

Vestry Meeting Minutes - May 21, 2024

Present- Canon Jim Hanisian, Susan Chase, *Senior Warden*, Ross Lively, Al Snell, Bill Happer, Paul Bailey, Craig Allan, Marygrace Barber, Dorothy Haviland, Margaret Bearden, Mother Lisa Erdeljon

Absent: Michele Barkalow, Rick Pearce, Geoff Gersen

Ex Officio: Lorraine Beamer, *Clerk*, Deacon Pam Hayes, *Vestry Chaplain*

Opening Prayer: Deacon Pam Hayes opened the meeting with a prayer and devotion (Isaiah 43:18-19)

Strategic Planning/Retreat Reflection: Advancing Key Lesson Learned

Craig Allan led the discussion based on Proverbs 15:22, “Plans fail for lack of counsel, but with many advisors they succeed.” and Proverbs 11:14, “For lack of guidance a nation falls, but victory is won through many advisers.” Craig reiterated the idea that the Vestry must use lessons learned and experience to come to collaborative decisions as a team. Discussion followed. Ross Lively will lead next month (June).

Clergy Update

Mother Lisa shared that she has accepted a call as Rector to another parish starting in the beginning of August. She will announce this at church on Sunday and write an article for the Come and See. The Vestry expressed their thanks for her work and wished her much success in her future calling.

Information/Consent Items

Craig Allan made a motion to receive the Treasurer’s report. Paul Bailey seconded the motion which passed unanimously.

Al Snell made a motion to receive the Auditor’s Report. Marygrace Barber seconded the motion which passed unanimously. This report will now be sent to the diocese.

Al Snell discussed the Summer Service VPOD Customary. It was decided that if the VPOD is unable to pick up the announcement inserts from the office by Thursday they will be left on the table in the Narthex under the TV. VPOD’s are asked to introduce themselves and welcome visitors at the Summer Service on Oak Island. Al reminded the Vestry about their regular VPOD duties and to be vigilant at the service. There has been 2 shifts not covered by the police. Al will follow up if this trend continues.

Canon Jim has spoken to all of the Board Chairs individually. Discussion followed concerning the need for Board Chairs to assimilate the vestry strategies into their ongoing plans. Information should be shared with the Board Chairs and throughout each Ministry Board to prevent duplication of efforts and to increase collaboration.

Warden’s Comments

Craig Allan made a motion to appoint Bill Carney as the new Finance and Facilities Board Chair. Paul Bailey seconded the motion which passed unanimously.

Susan reminded the vestry that discernments are confidential.

Susan also discussed the need for the strategy teams to begin communicating to the parish in more detail about what their teams are doing and progress being made. Discussion followed about how and when to do this. It was decided that at the next scheduled vestry meeting, June 18th, the focus will be on collaboration between the Strategy Teams and the Boards. This meeting will begin at 2:00 pm on the 18th.

Canon Jim Remarks

Canon Jim thanked the team for keeping the “boat afloat” during his absence. He plans to celebrate at the Summer Service on May 26 and to return to the office next week.

Canon Jim plans to meet with each strategy team before the June 18th meeting to discuss their plans.

Strategic Planning – Updates from Strategy Teams

Strategy 1- Whole Person Ministry – distributed a survey to the parish and received 80+ replies. The top categories of interest are 1. A hotline for pastoral needs; 2. Meals after surgery; 3. Support group for caregivers; and 4. Bereavement and support. The surveys are being tabulated and dissected to provide clarification on the areas of interest.

Strategy 2 – Structure for Growth – has updated their OGSP by removing completed plans and working on “shoring up the yellow flag areas”. Areas of interest include the changes that will occur in the next 3-5 years that would influence the insurance load, book keeping and custodial services. This team’s plan is very forward thinking to “prevent stress (on the system) from becoming cracks”.

Strategy 3- Grow the Church - This team presented ideas to be discussed and looked at in the future in relation to utilization of St. Philip’s existing campus. They are developing an “interest survey” to be distributed to the parish.

The next meeting will be June 18th at 2:00 PM.

Canon Jim closed the meeting with a prayer.

Respectfully submitted

Lorraine Beamer
Vestry Clerk

Treasurer’s Report to Vestry

May 21, 2024

Operating Budget	2024 FY Budget	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	April Actual	March Actual	Monthly Change
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Revenues							
Pledges	708,739	379,403	364,753	14,650	46,840	83,891	-37,051
Flower Revenue	6,600	2,915	2,200	715	150	1,885	-1,735
Identified Offerings	70,000	30,704	24,080	6,624	4,829	15,075	-10,246
Loose Plate	15,000	5,979	5,018	962	947	2,687	-1,740
Parish Hall Rental	1,200	400	400	0	100	100	0
Endowment Operating Inc	4,000	2,049	2,000	49	1,036	0	1,036
Miscellaneous Receipts	16,060	7,385	7,820	-435	830	2,467	-1,638
Total Revenues	821,599	428,835	406,271	22,565	54,731	106,105	-51,374
Expenses							
Parish Staff	521,438	178,439	178,266	-172	42,381	55,810	13,430
Administration	30,833	9,259	10,211	952	1,783	2,131	348
* Buildings & Grounds	106,839	30,700	30,988	287	7,367	13,977	6,610
Vestry	19,955	9,730	10,688	958	2,174	1,434	-740
Diocesan Pledge	72,132	24,044	24,044	0	6,011	6,011	0
Spiritual Resources	4,138	1,534	1,731	197	867	0	-867
** Outreach	4,000	2,000	2,000	0	1,000	0	-1,000
Parish Life	11,130	2,862	2,780	-82	304	968	663
Pastoral Care	2,537	250	2,537	2,287	0	250	250
Worship	46,785	5,242	10,725	5,483	1,964	393	-1,571
Total Expenses	819,787	264,061	273,970	9,909	63,852	80,974	17,122
Net Total	1,812	164,774	132,300	32,474	-9,121	25,131	-34,252

* The Buildings & Grounds budget does not include \$12K for the Maintenance Reserve or 10K for the Insurance Deductible because there is not sufficient revenue in the budget to cover these. These items will be spent if EOY actual revenues sufficiently exceed actual expenses.

** The amount shown for Outreach is only the money moved from the operating budget to the Outreach Board for their use. The Outreach Board also receives money from the Outreach Endowment, Fund Raisers (especially the ECW Fall Festival) and donations from parishioners for outreach.

Mortgage	April Balance	March Balance	Monthly Change
MIF Mortgage	429,622	430,691	-1,069
Total	429,622	430,691	-1,069

Revenues for April are less than expenses by \$9,121 and greater than expenses YTD by \$164,774.

Revenues for April are less than the budget by \$118 and greater than the budget YTD by \$22,565.

Pledges for April are greater than the budget by \$2,095 and greater than the budget YTD by \$14,650.

Expenses for April are greater than the budget by \$2,890 and less than the budget YTD by \$9,909.

Expenses for April were over budget because (1) \$1,106 was paid for the audit (budgeted in May) and (2) M. Lisa used most of her full-year continuing ed budget for a course she is taking.

Landscaping is \$1,251 over budget YTD.

Rector's Continuing Ed, Electric & Water, Diocesan Convention, Safety & Security, Stephen Ministry, Music Program, and Flower Expense are all more than \$1K under budget YTD.

The 2023 audit is completed with no outstanding issues. The audit documents were forwarded to the Finance & Facilities Board and to the Vestry for their review and acceptance. After the Vestry accepts the audit, it will be sent to the diocese.

The railing in the balcony of the sanctuary was raised 6 inches to meet code. This was a safety recommendation requested by the Safety and Security team. Also, the center step was removed.

F&F created a Dishwasher Committee to consider getting a commercial dishwasher for the kitchen. An RFP was sent to vendors.

Respectfully submitted,

Bob Fuchs

Treasurer

John O. McElroy
3497 Concordia Ave SW
Supply, NC 28462
April 18, 2024

Ms. Susan Chase, Senior Warden

Vestry Members

Rev. Eric Mills, Rector

Mr. Robert Fuchs, Treasurer

St. Philip's Episcopal Church

Southport, NC 28461

Re: 2023 Audit Report

Ladies and Gentlemen:

I have reviewed certain financial records and supporting documents of St. Philip's Episcopal Church ("the Church") for the fiscal year ended December 31, 2023, in conformity with the requirements of the Episcopal Diocese of East Carolina ("the Diocese") Contract Audit procedures and to the extent practicable with the Episcopal Church Manual of Business Methods in Church Affairs, Chapter VI, "Audit Guidelines for Congregations." This engagement is solely to assist the Church and the Diocese in monitoring the financial condition of the Church in accordance with the Canonical requirements of the Episcopal Church. The sufficiency of the audit procedures is solely the responsibility of the Diocese.

Because the foregoing procedures do not constitute an audit as defined under Generally Accepted Accounting Principles, I cannot express an opinion on the Church Financial Reports or any underlying records. However, based on my review and testing as described above, the Church is in compliance with the Diocese Contract Audit procedures for the Church Financial Reports for the year ended December 31, 2023, and the financial statements present fairly the financial condition of the Church.

Separate documents entitled Episcopal Diocese of East Carolina Contract Audit Report (workpapers) and Cash Disbursements Test are included. The Contract Audit Report contains the Diocese audit procedures used.

The Vestry should review this audit report letter and the Contract Audit Report and send it to the Diocese as soon as practicable with the Cash Disbursements Test, the Statement of Financial Position and the Statement of Activities for the year ended December 31, 2023.

John O. McElroy, Diocese Contract Auditor

St. Philips - Summer Service VPOD Customary

Worship Service 9AM Register Park (409 NE 52nd Street Oak Island, NC)

Summer Service Coordinators

Currently Mary Russell (336-392-5237), Phil Dudley (404-808-2810), and Maitland Barnes (252-373-3021) are the coordinators of the beach service; please seek them for guidance or questions.

Prior to Worship Service

1. It is the VPOD's responsibility to **pick up the printed weekly announcements from the church office on Thursday** (closed on Fridays). If you are unable to pick the announcements up on Thursday, they will be left in a weatherproof box by the office steps and can be picked up any time before the worship service.

Day of Worship Service

1. Bring the weekly announcements with you to the service.
2. Arrive at Register Park at least 30 minutes prior to the service.
3. Greet congregants as they walk from the parking lot to the pavilion.
4. Assist mobility challenged individuals, as needed.
5. Ask two members of the congregation to take up the collection.
6. The coordinator will introduce the VPOD. The VPOD will have approximately one minute to welcome any newcomer and inform congregants that the VPOD is there to address any questions or concerns.
7. Take a head count of the attendees and record on the attendance card. Hand the card to the coordinator or celebrant prior to communion.
8. Once the service is over, remove the collection from the two offertory bags and place the money into the transfer bag that the coordinator will provide. Insert the attendance card along with the offering and seal the bag. Immediately drive to the church and secure the bag in the church sacristy safe.

General Information:

- The pavilion is small, so most congregants are not under the roof.
- Attire is casual.
- Dogs are allowed to attend but must be on a leash.
- Congregants bring their own chairs.
- If there is adverse weather, the service will be cancelled by the coordinator at 7:30AM. A cancellation notice will be sent via email by the church office to all parishioners.