



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

Vestry Meeting, March 17, 2024, Noon

PRESENT: Rev. Suz Cate (Rector), Mel Harriss (Senior Warden), Chris Heerwagen (Junior Warden), Hap Wheeler, Martha Williams, Chesley Rowe, Andrew Baker, Betty Snowden, Jean Ellen Zavertnik, Charlie Curtis, Sarah Trice, Jody Hunter.

ABSENT: Mark Stokes

GUEST: Jerae Wallace

OPENING PRAYER: Mtr. Suz Cate

ADDITIONS TO THE AGENDA: There were no additions to the Agenda

OLD BUSINESS:

1. **Review of February 2024 Minutes:** Charlie made a motion to postpone approval of the minutes until a draft can be distributed and reviewed.
2. **Appointment of Sarah Trice to fill the Vestry vacancy:** We have a Vestry vacancy (2025) caused by Mel Harriss' election to Senior Warden. Sarah Trice has agreed to serve. ***Betty Snowden made a motion to approve Sarah Trice to fill the vacancy; seconded by Chris Heerwagen. Motion passed unanimously.***

NEW BUSINESS:

1. **Report from Jerae Wallace on Parish Life Ministry:** Jerae shared one of her most important goals is to establish relationships with families and encourage them to get involved in parish life. A question she is often asked is, "Where are the young families and why are we not seeing them?" The answers she is getting as she talks to young families is that they are overscheduled and, in some cases, not committed to having their children involved in church life. She feels like we should be seeing 30 children in church and in children/youth activities, but we are nowhere near those numbers. Because she moved to Clemson and started working at Holy Trinity around the same time that the COVID pandemic hit, she doesn't have relationships with many families, and many aren't attending church anymore. She said it becomes awkward to continue to call people you have never met. From the childrens' standpoint, they want a youth group, but it seems impossible to do it because of schedules and lack of volunteers. Hap Wheeler suggested that Vestry members reach out to families they know and encourage them to get their children involved. Jerae will continue her efforts and welcomes more involvement from the Vestry and other parishioners. She is especially in need of volunteers to support youth and family activities.
2. **Treasurer's Report (Bob Taylor): See ATTACHMENT A for detailed report.** Topics include: a report on the Education Scholarship Fund; the Finance Committee's review of some aspects of the Endowment Fund; a verification of the February Holy Trinity Personnel payroll against the 2024 SOM and contractual letters; observations on February 29, 2024 financial statements; a recommendation on

the undesignated plate offering at St. Paul's services; a review of the EDS proposed budget for 2024; a recommendation of sabbatical financial support for the Rector from the Diocesan Assessment Rebate.

- a. Bob presented a ***motion from the Finance Committee to continue the practice of having undesignated plate offerings at St. Paul's added to the St. Paul's Fund.*** No second to the motion is needed as it comes from the Finance Committee. ***Motion passed unanimously.***
 - b. ***Bob presented a motion from the Finance Committee to supplement sabbatical expenses that Mother Suz has been planning to self finance.*** No second to the motion is needed as it comes from the Finance Committee. ***Motion passed unanimously.***
 - c. Chesley Rowe said he will email the Episcopal Day School (EDS) budget to the Vestry for approval at the next meeting. The EDS Board has approved it. We believe the Day School is operating at a loss, which we are able to manage using grant money issued during the COVID pandemic that carries over to enable a balanced budget. The Board will try to identify tools that will help us have a better picture of how our budget is performing related to tuition revenue and expenses.
 - d. ***Chris Heerwagon made a motion to accept the treasurer's report; seconded by Charlie Curtis. Motion approved unanimously.***
3. **St. Paul's Thrift Shop Disbursements:** The Thrift Shop donates a portion of its revenue to local charities. They propose the following disbursements for Vestry consideration.
- a. \$2,000 to Clemson Community Care
 - b. \$2,500 to Helping HAnds of Clemson.
 - c. \$5,000 to Pendleton Community Center for Renovation.
- Hap Wheeler made a motion to approve the Thrift Shop Disbursements; seconded by Charlie Curtis. Motion passed unanimously.***
4. **Leadership Handbook (Chesley Rowe):** Chesley sent a draft copy of the Leadership Handbook to all Vestry members. When Hap Wheeler was Senior Warden, he started this effort, which documents the responsibilities of parish leaders. Some editing needs to be done. Additionally, some of the feedback from the Parish-wide survey conducted in the fall of 2023 may be useful (survey report is forthcoming). It was suggested to add a copy of the Parish Bylaws and the Parish Rector job description. Related, there was some discussion of the Vestry Google drive, which may need reorganization.
5. **Appointment of Serena DuBose as Pastoral Care Chair:** This was shared as information; no vote needed. We appreciate her willingness to step into this role.
6. **Two Vestry Vacancies with terms to be completed in 2027:** Mel reminded the Vestry to think about possible new vestry members to fill the two vacancies. A parish-wide election will be needed to fill these vacancies. We have one interested candidate so far, who will be confirmed an Episcopalian when the Bishop makes his visitation to a nearby parish.
7. **Reports:**
- a. **Rector's Report - SEE ATTACHMENT B for detailed report:** We are in the process of planning to be sure all parish needs are covered while Mtr. Suz is away on Sabbatical for six weeks. Sunday services will be covered (one per week and the first Sunday evening service) by retired Rev. Sally Franklin. The wardens will serve as a subcommittee to be a council of advice to Rev. Franklin. Pastoral care needs will be covered, although perhaps not immediately on weekdays since Rev. Franklin does not live in the immediate area. Also, our Parish Finance Administrator is expecting her second child in August, so planning is underway to cover her duties.
 - b. **Junior Warden's Report - SEE ATTACHMENT C for detailed report:** Chris Heerwagon will send out his report to the Vestry. Parking needs have grown to encompass far more than football

parking, so he is planning to create a parking committee to tackle some of our needs and to look at upcoming opportunities. We are also considering the timing of replacing our roof as it relates to insurance. He is also examining the painting contract and opportunities to move our painting project forward at St. Paul's.

- c. **Senior Warden's Report - SEE ATTACHMENT D for detailed report:** Mel Harriss appreciates the support and prayers of the Vestry as she undertakes her work as Senior Warden. She and the Junior Warden plan to meet with Mtr. Suz twice a month to ensure things are on track. She also reported that the Assistant Priest Committee hopes to be far enough along in their work to make a presentation to the Vestry in the near future. Currently we have \$61,000 in the fund for the Assistant Priest.

NEXT VESTRY MEETING: Our next Vestry Meeting will take place on April 21 following the 10:30 service. The May meeting will be held on May 26.

CLOSING PRAYER

Respectfully submitted,

Rebecca Eidson, Vestry Clerk

Treasurer's Report to the Vestry
Bob Taylor, March 17, 2024

In this report consist of:

- ☐ A report on the Education Scholarship Fund
 - ☐ The Finance Committee's review of some aspects of the Endowment Fund
 - ☐ A verification of the February Holy Trinity Personnel payroll against the 2024 SOM and contractual letters.
 - ☐ Observations on February 29, 2024 financial statements.
 - ☐ A recommendation on the undesignated plate offering at St. Paul's services.
 - ☐ A review of the EDS proposed budget for 2024.
 - ☐ A recommendation of sabbatical financial support for the Rector from the Diocesan Assessment Rebate.
- As requested by the Vestry, journal entries for the Education Scholarship Fund were examined after the February Vestry meeting. In the past three years there have been expenditures and donations to the Education Scholarship Fund. Hence, it is an active Fund. The current two mentors for EfM were informed of the Fund and its possible use.
 - **The Finance Committee had a partial review of the Endowment Fund. The discussion focused on the two items:**
 1. Bylaws Revision in 2015. *The Funds designated by the Donor as Endowment Funds shall be managed as true endowment funds with distribution taken from the Earnings only and the retention of the Principal (page 4).*
 2. Approximately 90% of the Endowment funds have been designated for St. Paul's (page 5). While no formal motion materialized, it was felt that the Vestry should be advised of items 1 & 2 above and that continued interactions of the Endowment Committee and Vestry is very desirable.
 - **The February payroll entries were checked against the 2024 SOM and contractual letters. Only two issues were spotted:**
 1. One signed salary addendum letter was missing and has since been added to the file.
 2. In December the Vestry approved the Finance Committee's Recommendation: *Changing Jeræ from a 20 hour per week Family Ministry Coordinator to a 25-hour per week Parish Life Coordinator adds about \$11,448.75 because a pension option of \$3,375 would likely be accepted, in essence a 9% raise.* Jeræ had elected not to take the pension option which, since the hourly rate in 2024 remained the same as in 2023 there was no raise or salary adjustment. More information and clarification of the functionality and portability of the 403(b) were provided to Jeræ, and she has indicated her intention to sign up for the plan.
 - **It is too early in the year to determine trends in expenses or income which need attention, however some general observations for the February 29, 2024 financial statements include:**
 1. EDS was advised to move their portion (approx.. \$4,357.07) of the ECF Investment to their new Edward Jones subaccount. The EDS Board endorsed this recommendation on March 14th. The balance of the EDS Edward Jones subaccount will be listed on future balance sheets, and the EDS ECF Receivable will be shown to be 0 until it can be removed from future balance sheet (page 7).
 2. The Building Fund contains the insurance claim for hail damage of \$165,697.42 (page 7).
 3. The increase of \$525.80 in the Legacy Fund is from earnings which projects an eligible disbursement of about \$6K by January 2025 (page 7).
 4. The St. Paul's Fund is \$140,306.43 of which \$118,267.34 is renovation funds (page 7).

5. Increasing Prepaid Pledges will help the pledge income catch up to budgeted income later in the year (**page 7**).
 6. Large (\$10,529.59) plate offering in February (**page 8**). Checking to determine if some of these might be converted to pledging units.
 7. Total Income is less than total expenses by \$753.72 (**page 9**). Both income and expenses are below budgeted year to date (**pages 8 & 9**).
 8. Trinity Place is slightly below budget to date (**page 10**), but large football parking revenues will be coming in later this spring.
- **In December 2023, the Vestry approved the Finance Committee Motion:** Starting December 17th all undesignated plate offerings at St. Paul's be placed in the renovation category of the St. Paul's Fund until the renovation total reaches the originally targeted \$140,000.

St. Paul's Renovations			
	Income	Expense	Balance
2022	24,874.49	0.00	
2023	99,319.35	31,500.00	
2024	\$24,933.50	\$360.00	
2024	\$1,000.00		Legacy Fund
Total	\$150,127.34	\$31,860.00	\$118,267.34

After some discussion of the delays in the renovations and the likelihood of cost overruns, the Finance Committee voted unanimously to recommend to the Vestry that undesignated plate offerings at St. Paul's should continue to be placed in the renovation category of the St. Paul's Fund. (The Vestry the authority to shift money between funds or accounts if upon completion of the renovations there is a surplus).

- **The Finance Committee reviewed the proposed EDS budget for 2024. The following summary statements fail to capture the entirety of a fruitful 30-minute discussion by the Finance Committee with EDS Board Chair Chesley Rowe:**
 1. The budgeted total expenses are almost \$276K.
 2. The budgeted total income is over \$312K which projects a surplus in excess of \$36K.
 3. From successful past grants, \$156K of perishable grant funds is part of the total income, thus allowing EDS to operate their programs at below cost basis.
 4. Accumulating surpluses and non-perishable grant funds are sufficient to continue supplementing the total income stream for 3 to 4 more years.
 5. Much of the discussion centered about the worst-case scenario of the absence of future grants which would require increased tuition and/or increased enrollments to adequately fund operations. There was virtually no discussion of the best-case scenario of future supplemental grant funding which would allow EDS to continue its very successful programs at very economical prices.
 6. The use of the new created EDS subaccount in the Holy Trinity Edward Jones holdings should provide a significant increase in earnings (projected to be about \$12K for 2024, but not included in the current proposed budget).
 7. The approximate \$10K annual credit card transaction fee was questioned with respect to the convenience for families to pay tuition.
 8. The low yield of fund-raising activities was contrasted with the desire to involve the parents in EDS activities.

9. In summary, the Finance Committee feels that the 2024 proposed EDS budget is an acceptable plan of using perishable grant funds to partially fund current EDS programs and to accumulate surpluses for future years so that to minimize the effects of tuition increases which may be necessitated by the absence of future grants.

Chesley plans to share the main points of Finance Committee discussion with the EDS Board at their next meeting. It was agreed that timing of future reviews of EDS budgets by the Finance Committee might be enhanced by being earlier in the annual budget cycle.

- **The Finance Committee voted unanimously to recommend to the Vestry that the \$2,300 Rebate on the Diocesan Assessment be allocated to support the Rector's Sabbatical Expenses in 2024.**

ATTACHMENT B

3/16/2024 - Rector's Report

Worship

- Attendance holding pretty steady
- Louise Shipps funeral was executed beautifully, with many, many hands contributing to its success. Both bishops were favorably impressed with staff and volunteer efforts. Special thanks to Chris H, Scotty Timms, and Carter Senf for managing parking on a challenging day
- Lenten worship has been greatly enhanced by service music arranged by Trey Williams.
- Holy Week & Easter preparations moving along nicely. The music directors have done a marvelous job of planning and preparing for the Triduum.
- Altar Guild has two new members, which is a particular blessing for them as the big week approaches.

Staff

- Evyone Washington is expecting the birth of her second child this summer. Bob Taylor, Dorothy Meeks, and I met with her in late February to begin planning for her maternity leave
- The staff have begun to eat lunch together on Wednesdays. There is great rapport and mutual support amongst the staff members.

Formation

- Five adults completed Confirmation preparation in February. 4 will be Confirmed or Received at Christ Church on 4/14. One has opted to wait until the next Episcopal visitation to Holy Trinity, presumably in August of 2025. One other adult, who completed preparation with Fr. Noah 2 years ago, will also be confirmed at that time.
- Ten youths are currently attending Confirmation prep monthly. This course of study will continue with breaks for summer and Christmas until May of next year.
- Lenten Soup Suppers wrap up on Wednesday. Our subject matter has been Christian Virtues for Living a Good Christian Life. We have studied kindness, hope, constancy, and courage. Attendance has been 8-12 each week.

Canterbury

- Programming has focused on Life in Christ, including how to maintain relationships across differences, Christology, Anglican spirituality
- Weekly "Bookend" Bible study in Cooper Library on the Book of Genesis. After Spring Break, we will shift to the Book of Revelation.

Sabbatical

- In April I will focus on getting a contract in place for Sally Franklin's coverage while I am away.
- She will spend Saturday-Monday in Clemson. She will need lodging.
- She will celebrate and preach one service at HT each Sunday and one at St. P on 7/7
- Pastoral Care Committee will be working on support team for Sally+ for non-emergency pastoral care needs.
- The Wardens and staff will provide primary support for all other matters

Jr. Warden's Report - February, 2024

Plumbing, Plumbing, Plumbing – lots of plumbing related matters popped-up in February. New nozzles and parts fixed water flow / pressure issues in both kitchen sinks in the Parish Hall. The nozzle assembly was re-attached to the wall over the pre-wash sink (which had pulled loose). The toilet-flushing issue got resolved in the library (after 3 visits by Around the Clock, we have a new toilet and a repaired vent pipe going through the roof). We have open tickets to resolve a small leak in a hot water pipe in the Mechanical Room under the Narthex. We also have a plumber looking into very low water flow issues at St. Paul's church.

St. Paul's Restoration (status) – no work was completed in February! Tom from TRH Construction said he won't get back to this project until April due to other customer projects. He said he hopes to finish the side of the church facing Queen Street between April and June. He expects to shut down in the summer due to high humidity conditions. As of now he said it will likely take 2-3 additional years for him and his partner Eddie to complete the job! I asked what could be done to expedite things. His 1st thought was for us to hire another company. Then I asked if gathering volunteers from our Parish could help out. He's going to think that over and will let me know. Hopefully he will figure out ways volunteers can help move things along. Otherwise, decisions will need to be made if the Vestry doesn't agree with this timeline. I have NOT found a concrete completion timeline in any documentation I received. The estimate suggests starting timeframes and the statement of work emphasizes days when work can't be completed due to weather conditions.

Roof Insurance Claim (status) – initial response from Church Insurance Company of Vermont advised that holding off on repairs will not affect our good standing with our policy. However, we will lose the depreciated value held back on the claims (\$11.193 total). We also risk paying out of pocket for any increases in costs if we don't start the repairs within 12 months. Finally – any future damage to the roofs would not be covered. This would also hinder claims for interior damage if another event breaches the existing roofs. I'm awaiting a response if we can extend the timeframe the depreciated value would be paid-out beyond 12 months. I'm also awaiting a response about some details pertaining to future claims of other parts of our buildings if the existing roofs are breached prior to being replaced. See pay-out summary on Page 2.

St. Paul's Land Swap Proposal (status) – the developer (John Gumpert) sent word that he wants to finish clearing off the property he recently purchased, as well as get surveys completed, before he'll submit any land-swap proposals (likely 3 +/- months away). Meanwhile 3 Parishioners continue to work to locate accurate property markers (John Wilson, Jim Reed & Chris Heerwagen). This will not only help with the upcoming surveys, but will also give us a better feel for the lay-out of the land to help with our negotiations. We have located 2 key markers that were buried along Elm Street – next we'll use those markers to find the actual borders in the wooded areas that are adjacent to the land bought by the developer. Meeting with Key-Stakeholders will likely happen after we locate the property borders and an offer is in the works.

Trinity Place Landscaping / Mulch / Addison Lane cut-through traffic – awaiting quotes for 3 services from Elias Outdoor Services (the company who won the bid for landscaping at St. Paul's church). 1) Lawn Cutting / Fertilization / Clean-Up for all grass areas tied to Trinity Place. This will be paid via the \$50 increase in football season parking passes. Byron Harder & Jody Hunter want to continue using volunteers to care for the Front Lawn areas along Old Greenville Highway. 2) Mulching the beds around Trinity Place. 3) Creating a natural "barrier" to prevent pedestrian, bicycle and vehicle traffic from cutting through undesignated areas along Addison Lane. ETA for these quotes is mid-March.

Jr. Warden's Report February, 2024 (continued)

Improve Lighting over Choir area in Nave – meeting held with 1 electrical company to date (Golden Grove). Awaiting options / quotes and the need to solicit input from other vendors as well.

Playground Fence Repair (status) – COMPLETED. Oconee Fence installed a lower support beam that runs along the ground along the entire playground fence. EDS covered the costs which matched the estimate received.

Future Items (March and beyond)

St. Paul's church-yard clean-up efforts (Clemson University + Parish volunteers).

Parking Committee – revived effort in the works to expand revenue opportunities to other events taking place in the community – stay tuned for an update next month.

Possible HVAC Unit Swaps – stay tuned.

Porta Potti Concrete Pad – project planned in March.

Expansion Needs – to include EDS and possibly ECW Storage (along with the Choir) – place holder.

Roof Claim Pay-Out Summary;

P1-B1 CHURCH

Replacement Cost Value	\$	44,060.40
Less Recoverable Depreciation	\$	(1,805.43)
Actual Cash Value	\$	42,254.97
Less Deductible	\$	(1,000.00)
Net Claim	\$	41,254.97

P1-B2 EDUCATION BLDG

Replacement Cost Value	\$	102,012.58
Less Recoverable Depreciation	\$	(4,262.91)
Actual Cash Value	\$	97,749.67
Less Deductible	\$	-
Net Claim	\$	97,749.67

P2-B1 ST PAULS CHURCH

Replacement Cost Value	\$	22,481.09
Less Recoverable Depreciation	\$	(3,455.65)
Actual Cash Value	\$	19,025.44
Less Deductible	\$	-
Net Claim	\$	19,025.44

P2-B2 THRIFT STORE

Replacement Cost Value	\$	9,336.39
Less Recoverable Depreciation	\$	(1,669.05)
Actual Cash Value	\$	7,667.34
Less Deductible	\$	-
Net Claim	\$	7,667.34

TOTAL PAYMENT

Replacement Cost Value	\$	177,890.46
Less Recoverable Depreciation	\$	(11,193.04)
Actual Cash Value	\$	166,697.42
Less Deductible	\$	(1,000.00)
Net Claim	\$	165,697.42

ATTACHMENT D

Senior Warden Report March 17, 2024

I have completed my first month of Senior Wardenship. I appreciate all the support and prayers of the Vestry and the Parish as I have waded into another side of Parish Ministry that was not familiar territory.

I am blessed to have a very hard working and congenial Junior Warden in Chris Heerwagen. As you can see from his report, he did not “wade” in but “jumped in with both feet.” As wardens, we have made it a priority to meet with Mtr. Suz twice a month to discuss a variety of issues related to the Parish and our mission. We scheduled our meetings on Wednesdays at 12:30 pm. Since our last Vestry meeting, we met on 2/21/24, 3/6/24 and have a Zoom meeting scheduled for 3/20/24.

I am working closely with Mtr. Suz regarding coverage of the Parish while she is on Sabbatical. She will be on Sabbatical from June 1, 2024 to July 14, 2024. The Rev. Sally Franklin, Fort Mill, SC who recently retired from St. Paul’s Episcopal Church in Fort Mill has agreed to provide worship coverage and one day of pastoral care coverage each week during the Sabbatical. A Parish Committee of Serena DuBose, Chris Heerwagen, and Mel Harriss will assist with Pastoral Care during this time in addition to our Eucharist Visitors. We will be seeking additional members of the Parish who have completed or are willing to complete Safe Church training to assist in providing Pastoral Care visits if needed.

As Bob Taylor, our Treasurer, pointed out we have \$61,232.87 in the Assistant Priest Fund. Ellen Haase has been asked to make a presentation from the Assistant Priest Committee at our April Vestry Meeting. Continue to pray for this Committee, Mtr. Suz, the Vestry and the Parish as we move forward.