

St. Paul's Episcopal Church
Vestry Meeting Minutes
June 15, 2026

PRESENT: The Rev. Caleb Lee (Rector), The Rev. Deacon Nick Kohlmann, Barbara Ellington Banks (Rector's Warden), Steve Bucci, Tori Cannon, Karen Day, Mait DuBois (People's Warden), Anne O'Dell (Clerk), Scott Sheble (Treasurer), Rhonda Stroud, Leon Tillery, Brad Van Amberg, Frank Wolf

ABSENT: Shelley Jonik, Cecelia Peers

OPENING PRAYER: Fr. Lee called the meeting to order at 6:00 p.m., welcomed our new curate, the Rev. Deacon Nick Kohlmann, and invited him to lead the vestry in prayer.

APPROVAL OF MAY MEETING MINUTES: Karen Day moved to approve the vestry meeting minutes of May 11, 2026, and Tori Cannon seconded the motion. The vestry unanimously approved the minutes as written.

RECTOR'S REPORT: Fr. Lee enjoyed a wonderful vacation and thanked Fr. James Green, the staff, and the wardens for their leadership in his absence. This past Sunday, as previously noted, we welcomed Nick and his wife Maddie on the first day of Nick's ministry at St. Paul's. We also said our farewells to the Weigs. Spencer and Ellen were an integral part of our St. Paul's family; filling the large holes they leave in their respective ministries will happen in time with God's help. This coming Sunday we will celebrate the ministry of Fr. James Green as he prepares to leave St. Paul's and serve our diocese in other ways, starting this summer as the supply priest at St. James the Fisherman in Shallotte.

Nick's ordination to the priesthood has not yet been scheduled but is expected before the end of 2026. Fr. Lee expressed a strong desire to host the service at St. Paul's, while acknowledging that renovations may require some creative planning, especially with regards to the reception. Nick will be in conversation with Bishop Fisher to solidify the details.

Worship attendance has been strong. The church was full yesterday for the welcome and farewells noted above and for the hymn sing before the 10:30 a.m. service. A suggestion was made to livestream the next hymn sing in two weeks. Work continues on the website and new logo. At Fr. Lee's request, Jonathan Graves, the church's webmaster and IT consultant, completed an inventory of church computers after the Parish Administrator and Finance Manager experienced computer issues. His report, made available for vestry review, presented two options: a lower-cost plan to extend the life of the existing technology by one to two years at an estimated cost of \$2,750-\$4,500, and a more comprehensive plan to replace the computers at an estimated cost of \$8,720-\$9,300. No decision has been made, but preliminary conversations with staff and the executive committee favor the second option. A follow-up meeting with Jonathan is pending.

██████████, who had previously been asked by police not to trespass on church property, has returned to St. Paul's. Fr. Lee plans to try a different approach with him, provided it does not put staff or parishioners at risk. Fr. Lee also reported that another unhoused couple has been seeking shelter on church property. He offered assistance and referrals to resources in the greater Wilmington area, but they declined. To better understand how to respond in these situations, Fr. Lee has been working with Cecelia Peers, Trillium, and St. James to plan a mental health training day. The training will help lay leaders, especially those in ministries with direct public contact, learn how to assess and assist people facing mental health challenges in the church and on the streets. Details are yet to be determined, but the hope is to hold the event this summer.

Included in the documents for vestry review this month was a Notice of Release and Renewal issued by the bishop's office, granting the Rev. Malcolm Roberts III's voluntary request to be released from the ordained ministry of the Episcopal Church. Fr. Lee explained that the notice is issued in accordance with Canon Law to inform the wider church that Malcolm Roberts no longer has authority to exercise ordained ministry in the Episcopal Church. Fr. Lee emphasized that the matter did not involve misconduct.

IPUL (Iglesia Pentecostal Unida Latinoamericana), the church that has been renting space from St. Paul's, notified Fr. Lee of its plans to move out. ICE activity has led to the deportation of several members, reducing attendance and making it difficult for the congregation to continue its ministry at St. Paul's. IPUL has paid rent through June and will slowly begin removing its belongings from the Chapel and the rector's former office. Fr. Lee told the congregation they would be welcome to return at any time.

Fr. Lee provided pastoral care updates. Lyle Sullivan, who recently moved to Cape Cod to be closer to family, has entered hospice care; please keep Lyle and her family in your prayers. Joe Farri died on Sunday, June 7. Fr. James Green visited him the day before his death to administer last rites. Herb Gant and Nancy Bray are working with Fr. Lee to plan the funeral, scheduled for Saturday, June 27, at 10 a.m. Additional details will follow.

Fr. Lee closed with updates on several fundraising efforts. Despite continued efforts, the burial plots at Oleander Gardens have not sold. The Annual Yard Sale raised a record \$6,600 for the operating budget, and the Clergy & Company concert at Bowstring Brewery raised \$2,600 for the youth mission trip to Glory Ridge.

PEOPLE'S WARDEN REPORT:

Parish Hall & Church

- Installed threshold on Market St door. Working to repair or replace broken latch that prevents one door from locking properly. Stein & Stevens will install thicker insulation on seam between doors.
- GNP completed sanding, staining and applying polyurethane on Parish Hall windowsills.
- On 6/1/26, Shield Electric installed light fixture to illuminate Agnus Dei window at night.
- On 6/1/26, GNP installed timer to automatically turn on steeple light. Will not be turned on until fund raiser and then run every night @ 3-4 hours after dark.
- Investigated cost options for relocating the Japanese maple to accommodate ramp modifications. The decision was made to proceed with a company that will remove the tree at no cost and they, in turn, will sell it.
- Investigated cost for rodent removal. Talking with Andrews to share costs and help with logistics.

Ormond Center

- GNP has prepped and primed picture window frame. Will repaint front door and window frame.
- Installed cubicle for Karen in reception area on 6/4/26.
- GNP will paint Issac's office for Nick any time after the cubicle is set.
- Assisted in moving items from church for Yard Sale & emptying offices in prep for construction.

Grant Update

- No grants in progress

Looking Ahead

- Delayed Market St Canopy (vestry approved cost) until Market St wall damage repaired.
- Meeting with Shield Electric on 6/5/26 (who repaired Steeple & Agnes lights) to evaluate why aisle light in church continues to fail prematurely. They submitted a bid to repair light and evaluate lighting configuration and circuits in the sanctuary.
- Swan Masonry bid a turn-key price to repair the Market St exterior wall and repair the interior stucco. Chambliss & Rabil to get a 2nd bid from Dale Haynes Construction. Need to resolve asbestos abatement issues with Chambliss & Rabil before proceeding with wall repair.
- The 16th St replacement door is expected to be installed after construction in the narthex is completed. Donor has agreed to pay for replacement cost. Stein & Stevens submitted a \$11,000 cost estimate (Total cost = \$14,000).
- Have 3 bids to replace fence enclosing Heat Pumps. Fence replacement required due to ramp being extended.
- Stein & Stevens estimated a time & material cost estimate of ~\$500/door to repair deteriorating Red Doors. Getting repainting bid for red doors. GNP will sand and varnish interior side of doors.
- Getting cost estimate to repair east-side gutters & re-level low spot in gutter. Some gutter joints are leaking and causing damage to exterior stucco and grout between wall and sidewalk.
- Paint Ormond Center back door (white), varnish wood threshold and replace kitchen faucet.

- Hire plumber to repair 4-bathroom sinks (leaking pipes, faucet replacement, or slow drains). No bathrooms that are involved in construction will be repaired.

TREASURER’S REPORT: Scott Sheble presented the Monthly Treasurer’s Report, which compares the proposed annual budget for 2026 to actual year-to-date figures.

For the five months ending May 31, 2026, St. Paul’s reported total income of \$420,947 which is 39.4% of the total annual income budgeted for 2026 (\$1,068,275). Fifty percent of total offerings, or \$386,232, have been collected through the first five months of the year, which is trending slightly ahead of past years due to prepaid pledges. One large recurring anonymous Non-Pledge Gift was reclassified as a Special Gift at the request of the donor, allowing more flexibility for its use. Also added to income in May was \$25,000 from the Endowment approved for the youth position.

Total expenses for the same period amounted to \$389,053,273, which is 36.4% of the total annual expenses budgeted for 2026 (\$1,068,275). Salary & Benefits were running slightly under budget as were Facilities and Ministries. Business operations were on budget. Net income for the five months May 31, 2026, was \$31,894.

Other account balances as of May 31, 2026, were reported as follows:

Wells Fargo Investments (Endowment Fund)	\$1,077,964
First Carolina Reserves	\$101,964
Wells Fargo Special Gifts	\$252,208

The Endowment Fund continues to perform well, supported by favorable market conditions. Fr. Lee reported that the Endowment Board approved the vestry’s earlier request to increase the annual disbursement from the Isabel Lehto Organ & Maintenance Fund from \$12,000 to \$18,000. The board also confirmed that the Kauno Lehto Scholarship Fund language allows the vestry to determine how best to use the scholarship funds to support the youth of St. Paul’s. No discussion followed, and no decision was made regarding the scholarship funds; the matter was tabled for future consideration. Fr. Lee also reported that the board approved funding for the new curate position at \$40,000/year for the next three years, renewable on a year-to-year basis.

Scott reviewed the status of the capital campaign as of May 31, 2026:

Total Pledges (2024-2027+)	\$1,6445,715
Total Gifts	\$653,518
Total Pledges & Gifts	\$2,299,233
\$2.5M	92%

We have raised approximately 92% of the \$2.5 million needed for Phase 1 & Phase 2 renovations. Outstanding pledge balances are \$0 for 2024, \$0 for 2025, \$285,430 for 2026, and \$166,667 for 2027 and beyond.

Since its inception in 2023 through May 31, 2026, the capital campaign has collected gifts, pledges and interest totaling \$1,940,295; total expenses amount to \$238,429 for net income of \$1,701,866. The bulk of these funds are kept in a money market account at Wells Fargo.

With no further discussion, a motion was made to accept the Monthly Treasurer’s Report. Requiring no second, the vestry voted unanimously to accept the report.

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.

- Transfers in since January 1, 2026: 6
 - Prospects
- Definition: Newcomers or visitors who have signed the guest book or filled out a visitor card

of Current Prospects: 29; in consultation with ushers and greeters, this list was trimmed in May. Former prospects are still in the database, but if they have not been attending, their status was changed from Prospect to Visitor.

- Events
 - Monthly dinner groups: This year we have 64 participating in 8 groups, up from 40 participants last year. Dinners began April 19 and will run through next January or February. I check in to make sure the groups are meeting on a regular basis.
 - Fall newcomers' social: To be planned

Capital Campaign/Building Process: See the Construction Committee Update below.

Stewardship: Nothing significant to report.

Community Ministries:

- Contributed \$1,000.00 to support St. Paul's effort at Glory Ridge this summer
- Delivered check for \$750.00 to Kid's Making It, providing much needed off – site storage.
- Delivered check for \$750.00 to V.O.Y.A.G.E. for after school programs at 4 schools.
- Contacted Snipes about holding Book Fair this year. Planning to move it to September.

Human Resources: Nothing significant to report.

CONSTRUCTION COMMITTEE UPDATE: The vestry welcomed Construction Committee members Mona Clites and Darren Jones at 7:00 p.m. Mona reported that architect Gray Hudson submitted a completed full set of construction documents earlier in the day. These documents need to be reviewed by the Construction Committee and our contractor, Chambliss & Rabil. After a thorough review, Chambliss & Rabil will draw up a detailed contract for the full scope of work with cost projections and a timeline. The contract will hopefully be ready for vestry approval in July.

Before construction can begin, asbestos remediation must take place. Atlantic Shores Environmental Services will oversee this work. A preliminary contract was presented in the amount of \$47,656 for the vestry's review. Several details need to be resolved, and the final number is likely to be higher by \$20,000-\$30,000 with the inclusion of several areas that were previously not part of the estimate. Darren added that once construction begins, additional remediation may be required if previously undetected asbestos is uncovered. The Executive Committee is recommending that the vestry approve the contract with Atlantic Shores Environments Services for up to \$100,000, which will allow the remediation process to move forward without stoppages for additional vestry approval. According to the church's bid policy, the vestry may authorize church committees or members to approve expenditures of any amount related to bids and contracts already approved by the vestry provided the expenditure does not exceed the total amount of the contract.

Chambliss & Rabil submitted a contract for construction of the narthex bathroom, with a preliminary budget of \$94,709. As previously discussed, the bathroom will be small and not handicapped accessible. It will be a much-needed addition, particularly as work begins on the main bathrooms in the parish hall.

There was conversation concerning the amount of insurance needed during construction. Fr. Lee will follow up with our insurance company and Chambliss & Rabil

With Construction Committee members still present, Fr. Lee moved to New Business, asking for a vote on the two matters before the vestry related to construction.

NEW BUSINESS:

Asbestos Contract: Steve Bucci made a motion to approve the asbestos contract with Atlantic Shores Environmental Services for up to \$100,000. The motion was seconded by Frank Wolf and unanimously approved by the vestry with no further discussion.

Contact with Chambliss & Rabil: Scott Sheble made a motion to approve the contract with Chambliss & Rabil for the construction of the narthex bathroom. The motion was seconded by Tori Cannon and unanimously approved by the vestry with no further discussion

The vestry thanked Mona and Darren for the construction update, and they exited the meeting at 7:24 p.m. The vestry proceeded with more New Business.

Housing Allowance for Curate Nicholas Kohlmann: The vestry tabled this matter until next month to give Nick time to assess his needs more fully.

Contract for Shields Electric: Leon Tillery made a motion to approve the contract with Shields Electric in the amount of \$2,049 for sanctuary pendant fixture repair and lighting control evaluation. The motion was seconded by Brad Van Amberg and unanimously approved by the vestry with no further discussion.

OLD BUSINESS:

None.

The next vestry meeting is tentatively set for Monday, July 13.

With no additional business before the vestry, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Anne O'Dell,
Clerk of the Vestry