

**Minutes of Meeting of Vestry of  
St. Paul's Episcopal Church of Murfreesboro, Tennessee, Inc.  
Date of Meeting: November 14, 2023**

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

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**Vestry Members:**

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

**Clergy Present:**

Dr. Blaess

Rev. Whitnah

**Staff Present:**

Heather Studenberg (via Zoom)

**Others Present:**

Don Whitfield

Kelly Moody (seminarian)

Ted Goodman (clerk)

David Rowe

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1 The Agenda was approved, Motion by Martha Tolbert, Seconded by Sharon. Motion carried  
2 unanimously.

3 The Meeting was opened with a devotional by Dr. Blaess

4 After thoughtful discussion and consideration the Vestry elected Collier Smith, Brad Miller, Louis,  
5 and Sharon as deputies to attend the dioecian convention

6 Don Clayton, David Owen, was elected as an alternate deputies.

7 Motion to approve slate by Don Clayton, seconded by Nick Burgess. Motion carried unanimously.  
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9 **Review of Minutes:**

10 The minutes from the August 15, 2023, meeting were approved. Motion to approve by Sharon,  
11 seconded by Don Clayton, unanimous.

12 The minutes from the September 19, 2023, meeting were approved. Motion to approve by Sharon,  
13 seconded by Don Clayton, unanimous.  
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15 **Financial Report (Don Whitfield):**

16 Don went over the financial report. We are about \$6,000 behind on revenue YTD by end  
17 of October. We have a YTD negative variance of Thirty-Three Thousand Dollars (\$33,000) in  
18 pledges and unpledged gifts. We are hopeful that the tradition of a flurry of giving at the end of  
19 the year will help to trim that negative variance.

20 Endowment income is \$10,000 ahead YTD and we expect will be about \$14,000 ahead of  
21 budget by the end of the year.

22 Our interest earnings are significantly up due to higher interest rates on our savings  
23 accounts.

24 Don gave full discussion of the various components of the budget.

25 The Junior's Property Budget is almost exactly on target.

26 Don recommended that a separate savings account be established for Juniors and that it be  
27 funded with the initial gifts for the Junior's building so that it would be easier to see the Junior's  
28 building as a separate component of the budget.

29 **Martha made a motion** to establish a separate savings account for the Junior's property  
30 and that it be funded with the \$102,267 from the restricted gifts given to be used for the Junior's  
31 building. **Seconded by Don Clayton.** Motion carried unanimously.

32 If all payments are made as scheduled, we will retire the main campus mortgage in  
33 December of 2024 which would leave the Junior's building mortgage as the Church's only debt.

34 Motion to approve financial report by Nick, Seconded by Martha Tolbert. Motion carried  
35 unanimously.

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37 **Committee Reports:**

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

39 Nothing to add to written report.

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

41 Nothing to add to written report. Turn in your pledge card if you have it.

42 **Communications Report (Scott):**

43 Nothing to add to written report.

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

45 Nothing to add to written report. The rood is coming along.

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

47 Ione was not present but sent a written report.

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

49 Nothing to add to written report.

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

51 Nothing to add to written report.

52 **Outreach Report (Nick):**

53 Nothing to add to written report.

54 **Parish Life (Allison Kellerman)**

55 They are looing into a setting up a trivia night.

56 **Membership Engagement (David Green)**

57 Nothing to add to written report.

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59 **Wardens' Reports**

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

61 The Haynes who own the Junior's business have completed concrete repairs in the parking  
62 lot and are working on the interior lighting next.

63           **Sr. Warden's Report (Sharon)**

64           Nothing to add to written report.

65           **Heather's Report:**

66           Heather is working on the annual report and will be reaching out to various ministry  
67 leaders.

68           **Clergy Report:**

69           **Associate Rector's Report (Rev. Whitnah):**

70           They just had a fabulous retreat with the Meat & Potatoes group at Tims Ford for the  
71 weekend.

72           In the Spring the Parents' Group Study Title will be *Can-O-Worms*.

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

74           Dr. Blaess opened the floor for conversations regarding the winter worship schedule and  
75 the vestry nomination schedule. A survey went out in the recent news letter.

76           **Worship Schedule:**

77           65% of respondents said they like the current schedule

78           13% of respondents said maybe I like it maybe I don't like it.

79           22% said they did not like the current schedule.

80           Kristine announced that YTD (to end of October) our average Sunday attendance is up from 199  
81 to 218.

82           Weekday worship services attendances are also up significantly.

83           **Vestry Nomination:**

84           Scott said that he has been approached by two people with concerns about the nomination process.  
85 They have expressed concerns that the current nomination process may be perceived to be (or  
86 might actually be) susceptible to too much control by the Vestry and too much of a Vetting process  
87 and that it discourages nominations from the floor.

88           Sharon said that she had heard similar concerns from one person as well.

89           Heather announced that the Church has received sixteen (16) nominations so far for the open spots  
90 which Kirstine said is an increase in nominations over prior years so this is a very encouraging  
91 indication of parishioner engagement.

92           Brad and David observed that the current process is less susceptible to being controlled by a small  
93 number of people than the old process because the nomination process encourages broader  
94 participation.

95 **Executive Session:**

96 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 10/31/2023		For the Ten Months Ended							
			10/31/2023		10/31/2022	2023				
	Actual	Budget	Actual	Budget	Prior Year	Annual Budget	\$ Var CYR	% Var CYR	% Var PYR	
Revenues										
Pledges	\$ 52,522	\$ 54,459	\$ 630,224	\$ 646,903	\$ 684,175	\$ 820,107	\$ (16,679)	-2.6%	-7.9%	
Unpledged Gifts	11,395	9,239	57,330	73,811	73,684	98,000	(16,481)	-22.3%	-22.2%	
Endowment Income	15,785	12,250	47,354	36,750	48,870	49,000	10,604	28.9%	-3.1%	
Other Income	4,265	3,851	25,232	8,818	8,889	11,540	16,414	186.1%	183.9%	
Total Revenues	83,967	79,799	760,140	766,282	815,618	978,647	(6,142)	-0.8%	-6.8%	
Expenses										
Clergy	23,380	24,240	234,511	235,200	230,908	281,531	689	0.3%	-1.6%	
Music	6,685	5,274	58,646	55,056	56,326	67,010	(3,590)	-6.5%	-4.1%	
Church Programs	6,664	4,249	44,665	44,457	37,542	52,968	(208)	-0.5%	-19.0%	
Other Church Programs	3,093	2,019	16,138	21,170	15,952	25,200	5,032	23.8%	-1.2%	
Youth Ministry	1,952	4,073	10,902	23,049	24,778	31,036	12,147	52.7%	56.0%	
Operations/Maintenance	8,290	14,996	150,316	148,125	128,619	182,655	(2,191)	-1.5%	-16.9%	
Administration	16,101	15,764	166,372	175,557	182,049	207,133	9,185	5.2%	8.6%	
Outreach	8,449	8,449	97,544	88,943	98,953	127,135	(8,601)	-9.7%	1.4%	
Debt Service (Interest)	270	821	6,221	8,934	11,421	10,562	2,713	30.4%	45.5%	
Total Expenses	74,884	79,885	785,315	800,491	786,548	985,230	15,176	1.9%	0.2%	
Net Income/(loss)	9,083	(86)	(25,175)	(34,209)	29,070	(6,583)	9,034	26.4%	-186.6%	
Principal Repayment	7,304	6,753	69,520	66,809	65,233	80,327	(2,711)			
Net Operating Cash Flow	\$ 1,779	\$ (6,839)	\$ (94,695)	\$ (101,018)	\$ (36,163)	\$ (86,910)	\$ 6,323			

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

	For the Month Ended 10/31/2023		For the Ten Months Ended						
			10/31/2023		10/31/2022				
	Actual	Budget	Actual	Budget	Prior Year	Annual Budget	\$ Var CYR	% Var CYR	% Var PYR
Revenues									
Rent Income	\$ 8,635	\$ 8,624	\$ 84,323	\$ 84,293	\$ 81,910	\$ 101,540	\$ 30	0.0%	2.9%
Total Revenues	8,635	8,624	84,323	84,293	81,910	101,540	30	0.0%	2.9%
Expenses									
Insurance	100	107	1,058	1,072	951	1,286	14	1.3%	-11.3%
Building Maintenance	-	172	466	1,716	1,712	2,060	1,250	72.8%	72.8%
Office Support Staff	671	671	6,710	6,710	6,644	8,054	-	0.0%	-1.0%
Office Support Supplies	44	44	440	440	699	528	-	0.0%	37.1%
Banking Fees	-	-	-	-	-	-	-	-	-
Property Taxes	700	700	7,000	7,000	6,936	8,400	-	0.0%	-0.9%
Other Taxes	442	442	9,417	4,417	3,623	5,300	(5,000)	-113.2%	-159.9%
Professional Services	-	-	1,000	3,500	1,000	3,500	2,500	71.4%	0.0%
Debt Service (Interest)	3,300	3,323	33,960	34,191	32,956	40,912	231	0.7%	-3.0%
Contingency	-	680	-	4,760	-	6,123	4,760	100.0%	-
Total Expenses	5,257	6,139	60,051	63,806	54,521	76,163	3,755	5.9%	-10.1%
Net Income/(loss)	3,378	2,485	24,272	20,487	27,389	25,377	3,785	18.5%	-11.4%
Principal Repayment	4,165	4,143	40,694	40,485	39,343	48,695	(209)		
Net Operating Cash Flow	\$ (787)	\$ (1,658)	\$ (16,422)	\$ (19,998)	\$ (11,954)	\$ (23,318)	\$ 3,576		

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

	Restricted Fund Activity Year To Date				
	01/01/23	Income	Expense	Adjust	10/31/23
Memorials	\$ 44,762	\$ 9,840	\$ -	\$ -	\$ 54,602
Designated-Campus Improvement	54,731	3,000	10,037	-	47,694
Columbarium	25,085	1,725	909	-	25,901
Building Fund	21,092	3,710	150	-	24,652
Debt Reduction-Above and Beyond	83,355	208,216	268,766	-	22,805
Music-Organ Fund	19,264	-	218	-	19,046
Youth Fundraisers	12,937	575	-	-	13,512
Memorial Garden Project	13,358	-	-	-	13,358
Connect Ministry	15,152	29,746	33,043	-	11,855
Dandridge Trust/Coldest Nights	6,148	10,054	5,112	-	11,090
Flower Guild Operating Funds	7,452	4,836	5,444	-	6,844
ECW-Women's Ministries	5,543	-	-	-	5,543
Cursillo/Ultreya	2,963	-	-	-	2,963
Rector's Discretionary	1,599	3,247	1,963	-	2,883
Prison Ministry	-	2,270	-	-	2,270
Daughters of the King	1,400	1,550	882	-	2,068
Choir	1,577	-	-	-	1,577
Acolyte Trip Scholarships	1,565	-	-	-	1,565
Troop Support	1,508	-	-	-	1,508
Music	-	4,210	3,210	-	1,000
Designated-Missions	735	-	-	-	735
Angel Tree Program	629	100	-	-	729
Christian Education	432	215	-	-	647
Designated-Higher Education	600	-	-	-	600
Associate Priest's Discretionary Fund	993	80	512	-	561
Stained Glass	467	-	-	-	467
Altar Guild	662	48	245	-	465
Food Bank	658	2,475	2,788	-	345
Outreach Meals	292	-	-	-	292
Outreach-People in Need	(1,369)	1,625	100	-	156
Haiti Mission Trip	135	-	-	-	135
Episcopal Peace Fellowship	120	-	-	-	120
UTO	61	-	-	-	61
Library	50	-	-	-	50
Bishop's Discretionary Fund	-	657	657	-	-
Roof Replacement	(2,303)	-	-	(2,303)	-
Franklin Heights	(12)	-	-	-	(12)
Piano Fund	(80)	385	380	-	(75)
Continuing Education-Staff	1,331	695	2,146	-	(120)
Scouts	(1,696)	-	-	-	(1,696)
<b>Total Restricted Funds</b>	<b>\$ 321,196</b>	<b>\$ 289,259</b>	<b>\$ 336,562</b>	<b>\$ (2,303)</b>	<b>\$ 276,196</b>

**Cash Balances-First Horizon:**

General Operating	\$ 148,656
Savings	241,896
Savings-Gifts Designated for 323 Main	102,267
323 E Main General Operating	72,046
Connect	6,900
Total	571,765
Less: Restricted Funds	(276,196)
<b>Unrestricted Cash on Hand</b>	<b>\$ 295,569</b>

**Average Days Cash on Hand**

106

**Endowment Fund Balances**

Anderson Fund	\$ 20,277
Read Fund	123,676
Williams Fund	1,154,040
Quasi Endowment Fund	219,565
<b>Total Endowment Funds-Market Value @ 9/30/23</b>	<b>\$ 1,517,558</b>

**Debt Balances-First Horizon:**

Main Campus (@ 2.42%) **	\$ 126,690
323 East Main (@ 3.34%)	1,181,629
<b>Total Debt</b>	<b>\$ 1,308,319</b>

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



## **Finance and Administration Report November 2023**

**Prepared by Martha Tolbert**

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 Don Whitfield for comments and review.

I'm also assisting Don Whitfield with tasks relating to the budget for 2024. Our process will involve review of historical trends, discussions with key stakeholders and several drafts for review and discussion. The budget will be presented to the Vestry for approval in January.

Communications.

Scott Peek

November 2023 Report

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Good evening Ted,

The communications team is plugging along.

Chase is a pleasure to work with. We've not yet had our November meeting, but Gina has started working on the 2024 Vestry schedule and has talked with Kristine about topics for the spring issue.

We are gearing up for the holiday push on social media as well, and as always, welcome your input and suggestions for things you would like highlighted. Especially those things your ministry is working on.

## **Vestry Report: Stewardship**

Submitted by: Don Clayton

November 10, 2023

### **Key Activities**

- We wrapped up our annual giving campaign with Gratitude Sunday on October 22. Special thanks to Allison Kellerman for putting together the BBQ luncheon!
- So far, 134 households have committed a total of \$692,195. (For comparison, last year we ended up with 179 households pledging a total off \$830,007 ... so we still have a ways to go.)

### **Support Needed**

- Heather is continuing to follow up via e-mail with folks who have pledged in the past but have not yet turned in a card this year; at some point we will need to start making phone calls, and some help from the Vestry in that effort would be very much appreciated.

**Sunday Worship:**

- 7:30 Rite I
- 10:00 Rite II

**Adult Christian Education:**

- Rector's Forum
  - Resumed September 10<sup>th</sup>, 9AM  
Parish Hall

**Lectionary Bible Study:**

- Wednesdays 9:00-10:30

**Morning Prayer:**

- Mon.-Fri. 9:50am
- Daily Bible study and prayer- Ongoing

**Discipleship Groups:**

- Ongoing
- Weekly Bible study following "African" Bible study format
- Four discipleship groups are currently meeting
- Currently Four Discipleship Groups
  - Group 1 (10-11 Participants)
  - Group 2 (6-7 Participants)
  - Group 3 (3-4 Participants)
  - Group 4 (4-6 Participants)
  - TOTAL – 23-28 Participants
    - 10 Open Spots  
Available with Current  
Groups

**Men's Club:**

- Thursday, November 9<sup>th</sup>
  - Parish Hall

**Ladies' Night Out:**

- Thursday, November 9<sup>th</sup>
  - 730 E. Burton

**Cape Town Pilgrimage Interest Session:**

- Information Session Wednesday,  
November 15<sup>th</sup>
- 5:30-7:30 Parish Hall

**Habitat for Humanity:**

- November 28<sup>th</sup>
- Location:
  - Legacy Pointe/Twin Oak Drive
- Sign-Up Located in E-Newsletter

## **Youth and Children's Ministry Report**

November 2023

Kyle Nix

### **Youth/Children's Events**

Club 3-4-5 is starting back up and families are super excited! Children went to Strike and Spare on Sunday, 11/5, and there is another event scheduled for 12/8 from 6:00pm – 8:00pm at The Pottery Place!

We are hoping to send people to Catechesis training at St. Bart's.

The Advent party and Christmas Pageant are coming!

The team is working to get each child involved in flower guild, altar guild, choristers, or Acolyting.

We are excited to announce that we have a youth sweatshirt!

Tuesday morning meetings with our high school youth members are growing!

### **Current Topics of Discussion**

We are seeing varied Christian Education attendance this fall and would like to see this increase and be more consistent. We are hoping to see more consistency soon!

### **Current Needs**

Continued support and participation for youth and children's events. We need help staffing Sunday mornings for both high school and middle school.

## **November PARISH LIFE REPORT**

### Completed Events:

#### **-Gratitude Gathering**

- October 22
- 15 lbs bbq from Whitts and sides by parishioners
- about 100 people attended

#### **-Wednesday night dinners**

- total of 6 held this fall and about 40ish people attended each dinner

#### **-Supper Clubs**

- 6 per year ongoing
- organized by Collier Smith

### Pending/Upcoming events:

#### **-Lessons and Carols**

- organized by Joan kellermann
- Dec 17<sup>th</sup>

### Future Events to Consider

#### **-Trivia Night**

- Talk Nerdy to me trivia \$250-- can this be our Journey Home fundraiser?

**Completed Projects (November 2023 Report):**

- New front door in Wall Building installed
- Carpet in St. Margaret's hall steam cleaned
- Replaced dirty ceiling tiles in the Narthex bathrooms and library
- HVAC / Plumbing:
  - Replacement heat exchanger for the Atrium one, Wise Room and Children's Church installed.
  - 2x replacement thermostats for the Nave installed
  - New thermostat installed in Youth Building
  - New 10 gallon water heater installed in sacristy
  - New faucet was installed in one of the Wall Building bathrooms
  - Roscoe Brown filled in the holes under the front steps where the gravel had settled after the boiler loop repair in the spring
  - Roscoe Brown confirmed that there is not a leak at the sink in the kitchen
- Pest Control:
  - 3 cats living under Nave trapped and taken to PAWS
  - Screens permitting critter access repaired
  - Ants in the middle nursery room – tree trimmed that was touching the window and providing access – Marigod Pest applied ant treatment external to the premises
- Landscaping:
  - Parishioner Jim Dillon completed some trimming and clean up of dead vegetation on the Academy street side
  - Leticia Blondin removed dead trees and the walnut trees from the lawn; trimmed the trees off of the Nursery building gutter line; and shaped a few items that that Jim Dillon was unable to complete
  - Landscape Committee met – discussed the following:
    - Parking lot & landscape lighting
    - Inventory of damaged and overgrown trees and bushes
    - Reviewed quotes from landscapers
- Security Committee
  - Met on November 8 and reviewed comprehensive assessment prepared by Heather Studenberg
  - Began work final proposal for presentation to full vestry

**Current Projects (November 2023 Report):**

- Lighting:
  - Middle Tenn Electric to replace all pole lighting on our property and JR's with LED fixtures at no charge to St. Paul's
  - Lauren Gamble is getting a quote to replace our chapel outdoor lights with similar residential lights, as well as getting a quote to have commercial grade lights
  - Awaiting quotes from S&W electric and Nashville Lighting & Irrigation for up and down lighting replacements and additions (as discussed by the Landscape Committee)
- Property:
  - Huddleston Steel for \$500 will come out in the next few weeks to note the property line from pin to pin between St. Paul's & former Polesky residence (320 East College)
  - Install new fence just inside the property line – quote received from company recommended by Fletcher Holland that also recently completed work at the Miller residence
  - Investigate cost of securing HVAC locations & dumpster with metal fencing/gates & digital locks
- Landscaping:
  - Landscape Committee evaluating quotes for master landscape plan
  - Getting quote to purchase few parking curbs to act as a landscape barrier with the two holly trees between the Chapel and JRs and assist in mulch/dirt retention
  - Holly trees mentioned above have exposed root balls and need to be moved prior to winter
- Awaiting delivery of blinds for Children's Church
- Repair door into elevator mechanical room as per inspection report – reached out to Fletcher Holland for contact
- Drill holes in bottom of trash receptacles to mitigate water pooling
- Conduct inventory of lights / types in each room of facility
- Brad inputting all monthly maintenance items into an app that will help manage reoccurring maintenance and service.
- Fletcher Holland's crew to complete repairing and painting the dormers facing East Main Street
- ADT continuing to investigate a non-critical alarm error condition.
- Review proposed contract and evaluate whether we want to put the church bell on an annual maintenance contract



- 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
- Create & deploy signage for various applications on the church property

October/November 2023  
Senior Warden's Report  
St. Paul's Vestry

The Vestry information session was held on October 1, 2023, to provide an opportunity to share with the congregation the new Vestry Nomination Process. The nomination window officially opened October 29.

A work group met on October 31, 2023, to begin discussion and consideration of the lease renewal for the property at 323 E. Main St. The following people were in attendance: Kristine Blaess, Heather Studenberg, Don Whitfield, Jeff Davis, Bill Jones, Fant Smith, and Sharon Dieringer.

I was present at the meeting of the safety committee on November 8, 2023, which was held to review and discuss ongoing research and possibilities for upcoming projects. Those in attendance were Heather Studenberg, Brad Miller, Sandy Gleaves, Ted Goodman, Alex Hollis, George Carlson, and Sharon Dieringer.

Respectfully submitted,

Sharon Dieringer

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

**Date of Meeting: August 15, 2023**

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

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**Vestry Members:**

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

**Clergy Present:**

Dr. Blaess

Rev. Whitnah

**Staff Present:**

Heather Studenberg

**Others Present:**

Jeanne Potter

Ted Goodman (clerk)

David Rowe

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

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3 Sharon moved to approve the agenda, seconded by Nick Burgess. Motion carried  
4 unanimously.

5 **Review of Minutes:**

6 The minutes from the July meeting were approved by unanimous vote. Motion to approve by  
7 Don Clayton seconded by Scott Peek.

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

9 We are pretty close to YTD budget numbers. We are about 4.7% under in revenue and 4.8%  
10 under in expenses. So, that nets out to being pretty much on target. But, be aware that expenses  
11 increase in September and remain higher throughout the end of the year. Jeanne noted that we  
12 tend to be over budget on guest musicians throughout each year.

13 The 323 Property (Juniors) is pretty much on budget. The taxes have been paid on a slightly  
14 different schedule than was anticipated, so, though the amount of taxes we are paying is what we  
15 expected to pay, the timing of our payments is different than anticipated.

16 Our collections (both pledged and unpledged) have been less than budgeted, so, our number of  
17 days' cash on hand had gone down some.

18 Our main campus loan balance is down to \$148,000. If paid only as scheduled, that will be paid  
19 off in two years. We tend to make regular principal reduction payments, so, hopefully this will be  
20 paid off in less than two years.

21 Jeanne noted that the Annual Audit Report is in the vestry packet and that it shows a clean audit  
22 report with no issues identified.

23 Brad Miller made a motion to receive the audit report with gratitude for Jeanne's excellent work  
24 for so many years. Seconded by Ione Smith. Motion carried unanimously.

25 Motion to approve financial report by Sharon Dieringer, Seconded by Don Clayton. Motion  
26 carried unanimously.

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28 **Committee Reports:**

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

30 Martha was not present. Jeanne has retired as treasurer. Therefore, Motion by Don  
31 Clayton to appoint Don Whitfield as the new church treasurer. Seconded by Sharon Dieringer.  
32 Motion carried unanimously.

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

34 The Epistle will go out around Labor Day.

35 **Communications Report (Scott):**

Nothing to add to written report.

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

Louis was out of town.

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

Sandy has added six or seven new Ushers, but lost three or four ushers. Sandy could use more ushers for the 8:45 service.

**Adult Discipleship Report (Matt):**

Men's lunches are resuming September 13. They will be Wednesdays at 11:30 A.M. The first will be at Slick Pig BBQ, and then the group will chose additional venues.

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

Kyle was not present for the meeting but she submitted a written report.

**Outreach Report (Nick):**

Nothing to add to written report, except that we have had a very successful food drive.

**Parish Life (Allison Kellerman)**

Allison ordered two basketballs during the Vestry meeting for the new goal. Fall dinners start September 13, 20, & 27. Meat & Potatoes will also resume soon

**Membership Engagement (David Green)**

They are looking for Vestry Members to show up on the 27<sup>th</sup> for the Engagement Discussion. We also need a \$3,400 budget variance for a *Director for Member Care and Engagement* to pay the Director's salary and reimbursable expenses for coffee, etc. This has already been funded by a donor. Motion to approve by David Green seconded by Sharon Dieringer. Motion carried unanimously.

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**Wardens' Reports**

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

Nothing to add to written report other than the infamous basketball goal is finally installed.

**Sr. Warden's Report (Sharon)**

Sharon discussed the final draft for the vestry nominating committee process which is in the Vestry Packet. Sharon made a motion to approve the final draft for the vestry nominating committee. Seconded by Scott. Motion carried unanimously.

68

69 **Heather's Report:**

70 The windows have been cleaned and look great. Safeguard Training only lasts for three  
71 years, so, Heather will be getting people to undergo their Safeguard Training again (Safeguard is  
72 an abuse prevention and reporting training required by the Diocese) so that we can stay in  
73 compliance.

74 **Clergy Report:**

75 **Associate Rector's Report (Rev. Whitnah):**

76 Michael gave a preview of what he has planned for the curriculum for Meat & Potatoes  
77 this year. Our new seminarian from Sewanee, Kelly Moddy will start on August 27. She will be  
78 at the 10:00 AM service and working on pastoral care and worship and liturgy.

79

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

81 Dr. Blaess opened the meeting with a discussion of ways a Church can measure its success.  
82 A church can work to measure and assess the impact it is making, i.e. the difference it is making.  
83 For example: many women had a warm, safe place to stay provided by St. Paul's who might not  
84 be alive today but for the Coldest Nights programs. The outputs, i.e. what the church produces.  
85 For example: tracking the number of warm nights' lodging provided and the number of persons  
86 housed on those nights. We could also measure inputs: i.e. what we invest, i.e. the resources we  
87 dedicate: for example hours of time worked by church members, dollars and goods donated, etc.

88 We will stick with the Summer Worship Schedule through the end of this calendar year.  
89 We will then see how that is working and reassess.

90 7:30 early service. Sunday School will start at 9:00 A.M. Worship will start at 10:00.

91 **Executive Session:**

92 Nothing to report from executive session.

93

Respectfully submitted,



Theodore W. Goodman  
Clerk of the Vestry

**Minutes of Meeting of Vestry of  
St. Paul's Episcopal Church of Murfreesboro, Tennessee, Inc.  
Date of Meeting: September 19, 2023**

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

**Vestry Members:**

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

**Clergy Present:**

Dr. Blaess

Rev. Whitnah

**Staff Present:**

Heather Studenberg

**Others Present:**

Don Whitfield

Ted Goodman (clerk)

David Rowe

1

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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

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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.

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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