

St. Paul's Episcopal Church, Wilmington, NC
Vestry Meeting, May 10, 2021 – ZOOM

MINUTES

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

Not in attendance: Layne Dupree and Adam Pierce, Assistant Rector

The meeting was called to order and started at 6:05 pm with opening remarks from Teresa Singer. As has become the custom since the April vestry retreat, praying each other's prayers was again done. The topics selected for prayer were discussion about the successful transition for the new rector, how vestry members will support each other and a vision for the future of St. Paul's.

1. Love Letter from God

At the last vestry meeting, Sally Pope and Teresa Singer volunteered to collate the prayers from each member which would be turned into a love letter from God. Teresa enthusiastically read the letter from God and the many encouraging plans God has for this parish.

2. Approval of Minutes from Vestry Meeting, April 12, 2021

The Minutes of the April 12, 2021 Vestry Meeting were accepted on motion, second (Merry Ann Wright and Joan Rosko Miller)

3. Status Reports from Strategic Planning Teams

Facilities Team report was presented by Ruth Gates. The shareholder meetings were held and a final report was given to WKWW. Mona is now leading the team. Tom Sramek has also joined the Facilities Team. The committee members are on a short break and waiting to hear recommendation from Grayson Hudson, of WKWW, in approximately 3-4 months. A round of applause was given for a job very well done.

Human Resources report was provided by Joan Rosko Miller. The participants in the Spiritual Gifts survey were mailed an update on their individual assessment. Meaghan Thomas will put together a matrix to show the overall results of the survey. They are preparing an updated listing of the heads of each ministry. The group will contact survey participants about volunteering in ministries that 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. Their report indicated that not all items are "green". They are working on developing a "Stewardship Throughout the Year" program and hope to plan a capital campaign meeting when the new rector arrives. Several of the Stewardship Committee members are attending a two-week Zoom workshop through Virginia Theological Seminary on being a top notch hybrid church.

4. 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 have all come to Wilmington to see the area and met with committee members. Final decisions will be made in the near term. If the Search Committee can agree to present one candidate, Teresa will call a special meeting and that individual will be presented to the vestry to either be accepted or rejected. If accepted, Teresa will contact the candidate and advise the Bishop.

5. Sr. Warden's Report

Teresa reported that an audit was done and there were minor issues that have been resolved. One major issue uncovered by the audit was related to how Ronnie Wise was brought on originally as a contractor. His status has been changed and he is now an employee, with pension benefits.

Church opening and closing procedures have been finalized and will be distributed to the vesty members. Supply clergy is in place through June. At least two of the clergy members will provide pastoral care.

Brice O'Dell has been a great volunteer and he is graduating from CFCC. Teresa expressed the hope that he be sent congratulatory messages.

6. Rector's Report

On Friday, May 14, is the event honoring Adam's service to the parish. On Sunday, May 23, the church picnic honoring Ray will be held at Long Leaf Park. Ray advised that if it rains, the picnic will be cancelled and there will be no service at church. He thanked the members of the vestry for the opportunity to serve. He also advised that there is a protocol that there should be no pastoral relationship between the outgoing rector and any members when a new rector is brought on.

The office administrator position has been filled temporarily by Louise Buck. Currently she will work 12 hours per week. In the near future, Jane will be phased out and Louise's duties will be increased. Jane does the bulletin and e-news and those duties will transition to Louise. The position will likely be for 3-6 months and a permanent administrator will be selected by the new rector.

7. Treasurer's Monthly Report

Judy Wilson gave the Treasurer's Report. She summarized the results through the end of April and stated that 31% of budgeted revenues are in and that 30% of expenses were incurred. For the March Madness campaign, a total of \$8,750 was collected and \$6,000 was matched, bringing the total to \$14,750. The Endowment Fund is just over one million dollars. Approval for a \$50,000 disbursement from the Fund was given to cover initial architectural consulting fees.

The Treasurer's Report was accepted on motion, second (Merry Ann Wright and Steve Martin)

8. Check-in

No one had any concerns. Consensus was that "It will all be fine".

Closing Prayer and Adjournment

Joan Rosko Miller prepared and gave the closing prayer.

Motion to adjourn accepted on motion, second (Ruth Gates and Joan Rosko Miller)

Meeting was adjourned at 7:00 pm.

(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	Steve, Merry Ann, Rhonda	Team Research	6/1/21	Y	Team members will participate in sessions sponsored by Virginia Theological Seminary. Topic is <i>Being A Top Notch Hybrid Church</i> .
2	Form Plan	Spencer, Merry Ann, Steve, Rhonda		8-15-21	Y	The stewardship team and vestry representatives will meet with the new rector to discuss beginning a capital campaign
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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		
		APPROVED	4/30/2021	NOTES	% of Budget
INCOME					
Pledge Payments		450,000	151,248.98		
Non-Pledge Gifts		44,000	20,629.33		
Christmas Offering		4,000			
Easter Offering		1,800	1,658.70		
Plate Offering		4,000	820.17		
2020 Pledge Payments		7,000	4,745.00		
TOTAL OFFERING		510,800	179,102.18		
General		11,275	5,083.22		
Gifts/Grants		13,750	3,437.00		
Ministries		14,297	11,083.90		
1 TOTAL INCOME BEFORE TRANSFERS		550,122	198,706.30		
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	198,706.30		31%
EXPENSE					
Salary & Benefits		419,409	128,535.65		
Business Operations		83,050	26,552.52		
Facilities		85,750	21,346.03		
Programs		53,300	15,842.96		
4 TOTAL EXPENSE		641,509	192,277.16		30%
NET	Balance in Operating Fund	0	6,429.14	as of 4.30.21	
Investment Account		1,000,264.12			
Disbursement Account		114,597.28	**		
Endowment Fund Total 4/30/2021		1,114,861.40			
** FEMA (38,329.69) Restricted Gift - Organ (2,676.67) Reserves (73,590.92)					