

St. Thomas' Episcopal Church
Vestry Minutes

April 16, 2024

Those in attendance: Rev. Ryan Whitley, Junior Warden Tom Shevlin, Treasurer Mary Clark, Pam Holley, Wade Hamby, Colin Burkhart, Michael Labbee, Kayla Mitchell, Curate Anne Hartley and Director of Finance Joe Master.

Opening Business: The meeting was called to order at 6:55 p.m.

Opening Prayer: Prayers were offered by Pam Holley. Pam Holley and Mary Clark facilitated the spiritual exercise titled "Healthy Pastors in Healthy Congregations", using Psalm 28 and an article on pgs. 13 – 14 of *Planning Sabbaticals*.

A Motion to approve the March Vestry Meeting minutes was made by Wade Hamby and seconded by Pam Holley. **The motion was approved.**

Building and Grounds

- Old business:
 - Sign refresh: The cleaning has been completed, but a letter is still missing. Tom Shevlin to follow up.
 - Soundproofing Fr. Ryan's office: Original solution was not successful. Other options are being explored.
 - Garden work: Pam Holley, Nancy Day and Pam Hamby have volunteered to support and guide Antwon Montgomery's work on executing the landscaping plans.
- New business:
 - **A motion to approve funding for the additional duct repairs needed across the flat roof, using half from the Facilities Maintenance Fund and the other half from the Fund of St. Thomas** was made by Tom Shevlin and seconded by Wade Hamby. **The motion was approved.**
 - Sunday's air conditioning issue was resolved. Duke Energy turned off part of the electrical in the neighborhood, which tripped a breaker on the air conditioner. Tom Shevlin to follow up with Duke Energy regarding the \$249 cost associated with getting the AC up and running as St. Thomas was given no prior notice.
 - Wade Hamby provided an update that Canterbury may need the support of St. Thomas to include some new land acquired as part of its exemption.

Finance, Administration and Worship

Treasurer, Mary Clark, provided the financial update:

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BALANCE SHEET

- Our investments took an upward swing in March, Main investment at ~\$45K and Long bequest at ~\$8K.

INCOME STATEMENT

- **INCOME**
 - Pledge income is on track, and we are still seeing the effects of the prepaid pledges with a high percentage of budget at 41% (budget percentage for February should be 25%)
 - Easter non-pledge revenue made up for some of the shortfall in this revenue line, but we are still ~\$4K under budget YTD.
 - Open plate is also down month and year to date.
 - Overall, we are \$3,419 over budget for March and in line with budget YTD.
- **EXPENSE**
 - ACCT 525811 Parish Administrator Salary – This will be the account used instead of the Director of Communication account. Expense will begin in April.
 - ACCT 525803 Director of Music – The annual budget has been adjusted because of a miscalculation and has been reviewed with Fr. Ryan.
 - Overall, expenses fell below budget.

NET INCOME

With our expenses down for the month, we ended doing better than budget.

A motion to approve the March financials was made by Tom Shevlin and seconded by Wade Hamby. **The motion was approved.**

Other Financial Matters

- The church received two donations totaling \$800 to go toward the AED
- **A motion to approve funding for the security measures not covered by the Baynard Funds from the Altar Fund** was made by Tom Shevlin and seconded by Wade Hamby. **The motion was approved.**

Canonical Responsibility

A motion to recommend David Gould to be a candidate for Holy Orders was made by Mary Clark and seconded by Wade Hamby. **The motion was approved.**

Senior Warden's Report

In Mary Jane Park's absence, Ann Leavine joined the meeting to provide an update from the Capital Campaign Committee

- The goal of the committee is to set the church up for the next 25 years

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- The committee has acquired a consultant using funds raised explicitly for this purpose
- Focus is largely on tangible endeavors but also considers the expected growth of future ministries
- First impression meeting to be held the fall and main funding asks will begin mainly in January
- St. Thomas has spent \$100K on organ thus far; the committee is pricing proposed work with various organ companies with the goal of selecting a company to do a deep dive and scope the project from what “should” be done to what “could” be done. Estimates range from \$750K to \$1.2MM. The hope is that this work would make the organ one of the premier instruments in the region.
- St. Thomas does not have reserves for capital expenditures so this campaign will work to address outstanding needs. If funds are available now, the Vestry can/will begin this work.
- Some projects identified by this campaign include re-paving parking lot and rectory driveway, restoring the landmark sign, re-landscaping Curry Garden and area surrounding the outdoor chapel, refreshing the walkway bathrooms, re-piping the galvanized underground pipes, landscaping around the sign, replacing the parish hall and guild room floors, replacing the elevator in the original Canterbury building (*there's a bid on the table that may be half price compared to the other bids; this work must be done by Aug 2025*), installing electronic controlled access for entry to church campus, refreshing the kitchen, funding future A/C replacement, funding future roofing needs, funding future computer replacements, remodeling bathrooms, painting the exterior of the campus, addressing reallocating spaces for adults, youth and the nursery, refreshing the guild room and founders room, supporting growing staff needs (including funding a full-time second priest, a full-time business manager, a youth director and a full-time sexton), future housing needs, ongoing maintenance
- Other notable mentions not being included in capital campaign: church van, electrical vehicle charging stations and upgraded narthex
- 10% of funds raised go to the Diocese for its capital needs, which will support ailing churches; funds raised to be used for the school is not subject to the 10% apportionment; committee may have some opportunity to make a recommendation to direct the 10% to a specific church (ex. St. Augustines); St. Thomas may also be able to apply for grants to cover certain costs
- Early estimates suggest the total campaign would range from 1.1MM to 2.2MM
- Members of the congregation may be able to fund this campaign from wealth (as opposed to income); other members may need pay on a payment schedule
- The goal is to cover 60% of costs with promised donations from early donors prior to January kick-off

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Rector's Report

- Staffing Changes
 - Signed letter of agreement for an organist/music director; start date: June 10; Pledged increase covered additional funds needed to cover the salary
 - Office admin resigned after finding a better paying position
 - Russ Martin to take on the role of office admin; start date: May 22
 - Anne Hartley is actively interviewing at other churches as part of the normal pattern of curacy; expected timeline: 4-8 weeks from date of hire
 - Next class of curates is available May 2025; will need to increase funding to cover increased salary if St. Thomas wants to hire another curate
 - Another option for clergy support could include shared ministry profile with another congregation (possibly St. Augustines) or even Canterbury
- Summer scheduling
 - July Meeting Cancellation: The group has agreed to cancel the July Vestry Meeting unless necessary
 - June Financials: Because Joe Master is traveling in June, financials may be unavailable for the June Meeting
- Review Goals for 2024 Vestry (see goals tracking visual on subsequent page)
- Save the date:
 - Faith and Action for Strength Together (FAST) Nehemiah Action at 7 p.m. on April 30 at First Baptist Church St. Petersburg, FL
 - Vestry Retreat January 31 – February 1, 2025 at Day Spring Retreat House

Affirmation

The Vestry recognized Jack Day and Ann Leavine, John Balestrieri and Joe Master for cleaning out “the pit” to make room for future storage needs. Pam Holley also supported this effort.

The next Vestry meeting is on May 21st; Prayers Wade Hamby and Refreshments Mike Labbee.

A motion to adjourn was made by Mary Clark and seconded by Michael Labbee. **The meeting adjourned** at 9:20 p.m.

Respectfully submitted,
Kayla Mitchell
[for Bill Barns, Secretary]

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DISTRIBUTION:

Rector, Curate, Deacon, Wardens and Vestry, Director of Finance, Parish Administrator, Endowment Committee Chair

Vestry Goals

| <u>Goal</u> | <u>Progress</u> | <u>Remarks</u> |
|--------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Enhance Church Security and Safety through material and procedural upgrades | | <ul style="list-style-type: none"> Completed Active Assailant Training Received funding for locks and camera from Baynard Grant Researching AED procurement Assess signage / way-finding needs |
| 2. Deepen the Canterbury School Relationship by realizing parish membership growth | | <ul style="list-style-type: none"> Include education and educators theme in Prayers of the People Continue Benison Farm workdays Coordinate physical property rqmts. |
| 3. Consolidate the Outreach Initiatives by maturing existing and creating new programs | | <ul style="list-style-type: none"> Reinvigorate Outreach Cmte. and synchronize all ministries and activities Establish an Outreach budget line item BF arts. of incorporation at Diocese CFO |
| 4. Plan and Execute the Capital Campaign for physical campus improvements | | <ul style="list-style-type: none"> Conduct all-parish meeting with Next Level Generosity – <i>Horizons Stewardship</i> in fall |
| 5. Revitalize the Music Program with measurable growth in adult and youth music ministries | | <ul style="list-style-type: none"> Finalize hiring decision from four remaining candidates |
| 6. Grow number of participants in key ministries | | <ul style="list-style-type: none"> Focusing on Ushers, Flower Guild, Greeters, Healing Prayer Ministry, <i>et al</i> |
| JAN FEB APR MAY JUN | MAR | JUL SEP OCT NOV DEC |

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