

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

Date of Meeting: February 24, 2024

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
Clemmons, Sandy	P
Davis, Jeff	P
Farrer, Andrew	P
Green, David	P
Kellerman, Allison	P
Kropog, Jennifer	P
Kyriakoudes, Louis	P
Miller, Brad	P
Nix, Kyle	P
Peek, Scott	P
Smith, Ione	P

Clergy Present:

Dr. Blaess

Rev. Whitnah

Staff Present:

Heather Studenberg

Others Present:

Ted Goodman (clerk)

David Rowe

1 **The Meeting was opened with a devotional by Sandy Clemmons**

2

3 Kristine asked the Vestry members to consider whether they have a schedule in mind for the year for their
4 various areas of ministries and do they have people to help them achieve those goals and fill in if they will
5 be out.

6 Kristine also reminded the Vestry Members to keep in mind that when Parishioners communicate with
7 them the Parishioner might be communicating with them in their capacities as friends, fellow church
8 members, or Vestry Members, or a combination of all of those.

9 Brad Miller presented to the Church about the Safety Committee and its discussions over the past two
10 years especially relating to Campus Safety. Brad said the Committee has concentrated more on issues
11 that have occurred rather than incidents that theoretically could occur.

12 A main focus of the Committee has been unauthorized access to the building and loitering. Several doors
13 have been changed to storefront doors that cannot be left unlocked.

14 Priorities:

- 15 • 1st: The Doors will be mechanically repined so that all existing master keys will no longer
16 function and then new master keys will be issued only on an as needed basis with much
17 more scrutiny as to who is issued master keys and only to those individuals who have a
18 demonstrated need for the master key. Annual audits as to who has the master keys will
19 be conducted. That will cost about \$5,000.
- 20 • 2nd: We will improve Campus Lighting. That will be about \$22,000.
- 21 • 3rd: Install Security Alarm and additional cameras. About \$5,000
- 22 • 4th: secure the HVAC fencing and increase the height of that fence and the fencing around
23 the trash corral. Initial quotes have been very expensive so they will solicit additional
24 bids.

25

26 Brad said the Committee had extensive discussions regarding going to an electronic locking system but
27 that would be about \$55,000. So, the Committee is not recommending that.

28 Nick asked where the source of funding would be. Heather said there is about \$40,000 of restricted
29 funding for "campus improvement." Heather said there is also about \$50,000-\$60,000 of memorial funds.
30 A donor has approached the church with intent to donate \$50,000 over the next three years. There is
31 also some leftover Payroll Protection Program money that can be used for any purpose. There is also
32 money in the "quasi endowment." We could dip into that for this as well if the Vestry felt it was important
33 to do that.

34 Brad says the safety committee feels that all of these priorities are "pretty urgent."

35 Heather presented about the Parochial Report which is information on our membership, attendance,
36 financial standing, ministries, and outreach. It is presented to the Dioceses and then sent to the National
37 Episcopal Church. Our active participants increased from 882 last year to 885 this year.

38 Average Weekly Attendance is 262, Average Sunday attendance is 222. Online engagement went down
39 from where it was last year because more people are transitioning to be back in person.

40 Motion to Approve Parochial Report by Nick Burgess. Seconded by Allison Kellerman. Motion carried
41 unanimously.

42 Michael spoke about the importance of Stewardship. Michael is on the Diocesan Stewardship
43 Commission.

44 Michael said there are three opportunities coming up:

45 1st: Bishop's Day with Vestry, Wardens, & Treasurers. March 9 at St. Peter's in Columbia.

46 2nd: Katherine Beemer will be at the Vestry Meeting

47 3rd: April 13. Diocesan Stewardship Commission will meet at St. Paul's to talk about how to engage
48 Stewardship at the Parish Level.

49 The Meeting Closed with worship led by Kristine.

50 **Executive Session:**

51 Nothing to report from executive session.

52

Respectfully submitted,

Theodore W. Goodman
Clerk of the Vestry

**THE 2023 REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS
ACCORDING TO CANONS I.6, I.7, AND I.17
(OTHERWISE KNOWN AS THE PAROCHIAL REPORT)**



Name of Congregation St Pauls Episcopal Church		Diocese Tennessee	
Street address 1 315 E Main St		City Murfreesboro	State TN
Street address 2	ZIP + 4 37130-3865	County Rutherford	Country United States
Mailing address 1 116 N Academy St		City Murfreesboro	State TN
Mailing address 2	ZIP + 4 37130-3717	County	Country United States
Congregation's Email Address office@stpaulsmurfreesboro.org		Congregation's URL (Web Address) http://www.stpaulsmurfreesboro.org	
Tax ID 62-0799870		Phone 615-893-3780	

Report Preparation

Membership, Attendance, & Services prepared by (Print or type name) Heather Studenberg	Email address office@stpaulsmurfreesboro.org	Daytime Phone 615-893-3780, ext 4
Stewardship & Financial Prepared by (Print or type name) Don Whitfield	Email address donald-whitfield@att.net	Daytime Phone 615-347-1100

Certified by the Clerk of the Vestry (after board review / approval)

Certified by Ted Goodman	Email address clerk@stpaulsmurfreesboro.org	Daytime Phone 615-895-7000
Signature <i>Theodore W Goodman</i>	Date Feb 24, 2024	

Certified By Treasurer/Financial Officer

Certified by Donald B. Whitfield	Email address donald-whitfield@att.net	Daytime Phone 615-347-1100
Signature <i>Donald B Whitfield</i>	Date 2-29-24	

Certified by Rector/Vicar/Person in Charge

Certified by The Rev. Dr. Kristine Blaess	Daytime Phone 615-893-3780, ext 4	Email address kristine.blaess@stpaulsmurfreesboro.org
Signature <i>Kristine Blaess</i>	Date 02/24/2024	

Warden/Vestry Approval

Warden (Print or type name) Brad Miller	Email address bradford.l.miller@gmail.com	Daytime Phone (770) 616-6001
Indicate the date that your 2023 Parochial Report was approved by the vestry or Bishop's Committee (Canon I.6.1)		Date 2/24/24

Parochial Report Completion

How many people participated in completing this parochial report?	12
Please identify the roles of those who participated in completing this parochial report (Not including vestry members who only voted to approve it): Examples: Rector/Vicar, Wardens, Vestry Member, Treasurer, Staff Member, Volunteer	Rector/Vicar, Wardens, Vestry Member, Treasurer, Staff Member, Volunteer

Membership, Attendance and Services of the Reporting Congregation**Active Participants in the Reporting Congregation**

Anyone of any age who is active in the congregation regardless of baptism or membership status

1. Total Active Participants: 885

2. Of the total active participants, how many are in each of the following age groups? #

Children (ages 0-12)	99
Youth (ages 13-17)	64
Young adults (ages 18-34)	125
Middle adults (ages 35-64)	306
Senior adults (ages 65 and older)	291
<i>(this should add up to the Active Participant total)</i>	
Total	885

3. Of the total active participants, provide the number and percentage that are in each of the following racial/ethnic categories. If you do not collect this information, it is not required in order to complete your report. If this is not information already available for your congregation, we suggest a survey to allow individuals to self-identify.

	%	#
American Indian/Alaska Native (non-Hispanic)	0	0
Asian (non-Hispanic)	1	2
Black or African American (non-Hispanic)	1	5
Hispanic or Latino(a)	0	0
Native Hawaiian or Pacific Islander (non-Hispanic)	0	0
White (non-Hispanic)	94	838
Multiracial	4	40
<i>(Note that percentages should add up to 100%)</i>		
Total	100	885

Active Baptized Members of the Reporting Congregation at Year-End:

Using the 2022 Parochial Report, record the Number of Baptized Members Reported as of December 31, 2022.

M22 (See your 2022 Parochial Report, Box M22) Members Reported Last Year in 2022 = M22 641

4. **Increases during year** All members added to the baptized members section of the congregation's Membership Register during 2023 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count. + 29

5. **Decreases during year** All active baptized members lost by death, transferred to another congregation, removed to inactive status in the Register of Church Membership and Rites, removed for other reasons, or not removed from last year's membership count. - 32

Add the increases entered in line 4 to **Box M22**. Then subtract the decreases entered in line 5 for the total active membership as of December 31, 2023

M23 Total Active Baptized Members (end of report year 2023) = M23 = 638

Communicants in Good Standing of the Reporting Congregation:Baptized members of the reporting congregation, who "have received Holy Communion at least three times during the preceding year" and are faithful "in corporate worship, unless for good cause prevented," and "in working, praying, and giving for the spread of the Kingdom of God."

6. Adult communicants in good standing (age 16 and over) 394

7. Youth communicants in good standing (under age 16) 73

8. Total communicants in good standing 467

Review of Database:

9. When was the last time the congregation's database of participants was reviewed and adjusted? _____

10. How frequently is the congregation's database of participants reviewed and adjusted?

☐ Quarterly ☐ Twice a year ☒ Annually ☐ Other

In-Person Worship Attendance:

The following attendance questions are for recording in-person worship attendance only. Do not include online participation numbers.

11. Average Weekly Attendance

Include all regularly scheduled worship (Sundays, Weekday Services, Holy Days, or special feasts observed annually). Divide total attendance by 52

Total In-person Attendance: 13,626 ÷ Total weeks 52 = 262

12. Total Attendance for All Non-Regularly Scheduled Worship

(i.e., Burials, marriages, baptisms conducted outside regularly scheduled worship, quinceañeras, etc.)

867**13. Average Sunday Attendance**

Sunday (& Saturday Evening) Attendance for In Person Worship. Divide total attendance by the total number of Sundays In-Person worship was conducted.

Total In-person Attendance: 11,762 ÷ Total # of Sundays 53 = 222

14. Average In-person Principal Worship Service Attendance on a Weekday

(for congregations without Sunday or Saturday evening services)

Total In-person Attendance: 1,475 ÷ Total weeks 52 = 28

0

15. Total In person Easter Sunday Attendance (including Easter Vigil):605**16. Total In person Christmas Eve and Christmas Day Attendance:**498**How was worship conducted in 2023?**

17. Indicate the languages in which worship is conducted:

English

18. Other Languages (please list) _____

19. In what ways has your community worshipped this year? (Check all that apply)



In-Person Indoors



In-Person Outdoors



Virtual



Hybrid (both in-person and online)

20. Do you track online attendance/participation?



Yes



No

20a. If yes, how do you count online attendance/participation?

We look at unique views in vimeo and then times by 1.6 to capture total number of viewers behind each screen.

20b. Average Weekly Online Participation in Worship (if known):

20

20c. Online Tracking Worksheet ☐

Sacraments & Services: Using the Register of Church Membership and Rites:

Provide information for in-person, hybrid, and online services separately.

If Eucharist was not celebrated at the congregation's principal services, count the services as Daily Office.

- In-person indicates the service was not available online and was only conducted in-person.

- Hybrid designates that the service was both in-person and online.

- Online means the service was available online only.

	<u>In-person Services</u>	<u>Hybrid Services</u>	<u>Online Services</u>
21. Total Sunday & Saturday Evening Eucharists	86	47	0
22. Total Weekday Eucharists or other	61	0	0
23. Total Private Eucharists	42	0	0
24. Daily Offices on Sunday or Saturday Evening	0	0	0
25. Daily Offices Held on Weekdays	229	0	256
26. Marriages conducted in 2023	2	0	0
27. Burials conducted in 2023	6	0	0
28. Baptisms 16 years and older	4		
29. Baptisms under 16 years of age	10		
30. Confirmations 16 years and older	7		
31. Confirmations under 16 years of age	8		
32. Received by a Bishop	1		

Faith Formation:

33. Are regular Sunday or weekday adult education programs held? ☒ Yes ☐ No
34. How were religious education or spiritual formation programs held?
☒ In-person ☐ Hybrid ☐ Online
35. Number of adults engaged in religious education or spiritual formation 275
36. Number of children and youth engaged in religious education or spiritual formation 55

Narrative Questions:

Clergy, Vestry and Staff are encouraged to participate in answering these questions.

37. What opportunities and challenges did the congregation face in 2023?

Opportunities and challenges: A very generous congregation, and a very generous congregation. This year, overall financial generosity was very strong -- perhaps the highest ever for St. Paul's. However, 30% of the giving was designated to beloved projects like debt reduction and local outreach rather than directed to the general operating budget. For the first time in many years, we finished 2023 with a deficit in our operating funds.

38. Looking toward the future, what changes do you hope to see in your faith community? What does your community need in order to bring about these changes?

Our goal for 2024 is to have as many people participating in Groups outside of Sunday worship as take part in Sunday worship. Our tactics are congregation-wide conversations, leadership recruitment, and deploying members to stay in touch with one another.

39. We invite you to tell stories of how you have spent the last year naming, addressing, and dismantling the injustices of racism in yourselves, congregations, and your communities.

St. Paul's anti-racism task force continues to meet regularly for study, prayer, and advocacy. Members joined in the movement to install a memorial on the downtown courthouse square commemorating those men, women, and children who were bought and sold as slave. St. Paul's hosted the Diocesan Beloved Community training, with great attendance. We participated in the citywide Juneteenth celebration. Individuals continue to explore how to integrate anti-racist practices into their own workplaces, and we continue to discern opportunities for ecumenical worship.

Stewardship and Financial Information of the Reporting Congregation**Giving Information for 2023:**Please indicate the reporting currency: **US Dollar (United States)**

			US DOLLAR	OTHER CURRENCY
Number of Pledges	1. Number of confirmed pledges/commitments for 2023 report year	(1)	179	0
Total \$ Pledged	2. Total dollar amount pledges for 2023 report year	(2)	822,832	0
Report of Revenues and Expenses for 2023:				
Operating Revenues	3. Plate offerings, pledge payments & regular support	(3)	896,006	0
	4. Money from investments used for operations in 2023	(4)	79,200	0
	5. Other operating income	(5)	36,838	0
	6. Unrestricted bequests used for operations	(6)	0	0
	Subtotal Normal Operating Income (3 + 4 + 5 + 6) = A		1,012,044	0
	7. Assistance from diocese for operating budget	(7)	0	0
	Total Operating Revenues (A + 7) = B		1,012,044	0
Non-Operating Revenues	8. Capital funds, gifts & additions	(8)	252,489	0
	9. Additions to endowment & other investment funds	(9)	12,185	0
	10. Contributions & grants for congregation based outreach & mission	(10)	64,600	0
	11. Funds for transmittal to other organizations	(11)	8,816	0
	Subtotal Non-Operating Revenues (8 + 9 + 10 + 11) = C		338,090	0
	Total All Revenues (B + C) = D		1,350,134	0
Operating Expenses	12. To Diocese for assessment, apportionment, or fair share	(12)	101,241	0
	13. Outreach from operating budget	(13)	16,149	0
	14. All other operating expenses	(14)	838,462	0
	Subtotal Operating Expenses (12 + 13 + 14) = E		955,852	0
Non-Operating Expenses	15. Major improvements & capital expenditures	(15)	64,051	0
	16. Expense for congregation's outreach & mission	(16)	55,621	0
	17. Funds contributed to Episcopal seminaries	(17)	0	0
	18. Funds sent to other organizations	(18)	4,870	0
	Subtotal Non-Operating Expenses (15 + 16 + 17 + 18) = F		124,542	0
	Total All Expenses (E + F) = G		1,080,394	0
At Year-End:	19. Total cash in all checking & savings accounts	(19)	562,525	0
As of December 31, 2023	20. Total investment at market value (not including cash reported in line 19)	(20)	1,631,908	0

Continuing Stewardship and Financial Information of the Reporting Congregation**Information for 2023:**

21. Number of contributing households without a pledge/commitment: 210
22. If the congregation has an endowment or reserve funds, how did usage of those funds in 2023 change compared to 2022?
☒ Increased ☐ Decreased ☐ Same
23. If the congregation takes an endowment draw to fund the operating budget, what was the percentage draw from the endowment for 2023? 4.00
(If there are multiple endowment funds provide the average draw percentage.)
24. How significant is the negative impact of the pandemic on your congregation's finances for 2023?
☐ Very significant ☐ Somewhat significant ☐ Neutral ☒ Somewhat insignificant ☐ Very insignificant
Comments:
25. Does the congregation have any outstanding debt? ☒ Yes ☐ No
If yes, how much? 1,262,578
What is the debt for? Parish Hall and 323 East Main Street
26. What is the financial outlook for the congregation over the next 5 years?

Confirmed pledges and dollar amount of pledges decreased over last year, as did the total operating revenues. However, non-operating revenues increased over last year, primarily from our successful capital campaign to reduce our church debt. We expect to retire our Parish Hall debt during 2024. We remain cautiously optimistic that our financial position will remain steady or improve over the next five years, particularly in light of improving trends in the economy.

Priest(s) Serving this Congregation

Last name of Rector, Vicar, Dean, Priest-in-charge or interim

1. Blaess

Title of position

Rector

Employment status at this congregation:

☒ Full time Part time Non-stipendiary

First Name

Kristine

Middle Name

Year Ordained

2002

Diocese of canonical residence

Tennessee

Year called to this congregation:

2019

Church Pension Status

☒ Active Retiree Non-active

Last name of associate priest, assisting priest or curate

2. Whitnah

Title of position

Associate Rector

Employment status at this congregation:

☒ Full time Part time Non-stipendiary

First Name

Michael

Middle Name

Year Ordained

2018

Diocese of canonical residence

Tennessee

Year called to this congregation:

2020

Church Pension Status

☒ Active Retiree Non-active

Last name of associate, assisting or other priest

Title of position

Employment status at this congregation:

Full time Part time Non-stipendiary

First Name

Middle Name

Year Ordained

Diocese of canonical residence

Year called to this congregation:

Church Pension Status

Active Retiree Non-active

Last name of associate, assisting or other priest

Title of position

Employment status at this congregation:

Full time Part time Non-stipendiary

First Name

Middle Name

Year Ordained

Diocese of canonical residence

Year called to this congregation:

Church Pension Status

Active Retiree Non-active

If you have more than 4 priests who serve this congregation on a regular basis, complete this form online (where additional blanks will be generated) or attach a page to this paper form.

If you have no priest at present, who leads Sunday worship services? (check all that apply)

Supply priest Deacon Lay Leader Other

A long-term supply priest:

(Give full name of long-term supply)

Deacon(s) Serving this Congregation

Last name of Deacon

First Name

Middle Name

Deacon (Vocational) Transitional Deacon

Year Ordained

+

Last name of Deacon

First Name

Middle Name

Deacon (Vocational) Transitional Deacon

Year Ordained

+

Name(s) of other congregation(s) currently served by these priests (if any)**Explanation of Unique or Unusual Clergy Situation:**

Outreach Ministries and Volunteer Activity of this Congregation

Using the boxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during 2023. Leave the row blank if the congregation does not participate in a listed ministry.

	Estimated total number of volunteers involved	Estimated number of new volunteers this year	Estimated number of people served per month	Does the congregation donate space for this ministry?	Does the congregation make financial or in-kind donations for programs provided by
	#	#	#	Yes or No	I = In-kind F = Financial B = both
1. Food pantry, soup kitchen, or meal projects	5	50	50	No	B
2. Sustainable food garden/cooperative (such as "Farm to Tray")					
3. Cash, vouchers, or help with rent/utilities	8	1	12	Yes	F
4. Day care, preschool, before- or after-school programs					
5. Tutoring or literacy programs	2	0	9	No	I
6. Health programs (parish nurse, clinics, health education, etc.)	5	0	3	No	I
7. Community organizing, organized social issue advocacy					
8. Job placement, job training, employment counseling					
9. Building projects (such as Habitat for Humanity)	14	5	2	No	B
10. Support groups (bereavement, divorce, job loss, 12-step, etc.)	8	1	8	Yes	B
11. Programs for the elderly and homebound persons					
12. Clothes closet, thrift store					
13. Homeless or no-freeze shelter	3	2	10	Yes	B
14. Overseas sponsorships, microloans, Heifer Project, Haiti relief					
15. Refugee resettlement					
16. Ecumenical or Interfaith Partnerships					
Other, not listed:					
Angel Tree	10	4	10	Yes	B
Undie Sunday	15	0	15	Yes	B
Death Row Ministry	5	0	5	No	I

In the past year, has the congregation completed or reviewed its profile of domestic and global mission activities on the Episcopal Asset Map, a joint project of The Episcopal Church and Episcopal Relief & Development?

☐

Yes

☒

No