

St. Timothy's Episcopal Church  
Greenville, N.C.  
Vestry Minutes  
March 18, 2024

The Vestry of St. Timothy's Episcopal Church held a meeting on Monday, March 18, 2024, at 5:30 pm in the multi-purpose building.

**Members Present:** Bill Biddlecome, Steve Callender, Marty Michaels, Barbara Shreve, Debbie Strickland, Sharyn Lennox, Leslie Veach, Mary Vincent, Chuck Widney, Chip Williams

**Member(s) Absent:** Ashton Johnson, Angela Mallette

**Others Present:** John Porter-Acee, Tommy Tucker

The rector opened the meeting at 5:30 pm. A quorum was present.

**Prayer:** Mr. Williams

**Approval of Minutes:** The minutes of the February 19, 2024, vestry meeting *were presented and approved by acclamation.*

- **2024 Vestry Goals:** There was discussion about each of the vestry goals.
  - **Fiscal Responsibility:** Mr. Williams said that the group met on March 1, 2024, and a second meeting is scheduled for April 12, 2024. He reported on the following:
    - **Lobster Fair:** The date for the fair is tentatively scheduled for October 12, 2024, but may change. Mr. Widney announced that Leigh Bell and Angela Mallette have agreed to be co-chairs for the event. Contact with other area churches is ongoing. A new vendor must be secured to supply the lobsters. The leaders of the 2023 fair have offered to assist this year.
    - **Playground Project:** Mr. C. Williams and Malcolm Williams are working on design and estimates for the playground.
    - **2024 Budget:** The Treasurer spoke about the operating revenue for the parish and feels that a firmer projection should be available this month. It may be necessary to make decisions about drawing funds from reserves and looking at possible budget line items that could be reduced. The rector said that income from rentals has been strong and the contributions to the Faith Fund is growing. The pre-school may face a deficit of around \$7,000 at the end of the year. Program changes are scheduled for next school year to hopefully generate more revenue.

**See Submitted Report.**

- **Community Connection:** Ms. Lennox spoke for the group who recently met. They held a meeting with Tom Quigley, Director of JOY Community Center and Soup Kitchen with good results including a reduction in the amount of church funds needed for this ministry. The church has a strong presence at JOY. The group has had

conversations about having individual meetings with some of the visitors to the soup kitchen.

**See Submitted Report.**

**Growing Together:** Ms. Michaels reported for the group. They held meetings on February 21, March 13 and 14, 2024. Some of the ideas for this goal were:

- Development of a picture directory.
- Work on updates to online member portal list.
- Make photos of parishioners available to help us know each other better.

There was discussion about the picture directory, security, liability, and possible applications that may be helpful for this goal.

**Action Item:** Mr. Callender agreed to investigate and report to the vestry.

**See Submitted Report.**

The rector asked the vestry if they felt they had sufficient authority, empowerment, and resources to accomplish the goals for the parish. Discussion followed in the affirmative.

**Senior Warden Report:** Ms. Strickland reported on the following:

- **Goal Group Information:** Ms. Strickland asked the vestry to submit any activity from the work on vestry goals to the rector.
- **Ministry Blessings:** The senior warden will send reminders to the vestry liaisons in advance of the scheduled blessing for that week's ministry, committee, and/or group.
- **Audit:** The annual audit has been scheduled for May 30, 2024.
- **Next Vestry Meeting:** The vestry will meet on April 29, 2024.
- **Faith Fund:** Ms. Strickland informed the vestry that the fund continues to grow. The Permanent Fund has now reached the \$5,000 level.

**See Submitted Report.**

**Junior Warden Report:** Mr. Widney discussed the following:

- **Director of Operations and Finance Recognition:** Mr. Widney expressed appreciation to Megan Roberts for her invaluable assistance to him as junior warden.
- **Utility Costs:** The junior warden asked the vestry members who open the buildings to be aware of any variations to the temperatures in the campus buildings to maintain satisfactory comfort levels and conserve resources as well as possible. Brent Foster is the contact person for assistance with the thermostats.

- **Parish Workday:** The workday is scheduled for Saturday, March 23, 2024.
- **Parish Hall Pest Treatment:** The pest problem is better but not completely resolved. Treatment continues.
- **Parish Hall Hood Cleaning:** The exhaust system will be cleaned soon.

**See Submitted Report.**

**Vestry Member Award:** The Executive Committee is pleased to announce that Mr. Widney receives the *Junk Drawer Award* for his extraordinary work as junior warden. The vestry applauded.

**Treasurer's Report:**

- **Cash Flow:** Mr. Williams said that the church had a positive cash flow in January 2024.
- **Treasurer's Report:** The report was *accepted by acclamation*.

**See Submitted Report.**

**Rector Report:** The rector spoke to the following:

- **Parochial Report:** The report has been submitted to the Diocese. He explained that the church seems to be attracting new visitors and members. A Baptism for a new family member will be at the 10:15 am Easter service.
- **Vestry Goals:** The rector gave his thoughts about the importance and value of working on the goals established by the vestry this year.
- **Rector Away Dates:** The rector will be away from the church on the following dates that include some Sundays:
  - April 1-3, 2024
  - April 15-23, 2024
  - June 16-23, 2024
  - July 5-12, 2024
  - July 20-27, 2024

He led a discussion about whether to have supply clergy for the Sundays he will be gone or to ask Jon Sargeant to officiate morning prayer. The vestry expressed a desire to have Mr. Sargeant officiate as many of the services as he is able.

- **Deacon Ordination:** The Rev. Porter-Acee informed the vestry that Mr. Sargeant will be ordained as a Deacon on Saturday, May 26, 2024. The location and time will be announced later. After six (6) months, he will be eligible to be ordained as a priest. The Bishop will make the final decision where Mr. Sargeant serves as a deacon and priest. The vestry expressed a desire to have Mr. Sargeant remain at St. Timothy's.

**See Submitted Report.**

**Ministry Updates:** Ms. Michaels said that the Parish Life ministries will hold a meeting with the leaders of the various groups.

**Pet Memorial Garden:** The rector gave an update on the status of the garden that is moving forward to completion. There have been conversations with the committee members to have a clear understanding of what is being accomplished. The policy remains to be approved.

**Worship Committee Request:** The committee met and discussed the possibility of designating the Easter loose offering to outreach. He asked for comments from the vestry. A suggestion was made to refer the matter to the Finance Committee. Ms. Lennox said that the Outreach Committee has been very careful with their available funds this year. Another suggestion was made and consensus resulted to consider designation of the loose offering at a service later in the year.

Closing prayer: Mr. Widney

The meeting ended at 7:20 pm.

The next scheduled vestry meeting is Monday, April 29, 2024, at 5:30 pm in the multi-purpose building.

Respectfully submitted:

*Tommy Tucker*

Tommy Tucker  
Clerk to the Vestry

**See Submitted Reports:**

**Fiscal Responsibility Report:**

St. Timothy's Episcopal Church

Greenville, North Carolina

Fiscal Responsibility Committee Minutes

March 1, 2024

The Fiscal Responsible Committee of St. Timothy's Episcopal Church held a meeting on March 1, 2024, at 1 pm in the meeting room.

**Members Present:**

Chuck Widney, Angela Mallette, Leslie Veach, and Chip Williams,

**Member(s) Absent:**

Fiscal Responsible Committee Agenda:

- Opening Prayer. Chip Williams
- Budget information presentation. Church budget and Pre School information was presented to committee by Chip Williams, Treasurer.
- **GRANTS:** Discussion about the playground and what is being done.

Action item: Chip Williams will talk with John Porter-Acee and Malcolm Williams about formation of committee to complete project.

- **FUNDRAISING:** Discussion about the Lobster Fair and how it should be done in the future. Whether to do only Lobster Fair and do other fundraisers later.

Action item: Let Co-Chair Lee Bell and other co-chairs decide with input from Fiscal Responsibility Committee. Committee members will meet with Co-chairs.

Discussion by Leslie Veach on contacting previous members about contributing to a specific project. There was discussion of the Bingo fundraising project and possible art sale project. Nothing was decided.

- **CHAPEL:** No discussion.
- **ASSET ALLOCATION:** No discussion.
- The Fiscal Responsibility Committee meeting adjourned at 3:30 pm

The Fiscal Responsibility Committee will meet Friday, April 12 at 11 am.

Respectfully submitted:  
Chip Williams

## Community Connection Report:

### St. Timothy's Episcopal Church 2024 Goal 2-Community Connection Sunday, March 17

Team members: Mary Vincent, Ashton Johnson, Bill Biddlecome, and Sharyn Lennox

Our team met after the Potluck and tossed around the many ideas that were generated at our Vestry Retreat. As we reviewed the document for Community Connection we realized that there were several tasks that we felt could be accomplished in a reasonable timeframe or already in place. Some ideas were tabled for a later date. Our main focus was the Education piece of this document. The Partnership piece we will work on at our May meeting.

#### A. JOY Community Center and Soup Kitchen

- a. In January John Porter-Acee, Nancy Williams, Debbie Strickland and Sharyn Lennox met with Tom Quigley and a JOY Board member about our concern for the continued support for JOY with our somewhat restricted funds. Tom offered to supply anything we needed but he really wanted us to continue with serving meals on Thursdays. Together we decided that St. Timothy's would supply bologna sandwiches, Styrofoam cups/lids for soup and St. Peter's School will supply the soup during the school year. During the summer months or days when St. Peter's is out of school our Outreach funds will purchase soup supplies. Our teams will continue to serve each Thursday.
- b. Although we don't sit and talk with the patrons we feel we have connections as we serve at the window. Many of them are regulars and we feel we get to know them. JOY offers many services to these folks with some medical screening, job opportunities, free shoes with Fleet Feet each year and other services which we'll find out about.
- c. On days that Tom isn't present he hires officers from the Greenville Police Department so he's sure we are safe since it's mainly women who work/serve. That cost is \$1000.00 a month which is paid by either companies or individuals.

#### B. Community Crossroads Center

- a. St. Timothy's currently serves dinner for the shelter the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Thursdays of each month. About 44 parishioners are part of these teams.
- b. Sharyn will contact Phyllis Dombos and Linda Mandell about obtaining information about other needs and services they offer.
- c. Martha Whitesides sets up dates for bagged lunches to be handed out to the folks in the mornings as they leave for the day. This occurs about once a month and is open to the entire parish family to donate supplies and to prepare the bags.
- d. The Daughters of the King are currently accepting donations for the shelter for the list that CCC provides on their website.

#### C. Operation Sunshine

- a. Sharyn and Debbie Strickland have met with the Director, Veronica Stokes to ascertain what needs Operation Sunshine has. Outreach has provided many items from the fruit collection once a month to headphones for computers to tables and chairs. We have also had several parties for the girls and given treat bags on special holidays.

- b. A special flyer was sent home inviting the girls and families to the Lobster Fair. Although none of them attended Veronica Stokes and some of the Board members did come and enjoyed lobster.
  - c. The girls will also receive an invitation to the ECW Ladies Tea in April.
  - d. A dozen parishioner's work weekly one-on-one with the girls to help them with homework, reading, math and to play games with them if time permits.
- D. Communicate with neighbors
- a. In the past efforts have been made through flyers on doors, caroling at Christmas time, survey about interest in After School care and we found that there was no interest at that time.
  - b. Cherry Oaks has a Facebook page which we can use to advertise our events. Several parishioners live in Cherry Oaks so they can post for us if need be. We feel that's good way to make our presence known and offer to be with us whether Lobster Fair, yard sale or any other type of event.
- E. Council on Aging
- a. Later this spring we will gather information about services from Council on Aging. And determine a good way to share the information with our parish.
  - b. Ray Franks is a board member and a good contact for us.
  - c. Outreach has donated funds to them for safety equipment for seniors to allow them to stay in their homes.
- F. Meet with Social Services
- a. Each fall we contact Social Services to gather names of Foster Children and their wish list for Christmas. So, we have established a connection with them.
  - b. Mary remembered a time when we collected small suitcases and bags that would be appropriate for children who are being taken to foster homes. Mary contacted Lisa Mulligan our foster kids contact who shared the name and number of the person she works with. Mary will contact her to determine whether this is a needed project or not.
- G. Other projects for the future were:
- a. Meeting with churches
  - b. Meet with ECU
  - c. Meet with Rodney Coles
  - d. Meet with City

As we work on these projects our idea is to consolidate a list of what services are provided and a list of resources to share as appropriate. At some point we will have a needs assessment to assist us in determining what we are able to do in within the scope of our parish which will include abilities/skills, financial support, and interest of our people.

**Growing Together Report:**

St. Timothy's Episcopal Church  
Greenville, North Carolina  
2024 Goal 3 – Growing Together  
March 19, 2024

Team members : Steve Callender, Barb Shreve, and Marty Michaels

Met on February 21, March 13 and 14, 2024.

Focused on the first area of this goal inventory. Activities in this area are:

- Distributed ministry list update. Complete final review then give to Megan to print for us.
- Strategized on ideas for the St. Tim's community to grow together.
  - Work on updates to online member portal list.
    - When calling to collect this info, have a script that also gathers information about interests, enjoyments, needs at St. Tim's.
    - Use other ministry group gatherings to alternatively collect the information in person.
    - Following up with Stewardship on 2023 Time/Talent collection to be sure we are aware of any information gathered and the follow up status.
    - Note: not everyone wants to share their contact info.
    - For those deemed inactive, contact info is not visible in the member portal report. We may need a list of "inactives" and help identifying those whom we should contact.
    - Provide updated information to Megan for updating in Realm.
  - Make photos of parishioners available to help us know each other better.
    - Megan indicated the pictures could be stored in realm and extracted in the member portal report.
      - Note: Some parishioner pictures are already in realm
    - One option: encourage/help get parishioners pictures loaded on realm from their photos on their camera. Need to have a Realm account.
    - Explored photo shoot "snapshot" option. Nothing formal.
      - Set up a photo "snapshot" location near entrance and exit. Use digital cameras and have a memory stick for these pictures. Have parishioner as photographer. Expect Megan would have to load these into Realm since most of us can only update our own accounts.
      - Collect / review identifying information. Get permission to store and share pictures on St. Tim's member portal.
      - Experiment with vestry and see how it looks on realm (how close we need to make the pictures useful). Also determine if Realm picture should be limited in number in one picture.
    - Need to plan to help people access the member portal.
  - Directory – instead of paper use the online member portal. More easily updatable and more available to newcomers and others. Paper directory is helpful but only accurate for a brief time. Might be able to produce a directory like report by printing the member portal report. More experimenting needed to verify this.
- **Seek input and approval from Vestry:**
  - to move forward with collecting/updating information
    - Again – ensure we have time/talent info and see if follow up is complete before asking parishioner again.
    - Collecting info can be challenging. Many don't answer phone calls. Face to face is another alternative.
  - capturing photos and storing on Realm (seeking concept approval. Further testing to see that it works well)



## **Senior Warden Report for March 2024:**

We are moving forward in lots of ways, and I continue to be thankful for each of our Vestry members, Junior Warden, staff members, work of the Executive Committee members and Administrative Committee members, as well as our Rector. I very much agree with what Chuck said in February, "Let us move together to further our mission growing closer to God by inspiring and empowering each other." I am excited about this growth as we continue to move forward together!

Several things to note:

I emailed each of the 2024 Goal groups and neglected to ask that you copy John P-A in your communications. Please include him when you send updates, minutes, etc. Megan has scheduled our annual audit and it will be done May 30.

I will send an email to remind liaisons to reach out to their ministry areas ahead of scheduled Ministry Blessings. Hopefully we will have each group represented...by the many involved.

The Admin. Committee met 3/13/24 and a few changes were made for clarity in some policies and contact information on the Emergency Alarm Response Document was updated.

At the Exec. Committee meeting held 2/29/24, we signed a contract with Henson Fuerst and will be represented by them as the Fire Tower Road expansion plan moves forward.

REMINDER that our next Vestry meeting will be April 29 at 5:30pm.

## **Junior Warden Report:**

A month and a half has passed since becoming Junior Warden with much activity over that period. Being new to this Vestry, I am impressed by the breadth of knowledge and skill sets among our members. Our Senior Warden has demonstrated excellent organizational skills and a great love for St. Timothy's. I have seen our Rector navigating relationships to skillfully bring people together in numerous meetings. Let us move together to further our mission growing closer to God by inspiring and empowering each other.

Key activities this past month:

The office door code has been changed, if you have not done so, inform the committee chairs in your area of ministry.

Scheduling of Parish Campus Clean-up, March 23. The cleanup is not a Building and Grounds activity, it is all of us caring for St Timothy's as our home. There are cleaning needs to fit all skill levels both inside and outside.

Insects have become a problem in the Parish Hall. We are working very hard to get this under control, but multiple treatment methods will be needed due to its life cycle and resilience. Observation and monitoring of the wall condition in Education Building room 5. Paint has blistered in several spots. So far moisture does not appear to be an issue, the surface may be scrapped and repaired during Spring break.

There have been various small maintenance items come up on a regular basis. Fortunately, the Building and Grounds Committee is a well-functioning group with many talents as well. The members have been actively supporting the physical needs of the church as they occur. Members have helped with lighting, plumbing, door locks and heating needs just in the past month.

**Rector’s Report:**

March 18<sup>th</sup>, 2024

You were promised a written report from me after our last meeting but in the end we had already discussed everything that I wanted to convey to you other than our Parochial Report. For those who are not familiar with what this is or what it is used for, each year we fill out paperwork that is meant to provide the regional and national church the ability to follow trends with church attendance, finances, and ministries. The national church has been in the process of revising the data that is collected for at least six years now because they do not believe that the current questions accurately depict the health of the modern church. Sunday morning attendance is no longer the be all end all but figuring out the new metrics is difficult. In light of this information, our report, will not accurately depict St. Timothy’s but I will try to do a better job here.

	<b>2023</b>	<b>2024</b>	<b>change</b>
<b>Active Participants</b>	275	260	-15
<b>Active Baptized Members</b>	216	209	-7
<b>People decreases</b>	12	40	
<b>People increases</b>	18	47	
<b>Sunday Attendance</b>	80	103	+23
<b>Easter Attendance</b>	122	166	+44
<b>Christmas Attendance</b>	209 (advent 4/Xmas)	187	-22
<b>Previous year pledges</b>	79 (2022)	97 (2023)	+18
<b>Previous year total pledge</b>	\$336,653 (2022)	\$361,120 (2023)	+\$24,467
<b>Previous year total rev.</b>	\$380,012 (2022)	\$450,888 (2023)	+\$70,876
<b>Previous year total exp</b>	\$353,528 (2022)	\$441,177 (2023)	

**People increases and decreases.**

- We are confident in the number of new people each year because we have their names and stories.
- The number of decreases is misleading though because it can be names on our roster that we are finally taking off after a few years of not seeing them or being able to contact them.
- Consequently, I believe we are growing much faster than the numbers would show.

**2023 total revenue explanation**

- We celebrate revenue any way it comes. It is important to note that the increases in 2023 are related to hard work in stewardship, increased monetary commitment perhaps from seeing good work, as well as the work of vestry leadership. Below is \$63,000 that we would not have without the direction set by leadership.

+ \$10,000 in Endowment Gifts      + \$3,600 in rentals (\$13,000 total)      + \$40,000 in grant

We can discuss further if necessary. For this March report, I think it is important for the full vestry to have an opportunity to consider our path forward in the same way that our Executive Committee has been.

We will GROW TOGETHER through the intention we put into engaging more and more people with the ministry of the church and the reasons we have chosen to do that ministry.

In order for that to happen we have to define our ministries in a way that we understand our goals and that anyone connected to the church can easily understand what we are doing. This will take a great deal of work with our COMMUNITY CONNECTIONS because we should not assume we know what is needed by folks in the congregation or beyond without having had conversations with them. We need deepened relationships, to define our ministries, to engage people, to help us grow together.

All of this will take resources and we need to make sure we are using those resources responsibly. To do this we have what our priorities are and how we should be supporting those priorities with spaces, dollars, budgets, and other resources. In order to truly take FISCAL RESPONSIBILITY we have to understand our Community Connections and how we expect them to help us Grow Together.

**SUMMARY:**

In order to move forward like we want to in any area, we have to move forward in all areas. This requires a clear vision for the whole congregation made from the values of the whole congregation. Our next step in understanding how to approach these needs will be a meeting with Marth Whitesides on April 4<sup>th</sup>. She will try to help the Executive Committee understand the scope and sequence of what we would like to accomplish and also help us begin to define the resources we will need to move through that scope and sequence. These could include time, money, a consultant, a steering committee, several steering committees. We don't know yet but we are committed to learning what we need to know to lead.

The "we" here is all of us. The EC does not act apart from the vestry in any way. I don't think I conveyed that well in my explanation.

See you Monday!

JPA

**Treasurer's Report:**

**St. Timothy's Episcopal Church  
Treasurer's Report  
March 5, 2024**

**CHURCH:**

**Current Assets:** Through February 2024, there is \$93,953 in the Southern Bank checking account. There is \$102,455 in a Certificate of Deposit in Southern Bank. There is \$45,051 in the Schwab Brokerage account\*. There is a \$38 Sales Tax Refundable. This totals \$251,498 in assets compared to \$245,241 the prior month.

**2023 Total Annual Budget: Revenue - \$372,350 Expenses - \$414,804**

<b>Revenues Thru</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>
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<b>Febr</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
Plate Offerings	\$1,006	\$1,000	\$6,000
Operating Pledge Payments	\$66,819	\$52,000	\$312,000
Non-Pledge Contributions	\$2,355	\$3,833	\$23,000
Other Operating Revenue	\$2,115	\$5,225	\$31,350
Transfer from designated fund	\$0	\$0	\$0
<b>Total</b>	<b>\$72,296</b>	<b>\$62,058</b>	<b>\$372,350</b>
<b>Expenses Thru February</b>	<b>\$64,250</b>	<b>\$69,025</b>	
<b>Cash Flow Positive</b>	<b>\$8,045</b>		

**PRE-SCHOOL:**

**Current Assets:** Through February 2024 there is \$29,519 in the Southern Bank checking account and \$45 sales tax totaling \$29,565 total assets, compared to \$37,747 the prior month.

**2023/23 Total Annual Budget (Through February.): Revenue - \$58,112 Expenses - \$56,970**

<b>Revenues Thru February</b>	<b>2024 YTD Actual</b>	<b>2024 YTD Budget</b>	<b>2024 Annual Budget</b>
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Tuition	\$51,442	\$49,440	\$63,860
Material Fees	\$2,960	\$2,789	\$2,800
Fundraising & Misc. Income	\$1,874	\$2,277	\$4,100
Delinquency Fees	\$40	\$74	\$100
Registration Fees	\$1,840	\$3,552	\$7,000
<b>Total</b>	<b>\$58,157</b>	<b>\$58,112</b>	<b>\$77,860</b>
<b>Expenses Thru February</b>	<b>\$58,372</b>	<b>\$56,970</b>	<b>\$85,245</b>
<b>Cash Flow</b>	<b>(\$215)</b>		

Respectfully submitted,

Chip Williams, Treasurer