
Mr. Vance Bettis, Trinity Foundation
President*
Clergy:
The Reverend Joye Cantrell*
The Reverend Charles Davis, Jr.*
The Reverend Charles Davis, Sr.
The Very Reverend Dr. Philip Linder*
The Reverend Bob Riegel
Canon Staff:
Mr. Roger Hutchison*
Dr. Jared Johnson
Mr. Brian Silldorff

Dean Philip Linder opened with a prayer then introduced Bishop-elect Andrew Waldo. Bishop-elect Waldo thanked the staff and vestry for a warm welcome to Columbia and told the vestry a little about himself. He asked the vestry what we wanted him to know about Trinity Cathedral parish and asked what we wanted to know about him. He concluded by asking the vestry and staff to consider how Trinity Cathedral can serve the diocese and how as Bishop he can serve Trinity Cathedral. Dean Linder presented Bishop-elect Waldo with two gifts on behalf of the Cathedral. Bishop-elect Waldo excused himself from the remainder of the meeting.

Dean's Report – Dean Linder

The Minutes of the March 25, 2010 Vestry meeting were approved. Dean Linder announced that Mrs. Sandra Owens has agreed to chair to committee to plan the Diocesan convention to be held at Trinity in October.

Dean Linder reported that he had visited WA Perry School that afternoon to experience Trinity's after school program, which is primarily run by the lay leadership from Trinity.

On another matter, Dean Linder reported that the board of the Trinity Learning Center recently held a strategic planning retreat, which was facilitated by Ms. June Bradham of Corporate DevelopMint of Charleston. One of the topics of discussion for the retreat was the relationship between the Learning Center and the Cathedral. Canon Roger Hutchison led a session on the importance of the bridging of the ministries of the Learning Center and the Cathedral.

Report of the Trinity Learning Center – Mrs. Kaki Zeigler

In the broadest of terms, the ministry of the Learning Center aligns with a number of key initiatives contained within our parish's Strategic Plan:

Spiritual Development: (A) to “communicate Christ as the Head of the Church continuously;” (B) by “offering ample and varied Christian formation opportunities for children, youth, and adults;” and, (C) by “initiating and maintaining support for a variety of outreach efforts on local, national and international levels.”

To that end, this ministry not only works in accordance with our mission but also could provide even more opportunities to further our work for God. However, there are a number of issues that must be addressed in order for that to happen in thought, word and deed in such a way as to benefit all—the children, the staff, and our church and civic communities. It is my hope that this report will highlight the TLC's strengths, weaknesses, opportunities, and threats so that as the church's governing body, we can better assist the TLC and its Board in addressing the needs of this program,

The Trinity Learning Center operates under the leadership of Jean Knowlton White and a Board of Managers led by Trinity parishioner Michelle Hardy. Other Board members include Elizabeth Laffitte, Lauren Welch, Suzy Madden, Sandy Whitaker, Christine Cole, Elizabeth Fore, Theile McVey, Mary Beth Pfister, David Smith, Vickie Hanks, Robin Price, and Shannon Scruggs. Of these members, over one-half are Trinity members.

HISTORY

The Trinity Learning Center began over 25 years ago under the leadership of Anita Gypin and was called “Trinity Child Care Center.” At its founding, its mission was to provide quality daycare services for working mothers.

Jean White assumed leadership of the program seven years ago when the program was in decline in every area. Upon her arrival, there were 63 children enrolled in the program with only 10 teachers, (a student teacher ratio of 6:3), very few students were from parish families, none of the teachers were college graduates (the program was operating in accordance with the minimal standards set by DSS), and the program was not operating in the black.

One of the first things Jean did was change the name to Trinity Learning Center. She recognized the power that this name change would generate as the new focal point to begin rebuilding this program. Jean has spent her years at Trinity moving away from a program that “warehoused” children to one that offers a quality educational program. This has been accomplished by educating her teachers and upgrading teacher requirements (all lead teachers are now credentialed); building her Board; developing a relationship with her enrolled families and staff; building the program within the parish (now 40-50% of enrolled children are from Trinity families); developing outreach programs for the TLC (working with Roger on weekly chapel services; developing an intern program that works with St. Lawrence Place families; assisting Somali Bantu families through enrollment; assisting the families that were victims of Hurricane Katrina); and upgrading teaching standards so that they are aligned with NAEYC standards (National Association for the Education of Young Children, a professional organization which promotes excellence in the educating of young children, focusing mainly on ages birth through eight.) While the program must be re-licensed every year in accordance with SC law, Jean has set her goals much higher and has committed her staff and time to meeting the rigorous standards set forth by NAEYC. In fact, the TLC is currently in the middle of an accreditation process with NAEYC and hopes to have this completed within the year.

The Board is also conducting a day-long retreat with Jean, Dean Linder, Roger Hutchison, and the vestry liaison on April 19. The goal is to work through the strengths, weaknesses, opportunities, and threats facing the program and to develop a comprehensive plan to deal with these issues and strengthen their program.

I have met with Jean individually and with her Board on several occasions. I will also attend the April 19 Board retreat. Based on my observations and conversations, I report the following:

STRENGTHS:

- Program supported by a large number of Trinity families.
- All teachers are credentialed. 1 has a Master's Degree, 7 have Bachelor's degrees in a related field that is also supplemented by a certificate in early childhood and the remainder of her staff are required either to have their Early Learning Certificate or Associate's Degree or be actively enrolled in school to acquire these degrees..
- Now has 98 children enrolled with 26 teachers working in the program, a ratio of 3:7 and operating in the black.
- Multi-cultural staff, which reflects the diversity of God's creation.
- Jean continues to work closely with Roger Hutchison in the development of program. He currently offers weekly chapel services for the children and has a number of ideas on how to expand program offerings between the Cathedral and the TLC.
- The Sunday Nursery is staffed by TLC teachers, which gives comfort and consistency to our parish children.
- Both the regular and summer programs have been feeders for growth in our parish membership.
- The Board consists of professional parents that are active in the Columbia community and fully committed to the further development and improvement of the TLC program.
- Fully enrolled with a 2 year waiting list
- Program offers a hot lunch in accordance with FDA approved standards
- Strong School family communication through monthly newsletter, teacher notes, special projects

WEAKNESSES:

- Security
- Space Needs: interior and exterior for storage; need more outlets, need running water in rooms; need more rockers, shelving, and changing tables; need designated resource room and toy storage for playground toys; children's bathroom needs remodeling; rail extensions needed to gain better access to the outside; better handicapped accessibility in and out of building;; interior needs painting.
- Lack of Accreditation
- Competition: The three programs listed below are the only other FT programs in the City that provide full day, year round opening for working professional families.
Eastminster Day School (no NAEYC accreditation), USC Children's Program (NAEYC accreditation), The Children's Program at The Federal Center (not sure of accreditation)

OPPORTUNITIES

- To better integrate the TLC Program into the life of the parish by intentionally developing programs and services aligned with Cathedral's Strategic Plan:

SPIRITUAL KEY INITIATIVE: to continue to work meeting the spiritual and psycho-social, and educational needs of our youngest and most vulnerable parishioners and their families; to

provide financially for the continuing education and training of lay staff; to partner with the TLC when her program can creatively meet local, national or international outreach needs

COMMUNITY KEY INITIATIVE: work with Brian Silldorff and our youth to develop mentoring programs; to further develop program offerings with Roger (perhaps a daily read aloud program through the bookstore?); to work more closely with Fay Folline, the Newcomer Coordinator, in developing programs and processes that more quickly integrate new families into parish life;

STEWARDSHIP KEY INITIATIVE: Because the TLC can serve as another pathway to membership into our parish, there could be conversation between Jean and the committee on how best to approach certain new families that are also being served by TLC; there could be partnering and collaboration on delivering our message on what it means to be a member at Trinity;

OPERATIONS KEY INITIATIVE: To develop a relationship with the new facilities manager; to work with this manager to access facility and program needs; and to work with the administrator and properties manager to clarify any and all questions regarding TLC program space and maintenance responsibilities

To become NAEYC accredited

Over the last 7 years, Jean White and her staff have worked countless hours to bring the program to its current level. She has a strong working relationship with her enrolled families and the Board. Each of these constituencies want to see a continuation of the nurturing quality program available to families today and to have the TLC Program become fully embraced by the Cathedral and included as an active participant and resource for the Cathedral's outreach ministry. They have a strong desire to collaborate with the Cathedral in many areas of the strategic plan and would welcome the opportunity to participate more actively in the life of the parish.

THREATS:

- An unwillingness to engage in open discussions with Jean and her Board about the role of the TLC in the life of this parish and to help them in their development of a long term plan for the program.

Senior Warden's Report – Mrs. Mary Belser

- Mrs. Belser thanked Mrs. Sandra Owens for taking the vestry minutes for Mrs. Elizabeth Clark in March.
- Mrs. Belser and Mr. Brett Frantz met with Bishop Waldo on April 15 to welcome him to Trinity. She reported that they talked about collaboration on such business matters as the facilities manager. After the Cathedral and Parish House restoration is completed, they expressed interest in working together with the Diocese to become more of a resource with programs and other offerings.
- Mr. Howard Duvall has been asked and has agreed to join the Finance committee. He brings his experience in fund accounting and expertise as the head of the SC Municipal Association to the finances of Trinity.
- Mrs. Helen Taylor, Mr. Mark James, Dr. Lee Ayers, Mr. Howard Duvall, Mrs. Elizabeth Beal, and Mrs. Belser are calling on several members of our parish who have not made pledges for 2010.
- Mrs. Belser called on Canon Charles Davis, Jr. for a report on the April 18th Midlands Convocation meeting. Canon Davis explained that a convocation is a group of churches

within the diocese. He is the Dean of the Midlands Convocation, comprised of 21 churches, Still Hopes Episcopal Retirement Community, and Heathwood Hall Episcopal School. The convocation meets quarterly and it annually prepares a Statement of Mission (budget) to be included in the Diocesan budget. Canon Davis reported that there will be a diocesan-wide reception on May 16 to provide support to the Diocesan Bread and Water Campaign in Cange, Haiti. The convocation was also updated by the Diocesan Transition Committee on the plans for the May 22 Convocation of Bishop Waldo. He reported that the tickets to the Consecration Service for each parish will be mailed to the Senior Wardens for distribution.

Report of the Children and Youth Committee – Mrs. Elizabeth Beal

Children's Ministry Report – Canon Roger Hutchison

To deepen the spiritual life...

- Wednesday program for children ages 3-Grade 5. A special highlight was our Lenten Programs. We spent each week building towards Easter – focusing on our journey together as Christians. Participation each week continued to be strong with numbers averaging 10-12 children each week. Dinner followed at 6PM each Wednesday with average numbers of 100-150 people each week. There is a wonderful diversity of ages that participate in this meal.
- Sunday morning Christian Formation classes continue to provide a place for children to learn and grow in their faith. Struggles with space and equipment limitations persist, but I am hopeful that these challenges will be addressed by the Vestry and Properties Committee when the time is right. I am very grateful for the creativity and dedication of the teachers – especially when faced with space and budget limitations. An example - Our 2nd Grade teachers provided fish sticks for the children this past Sunday morning to illustrate the lesson about Jesus and the fishermen.
- Much work has been accomplished in the planning and design of Trinity Cathedral's Vacation Bible School – Let Everything That Breathes Praise the Lord. There are a number of wonderful changes and additions that we feel will help make this one of the best weeks ever. Dean Linder will be working closely with The Trinity Players on Chapel. Elizabeth Hill and participants in our music program will be leading music with the children. We love welcoming our children from St. Lawrence Place and are thrilled to be working again with our Learning Center children on their participation in VBS. We are building our volunteer team, so if you are able to participate as a volunteer this year, please let me know. The dates are June 7-10, 2010 from 9-12 each morning. (Please note the VBS Page on Trinity's website – provides comprehensive overview of week.)

To strengthen our community of faith...

- I continue to work closely with other staff members and lay leadership in the planning and implementation of a number of different parish-wide events that provide opportunities for our community of faith to come together for fellowship, sharing, community building, and mission.
- I worked closely with Ellen Linder on the planning and implementation of the Parish Weekend at Kanuga. It was an incredible weekend for our children and our wider community of faith. I want to thank Carole and Heyward Brabham for their wonderful (and memorable!) leadership.
- I always attend the Newcomer's Suppers and consistently come away with a renewed energy and awareness of why and how people find their way to Trinity. I make it a priority to connect with each new member with special attention paid to those with young children or those who are expecting little ones.
- Our children received a special invitation during Holy Week to dye Easter eggs for our Sunday morning guests. It was a joy to work with Ann Gressette on this project. We dyed some 25 dozen eggs in the Gressette's backyard. This is a project that the children would like to do now as a part of our Easter preparation with our children.

Special Highlight – I had the wonderful opportunity of participating in Trinity Cathedral’s Learning Center Board Retreat on Monday, April 19, 2010. This full-day visioning retreat was facilitated by June Bradham, President of Corporate DevelopMint of Charleston, SC. I am very excited about the work accomplished and look forward to supporting and increasing my role with this amazing and integral ministry of Trinity Cathedral. The current board – under the leadership of Michelle Hardy – is dynamic, connected, and hard-working. We should do all in our power to learn more about – and support – this great ministry used by many members of our own faith community as well as the greater Columbia area.

Youth Ministries Report to Vestry – Canon Brian Silldorff

Current Offerings

- Jr. EYC continues to meet on Sunday evenings with an average attendance of 42
- Sr. EYC continues to meet on Sunday evening with an average attendance of 34
- Middle School Bible Study continues to meet on Monday evenings at the Ayer’s home with an average attendance of 11
- College Bible Study continues to meet on Monday evenings at 10 PM at the IHOP on Assembly with an average attendance of 12
- Middle School Breakfast Club continues to meet on Tuesday mornings with an average attendance of 24
- 6th Grade Bible Study continues to meet on Wednesday mornings at the Moorman’s home with an average attendance of 17
- High School Bible Study continues to meet on Wednesday evenings with an average attendance of 13
- High School Breakfast Club continues to meet on Thursday mornings with an average attendance of 9
- There are five youth Sunday school classes currently being offered; Middle school aged students can participate in either the Gospel or the Saints Sunday school classes. High school students can participate in the Nooma class and both middle school and high school students can participate in either the Praise Band 101 class or the Father/Son Sunday school class

Noteworthy News

- On March 6th and 7th eighty-five students and adults participated in Trinity’s 30 Hr. Famine, sponsored by World Vision. Participants fasted for thirty hours while worshipping together, playing together and participating in service projects together. They slept in cardboard boxes on the statehouse grounds to help raise awareness about the problem of hunger and homelessness in the world. They were able to collect over 1,500 pounds of food for harvest hope and \$29,852 which was matched 10 to 1 through a grant from the federal government which leveraged over \$300,000 worth of funds that will be used to feed and care for children in Haiti
- On the weekend of March 26th fourteen high school girls and three adult women participated in our first “Girls Beach Retreat” that was planned and organized by the 11th and 12th grade girls
- In March the 9th grade boys spent an evening serving dinner at the emergency men’s shelter
- In March the 11th grade girls spent an evening serving dinner at the women and children’s shelter

- The youth praise band will play for EYC May 2nd and will play weekly at EYC meetings starting in the fall

Summer Ministry Offerings

As the school year comes to a close we are preparing for the summer ahead with the following offerings:

- The EYC beach trip will take place on the weekend of May 7th
- Starting on Sunday, May 16th middle school aged students are invited to participate in our BPB (Bible Study, Pool and Barbeque) hosted at Brian's house weekly throughout the summer
- Starting on Wednesday, May 19th high school aged students are invited to participate in our BPB (Bible Study, Pool and Barbeque) hosted at Brian's house weekly throughout the summer
- There will be a weekly college Bible study over the summer. The details are still being worked out
- During the week of June 7th-11th both middle school students (as participants) and high school students (as leaders) will participate in Camp Wild. This local outreach camp offers students an opportunity to serve agencies in our community
- During the week of June 20th-28th students and adults will travel to Costa Rica to work with the Episcopal Diocese of Costa Rica in building a new day care and community center in San Jose
- During the week of July 18th-25th high school students and adults will participate in a construction mission trip in John's Island working with Homeworks

Prayer Requests

- Please pray for our seniors as they make their final decisions about schools to attend in the fall
- Please pray for the volunteers needed to serve in the ministry as youth advisors, Sunday school teachers and support team members
- Please pray for the financial needs of the ministry

Summer Intern

Don Lowry has been asked to serve as Trinity's youth ministry intern for the summer. Don is a rising senior at USC with a major of Recreation Management. I have known Don since his freshman year in high school. We spent six weekends a year serving together as part of the Diocese of North Carolina's youth happening initiative (the high school version of Cursillo) where Don ended up serving as the Rector (student leader of the program). Don has served as a youth advisor since my arrival at Trinity and is one of the teachers of the Praise Band 101 class that meets on Sunday mornings and attends our Monday night College Bible Study. We look forward to having Don join our ministry team as a paid intern and are excited about the talents he brings.

Mrs. Beal also reported that a committee is being formed to address programs for the 13-16 age group and to structure the curriculum leading up to Confirmation at age 16.

Report of St. Lawrence Place – Mr. Tom Runge

Trinity Housing Corporation (“THC”) was formed in 1989 as a community outreach enterprise to provide transitional housing to the homeless. In December of 1991, THC purchased the property located at 2400 Waites Road (now known as St. Lawrence Place (“SLP”)), which property was being used as an apartment complex. The improvements, constructed in the 1940’s, consisted of duplexes and triplexes totaling approximately thirty-seven residential living units. Upon the purchase, THC converted some of the duplexes/triplexes into a laundry room and storage facility, social service buildings for use as on-site child activities, case management offices and administrative offices. The remaining units (approximately 30) have been used to house families ever since the purchase.

In March of 2009, THC embarked upon a rehabilitation of the St. Lawrence Place campus, when, upon completion, will result in the total renovation of 30 residential units and three social services buildings. It had been approximately 20 years since the initial purchase of the campus, and the units and buildings were in need of a substantial refurbishment to provide energy efficient and structurally sound living units. THC applied for and received two loans from the South Carolina State Housing Finance and Development Authority (SCSHFDA). These loans are forgivable as long as the project provides housing for low-income residents. THC also applied for and received a loan from the City of Columbia HOME Loan Program. The completion of the rehabilitation is projected to be August 30, 2010.

Various support services and programs for homeless families are also provided at SLP. Services to the residents currently include vocational and educational counseling, family counseling, after school and summer child activities, tutoring, and a weekly “life skills” program for residents of all ages. The families agree to pay an income-based rent (calculated by using a mandated HUD formula – 30% of the family’s adjusted gross income), maintain employment or continue their education or training, remain drug and alcohol free, fulfill a monthly volunteer commitment, and to live in a structured environment, which facilitates change. Residents may reside at SLP for up to two years. The ultimate goal is that they will then move into permanent housing with the skills necessary to be self-sufficient.

SLP serves all ages, races, ethnicities and genders; families can consist of one parent and at least one child under the age of 18, or two parents and at least one child. All families who enter the program are homeless and considered below the poverty level in terms of income. In 2008, 54% of the residents had an annual income of \$12,000 or less upon entering the program. Many of the adults have not had the education or job skills necessary to be able to earn a wage that adequately addresses the needs of their families. An important part of the program at SLP is to teach the residents the skills needed to move on to higher-paying jobs in order to increase their income.

SLP has 6 full-time staff and 5 part-time staff. Staff includes: Executive Director; CFO; Office Administrator; Program Director; Director of Grants & Special Projects; Support Services Coordinator/Case Manager; Children’s Program Director; Children’s Program Assistant; and 3 part-time evening Case Managers.

THC also provides tenant services to other low income housing projects throughout South Carolina (5 facilities at this time) which include:

- Support services through direct outreach or through appropriate referrals to specific programs
- Provide assistance to residents on how to budget or deal with various credit problems
- Provide education and resources to assist residents in making decisions about obtaining home ownership
- Coordinate and assist in the formation of a community neighborhood watch program to promote security within the complex
- Refer residents to other training locations and educational programs
- Provide education and resources to resident to assist in making educated decisions regarding child care

THC has an annual operating budget of approximately \$650,000.00, with approximately 50% of revenues provided through grants, and the other 50% provided through private donations. Donations from Trinity Cathedral and Trinity Foundation account for approximately 8% of the budget. Trinity Cathedral has always been and continues to be a tremendous supporter of THC through financial donations (via ministry outreach and Trinity Foundation) and parishioner volunteering.

Currently there are 14 families, which includes 14 adults and 28 children, residing at St. Lawrence Place.

The annual Angel's Tea is being held Friday, May 1, 2010 at Satterlee Hall.

Finance Committee Report – Ms. Mary Weston

The 2009 Audit was recently presented to the Finance Committee and will be presented to the Vestry at the May meeting. Ms. Weston noted that the deficiencies that were listed on the Management Report are already being addressed.

Treasurer's Report – Mrs. Emily Moses

In Mr. Smith's absence, Mrs. Emily Moses presented the financial report for March 2010, which was distributed in advance of the meeting. For questions about the report, please contact Ms. Vickie Hanks at hanks@trinitysc.org. The financial report was unanimously approved as presented.

Daughters of the Holy Cross – Mrs. Hiller Davenport

Mrs. Davenport reported that Dr. David Parker will give a report on the homeless situation in Columbia at the May 3 Daughters general membership meeting. His talk will provide opportunities to assist with the homeless population. She also reported that the Daughters will host the May 30 confirmation reception honoring the confirmands and Bishop Waldo.

The meeting closed with a prayer from Canon Davis and was adjourned.