

St. Paul's Episcopal Church, Wilmington, NC

Vestry Meeting

October 12, 2020 at 5:30 via ZOOM

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

**Excused:** Joan Rosko Miller

Opening Prayer was offered by The Rev. Ray Hanna

The Strategic Plan Facilities Report

Mona Clites, Committee Chair Facilities Strategic Plan

- The SP states the following: Due to life threatening safety and ADA violations, implement a plan to fix them or relocate.
  - Deferred maintenance
  - Safety and accessibility
  - Improve functionality of the space for the membership
- How to accomplish this goal
  - Hire a professional firm to complete a report giving in that would give ideas to bring current spaces into the 21<sup>st</sup> Century
- To be included in the report
- A review and assessment of current facility in relation to various codes
- Cost estimates/prioritization of items needing repair
- Ideas for remaining space with cost estimates
- Talk to stakeholders regarding:
  - Current spaces
  - Reconfiguration of space
  - Demolition/rebuild or addition
- Additional items in the report:
  - Description of the potential work for future design process and for Capital Campaign
  - General renderings for a Capital Campaign
  - A general cost estimate for building a new facility for comparison
- Ultimately this is info for decision-making
- This would not be a final design
- Would not be a final choice about redoing the facility or relocating – Vestry will ultimately decide
- The Vestry will have input from parishioners, etc.
- Role of the facilities committee: develop RFP to send to prospective firms
- Firms Submit proposals describing how they would go about completing the Report
- Review the proposals, conduct interviews and references-checks on firms
- Provide a recommendation to the Vestry about potential firm(s) that seem to be able to meet the Vestry's goals.
- Tentative timeline is to have proposals by February.
- Hire a firm/negotiate fee to be paid to complete a Report
- Work with the firm to determine processes to gather input from the church parishioners
- Assure access to all relevant documents
- Review the final Report to determine the direction.

- RFP to architects, Vestry Hires Firm; Completes Report; Vestry Determines Direction; Capital Campaign; Design Process; Construction Process.

The Rev. Ray Hanna offered remarks including: The first in-person services were very positive and well received. There will be a way to put people on a waiting list.

- Vestry Nominations will be sought and recommended by retiring vestry persons who will serve as the Nominating Committee. Process should begin any time. Keep in mind to see Vestry as a ministry and not a burden and that it can be a positive experience. As you are thinking about people's talents and gifts, consider those that are needed for the work of the vestry at this time.
- Annual Meetings are normally held earlier than St. Paul's holds its meeting. Vestry are voted on in person; quorum for the annual meeting is 25% of the members.

The minutes of the September meeting of the Vestry were approved on motion ( sally), second (Joe ).

Rev. Adam Pierce provided an update on Adult Formation presentations regarding the Strategic Plan.

More attended than on a normal Sunday (41 the first week and 37 the second). All vestry members were asked to invite 5 people to join the discussion on Sunday mornings. Most people would have interest and it would be good to increase the number attending. The next meetings will be really into the meat of the Plan.

An update of the progress of the Search Committee was presented by Rhonda Stroud. The committee has been meeting weekly both on Zoom and in person. The in-house parish profile...will be released in the not too distant future. Focus groups and surveys were held and are now being combined into a multi-media presentation for potential candidates to view it. It will be edited and made professional-looking. The Vestry will view the profile before it is released. It would be helpful for something to be written for the e-News to keep the parishioners up to date on the progress. They were pleased with the number of responses.

Other Strategic Plan reports included:

Financial Stewardship report was given by Fr. Hanna and Keith Caulder

- The Stewardship Committee has been working hard and the first mailing will go out next week. Invited people to give testimonials on Sunday mornings. There will be two more of those and Jim Hanisian will preach about Stewardship. Thankfulness to Go for the gifts He has given us. Trust the church to be good stewards of the gifts we give. The Stewardship Committee is all increasing its pledge and Fr. Hanna is asking the Vestry to all increase their pledges.
- Human Resources report was given by Sally Pope and Meaghan Thomas who reported on the Labor Analysis including Volunteers, Staff, Support Staff, Templates for Job Descriptions of both paid and volunteer individuals. There are twenty-three different groups that help the church move along. They shared the Spiritual Gifts Assessment form that will determine 12 different ministry areas. It can also be filled out electronically.

Treasurer's monthly report was presented by Judy Wilson who reviewed the balance sheet (see attached). Income 68% of budget and Expenses of 67% of budget. September was the first month in which we had only pledges as income. The Treasurer's report was adopted and filed for audit on motion, second (Pope/Singer).

Closing Prayer was offered by Teresa Singer

The meeting adjourned at 6:49 pm

## BUILDING AND GROUNDS REPORT- SEPTEMBER 2020

Steve Haughey, Chair

### FEMA

- The gate to the garbage/recycling enclosure was repaired on Tuesday September 1.
- CGC Restoration will begin work on the Market Street exterior wall in late September-early October, weather permitting. A sealant will be applied to the exterior wall to prevent moisture from penetrating through and halt the deterioration of the south wall. Repairs to the interior wall of the NARTHEX and Loft will follow as appropriate, per CGC.
- Met with Stature Engineering to discuss options for a water removal system in the gym on September 25.

### CHURCH & PARISH HALL

- SILKWOOD completed painting of the north windows of the PH on Thursday October 1.
- LEO ELECTRIC replaced burnt bulbs in the center aisle of the NAVE on September 24.
- The “Welcome Here” sandwich board on 16<sup>th</sup> Street is being replaced. The board in front of the double doors will be repainted.
- Southeastern HVAC will be in for maintenance of all AC units on Monday October 19.

### SPC-FACILITIES

- The framework of the Request for Proposal (RFP) is in final stages of writing. This document will be sent to prospective architectural firms to determine their interest in working with SPEC Strategic Plan on our facilities. A copy of the 2018 Andrew Consulting Report will be included in the RFP.



## ORMOND CENTER REPORT - SEPTEMBER 2020

Jan Vick Chair

On October 1, 2020, the tenants of the Ormond Center executed new leases extending the terms for one year. The leases were signed on behalf of St. Paul's by our Senior Warden and notarized by Herb Gant.

In spite of the difficulties created by the pandemic, each agency has been able to continue many services, congregate virtually on line, and provide needed services to others. This has somewhat alleviated the depression caused by the enforced isolation of clients of the agencies.

One person, Cedric Harrison, founder and director of Support the Port, has been honored by being nominated for an award as one of the “40 Under 40” individuals selected by the Wilmington Chamber of Commerce.



Stewardship Committee  
(Minutes September 2020)

Present: Spencer Weig, Karen Day, Tom Gerow, Judy Wilson, Michael Singer, Anne O'Dell, John McElroy, Ray Hanna(late). Absent: Adam Pierce, Keith Calder.

Father Singer opened with a prayer. The August minutes were approved.

**Treasurers Report** - Judy present the same 2020 Operating Fund Budget & Preliminary Budget and the 2020 Pledging Step Donations & Gifts Received she had presented to the Vestry on September 14, 2020. She said with pledges and gifts 81% of Saint Paul' members give. Mike initiated a discussion on the Pledge saying some new Episcopalians do not understand pledging.

**Timeline** - Spencer presented a timeline of activities for our Stewardship Team for the next two months. Concentration on the next two weeks:

- Karen and Tom will provide another edit of the Solicitation letter for week 1 of the campaign by September 21, 2020, concentrating on smoothing the budget numbers paragraph.

- Team will be set up to address letters on September 21 and September 23, 2020 in the parish hall with social distancing.
- Judy is making updates to the directory before September 21 afternoon.
- Carl will print the letter and Karen will stuff envelopes before October 1, 2020.
- July and Anne will layout a procedure for parishioners to submit testimonials for Face Book and the Web page by September 25, 2020.
- Keith and Spencer will ask for testimonial speakers for October 2020 services.
- Anne will revise the Mission Budget: incorporating the Rector search under ‘Ministries and Facilities Support, tighten up the wording in all categories, add a pie chart and keep it to two pages Submit by October 1, 2020.
- Ray will compose a cover letter for the October 15, mailing.



Update on Strategic Plan from Human Resources

- Plan 1. Labor Analysis ( show chart Strategy #3: Human Resources, Plan #1
- We created an organizational chart for paid staff and volunteers. We have identified those in org chart.
- We are developing a template for those people to give job descriptions, responsibilities, work hours, and schedules.
- We will determine the percent of current budget for paid staff.
- We will determine the ratio of paid staff/volunteers to membership.
- A spiritual gifts assessment will be sent out electronically and by letter mail to coincide with the pledge drive. ( show SGA template)



Treasurer’s Report – October 2020  
Judy Wilson, Treasurer

**2020 OPERATING FUND MONTHLY REPORT for VESTRY**

	2020 BUDGET	ACTUAL TO DATE	
INCOME	APPV'D 5/2020	9/30/2020	% of Budget
Pledge Payments	415,508	288,029.85	
Non-Pledge Gifts	64,156	40,657.54	
Christmas Offering	3,000	70.00	
Easter Offering	250	250.00	
Plate Offering	5,184	2,102.66	
2019 Pledge Payments	10,081	10,181.00	
2019 Year-Reserve	3,115	3,115.32	
Agency Gifts	2,500	2,500.00	
<b>TOTAL OFFERING</b>	<b>503,794</b>	<b>346,906.37</b>	
General	11,850	8,134.91	
Life Insurance Proceeds	6,000	6,000.00	
Gifts/Grants	12,850	7,810.00	

	Ministries	5,750	2,535.48	
<b>1</b>	<b>TOTAL INCOME BEFORE TRANSFERS</b>	<b>540,244</b>	<b>371,386.76</b>	
	Transfers from:			
	Endowment - Asst Rector	22,000	15,709.00	
	Endowment - New Rector Search	-	-	
	Endowment - Spire Repair	18,730	-	
	Endowment -Men's Fellowship	6,336	6,336.57	
	Reserve Fund	-	-	
	SBA - PPP Loan	32,000	32,000.00	
<b>2</b>	<b>TOTAL TRANSFERS</b>	<b>79,066</b>	<b>54,045.57</b>	
<b>3</b>	<b>TOTAL ALL INCOME</b>	<b>619,310</b>	<b>425,432.33</b>	<b>68.7%</b>
	<b>EXPENSE</b>			
	Salary & Benefits	390,921	283,205.26	
	Business Operations	80,402	50,735.57	
	Facilities	91,345	49,543.28	
	Programs	45,094	25,319.61	
<b>4</b>	<b>TOTAL EXPENSE BEFORE TRANSFERS</b>	<b>607,762</b>	<b>408,803.72</b>	
	Transfer to Reserve	7,048	7,048.75	
	Transfer to Capital (Irrigation)	4,500	4,224.71	
<b>5</b>	<b>TOTAL TRANSFERS</b>	<b>11,548</b>	<b>11,273.46</b>	
<b>6</b>	<b>TOTAL ALL EXPENSE</b>	<b>619,310</b>	<b>420,077.18</b>	<b>67.8%</b>
	<b>NET</b>	<b>-</b>	<b>5,355.15</b>	
	Operating Fund as of 12/31/2019		7,048.75	
	<b>Operating Fund as of 8/31/2020</b>		<b>12,403.90</b>	

