

St. Timothy's Episcopal Church
Greenville, N.C.
Vestry Minutes
December 18, 2023

The Vestry of St. Timothy's Episcopal Church held a meeting on Monday, December 18, 2023, in the multi-purpose building.

Members Present: Steve Callender, Ray Franks, Ashton Johnson, Angela Mallette, Marty Michaels, Barbara Shreve, Debbie Strickland, Sharyn Lennox, Heather Tepper, Mary Vincent, Chip Williams, Malcolm Williams

Member(s) Absent:

Others Present: John Porter-Acee, Jon Sargeant, Chuck Widney, Tommy Tucker

The senior warden opened the meeting at 5:30 pm. A quorum was present.

Prayer: Mr. C. Williams

Senior Warden Report:

- **Mutual Ministry Review:** Ten members completed the review. The results were provided to the vestry. Mr. Franks said he felt the comments were very positive that suggested a successful year for the church.
- **Annual Meeting:** The meeting went well with good attendance and parish participation.

Junior Warden Report: Mr. M. Williams discussed the following:

- **Heating System Service:** Matthew Eubanks from Eubanks Mechanical has said he does not feel the thermostats need to be upgraded. Instead, he recommends the conversion of the HVAC units from electric to natural gas. He further said his company will perform the work at no charge to the church.
- **Building Cleaning:** The floors in the parish hall and education building will be cleaned over the holidays.

Accomplishments:

- **Awards/Recognitions:** The rector presented the "*Courage Under Fire*" award to Ms. Vincent for the way she deals with situations caring for the people of St. Timothy's. He also presented the "*Life of the Party*" award to Ms. Michaels for "all things fun", especially the number of coffee hours after Sunday services. The vestry applauded the recipients.

Mr. C. Williams presented the vestry with embroidered towels to express appreciation for their active participation in the stewardship campaign. The vestry expressed thanks to Barbara and Chip Williams for their leadership.

- **Opening/Closing:** Ms. Johnson and Mr. C. Williams will open/close in January 2024.

Challenges:

- **Pet Memorial Garden Update:** Mr. Widney gave a presentation about the proposed design of the garden. He distributed the design with costs at approximately \$1,000. Several persons have indicated a desire to contribute. There are parishioners who are interested in helping with the construction of the garden. He said that Boy Scouts may be involved. There was a *consensus of the vestry to move forward with the project*. The vestry thanked Mr. Widney and Kristine Kelley-Salamon for their leadership.
- **2024 Vestry Goals:** Mr. M. Williams and the rector met today to continue to develop goals for next year. They gave an update that included possible goals for fiscal responsibility, community-wide fundraising, community involvement, and formation. Another meeting is scheduled for tomorrow. There was also discussion about the continuation of this year's goals.
- **Diocesan Convention Delegate:** Mr. Callender has removed his name as a delegate to the 2024 Diocesan Convention. After discussion, Ms. Michaels will be the delegate and Ms. Vincent and Mr. M. Williams will be alternates.
- **Financial Items:**
 - **2024 Budget Draft Update:** The treasurer said that the budget continues to be refined and will be presented for vestry approval probably at the retreat and/or the January 2024 vestry meeting. The amount of the budget surplus is unknown as well as some other expenses that need to be included.
 - **Website Platform Expense:** The rector said that the company providing website services is changing their platform, expanding access to website architects, and, as a result, needs to raise capital. They have notified the church of increases in costs including \$2,000 that must be paid by December 22, 2023, to maintain services. The funds are not presently in the budget line item to cover this amount. Mr. Franks said the Finance Committee decided to take the \$2,000 from Strategic Reserves. Additional costs are expected when the company transitions to their new platform. The rector met with staff who said this company provides a quality product to the church that warrants continued use. The vestry agreed to remain with the company. After further discussion, *Mr. Franks moved to transfer \$2,000 from the Strategic Reserves designated account to pay the company. Seconded by Mr. M. Williams, the motion passed unanimously.*
 - **Rector Salary Increase:** The senior warden reported the 2024 budget will reflect a 3.1% salary increase for the rector.

- **Diocesan Pledge Approval:** The Rev. Porter-Acee said that the Diocese is asking for the 2024 pledge amount to be submitted now. The draft budget allocates \$11,000, which is a \$1,000 increase over this year. The rector said that the Diocese understands challenges to parishes wants them to remain strong. He said the vestry may want to make an extra contribution this year to the Diocese with a percentage of the operating surplus. Mr. Franks urged the vestry to consider additional contributions after the budget surplus is known. *Mr. M. Williams moved to pledge \$11,000 to the Diocese for 2024. The motion was seconded by Mr. Franks and passed unanimously.*

Rector Report: The Rev. Porter-Acee expressed thanks to the vestry for their hard work this year, much was accomplished, and he looks forward to the Christmas services and upcoming pageant. He also spoke about a family of a recently deceased person who had attended St. Timothy's and decided to make a memorial contribution to the Faith Fund.

- **Vestry Retreat Planning:** The rector announced that the vestry retreat is scheduled for January 19-21, 2024, at the home of Bitsie Harwell.

- **Housing Allowance Resolution:**

Resolution: Whereas the Rev. John Porter-Acee is compensated by St. Timothy's exclusively for services as a minister of the gospel; and whereas St. Timothy's does not provide John Porter-Acee with a rectory, therefore, it is hereby resolved, that the total compensation paid for clergy for the calendar year 2024 shall be \$117,944.57 of which \$25,000 is hereby designated to be a housing allowance; and it is further resolved, that the designation of \$25,000 as a housing allowance shall apply to calendar year 2024 and all future years unless otherwise provided.

Approval of Minutes: The November 20, 2023, vestry minutes were *approved by acclamation*. Mr. Franks thanked Mr. Tucker for his work this year as Clerk to the Vestry. The vestry applauded.

Treasurer's Report: Mr. C. Williams reported on the latest financial statement. The treasurer's report, previously submitted, *was accepted by acclamation*.

Outreach Committee: Ms. Lennox reminded the vestry of the decision to carry over unspent funds in the outreach operating line item to next year. She said that, as of today, \$1,011 remains. She said that contributions from other sources were very important to be able to realize the amount left in the outreach line item that will be used in 2024. She felt that outreach had a very good year.

Outgoing Vestry Members: Mr. Franks said that Ms. Strickland, Ms. Tepper, Mr. M. Williams, and himself have ended their terms on the vestry. Ms. Strickland, who served an unexpired term, will remain on the vestry. He thanked them for their service. The vestry applauded.

Closing prayer: Ms. Johnson

The meeting adjourned at 6:50 pm.

The next scheduled vestry meeting is Monday, January 15, 2024, at 5:30 pm in the multipurpose building.

Respectfully submitted:

Tommy Tucker

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Clerk to the Vestry