

St. Paul's Episcopal Church, Wilmington, NC
Vestry Meeting, April 12, 2021 – ZOOM

MINUTES

Present: Teresa Singer, Senior Warden, Tom Sramek, Junior Warden, the Rev. Raymond Hanna, Interim Rector, Adam Pierce, Assistant Rector, Ruth Gates, Angela Green, Joan Rosko Miller, Rhonda Stroud, Meaghan Thomas, Merry Ann Wright, Sally Pope, Layne Dupree, Steve Martin, Judy Wilson, Treasurer, and Brenda Cunningham, Clerk

Not in attendance: Matt Langley

The meeting was called to order and started at 6:00 pm with opening remarks from Reverend Ray Hanna. He requested each vestry member share their prayers for the next rector. Ray prayed that the new rector and vestry will have a collaborative ministry. In turn, each vestry member shared their hopes and wishes for the next rector.

Sally Pope and Teresa Singer collated the prayers from the Vestry retreat meeting which turned into a love letter from God. Ray would like the letter read at the beginning of each vestry meeting.

1. Approval of Minutes from Vestry Retreat, March 5-6, 2021

The Minutes of the March 5-6, 2021 Vestry Retreat were accepted on motion, second (Angela Green and Sally Pope)

2. Status Reports from Strategic Planning Teams

Facilities Team report was presented by Layne Dupree. They are proceeding with their work and the finalizing the contract with the architectural firm, WKWW.

Human Resources report was provided by Joan Rosko Miller. They have reviewed the spiritual gifts assessment surveys submitted by 70 parishioners. Meaghan Thomas has analyzed the results. They will be in contact with those parishioners to see what ministries or future ministries match their spiritual gifts. Should the participants wish to become involved, their commitments will be for one year.

Stewardship Committee report provided by Rhonda Stroud. Next Monday they will be meeting to finalize the plan and develop ways to communicate success throughout the year.

The Strategic Planning Committee report was presented by Rhonda Stroud. The pledges are below the 20% increase projected. Pledges actually dropped as a result of circumstances in the last year. With the arrival of a new rector, there is currently no plan to change the budgeted

pledge amount. Some good news was shared, specifically that there were some first-time pledgers and also year-over-year increases in amounts from existing pledgers.

Teresa reported on "Vestry Person of the Week" program. She and Ray notated what weekly tasks need to be accomplished, such as opening the doors at 7:30 am for 8:00 service. The orientation on duties will take place soon and the rotation will begin June 1.

3. Update from Search Committee

Rhonda Stroud gave an update on the Search Committee's rector search. The Committee is down to the final three candidates. They will be coming to Wilmington to see the area and meet with vestry members.

4. Pentecost Picnic

The Pentecost Picnic will take place on Sunday, May 23 in Shelter #6. It will be a Covid-compliant event and a send-off for Ray. The lunch will be catered. There will be no cost to attendees and no need to sign up on Eventbrite. There will be no 8:00 am service on that day.

5. Rector's Report

Ray reported that we can open the church to 30% of capacity but that it is preferred to set the limit to at 80 people. Registration for the services is to be made in advance through Eventbrite. Registrations for last week were for less than 40 parishioners and over 70 were in actual attendance. By limiting the capacity to 80, we will have some flexibility for those who do not sign up in advance. We will continue to encourage people to hold zoom meetings.

Charlie Smith's funeral service will be this Sunday at 2 pm.

The office administrator position is still not filled and it has been suggested that a temporary person fill the need until the new rector is in place. The position will be for 12 hours per week. It will likely be a 3 to 6-month position.

6. Treasurer's Monthly Report

Judy Wilson gave the Treasurer's Report. She summarized first quarter results and stated that 26% of budgeted revenues are in and that 21% of expenses were incurred. The March Madness matching program had 45 donors that contributed \$8,700. To maximize the \$9,000 matching grant, we still need to collect \$300 in the next few days.

The church has been approved for a second PPP loan of \$54,000. Judy stated that we will need to be aggressive about donations next year when there will be no PPP money available.

Closing Prayer and Adjournment

Adam noted that since committee reports are submitted in advance, he suggested that there was no need to discuss them unless there are questions. He thinks some time on visioning and issues raised in the Strategic Plan should be the focus of the vestry meetings.

Angela Green prepared and gave the closing prayer.

Motion to adjourn accepted on motion, second (Joan Rosko Miller and Merry Ann Wright)
Meeting was adjourned at 7:10 pm.

April 13, 2021 message from Teresa Singer, Senior Warden

An item of business was inadvertently left off of the agenda for last night's vestry meeting.

St Paul's vestry must approve our representatives to the Cape Fear Deanery. Ellen Weig has been our only representative for the past two years. Ellen resigned from that position on March 18.

David Tousignant and Cheryl Wagoner have agreed to serve as St. Paul's representatives to the Lower Cape Fear Deanery. In order for us to notify the diocese and deanery concerning this matter I would ask you to cast your electronic vote to the following motion:

I make a motion that the vestry appoint David Tousignant and Cheryl Wagoner to serve as St. Paul's representatives to the Lower Cape Fear Deanery.

In order to cast your electronic vote, please reply all with a "yes" or "no" by noon on Wednesday, April 14. Any "no" vote will decline the motion and the matter will be discussed at our next vestry meeting.

Vote was unanimous and motion carried.

Archives Quarterly report, January -March, 2021

The retained records, registers, documents, and ephemera of St. Paul's contain documentation of the "mission, initiatives, activities, operations, heritage, and legacy" of the parish and provide a parish genealogy. The heritage, history, and lessons emerge as parish stories, while documents provide information about architectural history, timelines, ministry efforts, and the constructive foundation for what comes next. The Archives also provides for the stewardship of our parish information, stories, and institutional memory through the ongoing collection of newly generated church records.

It's been my privilege this quarter to serve as a resource for some of our Strategic Planning endeavors. I prepared and sent an inventory of both paper and digital blueprints of both buildings and digital images to the architectural consultant. I also researched St. Paul's status with regard to the Nat'l Historic Registry as it pertained to a grant being considered by the Grants Writing Committee and presented my findings to them.

Other research requests related to previous issues with the wells and irrigation system, and previous issues and repairs of the doors of the church. Information was provided to the men of the church working on them.

Two new archival discoveries proved interesting. First was a structural analysis done after the 1973 Parish House fire, including very poor additional pictures. Inquiry to the Wilmington Fire Department for records did not provide better copies – their records from 1973 had been purged. Further inquiries locally were put on hold because of the work of the Strategic Planning group search for an architectural consultant.

The second discovery was two framed pictures, a man and a woman, from the mid-1800s that were "in a box" in the Administrative Office. Anne O'Dell is helping to research the photographer who was local to Wilmington. The questions are who were they and what relationship did they have to St. Paul's at the time of the Civil War.

In 2019, replacement of stained glass panes from A&H Art and Stained Glass were ordered through the Archives for repairs after Hurricane Florence. They were stored safely in the Archives and recently installed by Francisco Castillo. Steve Haughey has requested that additional replacement panes be ordered – because A&H is no longer in business subsequent to Covid-19, Steve has authorized me to make an inquiry to another company related to A&H by family to see if they can craft similar stained glass.

Two research requests came from outside the parish. The Rev. Dena Whalen requested and received research related to Church of the Advocate. A significant request came from Joel Finsel of the Third Person Project and UNCW faculty for information about African American burials from St. Paul's in the Pine Forest Cemetery – interestingly he was referred to us by the State Archives who had made microfiche copies of our records in 1985.

My time in the Archives has been limited to Monday mornings. Work has been devoted to the blueprints and to refiling all Vestry records, removing them from dirty old binders and storing them in appropriate archival folders and boxes. Affirmation of my procedure doing this came from the UNCW Special Collections librarian, Rebecca Baugnon. My personal research and writing, specifically on Josepha Atkinson, and on topics related to the racial history of St. Paul's, continues at home and locally in the community. Questions posed in Sacred Ground and in Becoming Beloved Community are of particular interest and are certainly pertinent to St. Paul's history.

Respectfully submitted,
Ellen C Weig, Archivist and Parish Historian

**Due to life threatening safety issues and ADA violations,
implement a plan to fix them or relocate**

Strategy #1 Facilities

Plan #	Plan Description	Person(s) Responsible	Staff/Volunteer	Due Date	Status: R, Y, G	Comments
1	Assessment of deficiencies and assets					
1	Expand the facilities committee to 7 members	Facilities Team		9.15 2020	G	
2	Conduct a thorough examination of safety/code and ADA violations	Facilities team/	Report of Andrew Consulting Engineers Architectural firms	9.2021	G	Team has toured the building and reviewed report of Andrew Consulting Engineers Architectural firm, WKWW, will conduct thorough exam as part of their due diligence
3	Cease use of unsafe spaces until the problems are rectified	Facilities Team	Staff	12. 2020	G	Due to COVID this is a non-issue at this time.
4	Develop three core competencies that St. Paul's is known for to consider and incorporate in the renovation/rehabilitation or relocation	*WKWW	Staff Stakeholders	9.2021	G	*WKWW is the architectural firm chosen to lead us through Phase I which will include an urgent needs assessment as well as program and long range planning. The firm is represented by Grason Hudson, principal architect
5	Develop a list of space needs for worship/music, education, administration/site and fellowship/outreach	WKWW	Staff stakeholders	9.2021	G	Architectural firm will develop this list based on in depth program studies
6	Develop a questionnaire to lead discussion amongst stakeholders	WKWW	Facilities Team	5.2021	G	WKWW will provide a template for the questionnaire which the team will modify to meet needs specific to St. Paul's
7	Share St. Paul's documents regarding facilities with WKWW	Steve	Ellen Weig, archivist	6.2021	G	Historical documents have been compiled, scanned and shared with WKWW; GNP

			Gentlemen of Noble Poverty			will update critical needs spreadsheet; systems and access reports
8	Create media blitz announcing stakeholders' input meetings	Team	Clergy Communications team Facilities Team Graphic designer	4.2021-	G	Using logo/theme created by graphic designer, create a media blitz to announce meetings: sermons, social media, website, postcard, announcements, etc. Include tech support assistance offer in all communications Create positive energy and excitement through * countdown, "coming soon" posts and announcements
9	Establish dates for stakeholders' input meetings via Zoom using link on website and/or sign-up via Eventbrite	Teresa WKWW	Julie Martin-tech support, WKWW, Facilities Team will act as moderators	6.2021	G	Opportunities for all stakeholders to share input will be made available via zoom. Stakeholders may choose area of interest: music/worship; education; fellowship/outreach; administration/site. Facilities Team members will serve as moderators, leading each group to consensus
10	Establish date for second stakeholders' meeting to report findings of first meetings via Zoom using link on website and sign-up via Eventbrite	Teresa WKWW	Julie Martin-tech support	6.2021	G	Gray Hudson will frame this meeting for all stakeholders to hear reports from all program areas.
2	Cost assessment for major rehab					
1	Develop a Request for Proposal(RFP) to send to architectural firms	Mona & Steve	Facilities Team	10.22.2021	G	
2	Create a list of possible architectural firms with experience and expertise in Episcopal Church and parish hall renovations, as well buildings with historical significance	Facilities Team		10.15.2020	G	

3	Send RFPs to architectural firms	Facilities Team	Carl	10.22.2020	G	<i>RFPs were sent to 10 firms</i>
4	Invitation to a facilities tour made available to interested firms	Facilities Team	Carl	10.22.2020	G	
5	Facilities tours conducted		Keith, Mona, Ruth, Spencer & Steve	11.5.2020 3.2021	G	Architectural firms were given the opportunity to tour the facilities in November 2020. All vestry members were invited to tour the facilities in late February/early March
6	Submittal of proposals	Architectural firms	Fr. Ray, Steve Mona	11.23.2020	G	<i>We have 4 proposals to score</i>
7	Develop scoring rubric for RFP's	Facilities Team	Mona Lara Stroud	11.20.2020	G	
8	Review and score RFPs	Facilities Team		12.31.2020	G	
9	Interview architectural firms	Facilities Team		01.29.2021	G	
10	Contact references of potential firms	Facilities Team		02.26.2021	G	
11	Recommendation to the vestry to secure funding for the first phase of meeting Strategic Plan Strategy #1	Facilities Team		03.08.2021	G	<i>Vestry accepted recommendation to hire WKWW, an architectural firm specializing in church work, with experience in respecting the historic significance of buildings, while enhancing functionality and modern ministry needs</i>
12	Submit proposed architectural firm to vestry	Facilities Team		03.08.2021	G	

Plan# 1	Plan Description	Person Responsible	Staff/Volunteer	Due Date	Status: R, Y, G	Comments
13	Develop a long-range plan for facility rehabilitation that addresses urgent needs related to safety and ADA regulations, as well as updating our buildings to meet the	WKWW	Input from stakeholders	09.30.2021	G	

	ministry needs of the 21st century					
14	Develop a cost assessment for the major rehabilitation project	WKWW		09.30. 2021	G	
	Capital campaign for rehab or relocation					
1	Lay groundwork for capital campaign through effective communications: Powerpoint presentations to the vestry; Adult formation presentation	Facilities team		10.08. 2020 Vestry 10.18. 2020 Adult Formation	G	
2	Plan the capital campaign with the cost assessment from long-range plan in mind	Strategic Plan Teams & Vestry		09. 2021	G	
3	Announce architectural firm to parish: e-news, social media, powerpoint,	Facilities Team	Staff Communications team	6.2021	G	Sr. Warden's letter to parish, announcements, social media posts, powerpoint presentation, etc
4	Develop a logo/theme for all communications regarding facilities work	Team	Local graphic artist	4.2021	G	Commission a local graphic artist to develop logo and theme to be used in all communications, social media, presentations etc.
5	Request loan from St. Paul's Endowment Board to cover architectural fees until grant monies and/or donations are secured	Teresa	Senior Warden will make request on behalf of vestry	6.2021	Y	
6	Write grant proposals to cover costs of architectural fees	Team St. Paul's Grant Committee	Steve GNP WKWW Will support work with pertinent documents and information	9.2021	Y	St. Paul's Grant Committee will submit grants to three foundations requesting monies to support the work of Phase I, which will provide a needs assessment and programming plan, as well as long range planning to guide the vestry in making decisions regarding the future of our facilities
4	Cost assessment for relocation					
1	Develop a cost assessment for possible relocation	WKWW		03. 2021	Y	

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Implement a management plan for paid staff and volunteers in keeping with best practice.

Strategy #3: Human Resources

Plan #	Plan Description	Person Responsible	Staff/Volunteer	Due Date	Status: R, Y, G	Comments
1	Labor Analysis					
1	Create organizational chart	all		9/2020	G	
2	Job descriptions and responsibilities for all full and part-time paid staff	Joan		12/2020	G	paid staff assessing job duties and will use new template
3	Job descriptions and responsibilities for ministry volunteers - determine number of hours and schedule	Sally Keith		12/2020	G	list of volunteers being compiled
4	Develop staff satisfaction survey for paid staff	all		12/2020	G	
5	Conduct staff satisfaction surveys	Joan Meaghan		1/2021	G	sent out practice survey, edited as needed, surveys to be sent out 1/8/21 to be completed by 1/15/21
6	Determine percent of current budget for paid staff	Joan Meaghan		?/2021		on hold until new Rector
7	Determine ratio of paid staff to active membership	Sally		6/2021	G	will evaluate post-COVID
8	Determine ratio of volunteers to active membership	Sally		6/2021	G	will evaluate post-COVID
2	Staffing Management Plan					
1	Develop Spiritual Gifts Assessment	all		11/2020	G	Hardcopy & digital version
2	Distribute Spiritual Gifts Assessment to Parish		website w/ Julie Martin's assistance email w/ Jane Cunningham	2/2021	G	Send out Jan. 19 due by Feb. 17 (email blast, USPS and website) Goal: 25% response
3	Tabulate results		Volunteers	3/2021	G	Done

Updated 4/8/21

Plan # 1	Plan Description	Person Responsible	Staff /Volunteer	Due Date	Status: R, Y, G	Comments
4	Create list of St. Paul's ministries to match with Spiritual Gifts			4/2021	G	Done
5	Match results of SGA with individual talents					
6	Provide feedback to survey respondents and gauge interest/commitment in different ministries			4/2021	G	working on matching talents
7	Share results with vestry and committee chairs			5/2021	G	
8	Review St. Paul's Personnel Manual and revise as needed	Ray		11/2020	G	Done
9	Develop job description for Parish Administrator	All		4/2021	G	Being updated. Matching results of Spiritual Gifts Assessment to duties related to that job. Suggestion of hiring a part-time temporary Parish Administrator.
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Updated: 6/23/20

Page 2

Project Status: R=Red, project is off track; Y=Yellow, project is showing signs of getting off track/at risk; G=Green, project is on track

Tab x

Updated 4/8/21

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(Sentence describing reason for plan from 1 sheet)

Implement a comprehensive plan to balance the budget by establishing programs for annual giving, planned giving for endowments, and capital funding for special projects.

Strategy # (2) Financial Stewardship

Plan # 1	Plan Description	Person Responsible	Staff/Volunteer	Due Date	Status: R, Y, G	Comments
1	Increase total annual giving by 20% per year over the next three years.	Team Member	People to Recruit			Potential Resources: Pledges, Special Gifts, Grants, Memorials, Seasonal Offerings
1	Form Stewardship Committee	Spencer Weig	Spencer Weig	Completed	G	
2	Plan Stewardship Campaign	Spencer Weig	Stewardship Committee	Completed	G	Stewardship Committee designed campaign based on a mission budget
3	Implement Campaign	Spencer Weig	Stewardship Committee	Completed	G	Campaign implemented via mail and the strategic planning presentation on Zoom during Christian Formation on 10-25-2020
4	Review the Results	Spencer Weig	Stewardship Committee	Completed	G	
5	Plan a Year Around Program	Spencer Weig	Stewardship Committee	04/30/21	Y	

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2	Initiate ongoing planned giving program.	Team Member	People to Recruit			Potential Resources:
1	Web page Giving tab		Judy, Anne	Completed	G	Pledges can be made on the St. Paul's website.
2						

3	Launch 3 year capital campaign intentional.	Team Member	People to Recruit			Potential Resources:
1	Team Education	Tom, Joe, Rhonda, Jan	Team Research	6/1/21	Y	Information needed on cost and projects involved in renovation to develop capital campaign
2	Form Plan				R	
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2021 OPERATING FUND MONTHLY TREASURER'S REPORT for VESTRY

2021 OPERATING FUND MONTHLY TREASURER'S REPORT for VESTRY					
		2021 BUDGET	ACTUAL TO DATE		
	INCOME	APPROVED	3/31/2021	NOTES	% of Budget
	Pledge Payments	450,000	126,845.88		
	Non-Pledge Gifts	44,000	16,136.80		
	Christmas Offering	4,000			
	Easter Offering	1,800	473.70		
	Plate Offering	4,000	485.00		
	2020 Pledge Payments	7,000	4,745.00		
	TOTAL OFFERING	510,800	148,686.38		
	General	11,275	4,881.98		
	Gifts/Grants	13,750	3,437.00		
	Ministries	14,297	10,538.38		
1	TOTAL INCOME BEFORE TRANSFERS	550,122	167,543.74		
	Transfers from:				
	2020 Reserves for 2021	20,708	-		
	SBA - PPP Loan	54,200	-		
	Reserve Fund	16,479			
2	TOTAL TRANSFERS	91,387	-		
3	TOTAL ALL INCOME	641,509	167,543.74		26%
	EXPENSE				
	Salary & Benefits	419,409	91,178.24		
	Business Operations	83,050	17,224.38		
	Facilities	85,750	16,253.62		
	Programs	53,300	12,194.49		
4	TOTAL EXPENSE	641,509	136,850.73		21%
	NET Balance in Operating Fund	0	30,693.01	as of 3.31.21	
	Investment Account	966,879.97			
	Disbursement Account	116,490.84	**		
	Endowment Fund Total 3/31/2021	1,083,370.81			
** FEMA (51,545.19) Diocesan Grant (1,076.42) Restricted Gifts (2,822.19) Reserves (61,046.84)					