

**Holy Trinity Episcopal Parish Vestry Meeting
March 19, 2017, 7 pm**

Present: Mother Suz Cate, Paul Anderson (Senior Warden), Dustin Foxworth (Treasurer), Iris Reed, Jack Davis, Betty Snowden, Byron Harder, Kathy Sparks (Junior Warden), Tommye Hurst, Joe Yanes, Kaleb Ellison, Meredith McTigue, Bill McDaniel, Hap Wheeler, Rebecca Eidson (Clerk)

Absent: David Robb, Kathy Hunter

Opening Prayer: The meeting was opened with prayer by Paul Anderson.

Reflection: Lectio divina led by Mtr. Suz Cate.

Reports: Worship Committee minutes submitted prior to the meeting appear in Appendix A.

Ministry Teams: Mtr. Suz reviewed how our Ministry Teams are organized and asked each Vestry member to email her their preference for serving as a Ministry Team Liaison to the Vestry.

- **Worship:** includes Altar Guild, Acolytes, Eucharistic ministers, Lectors and Intercessors, Worship Leaders, Ushers, and the Liturgy Planning Team
- **Formation:** includes Christian Formation for all ages
- **Care of People:** includes neighborhood groups, etc.
- **Church in the World:** includes all forms of outreach
- **Administration:** includes Finance, Stewardship, Buildings and Grounds, Communications)

Parochial Report: Bill McDaniel made a motion to approve the Parochial Report as presented; seconded by Kathy Crouse. Motion was approved unanimously. The report is now sent to the Diocese.

Outreach Committee: Kathy Sparks reported for the Outreach Committee. They presented the following budget for approval by the Vestry. A motion was made by Bill Hurst to approve the proposed budget; seconded by Hap Wheeler. Motion approved unanimously.

Clemson Community Care. \$ 500	TOTAL \$13500
CCDC. \$1000	
Safe Harbor. \$1000	
Mary's House. \$1000	Extra funds from Vestry:
Our Daily Bread. \$1000	\$13000. Haiti University Fund
Our Daily Rest. \$2700	\$ 2000. Our Daily Rest
Episcopal Relief and Development. \$1000	
Family Promise. \$2000	Grand TOTAL \$15000
Clemson Free Clinic. \$250	
Haiti fund. \$1000	
Undesignated. \$2050	

Senior Warden's Report: The terms of refinancing the loan on the property next door, formerly known as Trinity Place before it was torn down and turned into a temporary parking lot, has been completed. Vestry approval will be needed once everything is ready for formal action. We don't know yet if we will have to have another appraisal.

Junior Warden's Report: The Bell Tower is repainted. We also are working to resolve a problem we are having with squirrels nesting in the roof. The Buildings and Grounds Committee has been reviewing bids to redo the blinds in the parish hall on the windows and on each side of the doors. Our Sexton Jim continues to do great job handling water damaged tiles, doors stops, etc., and we have passed all our inspections.

Rector's Report:

- Chris Wilkerson, the graduating seminarian who will join the staff in May, and his wife Anne, are in town this week looking around at homes.
- We are still seeking a family minister coordinator to take over for Mary Beth Johnstone.
- We have a potential youth intern who is entering Anderson University as a freshman. He has come up through the Diocesan Youth Leadership Development program and will be an excellent person to work with our youth. We are working on a job description. Because he is so young, he can't take on ministry roles, but he can be a real asset in our youth program - especially the middle school age group.
- Next Vestry meeting: Because our usual meeting time falls on Easter, we will meet on April 23.

Treasurer's report: Dustin Foxworth reported that plate and pledge offerings are over \$8,000 lower when compared to the same time last year. After some discussion about the issue, Iris Reed moved to approve the Treasurer's Report; motion approved unanimously.

At a recent Finance Committee meeting, concerns were raised regarding the procedures we've been following to send funds to students in Haiti. Mtr. Suz has consulted with a tax attorney who has particular knowledge of the tax code as it pertains to tax-exempt entities. She was advised that the procedures we've followed since February of 2016 jeopardize our tax-exempt status, so effective immediately, we will no longer support individual students by transmitting funds directly to them, nor will we reimburse individuals for wire transfers to students in Haiti.

She reminded the Vestry that we operate under the diocesan 501(c)(3), so the potential impact of this jeopardy is far-reaching. She has been in conversation with Bishop Waldo and members of the diocesan staff about this situation and has been greatly supported by them in working through this problem.

This change in procedure will mean a hardship for those students. However, we must protect the ability of Holy Trinity Episcopal Parish, the diocese, and other parishes to provide assistance to them in the future, as well as supplying the many other needs for which we provide.

We are working to set up suitable channels for funding the educational efforts of students in Haiti as quickly as possible. Earl Burch has agreed to help us identify those channels and to work out the details of getting funds where they are needed. The Vestry of Holy Trinity will need to codify this process by approving a procedural policy. If we can get such a policy worked out and approved by a qualified tax attorney quickly enough, Mtr. Suz will call a special meeting to vote/pass the policy in order to continue this important ministry.

As we have worked through these issues, it has become clear that it is time for a thorough review of all procedures and policies related to management of funds. This is work that we will undertake as a body, with the guidance of knowledgeable persons and the resources available to us through diocesan and Episcopal Church structures.

Approval of Vestry Minutes: January 2017 Vestry Minutes were approved unanimously. Minutes from the called meeting on March 9 will be voted on at the April meeting.

Meeting Evaluation: Vestry members shared words and phrases that reflected their feelings about the meeting.

Adjournment

The meeting was adjourned after a closing prayer.

Respectfully Submitted,
Rebecca Eidson

MINUTES, Worship Committee Meeting, February 26, 2017

The meeting convened in the office area conference room at 12:05 pm. Judy Surak gave the opening prayer. The meeting was then called to order by Chairman Reed. Attending were Jim Reed (Chairman and St. Paul's), Mother Suz Cate (Clergy), Terri Mayberry (Lectors, Intercessors, Eucharistic Ministers, and Worship Leaders), Jan Cribb (Altar Guild), Judy Surak (8 am service representative), Carol Yardley (Acolytes), Becky Bowman (music), and Iris Reed (Secretary, Vestry Liaison).

1. The minutes of the previous meeting (12/4/2016) were approved as distributed.
2. Review of service schedule through 3/31/2017:
 - Sunday, February 26 – “Alleluia” Hymn Sing at St. Paul’s at 5 pm
 - Tuesday, February 28 - Fat Tuesday Celebration (Pancake Supper and Bingo) at 6 pm
 - **Ash Wednesday** (March 1) – Holy Eucharist at 7 am, 12 noon, and 7 pm – all services at Holy Trinity
 - Kanuga Weekend – March 3, 4, 5
 - **Wednesdays:** March 8, 15, 22, and 29 – Holy Eucharist at 5:30 pm followed by Lenten Supper and Reflection at 6 pm
 - **Sunday, March 12** – Evensong at 5 pm at St. Paul’s in Pendleton
3. Set service schedule from 4/1/16 thru 6/30/16:
 - **Wednesday, April 5** – Holy Eucharist at 5:30 pm followed by Lenten Supper and Reflection at 6 pm
 - Services during Holy Week – April 9 (Palm Sunday) thru March 26 (Easter Saturday):
 - **Palm Sunday** (April 9)
 - **Monday** (April 10), **Tuesday** (April 11), and **Wednesday** (April 12) – Holy Eucharist at 12:15 pm at Holy Trinity
 - **Maundy Thursday** (April 13) – Holy Eucharist at 7:00 pm with foot washing
 - **Good Friday** (April 14) – Proper Liturgy at Holy Trinity at 7 am, Ecumenical Service at St. Paul’s at 12 noon; Stations of the Cross at Holy Trinity at 3 pm, Proper Liturgy at Holy Trinity at 6 pm
 - **Holy Saturday** (April 15) – Morning Prayer at 9 am, The Great Vigil of Easter at 8:00 pm
 - **Easter Sunday** (April 16)
 - 8:00 am – Breakfast
 - 9:00 am – Eucharist oriented toward families with children
 - 10:00 am – Easter Egg Hunt
 - 10:30 am – Easter Eucharist
 - No service at St. Paul’s at 5 pm
 - **Canterbury Sunday** – April 30 at 10:30 am
 - **Rogation Sunday** – May 21
 - **Pentecost** (June 4) will be **Homecoming Sunday** [8 am service at Holy Trinity] Homecoming service at St. Paul’s at 10:30 am – A picnic follows the service.

OLD BUSINESS

1. The “new” format for the Sunday Bulletin seems to be working well. The Prayers of the People are being written by individuals/groups within the church (as was originally intended by the church) for the next few seasons/ Mtr. Suz announced that more changes and improvements are coming (especially for the ease of newcomers to follow the service.)

Iris brought up the fact that the lay persons serving at 8 am and 10:30 am are no longer included in the *Bulletin*. Mtr. Suz said that this is by design. She also said that it was a common practice that when the person(s) assigned to be lector and/or intercessor were not there and had not designated a substitute that a Eucharist Minister should assume this duty. She asked Teri to put out a notice to all EMs that this will be the case from now on. A list of the lay persons assigned for lector/intercessor for each Sunday will be posted in the Usher’s Room.

2. The use of small loaves of bread for services with lesser attendance has not made much difference. Mtr. Suz said that we are going to start using wafers for smaller services. Mtr. Suz said that more parishioners are intincting during communion. The purpose of intinction is defeated when parishioner’s fingers go into the wine. Mtr. Suz asked Terri to put out a notice to EMs that they should hold the chalice in such a way to make it difficult for parishioner’s fingers to touch the wine.

NEW BUSINESS

1. Judy Surak said that she had received several requests that we use more recognizable hymns during services. After some discussion Mtr Suz said that she is trying to work in hymns more often for them to become familiar. Judy also mentioned that some parishioners have said they prefer wafers to pita bread. Mtr. Suz said that she is open to using either, but we will not offer both wafers and pita. (This does not include the gluten free option that will always be available.) She asked the committee to reflect on this until the next meeting. She also remarked that if we go to wafers, we need to use the ciborium to serve the wafers (and possibly purchase another in case of 2 priests serving the bread.)
2. Opening prayer for next meeting: **Becky Bowman**
3. Date of next meeting: **May 21, 2017**

There being no further business, the meeting was adjourned at 1:15 pm.

Respectfully submitted,

Iris Reed

Secretary