



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

Vestry Meeting May 26, 2024

PRESENT: Rev. Suz Cate (Rector), Mel Harriss (Senior Warden), Chris Heerwagen (Junior Warden), Bob Taylor (Treasurer), Hap Wheeler, Martha Williams, Andrew Baker, Betty Snowden, Charlie Curtis, Caleb Carroll, Will Brown, Jody Hunter, Mark Stokes

ABSENT: Chesley Rowe, Jean Ellen Zavertrnik, Sarah Trice

GUESTS: Harry Morse, Bill Hurst

OPENING PRAYER: Mother Suz Cate

CALL FOR ADDITIONS TO THE AGENDA: None

WELCOME NEW MEMBERS AND VISITORS: Mel Harriss welcomed new Vestry members Caleb Carroll and Will Brown. She also welcomed guests from the Parish Survey Committee - Harry Morse and Bill Hurst.

OLD BUSINESS:

1. **Approval of April 2024 Minutes:** Chris Heerwagen made a motion to approve the April 2024 Vestry minutes; seconded by Martha Williams. **Motion passed unanimously.**
2. **Review of Norms:** For the benefit of new Vestry Members, Mel Harriss reviewed the meeting norms for the Vestry, which include praying for guidance, love, positivity, speaking truth with love, highest standards of integrity, honesty, establishing a culture of trust, keeping confidences, positive intent, and more.

NEW BUSINESS:

1. **Treasurer's Report [Bob Taylor] – See ATTACHMENT A for details.** Bob's report consisted of a review of the April 30, 2024 financial statements; request for approval of a revision to the Parish's Expenditure Policy; and a recommended plan for the Financial Administrator's Maternity Leave.
 - a. The proposed **Revised Holy Trinity Expenditure Policy** was provided to the Vestry at the April meeting for review and input. Because the request for the adoption of the revised policy comes to the Vestry in the form of a motion from the Finance Committee, it needs no second. There was no discussion. **A vote was taken and the motion passed unanimously.**
 - b. For the past three months, planning for Evyone's maternity leave has been in process. The Finance Committee recommended a plan to cover her duties with a tentative budget of

\$14,000 to be paid from a 2024 scheduled \$8,000 surplus in Staff Salaries & Benefits and an overage of \$6,000 to be taken from the 2024 Reserves interest of \$10,284.22. A general overview of the **Finance Administrator's Maternity Leave Plan** is summarized in ATTACHMENT A. Because the request comes to the Vestry in the form of a motion from the Finance Committee, it needs no second. There was some discussion, particularly expressing favor for having current employees and parishioners perform most of her duties, which creates much-needed redundancies. **A vote was taken and the motion passed unanimously.**

- c. Martha Williams made a motion to accept and **approve the Treasurer's Report**; seconded by Charlie Curtis. **A vote was taken and the motion passed unanimously.**
2. **Vestry Directive to HT Endowment Committee - SEE ATTACHMENT B:** The Vestry discussed if, when, and how funds generated by our endowments can be used in the annual Statement of Mission budgeting process. All agreed to think about this before the next meeting and consider whether or not the Vestry should provide a directive to the Endowment Committee to provide earnings information and recommendations to the Vestry by a certain date each year in order to facilitate planning and budgeting. This will be an agenda item at the June meeting.
3. **Appointment of St. Paul's Committee Chair—Andrew Baker:** Charlie Curtis made a motion to appoint Andrew Baker as chair of the St. Paul's Committee; seconded by Betty Snowden. **The motion passed unanimously.** Chris Heerwagon noted a lot of the attention needed by St. Paul falls under the work of the Junior Warden, and he and Andrew will work closely together.
4. **Parish-wide Survey Update:** Vestry members were given the opportunity to comment on the raw data from the Parish-wide survey, which was provided by the ad-hoc Survey Committee. Members of the Survey Committee were present to answer questions. The next step is to determine how best to summarize and share the results with the Parish, as well as to determine how the survey information can inform our planning as we look to the future. Mother Suz gave each Vestry member a book titled: "When Church Stops Working: A Future for Your Congregation Beyond More Money, Programs, and Innovation" by Blair D. Bertrand and Andrew Root, and asked them to read it during the summer to gain insights, ideas, and inspiration as we move forward in planning for a changing world. She said it might provide a framework for the data generated by the Parish Survey. Mtr. Suz thanked the Survey Committee for their hard work in developing, administering, and summarizing the feedback from the survey.
5. **Approval of Episcopal Day School (EDS) room changes:** The room currently used for the EDS Chapel needs to be converted into a classroom for 4K students due to growing enrollment. EDS Chapel will now be held in Parish Hall. Current projected enrollment for the next school year is 60+ students. Betty Snowden made a motion to approve the change; seconded by Caleb Carroll. **A vote was taken and the motion passed unanimously.** Chris Heerwagon said Chesley Row will take the lead on the project to determine what modifications are needed to make the room classroom-ready. Mtr. Suz added that we are working on a plan for weekday use of the Parish Hall that will enable us to maximize usage for both Parishioner activities and EDS during the week.

REPORTS:

1. **Rector's Report (Mtr. Suz) – See ATTACHMENT C:** Mtr. Suz emphasized a point in her report about the need to focus on our committee structure and leadership development. During Covid, there were breakdowns in our committee structure. Some of our committees emerged from the pandemic and are functioning well; others have not recovered. Feedback from the Parish Survey will be useful as we address these needs.
2. **Jr. Warden's Report (Chris Heerwagon) – See ATTACHMENT D:** Chris briefly reviewed parts of his report. He emphasized that we have halted painting St. Paul's until we can replace the roof and find a new painting contractor. There was also brief discussion about a developer's desire to purchase a portion of the land at St. Paul's, but no proposal has been put forth. We are consulting with the Diocese on this topic.
3. **Sr Warden's Report (Mel Harriss) - See ATTACHMENT E:** Mel assured the Vestry that a solid plan is in place for covering parish needs while Mtr. Suz is on Sabbatical. All wished Mtr. Suz well as she begins her Sabbatical tomorrow.

NEXT VESTRY MEETING – 16 June 2024, in person following 10 am service with Zoom available.

CLOSING PRAYER - Mel Harriss

Respectfully Submitted,

Rebecca Eidson, Clerk to the Vestry

**Treasurer's Report to the Vestry
Bob Taylor, May 26, 2024**

In this report consist of:

- A review of the April 30, 2024 financial statements.
- Request approval of a revision to the Parish's Expenditure Policy
- A recommended plan for the Financial Administrator's Maternity Leave

Since there are no crucial action items and the 2024 SOM's appear on schedule, there was not be an in-person May 2024 Finance Committee Meeting. Financial business was conducted via several email exchanges.

- **The Finance Committee's Review of the April 30, 2024 financial statements (pages 3-7) is summarized as:**
 1. The 2024 Operating SOM and the 2024 Trinity Place SOM appear to be on track four months into the year.
 2. Expenses exceeded income in April by \$1,442.28 (**page 6**) with the main expense overages occurring in quarterly payments of Maintenance Contracts (**page 5**).
 3. Through April 30th, income has exceeded expenses by \$4,559.03 (**page 6**) mainly because the Outreach Committee has not distributed any of its funded budget (**page 5**).
 4. Prepaid pledges have continued to increase (**page 3**), and the monthly infusions of these prepaid pledges will continue to reduce the deficit income in the coming months.
 5. Most operating budgets are within a few hundred dollars on year to date. Some exceptions are:
 - Direct Outreach, \$10,000 under budget (**page 5**) – no 2024 expenditures yet.
 - Salaries and Benefits, \$1,764.57 (**page 5**) under budget.
 6. Football Parking revenues are beginning to arrive (**page 7**), and the current cash balance in the Trinity Place Fund is approximately \$42K.
- **The proposed Revised Holy Trinity Expenditure Policy was provided to the Vestry at the April meeting for review and input. Page 8 is the existing Expenditure Policy (Vestry approved in 2018). Page 9 is the revised Expenditure Policy which the Finance Committee recommends for adoption by the Vestry.**
- **For the past 3 months, planning for Evyone's Maternity Leave has been in process. At this time, the Vestry is asked to authorize the plan with a tentative budget of \$14,000 to be paid from a 2024 scheduled \$8,000 surplus in Staff Salaries & Benefits and an overage of \$6,000 to be taken from the 2024 Reserves interest of \$10,284.22. A general overview of the plan is summarized as:**
 - Tentative planning is for the leave to be eight weeks beginning August 1, 2024, barring no complications in the pregnancy.
 - The leave will be with regular pay for these 8 weeks. Additional leave during the pregnancy or after the delivery may make use of sick leave and vacation days.
 - Mother Suz checked with the Diocese and other parishes on how maternity leave has been handled elsewhere. A few responses reported hiring temporary bookkeepers.
 - Plans are being made on
 - Essential tasks which will need to be covered by someone during Evyone's absence.

- Tasks which could be delayed during Evyone's absence.
- With respect to previous bullet point, item 1, the payroll is probably the most crucial. Tentative plans would be for Stephanie LaGuardia to assume this duty and be paid a bonus for the extra work. Ideally, Stephanie could do May, June and July's payroll under Evyone's supervision before being tasked with being totally responsible for August and September's payroll. For this extra work, Stephanie will be paid \$200 per day bonus pay from the HT operating budget.
- A temporary worker will be hired for July, August and September to handle the many of the daily tasks. The temporary worker could come from the parishioners (with an announcement of the planned temp going out with an invitation for a parishioner to take this paid temporary assignment).
- The payment of invoices, bank deposits, check preparation, financial statements, investments, stock gifts are items will likely occur during Evyone's absence and must be planned. These will be handled by a combination of Wesley, Suz, the Temporary Employee, the Assistant Treasurer and the Treasurer. If the work by Wesley results in overtime work, then a bonus pay will be included for him.
- The advantage of Stephanie, Wesley and a possible HT parishioner being trained on these tasks will be the back-up plans for office work as needed in the future.
- A list of Evyone's duties is included in the following:

Summary of Evyone's duties is on pages 10-12.

ATTACHMENT B

To: Holy Trinity Endowment Committee (via Ron McGimpsey, Chair)

From: Holy Trinity Vestry (via Mel Harriss, Senior Warden)

The Vestry was very pleased to receive the Endowment Committee Report at its February 2024 meeting. For better financial planning for 2025, we would like to schedule the annual report from the Endowment Committee for the November 2024 Vestry meeting. The stewardship campaign is typically completed in October, and the financial planning for 2025 will begin in November.

With the timing of the ECF reports, it will be acceptable for the annual report from the Endowment Committee to be based on the 3rd quarter ECF statement, ending September 30. Since the Vestry typically meeting on the 3rd Sunday in November, this would allow more than a month for the Endowment Committee to finalize its annual report to the Vestry.

In accordance with the 2015 Endowment Committee operational procedures, we request that the annual report include:

1. Total Earnings available for spending, separated by the three buckets – Holy Trinity Premises. St. Paul's and Holy Trinity Missions.
2. Earnings for the past 12 months which would be available for 2025 financial planning.
3. A recommendation from the Endowment Committee as to the portion of the 12 month's earnings which should be reinvested for growth and the portion which could be used for 2025 financial disbursements.
4. An overview of the Endowment holdings over the past few years.

The procedure for possible disbursements would follow the spending rules section (copied below) of the Vestry Approved 2015 Revised Endowment Fund Description.

Expendable funds will be determined on the basis of a total return principle and will not be dependent upon income generated through interest or dividends.

- The funds available for distribution during any one year will be limited to a percentage of the market value of the corpus.
- The market value for purposes of this calculation is defined as a three-year rolling average market value of the corpus, based on measures taken at the end of each of the preceding twelve quarters. The market value for this purpose will be taken net of the fees for investment management.

All other expenditures, whether in categories 1) or 2) above, will be taken from funds designated as available for distribution on the basis of this defined formula.

The percentage of the corpus to be made available shall be determined each year by the BOARD, in consultation with the investment managers. Market performance of the portfolio will be an important consideration in setting the spending percentage for the FUND. However, it will be the goal of the BOARD to grow, or at least maintain, the purchasing power of the FUND, taking inflationary effects into account.

Any unexpended funds from those available for distribution in a given year will be accrued and will continue to be considered "available for distribution" in subsequent years, unless otherwise designated by action of the BOARD, with the approval of the Vestry.

A spending resolution such as the following suggested *pro forma* resolution will be required in order to spend funds from the Endowment that are designated as the current year's Expendable Funds.

ATTACHMENT C

Rector's Report to Vestry for 5/26/2024

Worship

- Attendance has been steady at 98-112 since late April (across all services)
 - 8:00 attendance is decreasing this year, with a low at 8 on January 18. On 11 Sundays of 17 when we had 8:00 services the number in attendance was less than 20. This is a trend to keep an eye on.
 - First Sundays are still drawing the largest congregation each month at 10:30.
 - Evensong for Pentecost = 52 in attendance
- 5:00 Comfy Church is on hiatus until September. It did not draw many families, but several parishioners attended regularly each week, in addition to a handful of Canterbury students.
- Altar Guild has picked up 3 new members this year
- Choirs are going strong
- Ethan Carroll serves weekly as an acolyte and encourages his peers to serve, as well
- 3 Canterbury students have been licensed to serve as EMs, one of whom lives in Easley and will be serving through the summer months

Staff

- Wesley Ramey has been with us one year
- Evyone Washington is coming up on her second anniversary with us, about the time she goes on maternity leave
 - Planning is progressing very well for Evyone's maternity leave
 - Special thanks to Bob Taylor and Dorothy Meeks for working so diligently to make sure there is continuity of service in the financial office while Evyone is on leave.
- Jerae continues to support families and fellowship opportunities at Holy Trinity with creativity and dedication
 - Cinco de Mayo lunch & baby shower was a great success
 - Coffee fellowship each Sunday
 - Breakfast team coordination
 - Pentecost Picnic was fabulous—over 50 people in attendance!

Parish Hall Setup and Usage

Jerae has been working with Stephanie LaGuardia and me to develop a plan for configuring the Parish Hall for most effective regular use. The plan is establish a "Fellowship Zone" and a "Kids' Zone" in the Parish Hall. The Fellowship Zone will feature a regular setup of round tables for fellowship on the north end of the Parish Hall, with serving tables along the east wall. The Kids' Zone, the southern half of the Parish Hall, will remain mostly open to provide the children of the parish a free and open space for creative and cooperative play, learning, and worship. EDS and Family Ministry will each have their designated cabinets with doors on either side of the space for storing toys and supplies. The center wall will be configured as an altar space for use by EDS for chapel time and by Sunday School/Children's Church on Sundays. This concept will be implemented during the summer weeks.

Sabbatical Time

This is my last Sunday before leaving for Sabbatical. I believe that the Wardens, the staff, and ministry leaders for worship and pastoral care are well-prepared for my time away. We met by Zoom with Sally earlier this week to make introductions and to work out logistical concerns. If you have any questions, please be sure to bring them to my attention this week, or to the attention of the Wardens at any time. Sally is an experienced and skillful priest, who will attend to the needs of the parish very well.

One of the logistical details that concerns the Vestry is the opening of the church buildings on Sunday morning. The Wardens and I discussed this necessity, and we concluded that the simplest procedure would be for the Vestry Security person of the day to come early enough on Sunday morning to open and unlock the Narthex doors and the EDS entry. The Altar Guild, Ushers, and priest will prepare the space for worship as usual.

Focus for Fall

When we convene to work through the survey results in August, I believe that a key issue that we will need to address is the need for leadership development in the parish. Now that building projects and enhancements are not pressing, I think that we would do well to address some of the deficits we're seeing in engagement and active ministry. This will be an effort for our combined gifts and responsibilities to address. Our committee structures are, in several cases, not robust. We will need to work toward building up the Body for the work of the mission, bringing new members into the work of ministry and encouraging long-term members to participate by mentoring and sharing wisdom.

ATTACHMENT D:

Junior Warden's Report

Plumbing – I met with the Public Works Director (James Ford) for the town of Pendleton at St. Paul's to review the low water pressure issue. The town will replace our out-dated half-inch corroded supply line with a brand new 1-inch flex supply line – at no cost. The new line will be installed in the easement along Queen Street (as opposed to running through the woods like the current supply line). However, the town will install a new water meter in-accord with how water meters get installed in today's guidelines. This means we will have to incur the cost to run a line from the new meter near the sidewalk to where our old meter ties into the lines that feed the church as well as the thrift shop. I'm awaiting bids on those costs (along with getting new spigots installed to serve the churchyard. ETA for completion is likely June.

Irrigation System – Zone 18 issue resolved - evidently when the stoop was built exiting the Parish Hall Fire Door onto the Lawn, the workers buried an active sprinkler head under the masonry step. Jim Hylkema dug down to the feeder line and capped off the line feeding the sprinkler head that was buried since it wasn't serving a purpose anymore. Another leak was detected in the lawn by the garden in front of the church. A service call has been placed to Rain-Maker to get that resolved (Jim Hylkema dug-out that line to reduce costs).

St. Paul's Restoration (status) – I spoke with several Subject Matter Experts (SMEs) about restoring / painting historic buildings (from Historic Societies as well as Clemson University). General consensus is that we should address the roof 1st, then come back to the restoration project after the new roof is in-place. I advised TRH Construction their work is on-hold until further notice (citing the roof replacement taking priority). TRH sounded relieved as they indicated they have many other customers waiting on their services. I have also been given several names of other painting / restoration companies with experience working on historic buildings. I plan to re-bid this entire project after the roof work gets completed. I also received an offer to assist with the project management of this effort at no cost to our church from Preservation South (Kyle Campbell). Next step involves meeting with roofing companies to assess needs and solicit quotes / bids – eta June.

Roof Insurance Claim (status) – the Vestry voted to move forward with roof replacements on all 4 buildings at the meeting in April. No further update – I need to start putting together request for quote packages and will likely start with the Thrift Shop. Special considerations will be given to the roof on St. Paul's church to look into options that will best resemble how the roof looked when the building was 1st built (and to address potential structural issues since the current roof is sagging on both sides). ETA likely June for the next major update.

St. Paul's Land Swap Proposal (status) – no changes as far as we still have not received any official offers from the developer (John Gumpert). The Town of Pendleton held a meeting at Town Hall in April, with the intent of soliciting public input on several design concepts (that would establish new zoning guidelines in the areas that surround our church). Mother Suz, Mel Harriss, John & Boo Wilson, Serena DuBose and myself attended the meeting. Concerns were noted about these design concepts assuming our land by the railroad would be available for use as a road, along with potential buildings being sandwiched in the mix (perhaps too close for our comfort). Mother Suz has contacted Canon Stephen Rhoades at the Diocese for input on next steps (the good news is he has prior experience as a land-development attorney) – stay tuned.

Improve Lighting over Choir area in Nave – no change to report – still awaiting a quote / recommendation from Golden Grove Electrical when they come on-site to repair lights up in the eave of the Parish Hall. I'm hoping the repair work will happen in May (which has been approved by the Finance committee).

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

Trinity Place Landscaping / Mulch / Addison Lane cut-through traffic – the lawn care for Trinity Place started in late April and will continue through October. The Finance Committee approved the quote to have mulch spread across Trinity Place, and we will see that job completed in May. I expect a revised quote to help create a natural barrier (with a designated walk-way) in the island adjacent to Addison Way. The intent is to prevent our plants from being trampled by both pedestrian and bicycle traffic. More to follow on that next month.

Elevator Cease and Desist Notice – the office received a Cease and Desist notice from the State of SC to stop using our elevator immediately due to failure to file an annual inspection. I contacted Suncoast Elevators who handles our inspections and yes, we were well overdue. Evidently notification to schedule the inspection was sent to Lynne Farmer's email address back in December 2022. Within a few hours, Suncoast Elevator worked with the state to have the Cease and Desist rescinded, allowing full use of the elevator. The inspection took place on April 30th and we are now working to resolve 3 noted issues (all minor – related to posting inspections and testing results). The deadline to satisfy these issues is May 30th.

Nave Audio / Hearing Impaired System – discussions / initial meeting took place between Will Cate, Mark Stokes and myself. We're contacting a company who provided a quote back in 2020 to help resolve our issues. We hope to meet on-site in May to review all issues and discuss adding a microphone over the Choir.

Parking Update – the parking committee decided to keep our parking lots free of charge (1st come 1st serve) for the MusicFest weekend. The main reason was due to the fact that Clemson University, the City of Clemson and all surrounding churches were also giving away free parking that weekend. However, we kept the rear / upper lot reserved for the Refugee event taking place in the Parish Hall that Saturday. Preparations for the upcoming football season are well underway – all 100 spaces are now accounted for and 27 payments were received as of the end of April. June 1st is the deadline for the remaining patrons to be paid in-full. The Pavilion has also been reserved for 2 / 7 games as of April 30th (\$350 per game). Next month the committee will address any changes in rates for merchant parking for 2025. We will also discuss changing verbiage in our contract to only provide 90-day notice for future rate changes (versus the current 6-month notification requirement). We will also start exploring Pay for Park options knowing both the City and the University plan to unveil new "pay as you go" systems soon. Wesley received a report from Death Valley Towing – a total of 3 vehicles were towed in April.

Future Items (May and beyond)

1. Security Committee – initial meeting to be scheduled late May / early June.
2. Master Door Keys – still need Vestry members to connect with Wesley to get a master exterior key needed to secure the buildings on Sundays.
3. St. Paul's Committee – as of the end of April, we're still looking for a lead since Mike Diemer stepped down due to schedule overload.
4. St. Paul's church-yard clean-up efforts (Clemson University + Parish volunteers) – contact info received from Clemson University – no update here.
5. Possible HVAC Unit Swaps – no update to report here.
6. Floor Repairs (minor) – Parish Hallway outside Kitchen (Harris Flooring RESOLVED this issue in April).
7. EDS expansion needs – Stephanie looking to add a classroom ahead of Fall semester.
8. Choir expansion Needs – possibly designate a 2nd room for Choir storage (Charlie Curtis) – place holder.

ATTACHMENT E

Senior Warden Report 5/26/2024

The past month has been very busy. Volunteers assisted Mtr Suz with preparing and serving lunch to Canterbury and friends for 4 days during exam week—4/30/24-5/2/24 with 8 students participating. I was blessed to be able to serve 3 days and get to know our college students better and welcome their friends to Holy Trinity.

The Taco lunch, Baby Shower and Youth Group going to Oasis Golf made for a very busy and rich, full, Sunday following morning worship service on 5/5/24. That doesn't include the St Paul's service at 5 pm. If you haven't volunteered to chaperone a Youth Activity—you are missing out. Our young people are amazing!

Kathy Woodard did a wonderful job facilitating the parent and youth meeting on 5/8/24 to assist Jerae and the Parish Life Committee with planning for the fall. A second meeting was held for the parents of young children on 5/15/24 with childcare provided that also provided needed information for planning.

Trey Williams presented a request for organ enhancements that was forwarded to members of the Nave Enhancement Fund Raisers. With their approval, he is seeking estimates for the cost of the enhancements. Depending on the estimates, the Nave Enhancement Fund will be available to cover the cost with Vestry approval.

Mtr Suz has continued to meet with the wardens and we met on 5/1/24 and 5/16/24 as planning for her sabbatical continues. On 5/23/24 a Zoom meeting was held with Mtr Sally Franklin, Mtr Suz, Jim Hylkema, Evyone Washington, Wesley Ramey, Jerae Wallace, Chris Heerwagen, Hap Wheeler, Serena DuBose, and myself. Plans were reviewed and introductions made. Mtr Sally reports she is excited to reconnect with Holy Trinity after 40 years away.

Pentecost Sunday included the election of 2 new Vestry Members at St Paul's and the Picnic at Holy Trinity due to wet weather. We are very pleased to welcome Caleb Carroll and Will Brown to the Vestry.

You have received the Survey Report from Hap Wheeler, Andrew Baker, Kathy Crouse and Mel Harriss. There is a lot of information and comments that suggest strong feelings in the Parish. Please prayerfully consider your words and actions as we move forward. My prayer is that this information makes us stronger and more loving to ourselves and others.