

HOLY TRINITY

Episcopal Church



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

Vestry Meeting 9/25/19

Present: Mtr. Suz Cate (Rector), Hap Wheeler (Senior Warden), Bill McDaniel, Cary Kaye, Sarah Maiberger, Bill Purkerson, Shannon Quattlebaum, Bob Green, Joe Yanes, Samantha Murphy, Kathy Hunter, Bob Taylor

Absent: Amy Agosti, Bill Hurst (Junior Warden), Earl Burch, Lori Graham

Opening prayer

Old Business

1. Approval of August 25 Meeting Minutes. Motion to approve by Bill McDaniel; seconded by Bob Green. Motion approved unanimously.
2. Request for initial payment for Nave Project approved by email vote

New Business

1. **Vote on establishment of the Good Shepherd Fund:** The purpose of the Good Shepherd Fund is to help parishioners by direct offerings of love and aid to those who are facing financial hardships due to unforeseen circumstances. The Fund consists primarily of contributions from members of the Holy Trinity Episcopal Parish. The Fund's expenditures will be for its intended purposes at the direction of the Clergy and the Pastoral Care Team as delegated by the Vestry with confidential supervision by the Treasurer and Finance Committee in accordance with the Diocesan's Best Financial Practices. Additional edits to the documentation were recommended by the Vestry to include wording that ensures confidentiality is maintained. The task force will make the edits and resubmit for vote at next month's Vestry meeting. There is a current need to pay \$1500 for a parishioner with medical bills, payable to the provider. Rather than waiting for the final documentation and a vote, a motion was made by Samantha Murphy to approve the expenditure; seconded by Cary Kaye. Motion passed with one nay vote by proxy.
2. **Vote on proceeding with the Application for Encumbrance for Trinity Place.** The Diocese wants to see Vestry support for the Trinity Place project in order to approve it at the Diocesan level, as well as a commitment to fulfill our Diocesan pledge. Currently our description reflects the full project, but it includes our disclaimer at the end which states that the level of the project is to be determined. This is in the document so the Vestry will have time to consider what this level will be based on funds raised for the project. We need to approve this at the Vestry level before proceeding with Diocesan approval at a meeting to be held October 18 -- we are required to have the materials to them two weeks in advance. After discussion, a recommendation was made to add a point of clarification to the documentation to note that we have majority Vestry support for the project, not full support. As such, the Vestry added a statement to the signatory document that showed the support of the Vestry with

one opposed and one abstention. Cary Kaye made the motion to approve with those edits; seconded by Joe Yanes. Motion approved with one nay vote (by proxy) and one abstention.

As noted in Bob Taylor's letter that will go with the application, with the funds we have raised thus far plus parking revenue, there should be no impact on the Statement of Mission (budget) for five years.

3. **Accept audit report:** This audit was comprehensive rather than a sampling. Minor issues were mentioned in the report which will be addressed by the Finance Committee. Sarah Maiberger made a motion to accept the audit report; seconded by Bill McDaniel. Discussion ensued about oversight, etc. The finance committee will review and make recommendations based on the report that the Vestry will ultimately vote to approve. Motion passed unanimously.

Reports

1. Senior Warden (Hap)

- a. Report regarding the Mutual Ministry Review (MMR) and Team report editing: Hap has nearly all the documentation back from various teams and is in the process of editing. He is very close to a final document. We will report to the Parish and take action on action items. He also will circulate comments from the MMR.
 - b. Capital Campaign report (with Kathy): Thus far we have raised \$339,443.60. This coming Sunday will be a celebration of generosity with a breakfast between services. The campaign will continue.
 - c. Formation of Nomination Committee for Vestry and Wardens: Typically retiring vestry make up the nomination committee. Rotating off are Lori, Kathy, Joe, and Bill. The four of them will move forward. Mtr. Suz has reviewed parishioners who are eligible to serve and actively engaged in one or more ministries. We need at four nominees to fill the slate; preferably not five, or one person "loses," which can be a bit disheartening to be the only one not elected. Ideally six or more.
 - d. Nave project (with Suz): Project is proceeding.
2. **Junior Warden (Bill H.)**. Bill was absent, but it was noted that the lights on front of property are fixed and a water fountain has been installed.
 3. **Treasurer (Bob T.)** See ATTACHMENT A for a summary of current financial status. We are working on Preliminary 2020 SOM recommendation. EDS shared expense proposal under development. Motion to approve the Treasurer's Report by Bill McDaniel, seconded by Cary Kaye. Motion approved unanimously.
 4. **Rector (Mtr. Suz):**
 - a. Downtown Christian Fellowship is looking for a space in our Parish Hall and a couple classrooms for worship every Sunday evening January – May 2020. There are about 90 people. We determined this would not be logistically feasible at this time.
 - b. Fr. Christopher has been called to serve as the Rector of All Saints' Episcopal Church in Appleton, WI. His first Sunday in his new call at All Saints' will be December 1. He will be greatly missed. Mtr. Suz believe we should have representatives on the search committee from Pastoral Care, Family Ministries, Outreach, and Canterbury.
5. **Ministry Team Reports**
 - a. Personnel (Bill P. with Mtr Suz) - Status of staff searches Family Ministry position: They have had some interviews.
 - b. Adult Education (Bob G.) – SEE ATTACHMENT B. We also have had a request for Ted Talks
 - c. Worship (Mr. Suz): See ATTACHMENT C

- d. Pastoral Care (Kathy): See ATTACHMENT D. We are short on pastoral care leaders in Pendleton area.
- e. Communication (Amy): Absent.
- f. Engagement (Shannon): The team is currently working on Octoberfest and a Newcomer's event.
- g. Family Ministry (Sarah): On the first Sunday in October there will be a lunch; also a pie social is planned. The "Ladies event" was well attended.
- h. Outreach (Earl): Hap reported for him. Work is going well for the discernment of Outreach. They are doing a complete analysis of where we stand with Haiti support. The group working on parking during football games thanked the Vestry for note of appreciation. See ATTACHMENT E.
- i. Canterbury: (Fr. Christopher): Reported there are exciting things happening, new faces, and a larger roster of those on our mailing list. The Wednesday night group is growing. The biggest thing he has noticed is the energy of the group is really strong, which he will focus on during his last weeks with the parish.
- j. EDS Board (Cary): Noted it will be challenging for the Day School when work begins on Trinity Place. Also, the Tutoring Project Coordinator has completed Safe Church Training.
- k. Stewardship: Bill McDaniel reported that we are gearing up for the Fall Stewardship Campaign. He is asking everyone to give two percent more this year. He recognizes the challenges of following a capital campaign. The theme this year is Ephesians 4:11-13: "The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ."

Sharing Time: Vestry Comments, Concerns, Observations

Closing Prayer

Respectfully submitted,

Rebecca Eidson, Clerk to the Vestry

ATTACHMENT A

Treasurer's Report to the Vestry Bob Taylor, September 22, 2019

The Review of the August 31, 2019 financial statements at the September 11, 2019 resulted in the following summary statements:

1. Financial activities for the Parish appear to be on schedule with the Vestry approved 2019 SOM as most accounts are very close to year to date budgeting.
2. Discussion included recovering the \$4,737.50 legal fee retainer when all development plans have been approved and construction started on the Doors projects.
3. The increase in the Building Fund Balance for the month of August was a designated gift for the Nave renovations. The Finance Committee concluded that the most appropriate route for these gifts would be through a new Nave Enhancement Fund and voted unanimously to recommend to the Vestry the establishment of this new fund.
4. Overall, income to date exceeds expenses to date, and this pattern is expected to continue throughout the year with a surplus at year end very likely. General Offerings are \$3.6 below year to date budget with pledge offerings a \$9.6K year to date deficit with plate offerings having a \$6K surplus.
5. Adjustment for additional Kanuga expenses will be needed in the 2020 SOM and the low balance in Building Maintenance Fund will need to be rectified.
6. The negative \$7.4K football parking reflects the \$9,800 transfer to the Haiti University Student Fund and should better be listed in future SOM's as a Fund Transfer action.

Also, at the Sept 11 meeting, the Finance Committee reviewed a Parish Hall Expense Sharing Proposal from EDS. The proposal received favorable discussion with the important mission aspect of EDS being noted. Since it was a consensus of the Finance Committee that EDS was an integral part of the Holy Trinity Episcopal Parish, it was decided that a more comprehensive plan of support and expense sharing should be pursued through discussions with EDS with Hap and Bill taking the lead in designing (with EDS) a more comprehensive plan which would be more mutually beneficial.

A first look at the 2020 Statement of Mission by the Finance Committee led to a unanimous vote to recommend \$560,000 as the target pledge goal for the Stewardship Committee. The Finance Committee fully understands the difficult situation faced by the Stewardship Committee in following the Doors Capital Campaign this year, but the target was recommended to minimally address the anticipated increases in the 2020 SOM. While the targeted goal does not totally cover the anticipated expenses in 2020, the tentative plan will be to recommend to the Vestry that some of the expenses be prepaid from the anticipated 2019 surplus similar to what was done for the 2019 SOM.

At the August 21, 2019 Finance Committee, the proposal for a Good Shepherd Fund by the Pastoral Care Committee was reviewed. Discussion of the financial management of the proposal, led to some suggested changes of the proposal. The Finance Committee voted 5-0 to endorse an edited version of the proposal, and if approved by the Vestry, recommend to the Vestry to establish an interest earning Good Shepherd Fund.

ATTACHMENT B

Adult Christian Spiritual Formation

We on this ministry team have been reviewing the fantastic data so many of you shared with us by means of the “non-survey survey” we circulated on Sundays and at many of the Neighborhood Group gatherings over the summer. The evidence is overwhelming that the people of Holy Trinity remain hungry and thirsty for God and are eager to engage the Christian faith spiritually, intellectually, and experientially. To say that that’s encouraging would be a gargantuan understatement!

Below is a breakdown of the most-requested topics from the “non-survey survey”; for no reason other than convenience, I’ve grouped them according to general category or concept:

The Cure of Souls

- Christian theology/theologies
- Christian spiritual practices/mysticism
- Spiritual well-being

The Faith-filled Life

- Living Faithfully in the larger culture
- Science & religion
- Scripture, studied by themes

The Stories of Who We Are

- Biblical history/culture/background
- History of the Anglican Church

There is, of course, extensive overlap between all of these individual topics. Scripture, for instance, ought to (and does) inform every single one of them, and that’s just one example. But in terms of figuring out how to build a program of spiritual formation, it will be immensely helpful to have some specific topics and categories from which to work. So a *huge* thank-you to everyone who took the time to fill out the “non-survey survey” and get it in to us.

Although it will be impossible to explore all of these topics fully in a single program year, we hope to present you with individual Sunday school series, individual lectures and workshops, and mid-week study and worship opportunities that will explore or at least touch on many of them. For example, my first Sunday school series for the fall will be a program on the theology and practice of prayer. We also have a number of lay persons who will be offering presentations as well—stay tuned to HT Notes for details about topics, dates, times, and places!

Peace,
C+

ATTACHMENT C

Worship Support Ministry Team—September 8, 2019

Present: Carol Yardley, Cynthia Spejewski, Judy Surak, Anna McKenna, Jack McKenna, Kathy Woodard, Terri Mayberry, Christopher Wilkerson+, Peter Sparks, Suz Cate+

Meeting opened with Prayer at 12:05

Old Business:

- Summer Worship in Parish Hall
 - Discussion regarding strategies for facilitating worship without books for the brief periods when we might be in the Parish Hall in the future (i.e., installation of organ)
 - Limited number of hymns in a printed booklet to reuse each Sunday, with full service bulletins to eliminate need for juggling books in the chairs
 - WSMT likes the idea of combined services for the month of July, to begin at 9:30, alternating Rite 1 (with music) and Rite 2
- Bulletins
 - Per Vestry's request, we are looking at how to make the bulletins more user friendly
 - Prototype provided with rubrics included to provide cues for standing, kneeling, sitting, singing, speaking
 - Many suggestions made that will be incorporated in a new test-bulletin to be presented at next meeting
- Lay Ministers Licensure
 - 16 persons trained and applications submitted 8/11
 - EM training 9/15 at 12
 - WL training 9/15 at 2:30 (diocesan trainer cancelled, so SLC+ will conduct training)

New Business

- Discussion of Nave Project, which is almost fully funded. Projected timeline for installation is summer 2020, which would work well with plans for combined services, above
- Peter explained that the WSMT would serve as the "House Committee" for the Nave, Narthex, Usher's room, and Sacristy.
- There was discussion of having the children bring forward to the altar gifts for CCC, Our Daily Rest, etc. at the Peace or at the Presentation Hymn
- Discussion of need for training ushers (and others) on the use of AED equipment—by local fire department? No one assigned to follow up.

September/October/November

Review of calendar was straightforward with no major issues

9/15 Regular services HE @8 & 10:30, EP @5 at St. P

EM Training 12:00

WL Training 2:30-3:30

9/21 Regular services HE @8 & 10:30

9/29 Regular services HE @8 & 10:30

10/6 Regular service HE @8,

First Sunday (Day School Sunday) 10:30 Children's Choir

Pet Blessing 3:00 under the Bell Tower (turn the bells off at 2:45)

HE @St. Paul's 5:00

10/13 Regular services HE @8 & 10:30 (Stewardship)

10/20 Regular services HE @8 & 10:30

Evensong @St. Paul's 5:00

10/27 Regular services HE @8 & 10:30

11/1 All Saints' Day HE @12:15

11/2 All Souls' Day Prayers @St. Paul's 12:00

11/3 All Saints' Sunday HE@8:00, HE & Baptism @10:30 (First Sunday Service)

HE @St. Paul's 5:00

11/10 Regular services HE @8 & 10:30

11/17 Regular services HE @8 & 10:30 (Stewardship Ingathering)

Evening Prayer @St. Paul's 5:00

11/23 Bazaar

11/24 Regular services HE @8 & 10:30

Date/time next meeting: 11/3 @ 12:00 (allowing a bit of time for lunch, if provided)

ATTACHMENT D

PASTORAL CARE COMMITTEE, MONTHLY MEETING MINUTES September 3, 2019, 4pm, Church Office Conference Room

Attending: Pam Mack, Suz Cate, Liz Halpin, Judy Surak, Shari Jung and Kathy Hunter. Meeting was called to order at 4:07pm by Pam Mack.

The group then began with a unison reading of the Prayer of St. Frances. There were no changes to the August 2019 meeting minutes.

Discussion followed about our Pastoral Care letter to the parish, along with our PC brochure and refrigerator magnet. We will assemble on September 15, with Pam taking the lead and asking

Discussion followed about the Good Shepherd Fund. Everyone is in agreement about the final form of this new fund. (See attached.) The Finance Committee has voted in favor of this new fund. Kathy will now take it forward to the Vestry for final approval.

Better Angels: Discussion followed about planning now for Saturday, January 25, 2020 program, including information in HT Notes and Tempo, with links. Shari will also approach parishioners who may tend to be more conservative in thinking and have the committee help her identify names as soon as possible. She will continue working on a plan, with leadership options, PC committee jobs, and marketing.

Gap Analysis: Kathy briefly explained that the Vestry has indicated that the Pastoral Care Committee complete a Gap Analysis. Suz gave a background on how this request came about. Several questions came up about how to do this, training involved for any calls made in this regard, timeframe, expectations, manpower, etc. Suz stated that Tom Witmer has reached out to nearly everyone in the most recent past, as he was updating our Neighborhood Groups. She said would get with Tom and review. She will then report to the Vestry her findings, reporting what has already been done.

Pam went through a list of parishioners from the Google doc she created for our Pastoral Care Committee and discussion followed on those who had no updated comment. Suz spent 15 hours on face-to-face pastoral care, plus responding to telephone calls, texts and emails, in August.

We talked about training for ushers and interested parties on emergency aid training for Holy Trinity.

Pam reported on the Pastoral Care booth at Rally Day.

Suz wrote an article for HT Notes on organizing a Daughters of the King chapter again at Holy Trinity, and might have someone to lead it.

The Clemson Free Clinic has someone who drives for them, free for users, where the Clinic pays. This may be something we could offer to those parishioners in need of a service like this. Suz will follow up on this.

Prayer shawls will be blessed this coming Sunday; Carolyn Wheeler will help get the Prayer Shawls back in order after they are blessed.

Next meeting: Tuesday, October 1, 4pm in the Conference Room

*minutes submitted by Kathy Hunter, 9/3/19

ATTACHMENT E

HOLY TRINITY

Episcopal Church



*We are a people passionately seeking to
love with the heart of Christ,
think with the mind of Christ, and
act in the world as the body of Christ.*

16 September 2019

To: Bill Hurst, Beth Kunkel, Kaleb Ellison, Jen Ellison, Will Mayo, Lynne Farmer,
Bill Purkerson and Kara Hollandsworth

From: Suz Cate, Rector,
Hap Wheeler, Senior Warden
Bob Taylor, Treasurer

On behalf of the Vestry of Holy Trinity Episcopal Church, we are very pleased to write you this letter of appreciation for the valuable service which each of you perform with respect to parking on the Holy Trinity grounds. Certainly, the most notable parking contribution is with the Clemson football games (certainly the most time consuming and exhausting). However, we are aware of your many other parking contributions for regular and special church events, downtown merchants, university employee parking and civic events. The revenue generated by these parking activities has paid a significant part of the debt service on the Trinity Place loans and has allowed the Statement of Mission Funds to be reserved for parish programs and missions. Moreover, the future anticipated parking revenues has enabled the Vestry to boldly endorse the Doors Campaign with its numerous useful and beautifying planned features.

Perhaps equally or more importantly is the good will which has been generated with the parking patrons and the increased visibility of Holy Trinity Episcopal Church. We are ever mindful of your valuable contributions with the parking activities but felt particularly compelled to express our appreciation with another three months of Clemson football around our property.

While the directive of the Vestry was a letter of appreciation for the parking activities, be very sure that your many other valuable contributions to the life, health and support of Holy Trinity are also recognized and greatly appreciated. The Parish is very blessed to have you and other members who contribute greatly and unselfishly to the activities and programs of Holy Trinity.

Sincerely,

Suz Cate

Hap Wheeler

Bob Taylor

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Rector: The Reverend Suz Cate