

Minutes of Meeting of Vestry of
St. Paul's Episcopal Church of Murfreesboro, Tennessee, Inc.

Date of Meeting: ~~March 15, 2022~~

June 21, 2022

Method of Meeting (i.e. virtual or in person): In Person

Vestry Members:

Vestry Member Name:	P = Present A= Absent
Bartsch, DeAnna	P
Burgess, Nick	P
Clayton, Don	P
Dieringer, Sharon	P
Felciano, Dan	P
Hay, Kristi	A
Kellerman, Allison	P
Kyriakoudes, Louis	P (via zoom)
Loucky, David	P (via zoom)
Miller, Brad	P
Owen, David	A
Sachs, Steve	P
Tolbert, Martha	A

Clergy Present:

Dr. Blaess

Rev. Whitnah

Staff Present:

Heather Studenberg

Others Present:

Jeanne Potter

Ted Goodman (clerk)

David Rowe

-
- 1 The Meeting was opened with a prayer by Dr. Blaess.

2

3 **The Agenda** was approved Motion by Don Clayton, Seconded by Dan F. Motion carried
4 unanimously.

5 **Review of Minutes:**

6 The minutes were approved. Motion to approve by Brad Miller, seconded by Deanna Bartsch,
7 unanimous.

8

9 **Financial Report (Jeanne Potter):**

10 For the month of May, our revenues are about three percent (3%) Less than budgeted. Year to
11 date our income is about one and one-half percent (1.5%) less than budgeted and Eleven Thousand
12 Dollars (\$11,000) over budget in expenses. We have spent more for guest musicians than budgeted
13 and a little more than budgeted on buildings maintenance. But, overall, we are pretty much on
14 target for budget. As we come into the summer, we generally expect a decline in revenues, but,
15 with the increased numbers of people giving regularly through Realm, that might not be as drastic
16 as it has been in years past. But, we need to be careful.

17 Our loan balances are \$1.7 million

18 We have about \$917,000 in cash.

19 We have two hundred (200) days of cash on hand, which is great.

20 Kristine thanked Jeanne for her exemplary work and her great way of explaining everything to the
21 Vestry.

22 Motion to approve financial report by Steve Sachs, Seconded by Nick Burgess. Motion carried
23 unanimously.

24

25 **Don Clayton** asked the Vestry members to reflect on what Kristine Miller had said in her meeting
26 with the Vestry and their insights from what Kristine Miller had said. Steve observed that the
27 highlight of the whole meeting was that a Capital Campaign is not appropriate at this time.

28 Nick Burgess said that Kristine had advised that we needed to look at increasing our cashflow
29 position which has remained stagnant for the last five years. Gina Urban said that the stagnant
30 cash situation is not surprising, but that we need to examine people's changing attitudes towards
31 pledging, and the fact that young people do not tend to view pledging as important. Gina continued
32 that we need to avoid words like "pledge" and "tithe" and "stewardship" so that we need to
33 examine and be deliberate about what terminology we use and how we approach that.

34 Dan Felciano recommended that we need to focus on attendance more than dollars, especially with
35 the numbers of people who believe in God declining. The vestry discussed declining Church
36 attendance. Don Clayton said he was surprised that the recommendation was to focus more on

37 annual giving than on doing a capital campaign, especially given the apparent willingness of
38 people to contribute to a capital campaign.

39 The vestry engaged in an extended conversation regarding moving forward financially.

40 **Committee Reports:**

41 **Finance and Administration Report (Martha Tolbert):**

42 Martha was not present for the meeting.

43 **Stewardship Report (Nick Burgess):**

44 Nothing to add beyond what has already been discussed.

45 **Communications Report (DeAnna Bartsch):**

46 Nothing to add to written report.

47 **Arts, Design & Gifts Committee (Louis)**

48 Nothing to add to written report.

49 **Worship and Music Report (Kristi Hay):**

50 Kristi was out. Kristine announced we have published an advertisement for the open
51 position of Organ Scholar. We have had two people express interest. One lacks sufficient
52 experience, we are looking into the second inquiry. The job market for musicians is currently
53 challenging for employers, so, we may need to wait a year or two.

54 **Pastoral Care Report (Dan Felciano):**

55 Nothing to add to written report.

56 **Adult Discipleship Report (David Loucky):**

57 Heather is going to look to see if Jerry Redditt received the help she was requesting with
58 technology for Wednesday morning Bible Study.

59 **Children's & Youth Discipleship Report (Sharon Dieringer):**

60 Nothing to add to written report.

61 **Outreach Report (Steve Sachs):**

62 Nothing to add to written report.

63 **Parish Life (Allison Kellerman)**

64 Nothing to add to written report.

65 **Safety Committee (Brad Miller)**

66 Nothing to add to written report.

67

68 **Wardens' Reports**

69 **Jr. Wardens' Report (Brad Miller & David Owen):**

70 Nothing to add to written report, other than they are currently looking into the cost of a
71 new roof.

72 **Sr. Warden's Report (Don Clayton)**

73 Nothing to add.

74

75

76 **Clergy Report:**

77 **Associate Rector's (Rev. Whitnah):**

78 Michael said one thing for us to think about is what is evangelism? Michael said it is
79 sharing the Good News and the Gospel which is "Jesus loves you and so do we." At Juneteenth,
80 St. Paul's set up a tent with a sign that said "Free Hugs, Free Prayers, and Free Snacks." St. Paul's
81 was there for seven hours and many of the people said "St. Paul's, you guys are the Church that
82 saved Jr's." Michael said it is of paramount importance for the Church to play an active role in
83 spreading the love of Jesus because it costs nothing and is also not optional. St. Paul's does a great
84 job of Evangelism and we need to continue doing that.

85 **Rector's Report (Dr. Blaess):**

86 Kristine said this is the time of year when Clergy and Staff are preparing for next year.
87 Kristine hopes to be able to lead a pilgrimage to South Africa next year to see and to learn. Kristine
88 will attend General Convention July 6 through July 10 in Baltimore.

89 **Executive Session:**

90 The vestry did not hold an executive session.

91

Respectfully submitted,

Theodore W. Goodman
Clerk of the Vestry

St. Paul's

EPISCOPAL CHURCH

Vestry Agenda
June 21, 2022
Parish Hall Classrooms

6:00 p.m. Opening Prayer/Study

6:15 p.m. Approve Agenda
Approve ~~April~~ ^{May} Meeting Minutes
○ Review/motion/vote

6:20 p.m. Financial – Treasurer Jeanne Potter
○ Review/motion/vote

6:30 p.m. Review of Horizons Report, conversation about proposal from Stewardship Committee (Decision to be made at July meeting) – Don Clayton

7:00 p.m. Liaison Reports Review/motion/vote

- Administration and Finance
 - Finance (Martha Tolbert)
 - Stewardship (Nick Burgess)
 - Communications (DeAnna Bartsch)
 - Arts Design and Gifts Committees (Louis Kyriakoudes)
- Worship and Music
 - Worship (Kristi Hay)
- Growing in Mutual Love
 - Parish Life (Allison Kellermann)
 - Pastoral Care (Dan Felciano)
- Creating an Academy of Ministers
 - Adult Discipleship (David Loucky)
 - Children and Youth (Sharon Dieringer)
- Practicing Hospitality
 - Outreach (Steve Sachs)
- Jr. Warden (Brad Miller, David Owen)
- Sr. Warden (Don Clayton)
- Staff (Heather Studenberg, David Rowe)

- Clergy
 - Michael+
 - Kristine+
- Executive Session

7:20 p.m. Compline

7:30 p.m. Adjourn

Next Meeting:

Vestry: July 19, 2022

Class of 2022

DeAnna Bartsch, Dan Felciano, Kristi Hay, David Loucky

Class of 2023

Don Clayton, Sharon Dieringer, David Owen, Steve Sachs, Martha Tolbert

Class of 2024

Nick Burgess, Allison Kellermann, Louis Kyriakoudes, Brad Miller

Rector: Kristine Blaess
Associate Rector: Michael Whitnah
Chaplain: Kristi Hay
Clerk: Ted Goodman

**Main Campus Operating Expenses & Revenues
Actual versus Budget by Major Categories**

	One Month Ended May 31, 2022		Five Months Ended May 31, 2022					
	Actual	Budget	Actual	Budget	Prior Year	\$ Var CYTD	% Var CYTD	% Var PYTD
Expenses								
Clergy	\$ 22,887	\$ 23,806	\$ 115,238	\$ 119,030	\$ 107,387	\$ (3,791)	-3.2%	7.3%
Music	4,531	4,610	27,794	25,701	19,817	2,093	8.1%	40.2%
Church Programs	2,888	3,424	15,350	19,033	11,195	(3,683)	-19.3%	37.1%
Other Church Programs	192	957	4,024	7,214	3,763	(3,189)	-44.2%	7.0%
Youth Ministry	2,491	3,541	11,055	17,163	7,967	(6,108)	-35.6%	38.8%
Operations/Maintenance	16,077	8,585	52,979	51,766	46,696	1,213	2.3%	13.5%
Administration	23,098	14,871	92,899	76,680	76,379	16,218	21.2%	21.6%
Outreach	8,315	9,515	42,799	49,773	41,757	(6,975)	-14.0%	2.5%
Debt Service	1,044	1,033	5,386	5,343	21,874	43	0.8%	-75.4%
Total Expenses	\$ 81,523	\$ 70,342	\$ 367,523	\$ 371,701	\$ 336,835	\$ (4,178)	-1.1%	9.1%
Revenues								
Pledges	\$ 53,472	\$ 59,515	\$ 369,777	\$ 382,040	\$ 391,702	\$ (12,263)	-3.2%	-5.6%
Matching Gift	-	-	-	-	51,102	\$ -		
Unpledged Gifts	8,175	3,837	41,159	31,060	28,237	\$ 10,099	32.5%	45.8%
Other Income	1,496	1,555	19,467	23,743	25,913	(4,276)	-18.0%	-24.9%
Total Revenues	\$ 63,143	\$ 64,907	\$ 430,403	\$ 436,843	\$ 496,954	\$ (6,440)	-1.5%	-13.4%
Total Revenues w/o CTMC	\$ 63,143	\$ 64,907	\$ 430,403	\$ 436,843	\$ 445,852	\$ (6,440)	-1.5%	-3.5%
Net Income/(loss)	\$ (18,380)	\$ (5,435)	\$ 62,880	\$ 65,142	\$ 160,119	\$ (2,262)	-3.5%	-60.7%
Net Income/(loss) w/o CTMC	\$ (18,380)	\$ (5,435)	\$ 62,880	\$ 65,142	\$ 109,017	\$ (2,262)	-3.5%	-42.3%
Principal Repayment	\$ 6,530	\$ 6,526	\$ 32,484	\$ 32,463	\$ 25,068	\$ 21		
Net Cash Flow	\$ (24,910)	\$ (11,961)	\$ 30,395	\$ 32,678	\$ 83,949	\$ (2,283)		

Net Impact on Operating Income versus Budget YTD

Expenses YTD	\$ 4,178	
Revenue without matching YTD	(6,440)	
Net Income/(Loss) YTD	\$ (2,262)	net impact w/o CTMC

323 Main Street Operating Expenses & Revenues
Actual versus Budget by Major Categories

	One Month Ended May 31, 2022		Five Months Ended May 31, 2022			
	Actual Month	Budget Month	Actual YTD	Budget YTD	\$ Var CYTD Vs Bud	% Var CYTD Vs Bud
Expenses						
Insurance	\$ 88	\$ 110	\$ 446	\$ 549	\$ (22)	-4.0%
Building Maintenance	-	-	\$ 852	\$ 852	\$ -	0.0%
Office Support Staff	663	670	3,329	3,351	\$ (7)	-0.2%
Office Support Supplies	44	173	479	867	\$ (129)	-14.9%
Property Taxes	660	692	3,487	3,459	\$ (31)	-0.9%
Service Fees	-	-	-	-	\$ -	0.0%
Debt Service	3,490	3,511	17,679	17,784	(105)	-0.6%
Total Expenses	\$ 4,945	\$ 5,156	\$ 26,272	\$ 26,862	\$ (295)	-5.7%
Revenues						
Rent Income	\$ 8,044	\$ 8,074	\$ 40,343	\$ 40,370	\$ (30)	-0.4%
Total Revenues	\$ 8,044	\$ 8,074	\$ 40,343	\$ 40,370	\$ (30)	-0.4%
Net Income/(loss)	\$ 3,099	\$ 2,918	\$ 14,071	\$ 13,509	\$ 181	6.2%
Principal Repayment	\$ 3,975	\$ 3,954	\$ 19,649	\$ 19,543	\$ 21	
Net Cash Flow	\$ (876)	\$ (1,037)	\$ (5,577)	\$ (6,035)	\$ 160	

Notes

1. Gifts received designated for 323 Main Street \$ 102,267

Cash Flow - St. Paul's Episcopal Church

	Main Campus	323 Main Street
	Five Months Ended May 31, 2022	Five Months Ended May 31, 2022
Income (less CTMC & PPP)	\$ 430,403	\$ 40,343
Less Operating Expenses	<u>367,523</u>	<u>26,272</u>
Net Operating Income w/o CTMC Funds	\$ 62,880	14,071
Less Debt Principal Reduction from operating funds	32,484	19,649
Net After Principal Reductions	<u>\$ 30,395</u>	<u>\$ (5,577)</u>

Main Campus loan balance	as of 5/31/2022	\$ 511,014
323 E Main Loan Balance	as of 5/31/2022	1,249,997
		<u>\$ 1,761,011</u>
Cash Balance First Horizon	as of 5/31/2022	<u>\$ 917,773</u>
Endowment Fund Balance	as of 3/31/2022	<u>\$ 1,631,684</u>
Restricted/Designated funds		<u>\$ 324,423</u>

323 East Main	\$ 102,267
Acolyte Trip Scholarship	1,565
Altar Guild	(868)
Angel Trees	1,224
Building Fund	12,487
Choir	3,576
Christian Ed	567
Clergy Discretionary Fund	9,497
Coldest Nights	8,211
Columbarium	24,478
Connect	3,373
Cursillo/Ultreya	2,363
Daughters of the King	1,225
Designated Campus Improvement	43,614
ECW	5,543
Episcopal Peace Fellowship	120
Flower Guild	8,150
Food Bank	25
Franklin Heights Center	(12)
Fundraising	(6,803)
Hatian Relief Fund	648
Library	50
Memorial Garden Project	9,511
Memorials	59,005
Mission Trip	135
Missions	735
Organ Fund	22,184
People & Need	(1,976)
Piano Fund	380
Schneider Memorial	50
Staff Continuing Education	(595)
Stained Glass	467
Troop Support	1,508
UTO	206
W. Stevens Memorial	240
Youth Fundraiser	11,272

Avg days cash on hand 201

Stewardship Committee

Nick Burgess

June 2022

Hello All,

Apologies for the lateness of my report.

From the Stewardship Committee, the Chair and I had some good discussion about the results from the Horizon report, as well as next steps for this year's Stewardship Campaign.

We plan for this year's Kickoff meeting for the campaign to be held on Monday, June 27th, at 5 o'clock. We're looking forward to a successful year, and we are still looking for both new and seasoned veterans to tap for help in the campaign.

After reading through the report, one part that caught our Chair's attention is the portion towards the end (starting around Page 37 with the Recommendations segment) is the discussion about Horizon's "Pathways to Generosity." She understands that this would mean additional investment from the Church, so she has written the attached proposal to request the Vestry's consideration for this investment.

I respectfully ask that we take the time to read through her proposal and prayerfully consider the request in the context of the Horizon report, that we might discuss and then put it to a vote in the July session.

Thanks!
Nick Burgess

Communications Report – May 2022

- **ONGOING COMMUNICATION**

- Friday eNewsletter
- Sunday service reminders
- Bulletins for each service
- Website updated weekly with service information, bulletin and eBlast link

- **UPCOMING**

- July – December calendars out soon
- Signage for Parish Life info center and East Main Street
- Habitat shirts are being designed and ordered for upcoming panel build
- Transitioning to different look for eNewsletter announcements using this format:

Event Name | Date of Event, Time, location

Up to two sentences about the event other than information in the heading. Questions?

Contact Name of Contact, email (with link) or phone number.

- **COMPLETED**

- Staff has set Parish calendar through June 2023 and will complete remainder of year calendar by month end
- New pew cards (look for them!)
- Epistle printed and mailed

- **COMMUNICATIONS OUTREACH INFO/UPDATE**

- Google reported **274** interactions (defined as a customer call, message, booking, a customer being sent to website or a customer requests directions from your Business Profile) from searches for St. Paul's Episcopal Church. By the numbers:
 - Calls = **56**
 - Profile views = **2,173**
 - Looking for directions = **80**
 - Visits to website from Google profile = **138**
 - Searches St. Paul's was a part of (terms – St. Paul's Episcopal Church, Churches in Murfreesboro, Churches Murfreesboro) = **869**

The Gifts Committee notes the progress on the following projects previously funded by Gifts committee in the past year:

1. Work has started to resume in the Nursery Wing.
 - a. The Infant room painting is complete.
 - b. New quotes for flooring and blinds have been received and will be decided upon this next week. Current plans are for the installation of flooring and window coverings before the July vestry meeting.
 - c. Nursery bathroom is being painted on Monday, June 20
 - d. New rocker covers have been ordered.
2. The floral cooler arrived in mid-May and has been working great for the floral guild.
3. Columbarium Garden Project:
 - a. The fence and gate are now complete and ADA compliant.
 - b. The Hollis and Whitnah families mulched around the outdoor columbarium drastically improving it aesthetically until fall when the landscaping can begin.
4. Improved Storage: We are beginning to work on the storage project to purchase heavy duty shelving for storage areas of the church (the attic, children's ministry storage, etc).

The Arts and Design Committee reports progress on the Great Rood project and improvements to the

1. Great Rood designed is moving forward.
 - a. Our artists, Davis D'Ambly has begun working on the design. Lauren Gamble has been communicating with him and has provided pictures of our chapel, nave, and sanctuary. Lauren reports that Mr. D'Ambly is "very meticulous about making sure everything in the space blends well."
 - b. An attractive cast iron fence has been installed in the Columbarium Garden.
 - c. The committee is developing a landscaping plan, including planning for the installation of a parterre in the garden. A parterre is a formal garden typically employing symmetrical plantings and paths.
 - d. The committee is developing a cross design for the garden.
 - e. The painting of the nursery room has a mural of birds and cherry blossoms inspired by Psalm 91:4

Pastoral Care Report

Dan Felciano

June 2022

Ushers and DoK - The DoK continues to meet monthly. The 7:30 ushers are on a 5 week rotation with two ushers per service. (total of 10 ushers)

The 8:45 ushers are struggling with just 8 ushers (will be 1 short very soon) and the remaining ushers all have travel plans this summer.

The 11:00 ushers are on a 4 week rotation with four ushers per service

Sandy really struggles with ushers willing to serve at funerals. Only 3 people are usually available.

Lay Eucharistic Visitors - Cards and Notes are being mailed to members that can not attend service. Eucharistic visits continue to certain members on a weekly or monthly basis.

Parish Nurse - John and Martha Worley have settled into their routine at home. Jennifer still sees Cate Stogner weekly. No phone calls from parishioners during the month.

Senior Ministry.- Bruce and Alice Gibson have stepped away as co-chairs of this Ministry. Father Michael, Hank Mills, David Rowe and myself met this past week and the following changes have been adapted: the Zoom meetings that took place every Friday and the first Friday meeting in person have been terminated. This Ministry will now be known as SENIOR FELLOWSHIP.. Other changes that allow us to be present with each other are coming. KEEP August 18 open for the first event of this new season.

Food and Delivery Team - The delivery made approximately 30 plant deliveries to homebound parishioners.

Grief Ministry - Funeral service was held for True Radcliff on June 11th. Interment of ashes for former husband and wife members of St. Paul's will take place on June 24th. Jerry has also been in contact with another family member who has scheduled a memorial service and reception for June 25.

Regards,
Dan

From: David Loucky

To: St. Paul's Vestry

Date: 6/21/22

Re: Vestry Report: Adult Discipleship

Adult Christian Education

Rector's Forum: On hiatus for the summer

Parent Group: ?

Meat and Potatoes: Year 1 of the three-year curriculum complete. On hiatus.

9:50 a.m. (Monday-Friday)

Daily "bite-sized" Bible Study and Prayer. On going via zoom.

Discipleship groups ("African" Bible Study format)

Current leaders: David Rowe, Michael Whitnah, Scott Telford, Rhonda Pendergrass and Stacey and David Owen. New members may contact David Loucky to plug in.

David Rowe's group of 6 plans to continue through the summer on zoom

Scott Telford's group of 8 plans to continue through the summer on zoom

The Owen's group of 10 will meet intermittently through the summer on zoom

Rhonda Pendergrass' group of 4-6 plans to continue through the summer on zoom

Lectionary Bible Study: Wednesdays at 9 a.m. Meeting year-round, hybrid style.

14 - 19 meeting in the Adult Education rooms. Jerry says they can accommodate up to 25 plus 5 or 6 on zoom. She would like some tech support to learn to use the screen.

Book Study, led by David Rowe: 7-week study of You Are What You Love by James K. A.

Smith; it is a seminal study of discipling that hopefully will attract Christian Ed teachers and others engaged in discipling. It is designed to help raise up leaders as the parish seeks to "grow up into the body of Christ."

Book Study, led by Darrell Julian and Rhonda Pendergrass: Your Faith, Your Life (An

Invitation to the Episcopal Church - Revised Edition). Authors: Jennifer Bamber and Bill Lewellis. Group name: "POD" (Parishioners on Devices). Via Zoom: June 6th - July 11th, 2022, Monday evenings at 6:30 PM

Lectio Divina: Thursdays at 10 a.m. in St. Andrew's Chapel

Anti-Racism Task Force: Kris McCusker organized a St. Paul's table at the Murfreesboro Juneteenth observation (6/18/22) at Bradley Academy. Water and snacks were provided. Several members of the Task Force populated the table through the day.

St. Paul's Vestry
June 2022 Report

9. and 10. Children and Youth Ministries

May

St. Paul's children and youth celebrated Youth Sunday on May 1 at the 11am service.

St. Paul's youth were hosted by Fant and Collier Smith with an end of the year/summer kick off picnic that was held in the parish hall due to inclement weather.

Catechesis finished for the school year in May.

Parents' Group concluded for the school year in May and finished reading the book Restless Devices. Daus and Heather Studenberg hosted the end of the year party at their home.

June

St. Paul's children were encouraged to attend the 11a service on Pentecost Sunday, June 5. A special gifts of the spirit lesson was part of this service. The children were also invited to come near to the altar during the preparation for communion. This was well attended, and everyone especially enjoyed the Pentecost picnic and cookout afterwards.

St. Paul's hosted Vacation Bible School the week of June 6-10. This was a successful event and much fun was had by all in attendance. Many of our youth served as set up, clean up, and leadership volunteers. We had 35 children signed up in attendance at VBS. The theme was "Monumental" with a desert motif, and the central message the monumental expanse of God's love.

Respectfully submitted,

Sharon Dieringer
St. Paul's Vestry
Children's and Youth Ministries Liaison

Outreach Report

Steve Sachs

June 2022

St Paul's and the Presbyterian Church are having a panel build.

We have interest with the Lutheran Relief in sponsoring a family. I hadn't discussed this with the Committee or the Prime Minister.

We are in a bit of a quandary as to the leadership of the Senior ministry

Safety Committee Report – June 2022

Current Projects (June Report):

- The Safety Committee reconvened on Tuesday, June 14, for the first time in a couple of years – see agenda on page two
- Participants: Sandy Gleaves, Don Clayton, Scott Telford, Michael Whitnah, Heather Studenberg, Alex Hollis, Ted Goodman, Bill Whitesell, & Bradford Miller
- Several topics were discussed including the following:
 - Monitoring the facilities during worship services
 - Camera Bank in Wall Building – need additional inside views and will need volunteers
 - On-site security manpower – off duty sheriff or police officer
 - Plain clothes or uniformed?
 - Congregational attitudes toward security alternatives
 - Costs & effectiveness of security alternatives
 - Securing the facilities during events, regular weekly hours, and nights / weekends
 - Electronic locks vs. tighter cadence & procedures re: existing locks
 - Costs
 - Manpower – need volunteers to check / lock doors on prescribed cadence
 - Security in children's area during worship deemed critical
 - Electronic system supports personalized access cadences, instant grant / revocation of credentials, easy security code updates
 - Recent incidents support the conclusion that our facilities are not currently secure – possible that master keys in possession of outsiders
 - Securing HVAC pod on East Main – will require heavier door and potentially razor wire on inside of enclosure
 - Protocols and communications for ushers for various contingencies – bomb threat, active shooter, tornado, fire, etc.
 - Training for congregation on appropriate actions based on specific events
 - CPR / AED training and certification
 - Protocols for handling disruptive individuals
- Follow-up actions:
 - Review previous quote for electronic locks
 - Reach out to Murfreesboro Police Department for options on facility security evaluation

Safety Committee Report – June 2022

Safety Meeting
June 14, 2022

Introduction

Prayer – Fr. Michael Whitnah

Safety Team

Facility

- Security Access Control Systems
 - Electronic locks
 - Ability to lockdown
 - Various access levels that can be scheduled or granted for a window of time
 - Indoor camera system to focus on movement inside the building
 - Ability to see the Narthex, Parish Hall, upstairs hallway, Bishop's room looking at the entrance to the chapel and vesting sacristy, added views to the outdoor columbarium, and parking lot.

Protocol

- Emergency protocols need to be determined, communicated and practiced.
 - What to do when
 - Weather event, Act of God, Fire, Active shooter, Bomb threat, Break in
 - Aware of any prior emergency planning?
 - CPR & AED Certifications - who all needs to be certified at the church
 - Nursery workers, ushers, and ?
- Communications
 - In general:
 - Sharing general concerns internally about visitors or security incidents
 - Who should receive these communications?
 - Should we also share concerns with our other downtown churches? Who is the point person for this communication?
 - In an emergency:
 - Emergency numbers and protocol hanging in each classroom.
 - How to alert our parishioners of an emergency
 - Text alert through Realm
 - BOLO (Be on the Lookout), Shelter In Place, etc.

Completed Projects (June Report):

- Parking lot re-stripe originally scheduled for week of June 13'th (week after VBS) was postponed due to extreme heat - will be rescheduled for later this month or early July
- Roof Repair:
 - Met via Zoom with potential roofing contractors on May 27 to take questions regarding our bid solicitation
 - Communicated with insurance adjustor regarding rescope of project based on input from vendors
 - In process of receiving and evaluating proposals
- Panel for fire alarm system sustained water damage during roof leak this past winter - ADT waiting on part before repair can occur
- Replaced light bulb on front porch of Wall Building

Current Projects (June Report):

- Lock not working on right door (looking out) from Nave to courtyard as per Sandy Gleaves comment on 5/11/22
 - Brad followed up and door appeared to be fine (All locks reviewed on 4/12/22 and appeared to be working at that time)
 - Will continue to monitor
- Door to Narthex no longer opening with the panic bar from the inside as per George Carlson
- Potentially faulty electrical outlet where projector broke during VBS
- Brad is waiting to hear from the Polesky family on how much they want to contribute to the basketball goal. We will then ask the parent group if anyone wants to pitch in. A couple families have already said they would donate some money towards the basketball goal. Tentative plan is to locate in parking lot next to St. Margaret's Hall
- Replace Nave lights with dimmable LED bulbs to provide flexible lighting to enhance special liturgies / services
- Address hanging door (chapel on to East Main)
- Replace broken lock on HVAC enclosure - will likely be addressed as part of Safety Committee recommendations
- Fix the peeling laminate in the Nave women's bathroom
- Evaluate stall accessories in women's bathrooms in Nave (toilet paper holders) for adequate clearance/convenience
- Assess pointing deterioration of brick on St. Margaret's around the sills – schedule grout maintenance or repointing as appropriate
- Working on quotes to repair cracking linoleum on stairwell south side of Parish Hall - 3 locations
- Schedule deep cleaning for parish hall kitchen
- Place sign on garbage area reminding people to place bags in the containers - Brad to investigate
- Placing paving stones around blessings box. Brad / David to solicit suggestions from Design Committee.

Jr Warden Report – June 2022

- Finalize funding for basketball goal - acquire & install
- Downspout disconnected from gutter East Main / Academy - will address during roof repair
- Finalize monthly campus maintenance guide. Received feedback and incorporating comments

Heather's Administration Report

June 21, 2022

Administration Report

- Nursery and Youth Room paint jobs are completed
- Awnings have all been installed
- Audit is almost done, only waiting on the auditor report.
- The fire alarm panel continues to go off each day approximately 10+ times. We are waiting on a backordered part. The system has been promised it still works; there is only one sensor that miscommunicates and makes the alarm sound. August 25 is the anticipated arrival date for the part.
- The Safety Committee has recently met to look at addressing safety concerns.
 - Working with Sgt Newberg to get a new safety assessment of our campus.
 - Collecting quotes on automated lock systems.
 - Arranging CPR, AED & First Aid certifications for nursery workers, staff, ushers, etc.
 - Reviewing emergency protocols and how to best communicate/review those with the congregation.

Thanks,
Heather