

**TRINITY EPISCOPAL PARISH
MINUTES OF THE VESTRY MEETING
November 26, 2019**

*Our Mission:
To love and serve God more faithfully, to know Christ more fully,
To make Him better known to others through the power of the Holy Spirit*

The following is a recording of the business conducted during the scheduled Vestry meeting of November 26, 2019.

Attendance

Fr. Matt Marino, Lead Pastor	
John Richardson, Senior Warden	Sandy Goode, Junior Warden
Jean Aclin	Bob May
Margaret Alston	Susan Romanelli
Evelyn Fisher	Mary Topping
Larry Jones	

Officers

Larry Jones, Parish Treasurer
Mary Lou Belmont, Vestry Clerk

Absent

Fr. Ken, Martha Abstein, Brenda Anderson

Guest

Marty Mariner

Call to Order and Devotion

The meeting began at 6:00 p.m. with a prayer by Fr. Matt. Fr. Matt then opened the devotion with a reading of Acts Chapter 2 Verse 5-13. The Vestry discussed where we saw mission. In Acts Ch. 13 leadership is very diverse. From the very beginning diversity was important.

Minutes – Fr. Matt

Action Item: *Review and approval of minutes from the October 22, 2019 Vestry Meeting.*

Fr. Matt continued the meeting with a request for any additions or corrections to the minutes of the October 22nd Vestry meeting.

Sandy moved that the minutes be approved as corrected. The motion was seconded by John and passed with no discussion by voice vote.

Action Item: *Approval of Endowment Board Grant Recommendations-Marty Mariner*

Marty provided the background of the Endowment Board – It began 13 years with \$25,000. Over \$1 million has since been added, and it is worth \$1.4 million now. The Board has given away over \$300,000. All of the money is under active management. Vestry approves investment policy. Looking at all endowment funds in country, we are in the top 20%. Last 3 years averaging over 9% per year. Recognizing that the market fluctuates, The Board employs a conservative strategy and sticks to it.

Marty asked that the Vestry recognize John Richardson for being one of the early people involved.

Bobby Jenkins has served on the board for 2 terms. Marty commend Bobby for his faithful service. The Vestry Clerk will send Bobby a thank you note on behalf of the Vestry. (Please see attached.)

The Capital Fund is restricted to giving \$25,000 per year. This year the Board is doing something unusual – giving to projects and giving some money to put in capital reserve.

Resolution 1 (Please see attached.) Motion made by Sandy to approve Motion 1 which was seconded by Evelyn. Motion passed by voice vote.

Resolution 2 (Please see attached.) Motion made by Bob May – No discussion and was seconded by Jean Aclin. Motion passed by voice vote.

Financial Reports – Treasurer/Finance Committee – Larry Jones

Action Item: *Review and Approval of October 2019 Financial Reports and 2020 Budget*

Speaking for the Finance Committee, Larry recommended approval of the following financial reports:

- October 2019 Profit & Loss (P&L)
- YTD 2019 Profit & Loss
- October 2019 Statement of Financial Position (SFP)
- Approval of 2020 Budget

Margaret moved that the financial reports and budget be approved as presented. The motion was seconded by Sandy and passed by voice vote without discussion.

Budget – Larry wanted to go on record that there have been a series of meetings for the 2020 budget. If any parishioner has questions about the budget, please direct them to speak with John or Larry.

Fr. Matt – budget is cautious and circumspect. We must have the best December we ever had to hit our budget this year. But it looks like we will be within \$5,000. Looking solid for 2019.

Motion to approve the Budget for 2020 was made by Margaret; seconded by Bob. Motion passed by voice vote.

Vestry Reports

Lead Pastor

There were no additions to Fr. Matt's report.

Assistant Rector

There were no additions to Fr. Ken's report.

Senior Warden

There were no additions to the report.

Junior Warden

There were no additions to the report.

Commission Reports

Christian Formation

There were no additions to Susan's report.

Communication

There were no additions to the report submitted.

The Commission did try to advertise for Celebrate America, but the newspaper didn't print it. Perhaps since we are not routinely buying ads any longer. Facebook stats provided by Amanda look good. Blurbs on Instagram are good.

Outreach / Evangelism

There were no additions to the report.

Parish Life

There were no additions to the report.

Parish Resources

There were no additions to the report.

Worship/Pastoral Care

There were no additions to the report.

Youth

There were no additions to the report.

Action Item: Review and Approval of all Reports

Fr. Matt asked for a motion to approve all Reports. Motion was made by Margaret and seconded by Jean to accept all Reports. Motion passed unanimously by voice vote.

Discussion and Action Items

Jacksonville media called about the spate of crimes in St. Augustine. Trinity handled the request with grace.

We need to roll out the communications for the new website.

Discussed some options: work with a college student for page layouts. Two other parishioners run marketing and communications companies. Perhaps they would partner with Trinity at favorable rates.

Action Item: Approve Employee Handbook-Sandy Goode

Discussion:

Motion was made by Sandy and seconded by Evelyn to approve the Employee Handbook. Motion passed by voice vote.

Discussion Item: New Organist Cliff Parrish

Mary provided background information about the new organist, Cliff Parrish. He grew up on Jacksonville. Moved to NJ worked as choir director and organist. He has done everything.

He has been working with the choir for about one month. Choir responds well to him. He will also will work with the Hand Bell Choir.

There will be an article in the *Tidings* about Cliff. Jean will submit to local paper.

Discussion Item: Sunday Experience Committee Update - Margaret Alston

Committee came up with a plan of action and Operating guidelines. The Committee was established to look at Trinity from a visitor perspective. What can we do better? How can we keep visitors? There will be a Consulting phase where Meredith will take ideas from the committee and review with the appropriate Vestry commission(s). Then she will come back to the Committee who will then pass the ideas to the people who will implement the recommendations. The Committee is operating on a confidential basis so as not to derail ideas they are exploring.

There are so many people that do so many different things – if Vestry sees someone trying to do the right thing please help the committee to be sure they are involving the right people. Not intentionally trying to step on anyone’s toes.

Homework given at last meeting – bring back ideas for a welcome team. For the committee to finish its work, it will be a slow methodical thoughtful process. Could take a year to finish. Members include Bob, Marty, Margaret, Tom Reed, Kate Gardner, Tara Strickland, Devon and Sheilla Veatch, Martha Abstein, Reese Davis and Mike and Darlene Bacons.

If the Vestry has ideas, please send them to Margaret.

Discussion Item: Meeting with Bishop regarding second school campus versus church plant – Fr. Matt

The Bishop has a potential candidate for the second campus. Fr. Matt met with him and liked him alot. Fr. Matt. showed the Vestry a brief video from the potential candidate.

The Bishop said he would love to see us start with a school with a multipurpose room and then attach a church. The Bishop likes our plan. Most of the cost is the cost of the building.

Discussion Item: Trinity’s Mission Statement – Fr. Matt

A brief discussion was held about slightly modifying Trinity’s mission statement.

*To love and serve God ~~more~~ faithfully, to know Christ ~~more~~ fully,
To make Him ~~better~~ known to others through the power of the Holy Spirit*

7:18 PM - The Vestry went into Executive Session.

Executive Session of Vestry: Discussion - Vestry Commitment and Relationships

Meeting Wrap Up

Upcoming:

Dec. 4,11 & 18	Covered Dish & Advent Program	
Dec. 12	TELC Christmas Program	
Dec. 17	Finance Committee Meeting	
Dec. 19	Vestry Meeting	
Dec. 22	Vestry Elections (vote for 6)	
Dec. 24	Christmas Eve Services	
	Children’s Pageant (2 services)	3 & 5 pm
	Candlelight Eucharist	7pm
	Candlelight Eucharist & intense	11pm
Dec. 25	Christmas service	10am

Dec. 29	Services (no Sunday School)	7:30 & 9am, 11:15am Lessons & Carols
Jan. 1	New years Day (office closed)	
Jan. 6	Epiphany	

Respectively submitted,

Mary Lou Belmont, Vestry Clerk

Motion 1
Trinity Episcopal Parish Endowment Board Appointment Resolution

Background

The Endowment Board is made up of Seven voting member who are appointed to a three-year term and limited to no more than two consecutive terms. In addition, the parish priest in charge, senior warden, and treasurer are included as nonvoting members. Current voting membership includes:

2017-2019	Jack Crocker (Secretary) Bobby Jenkins (Second Term)
2018-2020	Beth Nichols (Second Term) Dwight Miller (Second Term) Ralph Klein
2019-2021	Martin Mariner (Second Term) Tara Strickland

Resolution

Whereas Mr. Bobby Jenkins has completed his second term on the Endowment Board, and Jack Crocker his first, we thank them for their faithful service and appoint for the 2020-2022 class:

2020-2022	Jack Crocker (Second Term) Thomas “Doc” DeLaughter
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Respectfully submitted,
Martin Mariner, Endowment Board Chair
November 10, 2019

Motion 2
Trinity Episcopal Parish Endowment Board
2019-2020 Grant Cycle Recommendations

The endowment fund board of the Trinity Episcopal Parish Endowment Fund met on October 28, 2019. We reviewed and approved for recommendation to the vestry the following grant applications to be paid out in the first quarter of 2020. For the vestry approval this year we recommend grants of just over \$66,000 along with recommendations for the adult continuing education fund of \$2,800. This grant amount is at our target of 5% level. All grants require a completion report from the receiving organization. On behalf of the Endowment Board I am pleased to present the following resolution for approval. Grant checks will be issued during the first quarter of 2020.

Be it resolved that the following Endowment grants be made for the 2019-2020 grant cycle.

From the Capital Endowment Fund:

- \$4850 grant to Trinity Parish for Church Yard Signage
- \$550 grant to Trinity Parish for a slate step edge
- \$3644 grant to Trinity Parish for an additional handicap parking pad
- \$3600 grant to Trinity Parish for decorative lighting of two oak trees. The Endowment Bd. Recommends that the vestry contracts for ongoing maintenance of this addition.
- \$13136 grant to Trinity Parish to be transferred directly to the Capital Reserve Contingency Fund.

From the General Endowment Fund:

- \$5735 grant to The Wildflower Clinic for security measures.
- \$5000 grant to St. Francis House towards the purchase of a van.
- \$2500 grant to Home Again St. Johns towards the purchase of a van.
- \$2625 grant to Pie in the Sky to aid in produce purchase for senior citizens in St. Johns County
- \$1500 grant to Gamble Rogers Weekend Food Bags
- \$5000 grant to Alex Quintard and Trinity Parish to provide a water system for the Episcopal Church in Bacuranao Cuba
- \$2500 to the Trinity Episcopal Learning Center for rebranding and startup costs.
- \$3500 to the St. Gerard Campus to refurbish housing
- \$2500 to Rethreaded Inc for temporary office rental during building process.

From the Youth Endowment Fund:

- \$5000 to the Trinity Parish Youth Summer Outreach Mission (\$4565 from the Youth Endowment Fund (the max available) (\$235 from the General fund and \$200 from the endowment checking)

From the Youth Scholarship Fund:*

- \$4833 to Trinity Parish Youth Programming for scholarships to graduating seniors. (\$4833 the maximum available from the fund along with \$1167 from unused scholarship funds)

From the Adult Continuing Education Fund:*

- \$800 to the Trinity Parish DOK for support of their annual retreat.
- In addition, a grant request was received for \$2000 toward a Kanuga Renewal Conference proposed men’s program. While supported, this request was referred to the Continuing Education for review and development.

*Please note that grants from the Youth Scholarship Fund and the Adult Continuing Education Fund require the approval of their respective controlling committees.

Summary of Approved Grants

Total Capital Fund Grants:	25,780
Total General Endowment Fund Grants:	31,683
Total Youth Scholarship Fund Grants:	4,833
Total Youth Endowment Fund Grants:	4,565
Total Adult Education Fund Grants:	800

Respectfully submitted,
 Martin R. Mariner for the Endowment Board
 November 10, 2019

Trinity Episcopal Parish Letterhead

December 14, 2019

Mr. Bobby Jenkins
178 Parkside Drive
St. Augustine, FL 32095

Dear Bobby,

The Vestry of Trinity Episcopal Parish would like to thank you for the two terms you served on the Endowment Board. The wisdom, guidance and spiritual direction you provided during your tenure have been contributing factors to the great success of the funds and the stability of the Board.

The work that has been done during your two terms to further our ministries and outreach have greatly supported our mission at Trinity. Your contributions will surely endure.

With sincere appreciation,

Mary Lou Belmont
Clerk of the Vestry