

**St. Timothy's Episcopal Church**  
Greenville, North Carolina  
Vestry Minutes  
January 16, 2023

The Vestry of St. Timothy's Episcopal Church held a meeting on Monday, January 16, 2023, at 6:00 p.m. in the parish hall.

**Members Present:** Steve Callender, Ray Franks, Liz Lane, Sharyn Lennox, Angela Mallette, Marty Michaels, Debbie Strickland, Allyssa Sugar, Heather Tepper, Mary Vincent, Chip Williams, Malcolm Williams

**Member(s) Absent:**

**Others Present:** The Rev. John Porter-Acee, Tommy Tucker

The Rector opened the meeting at 6:00 pm. A quorum was present.

**Prayer:** Liz Lane and M. Williams.

**Approval of Minutes:** The December 18, 2022, vestry minutes were *approved by acclimation*.

**Old Business:**

- **Treasurer and Clerk to the Vestry:** Mr. Franks offered Chip Williams as Treasurer and Tommy Tucker as Clerk to the Vestry that *was approved by acclimation*.
- **Convention Delegates:** Mr. Franks reported that the delegates to the 2023 Diocesan Convention are Susan Holmes, Chip Williams, and himself. Marie Cooper is the alternate.
- **Vestry Goals:** The rector distributed the 2023 goals and led the vestry in discussion. The goals will also be explored in more detail at the vestry retreat. The vestry will be asked to serve as liaison or vestry representative to one or more committees. See Vestry Goals.
- **Inreach:** Ms. Vincent explained this committee ministry to the parish. The rector expressed appreciation for their work.
- **Calendar Meeting:** The next meeting will be Sunday, January 29, 2023, at 11:30 am following the Sunday service. Four (4) meetings are planned for the year.
- **Budget:** The rector distributed the 2023 budget and designated accounts and led a detailed discussion of the revenue and expense line items. He also talked about projections for 2024.

**New Business:**

**Treasurer's Report:** Mr. C. Williams discussed the following motions to the vestry that were passed out of the Finance Committee:

- **Operating Surplus:** *The Finance committee moves to allocate the 2022 operating surplus by transferring \$40,000 to Strategic Reserves, \$1,750 to Rector's Sabbatical*

*Fund, and the remaining \$24,639 to Capital Repairs and Improvements. Because the motion came from the Finance committee with three (3) vestry members present, a second is not required. The motion passed unanimously.*

- **Altar Guild Transfer:** *The Finance Committee moves to donate \$860 to the Trinity Center and for those funds to be drawn from the Altar Flower designated account, Line item 1-81723, thus reducing the balance to \$2,000 as has been the custom of this parish. Because the motion came from the Finance committee with three (3) vestry members present, a second is not required. The motion passed unanimously.*
- The Treasurer's report *was approved by acclimation.* See submitted report.

**Vestry Meeting Schedule:** It was decided that the regular vestry meetings will be on the third Monday of each month beginning at 5:30 pm for fellowship with the business meeting starting at 6:00 pm.

**Vestry Retreat:** The rector distributed the agenda for the retreat this weekend at the home of Bitsie Harwell. A sign-up sheet for hospitality and the monthly vestry meeting social time was distributed. Discussion followed.

**Safe and Door Codes:** Mr. M. Williams announced the new codes. The safe code has already been changed and the new door code will be changed on February 1, 2023.

**Opening/Closing/Counting/Devotion/Vestry Member of the Day:** Mr. M. Williams requested the vestry to sign-up for these vestry duties. He has prepared a sheet for the vestry to complete during the retreat. For counting, it is not necessary to have two (2) vestry members. The member who counts will ask another, nonrelated parishioner, to assist. He said that it is the responsibility of each vestry member to arrange for coverage if unable to complete the duties. The procedures are included in the distributed packet.

**Vestry Declaration and Promise:** The rector read the following declaration: "I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God, and to contain all things necessary to salvation; and I do consent to be governed by the doctrine, discipline, and worship of the Protestant Episcopal Church in the United States of America, and I promise that I will faithfully execute the office of member of vestry of St. Timothy's parish in Greenville to the best of my ability." *All vestry agreed with the declaration.*

**Rector Sabbatical:** The rector announced his plans to take a sabbatical in May and June 2023.

### **Warden Reports:**

**Senior Warden:** Mr. Franks asked the vestry to faithfully turn in reports of the various church committees. Some members will be the liaison to a committee while others may be the designated vestry member. There was discussion about who receives reminders to submit reports, whether it is the liaison only or also includes the respective vestry member. There was a suggestion that vestry members receive notification regardless. The rector said that all reports should be submitted the Monday before the monthly vestry meeting and that reminders will be sent two (2) weeks before each meeting. The senior warden also asked the vestry to carefully

review agenda items for meetings and be willing to submit new items for the benefit of the church. He reported that the Executive committee, comprised of Chip Williams, Malcolm Williams, The Rev. Porter-Acee, Tommy Tucker and himself, will meet the week before and the week after monthly vestry meetings. He encouraged vestry members to submit any items for discussion to the committee members.

**Junior Warden:** Mr. M. Williams said the Buildings and Grounds committee did not meet this month. He reported on the following:

- This committee is working with Kathryn Lloyd for grant proposals that are being prepared.
- Tree removal: He thanked Steve Callender and Scott Crippen for their work to remove trees from the campus.
- Repairs/replacements are being made on two (2) HVAC units.
- Some chapel repairs are being made.
- Contracts are being reviewed for lawn care, housekeeping, and the emergency contacts will be updated.

**Rector's Report:**

- Goals: He asked the vestry to review the goals before the retreat.
- Church One Drive: The rector reviewed the policies and asked the vestry to review the applicable policies that the Executive committee felt were particularly important for the vestry. There are two (2) policies that were not copied for the vestry due to their length- Sexual Ethics and Personal Policies and Procedures. He will email the policies to the members.

**Volunteer Expo:** Ms. Vincent announced that the Junior League is having a Volunteer Expo to be held on January 28, 2023, from 10:00 am-1:00 pm at the convention center. The purpose of the expo is to connect organizations that make a difference in our community. Discussion followed about the possibility of St. Timothy's participating in the event.

The meeting adjourned at 8:43 pm following prayer by Ms. Michaels.

Respectfully submitted:

*Tommy Tucker*

Tommy Tucker  
Clerk to the Vestry