

Vestry Meeting
St Timothy's Episcopal Church
December 13, 2016 5:30 PM

Members present: Reverend Marty Stebbins, Senior Warden John Boddie Crudup, Junior Warden David Taylor, Treasurer Randy Prouty, Lee Gliarmis, Barnes Boykin, Matthew Garrett, Bob Putney, Royce Poythress, Devon Stronach, Peggy Metts, Sandra Blazek

Incoming Vestry members present: Shelton Griffin, Dick Cozart, Elizabeth Skinner, Meredith Jinks

Rev. Marty opened the meeting in prayer with the New Zealand Night Prayers

Royce Poythress read the mission statement

John Crudup welcomed new vestry members

Christian Formation discussion –Randy Prouty reported that the finance committee had approved funding of approximately \$20,000 annual salary for an individual to be hired to lead Christian Formation. There was an open discussion about the need to support Christian Formation in the church. Peggy Metts and Devon Stronach discussed some of the ongoing difficulties with sustaining a program using only volunteers and vestry members and asked for the vestry to consider approving the finance committee's motion. Barnes Boykin expressed support for a Christian Formation position but expressed concern about the church's ability to fund 2 individuals for a total of nearly 40 hours a week for the children of the church. He recommended consolidating the position of EYC coordinator and Christian Formation leader into one position. A motion was made by Royce Poythress and seconded by John Crudup to accept the Finance Committee's recommendation to hire an individual to lead Christian Formation and to move forward with creating a job description. All were in favor of this motion, with none opposed.

Treasurer's Report - Randy presented a hand out with the current financial state of the church. 2016 pledge income \$288,700 of \$335,600 pledged (86%), similar to previous years in November. Expenses are at 89% of budget, on target for this time of year. The bank loan has been moved to BB&T. Bob Putney and Royce Poythress were advised to sign documents at the bank to allow them to write checks. Randy stressed the need for everyone to fulfill their 2016 pledges and to make a new pledge for 2017, hopefully slightly higher than the previous year's pledge. 2017 pledges total \$232,835 vs \$247,000 one year ago.

Rector's Report – Rev Marty reviewed papers given in the handout, including calendars, holiday schedule, vestry job description, vestry counter duties. Vestry retreat was determined to be planned for January 21st, likely at Calvary Episcopal Church, from 9 AM to 3 PM. Installation of new vestry members will take place on January 8th at 8 AM or 10:30 AM. Rev Marty reported that she has had her last meeting as secretary of the Standing Committee.

Senior Warden Report – John Crudup expressed his gratitude to the vestry and to the incoming vestry members for their willingness to serve the church.

Junior Warden Report – Outer doors – Kick plates to be refinished. Sound system – L speaker was taken down inadvertently and system in Anderson Hall has been intermittent in function. This will be addressed. Termites- A hole was cut in the floor in the hallway, under the rug and active termites were present and treated. An estimate will be obtained for another treatment under the common room as it has been several years. Utility Bill – initially the new systems helped and the bills were going down. However, the heating cycles were on an incorrect default setting. It has been fixed.

Commission Reports – As submitted by vestry liaisons. See attached agenda.

No additional items.

Old items- No new updates on land or timing of roof capstone work. Peabody estate thought to be with no foreseeable income to the church.

Next vestry Meeting is the vestry retreat scheduled for January 21st.

Respectfully submitted,

Peggy Metts

St. Timothy's Episcopal Church Vestry

October 11, 2016

The St. Timothy's vestry met Tuesday, October 11, 2016, in Anderson Hall.

Attending were Barnes Boykin, Lisa Robbins, Bob Putney, Royce Poythress, Senior Warden John Boddie Crudup, Junior Warden David Taylor, Peggy Metts, Treasurer Randy Prouty and Rev. Marty Stebbins.

John Boddie called the meeting to order and Marty opened it in evening prayer.

Peggy Metts read the mission statement.

David Taylor made a motion to accept the September minutes, Bob Putney seconded and the motion passed.

Treasurer's Report – Randy Prouty

- Finances of the church are where they have been historically at this time of year.
- The capital campaign has pledges of \$1.4 million at this time
- Ben Skinner had reported to the finance committee that the cost of what has will be done to the church is \$1.5 million. He recommended a structural engineering consultant be hired to approve of our proposed work on the church. Royce Poythress made a motion to allow Ben Skinner to hire a consultant to be paid up to \$10,000; Bob Putney seconded; and the motion passed.
- A letter will be going out to the congregation about the capital campaign and exactly what will be done to the church.
- The next phase of work will begin in April and last 6 to 8 months.
- A loan is needed to cover costs of capital improvements until pledges are paid. There needs to be agreement on the language of the vestry's resolution and the language of the loan document.

Rector's Report – Rev. Marty Stebbins

- There will be a staff retreat on Oct. 25 and the office will be closed.
- A calendar of church events through June 4 was distributed.

Senior Warden's Report – John Boddie Crudup

- The memorial committee voted not to finance fixing the organ and flooring from termite damage.
- Vestry nominees are needed.
- A new clerk has tentatively agreed to take the position.

Junior Warden's Report – David Taylor

- The new HVAC system is undergoing final testing and calibration.
- The City will restripe the parking lot.
- The kitchen drain problem has been investigated and no cause has been found to be fixed.

New Business

- A new chairman of the communications commission is needed.

Old Business

- Bob Putney reminded the group that the Missions lobster sale will be held October 21 and everyone needs to sell tickets and workers will be needed.

Rev. Marty Stebbins concluded the meeting with evening prayer.

Respectfully submitted,

Katy King

Clerk to the Vestry

St. Timothy's Episcopal Church Vestry

September 12, 2016

The St. Timothy's vestry met Tuesday, September 12, 2016, in Anderson Hall.

Attending were Barnes Boykin, Lisa Robbins, Bob Putney, Royce Poythress, Senior Warden John Boddie Crudup, Lee Gliarmis, Junior Warden David Taylor, Sandra Blazek, Devon Stronach, Treasurer Randy Prouty and Rev. Marty Stebbins.

John Boddie called the meeting to order and Marty opened it in evening prayer.

Sandra Blazek read the mission statement.

Treasurer's Report – Randy Prouty

- Monthly financial statements are now being emailed to the finance committee
- Expenses are down this year.
- The organ needs work
- The kitchen drain is backing up.
- The audit committee needs a video of the church assets. This will be done by the building and groups committee.
- Deacon Bob's commuter miles are reimbursed. Last year \$2,000 for this came from the diocese. The finance committee recommended \$1,000 be allocated for reimbursement so far this year. Royce put this in the form a motion, Bob Putney seconded, and the motion passed.
- A loan is needed to cover costs of capital improvements until pledges are paid. Barnes made a motion, Lisa seconded, and the motion passed. The actual loan paperwork will be emailed to vestry members when finalized.

Rector's Report – Rev. Marty Stebbins

- She named new church members.
- A calendar of fall events was distributed.

Senior Warden's Report – John Boddie Crudup

- Vestry members were reminded to volunteer for children's church, Carriage House breakfasts, and labor needed at the Carriage House.
- Vestry members were asked to encourage their commissions for 100% to pledge to the capital campaign.
- A new clerk is needed.

Junior Warden's Report – David Taylor

- The new HVAC system is completely installed.
- The outer doors to the church have been refinished.
- The City will restripe the parking lot.
- The kitchen drain problem needs to be addressed.
- Termites have been found and the church needs a yearly inspection.

Old Business

- The donated land needs to be sold and the neighboring landowners are being approached to see if they are interested in purchasing it.
- Work on the roof and capstones will be done in spring
- Royce Poythress reported the stewardship campaign will begin next month
- Bob Putney reminded the group that the Missions lobster sale will be held October 21 and everyone needs to sell tickets and workers will be needed.

Marty concluded the meeting with evening prayer.

Respectfully submitted,

Katy King

Clerk to the Vestry

NO MEETING HELD IN

JULY & AUGUST

St. Timothy's Episcopal Church Vestry

June 14, 2016

St. Timothy's Episcopal Church vestry met Tuesday, June 14, 2016.

Attending were Bob Putney, Peggy Metts, Lisa Robbins, Senior Warden John Boddie Crudup, Junior Warden David Taylor, Royce Poythress, Matthew Garrett, Barnes Boykin, Rev. Marty Stebbins, Lee Gliarmis, Gary Daynes and Treasurer Tad Rhodes.

Meeting called to order by John Boddie.

Marty opened with night prayer of the New Zealand Book of Prayer.

Mission statement was read by Royce Poythress.

Treasurer's report

The church has collected d \$138,000 in pledges so far this year; so far expenses have been \$145,000. Utilities are down because the HVAC has been off during the new installation and other expenses are on budget for the year.

Jean is in the hospital because her hip fractures were more extensive than originally thought and the church is looking for temporary help at this time.

Banks have been contacted about financing the capital improvements, and the church is waiting to hear from them this week. A vestry resolution about this will then have to be passed before it goes to the diocese for approval.

Although a new treasurer has not been secured, there is someone ready to fill in from the time Tad leaves until someone permanent has been secured.

Rector's Report

Royce Poythress moved and Barnes Boykin seconded a resolution nominating the following as diocesan convention delegates and alternates: Kristine Daynes and Mike Miller, 3 years; Mary Long, one year; and Amber Keithley and Ann Barnes, alternates. The motion passed.

Marty announced the church has 5 new members since the last vestry meeting.

Plans are being made to hold evening prayer Wednesdays at 5:30 p.m.

Senior Warden's Report

John Boddie reported that Matthew will be stepping down as stewardship chairman. Matthew thanked the vestry for the opportunity to serve in this capacity and for their help. Marty asked the vestry to think of a replacement.

John Boddie announced that all vestry members have pledged to the capital campaign and he suggested members encourage commission members to also make their pledges.

Land has been donated to the church to be sold. The church wants to sell it as quickly as possible to avoid property tax and realtors within the congregation will be approached to handle this.

Junior Warden's Report

The HVAC work has been completed for the sanctuary and will be finished for the rest of the church by the end of June.

A bid will be proposed to make sure the stained glass windows are in good shape.

The outer doors will be refinished when the HVAC work is complete.

David reminded vestry members to let the church office know when people have donated work or services for the church so they can be properly thanked.

Old Business

Vestry members were reminded to sign up for children's church in the fall.

There will be no vestry meeting in July.

Respectfully submitted,

Katy King

Clerk to the vestry

St. Timothy's Episcopal Church Vestry

April 13, 2016

The St. Timothy's Episcopal Church Vestry met Tuesday, April 13, at Jac's Grill

Attending were Bob Putney, Barnes Boykin, Senior Warden John Boddie Crudup, Devon Stronach, Lisa Robbins, Matthew Garrett, Peggy Metts, Rev. Marty Stebbins, Junior Warden David Taylor, Lee Gliarmis, Sandra Blazek, Royce Poythress, Mike Miller and Gary Daynes.

The meeting was opened with prayer and Peggy Metts read the mission statement. The minutes for the March meeting were approved.

The treasurer's report was tabled.

A motion was made to establish an exploratory committee to investigate obtaining bank loans to cover costs of capital improvements was made by Royce, seconded by Peggy and was passed. Capital Campaign chairman explained this would be necessary since pledges will not all be paid immediately. The vestry and diocese would have to approve borrowing the money.

Rector's Report

Marty asked vestry members to visit EYC meetings and to sign up to help lead children's church.

A new website to enable electronic payment of pledges is almost finished.

Senior Warden's Report

John Boddie thanked Matthew for looking for a new treasurer and several names were proposed.

A grant application has been made to the Rotary Club to help with Carriage House renovations.

100% participation of the vestry in pledging to the capital campaign was encouraged.

Real estate that has been to the church given by the Lane and Barnes families needs to be marketed to sell.

The meeting was closed in prayer.

Respectfully submitted,

Katy King, clerk to the vestry

St. Timothy's Vestry

March 8, 2016

The St. Timothy's Vestry met Tuesday, March 8, 2016 in Anderson Hall.

Attending were the Rev. Marty Stebbins, Lee Gliarmis, Royce Poythress, junior warden David Taylor, Gary Daynes, Lisa Robbins, Devon Stronach, Bob Putney, Peggy Metts, Sandra Blazek, Matthew Garrett, and senior warden John Boddie Crudup.

The meeting was opened with New Zealand night prayers.

Lisa Robbins read the mission statement

A motion was made by Peggy to accept the February minutes. Royce seconded and the motion passed.

Treasurer's Report – none

Rector's Report

Discussion of where to meet for dinner in April. John Boddie said he would investigate places and email the decision.

Marty had sent a letter asking what the vestry does for Christian formation and she asked what type of Christian formation the vestry should have. The vestry has to set a good example for the program. What do members want to learn about their faith, their God and what avenues work better than others.

Gary mentioned that several commissions touch on Christian formation.

Reminded vestry of their speaking parts on Palm Sunday.

Decided to table decision about Theresa's insurance.

Senior Warden's Report

Very impressed with commission reports.

Commissions were mentioned, but there was no business to be discussed.

Stewardship - Matthew Garrett

We're looking for a treasurer to replace Tad Rhodes who is resigning as of September. Asked for ideas of people to call to ask to serve in this position. We are changing the commitment from 5 to 3 years.

John Boddie suggested that everyone on the vestry should pledge to the capital campaign as a sign of support. There was no objection to this.

Junior Warden's Report – David Taylor

New HVAC system installation to begin after Easter. We want the project done in 8 weeks. The finance committee approved allotment of \$100,000 at a time. This won't work and it may be necessary to spend more than that at one time. The total amount had been approved for \$300,000 and this amount is available.

There will be a lock box for the key to the sacristy with a combination to access the key.

New Business

Suggested the senior warden should be selected before the old senior warden leaves. This would make it an easier transition and they could shadow the serving

Motion was made to sign up for a three-year commitment of a computer program that includes on-line donations by Royce. David seconded and the motion passed.

Garden committee has received \$15,000 in pledges for replacement windows in the bathrooms.

Old Business – None

The meeting closed with prayer.

Respectfully submitted,

Katy King, clerk to the vestry

St. Timothy's Vestry

February, 2016

St. Timothy's Episcopal Church vestry met Tuesday, Feb. 9, 2016.

Attending were Sandra Blazek, Bob Putney, Peggy Metts, Devon Stronach, Lisa Robbins, Senior Warden John Boddie Crudup, Junior Warden David Taylor, Royce Poythress, Barnes Boykin, Rev. Marty Stebbins, Lee Gliarmis, Gary Daynes and Treasurer Tad Rhodes.

Meeting called to order by John Boddie.

Marty opened with night prayer of the New Zealand Book of Prayer.

Mission statement was read by Peggy Metts.

Approval of the January minutes was proposed by David Taylor, seconded by Barnes Boykin and passed

Treasurer's report

2015 financials were completed with a net deficit of \$6750, which was less than expected.

We will be under budget this year because of unpaid pledges from last year.

Jan., 2015, we have a \$3300 surplus which is on the same pace as last year.

There is concern about spending on supplies – office, computer, worship and housekeeping – which is way above where it should be this far this year.

Asbestos proposal and electrical work to be done were passed by the finance committee with the money to come from capital funds.

The parochial report breaks down money received and spent. It is not complete, because of discrepancy in numbers. This will be resolved. This is the basis of our diocesan assessment.

Rector's Report

Reviewed numbers of the parochial report of church attendance, membership, marriages, burials, baptisms, and confirmations.

Motion made to accept the parochial report as corrected by Roy Poythress; seconded by Lisa Robbins and passed.

Community Service volunteers' notebook explains guidelines for only 2 volunteers at a time who are required to wear a nametag designating them as sexton volunteers. Those serving cannot be sex offenders, or guilty of violent crimes or larceny. This leaves DWI and minor possession. No felons. Report on the volunteers will come to church ahead of time. Looking for a volunteer to manage this.

There was a handout from Hope Station about regulations concerning food stamp help that will tighten the government programs. Many are functionally illiterate and a literacy program would help this.

Senior Warden's Report

Senior Warden's tea for new sr. warden with former senior wardens was beneficial as was the discussion of the duties of the senior warden and tips for running meetings. What problems had former senior wardens had?

Team building – try to say vestry has decided things and why without involving personalities.

Counting – If co-counter is not going to be there, get a sub and let the other counter know. Don't lock safe if altar guild is there. If they are gone, lock it.

Goals for vestry. We need to have goals that can be attained during the year.

Main goal was church growth of youth. Can this be made quantitative? Is growth participation or new members? Both.

-Another goal was to have more contact with St. Marks and combined services.

-Another was to refurbish the carriage house. Wanted more services that approach the different spiritual approaches to God to meet needs of wide group of congregation.

-Increase pledges to get people who put \$ in plate to make a pledge by asking them.

What is in the capital campaign? Removing asbestos, capstones, HVAC, electrical. Nothing cosmetic.

Nothing done yet on finding a new treasurer.

It was decided to find out where the AA donations are going.

Junior Warden's Report

Asbestos will be removed

The electrical work will be begun in March.

Although there has been discussion about doing the capstones before the HVAC, that can't be done first.

Goal is to keep the bills down.

Christian Formation – Peggy Metts

For many years Sunday school upstairs was taught by older parishioners. Hard to get people here after 3rd grade and this was frustrating to the teachers.

For a few years families taught, but attendance was also a problem.

STAR program was to address problem of people not going to church for 2-3 hours. This would be once a month. This also fizzled.

For the past year there has been no formal program on Sunday mornings. Children's church has become the Sunday school. Families do the carriage house breakfasts. Bowling, fishing, caroling, resurrection gardens, thankful trees, packed bags for homeless. Lenten series for children are planned. There has been good turnout for these family activities.

New business

Financed committee recommended that our website which has been newly reconstructed be funded at \$9 a month. David moved, Devon seconded and it was approved.

Bob Putney asked people to consider whether or not we need a procedure if someone comes in with a backpack or something else that is potentially dangerous. It was decided that we do need emergency procedures.

Old Business

Vestry description will be used for next year.

Respectfully submitted,

Katy King

Clerk to the vestry

Vestry Retreat

January 11, 2016

The St. Timothy's vestry retreat on Jan. 11, 2016 included a vestry meeting.

Attending were Devon Stronach, Matthew Garrett, Senior Warden John Boddie Crudup, Gary Daynes, Bob Putney, Junior Warden David Taylor, Lisa Robbins, Barnes Boykin, Roy Poythress, and Rev. Marty Stebbins.

John Boddie opened the meeting with prayer. A motion was made by Matthew Garrett to pass the budget as amended by treasurer Tad Rhodes. Barnes seconded and the motion passed.

Bob Putney reported on the good works of the garden committee which donates their labor and supplies. It has been suggested that there be a line item in the budget to cover some of their expenses.

There was discussion of the need for the scatter garden to have a plaque for the names of those whose ashes scattered there.

Marty will be claiming \$22,020 for her housing allowance for 2016. This is based on actual expected operating expenses, mortgage payments and repairs/improvements.

Senior Warden's Report

Capital campaign cards will be distributed in February. \$1,000,000 has already been raised in commitments.

All vestry members will have keys to the church and the others who have them have are known.

Vestry members are encouraged to be on time and to stick to the agenda and to review commission reports before the meetings.

Old Business

Community Services workers from the legal system will now be approved by the church and the workers coming will be known in advance.

Discussion of same sex marriage will take place later.

Vestry members were asked to get goals of specific things they want accomplished to be turned into John Boddie by Jan. 20. These will be published in the Epistle.

New Business

Devon discussed a comprehensive youth plan for the church. One of the goals is to have better communication within the church. Children's church lessons will follow the liturgical calendar and volunteers are needed to help with this.

She also reminded the vestry of some of the monthly family activities that have taken place.

There are 25 families in the church with children 0-12 and they will all be contacted.

The next meeting will be held Feb. 9 at 6 in order for members to eat at the Shrove Tuesday pancake supper.

Respectfully Submitted,

Katy King, clerk to the vestry