

**St. Paul's Episcopal Church
Wilmington, NC
Vestry Meeting by Zoom
November 14, 2022**

Present: The Rev. Caleb Lee (Rector), Bill Anlyan (Rector's Warden), Chip Carter (People's Warden), Layne Dupree, Ashley Eason, Matt Langley, Steve Martin, Anne O'Dell, Sally Pope, Denise Sheehan (Vestry Clerk), Tom Sramek, Rhonda Stroud, Meaghan Thomas, Judy Wilson (Treasurer).

Fr. Lee called the meeting to order at 6:04 pm and lead the vestry in prayer for those affected by the tragedy at University of Virginia, the injured, dead and their families. He then welcomes our new vestry member, Brian Buss.

Approval of the October Meeting Minutes

Bill Anlyan made a motion to accept the minutes from the October meeting. The motion was seconded by Chip Carter. The minutes were approved as submitted, with Brian Buss abstaining.

Fr. Lee reported that the archivist requested that correction be made to the September minutes regarding the baptismal font. These corrections were made, and a motion to approve the corrected minutes was made by Anne O'Dell and seconded by Meaghan Thomas. Brian Buss abstained. The motion was carried.

Rector's Report

Father Lee reported to the vestry from Trinity Center. He was there as a member of the Commission on Ministry, interviewing those interested in postulancy.

St. Paul's seems to be going strong. Attendance is phenomenal, consistently above average. There are several new visitors each Sunday. The celebrations of All Saints and Faure's Requiem were well attended. In addition to all the liturgical celebrations, we also had our Saints in the Street celebration. Last Saturday we had a wonderful time with our annual meal packing event, Rise Against Hunger.

Fr. Lee and Judy Wilson will meet in mid November to take a first look at the 2023 Budget.

The Annual Meeting is set for January 29. Father Lee will be reaching out to the various chairs and ministry leaders so they can compile their reports for the Annual Report. Those reports will be due on January 6. The complete Annual Report will be distributed to the congregation in paper and online format.

Work needs to begin on nominations for Vestry. The Nominating Committee is compiled of the 4 outgoing Vestry members (Sally Pope, Rhonda Stroud, Matt Langley and

Meaghan Thomas), plus the rector. Sally Pope will chair the committee. The Committee will meet the first week in December to come up with at least 4, maybe 5 names, for nomination. These names will be announced to the congregation no later than December 29th so we can give the congregation time to nominate someone if they so choose.

Rector's Warden Report – Bill Anlyan

The 2022 Mutual Ministry Assessment of Parish Life and Ministry was done by Former Senior Warden, Spencer Weig; Junior Warden, Chip Carter; Former Vestry person Cecelia Peers; Rector's Warden, Bill Anlyan with Rector Caleb Lee.

The Assessment covered a range of topics:

1. Understanding the role of the vestry
2. Understanding the role of the Rector
3. Identifying our strong ministries
4. Identifying areas for ministry improvement
5. Identifying immediate needs/goals

The assessment is a standard questionnaire, provided to St. Paul's by Canon Molly Roberts of the diocese.

Each member of the group worked independently on their responses to the survey. The group met and the responses were consistent throughout the assessment. The relationship between the vestry and the Rector is very strong. Communication and support channels are working effectively. The Rector has encouraged intramural thinking and action within the church. The Committee commended outgoing vestry members for their effective leadership and teamwork.

There is one notable area that the model did not address, i.e., How do we care for our caregivers? The Rector and his staff have been diligent in executing their responsibilities and duties. As is typical of most churches, the staff works in part time positions with little or no benefits. In addition, St. Paul's relies on many volunteers who spend significant time and, in many cases, personal monies in support of the church. As with staff, these are people who often engage because of personal passions.

It is the Committee's belief that the Mutual Ministry Assessment Review should also gauge the mental health of volunteers and staff. The old joke used to be that a volunteer could only leave a ministry function if they died or left the church. While the committee found excellent leadership and clear mission at the ministry level, measuring levels of volunteer and staff performance should be monitored to recognize potential levels of burn out. Burn out often occurs with passion fatigue, lack of a clear ministry mission statement or inconsistent volunteer/staff management. Finding new ways to "appreciate" the staff and volunteers is one way to do this.

Recommendation: Consider forming an *ad hoc* committee or charge each standing committee to evaluate the health of their volunteers. The Rector should evaluate the health of the staff. Volunteers and staff should be encouraged to “self-report” when feeling burnout. If staff or volunteers are experiencing frustration/burnout from lack of a clear ministry mission statement or inconsistent management, the volunteer should be comfortable with having a conversation with either the Rector, the Rector’s Warden or the Junior (People’s) Warden. Staff should meet with the Rector. Brian Buss volunteered to be on the *ad hoc* committee, if formed.

Concurrently, the Rector and vestry should explore ways to protect staff and volunteers from burnout and where there is burnout, develop ways to rebuild interest and support. The committee believes it is important to make appropriate additions to the current Mutual Ministry Assessment model. Chip Carter stressed that it is also the vestry’s duty to “keep an eye” and protect the rector and his family from burn-out.

After the report, there was discussion and clarification on the vestry’s duties regarding ministries. Sally Pope reminded the vestry that members are to be involved in strategic planning, and are not expected to head ministries under their grouping (Facilities, Stewardship, Human Resources). Meaghan Thomas stated that while is always the intent, it has not been consistently followed.

People’s Warden Report – Chip Carter

Chip Carter reported that he had received two proposals for exterior, window and roof repairs to both buildings from Jay McDaniel. One was \$298,350. He asked that McDaniel find a way to get more competitive and he came back with a second proposal using a water repellant amounting to \$176,350.

David Tousignant was able to contact Francisco Castillo of CGC Historic Restorations, Inc. Francisco has done much work on our buildings in the past as well as other historic structures around town. He is known craftsman who trained under some of the European masters on many churches and cathedrals in Europe. For an example of his work, you can look at the east wall of the church building, which Francisco restored ten years ago. There are no cracks in it to this day.

Francisco has submitted proposals as follows:

- Repair the West wall of the church building - \$37,000
- Repair the roof on both buildings to include replacement of all missing or broken roof slates, reattach roof cap in areas damaged by wind - \$8,000
- Restore exterior windows on the 16th Street side, including.
- Removal of Plexiglass covers which hold in moisture and damage stained glass windows
 - Remove caulking around windows
 - Remove old glazing on stained glass between glass and track

Seal mortar joints to prevent water damage.

\$14,000

Total for all three projects = \$59,000

The priority should be the repair of the west wall (16th street side) of the church, especially with plans to install a columbarium. In addition, the church doors on the Market Street are rotting, and will have to be repaired before damage spreads. Perhaps an application to the Lehto Fund would be possible.

The door from 16th Street to the outdoor tool room has been replaced. Bob Belaustegui has started the staining process on the fire door in the north basement.

Two weeks ago, the GNP (Gentlefolk of Noble Poverty) moved furniture, art and other household items from Richard Rhodes' condominium to the parish hall for an estate sale.

The GNP continues to assist in landscaping efforts and still plan to make needed repairs to the Ormond Center.

Treasurer's Report – Judy Wilson (see attached report)

Total income, as of October 31, 2022, was \$526,244.49, which was 77% of the budget. Total expenses \$517,678.07, which was 76% of the budget. This leaves a net of \$8599.42.

The Endowment Fund total was \$851,732.76 and the total in the Reserve Savings Account was \$90,101.50.

The Finance Committee will meet and present the first draft of the 2023 budget to the vestry next month.

Stewardship – Anne O'Dell

The 2023 annual stewardship campaign is in full swing. As of today, we are pleased to report that we have received 110 pledges totaling \$424,653. Over the same period last year, the comparable figures were 107 pledges totaling \$401,670. We are optimistic that this positive trend will continue.

The stewardship campaign officially runs through the month of November so there is still time for people to submit their pledges. There are 40 current pledgers who have not yet submitted a pledge for 2023, so we will begin reaching out to them. At last count, the number of new pledges was 13; we are hoping that number will increase.

The stewardship team, and Karen Day specifically, is in the process of writing thank you notes to all pledgers. A second handwritten note of thanks from the vestry will go to each pledger. Packets of thank you notes, envelopes and stamps (along with instructions) have been prepared for each vestry member. Each vestry member is asked to write no

more than 12 thank you notes. A list of names will be sent via email. If there are any questions, please contact Anne O'Dell. If for some reason, anyone is not able to complete their notes, please contact Anne as soon as possible so that alternative arrangements can be made.

With a month and a half left in the current fiscal year, we also continue to monitor payment rates for 2022 pledges. Through the first 10 months of the year, we have collected 80% of the total dollars pledged. While the numbers are relatively consistent with historical performance, we have had to write off a couple of pledges. Prior to year-end we expect to receive the remainder of the outstanding unpaid pledge balances.

Human Resources/Membership – Meaghan Thomas

The Saints in the Street event and an active Children's program contributed to a very busy month for the Membership Committee. A meeting is scheduled for early December.

There will an announcement going out regarding opportunities to join the Membership Committee. There was one sign-up from the Ministry Fair, and there has been interest in the upcoming dinner groups. We are hoping for new faces to join us in 2023.

The Committee goals for 2023 are to establish more intimate new member events, 3 times a year. The dinner group idea seems very popular and will be explored more thoroughly.

Father Lee asked the Nominating Committee to consider potential leaders in various ministries when discussing vestry nominees.

Facilities

Father Lee reported that the committee continues to have conversations with Gray Hudson about the upcoming building program. The next step is to create an elevation map of the space.

Preliminary discussions regarding the potential move to the Ormond Center will begin soon. The Ormond Center will provide space for the church office staff, as well as a gathering space for the parish during the construction phase. A logistics committee will be formed to look at the process; the move may be, at the earliest, during the summer of 2023. This move will be gradual. Repairs need to be made to the building before the staff can safely move in.

Gray Hudson needs to develop construction drawings before St. Paul's can invite bids for the work.

During discussion, Steve Martin reported that there was \$45,000 (from the Lehto Fund and other allocated funds) to pay for the construction drawings. Brian Buss asked if drawings of the interior space of the Ormond Center existed. Chip Carter responded that

there were drawings, but he was not in possession of them at this time. The Ormond Center was previously a dental office; this would be the first time the building would be used for the needs of St. Paul's. He felt that the interior space could be easily adapted for office and staff.

New Business

There is no business at this time.

Old Business

Vestry approval of changes in the Endowment Fund's policies and procedures had been tabled until the December vestry meeting.

A motion to adjourn was made by Bill Anlyan and seconded by Sally Pope. Tom Sramek closed the vestry in prayer, and the meeting concluded at 7:16pm.