

## Vestry Meeting Minutes October 21, 2025

Present: Al Snell, Senior Warden, Craig Allan, Bill Happer, Rick Pearce, Paul Palmer

Ex officio: Mother Betty Glover, Interim Rector, Deacon Pam Hayes, Chaplain, Lorraine Beamer, Clerk

Absent: Donna Foster, Paul Bailey, Tracy Baltz, Ross Lively

Mother Betty opened the meeting with prayer.

Deacon Pam discussed the reflection based on Ephesians 5:1-2 . “ Therefore be imitators of God, as beloved children, and, live in love, as Christ loved us and gave himself up for us”

Questions for Reflection:

1. What is my personal theology of stewardship? Can I articulate it if asked?
2. How is God inviting me to walk in love through my leadership?
3. What does faithful stewardship look like in this season of our church’s life?

A discussion about stewardship and tithing followed.

### Parish Finance Update – Rick Pearce

- Bill Coffin and Rick Pearce are working with Teresa Osbourn (Diocese Investment Counselor) concerning procedures and policies required by the diocese Endowment and Schwab accounts to move monies. Several distributions were not made throughout 2024.
- Discussion followed concerning various accounts, investments, money markets and endowments with specific information and examples.
- Further discussion about pledging vs. budget needs followed.
- An email will be sent from the Treasurer and Finance Committee to the Vestry to approve the movement of funds. This will require 100% approval from the vestry to pass.

## Update on Facilities Board/Finance Committee – Al Snell

- Dave Ham has agreed to chair the Facilities Board. He is engaged, and focused on accomplishing goals
- Bill Coffin has agreed to head the Finance Committee. He has a strong team behind him.

Investment Update/Motion – an email will be sent to the Vestry for approval of investment adjustments as discussed earlier.

Conflict of Interest Policy Discussion /Motion – an email will be sent to the vestry to approve the Policy on Ethics and Conflicts of Interest.

## Strategy Team Updates –

- Strategy 1 – Whole person Ministry is up and running with many volunteers and participants.
- Strategy 2 – Structure for Growth - reviewing staffing, facilities and finance. This strategy has become operational with the hiring of a bookkeeper, sexton, facilities manager and the use of professional financial services. The focus is now Structure for Change as we move into transitional period.
- Strategy 3 – Grow the church as moved during this transition to a focus on keeping parishioners and increasing involvement in church activities and with each other.

## Vestry Nomination Committee

- This process is going well with 3 short term slots to be filled and 4 regular vestry slots to be filled. Candidates have been vetted and will meet with Mother Betty and a warden to discuss the role of vestry members.

- A covenant will be distributed to vestry candidates.

#### Rector's Time – Mother Betty

- The candidates for Bishop will visit St. Philip's on October 31 to view the campus and have lunch.
- There will be 3 services on Christmas Eve (4:00, 7:00 and 10:00)
- Rocking with Rector may be coming back.
- Sending out a constant contact on Tuesday for the Wednesday noonday service has increased participation in the Noonday service.
- There will be meetings this week to discuss the Celtic service and the return of Theology uncorked.
- Discussions about COHI (Community of Hope International) and Stephen Minister programs will be happening.
- Prayers of the People will be read from the aisle (in the congregation)
- Communion will be going out from the altar for LEV (Lay Eucharistic Vistors).

The meeting ended in prayer. Rick Pearce made a motion to adjourn which was seconded by Bill Happer and passed unanimously.

Respectfully submitted,

Lorraine Beamer , Clerk

There was not a quorum at this meeting, but the two motions below were in the Agenda and discussed.

They are:

Endowment Withdrawal Motion  
Conflict of Interest Policy Motion

The **Endowment Withdrawal Motion** is attached. By way of background - there were no withdrawals made last year and early this year despite our policy that quarterly withdrawals be made to fund appropriate activities the endowments were established to support. This action makes up for that and provides funds to those activities in the amount they would have received. Those in attendance demonstrated support for this with no concerns. It was coordinated and prepared by our Finance Chair and Treasurer after consultation with the Diocese Fund manager.

The motion for **Conflict of Interest Policy** is "It is moved that the attached Conflict of Interest Policy DRAFT be approved and become St. Philip's Church's policy on this subject." By way of background - this has been initiated to ensure members of our Vestry and Boards are aware of potential conflicts of interest in their activities and understand the guidelines for handling them to avoid any impropriety or appearance thereof. Again, this was fully accepted with no objections by those in attendance.

**These were emailed to the entire vestry and both passed with unanimous support.**

## **Policy on Ethics and Conflicts of Interest**

*Adopted by the Vestry of St Philip's Episcopal Church* \_\_\_\_\_

### **I. Purpose**

The purpose of this policy is to ensure the integrity and faithful stewardship of all decisions made by the Vestry, ministry boards and committees, and related Vestry, Board or Committee membership bodies of St Philip's. As a church, we are called to model Christlike conduct, which includes acting with honesty, fairness, and accountability. This policy establishes ethical expectations and clear procedures to address conflicts of interest.

## II. Scope

This policy applies to all members of the Vestry, ministry boards and committees, and any other governing or advisory bodies of St Philip's.

## III. Ethical Principles

1. **Faithful Stewardship** – Vestry, Board and Committee members shall exercise their responsibilities as trustees of the Church's mission and resources, serving the interests of the congregation and the wider community.
2. **Integrity and Transparency** – Vestry, Board and Committee members shall conduct all business openly, honestly, and in a manner consistent with the values of the Church.
3. **Avoidance of Impropriety** – Vestry, Board and Committee members shall avoid actions or relationships that create, or create the appearance of, conflicts between personal interests and the interests of the Church.

## IV. Conflicts of Interest

A *conflict of interest* exists when a Vestry, Board or Committee member's personal, financial, professional, or relational interests could compromise, or reasonably appear to compromise, their ability to act solely in the best interests of the Church. Examples include, but are not limited to:

- Financial benefit to oneself, family members, or business associates through Church decisions.
- Personal relationships influencing hiring, contracting, or grant decisions.
- Serving on boards or organizations that may compete with or influence the Church's ministries.

## V. Disclosure

Upon learning of a conflict of interest, an individual should cease any interaction and discussion on the subject activity, whether prior to or during a Vestry, Board or Committee meeting. The individual should:

1. Disclose any actual or potential conflict of interest at the earliest opportunity to the Sr. Warden, Board or Committee Chairperson.
2. Verbally communicate to the Vestry, Board or Committee members at the regular meeting and prior to any discussion on the subject for which the conflict exists. The conflict is to be recorded in the meeting minutes.

## VI. Recusal vs. Abstention

- **Recusal:** Recusal means stepping aside entirely from discussion and voting so that influence, whether intentional or not, is removed from the decision-making process.
- **Abstention:** Abstention means refraining from voting but continuing to engage in discussion. Abstention does not adequately address a conflict of interest. In addition, abstention in voting will be recorded as a vote in favor of the motion on the floor.
- **Policy Requirement:** In cases of conflict, *recusal is required*. Abstention is not sufficient.

## VII. Procedure for Recusal

1. The Vestry, Board or Committee member shall declare their conflict and state that they are asking to be recused.

2. The Vestry, Board or Committee Chair shall make a motion to recuse the individual, followed by a second, and subsequent vote on the motion.
3. Recusal does not have to be requested by the individual to be recused. If a majority of members of the Vestry, Board or Committee believe a conflict, or the appearance of a conflict, exists, then any member of the Vestry, Board or Committee can make such motion, and a vote will be taken.
4. The Board or Committee member shall physically step out of the meeting during discussion and voting.
5. The minutes shall record:
  - o The nature of the conflict,
  - o That recusal occurred, and
  - o That the Vestry, Board or Committee member was absent during deliberation and vote.

## **VIII. Accountability**

1. If a Vestry, Board or Committee member fails to disclose or appropriately recuse themselves, the Vestry may take corrective action, which may include censure or removal from their position in accordance with Church canons and bylaws.
2. The Rector and Wardens, in consultation with the Chancellor (if applicable), shall provide guidance when questions of conflict arise.

## **IX. Commitment to Ethical Vestry, Board or Committee membership**

All Vestry, Board or Committee members of St Philip's affirm their commitment to this policy and to upholding the highest standards of integrity in service to God's mission. The congregation's trust depends on our collective commitment to act without favoritism, hidden interest, or undue influence.

## **Motion to Withdraw from Endowments**

Motion to withdraw funds from St Philip's Endowment fund # 3086-0287.

I move that we withdraw \$ 23,113.31. This amount represents the 2024 investment income plus the 2025 investment income that was not properly drawn and distributed to the following boards: General Endowment Operating Account \$ 4,332.87

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|-----------------------------------|--------------|
| Moore CofC/Annex Maintenance Fund | \$ 3,326.79  |
| Outreach Board Operating Account  | \$ 15,453.65 |

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| Total | \$ 23,113.31 |
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Because of this oversight, it has become time sensitive that the Vestry approve this motion as quickly as possible. The motion has to be unanimous vote, so please respond by Saturday October 26, 2025.

Richard Pearce, Treasurer

