

**TRINITY EPISCOPAL PARISH
MINUTES OF THE VESTRY MEETING
November 19, 2018**

***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 19, 2018.

Attendance

Fr. Eddie Jones, Interim Rector	
John Richardson, Senior Warden	Larry Jones, Junior Warden
Margaret Alston	Roger Platte
Brenda Anderson	Steve Seibert
Evelyn Fisher	Mary Topping
Rob Huerbsch	Ernie Wilder

Officers

Larry Jones, Parish Treasurer
Carol Dyckman, Vestry Clerk

Absent

Martha Abstein	Fr. Ken Herzog, Assistant Rector
Susan Romanelli	

Guest

Mary Lou Belmont

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 for guidance. He then continued, citing *Mark 1:40-45*, by way of introduction. Fr. Eddie drew attention to Jesus' willingness to touch an unclean leper in response to the leper's request to be cured, demonstrating Jesus' compassion that transcended the Jewish law to ostracize lepers. This demonstration of compassion and healing of the leper, increased the crowds that came to hear his message.

Minutes

Action Item: *Approval of October 25, 2018, Minutes*

John continued the meeting with a request for any additions or corrections to the minutes of the October 25 Vestry meeting. Roger Platte moved that the minutes be approved as presented. The motion was seconded and passed by voice vote.

Financial Reports – Treasurer/Finance Committee

Financial Reports

Action Item: *Approval of October 2018 Financial Reports*

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

- October 2018 Profit & Loss (P&L) v1
- October 2018 YTD P&L v2
- October 2018 Statement of Financial Position (SFP)

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

Trinity Parish 2019 Budget

Action Item: *Approval of Trinity Parish 2019 Budget*

A lively discussion of the proposed 2019 budget was held with attention drawn to various line items associated with church programs. Noted was the rector's salary in 2019 that reflects the possibility that the position will not begin until February. Larry commented that the Capital Reserve Contingency fund will need to be funded in the future.

Brenda Anderson initiated a brief discussion as to the receipt of 2018 pledges. Larry expects the end of year receipts will meet expectation.

Mary moved that the 2019 Budget be approved as presented. The motion was seconded and there being no further discussion, the motion passed by voice vote.

Managed Funds - Grant to Daughters of the King (Reference Attachment A)

Action Item: *Approval of Recommendation from Managed Funds Committee for a \$600 Grant to the DOK*

Larry referred to the background of this recommendation (Attachment A), specifically the resolution controlling the Managed Funds, and then the proposal as stated.

(Note reference to this grant in Attachment B: In an effort to annualize, and simplify the grant process for the parish, the endowment board has processed requests for other managed funds which will also require recommendations and approvals of the managed funds committee. The DOK grant request fall in this category.)

Evelyn Fisher moved that the recommendation be approved as described. The motion was seconded and passed by voice vote.

2018 Endowment Board Grants

Action Item: *Approval of Endowment Board's Recommendation for 2018/19 Grants*
(Reference Attachment B)

Attention was drawn to the detailed background of the grants identified in 2018 and paid in 2019, and to the itemized list that followed. A discussion followed, with a question from Ernie Wilder about accountability from those receiving the grants. As noted in the background information: *All grants require a completion report from the receiving organization.* John reinforced this requirement explaining that *close out reports* from recipients are requested.

Evelyn moved that the recommended grants be approved by the Vestry. The motion was seconded and approved by voice vote without further discussion.

Vestry Reports

Interim Rector

There were no additions to Fr. Eddie's November report.

Assistant Rector

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

Senior Warden

There were no additions to John's November report.

Junior Warden

There were no additions to Larry's November report.

Commission Liaison Reports

Christian Formation

There were no additions to the November Christian Formation report that referenced details of the Christmas pageant and Vacation Bible School.

Communications

Rob Huerbsch referenced the effect of the addition of pictures on Facebook that boosted activity. Traffic on social media continues to improve. He noted that there are dollars available to pay for items published in the St. Augustine Record during the Christmas season.

As yet, there is no one to replace the Saghir's to manage Trinity's Facebook site.

Outreach/Evangelism

There were no additions to the November Outreach/Evangelism report. There was recognition of the crèche that is located on the King Street approach to the church and the manger within the shelter built by Roger Platte.

Parish Life

There were no additions to Evelyn's November report. She did, however, report that her signage related to paying for breakfast has had positive results.

Parish Resources

There were no additions to the Parish Resources November report.

Worship/Pastoral Care

Addition to the report was the information the 2019 Trinity Early Learning Center (TELC) registration fee will be \$75.00 and that a man will be added to the TELC board.

Youth

There were no additions to Jouana's November report.

New Business/Discussion/Announcements

Wrap-up

The following items were addressed:

- Brenda announced that Roland Guathier, a guiding force along with his wife in the Share the Feast outreach ministry, will enter hospice as he deals with his cancer diagnosis.
- Eddie announced that special wreaths with purple bows will adorn the front doors of the church during the Advent season.
- In recognition of the added tourist traffic during the holiday period, it was suggested that the parking lot be manned additional hours on Thursday, Friday and Saturday evenings. Chris will be asked to handle this change.
- Candidates for the 2019 Vestry have increased beyond the originally identified four.
- John reviewed the December calendar with a call out to the Parish Workday scheduled for December 8.

Adjournment

There being no further business, John asked for a motion to adjourn. Larry moved as requested. The motion was seconded and passed by voice vote, and the meeting adjourned at 6:55.

Respectively submitted

Carol B. Dyckman, Vestry Clerk

Correspondence received after November 19 is provided in the **Addendum** at the end of these Vestry Meeting Minutes. Originals will be placed in the hard copy binder located in the church office.

Attachment A: Funding of DOK Grant Request

Background:

The Daughters of the King requested a grant in the amount of \$600 to help send members to the Annual DOK Retreat held at Kanuga.

The last 2 years this was funded by the Adult Continuing Education – Scholarship Fund.

The resolution controlling this Managed Fund states:

“The expenses paid to any lay person from this Fund shall be in an amount approved in advance by the Vestry and not to exceed a total of expenses for all lay participants in any one year of \$5,000.”

Proposal:

The Managed Funds Administrative Committee is recommending to the Vestry that this grant request be approved.

The Finance Committee has reviewed this proposal and agrees with the Managed Funds Administrative Committee’s proposal of recommendation.

Respectfully submitted,

Laurens (Larry) Jones

Attachment B:
Trinity Episcopal Parish Endowment Board
2018/19 Grant Recommendations

Background:

The Trinity Parish Endowment Board met on October 29, 2018. We reviewed and approved for recommendation to the vestry the following grant applications to be paid out in the first quarter of 2019. For the vestry approval this year we recommend grants of just over \$69,000. This grant amount is at our target 5% level and a record amount for Trinity Parish. All grants require a completion report from the receiving organization. Grant requests this year exceeded \$85,000. On behalf of the Endowment Board I am pleased to present the following resolution for approval. In an effort to annualize, and simplify the grant process for the parish, the endowment board has processed requests for other managed funds which will also require recommendations and approvals of the managed funds committee. The DOK grant request fall in this category.

Resolution:

Be it resolved that the following Endowment grants be made for 2018/2019 grant cycle:

- \$20,000 Grant from the Capital Endowment Fund be made to Trinity Episcopal Parish for the upgrade of the parking lot.
- \$600 Grant from the Adult Education Fund be made to the Trinity Episcopal Parish Daughters of the King (DOK) for annual retreat support. (Managed Funds Committee action required)
- \$5,994 Grant from the General Endowment Fund be made to St. Gerard Campus to complete their sink replacement project.
- \$2,500 Grant from the General Endowment Fund be made to St. Francis House towards the completion of their outside courtyard.
- \$5,000 Grant from the General Endowment Fund be made to the Wildflower Clinic for additional technology upgrades.
- \$500 Grant from the General Endowment Fund be made to the Trinity Episcopal Parish Blessing Bag program.
- \$1,528.96 Grant from the General Endowment Fund be made to the Food Pantry for a computer and software to replace an aging system.
- \$1,000 Grant from the General Endowment Fund be made to the Acolyte Program to provide special worship candles. (conditional upon approval of the Altar Guild)
- \$6,000 Grant from both the General Endowment Fund (\$1097.00) and the Youth Scholarship Fund (\$4,903.00) be made to the Trinity Episcopal Parish Youth Scholarship Committee for distribution in 2019.
- \$1,500 Grant from the Youth Endowment Fund for Summer Camp Weed scholarships.
- \$5,000 Grant from both the General Endowment Fund (\$1,812) and the Youth Endowment Fund (\$3188) for the Trinity Episcopal Parish Youth Summer Outreach Mission.

- \$6,410 Grant from both the Capital Endowment Fund (\$6,315) and \$95 from the Endowment Board Checking account (available from previous unused funds) be made to Trinity Episcopal Parish for the Upgrade of the Trinity Security System.
- \$1,500 Grant from the General Endowment Fund be made to the Gamble Rogers Weekend Food back-pack program.
- \$3,500 Grant from the General Endowment Fund be made to Trinity Episcopal Parish (Fr. Ken Herzog) for a Labyrinth for use during Advent, Lent, and other special programs.
- \$5,000 Grant from the General Endowment Fund be made to Home Again St. Johns towards a replacement of their van.
- \$3,000 Grant from the General Endowment Fund be made to the Betty Griffin Center for a new local college initiative.

Summary of Approved Grants

Total Capital Fund Grants:	\$26,315
Total General Endowment Fund Grants:	\$32,432
Total Youth Scholarship Fund Grants:	\$ 4,903
Total Youth Endowment Grants:	\$ 4,688
Total Adult Education Fund Grants:	\$ 600
Additional funds from Endowment Checking	\$ 95
Total Grants	\$69,033

Respectfully submitted for the Endowment Board
Martin R. Mariner, Chairman

Nov. 7, 2018

Addendum to Vestry Minutes of November 19, 2018

(1) Recognition of Celebrate America Monetary Gift



Ancient City Chapter
P.O. Box 4571, St. Augustine, Florida 32085

November 19, 2018

Father Eddie Jones
Father Ken Herzog
Trinity Episcopal Parish
215 St. George Street
St. Augustine, Florida 32084

Father Ken,

On behalf of the Military Officers' Association of America, Ancient City Chapter, I want to thank you for your generous gift of \$1,114.75 from the proceeds of Celebrate America. These funds will be dedicated to the needs of the some 25,000 veterans living in St. Johns County.

Honoring and recognizing veterans is so very important for our great Nation and Celebrate America achieves that end in such a wonderful way. The military community of St. Johns County thanks you and is already looking forward to next year's program.

Respectfully,

LTC(P) Ron Birchall, USA, (Ret.)
President

(2) Recognition from Bishop Howard



THE EPISCOPAL DIOCESE OF FLORIDA

THE RIGHT REVEREND SAMUEL JOHNSON HOWARD, D.D.

BISHOP OF FLORIDA

November 19, 2018

The Rev. Cn. Eddie Jones
Trinity Episcopal Church
215 Saint George St
Saint Augustine, FL 32084

Dear Eddie+ and friends:

This note is to express my appreciation to each of you for the wonderful welcome you extended me during my visit to Trinity.

I am most grateful for your support of the Bishop's Discretionary Fund and know that your contributions will further the mission and ministry throughout the Diocese of Florida.

With warmest best wishes and blessings,

Faithfully,

A handwritten signature in black ink, appearing to be 'S. Johnson', written in a cursive style.

The Rt. Rev. Samuel Johnson Howard
Bishop of Florida