

St. Timothy's Episcopal Church
Greenville, N.C.
Vestry Minutes
October 24, 2024

The Vestry of St. Timothy's Episcopal Church held a meeting on Monday, October 24, 2024, at 5:30 pm in the Multi-purpose Building.

Members Present: Bill Biddlecome, Steve Callender, Ashton Johnson, Angela Mallette, Marty Michaels, Sharyn Lennox, Debbie Strickland, Leslie Veach, Mary Vincent, Chuck Widney

Member(s) Absent: Barbara Shreve, Chip Williams

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

The rector opened the meeting at 5:33 pm. A quorum was present.

Opening Prayer: Ms. Michaels

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

Warden's Reports:

- **Senior Warden:** Ms. Strickland spoke on the following:
 - **Vestry Elections:** The senior warden asked the vestry about finding prospective parishioners who may want to stand for election at the annual meeting. There are three (3) vacancies for three (3) year terms and one (1) vacancy for a two (2) year term. The rector commented that the next few years will be very important for St. Timothy's and stressed the need to find dedicated leaders for the church to move forward. Ms. Michaels suggested to have vestry training sessions and volunteered to be involved. The rector said the topic had been discussed and he felt it would be good to have the sessions both before and after the election.
 - **November Reports:** The vestry reports in November will be the final reports that will be presented at the annual meeting, which will be on December 8, 2024. She asked the vestry to inform their respective groups in preparation for the annual meeting.

See submitted report.

- **Junior Warden:** Mr. Widney presented the following items:
 - **Lobster Fair Update:** The fair was very successful, great excitement, good weather, and resulted in a profit of \$18,308. The vestry applauded. He expressed appreciation to all who participated in the event. In a follow up meeting with the team leaders, sentiment was unanimous to continue the lobster fair.

- **Eagle Scout Project:** The raised garden project is underway and is expected to be completed in the next two (2) weeks.

See submitted report.

Treasurer's Report: The senior warden and rector reported for the treasurer.

- **Annual Pledge Drive:** At present, 50 pledges have been received totaling \$214,819. The rector said that he hopes to reach 100 pledges by the end of the drive.
- **Operating Budget:** At the end of September there was an approximately \$19,000 negative cash flow however, the proceeds from the lobster fair almost removed that deficit. Hopefully, the budget will be in a positive position at the end of October. Revenue from rentals is down and will likely not meet the projected income.

Mr. Callender moved to accept the treasurer's report, seconded by Ms. Mallette, that was passed unanimously.

- **Clergy Report:** The Rev. Porter-Acee spoke on the following:
 - **Church Finances:** The canons require each parish vestry to review church finances at least three (3) times per year. St. Timothy's exceeds this requirement.
 - **Leadership Decisions:** The rector reflected on the minutes from the last Executive Committee meeting regarding the importance of strong leadership in making significant decisions on behalf of the church now and in the future. The vestry is charged to make decisions, but it is important to seek information, input, and feedback from the congregation about passions for and movement on the major decisions that will be made. He said that strategic leadership is vital for this parish, e.g. Firetower Road project, repairs to the Education building, and the continued operation of the pre-school. These matters will be discussed at the January 2025 vestry retreat.
 - **Mutual Ministry Review:** The Rev. Porter-Acee stressed the importance of the review by the vestry giving helpful information to the rector for him to better understand how he helps the vestry to be productive volunteers as well as for the vestry to understand how he can be a better rector. How well does the vestry and rector work together to lead the parish is vital for the health of the leadership. The rector will email his review to the vestry in advance of the vestry completing their review. The results of the review will be discussed at a future vestry meeting.

Action Item: Ms. Strickland asked members to complete their review within one (1) week and send to her to compile.

Ministries Review: Mr. Callender raised the issue of the Brotherhood conducting an inventory of the chairs and tables in the parish hall and in the storage container for either continued use or to be salvaged. He offered the Brotherhood to take on this mission and asked for vestry approval. There was discussion about this proposal. Ms. Mallette said that she felt it was important to gather the major "players", e.g., Parish Life, Hospitality, ECW, Brotherhood, lobster fair committee, etc., to

make a joint decision and plan of action. After discussion, Ms. Mallette agreed, with vestry concurrence, to lead the effort to gather the key ministries and devise a workable plan.

Vestry Nominations: The vestry presented possible parishioners who may be willing to run for election.

Action Item: Vestry members selected possible new members who were mentioned, agreed to contact them, and respond to the senior warden.

Education Building Repairs: Ms. Strickland said that the Executive Committee has reviewed the proposal by C. A. Lewis Company for the recommended repairs to the building. The repairs will be completed in phases depending upon the results. The committee *recommends proceeding with the engagement of an engineer, installation of french drains, and an oversight fee by C. A. Lewis Company totaling \$22,000 to be paid from the Capital Repairs and Improvements designated account. Not needing a second, the motion was passed unanimously.*

Closing prayer: Mr. Callender

The meeting ended at 6:56 pm. The next scheduled vestry meeting is Monday, November 18, 2024, at 5:30 pm in the Multi-purpose building.

Respectfully submitted:

Tommy Tucker

Clerk to the Vestry

See Attached Reports Below:

**Treasurer's Report
October 11, 2024**

CHURCH:

Current Assets: Through September 2024, there is \$71,116 in the Southern Bank checking account. There is \$105,216 in a Certificate of Deposit in Southern Bank. There is \$46,394 in the Schwab Brokerage account*. There is a \$222 Sales Tax Refundable. There is \$11,569 in the General Faith Fund. There is \$10,447 in the Permanent Faith Fund, this totals \$244,967 in assets compared to \$249,714 the prior month.

2024 Total Annual Budget: Revenue - \$372,350 Expenses - \$414,804 Transfer - \$42,500

Revenues Thru September	2024 YTD Actual	2024 YTD Budget	2024 Annual Budget
Plate Offerings	\$5,010	\$4,500	\$6,000
Operating Pledge Payments	\$246,465	\$234,000	\$312,000
Non-Pledge Contributions	\$14,700	\$17,250	\$23,000
Other Operating Revenue	\$9,974	\$23,512	\$31,350
Transfer from designated fund	\$0	\$0	\$0
Total	\$276,150	\$279,262	\$372,350
 Expenses Thru September	 \$295,053		
Cash Flow	(\$18,913)		

PRE-SCHOOL:

Current Assets: Through September 2024 there is \$39,552 in the Southern Bank checking account and \$24 sales tax totaling \$39,577 total assets, compared to \$33,272 the prior month.

2024/25 Total Annual Budget (Through September.): Revenue - \$83,272 Expenses - \$95,941

Revenues Thru September	2024 YTD Actual	2024 YTD Budget	2024 Annual Budget
Tuition	\$26,762	\$17,146	\$75,932
Material Fees	\$2,610	\$2,480	\$2,480
Fundraising & Misc. Income	\$407	\$750	\$3,000
Delinquency Fees	\$0	\$25	\$100
Registration Fees	\$1,965	\$1,760	\$1,760
Total	\$31,744	\$22,161	\$83,272
 Expenses Thru September	 \$16,469	 \$16,671	 \$95,941
Cash Flow	\$22,395*		

Respectfully submitted
Chip Williams, Treasurer

Senior Warden's Report October 2024

The past month has been busy and much has been done and continues to be done by many at St. Tim's. The Lobster Fair was a huge success and the day of the fair was about as close to perfect as you can get! The Annual Giving campaign continues and the creative services held at 4:00pm each Sunday continue to offer folks the opportunity to worship in new and different ways. Our staff continues to work hard as a team and we are very blessed by their work.

Each Vestry member has been asked to bring the name of someone in the parish who they would feel comfortable contacting about serving on the Vestry beginning in 2025. We will have 5 positions available at the end of this year. Serving on the Vestry requires time and commitment, but it isn't a hardship, and the benefits are well worth the efforts. Our Annual Meeting will take place December 8, and all Annual Reports should be turned in before November 18. These will take the place of our Vestry Reports for November and parishioners will be able to read them on St. Tim's website prior to the Annual Meeting. We also will need to have our Vestry nominees by November 18, which is when the Vestry will meet next.

All Vestry members have been asked to reach out to their respective ministry areas and talk with the leaders about their hopes, goals, and plans for next year that may affect funding for the 2025 operating budget. There will be discussion about what has been received from the members when we meet October 24.

I look forward to continuing to work together to serve others, manage our property, celebrate our blessings, and do our best to be there for everyone in our parish. We have much to be thankful for indeed.

Faithfully submitted,
Debbie Strickland

Junior Warden

A reward of being Junior Warden, or in any leadership role at St. Timothy's is seeing how together can achieve great things. Most recently, the Lobster Fair was again shared with our community. Many were welcomed onto our campus with the ability to learn more about us, purchase baked goods and enjoy seafood cooked to perfection. We all should take a moment to appreciate this accomplishment, one that has become a tradition of St Timothy's.

A wonderful service for the blessing of animals was held on October 6. Many dogs were in attendance with their families. The pets received a blessing and were especially found of sharing the peace with other attendees. In addition, new stones in remembrance of past pets increases color to the butterfly in the Pet Memorial garden. For the safety of all participants, the service was held in the church courtyard, but individuals had the chance to see how the garden has blossomed into a lovely shrine to pets that have made many lives richer. Thanks to the hard work of Christine Kelly-Salamon, Kathryn Lennox Loyd, and Whitney Porter-Acee for this ministry.

Many recent committee discussions concern potential repairs and accommodation made for our buildings and grounds. As any home owner knows, upkeep is required for houses and yards. Our current and future concerns should be looked from the same perspective that it is a necessary part of maintaining our property in order have a safe, comfortable worship environment.

Stewardship Ministry Reports for October 2024

FORMATION

Things are humming along this fall. We had another CCC packing party on Sept 15 (this year we're doing every third Sunday). We also had a family volunteer for delivery, which is a new opportunity for each time we pack. The first Popcorn Theology (Shrek) hosted 11 individuals from 5 families. Our first Families First Formation of the year was a joy talking about caring. For animals in our midst and putting together Lego bird feeders (hanging outside the chapel for as long as they last!). We had 9 participants, a number I'm seeking to increase this year. CHIPS continues to be strong, and the nursery has seen a few new families lately. We are also aware of at least 7 families who have an interest in baptism for their infant or child and look forward to seeing that to fruition.

Preschool October 2024

- Current enrollment is at 74%, with 12 new students enrolled this semester.
- We could be as much as \$5000 in the red this year and have ~ \$20,000 in reserve funds.
- We have implemented a longer school day to help bring in more revenue.
- Outreach helped with funds to provide mulch and sand for the playground, as that space is used by multiple groups.
- A big thank you to Scott Crippen for removing and selling the raised sand table. It has been replaced by a small picnic table.

Respectfully Submitted by Leslie Bowman

Worship Reports for October 2024

Acolytes

An acolyte training session was held in September. One current acolyte was trained to serve as a crucifer and one as a torch bearer. Another training is scheduled for October 20 following the 10:15 service.

Submitted by Susan Holmes

Worship additions

The search for one or two people to support music ministry continues. There has been some feedback that our current compensation may be too low to attract the right kind of candidates. Tyler continues to do a superb job as our interim.

We have now had our first six 4pm services. Attendance has averaged about 20 people with only 9 present after Lobster Fair. For the first five weeks, our worship connected with creation. We have now begun a six-week series on gratitude. Despite low attendance,

our first week of that series was great. A special thanks to David Wilson-Okamura, Susan Goodman, and Leslie Bowman who have joined Tyler in providing musical support.

No report this month for the following:

Altar Guild, Ask Me, A/V Team, Greeters, Lay Eucharist Ministers (LEMS) & Lay Eucharist Visitors (LEVS) , Music, Readers, Ushers, Planned Giving, Long Range Planning, Capital Campaign, Annual Giving, Grants Committee

PLANNED GIVING

No report

Community Garden

The fall garden is fully established and in good condition. Cabbage and collards should be available for pantries in late November and December. Many rain days affected turnout on scheduled workdays, but alternative sessions have kept harvesting and planting on schedule. The large number of storms bringing three or more inches of rain at a time increased disease and insect levels reducing output of late summer produce and opportunities for sharing with pantries. The scout project is well underway, with initial groundwork nearly complete.

Parish Life Ministry – September Report for October 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/New business:
 - None
- Action Items:
 - Christmas sing-along and hot chocolate and cookies planning.

Hospitality/ECW:

- Old/New business:
 - Hospitality assisted with the potluck in September.
 - Met September 10 making plans for the coming year.
 - Met October 9 to setup parish hall for lobster fair

Newcomers:

- Old/New business:

- Seeing and meeting newcomers often but haven't received contact request cards in a while.

Brotherhood:

- Old business:
 - Brotherhood had our weekly breakfast meetings on Wednesdays at 8am.
 - We have kicked off the 911 address sign fundraiser, which is the sale and/or the installation of green reflective address signs for your home mailbox. They are still selling these signs.
 - Brotherhood has ordered and is paying for three Bunn coffee pots for regular coffee for the parish hall.
- New business:
 - Served over 100 meals at Lobster Fair.

Daughters of the King (Magdalene Chapter):

- Old business:
 - Daughters of the King gathered to make 55 containers, 8 ounces each, of pimento cheese to sell at the Lobster Fair.
 - We continue to pray for all in need.
 - If you have requests, please contact a Daughter or fill out a card and place in the prayer request box in the narthex. All requests are confidential.

Cursillo:

- Old/New Business:
 - EC 104 Weekend is November 7-10, 2024
 - Pilgrims from our church: Dennie Walker and Debra Mascarenhas.
 - Have 12-13 team members from St. Tim's, too.
 - Our very own Sarah Swindell will be the weekend Rector!!
 - We are looking for more Pilgrims from St Timothy's. This would be the weekend to go since so many of us will be on team from our church!!! Want to know more or apply, talk with Marty Michaels, Diane Hatfield, Sharyn Lennox and many others. De Colores!
 - Placemat and Palanca Preparation Oct. 27 after church.
 - Welcome Back from Cursillo Ultreya gathering on Dec. 8 from 1-3. All are welcome to attend.

Cards/Games:

- Old/New Business:
 - Church games need more attendance. We need to get the word out. Everyone is welcome and such a great way to meet our church family! We meet the 1st & 3rd Wednesdays of each month from 1:00 until. Everyone is welcome to join us & bring a friend!

Knitting (and talking):

- Old/New Business:
 - Knitters "knit and talk" and fold bulletins from 10:30 - 12:00 on Wednesdays. All are welcome. Please join us.

Yoga:

- Old/ New business:
 - Yoga continues on Wednesday evenings at the usual time 5:30. We cancelled on Wednesday before the Lobster Fair to allow for setup.

Executive/Finance Committee Minutes

October 17, 2024

The Executive and Finance Committees of St. Timothy's Episcopal Church held a meeting on October 17, 2024, at 10:00 am in the meeting room.

Members Present:

Executive Committee: Debbie Strickland, Chuck Widney, John Porter-Acee, Tommy Tucker

Finance Committee: Debbie Strickland, Chuck Widney, John Porter-Acee

Member(s) Absent: Chip Williams

Others Present:

The rector opened the meeting at 10:05 am followed by prayer.

Executive Committee:

- **Vestry Financial Reports on Website:** The committee considered adding financial reports to the church website in addition to the vestry reports that were approved at the last vestry meeting. The committee felt that adding financial information available to the parish should be provided and recommends the ACS Vestry Summary (revenue and expense) and Treasurer's Report.
- **Mutual Ministry Review:** The senior warden said that it is the time of the year to conduct a mutual ministry review. The rector will complete his portion of the review and the vestry will be asked to complete their portion. The vestry is asked to submit their responses within one (1) week of receipt.
- **Vestry Nominations:** There are four (4) vacancies to be elected for vestry this year to begin in 2025. Three (3) vacancies are for three (3) years and one (1) vacancy for a two (2) year term. The committee discussed possible candidates for vestry. The matter will be discussed at the next vestry meeting. Pledge Celebration Sunday will be on November 3, 2024. There was a conversation about having a vestry interest seminar in November to highlight service opportunities on the vestry.
- **Education Building Repairs:** Ms. Strickland said that C. A. Lewis Co. has submitted a proposal and itemized estimate for recommended repairs to the Education building. The committee discussed approaching the repair in phases. Initially, an engineer design will outline a plan to include drainage around the building that will be overseen by the contractor. Any additional work will depend on the results of the initial phase, funding, and other considerations. The cost of the initial work is approximately \$22,000. *The committee recommends approval of the initial phase of design, drainage, and supervision with the \$22,000 funds coming from the Capital Repairs and Improvements designated account.*

Action Item: The matter will be presented to the vestry for consideration and action.

Discussion followed regarding the source of funds for the remainder of the project either by depleting the capital repairs and improvement account, acquiring a new source of funding, or incurring additional debt. Another important consideration is the long-term use of the building and for what purposes. The committee discussed the possibility of a capital campaign.

- **Scout BSA Unit Request:** The girl's scout troop has requested that the church handle the finances with a checking account by using the parish tax ID as a non-profit organization. Discussion followed. The committee feels that the church completely supports the scouting programs however, there was concern about the liability of St. Timothy's to align the church ID account to a scout program and the additional work by the church staff. The committee felt that the request was not in the best interest of the church to approve the request but wants to get an opinion from a tax attorney.

Action Item: Ms. Strickland will contact a tax attorney for an opinion.

- **Pledge/Budget Issues:** The committee discussed the following:
 - Pledge Drive: The drive continues to receive pledges for the 2025 operating budget. The latest financial reports were not available at the meeting.
 - Music Director: There was conversation about the vacant position for director of music ministry. The rector has considered prospective candidates and will continue to pursue other applicants. The matter of the pay structure, whether on an hourly basis or fixed amount, and the job description was discussed. The rector would like to have this person involved in pastoral care, hospital visitation, attending church events, etc., as a fuller participant at St. Timothy's in addition to music ministry. Having sufficient funds for staff pay needs for the 2025 budget year will be an important consideration.
- **Leadership:** The Rev. Porter-Acee believes it's a pivotable time in the life of St. Timothy's to have strong leadership from the rector, vestry, committees, and ministries of the parish now and over the next few years. He would like to have further discussions with this committee, possibly a sub-set of the committee, and perhaps groups of others to identify places where leadership is needed to make the church to be healthy. Discussion followed.

Finance Committee: No agenda items were discussed.

The next Executive/Finance Committee meeting will be held on November 7, 2024, at 11:00 am in the meeting room.

Respectfully submitted:

Tommy Tucker

Building & Grounds Meeting
October 9, 2024

Members Present: Chuck Widney, Riley Roberts, Scott Crippen, Malcolm Williams

1. **Update on leaks in the Parish Hall:** Jeff Walker went and looked at the leak in the ladies bathroom and corner wall on the Firetower side by the door. The leak in the bathroom is on the flat part of the roof that is coated with rubber. It has been repaired twice before by someone else. He said they did not repair it right, so he will need to redo the rubber coating. He will need to redo the flashing again for the leak in the corner.
2. **Update on moisture problem in the Education Building:** CA Lewis has sent us a rough estimate of what might need to be done to the building and approximate costs. This needs to be presented to the executive committee and vestry for discussion and approval.
3. The railings for the MultiPurpose building should go into production soon. We are next on the list.
4. Eagle scout project is under way.
5. The lights in the church will be changed this Friday by Danmark.
6. Parish workday went well. We got a lot done and had good participation.

Malcolm Williams
Chairman of Buildings and Grounds Committee