**TRINITY EPISCOPAL PARISH**

**MINUTES OF THE VESTRY MEETING**

**February 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 February 26, 2019.

**Attendance**

|  |  |
| --- | --- |
| Fr. Eddie Jones, Interim Rector | Fr. Ken Herzog, Assistant Rector |
| John Richardson, Senior Warden | Sandy Goode, Junior Warden |
| Martha Abstein  Jean Aclin  Brenda Anderson  Evelyn Fisher  Larry Jones | Bob May  Susan Romanelli  Mary Topping  Ernie Wilder |

**Officers**

|  |  |
| --- | --- |
| Larry Jones, Parish Treasurer  Mary Lou Belmont, Vestry Clerk |  |

**Absent**

|  |  |
| --- | --- |
| Margaret Alston |  |

**Call to Order**

The meeting was called to order at 6:00 p.m. by John Richardson, Senior Warden, who then called on Fr. Eddie Jones to deliver the Devotion.

**Devotion**

Fr. Eddie began the Devotion with a prayer and then continued with a reading from Luke regarding the men who brought their paralyzed friend who couldn’t walk on a sleeping mat to see Jesus. When they couldn’t get into the house where Jesus was teaching, they climbed onto the roof and lowered their friend on the mat at the feet of Jesus. Jesus responded by saying that seeing their faith, Jesus said to the man, “Young man, your sins are forgiven.” The Pharisees didn’t like this and said only God can forgive sins. Jesus asked them if was easier to say, “Your sins are forgiven,” or “Stand and walk”?

In order to prove to the Pharisees that he had the authority to forgive sins, he turned to the paralyzed man and said, “Stand up, pick up your mat, and go home!”

The man jumped up, picked up his mat, and went home praising God.

The key takeaway is that this man’s friends brought him to Jesus. This is what we are called to do.

**Minutes**

**Action Item**: *Review and approval of minutes from the January 21, 2019 Vestry Meeting.*

John continued the meeting with a request for any additions or corrections to the minutes of the January 21 Vestry meeting.

Larry Jones moved that the minutes be approved. The motion was seconded by Evelyn Fisher and passed with no discussion by voice vote.

**Action Item**: *Review and approval of minutes from the January 19, 2019 Vestry Workshop.*

John continued with a request for any additions or corrections to the minutes of the January 19 Vestry Workshop Minutes.

Sandy Goode moved that the minutes be approved. The motion was seconded by Martha Abstein and was passed with no discussion by voice vote.

**Action Item**: *Review and approval of minutes from the February 10, 2019 Annual Meeting.*

John continued with a request for any additions or corrections to the minutes of the February 10 Annual Meeting Minutes.

Larry Jones moved that the minutes be approved. The motion was seconded by Evelyn Fisher and was passed with no discussion by voice vote.

**Financial Reports – Treasurer/Finance Committee**

**Action Item**: *Approval of January 2019 Financial Reports*

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

* January 2019 Profit & Loss (P&L)
* January 2019 Statement of Financial Position (SFP)

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

**Action Item**: *Proposal to Fund a Meet-and-Greet for Fr. Matt and Kari*

At the request of John Richardson and Fr. Matt, Sandy Goode and a committee have begun planning a Meet-and-Greet event to welcome Fr. Matt and Kari to Trinity Episcopal Parish.

This gathering will be held on Sunday April 7th which is their first Sunday with us and also our normal Breakfast Sunday day. Instead of the normal breakfast, the committee has a special Continental Breakfast planned.

They haven’t come up with a total cost for the event as of yet but believe that it will be less than $1,500.

It is the recommendation of the Finance Committee that we earmark a not to exceed amount of $1,500 to come from the Operating Overflow account to fund this reception.

Respectfully submitted,

Laurens (Larry) Jones

Sandy Goode moved that the proposal be approved. The motion was seconded by Evelyn Fisher.

Discussion: Brenda asked if there could be at least a plate for the 7:30 parishioners? Yes, Evelyn will do the usual coffee and will put a plate out for the 7:30 parishioners.

Discussion regarding the typical cost for breakfast Sunday. Around $400. Most ever collected was $500. About 49% contribute.

Sandy estimated that the cost for Fr. Matt and Kari Meet-And-Greet will be under $1,000.

Motion was passed by voice vote.

**Action Item**: *Proposal to Re-designate Funds from Parking Lot Income*

At the March 26, 2018 Vestry Meeting a proposal was approved to designate $1,500 per month of revenue from the parking lot to go into a newly created temporarily restricted fund named “Parking Lot Fund”. The proposal also stated that this would be retroactive to January 1, 2018.

We currently have $54,255.49 in the parking lot fund. Since the paving project has been terminated, we see no need to continue to put these funds into the Parking Lot Fund.

We currently have $70,817.49 left in the Priest Search & Relocation Fund after the expenses relating to the Parish Profile and 3 trips for Fr. Matt and Kari to come to St. Augustine. We have no real means to judge the relocation costs involved in moving them from Houston the St Augustine, but we feel it could cost at least as much as 50% of our current balance.

In the recent past the consensus of the Vestry has been that one of our highest priorities going forward is to recruit and hire a Family Minister once things have evened out after the Transition. In order to do so it will require significant funding for the search and relocation of this person.

It is the recommendation of the Finance Committee that we re-designate the monthly amount of $1,500 effective retroactively to February 1, 2019 and start adding it to Priest Search and Relocation Fund.

Respectfully submitted,

Laurens (Larry) Jones

Mary Topping moved that the proposal be approved. The motion was seconded by Susan Romanelli.

Discussion:

Did we put left over money from Church refurbishment to parking lot fund? Yes. If Thorn money was left over shouldn’t it go back to Thorn account? Not necessarily. We just need to isolate it so that it is used for the allowable purposes. It is isolated.

Does the regular maintenance (grading and filling) for the parking lot come out of the parking lot fund or budgeted funds? Regular maintenance comes out of budgeted funds. Nothing has come out of the special parking lot fund for maintenance as of now. We may use some of it depending on what we end up doing with the parking lot. The money in the parking lot fund will stay there until we know what we are going to do and how much it will cost and then we will move the remainder elsewhere.

Motion was passed by voice vote.

**Action Item**: *Proposal to adopt new Guidelines pertaining to Discretionary Account for Clergy*

In order for Trinity Episcopal Parish to fully comply with the “Manual of Business Methods in Church Affairs” published by The Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the USA, as pertains to Discretionary Funds; the Wardens, Interim Rector and Treasurer have come up with the following Guidelines for all Discretionary Accounts for the Clergy of Trinity Episcopal Parish.

The Guidelines have been reviewed by the Finance Committee and it is the Committee’s recommendation that Vestry approve them as presented.

Respectfully submitted,

Laurens (Larry) Jones

**Guidelines for Priest-in Charge/Rector, Interim Rector, Assistant Rector, Assisting Priest, Curate and Vicar Discretionary Fund Disbursements**

In order for Priest-in Charge/Rector, Interim Rector, Assistant Rector, Assisting Priest, Curate and Vicar (hereafter called “Priest”) Discretionary Funds (hereafter called “Discretionary Funds”) disbursements to be in line with Chapter 5 of the *Manual of Business Methods in Church Affairs*, the Vestry recommends the following guidelines:

* All gifts received for the Discretionary Funds will be deposited into separate checking accounts for the Discretionary Funds.
* To avoid potential confusion and criticism, the Priest should inform the vestry when gifts from the Discretionary Funds are made about which there could be any question.
* The Discretionary Funds should not be used for expenditures that would normally be deemed as Operational Costs to the church.
* For auditing purposes, the Priest shall record in writing, with appropriate receipts attached, if any, the purpose of every check drawn on the account and all cash disbursements made.
* For auditing purposes, the person receiving the statements for the Discretionary Funds should review all checks to payees, review the checks were properly endorsed and review the purposes noted in the check register or on the cancelled checks.
* In order to provide for confidentiality, it is preferable that checks be written to a vendor, such as a utility company or landlord, rather than to individuals requesting assistance.
* Cash disbursements are discouraged and should only be made for small amounts or when there is an emergency and a check cannot meet the needs.

These procedures are designed to provide trustworthy accounts and stewardship of church funds to protect responsible persons from suspicion and mistrust. Thus, clear records of deposits into the fund and expenditures from it are essential to this process.

John Richardson moved that the proposal be approved. The motion was seconded by Sandy Goode. There was no discussion. Motion passed by voice vote.

**Action Item**: *Proposal for Signs for Church and School*

In December Fr. Eddie tasked Heather Weaver to work on having new signs for both the church and school made. Heather contacted Signs by Darrel Galles for the signs. He also tasked Chris Bodor to have Dennis Shepherd Electric to give prices to run power lines and to the signs and install lighting.

We have a price of $1,000 for the new signs and $1,582 for the Electrical work. I would like to recommend that we approve Not to Exceed $2,700 be taken from the funds currently residing in the Parking Lot Fund to be used to pay for this work.

It is our intent for the work to be complete in advance of Fr. Matt’s arrival in St Augustine.

Respectfully submitted,

Laurens (Larry) Jones

Susan Romanelli moved that the proposal be approved. The motion was seconded by Martha Abstein.

Discussion:

In response to an email question asked by Susan, the reason we went with Galles was that he was the least expensive when we previously did bids for signs. He has done many signs for the Church.

Motion passed by voice vote.

**Vestry Reports**

**Interim Rector**

There were no additions to Fr. Eddie’s February report.

**Assistant Rector**

Fr. Ken had several additions to his report.

*Calls to parishioners who have not pledged this year*

Fr. Ken handed out a list of names of people who pledged last year but did not pledge this year. It is traditional for the Vestry to call people on the list to ask them if they would pledge for the current year. Fr. Ken asked everyone to take the calls seriously as they have been productive in the past.

Fr. Ken assigned the Vestry members 3-4 people to call.

Fr. Ken reviewed the script with the Vestry.

After the calls are made please send Fr. Ken a note of what people say, especially if they are unhappy with something that Trinity is or isn’t doing. It’s important to say that If there is any reason that you are not pledging, please let me know.

Please make the calls by next week and keep Fr. Ken in the loop.

*Labyrinth*

Through the generosity of the Endowment Board, Fr. Ken ordered a portable 24 ft. labyrinth. It is a very spiritual, contemplative journey. Each time you walk it you can produce a different theme. You can focus on something you need to improve upon. Next time you can just praise God. He expects it to be in by Ash Wednesday. Kate Gardner was instrumental for the inspiration for this. Will start with small groups – DOK, Brotherhood. It will be available at different times throughout the year.

*St. Cyprians*

Fr. Ken has begun to bring healing between Trinity and St. Cyprians. He contacted the Vicar and is hoping to bring the two parishes together. Fr. Ken has made several suggestions on how to begin the healing process. One is to train people to use the labyrinth. (They have a really big one which they might let us use???). Some of their members used to come to Trinity when we made palm crosses. Last year they did not come. Martha recommended that they be invited. Fr. Ken suggested each congregation pray for healing during Prayers of the People.

Newcomer’s class was moved to Library because of the Christian parenting class (Four couples) – there were 14 people in the Newcomer’s Class.

Baptism on April 27th at 9:00 – Sunday after Easter.

Question was asked about Fr. Ken’s tour of St. Francis House and the Food Pantry. Are our funds being used well? Fr. Ken is very aware of the money we donate to both and he feels it is a very good use of our funds. He was surprised at the low food rations at the Food Pantry today. Trinity volunteers were working today, and they commented that they had not seen it this low. Fifty percent of their shelves were empty. Trinity has a large bin of food for the food pantry that must be picked up from Hindry Hall. The Food Pantry provides food to 25 families each day. Families can come back every 60 days. Meant as a supplement. There used to be a published list of what was needed in the bulletin. Need to get an announcement in the bulletin asking for donations.

Mary told us about an initiative at her former church. Every month they distributed Harvest bags. Stapled to it was a list of what was needed. Parishioners brought the filled bags to church. They were blessed at the Altar and distributed.

Peggy Kelly and Rich Nowell are our contacts. Rather than food – monetary donations can buy more. The outreach committee will work on this.

*Cuban Mission Exploratory Team*

Cuban Mission Exploratory team (Fr. Ken and Alex Quintard) will make the trip in the middle of May.

**Senior Warden**

There were no additions to John’s February report.

**Junior Warden**

*Pea gravel in parking lot*

Sandy spoke with Jim Paron (who discussed it with Mike Davis) and he said that nothing we could do would prevent potholes from forming in the parking lot. Sandy did call the planning person at the City. As far as they are concerned there are things that we can do without approval if we don’t go deeper than x inches or wider than 100 ft. Jim’s recommendation was to set money aside to scrape and grade it every month. Dump something every six months. No problem with us adding coquina.

Fr. Ken suggested that we put the scraper/grader on a schedule. First Monday of the month? Larry raised a concern that if it rains right after he comes, it all washes away. If rain predicted, perhaps he can wait until after it rains to do the grading. It costs between $225-$275 each time.

We need 3-4 loads of coquina, so it can be spread in the lot. The planning person at the City said the whole lot must look uniform. Sandy will work with Chris and ask him to take care of getting the coquina and setting up the scraping/grading.

*Steeple*

After Finance Committee meeting – Sandy got to thinking about what would be needed to determine if the insurance would cover the cost of the repairs to the steeple due to the woodpecker damage. She spoke to Jim Paron at A.D. Davis to get an estimate of the cost to replace shingles. Jim said he would not do a thing to steeple unless damage has gone through, which we know it has not, as there are no leaks. He said it seems a little strange to get a crane in downtown St. Augustine for a woodpecker. 😊 As of now the steeple is a non-issue. However, they are checking for termites.

**Commission/Liaison Reports**

**Christian Formation**

Susan had some questions. Amanda is helping with Facebook page and she asked if we could set up a Facebook email for parishioners to share information. Amanda will oversee monitoring the mailbox. Susan will give her the ok to set it up.

Fr. Ken had a related question. Who monitors what is put on Facebook? Currently no one oversees what is posted. Susan said that Amanda has proven to be reliable and has good judgment, however everyone agreed that oversight needs to be done by the Vestry Communications Commission.

Ernie mentioned that the Communications Commission just spent an hour with Robert Huerbsch to understand who does what.

Susan and Communications Commission will get together and speak with Amanda to work out a process. Amanda has been pulling metrics from Facebook.

Communications Commission will provide the metrics and any new developments to the Vestry.

Additional questions asked: 1) Who oversees Nursery? Tara Strickland places the ad for helpers. 2) Foyer Groups falls under Parish Life.

**Communication**

Ernie advised of the following:

* Mary drafted article for Faith Section of *Record* regarding Fr. Matt and Kari. It may be published this Friday.
* Vestry is going to have a table at the Ministry Fair. They will solicit people who want to help -- write articles, etc.
  + Jean asked each commission to provide 2-3 things that they do so they can be highlighted on the poster.
* Photos and videos – Issue raised at the last Vestry meeting regarding photographing children. Rob was very careful to not have children in these images.
  + Need a release for children to be photographed. Keep release on file. Do not identify children. Not full-face shots. A process needs to be developed.
  + Can sermons be viewed outside of Facebook? Yes – on Vimeo now. But not on church website. The Communications Commission will work on getting the video sermons posted on the website.
    - Recommendation to check with Christ Church in Ponte Vedra as they have been doing this for quite some time.
  + Audio recordings are currently on the Trinity website.
* Who reviews and edits what goes into the Tidings? Staff? No one proofreads. It was mentioned that Margaret Wiles does proofreading.

**Outreach / Evangelism**

Brenda – The red bags for Thanksgiving were all spoken for on the first day. There weren’t enough bags for all Parishioners who wanted them. Brenda always adds 10 extra bags for people who don’t bring them back. Should she add 25 extra bags and give the extra food to the Food Bank? These bags would be sent without hams/turkeys so there would be no additional cost to Trinity. All thought this was a great idea.

Another idea – We need someone to help get bags from the parking lot to the church for the elderly. Great project for the Vestry. Get wagons/carts.

The committee will discuss and come back to the Vestry with a plan.

**Parish Life**

Evelyn discussed the lack of covered dishes at the Annual Meeting. Perhaps too many covered dishes? Should we just have a business meeting for the Annual Parish Meeting?

Brotherhood Shrove Tuesday pancake supper. There was no announcement in Bulletin. Bob wrote the announcement for the *Tidings,* but it did not get in the Bulletin. Need to specifically tell Susan to include it in the Bulletin as well. Bob will take care of this.

Brenda mentioned that a new homeless person was in church and afterward went to the kitchen and asked for food. Brenda told him where he could get food, but another parishioner gave him money. Probably not a good practice to give money.

After 11:15 service a homeless person was panhandling parishioners which was handled gently.

**Parish Resources**

Larry informed the Vestry that we are still $45,000 short of our pledge goal. YTD for Jan. and Feb., after taking out pre-paids, we are within $850 of our goal which is good. Last year $137,000 – this year $148,000.

Fr. Ken advised that four newcomers took pledge cards last Sunday.

Discrepancy between reported number of pledges. People are contributing regularly but not filling out pledge cards. Last year these people were added to the count. Larry will work with Susan and get the number of pledges squared away.

A question was raised regarding the composition of the Finance Committee. Larry reviewed the current members: Larry Jones, Fr. Eddie, John Richardson, Sandy Goode, Jean Aclin, Ernie Wilder, Mary Lou Belmont and Ita Paron (who replaced Ron Armstrong).

**Worship/Pastoral Care**

There were no additions to Martha’s February report. Reminder worship leader training on March 16th.

Fr. Ken commented that during the last six weeks or so, the music has been incredible!

**Youth**

There were no additions to Jouana’s February report.

Martha did speak to Jouana and she is concerned about the acolytes handling the candles. They are working on finding a place to hold the candles in the foyer (like we have for the crosses).

**Discussion/New Business**

**Action Item**: *Approval of 2018 Parochial Report.*

Larry moved that the Parochial Report be approved. The motion was seconded by Sandy Goode.

Discussion: Several questions were asked and answered regarding the report.

Motion was passed by voice vote.

**Discussion Item**: *Vestry Members attendance at church services.*

John informed the Vestry that this item was discussed at the Warden’s meeting. Suggestion was made for the Vestry to attend all three services, at least once during the year. Since the Vestry is charged with representing all services (not just the service that they regularly attend) it would be helpful to get a better understanding of all 3 services.

Fr. Eddie asked the Vestry to move out of their comfort zones to get a feel for what goes on at all Services.

Fr. Ken mentioned that Parishioners don’t necessarily know who the Vestry members are. Perhaps occasionally he will ask the Vestry in attendance to stand when he does his announcements before the service begins.

**Meeting Wrap Up**

Key March Dates:

3 Breakfast Sunday

3 Ministry Fair (between 9 and 11:15)

5 Shrove Tuesday

6 Ash Wednesday (Services at 6:30am,10:00am,7:00pm) Is it 6:00 or 6:30? Fr. Eddie said it will be at 6:30 (unless it has already been announced that it will be at 6:00. John will tell Susan that it will be at 6:30.

7-8 Spring Clergy Conference

8 Preschool Silent Auction

9 U of N Georgia Concert 7:00pm

10 First Sunday in Lent

13, 20, 27 Wednesday Lenten Series

21 Finance Committee

26 Vestry Meeting

**Adjournment**

There being no further business, John asked for a motional to adjourn. Larry moved that the meeting be adjourned. The motion was seconded by Susan and passed by voice vote at 7:42 p.m.

*Respectively submitted,*

*Mary Lou Belmont, Vestry Clerk*