

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

Date of Meeting: September 19, 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	P
Clayton, Don	P
Dieringer, Sharon	P
Green, David	P
Kellerman, Allison	P
Kyriakoudes, Louis	P
Miller, Brad	P
Nix, Kyle	P
Owen, David	A
Peek, Scott	P (via Zoom)
Smith, Ione	P (via Zoom)
Tolbert, Martha	P

Clergy Present:

Dr. Blaess

Rev. Whitnah

Staff Present:

Heather Studenberg

Others Present:

Don Whitfield

Ted Goodman (clerk)

David Rowe

1

2 **The Agenda was approved by acclimation.**

3 **Review of Minutes:**

4 Motion to approve minutes as amended by David Green seconded by Sharon. Motion carried
5 unanimously.

6

7 **Financial Report (Don Whitfield):**

8 Kristine thanked Don for coming back as treasurer. Don expressed his joy in stepping back into
9 the treasurer's role.

10 Don went through an extensive explanation of the report. YTD we are Sixteen Thousand Dollars
11 (\$16,000) favorable variance from YTD counting income and expenses. Don anticipates that
12 favorable variance will decrease some, but he anticipates we will still be favorable at the end of
13 the year.

14 The 323 Property is on budget for income and expenses. Be aware that the September rent was
15 paid in August which distorts the comparison, but, everything is as budgeted.

16 Motion to approve financial report by Martha Tolbert, seconded by Nick Burgess. Motion
17 carried unanimously.

18 The Vestry broke into focus groups and did some brainstorming of their visions for St. Paul's
19 and reported back to the main whole vestry.

20 **Member Management – David Green**

21 The Church has had a number of very productive member engagement discussions where
22 members talked about ways to help member engagement with the leaders of the various ministries
23 within the Church. It did exactly what we wanted to do which is to get people thinking and they
24 made a lot of great suggestions. David provided a summary of the results of the surveys which
25 are in the Vestry Packet for September 2023.

26 The committee suggests having member engagement discussions once a quarter to keep
27 thinking about productive ways to increase member engagement.

28 Kirstine asked if any ministry liaisons desired to add anything to their written reports.
29 Kristine made a motion to accept the reports as written, Brad Miller made the Motion. Sharon
30 seconded the motion. The Motion carried unanimously. The ministry liaison reports were
31 accepted as written.

32 **Executive Session:**

33 Nothing to report from executive session.

Respectfully submitted,

Theodore W. Goodman
Clerk of the Vestry

St. Paul's Episcopal Church-Main Campus
Statements of Operations and Cash Flows

	For the Month Ended 8/31/2023		For the Eight Months Ended						
			8/31/2023		8/31/2022		2023		
	Actual	Budget	Actual	Budget	Prior Year	Annual Budget	\$ Var CYR	% Var CYR	% Var PYR
Revenues									
Pledges	\$ 65,528	\$ 50,077	\$ 522,861	\$ 539,177	\$ 571,117	\$ 820,107	\$ (16,316)	-3.0%	-8.4%
Unpledged Gifts	4,264	6,393	51,027	57,326	57,204	98,000	(6,299)	-11.0%	-10.8%
Endowment Income	-	-	31,569	24,500	32,580	49,000	7,069	28.9%	-3.1%
Other Income	1,713	512	17,599	1,786	1,648	11,540	15,813	885.4%	967.9%
Total Revenues	71,505	56,982	623,056	622,789	662,549	978,647	267	0.0%	-6.0%
Expenses									
Clergy	23,160	24,640	186,011	187,755	184,174	281,531	1,744	0.9%	-1.0%
Music	1,108	2,896	45,353	43,808	42,240	67,010	(1,545)	-3.5%	-7.4%
Church Programs	4,046	4,255	34,222	35,953	32,177	52,968	1,731	4.8%	-6.4%
Other Church Programs	1,472	2,017	11,772	17,136	7,656	25,200	5,364	31.3%	-53.8%
Youth Ministry	2,109	4,098	6,570	14,371	18,355	31,036	7,801	54.3%	64.2%
Operations/Maintenance	11,846	13,388	131,374	119,737	99,350	182,655	(11,637)	-9.7%	-32.2%
Administration	16,625	16,947	128,984	144,143	148,003	207,133	15,159	10.5%	12.9%
Outreach	7,742	8,449	68,646	71,438	80,497	127,135	2,792	3.9%	14.7%
Debt Service (Interest)	524	876	5,870	7,251	9,420	10,562	1,381	19.0%	37.7%
Total Expenses	68,632	77,566	618,802	641,592	621,872	985,230	22,790	3.6%	0.5%
Net Income/(loss)	2,873	(20,584)	4,254	(18,803)	40,677	(6,583)	23,057	122.6%	-89.5%
Principal Repayment	7,011	6,686	33,605	33,263	32,484	80,327	(341)		
Net Operating Cash Flow	\$ (4,138)	\$ (27,270)	\$ (29,351)	\$ (52,066)	\$ 8,193	\$ (86,910)	\$ 22,716		

St. Paul's Episcopal Church-323 Main Street
Statements of Operations and Cash Flows

	For the Month Ended 8/31/2023		For the Eight Months Ended						
			8/31/2023		8/31/2022				
	Actual	Budget	Actual	Budget	Prior Year	Annual Budget	\$ Var CYR	% Var CYR	% Var PYR
Revenues									
Rent Income	\$ 17,269	\$ 8,624	\$ 75,688	\$ 67,045	\$ 65,140	\$ 101,540	\$ 8,643	12.9%	16.2%
Total Revenues	17,269	8,624	75,688	67,045	65,140	101,540	8,643	12.9%	16.2%
Expenses									
Insurance	107	107	857	857	737	1,286	-	0.0%	-16.3%
Building Maintenance	-	172	-	1,372	1,271	2,060	1,372	100.0%	100.0%
Office Support Staff	671	671	5,368	5,368	5,318	8,054	-	0.0%	-0.9%
Office Support Supplies	44	44	392	352	611	528	(40)	-11.4%	35.8%
Banking Fees	-	-	-	-	-	-	-	-	-
Property Taxes	700	700	5,600	5,600	5,573	8,400	-	0.0%	-0.5%
Other Taxes	442	442	8,533	3,533	200	5,300	(5,000)	-141.5%	-4166.5%
Professional Services	-	-	1,000	3,500	1,000	3,500	2,500	71.4%	0.0%
Debt Service (Interest)	3,434	3,456	27,237	27,423	25,959	40,912	186	0.7%	-4.9%
Contingency	-	680	-	3,400	-	6,123	3,400	100.0%	-
Total Expenses	5,398	6,272	48,987	51,405	40,669	76,163	2,418	4.7%	-20.5%
Net Income/(loss)	11,871	2,352	26,701	15,640	24,471	25,377	11,061	70.7%	9.1%
Principal Repayment	4,108	4,087	20,315	20,206	19,649	48,673	(109)		
Net Operating Cash Flow	\$ 7,763	\$ (1,734)	\$ 6,386	\$ (4,566)	\$ 4,822	\$ (23,296)	\$ 10,952		

Note:

Gifts received designated for 323 Main Street	\$ 102,267
less 2021 deficit	(4,892)
2022 surplus	4,822
2023 deficit YTD	(2,248) *
Balance	<u>\$ 99,950</u>

*YTD results reduced by September rent collected in August

**St. Paul's Episcopal Church
Restricted Funds, Cash and Debt**

	Restricted Fund Activity Year To Date				
	01/01/23	Income	Expense	Adjust	08/31/23
Debt Reduction-Above and Beyond	\$ 83,355	\$ 192,496	\$ 268,766	\$ -	\$ 7,085
Connect Ministry	15,152	13,334	25,509	-	2,977
Dandridge Trust/Coldest Nights	6,148	9,454	5,112	-	10,490
Memorials	44,762	6,845	-	-	51,607
Flower Guild Operating Funds	7,452	4,453	4,480	-	7,425
Music	-	3,460	3,210	-	250
Building Fund	21,092	3,125	-	-	24,217
Designated-Campus Improvement	54,731	3,000	10,036	-	47,695
Rector's Discretionary	1,599	2,697	663	-	3,633
Food Bank	658	2,080	1,813	-	925
Columbarium	25,085	1,600	900	-	25,785
Outreach-People in Need	(1,369)	1,080	-	-	(289)
Bishop's Discretionary Fund	-	657	657	-	-
Daughters of the King	1,400	600	451	-	1,549
Piano Fund	(80)	360	380	-	(100)
Youth Fundraisers	12,937	275	-	-	13,212
Christian Education	432	215	-	-	647
Altar Guild	662	48	245	-	465
Music-Organ Fund	19,264	-	218	-	19,046
Memorial Garden Project	13,358	-	-	-	13,358
ECW-Women's Ministries	5,543	-	-	-	5,543
Cursillo/Ultreya	2,963	-	-	-	2,963
Continuing Education-Staff	1,926	-	-	-	1,926
Choir	1,577	-	-	-	1,577
Acolyte Trip Scholarships	1,565	-	-	-	1,565
Troop Support	1,508	-	-	-	1,508
Designated-Missions	735	-	-	-	735
Angel Tree Program	629	-	-	-	629
Designated-Higher Education	600	-	-	-	600
Associate Priest's Discretionary Fund	993	-	512	-	481
Stained Glass	467	-	-	-	467
Outreach Meals	292	-	-	-	292
Haiti Mission Trip	135	-	-	-	135
Episcopal Peace Fellowship	120	-	-	-	120
UTO	61	-	-	-	61
Library	50	-	-	-	50
Roof Replacement	(2,303)	-	-	(2,303)	-
Franklin Heights	(12)	-	-	-	(12)
Scouts	(1,696)	-	-	-	(1,696)
Total Restricted Funds	\$ 321,791	\$ 245,779	\$ 322,952	\$ (2,303)	\$ 246,921

Cash Balances-First Horizon:

General Operating	\$ 168,901
Savings	341,299
323 E Main General Operating	69,708
Connect	5,768
Total	585,676
Less: restricted Funds	(246,921)
Unrestricted Cash on Hand	\$ 338,755
 Average Days Cash on Hand	 114

Debt Balances-First Horizon:

Main Campus (@ 2.42%) **	\$ 141,487
323 East Main (@ 3.34%)	1,189,838
Total Debt	\$ 1,331,325

**Current balance reflects year to date Above and Beyond payments of \$268,766

Communications.

Scott Peek

September 2023 Report

Nothing to update for communications. We are plugging along with the social media, and the fall issue of the Epistle should be received in the coming days.

Thanks,
Scott

Vestry Report, September 2023

Louis Kyriakouides

- 1) **Boy Scouts:** The Scouts are planning a high adventure trip to canoe the boundary waters of northern Minnesota.
- 2) **Gifts Committee: No report.**
- 3) **Arts & Design Committee**
 - a) **Creation Care Discussion:** The committee has begun a conversation about the intersections between aesthetics, worship, and creation care. For example, there was a discussion about the amount of paper used in the bulletin and other means by which the aesthetics of worship and careful use of resources intersect. No decisions were made. The committee, in conversation with Rev. Blaize, is considering the idea of creating a new committee to consider such issues as Arts and Design has its hands full right now with the Columbarium and the Rood project.
 - b) **Rood Progress:** Work is progressing. The sculptor is working on the figures (see photos). Davis D'Ambly reported to Lauren Gamble that the sculptor had some health issues, but work is on track for completion in the fall of 2024.

(1) Below are photos of the work taken this summer:

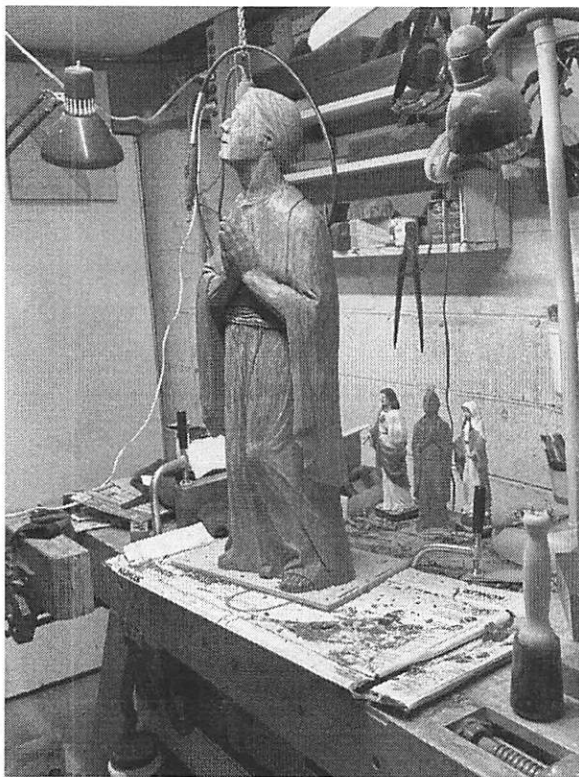


Fig. 1. St John



Fig. 2. Close up of St. John



Fig. 3. Virgin Mary (rough in)

6. Worship Report - September 2023

- **Music**
 - choir and choristers have started rehearsals again. Both will be singing for stewardship Sunday October 22
- **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**
 - Nothing new
- **Flower Guild**
 - just preparing for the DOK assembly 9/16/23
- **Altar Guild**
 - Jr Altar Guild meeting took place July 29@ 10am with Elizabeth and Gina.
- **Children's Ministry**
 - Nothing new except Ione needs to check in with Cindy about if she's getting her e-mails
- **Worship Access & Technical Support**
 - I met with our network installer this week to evaluate our network abilities for the annual convention in January. It should require only minor modifications to be able to accommodate the increased bandwidth that the convention will require. An estimate of cost is pending. It appears that we may have an adequate amount of microphones to cover the convention as well.
 - A new camera for streaming has been placed in the nave where our previous camera malfunctioned
- **Ushers/Greeters**
 - Over 80 ladies attending Assembly 9/16/23
 - We've got enough ushers if/whenever they decide to return to 3 services AND the big news is that David Fowler has agreed to share the Head Usher Responsibilities with me for a while. And then eventually take the lead. However we are not ready to make the announcement just yet.
- **Intercessory Prayers**
 - no news to report
- **Centering Prayer**
 - no news to report
- **Medical Response Team**
 - Mary Jane and Alex H. are working on a response to the current Covid surge

Member Engagement Report

September 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.

The Engagement Focus Discussion was held on Sunday, August 27, with a good representation from Vestry, ministry leaders, volunteers, and clergy.

The group focused on specific ministry areas and brainstormed a number of ways to increase engagement through the Parish, Ministry, and/or Individual level. Ideas generated during this brainstorming session were captured, and used to populate an initial draft of the Engagement Planner for Q4 2023 through Q3 2024. See Attachment.

Observations.

- The participants generated several great suggestions, and many of them were applicable to the "More" element of parishioner engagement, while a few suggestions focused on "Deeper."
- The planner should be distributed to the Vestry liaisons, who should use this as a discussion starter with their various ministries, and as a road map to activities that increase engagement.
- The Engagement Planner should also be forwarded to the recently created Pastoral Care/Engagement Coordinator for updating as the planner is modified.
- It was suggested that this type of brainstorming session be conducted each quarter, to ensure that focus on engagement remains energized, sustained, and timely.

St. Paul's Engagement Planner - Draft 092023

Vestry Liaison	Engagement Focus	Q4, 2023	Q1, 2024	Q2, 2024	Q3, 2024
Outreach	Parish	Where does food drive go? Up the Goal	Coldest Nights - Stigma	Social Media - Facebook	
Outreach	Parish	Signs - Where's that food going?	Ladies Lunch	Reach community children for VBS	
Outreach	Parish	Gamification of Food Drive - goals and donations			
Outreach	Ministry	Worship Service? Coldest Night	Pack the bus - back packs		
Outreach	Ministry	Undie Sunday			
Outreach	Ministry	Medical Equipment Ministry - T Collins			
Outreach	Ministry	Cursillo			
Outreach	Individual	Sick - in need	Journey Home Dinners		
Outreach	Individual	Minor repairs for community members	Invite newcomers to Ladies Night Out	Invite newcomers to Mens Club	
Worship	Parish	Altar Guild Party / Lunch / Tea Party	Train Junior Altar Guild	St. Paul's Acolyte Festival	
Worship	Ministry	Revise recruitment of acolytes Adults / Older Kids /			
Worship	Individual	Talk to / Get One More Person			
Children and Youth	Parish		More Youth Sundays		

Children and Youth	Ministry		Mentorship of new youth by veteran youth		
Children and Youth	Individual	Giving Specific needs/ roles for volunteers			
Children and Youth	Individual	Giving the children responsibilities			
Adult Discipleship	Parish	Pigrimage	Pilgrimage Part 2	Discernment	
Adult Discipleship	Parish	Adult Christian Ed	Lenten Program		
Adult Discipleship	Parish	Faith and the Arts			
Adult Discipleship	Parish	Parenting Retreat			
Adult Discipleship	Ministry	Newcomers gathering / St. Paul's 101	Newcomers Gathering	Next iteration of Cursillo	
Adult Discipleship	Ministry	Follow Up	Marriage Course	D Groups	D Groups
Adult Discipleship	Ministry	Discipling Groups	Meat and Potatoes		
Adult Discipleship	Ministry	9:50	9:50	9:50	9:50
Adult Discipleship	Individual	Leadership Recruiting and Development			
Adult Discipleship	Individual	Book Studies			
Parish Life	Parish	New Activities			
Parish Life	Ministry	Parish Camp out	Lenten Soup Suppers		

Parish Life	Ministry	Wednesday Night Dinners	Wednesday Night Dinners		
Parish Life	Ministry	Different ministries to help	Reduce cliques and improve diversification of groupies	Information Newcomer table	
Parish Life	Ministry		Clarify participation		
Parish Life	Individual	Awareness of new people	Invite	Remove barriers	
Parish Life	Individual	Show Up	Talk to new people		

Youth and Children's Ministry Report

August 2023

Kyle Nix

Youth/Children's Events

We had an excellent kick off to the Youth program at the Bartsch residence at the end of August. Christian Education and SNL began 8/10 and we are easing back into our routines!

Current Topics of Discussion

None to discuss at this time.

Current Needs

Continued support and participation for youth and children's events.

With the change to the new service schedule, Ms. Jeri and Ms. Sudi have both expressed a need for help in Children's Church. Specifically, they are looking for someone that is musically inclined that can step in for Ms. Sudi when she is holding other roles within the church.

September 2023 Parish Life

Completed events

Welcome Back Party

- Sept 7th
- BBQ provided and sides brought by parishoners to share
- inflatables, etc
- organized by Kelly Goodman

Wednesday night dinners resumed

- resumed Wednesday Sept 13th
- Meat and Potatoes group provided Soup and Bread/ Crackers, etc
- about 40sih people came

Pending/Upcoming events:

-Wednesday night dinners

- next meals Sept 20th and 27th Terry and Mike Donovan doing spaghetti again
the meal on Sept 20th is also Pie Night
- October 11th and 25th are the next meals—led by Melissa and Steve Warren
- its on calendar through Thanksgiving, but can't find anyone else to lead...I tend to think 6 weeks is plenty...

Future Events to Consider

- when do we want trivia night? Do you want it to be a fund raiser for the Journey Home room?

Senior Warden's Report
September 2023

There is no new information to report currently.

I will be asking Vestry members at the meeting to consider whether there are any specific skills or expertise that may be beneficial for next year's Vestry class.

Respectfully submitted,

Sharon Dieringer
St. Pauls' Vestry
Senior Warden

Hello all,

Senior Warden's Report
August 2023

Attached to this report is the refined process for a Vestry Nominating Committee along with a Biographical Questionnaire for Vestry nominees. Please review these items before our meeting Tuesday, August 15. I will be presenting the Vestry Nominating Committee Process for discussion and a motion to accept at the meeting. Please feel free to email me any questions or concerns beforehand.

Respectfully submitted,

Sharon Dieringer
St. Pauls' Vestry
Senior Warden