

Minutes Vestry Meeting September 16, 2025

Present : Al Snell, Senior Warden, Paul Bailey, Junior Warden, Paul Palmer, Tracy Baltz, Rick Pearce, Craig Allan, Donna Foster, Ross Lively, Bill Happer,

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

Deacon Pam Hayes opened the meeting with a devotion based on Hebrews (12:1-2).

Rick Pearce made a request to add an item to the official agenda.

Al Snell reiterated that Mother Betty Glover has the same authority and responsibilities as the Rector in her role as Interim Rector.

Rector's Time – Mother Betty Glover

- Mother Betty opened with a prayer. Mother Betty discussed that communication issues appear to be the same as 10 years ago when she last served here – patterns continue and are passed on.
- Mother Betty passed out A Vestry Covenant for St. Philip's Episcopal Church. It reads: "As elected leaders of this parish, we covenant together to serve with humility, courage, and faith. We recognize our sacred responsibility to guide the temporal and spiritual life of St. Philip's, and we commit to practices that honor God, uplift one another, and foster the flourishing of our community. " The covenant includes prayer for the parish, ministry leaders, parishioners, the Vestry, and the Interim Rector. The vestry will speak truthfully and respectfully to each other and encourage thoughtful discourse. The vestry will support leadership publicly, and address concerns during meetings. Avoidance of "parking lot meetings", instead discussing Vestry issues during Vestry meetings. Listen carefully to other Vestry members and follow Robert's Rules of Parliamentary Procedure and to Thank God for being part of this parish and community. This covenant will also be discussed with the new vestry coming in.
- Mother Betty is developing a guide for new vestry candidates to describe the commitment and responsibilities associated with being a Vestry member.
- Overall, Mother Betty is a collaborator, she will observe everything and seek out your thoughts.
- Mother Betty is grateful to be called back to St. Philip's. Her off days will be Thursdays and Fridays.

Parish Finance Reports/Update - Rick Pearce

- Rick reviewed the Statement of Activities which shows a condensed form that indicates the good health of the parish finances.
- If Board Chairs would like more specific details, Rick is glad to provide them.
- The budget will be finalized before the annual meeting. Board Chairs will be responsible for monitoring their spending.

- Specific monthly statement of activities was requested by vestry members . Rick will make this change in presentation of information for the next Vestry meeting.

Craig Allan made a motion to receive the treasurer’s report which was seconded by Al Snell and passed unanimously.

Finance and Facilities Restructure – Al Snell

- Al gave some background information including the class given by James Jordan, CPA describing the finances for an Episcopal Church; All Vestry members were involved in the wording and clarification of the 4 documents presented by the Tiger Team to the Vestry (1. Facilities Board Policy, 2. Finance Committee Policy, 3. Treasurer Job Description, 4. Bookkeeper Job Description). These documents are canonically sound.
- **Paul Bailey made a motion to adopt the Vestry Motion for Restructure as follows: It is hereby resolved that the Vestry will restructure the organization and clarify the policies and procedures for conducting oversight of the Finances and Facilities of St. Philip’s. We accept two specific recommendations from the Rector Appointed Study Group (also referred to as the “Tiger Team”) and will commence execution on the following priorities:**
 - **1. Recruit and confirm a Treasurer for 2026 and engage the new Treasurer in time to be in place, alongside the existing Treasurer, during the FY 2026 Budget and Stewardship Season.**
 - **2. Restructure the Finance and Facilities Ministry Board into a Facilities Ministry Board and a Finance Committee.**

The following 4 documents, attached to this resolution, will be the authoritative policies and job descriptions that will govern the new structure:

- 1. Facilities Board Policy**
- 2. Finance Committee Policy**
- 3. Treasurer Job Description**
- 4. Bookkeeper Job Description**

Craig Allan Seconded the motion.

Discussion followed including clarification of the terms “Committee” VS. Board”, in that the Board has a ministry while the Committee is an advisory committee. There was also a discussion about a letter sent to the Vestry from the Finance and Facilities Board Chair, as well as the separation of duties, changes that may need to be made to the implementation guide. The authority to make this change is found in the Bylaws section IV E. The Facilities Board will meet to discuss any needed changes to the Facilities Board Policy.

Once discussion concluded, the motion passed unanimously.

The position of Chairperson for the Finance committee will be appointed by the Senior Warden and approved by the Vestry. It is preferred that the Finance Committee chairperson comes from the Parish (not the Vestry).

Rick Pearce made a motion that “ **all monies in the Vanguard Investment Account be transferred to our United Bank Money Market Account with United Bank and to close the Vanguard Account. The amount as of September 1, 2025 is \$153, 481.28, this does not show any interest or withdrawals after August 1, 2025. The exact amount will be sent by e-mail to all Vestry members on the day the deposit is made**”

Donna Foster seconded the motion. Discussion followed and the **motion passed unanimously.**

Rick Pearce made a motion : The Diocese of East Carolina Investment Management Program requires two main contacts, that will be able to make withdrawals and transfers from our two accounts (#0287) and (#1024). I move that the Treasurer, Rick Pearce, and the Senior Warden, Al Snell, be those contacts.

Donna Foster seconded the motion. Discussion followed and the **motion passed unanimously .**

During the month of September, 2025 three vestry members officially resigned – John Kennedy, Ellen Burnett, Marygrace Barber.

Vestry Recruiting Requirements/Team Assignments – Wardens

- There are currently 12 slots on the Vestry. In order to fill those positions, the following is required:
4 – 3 year terms
2 – 2.25 year terms (to complete resignation terms)
1 – 1.25 year term (to complete resignation term)

Changing the composition of the vestry would require a change to the Bylaws. There are specific requirements needed to be on the vestry. The vestry nominating committee will meet to review those requirements. The entire vestry is encouraged to submit names to Al for consideration by the nominating committee.

Mother Betty Prayed us out.

Paul Bailey moved to adjourn the meeting which was seconded by Craig Allan and passed unanimously.

Addendum: Prior to publication of the September Minutes, the nomination to seat Bill Coffin as Chair of the Finance Committee has been confirmed by Vestry with a 100% participation/unanimous email vote.

St. Philip's Episcopal Church
Statement of Activities

Date Range: Jan 1st 2025 - Sep 14th 2025

Accounts	Actual Jan 01, 2025 - Sep 14, 2025	Budget Jan 01, 2025 - Sep 14, 2025	Budget Remaining Jan 01, 2025 - Sep 14, 2025
Revenues			
Support			
Contributions	643,713.16	681,305.44	37,592.28
Other Support	6,928.59	14,401.33	7,472.74
Total Support	650,641.75	695,706.77	45,065.02
Other Revenues	2,533.07	7,800.00	5,266.93
Total Revenues	\$ 653,174.82	\$ 703,506.77	\$ 50,331.95
Expenses			
Administrative			
Personnel	357,431.01	425,260.37	67,829.36
Building and Grounds	17,538.54	29,239.34	11,700.80
Office	31,792.98	32,708.65	915.67
Vestry	87,939.34	98,969.13	11,029.79
Insurance	32,425.07	26,751.40	(5,673.67)
Total Administrative	527,126.94	612,928.89	85,801.95
Ministry			
Outreach	2,000.00	3,000.00	1,000.00
Worship	14,219.91	19,611.00	5,391.09
Parish Life	3,892.52	7,346.67	3,454.15
Spiritual Resources	531.35	1,643.67	1,112.32
Finance & Facilities	13,495.89	13,123.81	(372.08)
Pastoral Care	472.55	5,350.00	4,877.45
Total Ministry	34,612.22	50,075.15	15,462.93
Fire Taxes	40.00	0.00	(40.00)
Total Expenses	\$ 561,917.22	\$ 664,697.37	\$ 102,780.15
Net Total	\$ 91,257.60	\$ 38,809.40	(\$ 52,448.20)

