

St. Timothy's Episcopal Church  
Greenville, N.C.  
Vestry Minutes  
April 29, 2024

The Vestry of St. Timothy's Episcopal Church held a meeting on Monday, April 29, 2024, at 5:30 pm in the multi-purpose building.

**Members Present:** Steve Callender, Ashton Johnson, Angela Mallette, Marty Michaels, Barbara Shreve, Debbie Strickland, Sharyn Lennox, Leslie Veach, Mary Vincent, Chuck Widney, Chip Williams

**Member(s) Absent:** Bill Biddlecome

**Others Present:** John Porter-Acee, Tommy Tucker

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

**Opening Prayer:** Ms. Strickland

**Approval of Minutes:** The minutes of the March 18, 2024, vestry meeting *were presented and approved by acclamation.*

**2024 Vestry Goals:** There was discussion about each of the vestry goals.

- **Fiscal Responsibility:** Mr. Williams reported about the progress of the group. There was discussion about the preparation for and methods to pay for the lobsters including transaction fees and use of the chapel for weddings. Ms. Mallette said that Julie and Scott Crippen plan to be involved with the lobster fair. The date of the fair is October 12, 2024. Malcolm Williams continues to work on plans for a new playground.
- **Community Connection:** Ms. Vincent spoke about a local organization named BRACE (Building Resilience and Courage to Excel), that works with foster parents. Funds for their operation are always needed. Once a year they have an event to raise funds and asked for St. Timothy's to furnish volunteers. Conversation continued. Ms. Lennox talked about a meeting with Charles Young to discuss the operations of Community Crossroads. She gave examples of the ways to assist the shelter.
- **Growing Together:** Mr. Callender reported that he has contacted local churches about congregational directories. He received the name of Unique Church Solutions as a possible vendor who is willing to discuss their services with St. Timothy's. Ms. Shreve said that St. Paul's has a Realm directory and a Facebook page.

**Action Item:** Mr. Callender will arrange a meeting with Unique Church Solutions.

**Treasurer's Report:** Mr. Williams said that the comparison of operating budget for last year and this year is very favorable. Pledge revenue has increased. The Treasurer's report *was accepted by acclamation.*

**Rector Report:** The rector spoke to the following:

- **Credo:** The Rev. Porter-Acee said he was pleased to attend the conference sponsored by the Episcopal Church Group.
- **Senior Vestry Dinner:** The third (3<sup>rd</sup>) annual dinner is scheduled for Sunday June 2, 2024, in the parish hall.
- **Ministry Architects:** The rector gave an update from an Executive Committee meeting that is talking about strategic, long-range planning. There is a company called Ministry Architects that specializes in this endeavor. Martha Whitesides is a consultant for this company. The committee discussed the possibility of having Ms. Whitesides provide services to St. Timothy's. Details will need to be worked out in the event the church decides to move forward. Discussions will continue.

**Senior Warden Report:** Ms. Strickland reported on the following:

- **Ministry Blessings:** There has been an update to the schedule. Ms. Strickland said that she has included an announcement about the ministry group recognition and will continue to notify the vestry liaisons when one of their groups will receive a blessing.
- **May Vestry Meeting:** The senior warden is inviting the vestry to her home for the May meeting with a meal.
- **Formation:** At the June meeting, Martha Whitesides and members of the Formation Committee will be present to talk about plans for formation for next year.
- **Vestry Counting/Closing:** There was discussion about the counting procedures to follow. The envelope does not need to be copied. She told the vestry that a faucet in the Narthex women's restroom has been leaking and asked members to be sure to check the restrooms when closing the church.
- **Administrative Committee:** At a recent committee meeting, there was discussion about working more efficiently regarding tasks and mission of St. Timothy's and to develop a method to access policies and procedures. Ms. Strickland and Megan Roberts are working on this item. Also, the committee decided to review existing policies and procedures for any editing that may be needed. Judy Franks will take the lead.
- **Vestry Announcements:** The parish administrator will continue sending three (3) items to the vestry person of the day to be announced at the Sunday services.

**Junior Warden Report:** Mr. Widney discussed the following:

- **Safety Checks:** Orlando Cruz has agreed to be responsible for safety inspections for campus buildings. The vestry expressed appreciation to Mr. Cruz.
- **HVAC Units:** Eubanks Mechanical has recently inspected and performed maintenance on HVAC systems.

- **Parish Hall Work:** The junior warden reported that the insect treatments seem to have mitigated the infestation, the range hood has been professionally cleaned, and work continues on the fire suppression system.

**Executive Committee Award:** On behalf of the committee, the rector presented the “*Never Put Yourself Before Gutters*” award to Mr. Biddlecome for his extraordinary work during the parish workday. Ms. Mallette was recognized with the “*Leader Seeker*” award for her lead participation in the lobster fair and recruiting others to take key roles. The vestry applauded.

**Pet Memorial Garden:** The rector reported that the Garden is finished and the total cost was approximately \$1,100, the majority of which was covered from contributions. He presented a motion from the Executive/Finance Committee *to draw \$336.43 from the Special Gifts and Memorials designated account to pay for the balance of the cost of the Pet Memorial Garden project.* The motion passed unanimously.

**June Vestry Meeting:** The rector has a conflict for the scheduled June 17, 2024, meeting. The vestry has the option of meeting without him or setting a different date. After conversation, the rector will send an email asking for preferences for dates to meet in June.

Closing prayer: Ms. Veach

The meeting ended at 7:13 pm.

The next scheduled vestry meeting is Monday, May 20, 2024, at 5:30 pm at the home of Debbie and Barbour Strickland

Respectfully submitted:

*Tommy Tucker*

Tommy Tucker  
Clerk to the Vestry

**St. Timothy's Episcopal Church**  
**Revenues & Expenses -- Finance Committee**  
**January to April 2024**

Note: The Report Option to include Open Transactions is selected.

Accounts	YTD Actual	Annual Budget	YTD Budget	YTD [Bud - Act]	YTD Actual (Last Year)	Total Actual (Last Year)
<b>Revenues</b>						
<b>Tithes and Offerings</b>						
Non-pledge Contributions	\$5,634	\$23,000	\$7,667	\$2,033	\$4,395	\$12,507
Operating Pledge Payments	\$141,751	\$312,000	\$104,000	(\$37,751)	\$146,828	\$343,222
Plate Offerings	\$2,410	\$6,000	\$2,000	(\$410)	\$1,832	\$5,391
<b>Total Tithes and Offerings</b>	<b>\$149,795</b>	<b>\$341,000</b>	<b>\$113,667</b>	<b>(\$36,129)</b>	<b>\$153,055</b>	<b>\$361,120</b>
<b>Other Operating Revenues</b>						
Fundraising (Lobster Fair, etc.)	\$410	\$15,000	\$5,000	\$4,590	\$169	\$22,341
Misc. Income	\$4,360	\$16,000	\$5,333	\$973	\$8,902	\$16,066
Processing fee pd by donor	\$94	\$350	\$117	\$23	\$124	\$397
<b>Total Other Operating Revenues</b>	<b>\$4,863</b>	<b>\$31,350</b>	<b>\$10,450</b>	<b>\$5,587</b>	<b>\$9,195</b>	<b>\$38,803</b>
<b>Total Revenues</b>	<b>\$154,659</b>	<b>\$372,350</b>	<b>\$124,117</b>	<b>(\$30,542)</b>	<b>\$162,250</b>	<b>\$399,923</b>
<b>Expenses</b>						
<b>Clergy &amp; Staff Exp</b>						
Insurance-Worker's Compensation	\$768	\$1,700	\$567	(\$201)	\$431	\$2,092
<b>Rector</b>						
Rector - Cont Ed.	\$0	\$500	\$167	\$167	\$0	\$0
Rector Auto	\$0	\$900	\$300	\$300	\$0	\$891
Rector Expenses	\$109	\$750	\$250	\$141	\$317	\$730
Rector FICA Allowance	\$2,794	\$8,400	\$2,800	\$6	\$2,731	\$8,193
Rector Health, Life & Dental	\$4,477	\$13,500	\$4,500	\$23	\$4,288	\$12,863
Rector Housing & Utilities	\$8,333	\$25,000	\$8,333	\$0	\$8,333	\$25,000
Rector Pension	\$7,077	\$21,250	\$7,083	\$7	\$6,918	\$20,753
Rector Salary	\$28,188	\$84,563	\$28,188	\$0	\$27,367	\$82,100
Supply Clergy	\$0	\$1,500	\$500	\$500	\$502	\$863
Xfer to Sabbatical Fund [81708]	\$0	\$1,750	\$583	\$583	\$1,750	\$1,750
<b>Total Rector</b>	<b>\$50,977</b>	<b>\$158,113</b>	<b>\$52,704</b>	<b>\$1,727</b>	<b>\$52,205</b>	<b>\$153,142</b>
<b>Parish Administrator</b>						
Parish Admin Pension	\$1,298	\$3,600	\$1,200	(\$98)	\$1,196	\$3,427
Parish Admin Cont Ed	\$0	\$500	\$167	\$167	\$0	\$500
Parish Admin Payroll Tax	\$736	\$2,250	\$750	\$14	\$714	\$2,142
Parish Admin Salary	\$9,623	\$28,868	\$9,623	\$0	\$9,333	\$28,000
Parish Secretary Travel Reimb.	\$55	\$110	\$37	(\$18)	\$53	\$106
<b>Total Parish Administrator</b>	<b>\$11,712</b>	<b>\$35,328</b>	<b>\$11,776</b>	<b>\$64</b>	<b>\$11,296</b>	<b>\$34,175</b>
<b>Organist &amp; Choral Staff</b>						
Organist Health, Life, Dental	\$4,073	\$12,000	\$4,000	(\$73)	\$3,896	\$11,688
Organist Payroll Tax	\$1,052	\$3,175	\$1,058	\$7	\$1,020	\$3,071
Organist Cont Ed.	\$247	\$1,000	\$333	\$86	\$249	\$1,084
Organist Expenses	\$18	\$200	\$67	\$49	\$58	\$97
Organist Pension	\$1,237	\$3,750	\$1,250	\$13	\$1,200	\$3,614
Organist Salary	\$13,747	\$41,240	\$13,747	\$0	\$13,333	\$40,150
Supply Organists	\$375	\$775	\$258	(\$117)	\$0	\$745
<b>Total Organist &amp; Choral Staff</b>	<b>\$20,748</b>	<b>\$62,140</b>	<b>\$20,713</b>	<b>(\$34)</b>	<b>\$19,757</b>	<b>\$60,449</b>
<b>Director: Christian Formation</b>						
Director Christian Ed Payroll Tax	\$410	\$1,475	\$492	\$82	\$398	\$1,194
Director Christian Ed Cont Ed.	\$270	\$500	\$167	(\$104)	\$0	\$143
Director Christian Formation Salary	\$5,362	\$16,085	\$5,362	\$0	\$5,200	\$15,600
<b>Total Director: Christian Formation</b>	<b>\$6,042</b>	<b>\$18,060</b>	<b>\$6,020</b>	<b>(\$22)</b>	<b>\$5,598</b>	<b>\$16,937</b>
<b>Childcare</b>						
Childcare Payroll Tax	\$53	\$250	\$83	\$31	\$55	\$164
Childcare Salary	\$690	\$3,000	\$1,000	\$310	\$720	\$2,145
<b>Total Childcare</b>	<b>\$743</b>	<b>\$3,250</b>	<b>\$1,083</b>	<b>\$341</b>	<b>\$775</b>	<b>\$2,309</b>
<b>Total Clergy &amp; Staff Exp</b>	<b>\$90,990</b>	<b>\$278,591</b>	<b>\$92,864</b>	<b>\$1,874</b>	<b>\$90,062</b>	<b>\$269,104</b>
<b>Buildings and Grounds</b>						
<b>Facilities and Maintenance Exp</b>						
Alarm Service Contract	\$0	\$600	\$200	\$200	\$0	\$360
Bldg Repairs/Maint/Facilities Exp	\$1,550	\$8,000	\$2,667	\$1,117	\$3,569	\$8,097
Cleaning and Supplies (TP,soap)	\$302	\$1,000	\$333	\$31	\$294	\$639
Housekeeping & Special Cleaning	\$3,320	\$10,000	\$3,333	\$13	\$3,320	\$10,119
HVAC Maint Contract & Repairs	\$560	\$5,000	\$1,667	\$1,107	\$0	\$3,592
Insurance - Facilities	\$5,659	\$24,200	\$8,067	\$2,408	\$4,423	\$21,066

St. Timothy's Episcopal Church  
 Revenues & Expenses -- Finance Committee  
 January to April 2024

Note: The Report Option to include Open Transactions is selected.

Accounts	YTD Actual	Annual Budget	YTD Budget	YTD [Bud - Act]	YTD Actual (Last Year)	Total Actual (Last Year)
Lawncare & Landscaping	\$2,800	\$9,000	\$3,000	\$200	\$2,700	\$8,375
Pest Control	\$1,058	\$2,000	\$667	(\$391)	\$1,011	\$1,386
Safety Supplies, Services & Equip	\$0	\$400	\$133	\$133	\$192	\$498
Trash Service	\$115	\$750	\$250	\$135	\$231	\$477
<b>Total Facilities and Maintenance Exp</b>	<b>\$15,364</b>	<b>\$60,950</b>	<b>\$20,317</b>	<b>\$4,953</b>	<b>\$15,740</b>	<b>\$54,609</b>
<b>Utilities</b>						
Electricity	\$2,721	\$10,950	\$3,650	\$929	\$2,824	\$9,246
Gas	\$4,869	\$6,283	\$2,094	(\$2,774)	\$3,485	\$4,599
Water, Sewer & Storm Water	\$1,507	\$6,180	\$2,060	\$553	\$1,265	\$5,743
<b>Total Utilities</b>	<b>\$9,096</b>	<b>\$23,413</b>	<b>\$7,804</b>	<b>(\$1,292)</b>	<b>\$7,574</b>	<b>\$19,588</b>
<b>Total Buildings and Grounds</b>	<b>\$24,460</b>	<b>\$84,363</b>	<b>\$28,121</b>	<b>\$3,661</b>	<b>\$23,314</b>	<b>\$74,197</b>
<b>Programs &amp; Worship</b>						
<b>Parish Life</b>						
Fellowship	\$0	\$150	\$50	\$50	\$2	\$108
Hospitality: Food & Supplies	\$92	\$250	\$83	(\$8)	\$0	\$146
Inreach	\$158	\$650	\$217	\$58	\$60	\$325
Welcoming	\$0	\$50	\$17	\$17	\$0	\$0
<b>Total Parish Life</b>	<b>\$250</b>	<b>\$1,100</b>	<b>\$367</b>	<b>\$117</b>	<b>\$62</b>	<b>\$579</b>
<b>Music</b>						
Guest Musicians	\$600	\$1,500	\$500	(\$100)	\$850	\$1,325
Music	\$39	\$500	\$167	\$128	\$317	\$533
Organ & Piano Maintenance	\$0	\$1,000	\$333	\$333	\$11	\$390
<b>Total Music</b>	<b>\$639</b>	<b>\$3,000</b>	<b>\$1,000</b>	<b>\$361</b>	<b>\$1,178</b>	<b>\$2,248</b>
<b>Christian Education</b>						
Adult Christian Education	\$112	\$350	\$117	\$4	\$235	\$325
Children's Sunday School	\$195	\$1,000	\$333	\$138	\$69	\$803
<b>Total Christian Education</b>	<b>\$308</b>	<b>\$1,350</b>	<b>\$450</b>	<b>\$142</b>	<b>\$304</b>	<b>\$1,127</b>
<b>Youth Ministry</b>						
Adult Volunteer Expenses	\$175	\$500	\$167	(\$8)	\$0	\$259
Intergenerational Events	\$110	\$300	\$100	(\$10)	\$25	\$313
Youth (formerly EYC)	\$297	\$1,500	\$500	\$203	\$189	\$1,432
<b>Total Youth Ministry</b>	<b>\$582</b>	<b>\$2,300</b>	<b>\$767</b>	<b>\$185</b>	<b>\$214</b>	<b>\$2,003</b>
<b>Worship Ministry</b>						
Altar Guild Supplies	\$394	\$800	\$267	(\$127)	\$102	\$404
<b>Total Worship Ministry</b>	<b>\$394</b>	<b>\$800</b>	<b>\$267</b>	<b>(\$127)</b>	<b>\$102</b>	<b>\$404</b>
<b>Total Programs &amp; Worship</b>	<b>\$2,172</b>	<b>\$8,550</b>	<b>\$2,850</b>	<b>\$678</b>	<b>\$1,860</b>	<b>\$6,362</b>
<b>Administrative Expenses</b>						
<b>General Office Exp</b>						
Computer Equipment	\$0	\$750	\$250	\$250	\$0	\$535
Computer Services & Software	\$1,816	\$7,000	\$2,333	\$517	\$1,696	\$6,409
Copier Lease-Maintenance	\$849	\$2,750	\$917	\$68	\$737	\$2,260
Marketing and Communications	\$0	\$2,500	\$833	\$833	\$960	\$960
Office Supplies	\$357	\$1,100	\$367	\$10	\$609	\$845
Postage	\$0	\$300	\$100	\$100	\$58	\$266
Subscriptions & Dues	\$106	\$500	\$167	\$61	\$71	\$353
Telephone & Internet	\$661	\$2,100	\$700	\$39	\$1,265	\$3,218
<b>Total General Office Exp</b>	<b>\$3,789</b>	<b>\$17,000</b>	<b>\$5,667</b>	<b>\$1,878</b>	<b>\$5,397</b>	<b>\$14,846</b>
<b>Miscellaneous Expenses</b>						
Convention	\$350	\$800	\$267	(\$83)	\$400	\$400
Diocesan Audit	\$0	\$650	\$0	\$0	\$0	\$529
Diocesan Pledge	\$3,667	\$11,000	\$3,667	\$0	\$3,333	\$10,000
Fees: Bank Charges	\$321	\$1,000	\$333	\$12	\$345	\$985
Fees: Online Giving	\$534	\$1,100	\$367	(\$167)	\$580	\$1,068
New Initiatives	\$0	\$750	\$250	\$250	\$435	\$1,556
Stewardship	\$0	\$250	\$83	\$83	\$0	\$61
Vestry & Staff Expenses	\$145	\$750	\$250	\$105	\$415	\$629
<b>Total Miscellaneous Expenses</b>	<b>\$5,016</b>	<b>\$16,300</b>	<b>\$5,217</b>	<b>\$200</b>	<b>\$5,507</b>	<b>\$15,228</b>
<b>Total Administrative Expenses</b>	<b>\$8,806</b>	<b>\$33,300</b>	<b>\$10,883</b>	<b>\$2,078</b>	<b>\$10,904</b>	<b>\$30,074</b>
<b>Outreach</b>						
Outreach budgeted	\$4,348	\$10,000	\$3,333	(\$1,015)	\$1,468	\$8,989
<b>Total Outreach</b>	<b>\$4,348</b>	<b>\$10,000</b>	<b>\$3,333</b>	<b>(\$1,015)</b>	<b>\$1,468</b>	<b>\$8,989</b>

**St. Timothy's Episcopal Church**  
**Revenues & Expenses -- Finance Committee**  
**January to April 2024**

Note: The Report Option to include Open Transactions is selected.

Accounts	YTD Actual	Annual Budget	YTD Budget	YTD [Bud - Act]	YTD Actual (Last Year)	Total Actual (Last Year)
<b>Total Expenses</b>	\$130,775	\$414,804	\$138,051	\$7,276	\$127,608	\$388,726
<b>Net [Revenues - Expenses]</b>	\$23,883	(\$42,454)	(\$13,935)	(\$37,818)	\$34,642	\$11,197
<b>Other Revenues</b>						
<b>Transfers</b>						
Transfers from Designated Accounts	\$0	\$42,500	\$14,167	\$14,167	\$0	\$0
<b>Total Transfers</b>	\$0	\$42,500	\$14,167	\$14,167	\$0	\$0
<b>Total Other Revenues</b>	\$0	\$42,500	\$14,167	\$14,167	\$0	\$0
<b>Net Operating Total</b>	\$23,883	\$46	\$232	(\$23,652)	\$34,642	\$11,197