

**Vestry Meeting**  
**St Timothy's Episcopal Church**  
**December 12<sup>th</sup>, 2017**

**Members Present:** Reverend Marty Stebbins, Senior Warden Royce Poythress, Junior Warden Bob Putney, Dick Cozart, Treasurer Randy Prouty, Barnes Boykin, Elizabeth Skinner, Gary Daynes, Meredith Jinks, Devon Stronach, Lisa Robbins, Shelton Griffin, Brent Cook (new Vestry member) (Absent: Sandra Blazek, Lee Gliarmis)

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

Bob asked for approval for minutes from last month. Lisa seconded the minutes. Minutes approved.

**New Business:** Shelton reported as of today we have pledges of 105 people out of 224. 20 pledged last year, who did not pledge this year. There are 9 new pledges which have really helped us, they were generous with their gift.

Royce reported Sam was going to be here to report on insurance options however he is under the weather. He is waiting on one more quote, and will be able to report. Shelton clarified to new members at Dick's prompting that we will hopefully be much more insured for the same premium.

**Treasurer's Report** – Finance committee voted on \$500 bonus for staff for Christmas this year (not including Victoria). Numbers for 2018 looking very good. Proposing a raise for staff people as well, will be the 4<sup>th</sup> year without one, recommending a 5% raise will cost us about \$7,000. Can vote tonight or in January. Elizabeth motioned to pass bonus, seconded by Lisa, motion carried unanimously.

Royce reported that our congregation has really stepped up, more than \$24,000 more than last year and several people have not turned in their pledge cards. Will be sending another encouraging letter. Randy reported if we get \$60,000 we will have the same amount of money he is proposing for 2018.

**Rector's Report** –

Marty would like to table our ongoing conversation regarding the Opioid crisis to the Vestry retreat. Motion carried unanimously.

Marty stated we need to vote on KinderCare music group. Need a motion to be able to negotiate with Victoria regarding this (she was charged \$50 to use the arts council). Dick brought up the concern regarding Dexter also wanting to give lessons. Dexter is not being charged because he is not during working hours and an independent contractor. Elizabeth offered to call St. Mary's to see how they handled it. Tabled until Vestry agenda in January.

Marty explained calendar of events hand out, be sure to let her know if there is something missing.

**Senior Warden Report** –

Royce expressed we are still looking for clerk candidates. Marty expressed that they approached Paige however she has not been open to that. Meredith brought up Jennifer Hornsby but Marty stated she is finishing her doctorate. Royce asked if we could approach Kathryn Walston as well even if her husband is on Vestry, and Marty stated that wouldn't be an issue.

Royce also discussed the Vestry nominations form from St Paul's. Dick clarified that it is important for a candidate to know our church and us to know them. Royce stated that we have done that for a long time, however Marty clarified that that policy goes against canon. We actually can't even require people to pledge to St Timothy's to be on the Vestry. The canons say you have to give to the spread of the kingdom of God. We can't force them to pledge, but we can have that expectation. One of the other rules we have worked with is that we can't be a close relative on the Vestry when we run, however we cannot do that because it also goes against canon. Dick asked if there was a difference in voting/running, and Marty said that they only need to be 16,

enrolled and confirmed in the church. Marty explained that Brent's transfer was not actually processed, so he has not actually transferred/enrolled in our church. Marty stated that she did not necessarily agree with this one calendar year by-law particularly for military families, however will defer to Vestry.

Meredith stated the "traditionally" verbiage leaves things up to interpretation. Marty added in that the nominator must be an enrolled, adult communicant. Gary expressed that there is likely information that indicates what is the best makeup of the Vestry versus who is willing. He stated that this might help us figure out who we want to be. Lisa sked if that would be discriminatory to have a rule about 6 women and 6 men for example, and Marty stated that this is something we have had informally for years. Elizabeth said if we bring this up to the whole congregation, aren't we just going to anger them? Marty stated that we could have a nomination committee, and Meredith stated we need to have a diverse pool of candidates. Gary clarified we don't need a quota, we just need to have those conversations. Royce stated we had a very large, diverse group of candidates. Meredith stated that having some room to interpret these rules is important. Marty stated we will discuss further at the Vestry retreat. Royce thanked those Vestry members who are stepping down for their service for the last three years as well as the rest of the Vestry members. Lisa thanked Royce for doing a great job.

### **Junior Warden's Report –**

Bob discussed roof work on the sanctuary. The plaster work except for one little area in the vestibule is completed. The majority of the roof is completed. The capstones are done, they are finishing the flashing and the gutters. The only thing left on the slate work is the little vestibule and some other very small areas. Cleaning began yesterday and there are places that we are seeing black streaks in the plaster that will need re-painting. Bob stated that he still felt we need to treat for termites in areas other than the sanctuary (common room and Anderson Hall). Possible termite infestation.

No interest in two land parcels at this time. Discussed donating Jordon lot to Habitat for Humanity, and Marty was told from the Dioceses that they had never done that before.

Security breach – there are three buttons throughout the church and in the parking lot, siren will sound if there is an emergency. Discussed if we lock doors during the service, we are putting nursery at risk. Bob discussed asking Scott Thompson in charge of ushers, that maybe we need 3 ushers instead of 2, sitting somewhere who can see both doors. Weakest security area is the nursery, there were men at the 10:30 service who had to be asked to leave. Bob also shared that every time they change the 3 way light bulbs, people steal them so bring your own if you want to use the parlor area.

### **Commission Reports**

#### **Christian Formation –**

Devon reported that 12 kids went to the movie, pizza upstairs. Charlotte and Bill Robinette went with the kids.

#### **Stewardship –**

No new reports

#### **Missions –**

Bob discussed what to do with the money we raised from the lobster sale. Trying to get in contact with people to determine best place to donate money for hurricane victims. Bob discussed Lumberton victims. Elizabeth reported that there are still some folks in Lenoir and Wayne County who are still displaced. Shelton reported that there is plenty of need close by.

#### **Communication –**

Dick reported Teresa asking for a 48 month lease for \$185 a month for the copier. Barnes and Bob motioned for approval, approved unanimously.

**Parish Life –**

No new news

**Pastoral Care –**

Appreciation tea on Thursday.

**Worship –**

Paying attention to a couple things, making sure liturgy is in place, Blue Christmas in place. Sense that there needs to be some re-training when we get back after Christmas. Being in Anderson Hall versus in the Sanctuary is very different, and we just need reminders to be sure that the tasks are followed. Discussed the importance of quiet time as we get ready to start the service. Discussed that there is a loss of reverence when people are still talking right up until mass begins.

**New Business – None****Old Business –**

Royce had Capital campaign update – Mike Miller reported he got \$18,000 more in the last few days per Royce. We just borrowed \$300,000 from the bank, way ahead as we thought we would have to look at \$700,000.

Organ series – Royce discussed having an organ series to raise funds for the organ in February/March once it is tuned. Discussed trying to get some of our old organists coming back to perform. Any problems, it is quite expensive to fix. Marty stated that this is Kathryn Johnson's senior year and all the colleges she has applied to have been out of state. All her paychecks have gone to a scholarship fund which she will receive. We started using Kathryn as a supply organist when she was 12 years old.

Racial Justice and Reconciliation – Marty stated that she and Lori were discussing things for the spring and will discuss in January.

Dick gave Bob a lot of credit for how hard Bob has worked on the cleanup for the construction. Dick also stated that we need to do something for Ben Skinner for all of his hard work as well.

Closing Prayers and Adjourn

**Our next Vestry meeting will be:**

**Saturday, January 6<sup>th</sup> at Calvary in Tarboro from 9am-3pm**

## Vestry Meeting

### St Timothy's Episcopal Church

November 14<sup>th</sup>, 2017

**Members Present:** Reverend Marty Stebbins, Senior Warden Royce Poythress, Junior Warden Bob Putney, Dick Cozart, Treasurer Randy Prouty, Barnes Boykin, Elizabeth Skinner, Gary Daynes, Meredith Jinks, Devon Stronach, Lisa Robbins, Lee Gliarmis, Shelton Griffin, Sandra Blazek (Absent: None)

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

Sandra read the mission statement.

Royce asked for approval for minutes from last month. Marty clarified that the minutes were edited and the copies in front of you are edited. Barnes and Elizabeth approved minutes.

**New Business:** Parish Discernment Committee – Chairman of the committee, Garland Homes discussed that we have not had a committee since 1995. He feels this is a great opportunity. The purpose of this committee is discerning, determining if our membership has the fortitude and the call to become a deacon, priest or something new and different or hybrid. A number of parishioners got together with Marty's help. Met with the candidate for 6-8 different meetings. Went through every type of introspection imaginable beginning with a spiritual autobiography.

Garland is here to present a candidate that we would be the sponsor of, would support them through their journey and would be the responsibility of this parish. Not sure if there are monetary obligations, but there may be along the way. When we send one of our own, it is almost like sending one of our own family members. It was a unanimous decision to move forward with a recommendation, moving toward priesthood or some hybrid work-around (work and priest-hood). The committee had to do a term paper, next steps assuming we approve, will go to the next committee where they will require an internship. The first question to answer was: What is the aspirant's understanding of the Christian Ministry? Gary Danes is our aspirant. Sandra added it was an honor to serve on the committee and Sandra feels he is a wonderful candidate. Shelton said that this is new to him and that this is a cause for celebration. Garland explained that this was a tremendous vetting process. Marty explained that there is a summary of the priesthood ordination process for the Episcopal Diocese of North Carolina. Marty sent a letter and form completed for Vestry to vote on. Can also send the Vestry report so all paperwork would be cleared, he would make an appointment to see the Bishop, he would have a physical and a psychological evaluation. He will be assigned to another congregation from July 1<sup>st</sup>-January 6<sup>th</sup> for 6 months. Marty explained a new concept called the Galilee priest, going out to where the people are versus coming to church. A lot of smaller churches can no longer afford a full-time priest so we are looking at models that can be bi-vocational. If he discerns a call to go full-time somewhere else, that is okay. He will have to get a seminary education as well. Where we would have financial obligations would be to cover his physical but he has health insurance (he has his own), but we may have to cover some of the psychological evaluation.

Discussed certificate details. Marty asked for questions, Meredith asked if he is a parishioner at another church or as a priest and Marty clarified he will take a variety of responsibilities. Lee asked if it was confidential, and Marty said it won't be published. Dick asked if Barton and Doug Searcy were aware, and Gary explained that they were not. Gary explained that he would hopefully continue to work. Gary explained that he will talk with Mr Searcy at his next opportunity. Dick explained that we can leave it inside of this room until Gary has a chance to talk with his college. Marty explained that there are several stopping points where he may not go further of his own choice or for a variety of reasons. Marty reminded them of the Deacon aspirant who spent 6 months with us, but they did not go any further.

Royce asked for a vote. Sandra motioned, all approved.

**Treasurer's Report** – Finance Report, Randy recommended we donate property on Jordan St to Habitat for Humanity, paying taxes on the two properties that were donated. Sam has done a ton of work on us changing our insurance company provider, and we will likely come to you next month about insurance providers. Randy clarified that the \$30,000 charge to the organ in 2016 was actually charged against the capital campaign budget, not the operating budget, so the true comparison of year over year shows 2016 as a negative \$23,000 expenses vs income through October vs negative \$8,300 through October 2017. Shelton said that Sam has done a lot of work, and has found that we are very under-insured, and we likely need to raise the coverage overall. Sam explained that the first single sheet is what Ben Skinner came up with for building valuations. Throwing the organ and glass windows, total building figure of \$10,923,700 and personal property of \$600,000. Currently, Hackney provides coverage and discussed coverages through Cincinnati Insurance Company as well as Church Insurance Company of Vermont. Church Insurance has been around since 1930's. however Vermont company is not licensed for North Carolina. St Mark's had a good rapport with Church Insurance when they had a fire. Canon Wiegert explained to Sam that Church Insurance should be fine and has dealt with them in the past. Sam also called Christ Church in Raleigh, and finance person there said they had been there for 8 years and all losses had been handled well. There are several reasons why we would want them to be licensed in North Carolina – there is a finance pool if the agency goes away so we won't have access to that. Any problems with licensing however are their problems, not ours.

By next meeting, we should have a clear recommendation and should be able to save over \$6,000 per year. Gary asked what it means to have co-insurance, and Sam said we don't want them to have co-insurance. Royce explained that Sam is going to do some more checking between now and the next meeting in December. We have been with Hackney's for a long time and they will have a chance to re-visit their figures. Sam said that the deductibles from both companies are low. Dick had one question, have we got the formal documents to show our new value since we are under-insured. Sam explained that the report has been bound and he can get that to them soon. Sam said we can continue with Hackney through the end of the December, and if we can get the Church pension fund to cover any issues. Dick explained we need to get specifics as to what will be covered and for how much.

**Rector's Report** – Marty said that she send the transcribed mutual ministry review: notes from Asset Mapping and next steps (see earlier email). Marty said that she will wait until next meeting so we can have new Vestry members with us. Any thoughts on the Opioid crisis education: suggested next steps? Dick said he didn't think it should be the end of it but not sure of next step. Shelton agreed. Marty asked for ideas to be emailed. Asked for a sense of the Vestry - use of room by Kindermusik led by Victoria Brown? This is a for-profit company, and we do not charge non-profits. Lee asked about release of liability. Marty said she will probably use the toddler reading room, unsure of dates of times. Royce said if we talk about it tonight, do we need to vote about it tonight? Elizabeth asked if she did it in Kinston, could we call St Mary's and see what they do? Elizabeth said she is unsure what they should charge. Meredith asked if Gayla does this same thing, and Devon explained with Kindermusic, the parent does with the child. Gary asked if there are issues with Dexter doing piano lessons, and he would have the right to ask if he can come here and do lessons if Victoria is allowed to? Discussed if we open up one, other part-time employees may also be able to offer. Devon did Kindermusic with Thomas with Victoria 11 years ago. Royce said if it brings kids, why would we not. Lisa agreed. Marty said we would have to have a release of liability for that. Right now Dexter is teaching piano at Barton.

Newcomers to church, Carl and Melissa Rees. Carl is a prior Vestry member from another church. Rebecca Agner's husband was also a junior warden at another Episcopal church. With the memorial committee, asking for Lou Ann Cozart for a 4 year slot and Shelton Griffin for a 5 year slot for the Memorial Committee. Elizabeth motioned to accept both, Vestry approved.

Marty also discussed schedule attached. She asked that if there needs to be something added to the schedule to be sure Teresa is aware. Meredith asked what time service is Thanksgiving day, Marty said 10:30am. Marty said it will be in the chapel.

### **Senior Warden Report –**

Royce said that several parishioners have come to him about security after what happened in Texas. Royce thought about having a buzzer for the ushers, to where we could quickly alarm the police department. Panic buttons currently in Marty's office, main office and the kitchen, will sound a horn per Marty. Royce suggested adding to the Epistle. Elizabeth said that something needed to be added to the nursery upstairs. Royce said by next month we will sit down and make suggestions. Meredith said we may need to think about adding other buttons throughout the church. Royce said maybe once church starts, maybe we only have 2 doors open. Meredith discussed eliminating additional points of entry may not be a bad idea. Shelton discussed being in violation of the fire code if we are not careful. Meredith discussed just communicating that with the congregation would be important. Gary asked if part of usher training is safety, and Marty said it is about to be. Dick asked if in the meantime, if it is possible for a police officer or car could be in the parking lot or by the door.

Potential Vestry Candidates – Danielle Batts, Brent Cook, Bill Hamilton, Eddie Rodriguez, Page Smith, Brent Walston, Marta Wrenn. Page Smith may withdraw, and we may get one or two more soon. Marty said she will be sure that they have the job descriptions. Royce said that the 4 vestry members going out, need to be present at the December meeting. Marty stated that each candidate is supposed to get over 50% for the vote. Dick said that perhaps whoever is running, whoever nominated them should stand up and say a few words about them as a candidate. Royce said that they would also try to put them in the Epistle. Marty said that some are 8:00am vs 10:30am participants. Royce asked for a brief resume and picture to help get to know each candidate, and we can email those out as well as paper copies at the meeting. The annual meeting will be December 3<sup>rd</sup>. Dick said that he feels it is important to have whoever nominates them stand up and talk about them, for as something as important as the Vestry, don't take a shortcut, and Meredith agreed with parameters to keep it brief.

Convention updates – Mary Long is running for her own term on Diocesan Council, Garland Homes for Standing Committee, and Rev Marty for Commission on Ministry (this is a vote to approve Bishop's choice only).

Annual meeting is December 3<sup>rd</sup> – important for all of us to be there if possible.

Vestry Clerk for 2018 – need candidates.

### **Junior Warden's Report –**

Bob expressed that in looking at the building, thank Ben Skinner. The company did a good job. The kitchen is clean and we can thank Courtney, Elise and Carol. A couple came in and did an amazing job cleaning the kitchen. Elizabeth said it is the cleanest he has seen in 30 years. Bob said the capstones and the flashing, when they finish the slate they will finish the gutters. They left the scaffolding up only for those putting slate on the roof. Barring any weather delays, we should get through in three weeks (end of November, first of December). Talked with the man at JP Weaver, and the estimate was \$18,800 for plaster repair (mostly in common room). Talked about just doing the sanctuary right now and how much that would cost, they can only do partial job and they can bill us at the end. The best estimate for a cleanup is from contract sexton's sister who can use a one person cherry-picker. Serve-pro had an incredibly high estimate of \$84,000 a large amount from scaffolding. Weavers can probably get over there the week of December 4<sup>th</sup>. Contract sexton's sister could come in next week, however no point until everyone is done with the roof.

Land for sale – discussed Habitat for Humanity for the Jordan lot.

Kitchen update – have replaced some of the plumbing in the kitchen. Live bugs may continue for a while, however they will come back on 3/1 status for everything but termites. Bob still recommended termite inspection because what was treated last year was guaranteed for a year (was last done in March of last year). Man who did that is tough to get a hold of, so won't use him unless he has to, however if it is not right, he needs to fix it.

Couple that Courtney brought, Bob recommended a regularly scheduled professional cleaning with them. Shelton said that contract sexton stated she had cleaned the kitchen, so we would be remiss unless we do something else.

### **Commission Reports**

#### **Christian Formation –**

Marty said that there was 20 people at Victoria's meeting on Sunday.

#### **Stewardship –**

195,000 pledges thus far, we are running on 25% for pledge responses. There was a reminder sent out, and another one will go out.

#### **Missions –**

Lobster sale update – raised over \$4,000. We are trying to figure out ways to get bigger.

#### **Communication –**

Handout for all currently known Epistle items, please get to Teresa by Friday and will be chaotic because of bake sale. Dick stated that we discussed having forms printed out at the bake sale regarding Thanksgiving service.

#### **Parish Life –**

No new news

#### **Pastoral Care –**

We finalized plans for the Volunteer and Staff Christmas tea which is scheduled for Dec 14<sup>th</sup>. The Frozen Food Ministry is going well. We began conversation on how to welcome those who are new to St Timothy's.

**Worship** – No Advent IV services on December 24<sup>th</sup> scheduled at the moment. Working on a liturgy to celebrate the return of worship to the main sanctuary.

**New Business** – None

#### **Old Business –**

Dick motioned to approve Adobe update for Teresa.

Capital Campaign still short about \$30,000.

Organ series to begin Oct/Nov as way of showcasing music and organ fund-tabled, will have to postpone to the spring.

Racial Justice and Reconciliation – Rev Marty working with Lori Caldwell

Closing Prayers and Adjourn

**Our next Vestry meeting will be Tuesday, December 12<sup>th</sup> at 5:30pm in Anderson Hall.**

**Vestry Meeting**  
**St Timothy's Episcopal Church**  
**October 10<sup>th</sup>, 2017**

**Members Present:** Reverend Marty Stebbins, Senior Warden Royce Poythress, Junior Warden Bob Putney, Dick Cozart, Treasurer Randy Prouty, Barnes Boykin, Elizabeth Skinner, Gary Daynes, Meredith Jinks, Devon Stronach, Lisa Robbins, Lee Gliarmis, Shelton Griffin (Absent: Sandra Blazek)

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

Elizabeth read the mission statement.

Royce asked for approval for minutes from last month. Dick had one correction – Dick reported that he had been in touch with several people in the NY State Historic Preservation Office concerning any possible grants available for us to assist in subsidizing the cost of restoring and preserving St Timothy's roof and sanctuary, which we are all presently undertaking. He was told that non taxpaying entities such as a church did not qualify for tax credits or grants.

Barnes motioned to approve minutes, approved.

New Business: Carol Putney, Elise Ross and Courtenay Griffin asked that the Vestry would consider changing the cleaning crew. They found a filthy, dirty kitchen when looking at setting up for the bake sale. The grill had grease and filth all over, a roach was found, and the rag to wash the dishes was filthy. Elise found a bad of rags left to be washed and it was filthy, she washed them and they were covered in grease and roaches. Carol mentioned that this is not a new problem, they have tried to address it through various means over the years and it is not better. Methodist/Baptist can afford to pay someone every day but we cannot likely do. The smaller churches are using a couple of women or a couple who come in 2x a week. The ladies are willing to go out into the community and try to find some folks who are a better option. Royce explained that she comes 2x a week, Marty explained that she is a contractor not an employee.

Bob explained that maybe this is a question of security as some people have used the men's room even after they cleaned and left a mess. Dick asked if the folks who are doing community service are an issue, and Marty explained that they are actually a big help and doing a good job. Carol expressed concerns about the cleaning person overseeing the community service supports. Barnes expressed that perhaps this isn't the Vestry's place but perhaps Marty's, Marty clarified it is the Junior Warden's responsibility. Barnes expressed that if the Vestry needs to pay more money for cleaning, do we need to charge a facility fee for all of the groups who are meeting at our location. Dick expressed that if Tammy is an independent contractor, are we able to tell her what to do and who to supervise, Marty explained that there is a Sunday checkout sheet of everything we want done before she leaves, like a check-off list. When those things happen is negotiable but should be weekly. Marty said she is generally here on Wednesday evening and Sunday mornings early. Royce said that the roaches are a different problem, it is going to cost \$2400 to get rid of the roaches. Royce said that Tammy is a separate issue. Elizabeth expressed that perhaps it is time for Tammy to go if she is not doing a good job, Lee expressed maybe we need a commercial cleaner once a month. The ladies discussed that the Health Department would probably close our kitchen down. For \$14,500, we should be able to get more for that. Devyn asked why she is contract and not an employee. Dick explained that she was working for an employer who was cleaning the church, she approached St Timothy's and asked to be an independent contractor. Dick expressed if she is not doing her job is she really going to improve. Lee asked what are her other responsibilities – Marty said ring the bell on Sundays, help set up for funerals, makes sure everything is opened up and locked up on Sundays as well as puts out coffee and snacks.

Gary clarified if the three ladies are part of a committee, they clarified that they are just concerned parishioners. Gary said he only asks so that if this falls under another commission that may be a better fit to address this.

They discussed that it is technically under buildings and grounds, but perhaps there could be another commission. Marty clarified to Dick that if they bring another cleaning crew in, it would be in lieu of Tammy. Lee expressed that it sounds like there are commercial cleaning needs specifically for the kitchen, but that ultimately it is then a maintenance issue. Marty said that we have to address the Wednesday men's bible study and that ultimately they don't need to be leaving a mess. Royce said they need to clean up behind themselves or they don't need to be cooking. The ladies discussed the cleaning crew bringing them to a standard that they are not. Carol said we will do what we can do, but we need a vestry liaison and permission to go out and search for

a person to replace. Royce and Bob will talk to Tammy and that she has to adhere to the schedule/standards that they set forth in the big cleaning closet in the kitchen. Lee asked what day of the week those pictures were taken, they clarified it was Tuesday afternoon. Marty said one thing to note is that if we have groups come in and they have access to the kitchen, Marty said they have to pay Tammy extra. Marty said there are 2 issues, Wednesday morning group and Sundays. Royce said Wednesday morning folks need to wash pots and pans, and clean up after themselves, unless they are paying Tammy. Dick asked if other churches are doing it like we are, will the IRS have an issue with her contract/our expectations for her. Carol said let's not miss the point, it is the quality of her work when she is here, that is what is lacking and we have to think about and address. It is not getting better, it is getting worse.

**Treasurer's Report** - Please see attached. Randy reported that we are in pretty good shape financially, we are still ahead of schedule for revenue and doing well for expenses. First stewardship meeting is Friday. Budget wise, we are going to start working on the budget, put it out there and ask the congregation for help. Teresa was telling Randy earlier that her program she uses is starting to fail, so that will cost more money, health insurance is up, and if we need to address roaches, we need more money. New members, hopefully we can keep momentum going. Meredith looking at budget, asked if it was .54 cents per mile, BBT pays .42 per mile, and Marty confirmed that was the IRS rate. Finance committee approved for Teresa to subscribe to that additional program. Discussed Sam Stronach doing background work on insurance, continue to explore that to be sure that we have the coverage we really need, and possibly save some money. In our new renewed policy with Hackney agency, will hopefully report back in a month or two.

**Rector's Report** – Mutual Ministry Review we will be doing Sunday. Moe's for lunch, start at noon. Did a trial run of the asset-based stuff that is how we will be working. We will be done by 3pm, Cannon Cathy Deats will be running.

Newcomers coming into church, Nissa Harrell, fiancé of Cameron Homes and Martha Fulton.

Convention updates: delegates are Diana James, Kristine Daynes, Mike Miller, and Carol Putney

Starting this week, we can start looking at financials for next year's budget. In October we will see who is running for what elections, Mary Long has been nominated for a full term. Garland has given Marty permission to put his name in there for delegation as well.

Calendar of events (handout) Start looking at calendars for January 6<sup>th</sup> for good date for Vestry retreat. Lisa reminded that December 14<sup>th</sup> is the volunteer tea. Dick asked do we need a motion to approve the fees for Teresa's program, Royce said that the finance committee approved already. Marty explained that if it does not increase our overall budget, it does not need to be approved by the Vestry.

#### **Senior Warden Report** –

Royce discussed Potential Vestry Candidates, only 1 confirmed, Bill Hamilton. Martha Wrenn is a maybe, Chance Reynolds is a maybe. Marty said Lori Barnes has asked me to send her the Vestry description. Meredith clarified that she has never been on the vestry, and Marty said she has not. Devyn asked about Joanna Ross, and Marty said she said no. Elizabeth asked about Perry Jenkins. Royce said if you think of anyone else, please let me know. Royce asked about Cindy Rhodes, Devyn said she said no last year. Marty said if we present 4, it is a done deal to the parish, it would be good to have 8, 5 is not okay. Marty said perhaps they should be in the November epistle. Royce said that Hugh Hussey would have done it last year. Marty clarified that Troy is also out of town a lot and he ran last year, but not an option for this year.

#### **Junior Warden's Report** –

Bob reported that the group is still thinking they will be done with the Capstones by the end of the month. Unsure about how long for the slate. Met with Rid-a-pest with 3 ladies from earlier and discussed the roach issue. Rid-a-pest was explaining that they could treat monthly inside, would be \$200 a month to do that. At the end of 3 months, could move to quarterly at \$300 per quarter. Discussed that if we move from monthly to quarterly, roaches may come back. Just recently sprayed for roaches 3 weeks ago, already roaches in the kitchen. Concerned about possible issues with sump pump, however running fine, replaced motor. Duct work in the bathroom, the explanation regarding lack of airflow is that it is the farthest from the fan. In the winter, they discussed possible space heaters to replace the ones specifically in the ladies bathroom. Termite report – Bob stated that he called 4x last week and can't get a hold of him. Went to the man's place of business, empty house with no furniture. He called right after Bob left the empty house. Discussed moving on to someone else to treat termites if need be. Sanctuary will be a significant clean-up. Tammy's sister has a commercial cleaning

company in Goldsboro. We are going to have to clean higher up the wall this time than the last time work was done. Waiting on 2 estimates for cleanup, ServePro was out here and measured. If we can get parishioners to help, we can take that off of the bid. Cleanup will be extensive, it will be the middle of November before we can clean. Royce said the bake sale is going to have to be in here. Marty said we may have to have church in there 1 day and only have the service and then leave. Meredith said depending on what happens with Tammy, we need a 3<sup>rd</sup> estimate if she is no longer working here. Bob explained a lot of this cleaning has to be done by hand and done right. Bob reported he got a bid back on plaster work, but we don't have to do it all right now. The projected bid is \$18,800 but we don't have to do all of it at once. Shelton said nothing we are doing in the sanctuary will affect the plaster needs in this room, and Bob said no. Royce said Ben is recommending we do get the flashing done. Cannot sell the land without authorization of the diocese. Royce said we just need to get tax value out of the land and unload it and move on.

### **Commission Reports**

#### **Christian Formation –**

Victoria Brown has started, scheduled to meet with CF vestry liaisons Thursday at noon. Charlotte Reynolds is almost hesitant to send out a calendar for volunteers per Devyn, Marty asked Devyn to invite Charlotte as well. Royce thanked everyone for working to get Victoria here, she will be good for the church, she has a lot of good ideas.

**Stewardship** – see above. Meeting Friday between 9 and 9:15.

**Missions** – One and only fundraiser, Lobsters on October 20<sup>th</sup>. Per Marty, Facebook boost for lobster sale. Bob said that perhaps we can use a portion for grounds/expenses, Marty said that we have already earmarked for Hurricane relief.

**Communication** – Nothing new

**Parish Life** – Nothing new

**Pastoral Care** – Nothing new

**Worship** – meeting on the 16<sup>th</sup> to determine Advent IV/Christmas Eve services. Recommending dropping the 10:30am service. Per Bob, Scott Thompson would like to be in charge of the ushers.

**New Business** – Vestry clerk candidates for 2018. Martha Fulton may be someone we could ask per Royce. Marty said that there is a job description in your email, make sure they know ahead of time what their expectations are. The clerk does have some legal responsibility, initially sign off on the parochial report.

**Old Business** – Per Royce, Capital Campaign, supposed to be \$38,000 short, we have not borrowed any money but have transferred money. Day is coming when we need to borrow money. If there is anyone who would like to donate, please talk to folks who can help. We would like to do some recognition for Ben Skinner for helping with everything he has done.

Organ series to begin in October/November as way of showcasing music and organ fund – tabled until we can be back in the sanctuary

Racial Justice and Reconciliation: working with Lori Caldwell – per Marty, all churches are being asked to do something. We will work on that starting from where we are in this town, Lori is the chair of parish life.

Elizabeth asked for a password for Safe Church, Marty said that she has not received one but will check on again.

Dick brought up the 58 people who were killed in Las Vegas and one person was going to read the names on Sunday, and should several people do that, 10 at a time. Marty clarified that we can have a separate voice, not a reader, read those names out. Joel will pause and someone else can read the names.

Closing Prayers and Adjourn

**Our next Vestry meeting will be Tuesday, November 14<sup>th</sup> at 5:30pm in Anderson Hall.**

**Vestry Meeting  
St Timothy's Episcopal Church  
September 12, 2017**

**Members Present:** Reverend Marty Stebbins, Senior Warden Royce Poythress, Dick Cozart, Treasurer Randy Prouty, Barnes Boykin, Elizabeth Skinner, Gary Daynes, Meredith Jinks, Devon Stronach, Lisa Robbins, Sandra Blazek, Mary Long, Lee Gliarmis (Absent: Shelton Griffin, Bob Putney)

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

Elizabeth read the mission statement.

Royce asked for approval for minutes from last month. Barnes had one correction – Gary Daynes name. Gary seconded motion for approval.

Mary and Randy to go over the audit. Mary explained that the first sections A-I are questions about what goes on in the church, who approves checks, what accounts we have, balances, payroll information. 4 people on the committee and each person took at least once section. There were no glaring issues. A – who reviews information that the book-keeper handles, lending property out to other groups. Answers don't change dramatically from year to year. Mary Long could not find the date that the budget was approved. Vestry book has "not been kept up very well". Several months missing. Mary Long suggested that our secretary could check and make sure that minutes are in the book. Check files from last year for 2016 as there were some missing from last year. Gary clarified that the physical book was the only tangible proof of the minutes and Mary Long agreed that was the case. Mary Long discussed with Randy that he would be doing some more oversight with bank transfers to ensure monies are going to the correct locations. The actual financial statement is the last four pages of the report to include assets, liabilities, net assets, and total liabilities/assets. Also included in report is the depreciation schedule. Randy clarified that there are not a lot of changes in the audits from the first report, other than typos. He asked that we please thank those folks in church for helping them. Randy asked if there were any findings where we are out of compliance and Mary explained that the recommendations are the meetings be kept up to date as well as have a good inventory of everything in our church. After all of the construction is completed, we need to have a comprehensive list of all of the assets we have at church to include paintings, stained glass, silver etc. We need to have a comprehensive list which will help us with replacement value for our church if something were to happen. Gary clarified that this would be the equivalent of a clean audit and Mary explained that it was. Gas furnace will be written off on 2017 (other things that may also come off/be added for next year). Randy explained that the work they did is \$3,000 or more in savings to the church. Devyn asked why we don't have insurance certificates for AA, Girl Scouts, Resolve it Together, do we just assume they do. Rev Marty explained that they have umbrella coverage policies, except for AA and we cover them under our insurance. Gary voted to approve audit, Meredith seconded. Approved as presented and will be mailed out.

**Treasurer's Report** - Please see attached. Lobster tickets are available as of today, \$18 per ticket.

**Rector's Report** – Rev Marty that the timeline update includes trying to find dates for the visit.

Father Tom Webster has asked to not be our priest associate any longer, he is now licensed in the Western part of the state. As a result, have taken the need for Memorandum of Agreement off the agenda.

Hemby's – new couple that has moved to the area, transferring in another family - the Reese's.

In your packet, you have the schedule of events. If you see something that is not on there, please let us know so it can be added. We are now on the Bishop's schedule for the 11<sup>th</sup> of February, she will be confirming adults and kids. Please note that Advent 4 and Christmas eve, we may be dropped one of the Advent 4 services.

Marty received a mailing at home, National Back to Church with great marketing but unclear about the denomination. Pentecostal Holiness church but don't mention god, church or holiness. Important for us to keep

the main thing, the main thing which is worshipping God. Discussed that it isn't a TedTalk we are talking about, but worship service. If the vestry gets push-back about marketing or "filling up pews" using different methods – important for us to be genuine and keep focus the same.

### **Senior Warden Report –**

Royce discussed that for the last several months we have been trying to find a Christian Formation Director. We had approximately 50 applicants – we had 2 serious candidates. Christian formation committee felt that the 1<sup>st</sup> candidate did not have what we needed, but the 2<sup>nd</sup> candidate perhaps does. Her name is Victoria Brown, has been the Youth Director at St. Mary's, has had a lot of experience. She has more part time jobs than full time so that is not an issue. Her passion is this kind of job and she has been back several times to interview several times. Victoria is 56 years old whereas Gigi was 33, so the youth asked her would she be able to keep up. She has an MBA, she has 7 children, and has agreed to be here every Sunday morning and evenings. She will be trained in Godly Play and her references were glowing. Marty expressed that she is well-qualified for this position, if approved she will be on a 19 hour time-sheet to determine when she will be on campus vs. working remotely. Marty expressed the importance of parents being involved with the programs and not just dropping their kids off. The advantage is because she is so linked with East Carolina diocese that we can link the two.

Gary reported that her knowledge of the church and diocese were impressive, but he was most impressed with how she responded to the youth who was interviewing her. She discussed ice-breakers but also big picture within the faith. She understands the challenge that she will have with encouraging volunteers and willing to take that challenge on. Royce expressed that she will need to do Safe Church (as will the Vestry). Devyn expressed that she was impressed with her. Meredith reported that they met with First Presbyterian last night, and they are more than willing to allow us to join their group. They had 41 members of their group and 31 were 6<sup>th</sup>-8<sup>th</sup> graders. They are several steps ahead of us for dinner angels etc. They are willing to let us come this Sunday. Meredith expressed that we need to talk tonight about what the job description includes – are we really hiring in a coordinator capacity so is she present at First Pres as our representative. There is a camp on Oct 6-8 already on their calendar that our kids are welcome to join. Barnes said that the associate priest shared that this has really worked well in the past and we are all working for the same goal of getting the kids what they need. Royce clarified will all meeting be at the First Pres church and Meredith clarified for many reasons they would. Royce and Marty clarified that we can also extend offers. Elizabeth said that the First Pres representative was very excited and willing to work with the kids. There are 3 advisors so they can separate the middle school and high school kids.

Marty clarified that Victoria's approval will be contingent based upon her background checks. Meredith explained that there is a theme for First Pres for the year and they meet 5:00p-6:30p on Sundays. Elizabeth recommended hiring her, that she is certified in EFM. Meredith expressed that we will probably get some push-back from the congregation that who we are hiring is a bit different than what we discussed. Elizabeth asked that we continue to keep an eye out for someone young who can be a volunteer to help with EYC. Devyn asked what the youth's final opinion who interviewed Victoria. Royce expressed that the youth said that she is a little older but he thinks that he and the EYC group will approve. Barnes asked if we could put her on a year to year contract. Royce said he does not like to do that, and Marty explained that her contract will be listed as an "at-will" employment. Discussed reviewing after 60-90 days. Vestry agreed upon 90 days. Meredith asked about the Walston's and whether they plan to participate. Marty said that they are still active in the church which is critical. If we approve her tonight, she will be on board October 1<sup>st</sup>. Discussed having a One Call for Godly Play and EYC (Meredith and Barnes will continue with EYC until Victoria is on board). Motion from Gary to approve Victoria, Devon seconded, all in favor.

Potential Vestry candidates – Royce discussed Chance Reynolds and he has asked him twice and he is praying about it. Discussed Joanna or Jeff Ross, Lori Barnes, Martha Wrenn. Elizabeth stressed that we have to find someone with children.

### **Junior Warden's Report –**

Bob was not here today for the report but left Royce a note. Timetable for repairs has not changed, will be the middle of October before the church is finished and then a massive cleanup, so we will likely not be back until November 1<sup>st</sup>. There is some leaking at the back of the church near the entrance and may be there until roof is finished. Lots that were donated are back on a consistent mowing schedule but they are not sold at this time.

### **Commission Reports**

October 8<sup>th</sup> commission chairs will get together for lunch to come up with ideas/budget report after church. This is a great opportunity for across commissions communication.

### **Christian Formation –**

Marty discussed Christian Formation offerings and re-wording EYC. Discussed trying to get an EFM class together. Invited the Vestry to come Saturday morning with cleaning supplies to help VBS transition to Godly Play. Marty discussed doing a Godly Play class in church one Sunday so the whole congregation can see it. Devyn discussed that we need more stories for Godly Play so we need resources. Meredith discussed a great opportunity for donation for congregation.

**Stewardship** – Royce reported that he spoke with Shelton about the Stewardship committee and having a rainy day fund for our church. He can report next time.

**Missions** – One and only fundraiser, Lobsters on October 18<sup>th</sup>.

**Communication** – If anyone is interested in writing press releases, we will hand those to the local news outlets to use the newspapers etc to our advantage.

**Parish Life** – Have not met this summer.

**Pastoral Care** – Lisa reported they are working on frozen food ministries and would like to re-name. Will be cooking on October 8<sup>th</sup>. Thursday, December 14<sup>th</sup> will be the volunteer tea.

**Worship** – Gary reported they will be getting ready for all the things associated with Christmas. Have started chanting on Sunday.

**New Business** – Review volunteer opportunities attached. Let Marty know about changes so that we can hand it to volunteers and be an insert for the Epistle.

Vestry member asked if we need to have a wellness check for vulnerable members. Marty has a partial list and asked Vestry to let her know any additional names. Barnes expressed that you may be able to cross-reference with Pastoral Care. Marty expressed that this list may be folks who are out and about but are vulnerable.

**Old Business** – Capital Campaign, Royce reported that we are only 36,000 short of our 1.5 million dollar goal. We have credit line with BB&T, will be borrowing some money from our credit line to cover the rest of the repairs.

Mission opportunity to feed the hungry – Marty reported this may not be a real opportunity.

Organ series is tabled at this time.

Royce stated that Mary Long believes that we may be able to apply for a grant to cover part of Victoria's salary.

Racial Justice – working with Lori Caldwell, Marty has been volun-told by the bishops to address the increasing racial violence so that we can have a non-violent clerical presence at demonstrations.

Dick asked about addressing the opioid epidemic in Wilson, and we need to be doing something. Rev Marty has a police officer who does a great presentation regarding this issue.

Closing Prayers and Adjourn

**Our next Vestry meeting will be Tuesday, October 10<sup>th</sup> at 5:30pm in Anderson Hall.**

**Special Meeting  
Vestry Minutes  
26 April 2017, 6pm**

Gary Daynes—note taker

**Confidential for 48 hours**

Rev. Marty will be nominated for Bishop Diocesan of East Tennessee, nomination to be published on Friday; letter to go out on Saturday. Meeting purpose is to notify the vestry in advance of public notification.

Questions from vestry about process:

Information on Facebook and website on Monday

Walkabout on 10 July, election on 28 July, ordination on 2 December

Nothing known at this point about other candidates

Headquarters of diocese in Knoxville, TN

If elected, likely to depart parish in September; search for new rector would begin prior to departure

If not elected, mutual ministry review to help discern future for Rev. Marty and the parish

Can direct questions to Rev. Marty

Rev. Marty seeks prayers on her behalf to help her stay focused on her ministry as our rector, not to “act bishop-y”

Keep eyes on those in parish who may be particularly disoriented by the announcement

## Vestry Meeting

St. Timothy's Episcopal Church

**April 11, 2017**

Members present: Reverend Marty Stebbins, Senior Warden Royce Poythress, Junior Warden Bob Putney, Treasurer Randy Prouty, Shelton Griffin, Barnes Boykin, Sandra Blazek, Lisa Robbins and Elizabeth Skinner. (Absent: Lee Gliarmis, Gary Danes, Meredith Jinks, Devon Stronach and Dick Cozart)

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

Royce asked if there were any corrections to the previous Minutes. Marty made correction (page 2-Bishop Sam's Ordination at Duke Chapel has been set. His visit to St. Timothy's has not been set). Shelton made motion to accept Minutes as corrected, Bob seconded. Motion passed.

Treasurer's Report – Randy reported that we were in good shape. Expenses about equal at this time to last years. We have a new pledge of \$10,000 and received the check, will show up in April's report. Stated they have received some extra money in people's pledges. He also included money in Capital Campaign Account because some of the money getting ready to start spending on sanctuary. He spoke briefly of Organ Fund. Money left over after paying \$6,320 bill from the Bunn Fund will be moved into Organ Fund; also a few honorariums that have been sent in have been moved there as well. To date, there is \$1,267.00 in the fund. Randy asked if anyone wanted a comprehensive financial report he would be glad to email.

Rector's Report – Marty asked all to look at the calendar. Stated there were several baptisms coming up. Also mentioned Father Tom would like to use the building to do some pastoral counseling. He and Marty will get together and agree on parameters to bring forward for Vestry to approve. She spoke about the six-page Mutual Ministry Review – where we will be taking a look at where we are and where we want to be and said we will work on later. She then read a letter she had received from Brent and Catherine Walston expressing their concern over EYC. Marty thinks we should divide into groups and visit each family involved in Christian Formation to hear their concerns and their willingness to commit to bringing children or helping heal those who were hurt by Gigi's departure.

Senior Warden's Report – Royce stated sanctuary roof bids have come in and they were actually a little lower than anticipated. He stated there is a line of credit with BB&T that we can use if the Campaign account gets down to \$100,000. He would like to keep that much in account in case an unexpected problem arises. Royce stated that the organ was going to be out of commission as it has to be totally covered to protect from dust.

He also reported that the two pieces of property that were given to the campaign will have some additional help selling, not only John Crudup but Sharon Hardister and Hugh Hussey. They will get signs up and try to sell.

Junior Warden's Report – Bob updated us on the termite issue. He stated the company has provided proof of liability from their insurance company. They have been working on getting some old wood trash from under the floors so they can dig a trench to treat. Bob said the kick plates on the sanctuary doors have been cleaned. He also said new locks have been installed on most of the drawers for the Altar Guild in the sacristy. Also, there is a pedestal sink to go in small bathroom in sacristy. He will wait until he has another need to call plumber to install.

Commission Reports –

Christian Formation- Sunday School going well. Easter Egg hunt went very well. All EYC members have been emailed a schedule for the end of year. They also have received a hard copy. First Sunday there were 2 youth. Second 3 and this past week 5 or 6.

Stewardship – Royce reported that Shelton was going to take over and he and Randy were going to help.

Missions – Royce also reported Missions doing well. They have speakers coming to talk about Freezer Ministry and Food Bank. Their busy season is fall.

Communications – Marty stated they may have a volunteer chairman. This person will attend the next meeting to get an idea what all job entails to see if they are willing to take on full time.

Parish Life – no report

Pastoral Care- no report

New Business: None

Old Business: Marty stated job description and cover letter has been put out for Christian Formation Director. She has talked with Action Staffing and will talk with Barton and Wilson Community College to see if someone may be interested. Royce has received one application; he is hoping to have a few more applications before going over with CF Committee. Royce reiterated two properties that were donated that need to be sold. He is hoping with three realtors working something will happen soon. Marty stated that Gary Daynes will speak during the Adult Forum on April 30 and May 7 on the Episcopal Church and Immigration. She stated Racial Justice Reconciliation Event tabled until May and Mission Opportunity to Feed the Hungry also tabled.

Concluded Night Prayers and adjourned.

Respectfully submitted,

Elizabeth Skinner

## Vestry Meeting

St Timothy's Episcopal Church

**March 14, 2017**

Members present: Reverend Marty Stebbins, Senior Warden Royce Poythress, Junior Warden Bob Putney, Treasurer Randy Prouty, Barnes Boykin, Devon Stronach, Dick Cozart, Elizabeth Skinner, Meredith Jinks, Lisa Robbins, Shelton Griffin (Absent were Lee Gliarmis, Sandra Blazek and Gary Danes)

Marty opened the meeting with the New Zealand Night Prayers. Elizabeth read the mission statement. Minutes were approved with minor correction to month instead of week and town of Speed.

Treasurer's Report: Randy provided a treasurer's report. (Included, please see attached financial analysis for January 2017, as well as the operating budget for 2017).

1st two months are looking good per Randy. Income is up and expenses are flat, overall pledges are down - 3 pledges lost \$21,000 in income. Randy created another budget where there is an excess currently of \$10,000 however organ work was \$6320. He talked to Jean, and discussed setting up a separate category where the money can be earmarked for the organ let's say, and would that be a very appropriate use for that money. Elizabeth clarified would this be an organ fund and Randy clarified no, but we need an organ fund because piano maintenance for example is at least \$1000. Last year was \$25,000 for the organ, it's a big investment and maybe needs a committee to help that pot of money open up. Dick stated how many people do you think gave for the new Christian formation position? Do we need to put that money there as a result? Randy - I think anymore giving was just a response to a general plea. Dick - if we're going forward as is, we need to keep some money back if we want to give raises in the middle of the year that's 1 idea. Randy - I hope we have a strong \$400,000 budget in 5 or so years. It's unclear why people gave that extra pledge money. Elizabeth - the letter was more general, not for specifics. Meredith - I think there's nothing wrong with just letting it be until we know how the Christian Formation position works out. Barnes - the organ can mess up and we would be stuck having to fix it. Randy - yes, the organ comes out often at least \$700-800 per year just for maintenance. Meredith - an organ fund is fine. Elizabeth - we can't openly campaign. Marty agreed, stated that any approaches need to be direct person to person discussions if looking at an organ fund. We could have our own music series like some other churches. Shelton - recommended budget remain as is with the surplus and if they are looking at an organ fund, they can target specific people but recommended not to do a broad campaign. Randy - 'soft sell it" and Elizabeth stated "we used to have an organ fund". Royce said yes, 10-15 years ago. Marty - they at least gave 1/2 to renovate the organ several years ago. Randy - there are funds available but we probably need to have a back-up plan. Royce and Randy - to get back together next week to review pledges, non-pledge income just as good.

Stewardship update – Shelton - I haven't done anything at all yet because I really don't know what I am supposed to do, what vestry is expecting of me. Marty - we need to re-constitute that committee.

### Rector's Report:

Marty provided calendar of events, asked if there are additions that are needed. Summer parish audit is due 7/1, Christian formation class to begin 9/10, Bishop's visit at Duke Chapel not set yet. Mission Opportunity - Feed the Hungry have not gotten back about the use of the parking lot. Marty - look in your packets you will see a Mutual Ministry Review. If you don't have it, make sure you do and she will email out. Will start in April, looking at the global parts of the entire congregation. In November meeting, the dioceses at our convention passed a resolution, the Racial Justice and Reconciliation Event. "Feel good make work" was the feedback given by Marty b/c we are a smaller church in ENC. Marty needs a contact person to begin planning for a seminar, put together person or committee to help plan a seminar, put together a seminar/logistics/parish-wide event. Expecting tv/dvd player, lunch/coffee/snacks so no financial

outlay.

Shelton - who is asking us to do this?

Marty - They are not asking, they are telling us that we have to

Meredith - what is the timeframe this needs to be completed by?

Marty - potentially in the fall

#### Senior Warden Report:

Royce reported that with the extra \$10,000 we have, we can decide whatever we want to do with that money: raises, organ fund, or leave it, what do yawl want to do?

Elizabeth, Meredith, Lisa - Leave it as is

Barnes - if we have enough at the end of the year, let's think about Christmas bonuses vs a flat raise

Shelton - does it have to be an item in the budget?

Royce - no, it can just carry over to next year

Marty - my salary is actually at the medium for our size church, so please focus raises and bonuses on the staff

Royce - so it sounds like hold off on raises until the fall where we can consider bonuses, group agreed to re-visit

Barnes - how long has it been since the last raise?

Marty - last year when Jean was out, and then once previously. At some point, we will be in need of a new bookkeeper and that can help keep their salary commensurate.

Royce - For the organ fund, let's call on some older members who are music lovers, but we can create an organ fund or organ drive, younger generation may not invest as openly vs older.

Dick - don't want to get too many fund drives at the same time

Royce - if we can hold the line off the capital campaign, we will be fine

Dick - just want to make sure that the capital campaign is secure until we start another fund drive

Elizabeth - I agree, we have a lot of pledges that are not income, we can use and have expenses pledged.

Royce - Ben put out some more quotes for work to be done which is less than we expected saving quite a bit, planning to begin work the 1st week in May, 135 days to complete the brick work.

Barnes - if we have excess, we can put money toward starting an organ fund, campaign with seed money

Royce - discussion on that, but construction costs are obviously subject to change

Elizabeth - whatever money is left over, can go into a general church improvement fund

Shelton - summer we can know more about much money we have left over

Royce - land that was donated to us, a church wants to purchase it. Sharyn Hardister and Hugh Hussey are selling it. If John Boddie Crudup can't get a commitment from them, we need to sell it to whoever will buy it ASAP.

#### Junior Warden Report:

Bob - approved inspection for heating/air conditioning system. Royce and I signed the pest control agreement, Enviropest which will dig a trench around but there is no guarantee this will get rid of the termites. Price was the same as another company, but this was the only one to inspect annually for free.

Dick - is there liability coverage?

Bob - not sure

Dick - important to get proof

Dick - I will get in contact with Fred Height about the doors this week.

Royce - Bob asked me to get with Southern Piping for HVAC filters, quarterly system for them to be replaced.

Al Pitts is coming next week to discuss.

Dick - 2 weeks ago, water was backing up in the kitchen and plumber came in, said it is grease and fiber getting into the sink.

Marty discussed replacing the entire mop.

Dick - discussed it was okay to pay the company to come back, may be an incentive to come back

Elizabeth/Meredith - at least get the promise to come back in writing

Barnes - wants to come back and find termites, more money to be made

Bob - nobody can guarantee termites are gone

#### Commission Reports:

Royce asked for any updates on Christian Formation position.

Marty - the job description for the position has been sent out through the Convocation, Epistle and to local clergy. She said that she will send again with a cover letter.

Devon - committee just met again with Gigi to get the run-down on EYC, Elizabeth will take over flocking and we need to get EYC parents involved to help finish out the year. Charlotte Reynolds and Judy Aycock were hesitant about going to Atlanta (Marty - too late now anyway), but Charlotte is excited about Sunday School and brought all of her lessons from Georgia and could gear it to older kids. She wants to teach Sunday school every week.

Royce - we are not allotting money for training?

Elizabeth - wants to seek out training closer

Barnes - 2 biggest volunteers are Judy and Charlotte

Elizabeth - had a great turnout for Sunday School last week, 17-18 kids

Devon - 10 kids this time, kids were excited, did use the Godly play room, would like to move to the Special Communion Class room when that class is over, Christian Formation and Marty and teachers need to sit down and see what they need to be successful. Charlotte can start again next week.

Meredith - if we have a commitment from both, we need a calendar for when Sunday School will be available.

Stewardship - Royce - we can meet in a couple weeks

Missions - Lenten Dinner tomorrow night, nothing until the fall with lobsters

Communication - no news

Worship - Special Communion Sunday 3/26

Old Business - Table Gary's item until next time since he is not here

Next meeting is scheduled for: Tuesday, April 11th at 5:30pm in Anderson Hall

Thanks!

Sarah

## Vestry Meeting

### St Timothy's Episcopal Church

February 21, 2017

Members present: Reverend Marty Stebbins, Senior Warden Royce Poythress, Junior Warden Bob Putney, Treasurer Randy Prouty, Barnes Boykin, Devon Stronach, Dick Cozart, Elizabeth Skinner, Meredith Jinks, Gary Danes, Lisa Robbins, Sandra Blazek (Absent were Lee Gliarmis and Shelton Griffin)

Marty opened the meeting with the New Zealand Night Prayers. Royce opened the meeting and Barnes read the mission statement. Royce motioned to approve the meeting minutes from last week, Gary motioned, Lisa seconded the motion.

#### **Christian Formation Discussion:**

**Treasurer's Report:** Randy provided a treasurer's report. (Included, please see attached financial analysis for January 2017, as well as the operating budget for 2017).

Stewardship update – Randy reported he is getting a positive response on a recent letter, and 3 identified parishioners who can no longer give totaling \$20,000. Marty clarified that this was more about life circumstances and not due to any recent church decisions/clergy etc.

Budget update – Less positive outlook in the budget, as a result - Removed any raises for the staff, took part of Christian formation position out due to budgetary constraints particularly due to the fact that this position may be upwards of 30 hours a week. Randy reported that the budget is trending down and that there will be additional letters about donations and giving as a result. Marty clarified that many churches are facing this challenge and the average age of parishioners at our church is 48 years old and do not have the discretionary income. Randy reported that if the youth director position turns into a bigger position, we should set money aside. Devon clarified what "salary other" was and Marty clarified that that would include nursery staff, as well as clergy or other staff when they are out due to illness. Randy again clarified that we did carry over funds from the previous year which is helping. EYC will also be doing additional fund-raising. Dick Cozart clarified that the \$20,000 formation position was taken out because it will be swapped out for the EYC position. Dick clarified how many people are effected by that change, and Marty clarified that Gigi will continue to stay in her position until she either takes the new position or is laid off. Dick asked how the budget corresponds to the letter that Royce and Randy sent out, and Randy clarified that he and Royce believe in an increase in transparency. Royce stated that he felt that some people felt that they were "crying wolf" with the financial issues, but they will have to make tough decisions if they continue to struggle. Dick stated that in the past, they have said "something you love may have to go," and explained that to the congregation. Meredith agreed and stated that if everyone just increases by X%, then we could make that up fairly quickly and will help people to see things in black and white. Royce explained that the conversations have been going on in church and Meredith stated that clearly they have been getting more pledges as a result of that letter. Royce said there is a line of how soon we "step over that line and ask again." Gary clarified the book that the vestry read about positive fundraising and that instead of being a "needy" organization, we need to try to be a "visionary" organization so that people can get behind those positive messages. Royce explained that we will start the stewardship campaign sooner in September or October so that we can know where we are before January or February. Randy expressed that there is a line where he needs to be careful about his message. Gary expressed that this a reasonable budget for the year, it seems well thought through and Barnes agreed. Dick clarified that without those 20,000 dollars, this budget is very much where it was in the past. Elizabeth clarified that we need to have programs to bring in these younger families. Dick expressed a concern that the capital campaign was for the most part successful but that we can still talk about it with the congregation. Gary explained that the message can be very positive and a call to continue the generosity of money, time etc. Meredith clarified that the message to younger families can be that giving is the most important thing, that everyone can't give \$1,000 etc. Dick clarified that a more positive, upbeat letter going out but Royce said either way, we still need to have

an operating budget. Devon clarified, what if we take the “salary other” and added it to the Christian formation position and Randy clarified a large portion of that may be the nursery staff. Marty stated that depending upon applicants, we may need to look at where that salary line lands.

Gary made a motion to approve the budget, Dick seconded the motion, budget approved. Formal vote was taken, unanimous approval.

**Calendar of events:** Marty stated that she will email the calendar of events.

**Rector’s Report:** She also provided a parochial report and the stewardship and financial information of the reporting congregation (please see attached). Total active baptized members of 454 (increase of 14 and decrease of 5). If they show up 3 active times throughout the year, they are considered active members. Some members are of a different faith however cannot be counted (15). Average Sunday attendance is holding steady at 132. Easter attendance is 252. Number of private Eucharists are high because we have a commitment to do it once per month, a strength of St. Timothy’s. There was only 1 wedding for 2016, and Marty has implemented the rule that you or your parents must be a member of St. Timothy’s. Burials were 7 (only 1 was an active member). There were 7 baptisms. Total church school students enrolled is 20, but because there are not church school services, she came up with 20 based on who was involved in active church youth programs. Randy discussed the stewardship and financial information of the reporting congregation (**please see attached**). Marty asked if there is a motion to approve the parochial report. Barnes motioned to approved, Elizabeth seconded and vote was unanimous.

Marty discussed that Tom Webster has asked to be a priest associate, Marty discussed that she will pay for his mileage out of her discretionary account. Marty stated that he will focus on the 8am service and Wednesday evening service and fill in as needed. He has retired and will work under Marty’s direct supervision. Royce clarified whether he would be paid the \$125 fee and Marty stated no, that is just not in the budget. Dick clarified if he is under his liability or the church’s and Marty clarified that he is under the church’s but also carries his own license. Marty clarified that she has seen a major positive change. Marty asked for feedback. Marty stated that he is seeing how long his sermons are and are not etc. Barnes asked his background, Marty stated that his wife is a professor at Barton and that Tom has been the permanent supply at speed. Dioceses recommended a letter of support/agreement.

Marty asked if the food bank could use the parking lot of the church to unload and give out the food at their monthly/weekly events. She wanted to allow them to use the parking lot 1 day per month, second Saturday of each month. Food would be delivered at 7am, volunteers would be here at 6am. No monetary investment and no access to the buildings allowed. Royce asked who our contact with the police department is to clear the parking lot. Marty stated she would have Theresa call the sheriff’s office. Motion was approved.

Mutual Ministry Review – pushed to after Easter, April-May to allow formation

**Senior Warden Report:** Went over Christian Formation Job Description. Royce asked Barnes to cover job descriptions (2 versions). Subject to change who is hired, give them latitude to adjust and bring our ideas. Discussed moving position status under job description. Want to hold to under \$19,000. All in agreement that idea is to allow programs/fundraising etc. ideas to change depending on what CFC wants. Royce – wants to hire the right person who allows growth and that benefit/success of program will come from parents/children of CFC. Discussed total to send 2 people to Godly Play training - \$3,000. Barnes stated if CF is in place, with consistency that will add value and lead to growth. We need to have realistic expectations. Elizabeth stated that it looks really bad to not have formal programs to offer young people. Dick asked can we look at a more concise job description and allow for more detailed description. Devon asked that we add to the position status. Randy asked that we find a happy medium between “Gary’s version” of the job description and the detailed job description and electronically vote. Marty explained that we must keep at 19 hours to allow to stay under the benefits line. If we hire the right person, we can allow for growth and offer benefits. Marty explained that we can add final version to the March Epistle to include the job summary, interpersonal relations and position status expectations. CFC will go back and unite the 2 job descriptions. It will be posted in the convocation and

diocesan. Meredith asked can the position be remote or are office hours required. All said no, and office hours are needed. Elizabeth stated that Presbyterian just recently hired a teacher. Devon asked does it need to be someone from the congregation and is there a need to specify for preference? Marty said let's take applications as we receive them and set "boundaries" from onset. Gary reiterated that the 2 job descriptions really are similar but that some line items are more regular occurrences 1/week vs 1/year. Marty asked CFC to structure based upon frequency/importance. Randy said "let's move forward with Gary's version for March Epistle. Barnes made motion, Gary seconded, all approved.

**Junior Warden Report:** Bob discussed possible pest control options for Rid-a-pest and Enviropest. Will also ask request each company to complete an annual "surface spray". He asked if under Enviropest, if digging a trench is under our or their liability. He pointed out that Rid-a-pest drilling holes in the floor does that really give us a good "vision of acuity" of problem.

He discussed the maintenance agreement on heating/air, changes filter/inspection/coil cleaning - \$2600 a year – Royce and Bob to negotiate. According to Ben Skinner, May for scaffolding, job looks like \$916,000 – Sanctuary only \$915, does not cover Anderson Hall etc. Does have another company submitting a quote.

**Commission Reports:** Randy asks for any commission updates – in place of Shelton States we will be starting earlier this year.

**New Items:** Gary discussed in the last decade, there has been a large upswing of immigrations, migrants from Honduras and Guatemala, and Middle East to the US. He lives in Central America during the 1980s and saw displacement. He discussed that the Episcopal Church encourages USA to continue to welcome migrants and refugees. This came to the forefront of his mind through attendance of St Phillips in Durham and having discussions and recent messages from Bishop Curry. He thought this was an important topic to discuss for our church and our congregation and our service to people who are displaced. Rev Marty asked Gary to perhaps offer a teaching of immigration/refugees into US to give us the underpinnings of history. Not asking for actions as much as discussion.

Randy came back to Capital Campaign numbers.

Barnes stated he was going to ask John Boddie who is responsible for selling land.

Randy said that we will not be getting \$ from the Peabody Estate. He stated that for the outside doors, the kick plates are being refinished. She said that this is not coming out of general revenue/parishioners.

Sandra states she would like to go back to Gary's info and to look back toward history presentation.

Asked for prayers for George Stronach and Hoeferkamp baby.

**Next meeting is scheduled for: Tuesday, March 14<sup>th</sup> at 5:30pm in Anderson Hall**

Respectfully submitted,  
Sarah Bradley  
Clerk to the Vestry