

St. Timothy's Episcopal Church
Greenville, North Carolina
Vestry Minutes
February 20, 2023

The Vestry of St. Timothy's Episcopal Church held a meeting on Monday, February 20, 2023, at 6:00 p.m. in the parish hall.

Members Present: Steve Callender, Ray Franks, Sharyn Lennox, Angela Mallette, Marty Michaels, Allyssa Sugar, Heather Tepper, Mary Vincent, Chip Williams, Malcolm Williams. Debbie Strickland joined virtually.

Member(s) Absent: Liz Lane

Others Present: The Rev. John Porter-Acee, Tommy Tucker

The Rector opened the meeting at 6:06 pm. A quorum was present.

The vestry had a discussion of the book entitled "Innovating for Love". Thoughts about the book were shared.

Prayer: Chip Williams

Approval of Minutes: The January 16, 2023, vestry minutes were *approved by acclamation*.

Old Business:

- **Safe and Door Codes:** Mr. M. Williams gave an update on the new codes.
- **Counting Procedures:** The procedures have been revised and posted in the supply closet.
- **Ministry Groups:** There was conversation about the groups that are not currently listed, e. g., Fellowship, or do not have a liaison. The scouts are under Formation. In Parish Life, "events" will be removed. The Yoga group will be under Parish Life.
- **Monthly Reports:** There was discussion about the reports that are sent to the vestry liaisons for their respective committees and ministries and the best procedure to follow. Mr. Franks said that it is important to promote and maintain a good relationship and communication among all who participate in the work of the church. He stressed the need for the vestry to remain in close contact with their groups. The vestry decided on the following procedure to obtain monthly reports:
 - Ms. Megan Roberts sends a reminder to the vestry only.
 - Vestry members contact their respective groups to request reports.
 - Reports are submitted from the groups to the assigned vestry member.
 - Vestry members will submit all reports to Ms. Roberts.
 - Ms. Roberts will consolidate the reports, by area, and submit to vestry members, rector, and Clerk to the Vestry.

Action Item: Each vestry member will notify their respective groups of the new procedure. Mr. Tucker will notify Ms. Roberts.

- **Vestry Goals:** The progress toward reaching the annual vestry goals was discussed. Reports were made for each goal. Mr. Franks asked the vestry to review the target dates for each goal and update, as necessary.
- **Goal # 1. Ministry Fair:** Ms. Vincent gave a report on plans to conduct a variation of the traditional fair. *By consensus, the vestry supported the proposal.* There was discussion about the source of funds, which was decided to be drawn from the New Initiatives line item. The expected cost is no more than \$250. See report.

Action Item: Ms. Vincent will discuss the proposal with Ms. Roberts.

- **Goal # 2. Newcomers:** Mr. Callender gave an update and stated a need for other vestry members or parishioners to assist. Some suggestions were given. The rector indicated his desire to join the group.
- **Goal # 3. Communications:** Ms. Lennox gave an update on communication between the vestry and the congregation.

There was a suggestion to give the congregation information on the goals, ministry areas, and the progress. The senior warden asked the chair(s) of the goal areas who have reports to send them to the Clerk to the Vestry in advance of the vestry meetings.

- **Grant Proposal:** The rector informed the vestry that a Perkins Grant has been awarded to St. Timothy's in the amount of \$40,000. The check should arrive the first week of March 2023. The funds will be used to replace the roof on the Educational Building. Mr. M. Williams said that the work has been scheduled.

New Business:

- **Policy Revisions:** The rector discussed the following policies that were approved by the Executive Committee for recommended revisions:
 - *Church Committee Guidelines:* Revision to the policy for the composition to the Administrative Committee and the Finance Committee. Other revisions are forthcoming. See revision.
 - *Fundraiser Policy and Form:* Revisions to the policy. See revisions.

After discussion, the vestry *approved the revisions by acclamation.* The vestry was asked to review all policies, including the above, and send any comments to the Executive or Administrative committees.

- **Vestry Meeting Time:** By agreement, the vestry decided to change the meeting time on the third Monday of each month to begin at 5:30 pm.

- **Parochial Report:** The rector discussed the 2022 report that was sent to vestry members and enlisted help to complete the requested information. The rector and Director of Operations and Finance will complete the report.

Senior Warden Report:

- **Brotherhood Fundraiser:** The senior warden informed the vestry that the application by the Brotherhood to conduct a fundraiser on April 16, 2023, was approved by the Executive Committee.
- **Parish Directory:** Mr. Franks encouraged parishioners to use the online directory.

Junior Warden Report:

- **Chapel Repairs:** Mr. M. Williams reported on the progress of repairs to the chapel. Some of the final work will be done by church members.
- **Parish Workday:** The spring workday is scheduled for April 1, 2023, at 8:30 am.

Treasurer's Report:

- **Treasurer's Report:** Mr. C. Williams' report for the church and pre-school for the month ending in January was presented. There is a significant positive cash flow for the church due to higher pledge income, pre-paid pledges, and reduced expenditures. There is also a positive cash flow for the pre-school. Mr. Callender *moved to accept the treasurer's report seconded by Mr. M. Williams.* Ms. Michaels said that the church YTD actual in the report did not balance. The rector explained that the difference was due to the \$36,000 transfer from the reserve designated account that was not included in the YTD actual although the total revenue for the month was correct. Ms. Michaels *offered an amendment to the motion to include the \$36,000 as revenue in the YTD actual column.* Mr. M. Williams *seconded the motion that passed unanimously.* The original motion, *with the approved amendment, passed unanimously.* See submitted report.

The meeting adjourned at 8:16 pm following prayer by Ms. Vincent.

Respectfully submitted:

Tommy Tucker

Tommy Tucker
Clerk to the Vestry