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VESTRY MEETING MINUTES

Monday, October 28, 2019

Vestry Present: Amanda Fratrick, Treat Harvey, Marjorie Miller, Pamela Njai, Dan Pearson, Kelly Ryan, David Shumate, Freda Tucker, Bynum Walter, Glenn Walters, Callie Woods

Clergy Present: the Rev. Jonah Kendall, the Rev. Sally French

Guests Present: John Yeatts, Elizabeth Newman

Call to Order The regular monthly meeting of the vestry of St. Philip's Church convened on October 28, 2019 at 6:01 pm in the St. Philip's library, the Rector being in the chair and the Clerk being present. Jonah Kendall opened the meeting with a prayer.

Reading The rector led a discussion about the Stewardship Meditation S21: pages 56-57. He reflected that our budget is no more than our ministries in practice.

Minutes Kelly Ryan made a motion to approve the September 23, 2019 vestry minutes with the following two revisions Treat Harvey emailed on October 28:

- Correcting the spelling of Cathy Halloran's name consistently
- In the Stewardship Report, change the wording to say David Shumate, Wes Newman, Bynum Walter, and Jonah are working up a budget presentation (PowerPoint) instead of working up a budget.

Bynum Walter seconded the motion; it was approved nem. con.

Jacqueline Harris Discernment Committee Report – Elizabeth Newman

- Elizabeth Newman reported that they have a strong committee of ten people. They held their first meeting on October 14, lasting four hours at Jacqueline's

house. They embarked on a visioning process with Gordon Caudle. They are starting what is God calling us to do? Then they will move on to what could happen if the decision is made to 1) disburse the property? 2) make the property into a retreat center?

- David Shumate explained that currently expenses like utilities, repairs, insurance, etc. are paid by the estate. Some if it is being paid out of the money that will be split between St. Philip's and the other beneficiary, and some of it out of the money that will go to St. Philip's. But once money from Jacqueline's estate is disbursed to St Philip's then we will be responsible for paying the bills. The disbursement is anticipated in early December. Our basic approach to managing the expenses is the vestry approves small blocks of money then delegates to the rector and senior warden the ability to use this money for certain expenditures.
- In response to a question by Dan Pearson, it was stated that these expenses are not being funded from residual in the St. Philip's budget from earlier in year, but either pre or post-distribution money. Glenn Walters pointed out that St. Philip's already owns the house but the executors are willing and able to pay for needed expenses between now and the time when funds are disbursed. This spending will not be will be reported to us in the final accounting of the estate.
- In summary, there is a small amount of funds for monthly expenses and repairs and things that come up. David Shumate said we are simply putting structure around what has already happened.
- Amanda Fratrik commented that the congregation feels very strongly about what happens with gift. We are temporarily funding the Jacqueline Harris house committee. But are there separate processes for discernment about house and about financial gift? Jonah said yes.
- Kelly Ryan made a motion to approve process for managing the current expenses for the house. Pamela Njai seconded the motion; it was approved nem con.

Finance Report (see Dropbox)

John Yeatts reported that year to date we are about \$10,000 unfavorable pledges to budget. But this is fairly normal for this time of year. Last year we sent a letter out in late November or early December. He proposes not sending another letter. Expenses are approximately in line with budget. J2A revisions we will talk about. Dispersment of J Harris bequest.

Bynum Walter made a motion to accept the financial report. David Shumate seconded the motion. Kelly Ryan asked about whether we need to decide now about sending letter and we agreed that we can revisit this next month at our November meeting. The motion was approved nem. con.

Discussion:

- There were some unanticipated expenses that were not part of the J2A revision process that the finance committee agreed to fund out of a different pool of money than the Ryals fund.
- Secondly, it had been our understanding that the bulk of the Jacqueline Harris estate was to come next year but we have now learned it will come in December. We must determine what to do with it initially. Long term, he advised that the vestry give serious consideration about what to do with estate. David Shumate, John Yeatts, Bynum Walter and others plan to put together a presentation specifying options for our consideration at our next vesty meeting. The goal is for everyone on the vestry to have a really good sense of options. It was agreed we need to think through communication with the larger parish. But, as David Shumate pointed out, the congregation does not approve a budget. Only the vestry does.
- Finally, he mentioned recent conversations about off-budget requests. He gave a caution: We are in a sound financial state but a lot of our funds are earmarked. So it would be best to put off additional requests until January. Our cushion is a little thinner than he would like.
- Bynum Walter said she is interested in harmony where possible.
- Glenn Walters suggested having some good way to capture ideas and questions from the congregation.
- Freda Tucker asked about taxes for 2020.
- John Yeatts said there are numerous financial decisions in determining what is the best way to manage the money. We have an investment committee in addition to the finance committee.
- Bynum Walter distributed a handout detailing questions for the current vestry and questions for the incoming vestry. These questions include: How to receive the gift? How to share the gift? How to manage existing debt. Glenn Walters said it is not uncommon to pay off debt, then pay yourself back from an endowment. How to steward the gift? Bynum Walter suggests setting up a working committee to manage the gift.
- Sally asked that the amount we have already effectively allocated be quantified. She also remarked that people from the congregation are interested in hearing a process or timeline for creating process.
- Kelly Ryan stressed having a communications process and recommended it is rooted in stories. It is important to have this vestry look at this. Also, she asked whether there will be overlap or independence between the Jacqueline Harris house committee and the financial bequest working group? David Shumate distinguished between the house committee, which is like any other working group, and the financial estate working group. Glenn Walters described our task as turning the bequest of the house into good. He pointed out that it would be very expensive if we turn the house into a retreat center. Jonah said this is about balancing pre-existing needs with other needs and requests (house retreat).
- Amanda Fratrick said a fear is in approving the working group proposal for 14 months, and then allowing the money to sit somewhere during these 14 months. She

asked if there were any way to way to keep a certain amount of money out of investments and to then trust the finance committee to make a decision about where money will go short term.

- David Shumate said we need to make a decision near term about how much money to put into the endowment for at least five years. The Jacqueline Harris gift is unrestricted. He explained that anything we can take out later any amount we put into the endowment. We need to determine: 1) How much to put in the endowment 2) How much we'll need over the next two to three years and 3) how much we'll need right way. It we get in the ballpark, it will work out. We want to make sure we take care of compelling needs, like paying debt. Then we can wait until the endowment builds back up before spending more.
- Pamela Njai said she likes what she is hearing about long-term goals. If we develop a plan, for transparency and connection, she suggests doing a survey so the parish feels it has input. Many people in parish provide valuable resources. Some are in investment and other areas. We should make sure we connect with the church as a whole.
- Jonah reflected that we are not in position to approve anything tonight. He tasked vestry members to review this plan (Bynum Walter's handout) and submit comments to her by Tuesday, November 5. This will allow for review by the Finance committee at their meeting on November 14 and the executive committee on November 17. Bynum Walter and Jonah are also open to talking by phone. Glenn Walters reiterated that we consider the value and impact of what is proposed.

New Business

Formation

1) Amanda Fratrick reported that she and Kelly Ryan met to discuss the scope of the project. They decided to convene a working group that would meet for six to eight 8 months. The group would a) Review (along with Sally) what has been done in the recent past. b) Determine what is working well and what could be improved. c) Make recommendations going forward, including whether a standing committee on adult formation is desirable. They plan to give a presentation reflecting these findings in about six months.

Pamela Njai asked how they planned to involve the congregation. Maybe through a survey? She emphasized ensuring diversity.

There was vestry consensus around this plan for a formation working group.

2) Group – Amanda Fratrick reported (through email on November 25, 2019) that the following people have been considered for the Adult Formation Working Group: Liz Sappenfield, John Sommerville, Callie Woods, Steve Moore, Duncan Smith, Leslie McClellan, Adam McClellan, Susan Day Moore, Anne Pilgrim, Stephanie Johnson, Tim

Nordgren, Addis Crooks-Jones, and perhaps a choir representative (possibly Dorothy and/or David Smith). Diversity is important. Callie Woods recommended adding someone from the choir. This would be challenging if our formation offerings are only at 10AM on Sundays. But maybe we should expand our consideration about times for adult formation. We were asked to send additional ideas for the group to Amanda Fratrick.

3) In our original meeting discussion about formation, we were interested in the entire life cycle of formation as well as transitions. Do we need an umbrella committee over both children and youth formation and adult formation?

Sally said a conversation about transition between formation levels would require Emily Sparks' involvement.

Based on the results of the Mutual Ministry review, Bynum Walter suggested focusing on the adult piece of formation now. We can revisit the question of the umbrella committee later.

December Meeting

Jonah said the December meeting is generally a simple meeting and a party. This year it will be on December 16. David Shumate tentatively offered to host at his house. He will confirm with Jonah. Treat Harvey offered to host as a backup.

Old Business

J2A Revisions Report

Sally said she has been working on J2A revisions for the past five years. She started by reviewing what we had and whether there was a publisher for it. Liz DeGaynor and Sally researched to determine whether a revision was feasible. She presented a proposal for \$21,000 to the 2016 vestry, with the plan of returning to the vestry twice for \$18,000 to \$20,000 in additional funding for J2A and YAC revisions. She said Tim Holm is now working on J2A revisions. They have introduced more Episcopal church and biblical references and added a mentoring piece. There were no YAC lessons, so Tim Holm is writing them from scratch, and Sally and Liz DeGaynor are reviewing every lesson. Tim Holm will finish drafting the lessons by the end of January, and these will be revised in the spring. They now need some linking pieces, moving from Rite 13 to J2A. They also need more liturgical pieces, for example, a congregational response for the liturgy of sending pilgrims out. They also need some relevant topics, like resources on how to talk with kids about violence, threat, suicide, trauma, etc. Sally said their goal for completion is sometime in May. She anticipates being a little favorable to the budget that was supposed to cover only first phase. The publisher will add illustrations and formatting, and create downloadable lessons.

Church Publishing Inc. (CPI) is offering to publish the revisions. But first we have to come to terms to end our original relationship with Leader Resources.

Writers have signed contracts specifying that St. Philip's owns it. They will receive credit.

Elections Committee

Bynum Walter reported that she gave Jonah a list of 45 candidates that he will review and revise. We will end up with eight candidates for four vestry slots.

Stewardship – Treat Harvey

Treat Harvey reflected on the qualitative side of the stewardship campaign. At the four stewardship gatherings, about 100 households were represented, out of 300-400 (approximately one-third of our congregational households.) She has the impression that those who came had a satisfying experience. Did these events make a difference in pledges? The stewardship committee will follow up with non-responders between now and the end of the year. Their next question is what to do for a thank-you plan? She will ask the stewardship working group to brainstorm. The ultimate goal is year-round stewardship: approaching newcomers; getting new gifts in; thanking them.

Callie Woods voiced concern around privacy. There will be a list of people who have indicated they are not in a position to pledge that can be used as a reference. Also, Treat Harvey said there would be training about how to conduct the follow up.

Jonah said that since the beginning of the campaign, there has been a slow trickle of pledges. Then the box of pledges was received yesterday on Commitment Sunday. We received 151 pledges. Only 10 were decreased pledges, with the total decrease only \$10,000. This is not bad! Ninety people increased pledges. With only half of pledges in, we have received more than half of the total amount received last year. Currently, pledges received are up about seven percent! Preliminary results indicate that we are on track.

Junior Warden's Report (see Dropbox)

Dan Pearson highlighted the following items:

- Corner garden RFQs will be postponed until late winter.
- Solar panels – Duke Energy no longer give a rebate or enable remote control of thermostats if we have solar panels.
- Security cameras: One is fixed on a pole. A remote control camera will arrive tomorrow morning.
- We are in the process of finishing door refinishing. Next to be done are the Queen Street exit doors. We will probably put them off until next year due to budget.

- Robert Halleyburton repaired the sinkhold.
- The stained glass window is repaired.
- Dan Pearson made a motion to allocate \$10,000 from Ryals Capital Reserve. Bynum Walter seconded the motion; it was approved nem. con.
- Dan Pearson set forth priorities for the Jacqueline Harris bequest: The first item is the condition of the church walls. The last quote received was \$500,000 in 2014. He thinks it can be done for less. Further, do we want to re-roof the church? The existing roof is good but we can no longer get the same tiles. A new roof would probably cost about \$25,000 for something like a slate roof. Our current roof is asbestos concrete, but it is not friable. Overall, it would cost about \$1 million to do the exterior and interior of the church.

Senior Warden's Report (see Dropbox)

Bynum Walter announced that we will have a vestry retreat 9AM-12PM on Saturday, November 2 at the church. Treat Harvey will plan to call in.

Rector's Report (see Dropbox)

- Average Sunday Attendance is great.
- Jonah described the need for a discussion about an issue the Christ and the Children window in the sanctuary. He is planning a November 24 formation offering and working with the Racial Justice committee.
- Jonah said there has been a need for a gender-neutral bathroom for some years now. The next step is to figure out how much it would cost to add a new, single-stall bathroom. Dan Pearson asked whether we need two spaces. He also asked about the location. We need one space on the main floor. It needs to be single occupancy and ADA compliant. Dan Pearson will look into this.

Pastoral Concerns

Sally announced a new service. Dana Pritchett has begun sending notes to people on prayer list. Sally said to let Jonah or her know of anyone in need.

Dismissal and Adjournment Sally offered a closing prayer. The rector adjourned the meeting at 8:19 p.m.

Respectfully submitted,
Marjorie Miller, Clerk

