

**St. Timothy's Episcopal Church
Greenville, NC**

Vestry Agenda

Monday, June 24, 2024

5:30pm

Multipurpose Building

- | | |
|------------------------------|--------------------------------|
| 1. Call to Order | |
| 2. Opening Prayer | Sharyn Lennox |
| 3. Approval of May Minutes | Tommy Tucker |
| 4. Memorial Garden | Jamie Kirby |
| 5. Formation | Martha Whitesides |
| 6. Vestry Goals Updates | |
| a. Fiscal Responsibility | Leslie, Chip, and Angela |
| b. Community Connection | Mary, Ashton, Sharyn, and Bill |
| c. Growing Together | Marty, Steve, and Barbara |
| 7. Ministry Architects | John Porter-Acee |
| 8. Jr. Warden's Report | Chuck Widney |
| 9. Treasurer's Report | Chip Williams |
| 10. Clergy Report | John Porter-Acee |
| 11. Ministry Updates | |
| a. Challenges | |
| b. Accomplishments | |
| i. Executive Committee Award | John Porter-Acee |
| 12. Closing Prayer | Barbara Shreve |
| 13. Meeting Adjourned | John Porter-Acee |

The next Vestry meeting is Monday, August 19, at 5:30pm, and it will be held in the Multipurpose Building.

July Open/Close/Count/Pray Mary Vincent and Chuck Widney

Rector's Report

For the congregation:

In the midst of our heartache of seeing Peter Woodruff move on to his next chapter, we can still celebrate the arrival of Tyler Schodt who has been hired as our Interim Director of Music. Tyler grew up in the Lutheran church and has enjoyed a love of music throughout his life. He received his Master's in Sacred music from ECU in 2020 and emerged into a world that was not looking for church musicians at the time. Tyler took a job in finance and has enjoyed having a career that pays his bills, allowing music to remain a wonderful hobby and passion. His first Sunday with us is July 7th. Please make him feel our welcome into this community.

June 2, marked our third annual Senior Vestry dinner. Our thanks to Valerie Foster who provided a wonderful taco bar complete with two gallons of homemade guacamole. Past vestry members and their spouses gathered 50 strong, as we discussed our current and future plans for the church. For me, the easy highlight of the evening was projecting 52 names of new and active members of the congregation from floor to ceiling on our screen in the parish hall. If you have been struggling to remember everyone's name recently, this is why. Continue to work on helping anyone with a yellow name tag find their place in our church family.

For the Vestry:

I am excited to hear from our goal teams and we gather for this meeting halfway through the year. Good work is being done all around me and I look forward to understanding better where

your focuses have ultimately landed. Remember to let us in on the places that your group may be stumbling. This is a chance to use the larger group to generate new ideas and new energy to close out the second half of the year.

I am also excited to join you, in person instead of via speakerphone to discuss Ministry Architects. If it was not clear before, Ministry Architects was head and shoulders above the other companies that I met with. The Executive Committee met today to further discuss if, and how, we might choose to contract with Ministry Architects. The clear consensus was that any engagement would need to come from the full vestry and part of our work on June 24th will be trying to come to consensus as a vestry about if, and how, we should proceed. Some of the decision points we will be considering are:

1. Level of commitment: We have been presented 3 different options. Which of those options do we feel would be the best fit for us?
2. Cost and source of funding: If we move forward with Ministry Architects then we will need to pay as much as \$16,040 in 2024 and as much as \$12,960 in 2025. (There are clearly cheaper options but might as well consider the option that would be hardest to fulfill)
3. If you read your packet carefully then you will remember that there are also some savings available if Martha chooses to serve as one of our consultants pro bono. We will need to decide if we think the best choice for us includes using her as a consultant.
4. Martha has discussed her willingness to do this for us but no final decisions have been made about how much she may be able to help. If we decide to use Martha as a consultant, I will be recommending that we pay her directly for some of the hours she spends doing that work. (We would still benefit from major savings even if we choose to pay her directly.)
5. If we move forward with Ministry Architects we will need to agree on a timeline that we think we will be capable of pursuing. That could begin as early as August 4th of this year.

Senior Warden Vestry Report for June 2024

It's hard to believe that we are halfway through the year! So many good things have gone on in the past 6 months and I am so thankful for each of our committees and members, Vestry members, Junior Warden, staff, and our Rector. We have many wheels turning and hopefully there will be more moving parts as we go through the rest of this year. I continue to be excited about our growth and positivity!!

Several things to note:

The 3rd Annual Vestry Dinner was a wonderful time for close to 50 of past and present Vestry members, and John P-A did a great job of sharing good news and encouraging us to be ready to plan for the future of St. Tim's.

On May 29, Rob Powell spoke about planning for the future and ways to include St. Tim's in wills and as a beneficiary. If you weren't able to be at the information session, please take the time to watch the video that is found on our website. Rob did a great job and he shared a wealth of information with us. Thanks to our Endowment Committee for planning this information session for us.

Please remember to copy John and me when you send minutes of Goal meetings you have had. It helps us keep up with progress and be "in the know". Don't forget that updates/adjustments are to be reported at the June meeting. Thank you for all you do!

The counting policy has been updated through the Admin. Committee, and there are a few changes to the envelopes and policy. Vestry members will be notified when new envelopes are printed and the updated procedure is printed. I will ask Megan to print a copy for everyone.

I have communicated with liaisons about Ministry Blessings and have asked Megan to include a blurb in the weekly emails. There are three remaining Sundays for the blessings this year. We are blessed to have wonderful people participating in our many ministries!
At this point, I have not been successful in getting a commitment for stewardship chairs, but I am waiting to hear from someone and hoping it will be a yes. :) If not, I have another thought that includes the Vestry. I will report more as I know more.
Faithfully submitted,
Debbie Strickland

June 2024 junior Warden Report

German roaches have been observed in the Parish Hall. More frequent treatments are being obtained from Terminix. Please watch for these insects to prevent further spread.

Painting in Ed 5 and 8 and the boys' restroom was conducted following Memorial Day and was finished in seven days. The contractor used was the same individual who worked on the Chapel, he was chosen for this job due to his skill set and reasonable pricing. The repairs were made on surface areas where paint had been blistering or peeling and where seams appeared due to tape failure. With the roof re-shingled and air conditioning adjusted in the building, we are hoping that a reduction in interior moisture will provide for preservation of the finished surfaces. Conditions will continue to be monitored and evaluated through the next year. Repair work also will need to be considered for the foyer but will not be completed until there is confidence that the remedy to the moisture issue is obtained. The Building and Grounds committee is planning on making a comprehensive review of actions previously taken and to obtain consultation from building professionals where questions need to be answered.

Fiscal Responsibility Committee Minutes

June 18, 2024

The Fiscal Responsible Committee of St. Timothy's Episcopal Church held a meeting on June 18, 2024, at 5 pm in the meeting room.

Members Present: Chuck Widney, Angela Mallette, Leslie Veach, and Chip Williams (late)

Member(s) Absent:

Fiscal Responsible Committee Agenda:

- Opening Prayer. Chip Williams
- **Budget Presentation.** Church budget and Pre School information was presented to committee by Chip Williams, Treasurer.
 - Discussion on the Treasurer's Report. The committee had a concern with the Church Budget showing a loss of about \$20,000 in Cash Flow. Cash Flow for the Church went from \$23,883 to \$4,180. Chip Williams presented a graph (attached to this document) with figures showing the Revenues, Expenses, and Cash Flow from January 2023 to June of 2023 and January 2024 to May 2024. There was discussion on why the loss of funds in Cash Flow and the expectation of what might happen in the next couple of months. The committee also had some concern about the (\$4432) Cash Flow for Pre-school. There is \$25,349 in the

Southern Bank checking account for pre-school to cover any short fall. The actual shortfall for Pre-school may reach (\$7,000) this year.

- Discussion on the possibility of paying a firm to help the church set new goals to move forward in the future. Possible ways to pay for this endeavor are grants, the difference in salary for a part-time music director and full-time director, and use of the positive cash-flow at the end of the year. A possible fund drive to pay for this endeavor was discussed as well. If approved by the Vestry and St. Timothy's, cost for this year would range from \$14,000 to \$7,000. An increase to the 2024 Budget. The committee felt that support of the full church would be necessary to go forward with this endeavor
 - The discussion on the possibility of changing Pre-school to a full-time school was tabled pending a decision on Ministry Architects. This committee is chaired by Ray Franks with Malcolm Williams and Chip Williams as committee members.
- **GRANTS:** Discussion about the playground and what is being done. Malcolm Williams and Chip Williams met with the playground supplier that installed the existing playground at St. Timothy's. An estimate of \$100,000 was given to update the playground equipment. Another \$100,000 to install synthetic ground cover. Exact figures would be given to Malcolm Williams
- **FUNDRAISING:**
 - Discussion about the Lobster Fair and where planning is thus far for 2024. People are volunteering to be Committee Chairs. The date is going to be October 12. Prices are going to be set at next meeting. A QR code for ordering lobsters has been added to business card and save the date cards. They are printed and are ready to be distributed. Angela Malette has talked with previous committee chairs and has their commitment to chair this year's Lobster Fair. The next meeting for the Lobster Fair Steering Committee will be June 27 at 5 pm.

Action item: Mailing of Save the Date cards to the congregation.

- **Stewardship Chair.** The list of possible candidates was discussed along with other people that could be contacted. It was mentioned that the Vestry as a group would chair that Committee.
 - **CHAPEL:** Discussion on marketing the Chapel was tabled for this meeting,
- **ASSET ALLOCATION:** Discussion on Asset Allocation was tabled.

Many of the items discussed will be put on hold pending the hiring of a firm to help the church develop goals to move forward.

The Fiscal Responsibility Committee meeting adjourned at 6:30 pm

The Fiscal Responsibility Committee will not meet in July. The next meeting will be Tuesday, August 13, at 5 pm.

Respectfully submitted:

Chip Williams

Formation

We have wrapped up another “program year” and are transitioning to our summer rhythms. We loved celebrating David Given and Lucas Johnson as they head off to their new adventures after high school. We are also very grateful for all ministry volunteers who have had a hand in formation this year and recognized them in print on May 19. The May Popcorn Theology went well with 5 families gathering to watch Inside Out. We will take a break from CHIPS and the nursery for the month of July.

Lobster Fair Planning Meeting Report

June 4, 2024

Open with a Prayer

Lobster sales potential.

Partnering with other churches for local sales? *Last year obtained sales from churches in Bath and Belhaven, also with the Rotary in Lagrange*

Targeting large orders *Use of the Diocesan website-posted, contact Cypress Glenn and other large purchasers*

Logo and business card design selection,

Use of QR code *will be on both business card and post card*

Morgan Printers to print *week of June 10*

Potential of billing system and adding products

Adding cookies, cakes, pimento cheese, chicken salad? *The current order system is an adaptation of the website, not intended for retail sales(has limited functionality)*

Steering committee Roles

Chuck Widney-scheduling meetings, monitor timelines, Lobster contact for large orders and for communication with supplier*

Leigh Bell- Advertising*

Erin Roberts- database management and computer needs*

Angela Mallette-internal recruiting, planning*

Chip Williams-advance ordering of supplies, community contacts*

Status of subcommittee chair positions

Silent Auction: Judy Franks* *the location worked well last year, request the same for this year, focus on limited items of larger value if possible(vacations, furniture, artwork)*

Bake Sale: Nancy Leamy* *Confirmed leadership and need for similar space*

Quilt Sales: Leslie Veach- Joyce Wittman* *reported quilt under construction*

Kids Games: Megan Roberts* *would like bounce house and no fee required, indicated we will need a rider for our insurance for the event*

Cookies by the pound: Liz Lane* *Location and space worked well last year, likely to reduce request for cookies to 2 Dozen from bakers, may focus on some of the large sellers and look at potential for pre-ordering, possibly at preschool open house and with church members*

Volunteer(communit) Co-ordinator: Leslie Bowman**Boy scout have date on calendar, will post for timely response. Use sign up Genius for non-member volunteers, sign up sheets for members*

Ticket Sales (online orders): Bryan Bell* *orders will again be posted online, asked about including transaction fee in the price. Response after evaluation:*

Someone would need to confirm with Membership Vision (our web hosting solution) but if my math is correct, the fee is 4.0657895% per transaction.

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Here are a few things to keep in mind and/or questions for others:

1. We all pay these fees, whether we see them or not in the receipts.
2. These fees didn't stop 193 online orders for approximately \$16k in sales.
3. I don't know who, but someone could ask Membership Vision if they can incorporate the fee into every item. This will make the cost a little wonky; one lobster would cost 22.89. I have a feeling this will be challenging for them, as it's not an e-commerce platform.
4. GIGO (Garbage In, Garbage Out). The online method is the best way to keep track of all sales. Using more than one method causes too much confusion. Everyone has the best intentions if they take in-person sales, but we are human and make mistakes.

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Shrimp Cooking: Scott Crippen* *Plans in place, noted that a new 64 quart cook pot is need, first post in church communications our need*

Lobster Cooking: Bill Biddlecome* *Confirmed pot need, noted that wrapping can be included as part of the cooking process*

Meal Service Area/Dining Tent: Mary Ava Johnson, Judy Tucker *Tent, table and chairs last year were the right amount*

Music: Suzy Shelton *Has equipment needs, who will handle post Peter?*

Cashiers/Money Julie Crippen* *cashiers are lined up, will obtain squares and train volunteers for use*

Information Booth: Marie Cooper will staff the booth but doesn't want to be "Chair". Julie will also float around w/ this *combine table for information and volunteers.*

Individual Commitments:

Trains: David Bjorkman(St. Paul's) Confirmed, will be in Multipurpose building

Areas that need Chair/Lead person:

Meal Prep Area *Eddie Vincent, needs co-chair*

Cooking potatoes and corn, Ask Eddie Vincent

Hot dog palace, *Brotherhood*

Answering phones, *Julie Crippen*

Set up and take down/cleanup:

Other action items:

Contact neighboring church about parking

Obtain parish hall map from last year for layout

Steering committee to address all issues at a meeting in June, date and time to be established.

- Indicates present at meeting.

Building and Grounds Report

The Building and Grounds Committee did not meet during the month of June. Our next meeting will be on July 10th. I did want to report that we hired our handyman to paint and touch up places in the Education Building. Roger has finished his work. The costs for paint and labor was around \$1300. We are now trying to round up people to put everything back together. We are still concerned about the moisture problem in this building and will discuss this problem at our next meeting.

Malcolm Williams

Building and Grounds Chair

VESTRY REPORT FOR WORSHIP

We have wrapped up another “program year” and are transitioning to our summer rhythms. We loved celebrating David Given and Lucas Johnson as they head off to their new adventures after high school. We are also very grateful for all ministry volunteers who have had a hand in formation this year and recognized them in print on May 19. The May Popcorn Theology went well with 5 families gathering to watch Inside Out. We will take a break from CHIPS and the nursery for the month of July.

Stewardship Ministry Reports for June 2024

PLANNED GIVING

So far \$19,832 has been donated to the Faith Fund, \$10,500 for the General Endowment Fund and \$9,832 for the Permanent Endowment Fund. (As of June 17, we have raised just over \$10,000 and will open the account-Megan).

The General Endowment, which began with \$10,000, with income and capital appreciation has grown to \$10,525.21 as of May 31, 2024. A recently received donation of \$500 is not reflected in the May 31st balance.

The Permanent Endowment Fund stands at \$9,832. The increase of \$2,697 from last month’s balance of \$7,135 is primarily a result of John Porter-Acee encouraging donations to the Permanent Endowment Fund from those attending the Annual Vestry Dinner on June 2. Megan is waiting for one more check to come in, and after that is received she said the Brotherhood is going to cover the rest to bring it up to \$10,000, which is the minimum to open an account with State Street Global Advisors through the Episcopal Church Foundation.

On Wednesday, May 29 the Committee held an educational event titled *Planting Seeds for the Future: An Introduction to Planned Giving* for members of St. Timothy’s, which was presented by Rob Powell, Bert Powell’s father. Approximately 12 people attended the event. The event was videotaped and the video is available on the church’s website.

The next Committee meeting is scheduled for August 28.

Submitted by Barbour Strickland, chair of the Endowment Committee

LONG RANGE PLANNING

No report

CAPITAL CAMPAIGN

No report

ANNUAL GIVING

No report

GRANTS COMMITTEE

No Report

June 2024 Community Garden Report

Garden activities have greatly accelerated during the past month as plants grow faster and vegetables mature. Attendance has been down slightly as conflicts with vacation, doctor appointments and other issues occur in people's lives. We are blessed in that we always have enough people to harvest in a timely manner and to deliver produce to local kitchens/pantries. Over the last month, 405 pounds of produce made up of cabbage, cucumbers, onions, peaches, potatoes, and squash have been delivered to either JOY or to St. Paul's Pantry. There are more potatoes to dig; and cucumbers and squash to pick. In the next month we will have tomatoes and sweet corn.

Will host our annual corn/potato boil June 22.

Rainfall has been scant over the past month, thus watering has become important, especially with higher temperatures and low humidity. Corn, cucumbers and squash have a heightened water requirement at this stage. We hope and pray for a change in our weather patterns in the weeks to come.

In a separate item of news, a Scout now has approval to install the raised beds as part of his Eagle Scout project. He anticipates the installation to be during the later part of August. This will be a wonderful addition and provide the opportunity to expand our ministry to special populations.

Memorial Garden-To be presented

Pet Memorial Garden-No report

Rentals-No report

Parish Life Ministry – May Report for June Meeting

Areas/committees included and person leading:

- Fellowship/Dinner Groups – temporarily parish life ministry vestry liaisons.
- Hospitality/ECW – Valerie Foster
- Newcomers – Leigh Bell
- Brotherhood – Scott Crippen
- Daughters of the King – Connie Widney
- Cursillo – Diane Hatfield
- Cards/Games – Norma Henderson
- Knitting – Bitsie Harwell
- Yoga – Alyssa Sugar

Parish Life

Fellowship:

- Old business:

- Planning parish summer event -- attending Yard Gnomes baseball games on June 26
- Planning parish summer event -- attending Greenville United FC soccer game on July 17
- New Business:
 - Evaluating possible kayaking summer event.
- Action Items:
 - None

Hospitality/ECW:

- Old/New business:
 - Nothing new to report
- Action Items:
 - None

Newcomers:

- Old/New business:
 - Nothing new to report
- Action Items:
 - None

Brotherhood:

- Old business:
 - Weekly meeting continues.
- New business:
 - July social 3rd Thursday with no dinner. Will learn and practice CPR.
 - Brotherhood retreat Friday and Saturday (June 21-22) at Scott and Julie's river place.
- Action Items:
 - Waiting on approval for our fund raiser, selling and/or installing 911 green reflective address signs

Daughters of the King (Magdalene Chapter):

- Old business:
 - Daughters provided coffee hour delicacies for Father's Day. (It was delicious and so enjoyed.)
 - In May four daughters traveled to St. Thomas in Bath for a presentation by Father Copeland Johnson on humility. This is a new topic in the study guide used when women are preparing to become members of the Order.
- New business:
 - At the end of June, Connie is traveling to Louisville for the Triennial meeting of the Order. She is representing the Assembly of the Diocese of East Carolina. Over 500 attendees are expected to attend. (Congratulations to Connie)
- Action Items:
 - None

Cursillo:

- Old/New Business:
 - Nothing new to report.
- Action Items:
 - None

Cards/Games:

- Old/New Business:
 - Our delightful church games continue on the 1st & 3rd Wed of each month, from 1:00-3:00 pm! Our only need is more players! You're all welcome & bring a friend!
- Action Items:
 - None

Knitting (and talking):

- Old/New Business:
 - Knitter's will continue to meet throughout the summer. We "knit and talk" from 10:30 - 12:00 on Wednesdays. All are welcome. Please join us.
- Action Items:
 - None

Yoga:

- Old/ New business:
 - No changes for yoga.
- Action Items:
 - None

Servant Ministries Report June 2024

Birthday cards

Suzanne Shelton

- No report

Community Crossroads

Phyllis Dombos

- St. Tim's 5 Teams feed dinner to the residents of the CCC Shelter every 1st, 3rd and 5th Thursdays. Currently, 45 volunteers make up 5 teams.
- Gretchen Baugh and Gloria Bailey have left Team 3 and they were replaced by Susan Hall and Jocelyn and David Nelson.
- Also, Dennie Walker and Betsy Suggs have joined Team 4 and Susan Holmes has left Team 5.
- The groundbreaking for the new facility was Thursday, June 20 at 10:00. Several church members attended.

JOY Soup Kitchen

Nancy Williams

- 706 people were fed in May

Outreach

Sharyn Lennox

- At their June meeting the Outreach committee decided to have a soup kitchen food drive in September to collect fruit cups and nabs. Also will ask folks to bake cookies and bag them to serve in the bagged lunches. We are trying to find a way for folks to contribute who aren't able to serve on Thursdays.
- A long discussion was held about the situation with transportation for Jaimie Yahnker to church. It has been suggested that Outreach consider donating \$40.00 on Sundays to pay someone Jaimie knows to bring him to church. The committee was not in favor of this idea.

Operation Sunshine

- The ice cream party with the girls was a great success!
- Veronica Stokes will continue for one more year as the director.
- Several projects need attention this summer to improve the facility. The Outreach Committee will donate some funds for paint supplies for the office, hallway and exterior door at the center including repairing/replacing a ceiling light fixture.
- The parish will be invited to participate in the painting project as well as organizing the books shelves and art areas.
- Painting will be on Tuesday, July 9 and Wednesday, July 10.

Foster Children Program

- The suitcase drive was well supported by our parishioners. Forty-seven suitcases/duffle bags and backpacks were donated.

Inreach

Mary Vincent

May 24, 2024 Awaken Coffee

Members present: Mary Vincent, Bitsie Harwell, Linda Lane, Angela Mallette, Kim Ness, Debbie Strickland, Sharon Paolini, Jamie Kirby

Those not in attendance: Kathy Seibel, Marty Michaels, Wanda Williams, Barbara Williams

We opened the meeting with everyone giving thanks for something special in their life.

We thanked Linda for continuing to schedule our teams for 2 months at a time. We had a brief discussion about adding a fourth person to each team. We all decided we are fine with three per team but thought a fill in for emergencies would be good. Everyone was asked to think of someone that would be good for our ministry and let Mary know who that might be.

Mary let all know that she is going to step away from the leadership of this ministry July 1, 2024, but will remain on her team. She asked that we consider Co-leaders from July to December 2024 and after that rotating Co-leaders yearly. Some responsibilities will be to send monthly reports for the Vestry as well as a year-end report for the Annual Meeting. Please make our Priest aware of circumstances that he needs to know about and if the information is confidential. By the end of the discussion, Linda Lane and Bitsie volunteered to be Co-leaders from July to December 2024. They will meet with Mary in June to discuss leadership changes.

Ideas were beginning to surface in the meeting to make sure no one “fell through the cracks” that needed our assistance. Kim Ness and others suggested we start a list of those who are homebound or in a nursing home. Mary Vincent will work on that list with Megan in June.

We asked how each member signed the cards they mailed. Some put their name and then Inreach or Inreach Ministry at St. Timothy's. Some just signed their name. Either way is fine depending on how well you know the person or the situation.

We discussed a generic card telling new members about our Ministry. Perhaps Leigh Bell or Megan could give us the information so we could ask Megan to send and sign for us and/or it could be put in the newcomer's bag. Mary will ask Leigh about this. Mary will also send in an article to Megan for “did you know” about Inreach.

Mary will inform Megan about the changes in leadership beginning July 1, 2024.

Mary is to ask Megan to send each team member an unseen guest calendar so they will know who should be notified if someone they reach out to needs a meal that week. (completed and Megan has sent)

Angela, scribe..... Mary typed.

Unseen Guest

Ashton Johnson

- No report