



Vestry Meeting August 18, 2024

Present: Rev. Suz Cate (Rector), Chris Heerwagen (Junior Warden), Hap Wheeler, Martha Williams, Will Brown, Andrew Baker, Betty Snowden, Jean Ellen Zavertrnik (via Zoom), Caleb Carroll, Charlie Curtis, Sarah Trice, Jody Hunter.

Absent: Mel Harris, Mark Stokes, Chesley Rowe

Chris Heerwagen, Junior Warden, called the meeting to order.

Opening Prayer/Worship: Mtr. Suz

- Discussion on Chapter 1 *When Church Stops Working*. The Vestry was asked to read Chapter 2 and complete the Study Guide prior to the next Vestry meeting.
- Unity with All Communities (Abel Baptist Church) 10/25/2024 – 10/27/24. Planning Meeting is 8/22/24. Hap Wheeler, Betty Snowden, and Charlie Curtis will attend the planning meeting. See invitation: **ATTACHMENT A**

Call for additions to Agenda: Add Organ Upgrades

- Since the organ upgrade is over \$5000, Vestry approval is needed.
- Upgrades will improve flexibility in conjunction with choir and congregation.
- Monies will come from the Nave Enhancement Fund.
- Approximate cost is \$14,000.
- **Charlie Curtis made a motion to approve the expenditure for organ upgrade. Chris Heerwagen seconded. Motion passed unanimously.**
- Mtr. Suz will communicate with Trey regarding the Vestry approval so Trey can reach out to the company to proceed.

OLD BUSINESS

- Mel Harris, Senior Warden, will report on the status of the Vestry directive to the Endowment Committee on reporting upon her return.
- **Hap Wheeler made a motion to approve June 2024 minutes as distributed. Chris Heerwagen seconded. Motion passed unanimously.**
- Google Drive access for the Vestry team was discussed.

NEW BUSINESS

The Finance Committee's Review of the July 31, 2024 financial statement is summarized below: (via Bob Taylor on Zoom)

1. The decrease of \$20,000 in the Edward Jones account is a transfer to First Citizens checking to maintain a service charge-free checking account.
2. Edward Jones, ECF Investments and ECF Endowment and their earnings will be updated when

Everyone returns.

3. The decrease of \$23,486.61 in the Trinity Place loan resulted from a principle only payment of \$16,251.50 and the principle portion of the July 2nd required month payment.
4. Expenses exceeded Income by \$2,738.36 in July because of the quarterly insurance payment of \$4,991.75. Expenses year-to-date exceeds income year- to-date by \$2,882.00 with both less than budgeted year-to-date mainly due to outreach's early distributions and the quarterly insurance payment.
5. The 2024 Operating SOM appears to be close to being on track for the year.
6. The 2024 Trinity Place SOM is projected to have a surplus for the year.

The Finance Committee recommends the following responses in red to the Recommendations (noted in black) in the Report on 2023 Financial Activities were unanimously approved as a recommendation to the Vestry.

Page 15. There is an out-of-date inventory list from 1981. **A video inventory is in process.**

Page 19. Letter on Housing Allowance is needed each year (see samples pages 28-29). **Will be implemented.**

Page 23. An accounting policy and procedure manual **is in process.**

Page 27. Additional recommendations.

- o Holy Trinity specific manual should be completed with Vestry Minutes of specific financial practices included. **Feasibility of implementation to be determined.**
- o A succession plan for all key office personnel should be developed. **Planned.**
- o A completed new hire checklist should be placed in each employee folder. **Planned.**
- o A schedule should be developed for a periodic insurance review. **Planned.**
- o Accounting practices for EDS should conform with those of the Church. **Agreed.**

The Vestry agreed that the Finance Committee should provide updates (i.e. quarterly) on the status of the items identified above that are being worked and progress made.. It was also noted that these updates should be added to future Vestry Agendas to ensure we do so.

• **Trinity Place**

- o While there is approximately \$79K cash available for the next 9 months of payments, there are no specific recommendations to extend the Doors campaign beyond its scheduled September 2024 ending nor to invite parishioners to make principle only payments to reduce the loan balance prior to negotiating of the interest rate in February 2027. The Finance Committee generally felt that reminders to parishioners of the importance of continued doors contributions would be sufficient.
- o Checking with other parishes and contacting the Diocese has not yet provided clarity to the question of taxes on parking revenues. Since we are using the Diocesan Tax 501 (C)(3) code, it is important to align Holy Trinity's actions with the Diocese.

Hap Wheeler made a motion to accept the Treasurer's Report. Caleb Carroll seconded. Motion passed unanimously.

There was a motion to approve Sarah Trice to fill the Vestry vacancy; seconded by Chris Heerwagon. Motion passed unanimously.

Act in the world as the Body of Christ. Parish-Wide Survey: Hap Wheeler gave an update on the parish-wide survey.

Stewardship Update

Jody Hunter gave an update. Stewardship Kickoff is September 15 with an In Gathering on 10/27. The goal for the 2025 campaign is \$522K up from \$472K in 2024. Caleb Carroll will be responsible for the social media campaign.

Committee Reports – Canterbury Update. Charlie Curtis gave an update from the past year and plans for the upcoming year. **See ATTACHMENT B.**

Reports

- Rector – **See ATTACHMENT C**
- Sr. Warden – **See ATTACHMENT D**
- Jr. Warden – **See ATTACHMENT E**

Next Vestry meeting 9/22/2024. (Original date was 9/15, but changed to avoid conflict with Stewardship kick-off.)

Special Meeting to respond to survey is Thursday, 9/19/2024 @ 5:30

Mtr. Suz gave the closing prayer.

Respectfully submitted,

Martha Williams, who took minutes in the absence of Vestry Clerk Rebecca Eidson; edited by Rebecca Eidson

ATTACHMENT A



Abel Baptist Church

150 Abel Road
Clemson, SC 29631

To the Pastor & Church Family,

Greeting from Pastor Brockman and the Abel Church Family. With great pleasure, we wish to inform you that we will be celebrating "Unity with All Communities" fun day on October 25th – 27th, 2024.

We would like your Church Family to participate with us in this three (3) day event. Our next meeting will be held at Abel Baptist Church on August 22nd, 2024 at 6:30 pm. If you choose to participate, could you please send a representative from your Church to attend this meeting. You will receive more information about the activities that are scheduled for the three (3) day events.

For additional information, please contact Deacon Young at (864) 364 3117.

With Best Wishes,

Abel Church Family,

Mailing Address: P.O. Box 1683 Clemson SC 29633
abelbaptistchurch@att.net



ATTACHMENT B

2023-24 Canterbury Report to the Vestry
Holy Trinity Episcopal Parish
Submitted by Charles Curtis
August 18, 2024

The 2023-24 Canterbury year was a success with our students being quite active and involved in a wide range of church activities. Scotty Timms, Peer Minister coordinates the group with approximately 25 students in the community and an average attendance of 12 at routine meeting activities. Meeting times were moved from Wednesday to Sunday night, which has been well received. They established a Sunday 5pm service prior to their meal and meeting at Holy Trinity. Among their many contributions to the Parish this year, their efforts included:

- Many have assisted with worship services as readers, ELM's and Acolytes,
- Have been Nursery/ Sunday School leaders,
- Helped with parking during Funerals and other times,
- Been involved in the SAME garden,
- Coordinated a service at the Clemson University chapel,
- Singing with the Chancel Choir, and
- Cooked and assisted with the Haiti Fish Fry fund-raiser dinner.

This has been an accomplished year with a group of students sincere about faith and service. Plans being discussed include an "adopt a family/canterbear" type program to further interact with our parish community and cooking a meal for Our Daily Rest in Seneca.

We are blessed as a Parish to have the extra, loving duty of a Canterbury program. Classes start at Clemson August 21, 2024. Planning of activities by the students will begin then.

Respectfully submitted,

Charlie Curtis

ATTACHMENT C

Rector's Report

Worship

- I am grateful for Mother Sally's leadership during my time away
- Summer attendance was typically low, 60-70 during the weeks of one service
- Attendance picked up for the switch back to our regular morning worship schedule for the last two weeks of July, clearing 100 across two services.
- Attendance across three services on 8/4 was 149, reflecting our trend toward increased participation on the first Sunday of each month.
- The Worship Committee reconvened for the first time in many months. It was a good time of reflecting on the summaries provided by the survey team. We also set some short term goals for educating parishioners about liturgical ministries and set a date for our next meeting. The team members are: Mark Stokes (Vestry Rep), Rebecca Bowman, Trey Williams, Cynthia Spejewski (the Music Ministers will rotate their attendance at meetings), Kathy Woodard, Anna McKenna, Jack McKenna, Beth Newton, and Beth Gilmore. We are actively seeking a St. Paul's Representative.

Staff

- Operations continue to run smoothly, week by week
- Evyone's baby, Corbin, was born 7/27
- Rebecca Turner, the finance person at UUFC, is covering many functions in the finance office each week. Dorothy Meeks is our superhero volunteer, spending many hours each week making sure that nothing falls through the cracks while Evyone is away. Wesley Ramey and Stephanie LaGuardia are also assisting with administrative tasks during this time. Many thanks to Dorothy and Bob Taylor for working so diligently with Evyone to prepare for her leave. I would be remiss if I didn't commend Evyone for leaving such good guidance for the team.

Formation

- The Wild Wednesday gatherings of youth from several congregations have provided great fellowship and fun for our young people
- The Adult Formation team: Will Brown, Jim Beddow, and Ellen Haase met on July 22.
 - Ellen will continue Sunday Morning Bible Fellowship, in which participants reflect on the Scriptures appointed for the week through the lens of striving for Christian unity.
 - EfM is struggling to form their group, needing to recruit one more participant for the required minimum of 6.
 - Jim Beddow and I will collaborate on a short-term class on Prayer Book Basics in October-November.
 - Contemplative Outreach will offer a Centering Prayer Workshop on 10/5, open to the community.

- I will lead an Advent Quiet Day in December, sponsored by the DoK. Mary, the Mother of God will be the subject of our reflections.
- Vestry to read and reflect on *When Church Stops Working*, brief conversations on each chapter to be guided by reflection questions provided.

Pastoral Care

- I am grateful for the HT Cares Team, who have been delivering bags of treats and prayers to 30 or so parishioners, sending cards and calling those who have experienced personal loss or sickness, planning for improvement in their ministry, and praying diligently.
- I have made a concentrated effort, since my return, to visit or call each person on the HT Cares concerns list. Additionally, I have busy praying with and accompanying a handful of parishioners with medical issues and interventions.

ATTACHMENT D

Senior Warden Report for August, 2024

Well with the start of school, summer is officially over. I am ending the summer on vacation and will miss this meeting, leaving our Jr Warden in charge. As I well know, when someone is out, others always step up.

July saw Mtr Suz's return from sabbatical and the end of Mtr Sally's time as her replacement. It was good to hear a different voice leading worship and asking why we do things the way we do. That is certainly something that our Parish Wide Mutual Ministry Study (PWMMS) has brought to the top of my mind. Mtr Suz still looks pretty relaxed after her sabbatical and we are grateful for her safe return and the stories that she has shared..

Thank you to Bob Taylor and Dorothy Meeks for their leadership in planning for Eyvone Washington's maternity leave. God's grace with a nudge from Kathy Crouse led Rebecca Turner to our temporary position. She has the degree, the knowledge of church finances from her work with the Unitarian Universalists here in Clemson and the experience of having her children graduate from EDS. Fortunately, our flexibility worked well with her schedule. Eyvone welcomed Corbin on 7/27/24 and plans to return to work at the end of September.

I told Jerae recently that we have made some real progress in reaching young families, obtaining volunteers to teach Sunday School and Confirmation Prep to our children and youth in the last year. I hope that you have all seen other signs of progress and growth in the last year and will share it so that we can all appreciate where we are going as we celebrate 125 years of Holy Trinity, Clemson.

We had a productive meeting on 7/23/24 as we discussed the PWMMS and next steps. It was a long, but very productive meeting and I am grateful to those corporate types—Chesley Rowe, in particular standing up and moving us forward. I look forward to where our next steps will take us as a Vestry and Holy Trinity as a Parish.

If you read the August-September Tempo you know how busy the coming weeks and months will be. Pray that we continue to show love to all as we move through busy times in our Parish and community and difficult times in the nation and the world. I am grateful that we, as Rector and Vestry, continue to focus on taking time to pray at noon.

Peace and Love,
Mel Harriss 8/3/2024

ATTACHMENT E

Jr. Warden's Report

July, 2024

St. Paul's Water Issues – the new water line / meter was finally installed by the town of Pendleton along Queen Street (in the easement). Our contracted plumber (Hicks Plumbing) successfully connected both the church and the Thrift Shop to the new water line, which drastically improved our water pressure issues. He also installed 2 new spigots in the churchyard. The only job pending is to install a new faucet in the sink in the Sacristy at St. Paul's which is corroded and not flowing as much water as it should (eta early August).

St. Paul's Fence Damage – discussions held with the St. Paul's committee and Mother Suz on whether or not we need the old chain link fence that runs along the woods-line on Elm Street to the end of our property. The general consensus is to continue the old / decorative style fence to the culvert about 20 feet inside the woods-line (far enough to thwart people from using the churchyard as a cut-through). Then we could simply remove the damaged chain link fence altogether. Conversations are underway with the Pendleton Historic Foundation on finding matching fencing, along with any code requirements from the town. More to follow.

Roof Insurance Claim (status) – work continued fine-tuning the Scope of Work details for the upcoming quote request packages. The phase 1 bids should go out in August for the Thrift Shop and 2 buildings at Holy Trinity. We have gathered several new options for consideration for the roof at St. Paul's, which will be handled separately due to the need for a structural analysis. We should expect Phase 1 projects to start in September.

St. Paul's Restoration (status) – no change – this project is on-hold pending getting a new roof installed. Still looking to rebid the actual restoration work (painting / wood repairs) later this year. Project likely tracking for re-start in 2025. An update will be sent to the Parish next month via Tempo.

St. Paul's Land Swap Proposal (status) – same status as last month – we have not received any offers from the developer (John Gumpert). Mother Suz has contacted the Diocese for their guidance on how to move forward – we expect to hear something in August now that the bishops are back to their normal duties (this will include advice on working with the town of Pendleton regarding any potential zoning changes in the area).

St. Paul's – Additional Storm / Tree Damage – a historic water oak lost a huge limb in the churchyard that damaged the stairway railing on the south side of the church. Fortunately, no damage was done to the nearby historic tombstones. Tree South removed the limb and provided a quote to remove that tree, along with a bunch of other needed tree work. Due to the amount of the initial quote, other estimates are being solicited. We plan to address any tree issues that pose a threat to the church before installing a new roof. ETA = August.

St. Paul's Committee – the team held its 1st meeting under the leadership of Andrew Baker. Besides getting everyone up to speed on the major initiatives above, discussions took place that confirmed the

need for much needed tree work and a re-look at the process for parishioners to secure a burial plot in the churchyard.

EDS Classroom Expansion – Stephanie LaGuardia (EDS Director) continued to coordinate efforts with Chesley Rowe and Jim Hylkema to finish getting the new 4K classroom ready. Jim installed new light fixtures and helped set-up and secure new furniture / cabinets. Jim worked with a friend of Chesley's (Kane Cloud) to give the hallways on that entire floor a fresh coat of paint. A new electrical outlet was installed in the Art Supply Closet to accommodate the printer. Final preparations will be completed the 1st week of August and the gang fully expects to welcome the expanded student base on August 8th. Again, a special thanks to the entire EDS Team, including Stephanie, Chesley and Jim for taking the lead on this effort!!!

Landscaping / Addison Lane cut-through traffic – Elias Outdoor Services recommended we hold off on this project until October in order to give the existing Rose Bushes and Hydrangeas a better chance of survival when they get moved over to St. Paul's Thrift Shop. The city of Clemson will be given the final plans in August in case they have any concerns (which will include planting Holly Bushes and installing large boulders in the grass by the stairs to better control cut-through traffic). Temporary fencing will be needed to protect the plantings.

AED's / Training – the new batteries and electrode pads were received for the 2 AED units kept at Holy Trinity (since the current items have exceeded their expiration dates). Martha Williams plans to install these items in early August. Then we will order and install the same items that are also expired on the unit stored at St. Paul's. Finally, the Parish will need to decide what training is needed and with whom. Again – a special thanks to Martha and Wesley on this topic!

Parking Update – a "Pay for Parking" proposal was presented to the Finance Committee and Vestry (using a company called Park Thrive). Everyone seems in-favor of giving this service a shot in order to increase parking revenues, but the Finance Committee is looking into tax implications. Hopefully this will receive final approval by the end of August. Meanwhile, preparations for football season continue. In August, the Parking Committee plans to conduct a dry-run of the "Prep Checklist" that was created last month. We are still in the process of (AND STILL NEED – hint hint) getting volunteers to help out on gamedays. Porta Pottis will be ordered in August and delivered about a week before the 1st home game. Zero cars were towed by Death Valley in July.

Few Tidbits – Mark Stokes configured a Wi-Fi node that was installed in the basement ceiling to serve the Canterbury area. Now the entire Parish Hall / Education building has 1 Wi-Fi ID that allows users to carry the signal throughout all 3 floors. Golden Grove Electrical replaced 2 Emergency Light fixtures on the main level of the Parish Hall that were not working properly. Jim Hylkema fixed the base of the Pastoral Candle Holder so it won't tarnish / scratch the floors in the Nave. The Jr. Warden helped with the funeral reception for Sally Mathieson.

Future Items (August and beyond)

1. Nave Audio / Hearing Impaired System fixes – Chris met with Mark Stokes in July – we have contacted our equipment manufacturers and will try some configuration changes in early August.

2. Improved Lighting over Choir area – no updates in July (plan to discuss with Mother Suz in August).
3. Security Committee – initial meeting still needs to be scheduled (eta August).
4. Master Door Keys – still need a few Vestry members to connect with Wesley to get a master exterior key needed to secure the buildings on Sundays.
5. St. Paul's Committee – 2nd meeting is scheduled on September 5th (Andrew Baker leading).
6. Possible HVAC Unit Swaps – awaiting quote to replace the unit in the Sacristy – no change.
7. Choir expansion Needs – possibly designate a 2nd room for Choir storage (Charlie Curtis) – place holder.