

**St. Paul's Episcopal Church
Cary, North Carolina
Vestry Minutes
April 16, 2018**

***Mission Statement:** Acknowledging that all gifts come from God, the mission of St. Paul's Church is to know Christ and make Christ known.*

Identity Statement

St. Paul's Episcopal Church in Cary is home to an active, caring and diverse congregation of the Episcopal Diocese of North Carolina. Through corporate workshop, spiritual development, fellowship and service we continue to grow together in faith. We strive to be Christ's welcoming, reconciling and transforming presence in the world through our many and varied ministries.

Call to Order

The Rev. George Adamik, Rector, called the regular monthly meeting of the Vestry of St. Paul's Episcopal Church to order at 7:00 p.m. on Monday, April 16, 2018. The following members of the Vestry were present: Ron Barbee, Rick Bradley, Olivia Delahaye, Nicole Gatchalian, LaQuinta Jerningan, Rob Johnson, Jeff Kager, Mary Kintz, Victor Talbird, and Kristin Walker. Bill Gautier and Karen Smith were absent. Also present were Christine Ingram, Parish Administrator/Church School Director; and Lanny Wase, Clerk.

Formation

Nicole Gatchalian opened the meeting with prayer. LaQuinta Jerningan volunteered to bring a prayer or meditation for the next meeting.

Information

Discussion

1. Capital Campaign: Rick Bradley passed out copies of a two-sided color flyer, highlighting key facts about the campaign. Vestry members may use this information when visiting their liaison ministries. Rick also reviewed the timeline for the campaign. We are currently in the "quiet phase," in which specific potential donors are being visited. It was requested that Vestry members make their own pledges to the campaign by June 1, if possible. Participation by 100% of the Vestry would underscore their endorsement of the campaign vision.

2. Stewardship and Easter Offering Update: There was nothing new to report on Stewardship, but Christine Ingram noted that the Easter envelope offering was approximately \$1,500 under projections, and the Easter plate collection was approximately \$450 over projections. Since the total amounts were approximately \$1,000 under projections, all monies will go to the operating budget.

3. 60th Anniversary: Christine Ingram reported that Jill Cole will be coordinating a new pictorial directory. The final version will be available online. Parishioners will be able to control how much of their information is shared. Jenny Smith will work on a mural for the hallway. It will be a timeline of important events in the history of St. Paul's. Parishioners will be able to add details if they wish. LaQuinta Jernigan will coordinate food for the September 16 celebration event. Christine Ingram will help with the décor. Margie Best will work with Brandon Jernigan to record a video interview with Trudy Hogarth, one of St. Paul's early members.

4. Vestry Goals: Olivia Delahaye passed out copies of the finalized Vestry goals, which combine those of 2017 and 2018. The Diocesan priorities are also included. There was discussion about how

to track achievements. The goals are not just for the Vestry and should be shared with ministries. It was decided to review one category at each Vestry meeting to assess progress.

5. Facilities: Jeff Kager reported that the retention pond issues are being addressed. Ron Barbee and Fill Bowen cleared the area. Ron Barbee and Jeff Kager met with Tom Moore, a contractor with Dragonfly, a pond management company located in Apex. Dragonfly gave a quote of \$19,700 to complete the required repairs. Jeff Kager made a motion that \$20,000 from the Vestry Discretionary Fund be used for retention pond repairs, with the expectation that the Fund will be reimbursed with money raised in the Capital Campaign. Mary Kintz seconded, and the motioned was passed by unanimous voice vote.

A roofer has repaired the leak in the sanctuary.

Two scout troops have asked for potential project ideas. Possible suggestions include: replacing the bridge from the Preschool to the Chapel, replacing the railing on the steps on the south side of Kids Club, and fixing the brick walkway between the Parish Hall and the playground. The consensus of the Vestry was that these were good ideas, but that any specific plans would need Vestry approval.

Olivia Delahaye reported that the organ has weather-related issues, which will need repair.

Olivia and Heather Gates, Chair of the IT Committee, have met with one IT maintenance vendor and plan to contact others. Heather will be invited to the May Vestry meeting to present a proposal. Olivia also reported that Heather recommends that the Preschool computers and printer be included in all IT strategies and in the support contract. This would also mean specifying and purchasing any new Preschool hardware or software. Heather also noted that the IT Committee decided not to accept any further donations of computers, accessories, peripherals, or equipment. While the generosity is appreciated, the donated machines are often outdated. The IT Committee will be hosting a computer cleanup day on May 19. They will be gathering, dismantling, and removing old and broken machines, including most of the equipment inherited from CHH.

6. Campus Security: Rick Bradley passed out copies of a list of campus security considerations. Olivia Delahaye is planning to attend a Church Security Presentation on April 27, at St. Mark's in Raleigh. She will report back to the Vestry at the May meeting. The Preschool had a safety officer come for a site visit, assessment, and suggestions. Victor Talbird volunteered to contact the Preschool for the name of the security officer. Mary Kintz and LaQuinta Jernigan volunteered to form a sub-committee of the Vestry to look in security concerns. There was also discussion about possibly identifying doctors, nurses, and those who know CPR. These names could be posted inside the cabinet in the Narthex. Currently, all ushers have cell phones and are instructed to call 911 if there is an emergency.

7. Vestry Hosting Coffee Hour – April 22: Lanny Wase passed around a sign up sheet for coffee hour set up, food, and clean up. She will send an email reminder during the week to those who volunteered.

8. 2018-2019 Stewardship Campaign Leadership: Identifying leadership is always a challenge. The Episcopal Network for Stewardship (TENS) offers training and resources. There is also information on the Diocesan website under "Resources." LaQuinta Jernigan who has worked on the committee in the past is interested in continuing, though not as leader. She will contact past committee members to see if they might be interested in chairing. She will report back to the Vestry at the May meeting. All Vestry members were asked to think about possible candidates to lead the stewardship campaign.

9. Proposal for Routine Maintenance: Rick Bradley has walked our campus with Steve Taepke of Commercial Facility Services (CFS). This company would be on call to take care of certain repairs and to manage vendor services, if needed. CFS would handle items such as: changing light bulbs,

small plumbing repairs, small drywall and paint repairs, floor cleaning, tile cleaning, and dust removal. They would also catalog all equipment in the buildings with location, serial number, and start date of service, in order to track routine maintenance and replacement. The quote from CFS is \$13,200 per year, billed as \$1,100 monthly. In addition, any work performed by CFS would be billed at hourly rate of \$65.00/hour. They ask for a one-year contract, which is open for re-negotiation at any time by either party. Rick noted that there is no money in the 2018 budget for this service, but it might be considered in future years.

10. Compensation Committee as Ongoing Vestry Committee: A few years ago, Rick Bradley and Frank Laney looked into staff and salary compensation and made recommendations to the Vestry. The hope is that an ongoing committee can be established, which would continue looking into compensation and make appropriate budget recommendations. It was decided to form a special Compensation Advisory Committee to the Vestry. The original formation of the previous committee included two members of the Finance Committee, two Vestry members, and one at large member. It was thought that this would be a good format to continue.

11. Parish Growth Committee as Permanent Committee: Rick Bradley brought up the need for forming a Parish Growth Committee, which would intentionally focus on attracting, engaging, and retaining new members. The 60th Anniversary could be used as a springboard for this effort. A key element is getting out the message of who we are. George Adamik, Christine Ingram, LaQuinta Jernigan, and Mary Kintz expressed interest in working in this area. If a Parish Growth Committee is formed, it could receive approval from the Ministry Leader Resource Committee (MLRC) and become a recognized ministry of St. Paul's.

12. Elephants: Lanny Wase asked Vestry members to mark their calendars for a Ministry Leader Appreciation event, which will be held on Sunday, June 10, from 3-5 p.m. at the home of Margie Best. All ministry leaders, Vestry, and clergy will be invited. This occasion will serve as an opportunity to thank ministry leaders for all their work during the past year and also as a chance for Vestry liaisons to meet and chat informally with their ministry leaders. An E-vite will be sent out. Vestry members will be asked to help by bringing an appetizer.

It was suggested that sometimes the Fellowship Events Team could provide food for events and, thus, avoid having to hire outside caterers.

Christa Magee, Children's Ministry Assistant, will be leaving her position. Her last day will be Communion Celebration Sunday, May 6. The job opening will be posted and candidates will be interviewed.

Decisions

1. Treasurer's Report: Treasurer John Goehrke was absent. Vestry members looked over the March 2018 Treasurer's Report, which had been emailed to them. Rick Bradley made a motion to file the March 2018 Treasurer's Report. Jeff Kager seconded the motion, and it was passed by unanimous voice vote. The Treasurer's Report Summary, Balance Sheet Summary, Statement of Cash Flows, Profit and Loss Budget Performance Summary, Capital & Encore Fund Activity, and Restricted Fund Activity reports as of the end of March 2018 are hereby incorporated and filed as part of these minutes.

2. Approval of Minutes: Mary Kintz made a motion to approve the minutes of March 19, 2018, as written. Nicole Gatchalian seconded, and the motion was passed by unanimous voice vote.

3. Action Register Review: The Action Register was reviewed and updated.

Adjournment

Jeff Kager made a motion to adjourn the meeting. Ron Barbee seconded, and the motion was passed. The meeting was adjourned at 8:55 p.m. and closed with the Lord's Prayer,

Respectfully submitted,

Lanny Wase
Clerk of the Vestry