

Vestry Minutes, Trinity Episcopal Church, Apalachicola, Florida  
From April 13, 2026, 4:00 PM, Parish Office Conference Room

**Attending:** Stephen Pecot (SP); Jason Carter (JC), Senior Warden; Kerry Petty (KP), Junior Warden; Mike Barber (MB); Dee Crusoe (DC); and Alan Pierce (AP) were present. Susan Farmer (SF), clerk, was also present. Karen Kessel (KK) and Ellen Loyd (EL) were not present. Bill Zester (BZ) was present to present his quarterly report.

### Call to Order, Prayer, and Recognition of Guests

- The meeting was called to order at 4:00 PM with a prayer led by SP.
- SP talked briefly about his work at St. John the Baptist Episcopal Church in Wewahitchka. TJ Wolferseder is going to begin to travel with SP to Wewahitchka to provide the music for that monthly service.
- Guests: Susan Keith, Karen Brown (KB), Steve Watkins (SW). KB and SW presented SP with a check for a contribution from Ilse Newell for allowing their use of church space. They also thanked the Vestry for supporting their productions. Susan Keith gave an update on the archive project. All the documents for this effort have been moved out of BH and into secured space in the office building. Efforts are focused now on getting the room ready to serve as an archive. She is looking at fire-proof storage and hopes to present a proposal for getting this at the next meeting. She is also looking into what David Fowlkes needs to support the vocal portion of this work. Some books had to be moved from the archive space to the library. The library collection may need to be weeded to allow space for all the books that should remain. There are also at least three large pieces of furniture that may need to be moved from the archive room. She asked Vestry to be thinking about these moves/changes to see when the room can be made more ready for archiving. She also thinks she has found all the old Vestry minutes that were missing.

### Formation

- Prayer requests/notifications: Prayers were given for Teresa Kaczmarek who was recently hospitalized again; Nancy the pianist at St. John the Baptist Episcopal Church in Wewahitchka who is losing her sight; Tara C.; Sabrina and Kai Fornes in Colorado for family bereavement; KP and her daughter who are respectively having and recovering from surgeries; Adam, DC's neighbor in Tallahassee, who is undergoing medical treatment; and Susan P. who is recovering from recent medical treatments. The Church will begin sending prayer notification cards again next month after a break this month.

### Reports

1. AP moved to approve the March 2026 vestry meeting minutes, DC seconded, and it carried.
2. Treasurer/Finance Committee Report:
  - a. BZ presented the quarterly Treasurer's Report for Q1 summary, ending 3/31. At the end of the quarter, bank assets were \$182,379, total investment assets were \$1,097,103, total assets were \$1,279,481, total liabilities were \$915, and net assets was \$1,278,566. The liability is generally from uncleared checks. The offertory collected was \$7,944 over budget, program and other revenue was \$1,508 under budget, the release of restricted funds was \$3,043, and total revenues were \$9,479. There was a payment from PW received after the closing of the books for \$10,000 not reflected in the Q1 report. Pledges received were \$61,435 and offertory received was \$10,659. The largest expense is payroll. The total for all expenses was \$107,001. The net operating per month was up \$2,725, but for the year was down \$8,622. First quarters are sometimes slow, so this was not surprising. Compared to the previous two years, we are doing a little better this year.

- Expenses outpaced revenue in Q1, however this is in part because we gave outreach \$10,000 and had to catch up on clergy pension fund deposits (\$13,153). BZ reiterated that a 5-year schedule for budgeting for capital improvement projects would be a valuable tool when preparing future budgets. We may have a quote in the next few months for the cost for painting the church exterior.
- b. Finance committee report: The committee has been coming to a decision on the type of audit to have done. The members have agreed that an AUP may be the best choice. With this approach, the committee would select from a menu of options that would be best for our parish. They are waiting for a quote on the cost for the selected options and will come back to vestry for approval before proceeding. They estimate that it will cost \$3,500 to \$5,000. These external audits are meant to be performed every four to five years.
  - c. There was a discussion about how to best make certain that expenses are being paid from the appropriate account. JC reminded the attendees that there can be a quarterly draw from the maintenance fund for qualifying projects (TOH source). Recently, a painting charge should have been paid from that and may not have been. Jean Bush (JB) has asked for better guidance on this. It would help her if bills were marked by category so that it could be more certain they are paid from the correct account. It was suggested that the finance committee and/or the treasurers of the non-operational funds work with JB to try to make this go more smoothly. SP and JB are also working on some project management. JC asked that JB start adding a starting and ending balance on the non-operating account sheet.
3. AP motioned to accept this report, JC seconded the motion, and it carried.
  4. Junior Warden Report: KP presented a summary in written form. It was noted that the carpet in the church was cleaned. There were positive comments on the newly installed announcement board and the landscaping around it, and the brickwork in the memorial garden. The logo is still going to be installed on top of the announcement board. There are some projects in BH coming up. These are work on the pumphouse, the back stairs, and the latticework to hide the water heater. JC noted that the leaves need to be removed from the square before the TOH. AP has asked park personnel about this already, and they will not be able to help. It was suggested to check with the Sheriff's office to see if inmates could help. AP motioned to accept this report, DC seconded the motion, and it passed.
  5. Liaison and Clergy Reports: The liaison (committee) reports were distributed as an inclusive list. Live Oak Gallery will be having an exhibit featuring pictures of Trinity from 4 to 6 PM the Thursday night before the Tour, and church members will be encouraged to attend. Next Sunday (April 19), there will be an Instructed Eucharist. MB motioned to approve the liaison reports, DC seconded the motion, and it carried. KP mentioned that PW needs more people to work, especially on Saturdays. SP would like to organize a meeting in the next month about PW, the revenue it generates, and how it should be managed in light of the increased growth it is experiencing. Bella Rudo is the new chair for Parish Life. LuAnn Hudson will serve in Bella's absence. The Memorial Garden planning for Phase II has begun. Some things will have to be completed before niches can be sold. This may require prepayments that will be recovered in time. Landscaping may also need more funding. SP reported in the clergy report that it has been a very busy month. The Easter week's services were very well attended and joyous. JC motioned to accept the clergy report, DC seconded the motion, and it passed.

## Information

1. Vestry members were reminded to complete their required online safeguard training soon. This is required by the Diocese.

2. Church work and project management application testing: SP and JB are improving this process. It would be used for instance when a group is formed to plan a project. Having this process in place would standardize methodology overall. Our maintenance schedule is similarly being normalized.
3. Events of note before the next vestry meeting:
  - a. *Pavel-Clark Wedding*, 4/18
  - b. *Instructed Eucharist*, 4/19
  - c. *Vance-Gordon Wedding*, 4/24
  - d. *TOH Opening Reception: Trinity Church Through the Eyes of Artists & Photographers*, Thursday, 4/30, 4-6 PM at Live Oak Gallery, 156 Market Street
  - e. *Evensong Service*, 5/1, 6 PM
  - f. *Tour of Homes*, 5/2
  - g. *Next vestry meeting*, 5/11

## Discussions

1. Debrief on Holy Week Services: Sunrise service attendance was up 50% from 2025. Attendance at the 10:30 service was 177. The total for all services was 272.
2. Primer on the Instructed Eucharist: This will occur on 4/19.
3. Creating Hospitality Room/Parlor on campus (known as St. Ben's): This is BH 101. This would be a room for bride prep at weddings, funeral meetings, and other similar needs. KP has a quote for painting the room, but the shelving will need to be removed first. This will also provide more room for furniture including chairs, a table, and a large mirror. It was suggested that a plan be worked up for presentation to the general congregation for comment before the work is performed.
4. •Need for a more formalized procedure for post-services on Sunday: SP reported that when he left the campus on Sunday to go to Wewahitchka, he returned to find that nothing was straightened up or locked up as would have occurred had he not been traveling. In another church, Vestry members work in pairs each Sunday with a checklist to be sure everything is done after the service. This may be begun. SP will develop a list of procedures that should be performed.
5. International Mission Work: There have been several requests for Trinity to select an international project to support. A parishioner has recently contacted SP about such a project in Russia. It was also pointed out that another parishioner had previously requested similar support for a family in Cuba. SP will consult with the Diocese for ideas.

Decisions: None

**Good of the Order:** Susan Keith asked if it might be possible to put the vestry minutes online so that they are more easily accessed. SP reminded all of the summary that always goes into the Bayview.

## Closing Prayer

*We give you thanks, Almighty Father, for all the benefits you have given us. You who live and reign forever and ever. Amen.*

Blessing and Dismissal: 5:20 PM

Respectfully submitted by SF, Clerk.