

St. Timothy's Episcopal Church
Greenville, N.C.
Vestry Minutes
December 15, 2025

The Vestry of St. Timothy's Episcopal Church held a meeting on Monday, December 15, 2025, at 6:00 pm in the Multi-purpose Building.

Members Present: Bill Biddlecome, Steve Callender, Sharyn Lennox, Angela Mallette, Barbour Strickland, Amanze Ugoji (Remote), Leslie Veach, Chuck Widney, and Chip Williams

Member(s) Absent: Patricia Dragon, Robert Shelton, Becky Suggs

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

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

Opening Prayer: Mr. Ugoji

Email Motion for Vestry Action Passed: On December 4, 2025, Ms. Mallette emailed the vestry with the following request for approval: "Both the Ed Building water heater and Church men's bathroom sink point of use water heater are not working. Hardee's Plumbing checked the units on December 3, 2025, and determined that they need to be replaced at a total cost of \$2,715.73."

On December 3, 2025, the Building and Grounds Committee recommended to accept this quote and arrange for the units to be replaced as soon as possible. On December 4, 2025, *the Executive Committee discussed the issue and recommended that the Vestry approve the water heater replacements totaling \$2,715.73 by Hardee Plumbing with funds coming from the Capital Repairs and Improvement designated account.* Vestry approval to use this designated account is required.

By email response, *the vestry accepted the motion unanimously.*

Safe Church: The rector thanked the vestry for their work on behalf of having St. Timothy's as a "safe church".

Approval of Minutes: The minutes of the November 17, 2025, and the December 1, 2025, vestry meetings *were approved by acclamation.* The rector thanked the clerk for his work this year.

Meeting Time for 2026 Vestry: The Rev. Porter-Acee told the vestry that the meeting day/time for vestry meetings in 2026 will be discussed and may need to change to accommodate member schedules.

Rector's Housing Allowance Resolution:

Resolution: *Whereas the Rev. John Porter-Acee is compensated by St. Timothy's exclusively for services as a minister of the gospel; and whereas St. Timothy's does not provide John Porter-Acee with a rectory, therefore, it is hereby resolved, that of the total compensation paid for clergy for the calendar year 2026 shall be \$90,179, of which \$25,000 is hereby designated to be a housing allowance; and it is further resolved, that the designation of \$25,000 as a housing allowance shall apply to calendar year 2026 and all future years unless otherwise provided.*

After discussion, *Mr. Widney moved to approve the rector's housing allowance resolution. Mr. Callender seconded the motion that passed unanimously.*

Outreach Expenditures and Opportunities: The rector distributed an Outreach Funding Report that details the amount of funds allocated for outreach ministries. Funds will go to Operation Sunshine, JOY Community Center and Soup Kitchen, Food Bank, and Episcopal Relief for Jamaica. In addition, the committee recommends assistance for a pre-school child and family. The jars in the narthex yielded \$515. Discussion followed. Ms. Veach said that the Brotherhood covered the cost of recent church outreach project. *Mr. Callender moved to approve the funding that was seconded by Ms. Lennox and passed unanimously.* See attached report.

2026 Vestry Retreat: February 13-15, 2026, was tentatively scheduled as the date for the vestry retreat.

Treasurer's Report: Mr. Strickland discussed the following:

- **Pre-School:** The school enrollment is almost at capacity and doing well financially so far this year.
- **Church Budget:** In November, \$30,000 was transferred from the checking account to the Schwab account. Mr. Strickland and Megan Roberts have reviewed all outstanding pledges. If the pledges are paid, and with expenses remaining below budget, he expects a modest surplus at the end of the year.
- **Pledge Campaign:** To date, there are 88 pledge units totaling \$306,000. Additional pledges may come in by the end of the year.
- **2026 Draft Budget:** The treasurer had emailed the draft budget prior to the meeting. The budget is not balanced and will require initiatives to raise additional revenue. He discussed the paying a 2.57% Cost of Living Allowance (COLA) for the rector, Megan Roberts, and Martha Whitesides. Discussion followed. *Mr. Strickland moved to approve a 2.57% COLA for the rector, Megan Roberts, and Martha Whitesides, which was seconded by Mr. Widney and passed unanimously.*

Mr. Callender moved to accept the treasurer's report, seconded by Ms. Veach. The motion passed unanimously.

Warden's Reports:

- **Junior Warden:** Ms. Mallette reported on the following:
 - **Water Heaters:** The water heaters will be installed tomorrow.
 - **HVAC in Church:** The unit is 23 years old and in need of repair or replacement. To repair will cost about \$3,900 and to replace will cost approximately \$12,000.
 - **Parish Hall Flooring:** The remaining \$8,475 in Cannon Grant funds will be applied to the replacement of flooring in the parish hall. The estimate for new flooring is approximately \$15,000. Donations are being solicited to cover the balance. \$200 was

raised from a recent gumbo fundraiser. The Finance Committee will contact other church groups who may contribute.

- **Sidewalk Repair:** The sidewalks are to be repaired this week.
- **Senior Warden:** Mr. Widney reported on the following:
 - **Electronic Bulletin Board:** There was conversation about the idea of purchasing an electronic bulletin board (EBB). The concept is to have a monitor installed in the church to display information to the congregation and possibly replace standing bulletin boards now being used. More specific details are being sought. Some comments in favor and some in opposition were offered. A suggestion was made to present the idea and provide information about the EBB to the congregation, perhaps in listening sessions, to seek feedback from the members.
 - **Mutual Ministry Review:** Mr. Widney encouraged the vestry to take the results of the MMR into consideration as the vestry moves into the new year. He stressed the importance of staying connected as a parish family.

Clergy Report: The Rev. Porter-Acee told the vestry members whose terms end that he was very appreciative of their contributions. He also welcomes the incoming members.

Fundraiser Request: The gumbo fundraiser netted \$200, and the group would like to repeat the “gumbo drive” to raise funds for the parish hall flooring. The group submitted a second application. There was discussion about the *Fundraiser Policy* and its procedure. The policy allows the vestry (or designated committee) to permit repeated fundraisers. After further discussion, *Ms. Mallette moved to approve the fundraiser request until the parish hall flooring is completed. Seconded by Ms. Lennox, the motion passed unanimously.*

Outgoing Vestry Members: Mr. Widney thanked the outgoing vestry members and presented them gifts of appreciation.

Closing prayer: Mr. Callender

The meeting ended at 7:16 pm. The next scheduled vestry meeting date is To Be Determined.

Respectfully submitted:

Tommy Tucker

Clerk to the Vestry

See Attachments:

Treasurer's Report		A () in the 'YTD Actual - Budget' column means the line item is <u>under budget</u>				
Report prepared by:		Report Date: December 12, 2025				
Barbour Strickland, Treasurer		Month: November				
CHURCH (calendar year January - December)						
ASSETS	November 30, 2025		Breakdown of Asset \$			
	Southern Bank Checking	53,256		Committed Funds	15,643	SG&M, Outreach, Rect Fnds
	Schwab Account	201,603		Groups & Guilds	13,928	Brlhod, AltarFlr, MsnTp, ECW
	State Street - FF General	18,858		CapRep & Imprv	4,768	Capital Repairs&Improvmnts
	State Street - FF Permanent	12,604		Reserve Fund	115,311	Savings
	Other Assets	483		Other	137,154	other accounts
	TOTAL ASSETS	286,804		Total	286,804	
Revenues and Expenses through November 30, 2025						
		Month of	YTD	YTD	YTD	Annual
REVENUES		November	Actual	Budget	Actual - Budget	Budget
	Plate Offerings	616	6,110	6,041	69	7,000
323,500	Pledge Payments	17,497	287,645	280,896	6,749	308,000
	Non-Pledge Contributions	6,147	19,381	19,512	(131)	24,000
	Other Revenue	27,606	49,137	46,963	2,174	49,050
	TOTAL REVENUES	51,866	362,273	353,412	8,861	388,050
EXPENSES						
	Clergy and Staff	19,872	214,279	224,724	(10,445)	247,199
	Buildings and Grounds	6,241	75,119	78,702	(3,583)	91,000
	Programs and Worship	158	4,194	7,069	(2,875)	7,865
	Administrative Expenses	1,901	25,385	28,563	(3,178)	31,986
	Outreach	158	3,340	9,167	(5,827)	10,000
	TOTAL EXPENSES	28,330	322,317	348,225	(25,908)	388,050
NET	(Revenues - Expenses)	23,536	39,956	5,187	34,769	0
PRE-SCHOOL (fiscal year July - June)						
ASSETS	November 30, 2025					
	Checking	32,037				
	Other	114				
	TOTAL ASSETS	32,151				
Revenues and Expenses through November 30, 2025						
		Month of	YTD	YTD	YTD	Annual
REVENUES		November	Actual	Budget	Actual - Budget	Budget
	Tuition	10,671	38,242	35,560	2,682	80,000
	Summer Camp	-	4,275	4,275	-	5,700
	Other Revenue	1,113	8,201	5,646	2,555	9,350
	Total Revenues	11,784	50,718	45,481	5,237	95,050
EXPENSES						
	Total Expenses	9,360	36,852	37,977	(1,125)	98,105
	NET Subtotal	2,424	13,866	7,504	6,362	(3,055)
	Registration fees paid prior to July	-	6,853	6,853	-	6,853
	TOTAL PROGRAM NET	2,424	20,719	14,357	6,362	3,798

St. Timothy's Episcopal Church
Designated Accts Report--YTDs
Church General Fund
November 2025

Note: The Report Option to include Open Transactions is selected.

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
Non-Operating (Desig) Accts				
Committed non-operating funds				
1-81500 - Collections For Transmittal Fund	\$0	\$0	\$0	\$0
1-81700 - Special Gifts and Memorials Fund	\$4,366	\$0	\$0	\$4,366
1-81702 - Outreach	\$1,732	\$0	\$0	\$1,732
1-81708 - Rector Professional Development	\$4,831	\$0	\$0	\$4,831
1-81714 - Rector's Discretionary Fund	\$3,387	\$272	\$147	\$3,512
1-81723 - JOY Soup Kitchen	\$517	\$650	\$0	\$1,167
1-81724 - Faith Fund Collections: Permanent	\$0	\$0	\$0	\$0
1-81728 - Faith Fund Collections: General	\$35	\$0	\$0	\$35
Total Committed non-operating funds	\$14,868	\$922	\$147	\$15,643
Groups & Guilds				
1-81501 - Brotherhood of St. Andrew	\$2,762	\$235	\$0	\$2,997
1-81705 - Altar Flower Fund	\$1,950	\$100	\$460	\$1,590
1-81710 - Mission Trip Fund	\$259	\$0	\$0	\$259
1-81711 - EYC Programs & Activities	\$1,347	\$500	\$0	\$1,847
1-81713 - Community Garden	\$1,561	\$350	\$0	\$1,911
1-81721 - ECW	\$3,130	\$0	\$86	\$3,045
1-81722 - Cursillo	\$2,164	\$0	\$0	\$2,164
1-81726 - Choir Fundraising Account	\$116	\$0	\$0	\$116
Total Groups & Guilds	\$13,289	\$1,185	\$546	\$13,928
Other Sources of Funds				
1-81524 - Pledge Prepayments	\$0	\$15,490	\$0	\$15,490
1-81704 - Fundraising Events	\$326	\$290	\$511	\$105
1-81715 - Capital Repairs & Improvements Fund	\$4,768	\$0	\$0	\$4,768
1-81750 - Other Income (not for op exp)	\$10,223	\$0	\$0	\$10,223
1-81751 - Misc Deposits & Reimbursements	\$1,872	\$10	\$815	\$1,067
1-81752 - Reserve Fund	\$115,311	\$0	\$0	\$115,311
1-81754 - Vacation Bible School	\$0	\$0	\$0	\$0
1-81755 - Cannon Grant	\$20,000	\$0	\$0	\$20,000
1-81756 - Lobster Fair Fundraising & expenses	\$27,817	\$56	\$24,873	\$3,000
1-81757 - Perkins, Wells Grant	\$0	\$0	\$0	\$0
1-81758 - Gen. Faith Fund Endowment	\$18,759	\$100	\$0	\$18,858
1-81759 - Permanent Faith Fund Endowment	\$12,538	\$67	\$0	\$12,605
1-81760 - Rental Security Deposits & Returns	\$0	\$500	\$0	\$500
Total Other Sources of Funds	\$211,614	\$16,512	\$26,200	\$201,926
Total Non-Operating (Desig) Accts	\$239,770	\$18,619	\$26,892	\$231,498

St. Timothy's Episcopal Church
Revenues & Expenses -- Vestry Summary
Church General Fund
November 2025

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual (This Year)	YTD Actual	YTD Budget	YTD Budget/Actual (This Year)	Annual Budget
Revenues					
Tithes and Offerings	\$24,260	\$313,136	\$306,449	\$6,687	\$339,000
Other Revenues	\$27,606	\$49,138	\$46,963	\$2,175	\$49,050
Total Revenues	\$51,866	\$362,273	\$353,412	\$8,861	\$388,050
Expenses					
Clergy & Staff Exp					
Rector	\$11,306	\$144,363	\$144,158	\$205	\$157,104
Parish Administrator	\$2,973	\$32,563	\$33,105	(\$542)	\$36,115
Organist & Choral Staff	\$1,450	\$12,550	\$23,454	(\$10,904)	\$26,180
Director: Christian Formation	\$1,794	\$19,897	\$20,213	(\$316)	\$22,050
Childcare	\$258	\$2,454	\$3,007	(\$553)	\$3,250
Total Clergy & Staff Exp	\$19,872	\$214,279	\$224,724	(\$10,445)	\$247,199
Buildings and Grounds					
Facilities and Maintenance Exp	\$4,430	\$50,241	\$56,335	(\$6,094)	\$67,000
Utilities	\$1,811	\$24,878	\$22,367	\$2,511	\$24,000
Total Buildings and Grounds	\$6,241	\$75,119	\$78,702	(\$3,583)	\$91,000
Programs & Worship					
Parish Life	\$0	\$373	\$871	(\$498)	\$950
Music	\$0	\$513	\$1,375	(\$862)	\$1,500
Christian Education	\$64	\$1,376	\$1,436	(\$60)	\$1,720
Youth Ministry	\$95	\$1,491	\$2,470	(\$980)	\$2,695
Worship Ministry	\$0	\$441	\$917	(\$475)	\$1,000
Total Programs & Worship	\$158	\$4,194	\$7,069	(\$2,875)	\$7,865
Administrative Expenses					
General Office Exp	\$897	\$11,330	\$13,704	(\$2,374)	\$15,950
Other Expenses	\$1,004	\$14,055	\$14,859	(\$804)	\$16,036
Total Administrative Expenses	\$1,901	\$25,385	\$28,563	(\$3,178)	\$31,986
Outreach	\$158	\$3,340	\$9,167	(\$5,827)	\$10,000
Total Expenses	\$28,330	\$322,317	\$348,225	(\$25,908)	\$388,050
Net [Rev - Exp]	\$23,535	\$39,956	\$5,187	\$34,769	\$0

Outreach Funding Report

12.15.2025

The operating budget included \$10,000 for our outreach ministries, of which \$6818 remains. The following funds have been requested but are yet to be filled:

- Requested funding for Operation Sunshine \$1000
- Requested funding for JOY \$500
- Preschool family in need will receive some funding from Preschool Financial Aid.

\$1360 in tuition, suggestion that outreach pay for \$660 plus \$300 of groceries.

\$515 donated so far to the 4 charities in the narthex:

Operation Sunshine, JOY, E.R.D. for Jamaica, FB of ECNC

\$1000 Opp Sunshine

\$ 500 JOY Soup

\$ 660 St. Timothy's Preschool Family

\$ 300 St. Timothy's Preschool Family

\$ 515 Current Matching Gifts to four funds

\$6818 remaining in 2025 budget

- \$2975 needed to fill requests

\$2975 to fill total requested

\$3843 still available. To be divided

equally.

Collection ends on 12/21.

- All remaining funds will be divided equally among the four funds.

(If we were to collect nothing else that would result in an additional \$960 to each of four funds)