

St. Paul's Episcopal Church, Wilmington, NC
Vestry Meeting
September 14, 2020 at 5:30 – ZOOM

MINUTES

Present: Keith Calder, Senior Warden; Sally Pope, Junior Warden; the Rev. Raymond Hanna, Interim Rector; Adam Pierce, Assistant Rector; Joe Farri, Tom Gerow, Ruth Gates, Angela Green, Steve Haughey, Joan Rosko-Miller, Teresa Singer, Rhonda Stroud, Meagan Thomas, Jan Vick, and Judy Wilson, Treasurer; Merry Ann Wright, Clerk

The meeting opened with prayer by The Rev. Adam Pierce at 5:41 pm.

The Rev. Ray Hanna offered the following remarks.

- He thanked Teresa Singer and the Parish Life Committee for all their hard work on the Parish Picnic. Everyone seemed to enjoy it.
- With the slight lifting of restrictions for in-person services there will be an invitation for people to sign up to attend church each week.
- Beginning October 4, up to sixteen (16) people could attend per Sunday.
- There is a possibility of an outdoor service at the park but without regularity.
- Blessing of the Animals will take place on October 4 in the back yard of the church.

On motion of Sally Pope, second of Teresa Singer the minutes and informal notes of September Meeting at Sawmill Point were accepted. The notes are NOT a part of the minutes but are provided for information to the Vestry.

(NOTE: All Vestry is asked to participate (attend) each of these sessions.)

Judy Wilson presented the Monthly Finance Report indicating actual income to date of \$303,493.53 before transfers of \$3,336.57 making a total of \$346,830.10 or 56% of budget and expenses of \$316,718.56 or 51% of budget. **The Treasurer's report was accepted on motion, second (Joan Rosko-Miller/Sally Pope).** See the August 2020 report following the minutes.

The Rev. Adam Pierce discussed the upcoming Adult Formation presentations about the Strategic Plan. The teams will be presenting from 9:15 am-10:15 am throughout October finishing on November 4. A discussion followed regarding how the presentations will be coordinated. The process will be discussed, including how each of the teams are planning to reach the goals of the Plan. The parishioners seem to be concerned about how these three goals were selected. Tom questioned if this is the right time for these presentations since the Stewardship campaign will be held this at the same time and messaging should be about stewardship. Ruth indicated that during the Rector search conversations, it was learned that people seemed to feel left out of all that is happening at the church due to lack of person to person conversations. This could help to bring them into the processes of both Strategic Planning and Stewardship. Each of the areas of the plan could be considered from the perspective of stewardship. Even if people think that some of it is repetitive, it is worth saying it more than once.

Team update reports followed:

Financial Stewardship – Adam and Tom: Progress: goals have been set; Stewardship Committee has been recruited and the campaign has been designed. The program will be implemented in November and the Committee will review the results at end of November. Team education will occur and plans for the launch of a three-year capital campaign will begin. The Episcopal Network of Stewardship (TENS) will be of great help.

Following receipt of this information the status of the Strategic Plan Status Reports was discussed.

Facilities: Steve Haughey reported that the Facilities Committee has not discussed the Strategic Plan but they have set a timeline for creating an architectural team. They have added a new parishioner who has experience in this area to the team. They are considering the scope of work; cost assessments; etc. as a foundation for the capital campaign. Goal is to have an architectural firm by the end of the year. They are also developing an RFP for the architectural study. Jan Vick suggested Trinity Wall Street Endowment for large grants. RFP's are much more detailed and need more information than we would ever have thought. There will be consistency in the requests. Keith Calder asked about whether it be feasible for his daughter could do some research on Foundations that support capital improvements. The response was an overwhelming YES.

Human Resources - Joan Rosko Miller, Meaghan Thomas, The Rev. Ray Hanna and Keith Calder, Sr. Warden, have met twice and have created an organizational chart (attached). Meghan went through the chart describing what each Labor Analysis will require. (See Reports) It was suggested that we should have an adult formation targeted to a *Skills and Spiritual Gifts Analysis* for all parishioners.

Finance 2020 operating budget - 2021 proposed budgets – The Finance Committee has reviewed three drafts of the 2021 budget. Transfers of \$79,000 in 2020 will not be available for 2021. There will be no more assistance from Endowment nor SBA loans for operating expenses. Offerings need to provide a \$132,963 32% increase in income. Currently, there are 130 pledges of about 230 units on the parish list. There was an extensive conversation around two of the giving reports given by the Treasurer. (see the Stewardship report for the information).

Prospective look at Preliminary 2021 Budget (see Tom's report or get it from Judy) All

Father Ray commented that “**we have all the money we need but, it is all in your pocket.**”

Judy asked for information on anyone who has started coming to church or those who have left so that the Directory can be updated to as current as possible. It would be helpful if all took a few minutes to review the directory and help update information about which they may know.

Joe suggested that a 16% increase in expenses is untenable. Tom reiterated this was the reason why he wonders if it is this was the right time to roll out the Strategic Plan. There was considerable discussion on this topic. Teresa said we must aim high and Keith concurred.

The meeting adjourned at 7:08 pm with a Prayer of Thanksgiving from the BCP led by Tom Gerow.


REPORT OF THE SENIOR WARDEN
Keith Calder
September, 2020

I feel particularly grateful for how each of you have successfully made the transition to the work of following the Strategic Plan while not leaving your ministries behind.

The Financial Stewardship Team has collaborated and prepared for a most important Stewardship Campaign while keeping a watchful eye on our current financial position.

The Facilities Team is prepared to allow workers back in the building to continue the refurbishing and painting of the windows on the North, West and South sides of the Parish House. The Proposal for Lehto Grant funding for this was delivered to the Lehto Foundation before the deadline for submission.

The Human Resource Team has divided the tasks among themselves and begun the work of defining each position, paid and volunteer, for updates and additions to our Personnel Manual.

Fr. Ray has been a strong, experienced guide and counsellor for us all during this time. He has pushed when I/we needed pushing and pulled when it was time to lead us out of our uncertainty. We are very fortunate to have him as our Interim.

Fr. Adam has continued his work of maintaining a close relationship with us and our larger community. His presence is also a wonderful example of God’s grace in our midst.

The October Meeting will have a vote to extend Fr. Ray’s contract by two months while the Search Committee continues its work to find our new Rector. Their work is progressing nicely with the compilation of the responses for the survey regarding what we want in a Rector, to be posted on the website soon, and the conclusion of the Focus Groups.

Even with this dramatic change in our focus, the other teams have remained active and continue to strengthen our Parish family and Parish life. Teams and Committees remain very active and creatively focused to the vital work of serving God as a projection of what St. Paul’s is and means to be to itself and to serve the community.

I am in awe of you all and I am eternally thankful for what you do to support St. Paul’s. I am also very thankful for the Zoom platform that allows us to continue meeting and moving the Parish forward. I thank all for your continued, diligent participation.


REPORT OF THE TREASURER

2020 OPERATING FUND MONTHLY REPORT for VESTRY			
	2020 BUDGET	ACTUAL TO DATE	
INCOME	APPV'D 5/2020	8/31/2020	% of Budget
Pledge Payments	415,508	261,819.86	
Non-Pledge Gifts	64,156	36,436.62	
Christmas Offering	3,000	70.00	
Easter Offering	250	250.00	
Plate Offering	5,184	2,034.66	
2019 Pledge Payments	10,081	10,181.00	
2019 Year-Reserve	3,115	3,115.32	
Agency Gifts	2,500	2,500.00	
TOTAL OFFERING	503,794	316,407.46	
General	11,850	6,684.17	
Life Insurance Proceeds	6,000	6,000.00	
Gifts/Grants	12,850	7,790.00	
Ministries	5,750	2,074.48	
1 TOTAL INCOME BEFORE TRANSFERS	540,244	338,956.11	
Transfers from:			
Endowment - Asst Rector	22,000	15,709.00	
Endowment - New Rector Search	-	-	
Endowment - Spire Repair	18,730	-	
Endowment -Mens Fellowship	6,336	6,336.57	
Reserve Fund	-	-	

	SBA - PPP Loan	32,000	32,000.00	
2	TOTAL TRANSFERS	79,066	54,045.57	
3	TOTAL ALL INCOME	619,310	393,001.68	63.5%
	EXPENSE			
	Salary & Benefits	390,921	249,575.05	
	Business Operations	80,402	45,871.29	
	Facilities	91,345	38,167.79	
	Programs	45,094	22,253.85	
4	TOTAL EXPENSE BEFORE TRANSFERS	607,762	355,867.98	
	Transfer to Reserve	7,048	7,048.75	
	Transfer to Capital (Irrigation)	4,500	4,224.71	
5	TOTAL TRANSFERS	11,548	11,273.46	
6	TOTAL ALL EXPENSE	619,310	367,141.44	59.3%
	NET	-	25,860.24	
	Operating Fund as of 12/31/2019		7,048.75	
	Operating Fund as of 8/31/2020		32,908.99	


BUILDING AND GROUNDS REPORT- AUGUST 2020

FEMA - Work will restart on the repair of the gate at the garbage area this month.

CHURCH & PARISH HALL - Work has been completed on the double doors. Recent rains have not displayed any leaking.

-SILKWOOD has advised the start date for North windows of PH to be mid-to-late September.

-LEHTO Grant application received and will be submitted by due date of September 11. Discussion of what will be requested to be held on Monday August 24.

-With weekly meetings of the Rector Search Committee on site, SIKES will start a second shift on Wednesdays to sanitize the Parish Hall and Kitchen on September 2.

ORMOND CENTER - -The KNOXBOX was installed at the OC the week of August 17 and inspected and approved by WFD. Tenants have been advised accordingly.

LANDSCAPE - Landscaper addressing the weeds in the parking lot and sidewalks this month.


Stewardship Committee
August 21, 2020
Meeting Minutes

Present: Spencer Weig, Karen Day, Tom Gerow, Ray Hanna, Adam Pierce, Judy Wilson, Michael Singer, Julie Martin and Keith Calder. Absent: Anne O'Dell and Jack McElroy.

Opening Prayer

Spencer led us in prayer with a Prayer for Generosity from Saint Ignatius.

Approval of Minutes from July 16, 2020

The minutes were approved as written. Motion by Karen Day and second by Mike Singer and unanimous vote.

Treasurer's Reports:

1. 2020 Operating Fund Report from 7/31/2020. Income was \$346, 830.10, 56.0% of the budgeted amount. Expenses were \$316, 718.56, 51.1% of the budgeted amount. This left the operating fund with \$37,160.
2. A distribution of pledges by Step Donations showed total pledges for the period of \$408,542.66 and Pledges received \$ 245,542.66 and that when the pledges of the 5 members who have made no payment toward that pledge were subtracted, the remaining 125 pledges were 90% on date or ahead of time.

Spencer said that the 2021 Stewardship team must be sure to emphasize thanking congregants for their contributions during the year and that TENS webinars were reassuring we are on track with our campaign layout.

The Fall Stewardship Campaign Layout:

1. The campaign dates were discussed and confirmed to start October 4, 2020 and conclude November 1, 2020.
2. The Stewardship Mission Statement was discussed and 'Empowering the people of St. Paul's to live the truth of our creation in the image of a loving and generous God, by inviting all to know the joy of abundant generosity and sacrificial love.' Was picked as our mission statement.
3. The Stewardship team's introduction letter was finalized and will be sent to the congregation electronically through an email and included on the web page.
4. Judy will compile a list of generous givers and team members will submit names of others they think would give compelling testimonials. We intent to have a testimonial each week the Stewardship Campaign during the Sunday service and written testimonials in the newsletters.
5. Our theme and logo were discussed, and the TENS suggested 'Faith Filled Generosity' was accepted.
6. Julie presented a timeline of communications to be sent to the congregation and asked the team to let her know of any comments or changes we want. The timeline is: committee develop the introduction text and forward to Julie by 9/6/2020, committee develop the stewardship letter and forward to Julie by 9/7/2020, committee to develop the pledge card and forward to Julie 9/8/2020, Judy and Julie will test online pledge form process by 9/9/2020, the committee and Julie will review the web page by 9/20/2020, Julie will complete the page revisions by 10/4/2020, July will post the announcement on E-news page with a link to the Pledge Page by 10/4/2020 and Julie and Anne and the committee will maintain the page with subsequent updates on process, letter /profile narrative.
7. Julie showed us the Giving page of St John's, www.stjohnsnh.org, as an example for St Paul's online Pledge Card. She told the team to look it over and let her know what options St Paul's should have and the Giving page links to the Stewardship letter to the congregation and Pledges.
8. Karen, Tom and Judy will draft the Stewardship letter. Karen said she would send a draft to the team members by September 3, 2020. The letter will be a mission statement and include that St Paul's need for very substantial increase in income. The letter is to arrive October 4, 2020.
9. With the letter to the congregation will be sent a pledge card and 2021 narrative budget using mission and budget metrics to be determined after the September Vestry meeting. All items included with the letter and envelope addressing will be generated in house.
10. It was mentioned that a Stewardship message should be included in the Christian Formation gatherings during the campaign weeks.



Human Resources

Meaghan Thomas and Joan Rosko Miller

Meaghan Thomas presented a document that showed the various personnel positions, both salaried and volunteer, required to fully support the strategic plan. (See Attachment).

