



## VESTRY MEETING MINUTES

Monday, March 20th 2023 - 6:30 PM  
Live Meeting at Burtenshaw Hall

*"To Know Jesus Christ and Make Him Known"*

**Present:** Curtis Mills, Senior Warden; Steve Burns, Junior Warden; George Stalle, Sam Locklear, Foster FitzHugh, Corrine Hofstetter, Barry Mansell, Karen Vernon, Amanda Cantelmo, Melissa Lehigh, Kerry Carter, Wade Hembree

**Clergy:** Reverend W. Reginald Simmons, Rector and Deacon Josh Hilton

**Treasurer:** Mareed Meek Stollman

**Clerk:** Heather Okuda

**Welcome/Opening Prayer:** Meeting opened @ 6:30 PM with a prayer by Fr. Reggie Simmons.

**Devotion: Kerry Carter – Psalm 130**

A song of ascents.  
Out of the depths I cry to you, Lord;  
Lord, hear my voice.  
Let your ears be attentive  
to my cry for mercy.  
If you, Lord, kept a record of sins,  
Lord, who could stand?  
But with you there is forgiveness,  
so that we can, with reverence, serve you.  
I wait for the Lord, my whole being waits,  
and in his word I put my hope.  
I wait for the Lord  
more than watchmen wait for the morning,  
more than watchmen wait for the morning.  
Israel, put your hope in the Lord,  
for with the Lord is unfailing love  
and with him is full redemption.  
He himself will redeem Israel  
from all their sins.

The next Devotion – at the April Vestry Meeting – will be given by Steve Burns

*Devotion and Vestry Responsibility Schedule for 2023 – February through January UPDATED 2.20.23:*

April: Steve Burns  
May: Curtis Mills  
June: Heather Okuda  
July: Wade Hembree  
August: George Stalle  
September: Amanda Cantelmo  
October: Missy Lehigh  
November: Sam Locklear

**Approval of Minutes – February Regular Vestry Meeting:**

A motion was made by Curtis Mills to accept the January Meeting Minutes as written; Sam seconded the motion and the motion passed; all members present were in favor.

**Financial Review – Month of March 2023:**

**Mareed Stollman**

The Treasurer's Financial Summary Report dated 03/13/2023 was presented:

Financial Highlights as of 2/28/2023 and Top Items for Review

February 2023 Balance Sheet

Cash:

FCB Operating/Checking Account \$358,518

Renasant Operating Account \$2,367

Total Cash \$360,885

Less Funds in Restricted/Designated Accounts -\$238,372

Total Operating Funds \$122,513 (Decrease of \$3,699)

Debt:

Diocesan Foundation Mortgage Loan \$91,733

First Citizens Mortgage Loan \$590,741

Total Debt \$682,474 (Decrease of \$4,580)

A \$24,000 Contribution for Designated Salary Support was received in February.

February 2023 Statement of Revenue and Expense

1. Total Contribution Revenue was \$47,225 for the month, against the monthly budgeted amount of \$40,662– 116% of Budget.
  - a. Plate receipts for February were \$1,026 – 31% over the monthly budget of \$785
  - b. Non-pledged contributions were \$7,018 in February – 38% over the monthly budget of \$5,068
  - c. Pledge payments in February were \$39,681 – 13% over the monthly budget of \$35,196
  - d. Faith Giving is no longer a revenue category - contributions of \$500 received this year were transferred to Non-Pledged Revenue.
  - e. Bottom line for contributions: February continues the positive momentum started in January.
2. Other Revenue for the month of February totaled \$19,233 against the monthly budgeted amount of \$15,845 – 121% of budget.
  - a. Revenue of \$12,087 for the category of "Release Restricted - Salary Support" was received as budgeted.
  - b. The Preschool Operations Fee was \$2,819 for the month, equaling budget.
  - c. Rent Receipts of \$1,550 were recognized.
  - d. Friends of Music contributions of \$2,305 were 384% of the \$600 budgeted amount. Since the annual budgeted revenue target of \$3,600 has been met, the overage of \$565 has been transferred to FoM Designated. Future donation receipts for FoM will now go to the designated account.
  - e. This brings Total Revenues to \$66,458 for the month - 117% of the budgeted \$56,508.
3. Total Expenses for the month of February were \$68,379 - against the month's budget of \$72,476 – 94% of budget.
  - a. Administration expenses were 6% over budget; Expenses attributable to the Annual Parish Meeting resulted in large over-budget variances for both Office Expense (211%) and Copier Expense (133%).
  - b. Building & Grounds expenses for cleaning supplies over budget by 301%. Abernathy Facilities contract has been canceled. Recommend that cleaning supplies be purchased from Costco or directly from new replacement cleaning services vendor. Immediate need to do this.
4. Overall Year-to-Date Summary for Revenue & Expense – as of February 28 2023:
  - a. Total Actual Revenues = \$172,771; YTD Revenue Budget = 152,2570; 113% of budget.
  - b. Total Actual Expenses = \$135,736 YTD Expense Budget = \$142,092; 95% of budget.

**New Business**

**Curtis Mills**

Heather Okuda was asked to be excused

Heather returned

1. Vestry Retreat Discussion – 15 minutes  
Someone on vestry to be appointed to choose locations, destinations, options. Missy was designated to find places.

- Date for next year 2024 should be chosen and locked in; someone needs to be appointed to make recommendations.
2. Employee Health Insurance Benefit Policy - Discussion and Action  
St. Aidan's Episcopal Church

Employee Benefit Policy – Health Insurance and Retirement/Pension

March 20, 2023

Employee Health Insurance

Employees working 30 or more hours per week are eligible for health insurance under the Diocesan plan and Episcopal Church Medical Trust. The Parish will provide single coverage under the PPO80 plan, or the equivalent if plans change, at the Parish's expense. Plan upgrades or additional coverage for spouse or family may be purchased by the employee at employee's cost through payroll deduction.

And

For eligible employees, the Parish will provide single coverage dental insurance under the Diocesan plan for the basic dental plan, or the equivalent if plans change, at the Parish's expense. Plan upgrades or additional coverage for spouse or family may be purchased by the employee at employee's cost through payroll deduction.

Retirement/Pension

A lay employee, working 20 or more hours per week is eligible to participate in the Retirement/pension benefit plan as provided by the diocese. An employee may contribute to the 401A retirement plan through payroll deduction. The employer will match up to 4% of an employee's contributions. The employer will also contribute 5% of the gross compensation of the employee.

For Clergy, the employer will contribute 18% of gross compensation, as required by the Diocese.

- a. Father Reggie and Julie Benefits to be Finalized
- b. Employee health insurance and retirement pension
- c. Diocese guidelines
- d. Insurance covers the same for everyone
- e. Motioned by Foster, seconded by Missy to pass Curtis' Employee Benefit plan 12 vestry members in favor, 1 opposed. Motion made for Julie and Fr. Reggie's adjusted amounts as recommended by finance committee. Motion made by Sam and seconded by Amanda table discussion on covering unexpected increase in insurance coverage for Director of Preschool. Vestry will reopen this matter on reception of preschool finances.
- f. Plan to Report at the April Vestry Meeting Discussion of Operation Report Work Group Assignment Progress.

Rector's Report

Rector's Activity Metrics

1. Sunday Service Attendance Charts – All Views (Attached)

Dates to Remember

Tuesday, March 21 – 11:00 a.m.	Prayer Shawl Club - Burtenshaw Hall
Tuesday, March 21 – 6:00 p.m.	Cub Scouts – Burtenshaw Hall
Wednesdays – All - 7:00 p.m.	Choir
Thursdays – All – 6:00 p.m.	Verity Club – Burtenshaw Hall
Monday, March 27 – 6:00 p.m.	HOA meeting for Mary Hart - Burtenshaw Hall
Tuesday, March 28 – 7:00 p.m.	Cub Scouts in Burtenshaw
Tuesday, April 4 – 11:00 a.m.	Prayer Shawl Club - Burtenshaw Hall
Wednesday, April 5 – 9:30 a.m.	Easter Egg Stuffing
Sunday, April 9 – after 11:00 Service	Easter Egg Hunt
Monday, April 10 – 6:00 p.m.	Finance Committee Meeting - Library
Tuesday, April 11 – 6:00 p.m.	Worship Committee Meeting - Library
Monday, April 17 – 6:30 p.m. to 8:30 p.m.	April Vestry Meeting – Burtenshaw Hall

8:35pm Dismissal

Part II of March Vestry Meeting occurred on March 27<sup>th</sup> at 5:30pm to discuss

**Welcome/Opening Prayer:** Meeting opened @ 6:30 PM with a prayer by Father Reggie Simmons  
Meeting was set up to discuss working group assignments and recommendations.

1. Communications Committee Barry Mansell and Geor
  - a. Calendars 12 months out for events and music
  - b. Online Monthly newsletter with spotlights on preschool, vestry, staff
  - c. Realm, best use
  - d. Discussion of response to pledges and memorial gifts to keep good relations
  - e. Website updates needed because website is graphically awkward, all three communications methods need to be streamlined
  - f. Live streaming updates
  - g. Church bulletin boards need to be up to date
2. Music Committee Mareed Stollman, Foster FitzHugh, Karen
  - a. Held zoom meeting February 27, 2023 with Mareed, Karen, and Foster Spent just over an hour discussing and reviewing relevant iss
  - b. Discussed omitting verses in hymns to maintain a time conscious service
  - c. Discussed having 3 concerts a year as fund raisers. Time frames suggested were Christmas, post Easter, and late Summer/Early Fall (from vacation). Possibility of having a low country boil with adult and children's beverages or hamburgers/hotdogs
  - d. Discussed current music budget, salaries, and development of spreadsheet and mentoring of Charles to improve "business acumen" ALREADY INSTITUTED. Ticket price increase reviewed. Consensus to move Christmas concert to \$30 or \$35/ticket's
  - e. Reviewed Director of Choristers position, salary, funding for children's choir. Taking a wait and see at this point and NOT recommend parents make a donation/administrative fee to help with funding
  - f. Develop a schedule for annual concerts for church calendar. Include estimated expense, projected revenue, venue (inside/outside), music genere.
3. Preschool Committee Miss
  - a. Missy will be meeting with Julie after Easter
  - b. Bring back preschool board
4. Family Ministries Committee Amanda Cantelmo and Stev
  - a. Family fun fest last Sunday in May, VBS, Children's Chapel, Youth Programs for middle and high, Xmas Pageant, children's choir Wednesdays at 5 with quarterly concerts, Acolyte Meeting, Calendar
  - b. Family fun fest needs bouncy house, magician, bake sale to compliment foods that will otherwise be provided
  - c. VBS charging fee \$20 per person for St. Aidan's members, \$35 for non-members, playground inspection, ordinary heroes theme, K-5
  - d. Sunday school was 2 in 2021 to 8 in 2023; highest attendance has been 14; 26 kids are registered
5. Rector's Committee Curtis Mills and Sam I
  - a. Feedback was that rector chooses 6-10 parishioners to do 260 yearly review, personal touches to sermons, meeting structure, subm findings/report for meetings prior to meetings, length of services 55 minutes 8:15am, 75 mins for 11am, goal is to get 60 minutes, ti during announcements is critical
  - b. Various departments meet for google calendar, annual planning conference
6. Pastoral Care and Grief
  - a. Explore Community of Hope or Stephen Ministries; leverage lay members and include Tom as a lay leader
  - b. Reinstate prayer centers during services (at Communion).

Next steps: pick top 3 and meet with staff member

Growth committee is not needed at this time because vestry is a natural growth committee.

8:35pm Dismissal

Fathe

**Submitted: Heather Okuda, Clerk of the Vestry**