

St. Simon's On-The-Sound Episcopal Church

Vestry Meeting

18 April 2016

Clergy:

The Rev Edward Harrison, Interim Rector

The Rev Eric Zubler, Associate Rector

Vestry Members:

Rhoda Adams-Reiss (absent), Gene Correll, JoAnn Gorsuch, Cathy Halprin (absent), Bill Hardy, Bob Hauge, Senior Warden Renee Larson, Lori Lawhorn, Henry Rabby, Barbara Smith, Debbie Vaughan, Junior Warden Paul Wheelless

Substituting Clerk: Chris Westphal

Youth Representative: Morgan Lawhorn

Parishioner: John Gardner

1. Opening Prayer by Father Edward Harrison at 5:31 p.m.

2. Motions:

- a) Bob Hauge moved to approve the March vestry meeting minutes. After a second by JoAnn Gorsuch the motion carried, all votes in favor.

NEW BUSINESS:

3. Finance and Budget Report:

- a) Father Edward offered the treasurer's report, on behalf of Mike Sheppard and Brice Horwell, who could not attend tonight's meeting. March was a little bit disappointing month financially speaking, combined pledge and plate last month was \$7,518 below projected collections. This brought us 1.6% under projected collections.
- b) "New Roof" account was \$44, 894. Several verbal commitments from individual parishioners have been made to add about \$20,000 to the account in the near future.

4. Endowment Committee Report:

- a) Bob Hauge presented a detailed Endowment Fund Policies and Guidelines booklet explaining the plan of operation. A letter was also read to the Vestry from Jack A. White, Chair of Fund, explaining the fund was founded by vestry members in 2014. He listed founding members and that a letter had been sent to all parish members explaining the program. Ten parish members responded. The letter urged the vestry to not be alarmed as most people keep their estate planning to themselves. The letter emphasized the Endowment Fund was not in competition with annual giving. He urged the vestry to establish a "legacy society." Those who chose to make their offerings known will be honored in a special plaque. Offerings must be made known by January 2017. The legacy society will be known as the LIZA JACKSON LEGECY SOCIETY. The legacy society program kickoff is scheduled for Sunday May 15th. The Bishop will be visiting the church that day and will give a "30 second commercial" supporting the endowment program. The letter also requests vestry moral support. The fund plans periodic e-pistle offerings and a special area on the church website. The letter continues to explain the ways of offering which will be included in the website information. Renee Larson, Senior Warden offered that the Endowment Fund has a startup positive balance of \$1,088. The money came from an offering Father Mark Fitzhugh was given which he made available to the Endowment Fund effort for startup.

5. Facilities Report : (Attachment 1)

- a) Junior Warden, Paul Wheelless reported areas of concern which include the elevator breaking down, and power system breaking down which has caused Steve Larson to focus on ways of getting “clean power.” These problems, along with other efforts that can be remedied, explain the total current expenses of \$206,500. Paul continues with short term expenses noted in the attachment. Recurring maintenance totals over five quarters are estimated at \$40,000. The report also includes “IMPORTANT” yet unscheduled priorities subtotaling \$62,000 which equals a grand total capital need of \$390,500.
- b) Draft of the Design and Décor Subcommittee process requires two people for the subcommittee on behalf of the vestry.
- c) Update on New Ministry. The “Cooler Girls” are a pastoral care group. Explanations of their mission and goals are explained in Attachment 1.

6. Interim Rector and Search Committee Report

- a) Sr. Warden Renee Larson reports that the search committee is at a standstill. Coupled with ongoing efforts to name a new Rector, the committee is searching for a new interim to work alongside Father Eric to help with pastoral duties in the expected nine weeks of continued search time. No name will be mentioned at this time, or any salary discussion.
- b) Search committee report reveals that four new names have been received for consideration, as the fact that the candidates previously selected by the search committee had originally chosen either did not work out or that the candidate chosen had family issues that would not allow them to honor a commitment at this time. The Sr. Warden encouraged the vestry to keep this knowledge “close.” Father Edward emphasized the need to not hold back and ask questions, as parish members may have them. The Vestry will make the call for the next Rector. Father Edward encourages the vestry members to be available when decision time is near.

7. Youth Representative Report

- a) Morgan reports our youth serving on the altar have a feeling of being downgraded due to the age requirement. Sr. Warden Renee Larson is appreciative of Morgan’s report, but explains this is not a business decision; it is rather a clergy matter. Father Eric promises to talk with the serving youth to help them understand it is a clergy decision as to the server’s role in the church service.

8. Vestry Thank you

- a) Sr. Warden challenges all to ponder on “special people” to send thank you notes from the vestry, for community services or any other acts of random kindness or special efforts made to make our community a better place to reside.

9. Capital Campaign: (Attachment 2)

- a) Bill Hardy has been assigned as head of the Capital Campaign Fund Drive. It is stressed this fund will NOT be in competition with the Endowment Fund. The target is to raise \$500,000 in a two year period to help erase the \$200,000 line of credit that has been exhausted and to help address the other issues discussed by the Jr. Warden earlier in the meeting. The plan of action is to start with the vestry members asking each member to make a pledge to this capital campaign fund. The plan is next to write letters to the parish members asking them to commit to the campaign.
- b) Vestry Member Lori Lawson asks if fund raising methods can be considered. Father Edward urges the vestry to “brainstorm” to get ideas to raise money for this effort.
- c) Bill Hardy and Paul Wheelless will be making pleas in the future to each service for help in this endeavor.

Old Business:

10. Lessons Learned at Discipleship Day & Clergy Report

- a) Ten parish members of St. Simon's attended along with a total attendance of 180 made up from 44 of the 62 churches in the dioceses.
- b) Father Eric received a nice note from Josh thanking him for his continued assistance in his quest to be ordained.
- c) On May 15th six youth and six adults are to be confirmed. May 1st we will baptize four infants.
- d) The nursery has hired two new caretakers, Amber Smith and Camilla Malcolm. Cheryl has been let go from the nursery.
- e) Godly Play was advertised in local paper which has been headed by Ansley Walker.
- f) Father Edward brings forth a request from Carol Murphy-Greene for a special fund drive for Pierre Saul to help recoup his recent loss from flooding of his home in Louisiana. Father explained the special person Pierre is to St. Simon's and by a unanimous decision the vestry will allow the fund drive to begin.
- g) Father Edward was given a special gift from the Vestry in a way of thanks for his leadership and in hopes he will remember St. Simon's with a pleasant memory. The gift was a Grandparents remembrance picture frame.

At this point Father Edward was asked to leave the meeting as well as the substituting clerk. The vestry needed to plan a farewell for Father Edward.

Respectfully submitted,

Chris Westphal

Substituting Clerk of the Vestry

Attachment 1: (3 pages)

Attachment 2: (1 page)

Attachment 1

St. Simon's on the Sound Episcopal Church

Facilities Committee – Sub-Committee:

A Framework and Process for Church Design and Décor

Purpose: The purpose of this policy is as follows:

- To establish a clear, concise and consistent approach regarding governance of church facilities and grounds. This governance includes all policies, practices, and decision making authority related to the design, décor and appearance of the church. This covers all décor aspects, including artwork, mirrors, paint, furniture, flooring, window treatments, fixtures, hardware, plants, lights, etc.
- To develop and document a framework that promotes fairness, unity and good will among parishioners, ministries and delivers the best possible results.
- To capture and communicate a consistent vision and continuity in the design and maintenance of our physical church and grounds, and ensure consistency regarding the churches architectural, cultural, and historical standards.
- To create a governance process that has the Vestry's approval and constitutes an "official position" for the church on all matters related to the facility's appearance.

Background:

During the 70 year life of the church, there have been various groups that have provided design and décor input within the facility. Over recent years, there has not been any source of centralized or consistent governance, and different individuals or ministries have made independent, and often highly controversial, decisions and taken action without any prior consultation with church leaders or the Vestry.

This style of operation has created significant tension and ill will within the church, thus the need for a clear and consistent policy and process moving forward.

Future Vision:

1. Governance and Organizational Structure: The Jr Warden has overall responsibility for the physical facility and grounds of the church. The Facility Committee, reporting to the Jr Warden, provides oversight, insight and guidance to the Jr Warden and the Facility Manager, including project management support when needed.
 - a. The recommendation is for a new sub-committee of the Facilities Committee to be established (name TBD) with the role of providing expertise and governance in this area. The sub-committee will have a chairperson(s) and will select 4-5 other individuals with the appropriate background and expertise to serve on the committee.
 - b. Committee members will be nominated for terms of 3 years, and will be reviewed and ratified by the Vestry.
 - c. The committee members should be as independent as possible and avoid representing any special interest, whether other ministries, vendors, consultants or groups in their duties.

- d. It is recommended that initially, the committee leadership be comprised of two co-chairpersons: Carolyn Pinkerton, and David Jones. Both are highly qualified and experienced, and have substantial knowledge in the design area. If they accept their nominations, then they should identify and select the other committee members within 30 days in order to get started in their new roles.
2. Process: The committee should first establish and document the churches current condition, including pictures, diagrams, etc., as necessary, in order to establish a baseline and future vision document for creating standards that may be applied to future requests. This consistency will enable independent and consistent decision making to occur that aligns the vision for the church with ongoing management and maintenance of it.
 - a. The baseline should be completed within 90 days of the date of having a fully staffed committee
 - b. The committee will then present a summary of the baseline to the Facilities Committee for review, which will then update the Vestry on the results. A presentation of the baseline and future vision to the Vestry should be made if the Vestry so desires.
 - c. The committee should take input from key ministries and impacted groups, as well as communicate the results of the analysis back to them (ex. Flower Guild, Altar Guild, Endowment Committee, ECW, Clergy, etc.)

Process on a Step by Step Basis:

Step 1: Anyone wanting to add, remove or change anything related to the design and décor within the church or grounds should complete a change form which will be located in the church office. All requests must be supported by documentation, samples, etc. and fully written out as to the request and its purpose. (This includes in-kind donations or memorials)

Step 2: The Facility Manager will review the form and supporting documentation for completeness and provide the documentation and form to the Committee Chair(s) for review.

Step 3: The Committee will review and evaluate the request, perform any additional work needed to make a decision, consult with other committees and groups (ex. Endowment) and provide their recommendation back to the Facilities Committee within 30 days if possible.

Step 4: The Facilities Committee will review the recommendation and take appropriate action; i.e., approved, proceed as appropriate; not approved, refer back for changes or additional information; or declined. On an exception basis, the Jr Warden may refer decisions to the Vestry to get additional input or support.

Step 5: The committee will notify the requesting individual or group of the results of the request and the final decision.

St. Simons on the Sound Episcopal Church

“Cooler Girls” Ministry Overview

Charter:

The “Cooler Girls” Ministry’s mission and goal is to provide meals and food support for individuals and families within the St. Simon’s congregation and parish during times of need, especially during pastoral care situations. The Cooler Girls is a sub-ministry of the existing Pastoral Care ministry, and is so named after the distinctive, hand painted coolers that will be used to deliver the meals.

Ministry Overview:

This ministry will:

- Utilize church facilities, i.e., the main kitchen, pantry and other spaces as needed to store supplies, cook meals, store the prepared meals in the main freezer and retrieve them for delivery by ministry members.
- The ministry will operate on a 24 x 7 x 365 basis in order to meet the needs of those in need, including special events such as the Rummage Sale, Craft Fair, Lenten and Advent dinners, etc.
- The ministry plans to hold at least one fund raising event within the church annually in order to defray the costs of food and transportation. Other funding may be requested from the church for supplies, however at present the annual budget is not expected to exceed \$1,500 based on projected levels of service.
- Coordination is planned with other St. Simon’s ministries in order to learn of individuals and families that may need assistance.

The ministry is initially composed of 17 individuals, and membership is encouraged for anyone desiring to participate in helping prepare and deliver means to our church family during times of need. Ministry leadership will be on a rotating basis. For more information, contact JoAnne Connell 678.1215.

Attachment 2
 Junior Warden Report
 Vestry Meeting – 18 April 2015

Facility Forecast for Capital Requirements:

1. Current Expenses – January-June 2016

a. New Roof	\$165,000
b. Portico Repair	<u>\$23,000</u>
i. Line of Credit Used	\$188,000
c. Nave Lights, HVAC + Misc.	\$10,000 (gen mx budget)
d. Security, HVAC, Patch&paint	\$8,500
Total Current	\$206,500

2. Short-Term Future Expenses – July-Sept 2016

a. Nave Mold-Mildew Remediation	~\$75,000
b. Parking Lot Mx	\$1,000
c. Mx and Repair – recurring	<u>\$6,000</u>
i. Current Need	~\$82,000

3. Recurring Maintenance quarterly through Dec 2017

a. Parking Lot	\$1,000
b. HVAC	\$1,000
c. Mx and Repair – recurring	<u>\$6,000</u>
i. Recurring total per Quarter	\$8,000 X 5 Quarters = \$40,000

4. Important (unscheduled) Priorities

a. Bell Repairs	\$10,000
b. Security System Upgrade	\$ 5,000
c. Door Repairs/sagging	\$ 5,000
d. Insulation	\$25,000
e. Thermostat Replacement	\$ 2,000
f. Network/PC/Tech Upgrades	\$10,000
g. Misc.	<u>\$ 5,000</u>
i. Subtotal	\$62,000

GRAND TOTAL CAPITAL NEED: \$390,500