

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

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

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

Member(s) Absent: Angela Mallette, Becky Suggs, Amanze Ugoji, Chuck Widney

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

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

Opening Prayer: Ms. Dragon

Safe Church-Theological Education: Ms. Dragon spoke on Abuse and Neglect. There are multiple kinds of abuse, e.g., physical, emotional, sexual, etc. The church and members have a moral responsibility to be aware of and report any kind of abuse if suspected. Prevention is ideal as the effects can be long lasting with potential serious consequences. It is important to get to know fellow parishioners and for the church to have clear guidelines to promote a safe church. Conversation followed. Minors and vulnerable adults are especially targeted should be reported immediately. The rector said that he has contacted the Diocese for further guidance and distributed material he received. The vestry discussed this information.

Action Item: Ms. Lennox and The Rev. Porter-Acee will get together to review the information from the Diocese and report back to the vestry.

Approval of Minutes: The minutes of the August 18, 2025, vestry meeting *were approved by acclamation.*

Strategic Planning Committee Update: Mr. Shelton talked about the survey that has been given to the congregation to be completed either online or manually. The results will be tabulated by the committee. Listening sessions will be scheduled soon.

Vestry Focus Committee Reports:

- **Creation Care:** Mr. Biddlecome said that efforts continue to research the possibility of having solar energy on the campus that hopefully can be funded by grants.
- **Evangelism:** Ms. Veach reported that she and Mr. Ugoji recently met with McKenzie Shelton, via Zoom, to continue discussions about marketing at St. Timothy's. Ms. Shelton will conduct a marketing audit and submit recommendations to the Evangelism working group. She offered to visit the campus to take photos and train others interested in taking pictures for marketing purposes.
- **Fiscal Responsibility:** Mr. Strickland said that he and the rector had discussed the possibility of getting sponsors to make financial contributions toward the lobster fair and, in return, would receive acknowledgement, e.g., church website, and perhaps complimentary lobsters. Mr. Strickland contacted perspective companies who may want to be sponsors.

His contacts resulted in \$6,250 in pledged support. Discussion followed. The funds would be applied to the lobster fair operating revenue line item. After further discussion, *Mr. Callender moved to accept sponsors for the lobster fair and seconded by Mr. Williams.* During discussion, *Ms. Dragon moved to add a friendly amendment that the motion apply to this year only.* After discussion, *the amendment passed unanimously.* The original motion now reads, *Mr. Callender moved to accept sponsors for the lobster fair for this year. The motion passed unanimously.* Mr. Callender also recognized Mr. Strickland for his efforts to secure additional funding for the fair.

Warden's Reports:

Senior Warden:

See submitted report.

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

- **Church Budget:** The capital repairs and improvements designated account has a positive balance after the transfer of excess pre-school funds. Expenses for clergy and staff are under budget because of the music director staff vacancy.
- **Pre-School:** The school is on budget due to strong enrollment this year.

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

See submitted report.

Clergy Report: The Rev. Porter-Acee discussed the following:

- **Cannon Foundation Grant:** St. Timothy's has been awarded \$20,000. The rector also said that there is interest in the church contracting with someone with grant writing experience to assist in finding new sources of funds.
- **Employment Possibility:** There has been some consideration about hiring a parttime person for sexton duties however, a situation occurred that will prevent employment of this person.
- **Rector Schedule:** The rector announced that there may be occasional adjustments to his work schedule in the future.

Closing prayer: Ms. Dragon

The meeting ended at 7:32 pm. The next scheduled vestry meeting is Monday, October 20, 2025, at 6:00 pm in the multi-purpose building.

Respectfully submitted:

Tommy Tucker

Clerk to the Vestry

See Attachments Below:

Treasurer's Report		A () in the 'YTD Actual - Budget' column means the line item is <u>under budget</u>				
Report prepared by: Barbour Strickland, Treasurer		Report Date: September 3, 2025				
		Month: August				
CHURCH (calendar year January - December)						
ASSETS	August 31, 2025		Breakdown of Asset \$			
	Checking Account	33,612		Committed Funds	13,580	SG&M, Outreach, Rect Fnds
	Certificate of Deposit	Matured		Groups & Guilds	15,979	Brlhod, AltarFtr, MsnTp, ECW
	Schwab Account	179,905		CapRep & Imprv	6,695	Capital Repairs&Improvmnts
	Faith Fund- General	17,707		Reserve Fund	115,311	Savings
	Faith Fund- Permanent	11,836		Faith Funds	29,543	General and Permanent
	Other Assets	131		Other	62,083	other accounts
	TOTAL ASSETS	243,191		Total	243,191	
Revenues and Expenses through August 31, 2025						
	Month of	YTD	YTD	YTD	Annual	
REVENUES	August	Actual	Budget	Actual - Budget	Budget	
323,500	Plate Offerings	682	4,513	4,179	334	7,000
	Pledge Payments	21,314	227,034	218,680	8,354	308,000
	Non-Pledge Contributions	3,734	10,331	12,048	(1,717)	24,000
	Other Revenue	1,450	18,316	14,611	3,705	49,050
	TOTAL REVENUES	27,180	260,194	249,518	10,676	388,050
EXPENSES	Clergy and Staff	19,281	153,338	160,257	(6,919)	247,199
	Buildings and Grounds	6,800	51,713	56,619	(4,906)	91,000
	Programs and Worship	452	3,212	5,293	(2,081)	7,865
	Administrative Expenses	2,190	18,755	21,275	(2,520)	31,986
	Outreach	457	1,904	6,667	(4,763)	10,000
	TOTAL EXPENSES	29,180	228,922	250,111	(21,189)	388,050
NET	(Revenues - Expenses)	(2,000)	31,272	(593)	31,865	0
PRE-SCHOOL (fiscal year July - June)						
ASSETS	August 31, 2025					
	Checking	26,248				
	Other	12				
	TOTAL ASSETS	26,260	-			
Revenues and Expenses through August 31, 2025						
	Month of	YTD	YTD	YTD	Annual	
REVENUES	August	Actual	Budget	Actual - Budget	Budget	
	Tuition	7,688	7,688	8,896	(1,208)	80,000
	Summer Camp	350	4,275	4,275	-	5,700
	Other Revenue	3,330	3,340	2,558	782	9,350
	Total Revenues	11,368	15,303	15,729	(426)	95,050
EXPENSES	Total Expenses	4,866	7,936	9,455	(1,519)	97,930
	NET Subtotal	6,502	7,367	6,274	1,093	(2,880)
	Registration fees paid prior to July	-	6,853	6,853	-	6,853
TOTAL PROGRAM NET		6,502	14,220	13,127	1,093	3,973

St. Timothy's Episcopal Church
Greenville, North Carolina
Executive/Finance Committee Minutes
September 4, 2025

The Executive and Finance Committees of St. Timothy's Episcopal Church held a meeting on September 4, 2025, at 1:00 pm in the meeting room.

Executive Committee Members Present: Angela Mallette, Barbour Strickland, Chuck Widney, John Porter-Acee, Tommy Tucker

Finance Committee Members Present: Angela Mallette, Barbour Strickland, Chuck Widney, John Porter-Acee, ex-officio, Megan Roberts, ex-officio

Member(s) Absent:

Others Present:

The rector opened the meeting at 1:00 pm.

Finance Committee Agenda:

Treasurer's Report: Mr. Strickland gave the highlights from the August 2025 report. The capital repairs and improvements designated account has a \$6,695 balance after the \$11,743 transfer from pre-school excess revenue. There was a \$2,000 deficit in church operating budget, which was anticipated.

Pre-School Operating Budget: With additional enrollment in the pre-school, the budget is off to a good start.

Jazz/Race Symposium Funds: The church received a \$350 payment for hosting the event. A decision needs to be made where to apply the funds. After discussion, *the committee agreed to place \$350 into the Outreach designated account.*

See attached Treasurer's report.

Executive Committee Agenda:

Martin-Pitt Partnership for Children Project: The church is waiting for this organization to continue with arrangements for the diaper drop off project.

Grant Application: The church is awaiting a response from the Cannon Foundation grant application.

- **Church Signage:** Mr. Widney reported that Julie Crippen is aware of possible funding for new church signs from the N.C. Dept. of Corrections. A total of 44 signs were identified around the campus.
- **Playground Equipment:** The wardens recently met with Malcolm Williams to continue work on obtaining funding for new equipment funded through a grant.
- **Building Security:** The rector informed the committee that he has spoken with Jessica Jones who is the Development Officer at Oakwood School about the possibility of funding

for enhanced security at St. Timothy's. He said that the school received a federal security grant for their non-profit school that may also apply to churches.

Action Item: The rector will continue to pursue and report when further information is available.

- **Part-time Grant Staff Member:** The Rev. Porter-Acee raised the idea of employing a part-time person to concentrate on grants. Presently, some parishioners are involved but he believes a dedicated staff person may be worthwhile. Conversation followed. The committee expressed interest in exploring further.

Action Item: The rector will pursue and report when additional information is available.

Lobster Fair Update: Mr. Widney reported that the steering committee recently met. The Square software package is working well. He thanked Bryan Bell and Ms. Roberts for their work. The committee discussed ways for the vestry to be more involved regarding the perspective of evangelism and creation care.

Action Item: The rector will send some information to the vestry.

Strategic Planning Update: The survey will be sent to the congregation this month followed by listening sessions.

Work Performed by Parishioners on Campus: The two (2) draft forms regarding work performed by parishioners on the campus has been forwarded to the Administrative Committee.

Parish Workday: Ms. Mallette distributed a list of projects proposed for the workday, which is scheduled for September 27, 2025. The list came from the Buildings and Grounds Committee.

Senior Vestry Meal: The committee felt that the August 25, 2025, vestry meal was very successful and well attended. Conversation followed about ways to strengthen the event and to promote active participation and communication. The manner of having parishioners prepare the meal and attendees to clean up was also discussed. The committee discussed when to schedule the meal for next year. A suggestion was made to have the event shortly following the 2026 vestry retreat.

Action Item: The rector will discuss with the staff and lay leaders.

Electronic Bulletin Board: The senior warden raised the idea of having an electronic means to display information to the parish about events, ministries, etc. Conversation followed about finding a church member who has the talents to investigate and make recommendations.

Action Item: The rector and senior warden will contact potential parishioners and report back to the committee.

Worship Update: The Rev. Porter-Acee talked about the following:

- **Music Minister:** Two (2) persons have been interviewed and one (1) has been engaged as a supply musician who may be interested in the permanent position. The rector said that he has purchased a \$300 app to better search for candidates.

- **Fall Worship Schedule:** Beginning this week, the 8:00 am service will be held in the chapel and the 10:15 am service in the church. The evening service will begin the first Sunday in October to begin at 5:00 pm.
- **Prayers of the People:** Following a suggestion offered at the last vestry meeting that received enthusiastic support, the prayers for the sick will be called in unison by the congregation.
- **Sexton:** The possibility of hiring a part-time sexton was discussed. The matter will continue to be evaluated.
- **Scout Plaques:** Mr. Widney thanked Mr. Strickland for re-arranging the plaques in the parish hall.
- **Lobster Fair Training:** The senior warden discussed having training to promote hospitality and welcoming for the event.

The meeting ended at 2:54 pm.

The next Executive/Finance Committee meeting is scheduled for October 9, 2025, at 1:00 pm in the meeting room.

Respectfully submitted:

Tommy Tucker

Tommy Tucker

Rector's Report

I don't know where to begin. I am so proud of all of our people and so excited about what we have going on now and what we have coming.

Pride:

Just within this week I know that we are forming young children in our Preschool and at Operation Sunshine, Supporting Veronica Stokes work at Operation Sunshine and her sister who is battling cancer, celebrating the staff at JOY Soup while continuing to be the only group of any kind that volunteer there each week, meeting the acute needs of a parishioner in crisis, setting up support for a parishioner needing long term care, working to create a future plan for a member whose needs are increasing, providing rides to work, school, hospital, doctors, and recreation for a minimum of three different people, expressing creativity and joy through bluegrass worship music, creating community with a delicious pot luck, receiving \$20,000 of grant support, hosting a baby shower this Saturday and contracting with a church to use our space in December, nurturing three separate families in grieving in three very distinct ways, supporting a supply pianist in their planning and arrival, setting up an interview protocol for an exciting candidate for our director of music, hosting our regular meetings of scouts, knitting, mahjong, NA, and Brotherhood Breakfast and Bible study, launching a two part series on contemplative prayer, accepting a letter of transfer for a family of five, moving our 8am worship to the Chapel for the fall, proofing our stewardship materials for the fall, launching our Parish

survey and our lobster sales for the year. And let me underline again, that is all THIS WEEK!!!!

Excitement:

I hope it doesn't need to be said but it is exciting to begin another program year in a vibrant faith community that is dedicated to loving God and loving our neighbors together, by responding joyfully to Christ through worship, service, community, and love. It is also exciting to begin our next Confirmation and Inquirers class with a broad range of ages and tenure at St. Timothy's. I am excited about Leigh Bell and Lauren Warren being the first sister duo to chair our Stewardship Campaign and, the first folks under the age of 50 to do so. I am very excited about the attention being put on evangelism for this year's Lobster Fair. I'm looking forward to relaunching our Sunday Evening Service in October and the information we will get out of the parish surveys that will allow us to shape rich discussion groups to understand more about how people are experiencing St. Timothy's and what dreams they may have for the future. I'm excited to meet the candidate who will stand to be elected as the next Bishop of East Carolina and equally excited to see who will choose to put their names forward to serve on the next Vestry of St. Timothy's. I am excited to see, again and again, how God shows up in unexpected ways in this community, as we receive gifts of joy and beauty that are beyond our own ability to design or manifest.

September 2025 Senior Warden Report-Chuck Widney

We have several major events on the agenda for the Vestry and congregation between now and the end of the year. The Parish wide survey is being released for all to complete. Let's encourage everyone to take the survey, it only takes minutes to complete. The Lobster Fair is less than a month away and much activity is going on behind the scenes. First make sure that if you are in town, you have a position to help with the fair. Secondly, talk up the fair among new members with a description of the event. And talk to neighbors and friends, sell lobsters, invite them to the fair. The fair provides the means to show our campus and hospitality to our neighbors.

Each Fall the Vestry conducts a Mutual Ministry Review. The excerpt below is an example of this process. We will aim to make the questionnaire available by the beginning of October.

The purpose of the Mutual Ministry Review is to prompt intentional reflection on the past year of ministry, focusing, in particular, on how the partnership between the Rector and the Vestry can better support the ministry of the church in the future. Any questions asked are only meant to guide that thought process and gather more specific answers. It is not necessary to identify yourself but discussion between the Vestry and the Rector about the results of the review does increase the possibility that growth can occur.

The Vestry will not release results from the Mutual Ministry Review outside of the Vestry or be sent to anyone beyond the church, save the possibility of sharing aggregate information with next year's Vestry. Please consider this important work and take the time to do it well.

**STEWARDSHIP MINISTRY REPORTS FOR SEPTEMBER 2025
ADMINISTRATIVE COMMITTEE**

No Report

ANNUAL GIVING

We have the letter, announcements and pledge cards completed. We are in the process of getting the design and content finalized. We also need to determine start and end dates of this year's campaign. -Leigh Bell

CAPITAL CAMPAIGN

No report

FINANCE COMMITTEE

See Finance Committee/Executive Committee meeting minutes

GRANTS TEAM

No Report

LONG RANGE PLANNING

Strategic Planning Committee Minutes

August 12, 2025

Present: Steve Callender, Barbour Strickland, Valerie Foster, Judy Tucker, John Porter-Acee, Chuck Widney, Robert Shelton, Megan Roberts

- 1) Discuss and fine-tune survey:
 - a) Reviewed responses from survey sent to vestry – thank you, Megan.
- 2) Plan for survey administration:
 - a) Megan will send out notices in August to the congregation in email announcements about the SPC and our work, including the survey and the listening sessions
 - b) Morning services on 9/7 – Robert as chair of the SPC will announce the survey – to be distributed by email, also QR code will be available at the morning services on 9/14 and 9/21; Megan will get QR code
 - c) 9/14 and 9/21 – QR code will be available, members of SPC serving as greeters and an info table providing assistance to anyone needing it, hard copies also available as needed; SPC will have Coffee Hour and surveys available there
- 3) Plan for survey analysis; Judy volunteered to do data entry of hard copy survey; Steve will analyze data from the final roll-out of the survey. Try to have broad, initial results for congregation by 9/28.
- 4) Follow-up meeting – to review initial analysis survey data, begin discussion of developing listening groups – September 23rd at 6:00 p.m.
 - a) Identified need to have listening groups for preschool, Scouts, Garden Group, and Community Group

PLANNED GIVING

No Report

A/V support (submitted by Marie Cooper)

Surprisingly, the A/V equipment has been working perfectly (knock on lots of wood!)

Choir (submitted by Connie Widney)

The choir has resumed rehearsals but will have a break while their director is on vacation. JPA has reopened the search for the open music director position and has several applicants.

Worship Ensemble (submitted by Leslie Bowman)

The Worship Ensemble (WE) will hold our first practice on Sunday, Sept. 14 after the 10:15 service. New members are welcome! We had a great choir social/pool party at the home of Kathy Yabsley and Barbara Shreeve on Labor Day. Members from all three of St. Tim's choirs (Worship Ensemble, traditional & Melody Makers) were in attendance. Worship Ensemble will resume providing music at the Families First services beginning in October.

CHIPS/Formation (submitted by Martha Whitesides)

What a month! We wrapped up Popsicles in the Park with our largest crowd yet: 13 families (4 St. Tim's and 9 guest) which was 19 adults and 18 children/youth. This new offering will most certainly continue next year, with potential for expansion into more months. We had 7 students at the youth pool party, 16 folks (of all ages!) get backpack blessings and 23 take tags and continue to see 3-6 in CHIPS each week. We also had 6 at our first high school dinner of the year. Also very exciting was the robust turnout for Robert Shelton's mindfulness introduction; class 1 had 26 attendees and as of writing we look forward to part 2. Finally, we had our first Formation committee meeting of the year, welcoming 2 new members. This month continues many more kickoffs and special events, hope to see you there!

Brotherhood-Scott Crippen

The Brotherhood is gearing up for the Lobster Fair. We will be manning the Hot Dog Palace tent, and we are buying supplies that are on sale for the best profit margin. We are also looking forward to our fishing trip on the Carolina Princess October 21st, all are welcomed.

Cursillo-Diane Hatfield

No report

Daughters of the King (DOK)-Connie Widney

The Daughters of the King chapter met on August 23. The new officers were installed at the service on Sunday August 24. They are Heather Tepper- president and Jocelyn Nelson- vice president. Phyllis Dombos continues as secretary- treasurer. They will prepare pimento cheese for the lobster fair bake sale.

Games

No report

ECW/Hospitality-Valerie Foster

August 1 ECW travelled to Williamston for tea. 16 ladies attended.
August 13 regular lunch meeting 15 in attendance

ECW donated \$300 to preschool for mulch
\$500 to preschool for scholarships and \$500 to Operation Sunshine for scholarships
ECW purchased a freezer for parish hall.
August 29 hospitality hosted a reception to honor June Cozart.
September 7 helped with potluck

Knitting -Bitsie Harwell

Group continues to gather at 10:30 each Wednesday morning to fold bulletins, knit and socialize.

Newcomers-Leigh Bell

No report

Yoga-Aylssa Sugar

We are still having yoga on Wednesdays at 5:30 in parish hall.

Community Garden-Chuck Widney

We continue to watch field peas, peanuts and sweetpotatoes grow to enrich meals later this Fall. A portion of the bedding plants have been set into the garden. It has been a learning experience starting plants in the new greenhouse. Additional measures to control the summer heat including the installation of a solar-powered fan, are being considered. Cabbage and cauliflower plants are being grown for transplant later in September.

Attendance continued to be low as people travel and find other competing activities. There is some interest among preschool parents in helping with the garden. Plans are also being made to include the three- and four-year-old classes in growing broccoli in the raised beds.

September 2025 Preschool News

The preschool enrollment is over 90% capacity. We enrolled three new families during the last week of August, which helped our numbers. It was also decided to close the Young 2s class for now, as it was deemed cost prohibitive. We will place anyone interested in the class on a waiting list and open the class in January if there is enough interest.

We have one new staff member. Lina Rossi has joined the preschool as the assistant teacher in the 2-Year-Old class. She is the mom of two former preschool students and will fit in very well with our staff.

The Preschool Committee met in August and approved the budget for the year, as well as salary increases for all teachers. There is still a lot of room for improvement, particularly in the salaries paid to our assistants and substitutes.

The ECW and Brotherhood were instrumental in helping get the playground ready for the upcoming school year. Both groups contributed financially towards the purchase of mulch and sand, and several "brothers" helped spread the mulch and picked up the 50-lb bags of sand from Lowes. Other members of St. Tim's congregation were present for preschool orientation. Chuck Widney represented the garden group and Kristine Kelly-Salamon provided information about formation. The preschool staff is thankful for all the

continued support of St. Timothy's members & groups!

Respectfully submitted by Leslie Bowman

Sunday Adult Bible Study

The SUNDAY ADULT BIBLE STUDY will resume on September 21st, meeting in the Multi-Purpose building from 9:00 until 9:45 am (between the services). We will complete a series on "Faith Challenges" by September 28th and then begin a new study, yet to be determined, for October and November.

Joyce Wittman

Scouts

No report

Community Crossroads Center Submitted by Phyllis Dombos, Coordinator

St. Timothy's has five teams, totaling 47 parishioners, who prepare meals for the Community Crossroads Center (Homeless Shelter) every 1st, 3rd and 5th Thursdays throughout the year. The meals are purchased and prepared by each team member with no reimbursement from the church. The count (number of residents to serve meals to) has varied recently 65 to 70. Team leaders call each week for the count for that week. CCC has a capacity of 100 residents. Phyllis Dombos

Joy Soup Kitchen - no report

Altar Guild - no report

Outreach Dennie Walker

Outreach is working on celebrating more of what is going on. Knitted Knockers were celebrated and showcased on Facebook at the end of August. Operation Sunshine will be celebrated on September 14th with a special visit from Veronica Stokes at the 10:15 service.

Partnerships- no report

Birthday cards

I regularly take classes on updated card-making techniques & have gathered a team to help me with making them. I am very excited to have the help & share this ministry even more. Suzie Shelton