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.

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

# 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.

## **Community Garden March 2024 report**

The garden was tilled on February 27 by Scot Crippen to ready the grounds for spring planting, rows were laid out and beds constructed. A team met March 1 to plant potatoes and various spring seeded crops. Rain has since fallen to settle in these crops, once conditions permit, cabbage and broccoli bedding plants will be set.

Various work sessions have been held over the past month as remnants of the winter crops were gleaned and removed, and to tend the overwintering crops of onions and garlic. We welcomed a new participant on March 1, Tim Mudge, a friend of Val Foster helped plant potatoes and beets. We also note some neighborhood interests, regular Saturday meeting time should make it easier to bring in new individuals rather than the ad hoc meetings accommodating weather conditions.

Chuck Widney

Memorial Garden

There is really little to report this time of year. Ed, Tommy and I did some cleaning up before Keith Holmes' service. Other than that we're just glad to see the daffodils in bloom.

Basically no report other than that.

Jamie Kirby

Pet Memorial Garden

Work continues on both the policy to guide the use of the garden and also in constructing the butterfly design. The goal is to finish most of the work by Easter.

# **Building and Grounds Meeting Minutes**

March 6, 2024

In attendance: Brent Foster, Chip Williams, Dianne Hatfield, Riley Roberts, Chuck Widney

**Opening Prayer** 

Kitchen Insect Control, Reported by Chuck. Regular treatments have greatly reduced the population of roaches, another treatment is scheduled for March13. We must stay watchful in the coming months to monitor control and immediately treat for any renewed activity. A big thank you went out to Val Foster for recruiting and organizing a kitchen crew to thoroughly clean the infested area.

Kitchen Painting-Scott Crippen was not in attendance to report, but it was noted that cracks in the wall have been repaired and holes filled.

Heating of buildings, concern over rising gas bills merited a review of default temperatures for campus buildings. General comfort levels noticed since our last meeting was discussed. The general feeling is that in the church and parish hall where we have gas heat, the nighttime temperatures may be reduced and temperature levels for occupancy may also be reduced. For the church, the nighttime temperature will be kept at 60 degrees and at 65 degrees for occupancy. The Parish Hall will be kept at 62 degrees at night and 68 degrees for occupancy, except for the entrance to be set at 65 for occupancy noting the tendency for the restrooms and kitchen to become overheated. Other campus buildings will be kept as is, Brent Foster will be making these changes. Brent identified the ability to monitor gas usage more closely by building as there are three meters on the separate buildings. Chuck will Review with Malcolm Williams prior to the next meeting.

Church Light control panel remains on the to do list, it currently works for those who turn on the lights.

The altar guild desires to add a corkscrew willow to the church grounds which has been started off the existing tree during lent of last year. Possible site suggestions include grass area beside portable stage; replacement for dead cherry tree cut down in parking lot; beside playground; and more not suggested at meeting. Members to observe grounds and discus at next meeting.

Riley reported someone missed the driveway on the parish hall parking lot and drove into the ditch. A discussion arrived at a solution being the type of reflectors used on road surfaces that may be driven over to mark the edges of the driveway. Dianne found that a pack of ten could be purchased on Amazon for less than \$40. Riley will investigate further to evaluate how they are affixed to the pavement and if they will work for our situation.

Education Building room 5 and boys' restroom, Room 8 walls, more areas are affected than previously identified. Moisture readings showed elevated levels on exterior walls, Chuck will continue to monitor moisture levels and also seek advice from a painter on our situation and possible wall repair and new paint.

Fire Inspection is scheduled for Monday March 11 9am, Chuck will meet the Fire Marshall, other committee members are welcome.

Chuck met with Pair Electronics to propose installation of electronic locks on buildings, a recommendation and estimate are pending.

Chuck informed committee that an attorney selected to represent us in dealing with DOT: Chris Beacham of Henson Fuerst

Campus workday March 23

Possibility of inviting Boy Scouts, Riley to address with troop.

Jobs to complete:

Knock down spider webs on outside of buildings.

Remove sucker plants in beds.

Cleanup limbs and twigs

Clean out gutters.

Paint Office door red.

Paint Education building and Parish Hall doors.

Wash windows church.

Wash windows Parish Hall

Clean ovens

Knock down spider webs in church.

Pine straw refresh

LED light replacement.

#### **Lobster Fair Discussion**

March 6, 2024

Attendees: Angela Mallette, Chip Williams, Dianne Hatfield, Leigh Bell, Val Foster, Chuck Widney

Purpose of meeting: Discussion of Fair-How does it help fulfill our mission to grow closer to God and our neighbor through inspiring, and empowering each other to follow Christ? Discussions found that the Lobster Fair has continued to build bonds within St. Timothy's and to our community. Many acquaintances occur as individuals volunteer for tasks. Many of the activities building up to the fair provide for bonding as such examples as pimento cheese being made, silent auction items preparation or site layout planning for visitors. Comments heard from visitors to the fair last year indicate our offering is appreciated. Displays describing our ministries are valuable in sharing our faith as it is put to practice.

Nuts and Bolts

Major fund raiser, included in budget. The Lobster Fair itself is not, but raising funds to support our ministry is in the budget at \$15,000 for 2024. The Lobster Fair is an event we know well.

Most Profitable portions, how do we build? Make doing business with St Timothy's as easy as possible. Accept cash payments without surcharge.

Areas of low return/high effort, items to drop? Items of lower return are mostly donated items and allow contributions from various individuals according to their talents.

Lobster Fair, what excites people? Much of the fair is free entertainment provided by neighborhood partners. St. Timothy's has sponsored kid games, but other activities included music, robotics and trains.

The way forward

Structure. The Fair should be kept like past fairs.

New Opportunities. Open to suggestions and drive to launch.

Leadership. Initially Chuck will work with Organizations and lobster supplier on date. Angela will make contacts for quilt. Leigh will work on volunteer coordination. We still would like to recruit an individual to head the grounds needs.

Establish date. October 12 is the preferred date.

Immediate tasks at hand. Bring other organizations together on date to bring in lobsters economically, securing quilt.

Next meeting to be determined once date is fully established.

### Parish Life Ministry – February Report for March 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 hotdog/hamburger meal on family first Sundays in the Summer.
  - Grateful to Megan Roberts for arranging for the cake and celebration of the new confirmands and those received into the church.
- New Business:
  - Scheduled meeting of Parish Life leaders on March 20 at 5:30.
- Action Items:
  - None

# Hospitality/ECW:

- Old business:
  - Coordinated soup and salad meals for Lenten Sunday evening suppers.
  - February 4 potluck to honor Boy Scouts. ECW purchased hotdogs for this.
     Hospitality coordinated. Brotherhood cooked hotdogs/hamburgers.
- New business:
  - Upcoming: ECW will play bunco on March 12th,
  - o host ladies' tea April 20,
  - o yard sale May 4.
  - ECW will help with lunch for Diocesan Spring Assembly of Daughters' of the King on April 13.
- Action Items:
  - o None

#### Newcomers:

- Old business:
  - None
- New business:
  - We will plan to meet soon to discuss if there is anything in particular we would like to focus on this year
- Action Items:
  - o None

#### **Brotherhood:**

- Old business:
  - Weekly meeting continues.
  - Cooked hamburgers and hotdogs for the scout Sunday, February 4<sup>th</sup>.
  - o Cooked pancakes and hotdogs for the Mardi Gras pancake supper.
  - Working on kitchen painting.
- New business:
  - March 21<sup>st</sup> Brotherhood Social. Two officers from Southern Bank set to present on how not to get scammed on and offline.

- Action Items:
  - o None.

## **Daughters of the King:**

- Old business:
  - The collection for Community Crossroads Center is going well. It will conclude on Palm Sunday.
  - The Daughters' brunch meeting was held at the Egg Yolk Saturday February 3 at 10:30. Was attended by 8 Daughters.
- New business:
  - Planning for the Diocesan Spring Assembly on April 13 continues. 250 registration forms have been sent to Daughters around the Diocese. Responsibilities within the chapter have been assigned. Epiphany Chapter,, (New Bern) and The Sue DuVal chapter, (Washington, Bath, and other churches in the east) will also provide assistance. The program begins at 10 am in the Parish Hall and will conclude with a 2 pm Eucharist service in the Church. Peter Woodruff is assisting with the sound system. The ECW will help with serving lunch. Any woman in the parish who is interested in the Daughters of the King is invited to attend. The location for the Assembly is moved around the diocese each year.
  - A new member study will begin after Easter. Any woman communicant at St. Timothy's is invited to attend.
- Action Items:
  - o None

#### Cursillo:

- Old Business:
  - Successful Pancake Supper on Feb. 13<sup>th</sup>. Donated 10% of monies.
  - Represented Cursillo at East Carolina Diocese 141<sup>st</sup> convention.
- New Business:
  - Planning for spring Cursillo leaders' conference at Trinity Center. Reviewing and laying out a strategy for Cursillo going forward.
- Action Items (not by St. Tim's):
  - o Future schedule for Fall Cursillo and EC Diocese convention.

#### Cards/Games:

- Old/New Business:
  - O Church Games: Games held the first & 3rd Wednesday of the month, at 1:00 pm until; usually around 3:00 but sometimes later. Our attendance varies from 4 to 12 parishioners &/or guests, as everyone is encouraged to bring a friend or neighbor. Our attendees provide the supplies (games), so no expense needed from our church. Lots of fun & a great way to connect with church members! All are welcome!
- Action Items:
  - None

### Knitting (and talking):

- Old/NewBusiness:
  - Knitting Group continues to knit and fold bulletins. Recently Suzy Shelton and Karen Carr have joined us while they craft beaded jewelry.
- Action Items:
  - None

### Yoga:

- Old/ New business:
  - Meeting every week at 5:30. Usually have anywhere from 4-10 people. Giving percentage to the church every month. Appreciate the open space in the parish hall!!
- Action Items:
  - None

## **Stewardship Ministry Vestry Reports for March 2024**

Grants committee- no report
Administrative Committee- no report
Finance Committee- see Treasurer's report
Planned Giving- no report
Long Range Planning- no report
Capital Campaign- no report
Annual Giving- no report

## **Worship Reports for March 2024**

#### Music

The choir and worship ensemble are preparing for Holy Week and Easter. The choir will have a substantial role in the Good Friday and Easter Sunday services, and the worship ensemble are preparing for the Families First service on April 7.

I have been discussing the possibility of a joint Evensong service with the organist and choirmaster at St. Stephen's Episcopal Church in Goldsboro. We have nearly finalized plans to host a pair of Evensong services with our combined choirs, on April 14 at St. Timothy's and on April 28 at St. Stephen's. We will announce these services as soon as final details are in place.

Josie Motsinger has begun playing acoustic guitar with the worship ensemble. She participated in worship for the first time on March 3, 2024. Worship ensemble instrumentalists are now regularly rehearing together on the second and fourth Thursdays of the month.

The ECU Chamber Singers performed a short concert at St. Timothy's on Monday, February 19. The original date and location for the concert had to be changed, and Dr. Franklin, director of choral activities at the ECU School of Music, asked me if we could host the performance. They gave a wonderful concert that really highlighted the wonderful acoustic space we are blessed with.

This month, the ECU Collegiate Choir will be performing on Monday, March 25 (Monday of Holy Week). The Collegiate Choir is the group that serves as the "laboratory ensemble" for graduate conducting students (such as myself, back in the day). This concert will serve as the graduate recital credit for one of the current conducting students. The concert will be at 7:30 in the church and will not conflict with the 5:30 PM evening prayer service in the chapel.

A professional chamber chorus ensemble, Carolina Choral Artists (CCA), will give a free concert at St. Timothy's on Saturday, April 27. The ensemble will be rehearsing at St. Timothy's throughout the week leading up to the concert. The mission of CCA is to promote high quality choral music by living composers. I am proud and excited to host this wonderful event.

Peter Woodruff

### A/V Program

The objective of the Audio/Video ministry of St. Timothy's is to continue providing live-stream access to our weekly 10:15 Sunday service, making it available worldwide to anyone wishing to

view. We also provide live-stream & recording for special services such as funerals, Holy Week services, holiday services or events.

As stated in the last report, we will soon complete an operation manual of the A/V system and processes, which will explain techniques, answer operation questions, identify components of the equipment and, in general, be an aid to any one working with the equipment. It has been a long learning process to create this manual. First, we had to learn how to use the equipment, as well as learn its capabilities, idiosyncrasies and failures. Recently, camera #1 has been unresponsive to the controls, thus preventing it from being zoomed in or out during operation. This issue has been resolved by resetting the camera's internet connection, so that the camera's IP address is recognized by the camera control device. The #2 cameral displays similar stubbornness but it continues to work with some coaxing. This camera is mounted much higher and not as easily reached to test for the same result.

We have promoted this ministry, recruiting for volunteers to help with the Sunday services. To date there has been minimum response but we will continue to encourage participation.

Peter Woodruff and Marie Cooper

# **Worship Committee**

The Worship Committee is to meet Wednesday March 13<sup>th</sup> at noon to discuss final plans for Holy Week and Easter. We are looking forward to joining with St. Paul's for worship during this important time of the year.

The Rev. John M. Porter-Acee III

## March 2024 Vestry Report

### **JOY Community Center and Soup Kitchen**

Submitted by Nancy Williams

696 served in February.

### **Community Crossroads Center**

Submitted by Phyllis Dombos
Dennie Walker and Becky Suggs added to Marty's Team 4
Kristen Atchison added to Susan Chatham's team 5
Gloria Bailey taken off Phyllis's Team 3
Susan Hall (friend of Mary Ava) to Team 3
Keith Holmes taken off Team 5

TEAM 1 <u>Linda Lane</u>, Jamie Kirby, Karen and David Carr, Sharon Paoloni, Liz and Richard Thiele, Eric Hedburg, Heather Tepper, and Eddie Vincent.

TEAM 2 <u>Valerie Foster</u>. Bitsie Harwell, Wendy Proctor, Nancy Leamy, Leslie Bowman, and Kathy Seibel.

TEAM 3 Phyllis Dombos, Gretchen Baugh, Sharyn and John Lennox, Malcolm and Nancy Williams, Mary Ava Johnson, Norma Henderson.

TEAM 4 Marty Michaels, and Mark Tull, Frank and Ellen Crawley, Pam Johnson, Barbara Bowser, Dennie Walker, Becky Suggs and Jody Biddlecome.

TEAM 5 Susan Chatham, Leigh Bell, Susan Holmes, Jim and Pat Mitchell, Barbour and Debbie Strickland, Bev and Scott Davis, Ashton Johnson, and Kristen Atchison.

I count a total of 44 participants

# **Inreach Vestry Report**

Submitted by Mary Vincent

Inreach has contacted many parishioners this past month by phone, card or in person. We contacted folks not just because they are sick, need assistance, or need meals, but because we may not have seen them lately, or maybe they need an in person or virtual hug.

As a reminder, we have four teams of 3 Inreach Coordinators. They are as follows:

Marty Michaels, Bitsie Harwell, Wanda Williams

Linda Lane, Debbie Strickland, Kim Ness

Angela Mallette, Kathy Seibel, Jamie Kirby

Mary Vincent, Sharon Paoloni, Barbara Williams

If you need assistance or know someone who may, please check the fridge page for the team of the week or you may contact Mary Vincent (252-347-6826) or John Porter-Acee through the office. We want to help our St. Tim's Family as much as possible.

#### Outreach

Submitted by Sharyn Lennox

At the recent Outreach meeting the group voted to:

- Contribute \$250.00 to the Pre School to replace some equipment.
- earmark \$2000.00 for the JOY Soup Kitchen
- sponsor Rise Against Hunger again next winter with possibility of asking for other groups to contribute some of the money
- occasionally publish the meals served by teams at Community Crossroads so parish has a better idea of what goes into serving dinner there on the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Thursdays.

### **Unseen Guest**

No report

## **Birthday Cards**

No report

# **Community Partners**

No report

### Pet Memorial Garden Design and Costs update 02-17-24

The area chosen is WNW of willow tree adjacent to pollinator garden.

A butterfly image where ashes are to be interred has taken shape. The butterfly is formed by metal edging. Soil has been removed within the designated area to a depth to permit 5 inches of sand treated with agricultural lime, and a rock layer to form the design. A statue of St Francis has been donated, and an engraved stone marker installed for designation.

Material options and costs for butterfly and site designation:

St Francis, 3'9" Statue- donated

Engraved Stone marker for garden-\$100

Bricks bordering garden- \$180

Metal edging for butterfly- \$122

River rock for butterfly body, forty pounds-donated

Black and white rock for wings- \$70

Sand and lime for butterfly base one half yard- \$36

Mulch for new area enclosed for garden, two yards-\$86

Plants for additional area enclosed \$160

Estimated cost to establish \$754

Funding: Several Parishioners have expressed interest in the project to contribute monetarily for the initial installation of the garden. May submit request to have a fund-raising campaign.

Construction: The Committee and their family members have completed the majority of the work thus far and intend to finish the work.

Maintenance: No fee is required for use of the garden; however, individuals will be encouraged to contribute time when workdays are scheduled, or financially as able. Operating funds will primarily be used for mulch replenishment or other landscape needs.

St. Timothy's Episcopal Church Worship Committee Meeting March 13, 2024

## **Holy Week**

Palm Sunday

- No parade
- Liturgy of the Palms in front then back for the procession. (like we do announcements)

Monday is here in the Chapel 5:30

Jay L. is helping

John will officiate

Tues-Thursday at St. Paul's

Tue and Wed 5:30pm \*\*Stone Soup will NOT be available for dinner after

## worship

Thursday 7PM

Friday 2pm and 7pm both St. Tim's

7pm John will officiate and Bob Hudak will preach

Holy Saturday St. Paul's

8am

6am Vigil at St. Paul's

Easter with Baptism at 10:15am \*\*John to discuss Easter Offering with Megan and Vestry.

## Easter Season

- April 7<sup>th</sup> to May 12 use EOW Eucharistic Prayer, white hangings from Easter

#### Pentecost (5/17)

- No opening procession. Service will begin with everyone in the front
- Add Cross to Gospel procession.

\*\* John and Vestry to decide about supply priests vs. Jon S. and morning prayer.

### Labor Day

- Begin 5pm service but how often?

### Items for another day

- Changing times in the summer (review for 2025)
- Review Funeral documents to ensure good communication.

# St. Timothy's Episcopal Church Greenville, North Carolina 2024 Goal 3 – Growing Together March 17, 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 area 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 "snap shot" option. Nothing formal.
      - Set up a photo "snap shot" 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:
  - o 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)

-