

Vestry Minutes
Trinity Cathedral - March 25, 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 Sildorff*

The Minutes of the February 25, 2010 Vestry meeting were approved. Dean Philip Linder opened with a prayer from the collect for Lent and a prayer for direction.

Dean's Report – Dean Linder

Dean Linder introduced Mr. Buddy Hill and Mr. Wilson Farrell who discussed the most current renovations in the cathedral. Mr. Farrell presented a slide show showing the current state of the cathedral. Mr. Farrell said that he believes the target date of getting back into the cathedral on September 12 is still accurate. Please see attachment A.

Mr. Wade Mullins was temporarily excused from the meeting. Dean Linder discussed a proposal for representation for litigation on behalf of Trinity Episcopal Cathedral. He asked Senior Warden ex officio and Chancellor Kirby Shealy to speak about this possible litigation. Mr. Shealy stated that at a Finance Committee meeting earlier this year Mr. Brett Frantz presented the committee with an estimate to fix leaks in the Trinity Center for Mission and Ministry. Among the causes for the leaks are the windows, which are under warranty. Mr. Buddy Hill has received assurances from the window manufacturer that it will honor its warranty; however, there are a number of other issues that need to be addressed that involve other entities that participated in the construction of the building. Mr. Shealy made a recommendation to hire Mr. Wade Mullins, a construction attorney, on a contingency fee basis to pursue a claim against the responsible parties and to work with the Finance Committee in handling the legal matters for Trinity Cathedral. A motion was made to hire Mr. Mullins and was approved by the Vestry. Mr. Mullins returned to the meeting.

Dean Linder mentioned that as we continue to grow and become more complicated and complex in the business practices of the Cathedral, we need more help for our Treasurer Mr. Jim Smith. The Finance Committee has asked both Mrs. Emily Moses and Mr. John Moorman to serve as assistant treasurers in order to bring Trinity's business practices to the next level. Mrs. Moses and Mr. Moorman will assist with oversight of the Cathedral Operating and Foundation budgets, respectively. A motion was made and the Vestry unanimously approved the motion.

Senior Warden's Report – Mrs. Mary Belser

Leadership Day for Resource Churches is June 10 from 6 until 8 pm in Clinton. The Junior and Senior Wardens will attend. This evening is planned by the Diocese and the Bishop-elect. All elected lay leadership are invited and encouraged to attend.

A motion was made on behalf of the Executive Committee asking the Vestry to ratify the request of the Executive Committee to the Foundation to pay the \$300,000 balance of its pledge to the campaign. This payment has been received and brings the total contributions so far to the campaign from the Foundation to \$600,000. The motion was approved.

Junior Warden's Report – Mr. Brett Frantz

Mr. Frantz reported that the dying pecan tree in the courtyard is being removed the Monday after Easter. It is quite large and could possibly endanger our newly renovated Keenan Chapel.

Mission and Outreach Report - Mrs. Nancy Holt

Strategic Plan Excerpts:

- To deepen the spiritual life we have with Jesus Christ as Lord and Savior, by helping us grow in our faith, knowledge, and service, both individually and corporately, through our worship, music, Christian formation, and outreach ministries.
- To broaden and increase stewardship and thus ensure that Trinity Cathedral has ample resources of time, talent and treasure available to accomplish its mission and ministry.

Outreach Ministry Areas of Focus: Homelessness, Poverty, Children

Current Trinity Ministries:

Camp Bob
Community Outreach Grants
Cooperative Ministry
Morne Michel
St. Lawrence Place
Seeds of Hope
Soup Kitchen
Sunday Morning Breakfast
W.A. Perry After-School Program

Community Outreach Opportunities (These would vary and be time-limited, e.g., Winter Shelter which utilizes volunteers for one week each winter.) Examples could include:

Operation Christmas Child
Salvation Army Red Kettle Campaign
Winter Shelter
Home Works
Family Shelter
Harvest Hope Food Bank

Outreach Committee Goals and Objectives (2010-2011)

- Advocate for greater financial support for our current Trinity ministries.
- Raise congregation's awareness of Trinity's outreach ministries in order to increase participation and other support.
- Promote other community outreach opportunities.

Update on Outreach Ministries of Trinity Cathedral

Community Outreach Grants – Edgar Maxwell

Nurturing Center : \$4300 (to aid the transportation system)

Parenting Partners: \$3550 (purchase 50 workbooks for participants)

Sister Care : \$4025 (partial salary for children's counselor)

St. Lawrence Place – Lila Anna Sauls and Mary Boyd

The Oyster Roast was a success and \$10,000 was raised. The Angel's Tea benefiting St. Lawrence Place will be held April 30th in Satterlee Hall. Tickets are available and silent auction items are needed. "Dream Dinners" at the Piggly Wiggly on Forest Drive was held March 15th. There will be a "Spring Break" Camp at St. Lawrence Place April 5th- 9th. Volunteers are needed for that week also. The last phase of renovations is starting soon on the administration buildings. Two new families are moving in on March 22nd.

Sunday Morning Breakfast – Rusty Miller

75 Volunteers served about 300 guests on Christmas morning. About 75 other volunteers put Christmas bags together on Christmas Eve to be given to the guests. Trinity provided approximately 13,000 breakfast meals plus bag lunches in 2009.

W.A. Perry After-school Program – Lee Ruef

There was a field trip for the WA Perry after-school students on Friday, March 5th. Lee Lumpkin gave 90 tickets to the Columbia Classical Ballet's "Aladdin" (through Betty Gregory). The students, staff and volunteers then had lunch in Satterlee Hall cooked by Andrella Brunson and Mary Ruef and other Trinity volunteers helped out in the kitchen. A tour of the State House was arranged. Lee and several other volunteers guided them through.

There are two more Terrific Thursdays left in this school year. Eric Gluce is the new golf instructor that has joined the WA Perry volunteers. Sandra Owens still needs a few more volunteers to help with games on Terrific Thursdays and Sarah Terrill needs volunteers to provide students with one-on-one academic assistance.

Community Outreach Opportunities:

Salvation Army Red Kettle Campaign – Julian Walker

Trinity provided quite a number of Volunteers to help ring the bells for the Salvation Army. Julian sends his thanks for all those that helped ring.

Winter Shelter – Rhett Wolfe

Trinity volunteers helped serve dinner each night for a week, February 21-28th from 4:30 – 6:30. There were so many volunteers he had to send some home! The names of the volunteers will be listed in the Tidings.

Family Shelter – Virginia Ravenel and Joye Cantrell

Dinner is being provided and served by volunteers every Monday night during Lent. Virginia and friends helped serve the first Monday, Louise Gantt and friends served the second Monday and Scotty Frantz and the 11th grade girls cooked and served the third night. The next two Monday nights are already being planned and are on “go”.

Communications Subcommittee – Lee Ruef, Betty Gregory, Joye Cantrell, Beebe James, Laura Lou Rummans and Mark Newsome (Chernoff Newman)

This group is trying to determine how best to communicate to parishioners on how they can participate in outreach. The committee will coordinate their efforts with Doak Wolfe. Use of the website is being increased. There is some movement towards a Facebook page for outreach. Mark Newsome has been instrumental in helping the subcommittee with exploring ways to expand the use of email and the website. Laura Lou Rummans will be taking photographs of outreach activities to be displayed in a digital frame in “Chisholm Trail” to publicize those events and recognize our volunteers.

Trinity Reaches Out – Editor: Patsy Green

First Quarter publication was sent out with the February 28th Tidings.

Additionally, Mr. Lee Ruef and Mrs. Betty Gregory are looking into how the Outreach Committee can best get our parishioners involved, keep them informed, and recruit new volunteers. They are working with fellow parishioner Mark Newsome who works with the Chernoff Newman Advertising Agency to help in this endeavor.

Pastoral Care Report – Mrs. Joan Danforth

Pastoral Care at Trinity is complex and comprehensive as it strives to meet the needs of the parish. This is a prayerful ministry that reaches out to those in need of comfort and solace as well as in celebration and joy of new life. The ministry changes as needs change, while always meeting the predictable needs of births, deaths and hospitalizations. This report cannot in any way demonstrate wholly nor do justice to the extent of the ministry of Pastoral Care. Pastoral care is intended to provide spiritual guidance and comfort as well as comfort through tangible means or services rendered. The services may be casual as well as intentional. An encounter may occur in the home or in the grocery store as well, and be equally meaningful and intense. Pastoral care is rendered by so many, friends, committee members, clergy, staff, and even strangers with love, care and kindness for others.

The Trinity Pastoral Care Ministry is under the direction and guidance of our Sub dean and Canon Pastor, The Reverend Charles Davis, Jr. The Pastoral Care Committee meets monthly and is comprised of the following members: Canon Riegel, Canon Davis, Sr., Ellen Linder, Betty Humphreys, Mopsy Crawford, Calvert Klopp, Joan Danforth and Carole Carter.

Pastoral Care consists of the following seven separate ministries:

- New Life Ministries

- The Order of St. Luke

- Aftercare and Bereaved Care visitation Ministries

- Eucharistic Visitors

- Prayer Shawl Ministry

Care Teams Ministry

- Homebound, Hospital and Nursing Home Visitation

The clergy of Trinity minister to the parish in innumerable ways. Clergy make hospital visits four of the five weekdays and are “on call” at all times. Responses to emergency calls are made, visits to bereaved families, and nursing home and home-bound visits occur weekly. The clergy are always available for counseling; officiate at funerals, memorial services and burials.

News for this quarter:

Reported births for this quarter: 16

Reported funerals-Trinity members: 9

Reported pastoral visits for parish family deaths (non-Trinity members): 19

Approximate number of hospital visits: 250 (does not include visits for outpatient surgeries)

The annual Pastoral Care Seminar was held on January 23, 2010 with 42 attendees. This seminar was offered to all parishioners and designed to re-new the commitment of current members and to invite new members to join the ministry. .

Pastoral Care has developed a third Care Team this quarter. Care Teams consist of 6-10 parishioners who give time and energy to support someone with needs beyond their own abilities. The teams prepare and deliver meals, provide transportation, run errands, fix things, and in some cases do all the things family members might do. The Care Team will continue to assist and serve as long as there are needs that can be met.

The After Care Ministry is currently undergoing renovation and expansion. In moving forward, remodeling of the program will attempt to fill the gap between the traditional one-visit model of After Care and the more extensive, long-term care model of our Care Teams. To accomplish this, the committee will build on the existing program by promoting inter-parish communications and strengthening connections. We plan to accomplish this by enhancing communication from every existing "group", such as choir, bible study group, committees etc., within the parish to the Pastoral Care Committee. Often, needs may be known to a friend that are unknown to this ministry. Connecting friend to committee will allow the program to expand and meet additional needs.

Currently, the After Care ministry addresses the immediate post-hospitalization needs of our parishioners by providing a casserole/meal or transportation to the physician's office for follow-up. The ministry will expand to meet both short-term and semi-extended needs to include the following help:

Occasional casseroles

Short-term transportation (i.e. rehab visits)

- Visits and the companionship these visits would offer
- Prayer friends under the leadership of the Order of St. Luke
- Phone friends
- Prayer Shawls

Those who might benefit from additional help would include:

- Re-hab patients following knee or hip replacements, etc.
- Cancer patients going through chemo and/or radiation treatments
- Elderly members experiencing semi-extended illnesses, such as pneumonia

Finance Committee Report – Ms. Mary Weston

The 2009 Audit is nearing completion and will be presented to the Vestry at the May meeting.

Treasurer's Report – Mr. Jim Smith

Mr. Smith presented the financial report for February, 2010. For questions regarding the financial report, please contact Mrs. Vickie Hanks at hanks@trinitysc.org. A motion was made and unanimously approved to accept the financial statements as presented.

Unfinished Business –

Dean Linder announced that he has invited the Bishop Elect to meet with the Vestry at our April 22nd meeting.

Dean Linder distributed an organizational chart of the cathedral staff, which is attached to these Minutes as Exhibit B.

Executive Session

The Vestry went into Executive Session which was adjourned following discussion.

Finance Committee Report – Ms. Mary Weston

The 2010 budget was presented and unanimously approved. As revenues increase, funds will be restored in the following order of priority: staff furloughs, Trinity Restoration Project pledge, and Diocesan pledge. Committee members will meet with canons and staff with budgetary oversight responsibility to present and explain their portions of the budget. All will be urged to manage spending at 85% of budget until further review later in the year.

On behalf of the Finance Committee, Ms. Weston presented three motions.

First, she moved that the Vestry request an additional gift of \$500,000 from the Foundation to replenish the contingency fund that was spent on unexpected, hidden damage found during the restoration of the Cathedral. This additional gift will bring to \$1.1 million the total of Foundation gifts to the Restoration Campaign. The motion was approved unanimously.

Second, she moved that the Vestry request that the Foundation provide funding for an interest-free line of credit

of approximately \$2.3 million to serve as a bridge loan between payment of bills and receipt of pledges to complete the restoration project. The motion was approved unanimously.

Third, Mrs. Weston moved that the Vestry authorize the Senior and Junior Wardens to negotiate and sign on behalf of the Vestry such documentation as will implement the above motions and matters incidental to these motions. The motion was approved unanimously.

There being no further business, the meeting was adjourned.

REPORT TO THE VESTRY – 25 MARCH 2010

The Restoration Project has uncovered a number of unexpected problems, and it has been necessary to increase the budget for the project from a “long time ago” figure of \$2 million to \$4.5 million to \$5.5 million to \$7 million. And now we have to face the music again with this request that you approve an increase to \$7,537,750. This is to explain to you why this increase is necessary and to review with you some of the problems that have required these increases.

We can ignore the two earlier budgets; they were arrived at long before the scope of the Restoration was decided upon and long before we realized that the problems of the Cathedral building were likely to be serious – and expensive.

The \$5.5 million and \$7.1 million budgets included substantial contingency funds and they contained what we had hoped was sufficient “padding” to absorb the unpleasant surprises. Some examples of those unpleasant surprises are not only the need for extensive structural work in the roof structure, but also repairs to the floor structure, replacement of the interior plaster, the necessity of repair of the apse dome, and the unfortunate discovery of serious problems in the west wall facing Sumter Street. The structural problems required that the pews be removed, and certainly they and the kneelers had to be repaired before re-installation. We will return to that in more detail in a moment and show you some pictures.

In addition, we knew there would be opportunities to improve Trinity Cathedral as we proceeded and our intention was to be able to accomplish those as well as the imperative repairs. For example, we added a fire sprinkler system at the roof level and, just as importantly, beneath the floor in the undercroft. We decided to add the South Porch and its covered walkway to the work, and to replace the floor tile in the nave. Opportunities arose to remove the HVAC diffusers in the side aisles and to eliminate the walls under the south balcony. We are moving the flower prep area from the rear walkway and we are building a restroom for the cathedral in a portion of the area freed up by that move.

All of this, and much more, consumed the contingency and the “padding”. When we began conversations about this request for an additional \$500,000 it was our intention to restore a large part of the contingency (which was initially \$500,000 in the \$5,431,500 budget and is now only \$15,000) but events rush ahead at times and we are still uncovering problems such as the condition of the stairs to the west (Sumter Street) balcony, the need for work in Seibels Chapel, requirements of the fire marshall, and lightning protection which we have discovered is not functional. We hope that some very desirable improvements to the quire will be separately funded in addition to the gift of \$25k from the Daughters. That is in addition to the \$10k they gave for improvements to the serving line.

PICTURES and DISCUSSION / QUESTIONS

Trinity Episcopal Cathedral
 Organizational Chart
 March 2010

