



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

**Vestry Meeting December 22, 2024, 11:45 AM, Vestry Conference Room**

**PRESENT:** Rev. Suz Cate (Rector), Mel Harriss (Senior Warden), Chris Heerwagen via Zoom (Junior Warden), Bob Taylor (Treasurer), Hap Wheeler, Martha Williams, Katherine Sosebee, Betty Snowden via Zoom, Charlie Curtis, Chesley Rowe, Jean Ellen Zavertnik, Mark Stokes, Sarah Trice, Jody Hunter.

**ABSENT:** Will Brown, Andrew Baker

**OPENING WORSHIP:** Mtr. Suz

**OLD BUSINESS**

1. **Approval of November Minutes:** Jody Hunter made a motion to approve the minutes from the November meeting; seconded by Hap Wheeler. Motion passed unanimously.

**NEW BUSINESS**

1. **Treasurer's Report** [Bob Taylor]: See **ATTACHMENT A**, which provides the following information: An informational item on accounting for the Haiti Fund; A brief review of the November 30, 2024 financial statements; The almost final draft of the 2025 Operating SOM; Improving the accounting of bartered catered meals by Palmetto Smokehouse; and Assistant Rector Funding Analysis by Ellen Haase, Chair, Assistant Rector Committee. **Details of the Treasurer's Report in ATTACHMENT A were discussed and/or voted on as follows:**
  - a. **A Recommendation from the Parking Committee to the Vestry, September 22, 2024.** The Parking Committee recommends that the Vestry approves an expense of \$85 per game from the Trinity Place Fund for the Holy Trinity Youths in helping with game-day football parking on the Church's grounds for the 2024 Clemson football season. The Holy Trinity Youths were very effective in helping with the football parking for the first Clemson game on September 7, specifically with the post-game day clean-up duties – something that most people don't want to sign-up to be part of (the youth are the unsung heroes making the place clean after the fact). The cumulative funds from the \$85 per game will be under the jurisdiction of ParishLife Coordinator Jerae Wallace and is intended to be a reward (food and/or activities) for the Holy Trinity youths. A brief report on the enhancement of youth activities resulting from these cumulative funds for the 2024 football season will be conveyed to the Vestry at the end of the calendar year. When the expense for the enhancement of youth activities occurs, it will be recorded as payment for Holy Trinity's Youth assistance in Clemson football parking at Holy Trinity, a one time entry.
    - i. ***A motion made to approve an expense of \$85 per game from the Trinity Place Fund for the Holy Trinity Youths in helping with game-day football parking. The motion was seconded; motion passed unanimously.***

- ii. Charlie Curtis made a motion to write a letter of appreciation to the Parking Committee; seconded by Sara Trice. Motion passed unanimously. Mel Harriss will write the letter on behalf of the Vestry.*
- b. **Haiti - salaries for teachers:** Holy Trinity honors a longstanding commitment to use funds designated for Haiti to help pay salaries of teachers in Haiti. The funds are sent to Summits Education for this purpose. Charlie Curtis asked if we could check to be sure the funds are still flowing despite the state of emergency that currently exists in Haiti. Hap Wheeler offered to check with Earl Burch to see if he has any information and/or can check for us.
- c. **Recommended Amendment to the previously-approved Vestry motion is for a 65%(EDS)/35%(HT Operating) split on payment of the Cleaning Service:** The 65/35 is embedded in the draft of the 2025 Statement of Mission, as well as the 50/50 split on handi-person/sexton
  - i. Motion from the Finance Committee; no second needed, motion approved unanimously.*
- d. **Review of proposed 2025 Statement of Mission (Budget):** Bob reported that he had received Vestry feedback on the draft of the Statement of Mission (2025 budget) that was distributed at the November Vestry meeting. Narrative feedback details are included in ATTACHMENT A. Hap Wheeler expressed his belief that the church needed to make more of an effort to budget ten percent for outreach and asked that we make a strong effort to move in that direction in the future. Work on the Statement of Mission continues and will be finalized for vote at the January Vestry meeting.
- e. **Housing Allowance:** The Rector's housing allowance of \$38,000 in the 2024 budget is proposed at \$39,200 in the 2025 budget. The last two audit review teams strongly recommended an annual vote by the Vestry on the housing allowance and a signed letter from the Senior Warden to be sent to the Diocese.
  - i. The Finance Committee set forth a motion to establish an annual vote on the housing allowance, followed up by a signed letter from the Senior Warden for files and the Diocese. As a recommendation from the Finance Committee, no second is needed. Motion approved unanimously. Mel Harriss will prepare the appropriate form/letter for the Diocese.*
- f. **Catering Exchange for Parking:** We have difficulty obtaining the required paperwork from the owner of Palmetto Smokehouse for the catering he provides in exchange for parking in Trinity Place. It is an excellent relationship and service to the benefit of both Holy Trinity and Palmetto Smokehouse. In an effort to move forward and alleviate the paperwork issues, the following action was taken by the Vestry:
  - i. Charlie made a motion that we have a catering exchange for parking with Palmetto Smokehouse, and included in the motion that Holy Trinity personnel arranging a catered event meal must provide (at the time of the arrangement) a written document to the Finance Committee detailing the agreement with Palmetto Smokehouse with respect to the total cost, the number of meals, and price per meal for the event and the program or mission responsible for the meal. After the event, a report on the number of attendees at the event and an evaluation of the Smokehouse catered meal should be sent to the Finance Committee. Martha Williams seconded the motion. Motion passed unanimously.*

- g. Charlie Curtis made a motion to accept the Treasurer's Report; seconded by Jody Hunter, motion passed unanimously.*
2. **Appreciation for Cynthia Spejewski:** *Charlie Curtis made a motion for the Vestry to express formal appreciation to Cynthia Spejewski for her phenomenal work with the Children's Choir; Sara Trice seconded the motion. Motion passed unanimously. A letter of appreciation will be prepared.*
  3. **Schedule of Elections for New Vestry Members:** The nominees to fill the Vestry vacancies for 2025 are Betty Baldwin, Lori Graham, Bill Loeffler and Sarah Trice. We have not yet identified anyone to serve on the Episcopal Day School Board or to serve as Diocesan Delegate. Please email Mtr. Suz ideas/names. Our plan is to have the Vestry election ballot ready to send out the first week in January, 2025.
  4. **Discussion of the Mutual Ministries Survey Results: (MMS to be presented at the Annual Parish Meeting in January):** The updated summary and action plan was distributed before the meeting and discussed during the meeting. The Vestry came to consensus that the content was appropriate. Hap Wheeler volunteered to handle the final copy editing. It will include an introduction, summary, data section, and action plan. Any questions that arise from parishioners can be funnelled to appropriate Vestry liaison or Committee Chair. If more input is required, we can hold focus groups or seek assistance from the Diocesan staff member responsible for Congregational Development. We also plan to send the full report and all the raw data to the Diocese. Chris Heerwagon suggested the Vestry go through an exercise to determine what lessons we have learned from this process in an effort to ensure continuous improvement in these matters as we move forward. The Vestry also discussed the need to refer back to the survey results in setting priorities for the Vestry and Parish Ministries in the future.
  5. **Proposed Amendment to the Parish Bylaws: See ATTACHMENT B:** If four people are not elected to Vestry at the annual meeting, the proposed amendment allows the Vestry to appoint new members to fill those vacancies.
    - a. *Charlie Curtis made a motion to approve the amendment to the Bylaws as stated in ATTACHMENT B; seconded by Hap Wheeler. Motion passed unanimously and now will go to the Parish Meeting for vote by the Parish.*
  6. **Junior Warden's Report: See ATTACHMENT C:** Chris Heerwagon highlighted some aspects of the report; specifically:
    - a. **Hiring of Sexton Status:** Still seeking to fill this position.
    - b. **Pay for Park Decision Needed:** The Parking Committee is anxious for approval on this recommendation, and the Diocese has not yet provided guidance related to the tax implications. Mel Harris agreed to talk to Bob Taylor about obtaining a professional opinion from a local tax accountant so we can make a final decision.
    - c. **Air Conditioner Replacement for Sacristy:** Chris said it will cost approximately \$6500 to replace it. Money has been set aside for this purpose.
      - i. *Chesley Rowe made a motion to approve the funding for the a/c replacement in the Sacristy; seconded by Charlie Curtis. Motion passed unanimously.*
    - d. **Team of Ministers:** Chris is looking for volunteers to serve on a Team of Ministers who are willing to help with small projects related to buildings and grounds. He will continue to seek assistance in HT Notes and Sunday Announcements.

7. **Rector's Report:** See ATTACHMENT D
8. **Senior Warden's Report:** See ATTACHMENT E
9. **Stewardship Update:** Jody Hunter reported that we have received 97 pledges for a total of \$457,965 pledged thus far. Our goal is \$522,000. They are following up with those who pledged last year but not yet this year, and they also will send out a thank you to those who have pledged and ask everyone for support in meeting our goal.
10. **Next Vestry Meeting:** January 19, 2025 following the 10:30 Service.
11. **Annual Parish Meeting:** January 26, 2025 following the 10:30 Service.

Respectfully Submitted,

Rebecca Eidson, Clerk to the Vestry

## ATTACHMENT A

### Treasurer's Report to the Vestry Bob Taylor, December 22, 2024

This report has:

- An informational item on accounting for the Haiti Fund (page 5).
  - A brief review of the November 30, 2024 financial statements (pages 6-10).
  - The almost final draft of the 2025 Operating SOM (pages 12-14).
  - Improving the accounting of bartered catered meals by Palmetto Smokehouse (pages 15-16).
  - Assistant Rector Funding Analysis by Ellen Haase, Chair, Assistant Rector Committee (pages 17-19).
- **An accounting form for the Haiti Fund (see page 5) is near completion which should provide the Vestry a quick overview and help coordinate Haiti activities by the Outreach Committee.**
  - **The Finance Committee's Review of the November 30, 2024, financial statements (pages 6-10) was very brief and is summarized by the following comments:**
    1. The increase of \$12,687.37 in the Operating Fund (page 7) resulted by November's income (page 8) exceeding November's expenses (page 9) by \$12,687.37.
    2. The Reserve Fund (page 7) has increased by almost \$100K over the past year. Part of the increase was the transfer of \$45K for 2023 Operating Surplus to the Reserve Fund to replenish funds which had to be emergency used previously (Nave HVAC, pledge shortages, etc). The other increases in the Reserve Fund included approximately \$30K Edward Jones earnings and \$25K ECF earnings.
    3. The Building Maintenance Fund balance of \$79,000 (page 7) contains the portion of the 2023 Operating Surplus which was set aside for overages on the roof replacements, gutter repairs and some aging HVAC units.
    4. Observations on income and expenses are deferred to the discussions of the 2025 SOM.
    5. Trinity Place cash balance of \$42,878.56 is sufficient for almost 5 more mortgage payments. The cash balance will be a hedge in planning the 2025 Trinity Place SOM since Doors gifts are drying up (the Doors campaign ended September 30<sup>th</sup>).
  - **Input and Suggestion from the Vestry on the November draft of the 2025 SOM consisted of the 4 insightful comments listed individually below:**
    1. I am a little concerned that we are already starting with expenses exceeding budget on the SOM (albeit it is not much). My bigger concern is that raises have not been figured in.  
  
This again will not be the year to hit our target of 10% direct outreach (plus discretionary fund money). We seemed stalled in this effort, which, based on the survey, are seen by many as an important goal of the church  
  
It looks like we could float an assistant this year based on the fund and the fact we won't have one for a full year. But this could be dangerous territory given that I suspect we will be stretching to make our target SOM without one.  
  
And not to mention that I think we are not making our diocesan assessment.

I think we have lost many established members who were substantial pledgers, ones we can't make up for with newer/younger members. I am not sure what this impact is, but it would certainly be great to have some of them back along with the newer folks.

2. Hey Bob – based on the absolute lack of requested assistance from the Diocese this past year on the matters of Parking Tax Liability AND as a potential land-swap offer at St. Paul's – I propose we LOWER the amount we contribute to our Diocesan Assessment. Bottom Line – if the Diocese can't help us when asked to find ways for us to increase our revenue streams or secure favorable real estate deals, then why should we pump the same amount towards that line item when we're still struggling for enough \$\$\$ for a 2<sup>nd</sup> rector. Keep in mind, I was told it was the Diocese itself who told us to take on the management of St. Paul's years ago. Well – that takes a Rector, Jr. Warden amongst other things.

I feel this suggestion would especially hold true if our Stewardship drive ends up less than what came in last year.

3. The current phones in the church office are in terrible shape and need to be replaced. Mark Stokes was asked to research both phone systems and phone service providers (they are often bundled together). Mark followed up with 3 options and presented the Jr Warden and office staff with his recommendation for returning to our previous service provider, Technology Solutions. The proposal is on **page 11**. It includes a quote for phones, installation, and monthly phone and internet service charge.

Mark's summary of the proposal:

- a. New phones and phone systems
  - b. Phone lines managed by TS (not by Att)
  - c. Existing Internet access (we'll talk about upgrading this later)
  - d. Adapter for the phone line for the elevator
  - e. Alarm and Fire phone systems unaffected
4. The parish-wide survey results indicated a need for professional improvement on the part of the rector in three key areas. One of those is in leadership development. It is proposed that the rector register for the Lead Pastor Base Camp offered by Pinnacle Associates. One of the faculty members is Laura Conrad, head pastor of Fort Hill Presbyterian Church. The Base Camp is designed to build strength in 6 areas of Leadership:  
I - Advancing the Mission, Vision, and Core Commitments  
II - Developing Leaders and Teams
    1. Staff Team
    2. Lay Leadership TeamIII - Designing and Implementing Quality Worship  
IV - Developing and Implementing Effective Administrative Processes  
V - Leading Transformation  
VI - Developing and Advancing Effective Approaches and Systems To
    1. Congregational Care
    2. Christian Formation
    3. Missional Engagement
    4. Stewardship Growth

The cost of \$1520 for the Base Camp will be covered by Continuing Ed. line of the Rector and Assistant Priest for 2025.

- **In the December 17, 2024 Finance Committee Meeting, more than an hour of discussions and comments revolved about the revisions of the 2025 Operating SOM which the Finance Committee voted unanimously to present to the Vestry on December 22 (Recommended draft on pages 12-14). The Finance Committee is very pleased that all of the Vestry input on the November draft of the 2025 SOM could be incorporated into the December draft.**

1. Originally, the Vestry voted that the EDS/HT Operating split on the cleaning service be 50/50. It appears that 65/35 is a more appropriate split (as reported by the Cleaning Service).

Recommended Amendment on the Vestry previous approved motion is for a 65%(EDS)/35%(HT Operating) split on payment of the Cleaning Service.

The 65/35 is embedded in this draft of the 2025 SOM as well as the 50/50 split on handi-person/sexton (page 12).

2. It is likely that the 2025 pledge total will be less than the \$500,000 in this draft of the 2025 SOM. It is proposed that the shortage be covered by income earnings on investments (page 12). The exact portion of earnings on investments to be included will be determined in January in conjunction with a more precise pledge total prior to the final Vestry vote on the 2025 SOM.
3. The salaries include a 2.5% COLA for all staff members effective January 1, 2025. The decrease of \$7,042.70 in salaries and benefits from the 2024 SOM to the 2025 SOM (page 12) is due to EDS covering a larger portion of the sexton replacement activities and EDS covering 5 hours of Evyone's 30 hour weekly schedule.
4. The Rector's housing allowance of \$38,000 in the 2024 SOM is proposed at \$39,200 (page 12) in the 2025 SOM. The last two review teams strongly recommended an annual vote on the housing allowance and a signed letter from the Senior Warden.
5. The Diocesan Assessment has a proposed \$5,000 increase for 2025 (page 12), and the Outreach Budget has a proposed \$2,000 increase (page 13).
6. The meals provided by Palmetto Smokehouse and Oyster Bar in lieu of payment for 6 employee parking places (\$2,880) need to be accounted for in the Fellowship (page 12) and Stewardship expenses (page 13) and well as others. In spite of this discrepancy, Fellowship will need increased funding in 2025.
7. The Rector's funded participation in the Lead Paster Base Camp is included in the proposed 2025 SOM (page 13).
8. The telephone upgrade was approved unanimously by the Finance Committee, and timing of installation will determine the expenditure as a 2024 expense (page 13) or whether it will be included in the 2025 SOM (page 13).
9. Inflation has had a major impact on 2024 facilities expenses (page 13) and must be planned into the 2025 SOM (page 13). We are continuing to try and obtain better estimates on these expenses for 2025, and the January version of the 2025 SOM will incorporate better estimates of facilities expenses.
10. Some larger size robes are needed for the Youth Choir (page 10).
11. The proposed 2025 SOM has an established assistant priest for 2/3 of the year at an annual compensation of \$90,000, funded by \$30,000 in the 2025 SOM (page 13) and \$30,000 from the Assistant Priest Fund (page 11). A seminarian's compensation would be approximately \$70,000 annually, and a seminarian graduating in May would most likely start in June (7/12 of the year). In the past, a seminarian from the Diocese has been 50% funded by the Diocese in the first year and lesser percentages for the next two

years. At the time of hiring, the 2025 SOM would be revised for Vestry approval and a prorated plan determined for using funds from the Assistant Priest Fund to supplement the Operating fund expense for the assistant priest until the position could be fully supported from the operating budget (**pages 13-14**).



## ATTACHMENT B

### **Proposed Addition to By-Laws of Holy Trinity Episcopal Parish, Clemson, South Carolina**

#### Section 7. Election of Vestry Members

##### b. Number to Be Elected at Each Parish Meeting

1. Four eligible persons shall be elected to replace the members of the Vestry whose three-year terms shall expire at the next monthly Vestry meeting following the annual Parish meeting. **In the event that fewer than four eligible persons are elected at the annual Parish Meeting, the Vestry shall elect eligible persons to serve until the next annual Parish meeting.** In the event a vacancy on the Vestry occurs between annual Parish meetings, the remaining members of the Vestry shall elect a successor who shall serve until the next annual Parish meeting at which time a replacement shall be elected to the balance of the unexpired term.

## ATTACHMENT C

### Jr. Warden's Report - October & November, 2024

**Combined Report** – due to time constraints with all of the initiatives taking place, the October and November updates have been combined into 1 report.

**Power Surge Issues (post Hurricane Helene)** – the power grid across the Upstate experienced periodic surges during the aftermath of Hurricane Helene. Besides having to replace our Fire Alarm Monitoring Panel in the Parish Hall as reported last month, power surges also caused the breakers to trip that control our Sewer Pump-Out System. This prevented our temporary holding tank from emptying its contents for a few hours. For the records, the EDS / Parish Hall building relies on gravity for water discharge. Unfortunately the Sanctuary / Office building has a temporary holding tank which is emptied as needed by an electric pump-out system.

**Roof Insurance Claim (status)** – the Scope of Work to replace the roofs at the Thrift Shop and 2 main buildings at Holy Trinity was sent out for bid to 4 roofing companies in October. The job to complete this work was awarded to Dolly's Roofing in November. We expect to have the contract finalized / signed in December so the work can start shortly thereafter. We will start a similar process to include a structural analysis for St. Paul's Church in early 2025 (our insurance company granted an extension for that roof system to be replaced due to the challenges associated with the age of that building).

**Sexton / Cleaning Service** – Chesley Rowe worked with the Jr. Warden and awarded a cleaning contract to a company called Clean Space Cleaning. They perform a thorough cleaning service for both buildings at Holy Trinity (all rooms / all floors) once per week. They also clean the EDS 1<sup>st</sup> Floor of the Parish Hall 3 times per week. They will also provide cleaning services after special events like the Bazaar and Trio. Their pricing allows us to seek a part-time handy-person and keep our total expenses in-par with Jim Hylkema's salary. We created a job description, and a search for candidates is underway (seeking handy-person services 2 days per week).

**Landscaping / Addison Lane cut-through traffic** – in November, Elias Outdoor Services moved the Rose Bushes and Hydrangea to St. Paul's. They also placed the order for new Holly bushes, that are expected to be received and planted in December. In December, they will also install large boulders to prevent vehicles / bicycles from driving down the grass hill by the stairs. Temporary fencing will protect the new plantings, while allowing a cut-through path until the new plants can make an effective barrier down that stretch of Addison Lane.

**St. Paul's – Tree Damage** – we are still waiting for Tree South to complete over \$11K in tree-work the Vestry approved back in September. Evidently, they are still behind schedule due to damages from Hurricane Helene. High winds and rain-soaked turf thwarted an attempt to bring in a crane to remove the damaged water oak last month - we are waiting for this to be rescheduled which is needed before we replace the roofs at that location.

**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 Spring, 2025. A 2<sup>nd</sup> update was sent to the Parish in the August / September version of Tempo.

**St. Paul's Fence Damage** – this project is on-hold pending the completion of the tree removal work in the churchyard. Clemson University thinks they can secure a team of students to remove the damaged chain-link fence along Elm Street. We still need estimates on the new fencing we'll need to buy. Targeting Spring, 2025.

**Backsplash – Parish Hall Kitchen** – Bill Hurst coordinated getting a stainless-steel backsplash installed over both sinks in the main kitchen. This was financed as part of (and in-honor of) the Beth Konkle Fund.

**St. Paul’s Tombstone Cleaning** – a peer (professor) of Andrew Baker’s from Clemson University (Spencer Roberts) brought a team of students to the churchyard to clean a few tombstones. Jim Reed and your Jr. Warden participated in this event. The plan is for that class to return in the Spring to clean a larger number of tombstones = our only cost will be to provide the necessary supplies / environmentally friendly solution.

**St. Paul’s Land Swap Proposal (status)** – no change to report – we still have not received an offer from the developer (John Gumpert). We will likely move forward with securing an official survey ahead of any possible negotiations for exchanging land in the area. Parishioner John Wilson has created a file with updated maps to assist in that process (it is clear the current Anderson County Tax Map is not accurate).

**Jr. Warden Assistance Needed** – the quest continues to find help knowing the demands on the Jr. Warden far exceed that of a single volunteer. We are now hoping to create a team of 6-12 parishioners who are willing from time to time to help tackle open issues. A call for team support is going out each week in HT Notes and Sunday announcements. So far, we only have 3 people confirmed to help out.

**Parking Update** – the Finance Committee continues to wait for direction on tax implications regarding our Pay for Park proposal. Meanwhile, football parking season ended being very successful with adequate volunteers helping with game-day and clean-up activities. *A special KUDOS goes out to Martha Williams on the Vestry for leading the activities for all 7 home games this year!!!* We developed an excellent planning checklist to help prepare for all football seasons going forward. 2025 Merchant Parking activities ramped up in November with Evyone Washington taking the lead to update the agreements and get them signed by January 1<sup>st</sup>. Through November, all spots are accounted for with the exception of the Palmetto Smokehouse agreement. We hope to have all payments in-house by the end of the year. Towing Update = 29 vehicles were towed in October and 25 in November. Our towing company (Death Valley) is under new ownership and seems eager to help us enforce our parking policies. They also offered their help in updating our signage to minimize confusion for the public.

**Few Tidbits** – we had to contact Rainmaker to repair yet another leak in our irrigation system just before it was winterized for the season (this is the 7<sup>th</sup> repair in the past 12 months). The timer to the lights under the Bell Tower was adjusted after daylight savings time ended. Chesley Rowe temporarily repaired the playhouse and slide in the EDS playground. These items are old / weathered and likely due to be replaced soon. Finally, a non-venomous water snake added lots of excitement on the playground 1 sunny afternoon in October.

#### **Future Items (December and into 2025)**

1. Improved Lighting over Choir area – will likely add similar black spot-light fixtures now that we also have a few burnt out bulbs that need to be replaced up in the Nave rafters.
2. Security Committee – need a team leader (Charlie Curtis reported he’s tied up with other initiatives).
3. Master Door Keys – Chesley Rowe and the Jr. Warden will likely present a proposal for a long-overdue upgrade needed at both Holy Trinity buildings. Target Spring, 2025 for review.
4. Possible HVAC Unit Swaps – plan to get approval to replace the unit in the Sacristy in December.
5. Testing / Inspection Calendar – Jr. Warden to work with Wesley Ramey to create (eta = 2025).

Choir expansion Needs – possibly designate a 2<sup>nd</sup> room for Choir storage (Charlie Curtis) – place holder.

## **ATTACHMENT D**

### **Rector's Report December 22, 2024**

#### **Worship:**

The Advent Season has been well received and well attended. Highlights include the participation of 4 different families in lighting the Advent Wreath while the choirs sing Come, O Come, Emmanuel verses as an Introit. Lessons and Carols was an absolute delight! The choirs—children and adults—have outdone themselves with the quality of their musical offerings. Our Music Ministers, Rebecca Bowman, Cynthia Spejewski, and Trey Williams have pushed their choirs to grow and become more confident in their musicianship, with great results!

A note about Sunday, December 29: Will and I will be celebrating Christmas with family in Tennessee that weekend. I have been unable to secure a supply priest, so Jack McKenna will officiate Morning Prayer at 10:00 on that day.

The Worship Committee is working on two informational/training events in the first Quarter of 2025—one for ushers in January, and one for altar guild in February.

#### **Staff:**

The staff have been working very hard to prepare for Christmas and the end of the year. Jerae and Evyone both have school-aged children who will be out of school, and Wesley has vacation days to use, so we will close the church office from 2:00 pm on Monday, December 23 through Wednesday, January 1. All of us will be in and out of the office during that time, so if you have any business that needs to be conducted, please make arrangements for one of us to meet you.

#### **Pastoral Care:**

We currently have 3 parishioners on hospice care, as well as our former Sexton. We have 2 parishioners in rehab/skilled nursing facilities recovering from surgery. Our Eucharistic visitors are regularly visiting 9 parishioners on an ongoing basis. I try to visit with each of these 15 persons every 6-8 weeks. I prayed with 4 different parishioners pre-surgery/procedure in December and counseled 3 persons regarding loss or change of life circumstances. I officiated the Committal of Sally Mathiesen the day before Thanksgiving. Holy Trinity Cares delivered over 30 goody bags on December 7.

#### **Canterbury**

Our Peer Minister, Scotty Timms, was sick for much of November and December and was unable to preach as planned for Canterbury Sunday. Carter Senf stepped in at the last minute to preach at the 10:30 service and exhibited a natural talent for public speaking. I have asked Carter to serve as co-Peer Minister with Scotty for the spring semester, to which he agreed enthusiastically. Carter will then serve as the sole Peer Minister until we identify another student to serve with him.

Exam Week lunches were a great success again, thanks to our wonderful volunteers, who cooked and set up and cleaned up—and enjoyed hanging out with our students. Special thanks to Jerae for making sure our Nursery workers and EDS after school care workers received the invitation to join us, which provided some great cross-over interaction between our Canterbury regulars and the college students who contribute so much to our parish life!

## **ATTACHMENT E**

Sr Warden Report Dec. 22, 2024

I don't know about you, but I am tired. Advent is supposed to be a time of preparing, waiting, listening for the voice of God. Sometimes it is hard to hear the voice of God due to all the other voices we hear at this time of year. And when we talk about preparing, there is so much to prepare for it is easy to get overwhelmed. I have been feeling overwhelmed all week.

So, I am writing this at 4 am today. I want us to remember the why of our worship—to see families preparing for Advent on Dec. 1, to see our Canterbury Students step up in worship leadership positions on Dec. 8. Members of HT Cares prepared, provided and delivered goodies to over 30 parishioners starting on Dec. 7. Members of the congregation volunteered to set up and provide lunch for our college students Monday through Thursday of Exam Week. Mtr Suz led an Advent Quiet Day on Dec. 14, focused on Mary of Nazareth as reported in the Scripture. It was an amazing day of reflection and worship. All the choirs, from the Day School to the Adult Choir provided a wonderful service of Lessons and Carols on Dec. 15 at St Paul's Church.

Our Parish Hall was once again used for Trio on Dec. 6 to raise funds for the Clemson Free Clinic. On Dec. 20, the Parish Hall was filled with friends and families of the EDS as they presented their Christmas Program. What wonderful spaces we have!

Of course, the Finance Committee continued to meet and work on the SOM for 2025. Unknown rodents chewed through the alarm wires at St. Paul's on Dec. 19 but the Jr. Warden and Carolina Alarm Company were on the case. St Paul's Thrift Shop was closed when the heat went out and parts had to be ordered before repairs could be made. But fortunately, the repairs were made, and the Shop is ready for shoppers as scheduled. It is easy to get caught up in the day-to-day operations of the parish, especially at this time of year with extra services and the excitement of family visits, travel, and being overbooked. I encourage you all to take a deep breath or 4, sit in prayer or meditation, read scripture, live in the moment and don't be overwhelmed by all you think you need to do during this Glorious Christmas Season.

I wish you all the joys of Christmas and if like me, you find that you are remembering loved ones you lost this year or many years ago, I pray that you and I have the Peace of the Lord.

Mel