

Vestry Meeting
St. Timothy's Episcopal Church
October 8, 2019

Members Present: Senior Warden Brent Cook, Junior Warden Scott Thompson, Dick Cozart, Kristine Daynes, Shelton Griffin, Martha Wrenn, Bill Jeffrey, Meredith Jinks, Page Smith, Brent Walston, Scott Thompson, Elizabeth Skinner, Eliza Stephenson, and Randy Prouty.

Page opened the meeting with the New Zealand Night Prayers. Bill read the Vestry Mission Statement. Minutes from the previous Vestry meeting on September 10, 2019 were approved.

Treasurer's Report

Finance Report

Randy reported that year-to-date revenue (\$309,396) continues to run ahead of last year by approximately 14% while expenses (\$34,206) are up by slightly less than 3%. Non-pledge income has been particularly robust this year.

Capital Campaign and Stewardship Committee

Shelton stated that stewardship letters to all parishioners are approved, printed and ready to be mailed.

Miscellaneous:

- Music Minister Dexter Ruffin has alerted Randy of probable maintenance work needed soon for the organ;
- A monetary gift from the Tom Wood estate has been received;
- Credit cards were accepted and worked well for the Lobster Sale, and E-giving should be available by the end of October;
- Insurance coverage for the church now includes cybersecurity;
- Brent W. moved and Meredith seconded the motion to transfer another \$50,000 from a church checking account into a short-term CD for an improved interest rate. The vote was unanimous in favor.

Senior Warden's Report

A recent message received by Brent C. from Canon Massey indicated that there were no viable candidates yet for an interim priest. Brent has scheduled supply priests through November, and there was general agreement to fill vacancies through Advent in the event that an interim is not found by then.

For the Jack Gray lecture on Friday, October 11, Scott will try to line up several ushers. Kristine and Elizabeth volunteered to serve as greeters. The Parish Life commission will provide refreshments following the lecture.

Brent C. asked the Vestry to help communicate to parishioners that there will continue to be priest resources available in the event of a personal need or crisis during this time of transition.

Names of parishioners currently interested in serving on the Vestry and/or a Search Committee were submitted to Vestry members for consideration. Martha re-enforced the goal of identifying young people who have an interest. For the "Epistle" deadline on October 20, Vestry members will arrange to publish a brief bio and photo of all Vestry candidates. Shelton suggested that their bios be read prior to voting at the annual meeting as a way to introduce the candidates.

Shelton moved and Brent W. seconded the motion to approve Sandra Buchan as a new member of the Memorials Committee. The vote was unanimous in favor.

Until an interim priest is in place, volunteers are needed to make weekly announcements during both church services. Elizabeth will ask Garland Homes to cover the 8:00 service while Brent W. agreed to cover the 10:30 service. Brent W. also suggested that Eucharist Ministers would be appropriate back-ups.

Brent C. noted that Theresa Swain is the only church employee currently covered by health insurance which will be renewing soon. St. Timothy's will also be required to provide coverage for an interim priest.

Back-up support for Theresa in the operation of the church HVAC system is needed. Elizabeth suggested that Henry Long and David Taylor be approached. She will ask Theresa to reach out to them and plan to provide training.

With the unavailability of Mary Long, a new alternate delegate to the Diocesan Convention in November is needed. Kristine agreed to ask Charlotte or Chance Reynolds to fill in for Mary.

Rev. Marty's name has been removed from her discretionary account, leaving Randy as the only person with signature authority. Shelton moved and Meredith seconded the motion to approve this arrangement. The vote was unanimous in favor.

Junior Warden's Report (includes Buildings & Grounds)

Scott reported that instead of replacing an ice-maker and refrigerator, repairs will be possible for approximately \$800. The status quo of other initiatives remains the same.

COMMISSION REPORTS

Christian Formation/Youth

Victoria's monthly report was presented by Brent W. and is attached. Vestry members expressed concern about several items documented. First, parents of three youth would like to shorten and reschedule the confirmation class. In November, a meeting will occur to discuss possible changes. Shelton suggested that Father Phil be considered for conducting the class.

Attendance at EYC has dropped this fall, possibly because the Junior and Senior EYC groups have been divided, one meeting before dinner and the other one after dinner. Feedback from parents indicates that they prefer to combine the groups and to have a planned program/message each time. Eliza emphasized the need for parental participation in these gatherings and suggested that parents be expected to sign up for scheduled supervisory roles.

Godly Play continues to go well, but Youth Sunday School attendance has been low this year.

The Vestry questioned who should be responsible for Adult Formation programs going forward. Gary Daynes will lead one this fall about the Book of Common Prayer. Kristine asked whether the diocese could provide a unified curriculum and educational resources for programs in the future.

Brent C. recognized the importance of resolving these issues following the completion of Rev. Marty's transition. Brent W. proposed that the formation of a formal Christian Education Commission be considered.

Communications

No news.

Community Outreach

Bill reported that 450 lobsters were sold, with proceeds going to Habitat for Humanity.

Parish Life

No news.

Pastoral Care

Martha advised the group that the Volunteer Tea will occur on December 12 and that a Bereavement Committee is being formed.

Building and Grounds

Included in the Junior Warden's Report above.

Stewardship

Included in the Treasurer's Report above.

Worship

Kristine reported that the commission has coordinated readings with those supply priests who are currently scheduled, and music has also been planned. Another Music meeting will occur in October and another Worship meeting in November to plan Christmas services. Father Phil Bynum will be asked to conduct the Christmas Day service. The Vestry agreed that the Sunday service after Christmas will consist of lessons and carols.

New Business

Brent C. informed the group that sermons are usually recorded on Sunday mornings and that the procedure of doing this should be identified.

Dexter Ruffin has relayed John Wilson's interest in serving as an usher. Scott suggested that he be included as a greeter, and Kristine will present this request to the Worship Commission.

Bill Hemby is asking that St. Timothy's endorse a request for diocesan grant money (approximately \$600) for the purpose of providing umbrellas on rainy days to participants in his Carriage House worship outreach. This request will be tabled during our transition period and until more is understood about the Order of St. Luke ministry.

Old Business

Eliza circulated for feedback the finished pen-and-ink drawing of St. Timothy's. She will ask the artist to add urns to the depiction of the Memorial Garden.

Bobby Boykin continues to work with the city in creating an historical marker.

Kristine read a closing prayer, and the meeting was adjourned.

The next Vestry meeting will be: Tuesday, November 12 at 5:30 pm

Respectfully submitted,
Martha Ann Fulton
Vestry Clerk

ATTACHMENT

Christian Formation
Vestry Update October 2019

Confirmation class has 3 students. They are in the process of identifying mentors (sponsors). However the parents have changed their minds and want to reschedule the course. In November there will be a meeting to discern how to go forward with Confirmation.

The Senior EYC served 48 people at the Carriage House. The next time they serve is the last Sunday in December. We have one Senior High Student attending Happening 74 in October. She and I will attend at Trinity Center from October 18 through 20, 2019. For the month of September and so far in October, the attendance at EYC has dropped.

Godly Play is doing well. We have added a few new kits and are hoping to purchase some more to make our resources for this complete. Sunday School is being offered to 6th through 12th graders. Our attendance is low. There is some discussion about having 5th graders attend the class.

Victoria Brown
Christian Formation Coordinator

Vestry Meeting
St. Timothy's Episcopal Church
September 10, 2019

Members Present: Rev. Marty Stebbins, Senior Warden Brent Cook, Junior Warden Elizabeth Skinner, Dick Cozart, Kristine Daynes, Shelton Griffin, Martha Wrenn, Bill Jeffrey, Meredith Jinks, Page Smith, Brent Walston, Scott Thompson, and Eliza Stephenson. (Absent: Randy Prouty.)

Rev. Marty opened the meeting with New Zealand Night Prayers. Bill read the Vestry Mission Statement. Minutes from the previous Vestry meetings on August 13 and 26, 2019 were approved.

Treasurer's Report

Finance Report

Shelton reported that there was no significant change in church finances during the previous month. Income continues to exceed that of last year at the same time, since two-thirds of budgeted pledge dollars have been received.

Capital Campaign and Stewardship Committee

With editing assistance by Gary Daynes, a stewardship letter has been drafted that will be mailed to parishioners in mid-October — requesting, in particular, that pledges be made early this year ahead of the annual meeting in November. Shelton stressed the need for attracting more young people to the church. The committee plans to rely upon additional testimonials during Sunday services to generate interest.

Jack Gray Lecture Series

Barton College Provost and Episcopalian Gary Daynes outlined events occurring with the upcoming visit of Rev. Amy Butler. On the evening of October 11, she will present a free, public lecture at St. Timothy's about revitalizing one's faith. On Saturday, October 12, there will be a workshop at Barton College's Hardy Hall designed primarily for lay and ordained church leaders who play a role in the community. A \$15 registration fee will include lunch, and attendees may sign up online. Advertising for these events will occur through a newspaper press release, printed posters, and social media.

Rector's Report

In her final Vestry meeting, Rev. Marty updated Vestry members about plans for her December 7 ordination at St. Paul's United Methodist Church in Helena, Montana. Those planning to attend must sign up for tickets in the church office. She also informed the group that a central registry of Bishop Vestments and accoutrements will be accessible online for anyone wishing to make a contribution. Rev. Marty then distributed an updated Calendar of Events and presented a pastoral summary. She added that Gino, the church cat, will have a care team of five people in her absence.

Senior Warden's Report

Brent C. presented a request by parishioners Bill and Jan Hemby to expand their current Carriage House ministry to include an intercessory prayer group (an initiative through St. Timothy's Order of St. Luke Chapter). Rev. Marty noted that either the Worship or Pastoral Care commission (as well as the church rector) would need to supervise the program. Kristine recommended that additional church members with a similar calling be recruited to work with the Hemby's in this ministry. Eliza suggested that with so much change underway already that this request be placed on hold until an interim rector is firmly in place. Meanwhile, the Hemby's will be encouraged to continue their Carriage House ministry. Kristine will ask the Worship Commission to learn more about the Order of St. Luke in order to help educate the

Vestry and the church congregation. Bill suggested that the ministry may be an appropriate addition to the EYC program which will be explored.

The next order of business concerned selection of a transition method during the search for a new rector.

Kristine moved and Dick seconded the motion to follow the traditional process of hiring a full-time interim rector, selected by a church Search Committee from a slate of candidates provided by the diocese. The vote was unanimous in favor. After further discussion, the Vestry agreed that the committee should include 10 people, approximately one-third of whom are Vestry members. The committee will be formed after new Vestry members are elected in November. Brent C. emphasized that the search process is ultimately ours to define (with direction by the diocese). In communicating the Vestry's decisions to Canon Massey, Brent C. will simply request that interim candidates who lean either far left or far right theologically be excluded. Shelton added that St. Timothy's might well benefit from having an interim priest who would not necessarily be the kind of priest desired permanently.

In a spirit of pledged open communication, Brent C. will summarize for the parish the following decisions by the Vestry:

- the traditional search method has been chosen;
- a search will begin following election of new Vestry members;
- the Vestry and Search Committee will be committed to considering all church demographics during the process;
- the Vestry will move quickly to select a qualified and suitable interim rector;
- the Vestry will strive to achieve transparency in all matters relating to the search and selection of a new rector.

Junior Warden's Report (includes Buildings & Grounds)

Scott reported that he inspected the church thoroughly in preparation for the recent hurricane. He and Ben Skinner have determined that water leaking to the street is not coming from St. Timothy's, and water found in the church basement is probably the result of a backed-up drain that will be addressed. In addition, a new water heater has been installed.

COMMISSION REPORTS

Christian Formation/Youth

Brent W. reminded everyone that EYC and Sunday School will begin on Sunday, September 15. Victoria's monthly report is attached below.

Communications

Bill Hamilton is in the process of expanding the church Website to include more information about the Wilson community in anticipation of the new rector search.

Community Outreach

Bill and Page reported a good turnout for the recent social gathering at Brew Works where several new commission members were recruited. Tickets for the Lobster Sale are available now and being advertised by Bill Hamilton on the church Website.

Parish Life

Chaired by Janet Chesson, this commission will provide a Parish Breakfast, noon reception and afternoon party in honor of Rev. Marty on October 13.

Pastoral Care

A date for the Volunteer Tea in December has been established. Martha Wrenn has agreed to head a new Bereavement Committee that will assist grieving families with a reception/luncheon following a funeral.

Building and Grounds

Included in the Junior Warden's Report above.

Stewardship

Included in the Treasurer's Report above.

Worship

The next meeting will occur at Brewmasters on September 22.

New Business

None.

Old Business

Brent C. and Eliza presented for feedback the finished pen-and-ink drawing of St. Timothy's.

Consideration will be given to adding church name and location under the drawing.

Financial support has been approved by the Memorials Committee for a historical marker proposed by Bobby Boykin.

Closing Night Prayer and the meeting was adjourned.

The next Vestry meeting will be: Tuesday, October 8 at 5:30 pm

Respectfully submitted,

Martha Ann Fulton

Vestry Clerk

ATTACHMENT

Vestry Update September 9, 2019

Christian Formation Coordinator

Victoria Brown

Confirmation for Youth

The parents and myself had a meeting on Sunday August 25, 2019. Three curriculum suggestions were reviewed for their input and selection. The three curriculums offered were: Journey to Adulthood, My Journey My Faith, and Confirm Not Conform. The parents decided on Confirm not Conform because it was twenty sessions long and would hopefully the subject matter would be integrated more fully over a longer period of time.

We also decided that we would meet after church on Sundays and have either heavy snacks or a light lunch.

Sunday School

We will be offering Godly Play for ages 3 to fifth grade. The schedule is ready and the teachers have their schedules.

For 6th through 12th grade we will have the Curriculum Reform. Sunday school for this group will start at 9:15 or 9:30 and end at 10:05. This way there will not be a conflict for the acolytes. We want to make sure that our acolytes have time to attend our Christian formation. Since they are giving their time and energy to our church family, we need to make sure that they have access to resources for their spiritual growth.

This curriculum is published by Spark.

Below is some information from the website

(<https://www.wearesparkhouse.org/store/category/286822/re-form>) on the curriculum:

How it works

Each re:form session follows a three-part sequence:

- **Encounter** – Gather your youth together to watch a hilarious animated video (we promise it'll make them laugh!)
- **Engage** – Tap into their creativity for activities like doodling, constructing, and journaling that help them dig deeper into their faith
- **Respond** – Share thoughts and ideas about the session's question

EYC

The EYC will have a joint meeting of the parents and families for the kick off meeting. We will have a pizza dinner and an ice cream bar.

At the meeting I will cover the new schedule and the split of the group. I will go over the schedule and the one method of communication we will begin using so that there is one place to find out what is happening. This should make communication more stream lined. We will also be recruiting for Dinner Angels.

Vestry Meeting - Addendum
St. Timothy's Episcopal Church
September 10, 2019

Senior Warden's Report

Discussion ensued about meaningful parting gifts for Rev. Marty. The Vestry agreed to send an approved letter to all parish members encouraging contributions for a cash gift and informing them of the online registry. Shelton suggested that discretionary funds may also be available from the Memorials Committee. Martha added that a tangible gift from the parish would be important. Kristine suggested a framed photo and/or pen-and-ink drawing of the church. Brent W. moved and Page seconded the motion to request funding not to exceed \$1500 from the Memorials Committee to be used toward the purchase of necessary bishop items listed on Rev. Marty's online registry. The vote was unanimous in favor. Brent C. will consult with Bishop Rodman for his suggestions.

Respectfully submitted,
Martha Ann Fulton
Vestry Clerk

Vestry Meeting
St. Timothy's Episcopal Church
August 13, 2019

Members Present: Rev. Marty Stebbins, Senior Warden Brent Cook, Junior Warden Elizabeth Skinner, Dick Cozart, Kristine Daynes, Randy Prouty, Shelton Griffin, Martha Wrenn, Bill Jeffrey, Meredith Jinks, Brent Walston, Scott Thompson and Eliza Stephenson. (Absent: Page Smith.)

Rev. Marty opened the meeting with New Zealand Night Prayers. Bill read the Vestry Mission Statement. Minutes from the previous Vestry meeting on June 11, 2019 were approved.

Treasurer's Report

Finance Report

Randy briefly reported that St. Timothy's is ahead of budget expectations at a time of year when we are normally running a deficit. Overall the church's financial condition is currently strong.

Mary Long, Chair of St. Timothy's Audit Committee, reviewed in detail findings documented by the committee for the year 2018. In essence, no changes are recommended for financial policies or procedures. Elizabeth moved and Bill seconded a motion to approve the audit report, and a vote was unanimous in favor. The audit will be forwarded to the diocese by 09/03/19.

Capital Campaign and Stewardship Committee

Capital Campaign pledge dollars continue to come in at a steady pace.

Rector's Report

With reluctance, Shelton moved and Brent C. seconded the motion to accept Rev. Marty's resignation as Rector of St. Timothy's Episcopal Church. The vote was unanimous in favor.

Rev. Marty informed the Vestry that her final Sunday service will be performed on 10/13/19 and that her last day in the church office will be on 10/15/19. She has arranged for Father Phil Byrum to conduct Wednesday services from that time forward for a fee of \$50.00 per service. The annual Parochial Report will be signed this year by Senior Warden Brent Cook unless an interim priest is in place by that time. Rev. Marty reminded Vestry members to record church attendance numbers in the parish register when they serve as counters. The numbers are an important measure of church vitality for the Parochial Report. With her departure, Rev. Marty will be denying access by others to her discretionary account. A small dollar amount will be sent to Hope Station for their aid support, but no more funds will be distributed out of the church office. She has arranged for a line item fund to be created in the budget for the care of Gino, the church cat. St. Timothy's will be recognized officially as owner of Gino with Theresa Swain as agent. A party celebrating the election of Rev. Marty to Bishop in Montana will be announced soon.

A recent Calendar of Events was distributed. Rev. Marty urged Vestry members to be diligent in notifying Theresa about future updates.

Senior Warden's Report

Brent C. proposed that the annual Parish Meeting occur on November 10 this year to allow more time for newly elected Vestry members to become acclimated and involved. Martha moved and Dick seconded a motion to approve the proposed meeting date. The vote was unanimous in favor. Rev. Marty noted that nominations of strong candidates should appear in the October edition of the "Epistle".

Brent C. then summarized information that he gained from a lengthy conversation with Canon Catherine Massey, our diocesan transition contact:

- 1) St. Timothy's is viewed by the diocese as a strong and exemplary church; therefore, Canon Massey expects no lack of qualified candidates in our search for a new rector;
- 2) A profile of St. Timothy's parish has already been created by the diocese for use in screening candidates. Canon Massey urged us to expand our Facebook and Website communication during the search process; e.g., adding more information/photos of the Wilson community;
- 3) In handling the transition to a new rector, Canon Massey recommends the choice of an interim selected from a slate of candidates provided by the diocese. Briefly summarized, search methods include:
 - (a) Traditional: a full-time interim rector is selected by a church Search Committee from a slate of names provided by the diocese;
 - (b) Targeted Search: the Vestry serves as a Search Committee, and a full-time interim is selected from 1-4 names submitted by the diocese;
 - (c) Rector Time Certain: there is no Search Committee, but the Vestry chooses a priest from pre-screened candidates for a 3-year contract with options of contract renewal or termination;
 - (d) Supply Priests: a Search Committee selects individuals continually until a full-time rector is identified.

Kristine voiced a need for the Vestry to provide additional direction to the diocese in terms of special characteristics desired of a new rector beyond standard qualifications required by the diocese. This direction should be based on input solicited and documented from the church congregation. Shelton echoed this suggestion and added that the Vestry needs to prepare a long-term strategic plan for St. Timothy's that articulates who we are as a parish and who we want to be going forward. Brent C. suggested that this exercise occur during the next Vestry retreat and urged Vestry members to meticulously record any concerns, suggestions, observations, etc. by members of the church.

Kristine volunteered to coordinate food for the next Vestry meeting with Bishop Rodman and Canon Massey on August 26, 2019. Shelton suggested that members of the Finance Committee be invited to attend the meeting as well.

Junior Warden's Report (includes Buildings & Grounds)

Scott reported the following:

- 1) Greg Robbins and Bryant Jenkins expect to deliver the final Emergency and Disaster Preparedness and Response Plan soon after Labor Day;
- 2) A new door handle has been found for the sanctuary door;
- 3) Re-plastering of the room used for Godly Play will be top priority when the project begins.

COMMISSION REPORTS

Christian Formation/Youth

Victoria's monthly report was distributed to Vestry members. Brent W. expressed special thanks to Bill for serving as a chaperone for the youth Mission Trip to WV in July.

Communications

Bill Hamilton has been advised of the crucial role that his group will play during the search process for a new rector. Advertising for the Jack Gray Lecture Series in October is beginning to appear in various local media.

Community Outreach

Bill noted that co-chairs are in place and beginning to recruit new commission members. The annual Lobster Sale will occur this year on 10/04.

Parish Life

Planning is underway for a parish party in honor of Rev. Marty and will be announced soon.

Pastoral Care

Kristine stated that a new policy is being developed with the St. Francis Guild regarding funeral receptions. Further discussion will occur.

Building and Grounds

Included in the Junior Warden's Report above.

Stewardship

Included in the Treasurer's Report above.

Worship

Kristine has agreed to serve as temporary chair of this commission and suggests that planning for Christmas services begin at the usual time, regardless of the rector search status.

New Business

Bobby Boykin has proposed that a historical marker be erected in front of the church describing its early origin - cost \$1,600. Elizabeth moved and Brent W. seconded a motion to approve the proposal. The vote was unanimous in favor. Rev. Marty suggested that the Memorial Committee be approached at their next meeting for funding of this project.

Rev. Marty also requested that the Vestry strongly consider allowing additional AA meetings to occur in the church (on Monday and Friday nights).

Old Business

Church photos have been delivered to the artist who will create a new pen-and-ink drawing of the church.

Rev. Marty continues to be in contact with Rev. Ginny Inman concerning her visit and sermon at St. Timothy's. Date TBD.

Shelton reiterated that the Memorial Garden project is now complete, paid for and reporting a small budget surplus. Elizabeth suggested that the garden be formally blessed with simultaneous recognition of the Garden Committee. This event will occur at 9:00 am on Sunday, September 15.

Closing Night Prayer and the meeting was adjourned.

The next Vestry meeting will be: Monday, August 26 at 6:00 pm

Respectfully submitted,
Martha Ann Fulton
Vestry Clerk

NO MEETING JULY 2019

**Vestry Meeting
St. Timothy's Episcopal Church
June 11, 2019**

Members Present: Rev. Marty Stebbins, Senior Warden Brent Cook,
Junior Warden Elizabeth Skinner, Dick Cozart, Brent Walston, Randy Prouty, Shelton Griffin, Page
Smith, Eliza Stephenson, Scott Thompson, Bill Jeffrey, and Kristine Daynes.
(Absent: Meredith Jinks and Martha Wrenn.)

Rev. Marty opened with the New Zealand Night Prayers, and Bill read the Vestry Mission Statement. Minutes from the previous Vestry meeting on May 14, 2019 were approved.

Treasurer's Report

Finance Report

Randy reported that the summer slowdown has begun with May income approximately \$5,000 less than May expenses. However, YTD income still exceeds YTD expenses by \$32,072. Expenses remain steady month to month.

Discussion ensued about the best use of a \$106,178 gift from the Janet Hackney estate. In the meantime, \$3,822 was added to the gift from a checking account and placed in a 6-month bank CD earning 2%. In addition, other church funds were moved into a new money market account to improve that interest rate from .3% to 1.19%. While continuing to monitor anticipated maintenance costs for church buildings, the Finance Committee recommended that additional monies in various checking accounts be consolidated and placed in two \$50,000 short-term CD's with staggered maturities. Vestry members voted unanimously to approve the recommendation.

As the landscape project nears completion, the Garden Committee reports a slight budget surplus. They are currently working on a plan for budgeting annual maintenance expenses.

Mary Long is in the process of assembling her team to prepare the 2018 church audit and will present a report to the Vestry on August 13.

Capital Campaign and Stewardship Committee

Campaign debt was further reduced in May by \$21,078, bringing the current balance to \$130,682.

Currently, 120 pledges have been received totaling \$354,797 versus a 2019 budget of 116 pledges of \$351,000.

Rector's Report

Rev. Marty walked the Vestry through a timeline of events leading up to and following the announcement of a new bishop in Montana. She explained options available to St. Timothy's for identifying new rector candidates (if she is elected). Because the selection of qualified individuals depends largely upon a parish profile submitted to the diocese, Brent W. suggested that the process of creating that profile be started immediately. Rev. Marty will attempt to obtain a profile template from the diocese as a guide.

The exchange of office space between Theresa and Victoria will occur in August, after which time no meetings around the office table should occur if either Victoria or Jean is working there.

Senior Warden's Report

Brent C. recognized the excellent work and dedication brought to the job of Junior Warden by Elizabeth over the past year and a half. Elizabeth then moved and Page seconded the motion to transfer the duties of Junior Warden to Scott on July 1. The vote was unanimous in favor.

Vestry members also voted unanimously to confirm a prior electronic vote accepting a resolution that outlines the terms for donating a church property to the COMPASS organization. The diocese Standing Committee requested that the document be amended to include the words "non-warranty deed" plus an additional sentence. Elizabeth will follow up with attorney Turner Bunn and notify Vestry members if signatures are required again.

Scott moved and Elizabeth seconded a motion to elect two new delegates to the annual Diocesan Convention: Mary Long and Rebecca Rodriguez. The vote was unanimous in favor. Scott also moved to reaffirm Royce Poythress and Kristine Daynes as delegates. The vote was unanimous in favor. Dane Reynolds has been chosen to be the Rocky Mount Convocation youth delegate.

Junior Warden's Report (includes Buildings & Grounds)

Shelton has asked Bryant Jenkins and Greg Robbins to oversee completion of the new Emergency and Disaster Preparedness and Response Plan, particularly the assignment of individual contacts with specific responsibilities during a crisis.

Benches in the Memorial Garden need to be refurbished. Scott will follow up with Ray Keithley.

The termite infestations have been addressed, and we are still awaiting estimates for replastering Anderson Hall. A new leak discovered over the nursery may be originating from roof skylights above the ceiling.

COMMISSION REPORTS

Christian Formation/Youth

Attending a highly successful Vacation Bible School during June were 24 registrants from 8 neighboring churches, including 7 or 8 kids from St. Timothy's. Eliza believes that the success of this year's session may be due to a change of schedule to an earlier time in the summer and to the fun theme/activities that were advertised well. Additional volunteers will probably be recruited next year, with more direction needed for those middle-schoolers who arrive to help.

Communications

No new news.

Community Outreach

Page stated that a meeting of commission members will occur in August. They intend to kick off the year with other commissions at a Ministry Fair on Sunday, September 8.

Parish Life

Janet Chesson and her commission members were lauded for the parish breakfast, reception, and lunch provided all on the same day when Bishop Rodman visited.

Pastoral Care

24 (1-gallon) migrant kits were assembled and delivered to St. Mark's this year.

Building and Grounds

Included in the Junior Warden's Report above.

Stewardship

Included in the Treasurer's Report above.

Worship

Six new acolytes have been trained.

New Business

None.

Old Business

Brent C. reminded the Vestry of the urgency in submitting a photo of the church to the artist who will create a new pen-and-ink drawing. Eliza will follow up. Page mentioned that those drawings in addition to other specialty church items would be ideal for the Ministry Fair in September.

Rev. Marty has spoken with Rev. Lauren Kilbourn and Rev. Ginny Inman about conducting Sunday services in her absence. Both are willing and will finalize dates soon.

The meeting was adjourned.

The next Vestry meeting will be: Tuesday, August 13 at 5:30 pm

Respectfully submitted,
Martha Ann Fulton
Vestry Clerk

**Vestry Meeting
St. Timothy's Episcopal Church
May 14, 2019**

Members Present: Rev. Marty Stebbins, Senior Warden Brent Cook, Junior Warden Elizabeth Skinner, Dick Cozart, Kristine Daynes, Randy Prouty, Shelton Griffin, Martha Wrenn, Bill Jeffrey, Meredith Jinks, and Page Smith.

(Absent: Brent Walston, Scott Thompson and Eliza Stephenson.)

Rev. Marty opened the meeting with New Zealand Night Prayers. Bill read the Vestry Mission Statement. Minutes from the previous Vestry meeting on April 9, 2019 were approved.

Treasurer's Report

Finance Report

Randy reported that operating income of \$37,099 in the month of April continues to run ahead of expenses for the fourth month in a row, although the variance is likely to decrease during summer months. One goal of the Stewardship Committee is to even out income over the entire year.

The Finance Committee recommended that \$106,000 from Janet Hackney's estate be placed in the new Capital Account, with a portion of the money possibly parked in a money market account for better interest earnings. Meredith moved and Elizabeth seconded the motion to approve this recommendation. The vote was unanimous in favor.

Randy confirmed that Theresa had received a \$500 bonus for her exceptional work in restoring an old computer and installing a new system for the office. Discussion ensued concerning: the Vestry's role in conducting performance reviews of church staff, hiring and terminating procedures, mandatory retirement age, etc. Rev. Marty explained that she supervises ministry staff, but Vestry wardens get involved if there are performance or compensation issues. Kristine stated the need for clear employment policies, and Brent C. responded that the diocese has a formal personnel policy which Rev. Marty will provide.

Capital Campaign and Stewardship Committee

Pledge payments, endowment income, and other non-pledge gifts continue to reduce the Capital Campaign debt, from \$186,548 in January down to \$151,760 in April.

Rector's Report

Regarding the Five Points property being donated to COMPASS, Rev. Marty expressed a need for Vestry guidance in wording of a formal resolution which will be sent to the diocese for approval.

Rev. Marty also noted that she and Vestry wardens approved closing the church office at noon every Friday during June, July, and August to accommodate Theresa's backlog of vacation days. She also informed the group that Theresa and Victoria will be exchanging office space to allow Theresa a better view of the entrance, especially when she is working there alone.

Rev. Marty solicited the opinions of Vestry members concerning participation of youth (and adults) in a World Vision 30-Hour Famine taking place worldwide, during which participants collect pledges in support of their participation. Concern was expressed about the health safety of so long a fast with modifications suggested. Kristine related that during LDL Fast Offerings she had witnessed good results in raising awareness among church members of the realities of hunger. Meredith suggested that Victoria consider involving EYC in the project using the model of an LDL Fast Offering.

Going forward, updated calendars of events will be distributed electronically.

Senior Warden's Report

Brent C. reminded everyone that the Safe Church Webinar was now open to the congregation as a whole and required of those parishioners who work with youth.

To confirm a special bonus awarded the Parish Administrator, Shelton moved and Martha seconded a vote to approve the bonus. The vote was unanimous in favor.

Two church delegates are needed to represent St. Timothy's at the annual Diocesan Convention in August. Mary Long and Rebecca Rodriguez have expressed interest along with Dane Reynolds as a Youth Delegate. Rev. Marty will confirm their interest, and a vote will occur at the June Vestry meeting.

Junior Warden's Report (includes Buildings & Grounds)

After exploring other options, Elizabeth stated that the church will continue to use the same security company to provide maintenance of the alarm system.

Urns are expected soon for the Memorial Garden, and the landscaping project continues to be on track and under budget.

A new sign will be placed in back of the church noting restricted parking hours.

Plastering of walls in Anderson Hall will occur during the summer. Meanwhile, termites have once again been detected in various places for which Rid-a-Pest is under contract.

COMMISSION REPORTS

Christian Formation/Youth

A male volunteer is still needed for the summer Mission Trip to Charleston, WV. Victoria's monthly report is attached.

Communications

No news.

Community Outreach

Page recounted a meeting with Randy during which a decision was made to reinstate the Super Bowl party in 2020 and to consider offering another mission trip in approximately two years. A focused effort will be placed by this commission on introducing more people from the community to the church.

Additional brainstorming meetings are still to be determined. Rev. Marty added that Page is invited to a potluck dinner that she is planning for young adults (18-29 years old). Bill reiterated that more young people are needed as members of the commission.

Parish Life

Meredith reminded everyone of the upcoming Parish Picnic and the potluck breakfast on the occasion of Bishop Rodman's visit in June.

Pastoral Care

Assembly of Migrant Kits will occur at the June meeting of this commission and will be advertised by Kathie Davis in "The Epistle".

Building and Grounds

Included in the Junior Warden's Report above.

Stewardship

Included in the Treasurer's Report above.

Worship

A reminder that a Vestry meeting on June 9 will coincide with the Bishop's visit.

New Business

Rev. Marty requested that names be considered for any clergy available in the area to visit and preach at St. Timothy's during summer months or beyond.

Old Business

Brent C. and Rev. Marty will follow up with the formation of a new Columbarium Committee.

Regarding the Emergency and Disaster Preparedness Response Plan, Shelton suggested that a co-chairman be appointed to expedite completion of the plan in a timely manner.

Brent C. will follow up on the photo needed for a new pen-and-ink drawing of St. Timothy's.

Page will follow up with Jacob Aycock's mother about his status as lead coordinator of the Pet Food Ministry.

Painting of the Goldsboro Street fire hydrant is tabled until another opportunity is offered by the city. In the meantime, Kim Joy will produce a design for consideration.

Rev. Marty reviewed canons on the subject of whether ushers could assist Vestry members in counting duties after Sunday services, but it was concluded that only current or past Vestry members could participate. Theresa will continue to distribute a calendar with open dates, and Vestry members themselves will be responsible for arranging a substitute for any service that they cannot attend. All Vestry members agreed that they are willing to count for others on any Sunday when they are in attendance.

Closing Night Prayer and the meeting was adjourned.

**The next Vestry meeting will be:
Tuesday, June 11 at 5:30 pm**

Respectfully submitted,
Martha Ann Fulton
Vestry Clerk

ATTACHMENT

Vestry Update May 2019 for
Christian Formation

Vacation Bible School –

- Registration is up in paper form and online.
- Pop-up on Web
- Paper Forms in Bulletin and around Church
- Eliza Stephenson's and her committee have already planned super.
- Victoria is handling the curriculum
- We will meet on May 20th to finalize details

Godly Play –

- Attendance was steady and solid all year round.
- We have a great group of teachers.
- Charlotte gave the sermon with Godly Play on May 5. It was well reviewed.

EYC –

- **EYC** had its year-end party on May 5. This year has been very well attended with 17 – 20 youth attending. We have guests from other churches attending as well
- Our pattern this year was each month do Service (Chew or Carriage House, fun event or field trip, and the rest of the month activities with a Christian Lesson and theme.
- We plan to continue this plan next year. We should have the schedule set in the summer for the next school year.
- To facilitate more cohesion and appropriate developmental curriculum we will split the EYC next year. This will also allow us to even out our numbers to a more manageable and personable size and experience for our youth.
- We are actively recruiting a second adult for EYC so that we are in Safe Church Guidelines.
- The Schedule is as follows:
 - 4:30 – 5:30 Junior EYC 6th and 7th grades
 - 5:30 – 6:00 Dinner for all EYC together
 - 6:00 – 7:00 Senior EYC 8th grade and up.
- We still need a male chaperone for the Mission Trip July 21 -26.

Confirmation Class -

- We will have a meeting after VBS to invite the parents of possible confirmation candidates to sample the curriculums and choose what is they are most invested in and will be the best fit for their teens for confirmation.

Respectfully submitted,

Victoria Brown – Christian Formation Coordinator

Vestry Meeting
St. Timothy's Episcopal Church
April 9, 2019

Members Present: Rev. Marty Stebbins, Senior Warden Brent Cook, Dick Cozart, Brent Walston, Randy Prouty, Shelton Griffin, Martha Wrenn, Eliza Stephenson, Scott Thompson, Bill Jeffrey, Meredith Jinks, and Page Smith. (Absent: Kristine Daynes and Elizabeth Skinner.)

Rev. Marty opened the meeting with New Zealand Night Prayers. Minutes from the previous Vestry meeting on March 12, 2019 were approved.

Treasurer's Report

Finance Report

Randy noted that March income was well ahead of the previous two years while expenses remain well managed and in line with past years. YTD income has so far exceeded expenses by \$32,059 — well ahead of 2018 (\$15,760).

The annual audit process is beginning, and Randy reported that a new chairperson as well as new members are needed. By conducting the audit internally, the church realizes savings of several thousand dollars.

Capital Campaign and Stewardship Committee

Capital Campaign debt has been reduced to \$165,461 from \$186,548 at the beginning of the year.

Outstanding pledges (\$107,493) and expected endowment fund distributions (\$107,000) through 2020 will exceed what is owed, allowing us to repay church reserves and have additional funds to address ongoing building expenses.

Meredith asked whether new church members receive pledge cards. They do, and Rev. Marty explained that there is now a formal checklist for communication with new members. She will follow up with the Stewardship chair to include a letter in this process.

Rector's Report

Regarding the property for sale in the Five Points area, Rev. Marty and Elizabeth will meet with COMPASS on April 12 to discuss steps for obtaining a city variance. Meanwhile, the donation process will get underway.

Rev. Marty requested that all Vestry members sign up for speaking parts in the Passion reading on Palm Sunday. She also distributed a Spirituality Type summary resulting from an exercise completed by Vestry members during the January retreat. This summary often reflects the prevailing spirituality type/s of the congregation as a whole and may influence the philosophy of worship at St. Timothy's.

Brent C. added that the Worship Commission is currently looking at mystic liturgy more closely and is considering ways to improve Sunday services overall (e.g., intentionally recognizing and celebrating individual volunteers).

An updated Calendar of Events was distributed. Rev. Marty noted that Parish Life will provide a reception on June 9 for Bishop Rodman, followed by lunch and a meeting for all Vestry members.

Senior Warden's Report

Brent C. urged Vestry members to forward to Theresa their certificates documenting completion of the Safe Church webinar.

Junior Warden's Report (includes Buildings & Grounds)

In the absence of Elizabeth, Scott presented her report. A recent walk-through of church buildings with an SBI agent revealed a few areas needing improvement for better safety, including the handicapped entrance into the church and several locks. Rev. Marty noted that the church office door will remain locked and that there is an electronic means of unlocking it from inside. Batteries have been replaced in all smoke alarms.

Landscaping of church grounds is approaching completion, with urns to be delivered to the Memorial Garden after Easter.

A new leak was discovered in Anderson Hall and will be addressed. Estimates for re-plastering walls in that building will be received by the end of the school year.

COMMISSION REPORTS

Christian Formation/Youth

Brent W. reported that a male volunteer is still needed for the summer Mission Trip and that more adult supervisors are still needed for EYC meetings. Victoria's monthly report is attached.

Communications

No news.

Community Outreach

Page has agreed to serve as chairperson and will meet soon with Melissa Rees to formulate a plan for further evolving the commission.

Parish Life

Meredith recognized Janet Chesson for the excellent job that she is doing as new chairperson of this commission, evidenced by the Special Communion lunch that was served recently.

Pastoral Care

Martha related that the latest Newcomers Event at Brew Works went well but was not as heavily attended as the previous one. There are plans to prepare Migrant Kits once again this summer.

Building and Grounds

Included in the Junior Warden's Report above.

Stewardship

Included in the Treasurer's Report above.

Worship

No news.

New Business

Vestry members agreed that St. Timothy's should participate in the city's project to paint fire hydrants downtown. Shelton will follow up with a plan for the one located across the street from the sanctuary, possibly enlisting the creative input of EYC or other artists within the church community.

Old Business

Rev. Marty confirmed that Louise Anderson is interested in the Deacon position at St. Timothy's. However, personal matters are currently requiring frequent travel on her part, so a formal contract with her will be delayed until the fall.

Brent C. distributed for review the revised Rules and Regulations for St. Timothy's Columbarium. Shelton moved to approve the document, and Martha seconded the motion. The vote was unanimous in favor. Brent C. also noted that there is will be a binder in the church office with these and other forms pertaining to scattering, disinterring, and storing cremated remains (plus related NC laws). He proposed, too, that a new Columbarium committee be formed under the Buildings and Grounds Commission that would include: Mary Long, a Vestry member (Brent C.), and a representative of the Memorial Garden Committee (Ben Skinner). Dick moved that the proposal be approved, and Brent W. seconded the motion. The vote was unanimous in favor. Shelton questioned whether representatives or family members of those already buried in the Columbarium would be required to sign new forms. They will not. Discussion then ensued about the need for formalizing a scatter garden. Rev. Marty expressed the need for creating a contract that would specify a person's wishes and directions. Brent W. emphasized that there is a need for an official record and/or map of buried remains in the Memorial Garden, including locations reserved for future burials. Rev. Marty suggested that this project be the first job of the new committee.

Regarding the Emergency and Disaster Preparedness Response Plan, David Taylor has approved the final draft and is creating a subcommittee to complete it by late summer or early fall.

Brent C. stated that the artist commissioned to create a new pen-and-ink drawing of the church is now awaiting a photo, to be coordinated by Eliza.

Bill questioned whether it is possible to enlist ushers to help with counting duties after Sunday services so that a Vestry member not be required to be present after both services. Rev. Marty will review canons on the subject.

Closing Night Prayer and the meeting was adjourned.

**The next Vestry meeting will be:
Tuesday, May 14 at 5:30 pm**

Respectfully submitted,
Martha Ann Fulton
Vestry Clerk

ATTACHMENT

April 2019 Vestry Report
Christian Formation Coordinator

EYC:

The EYC has had a couple of busy weeks. After the Shrove Tuesday Pancake supper, we hosted a Lenten Dinner. Several youth came and helped to prepare and serve our spaghetti dinner. We have had a very busy EYC this semester. We have kept with our model of once a month we do service (CHEW and Breakfast at the Carriage House), a field trip, and games with a bible theme. We continue to have attendance of 17 – 20 people. We have a few youth from other churches joining us as well.

This past weekend St. Timothy's sent a delegation of 5 to Trinity Center for New Beginnings. We had three youth, one adult chaperone, and a team member. It was a very successful weekend. As one youth told me that they grew in their old friendships with formed ones with new people from other Episcopal Churches. It was a great Christ-filled weekend of learning about faith and the church in our lives.

Next week we will be stuffing eggs for the annual Easter Egg hunt. We will have our last meeting on May 5.

Senior Sunday is being coordinated by Brent Walston. Duties and roles are being worked out.

Victoria has signed up for the Hybrid Faith Formation Cohort offered by Life Long Learning of Virginia Theological Seminary and E-Formation. It runs from April 23 to June 4. Victoria is hoping to build a stronger foundation in the online platforms to help with the Christian Formation and EYC.

Work begins on VBS this month. It is less than 2 months away.

St. Timothy's has made its second payment for the Mission Trip. We are still in need of a male chaperone.

Victoria has a new email address: cfc@sttimothyswilson.org. The old one will be phased out over the summer.

Respectfully Submitted,

Victoria Brown

Christian Formation Coordinator

**Vestry Meeting
St. Timothy's Episcopal Church
March 12, 2019**

Members Present: Rev. Marty Stebbins, Senior Warden Brent Cook, Junior Warden Elizabeth Skinner, Dick Cozart, Randy Prouty, Brent Walston, Martha Wrenn, Bill Jeffrey, Eliza Stephenson, Kristine Daynes, Meredith Jinks and Scott Thompson. (Absent: Shelton Griffin.)

Rev. Marty opened with the New Zealand Night Prayer, and Bill read the Vestry Mission Statement. Minutes from the previous Vestry meeting on February 12, 2019 were approved.

Treasurer's Report

Finance Report

Randy reported that church finances in February remain on target. He also discussed a possible software upgrade to Jean's computer that would provide eGive capability for donations, pledges, etc. If installed, there would be a transactional cost to the church which Brent C. advised should be communicated to the parish as a whole.

The Finance Committee recommended a \$5,000 allocation from the Capital Campaign account to the Garden Committee for completion of their landscaping project. Dick moved and Elizabeth seconded a motion to approve this funding. The vote was unanimous in favor. Approximately \$2,000 in gifts for the project were also received in February.

Capital Campaign and Stewardship Committee

One additional pledge was received last month.

Rector's Report

Sam Stronach discussed next steps in the newly created Emergency and Disaster Preparedness and Response Plan for St. Timothy's (to be implemented in the event of a crisis that forces the church offsite). David Taylor has agreed to spearhead completion and adoption of the plan. Brent C. charged the Vestry with ensuring that the plan is carried forward and, if necessary, amended year after year. Kristine moved and Meredith seconded the motion to approve the plan. The vote was unanimous in favor.

In distributing an updated Calendar of Events, Rev. Marty reminded everyone of Bishop Sam's visit on Pentecost Sunday, June 9.

Relative to the Safe Church Webinar now available for Vestry members, Kristine requested clarification of the social media policy at St. Timothy's. Brent W. and Eliza will talk with Victoria to learn more about her parental permission form that allows communication with youth via social media.

Furthermore, if a Vestry member ever has evidence of or receives a report of child abuse, the Vestry member should contact the Senior Warden who will communicate the incident to police immediately (accompanied by the person making the charge). Meredith suggested that an information session be offered to the congregation for the purpose of explaining Webinar content and describing church protocol for addressing child sexual abuse.

Rev. Marty is putting together a new ministry for college students and other young adults. She has learned that many in this stage of life feel abandoned by the church when they either leave home for

college or return home after college and have difficulty re-assimilating. Two volunteers are needed who will be Prayer Pals for these young people and communicate with them regularly.

Rev. Marty has asked John Boddie Crudup to follow up with the COMPASS organization that, in partnership with a local Agency on Aging, has expressed interest in receiving a donation of the church property currently for sale in Five Points.

A Passion reading from Luke will replace the Gospel reading on Palm Sunday during both services. Vestry members were asked to sign up as readers.

Senior Warden's Report

No news.

Junior Warden's Report (includes Buildings and Grounds)

Elizabeth recognized Scott for his good work in the men's and ladies' restrooms as well as various electrical and lighting repairs. She also applauded Bowie Gray for personally supplying new door locks and parts.

Parking lot restriping should occur this spring over a Friday and Saturday. Brent W. suggested adding signage as well as painted arrows that will direct new traffic routes.

The roof and gutters on Anderson Hall are now fixed, and bids from plasterers are forthcoming. Elizabeth is also exploring additional security companies for a new alarm system.

COMMISSION REPORTS

Christian Formation/Youth

Adult volunteers are needed for EYC meetings, since parents tend to leave early. Meredith noted that numbers of youth attending are encouraging but that more organized programs with structured lessons are needed. Brent W. recognized the difficulty of delivering a lesson that will appeal to so many different ages. More feedback will be solicited.

On nights when CHEW packaging occurs, volunteers are particularly needed to help avoid general chaos. Meredith suggested that Victoria advertise for additional help on those nights especially. Rev. Marty proposed that Vestry members rotate through EYC meetings to observe and offer help. A male volunteer is also needed to accompany the group on their summer mission trip.

Elizabeth noted that Vacation Bible School will occur this year during the first week of June, Monday through Thursday from 5:30 - 9:00 pm. Another Godly Play demonstration will take place on May 5 during church services.

Brent C. will invite Victoria to attend the next Vestry meeting.

Communications

The church office hard drive is being restored by Bob Grudier.

Community Outreach

Bill stated that there has been no response from Facebook or Epistle advertising for a new chairperson. Rev. Marty suggested that one-on-one recruiting is more effective. Kristine questioned the amount of flexibility that commission members have in changing/evolving a commission. She proposed that a

group be convened to re-evaluate the purpose and programs of Community Outreach. Elizabeth pointed out the wide success of previous mission trips. [Rev. Marty added that a diocese trip to Costa Rica for April still has open spots.]. Martha added that this commission may be the one most likely to engage young people in the church. Rev. Marty will follow up by determining interest in another mission trip, and if positive, the commission would then provide guidance in organizing one. Community Outreach will be serving the Lenten Supper on March 13.

Parish Life

No news.

Pastoral Care

The next gathering for newcomers and young adults will occur on March 31 at BrewWorks. Martha requested that appetizers be provided, if convenient.

Building and Grounds

Included in the Junior Warden's Report above.

Stewardship

Included in the Treasurer's Report above.

Worship

No news.

New Business

Eliza distributed a photo of an antique mule chest that the sister-in-law of Elizabeth Daniel intends to donate to the church in memory of her brother (Elizabeth's husband). Eliza will follow up with the Memorials Committee.

Old Business

Rev. Deacon Louise Anderson will be the featured speaker at the first Lenten supper on March 13.

Brent C. submitted for review and comments: the revised Rules & Regulations document for St. Timothy's Columbarium, a sample contract, and an Authorization of Inurement. Additional language is needed pertinent to a scatter garden. Brent informed the Vestry that NC cemetery regulations do not apply to churches. He also advised that the Columbarium Committee include in the future one Vestry member and a Memorials Committee member who rotate off periodically.

A new pen-and-ink drawing of the church will be provided in the May timeframe.

Rev. Marty is awaiting the return of a religion professor from sabbatical to further pursue a plan for partnering with Barton College to provide theological classes at St. Timothy's.

Closing Night Prayer and adjournment.

The next Vestry meeting will be: Tuesday, April 9 at 5:30 pm

Respectfully submitted,
Martha Ann Fulton
Vestry Clerk

Vestry Meeting
St. Timothy's Episcopal Church
February 12, 2019

Members Present: Rev. Marty Stebbins, Senior Warden Brent Cook, Junior Warden Elizabeth Skinner, Dick Cozart, Randy Prouty, Shelton Griffin, Brent Walston, Martha Wrenn, Bill Jeffrey, Eliza Stephenson, Kristine Daynes. (Absent: Meredith Jinks and Scott Thompson.)

Rev. Marty opened with the New Zealand Night Prayer, and Elizabeth read the Vestry Mission Statement. Minutes from the previous Vestry meeting on January 5, 2019 were approved.

Treasurer's Report

Finance Report

The Finance Committee has approved final 2018 numbers in the Parochial Report for submission to the diocese by March 1. This year started strong with January income of \$54,666 and expenses of \$35,436.

However, \$7,000 in unfulfilled pledges for 2018 remains outstanding. Dick questioned whether borrowing funds from ourselves to retire the building loan and then paying it back from endowment interest would possibly discourage future pledges. Randy pointed out that endowment dollars are specified for building expenses anyway. Dick also expressed concern that new tax legislation and reduced refunds could impact the fulfillment of pledges this year. Randy continues to be confident in the motivation of church members and hopes to keep them excited with positive news about the overall financial condition of the church.

The Finance Committee recommended a \$5,000 contribution toward the landscaping project.

Capital Campaign and Stewardship Committee

Pledges for 2019 continue to come in slowly but are generally higher in amounts pledged. The committee has closely analyzed the decrease in total number of pledges (116 to date versus 124 in 2018) and remains optimistic that we will exceed a budgeted goal of \$391,700 by the end of the year. Non-pledge income is off to a strong start so far.

Outstanding Capital Campaign pledges total approximately \$111,000 currently, but Shelton believes that goals will be met over the next two years to repay dollars borrowed from church reserves to pay off the bank loan. The committee is now trying to negotiate a better interest rate on the church money market account.

Rector's Report

Louise Anderson has agreed to serve as Deacon at St. Timothy's, beginning in April. Rev. Marty will forward her job description to Vestry members. Louise intends to be in Wilson once per month. Before beginning officially, she will be teaching a Sunday School class as well as making a presentation at the first Lenten supper. In response to Dick's question, Rev. Marty explained that no travel expenses are included in Louise's contract, except for her travel to the annual Deacons Retreat, continuing education classes, and local pastoral visits.

The Safe Church Webinar is now available to Vestry members with the intention of offering it to the entire congregation eventually.

Rev. Dr. Amy Butler of Riverside Church has been retained as our next speaker for the Jack Gray Lecture Series in October. An announcement will be mailed to the Wilson community in March.

A pastoral update was given, and an updated Calendar of Events was distributed.

Senior Warden's Report

The 2018 Parochial Report was approved unanimously.

Eliza moved and Martha seconded Brent's motion to commission artist Cynthia Harris to render a new pen-and-ink drawing of the church's front entrance. Matted or unmatted copies (perhaps notecards as well) will then be offered for sale in the community. Proceeds will go toward the artist's fee of \$150 and then to the church Garden Committee. Eliza will help guide the artist.

Carriage House breakfasts have resumed with three teams of two leaders. More volunteers and leaders would be most welcome, though.

Junior Warden's Report (includes Buildings and Grounds)

Envirocon has been contacted regarding a contract for connecting church alarms to a central monitoring station and for maintaining battery operation (possibly installing broken glass and door detectors as well around the church). Price estimates will be forthcoming. Bill suggested that the Wilson Police department may be able to refer additional alarm companies for competitive bids. Bowie Gray has replaced six door locks.

Royce Poythress has agreed to address with the city stalled efforts to re-stripe the church parking lot.

Exterior repair work on Anderson Hall is nearly complete, and interior work will occur next. The Godly Play class fundraiser successfully raised \$320 through the sale of baked goods for renovation of their own classroom.

Having received \$5,000 from the Memorial Committee and \$5,000 from the Columbarium Committee, the Garden Committee estimates that \$9,000 is needed to complete the landscaping project and to make irrigation/drainage repairs. The Finance Committee will allocate another \$5,000 from the church operating budget, leaving a balance of approximately \$4,000, toward which any financial gifts or memorial donations will be directed. Given the relatively small amount now needed to complete their project, the Garden Committee has been encouraged to move forward this spring.

COMMISSION REPORTS

Christian Formation/Youth

In reviewing Victoria's report (see attachment), Elizabeth questioned whether Vacation Bible School could possibly be rescheduled for June in an effort to increase attendance before family vacations are in full swing. She will follow up with Victoria.

A communion class for three youth will meet in the Common Room during 10:30 church services in order to give these communicants an opportunity to participate in communion.

Because it was so enthusiastically received the first time, Brent C. suggested that Charlotte Reynolds repeat a Godly Play experience for the church congregation. Vestry members agreed, and the Easter season was suggested.

Communications

Page and Bill Hamilton met recently to develop a survey that will be mailed to all parishioners, soliciting input about preferred methods for communicating church news and information.

Community Outreach

Rev. Marty, Randy and Bill met to develop a job description for the chairperson of this commission (which Kristine will review). Other commission chairs were encouraged to model their job descriptions after this one.

Jacob Aycock (whose family has not been attending church recently) had been overseeing the Pet Food Ministry and ensuring that food was distributed to appropriate agencies in a timely manner. However, it may be necessary now to select a new person for this responsibility.

Parish Life

Rev. Marty has met with Janet Chesson (new chairperson) to discuss various commission items, such as objectives, budget, activities, etc.

Pastoral Care

The next Newcomers Event will be held at Brew Works on 3/31. And the frozen food ministry continues to be under-utilized. Elizabeth suggested moving food into the Anderson Hall freezer for easier access. Brent C. added that a reminder from the pulpit might steer people that way immediately after church services.

Building and Grounds

Included in the Junior Warden's Report above.

Stewardship

Included in the Treasurer's Report above.

Worship

Kristine announced that the framework for a Junior Usher program targeting kids below 6th grade has been created and approved by other ushers. More acolytes are also very much needed.

A Philosophy of Worship subcommittee has been appointed to explore ways of having an "enchanted worship experience", in the words of Gary Daynes.

New Business

None.

Old Business

A document that includes previous Vestry edits for Columbarium Rules and Regulations was distributed and will be approved at the next meeting. Language is needed regarding a scatter garden.

Rev. Marty and the Barton College chaplain will soon be meeting with Gary Daynes to discuss shared theological classes at St. Timothy's.

In March, Sam Stronach will present for Vestry input on a nascent disaster plan created by his committee for the church.

An anticipated organ recital series has been tabled indefinitely due to scheduling conflicts among musicians.

Closing Night Prayer and adjournment.

The next Vestry meeting will be: Tuesday, March 12 at 5:30 pm

Respectfully submitted,
Martha Ann Fulton
Vestry Clerk

Vestry Meeting / Retreat
St. Timothy's Episcopal Church
(meeting held at Good Shepherd, Rocky Mount)
January 5, 2019

Members Present: Rev. Marty Stebbins, Senior Warden Brent Cook, Junior Warden Elizabeth Skinner, Dick Cozart, Brent Walston, Randy Prouty, Shelton Griffin, Martha Wrenn, Eliza Stephenson, Scott Thompson, Bill Jeffrey, and Kristine Daynes. (Absent: Meredith Jinks and Page Smith.)

Rev. Marty opened an afternoon session of the annual Vestry Retreat. Minutes from the previous Vestry meeting on December 11, 2018 were approved.

Treasurer's Report

Finance Report

Although numbers for the year 2018 were not yet final, Randy reported that total operating revenue for the year appeared to be approximately \$15,000 above budget of \$380,674. Expenses were also well in line with expectations. Surplus dollars will roll this year into the Capital Account to be used in the future for any unplanned capital expenditures.

A final budget for 2019 is not yet complete, although a preliminary draft anticipates a 5% increase in overall expenses, including a proposed 2% salary raise for all staff. With projected income of \$390,000 and expenses of \$389,333, the church should be well funded to take advantage of any special opportunities during the year. However, pledges have been slow to come in during the fourth quarter. Therefore, phone calls will be placed to approximately 50 individuals who have not yet responded. Those pledges which have been received, though, are generally reflecting a significant percentage increase over last year. Randy requested that the Vestry meet briefly in January to approve a finalized 2019 budget. The meeting was scheduled for Sunday, January 27 at 9:30 am, with all in favor.

Capital Campaign and Stewardship Committee

In December, \$62,454.92 was transferred out of St. Timothy's money market account to pay off the BB&T loan in full. This brings the total that the Campaign has "borrowed" from the church reserves to \$129,000. Outstanding Campaign pledges and income from the Endowment Fund should be more than enough to repay ourselves by the end of 2020. The Finance Committee is now considering opening a line of credit with BB&T which may allow us to negotiate a higher interest rate for the money market account.

Rector's Report

For IRS purposes, a resolution stating the amount of Rev. Marty's housing allowance in 2019 was presented. Brent W. moved to approve the resolution, and Elizabeth seconded the motion. A vote was unanimous in favor.

Rev. Marty noted that a new person is needed for the Memorials Committee, with the expiration of Carol Putney's term. The committee manages and tracks memorial gifts to the church and determines whether conditions placed on the use of any memorials can be honored. Dick moved and Brent W. seconded a motion to elect Sharyn Hardister to the position. The vote was unanimous in favor. Rev. Marty also reported that Deacon Louise Anderson from Tarboro would preach again at St. Timothy's on January 13. Vestry feedback was positive in terms of offering her a permanent position that would entail her presence in Wilson one or two times each month. Kristine proposed that Louise be

asked first to teach a Sunday School class before Rev. Marty meets with her to discuss details of the offer. Following their meeting, Rev. Marty will present their agreement to the Vestry for approval.

A summary of items discussed recently at a Staff Retreat was distributed to Vestry members. Much discussion at the retreat concerned effective means of communicating news and information to the community, the parish, the Vestry and other staff members. Clearly, Facebook has become an important medium for communication with oversight by Bill Hamilton, Theresa Swain, Debbie Styles, and Rev. Marty. It was noted during the retreat that a flowchart depicting the duties of individual staff members would be useful for church commission members. In particular, commissions need to understand who can reserve facility space for meetings, who can issue checks, and what the boundaries are for Theresa's job. Vestry members were asked to be on the lookout around town and to remove any St. Timothy's signage that may be obsolete or in bad condition.

An updated Calendar of Events for 2019 was distributed to the Vestry.

Senior Warden's Report

Brent C. recognized Randy for his exceptional dedication to Carriage House breakfasts for many years. With Randy's retirement as coordinator, those breakfasts will cease on January 6 until a new person or preferably a group of people steps into the role of supervising those meals. Martha volunteered to be the contact person for anyone in the church expressing interest. Kristine emphasized the need to advertise this opportunity via all lines of communication.

Junior Warden's Report (includes Buildings & Grounds)

Elizabeth stated that Anderson Hall repairs continue weekly and that stage 3 in landscaping of church grounds will begin soon. This stage will require financial support from the Columbarium Committee and/or the Memorial Garden Committee. Shelton explained that there is no Memorial Garden Fund *per se* and that until now funding of garden projects has been assumed mostly by the volunteer gardeners themselves. Dick questioned the difference between the two committees, and Bill asked why funds cannot be tapped from the Buildings & Grounds budget. Kristine suggested that the Columbarium and Memorial Garden Committees be combined. Rev. Marty agreed that now would be a good time to consider restructuring the committees since the rules and regulations governing St. Timothy's columbarium need to be updated and formalized. Brent C. expressed concern that the church understand and follow NC law relative to the disposition of remains in order to be absolved of any liability. In this context, the rules and regulations document will be revised and presented to the Vestry again for review. Rev. Marty will discuss proposed restructuring changes with committee members and will invite church gardeners to the next Vestry meeting.

Bill recommended that the grounds around the Carriage House be cleared completely, and Elizabeth will follow up with the Garden Committee for their opinion. Shelton added that the committee would likely welcome another person or persons to approve their gardening ideas. Currently, ideas are informally passed by Elizabeth, Ben Skinner, and/or Frank Liggett.

COMMISSION REPORTS

Christian Formation/Youth

Brent reminded everyone of the Feast of Lights service on Sunday, January 6. He reiterated the need for more adult volunteers, citing a recent event with 17 youth and only two adult supervisors. Elizabeth suggested that it would be better to include adults who are not parents. Bill asked whether Barton College students might be a good source of help (many of them also volunteer in the Carriage House).

Brent C. added that all volunteers need to view the “Safe Church” Webinar (when access is provided by the diocese; Rev. Marty to follow up).

Communications

No new news.

Community Outreach

Bill confirmed that the Lobster Sale was considered a big success and that the commission is still in need of a chairperson. Elizabeth and Shelton suggested several names whom Bill will contact.

Parish Life

A Potluck Parish breakfast is planned for Sunday, January 27.

Pastoral Care

Martha praised the success of the December Parish Tea which included Altar Guild members this year. There will be another Newcomers Event in the spring. The frozen food ministry still needs to be top-of-mind for parishioners to utilize. Kristine emphasized that the point of this ministry is actually “food as a reason for a visit”. She will urge ECW to coordinate more closely with the Pastoral Care commission in this effort.

Building and Grounds

Included in the Junior Warden’s Report above.

Stewardship

Included in the Treasurer’s Report above.

Worship

Rev. Marty reported that a subcommittee is now studying St. Timothy’s philosophy of worship.

New Business

A brief Vestry meeting will be held on Sunday, January 27 at 9:30 am to approve the 2019 budget.

Old Business

Rev. Marty will gather more information about how St. Timothy’s will be involved as a site for field education.

She will also be meeting soon with Gary Daynes in his official capacity as provost at Barton College about offering theological classes at St. Timothy’s. Three parishioners have expressed interest, and a minimum of six are required.

The meeting was adjourned.

The next Vestry meeting will be: Tuesday, February 12 at 5:30 pm

Respectfully submitted,
Martha Ann Fulton
Vestry Clerk