

St. Paul's Episcopal Church
Vestry Meeting Minutes
Via ZOOM
October 13, 2025

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

OPENING PRAYER: Fr. Lee called the meeting to order at 6:00 pm and offered an opening prayer: The Collect for Guidance (58) BCP 832.

APPROVAL OF SEPTEMBER MEETING MINUTES: A motion was introduced by Tori Cannon and seconded by Barbara Banks to approve the Vestry Meeting Minutes from September 8, 2025. The motion passed unanimously, and the minutes were approved as written.

RECTOR'S REPORT: Worship attendance has been strong and steady. Participation in parish life events has also been very good. We had close to a record-breaking turnout for the annual Halloween Spooktacular, with proceeds exceeding \$2,000. Yesterday's Ministries Fair was also well attended, and while not everyone signed up to join a ministry, it was a great celebration of the work that is going on within our midst. Special thanks to Karen Day and Isaac McDowell for orchestrating this event. It has also been a busy time for pastoral appointments.

Fr. Lee shared the news of Mark Tedesco's death on October 7. Mark was a long-time member of St. Paul's and leaves no family. The people of St. Paul's were his family, and Don Bobo was a father figure to him. Mark's ashes will be buried in the Bellamy Gardens; the date of his funeral has yet to be determined.

Fr. Lee provided an update on the Lehto Foundation grant. The details have not yet been formalized, but the Foundation is expected to make a generous donation to our capital campaign. Once the news becomes official, an announcement will be made to the parish.

Bishop Henry Parsley will be our guest preacher this stewardship season. He will preach this coming Sunday, October 19; he will also teach the adult forum on the Book of Common Prayer.

A team from Buildings & Grounds had the opportunity to preview the dental office next to the Ormond Center. Given its poor condition and the unknown and potentially high cost of environmental studies, remediation and demolition, it is believed NOT to be in the financial best interest of the church at this time to consider any further action regarding the possible acquisition of this property.

Fr. Lee received a call from Holy Comforter Episcopal Church in Burlington, NC. There is a Hispanic Pentecostal Church that currently uses space at Holy Comforter, and they are looking to establish a branch in Wilmington. Fr. Lee met with Enrique Estrada, and after touring St. Paul's and discussing the specific needs of his church, Enrique expressed interest in renting the Chapel and Fr. Lee's old office (space for children) on Monday evenings. Discussions are ongoing. As an additional consideration, Fr. Lee recommended that we consider hiring or finding a volunteer sexton to open, close and provide a presence in the building on Monday nights given that there are often 3 different groups using the space.

The Long-Range Planning Committee is scheduled to meet on October 21, and Fr. Lee would like to have a special vestry meeting shortly thereafter to hear recommendations from the LRP and construction committees about hiring a contractor. Fr. Lee will create a Doodle Poll to find a mutually agreeable time for the meeting. He would like everyone in attendance if possible.

Caretakers Day is November 8. This event, designed to honor and care for those who care for others, was organized by Fr. Michael Singer and a small group of volunteers. After moving to St. Andrews On-the-Sound, Fr. Singer agreed to continue his involvement. Sign up is set to go live for those outside our parish, so please encourage anyone you know who might benefit from a day of caring to join us.

James Green will be ordained on November 23. The time and place are TBD. Given that Fr. Lee is a candidate for bishop of the diocese, Bishop Skirving is being extremely careful not to show any favoritism towards any of the candidates, which prompted his decision NOT to hold the ordination at St. Paul's.

The vestry and staff Christmas party will be December 15 at Jumpin Run.

PEOPLE'S WARDEN REPORT-SEPTEMBER 2025 *(Submitted in writing prior to the meeting.)*

Parish Hall & Church

- Frank Patz of SEHVAC was on site Thursday September 11 to inspect Unit 10 that is no longer draining properly.
- Replacement "Handicap Signs" have come in and will be installed during October.
- Met with Jonathan Graves on Monday September 15 to discuss an additional camera in the NAVE. This project is now on hold until after the first of 2026.
- Contacted the Lighting Engineer working on the NAVE lighting. He informed me that he is not available until November to continue evaluation because of other commitments.
- Starting the week of September 29, SIKES will clean on Tuesday rather than Monday.
- Hurricane IMELDA prevented SILKWOOD from repainting the failed window sills on the East and West sides of the Parish Hall by month end.
- Work continues on sorting the Phone System between the Parish Hall and the OC.

Ormond Center

- Repaired the broken toilet handle in the main bathroom on Tuesday September 16.

Grant Update

- No update on Diocesan Grant submitted last month. Expecting our site visit in October.

Looking Ahead

- Parish "Weed & Feed" on Saturday October 4 from 9 AM to Noon.
- Blessing of the Animals Sunday October 5 at 5 PM in the NAVE.

Mait DuBois shared the following accomplishments from the past week:

- Handicapped signs were replaced.
- Ramp was painted yellow.
- New non-slip caution tape was applied to the exterior kitchen steps.
- Light over baptismal font was replaced.
- Set up and take down for Halloween Spooktacular.
- Items moved from Fr. Lee's parish house office to storage.

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.

For the nine months ending September 30, 2025, St. Paul's reported total income of \$684,607, which is 69.9% of the total annual income budgeted for 2025 (\$979,000). Total expenses for the same nine months amounted to \$672,922, which is 68.7% of the total annual expenses budgeted for 2025 (\$979,000). Net income as of September 30, 2025, was \$11,685.

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

Wells Fargo Investments (Endowment Fund)	\$1,047,864
First Carolina Reserves	\$99,872
Wells Fargo Special Gifts	\$94,097

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

Total Pledges (2024-2027)	\$1,454,823
Total Gifts	634,332
Total Pledges & Gifts	\$2,089,155
\$2.5M	84%

We have raised approximately 84% of the \$2.5 million needed for Phase 1 & Phase 2 renovations. The outstanding pledge payments were as follows: \$5,721 for 2024; \$163,153 for 2025; \$365,059 for 2026; and \$16,667 for 2027. It is highly probable that we will have to write off approximately \$3,000 of the outstanding pledges from 2024 due to unforeseen circumstances on the part of several pledgers. Efforts to collect outstanding 2025 pledges are in the works and going well.

Since its inception in 2023 through September 30, 2025, the capital campaign has collected gifts, pledges and interest totaling \$1,597,445; total expenses amount to \$185,864 for net income of \$1,411,581.

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

COMMITTEE REPORTS: *(submitted in writing prior to the meeting)*

Membership: Nothing significant to report.

Capital Campaign/Building Update: On 10/9/2025 Mona Clites reported the following: The committee finalized an RFP document and identified 4 local contractors and reached out to see if they were interested. Three were and took a tour of the facility on September 19 where the project was reviewed and the RFP was discussed. Proposals are due to the committee on October 10. The committee and Gray Hudson will review the proposals and then interview interested contractors on October 17 at which time we hope to then be able to recommend a contractor. The recommendation will be reviewed by the Long-Range Plan committee and then a request will be made to the Vestry. The recommendation will include more details about the next steps, which will include getting a cost estimate and working with Gray in the next phase of design.

Stewardship: Father Lee's letter (1) was mailed on October 6 and reached mailboxes on or around October 9. The Committee's letter (2) to the congregation with pledge card and return envelope has been printed and will be delivered to the post office on Wednesday, October 15.

Confirmed Speakers

10/12 Stewardship Sunday – Lynne Rooks, Finance Manager

In keeping with the theme "Tell Out My Soul", the next four speakers will address:

10/19 Karen Day - "Unnumbered blessings" - The joys of faith-filled dinner groups, the joys of community and connections made

10/26 Steve Haughey - "From age to age" - Buildings and Grounds

11/2 Cecelia Peers - "The hungry fed, the humble lifted high" - Community Ministries

11/9 Alison Nipper - "To children's children and forever more" - Children and Youth

Community Ministries: August - September

1. Sent second \$1,000.00 payment to 2Share for their operational expenses.
2. Delivered \$3,500.00 to Help Hub for their operations of feeding and housing.
3. Contributed \$500.00 to Diaper Bank Lower Cape Fear for purchase of products
4. Conducted drive for Diaper Bank Lower Cape Fear – contributed approx. 8,000 pieces
5. Gave \$1,000 to Mother Hubbard's Cupboard for purchase of food.
6. Donated \$7,650 to Nourish NC for Backpack Buddies for 18 Snipes students.
7. Fr. Lee & Steve Bucci delivered Backpack Buddies check to Steve McCrossan E.D. Of Nourish NC
8. Determined that with this year's contribution St. Paul's has donated \$92,282 since 2014!

The Rise Against Hunger packing event is November 1, and the Nourish NC packing event is December 3.

Questions about the Help Hub prompted the suggestion that it may be time to organize a tour of the Harrelson Center for interested parishioners.

Human Resources: The St. Paul's HR Committee submitted for review and approval revised Human Resources Policies for Lay Employees not subject to a Letter of Agreement.

Karen Day made a motion to approve the updated Human Resources Policies as written. The motion was seconded by Denise Sheehan and unanimously approved.

Children, Youth & Family:

October events include:

- October 5th: Blessing of the Animals
- October 12th: Wilmington Area Youth Event at Airlie Gardens
- October 19th: Children, Youth & Families Cookout at the Lee's home
- October 26th: HallowEYC

Looking ahead:

- November 2nd: Be the Light! An Evening of Gratitude. The youth group will pack Baskets for Family Promise and Holiday bags for Coastal Buds. Other local youth groups will also be involved. Donations are requested.
- November 7th-9th: Wilmington Area Youth Fall Retreat at Trinity Center--an event that will include St. James, St. Andrews on the Sound, Church of the Servant and Christ Church in Elizabeth City
- November 16th: EYC Outing
- November 23rd: EYC @ St. Paul's

2026:

- Winter Ski Trip is scheduled for January 22nd-25th at Winterplace Ski Resort in West Virginia. Total cost is \$590.00 per person for transportation, cabins, lift tickets, rentals and meals.

Ongoing Events:

- Coffee & Conversations continues on Sundays from 9:30-10:15am in the Gym Conference Room for students in grades 6-12. This is an opportunity to study God's word and to explore ways to apply it to our lives.
- Children's Sunday School from 9:30-10:15am in the Children's Wing.
- "Touch & See" is offered to Preschool and Kindergarten children.
- "Weaving God's Promises" is available to students in 1st through 5th grades.
- Children's Choir is at 11:45am. This choir is open to children of all ages and experience.

Nominating Committee Report: Fr. Lee formally charged the four outgoing vestry members (Carol Field, Steve Haughey, Denise Sheehan, and David Tousignant) with the work of nominating qualified parishioners to fill the positions they will vacate in January 2026. The committee met for the first time on September 22 and will meet again this week. They have developed a timeline and have begun reaching out to possible nominees. The committee will entertain suggestions from vestry members. Contact Carol Field. The slate of nominees will be finalized and announced to the parish one month before the Annual Meeting in keeping with Vestry Bylaws.

NEW BUSINESS:

Please see the Human Resources Report under Committee Reports for the vote to accept updated HR Policy.

On Sunday, October 26, Cecelia Peers will be doing a presentation during St. James adult forum with Bishop Parsley on the intersection of faith and mental health. If well received, it may be a program we could bring to St. Paul's. Cecelia will update the vestry at the next meeting.

St. Mark's will be doing its annual Thanksgiving meal on Saturday, November 22.

OLD BUSINESS:

None.

With no additional business before the vestry, the meeting was adjourned at 7:15 pm.

Respectfully submitted,

Anne O'Dell,
Clerk of the Vestry