

Minutes of the Meeting of Vestry of St. Paul's Episcopal Church

Date of Meeting: Tuesday, December 13, 2022

Method of Meeting: In-Person at the Blaess home

VESTRY MEMBER	Present = P, Absent = A
DeAnna Bartsch	A
Nick Burgess	A
Don Clayton	P
Sharon Dieringer	P
Dan Felciano	P
Kristi Hay	P
Alison Kellermann	P
Louis Kyriakoudes	P
David Loucky	P
Brad Miller	P
David Owen	A
Steve Sachs	A
Martha Tolbert	P

Clergy Present: Rev. Dr. Blaess, Rev. Whitnah

Staff Present: Heather Studenberg, David Rowe

Others Present: Jeanne Potter (treasurer)

Meeting Opened

7:20 p.m. Meeting opened with a prayer led by Rev. Dr. Blaess

Approval of the Agenda

The agenda was approved. Motion to approve the agenda by David Loucky. Seconded by Kristi Hay.

Review of the Minutes

The minutes were approved. Motion to approve the minutes by Don Clayton. Seconded by David Loucky.

Financial Report

Financial Report presented by Jeanne Potter, treasurer. There was a short discussion in regards to funding for Connect. Louis Kyriakoudes made a motion to approve the financial report. It was seconded by Martha Tolbert and all approved.

New Business

The election of Diocesan Convention delegates was presented to the vestry. Delegates presented were: Ed Arning, Don Clayton, Sharon Dieringer, Louis Kyriakoudes, and Steve Sachs.

Dan Felciano motioned to approve the delegates for Diocesan Convention. It was seconded by Martha Tolbert and all approved.

The Vestry Ballot was presented with the nominees: Matt Casteel, Andrew Farrer, David Green, Scott Peek, Melissa Warren, and Tom Washer. Kristi Hay made a motion to proceed with the named candidates, seconded by David Loucky. Motion passed with all in favor.

Rev. Dr. Blaess goes over dates presented on the agenda for the Diocesan Convention and St. Paul's annual business meeting.

Liaison Reports

Art & Design Liaison, Louis Kyriakoudes provided an update on the Great Rood. Mentioned the nails may come from the Lodge company which is in relation to the Kellermann family. Louis also shared that the initial check to the artist had been sent and cashed.

Junior Warden Report

- Brad Miller presented the dormer bid from Bock & Sons. After discussion to better understand the need and scope of the project Brad Miller made a motion to approve the bid. Don Clayton seconded the motion, all approved.
- Brad Miller deferred to Heather Studenberg to share information about an upcoming HVAC bids to replace one of the Nave units in the spring.

Kristi Hay made a motion to approve the liaison/committee reports. The motion was seconded by Sharon Dieringer. All voted to approve the reports.

Sr. Warden Report, Don Clayton – Nothing to add

Clergy Report: No official clergy report, Dr. Blaess thanked everyone for their work on the vestry and for coming to her home to dinner and the meeting.

Executive Session: The vestry did not hold an executive session.

Compline

Meeting Adjourned at 7:50 p.m.

Main Campus Operating Expenses & Revenues
Actual versus Budget by Major Categories

	One Month Ended 11/30/2022		Eleven Months Ended 11/30/2022					
	Actual	Budget	Actual	Budget	Prior Year	\$ Var CYTD	% Var CYTD	% Var PYTD
Expenses								
Clergy	\$ 22,507	\$ 23,806	\$ 253,415	\$ 262,165	\$ 249,764	\$ (8,750)	-3.3%	1.5%
Music	6,581	5,394	63,187	55,636	53,513	7,552	13.6%	18.1%
Church Programs	1,973	4,156	39,515	43,778	34,456	(4,263)	-9.7%	14.7%
Other Church Programs	3,076	1,848	19,027	15,926	10,992	3,102	19.5%	73.1%
Youth Ministry	2,421	3,361	27,199	37,506	29,488	(10,306)	-27.5%	-7.8%
Operations/Maintenance	6,703	8,783	135,321	122,779	102,728	12,543	10.2%	31.7%
Administration	13,511	15,537	195,559	187,705	182,893	7,854	4.2%	6.9%
Outreach	8,615	10,165	107,568	111,111	93,959	(3,544)	-3.2%	14.5%
Debt Service	997	837	11,505	11,525	34,677	(20)	-0.2%	-66.8%
Total Expenses	\$ 66,384	\$ 73,887	\$ 852,297	\$ 848,130	\$ 792,470	\$ 4,167	0.5%	7.5%
Revenues								
Pledges	\$ 59,174	\$ 57,162	\$ 743,349	\$ 702,352	\$ 723,232	\$ 40,997	5.8%	2.8%
Matching Gift	-	-	-	-	51,102	\$ -		
Unpledged Gifts	5,580	5,423	79,364	56,191	67,777	\$ 23,173	41.2%	17.1%
Other Income	1,023	927	58,782	61,603	140,551	(2,821)	-4.6%	-58.2%
Total Revenues	\$ 65,777	\$ 63,512	\$ 881,495	\$ 820,146	\$ 982,661	\$ 61,349	7.5%	-10.3%
Total Revenues w/o CTMC	\$ 65,777	\$ 63,512	\$ 881,495	\$ 820,146	\$ 931,559	\$ 61,349	7.5%	-5.4%
Net Income/(loss)	\$ (607)	\$ (10,375)	\$ 29,199	\$ (27,984)	\$ 190,192	\$ 57,182	-204.3%	-79.0%
Net Income/(loss) w/o CTMC	\$ (607)	\$ (10,375)	\$ 29,199	\$ (27,984)	\$ 139,090	\$ 57,182	-204.3%	-79.0%
Principal Repayment	\$ 6,577	\$ 6,573	\$ 71,810	\$ 71,764	\$ 59,900	\$ 47		
Net Cash Flow	\$ (7,184)	\$ (16,948)	\$ (42,611)	\$ (99,747)	\$ 79,189	\$ 57,136		

Net Impact on Operating Income versus Budget YTD

Expenses YTD	overbudget	\$ (4,167)	
Revenue without matching YTD	overbudget	61,349	
Net Income/(Loss) YTD		\$ 57,182	net impact w/o CTMC

323 Main Street Operating Expenses & Revenues
Actual versus Budget by Major Categories

	One Month Ended 11/30/2022		Eleven Months Ended 11/30/2022			
	Actual Month	Budget Month	Actual YTD	Budget YTD	\$ Var CYTD Vs Bud	% Var CYTD Vs Bud
Expenses						
Insurance	\$ 107	\$ 110	\$ 1,058	\$ 1,208	\$ (150)	-12.4%
Building Maintenance	-	-	1,712	1,502	\$ 210	14.0%
Office Support Staff	663	670	7,307	7,373	\$ (65)	-0.9%
Office Support Supplies	44	173	743	1,907	\$ (1,164)	-61.0%
Banking Fees	3	-	3	-	\$ 3	
Property Taxes	682	692	7,618	7,609	\$ 9	0.1%
Other Taxes	1,532	-	5,155	4,422	\$ 733	
Professional Services	-	-	1,000	2,000	\$ (1,000)	-50.0%
Debt Service	3,538	3,561	38,850	39,086	(236)	-0.6%
Total Expenses	\$ 6,569	\$ 5,206	\$ 63,446	\$ 65,106	\$ (1,660)	-2.6%
Revenues						
Rent Income	\$ 8,385	\$ 8,398	\$ 90,295	\$ 90,434	\$ (138)	-0.2%
Total Revenues	\$ 8,385	\$ 8,398	\$ 90,295	\$ 90,434	\$ (138)	-0.2%
Net Income/(loss)	\$ 1,816	\$ 3,192	\$ 26,849	\$ 25,327	\$ 1,522	6.0%
Principal Repayment	\$ 3,927	\$ 3,905	\$ 43,270	\$ 43,034	\$ 236	
Net Cash Flow	\$ (2,111)	\$ (713)	\$ (16,420)	\$ (17,707)	\$ 1,287	

Cash Flow - St. Paul's Episcopal Church

	Main Campus Eleven Months Ended 11/30/2022	323 Main Street Eleven Months Ended 11/30/2022
Income (less CTMC & PPP)	\$ 881,495	\$ 90,295
Less Operating Expenses	<u>852,297</u>	<u>63,446</u>
Net Operating Income w/o CTMC Funds	\$ 29,199	26,849
Less Debt Principal Reduction from operating funds	71,810	43,270
Net After Principal Reductions	<u>\$ (42,611)</u>	<u>\$ (16,420)</u>

Main Campus loan balance	as of 11/30/2022	\$ 471,688
323 E Main Loan Balance	as of 11/30/2022	<u>1,226,376</u>
		<u>\$ 1,698,064</u>
Cash Balance First Horizon	as of 11/30/2022	<u>\$ 756,913</u>
Endowment Fund Balance	as of 9/30/2022	<u>\$ 1,417,868</u>
Restricted/Designated funds		<u>\$ 337,819</u>

323 East Main	102,267
Altar Guild	601
Angel Tree Program	1,574
Associate Priest's Discretionary Fn	571
Building Fund	20,927
Choir	4,641
Christian Ed	432
Church Organ Fund	22,744
Columbarium	24,235
Connect Ministry	5,691
Cursillo/Ultreya	2,363
Dandridge Trust/Coldest Nights	5,839
Daughters of the King	1,375
Debt Reduction	11,905
Designated Campus Improvement	57,784
Flower Guild Operating Funds	7,706
Food Bank	408
Fundraising Restricted Account	(6,803)
Haiti Mission Trip	135
Library	50
Memorial Garden Project	13,358
Memorials	44,257
Missions/Designated	735
Outreach People & Need	(1,369)
Peace Fellowship	120
Piano Fund	(105)
Rector's Discretionary	428
Roof Replacement	(5,781)
Stained Glass	467
Trip Scholarships	1,565
Troop Support	1,508
UTO	61
Women's Ministries	5,543
Youth Fundraisers	12,587

Avg days cash on hand

172

Communications Report – December 2022

- **ONGOING COMMUNICATION**

- Friday eNewsletter
- Sunday service reminders
- Bulletins for each service
- Website updated weekly with service information, bulletin and eBlast link

- **UPCOMING**

- INPUT requested: Does the Vestry have any thoughts regarding a theme for the Winter Epistle? Gina Urban will begin start calling for articles in December. Perhaps Caring Ministries since we have a new person in that role

Worship Report December 2022

- **Music**
 - Lessons and Carols is the 18th with an extended prelude by Angela to celebrate the 10th anniversary of our organ.
 - Christmas Eve will include flute music by Jessica Dunnavant at 3:00, string quartet at 5:00 and 10:00, and a 30-minute prelude by the choir at 9:30.
- **Verger/Acolytes**
 - Recruiting acolytes to a full number has been challenging. Continue to work on building up the team.
 - Sometimes we have torches, sometimes we don't.
- **Lector/Eucharistic Ministers**
 - No update to report.
- **Flower Guild**
 - No update to report.
- **Altar Guild**
 - No update to report.
- **Children's Ministry**
 - No update to report.
- **Tech Team**
 - Streaming has been successful the last month with only minimal glitches.
 - No broadcast 11/20/22 since service was in the chapel. Recorded with a phone and uploaded later.
 - Will contact Customer Service regarding a camera that is struggling with auto-focus if the problem continues.
- **Communion-Time Intercessory Prayer -**
 - 11:00 Communion-Time prayer has been scheduled through January.
 - Joyce Adkins to include in welcoming announcement to encourage parishioners that might want to ask for prayers.
- **Other Worship**
 - **Centering Prayer**
 - Has been meeting at 3:45pm to be followed by Evensong.
 - Will not be meeting 12/18, 12/25, or 1/1
 - To resume in person 1/8/23 in the chapel at 4:00pm
 - **Society of St. Nichols Ferrar – an Episcopal association dedicated to practicing and promoting the Daily Office by committing to daily prayer and helping others to understand and practice classic forms of Anglican worship.**
 - Andrew Ferrar is looking for other parishioners that might be interested in participating, needs at least three.
 - Goal is to establish a regular morning and evening prayer within the guidelines of the society once or twice per week.
 - In the chapel or via Zoom
 - Possibly establish an online diocesan chapter

Respectfully submitted,

Kristi Hay

Pastoral Care

Dan Felciano

December 2022 Report

Ushers and Daughters of the King - The Daughters of the King are inviting all Episcopal women 18+ to their annual Epiphany Brunch on January 14th in the Parish Hall.

4 new ushers and 2 prior ushers willing to come back as SUBS. All of the special Holiday services have been scheduled.

Food and Delivery Team - 2 meals (one including a prayer shawl) have been delivered and 2 more are scheduled for December.

Parish Nurse - No change since last report.

Grief Ministry - On November 4th, the Theda Collins Celebration of Life included a visitation prior to the 5pm service and reception afterward. Approximately 275+ people attended.

During November, there was continued preparation and sending out of invitations to "A Cup of Tea in Memory" which was held on December 6th. Bags are being prepared with a candle, holder, tea bags, cookies and material on grief and to be delivered to those loved ones known to the church and whose loved one's names were listed during All Saints Day.

submitted by Dan

November Parish Life Report

Completed events

- Thanksgiving meal was organized by Jeri Reddit held on 11/24/22
Approx. 60 people attended

Pending/Upcoming events:

- Lessons and Carols
 - scheduled December 18th
 - Joan Kellermann is coordinating
 - finger foods and wine will be provided
- Supper Clubs
 - Collier Smith is coordinating
 - To take place starting October 21, Jan 20th , Feb 17th , and April 21
 - not sure how many have signed up yet, should start to be in the news Letter next week to sign up
- Wednesday night dinners
 - to resume January 11th- February 15th
 - Terri Sterling is coordinating people to cook spaghetti each Wednesday during this time
 - no set fee to attend donations welcome with overflow going to connect
- Lenten soup suppers
 - to resume February 22-April 6th

Future events to consider

- Lenten soup suppers will begin February 22nd

Completed Projects (December Report):

- Gutters and downspouts replaced by Centennial
- Project completed on 12/2
- Reimbursement check insurance company (net of depreciation) pending
- Anti-scald valves replaced in upstairs / downstairs bathrooms in Parish Hall building
- Leaking pipe repaired in narthex women's bathroom
- New blower motor for Parish Hall HVAC
- Ordered replacement for Narthex thermostat
- Stopgap repairs completed to restore heat to Nave
- Continuing to work with Roscoe Brown and American Leak Detection to troubleshoot leaks and determine full scope of work required to restore full functionality and facilitate future troubleshooting and repairs

Current Projects (December Report):

- Repair & paint dormers facing East Main Street - estimate is \$6300 - bringing to Vestry as unbudgeted item in December
- Evaluating alternatives for HVAC repair / replacement
- Scheduled S&W for review & replacement of lights in facilities for week of 12/12
- Replace / repair ceiling tiles in men / women narthex bathrooms
- Level table between dishwasher & window - raise by 1/2"
- Replace ground-level box lights in front of the building
- Procure funding for basketball goal – acquire & install equipment
- Review proposed contract and evaluate whether we want to put the church bell on an annual maintenance contract
- Create & deploy signage for various applications on the church property

**Minutes of Meeting of Vestry of
St. Paul's Episcopal Church of Murfreesboro, Tennessee, Inc.
Date of Meeting: November 15, 2022**

Method of Meeting (i.e. virtual or in person): In Person

Vestry Members:

Vestry Member Name:	P = Present A= Absent
Bartsch, DeAnna	P
Burgess, Nick	A
Clayton, Don	P
Dieringer, Sharon	P
Felciano, Dan	A
Hay, Kristi	P
Kellerman, Allison	P
Kyriakoudes, Louis	P
Loucky, David	P
Miller, Brad	P
Owen, David	A
Sachs, Steve	P
Tolbert, Martha	P

Clergy Present:

Dr. Blaess

Rev. Whitnah

Thomas Becker

Staff Present:

Heather Studenberg

Others Present:

Ted Goodman (clerk)

David Rowe

-
- 1 The Meeting was opened with a devotional by Kristi Hay

2
3 **The Agenda was approved. Motion to approve by Steve Sachs. Seconded by Martha**
4 **Tolbert. Motion carried unanimously.**

5 **Review of Minutes:**

6 The minutes were approved. Motion to approve by Don Clayton, seconded by Kristi Hay,
7 unanimous.

8
9 **Financial Report (Jeanne Potter):** Jeanne was out-of-state so Martha Tolbert provided the
10 financial report.

11
12
13 **Angela Tips** provided a report on music ministry. Angela is celebrating her twentieth year of her
14 music ministry at St. Paul's. The efforts to hire an Organ Scholar have not been successful. Angela
15 has arranged for her friend Susan Kelly, PhD, to come in to help Angela. Susan will handle the
16 Wednesday night choir rehearsals and will be paid from Angela's salary, so, this will not increase
17 the cost to St. Paul's and will provide Angela a much-needed reprieve. Susan will start on January
18 1, 2023.

19 **Committee Reports:**

20 **Finance and Administration Report (Martha Tolbert):**

21 Martha provided a detailed explanation of Jeanne's report. St. Paul's is doing much better
22 than budgeted for the year. However, our actual expenses YTD are \$770,000 but compared to last
23 year's expenses were \$718,000 YTD. This can be attributed largely to our church being open
24 more so this is *not* alarming. Our revenue has gone up as well, but, not as much as our expenses,
25 so, that is a little bit of a concern. Our expenses are also slightly above budget for the Junior's
26 building. We are in a strong cash position.

27 Motion to approve by Brad, seconded by Deanna. Motion carried unanimously.

28 Martha stated she had nothing to add to her written report.

29 **Stewardship Report (Nick Burgess):**

30 Nick was not present. Kristine informed the Vestry that the annual campaign has had
31 158 families submit their estimates of giving for almost \$771,000. 24 of those are new pledgers
32 or people who have made pledges in the past but not pledged recently.

33 We are expecting to receive annual estimates of giving from another 40 or so households.

34 The above & beyond pledges (which are earmarked for debt retirement) total \$140,000.
35 These pledges will be matched by another donor so that will be a total of \$280,000 that will go to
36 debt retirement.

37 **Communications Report (DeAnna Bartsch):**

38 Nothing to add to written report except to state that Stacy Clark's term as communications
39 director ends this year. We need to find a new communications director. That person will have
40 big shoes to fill.

41 **Arts, Design & Gifts Committee (Louis)**

42 The contract for the Rood Cross has been signed. Payment will be made soon. We expect
43 to take delivery in approximately two (2) years.

44 **Worship and Music Report (Kristi Hay):**

45 They are preparing for Advent. Kristine added that George Carlson has talked with Sledge
46 Craft about the improvements to the Neave.

47 **Adult Discipleship Report (David Loucky):**

48 Nothing to add except that the Daughters of the King are planning an event in January to
49 which all women in the Church will be invited.

50 **Children's & Youth Discipleship Report (Sharon Dieringer):**

51 Nothing to add.

52 **Outreach Report (Steve Sachs):**

53 Episcopal Peace Fellowship is being discontinued due to lack of interest. The blood drive
54 will occur in the spring. Angel Tree sold out. We are now only providing volunteers for Journey
55 Home for one day only due to a lack of volunteers. We are to provide bell ringers for the Salvation
56 Army on November 25, 26, and December 1.

57 The Refugee Settlement is on hold to get more information from Inspritus, the Lutheran
58 agency in charge.

59 **Parish Life (Allison Kellerman)**

60 The Wednesday night dinners will resume in January. They are going to recruit church
61 members to cook and the church will solicit donations rather than charging a fee to attend.

62
63 **Wardens' Reports**

64 **Jr. Wardens' Report (Brad Miller & David Owen):**

65 Nothing to add to written report other than Bach & Sons recommends doing some painting
66 & repairing on the dormers facing East Main Street at a cost of \$6,343. The Junior Wardens will
67 provide more detail next month.

68 **Sr. Warden's Report (Don Clayton)**

69 Nothing to add.

71 **Heather's Report**

72 Heather will reach out individually to the Vestry Members regarding information she need
73 for the annual report.

74 **David Rowe's Report**

75 The congregational discernment committee has met with Rick Stevenson and Rick
76 discerned that the does not have a call to ordination in the Episcopal Church. So, the committee
77 has ceased to meet.

78 **Clergy Report:**

79 **Associate Rector's (Rev. Whitnah):**

80 Arch Bishop Philip Freier, Anglican Archbishop of Melbourne, Australia, is visiting
81 which is very exciting. Thomas Becker will be fulfilling his Sewanee Requirement by the end of
82 this September. December 4 will be his last official Sunday but he will continue to be here from
83 time to time in a non-official capacity.

84 On December 21 (the longest night of the year) we will have a special service in the Chapel
85 for those people who have difficulty during the Christmas Season. The service will focus on
86 healing and hope.

87 The Christmas Pageant will be on Christmas Eve at the 3:00 PM Service.

88 **Rector's Report (Dr. Blaess):**

89 Kristine spoke about our mission and moving forward. Kristine read from Ephesians 4.
90 Kristine spoke about the direction of the Church moving forward.

91 **Executive Session:**

92 The vestry did not hold an executive session.

93

Respectfully submitted,

Theodore W. Goodman
Clerk of the Vestry