



Vestry Meeting November 24, 2024, Noon, Vestry Conference Room

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

ABSENT:None

GUEST: Ron McGimpsey

OPENING WORSHIP: Mtr. Suz

DISCUSSION OF WHEN THE CHURCH STOPS WORKING: Chapter 4 was discussed by the Vestry.

OLD BUSINESS:

- **Approval of October Minutes:**
 - *Betty Snowden made a motion to approve the minutes; seconded by Chris Heerwagen. Motion approved unanimously.*

NEW BUSINESS:

- **Annual Report from the Holy Trinity Endowment Committee: See ATTACHMENT A.** Ron McGimpsey reviewed the annual summary which included fund performance and balance. The consensus of the Endowment Committee is to recommend continuing the approach of seeking capital appreciation, which will allow the fund to grow to a size capable of supporting sustainable grants. If the Vestry chooses to withdraw funds, they recommend limiting withdrawals to five percent or less annually. Our Endowment is held in the Episcopal Church Growth Fund, which is managed by State Street Global Advisors. Our performance tracks with the market.
- **Request for Church Security for Christmas Eve Service at Holy Trinity:** Mark Stokes volunteered to handle this task.
- **Treasurer's Report: See ATTACHMENT B.** Bob summarized the report for the Vestry, including the following:
 - An endorsement of the roofing proposal.
 - A final accounting on the Maternity Leave for Evyone.
 - A review of the October 31, 2024 financial statements, which was a difficult month financially because we are behind on pledges, likely as a result of the hurricane.
 - Update on the Legacy Fund and funds for projects.
 - A recommendation on hiring a handy-person.

- ***The Finance committee recommends Chris and Chesley proceed with screening candidates to hire. Since it is a motion from the Finance committee, it needs no second. Motion passed unanimously.***
 - The pay rate should be market driven - the Committee can decide if the person should be an employee, contract worker, etc. Chesley will send the job description to the Vestry. They are proposing two work days each week, Tuesday and Thursday, 14-16 hours a week.
 - We will continue our contract with the cleaning company, which has been a very satisfactory experience.
 - The position will provide a great deal of support for the Junior Warden by meeting contractors, painting, doing minor repairs, etc.
 - The Vestry thanked Chris and Chesley for handling the task of screening and hiring the handy-person.
- First look at the 2025 Statement of Mission Operating Budget: Bob provided the Vestry the first draft of the budget. By December we hope to have it close to its final form. Ultimately, the budget will be fine-tuned and presented to the Vestry for a vote. We may not meet our Stewardship Goal, but we still hope to. In the past surplus funds have been typical, and we hope for \$20-30,000 in surplus funds to carry over to 2025.
 - The Vestry voiced support for a cost of living increase for the staff.
 - Funds for an Assistant Priest are included in the budget, part of which will be funded by the Statement of Mission and part from a special fund established for the purpose of hiring an Assistant Priest.
 - The Vestry was asked to look carefully at the draft Statement of Mission for 2025 and provide feedback to him by email. He will give the Finance Committee all feedback to work into the next draft of the budget.
- Parking revenues and possible tax issues.
 - We likely will increase football parking fees for 2025.
 - Regarding the merchant parking proposal presented to the Vestry earlier this year, we haven't heard back from the Diocesan Office about whether this type of parking income is taxable or not. We have done our own research and we are of mixed opinion on whether it is taxable. A local accountant (Ethel Pettigrew) will be consulted on this matter.
- Possible change to Holy Trinity financial auditing process: Because of the size of our budget, which includes the Day School budget, we will very likely have to start having our annual audit conducted by an auditing firm. This will be expensive, and we have not included it in this year's budget. We will pay it out of reserves.
- ***Chris Heerwater made a motion to approve the Treasurer's Report, seconded by Sarah Trice. Motion passed unanimously.***

COMMITTEE REPORTS:

- **Stewardship Committee:** Jody Hunter reminded the Vestry that we have a stewardship goal of \$522,000. At this point, we are tracking about the same as last year, maybe slightly ahead, in terms of pledges to meet this goal. In December, the Committee will follow up with those who normally pledge but haven't yet submitted a pledge card. The next action may be to go back and ask parishioners to increase their pledges for next year so we can meet our budget. He praised the work of the Stewardship Committee. Our goal is higher this year since we wish to fund the Assistant Priest position.

- **Vestry Nominating Committee:** Betty Snowden reported that three parishioners have agreed to run for office, and Sara Trice has agreed to serve a full term. Betty Snowden, Mark Stokes, and Jean Ellen Zavertrnik rotate off Vestry this year.
- **Worship Committee:** Mark Stokes reported that the committee met in October and set goals for the next couple of months. The committee also has subcommittees. They plan to invite people to join and serve in different roles, e.g., altar guild, ushers, etc. They also have discussed developing training videos. Elizabeth Gilmore, who is new to the committee, created a visual aid to Sunday worship for children.
- **Episcopal Day School:** Chesley Rowe asked that the Vestry resume the annual EDS Spaghetti Dinner sponsored by the Vestry, which was discontinued during Covid. He believes we will have an excellent turnout based on the response to the Stone Soup dinner they held recently. He proposed the date of February 25. The Vestry agreed this would be a good idea.
- **Mutual Ministries Survey Report to the Parish:** Hap Wheeler presented a mock up of a reporting format that could be used for a report to the parish. It includes an introduction, graphics, narrative summaries, numerical data, and action items. The Vestry discussed the most recent version of the revised narrative for the survey. Hap asked that anyone who has further input to the survey to please email it to him ASAP so we can finalize the report and present it to the Parish.

REPORTS:

- **Rector's Report:** See ATTACHMENT C
- **Senior Warden's Report:** See ATTACHMENT D
- **Junior Warden's Report:** No written report was provided. During the Treasurer's report, Chris spoke about the hiring process for the part time handy-person.

OTHER:

- **Unity Weekend:** Hap Reported the weekend was successful, and another event is scheduled for April 2025. Most of the attendees at the event came from predominantly black churches. He hopes there will be more participation by predominantly white churches in the future to promote true unity in our community.

Next Vestry Meeting—12/22/24 following the 10:30 Service

Closing Prayer

Respectfully Submitted,

Rebecca Eidson, Clerk to the Vestry

ADDITIONAL ATTACHMENTS:

- **ATTACHMENT E:** St. Paul's Committee Meeting Minutes for July and September 2024

ATTACHMENT A

HOLY TRINITY ENDOWMENT FUND
2024 Report as of 09/30/2024

Assets

09/30/24	\$149,872	
12/31/23	<u>128,140</u>	
Gain	\$ 21,732	[includes \$4,000 2024 Contributions]

The gain net of the \$4,000 contribution is \$17,732 which is 14% above the year-end 2023 balance.

The Fund maintains an investment balance of 70% equity growth and 30% income funds. The performance of market indexes over the comparable period has been:

Dow	+12.4%
NASDAQ	+21.2%
S & P	+20.8%

For comparison, applying the net gain of \$17,732 to the 70% of the fund invested in equities would yield a return of 20% over the year-end 2023 equities balance. This compares favorably with the market indexes.

Note that the Endowment Fund is a general fund and does not have any special purpose categories such as St. Paul's Maintenance, Ministry Opportunities or Premises. Any expenditures from the Fund are at the sole discretion of the Vestry. To date there have not been any withdrawals from the Fund (with the exception of investment fees and expenses).

The Guiding Principles of the Fund include:

- "Emphasis for the Fund will be on growth of the Fund principal."
- "Expenditures from the Endowment earnings will be used for special needs as determined by the vestry, and not for the operating expenses of the Parish."

The consensus of the Board is that the Fund should continue the approach of seeking capital appreciation which, together with additional contributions, will allow for the Fund to grow to a size capable of supporting sustainable grants. In the event that the Vestry decides to withdraw funds, our recommendation would be to limit withdrawals to 5% or less annually.

Board Members

Ron McGimpsey Nigel Kaye Isabel Candela Tom Witmer Al Mathiasen

Fund Manager

State Street Global Advisors

ATTACHMENT B

Treasurer's Report to the Vestry Bob Taylor, November 24, 2024

This report has:

- An endorsement of the roofing proposal.
- A final accounting on the Maternity Leave for Evyone.
- A review of the October 31, 2024 financial statements.
- Update on the Legacy Fund and funds for projects.
- A recommendation on hiring a handi-person.
- First look at the 2025 operating budgeting.
- Parking revenues and possible tax issues.
- Possible change to Holy Trinity financial auditing.

The Finance Committee unanimously endorsed the roofing proposal by the Junior Warden to proceed as quickly as possible since the funds were sufficiently provided for and the insurance reimbursement was time sensitive. The Vestry vote on the roofing proposal was in process during the Finance Committee meeting on November 19th.

Accounting for Maternity Leave: In May 2024 the Vestry approved the Finance Committee recommendation of a 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. The plan included the hiring of a temporary Financial Administrator and extra pay for extra work for Wesley and Stephanie. The actual cost was \$3,293.37 thanks to the fortuitous hiring of the extremely talented Rebecca Turner and the extra hours of work by our assistant treasurer.

The Finance Committee's Review of the October 31, 2024 financial statements (pages 5-9) is summarized as:

- The checking account balance of \$31,00.48 (pages 5) is (at the time of this drafting) in the mid \$44K.
- Cash investments (pages 5) continue to grow (on the average) over 2024.
- Funds (pages 6) have very adequate balances with the final 3 projects (kitchen backsplashprotector, landscaping in Trinity Place to deter cut through foot traffic and SAME greenhouse and supplies) for the closure of the Kunkel Fund in process.
- Prepaid Pledges (pages 5) increased in October because of prepaid 2025 pledges arriving. The balance sheet will be modified to have 2024 and 2025 prepaid pledges separately listed.
- Pledge offerings year-to-date being \$24,973.52 (pages 7) below budget is a developing concern. Fortunately, plate offerings being \$12,048.63 (pages 7) over budget and total expenses being \$7,680.19 (pages 8) under budget help to balance this shortage.
- Operational Support of \$1,141.68 (pages 8) contains the annual \$660.00 cost of the scheduling software which the Parish Administrator uses.
- Facilities expenses continue to run several thousand dollars over budget but will be reduced by \$1,580.67 by an insurance reimbursement for the fire alarm panel damaged by Helene's disruption.
- Outreach was reminded that \$15,900 (pages 8) was still to be dispersed in 2024.

- Trinity Place cash balance of \$51,786.04 is sufficient for almost 6 more mortgage payments but the Doors gifts drying up (the Doors campaign ended September 30th) present a major area of concern in the future. Tentative plans by the parking committee to increase the season football parking from \$850 to \$1,000 should balance the 2025 SOM for Trinity Place.

Legacy Fund Update and Plans for Allocating Earning

Eighteen copies of the updated Holy Trinity History were sold at \$50, and \$900 was added to earnings. In April, the Vestry voted to use \$1,050 from 2024 Legacy earnings to up the number of ordered books to 75.

Date	Balance	Earnings	5% earnings reinvested	95% earnings available	Required Balance	Available Earnings to Expedite
May 31, 2023	\$81,030.08					
Add \$72,000	\$153,030.08				\$152,251.60	\$778.48
Dec 31, 2023	\$157,749.83	\$4,719.75	\$235.99	\$4,483.76	\$152,487.59	\$5,262.24
Awards Jan 2024				Recommended		\$5,200.00
	Printing of Updated History approved \$2,680			\$2,520 Expedited Jan 31st	\$520 CCC \$1,000 St. Paul \$1,000 Asst Priest	
Oct. 31, 2024	\$157,625.83	\$5,076.00	\$253.80	\$4,884.44	\$152,741.39	\$4,884.44
Dec 31, 2024 est	\$158,500.00	\$874.17	\$43.71	\$830.46	\$152,785.10	\$5,714.90

The 2024 subcommittee consisting of the Treasurer (Bob Taylor), Outreach Vestry liaison (Martha Ward), St. Paul’s Vestry liaison (Andrew Baker), Canterbury Vestry liaison (Charlie Curtis), and the Junior Warden (Chris Heerwagen), with the Rector or Senior Warden in an advisory capacity, will draft a recommendation to the Vestry for Legacy Fund dispersions aligned with the interests and passions of the two major donors. It is expected that the Vestry will act on the subcommittee’s recommendation at its

January 2025 meeting and the approved dispersion(s) will be announced to the Parish at the January 2025 Parish meeting.

The discussion of the hiring of part-time handi-person (cost to be shared 50-50 with EDS initially) involved the costs and status of employment (employee or contract laborer). *The Finance Committee recommends that the Vestry authorize Chris and Chesley to proceed with the recruitment and hiring of the handi-person as Holy Trinity proceeds for more clarity in replacing the duties of the retired sexton.* Compensation should be market driven, but \$20 per hour fits within the boundaries of hourly rates of our valuable staff members. The Finance Committee will adjust 2025 financial planning to align with hiring and/or cleaning contracts as they develop.

A listing of priorities provided in advance by Chris greatly aided the Finance Committee's (extensive) discussion for the 2025 Operating SOM. The evolution process for the 2025 SOM (current draft on pages 10-12) will be:

presentation at the November 2024 Vestry Meeting

revisions by the Finance Committee in December

a December presentation to the Vestry of a (hopefully) almost final draft which incorporates Vestry directives and suggestions

final last-minute adjustments by the Finance Committee in January

vote by the Vestry in January.

Proceeding with hiring the Assistant Priest in 2025, resolving the placement duties of the retired sexton, and adding a 2.5% Cost-of-Living Adjustment to salaries emerged as recommendations to the Vestry. The URL link <http://www.inflation.eu/inflation-rates/united-states/historic-inflation/cpi-inflation-united-states.aspx> is helpful in considering a COLA. The COLA for staff will be listed as a separate line item in the 2025 SOM draft for the Vestry to provide the Finance Committee guidance.

Additional information for the Vestry:

The typical Christmas (financial) miracle is not included in the projection income.

The pledge income of \$522,000 is based on the stewardship campaign goal which may be in trouble. In January, Bob and Jody use an anonymous spreadsheet of giving over the past few years for comparison of stewardship giving in providing a best guess for the SOM pledge income number.

For the past several years, surpluses have materialized from the operating budget. For 2023 the surplus was \$93,595.48 (unusually high).

In January 2024, the Vestry approved the Finance Committee's Recommendation on allocating the surplus of \$93,595.48 (possibly slightly less after the 2023 financial statements are finalized) to:

Building Maintenance Fund of \$25,396.09 to restore the gutter repair costs (which should be charged to maintenance) and to raise the standing balance from \$50,000 to

\$70,000 as a hedge against increased building costs and recognizing an aging physical plant. It could also be used to supplement roof repairs from the hail damage or minor renovations to enhance choir space.

Reserves Fund of \$45,000 to replenish the amount transfer from the Reserve Funds in January 2023 for the Nave HAVC replacements. This increased balance would provide a backup for shortages in the Assistant Priest Fund or be useful if land purchase or land swap was needed (especially for legal fees in a land swap).

Trinity Place of \$2,880 to recover income lost by the Palmetto Smokehouse barter agreement.

Previous year operating surpluses have been used to augment the SOM to produce a balanced budget.

Parking and Tax Issues

Since we have not had a response from the Diocese on the taxability of parking revenues, our next step will be to consult a local tax accountant to determine whether to plan on paying taxes in 2025 or to proceed as we have done in the past with not paying. This path affects the implementation of the QR code parking since a 1099 form will be reported to the IRS by the contracted web operation.

Recently, Holy Trinity has received a Memorandum from the Diocese on new audit and financial reporting requirements for congregations. It appears that Holy Trinity will need to move from its internal audit by parishioners to a contracted auditing firm in 2025. This will add a significant expense in 2025 operations. Since it is difficult to estimate the actual cost in advance, using part of the revenue fund to cover this expense may be the best avenue as the 2025 Operating SOM is finalized.

ATTACHMENT C

Rector's Report:

Worship: Attendance remains strong at over 110 most Sundays. Music programming continues to draw very favorable response. Our Children's choir gave their best offering yet at the end of October and there are plans for them to shine again at Lessons and Carols, as well as on Christmas Eve.

The tone of worship will shift for Advent. I have given the Altar Guild Chairs approval to try some new seasonal adornment in the Nave. They feel, and I agree, that some reasonable experimentation with the space behind the altar can be an additional venue for heightening the seasonal themes of our liturgical calendar.

We will use the contemporary version of the Lord's prayer during Advent. I have received requests for that usage from time to time, and I believe that seasonal use will be an appropriate way to introduce it to the congregation. I don't have plans to use it other than seasonally.

Staff: The Office staff are working very hard to prepare for Advent and Christmas. Wesley and Jerae have both done excellent work this fall in assisting in the planning, promoting, and executing a number of very successful events and projects. They also proactively began meeting regularly to ensure that our various calendars are in sync with one another. Everyone continues to do an excellent job in processing and recording financial transactions for both the parish and EDS. We will be celebrating the holiday season on Monday, November 25 with an office staff breakfast. The church office will be closed for a couple of hours.

At a recent staff meeting, Wesley reported to me that a person who had parked illegally in our Trinity Place lot came to the office and berated him angrily one afternoon. Wesley was alone in the office at that time. I reminded the staff that they should not let anyone they don't recognize into the office if they are there alone. This is one of the reasons we lock that door. I would like to explore the possibility of an intercom system for the office.

Between Christmas and New Year

As in recent years, we are planning for the office to be closed for the week between Christmas and New Year's Day. We will advertise that church business will be conducted by prior arrangement with the staff person responsible for the area of business. One of us will be onsite for much of the time during this period, but we will afford them the opportunity to work from home.

I will be in Tennessee celebrating Christmas with my family from 12/27-12/30. I have not yet obtained the services of a supply priest for 12/29. The plan at this point is for one service of Morning Prayer at 10:00, with Jack McKenna officiating.

ATTACHMENT D

Senior Warden Report

Sr. Warden Report—November, 2024

The year is winding down. As we look to Thanksgiving, Advent, Christmas and the New Year there is still much work to be done. But it is also important to look back at what we have accomplished this year.

We started this year with 3 vacancies on the Vestry. Sarah Trice was appointed to complete my term as I moved into the Sr. Warden position. Sarah has been a great addition to the EDS board as well as the Vestry. Will Brown agreed to participate in the special election held in May, along with Caleb Carroll. Both were added to the Vestry to complete terms that last until January, 2027. Unfortunately, Caleb resigned in August and decided to seek another church home with his family. We pray that the Holy Spirit has led them to where they need to be. Katherine Sosbee responded to my request to consider Vestry Service and came on board in October by appointment. It is wonderful to have a full Vestry who are willing to work, pray and volunteer for Holy Trinity Parish.

Mtr. Suz was able to have a much-needed sabbatical for 6 weeks in June and July. Mtr. Sally Franklin was welcomed back to Holy Trinity to support us during the sabbatical. She did a wonderful job. Bob Taylor and Dorothy Meeks careful planning was a tremendous help with the financial planning.

Since our last Vestry meeting we have celebrate the Stewardship Ingathering and Family Fun Day with children having Halloween costumes blessed, lunch served at Trinity Place and lots of games and activities that engaged volunteers and participants. Clemson's Downtown Trick or Treat was a big success. Glow Sticks were more popular than candy!

The Youth Retreat was a lot of work but excellent volunteers stepped up and it was a huge success. It covered everything from Carowinds to baking for the Bazaar, cooking and serving breakfast to the Parish and a Holy Trinity Scavenger Hunt that increased everyone's knowledge of HT history and church vocabulary.

The 81st Holy Trinity Bazaar was held last Saturday. It was a beautiful day and attendance was good and sales were excellent. Thank you to everyone on the Vestry who worked to make it a success.

As we look to the Annual Meeting at the end of January we are working on the report to the Parish on MMS. It has been a journey since the process began in 2023. We have learned a lot, prayed a lot, shed a few tears, perhaps had a few to many drinks as we have worked our way through the process. I am so thankful for the patience and caring that we have shown to each other and know that our Parish will appreciate the hard work.

There is so much to be thankful for today at Holy Trinity. I am very thankful to you all!

ATTACHMENT E

Minutes from St. Paul's Committee Meetings (July and September, 2024)



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

St. Paul's Committee Meeting July 2, 2024

PRESENT: Andrew Baker (Chair), Jim Reed, Iris Reed, Judy Surak, Wendy Longo, Michael Diemer, Rebecca Eidson, Eric Naeseth, Clyde Gorsuch, and Chris Heerwagon (Junior Warden);

ABSENT: Rev. Suz Cate (Rector) - Sabbatical, Serena Dubose (failed to notify of meeting)

GUESTS: None

OPENING PRAYER: Andrew Baker gave the opening prayer.

REVIEW OF LAST MEETING ACTION ITEMS: N/A - this is our 1st meeting in 2024

CHURCHYARD MAINTENANCE (Also see Junior Warden's Report **ATTACHMENT A** for additional details related to these topics.)

1. **Old Trees:** Discussed the need to determine which trees may need to come down to protect property (roof, gravestones, etc.). Eric has the name of an arborist who has done work at St. Paul's in the past for a favorable rate.
 - a. **Action Item:** *Chris and Eric will contact the arborist and walk the churchyard with him to develop a list of tree trimming/removal priorities.* Mike asked to be notified of the date they meet in case his schedule allows him to join them.
2. **General Maintenance / Beautification:**
 - a. Chris said he would like to relocate some shrubbery that needs to be removed from the Holy Trinity Addison Street area to St. Paul's. Mike and Chris met after the meeting to discuss where they should be planted.
 - b. Some burr oaks have been planted in the St. Paul's churchyard thanks to Chesley Rowe and Jim Reed..
3. **Water Lines:** The Town of Pendleton will run a new waterline to replace the old corroded line that results in low water pressure. Chris has a quote to connect the new line to the church. The Finance Committee has already approved the quote, so we are ready to move forward as soon as the Town completes its work. Two new spigots are planned. Chris is handling the details.
4. **Storm Damage to Fence:** Chris received three quotes to repair the storm damage to the chain link fence. It can be changed from silver to black to match the color of the newer decorative fencing that surrounds the church. There is also the possibility of replacing the chain link fence with decorative fence, either from what was left over or by purchasing something new that

nearly matches. The committee agreed that the black decorative fence would be ideal if available and affordable.

- a. **Action Item:** *Chris will check with Powell Hickman to see if he still has any of the leftover decorative black fence sections stored under his deck.* Chris will report back to the committee and seek Vestry approval of funds for the project.

5. **Other Fence Needs:** Gate alignment was discussed briefly. No action item.

RENOVATION PLANS/STATUS (Also see Junior Warden's Report **ATTACHMENT A** for additional details related to these topics.)

1. **Roof Plans:** Chris reported that we will replace the roof before moving forward on painting the exterior of the church. Insurance has approved a payout for the roof replacement. Materials were discussed, specifically the possibility of cedar shingles.
2. **Next Steps After the Roof:** Chris will re-bid the exterior painting and woodwork. Structural integrity will be reviewed, e.g., pylons that support the structure. Kyle Campbell, a restoration expert, will advise us on the project.

DEVELOPMENT PLANS/STATUS - Old Pendleton Oil Mill (Also see Junior Warden's Report **ATTACHMENT A** for additional details related to these topics.): We have not received any updates or new information about the upcoming development of the old oil mill property that borders our church property. John Gumpert is the name of the developer. Cannon Rhoades from the Diocesan Office, who has a background as a lawyer in real estate development, is advising us on this matter. Canon Rhoades has suggested we proceed with a property survey rather than wait for the developer to do the survey. We are waiting to hear back from Canon Rhoades with additional advice and perspective on this topic. Andrew will keep the St. Paul's Committee apprised of public meetings that we may wish to attend regarding zoning/development related to the project. We need to speak with one voice. Our message has not yet been crafted as we are waiting to consult with Canon Rhoades.

NEXT MEETING DATE: Tuesday, September 3, 2024, 4PM at Holy Trinity in the Conference Room - (post meeting note: Date is likely to be changed due to scheduling issue.)

OPEN DISCUSSION:

1. **Churchyard:** Eric said two grave plots have been purchased since January and there has been one interment.
 - a. **Action Item:** *Andrew will check with the church office to see if the recently-approved churchyard guidelines have been implemented. The guidelines are intended for review and signature prior to purchase of a grave site.*
2. **Thrift Shop:** Judy said everything is going very well. She is thankful for a wonderful staff, and encourages men to volunteer, too.
3. **Altar Guild:** Iris reported that we now have Sharon Lane and Judy Curtis assisting with the altar guild.
4. **Worship:** Currently we are not offering evening prayer on the third Sunday evening of the month. There was some discussion about bringing it back, but it may not be feasible at this time

because (1) we have no assistant rector to assist Mtr. Suz with services, and (2) we have a Sunday Evening worship at Holy Trinity, which may/may not be drawing people away from the St. Paul's service. Judy Surak said that publicizing our services to Thrift Shop shoppers would be a good outreach.

- a. Action Item: Judy will create a small flier that shows St. Paul's worship times and make them available at the Thrift Shop.*

ADJOURNMENT: 3 pm

Respectfully Submitted,
Rebecca Eidson

Other Open Topics for Future Meetings

1. Church-Yard Management
 - a. Grave Administration
 - b. Tombstone Cleaning
 - c. Unmarked Graves
2. Increase Services Held at St. Paul's
 - a. Tap into Pendleton's growing population to increase membership / pledges
 - b. Possibly swap 8am services with Holy Trinity (recommend asking current 8am attendees)
 - c. Assistant Rector should be able to help
3. Sprinkler System (Fire Suppression) Needs
 - a. Wait until after water pressure issue resolved
4. Underground Power
5. Water Pressure – should be resolved over summer (plans in works)
6. Funding Status – all projects
7. Website / Virtual Tours
 - a. Create virtual tour
 - b. Utilize website to share history
8. Committee Charter / Purpose

ATTACHMENT A

Excerpt from Junior Warden's Report to the Vestry in May 2024

Chris Heerwagon, Junior Warden

St. Paul's Water Issues – the town of Pendleton hopes to bid the job in June that will install a new water supply line and meter to St. Paul's. I have received 2 bids to connect the new meter to the lines that were run to both the Thrift Shop and Church in late 2022. The best bid will require Finance Committee approval (under \$2500). The work will include new shut-off valves to each building and 2 new spigots in the churchyard. However, we can't run our lines until after the new meter has been installed (we're waiting on the town). This should resolve the low water pressure issues at St. Paul's.

St. Paul's Property Damage – storms brought down 3 medium-sized trees in the wooded area behind the church-yard that fell across Elm Street. The Town of Pendleton cleared the debris blocking traffic. I took my chainsaw to St. Paul's and cut the debris down to a size acceptable for the town to take away. As of the end of May, we're waiting for the town to haul off that debris so I can go back and finish cutting up anything too big for the town to take. The chain-link fence along Elm Street was damaged in this incident across a 30-foot section. Local residents have offered to contribute \$\$\$ if we're willing to replace the entire chain-link section with 1 that is black instead of silver. Fence repairs +/- or upgrades will be looked into after the debris removal has been finalized – this will allow fencing companies to have clear access to the fence-line.

St. Paul's Restoration (status) – nothing to report since putting the painting on-hold last month. Will look into a structural analysis to be performed on the Roof System before any decisions are made on the type of roofing material to use. I hope to rebid the actual Restoration work (painting / wood repairs) in July / August.

Roof Insurance Claim (status) – no major update, I'm waiting to hear back from our Insurance company about any impacts (annual costs / coverage) of using real wood shingles on St. Paul's church. Jim Reed is also looking into costs and warranty info as it pertains to real wood shingles. Otherwise, I plan to create Scope of Work and Request for Quote packages in June so we can get the roofs replaced (starting with the Thrift Shop and 2 buildings at Holy Trinity).

St. Paul's Land Swap Proposal (status) – no major changes, we still have not received any official offers from the developer (John Gumpert). We are also awaiting word on next steps as advised from the Diocese – which we should receive from Canon Rhoades after their Executive Committee meeting scheduled in June.



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

St. Paul's Committee Meeting Sept. 5, 2024, 4PM, Canterbury Room

PRESENT: Andrew Baker (Chair), Judy Surak, Wendy Longo, Serena Dubose, Michael Diemer, Rebecca Eidson, Eric Naeseth, Clyde Gorsuch, Chris Heerwagon (Junior Warden), Iris and Jim Reed (via Zoom)

ABSENT: None

GUESTS: None

OPENING PRAYER: Andrew Baker gave the opening prayer.

1. **Minutes from July Meeting:** Eric Naeseth made a motion to approve the minutes; seconded by Judy Surak. Motion passed unanimously.
2. **Replacement of Downed Fence:** Chris Heerwagon gave an update on the damaged fence. Discussion ensued on various aspects of removal and replacement. In the future, we may need to extend the fence to ensure our property near the graveyard is not used as a cut-through by pedestrians once the oil mill development is completed.
 - a. **Motion:** Eric Naeseth made a motion that we take down the damaged chain link fence and use the five fence sections that Powell Hickman has to replace it. Seconded by Clyde Gorsuch. Motion passed unanimously.
 - b. **Action Item:** Chris will get a bid to have the fence work completed and seek approval from the Finance Committee and Vestry if needed based on purchasing procedures.
3. **Removal of Old/Dying Trees:** Large fallen limbs were removed. Arborist Karl Pocorny completed his analysis of which trees need to be removed. He recommends three phases. Phase I is priced at \$8,500. Chris said other tree removal companies have not offered bids for the work, so the Committee agreed we should pursue using Karl, who has done good work for us in the past. Karl also has recommended tree replacements, and we have already started some replacement plantings where other trees have been removed. Chesly Rowe has offered sprouts from the Clemson Burr Oak. Chris stated it would be ideal to have Phase I of the tree removal completed before we begin the roofing and restoration project.
 - a. **Action Item:** Chris will seek approval of the tree removal bid from the Finance Committee and the Vestry at their September meetings.
 - b. **Action Item:** Chris said he would contact Duke Energy and AT&T to see if they will remove a tree that is close to a power line.
4. **Churchyard Guidelines:** The Churchyard Guidelines developed by the St. Paul's Committee and approved by the Vestry have not yet been implemented into a workflow.

- a. **Action Item:** Rebecca Eidson will draft a workflow and a letter to those who have already made the required donation for a designated plot. The draft will be disseminated to committee members before the next meeting so it can be discussed at that time.
 - b. **Action Item:** Eric Naeseth will update the churchyard plot records stored on the church computer/drive.
5. **Water Lines:** Chris recommends shutting off the water to the church when the church is not in use for an extended period.
- a. **Action Item:** Chris will clean out the shutoff valve area and turn the water off. He will talk to Barbara about her cleaning schedule in relation to the water shutoff and look into making the shutoff valve more accessible to those using the church.
6. **Neighboring Development (old oil mill property):**
- a. There will be public hearings in Pendleton about any zoning changes related to the adjoining oil mill property that has been purchased by developers. Andrew Baker recommends we attend those meetings. Because St. Paul's is located in Pendleton, Mtr. Suz and/or her designee can have a voice at those meetings.
 - b. The developers have not approached us directly about any matters related to the development, but they likely will. So far, we have gleaned that they may want a row of townhouses next to the Thrift Shop and parallel to the train tracks. Mtr. Suz said she has seen some mock up designs at a past town meeting.
 - c. Mtr. Suz reported the Bishop is planning to call a meeting of the Mission Board to transfer Diocesan ownership of the section of land that is part of the St. Paul's footprint to Holy Trinity so it is one consolidated piece of property. Following that meeting, the Bishop will recommend to the Diocesan Standing Committee that St. Paul's be deeded to Holy Trinity. This will take place before the Diocesan Convention in November.
 - d. **Action Item:** Mtr. Suz will follow up with Cannon Rhoades on the survey issue and any other insight/advice he can offer, e.g., should a survey be conducted by Holy Trinity or the Diocese when consolidating the property?
 - e. Andrew asked that the committee begin thinking about do's and don'ts that we want to share with the developers at the appropriate time. Results of initial brainstorming during the meeting:
 - i. Arboreal border between our properties, although that may not help with sound.
 - ii. How do they plan to address noise?
 - iii. Building height should not exceed the height of our steeple.
 - iv. Preferences on business types that should not be located at the development, e.g. no tattoo parlors, gun shops, liquor stores. Zoning likely will dictate those issues, which is why it is important to go to the zoning meetings.
 - v. **Action Item:** Andrew asks that the committee bring additional ideas to the next meeting and be prepared to discuss.

ADJOURNMENT: 5:40 pm

Respectfully Submitted,
Rebecca Eidson

Other Open Topics for Future Meetings

1. Church-Yard Management
 - a. Grave Administration
 - b. Tombstone Cleaning
 - c. Unmarked Graves
2. Increase Services Held at St. Paul's
 - a. Tap into Pendleton's growing population to increase membership / pledges
 - b. Possibly swap 8am services with Holy Trinity (recommend asking current 8am attendees)
 - c. Assistant Rector should be able to help
3. Sprinkler System (Fire Suppression) Needs
 - a. Wait until after water pressure issue resolved
4. Underground Power
5. Water Pressure – should be resolved over summer (plans in works)
6. Funding Status – all projects
7. Website / Virtual Tours
 - a. Create virtual tour
 - b. Utilize website to share history
8. Committee Charter / Purpose