

**St. Paul's Episcopal Church
Wilmington, NC
Vestry Meeting
May 9, 2022**

Present: The Rev. Caleb Lee (Rector), Bill Anlyan, Chip Carter, Ashley Eason, Matthew Langley, Steve Martin, Anne O'Dell, Sally Pope, Tom Sramek, Rhonda Stroud, Meaghan Thomas, Merry Ann Wright, Judy Wilson (Treasurer), and Denise Sheehan (Vestry Clerk).

Absent: Layne Dupree

Guests: Mona Clites, Karen and Bill Smith

Father Lee led the vestry in an opening prayer. He then called the meeting to order at 6:01 pm.

Approval of the April 2022 Minutes

There was a motion to accept the minutes made by Bill Anlyan, and a second by Anne O'Dell. The minutes were approved.

Rector's Report

Father Lee reported on a successful ABC fundraiser for the Wilmington Boy Choir.

Richard Rhoads was admitted to the hospital on Friday night. The entire community of St. Paul's, as well as the Wilmington music community, is concerned and in prayer for his recovery.

Father Lee thanked all for their contribution to glorious Easter services. Attendance was 305 at the 10:30am service and 30 at the 8:00 am service.

He spoke briefly on his 2 ½ day trip to New York City for a Continuing Education conference. He also told the vestry that he would be away on a family vacation the week of Memorial Day. Priest associates will be able to handle any duties that week.

In advance of their report to the vestry, Father Lee thanked the Facilities Committee for their intense and thorough work in preparation for tonight's report.

Finally, Father Lee asked the vestry to pay special attention to the schedule for Vestry Person of the Day. There have been some "no shows", which leads to confusion and disappointment. He reminded the vestry to be good stewards and good communicators and let him know if they cannot serve on their scheduled date.

Rector's Warden (Senior) Report – Bill Anlyan

Bill and Father Lee have been meeting regularly to discuss a new Rector/Senior Warden relationship that places the Rector's Warden in a more advisory role.

Bill will now focus his attention on the following special projects: Model Policies, obtaining a Line of Credit for the upcoming church remodel, and building a columbarium. He hopes to present the vestry with a proposal on the columbarium at the June meeting.

People's Warden (Junior) – Chip Carter

The past month has been busy for Buildings and Grounds.

- The catwalks over the gym were sanded and painted, creating a much better appearance than the old carpeting that was soaked during Hurricane Florence.
- The GNP took delivery of the fire door for the North Basement area, only to find we had been shipped a right-hand opening door when we needed a left-hand opening one. David Tousignant worked with the distributor, who admitted he did not ask which type door we needed and convinced the manufacturer to make an even trade. We did not even have to pay shipping costs to return the original door. Hopefully this will all be corrected in the next several weeks so we can wrap up this long-needed project,
- Holy Week kept us busy with preparations for Easter, including assisting the Flower Guild with decorations and cleanup of the church.
- The GNP assisted Pat Scherer with pruning and transplanting some shrubbery around the church. In this effort, we found the long-sought wellhead alongside the ramp to the double doors.
- The GNP assisted with transporting donated items for the Boys Choir's ABC sale from the storage pod to the Parish Hall.
- Our "New William" (Pollock) seems to be working out well with kitchen duties, setup of the parish hall, and a much-needed washing of the Ormond Center exterior siding to remove mildew.
- We continue our effort to identify projects we can accomplish in 2022 based on manpower, funding and expertise in an effort to assist the Treasurer with budget planning for the balance of the year.

With a 1928 Parish House and 1958 Church building, there are always maintenance and improvement efforts to keep us busy. In addition to Buildings and Grounds, I participate in the monthly diocesan "warden Zoom meetings". Sometimes these involve specific topics such as stewardship, etc. The interaction between the wardens in the diocese also offer an opportunity to hear what other churches are doing that may be helpful to St. Paul's. I am also busy with the Finance Committee as well as the Facilities Team, members of which will give the vestry their updates in tonight's meeting.

Stewardship – Anne O'Dell

2022 Stewardship Campaign Update

As of April 30, 2022, the total dollars pledged to the 2022 annual stewardship campaign equals approximately \$490,228, an increase of over 15% from the final total of \$425,374 for the 2021 campaign. The total number of pledges in 2022 currently stands at 141, up from 132 in 2021. We need an additional \$24,772 in pledges to meet the budgeted number of \$515,000.

Through the first four months of the year, 83% of pledgers have paid at least ¼ of their commitment and we have collected 35% of the total amount pledged. These figures are consistent with giving trends in past years.

2023 Stewardship Campaign Theme

The theme for the 2023 stewardship campaign is SHINING OUR LIGHT. This theme and the logo we selected to accompany it were originally created by The Episcopal Network for Stewardship (TENS) for 2019.

Mid-Year Ministry Talks

We are moving forward with plans to present 4 brief mid-year ministry updates as part of the year-round stewardship initiative. Due to scheduling conflicts, we are in the process of reassigning presentation dates. We hope to finalize the dates and speakers at our next meeting in May. The ministries that we agreed to highlight are as follows: Worship and Music, Christian Formation, Parish Life, and Community Ministries.

Human Resources – Meaghan Thomas

There are no new updates from the committee.

The Parish Picnic will be May 22, and various strategies have been implemented to identify, involve and welcome new church members. Flyers have been mailed to each new family encouraging them to attend. Special nametags will help other church members identify and interact with new members at the picnic.

The Committee is moving forward with ideas from Invite/Welcome/Connect. The Membership Committee will send out a survey to the team to discover where they are in the process and how we can move forward.

Steve Martin complimented the committee on the rotation of leadership and setting goals based on data that tie back to the Mission Statement.

Facilities – Mona Clites, Karen and Bill Smith

Mona began the report by thanking the Facilities Committee for their leadership. They are blessed with an experienced and committed team, including Karen and Bill Smith, Teresa Singer and Ange Green.

The committee is here to request vestry approval of the proposed contract with the architects to move the building plans to the contract phase. This includes the entire project (schematics, Phases 1&2, Parish Hall). This is a step-by-step process that can be paused or halted at any time during the process. The proposal was sent to the vestry in advance for perusal. The Facilities Committee had thoroughly studied it before recommending approval. If vestry approves the contract, the Committee will meet with Gray Hudson to proceed.

The contract was also reviewed by a cohesive and professional team, with diverse “boots on the ground” backgrounds. Karen Smith and Tom Sramek are contractors, Bill Smith, an engineer,

Approval of this contract will also signal to the congregation that St. Paul’s is serious about this building project, encourage the congregation to buy into the plans, and start the fundraising campaign.

The beginning step is the schematic drawings. Completion of the schematic drawings will aid in fundraising for Phases 1 & 2.

Anne O’Dell asked if there were drawings for the Parish Hall yet. There are no specific plans or drawings yet, but the contract is very flexible and can be adjusted as we learn more about needs and ideas for the Parish Hall. She also asked if the contract date of 3/30/2022 will be adjusted to the actual signing date. It will.

The cost for the first phase schematic drawings is \$63,000. They will be completed this summer.

Father Lee explained that St. Paul’s owns the building in trust with the diocese. We do not need diocesan approval unless we plan to mortgage the building for fundraising.

Bill Anlyan motioned to approve the contract; Merry Ann Wright seconded. The motion to approve was by unanimous affirmation.

There was also a motion by Sally Pope, and seconded by Meaghan Thomas, to approve a survey of the entire property. This is a necessary step, separate from the contract. It is needed to obtain a building permit. There is no exact cost yet, but should run between \$10,000 - \$15,000. Once a surveyor is selected and contract ready, the committee will come back to the vestry for final approval.

The motion to approve the survey was passed unanimously.

Treasurer’s Report – Judy Wilson (see attached)

Judy Wilson reported that the financial state of St. Paul’s improves every month. As of 4/30/22, total income equaled \$213,763.63. which is 30% of the budget. Total expenses equaled \$204, 203.61, which is 29% of budgeted expenses. Net is \$9,560.02.

The Endowment Fund total is \$935,339.13. The Reserve Savings Account equals \$94,226.47.

Old Business

Model Policies – Bill Anlyan

This will be a huge undertaking; one that will require study, conversations and effort. We will proceed one step at a time.

- We will look at the Sentinel System to see if we can work with the existing system.
- All passcode accounts will be frozen by August 1, 2022. From today on, no passcodes will be assigned without a background check.
- A list will be created of all people with passcodes, and determine if the users are active or inactive, as well as the reason for need of a passcode.
- The vestry will be the first group to go through passcode and background checks. Once the vestry has completed the checks, we will move on to clergy, staff and volunteers. In order to comply with diocesan requirements, background and credit checks must be implemented for all with dealings with finance. (Treasurer finance people, counter teams, altar guild). Then those who work with Youth and vulnerable adults. There will be a three tiers – required, recommended and not recommended.
- There may be some resistance, however, these new policies are here to protect, not obstruct.

Anne O'Dell asked if you will need to provide a Social Security number – Yes. We are aware of the sensitive nature of this information and all will be done to protect it.

Judy Wilson asked if April Cook, Parish Administrator, had prepared an application form for a passcode, as well as a background check authorization form. The office is in the process of developing these forms. Questions – who will pay for the background check (\$12) and will the church reimburse?

If there is a problem with the background check, the rector will use his discretion for a the final decision, except in the cases of major abuse, in which the diocese is very clear – no.

New Business

Delegate to Diocesan Convention – June 3-4

Father Lee asked that the vestry approve David Tousignant as delegate to the upcoming Diocesan Convention. Chip Carter made the nomination, Bill Anlyan seconded. The vestry approved.

Anne O'Dell will be the first alternate and Karen Smith the second alternate.

Credit Line – Bill Anlyan and Judy Wilson

St. Paul's will need working capital to pay for the architect's contract and property survey. The Endowment Board is not able to help. They do not want to dip into the reserves. We also do not want to encumber the building.

Obtaining a line of credit first is easier because the application is not as detailed.

Judy Wilson contacted 13 banks, including two (Live Oaks and Wells Fargo) that St. Paul's has accounts with. Neither of these banks offer construction loans. Some banks did not even respond.

Of the 13 banks contacted, the following were interested in working with St. Paul's and sent materials and application forms:

- Dogwood
- First National
- North State
- Ozark

Judy Wilson will begin to gather the information to complete the applications for a line of credit, including scope of work, timelines, estimates etc.

The line of credit would be for 24-36 months and then convert to a construction loan. Amounts would be \$500,000 - \$1,000,000 to start.

Father Lee thanked Judy for her hard work in this process.

Closing and Adjournment

Before adjournment, Father Lee reminded the vestry that with openness, transparency and approachability we can work through anything.

Merry Ann Wright will serve as vestry clerk through the summer, as Denise Sheehan will be traveling.

Steve Martin closed the session with a poem. Bill Anlyan made a motion to adjourn, seconded by Sally Pope. The meeting was adjourned at 7:09 pm.

