

St. Paul's Episcopal Church  
Vestry Meeting Minutes  
March 10, 2025

**Present:** The Rev. Caleb Lee (Rector), Tori Cannon, Karen Day, Carol Field (Rector's Warden), Steve Haughey (People's Warden), Anne O'Dell (Clerk), Cecelia Peers, Scott Sheble (Treasurer), Denise Sheehan, David Tousignant, Phillip Weiss, Frank Wolf

**Absent:** Barbara Ellington Banks, Steve Bucci.

**Opening Prayer:** Fr. Lee called the meeting to order and opened with the Collect for Ash Wednesday.

**Approval of February Meeting Minutes:** Fr. Lee asked for approval of the February 8, 2025, Vestry Retreat Meeting Minutes. A motion was made by Tori Cannon, seconded by Karen Day, and unanimously approved as written.

**Introduction of Lynne Rooks, Finance Manager:** Fr. Lee welcomed Lynne to the vestry meeting and invited her to introduce herself. She shared a brief overview of her work history and the journey that brought her to St. Paul's. Fr. Lee then asked her to comment on the state of affairs in the finance office. Lynne noted that since officially joining St. Paul's on February 10, she has been working hard to get up to speed. Her primary focus has been to learn and help facilitate the accounting software conversion from Church Windows to Realm. The financial statements for January were completed on March 7, 2025; February's financial statements are in process with completion anticipated by the end of next week.

**Treasurer's Report:** Scott Sheble presented the Monthly Treasurer's Report, which compares the proposed annual budget for 2025 to actual month-end figures. For the month ended January 31, 2025, St. Paul's reported total income of \$127,976, which is 13.1% of the total annual income budgeted for 2025 (\$979,000). Total expenses for the month ended January 31, 2025, amounted to \$82,318, which is 8.4% of the total annual expenses budgeted for 2025 (\$979,000). Net income as of January 31, 2025, was \$45,658.

Several questions arose regarding the specifics of certain line items on the YTD income statement.

- Are Pledge Payments (\$112,675) high for this time of year? No, the current payment pattern is consistent with past trends. Some members choose to pay their pledges in full at the start of the year.
- What are Non-Pledge Gifts? Some members choose not to make a pledge, but they consistently give to the church. These donations are classified as non-pledge gifts.
- Are Previous Year Pledge Payments (\$9,590) high for this time of year? No, payments align with past trends. Some members fulfill their pledge commitments in the next year.

Other account balances as of January 31, 2025, were reported as follows:

Wells Fargo Investments (Endowment Fund)	\$1,036,160
First Carolina Reserves	\$97,043
Wells Fargo Special Gifts	\$91,490

Scott also reviewed the status of the capital campaign as of January 31, 2025:

Total Pledges (2024-2027)	\$1,485,273
Total Gifts	570,780
Total Pledges & Gifts	<hr/> \$2,056,053
\$2.5M	82%

We have raised approximately 82% of the \$2.5 million needed for renovations, excluding the parish hall. As of today, not all pledge commitments for 2024 have been fulfilled. A total of \$687,421 was pledged, out of which \$619,166 has been paid. The Finance Office will be reaching out to people who have not yet completed their capital campaign pledges for 2024.

Fr. Lee asked for a motion to approve the Monthly Treasurer's Report. A motion was made by Steve Haughey, seconded by David Tousignant, and unanimously approved.

**Rector's Report:** St. Paul's continues to post strong Sunday attendance numbers. Last week attendance was down slightly, probably because of the 'spring forward' time change, but, in general, attendance is consistently in the low 200s. We are now printing 250 bulletins each week, up from 225. Why the increase in attendance? It is difficult to pinpoint one reason. Bishop Budde's sermon at the Inauguration Prayer Service has spurred interest in the Episcopal Church. We are drawing new families through their children's involvement in the youth group. Church shoppers are finding our services online and then joining in person. Our 'formal but not fussy' worship style is a draw for people. Given the significant number of new faces at church, vestry members are encouraged to circulate during coffee hour to welcome newcomers.

Jeanne Fitzpatrick joined the staff as the Parish Administrator on February 20. She is working hard to familiarize herself with all aspects of the job. Her presence and Isaac McDowell's assistance, especially with the production of the bulletins, made it possible for Fr. Lee to get away for two weekends in February: one for a funeral and continuing education in Charleston, and the second for 'Happenings' at Trinity Center.

The theme for this year's Lenten season is *A Simple Lent*. Isaac will be in charge of the Wednesday evening programs, which will feature a simple soup and salad supper, Evening Prayer, and a homily by a layperson.

Bishop Skirving will be making his annual visit to St. Paul's on Sunday, April 6. Vestry members are asked to attend the 10:30 am service where we will celebrate the confirmation of 11-13 people. If possible, we are also hoping that the bishop will bless our new space at the Ormond Center.

Next Sunday, March 16, Fr. Singer has organized a special Lenten program for faith formation hour. All ages will gather in the parish hall at 9:30 am to make soft pretzels. In the afternoon from 2-4, children, youth and families will gather at Cardinal Lanes for Bowling with the Rector. The same evening at 5:00 pm, the Schola Cantorum will present Choral Evensong with a reception to follow.

Other upcoming events:

- Wedding rehearsal and ceremony: March 14-15
- Sib Vlahos Funeral: 11:00 am, March 22
- Church of the Holy Family (Chapel Hill) Dinner & Program: evening March 22

**People's Warden Report:** Steve Haughey provided a status update on the Ormond Center. Painting was completed this past week. The move is set for Monday, March 31. On the Saturday prior to the move, computers will be moved and reassembled with the help of Bob Crafts and Bryce O'Dell. Moving boxes will be delivered next week. Once packed, boxes will be color coded to assist the movers. The copier will be moved on March 31, but prior to its move the outlet for the copier will need to be upgraded. Steve is working with Jimmie Spivey and DUKELECTRIC to make this happen.

Fr. Lee is planning to create a video featuring a virtual tour of the Ormond Center. It will be posted to the website and social media. Additional information will be included in upcoming bulletins, and Steve will be available to give tours of the Ormond Center.

The following was submitted in writing prior to the meeting:

#### Parish Hall and Church

- SEHVAC attempted to install the compressor motor on Unit #2 only to find a different part failure was the true cause of the problem and caused the compressor to fail. Additional parts were installed, and the unit is back in service as of Tuesday February 18. Unit #1 tension pulley has been installed, and the unit is back in service. Met with SEHVAC owner on Friday February 21 to discuss some recent issues.
- Flores & Foley is scheduled to start repairs to the Parish Hall roof on March 10.
- Received quote for replacement lightbulbs in the NAVE. Including installation by an electrician, cost is expected to run about \$1,500.
- Attended Long Range Planning ZOOM Meeting on Tuesday February 11.
- Engineer was on-site Thursday February 20 as part of the Design Development stage to review Mechanical, Plumbing, and Electrical layouts of the Church and Parish Hall.
- Attended New Vestry Orientation at St. James Church on Saturday February 22.

#### Ormond Center

- Some of the Outside Lights/Sensors are not working and the issues are being investigated.
- Painting of the OC is scheduled for the week of March 3rd-7th.
- Waiting for report from SEHVAC on semi-annual maintenance of the systems.

#### Hospitality/Activities

- 1858 Circle Evensong and Reception Sunday February 2 at 4 PM.
- Red Cross Blood Drive on Thursday February 13 from 12 Noon to 6 PM.
- DAR Tea Auction on Friday February 14.

#### Looking Ahead

- Shrove Tuesday Pancake Supper on Tuesday March 4.
- Ash Wednesday Services on March 5 at 12:10 PM and 6 PM.
- Children, Youth and Family Bowling at Cardinal Lanes on Sunday March 16.
- Youth Spring Retreat at Topsail Beach March 28-30.

**Capital Campaign/Building Update:** The Long-Range Planning Committee met to discuss next steps, specifically the process of interviewing contractors. On February 20, there was a second engineer visit to review HVAC and electrical systems.

**Stewardship:** The February year-to-date pledge numbers show some really good news. We are 7.2% ahead in dollars raised, and 7.7% ahead in the number of pledges. This Feb. YTD: \$638,000 from 153 households (24 new) compared with Last Feb. YTD: \$595,000 from 142 households (23

new). Last year we received \$13,000 more in pledges from March-June and ended the year at \$608,000. If we hold to this pattern, we will surpass our stated 2025 goal by a significant amount.

**Community Ministries:**

- Budget updated to reflect changes from the Treasurer. Original request was for \$33,000. Various categories adjusted to bring new total to \$31,000.
- Gave \$1,350 to Coach Thomas for uniforms for two of his teams.
- Contacted Foster Pantry regarding their Easter Basket project. They are having the event, and we will again participate as a Lenten Project. We will be providing 60 baskets for 4–7-year-old boys and girls. Last year we exceeded this amount by around 40 baskets. Cecelia Peers and Michael Jonik will be heading this up.

Cecelia Peers added that parishioner donations made it possible to create 140 care bags for the Point in Time Count. Items donated that could not be used in the care bags were given to The Warming Shelter, a temporary cold-weather shelter for those experiencing homelessness or living in conditions without heat.

**Human Resources:** The approved 2025 HR Policy document is based on a corporate level church in anticipation of St. Paul's transition from a less structured Program Level church organization. The purpose of the increased structure is to more effectively manage a growing staff and to be able to transfer responsibilities from one vestry term to another. As noted in the Policy document, the HR Committee is made up of both Wardens, the Treasurer and a vestry member.

At our present organizational stage, St. Paul's HR Committee will continue to assist the Rector with staff development and management. For example, the Wardens will include personnel updates as a topic for regular meetings and the HR Committee will meet quarterly to assess any upcoming needs and assure review documentation is in place as needed.

The HR Committee will meet by Zoom or in person as may be needed. Day and time of the meeting will be determined.

**New Business:**

Flores & Foley Roofing completed a comprehensive evaluation of the parish hall roof and submitted a quote for \$25,780 to repair the damage. The four corners of the parish hall are exhibiting signs of water incursion. The plan is to repair the damage and address the problem causing the water incursion. The estimate has been reviewed by the Buildings and Grounds Committee, and they recommended that we move forward with Flores & Foley. Failure to make the roof repairs at this time will lead to further damage and dramatically increase the scope and cost of the campaign to renew and restore the parish hall.

Given that the estimate is above \$10,000, vestry approval is needed to proceed. Funds from the capital campaign fund will be used to pay for this project. Fr. Lee asked for a motion to approve and sign the contract with Flores & Foley Roofing for the repair of the parish hall roof. The motion was made by Phillip Weiss, seconded by Denise Sheehan, and unanimously approved.

Fr. Lee also asked the vestry to make a request to the Endowment Board for \$1000 to cover the cost of shared expenses for the 1858 Circle Choral Evensong. Expenses related to the event celebrating those who remembered St. Paul's in their estate plans in 2024 included the 1858 commemorative

pins, the guest preacher, paid singers, and refreshments at the reception. A motion to make the request to the Endowment Board for \$1000 to help pay for shared expenses related to the 1858 Circle Choral Evensong was made by Steve Haughey, seconded by Carol Field and unanimously approved.

**Old Business:** Email vote to approve the Parochial Report

On Wednesday, February 26, 2025, at 4:56 pm, Fr. Lee sent an email to the vestry requesting a vote to approve the 2024 Parochial Report, due to the Diocese by March 1. The document was attached to the email along with specific instructions for email voting. Vestry members were asked to review the Parochial Report and "reply all" with questions, comments, and actual votes. The stated deadline for voting was Thursday, February 27 at 5:00 pm.

Carol Field moved to accept the 2024 Parochial Report; Steve Haughey seconded. All members of the vestry voted YES and unanimously approved the 2024 Parochial Report. Fr. Lee reported the results of the email vote on Thursday, February 27 at 10:59 am.

With no additional business before the vestry, the meeting was adjourned at 7:19 pm.

Respectfully submitted,

Anne O'Dell, Clerk of the Vestry