

**Minutes of Meeting of Vestry of
St. Paul's Episcopal Church of Murfreesboro, Tennessee, Inc.
Date of Meeting: July 18, 2023**

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

Vestry Members:

Vestry Member Name:	P = Present A= Absent
Burgess, Nick	P (via Zoom)
Casteel, Matt	P
Clayton, Don	P
Dieringer, Sharon	P
Green, David	P
Kellerman, Allison	P
Kyriakoudes, Louis	A
Miller, Brad	P
Nix, Kyle	P
Owen, David	P
Peek, Scott	P
Smith, Ione	A
Tolbert, Martha	P (via Zoom)

Clergy Present:

Dr. Blaess

Staff Present:

Heather Studenberg

Others Present:

Jeanne Potter

Ted Goodman (clerk)

David Rowe

1 **The Meeting was opened with a prayer by Kristine.**

2

3 **The Agenda was approved, Motion by Sharon, Seconded by Martha, motion carried**
4 **unanimously.**

5

6 **Review of Minutes:**

7 The minutes from the July meeting were approved by unanimous vote. Motion to approve by
8 Don Clayton seconded by Nick Burgess.

9

10 **Financial Report (Jeanne Potter):**

11 Jeanne's brother-in-law died unexpectedly on Saturday so she did not get an opportunity to send
12 out the report.

13 Martha discussed the report provided by Jeanne. Martha informed the vestry that revenue is under
14 budget (i.e. we have collected less YTD than anticipated in our budget) however, our expenses are
15 also down YTD. Pledges are down YTD which is a cause for some heartburn. However, we have
16 had some wonderful debt reduction gifts come through which is wonderful and will save the
17 Church a lot of money in the long run.

18 Our debt on the main campus is down to just a little over \$250,000 on the main campus and down
19 about \$1,300,000 on the 323 Loan. We have significant cash on hand (131 days of cash on hand).
20 So, overall, we are in a strong financial position.

21 Heather informed the vestry than the new balance on the re-finance is \$149,060, that will be paid
22 off in about 19-20 months if we make just the scheduled payments. If the other \$29,000 in pledged
23 debt reduction payments come through, that will take another four months off the loan.

24 Motion to approve financial report by Sharon seconded by Scott. Motion carried unanimously.

25

26 **Committee Reports:**

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

28 Nothing to add to written report.

29 **Stewardship Report (Don Clayton):**

30 Don has been intensively studying stewardship data covering the history of giving over the
31 last ten years. Don has created charts that have revealed that a number of our historic givers
32 have moved away and/or died over the last five years or so which has caused us to lose
33 some donors. It is not that we are not connecting with the people who are here, it is just
34 that we are losing people to age or moving away. Our members continue to give at strong
35 rates. We just need to work on evangelism and building the membership. Also, with our
36 various ministries within the Church, such as connect ministries, some of our donors have

37 started to redirect their unrestricted giving to those ministries. Don said all of this data
38 presents a more positive picture than he expected to have when he started the project. Don
39 reported we are continuing to grow people in generosity. Don said one thing we may need
40 to consider is our practice of encouraging donations directly to our various ministries.
41 While this practice helps those ministries, it appears to have the effect of redirecting gifts
42 away from the general operating budget. An alternative would be to consider reducing the
43 Church's own budget toward these various ministries because they are already being
44 directly supported by our parishioners.

45 Kristine thanked Don for his great work on all of this data.

46 **Communications Report (Scott):**

47 Social Media outreach is still going strong. They are doing weekly posts on Facebook.
48 Scott asked that various ministries inform the communications what they want to be
49 spotlighted on the Facebook page.

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

51 Louis was out of town.

52 **Worship and Music Report (Ione):**

53 Ione was not at the meeting. She sent a written report after the vestry packet had already
54 been distributed.

55 **Adult Discipleship Report (Matt):**

56 Christian education will get back up and running in September.

57 **Children's & Youth Discipleship Report (Kyle):**

58 Nothing to add to written report. If you have not had a chance to meet Chase, make sure
59 to meet him. Chase is doing a great job.

60 **Outreach Report (Nick):**

61 Nothing to add to written report.

62 **Parish Life (Allison Kellerman)**

63 Nothing to add to written report.

64 **Membership Engagement (David Greene)**

65 David went through the membership engagement planner in the Vestry Packet.
66 Engagement looks different to everyone, but, there are also elements of commonality for
67 everyone. David discussed membership on an individual, group, and congregation wide
68 engagement. David has been looking at potentially having a part time staff person who
69 would work to facilitate membership engagement by working with the clergy, staff, and
70 vestry members. David outlined some of the skills such a candidate would need including

administrative skills, excellent communication and interpersonal skills, and a knowledge of St. Paul's. Kristine said she has a few potential candidates in mind. The role of the vestry would be to approve the budget variance. There is a donor who would like to give \$25,000 / year for staffing needs. Kristine said the vestry will re-visit this next moth.

Wardens' Reports

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

Nothing to add to written report except that the HVAC work at St. Margaret's is not complete yet. They have been waiting on some parts. Fletcher Holland's crew has been working on the dormers but had to take a hiatus due to the extreme heat. Fletcher said he was not happy with some of work that has already been done. So, Fletcher is going to have some of that work re-done to bring the workmanship up to Fletcher's expectations.

Sr. Warden's Report (Sharon)

Sharon has been looking at the vestry nomination process over the last several months to determine whether we should amend our process in anyway. Sharon provided a written summary of her findings which is in the Vestry Packet for this month. Sharon has presented a draft of the way a vestry nominating committee would work, including a proposal for who might be on such a vestry nominating committee. The vestry engaged in an extended discussion regarding potential options and alternatives for a vestry selection & election process and a potential nominating committee.

Clergy Report:

Rector's Report (Dr. Blaess):

Kristine talked about an opportunity for the Church to work with a United Way program called Launch Point that would provide a social worker to work with the connect ministries and also be available to provide additional assistance to the clients of connect ministries.

Kristine announced that Jeanne is retiring from her position as church treasurer due to family issues and also because Jeanne has taken a new position at HCA. We all owe a great debt of gratitude to Jeanne for the tireless and exemplary devotion that Jeanne has given to this role over the last four years.

Don Whitfield will be taking over as treasurer.

Executive Session:

105 Nothing to report from executive session.

106

Respectfully submitted,

Theodore W. Goodman
Clerk of the Vestry

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

	One Month Ended		Six Months Ended						
	6/30/2023		6/30/2023		6/30/2022	2023			
	Actual	Budget	Actual	Budget	Prior Year	Annual Budget	\$ Var CYTD	% Var CYTD	% Var PYTD
Expenses									
Clergy	\$ 21,489	\$ 23,415	\$ 130,734	\$ 139,925	\$ 138,377	\$ 281,531	\$ (9,192)	-6.6%	-5.5%
Music	5,721	2,896	40,427	37,216	33,741	67,010	3,211	8.6%	19.8%
Church Programs	7,460	5,200	26,365	26,498	18,978	52,968	(133)	-0.5%	38.9%
Other Church Programs	1,189	2,017	9,951	12,752	4,887	25,200	(2,801)	-22.0%	103.6%
Youth Ministry	941	2,693	2,792	5,800	13,482	31,036	(3,008)	-51.9%	-79.3%
Operations/Maintenance	12,624	21,146	85,871	91,306	64,998	182,655	(5,435)	-6.0%	32.1%
Administration	17,969	24,783	86,689	107,274	114,701	207,133	(20,585)	-19.2%	-24.4%
Outreach	8,560	8,449	52,456	53,605	53,886	127,135	(1,150)	-2.1%	-2.7%
Debt Service	556	904	4,822	5,513	7,364	10,562	(691)	-12.5%	-34.5%
Total Expenses	\$ 76,508	\$ 91,503	\$ 440,106	\$ 479,889	\$ 450,415	\$ 985,230	\$ (39,783)	-8.3%	-2.3%
Revenues									
Pledges	\$ 46,035	\$ 51,728	\$ 393,744	\$ 434,413	\$ 429,680	\$ 820,107	\$ (40,669)	-9.4%	-8.4%
Debt Reduction Gift*	-	12,391	185,321	74,346	-	148,695	\$ 110,975		
Unpledged Gifts	3,303	9,474	39,652	45,282	45,265	98,000	\$ (5,630)	-12.4%	-12.4%
Other Income	4,899	764	29,656	16,153	36,381	60,540	13,503	83.6%	-18.5%
Total Revenues	\$ 54,237	\$ 74,357	\$ 648,373	\$ 570,194	\$ 511,327	\$ 1,127,342	\$ 78,179	13.7%	26.8%
Total Revenues w/o Debt Reduction	\$ 54,237	\$ 61,966	\$ 463,052	\$ 495,848	\$ 511,327	\$ 978,647	\$ (32,796)	-6.6%	-9.4%
Net Income/(loss)	\$ (22,272)	\$ (17,146)	\$ 208,267	\$ 90,305	\$ 60,912	\$ 142,112	\$ 117,962		
Net Income/(loss) w/o Debt Reduction	\$ (22,272)	\$ (29,537)	\$ 22,946	\$ 15,959	\$ 60,912	\$ (6,583)	\$ 6,987	43.8%	-62.3%
Principal Repayment	\$ 7,050	\$ 6,670	\$ 40,655	\$ 39,933	\$ 38,993	\$ 80,327	\$ 721		
Net Cash Flow	\$ (29,322)	\$ (36,207)	\$ (17,709)	\$ (23,974)	\$ 21,918	\$ (86,910)	\$ 6,265		
Net Impact on Operating Income versus Budget YTD									
Expenses YTD					underbudget	\$ 39,783			
Revenue without Debt Reduction YTD					underbudget	(32,796)			
Net Income/(Loss) YTD						\$ 6,987	net impact w/o DR		

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

	One Month Ended 6/30/2023		Six Months Ended 6/30/2023				
	Actual Month	Budget Month	Actual YTD	Budget YTD	Prior YTD	Annual Budget	\$ Var CYTD Vs Bud
Expenses							
Insurance	\$ 107	\$ 107	\$ 643	\$ 643	\$ -	\$ 1,286	\$ -
Building Maintenance	-	172	-	1,028	1,271	2,060	\$ (1,028)
Office Support Staff	671	671	4,026	4,026	3,329	8,054	\$ -
Office Support Supplies	44	44	264	264	479	528	\$ -
Banking Fees	-	-	-	-	-	-	\$ -
Property Taxes	700	700	4,200	4,200	3,529	8,400	\$ -
Other Taxes	442	442	7,650	2,650	200	5,300	\$ 5,000
Professional Services	-	1,500	-	1,500	-	3,500	\$ (1,500)
Debt Service	3,457	3,480	20,469	20,611	15,323	40,912	\$ (142)
Contingency	-	680	-	2,040	-	6,123	\$ (2,040)
Total Expenses	\$ 5,421	\$ 7,796	\$ 37,252	\$ 36,962	\$24,131	\$ 76,163	\$ 290
Revenues							
Rent Income	\$ 8,299	\$ 8,300	\$ 49,796	\$ 49,797	\$40,343	\$ 101,540	\$ (2)
Total Revenues	\$ 8,299	\$ 8,300	\$ 49,796	\$ 49,797	\$40,343	\$ 101,540	\$ (2)
Net Income/(loss)	\$ 2,878	\$ 504	\$ 12,544	\$ 12,835	\$16,212	\$ 25,377	\$ (292)
Principal Repayment	\$ 4,008	\$ 3,986	\$ 24,323	\$ 24,192	\$23,497	\$ 48,673	\$ 131
Net Cash Flow	\$ (1,130)	\$ (3,482)	\$ (11,780)	\$ (11,357)	\$ (7,285)	\$ (23,296)	\$ (423)

Notes

1. Gifts received designated for 323 Main Street	\$ 102,267
less 2021 deficit	\$ (4,892)
2022 deficit	\$ (1,130)
2023 deficit YTD	\$ (11,780)
Balance	<u>\$ 84,466</u>

Cash Flow - St. Paul's Episcopal Church

	Main Campus	323 Main Street	
	Six Months Ended 6/30/2023	Six Months Ended 6/30/2023	
Income (less Debt Reduction)	\$ 463,052	\$ 49,796	
Less Operating Expenses	440,106	37,252	542,336
Net Operating Income w/o Debt Reduction	\$ 22,946	12,544	
Less Debt Principal Reduction from operating funds	40,655	24,323	
Net After Principal Reductions	\$ (17,709)	\$ (11,780)	
Main Campus loan balance (2.42%) as of 6/30/2023	\$ 259,792		
323 E Main Loan Balance (3.34%) as of 6/30/2023	1,198,000		
	<u>\$ 1,457,792</u>		
Cash Balance First Horizon as of 6/30/2023	\$ 725,535		
Endowment Fund Balance as of 3/31/2023	\$ 1,571,299		
Restricted/Designated funds	<u>\$ 334,917</u>		

Avg days cash on hand

131

Summary of Restricted Net Assets

Date Range: Jan 1st 2023 - Jun 30th 2023 | Includes Open Transactions

Accounts	Beginning Balance	Income	Expense	Ending Balance
Restricted Net Assets				
80097 Roof Replacement	(2,302.63)	2,302.63	0.00	0.00
RESTRICTED				
80001 Rector's Discretionary	1,598.86	1,947.50	100.00	3,446.36
80002 Christian Ed	431.97	215.00	0.00	646.97
80003 Altar Guild	661.85	45.25	245.39	461.71
80004 Cursillo/Ultreya	2,963.00	0.00	0.00	2,963.00
80005 Memorials	44,761.69	3,835.00	0.00	48,596.69
80007 Music	0.00	2,010.00	500.00	1,510.00
80009 Food Bank	658.00	1,180.00	1,813.00	25.00
80010 Bishop's Discretionary Fd	0.00	657.00	657.00	0.00
80012 Library	50.00	0.00	0.00	50.00
80015 Columbarium	25,084.67	1,500.00	900.00	25,684.67
80016 Building Fund	21,091.74	1,830.00	150.00	22,771.74
80021 Music-Church Organ Fund	19,263.73	0.00	218.00	19,045.73
80026 UTO	61.33	0.00	0.00	61.33
80027 Stained Glass	467.00	0.00	0.00	467.00
80035 Choir	1,576.67	0.00	0.00	1,576.67
80036 Youth Fundraisers	12,936.89	275.00	0.00	13,211.89
80038 ECW - Women's Ministries	5,543.22	0.00	0.00	5,543.22
80041 Haiti Mission Trip	134.73	0.00	0.00	134.73
80046 Continuing Education-Staff	1,926.00	0.00	0.00	1,926.00
80048 Acolyte Trip Scholarships	1,564.50	0.00	0.00	1,564.50
80049 Missions/Designated	735.00	0.00	0.00	735.00
80050 Angel Tree Program	629.05	0.00	0.00	629.05
80054 Debt Reduction/ Above & Beyond	83,355.00	185,321.00	164,561.00	104,115.00
80058 Associate Priest's Discretionary Fn	992.69	0.00	307.30	685.39
80060 Troop Support	1,508.39	0.00	0.00	1,508.39
80067 Flower Guild Operating Funds	7,452.03	3,000.00	3,358.62	7,093.41
80072 Episcopal Peace Fellowship	120.00	0.00	0.00	120.00
80077 Piano Fund	(80.00)	360.00	380.00	(100.00)
80082 Dandridge Trust/Coldest Nights	6,148.47	6,554.00	5,112.23	7,590.24
80093 DOK Daughters of the King	1,399.81	150.00	451.40	1,098.41
80094 Connect Ministry	15,151.73	10,153.38	23,892.96	1,412.15
80095 Memorial Garden Project	13,357.51	0.00	0.00	13,357.51
80096 Designated Campus Improvement	54,730.72	3,000.00	9,048.59	48,682.13
80098 Scouts	(1,696.44)	0.00	0.00	(1,696.44)
Total RESTRICTED	324,579.81	222,033.13	211,695.49	334,917.45
Total Restricted Net Assets	\$ 322,277.18	\$ 224,335.76	\$ 211,695.49	\$ 334,917.45

Finance and Administration Report June 2023

Prepared by Martha Tolbert

Office Assistance: I'm working on the Workers Compensation report that is due next month to the Church Insurance Agency Corp. This is an annual filing that provides salary expenses for the last 12 months and is used to estimate our workers compensation cost.

Other items: I've started reviewing the proforma we prepared when we performed our due diligence in order to update it with our current experience to date. This will be the basis of our lease rental estimates for the new lease. My plan is to provide my updated proforma to Don Clayton and Jeanne Potter, who were both involved in our initial preparation and review, and seek their comments and expertise.

Communications Report

Scott Peek

July 15, 2023

Good morning Ted,

We met with Chase earlier this week and did some brainstorming and getting to know each other.

We have begun planning for the Fall issue of the epistle. This issue has historically been the Stewardship issue and we are continuing that theme. Gina Urban is coordinating with some folks on that for articles.

For social media, we are in a bit of a lull right now with summer, but are planning on beginning a monthly Ministry Spotlight. Each month, we will select a ministry to highlight weekly with pictures and testimonials. We will also include the name of the point person for that ministry so people will know whom to contact with questions and/or interest. The August Spotlight will be Acolytes and we will use info and pictures from the summer Epistle.

We also looked at the calendar for the next few months so we can begin planning for what will be coming in the fall.

Thanks,
Scott

6. Worship Report - July 2023

- **Music**
 - We've had a couple of anthems donated in memory of folks. They'll be sung this fall. Always a nice gesture. Costs about \$100 and easy to do online.
 - Nancy Bieschke attended a royal school of church music week in Dallas. We probably need to think about providing some continuing Ed money for our chorister leaders in the near future.
- **Verger/Acolytes**
 - Peter Heren has agreed to take on becoming an assistant Verger with the idea of being able to take on all responsibilities if needed. This is a very big commitment; please be sure to thank Peter when you see him
- **LEM/Lector/Eucharistic Ministry**
 - No update to report
- **Flower Guild**
 - Dedications are down but that is normal for summer
- **Altar Guild**
 - **Wise Memorial Service** - will be Saturday July 29 @ 1:00 pm. Team 1 will be setting up, all other teams invited to help as they wish.
 - Randy Dunnivant will be preaching, Michael will be celebrating and the choir will be singing.
 - **Wafer count for 10 AM service** - increase processed wafers to 125 starting 7/16.
 - **Mold** - mold was discovered on Hymnals, Prayer Books and LEVAS in ALL of the pews. Currently there are 2 humidifiers in the Nave for at least the next week. It has been asked that all doors into the Nave be closed at all times (unless you are carrying things in/out) to control the humidity levels. Not only does the humidity affect the books (and papers in racks), but the organ and piano as well. Heather and Kristine have been working with Roscoe Brown this week on remedies.
 - Cleaning party on Wednesday, July 19 from 1:00 - 3:00 in the Nave to wipe down books for interested Altar Guild (AG) Team members. (Other inserted in helping are probably invited as well) Masks are optional, and a special spray, gloves and cloths will be provided. If you would like to help email Gina so she can make sure there are enough materials.
 - Michael and Gina are working on a calendar of events and things we need to be mindful of for the rest of the year and it will be ready by the beginning of August. At some point in August there will be a AG team meeting to discuss and review.
 - Martha and Gina thanks AG teams for all help and work. The altar looks wonderful each Sunday.
 - Jr Altar Guild will have intro meeting July 29@ 10am with Elizabeth and Gina.
 - Memorials are way down compared to this time last year. This does not count any anticipated memorials from Father Wise death
- **Children's Ministry**
 - No update to report
- **Worship Access & Technical Support**
 - No update to report
- **Ushers/Greeters**
 - No update to report

- **Intercessory Prayers**
 - Intercessory Prayer continues during the 10:00 summer service with eleven prayer team participants. There are two prayer teams of two members, one each in the columbarium and in front the St. Paul's window during holy communion.
- **Centering Prayer**
 - Centering Prayer: Kim Williams, Rhonda Pendergrass, and I will be meeting in the coming week to discuss sharing the lead for Centering Prayer each Sunday afternoon, alternating every third Sunday between us. This gives each an opportunity to lead as well as simply participate. We have a group of ten who continue to randomly participate. When we meet, we will also be sharing with one another our various resources for personal growth in contemplative practices.
- **Medical Response Team**
 Vestry Liaison/Ione still needs to have a conversation with Mary Jane as to her thoughts, needs, and possible plans as to CPR training. (The same)

Member Engagement Report

July 2023

David Green

Overall goal for Liaison Assignment:

Member Engagement: Improve engagement among parishioners and other stakeholders as defined by the intrinsic spiritual value of those activities, as well as both the number of parishioners engaged in activities, the frequency of those activities, the duration of those activities, and the recurrence of those activities.

Liaison Update.

Recent activity includes continuing to refine focus on the manifestation of member engagement.

At its broadest level, engagement can be summarized as “more” or “deeper.” “More” could reflect greater attendance at services, events, or activities. “Deeper” may reflect a heartening or strengthening of the spiritual journey for an individual. Regardless, engagement may very well mean different things for different people.

Engagement Planning Tool. For consideration, the creation and use of a planning tool that would be used by numerous parties to provide a multi-faceted approach to bringing the nebulous “engagement” into more concrete action. See Attachment – Member Engagement Planner.

This planner is intended to provide an outline for a tapestry of communications and interactions across a broad spectrum of the St. Paul’s community that will seek to meet our parishioners where they are, and enable them to do “more” or go “deeper.”

Parish - Events, communications, or items that are conducted or targeted to the entire Parish or the broader community.

Ministry – Events, communications, or actions that are focused on collective ministry area.

Individual – Communications or interactions that are focused on one-on-one individuals

Member Engagement Coordinator. The use and maintenance of this planner would be the shared responsibility of vestry liaisons (with the Membership Engagement liaison as the lead), ministry leaders, staff, and clergy. In order to ensure the continued and sustained use of this as a vibrant and effective planner, consideration is requested for a modest addition to staffing resources. See Attachment – Member Care and Engagement Coordinator Position Description.

Requested Action. It is requested that the vestry review and consider the utilization of the Engagement Planning Tool and the pursuit of a Member Care and Engagement Coordinator role for deployment beginning in September, 2023.

St. Paul's

EPISCOPAL CHURCH

Position Description

Role/Function:	Assistant to the Rector - Member Care and Engagement Coordinator
Purpose:	The purpose of this position is to work with the Rector and the Assistant to the Rector for Caring Ministries to visit those who are ill, lonely, or grieving. This person will also work to enhance Member Engagement by enabling and building relational connections and helping each member find their ministry.
Staffing Need:	Approximately 10 hours per week – 5 hours allocated for Pastoral Care and Connection, and 5 hours for Member Engagement activities.
Compensation:	Commensurate with experience and skills/experience. Funding for this position would be made possible by a special designated gift from a parishioner.
Reporting Relationship:	This position would report directly to the Rector, and will interact with a variety of stakeholders at St. Paul's, such as vestry liaisons and ministry leaders.

Responsibilities

Pastoral Care

Pastoral Care visits. Work closely with the Rector and Clergy to ensure pastoral care visits are identified and conducted, particularly hospital and nursing home visits. Additionally, will be responsible for developing a method to ensure any appropriate follow-up or outcomes are conducted.

Pastoral Care development. Work with Clergy and parishioners to enhance a mindset of parish-wide care developing our members' desire and capacity to care for those who are homebound, ill, or grieving, or need spiritual support.

Create and maintain parishioner interactions. Create effective interactions, such as coffee and conversation, with members or prospective seeking to engage more deeply in St. Paul's common life and ministry.

Member Engagement

Maintain Engagement Planner. The Member Engagement Planner is the outline that details the scope and type of communication and engagement activities that are appropriate and optimal for each of St. Paul's vestry liaisons. See Attachment.

Engagement Awareness Development. Work with stakeholders to create or deliver principles of member engagement – More / Deeper / First Step / Next Step / Ease of Entry / Just Ask / etc.

Regularly communicate with Vestry Liaisons. Regularly and frequently communicate with Vestry Liaisons to understand what their engagement opportunities and needs are.

Serve as conduit to the St. Paul's staff and volunteers. Work closely with existing staff and volunteers to help them bring their engagement activities, communication, etc. to fruition

Assist in gauging impact of engagement efforts. Work with Vestry liaisons to identify and track measures to determine if/how member engagement is enhanced.

Skills and Experiences:

The following skills and experiences are desired for this role:

Spiritual foundation. First and foremost, must know and love Jesus and demonstrate a passion for sharing the Good News with others

Interpersonal Communication. Exceptional interpersonal skills that enable the Coordinator to effectively make contact and build relationships broadly within the congregation, whether it be groups or individuals

St. Paul's knowledge. A growing knowledge of St. Paul's mission and ministries and the demonstrated ability to connect members more deeply into our common life. Demonstrated capacity to connect across a wide variety of individuals or groups, adjusting communication styles and skills in order to maintain effectiveness.

Administrative expertise. Basic knowledge of administrative functions, that will allow the Coordinator to maintain plans, documents, reports.

St. Paul's

EPISCOPAL CHURCH

Member Engagement Planner – Q3, 2023

Using this tool: At its broadest level, engagement can be summarized as “more” or “deeper.” “More” could reflect greater attendance at services, events, or activities. “Deeper” may reflect a heartening or strengthening of the spiritual journey for an individual. Regardless, engagement may very well mean different things for different people. This planner is intended to provide an outline for a tapestry of communications and interactions across a broad spectrum of the St. Paul’s community that will seek to meet our parishioners where they are, and enable them to do “more” or go “deeper.”

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Vestry Liaison	Engagement Effort	July	August	September	Notes - Specifics
Worship - Altar Guild	Parish				
	Ministry		Open with prayer	Fall Kick Off Coffee	
	Individual	Send Thank you notes	Connect with former guild members		
Parish Life	Parish				
	Ministry				
	Individual				

Member Engagement	Parish			Promote the idea of "More" and "Deeper"	
	Ministry		Socialize Planner with each liaison / ministry leader		
	Individual				
Adult Discipleship	Parish				
	Ministry				
	Individual				
Children and Youth	Parish				
	Ministry				
	Individual				
Finance and Stewardship	Parish				
	Ministry				
	Individual				
Arts Design & Gifts	Parish				

	Ministry				
	Individual				
Outreach	Parish				
	Ministry				
	Individual				
Communications	Parish				
	Ministry				
	Individual				
Facilities / Safety	Parish				
	Ministry				
	Individual				

Youth and Children's Ministry Report

July 2023

Kyle Nix

Youth/Children's Events

None- Chase is currently working on setting up some smaller events during July and August. He is also beginning to plan for next year! He is a wonderful addition to the team!

Current Topics of Discussion

None to discuss at this time.

Current Needs

Continued support and participation for youth events!

Allison Kellermann
Parish Life Report
July 2023

Completed events

-nothing this past month

Pending/Upcoming events:

-Welcome Back party/fall kick off

Sept 9 th 5-7

-Kelly Goodman is organizing

-Wednesday night dinners

Sept 13 th , 20 th , and 27th

Donovan's making spaghetti again ☺

Future Events to consider

-trivia night???

(Great idea, Scott!) thoughts?? Could we do this?

Completed Projects (July Report):

- Roscoe Brown completed the summer filter replacements
- Roscoe Brown advised that the compressor in the HVAC that cools the right side of the Nave was off. They turned it on, cycled it a few times, and pronounced it as working. We will continue to monitor it.
- Murfreesboro Refrigeration investigated a noise that sounded like running water in the older floral cooler and determined there was not a problem.
- TKE addressed an apparent communications failure in the elevator – confirmed that the phone line is working – performed other routine maintenance checks while on site
- Heather engaged Junk Bee Gone on 7/8 and had a ton of junk removed from the attic, St. Margaret's, and the Wall Building as well as excess trash/cardboard from the trash corral. They also removed the existing putrid recycling bin and ordered a replacement. The recycling bin will be deployed indoors going forward to keep recycled material dry and prevent the bin from being used for trash.
- Isenhaur Door Products has completed their work on the new Wall Building backdoor closer along with the storefront trim for the Nursery hallway external doors. They have also repaired the Narthex courtyard crash bar and both external backdoors nearest to the storefront trims.

Current Projects (July Report):

- Replacement HVAC in Youth room expected to be installed on Friday, July 14, at cost of approximately \$10K
- Roscoe Brown to conduct the annual plumbing inspection on July 19
- ADT continuing to investigate a non-critical alarm error condition
- Complete evaluation of security alternatives as basis for developing recommendations for the Vestry
- Marigold Pest Services engaged to investigate dirt daubers in the Wall Bldg and an unidentified insect swarm the crepe myrtle near the Flower Guild entrance
- Evaluate possible switch to regular dumpster service – Heather has conducted extensive research including costs and ancillary requirements if we choose to change from our current cadence
- A kneeler on the left side of the Nave has come off and is being repaired
- We have been required to adjust the thermostats in the Nave from “On” on “Auto” to mitigate humidity. We hope this change in conjunction with the two dehumidifiers will significantly reduce humidity. Due to the moisture in the nave all books (hymnals, LEVAS, and BCPS) have a mold issue. The Altar Guild is trying to clean them so that they are mold free. This is a large job and will take over a week to complete.
- Heather has ordered the Wall Building storefront door – installation TBD
- Fletcher Holland's crew has started work on repairing and painting the dormers facing East Main Street
- Complete installation of basketball goal
- Review proposed contract and evaluate whether we want to put the church bell on an annual maintenance contract

Jr Warden Report – July 2023

- Investigate sticking door on the right-hand stall in the downstairs ladies room (off the parish hall)
- Heather to investigate repair of loose masonry in area above the parish hall door on a corbel
- Complete installation of basketball goal
- Working on identifying a landscape architect to help design the replacement of shrubbery and trees that have died due to the hard winter freeze
- Replace / repair ceiling tiles in men / women narthex bathrooms
- Replace ground-level box lights in front of the building
- Create & deploy signage for various applications on the church property

Senior Warden's Report

July 2023

1. I have prepared a summary presentation of my research into the vestry nomination process and request everyone to review this information so that we may begin discussion at our July meeting.
2. My recommendation based on this research is that we do form a Vestry Nominating Committee to begin in 2023.
3. I have refined my research into a DRAFT process of a vestry nominating committee should we determine to form one, and am also submitting that for review and possible beginning discussion.

Respectfully submitted,

Sharon Dieringer
St. Pauls' Vestry
Senior Warden

The following is a DRAFT of the process of a vestry nominating committee:

1. St. Paul's through the action of its Vestry should form a Vestry Nominating Committee.
2. The Vestry Nominating Committee should be comprised of 3-4 current Vestry members and 3-4 members-at-large to serve one year at a time.

****Discussion: We need to determine how to select members-at-large, perhaps preferring people with previous vestry service. We could possibly draw lots.*

****Discussion: Vestry members on the committee may either be the outgoing class, 1 person from each class. We may wish to automatically seat officers on the committee.*

3. Clergy, staff, admin, officers, and current Vestry shall determine as a group the skills/expertise it is seeking in the incoming Vestry class and shall provide this information to the committee and the congregation when the nomination window opens.
4. The committee specifically works to find individuals willing to serve and who possess sought after skills or expertise.
5. The congregation may nominate individuals directly to the committee for consideration.
6. An individual may nominate himself/herself directly to the committee for consideration.
7. Individuals willing to serve are asked to provide biographical information based on a questionnaire provided to them. ****I have some sample questionnaires from other churches and am currently working on a draft of approximately 4-6 questions. To date we have been soliciting an open biography from nominees, which does not enable us to have consistent information across candidates.*
8. After the nomination window closes, the committee meets as needed and considers nominees by reviewing the biographical information and considering the future needs of the Vestry. The committee establishes a slate of 6-8 individuals for presentation at the annual meeting.
9. Per canonical requirement, floor nominations are offered at the annual meeting but discouraged in favor of the nomination process. Floor nominations will be vetted, with the understanding this may prolong the annual meeting or delay the vote. ****Perhaps we would want to have floor nominations written rather than spoken during the meeting so that if the person doesn't meet some service requirement their privacy is retained.*
10. St. Paul's continues the practice of balloting and voting at the annual meeting.

11. Attrition: In the event the slated number falls below 6 before the annual meeting, the nominating committee retains the authority to determine whether it is necessary to continue the nomination and slating process to widen the field. In this instance, only the committee may add names for consideration. In the event the slated number falls to 4, or falls to the number of open Vestry spots, the committee can decide whether to present that slate for an up/down retention vote only.

**Minutes of Meeting of Vestry of
St. Paul's Episcopal Church of Murfreesboro, Tennessee, Inc.**

Date of Meeting: June 20, 2023

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

Vestry Members:

Vestry Member Name:	P = Present A= Absent
Burgess, Nick	P
Casteel, Matt	A
Clayton, Don	P
Dieringer, Sharon	P
Green, David	P
Kellerman, Allison	P
Kyriakoudes, Louis	A
Miller, Brad	P
Nix, Kyle	P
Owen, David	A
Peek, Scott	P
Smith, Ione	A
Tolbert, Martha	P

Clergy Present:

Dr. Blaess

Staff Present:

Heather Studenberg

Others Present:

Jeanne Potter

Ted Goodman (clerk)

David Rowe

1 **The Meeting was opened with a prayer by Kristine.**

2

3 **The Agenda was approved unanimously.**

4
5 **Review of Minutes:**

6 The minutes from the May meeting were approved as corrected by unanimous vote.

7
8 **Financial Report (Jeanne Potter):**

9 We are underbudget for collections as of May. This is a continuing trend. We are under in
10 expenses about \$25,000 but we are also under in revenue. We are behind on pledges and
11 collections. We are pretty much on target for the 323 building but we are having to pay taxes at a
12 higher rate than we had planned. We have paid off a significant amount of the principal loan
13 balance for main campus this year.

14 Our cash balance is down because our collections are down, but, we still have 140 days' cash on
15 hand. We just need to be aware of the reduced collections.

16 Motion to approve by Martha, seconded by Don. Carried unanimously.

17
18 **Committee Reports:**

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

20 Nothing to add to written report.

21 **Stewardship Report (Don Clayton):**

22 Nothing to add to written report.

23 **Communications Report (Scott):**

24 Social Media outreach is still going strong. Summer issue of the Epistle is going out
25 soon.

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

27 Louis was not at the meeting. He submitted a written report in advance of the meeting.

28 **Worship and Music Report (Ione):**

29 Ione was not at the meeting.

30 **Adult Discipleship Report (Matt):**

31 Matt was not at the meeting. He submitted a written report in advance of the meeting.

32 **Children's & Youth Discipleship Report (Kyle):**

Nothing to add to written report.

Outreach Report (Nick):

Nothing to add to written report.

Parish Life (Allison Kellerman)

Nothing to add to written report.

Wardens' Reports

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

Nothing to add to written report.

Sr. Warden's Report (Sharon)

Sharon made a motion, seconded by Nick, that St. Paul's fund a family housing unit at Journey Home to be funded by fundraising drives for a total commitment of Twenty-Five Thousand Dollars (\$25,000) to be paid over three (3) years. Martha asked what would St. Paul's do if the money did not come though. Kristine said the Vestry at that time would have to vote on what to do. Motion carried unanimously.

Celebrations:

1. Vacation Bible School went very well and was well attended.
2. The parents' group had a great meeting with Chase Benefield, our new youth director. Everyone is excited about his vision and energy for our youth program.
3. 45-50 people attended the Senior Luncheon last week. It is exciting to see that group back up and running.

Clergy Report:

Rector's Report (Dr. Blaess):

Kristine took the vestry on a safety tour of the main church buildings, showing the vestry the various severe weather shelters, the AED Machines, and the evacuation meetup point.

After extended conversation, consistent with Alex Hollis' recommendations, Sharon moved that we NOT renew the Solotech Service Contract (the video equipment for our streaming service). Motion seconded by Brad. Motion carried unanimously.

Michael is on vacation this week.

The staff and ministry leaders are working on getting the fall programs finalized by the end of July.

66 The Dioceses has asked churches to offer their staff and clergy an extra week of vacation
67 off between now and the end of 2025 to help people recuperate from the last few years of pandemic
68 fatigue so Kristine is working with Michael, Heather, and Angela to take an extra week of vacation
69 at some time between now and the end of 2025.

70 **Executive Session:**

71 The Vestry did NOT hold an executive session.

72

Respectfully submitted,

Theodore W. Goodman
Clerk of the Vestry

VESTRY NOMINATION PROCESS

Below is a list of items from various church websites about vestry service for members to consider.

1. At St. Paul's, we are forming people into the body of Christ. This is our mission as a church, and we seek individuals to serve as part of our Vestry who understand and embody this mission in their daily lives.
2. It is an opportunity, privilege, and a responsibility to serve as a member of the Vestry. Vestry service is a gift, and something that an individual should endeavor to personally discern whether the call and the timing are appropriate. This is for the benefit of the clergy, staff, administration, parish, the individual, and the Vestry itself.
3. Vestry service is for serving the interests of the whole parish and is not an avenue for those seeking to act as advocates for a particular group or program. Each individual Vestry member must have the capacity and passion for serving and acting in the best interest of St. Paul's.
4. St. Paul's needs individuals who will make their Vestry obligations a priority, and who will support the mission of our church, including through prayer, regular attendance at worship and events, participation in small groups and other formation opportunities, financial support, and participation in Vestry duties.
5. We need people who will make it a priority to review any prepared materials for Vestry meetings so that any issues before the Vestry can be addressed forthrightly with consideration, and so that each person is prepared to vote in good conscience for or against any motions put forth. A Vestry member must be able to voice his or her concerns where applicable, listen with sincerity and respect to differing points of view and concerns of other members, and voice opposition in a respectful manner.
6. Vestry members must understand and accept that while St. Paul's seeks to be transparent with the parish in all areas, occasionally sensitive matters or information must be addressed at the vestry level where confidentiality and discretion are maintained and respected.
7. Finally, prospective members must take seriously their call to be spiritual leaders in the parish. This means that Vestry members represent the parish, not just at church. This also means that they understand that the Vestry is first and foremost a body of prayer. Out of that place of deep, shared prayerfulness, we carry out our duties.

Research summary:

There is recognition that sometimes grows into more concern among parishes that in any given year, a church will not gain new vestry members who have specific skills or expertise that they know they will need. This concern belies the movement towards an intentional vestry nomination process that culminates with *selection* more than *election*. The trend is to approach

the process more in the nature of a business model where a pool of talented individuals with specific skill sets and expertise are targeted to fill vestry roles.

As one church states, “Sometimes it is difficult to get the most qualified people serving on the Vestry. Some people don’t want to run because they have heard that vestry work is inefficient and frustrating, but that is more likely to happen when the needed expertise is lacking. If there is a slate of six with only four elected, two people will be disappointed, and they may have been the most qualified. Finally, many of us may have voted for those whose names we recognized and who we worked with in various ministries, rather than those who might have the most relevant expertise. We think that with a vestry composed of persons with appropriate skill sets, accustomed to working in areas with which they have familiarity, the Vestry will become more efficient and effective-which will tend to attract more well-qualified candidates.”

The above quote is from a church of a larger size than St. Paul’s, but many times we hear the same concern when discussing future vestries – will we have the skills in individuals that we need to meet issues as they arise? In a world where everyone is busy with an array of professional and personal obligations, the need to streamline vestry members’ skills and expertise has become typical.

One church stated outrightly that in gaining new vestry members, it is the nominating process that is paramount, not what happens at the annual meeting. The goal is to accomplish a slate of people any of whom will be assets, so whether the final determination is made via balloting or drawing names becomes less important.

In previous years at St. Paul’s, sometimes we have struggled to get enough nominees into our pool and emphasize to the congregation how important this process is. Looking at websites of several other churches and some information on the website of Episcopal Church Foundation, it looks like the more intentional practice is to have a vestry nominating committee that really does the work of setting up the potential for success in the next year’s vestry. This is not a practice of getting a few people to select the vestry for everyone, but a process with the purpose of seeing that the church gets the people it needs at the time it needs them, including the congregation along the way.

Vestry Nominating Committees (VNC) can be comprised in several ways, the most common being a combination of existing vestry members and members at large, with one vestry member serving as chairperson for that term, typically Senior Warden. Outgoing vestry members are frequently part of the VNC (not including members who are serving out an existing term and may be nominated again). Another common practice is to have one current vestry member from each class on the VNC, plus members at large. Some churches use their Executive Committee as the nominating committee.

The harder question may be how to select members at large for the vestry nominating committee. Many churches look to people who have served on vestry before, sometimes within a certain number of years. The term of being on the VNC seems to be no more than 1 year, which doesn’t mean that a person cannot repeat being on the committee but that serving stops and starts

again each year. A typical number of committee members is 7 (3 current vestry and 4 members at large).

Summary of the process of a vestry nominating committee:

The parish is informed of the nomination process, and who are the members of the vestry nominating committee for that term. The current vestry identifies the skills and expertise that it knows it will need in the coming year. The vestry then communicates this information to the VNC. The VNC refines this information, and then makes an announcement to the congregation that the nomination window will soon be opening, what the requirements for vestry are, and what skills/expertise are specifically being sought. The VNC has regular meetings on its own during this time. The VNC will work to solicit candidates who meet the basic qualifications for service and identify persons in the congregation with the specific skills and expertise. Anyone in the parish can nominate someone for vestry to the committee, but members of the VNC also undertake specific intentions to recruit. Members of the congregation wishing to nominate someone would go directly to the VNC rather than the individual, and it is that body that considers the person and approaches them about vestry service. A person may also self-nominate to the VNC. This process is an open window, which closes after a date certain. (Last year we had a large slate, but we had people drop out and the number fell at the end of the year. This can always repeat, and we could publicly stipulate that in the event we need to add names to the slate to have a workable number, only the VNC does so after the nomination window closes).

The VNC first presents all names to the clergy for any potential disqualification issues known only to clergy. The VNC then “vets” the other names to be sure that each person meets the basic qualifications and is willing to serve. After this initial approval, candidates are requested to provide biographical information to the VNC. The VNC reviews all information and sets a slate of candidates. This is the slate that is presented during the annual meeting.

There is not a consensus for whether more churches then elect from a wider slate, draw lots from a wider slate, or have a retention vote that fills the open spaces. But if a congregation has worked to provide nominees, and the committee then does its work, in theory the slate should result in the right people at the right time. Perhaps the committee retains names of people to consider in subsequent years. It would probably be beneficial to have some overlap in committee members from year to year.

To address the issue of having only one more person on the slate than open positions in churches that practice balloting, one church retained a rule that they always had to have 2 more people than necessary to fill open spots. How they implemented that, they didn’t say. So, for 4 vestry seats, there would always be a minimum of 6 candidates. If we continue to have ballots, then this may be helpful to avoiding leaving one person not elected. I think our goal is to have 8 on our slate if we ballot, but we could have an unpublished acceptance of 6.

The practice of using vestry nominating committees has led some churches to abandon the practice of taking open nominations from the floor at annual meetings. St. Paul’s is canonically mandated to retain this practice, but it is permissible to discourage it stressing the purpose and importance of the nominating process. In doing so we would inform the

congregation that floor nominations must still be vetted (which could prolong an annual meeting or possibly delay voting).

I copied the following from the website of St. Johns in Montgomery, AL. Their vestry has 21 members, with 7 rotating in/out annually, and they slate 14. I think they word nicely asking people to send names to the nominating committee for consideration without first asking the person. I like this approach. It would help put names into the hands of the VNC who can then move forward. We could tailor their language making it more applicable to St. Paul's:

The parish plays the vital role of providing suggestions of names for the Nominating Committee to consider. The names you submit are suggestions, not nominations, so it is not necessary that you get the person's permission before presenting a name. If you have never given the Nominating Committee names to be considered, I hope you will take the opportunity to do that this year. Look around during worship and parish events and think about who would serve well as Vestry Members. Look for those already active as opposed to those you think should be more active.

If you are approached by the Nominating Committee, please say yes. There are always things in life that we think would make serving on the Vestry difficult. You might think you are too busy, too young, too old, too inexperienced, too tired of serving. But if the Nominating Committee comes to you, it is because they have thought long and hard and want you in particular to serve. Saying no to them blocks the effectiveness of the process and hurts the parish.

Each year the Nominating Committee seeks to have a balanced slate presented for election. Each year we elect 7 people to serve a 3 year term. Each year 14 names are presented for election so that you may have a choice as to those who serve. The Nominating Committee tries to build a slate that has people of varying ages. We need people who are young and have a fresh perspective. We need people who have some wisdom of experience. We need people who have been in the parish only a few years who might see some things the rest of us cannot see. We need people who have been in the parish longer who see some things that can only be seen with experience. We need a balance of male and female. We need business minds, creative minds, people who think theologically, people who think practically, people who are risk takers, people who are careful. The great thing about a Vestry of 21 persons is that we have room for a variety of approaches. Every year 7 fresh new voices come on board and

every year 14 experienced voices remain. It's an inspired system which has been in operation for many, many years.

One challenging dynamic in our system is that each year 7 people "win" an election and 7 people "lose". Those who do not get elected typically experience a letdown. It feels like fellow parishioners have said they don't want you on the Vestry. The reality, in fact, is that all those nominated are being asked to serve and all are qualified. Some parishes use different models for their elections. Some go through a nominating process and then literally draw names out of a hat. Some parishes go through a nominating process and present a final slate for an up or down vote by the parish with no individual selection. The Vestry is considering other ways of electing new members but remain convinced that our current way of electing is the best for us at this time.

While we tend to think of balloting as the most important part of the election process, it is actually the nominating portion of the process that is more crucial. The more names that are presented, the better. The more people who seriously consider themselves as potential vestry members, the better. And the more the nominees can see the great service to the parish they are providing just by having their names on the ballot, the better. As Christians we are called to serve humbly and faithfully. You serve the parish well by providing names and by allowing yourself to be on the ballot when invited.

RESOURCES

Tennessee churches' website reviewed as follows:

Good Shepard Episcopal Church, Brentwood

Nominating committee is comprised of church officers and clergy. Committee presents the vestry slate to the congregation at the annual meeting for a retention vote.

St. George's Episcopal Church, Nashville

I reviewed their annual report, and it appears that the nominating committee (8 ppl most recently) is comprised of vestry members (officers – Sr and Jr Wardens) and what look to be members-at-large. The congregation nominates names to the committee, which is responsible for reviewing and forming the slate of 4 which is presented for a retention vote at the annual meeting.

Note: I researched other middle Tennessee churches, but little specific information is given about vestry nomination processes. Most churches' websites list vestry members by class and briefly

state that they are elected at the annual meeting. I also looked at a few churches in both west and east Tennessee and found essentially the same thing.

Below is a list of websites/churches reviewed outside Tennessee:

St. John's Episcopal Church, Montgomery, AL, **See above excerpt*

Holy Trinity Episcopal Church, Greensboro, NC, **Impressive Vestry Handbook*

Church of Bethesda-by-the-Sea, Palm Beach, FL, **Thorough information available*

Mission Anglican Church, Cincinnati, OH, **Thorough process available*

Episcopal Church Foundation website

St. Stephen's Episcopal Church, Richmond, VA

St. Paul's Episcopal Church, Greenville, NC

Episcopal Church of the Transfiguration, Dallas, TX

St. Michael and All Angels Episcopal Church, Dallas, TX