

**St. Paul's Episcopal Church  
Wilmington. NC  
Vestry Meeting (via ZOOM)  
August 8, 2022**

**Present:** The Rev. Caleb Lee (Rector), Bill Anlyan, Chip Carter, Layne Dupree, Matt Langley, Steve Martin, Anne O'Dell, Sally Pope, Tom Sramek, Meaghan Thomas, Merry Ann Wright, Judy Wilson (Treasurer).

**Absent:** Ashley Eason, Denise Sheehan (Vestry Clerk), Rhonda Stroud

**Guest:** Mona Clites

Fr. Lee called the meeting to order at 6:02 pm. He led the vestry in prayer, remembering specifically the life and music ministry of Richard Rhoads who passed away on August 7.

**Approval of the June Meeting Minutes**

Bill Anlyan made a motion to accept the minutes from our June meeting; it was seconded by Layne Dupree. The minutes were approved unanimously as submitted.

**Rector's Report**

Fr. Lee reported that St. Paul's hosted a successful week of Fine Arts Camp from June 20-24. The following week four of our youth along with Fr. Lee and his wife Allen traveled to Glory Ridge, NC for a mission trip.

Fr. Lee added that over the past two months he has continued to work with various committees on several ongoing projects related to St. Paul's finances, stewardship, facilities, and plans for the columbarium.

Summer worship attendance has been stellar. This summer we are reaching Average Sunday Attendance (ASA) numbers rivaling those from November/December of 2019 – the months just before COVID. Thus far this year, our average weekly attendance is 206.

Fr. Lee continues to consider a solution to finding a suitable sexton. William Pollock is not able to accept the position but will continue to wash dishes on Sundays and Wednesdays. Fr. Lee also noted that he is aware of the challenges of VPOD duties, especially in the wake of the wave of mass shootings. Security protocols were reviewed with Don Bobo, and it appears that there needs to be more presence on Sundays at the 8:00 am service and throughout the morning up until the doors are locked and the alarm is set.

When it became clear about a month ago that Richard Rhoads was going to need more help, Fr. Lee arranged for a group of about 5 parishioners/staff members close to Richard to assist him. The past week has been very hard on these folks; please keep them in your prayers. The date and time of the funeral has been set for Friday, August 19 at 1 pm. Rector Emeritus Dena Whalen will preach. Fr. Richard Elliott from St. Andrew on the Sound will also participate. Andrews has been notified and has agreed to make their parking lot available from 11 am to 4 pm.

Fr. Lee also reported that a film company is in the process of writing a proposal to request use of much of the building, including the sanctuary for a funeral scene for Netflix show.

The dental office of Sandra Miles (NW corner of 16<sup>th</sup> and Market) is using 5 spaces in our parking lot during their office hours this week. Fr. Lee expects to meet with Dr. Miles to discuss a more permanent arrangement. It will likely produce a little income, but equally important is being good neighbors with them and with Andrews.

Finally, Fr. Lee reported that as part of his letter of agreement he is required to perform a Mutual Ministry Review. Canon Mollie Roberts from the diocese has forwarded the materials and requested that the review be performed within the next month or so. The review committee is to consist of a former senior warden, the current wardens, and a member of the search committee. Committee members are as follows: Spencer Weig, Bill Anlyan, Chip Carter, and Cecelia Peers. The vestry will receive the report upon its completion.

#### **People's Warden (Junior) – Chip Carter**

As usual we had a busy month with regards to the GNP and Building & Grounds in general. Some of the accomplishments include:

- Last Thursday, it was discovered that AC unit #3 was not cooling the Parish Hall. Upon further examination, we found that the drip pan on the air handler was full due to a clogged drain line. The GNP cleared the drip pan for several days using the wet vac. The HVAC contractor (Southeast) arrived today and found that AC unit #3 shared the same drain line as 2 other units. (Not ideal, but not easily changed.) The drainpipe was cleaned using an auger and this process will now become part of the regular maintenance program.
- We cleaned the 180-year-old baptismal font at the request of Fr. Lee. In the process we discovered that the font is not made of stone but rather it is made of white granite.
- We are considering options for the repair or replacement of the votive candle table/shelf in the baptistry. The shelves on the altar at either side of the tabernacle were also found to need repair.
- The dishwasher in the kitchen is leaking. Hobart has provided an estimate of \$1300 to do the repairs. The plan is to let the professionals handle this work.
- Patt Sherer and the St. Fiacre Garden group continue to work with the GNP to maintain and beautify the church grounds. We were able to purchase new battery-operated tools, specifically an edger and a hedge trimmer, to assist with this work.

#### **Treasurer's Report – Judy Wilson (see attached)**

Judy Wilson reported that the financial state of St. Paul's remains strong. As of 7/31/22, total income equaled \$366,325.27, which is 53% of the budget. Total expenses equaled \$357,477.20, which is 51% of budgeted expenses. Net is \$8,848.07. The Endowment Fund total is \$915,996.44. The Reserve Savings Account equals \$94,461.99.

Judy also reported that the Finance Team is in the process of revising the 2022 budget for presentation to the vestry at the September meeting. The Endowment Board met last month for its quarterly review. Market conditions have not been favorable through the first half of this year, and while they are

expected to improve in time, the Board is proceeding cautiously to assure that balances remain in line with Board Policies and Procedures. In addition, Julie Martin completed and mailed two grant proposals: one for \$25,000 going to the Lehto Foundation and one for \$20,000 going to the Foundation of the Diocese of East Carolina. One final note: St. Paul's received \$40,000 from the Lehto Foundation for college scholarships for 2 parishioners. The scholarships are need based, so the amounts that each student will receive are different.

### **Stewardship – Anne O'Dell**

As of July 31, 2022, the total dollars pledged to the 2022 annual stewardship campaign increased to \$506,940 from \$493,940 reported when we last met in June. The total number of pledges now stands at 144. Thirty-eight are new pledges, and the average pledge is approximately \$3,520.

Through the first seven months of the year, 88% of pledgers have paid at least ¼ of their commitment and we have collected 48% of the total amount pledged. These figures are strong and consistent with giving trends in past years.

The stewardship team met in July and has begun preparations for the 2023 annual pledge drive.

The last of the mid-year ministry talks was completed on Sunday, July 31. Thanks to Fr. Caleb, Sally Pope, Ronnie Wise, and Anne O'Dell for presenting updates from Community Ministries, Parish Life, Worship and Music, and Christian Formation, respectively.

### **Human Resources – Meaghan Thomas**

The HR Committee is planning a Ministry Fair for September 18. A *Save the Date* announcement will be forthcoming.

Dinner Groups are making a comeback with some new guidelines. Dinners will be scheduled as single events which will allow greater flexibility for those who wish to participate. The new model also offers more opportunities to meet and share a meal with a wider variety of people.

The Membership Committee of Karen Day, Matt Langley and Meaghan is planning a new member event on October 5, in the Parish Hall. It will open to vestry members and newcomers to the church.

The Membership Committee continues to work with the INVITE-WELCOME-CONNECT program to expand membership at St. Paul's.

### **Facilities Report – Mona Clites**

Mona Clites reported that the Facilities Committee has met a couple times during the summer months and provided the following update. The FAQ sheet for the Long-Range Plan is completed and available on the website (<https://spechurch.com/wp-content/uploads/2022/07/FAQ-about-Long-Range-Plan.pdf>). This document will continue to be updated as the project progresses, and new questions arise. In addition, the grants committee received a detailed briefing of the full scope of Gray Hudson's work to be used for grant writing purposes.

As part of the Long-Range Plan and to support the design work, Gray Hudson, architect, recommended that we need an updated survey of the property (approved by the vestry at the May 9, 2022, meeting).

Gray developed a scope of work and the Facilities Committee reviewed and edited the scope to fit the needs of the project, sent the scope to three surveyors, and received 3 proposals.

Gray, along with the Facilities Committee, recommends hiring Cape Fear Surveyors who estimate the work to be \$5,500 not to exceed \$6,500. All three agreed to the scope of work but Cape Fear was approximately 30 and 50% lower than the other proposals. St. Paul's will be contracting directly with Cape Fear to complete the work with Gray assisting by making sure that they complete the scope. Father Lee would sign the agreement, and it is hoped that the work can begin as soon as possible.

A motion was made by Bill Anlyan to sign the contract with Cape Fear Surveyors and engage them to complete the survey. Merry Ann Wright seconded the motion, and it was unanimously approved by the vestry. Mona will contact Gray to let him know the outcome of today's meeting. She added that she expects Gray to visit soon and by October, hopefully the Facilities Committee will have something to present to the vestry for review.

### **New Business**

**Chalice Bearers:** Fr. Lee noted that it is becoming increasingly difficult to schedule Eucharistic Ministers for Sunday services. We need to refresh that ministry with the addition of some new people. Fr. Lee has recommended Beth Richards, Marshall Foster, Dewitt Dees, Phillip Weiss, Cabe Lee and Zoe Frederiksen. The vestry was fully supportive of all those chosen to be Eucharistic Ministers.

**Establishing a line of credit/First Carolina Bank:** The Finance Committee reviewed the proposal submitted by First Carolina Bank and is recommending that we move forward. The proposal calls for SPEC to transfer its checking and reserve accounts to First Carolina; in addition, the bank will provide us with an unsecured revolving line of credit for up to \$100,000. When the time comes, First Carolina has indicated an interest in providing a construction loan and permanent financing.

Both Bill Anlyan and Fr. Lee supported the recommendation from the Finance Committee. Merry Ann Wright made a motion to approve the Finance Committee's recommendation to transfer our checking and reserve accounts and to establish an unsecured revolving line of credit with First Carolina Bank. Layne Dupree seconded the motion. The motion carried unanimously.

### **Old Business**

**Discussion of the Audit:** The vestry reviewed and discussed the 2021 Audit Report and Findings. Bill Anlyan made a motion to accept the audit; it was seconded by Merry Ann Wright. The motion carried unanimously.

**Columbarium:** Bill Anlyan, Chip Carter, Judy Wilson, Don Bobo, and Fr. Lee met and developed a *draft* application for interment in the columbarium. The structure which will be made of black granite will have 5 rows across with 10 niches/row. The set-up cost is approximately \$32,000. Approval for its construction was received from the Wilmington Historic Preservation Commission last week. The expectation is that space will sell quickly. The Bellamy Memorial Garden Committee did extensive research and developed a pricing structure which accounts for location as well as the need for perpetual care.

Fr. Lee asked for a motion to move forward with Family Stone Works to begin work on the columbarium. Merry Ann Wright made the motion; it was seconded by Chip Carter and unanimously approved. After considerable discussion, a second motion was made by Sally Pope to approve the proposed pricing structure. The motion was seconded by Bill Anlyan and unanimously approved. The

details of the application need to be flushed out further after several questions arose. The committee will review and revise the application and present it for discussion at September's vestry meeting.

**Model Policies:** Almost all vestry members have completed their background checks. Members of standing committees will be next to undergo the process. The diocese has updated the online classes that certain volunteers are required to take.

### **Closing and Adjournment**

Meaghan Thomas closed the session with prayer. Matt Langley made a motion to adjourn; it was seconded by Tom Sramek and unanimously approved. The meeting was adjourned at 7:42 pm.

The next vestry meeting will be Monday, September 12, 2022, at 6:00 pm in the Parish Hall.