

St. Timothy's Episcopal Church
Greenville, N.C.
Vestry Minutes
February 17, 2025

The Vestry of St. Timothy's Episcopal Church held a meeting on Monday, February 17, 2025, at 6:00 pm in the Multi-purpose Building.

Members Present: Bill Biddlecome, Steve Callender, Patricia Dragon, Sharyn Lennox, Angela Mallette, Robert Shelton, Barbour Strickland, Leslie Veach, Chuck Widney, Chip Williams

Member(s) Absent: Becky Suggs, Amanze Ugoji

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

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

Opening Prayer: Mr. Williams

Approval of Minutes: The minutes of the January 20, 2025, vestry meeting *were presented and approved by acclamation.*

Warden's Reports:

- **Senior Warden:** Mr. Widney presented the following items for discussion:
 - **Vestry Reports:** The senior warden led a discussion about committee, ministry, group reports that are sent to the vestry. There was sentiment to have the reports emailed to the vestry in advance of meetings. It was stressed to seek relevant and current information from these groups and to maintain a close liaison relationship.
 - **Calendar Meeting:** A few parishioners met for a meeting to update the church calendar promoting both availability for regular parish use and rentals to outside groups. The calendar events are posted on the church website.
 - **Cursillo Fundraiser Request:** This group has requested approval to have a Shrove Tuesday pancake dinner on March 4, 2025, in the parish hall. After discussion, *Mr. Shelton moved to approve the request that was seconded by Mr. Callender and passed unanimously.*
 - **Opening/Closing Instructions:** Mr. Widney discussed the revised instructions that was emailed to the vestry. Discussion followed.
 - **Vestry Job Description:** The senior warden led a conversation about the revised job description for vestry members. After discussion, *Mr. Shelton moved to approve the vestry job description. Seconded by Ms. Veach, the motion passed unanimously.*

- **Outreach Responsibilities:** A new committee has been formed that met last week. Since December 2024, the vestry has been approving outreach expenditures. After discussion, there was vestry consensus for the Outreach Committee to make expenditures decisions. The treasurer requested that the committee submit a budget.
- **Safe Church:** The vestry is requested to complete certain modules to be in compliance with the Diocesan requirement.

Action Item: Mr. Widney will send the Safe Church information to the vestry.

- **Jazz and Race Symposium:** The symposium that is sponsored by the Diocese will be held at St. Timothy's on March 29, 2025, from 1:30 pm to 5:30 pm. A reception will follow.
- **Rise Against Hunger:** The recent event packaged 10,000 meals and had good attendance.
- **Scout Sunday Church Attendance:** A total of 148 attended the 10:15 am special service that recognized scouts sponsored by our parish.
- **Junior Warden:**
 - **Door Codes:** The office door code has been changed.
 - **Eagle Scout Project:** Grady Lloyd has proposed to construct an 8 x 10 foot greenhouse as an Eagle scout project. The Buildings and Grounds Committee has reviewed the design and recommends approval by the vestry. After discussion, *Mr. Callender moved to approve the greenhouse project at no cost to the church. Ms. Dragon seconded the motion that passed unanimously.*
 - **Church Workday:** A workday is planned for Saturday, March 22, 2025.
 - **Moisture Abatement:** Ross Woodall from C. A. Lewis Company has measured the moisture and reports improvement in the levels.
 - **Vestry Retreat:** The vestry retreat is scheduled for the weekend beginning at 6:00 pm on Friday.

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

- **2025 Operating Budget:** The treasurer discussed the proposed 2025 operating budget. It is balanced. The lobster fair revenue line was increased and a new line item for "Other Fundraising" and "Interest Income" was added. A suggestion was made to sell T shirts at the fair. Clergy and staff expenses was decreased primarily due to the absence of a music director. Insurance costs are higher this year. The pledge to the Diocese will be \$11,000. At the last Finance Committee meeting, *a recommendation was made to adopt the budget that was approved by the vestry.*

- **January Treasurer's Report:** Mr. Strickland distributed and discussed the report. The church had a positive cash flow last month. It is typical to have strong revenue for the first month of the year. With the addition of new students and an expanded school operation, the pre-school revenue is stronger than originally forecast.

Mr. Shelton moved to accept the treasurer's report. Mr. Widney seconded the motion that passed unanimously. See submitted report.

Clergy Report: The rector informed the vestry that the report of the pledge to the Diocese has been submitted. He expressed appreciation to the vestry for their leadership to the parish.

Closing prayer: Ms. Lennox

The meeting ended at 7:54 pm. The next scheduled vestry meeting is Monday, March 17, 2025, at 6:00 pm in the multi-purpose building.

Respectfully submitted:

Tommy Tucker

Clerk to the Vestry

See Attachments Below:

TREASURER'S REPORT						
Report prepared by:		Report Date: February 17, 2025				
Barbour Strickland, Treasurer		Month: JANUARY				
CHURCH (calendar year January - December)						
ASSETS	Jan 31, 2025	Breakdown of Asset \$				
Checking Account	140,271		Committed Funds	11,460	SG&M, Outreach, Rect Fnds	
Certificate of Deposit	52,157	(Matures May 2025)	Groups & Guilds	16,168	Brihod, AltarFtr, MsnTp, ECW	
Schwab Account	47,074		CapRep & Imprv	46,727	Capital Repairs&Improvrnts	
Faith Fund- General	11,469		Reserve Fund	115,311	Savings	
Faith Fund- Permanent	10,355		Faith Funds	21,824	General and Permanent	
Other Assets	501		Other	50,337	other accounts	
TOTAL ASSETS	261,827		Total	261,827		
Revenues and Expenses through January 31, 2025						
	Month of	YTD	YTD	YTD	Annual	
REVENUES	January	Actual	Budget	Budget / Actual	Budget	
Plate Offerings	469	469	308	161	7,000	
Pledge Payments	43,783	43,783	38,500	5,283	308,000	
Non-Pledge Contributions	687	687	2,040	(1,353)	24,000	
Other Revenue	930	930	1,071	(141)	49,050	
TOTAL REVENUES	45,869	45,869	41,919	3,950	388,050	
EXPENSES						
Clergy and Staff	19,035	19,035	19,021	14	247,199	
Buildings and Grounds	5,116	5,116	5,456	(340)	91,000	
Programs and Worship	101	101	694	(593)	7,865	
Administrative Expenses	1,047	1,047	2,439	(1,392)	31,986	
Outreach	-	-	833	(833)	10,000	
TOTAL EXPENSES	25,299	25,299	28,443	(3,144)	388,050	
NET	(Revenues - Expenses)	20,570	20,570	13,476	7,094	-
PRE-SCHOOL (fiscal year July - June)						
ASSETS	Jan 31, 2025					
Checking	30,928					
Other	7					
TOTAL ASSETS	30,935	-				
Revenues and Expenses through January 31, 2025						
	Month of	YTD	YTD	YTD	Annual	
REVENUES	January	Actual	Budget	Actual - Budget	Budget	
Tuition	8,620	52,559	50,738	1,821	75,932	
Other Revenue	706	7,800	6,048	1,752	7,340	
Total Revenues	9,326	60,359	56,786	3,573	83,272	
EXPENSES						
Total Expenses	9,022	53,656	55,365	(1,709)	95,941	
NET Subtotal	304	6,703	1,421	5,282	(12,669)	
Resgistration fees from last year		7,120	7,120	-	7,120	
TOTAL PROGRAM NET	304	13,823	8,541	5,282	(5,549)	

February 2025 Committee Reports to Vestry

Formation Report

25Jan

It has been an exciting holiday season in the formation world. We had 17 folks at our Advent wreath making event and 10 children/youth join us for a movie and craft during the Annual Meeting. We packed our last Sundays worth of lunches for CCC, meaning we've had 30+ people make 280+ lunches over the course of the fall semester. We also enjoyed another year of shopping with St Paul's youth with a total of 20 students and 9 adults supporting. I instituted a rotation cycle for the materials on JJ's rug so that play and reading can somewhat match the liturgical season. We had 14 participants in our all-ages Epiphany pageant plus a fun baptism. We are looking forward to continuing to partner with Outreach and St Paul's, the trial run of a high school meet up (first event was a success!), and the Lenten bible series.

25Feb

Winter can feel like a slow time in the formation world, especially with a later Easter and therefore extra time to prepare for Lent. In the past month we have had another baptism, hosted Juniper for a Godly Play baptism session at Families First Formation, met with HS students at Cava, started a series on African American Episcopalians in CHIPS, saw 4 students attend Winter Retreat at Camp Trinity, have 11 people signed up for our youth trip (8 youth, 3 adults), and scheduled VBS (July 14-17). We've also struggled with EYC numbers (providing a separate HS option means this does not surprise me), canceled a Popcorn Theology due to low interest, and postponed the content of the Lenten series to another time. I continue to learn what is important to our people for formation, and we aim to adapt our offerings to not just what will be most formative while also meeting people where they are.

Preschool News: February 2025

Registration information for next year was distributed at the end of January. I've proposed modest tuition increases for most classes. The extended day has been favorably received and will continue next year. It currently nets us an additional ~\$900 per month.

The expected deficit is continually shrinking. Enrollment is currently over 80%, having added three new children in December and four in January. Most of these were in the 2 Y-O and Young 2s classes, which will hopefully lead to a better year next year.

For the past two years the preschool has run a summer camp for 1 week during the summer. We are looking at expanding this offering to bring in additional revenue. More details to come! We had a recent staff change. Katie Brooks, assistant in the 2-Y-O Class resigned and has been replaced by Layney Mullis. Parents were informed of the change in the monthly newsletter, and the transition has been smooth.

BUILDINGS AND GROUNDS COMMITTEE MEETING MINUTES

Wednesday, February 12, 2025

7:00 PM

Meeting Room

Present: Malcolm Williams, Angela Mallette, Ray Franks, Riley Roberts, Chip Williams
Scott Crippen, Chuck Widney, Diane Hatfield, Orlando Cruz, and Brent Foster

The meeting was opened with a devotion by Malcolm Williams at 7:00 PM.

Education Building:

- Malcolm Williams met with contractor Vince Bowers He reported that the work is completed. The quality of work is satisfactory and looks good.
- Window rot and leak on front of Ed. Building: A mason has been contacted. Rodney Harris has given an estimate to take brick down, check for rot, replace lintel, and replace brick \$2,000 to \$2,200.
- Window replacement was discussed but tabled until more information could be obtained.
- Positive air flow for Ed. Bldg. The engineer contacted said that Ed. Bldg. has a negative air flow pulling moisture into the building through openings. Ductwork needs to be added to cause the building to have a slightly positive air flow to help with the moisture problem. Malcolm Williams is to contact Comfort Master and Eubanks for estimates.
- Sink in Ed. Bldg. Discussion on how to best repair the sink. Brent Foster and Scott Crippen will look at the problem and report back to the committee in March.

Parish Hall:

- Roof leak in the corners of the Parish Hall has been repaired for \$2,650. There is another leak in that needs attention.
- Doors. Scott Crippen examined both entrance doors and ordered pieces to go over the doors to prevent further cracking of the doors and fix the problem.

Eagle Scout Project:

- Greenhouse project was discussed and decided a concrete footing for the building would be best. The project was approved by the Building and Grounds Committee. Chuck Widney said the greenhouse would be used by the garden group and could be used to better serve our preschool and youth in the church.

Sanctuary Thermostats:

- Brent Foster met with Eubanks and fixed the thermostats in this building. Brent was commended for finding a problem with one of the thermostats not repaired by Eubanks that could have led to a motor burning out.

Root problem to sidewalks and buildings:

- Removal of trees was discussed. An estimate of \$3,300 was given to take down 3 trees and the stumps. Members of the parish do not agree with cutting the trees. Discussion about the damage the tree roots could cause to the sidewalks and buildings. Chuck Widney and Angela Mallette will talk with a Master Gardner about this project. The project was tabled until the March meeting.

Other:

- Breaks in sidewalks need to be caulked to prevent water from damaging concrete.
- Lock Code: changing Monday at 5 pm.
- Parish workday will be Saturday March 22.

Malcolm Williams closed the meeting with prayer at 8:10 pm.

Respectfully submitted:

Chip Williams: Vestry Liaison

Community Garden

We are excited to explore the Eagle Scout project for installation of a Greenhouse, it can enhance our garden ministry especially to young and old among us. Bedding plants have been started and the garden will be tilled before the end of the month.

Parish Life Committees:

Board Games Norma Henderson

- I do not have a report this week for 'Church Games', which takes place in the meeting room the 1st & 3rd Wednesdays of each month.

Brotherhood of St. Andrew Scott Crippen

- Planning the date for our BBQ fundraiser most likely in April.
- Ready to help the ladies with the upcoming yard sale.

Cursillo Diane Hatfield

- Preparing for the Pancake Supper on March 4.

ECW/Hospitality Valerie Foster

- ECW has changed meeting time to second Wednesday of the month at noon in the meeting room.
- February 2, we hosted the Boy Scouts potluck. Approximately 100 attended.
- The yard sale is February 22. Any help from vestry would be appreciated.

Dinner Groups Julie Crippen and Kristine Kelley-Salamon

Daughters of the King (DOK) Connie Widney

- Last in-person meeting was in December.
- Using the book Ladder to the Light on Zoom.
- Beginning their donation drive for Community Crossroads Center soon.

Fellowship

Currently no leader

Knitting Bitsie Harwell

- Debra Mascarenhas has made crocheted Baptism blankets and has asked the knitting group about participating. Bitsie Harwell has crocheted one and Sandy Walton is finishing up a knit one.

Newcomers Leigh Bell

- No new changes to the committee or process.
- Noticed in the past 4-6 weeks, visitor bags have been given out more frequently than the previous 2-3 months.
- I haven't seen the same number of contact cards come through, but information is going out.

Yoga Alyssa Sugar

- No yoga this week because of yard sale

Worship Reports:

Pew Duty

Judy Tucker, who makes the schedule for Pew Duty volunteers. She explained that their charge is

to tidy, but not clean the pews, at a time of their convenience after each and before the next Sunday's church service. They remove trash items, straighten the service books, and replenish paper and pencils. They are not responsible for creating the information found in the pews. Currently the eight members rotate weekly. Judy does not anticipate any changes in responsibilities or events this year. They have not felt a need to recruit new members but are certainly willing to add more to the team if there are ever any times that Vestry offers recruiting opportunities.

Acolytes, Lay Eucharistic Ministers, Lectors, and Ushers

Susan Holmes responded and said there generally isn't much change or "news" from these groups, but she would let us know if that changed.

Choir

Connie Widney replied introducing herself as the contact for the choir.

Altar Guild

Mary Ava Johnson let us know that she was taking over as head of the Altar Guild this year from Lynn Forbes.

- The sign-up was advertised in the bulletin for three weeks, ending January 31st. Five Dinner groups were formed. Each group has between 8 and 12 people in the group. The groups will meet monthly until December, with the option to take a break during the summer. The purpose of the dinner groups is for parishioners to foster deep personal relationships within their groups and hopefully attract new members.
- Since this is the only activity reported for this group for the entire year, please remove me from the monthly email reminder list.

Service Reports:

Inreach:

Kim Ness and I began as leaders for in reach. We met with John PA to gather information on directions and suggestions for in reach. This was helpful and we appreciated his input and his gratitude to in reach.

Our efforts this month included contacts (card, call, text, other) for 49 people/families.

We are providing rides for an individual that Kim is coordinating. Social Services is now providing rides for medical appointments. We will still provide rides for other needs. Many thanks to all those providing friendship and rides for this family.

With the blessings of a new lung for Carole Norman, we have been coordinating visitors to see Liz during a time when there was no family there. Checking with Liz to see if continued coordinated visiting is needed. Many thanks to so many in St. Tim's who have supported this.

We're evaluating needs for certain support books with help from Mary Vincent and John PA.

Submitted by Marty Michaels