

**Vestry Minutes
Trinity Cathedral
May 27, 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. The Minutes of the April Vestry meeting were inadvertently not sent out, so they will be approved via e-mail once they have been sent to the Vestry.

Dean's Report – Dean Linder

Dean Linder called on Mr. Vance Bettis, Trinity Foundation President for his report. Mr. Bettis reminded the Vestry that at its March 2010 meeting, the Vestry made two requests of the Foundation. He reported that the Foundation met on April 20 and approved the requests, subject to the following conditions:

1. The Foundation retains the right to designate the appropriate means of recognition for the bequest
2. The Foundation will provide a \$2.3 million interest-free loan, subject to the Vestry agreeing to permit the Foundation to engage the Hobbs Group to provide services to oversee the financial integrity of the Cathedral for a period of two years.

Mr. Lyles Glenn reported that the Hobbs Group recently conducted the audit of the Cathedral's books and Foundation members thought that the Hobbs Group could be helpful going forward to help effect the fiscal restoration of the Cathedral. He explained that the Trinity Foundation members are guardians of the Cathedral's endowment and are not supposed to be engaged in running the Cathedral's operations. However, they are providing the services of the Hobbs Group to help get the financial operations in good working order. It was discussed and reported that this engagement of the Hobbs Group would in no way compromise their engagement as auditors in the future.

Auditors from the Hobbs Group have already been engaged in the reconciliation of the books from 1/1/2010 to 5/31/2010, so that they will be in good order on June 1, 2010. Effective June 1, 2010, they will oversee timely reconciliation of the Cathedral accounts, timely payment of bills, and completion of personnel records, and ensure that proper accounting is taking place. They will also oversee the development of a policies and procedures manual for fiscal matters, a first draft

of which will be presented to the Finance Committee at the end of June and to the Vestry at its August meeting. Mr. Glenn clarified that the Hobbs Group will report to the Cathedral assistant treasurers Mrs. Emily Moses and Mr. John Moorman, Treasurer Jim Smith, the Finance Committee and the Dean, not to the Foundation.

In this respect, Mr. Wade Mullins made the following two motions:

I move that the Vestry accept Trinity Foundation's gift of an additional \$500,000 to the Bicentennial Restoration Campaign subject to the Foundation's reserved right to designate, in conjunction with the Dean and the Restoration Steering Committee, an appropriate manner of recognizing the decedent whose bequest made this additional gift possible.

I further move that the Vestry accept the Foundation's offer to lend the unallocated balance of the bequest to the Restoration interest free, to be used as an interim line of credit to pay expenses incurred in the Restoration pending receipt of pledges made, and accept the Foundation's stipulation that this loan is conditioned upon (1) the Cathedral's acceptance of the Foundation's engagement of The Hobbs Group, at Foundation expense, to perform the services described in the letter of engagement attached as Exhibit A, and subject to the terms specified in the letter of engagement (Exhibit A), and (2) the full cooperation and participation of the Cathedral, its Vestry and Cathedral personnel in the work The Hobbs Group is engaged to perform.

The motions were unanimously approved.

Finance Committee – Mrs. Mary Weston

Mrs. Weston introduced auditors from the Hobbs Group Allison Pena and Evan Hobbs to present the 2009 audit and management letter. Ms. Pena stated that the audit received a clean opinion, meaning it is free of material misstatements. The management letter showed a number of deficiencies that are being addressed by the Cathedral staff and the Finance Committee and also will be addressed by the Hobbs Group in their oversight of the financial office as outlined above. The auditors were excused from the meeting after their presentation.

Senior Warden's Report – Mrs. Mary Belser

Mrs. Belser reported that she attended the recent consecration of Bishop Waldo in Greenville.

Mrs. Belser reported that the Diocesan office will be holding a Leadership Days meeting in Clinton on June 10, to which staff and lay leaders from Trinity Cathedral and Christ Church Greenville have been invited to talk about the two parishes working together as resource churches for the Diocese.

Mrs. Belser reported that a letter will be sent to all parishioners on June 1 from Dean Linder, the junior and senior wardens, and chair of the Finance Committee Ms. Mary Weston. The letter will provide an update on the 2010 budget and will include a pledge card for those families or individuals who have not pledged for 2010.

Mrs. Belser thanked Mrs. Ann Gressette for her work on writing a kitchen policy and users manual.

Junior Warden's Report - Mr. Brett Frantz

Mr. Frantz reported that the Properties Committee met in May to receive an update on the Cathedral and Parish House Restoration. The following items were discussed:

- The restoration is going nicely and that the repairs to the cathedral's sub-floors are progressing.

- The committee approved the installation of a clear window film to the Keenan chapel to protect the recent renovations.
- One-half of the funding for the courtyard renovations has been received and he is hoping to receive the remainder of the funding soon so the renovations can begin.
- The next step is to look at the light fixtures in the covered walkways.
- Bids will be taken soon for painting the Trinity Learning Center.
- A portrait of Mrs. Elsie Lamar will be hung once a suitable spot has been identified.
- The interior color palate for the Cathedral will be established soon.
- In preparation for the October Diocesan convention to be held at Trinity, property issues will be addressed and prioritized.

Liturgy, Worship and Music – Mr. Buddy Roth

Worship continues to run smoothly in Averyt Hall. Discussions are being held by clergy and staff relating to our schedule of services. While no dramatic changes are being contemplated, fine tuning our existing schedule is a consideration. Any changes would not be implemented until we move back in to the Cathedral in the Fall.

Earlier in March our advanced Choristers (both boys and girls) accepted an invitation to perform at Duke University. It was an honor and a unique experience for all involved. Our entire parish should be proud of all our choristers and grateful for the time they devote to the program and the commitment made by them and their families.

We now have 4 vergers to take turns serving at the various services. They met as a group recently and formulated a set of guidelines to insure uniform procedures in performing their duties.

Recently the acolytes have been under the direction of the vergers. Freeman Belser has agreed to take on the role as director of the acolytes.

Currently there are 27 active Eucharistic Ministers. 15 serve each Sunday during the fall/winter/spring schedule when there are 5 Sunday services. 9 serve in the summer when there are 3 services. Eucharistic Ministers also serve at special services such as weddings, funerals, Maundy Thursday etc. Group training is held annually or as needed with new additions. There will be at least one major training session prior to reentering the Cathedral in the fall.

Dean Linder added that the date for moving back into the Cathedral still has not been determined, as there are still questions about the extent of work that needs to be done on the sub-floor and the organ. He reported that services will remain on the summer schedule until the move. Christian Education will be at 9:00am and worship will remain at 10:00am until that time. He noted that no weddings will be scheduled in the Cathedral until December 1, 2010.

Mission and Outreach – Mrs. Sandra Owens

St. Lawrence Place - The Angel Tea and silent auction fundraiser was held on April 30th in Satterlee Hall. It was well attended with approximately 200 in attendance. The tea raised \$11,155, an increase of \$1,000 over last year. Andrella Brunson made a lot of the food and the Saint Lawrence Place board members served the meal.

St. Lawrence Place is having a summer camp June 7-August 8 for children 5-11 who reside there. They expect approximately 35 children. Volunteers are asked to provide food for the children's lunches. Lunch is served promptly at 12:00 noon. If you are dropping off pre-prepared lunches, please have them at SLP by 11:30am. If you are preparing them on site, come as early

as necessary to have them ready by 11:45am. If volunteers want to provide drinks bring sugar free one.

Camp Bob will be held May 31-June 4. 89 campers ages 8-13 year old and 10 volunteer counselors will be attending. Dean Linder, Ellen Linder, Katy Fritze, Sybil McCook, Lee Ruef and Sandra Owens will be the counselors from Trinity.

Community Outreach Grants -The Daughter's of the Holy Cross has accepted the recipients for the 2010 Bazaar funding. They are:

Camp Burnt Gin – a summer camp in Wedgefield, SC for children who have physical disabilities and chronic illnesses.

The Free Medical Clinic- Provides quality healthcare, at no cost, to residents of the community who cannot pay for such services and who have no health insurance.

Parenting Partners – Parenting Partners is a long-term intensive home visitation program for families where abuse has already occurred and the children have been removed from the home or might possibly be removed if another incident occurs.

Sexual Trauma Services of the Midlands - (STSM) has been providing services to victims of sexual assault since 1983. One of the 16 rape crisis centers in South Carolina, STSM provides crisis intervention, advocacy, individual and group counseling, and support services to female and male child, adolescent, and/or adult survivors of sexual assault and abuse. These services include: 24-hour crisis hotline and hospital accompaniments, counseling, information and referrals, follow-up contacts, advocacy in the criminal justice system, and community education.

Heartworks - Heartworks is a Christ-centered ministry that reaches out to Columbia's inner-city children. In addition to the ministry and after school program, Heartworks also runs Jubilee Academy, which is a fully accredited, year-round, K4-12 independent school. The school has been described as a model to teach and change the cycle for multi-generational poverty children. The mission of Heartworks is to turn the hearts and lives of children, youth, and families toward Christ and Academic Excellence. The vision of Heartworks is to educate productive citizens who have exchanged the bondage of welfare and poverty for freedom in Christ and who will be the firm foundation for the next generation according to God's Word.

Bread and Water Campaign Campaign -The Diocese of Upper South Carolina had a lovely wine and cheese gathering at St. Martin's-in-the Fields Episcopal Church on Sunday, May 16, 2010. It was sponsored by all the Episcopal churches in the Midlands Convocation. The speaker was Dr. Harry Morse who provided an informative slide presentation showing the damage of the recent earthquake. The money collected for the reception will be sent to Cange to help the city move forward after such destruction.

Morne Michel, Haiti - Originally the school was estimated to cost \$40,000.00. As of January 2009, Trinity had sent \$79,900.00. The cost of the school went up with the hurricane of 2009. Trinity has sent additional funds this year. Funds required to finish and furnish the school:

Current balance of project	\$ 34,367.00
Minus Easter offering	\$ 6,000.00
Balance due	\$27,459.65
MM Grant fund @ Trinity sent 4/30/10	\$ 3,977.00
Balance due as of 5/14/10	\$23,482.64

Rhett Wolfe is trying to get some photos of the school to show the progress made thus far.

An Outreach sub-committee is focusing on updating the Web site, exploring ways to expand the use of email, and trying out new technology through Facebook. Laura Lou Rummans is taking charge of photographing all of the ministries and has agreed to update the bulletin boards.

The Outreach Committee chaired by Virginia Ravenel has recently formed a sub-committee to plan and carry out a Mission, Ministry and Outreach Fair. This event is planned for Sunday, August 29 following the 10:00AM service. Currently the committee is busy at work on a marketing and communications plan to attract the maximum number of parishioners to the event, not only as a way to recruit volunteers but also as a way to celebrate and recognize our ministries. Once this section of the plan is complete and implementation has started, the committee will be working on the many other details of the Fair.

Sunday Morning Breakfast -Things are on course for the Sunday Breakfast ministry. There is a 5th Sunday in May so the ministry is looking for a few additional volunteers that day. The Breakfast crowd has been a little under 200 people attending. Rusty Miller reported that there is usually a little drop in attendance during the summer months.

Washington Street Methodist Soup Kitchen - The Soup Kitchen has more than enough volunteers to help prepare and serve the Thursday lunches. The number of guests has been steady at around 190-200 for the past several months. When we move into summer the numbers of guests usually drops to around 160-170.

Youth Outreach -The Youth will attend Camp Wild from June 7-11, a mission trip to Costa Rica June 20-28, and a mission trip to John's Island July 18-25.

Communications Report – Dr. Bob Crooks

Mrs. Belser reported for Dr. Crooks.

Website: The site is a primary source of detailed information. The website is kept current with weekly calendar updates. Vestry minutes are posted promptly after approval from the successive meeting. If the various committees or groups forward their information to Doak Wolfe, it is posted right away. Occasionally, information is not forwarded which results in notification failure or delays. Many groups communicate directly (eg. Youth, some Bible study groups, Daughters) and therefore do not rely on church office generated information.

Church roster: Carole Carter has done a wonderful job of updating the roster. Reminders need to be issued regularly to alert members to send address changes.

Site signage: Plans are underway for a site map to be displayed at primary entrances. This should clearly indicate all meeting places on campus.

Press releases: Communications will be written to announce the restoration completion and re-entry into the Cathedral. These will be distributed to multiple media outlets.

Tidings: Still the primary means of regular communication to parishioners. Bi-weekly publication with a two-week calendar has saved significant funds from the prior weekly mailings. Weekly mailings had to repeat information to fill the space. In March 2007, the church was mailing 2,341 copies and we now mail 1,631. A printing plate must be created each time and that, coupled with mailing costs, yields an approximate cost of 65-75 cents per copy. For each conversion to e-mail delivery, the church could realize ~ \$ 20 per year savings. The Vestry should undertake a campaign to help realize this goal. Electronic penetration of *Tidings* is still very small. At present, approximately 538 people receive *Tidings* via e-mail.

Mrs. Belser added to Dr. Crooks' report that letters will be sent to people who receive *Tidings* but are not members of Trinity asking them to contribute towards the cost of the mailings or to read the *Tidings* on-line.

Membership Report – Mrs. Kaki Zeigler

The ministry of the Membership/Newcomers Committee of the Vestry is central to a number of key initiatives noted below that are contained within our parish's Strategic Plan and to the future health and growth of this parish:

Spiritual Development: (1) to “communicate Christ as the Head of the Church continuously;” (2) “assess... the need for additional resources and to raise awareness in the faith community by having the vestry hear regular reports from clergy regarding events in the life of the parish;” (3) by “offering ample and varied Formation opportunities for children, youth, and adults, (4) to “enhance parishioner’s knowledge, understanding, and respect for the history traditions, polity, and doctrines of Christianity as upheld in the Episcopal and Anglican tradition; (5) to “initiate and maintain support for a variety of outreach efforts on local, national, and international levels.”

Community: (1) to “increase fellowship for all ages through such means as small groups, dinner groups, Bible studies, social events, etc. throughout the church year;” (2) to “better integrate new members into the life of Trinity, particularly during the first year of attendance, by defining expectations, providing mentors, and improving personal contacts;” (3) to “define and communicate what is expected of members of Trinity Cathedral;” (4) to “establish a process to ensure a personal contact with each member of Trinity on an annual basis.”

Stewardship: (1) to “enhance the stewardship commitment and participation as the primary source of operating funds for Trinity Cathedral;” (2) to educate parishioners about the theology of stewardship, as well as our parish's present and future financial needs.”

HISTORY and PURPOSE - While the Membership Committee is an established Vestry Committee, the Newcomer's Committee is a newly created sub-committee as of this year. The goal of the sub-committee is to work closely with Fay Folline, Newcomer's Coordinator, to develop a Newcomer's Packet and a Mentoring Program for new members. It is my hope that by being in alignment with the Cathedral's Strategic Plan, these committees will help to further clarify who Trinity is as a parish, what ministry opportunities we have available, and to answer the how, when, and where to best get involved in our various ministries –all the while answering these questions under the umbrella of a newly created Mentoring Program or “buddy system” if you will. Doing as such should help new members more quickly and more effectively integrate into the life of the parish through the building of new relationships found in active parish involvement.

In all honesty, the Newcomer's Committee has had difficulty getting traction this semester. In spite of making at least a half-dozen “recruiting” calls for folks to help work on the development of the packet and mentoring program, I have been unable to find anyone to help spearhead these efforts with Fay and me. That said, she and I have worked closely together and are getting some forward movement but it is taking longer than we both had hoped. To date, we have met and talked at length on a number of different occasions and are working on the highlighted items below. Currently, the following programs are in existence, which help new members find their way amongst us:

- Wednesday Night Suppers
- Newcomer Supper
- Lemonade on the Lawn
- Parish Family Weekend

- Hallway Angels (they have maps)
- Greeters
- Mission and Ministry Fair
- Summer Bible School

IDEAS and DISCUSSION ITEMS

1. Visitor's Cards: Fay would like to see our exiting card modified to include a tear off so that we get the visitors information and they get some basic contact information about the church as well. Fay plans to discuss this with the Dean.

2. Newcomer Packet: Fay believes that welcoming newcomers is a multi- phased process. Initially, after receiving the visitors card, she will make a call and get to know the prospect(s) better (she does this now) and if/when appropriate, send them a tri-fold brochure that gives an overview of Trinity and our ministries, info on the website (this is a new idea and less expensive than some of the larger packets used by other parishes). She is working with Doak to develop a mock up of the tri-fold to be presented to the Dean for review and discussion and then to the vestry. Once a family expresses a desire to become a member, have them attend a "Wednesday Welcome Dinner" (new idea) where they will be given tours, meet the Dean, Sr. Warden, other clergy and lay leaders, and be given a Newcomer Packet. Before this packet can be created, however, the following need to be discussed and considered for enclosure:

(A) A set of definitions and/or expectations around what it means to be a member in good standing at Trinity. This would include setting expectations for committed, regular financial support, regular attendance at services, and active participation in mission, outreach or in-reach (pastoral care, worship and liturgy);

(B) A pledge card and accompanying statement from the Dean and current Stewardship Committee on percentage priority pledging;

(C) A listing of all ministries, in-reach and outreach, within the parish (to keep from having to constantly reprint due to changes in leadership and help us save \$\$) and a note about getting all the details off our website;

(D) A statement explaining the transfer process to include: (1) explanation of necessary paperwork needed by Trinity to process their request for membership, (2) receipt of their pledge and pledge card, (3) confirmed dates to attend an introductory class – intro to Trinity, to Anglicanism, etc.

(E) An explanation as to when it is appropriate for any exception(s) to our process/policy may be made.

Fay has also been in touch with a number of large parishes across the country that are active and growing (Christ Church Charlotte, St. Marks Dallas, Shandon Baptist to name a few) in the hope of having the following questions answered:

- How do they keep themselves organized in all the handholding and follow up required when working with a potential new member? What is the balance used between face to face and use of IT?
- How do these churches use the web in managing prospects and new members?
- How do they track their efforts at recruitment and retention? Do they use a database system that is tied into ACS?
- How/when do they purge prospect lists?
- What type of checklist do they use to make sure all the necessary forms and conversations etc are in place prior to finalizing the prospect for membership?
- What are these churches requirements for membership?
- Do these churches have mentoring programs? How are they set up? Who is involved in the daily operations of these programs?

- What is the follow up with folks once they are officially recognized as a member of the parish? Do they get a letter from the rector, vestry?
- Do they have specific class offerings besides an Inquirer's Class specific to newcomers – like Alpha?

She is typing up her notes from her telephone interviews with these churches and will have them saved in Word for future reference.

3. Mentoring Program: Many of the folks that have come to Trinity as a new member would like to see the development of a New Member Mentoring Program where new members are matched up with active members of the parish for a specific length of time. During this time, the hosting member will stay in close touch with the new member, checking on them, asking them to sit with them on Sundays, introducing them to fellow parishioners, inviting them to various church programs, basically ushering them into the life of the parish. This is a marvelous opportunity to build new relationships and for “seasoned” members to be re-energized by re-learning all the opportunities that do exist within Trinity. To be successful, we first have to decide if we want the program, who will manage it, what is its budget, and then recruit the volunteers. When I worked with Charles Davis on setting up the Pastoral Care Committee and new Life Ministry, we asked new moms what they wanted and needed and then created a checklist based on this information and information we wanted included and then recruited volunteers. This working backwards, if you will, seemed to help. Laura Williams, Carol Whittaker, Patty Johnson, and Helen Taylor have expressed interest in helping to develop this program and I think would be happy to help us put these pieces together. I think we need to think about this as the Junior League does its Provisional Year, organize accordingly, and make sure that there are no gaps in service to these families.

Other suggestions that have come out of conversations with parishioners:

- Offering guided tours of the Cathedral campus so Sundays do not feel so overwhelming. I found this comment a bit surprising as I know that Roger, Jean White, and Fay all give tours and we have the Hallway Angels and Greeters Programs. In addition to our Hallway Angels having maps, perhaps we need to post maps throughout the grounds with a schedule of set tour times.
- Setting up a visitor and newcomer telephone tree. This could be part of the Mentoring Program. Perhaps the “hosting” family makes a commitment to check in bi-monthly with the new member(s). Volunteers could report back to committee chair who in turn would report to a staff or clergy member so any pastoral issues can be attended to.
- Start asking “how” members can get involved rather than “if” they want to get involved. This question will have to be on everyone’s lips, a coordinated effort, bringing in Joye and her committee especially...continue with the practice of setting up a volunteer fair with basic information on program offerings with volunteers manning tables. Have each ministry submit an interest/talent survey as well as mission statement for folks to look at and then be ready to answer any questions asked by interested parties.

SUMMARY: Obviously, these committees should work very closely with Fay, the clergy, vestry and all Trinity parishioners as they are us! They are the pivot off of which all things Trinity swing and thereby can be instrumental in delivering the multifaceted message of our Strategic Plan which explains “Who is Trinity Cathedral” and “Why We Are” to all members of the parish, new and old. I do think, given the Restoration Campaign and our Strategic Plan, that the timing is perfect to look at what we are doing well, to look at what programs, if any, we may need to retire, and to look at what programs, if any, we may need to build and improve upon. Along with this program assessment, providing a structured and clear written set of expectations, roles, and responsibilities for each would be helpful. Doing so will keep us focused and all on the same sheet of music, thereby lessening the chances for redundancies and inefficiencies to take root while increasing the chances for hitting all the milestones on the Strategic Plan.

Dean's Report – continued

Updates from Dean Linder:

Heathwood Hall Episcopal School's Commencement will be held in Averyt Hall on May 28.

The Cathedral raised \$35,000 to send campers to Camp Bob.

Confirmation will be held on Trinity Sunday and there are 25 confirmands.

Nancy Boyle's funeral will be held at 3:00 on Sunday in Averyt Hall.

Over 230 children are registered for Vacation Bible School, which begins on June 7.

The vestry retreat will be held on August 21 instead of the regular August meeting at St. Lawrence Place from 9:00am - 2:00 pm.

The 80th birthday party for Canon Bob Riegel was lovely. Thank you to hosts Helen and Buddy Hill, Sandra and Ray Owens, Nela and Walter Edgar, Betsy and Jay McKay, Peg and Johnny Stover, the Daughters of the Holy Cross and to Joan Danforth for the exceptional flower arrangements.

Finance Committee Report - Ms. Mary Weston

An energy audit of the Cathedral's buildings was conducted by Mr. John Stickney, who looked at the energy bills, examined the facilities and produced a report. Some of the recommendations will be implemented, such as installing programmable thermostats. A donation from Mr. Stickney will help cover those costs. Other recommendations will be studied for the future, such as installing upgraded and more efficient lighting.

In Mr. Smith's absence, Mrs. Emily Moses presented the financial report for April 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.

Mrs. Moses and Ms. Weston discussed the Responses to 2009 Management Letter from the Hobbs Group, which was distributed at the meeting and is attached to these Minutes as Exhibit C. Plans to address the weaknesses identified in the Management Letter for the 2009 Audit were outlined in the attached document. Ms. Weston noted that the Responses included the newly established requirement for two signatures on checks of \$2,500 or more. Dean Linder reported that the threshold amount had been changed to \$5,000. This issue will be revisited at the next Finance Committee meeting.

Canon Brian Silldorff closed the meeting with prayer. The meeting was adjourned.