

St Simon's on the Sound Episcopal Church

Vestry Meeting

Tuesday, May 16, 2017

Clergy: The Reverend J. David Knight, Rector

Vestry Members: Senior Warden Van Fuller, Junior Warden Paul Wheelless, Gene Correll, Elle Estes, Anne Hall, Cathy Halprin, Lori Lawhorn, Frank Milhous (absent), Rob Newton (absent), Barbara Smith, Debbie Vaughan

Clerk: Ellen Dodson

Youth Representative: Morgan Lawhorn

Guest: Gloria Battle, Chair of the Outreach Committee

1. **Call to Order** by the Senior Warden at 5:30 pm
2. **Opening Prayer** by Morgan Lawhorn
3. **Roll Call - Confirmation of Quorum** Van Fuller

4. **Consent Agenda** – motion to approve by Anne Hall with a second by Paul Wheelless. Motion carried by acclamation. Items included:
 - a) Approval of Minutes of Previous Meeting
 - b) Approval of April Financial Report
 - c) Approval via April 22nd Email for Purchase of Replacement Folding Machine

5. **Parish Update:** Outreach by Gloria Battle (Attachment 1) - Presentation included updates on:
 - a) Father Jack's Kitchen - lunch at noon on each Sunday of the year
 - b) Elliott Point Elementary School, our “adopted school”
 - c) Birthday parties and bingo at a nursing home the third Thursday of each month
 - d) Community Work Day
 - e) Utilities ministry
 - f) Various financial services

6. **Vestry Pictures and Committee Break-out Sessions** (30 minutes)

7. **Committee Reports**
 - a) **Administration (Gene Correll)**
 - 1) 2016 Audit Update: all the information has been gathered and the audit is in progress.
 - 2) Capital Campaign Update: Fr Knight and Michelle Anchors have talked with the Episcopal Church Foundation (ECF), which will send information to Michelle on possible consultants from which to choose for leading us through the campaign. A fee structure will be included for a three phase discern-study-ask methodology. Michelle has talked to a few other consultants, but ECF is highly recommended by various references.
 - 3) Approval & Direction to Purchase Advent Vestments & Paraments: Debbie Vaughan reported that the Eleanor Mathison Altar Guild Designated Fund containing \$2,365 and the Carol McMullen Fund with \$1587.50 could be used to purchase the new Advent vestments and paraments. Eleanor and Carol were faithful Altar Guild members for many years, so it is fitting that we use those funds for this purpose.

Gene Correll moved that we use \$3,952.50 from the Eleanor Mathis son Fund and the Carol McMullen Fund to purchase new Advent Vestments and Paraments to have in time for Advent 2017. If the cost exceeds this amount, the Altar Guild may request additional funds from the Vestry. Lori Lawhorn seconded the motion which carried by acclamation.

- 4) 2017 Amended Budget: Proposed revisions by the Treasurer and Administration Committee were presented. Highlights are four priority items: increase of our Diocesan pledge, pay raises for some of the staff, movement of James Wyatt from contractual employee to a full-time church employee, and payment on the line of credit (LOC). The staff raises will increase 5% for 2017, and Diocesan Pledge will be 9.4% for the rest of the year (prorated beginning June 1). We are discontinuing the Service Master contract and the landscape/yard service, which James will perform. Yard equipment is included in the budget. In addition, contractual items for Fr. Knight's educational and sabbatical accounts were funded in accordance with his employment contract.

A motion was made by Debbie Vaughan and seconded by Anne Hall to approve the 2017 Amended Budget as presented. Motion carried by acclamation.

- 5) Line of Credit Repayment: Our Capital Campaign Fund contains \$84,901 and there are various funds which we could combine to pay down the majority of the LOC now. Presently, the LOC is \$195,000 and we are paying the interest monthly out of designated funds. Some options are Designated Roof funds #877047 (Helen Sikes) and #877048 (Frank Norton) which contain a combined \$930, plus Scotty Foster fund \$75.

Debbie Vaughan presented a motion to use \$80,000 of the Capital Campaign Fund, in addition to Helen Sikes, Frank Norton and Scotty Foster funds for a total of \$81,005 to pay on our Line of Credit. Anne Hall seconded the motion which carried by acclamation.

b) Ministry (Cathy Halprin)

- 1) Becoming a Welcoming Congregation
 - i. Newcomer's Group: the Sunday morning greeter program is going well.
 - ii. Hospitality Group: we'll have a sign-up sheet for Summer Sundays, a chance for parishioners to sponsor coffee hour each week. It was well attended last week. We will have more chairs available in the atrium and hopefully we can arrange for better coffee in the future. The snacks should include both sweet and healthy options, but nothing elaborate since the idea is for people to mingle and get to know each other.
 - iii. Feed the Youth/Children program in the fall: discussion ensued about the need for providing some food for children and youth.
- 2) Parish Life Update: Memorial Day Saturday Eucharist with music will be at 6:00 pm at Fr. Cobb's Outdoor Chapel. A potluck dinner will follow. There is some concern as to whether or not it will be well attended. It was decided to talk it up this Sunday and have sign-up sheets in addition to Krystal sending out information via email.

3) Jack White is working on a proposal for new name tags.

c) Property/Communications Committee (Paul Wheelless):

1) Status of Work:

- i. Bell Tower: sandblasting is finished, and some minor holes and issues found, but not serious enough to remove the tower. Engineer is scheduled to be here on May 23rd to inspect the tower.
- ii. Nave ceiling: Three new contractors have come out thus far; Dalton Bros, GLC and Lord & Son. All have said they would get back in touch and bring subs to help assess the scope of the work, so we will see. Hopefully we will have a start date later in June.
- iii. Cameras: pending delivery of deposit check and contract delivery to ITS in preparation for scheduling of the installation.
- iv. Fire alarm replacement: AFP is scheduled to start work Monday, May 22.
- v. Doors: our usual contractor came back again, took down details again, but has still not delivered a quote. We will rebid due to lack of response.
- vi. Fire code issues: awaiting permitting

2) Approval to Replace Scheel Parlor Air Conditioner

A motion was presented by Elle Estes to approve up to \$4,593 to replace the Scheel Parlor HVAC unit with funds to be taken from the Major Maintenance Fund. Barbara Smith seconded the motion which carried by acclamation.

- 3) Parish Hall Worship Plan: Steve Larson has the plan worked out and all looks good except perhaps not enough seating according to past years' summer attendance records. Senior Warden will arrange a copy of the plan to be sent to vestry members.
- 4) Website Update: Updates are occurring depending on what can be managed with the Clover host, pending publishing. The look and appeal of the website is a priority, hence the professional photographer for an attempt to capture images of parish life with the goal of "telling our story". We may not be able to have what we want with Clover, so another host may be needed in the future.
- 5) Montessori Expansion Update: Montessori School has another plan to convert their present office space to a classroom, so they will need a space for an office. They are requesting to use the cubby hole storage room outside the Godly Play area, which is presently full of our Christian Education things. Fr. Knight has tentatively agreed to that if we can satisfy the needs of the nursery and Christian Ed storage. There are places around the church in which storage can be provided, so he and Steve Larson are looking around.

8. Old Business

- a) Parent's Morning Out: The Vestry voted (February 21 vestry meeting) to continue this program free of charge until the end of May, after which we would re-address it. (We had learned that we were in violation of Florida law by charging for child care since we aren't a licensed daycare facility). Discussion yielded the consensus that it is not cost effective to continue the program since we have so few children in attendance on a regular basis.

A motion was made by Debbie Vaughan to discontinue

**the Parent's Morning Out program and seconded by
Elle Estes. Motion carried by acclamation.**

- b) An update from the Parish Administrator on the freezer locks will be provided at the next vestry meeting.
 - c) REALM roll-out is going slowly because some parishioners are having difficulty with it. Fr. Knight wants to develop a step-by-step guide which will be helpful.
- 9. New Business:** A discussion about nursery safety began with concerns from Lori Lawhorn and Morgan Lawhorn. The issues should be forwarded to staff (Director of Children and Youth Ministry and Parish Administrator) to investigate and provide a way ahead.
- 10. Rector comments:** Beckwith Sunday is this week, concurrent with Youth Sunday, and breakfast at 9:30. Wear your Beckwith clothes, camp clothes; vestry members are requested to be available for help.
- 11. Closing prayer** by Paul Wheelless.
- 12. Adjournment** at 7:35 pm by the Senior Warden.
- a) Next vestry meeting is scheduled for June 20, 2017.
 - b) Van Fuller is scheduled to offer the opening prayer.
 - c) Anne Hall is scheduled to give the closing prayer.

Respectively submitted,

Ellen Dodson
Clerk of the Vestry

St Simon's is known in the community for our broad and generous Outreach programs. The Church was instrumental in the establishment of both Oasis and Sharing and Caring. I would like to share some of the things going on at this time..

FATHER JACK'S KITCHEN provides lunch (usually hot) each Sunday of the year for 40-60 people. The previous budgets included only a small amount if anything at all for this program. We have kept it operating for 15 years by the generosity of both our members and others in the community. For the most part the team members who prepare and serve the meal, pay for it themselves. We also get donations from others i.e. Sons of Italy and Destin Harvest.

On Sunday we also have socks, personal care items and sometimes donated clothing.

ELLIOTT'S POINT SCHOOL has been "adopted" by St Simon's.

We collect and deliver snacks for the teachers to distribute. This is ongoing for the entire school.

We helped a single mom at Xmas, with both gifts and food. The family was selected by teachers at the school.

Volunteers provided a salad lunch for about 75 teachers and aides for Teacher Appreciation Week

Volunteers are available for various events during the year.

At the request of the Principal, Outreach helped provide funds for a motel room for a family that had suddenly become homeless.

BIRTHDAY/BINGO AT A NURSING HOME is a monthly event. A cake is provided to celebrate all birthdays that month. Prizes (usually money) for Bingo are also taken care of by St Simon's.

COMMUNITY OUTREACH covers a mix of usually 1 time events:

Community Work Day – volunteers worked 3 or 4 hours at a non profit just doing "chore". Coffee and donuts before leaving the church and lunch upon return is provided. Supplies needed were also supplied by Outreach.

Hosting Spring Break Habitat volunteers, giving them a place to stay, a

dinner .and miscellaneous other things to make their time here fun as well as useful.

Hosted a lunch at the Church for First Responders

Taking home baked goods to First Responders.

Providing lunch for Oasis staff and Board members at a meeting

UTILITIES MINISTRY was funded in previous years by a grant from the DuPont Foundation. That grant is no longer available. A maximum of \$100 was paid directly to utility to help insure that the service was not cut-off. 5-8 families were helped each min mind, ie children, elderly, disabled, etc. Of course we cannot help everyone but the program was blessing to 50+ families a year.

The OTHER category covers a number of 1 time services including Prescriptions, work clothes, assistance with getting Florida ID, bus ticket to get to a safe place, gas to get to a new job, and many more small dollar items. St Simon's sometimes works with other churches/agency if the cost is more than any one of us can absorb.

Much of the Other category is funded by a volunteer who is not a member of the Church. He has given us at least \$3000 in the past 2 years to be spent specifically on this kind of thing.

Over the years we have applied and received much of our thru funding but those sources have dried up so we are requesting money in the budget to assist us with our mission.

That is short overview of Outreach at St Simon's. Any Questions.