

St. Paul's Episcopal Church
Vestry Meeting Minutes
May 12, 2025

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

Absent: Steve Haughey (People's Warden).

Opening Prayer: Fr. Lee called the meeting to order and opened with prayers for the church and in remembrance of Bob Crafts.

Approval of March Meeting Minutes: Fr. Lee asked for a motion to approve the April 14, 2025, Vestry Meeting Minutes. The motion was made by Karen Day, seconded by Denise Sheehan and unanimously approved. Fr. Lee asked for a second motion to approve the April 14, 2025, CLOSED SESSION Vestry Meeting Minutes. The motion was made by Tori Cannon, seconded by Frank Wolf and unanimously approved.

Rector's Report: Attendance during Holy Week and Easter was stellar. Approximately 412 people were present for the 10:30 am Easter Sunday service. The following weekend, two funerals were held: one on Saturday for Mary Bradley, cousin of Melody Lewis, and one on Sunday for Michelle Long, daughter of Dianne Stansbury. The next week (Saturday, May 3) Bishop Skirving returned to St. Paul's to celebrate the ordination of Cheryl Wagoner and James Green into the Sacred Order of Deacons. It was a glorious service with 214 in attendance, and a wonderful opportunity to share our gifts of worship and hospitality with the diocese. On Sunday, May 4, we gathered at Long Leaf Park for the Parish Picnic. It has been a busy and tiring four weeks since our last meeting.

The attendance on Easter morning promoted discussion about how best to maximize available seating at crowded services. It was noted that an extra row of chairs was placed in front of the church, parishioners made space in their respective rows as needed, and the ushers worked hard to find everyone a seat.

Fr. Lee assured the vestry that Bob Crafts was well taken care of by the clergy during his final days. Bob's impact was profound, and he will be greatly missed. He leaves a big hole in the leadership of this church. Fortunately, Bob made copious notes, underscoring the importance of documenting institutional knowledge, and we have a game plan to move forward. Bob's funeral is scheduled for Friday, May 23, 2025, at 2:00 pm with a reception to follow.

Fr. Lee announced the selection of Alternate Delegates to the Diocesan Convention, which will be held in Goldsboro, NC on November 14-15, 2025: 1. Rhonda Stroud; 2. Teresa Singer; 3. Ellen Weig; 4. Spencer Weig.

Bishop Skirving has requested that the Reverend Deacon James Green be assigned to St. Paul's. James was ordained here on May 3 and will be with us for approximately 6 months, training for the priesthood under the direction of Fr. Lee. We will need to compensate James, and while the sum has yet to be determined, there are funds already set aside in the budget for this purpose. James currently resides in Bladen County and works as a critical care flight paramedic, a position

he will continue to hold as a transitional deacon and later a bi-vocational priest. The two women that you may see with James are his daughter Isabella and his girlfriend Danielle Reaves.

In the People's Warden's absence, Fr. Lee mentioned that the Buildings and Grounds Committee is in the process of updating estimates to replace the Market Street doors and add an awning above the entrance. This project, which is estimated to cost around \$25,000, will be funded by the 2025 Lehto Grant.

On a pastoral note, Fr. Lee shared the news of Holly Petteys' death. Holly sang in the choir and her tragic passing is being deeply felt by our choir and the Wilmington choral community. Fr. Lee reached out to her family, and the funeral will be held in their hometown of Roanoke Rapids, NC.

One final note: Fr. Lee will be on vacation from Sunday, May 25 – Friday, May 30.

People's Warden Report: The following was submitted in writing prior to the meeting.

Parish Hall and Church

- Light bulbs were replaced over the Organ and in the east Transept on Tuesday April 8.
- A second electrical engineer visited SPEC on Thursday April 10 to review a potential route for the feeder to the elevator, the service into the building for telephone/telecom services, and the fire alarm system.
- Southeastern HVAC performed a good portion of Spring maintenance on Wednesday April 23. This involved all 13 units in 3 buildings. The weather/lightning caused work to be stopped, and remaining work rescheduled to Friday May 2. Unit #8 in lower level is out of freon and will need to be tested for leakage.
- First Aid Kits were ordered to replace current ones that are depleted and some in need of replacement.
- We are reviewing the SIKES Cleaning schedule to ensure our needs are met in all buildings.
- The wood structures supporting the organ pipes need dusting. Met with SIKES on Friday April 25 to discuss cost and schedule.
- Two Engineering firms have been scheduled to visit in May to consult on the lighting in the NAVE.

Ormond Center

- We are now working on punch-list items for the Ormond Center.
- Parishioners were given a tour of the OC following the 10:30 Service on April 13 and 27. No tour on Easter Sunday. Tours will continue to be available for most Sundays in May.
- Planning a "Virtual Tour" of the OC during the month of May. Video will be a part of the OC page on the SPEC website.

Hospitality/Activities

- Hoggard High School Spring Orchestra Concert on April 8.
- Palm Cross Making Party on Thursday April 10 & 12.
- Holy Week Services the week of April 13-20.
- Easter Egg Hunt on Sunday April 20.

Looking Ahead

- Ordination of Cheryl Wagoner and James Green as Deacons on Saturday May 3.
- Parish Picnic May 4 at Longleaf Park.
- "Straw & Sammies" workday on Saturday May 10. Pine straw will be spread at all 3 buildings.

Treasurer’s Report: Scott Sheble presented the Monthly Treasurer’s Report, which compares the proposed annual budget for 2025 to actual year-to-date figures. Thanks to Lynne Rooks’ hard work, the books are up to date through April, allowing Scott to present March and April numbers.

For the quarter ending March 31, 2025, St. Paul’s reported total income of \$259,647, which is 26.5% of the total annual income budgeted for 2025 (\$979,000). Total expenses for the quarter amounted to \$221,469, which is 22.6% of the total annual expenses budgeted for 2025 (\$979,000). Net income as of March 31, 2025, was \$38,178.

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

Wells Fargo Investments (Endowment Fund)	\$1,085,464
First Carolina Reserves	\$98,036
Wells Fargo Special Gifts	\$99,063

For the four months ending April 30, 2025, St. Paul’s reported total income of \$311,571, which is 31.8% of the total annual income budgeted for 2025 (\$979,000). Total expenses for the four-month period amounted to \$293,439, which is 30.0% of the total annual expenses budgeted for 2025 (\$979,000). Net income as of April 30, 2025, was \$18,132.

Other account balances as of April 30, 2025, were reported as follows:

Wells Fargo Investments (Endowment Fund)	\$981,447
First Carolina Reserves	\$98,344
Wells Fargo Special Gifts	\$92,462

The decline in the Endowment Fund from March to April reflects the market’s reaction to proposed tariffs by the Trump administration.

Scott also reviewed the status of the capital campaign as of April 30, 2025:

Total Pledges (2024-2027)	\$1,460,323
Total Gifts	624,845
Total Pledges & Gifts	<u>\$2,085,168</u>
\$2.5M	83%

We have raised approximately 83% of the \$2.5 million needed for renovations, excluding the parish hall. Not all pledge commitments for 2024 have been fulfilled: a total of \$687,421 was pledged and \$633,704 has been paid. The outstanding pledge payments for 2024 amount to \$53,717, \$42,000 of which represent three substantial pledges. Letters are being drafted to these donors. Through the first four months of 2025, we have received \$120,669 of the total \$374,879 pledged for 2025.

We discussed the need to reinvigorate the capital campaign. While work is ongoing behind the scenes, the absence of construction means that it is not top of mind for parishioners. The staff move to the Ormond Center was the first visible sign of progress, but we need to maintain awareness until construction begins hopefully after Easter in 2026.

With no further discussion, the Monthly Treasurer’s Report was unanimously accepted.

Committee Reports

Membership: The Membership Committee is co-chaired by Karen Day and Lisa Sanders-Park, working closely with Head Usher and Head Greeter. We welcome newcomers and guide them

through the process to membership. As well, Membership plans events to help old-timers forge new connections and to embrace newcomers into the church family.

Update for the period 1/1/2025 – 5/5/2025

Transfers In: 9

Prospects

Definition: Newcomers or visitors who have signed guest book or filled out a visitor card

of Current Prospects: Culled to 48 from 64 last month, based on usher/greeter input

of Active Prospects: 16 (attend regularly and some even serve on committees)

Events

- Monthly dinner groups: 34 signed up and assigned to 4 dinner groups. First event will be a “homecoming” gathering for all 34 at home of Dot and Tom Erway on Sunday, May 18. At that gathering we will identify the four hosts for the first small group dinners to start in June and continue through February 2026.
- Occasional pop-up dinners: First pop-up dinners were held April 27 in three homes (Karen Day, Lynda and Ron Miller, Brian and Lisa Sanders-Park). 28 of the 62 who signed up participated.
- Newcomers’ Social – date to be determined

Capital Campaign/Building Update: see Treasurer’s Report for update.

Stewardship: Nothing significant to report.

Community Ministries: Nothing significant to report.

Human Resources: HR and the Rector are planning the 90-day reviews for the Church Financial Manager and the Administrator. Both should be completed in June 2025. The next quarterly meeting of the HR Committee will be held in June to consider language updates to the HR Policy document.

Children, Youth & Family:

May events include:

- May 10: Straw & Sammies Spring Workday - spreading pine straw on church grounds
- May 18: Pool Party at the Gwathmey Family’s home

Looking ahead:

- June 9-12: A Youth Week is planned for this summer with a different activity each day including Jungle Rapids Water Park, WilmingtonNCOLOR Tour and Kayaking!
- The annual Glory Ridge Mission Trip is being held July 20th through July 25th.

Updates on the Childrens’ programs will be included in future reports. Meaghan Thomas and I have discussed meeting soon to provide information on programs for the younger ages as well as updates on Sunday School.

New Business: Phillip Weiss submitted his resignation from the vestry due to his upcoming relocation to Chicago. Fr. Lee offered a prayer for Phillip, thanking God for the many gifts he shared with St. Paul’s. We are deeply appreciative of the time, effort and energy that Phillip brought to the vasty, and we wish him and Dee the very best as they embark on their newest adventure.

Old Business: At a special meeting of the Endowment Board on April 29, 2025, the Board unanimously approved a request from the vestry to disburse \$40,000 from the Investment Account. The funds will be used as follows:

1. \$25,000 for salary support for Associate for Youth & Parish Life.

2. \$15,000 for the Capital Campaign.

At its next quarterly meeting on May 20, 2025, the Endowment Board will consider a proposed amendment to its Policies & Procedures to provide for the prudent use of funds to support the development and advancement of programs that cultivate, solicit, and steward donors of philanthropic gifts. If approved by the Endowment Board, the changes to the Policies & Procedures will need vestry approval. The Endowment Board will then be able to consider the vestry's request for \$1000 to cover the cost of shared expenses for the 1858 Circle Choral Evensong.

With no additional business before the vestry, the meeting was adjourned at 7:01 pm.

Respectfully submitted,

Anne O'Dell,
Clerk of the Vestry