



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 September 16, 2018

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

Excused: Jack Davis

Opening prayer

Old Business

1. Approval of August 2018 minutes: Bill McDaniel made a motion to approve the minutes; seconded by Earl Burch. Motion passed unanimously.

New Business

1. Administrative
 - a. Vestry Goals for 2018 – update and timeline
 - i. Increase engagement and participation in the life of the parish (Shannon Quattlebaum): Shannon reported we had received 30 responses to the Engagement Survey. Six respondents want to be more involved. We will involve the neighborhood groups in the effort to get more responses.
 - ii. Decide on long-term use of Trinity Place (Tommye Hurst): See ATTACHMENT A. Tommye reported they have evaluated existing spaces at Holy Trinity. The committee will consider this information in determining how those spaces might be used in the future and what additional needs we might have. They are making an effort to examine our physical spaces in the context of who were are in terms of our vision and mission. This information will help us tell the architects our story. There will be an analysis of how we use spaces now and how we might use spaces differently. Mtr. Suz expressed appreciation to Tommye and Bill Hurst for their hard work on this project. Kathy recommended putting the report in the TEMPO. Likely it will be 2019 before we have information about the potential future use of Trinity Place to present to Parish. By end of 2019, we need to have architecturally drawings in order to comply with the city's requirement for us to plan the use of the land, which is currently used as a parking lot that doesn't meet city code.
 - iii. Communicate the work of the ministry teams so members of the parish are aware of their program of work and accomplishments (Meredith): Meredith reported the Communications Committee has held two recent meetings. She reviewed the work that has been completed since 2016, which included the development of foundational statements and a brand promise, which was communicated to Vestry late fall of 2016 along with several logo options. Work discontinued for a time, and now the group is

meeting again and focused on what can be accomplished in the next few months: (1) develop branding guidelines and templates; (2) develop a suggested list of tools and products such as survey instruments and online signup forms; (3) update the parish directory, and (4) review and update the church website. Meredith conducted a publications audit and found great inconsistency in use of symbols, logos, colors, fonts, etc. Because the Episcopal Shield is recognizable, we may wish to start using those branding guidelines as the committee moves forward. The Vestry would like the Committee to start with a "clean slate" getting rid of any previous symbols (except for the Episcopal shield), marks, logos, fonts, etc. and use the Episcopal Visual Identity Guide for future colors, fonts. Cary Kaye mentioned that although our legal documents reference us as a parish, we are not bound to the parish to describe our physical location. The committee will consider the Vestry's suggestions of starting with a clean slate and utilize the Episcopal Visual Guide Identity in order to work to find the best the visual solutions.

Thanks to all!

- b. Sharing Time: Vestry Comments, Concerns, Observations:
 - i. Discussion about our hope that we can go back to having a chapel that is open 24 hours a day.
 - ii. Importance of locking the facility.
 - iii. Memorial fund for the organ that was established in memory of Wanda.

Reports

1. Senior Warden (Hap Wheeler)
 - a. There was some discussion about changing the meeting time for Vestry. No decision.
 - b. Reminder about upcoming strategic planning session.
 - c. Haiti appeal: We have reached out to parishioners and to the community.
2. Junior Warden (Kathy Crouse):
 - a. The new doors have been delayed but should be arriving very soon.
 - b. Reminder to lock the door behind you and always carry your key.
 - c. Nominating Committee for new Vestry members: Meredith McTigue, Byron Harder, and Jack Davis are rotating off the Vestry and will comprise the nominating committee along with Henry and Nancy Pate, Bill Purkerson, and a youth. The committee is trying new tactics to recruit candidates, including going out to committees to seek interested persons.
3. Treasurer's Report (Bob Taylor)
 - a. Bob reviewed the financial report. See ATTACHMENT B. Plate offerings are lower than budgeted and some are behind on their pledges. We also lost significant plate income and some pledgers are behind on monthly giving. We expect/hope everything will level out.
 - i. Cary Kaye made a motion to approve the Treasurer's Report; seconded by Bob Green. Motion passed unanimously.
 - b. A request for modification to the Statement of Mission was approved. (See ATTACHMENT C)
 - c. The Finance Committee Mission Statement was presented. (See ATTACHMENT D)
 - d. Motion about Haiti Funding (See ATTACHMENT E). A great deal of work has been done to simplify and increase accounting efficiencies related to funds we use to support our work in Haiti. The Vestry approved the motion unanimously.
 - e. Audit Report (See ATTACHMENT F): We had a very positive audit that included four recommendations.
4. Rector's Report (Mtr. Suz)

- a. Our new Parish Secretary is doing a wonderful job. We had no candidates for the Family Ministries position.
- b. One of our Canterbury students will work with our youth on a very part-time basis.
- c. Children's Choir Director: Since the death of Wanda, many feel strongly about continuing the Children's Choir. We have a candidate in mind who is highly qualified. The consensus was that we add \$4800 to the Statement of Mission for 2019 to hire this person. Mtr. Suz will develop guidelines and expectations for the position.
- d. Stewardship Campaign: Our goal is to raise \$515,000 in pledges. Bill McDaniel has agreed to be the Stewardship Chair. The committee is coming up with ideas to promote the campaign in new and different ways.
- e. Pastoral Care: SEE ATTACHMENT G. Soon there will be a new bookshelf for pastoral resources. In January we will devote two Sunday school sessions to the topic of aging adults.
- f. Engagement Report: Discussion on this topic was postponed.
- g. Adult formation: We have a new committee chaired by Fr. Christopher to plan adult formation.
- h. Canterbury: Lori Graham asked the Vestry to host the Canterbury Dinner on November 28. She will follow up with specifics.

Closing Prayer

Respectfully submitted,

Rebecca Eidson, Vestry Clerk

ATTACHMENT A

Long Term Planning Project 2020 - 2040

Recommendations for Uses of Current Facilities

Year 2018-2019

Church Building/Office Undercroft

1. Office Suite - stays the same
 - a. Rectors Office
 - b. Asst. Priest/Canterbury Office
 - c. Business Management Office
 - d. Vesting Room – closets for 2 priests
 - e. Closet for Altar Guild
2. Reception – area accessible from entry
 - a. Waiting Area
 - b. Secretary Office – in large area
 - i. Includes Secretary's desk, adjacency to work room, area for volunteer work.
 - c. Family Ministry Office – office with door and window to reception
3. Back Hall
 - a. Conference Room with library – used for Bible Study classes and meetings
 - b. Lay Minister and Acolyte Robing Room/ Meeting Room with casual seating for 6/Meeting Room with Tables available for 4 or can be set up for 10.
4. Storage
 - a. Workroom/adjacent storage area- continue current uses
 - b. Closets
 - i. Back Hall Closet closest to Business Manager– for Archived Financial Records
 - ii. Closet closest to Stairs (current vesting for lay ministers and acolytes) – Event specific resources and costumes.

Future Goals: Ramp from front parking area – talk with University

Education and Fellowship Building

1. Parish Hall/Kitchen/Table Storage/Utility Room purpose stay unchanged- (improved aesthetics to be planned)
 - a. Parish Hall and Kitchen used by Day School, as well.
 - i. Day School movement sessions held in the Parish Hall
 - ii. Day School food and preparation for snacks is accommodated in the kitchen
 - iii. Day School security to be solved
2. Davis Library – also added as Adult Meeting Space
3. Children's Chapel used by Day School and Sunday School/Sunday Service
4. Nursery
5. Day School Rooms
 - a. Hallway
 - b. Bathrooms
 - c. Directors Office

- d. 4 classrooms
 - e. Parish Hall
 - f. Kitchen
 - g. 3 small person bathrooms
6. Sunday School Rooms
- a. Classroom for 2-4 year olds -

Upper Level/2nd floor

1. Conference Room
 - a. Vestry Meetings
 - b. Adult Sunday School
 - c. Meeting Room with Audio/Visual Capabilities- (add pull down screen or attached to wall for projection)
2. St. Matthew - Adult Choir Practice Room
3. St. Mark – Adult Choir Vesting/ Children’s Choir – (possible Middle School)
4. St. Luke
 - a. EFM
 - b. Adult Sunday School Class
5. Mary Magdalene Room – Godly Play Classroom
6. St. Elizabeth- Godly Play art room. (could be future children’s choir)
7. Resource Room – for Sunday School
 - a. Craft Supplies
 - b. Age Group Curriculum and Resources
 - c. Resources by Seasons of the Church
8. Archive Room
9. St. John - Faith Travelers; Grades 3-5 on Sundays

Lower Level/Basement

1. Large Multi-purpose Room
 - a. High School Youth Ministry – Sunday School and Youth Group Meetings
 - b. Family Promise
 - c. **Suggested new Canterbury open space- will need new door locking system. Suggested that up-fit be completed Fall of 2019**
2. Classroom beside Elevator
 - a. Arts and Crafts Room for ECW- Bazaar projects
 - b. Arts and Crafts Room for Youth Groups
 - c. Family Promise bedroom
 - d. **Future Workroom for Canterbury**
3. Esther Room
 - a. Youth Sunday School meeting if necessary
 - b. Family Promise bedroom
 - c. **Future Study Lounge for Canterbury**
4. Martha Room
 - a. Family Promise Bedroom
 - b. **Future Canterbury/Peer Minister Office Space/Conference Room**

5. Kitchen
 - a. Family Promise
 - b. Youth Group – snacks during meetings
 - c. Future Canterbury daily use
 - d. Storage
 - i. Family Promise
 - ii. Day school emergency supplies cabinet
 - iii. Future Canterbury storage for food items
 - iv. Rx Produce Program with Clemson Free Clinic
6. Room # 4 Classroom-
 - a. Family Promise bedroom
 - b. Family Promise storage
 - c. Closets are dedicated to Family Promise
 - d. Haiti Storage
7. Storage Closets
 - a. Dedicated large shelved Storage for Day School
 - b. Large common closet-
 - i. currently used for Day School- may have to keep 1/2
 - ii. to be re-organized so those using the basement spaces have large space for items needing storage area- it was designed so ping pong table could be folded and rolled in when the space is needed. There would be table and chair storage, as well. It was not initially dedicated to Day School.
 - iii. Storage for baby furniture used by Family Promise
 - c. One closet in common area is for Bazaar – could possibly be moved to Arts/Crafts Room if room needed
 - d. One closet in common area by kitchen – could be used for food donations and future Canterbury Pantry

January 16, 2019

Work in Progress by Tommye Hurst

Treasurer Report on Sept 12, 2018 Financial Statements
September 16, 2018
Bob Taylor

1. **Financial Statements.** The September 12, 2018 financial statements contain signs of probable problems. The following items were discussed at the Finance Committee meeting on September 12th:
 - The Liquid Assets total of \$132,925.14 (Cash, page 1, line 7) is inflated thanks to an anonymous gift of \$75,000 and football parking revenues. Planned fees for the architectural designs for the Trinity Place developments will reduce this excess and transfer to the Edward Jones MMDT account (which is \$32K less than last year) will be made when the Parish Administrator recovers from recent extra duties.
 - The planned transfer of Thrift Shop accounts (1.99.500.100, 1.99.500.101, 199.200.120, 199.200.125) totaling \$64,219.89 will continue to build the St. Paul's Fund which has a very healthy balance of \$123,002.30 (thanks to \$50,000 of the anonymous gift). The St Paul's Fund (3.04.100.000) will be re-designated as the St Paul's – Thrift Shop Fund, to accurately reflect the existence of the Thrift Shop funds.
 - The Long-Term Liabilities (mainly the Trinity Place loans, 299.400.100 & 299.400.110 of \$589,819.11) total \$643,219.89 and represents approximately 1/10 of the assets. This favorable ratio continue to maintain excellent loan opportunities for Trinity Place development.
 - Summer collections are typical low and have resulted in income less than budget to date (by a disturbing \$16K, line 9, page 1.3). This shortage is viewed to be very serious by the Finance Committee and may require action unless fall revenues increase. Even the 5 Sundays in September is unlikely to rectify this deficit in the near future.
 - Chloe's departure and Kara's late hire resulted in salaries being slightly less than budgeted (by \$5K), but changes in staffing may result in a deficit by year end.
 - Expenses of \$337K (page 1.4, up 2 lines from bottom) are about \$2K more than revenue \$335K (page 1.3, line 10) to date. Overages in utilities, phone, internet overages and maintenance are compensated by several categories being under. The \$16,000+ exterior doors expense in September or October will result probably result in expenses exceeding revenues by several thousand dollars unless revenues increase substantially in the fall months.

2.0

Request for a Modification to the 2018 SOM

The Mission Statement for the Thrift Shop was approved in the August 19, 2018 Vestry Meeting and provides for an allocation to the St. Paul's Episcopal Church. The Thrift Shop Committee is scheduled to determine this allocation in September. The Finance Committee requests Vestry approval to make the corresponding change in the 2018 SOM budgeted amount for St. Paul's (line 11, page 1.4) when the September 2018 allocation is determined.

Finance Committee Mission Statement

September 12, 2018

The Mission of the Finance Committee is to enable Holy Trinity committees and personnel to efficiently fulfill the missions of the Holy Trinity Parish while adhering to best financial practices and alignment with recommendations of the Diocese. It is the goal of the Finance Committee to be viewed as a facilitator of parish financial activities, not as the police or enforcer of strict financial rules.

The Finance Committee is composed of 6 voting members which are the Church Treasurer and five Holy Trinity Parishioners. The members of Finance Committee are selected by the Rector, the Senior Warden and the Junior Warden based on their financial expertise and experience and their potential to effectively advise the Rector, Wardens and Vestry on financial affairs of the Holy Trinity Parish. The attendance and participation of the Rector and Wardens at all Finance Committee meetings is strongly encouraged since their positions provide them with the greatest awareness of the financial needs and activities of the Parish.

The general duties of the Finance Committee are:

- to provide advice to the Rector, Wardens and Vestry on the financial affairs of the Holy Trinity Parish
- to supervise and assist the Parish Administrator with the financial affairs of the Holy Trinity Parish
- to interact with the various committees and personnel of the Holy Trinity Parish in facilitating financial activities while adhering to sound financial practices and diocesan recommended financial practices.

ATTACHMENT E

4.0

Based on the opinion of Bradshaw, Gordon & Clinkscales (see attached letter), the following motion was unanimously endorsed for presentation at the September 16, 2018 Vestry meeting:

Motion – Donations with Haiti University Student Fund designations which are distributed to Summits or to Summits Education partner, Zanmi Lasante, will be noted on the Holy Trinity Giving Statements as charitable contributions for 2018 and subsequent years. If the distribution procedure changes, then this situation will be re-visited to ensure that Holy Trinity is following appropriate IRS and Diocesan guidelines.



BRADSHAW, GORDON & CLINKSCALES, LLC
CERTIFIED PUBLIC ACCOUNTANTS


4.1

Del L. Bradshaw, CPA/ABV, CFF
Dell Baker, CPA
Peter C. Tiffany, CPA/ABV, CFF
Mandy B. Satterfield

Sandra L. Watkins, CPA, CFP®
Ellison D. Smith, CPA
Brian M. Graham, JD
James B. Starks, IV, CPA

Roger B. Clinkscales, CPA
1954-2014

Roger R. Duncan, CPA
1956-2011

 **COPY**

July 25, 2018

A.P. "Hap" Wheeler, Ph.D.
Robert L. Taylor, Ph.D.
Holy Trinity Episcopal Church
193 Old Greenville Highway
Clemson, SC 29607

Hap and Robert,

We are writing in response to your letter dated June 6, 2018 which contained questions relating to the church's support students in Haiti.

Specifically, your questions were as follows:

1. Would parishioners be permitted to claim contributions given directly to Holy Trinity and designated for the Haiti University Student Fund?
2. Would parishioners be permitted to claim contributions given directly to Summits Education?
3. What are IRS compliance requirements for Holy Trinity and their management of the Haiti University Student Fund?

The IRS permits "designated contributions" to a charitable organization where the contributions are intended to go to a particular mission of the church or even to a particular individual. The IRS's main concern is whether the organization has "full administrative and accounting control" over the donated funds once they are contributed.

The IRS has stated specifically:

"An important element for a taxpayer donor of a qualified charitable contribution is the donee's (i.e. church's) control over the donated funds. The donor must show that the church retained control over the funds. To have control over donated funds is to have discretion as to their use... Such control and discretion ensures the funds will be used to carry out the organization's functions and purposes..."

630 E. Washington Street • P.O. Box 16389 • Greenville, SC 29606 • P 864.233.0590 • F 864.271.6762
Members: American Institute of CPAs, South Carolina Association of CPAs, North Carolina Association of CPAs

The church may endeavor to honor the donors' wishes that designate the use of donated funds. The church, though, must maintain control over the ultimate determination of how all donated funds are allocated. Donors should be made aware that, although the church will make every effort to honor their contribution designation, contributions become the property of the church and the church has the discretion to determine how best to use all contributions."

Parishioners should be able to claim contributions made to Holy Trinity and designated for the Haiti University Student Fund. As we understand it, it is ultimately the church's decision on how the funds are used. Currently, the church is using Summits Education to distribute the funds to students. However, if the church decided on a different way to use the funds, it has the control and discretion to make any changes to the current arrangement.

The church's use of Summits Education to carry out its mission with the Haiti University Student Fund should not cause donations to be non-deductible. The church is not bound to use Summits and has the authority to find another provider or disseminate the funds on its own if it so chooses.

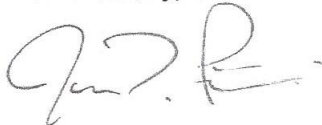
Finally, record keeping requirements for management of funds used for this designated purpose would be the same as any other donations to the church. You would need to track contributions by donor. You would need to be able to show that the donated funds were being used in the furtherance of the church's exempt purpose (in this case to help students in Haiti which the church has identified as an important mission). On the parishioner's statement, you can include the donations to the Student Fund along with the parishioner's other donations to the church. If desired, you could include a notation on the statement that those funds were designated for the Haiti University Student Fund.

We hope that this letter addresses all of the questions that you had pertaining to the Haiti University Student Fund and outreach program coordinated by Holy Trinity Episcopal Church. Please let us know if you have any questions about the information provided or if any additional questions arise. We appreciate the opportunity to assist in this matter.

Sincerely,



Peter C. Tiffany, CPA



Justin T. Phillips, CPA

Responses to the Notes and Recommendations of the Audit Report
Approved by the Vestry, _____

Holy Parishioners Hailey Lamb-Nielubowicz and Robbie Grider were nominated by the Church Treasurer and endorsed by the Finance Committee to be the 2017 audit committee. The audit review was conducted using the guidelines provided by the Upper Diocese of South Carolina. The audit of 2017 activities was completed and the committee's report was submitted on August 8, 2018. While extremely favorable, the report did contain four recommendations which were carefully reviewed by the Finance Committee at its September 12, 2018 meeting. The recommendations of the audit report are listed below with the Finance Committee recommended action items:

- **Recommendation: Per the Manual of Business Methods in Church Affairs Chapter V: Clergy Discretionary Funds – Section C, the Treasurer of the Parish should be receiving the monthly bank statements for the clergy discretionary accounts. The Treasurer should “verify that all payments from the general account of the parish have been deposited into the account” and other duties as described in Section C.**

Response: The Church Treasurer has started a monthly review of the bank statements of the clergy discretionary accounts and continues verification of payments from the general accounts.

- **Recommendation: Cross training is needed in case of emergencies. Another staff person should know how to prepare payroll.**

Response: Suzanne Watkins is trained to prepare payroll when the Parish Administrator is unavailable. The Parish Administrator will (as needed) review the payroll preparation with Suzanne so that she remains current with this procedure.

- **Recommendation: A complete listing of fixed assets including furniture, equipment, and fixtures should be created. The Junior Warden should prepare this listing.**

Response: The Junior Warden is asked to compile this listing.

- **Recommendation: A procedure needs to be written to clearly describe a method for students in Haiti to provide documentation of the need for assistance. Receipts need to be collected when available and all of these items should be kept in a file in order to have proof to donors that the funds are being distributed as their gifts are intended within the Haiti Fund.**

Response: Summits is responsible for the detailing of eligibility for students, validation of the use of funds, and billing and receipt detail which relieves Holy Trinity from the

5.1

responsibility of this arduous task. In addition, our current financial operation of the Haiti University Student Fund meets with IRS standards as outlined in the Bradshaw et al. opinion (see attached letter).

In addition to the Audit Report, during the past years it was discovered by the Finance Committee that expenditures from the Anderson Fund had not completely been in accordance with the guidelines in the establishment of this fund. The following notes are from the Treasurer's Report to the Vestry on June 20, 2018. The Vestry approved the Finance Committee's Recommendation that the Anderson Fund be restored (over a five-year period) to the level which it would have obtained if expenditures had been completely in accordance with the directives of the establishment of the fund. The Senior Warden provided a parish-wide report on the planned restoration of the Anderson Fund in the Parish's electronic publication, *Tempo*. Efforts to locate/contact Andersons' relatives with respect to this matter have been unsuccessful.

**Summary Notes on the Anderson Fund
Bob Taylor, June 20, 2018**

The Anderson Trust Agreement and Wills are on file in the Holy Trinity Episcopal Church Office (HT). The trust provided \$127,301.52 in 1993 to Holy Trinity with the stipulations:

- 95% of the income earned could be spent for church purposes by the governing body of HT in its discretion in keeping with the Anderson's aims as set forth
 - at least 50% of the income be spent on program work with Clemson University students, not primarily on buildings and physical needs.
 - some of the funds be used from time to time on maintaining St. Paul's church building and churchyard.
- 5% of the income be added to the principal to keep the fund from declining in value because of inflation (see attached page 7 of Anderson Fund Agreement for relevant information).

By December 2004 the Anderson Fund balance had grown to \$147,870

In May 2005, HT Vestry approved construction costs of \$135,624 from the Anderson fund to pay for renovations in the Parish Hall basement for Canterbury use (the Clemson University student group of HT).

May 2011, HT Vestry approved expenditure of \$1,000 from the Anderson Fund to purchase a headstone for Ragnar and Elizabeth Anderson graves in St. Paul's cemetery.

May 31, 2018 balance was \$15,786.97.

50

The Finance Committee is recommending at the Anderson Fund be restored to the amount it would have been if only 95% of the interest had been used and if 5% of the interest income had been added to the accruing balance each year. The attached spreadsheet shows the amount to be \$151,786.97 by the end of 2018.

Option 1: A 5 year Restoration of the Anderson Fund

- Approximately \$16,000 be added to the fund from HT operating reserves in 2018
- Approximately \$24,000 be allocated to the Anderson fund from HT funds for each of the next 5 years
- The attached spreadsheet be updated each year and maintained with the goal of full restoration of the Anderson fund by the end of 2023 to a level which it would have obtained if the directives of the Anderson fund agreement had been precisely followed.

Option 2: A bank loan of approximately \$135,850 be obtained for immediate restoration of the Anderson fund (note the amount is slightly less than the amount stated for the end of 2018).

The Finance Committee is strongly in favor of Option 1 and would not recommend

- Immediate budget reductions in the 2018 SOM since an approximate 25% reduction of all expenses (salaries, utilities, maintenance, etc) is quite impractical.
- Trying to cover the restoration with reserves which are both insufficient and crucially needed for effectively operating.

The Finance Committee solicited the advice of Financial Attorney Robert Owens, CPA, on this matter. His advice and directives are to be provided in a letter and basically allows each of the two options listed above. Option 1 allows for more flexible restoration by the use of residual funds at the end of a budget year and/or incorporation into future SOM's. Moreover, Option 1 provides a saving of approximately \$17,000 in interest for a bank loan at 4.5% for 5.5 years. In addition, a bank loan would require regular monthly drafts from HT accounts which negatively impact programs and SOM's for the next 5.5 years. Another bank loan at this time not only would negatively impact parishioners' perceptions but may also negatively impact the planning of Trinity Place developments. However, Option 2 does provide immediate restoration and correction of the past mistake.

ATTACHMENT G

Pastoral Care Ministry Team Meeting September 10, 2018

Attending: Judy Surak, Suz Cate, Barbara Armstrong, Kathy Hunter, Mary Bowman, Pam Mack and Lynn Luszcz. Meeting was called to order by Judy Surak, Chair, at 4:08pm. We opened with a unison reading of the Prayer of St. Frances. Approval of minutes from the August 2018 meeting followed, after one spelling mistake was corrected.

Visitation: report from Suz Cate, many hospital and home visits. Total visitation hours for August: 10.75 (not including travel time.) Christopher has also made hospital and home visits. Suz has been to Clemson Downs for the 1st Thursday Holy Communion service, and took Communion to a resident there who could not attend the service. So far this month Suz has spent about 3.5 hours on Pastoral Care.

Updates and discussion followed parishioners and visits made by Pastoral Care Ministry Team and other parishions.

Mary will continue to send "Thinking of You" cards and Eucharistic Lay Visitors will continue to take Communion to those parishioners who request it.

Transportation – per Shannon Quattlebaum, it's going well. Lynn Farmer is checking on liabilities on church grounds and in the car with passenger and driver and will get back to Judy. Suz will be following up with continued transportation for some of our parishioners.

Health Ministry – Judy contacted Christopher about setting up The Teepa Snow (a leader in dementia care and education) DVD series during Sunday School; he has earmarked two Sundays in January for this purpose. We will put some teasers in upcoming weekly bulletins and the Tempo, planning for a winter educational program. The "Solo Women" group will meet 1st and 3rd Sundays 9:10am in the Tom Davis library. Pam Mack coordinates. But did not meet Labor Day weekend; will meet this coming Sunday (9/16.) The Pastoral Care Resource Center is near completion. Suz will continue work on the idea of a "Friends at Home Care Team."

Vestry report from Kathy was limited, as Hap Wheeler puts out an outstanding report in the Tempo every month. Kathy did say that she posts our Pastoral Care meeting minutes to our Holy Trinity web site (via Will Cate) and is using our website for much of our Pastoral Care information.

Neighborhood Groups: We still need PC neighborhood leaders for Group #3 in Six Mile and group #8 in Seneca, Fair Play, Westminster. Barbara suggested the Camelot/Downs/Patrick Square group meet at Clemson Downs rather than Patrick Square, to help those at Clemson Downs.

Beth Kunkel will be cooking Thursday and will put four meals in the freezer in the office for Pastoral Care needs.

Follow up discussion continued the possibility of a fund for urgent emergency pastoral care needs. Suz mentioned they had a Good Samaritan Fund at the church she came from (St. John's) that would be used for parishioners who need emergency assistance. She will look into getting a copy of their guidelines for our review at the October 2018 meeting.

New business: Addressed was the safety issue of children running in the Parish Hall. Judy will talk with Sarah Maiberger, the Family Ministry Team Leader, to open a dialogue about this.

Pam motioned for the meeting to be adjourned; Mary seconded. Meeting adjourned at 5:23pm.

Next Meeting: Monday, October 8, 2018, 4pm

**minutes respectfully submitted by Kathy Hunter, September 10, 2018*