



Love with the heart of Christ, think with the mind of Christ, and act in the world as the Body of Christ.

Vestry Meeting Minutes May 20, 2018

Attending: Suz Cate (Rector), Hap Wheeler (Senior Warden), Kathy Crouse (Junior Warden), Bob Taylor (Acting Treasurer), Shannon Quattlebaum, Meredith McTigue, Bill McDaniel, Earl Burch, Kathy Hunter, Byron Harder, Cary Kaye, Tommye Hurst, Jack Davis, Bob Green, Sarah Maiberger, Lori Graham.

Excused: Christopher Wilkerson (Assistant Rector)

Opening prayer

Spiritual Journey: Sarah Maiberger shared highlights from her spiritual journey.

Old Business

1. Approval of April 2018 minutes: Bob Green made a motion to approve; seconded by Bill McDaniel. Motion passed unanimously.
2. Approval of Outreach Budget (discussed in March; not voted on): Bob Green made a motion to approve the Outreach Budget that was reviewed last month; seconded by Tommye Hurst. Motion passed unanimously.

New Business

1. Administrative
 - a. Vestry Goals for 2018:
 - i. Increase Engagement and Participation in the Life of the Parish (Shannon Quattlebaum): Shannon passed out a draft of an engagement survey. She asked for feedback by June 3. There was discussion about proactively rotating membership on various committees so volunteers and potential volunteers don't view their commitment as a long-term role.
 - ii. Decide on long-term use of Trinity Place (Tommye Hurst)
 1. Parish Survey – Trehel is reviewing the results of the Parish Survey about our vision and space needs and will develop three options for use of the Trinity Place temporary parking lot. Tommye is confident they will give us exciting ideas. We hope to be ready to make presentations to the parish by fall. Parking and green space is at the top of our list, and we need to be cognizant of cost verses revenue. It is important to use the property to our benefit in terms of generating revenue from parking that can be used to pay the debt on the property. We have to present a plan to the City of Clemson by February 2019 for the first phase of development. Tommye will communicate updates via the Tempo newsletter.
 - iii. Communicate the work of the ministry teams so members of the parish are aware of their program of work and accomplishments: Meredith is the official liaison from the committee and will share updates as work gets underway.

2. Sharing Time: Vestry Comments, Concerns, Observations: Pentecost Sunday was well attended and much enjoyed. We need to do more to thank the volunteer teams that cook breakfast on Sundays, e.g., recognize them after breakfast/before Sunday school.

Reports

1. Senior Warden (Hap Wheeler)
 - a. Day School Teachers Recognition Dinner will be on June 4 at 6 pm. Vestry is invited.
 - b. Mutual Review of Ministry: Cary Kaye made a motion to approve hiring Gail Baldwin of the Diocesan office to facilitate the Mutual Ministry Review. Hap asked everyone to review the Diocesan questions and guidelines and give any suggestions by the meeting on June 10 at 12:15 pm. Past Vestry members and the last two Senior Wardens will be included on the review team, as well as leaders of the major committees. The review won't be parish wide, but members are encouraged to reflect what they know in terms of other opinions. A summary meeting will be held on Saturday morning, Aug. 4.
 - c. Move June vestry meeting from 17 (Father's Day) to 24: All agreed.
2. Junior Warden (Kathy Crouse)
 - a. St. Paul's update: Kathy extended appreciation to Jack Davis and the St. Paul's Committee for their work in refurbishing the church. Kathy will check on the status of window work and paving.
 - b. Recent Security issue: Last Sunday, a decision was made to contact the police when a young man carrying a large backpack came into church, sat in the back pew of the nave, exhibited concerning behaviors. He had also walked around in the parish hall earlier that morning. Those who attempted to interact with him were concerned about his behavior. If anyone has questions or concerns about the decision to contact the police, please contact Kathy Crouse, Bill Hurst, or Hap Wheeler, who made the difficult and prayerful decision to contact law enforcement. We are going to work on procedures that can be followed in these types of situations. Awareness has been raised among downtown churches. Likely this was a mental health issue and not a threat, and our goal is to now take action to raise awareness of mental health issues in the community and develop strategies that can be used to respond to mental health needs.
3. Treasurer (Bob Taylor): See ATTACHMENT A for details. Treasurer's Report was approved as presented.
4. Rector (Mtr. Suz Cate)
 - a. Canterbury Task Force: Mtr. Suz reminded everyone that the 2016 Diocesan Convention voted to set aside a surplus for Canterbury ministry in the Diocese. The surplus was matched by a donor and an endowment has been set up by the Diocese for Canterbury. Suz serves on the Canterbury Task Force of the Diocese, and they have been studying needs of the Canterbury ministry. Two major needs have been identified: (1) Continuity of presence (a minister for that ministry) and (2) continuity of space. She recommends that we pilot of covenant relationship between the parish, campus ministry, and the Diocese. The Diocese will provide money, the parish will provide space and engagement, and the Canterbury groups will provide an ongoing commitment to gather together as worship communities. We will celebrate the pilot covenant liturgically and make it a part of our liturgical calendar (meaning every fall we will have a commissioning of our Canterbury ministry). Fr. Christopher will come to the June Vestry meeting to talk about this topic in more details.
 - b. Stewardship campaign planning – Moved to June agenda.
5. Ministry Teams
 - a. Pastoral Care: See report from Kathy Hunter (ATTACHMENT B)
 - b. Day School (Cary Kaye)
 - i. Approval of 2018/2019 budget: Bill McDaniel made a motion to approve; seconded by Shannon Quattlebaum. Motion passed unanimously.

- c. Other: Pam Mack created a brochure about locally sourced food that should will begin putting out on our Sunday produce table.

Closing Prayer

Respectfully submitted,

Rebecca Eidson, Vestry Clerk

ATTACHMENT A

Treasurer's Report to Vestry
May 14, 2018
Bob Taylor

1. **Financial Statements.** The May 1, 2018 financial statements are presented for information with no action items being recommended at this time. At the May 9th Finance Committee meeting, the following items were determined to be of particular interest:
 - First Citizens Bank account of \$56,963.69 (page 1, 1.99.100.100) was inflated because of the \$25K insurance check and \$17K football parking receipts.
 - The large Thrift Shop balances (page 1, 1.99.500.100, 1.99.500.101, 1.99.200.120, 1.99.200.120) was again noted and Hap indicated discussions with the Thrift Shop Committee were continuing in this regard.
 - It was noted that Long-Term Liabilities (Trinity Place loans, 2.99.400.100 & 2.99.400.110) decreased by \$6K with the monthly payment of \$8+K. The projected payoff in a little over 8 years could be reduced by continued extra principle payments when parking revenues or Prism gifts allow.
 - Easter and five Sundays in April provided an inflated monthly revenue (\$48,838.86, page 3). A careful investigation has determined that there is no reason to believe that the pledges and plate offerings will exceed the budgeted amount of \$526,500 (page 3) for the year. The current excess is parishioners being in advance of their pledges.
 - Expenses (page 4) are currently \$2K less than year to date budgeted amounts with utilities, phone and internet overages and several categories be under.
 - Trinity Place Fund (page 5) and Episcopal Day School Funds were viewed to be healthy. The EDS reserves of \$95,777.00 (page 6) positions Holy Trinity to make several planned renovations.
2. **Episcopal Day School Budget**
 - Hap and Bob met with Suzanne Watkins and carefully reviewed each entry in the proposed EDS budget with respect to the upcoming year and past expenses/incomes for EDS.
 - The Finance Committee had a brief review and discussion of the proposed EDS budget, and voted unanimously to recommend it to Vestry for approval.

3. **Parking**

- Bill Hurst is negotiating renewal of the University parking agreement of the gravel lot for 2018-19 with the goal of obtaining an increase from \$40 to \$45 monthly per space.
 - Signups for football parking this fall has gone well with only 7 spaces currently unsold, with the prospect of possibly full subscription before the season starts.
4. **Anderson Fund.** The Finance Committee continues investigating ways of restoring the Anderson Fund to its appropriate value and has engaged legal advice to determine whether restoration had to be immediate or could be phased in over a few years.

ATTACHMENT B: Pastoral Care Ministry team, Monthly Meeting Minutes May 14, 2018

Meeting was called to order by chairperson Judy Surak. An opening prayer from the Book of Common Prayer was read by all. Members present: Judy Surak, Suz Cate, Kathy Hunter, Pam Mack, Dotti Carter, Barbara Armstrong, Mary Bowman, Liz Halpin and Hap Wheeler.

Minutes from April 9, 2018 were approved.

Reports:

Visits - Suz Cate reviewed parishioners she visited this past month and their current status. She also updated us on who Christopher visited as well.

There is food in the freezer now for folks.

Cards – Kathy Neiseth has asked to be taken off the committee; Dottie, Mary and Liz will now help send cards.

Communion – Lay Eucharistic Visitors have taken communion to parishioners who have requested it; Christopher has taken it as well. Suz will be at Clemson Downs the first Thursday in June and will visit folks there.

Flowers – Mother’s Day, 1 bouquet went to children’s chapel (St. Francis Chapel;) Vi divided the rest and sent them to our music ministers. Looking for someone to take the flower minister role.

Transportation – June and July schedules are pretty set except for 3 Sundays. Shannon Quattlebaum is still willing to begin taking over the transportation organizing from Dottie in a couple of months.

Health Ministry – Pam Mack passed out a draft of a brochure entitled “Eat Local – Eat Healthy.” Pam will contact Will Cate to put this information on our website. Pam discussed the widows group that met at Sunday breakfast 5/6/18. They decided they would meet in the Library first Sunday every month at Sunday breakfast. With Sunday breakfast soon ending, they will work out something.

Vestry Report – Kathy reported from the Vestry’s April meeting.

Suz and Kathy revisited care teams and pastoral care in different situations. Crisis, ongoing, hospital, home, Eucharistic Visitors, etc. and a handout was reviewed. Suz distributed a rough draft of a job description of what this ministry would look like. The “Friends at Home Care Team” is defined as a team put together that would take on the responsibility of deciding of what might be needed for that parishioner and be the care team for that person, and what would effective for that person. Training would be required – an overview of what this is, what a care team does, what they can do and what they cannot do. This is primarily for more long term pastoral care. Suz asked the Pastoral Care Ministry Team to review the document and provide feedback. We will discuss this more at our June meeting.

Open discussion finished the meeting on various subjects.

Next meeting is June 11, 2018. Meeting adjourned 5:05pm.