

St. Timothy's Episcopal Church
Greenville, N.C.
Vestry Minutes
January 20, 2025

The Vestry of St. Timothy's Episcopal Church held a meeting on Monday, January 20, 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, Becky Suggs, Leslie Veach, Chuck Widney, Chip Williams

Member(s) Absent: 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. Biddlecome

Approval of Minutes: The minutes of the December 16, 2024, vestry meeting *were presented and approved by acclamation.*

Warden's Reports:

- **Senior Warden:** Mr. Widney welcomed the new vestry members and discussed the following:
 - **Election of Treasurer:** The senior warden presented Mr. Strickland to be the new treasurer at St. Timothy's and asked the vestry to elect him for this position. *Mr. Strickland was unanimously elected as treasurer at St. Timothy's Episcopal Church.*
 - **Election of Endowment Committee Member:** With Mr. Strickland now being on the vestry, a new member is needed for the Endowment Committee. The senior warden announced Mary Vincent as the new member and asked for vestry approval. *Mr. Shelton moved to approve Ms. Vincent to be a member of the Endowment Committee. Seconded by Mr. Callender, the motion passed unanimously.* The other members of the committee are Ed Kirby and Bert Powell. A new chair will be named later.
 - **Safe Code:** The code to the safe will be changed in February 2025.
 - **Vestry Meeting Schedule:** The rector distributed the schedule for vestry meetings for 2025. The meetings are scheduled for the third Monday of each month except for July. The June meeting will be held on June 9, 2025. See attached schedule.
 - **Open/Close Schedule:** The senior warden asked the vestry to sign up for opening/closing/counting, and prayers at vestry meetings.

- **Liaison Assignments:** Mr. Widney discussed assignments as vestry liaisons for the many ministries at the church. The assignments will be finalized at the retreat.
- **Vestry Declaration and Promise:** The rector read the following declaration:

“I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God, and to contain all things necessary to salvation; and I do consent to be governed by the doctrine, discipline, and worship of the Protestant Episcopal Church in the United States of America, and I promise that I will faithfully execute the office of member of vestry of St. Timothy’s parish in Greenville to the best of my ability.”

The vestry members present agreed with the Declaration and Promise.

- **Junior Warden:**

- **Door Codes:** The office door code will be changed in February.
- **Education Building Moisture Abatement:** Bower’s Landscaping is managing the drainage problem for the Education Building. The project is in Phase 1 that involves the installation of drains around the building.
- **Parish Hall Tables and Chairs:** Last Wednesday, a group of parishioners representing Brotherhood, ECW, Hospitality inventoried the tables and chairs for the number and condition. According to the city fire code, 159 is the maximum number of people permitted in the building at any one time. There were 34 chairs moved to the storage container that are in very poor condition. Another 26 chairs are structurally sound and usable but have cosmetic defects. A total of 160 chairs are in the parish hall now. The junior warden said the group recommended removal of the chairs in the storage container to be either sold, given away, or discarded. She said this inventory was the first step to identify what is currently in the parish hall. The next steps in the future will be to evaluate the need for replacement tables and chairs and the funding for them. Following discussion, *Ms. Mallette moved that the ad hoc committee from Brotherhood, Hospitality, ECW, and the parish administrator, be allowed to dispose of the surplus chairs in the storage container. Mr. Shelton seconded the motion that passed unanimously.*
- **Vestry Retreat:** The retreat will be held on January 24-26, 2025, at the home of Bitsie Harwell. A sign-up sheet was passed for snacks and beverages.

Treasurer’s Report: Mr. Strickland distributed a summary of the 2024 operating budget. He discussed the report and said that the end-of-year totals amounted to a deficit of \$5,376. Expenses were below budget, primarily because of the savings for the departed director of music. *Mr. Callender moved to accept the treasurer’s report. Mr. Shelton seconded the motion that passed unanimously.*

Clergy Report: The rector addressed the following:

- **Outreach Committee:** The rector and Ms. Lennox spoke about the financial support provided to the JOY Community Center and Soup Kitchen, in addition to volunteer participation. St. Timothy's furnishes the ground beef for the soup each week and St. Peter's Catholic Church provides the canned vegetables, except for the summer months. In December 2024, the Outreach Committee formed an agreement with Tom Quigley for St. Timothy's to pay \$125 per month to JOY for the meat for the soup, which is a savings to the church. However, last month Nancy Williams personally paid for ingredients for the soup. Due to recent changes in the Outreach Committee, the vestry is currently in charge of outreach funds. Ms. Lennox asked for Ms. Williams to be reimbursed because the Outreach Committee had already approved the expenditure. After discussion, *Mr. Callender moved to approve reimbursement to Ms. Williams for the purchase of the beef for the meals from the Outreach designated account. Seconded by Mr. Shelton, the motion passed unanimously.* In 2025, JOY has offered to invoice the church for \$125 per month for the meat used in the soup. *Ms. Mallette moved to approve the \$125 per month payment to JOY for ground beef for the school year in 2025. Mr. Biddlecome seconded the motion that passed unanimously.*

Closing prayer: Mr. Widney

The meeting ended at 7:06 pm. The next scheduled vestry meeting is Monday, February 6, 2025, at 6:00 pm in the multi-purpose building.

Respectfully submitted:

Tommy Tucker

Clerk to the Vestry

See Attachments Below:

2025 Vestry Meeting Schedule:

All meetings are scheduled for 6:00 pm in the multipurpose building.

Meetings will be held on the 3rd Monday of each month except for June (9th):

Feb. 17, Mar. 17, Apr. 21, May 19, Jun. 9, Aug. 18, Sep. 15, Oct. 20,
Nov. 17, Dec. 15. No meeting is scheduled for July.

Annual Parish Meeting: Dec. 7.

Executive/Finance Committee: Meetings will be on the following dates at 1:00 pm in the meeting room:

Feb. 6, Mar. 6, Apr. 10, May 8, May 29, Aug. 7, Sep. 4, Oct. 9, Nov. 6, Dec. 4

Junior Warden Report: January 2025

The year is getting off to a busy start as everyone strives to make 2025 even better than 2024. Work has begun on phase 1 of the Ed Building moisture abatement project that was funded by the 2024 Vestry. Bowers Landscaping has removed landscaping, bushes, etc., around the Ed building, and is now hand-digging trenches to install french drains. Wilson Pugh is the engineer and the project is being overseen by members of the Building and Grounds committee.

Eubanks Mechanical has addressed issues with church thermostats that should improve temperature control in the Sanctuary.

Building and Grounds is also checking into issues related to tree roots causing sidewalks to buckle and Pre-school classroom sinks that appear to be pulling away from the walls.

St. Timothy's Episcopal Church
Revenues & Expenses -- Vestry Summary
Church General Fund
January to December 2024

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	\$32,134	\$346,474	\$341,000	\$5,474	\$341,000
Other Revenues	\$2,061	\$32,456	\$31,350	\$1,106	\$31,350
Total Revenues	<u>\$34,196</u>	<u>\$378,929</u>	<u>\$372,350</u>	<u>\$6,579</u>	<u>\$372,350</u>
Expenses					
Clergy & Staff Exp					
Rector	\$13,040	\$155,082	\$158,113	(\$3,031)	\$158,113
Parish Administrator	\$2,895	\$34,700	\$35,328	(\$628)	\$35,328
Organist & Choral Staff	\$1,574	\$46,281	\$62,140	(\$15,859)	\$62,140
Director: Christian Formation	\$1,528	\$17,771	\$18,060	(\$289)	\$18,060
Childcare	\$161	\$2,164	\$3,250	(\$1,086)	\$3,250
Total Clergy & Staff Exp	<u>\$20,870</u>	<u>\$258,437</u>	<u>\$278,591</u>	<u>(\$20,154)</u>	<u>\$278,591</u>
Buildings and Grounds					
Facilities and Maintenance Exp	\$10,455	\$56,783	\$60,950	(\$4,167)	\$60,950
Utilities	\$1,502	\$23,036	\$23,413	(\$377)	\$23,413
Total Buildings and Grounds	<u>\$11,957</u>	<u>\$79,818</u>	<u>\$84,363</u>	<u>(\$4,545)</u>	<u>\$84,363</u>
Programs & Worship					
Parish Life	\$0	\$718	\$1,100	(\$382)	\$1,100
Music	\$0	\$1,633	\$3,000	(\$1,367)	\$3,000
Christian Education	\$192	\$1,002	\$1,350	(\$348)	\$1,350
Youth Ministry	\$828	\$2,251	\$2,300	(\$49)	\$2,300
Worship Ministry	\$27	\$598	\$800	(\$202)	\$800
Total Programs & Worship	<u>\$1,046</u>	<u>\$6,203</u>	<u>\$8,550</u>	<u>(\$2,347)</u>	<u>\$8,550</u>
Administrative Expenses					
General Office Exp	\$2,120	\$15,201	\$17,000	(\$1,799)	\$17,000
Other Expenses	\$1,041	\$15,152	\$16,300	(\$1,148)	\$16,300
Total Administrative Expenses	<u>\$3,161</u>	<u>\$30,353</u>	<u>\$33,300</u>	<u>(\$2,947)</u>	<u>\$33,300</u>
Outreach	\$200	\$9,494	\$10,000	(\$506)	\$10,000
Total Expenses	<u>\$37,234</u>	<u>\$384,305</u>	<u>\$414,804</u>	<u>(\$30,499)</u>	<u>\$414,804</u>
Net [Rev - Exp]	<u>(\$3,038)</u>	<u>(\$5,376)</u>	<u>(\$42,454)</u>	<u>\$37,078</u>	<u>(\$42,454)</u>
Adjustments					
Transfers	\$5,376	\$5,376	\$42,500	(\$37,124)	\$42,500
Total Adjustments	<u>\$5,376</u>	<u>\$5,376</u>	<u>\$42,500</u>	<u>(\$37,124)</u>	<u>\$42,500</u>
Net Operating Total	<u>\$2,338</u>	<u>\$0</u>	<u>\$46</u>	<u>(\$46)</u>	<u>\$46</u>