

Minutes of Meeting of Vestry of
St. Paul's Episcopal Church of Murfreesboro, Tennessee, Inc.
Date of Meeting: March 15, 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 (via zoom)
Clayton, Don	P
Dieringer, Sharon	A
Felciano, Dan	P
Hay, Kristi	P
Kellerman, Allison	P
Kyriakoudes, Louis	P
Loucky, David	P
Miller, Brad	P
Owen, David	P (Via zoom)
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 devotional by Kristi Hay.

2

3 **The Agenda was approved by acclimation.**

4 Motion to approve by Deanna, seconded by Kristi, carried unanimously.

5 **Review of Minutes:**

6 The minutes from February 15, 2022, were approved except that Dan Felciano spelling needs to
7 be changed and Laruen Gamble's name need to be spelled correctly. Motion to approve by
8 Kristi, seconded by Louis, carried unanimously.

9 The minutes from the vestry report were approved. Motion by Don, seconded by Brad Miller.

10

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

12 February is typically a month with negative cash flow. Our month was better than as budgeted.
13 We are positive YTD cashflow of \$68,000, compared to a budgeted amount of \$40,000. So, we
14 are better than as budgeted. Revenues are higher than expected and expenses are lower than
15 expected, so, we are in good shape so far this year.

16 Jeanne went over the cash balances and loan balances of the Church. We have about 176 days of
17 cash on hand.

18 Heather said that as of today, all money has been moved from FirstBank over to First Horizon.

19 David Loucky asked when will the lease with Junior's expire? Jeanne said the current term
20 expires in June 2025, but, there might be an option to renew it built into the Lease. Jeanne said it
21 still has a few years left on the lease and that Juniors has a right to extend it for another five
22 years after that.

23 Motion to approve Financial Report by Dan F, Seconded by Don Clayton. Motion carried
24 unanimously.

25

26 **Committee Reports:**

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

28 Martha was not present.

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

30 Nothing to add to written report.

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

32 Nothing to add to written report.

33

Arts, Design & Gifts Committee (Louis Kyriakoudes):

34 The Rood cross has been approved and the process is moving along. The artist has had
35 some health issues which are slowing him down but are not expected to have any significant
36 impact on our schedule.

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

38 Kristi spoke about the new position of Organ Scholar and presented a written list of the
39 responsibilities of that position and the qualifications of the ideal candidate. This would be a
40 paid position. This would be a paid internship, total cost not to exceed \$21,000. \$15,000 of that
41 has already been donated by a benefactor.

42 There was a Motion by Kristi to approve this position for one year, cost not to exceed
43 \$21,300, 15,000 from the benefactor and utilizing \$6,300 savings from no longer participating in
44 the CYMT program, seconded by Louis. Motion carried unanimously.

45 The Clerk recommended that the vestry should be cautious in the way the offer is
46 presented to the candidate such that the term of employment is phrased as a maximum length of
47 the employment opportunity, but that the candidate will be an “at will employee” of the church.
48 The Vestry and the Rector agreed with this recommendation/

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

50 Dan spoke about the various parishioners who are receiving pastoral care from the
51 committee and their needs.

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

53 David visited with the pilgrimage group last night and presented a handout on adult
54 discipleship. Kristine announced we have three adult baptisms coming out of the pilgrimage
55 group (to be Baptized on Easter).

56 **Children’s & Youth Discipleship Report (Sharon Dieringer):**

57 Michael stated that the youth did a recent retreat which was a huge success. Our students
58 are becoming increasingly involved in leading worship. Cam has started a Monday night
59 discipleship group which is attracting 8-10 kids every Monday night.

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

61 Abdul Ali was transferred out of death row to a lifetime sentence, so, he can be removed
62 from the death row prayer list and moved to “those in prison” prayer list.

63 **Parish Life (Allison Kellerman)**

64 Allison provided an update on the parish life activities. She has been keeping a busy
65 parish life calendar.

66 **Safety Committee (Brad Miller)**

67
68
69 **Wardens' Reports**

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

71 Brad stated that a roof leak appears to be fixed, we are just waiting on the next large
72 precipitation event to confirm that.

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

74 Don spoke about the capital campaign feasibility study calendar.
75

76 **Heather's Report**

77 The only change she had to make to the Parochial Report was to remove Thomas Becker
78 from the report because, as seminarian, his is *not* supposed to be listed on the Parochial Report.
79 Otherwise, the report has not been changed.

80 Dan asked if we should add a narrative to the Parochial Report explaining that we have
81 changed our method of reporting and measuring membership such that our numbers are not as
82 alarming as an initial review of the report might suggest. Heather said she had done a narrative
83 explaining this in prior years and would be glad to add such a narrative to this year's report.
84 After a discussion it was decided that Heather should add such a narrative.

85 Motion to approve the Parochial Report by Steve Sachs seconded by Louis. Motion
86 carried unanimously.

87 The Archives will be moved to the Wall Building which will free up space in the
88 Sewanee Room for the middle school. We are also going to start scanning in documents from
89 the archives.

90 **Clergy Report**

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

92 Ash Wednesday was a wonderful, Holy day, for all four services and he commended
93 Allison for the wonderful work on the Soup Suppers.

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

95 Kristin opened the meeting by recapping some of the needs and strengths of St. Paul's
96 and our mission and opportunities which had been identified at the recent vestry retreat.

97 Kristin said that the strategic planning group has been working diligently to be ready to
98 have things ready to roll this fall with the beginning of the new program year as well as long
99 term goals. They are also working on a staffing plan and a budget plan.

100 We have more than 200 worshipers every Sunday and are attracting new members. St.
101 Paul's has a strong core and is getting stronger.

102 **Executive Session:**

103 The vestry did not hold an executive session.

104
Respectfully submitted,

Theodore W. Goodman
Clerk of the Vestry

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

	One Month Ended February 28, 2022		Two Months Ended February 28, 2022					
	Actual	Budget	Actual	Budget	Prior Year	\$ Var CYTD	% Var CYTD	% Var PYTD
Expenses								
Clergy	\$ 22,439	\$ 23,806	\$ 44,262	\$ 47,612	\$ 37,963	\$ (3,349)	-7.0%	16.6%
Music	5,057	4,610	12,102	9,420	5,056	2,682	28.5%	139.4%
Church Programs	3,643	4,834	7,075	8,233	3,952	(1,158)	-14.1%	79.0%
Other Church Programs	342	1,848	1,224	3,074	1,558	(1,850)	-60.2%	-21.5%
Youth Ministry	2,049	3,541	4,355	6,901	2,430	(2,546)	-36.9%	79.2%
Operations/Maintenance	9,297	10,541	17,200	21,564	18,416	(4,363)	-20.2%	-6.6%
Administration	16,572	14,857	33,028	30,892	25,257	2,137	6.9%	30.8%
Outreach	8,582	10,415	17,044	20,579	16,561	(3,535)	-17.2%	2.9%
Debt Service	1,119	1,124	2,252	2,226	13,176	25	1.1%	-82.9%
Total Expenses	\$ 69,101	\$ 75,576	\$ 138,542	\$ 150,501	\$ 124,369	\$ (11,959)	-7.9%	11.4%
Revenues								
Pledges	\$ 60,251	\$ 47,995	\$ 205,145	\$ 188,044	\$ 176,349	\$ 17,101	9.1%	16.3%
Matching Gift	-	-	-	-	51,000	\$ -		
Unpledged Gifts	4,358	3,696	13,414	13,000	15,090	\$ 414	3.2%	-11.1%
Other Income	296	1,065	660	2,699	724	(2,039)	-75.5%	-8.8%
Total Revenues	\$ 64,905	\$ 52,756	\$ 219,219	\$ 203,743	\$ 243,163	\$ 15,476	7.6%	-9.8%
Total Revenues w/o CTMC	\$ 64,905	\$ 52,756	\$ 219,219	\$ 203,743	\$ 192,163	\$ 15,476	7.6%	14.1%
Net Income/(loss)	\$ (4,196)	\$ (22,820)	\$ 80,677	\$ 53,242	\$ 118,794	\$ 27,435	51.5%	-32.1%
Net Income/(loss) w/o CTMC	\$ (4,196)	\$ (22,820)	\$ 80,677	\$ 53,242	\$ 67,794	\$ 27,435	51.5%	19.0%
Principal Repayment	\$ 6,455	\$ 6,451	\$ 12,896	\$ 12,888	\$ 15,555	\$ 9		
Net Cash Flow	\$ (10,651)	\$ (29,270)	\$ 67,780	\$ 40,354	\$ 52,239	\$ 27,427		

Net Impact on Operating Income versus Budget YTD

Expenses YTD	\$ 11,959	expenses 7.9% lower than budget
Revenue without matching YTD	15,476	income w/out CTMC 7.6% higher than budget
Net Income/(Loss) YTD	\$ 27,435	net impact w/o CTMC 51.5 % higher than budget

March Vesting
Packet

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

	One Month Ended February 28, 2022		Two Months Ended February 28, 2022			
	Actual Month	Budget Month	Actual YTD	Budget YTD	\$ Var CYTD Vs Bud	% Var CYTD Vs Bud
Expenses						
Insurance	\$ 92	\$ 110	\$ 183	\$ 220	\$ (18)	-8.3%
Building Maintenance	-	-	\$ 852	\$ 852	\$ -	0.0%
Office Support Staff	670	670	1,340	1,341	\$ (0)	0.0%
Office Support Supplies	173	173	347	347	\$ 0	0.0%
Property Taxes	803	692	1,605	1,384	\$ 111	8.0%
Service Fees	-	-	-	-	\$ -	0.0%
Debt Service	3,641	3,662	7,292	7,335	(43)	-0.6%
Total Expenses	\$ 5,379	\$ 5,307	\$ 11,620	\$ 11,478	\$ 50	0.9%
Revenues						
Rent Income	\$ 8,044	\$ 8,074	\$ 16,211	\$ 16,148	\$ (30)	-0.4%
Total Revenues	\$ 8,044	\$ 8,074	\$ 16,211	\$ 16,148	\$ (30)	-0.4%
Net Income/(loss)	\$ 2,665	\$ 2,767	\$ 4,591	\$ 4,670	\$ (101)	-3.7%
Principal Repayment	\$ 3,825	\$ 3,792	\$ 7,639	\$ 7,595	\$ 32	
Net Cash Flow	\$ (1,159)	\$ (1,026)	\$ (3,048)	\$ (2,925)	\$ (134)	

Notes

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

Cash Flow - St. Paul's Episcopal Church

	Main Campus Two Months Ended February 28, 2022	323 Main Street Two Months Ended February 28, 2022
Income (less CTMC & PPP)	\$ 219,219	\$ 16,211
Less Operating Expenses	<u>138,542</u>	<u>11,620</u>
Net Operating Income w/o CTMC Funds	\$ 80,677	4,591
Less Debt Principal Reduction from operating funds	12,896	7,639
Net After Principal Reductions	<u>\$ 67,780</u>	<u>\$ (3,048)</u>
Main Campus loan balance (2/28/2022)	\$ 537,057	
323 E Main Loan Balance (2/28/2022)	1,265,832	
	<u>\$ 1,802,889</u>	
Cash Balance First Horizon (2/28/2022)	\$ 277,978	
Cash Balance FirstBank (2/28/2022)	568,478	
Total Cash Balance	<u>\$ 846,456</u>	
Restricted/Designated funds	<u>\$ 335,915</u>	
323 East Main Street	\$ 102,267	
Memorials	55,820	
Campus Improvements	50,670	
Organ Fund	30,646	
Outside Columbarium	\$ 16,977	
Columbarium	23,396	
Bldg Fund	12,062	
Youth FundRaisers	11,002	
Flower Guild	7,855	
Outreach	25	
Days Cash on hand	176	

THE 2021 SPECIAL REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS

ACCORDING TO CANONS I.6, I.7, AND I.17

(OTHERWISE KNOWN AS THE PAROCHIAL REPORT)



Name of Congregation St. Paul's Episcopal Church		Diocese Diocese of Tennessee	
Street Address 1 116 N. Academy St.		City Murfreesboro	State TN
Street Address 2	Zip + 4 37130	County Rutherford	Country United States of America
Mailing Address 1 same as above		Mailing City	State
Mailing Address 2	Zip + 4	County	Country
Email Address office@stpaulsmurfreesboro.org	Congregation's Web Address stpaulsmurfreesboro.org		Phone # 615-893-3780
Federal Tax ID # 62-0799870			

Report Preparation

Membership, Attendance, & Services - Pages Prepared by: Heather Studenberg	Email Address: office@stpaulsmurfreesboro.org	Daytime Phone: 615-893-3780
Stewardship & Financial - Pages Prepared by: Jeanne Potter	Email Address: tennpotters@gmail.com	Daytime Phone: 615-663-8045

Certification by the Clerk of the Vestry

Certified by (Print or type name) Ted Goodman	Email Address: clerk@stpaulsmurfreesboro.org	Daytime Phone: 615-604-2400
Signature		Date

Certification by the Treasurer/Financial Vestry Officer

Certified by (Print or type name) Martha Tolbert	Email Address: tolbertmartha@yahoo.com	Daytime Phone: 615-893-9140
Signature		Date

Certification by the Rector/Vicar/Priest-in-Charge

Certified by (Print or type name) Rev. Dr. Kristine Blaess	Email Address: kristine.blaess@stpaulsmurfreesboro.org	Daytime phone 615-893-3780
Signature		Date

Warden/Vestry Approval

Warden (Print or type name) Don Clayton	Email Address: donclayton0827@gmail.com	Daytime Phone: 615-397-3068
Indicate the date that your 2021 Parochial Report was approved by the vestry or Bishop's Committee (Canon I.6.1)		Date

Parochial Report Completion

How many people participated in completing this parochial report?	12
Please identify the roles of those who participated in completing this parochial report (Not including vestry members who only voted to approve it):	Rector, Associate Rector, Treasurer, Parish Administrator, Youth Ministry Coordinator
Examples: Rector/Vicar, Wardens, Vestry Member, Treasurer, Staff Member, Volunteer Asst. to the Rector on Liturgy, Vestry Liaison for Discipleship, grief ministries coordinator, outreach committee chair, Children's Ministry Coordinator, medical committee rep, Admin Asst	

Reports are due to your diocese by March 1, 2022 and to the General Convention Office by May 1, 2022

To file online visit: <https://reports.dfms.org/>

Membership, Attendance and Services of the Reporting Congregation**Using Last Year's Report:**

Active Baptized Members of the
Reported Congregation
Reported Last Year

Using the 2020 Parochial report, record the **Number of Baptized Members**

Reported as of **December 31, 2020**. (See your 2020 Parochial Report, Box M20)

Members Reported Last Year = M20

Using the Register of Church Membership and Rites:

During the Report Year

Increases in Membership

1. Increases during year: All members added to the baptized members section of the congregation's Membership Register during 2021 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.

Total Increases = 1.

Decreases in Membership

2. Decreases during year: All active baptized members lost by death, transferred to another congregation, removed to inactive status in the Register of Church Membership and Rites, removed for other reasons, or not removed from last year's membership count.

Total Decreases = 2.

Active Baptized Members of
the Reporting Congregation
at Year-End

M20. Add the increases entered in box 1 to Box M19. Then subtract the decreases entered in box 2 for the total active membership as of December 31, 2021

Total Active Baptized Members (end of report year) = M21

Communicants in Good
Standing of the Reporting
Congregation

Communications in good standing: Baptized members of the reporting congregation who "have received Holy Communion at least three times during the preceding year" and are faithful "in corporate worship, unless for good cause prevented," and "in working, praying, and giving for the spread of the Kingdom of God."

Youth Communicants
In Good Standing

3. Adult communicants in good standing (age 16 and over) = 3.

4. Youth communicants in good standing (under age 16) = 4.

5. Total Communicants in Good Standing (sum of 3 and 4) = 5.

Others Active

6. Others who are active who baptisms are **not** recorded in the Membership Register, or in another Episcopal congregation.

Others = 6.

Using the Service Register: [count in-person worship attendance ONLY. Do not include online participation numbers.]

Average Sunday Attendance
for 2021

7. Sunday (& Saturday Evening) Attendance Divide total attendance by the total number of Sundays when services were held.

Total Attendance:

Total # of Sundays:

Average Sunday Attendance= 7.

Easter and Christmas

Weekday Attendance in Congregations without Sunday Attendance

8. Average In-person Principal Worship Service Attendance on a Weekday (for congregations without Sunday or Saturday evening services) = 8.

9a. Total In person Easter Sunday Attendance (including Easter Vigil): 9a

9b. Total In person Christmas Eve and Christmas Day Attendance: 9b

Sacraments & Services:

Number of Holy Eucharists
Celebrated During 2021

Provide information for in-person and online services *separately*.
Click [here](#) for clarity.

**In-person
Services**

**Online
Services**

10. Total Sunday & Saturday Evening Eucharists

(10)

11. Total Weekday Eucharists

(11)

12. Total Private Eucharists

(12)

Daily Offices and Other

13. Daily Offices on Sunday or Saturday Evening

(13)

Services Held During 2021

14. Daily Offices Held on Weekdays

(14)

15. Marriages Conducted in 2021

(15)

16. Burials Conducted in 2021

(16)

Using the Register of Church Membership and Rites:

Baptisms in 2021

17. Baptisms 16 years and older

(17)

18. Baptisms under 16 years of age

(18)

Confirmation in 2021

19. Confirmations 16 years and older

(19)

20. Confirmations under 16 years of age

(20)

Received in 2021

21. Received by a Bishop

(21)

Congregation

City

Diocese

Education

23. Regular Sunday or weekday adult education programs held?

☒ Yes ☐ No24a. Number of adults engaged in religious education or spiritual formation 9624b. Number of children and youth engaged in religious education or spiritual formation 64

24c. What was the impact, if any, of the pandemic on participation of children, youth, and adults in religious education or spiritual formation?

☒ significantly less☐ Less☐ about the same☐ slightly more☐ significantly more

24d. How were religious education or spiritual formation programs held?

☐ In-person☐ Online☒ Both

Clear Checkmarks

Languages in which Worship is conducted:

Circle all that apply

25. English | Spanish | French | Haitian Creole | Mandarin | Tagalog | Hmong | American Sign Language

26. Other (please list) English**2021 worship during the Pandemic:**

1. In what ways has your community worshipped this year? (Check all that apply)



In-Person Indoors



In-Person Outdoors



Online



Hybrid

2. Do you track online participants/viewers



Yes



No

2a. If you answered yes, how do you count online participation/viewers?

(examples: Number of devices, unique views, a formula to calculate number of viewers per device)

Views x 1.6 = Viewership

2b. Optional: If you have online numbers for worship what is your average weekly online worship participation? 1253. What COVID safety measures, if any, were used for attending in-person worship?
(masks, vaccination requirement, etc.)Initially temperatures checked prior to entry of church, hand sanitizer available at all doors and in every pew. Masks available for all and social distancingencouraged. Vaccinations were encouraged and if someone fell ill, they were encouraged to remain at home. As long as weather allowed, one service was held outside.

4. What were the source of COVID safety measures taken? Check all that apply



Diocese/Bishop



Church Committee



CDC



State



County

Other NIH & WHO Studies

Clear Checkmarks

Racial Justice and Reconciliation:

5. We invite you to tell stories of how you have spent the last year naming, addressing, and dismantling the injustices of racism in yourselves, congregations, and your communities.

In the last year, St. Paul's Anti-Racism Task Force has continued to meet regularly. The 15-20 of us have read and discussed books by Ijeoma Oluo, James Cone, Soong Chan Rah, and Martin Luther King, Jr. Members have engaged in a multiplicity of direct advocacy work and opportunities within the greater community, including cultivating relationships with other community organizations and leaders, including the African American Historical Society of Rutherford County and the Equal Justice Initiative. Our goal, with our anti-racism work as with all our formation, is discipleship: forming our members into the likeness of Christ and mobilizing them into their specific Christian vocation. Members of our task-force are at different places in their own journeys of racial awareness and advocacy, but all are seeking to serve Christ and love our neighbor.

Stewardship and Financial Information of the Reporting Congregation**Giving Information for 2021:**

Please indicate the reporting currency: <u>US Dollar</u>				US DOLLAR	OTHER CURRENCY
Number of Pledges	1.	Number of confirmed pledges for 2021 report year	(1)	182	
	2.	Total dollar amount pledged for 2021 report year	(2)	\$814,581.01	

Report of Revenues and Expenses for 2021:

Operating Revenues	3.	Plate offerings, pledge payments & regular support	(3)	933,794.88	
	4.	Money from investments used for operations in 2021	(4)	61,428.51	
	5.	Other operating income • Include your Paycheck Protection Program (PPP) loan in line 5 only if it has been converted to a grant. • Enter the amount of your PPP loan on the next page (line 23) whether or not it was converted.	(5)	115,032.54	
	6.	Unrestricted bequests used for operations	(6)	\$0.00	
	Subtotal Normal Operating Income (3+4+5+6) = A			\$1,110,255.93	
	7.	Assistance from diocese for operating budget	(7)	\$0.00	
Total Operating Revenues (A + 7) = B				\$1,110,255.93	
Non-Operating Revenues	8.	Capital funds, gifts & additions	(8)	297,200.25	
	9.	Additions to endowment & other investment funds	(9)	\$0.00	
	10.	Contributions & grants for congregation-based outreach & mission programs	(10)	87,445.08	
	11.	Funds for transmittal to other organizations	(11)	3,361.00	
	Subtotal Non-Operating Revenues (8+9+10+11) = C			\$388,006.33	
Total All Revenues (B+C) = D				\$1,498,262.26	
Operating Expenses	12.	To diocese for assessment, appointment, or fair share	(12)	\$99,366.96	
	13.	Outreach from operating budget	(13)	6,214.56	
	14.	All other operating expenses	(14)	774,291.81	
	Subtotal Operating Expenses (12+13+14) = E			\$879,873.33	
Non-Operating Expenses	15.	Major improvements & capital expenditures	(15)	1,427,669.53	
	16.	Expenses for congregation's outreach & mission	(16)	82,337.87	
	17.	Funds contributed to Episcopal seminaries	(17)	0	
	18.	Funds sent to other organizations	(18)	3,361.00	
	Subtotal Non-Operating Expenses (15+16+17+18) = F			\$1,513,368.40	
Total All Expenses (E+F) = G				\$2,393,241.73	
At Year-End:	19.	Total cash in all checking & savings accounts	(19)	\$793,489.65	
As of December 31, 2021	20.	Total investments at market value (not including cash reported in line 19)	(20)	\$1,759,270.83	

Continuing Stewardship and Financial Information of the Reporting Congregation

Clear Checkmarks

Information for 2021:

21. If your congregation received a Paycheck Protection Program loan in 2020, was the loan forgiven in 2021? ☒ Yes ☐ No

If yes, how much was forgiven? \$ 80984

22. Did your congregation qualify and apply for a second round Paycheck Protection Program (CARES Act) loan for 2021? ☐ Yes ☒ No

23. Did your congregation receive a Paycheck Protection Program loan for 2021? ☐ Yes ☒ No

If yes, how much did your congregation receive? \$ n/a

24. Has the 2021 loan been forgiven?
☐ Yes ☐ No ☐ In Process ☒ Have not applied yet

If yes, how much was forgiven? \$ n/a

25. Please provide an estimate of additional expenses your congregation incurred in 2021 due to the pandemic (equipment for broadcasting services, Zoom and other subscriptions, personal protective equipment, sanitizing supplies, additional liturgical expenses, etc.).

\$ 5033.21

26. If you have an endowment or reserve funds, how did usage of those funds in 2021 change compared to 2020?

☒ increased ☐ decreased ☐ same

27. If you take an endowment draw what was the percentage draw for 2021? 1.7%

28. How significant was the actual negative impact of the pandemic on your congregation's finances for 2021, compared to the answer you provided last year (item 27, page 5)?

☐ Very significant ☐ somewhat significant ☒ neutral ☐ somewhat insignificant ☐ very insignificant

Comments:

We feel blessed to that the financial health of our parish has remained strong, though pledges were down from the year.

29. How significant is the negative impact of the pandemic on your congregation's finances for 2022?

☐ Very significant ☐ somewhat significant ☒ neutral ☐ somewhat insignificant ☐ very insignificant

Comments:

Our pledges remained the same, therefore growth of staff and programs are on hold.

30. Does the congregation have any outstanding debt? ☒ Yes ☐ No

If yes, how much? \$ 1,813,143.88

What is the debt for?

debt is for main church campus and purchases of adjacent property 323 East Main Street

Narrative Questions

Clergy, Vestry and Staff are encouraged to participate in answering these questions.

1. Looking toward the future, what changes do you hope to see in your faith community? What does your community need in order to bring about these changes?

As St. Paul's looks to the future, it's more a question of moving from strength to strength than a drastic change or reset. Our mission is to form people into the Body of Christ, so we hope that we will continue to be a thriving community of people who are transformed by the Holy Spirit through sacramental worship, life-long formation, heartfelt hospitality, and holistic stewardship. In order to live into this vision more fully, we will need mission driven staff expansion and continued excellence in administration, which will require cultivating additional generosity within our parish. We will need to both streamline and expand our hospitality towards each other and our neighbors.

Priest(s) Serving this Congregation

Last name of Rector, Vicar, Dean, Priest-in-Charge or interim Blaess	First Name Kristine	Middle Name
Title of position Rector	Year ordained (priest) 2002	Diocese of canonical residence Tennessee
Employment status at this congregation: <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation: 2019	Church pension status: <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active
Name of other congregation(s) currently served by this priest n/a		

Last name of associate priest, assistant priest or curate Whitnah	First Name Michael	Middle Name
Title of position Associate Rector	Year ordained (priest) 2018	Diocese of canonical residence Tennessee
Employment status at this congregation: <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation: 2020	Church pension status: <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate priest, assistant priest or curate	First Name	Middle Name
Title of position	Year ordained (priest)	Diocese of canonical residence
Employment status at this congregation: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation:	Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate priest, assistant priest or curate	First Name	Middle Name
Title of position	Year ordained (priest)	Diocese of canonical residence
Employment status at this congregation: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation:	Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

If you have more than 4 priests who serve this congregation on a regular basis, complete this form online (where additional blanks will be generated) or attach a page to this paper form.

If you have no resident priest at present, who leads Sunday worship services? (Check all that apply)

- ☐ Supply ☐ Priest(s) ☐ Deacon ☐ Lay worship leader Other: _____ (e.g. lay vicar)
☐ A long-term supply priest _____ (Give full name of long-term supply)

Deacon(s) Serving this Congregation

Last name of Deacon #1	First Name	Middle Name
<input type="checkbox"/> Deacon (vocational) <input type="checkbox"/> Transitional Deacon	Year ordained (priest)	

Last name of Deacon #2	First Name	Middle Name
<input type="checkbox"/> Deacon (vocational) <input type="checkbox"/> Transitional Deacon	Year ordained (priest)	

Name(s) of other congregation(s) currently served by these priests (if any)

--

Explanation of Unique or Unusual Clergy Situation

--

Outreach Ministries and Volunteer Activity of this Congregation

Using the check boxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during 2021. If yes, indicate how many volunteers involved.

For 2021, please estimate in the space provided approximately how many people were new volunteers this year.

Please also estimate in the space provided approximately how many people were helped or served each month by the ministry.

And, for 2021, using the checkboxes below, please indicate whether this is a new ministry for your congregation this year.

	No	Yes	Yes	Yes	Yes
		Is this a new ministry in 2021?	Estimated number of volunteers involved	Estimated number of new volunteers	Estimated number of people served
			(Provide a total figure only. No symbols or text.)		
1. Food pantry, soup kitchen or meal projects	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	86	30	614
2. Sustainable food garden/cooperative (such as "Farm to Tray")	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
3. Cash, vouchers or help with rent/utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	3	107
4. Day care, pre-school, before or after-school programs	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
5. Tutoring or literacy programs	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
6. Health programs (parish nurse, clinics, health education, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	6	40
7. Community organizing, organized social issue advocacy	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
8. Job placement, job training, employment counseling	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
9. Building projects (such as Habitat for Humanity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0	24
10. Support groups (bereavement, divorce, job loss, 12-step, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	5	10
11. Programs for the elderly and homebound persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	6	92
12. Clothes closet, thrift store	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
13. Homeless or no-freeze shelter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0	98
14. Relief organizations, Overseas sponsorships or partnerships, Companion parish/Diocese relationship	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
15. Refugee resettlement	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
16. Ecumenical or Interfaith Partnerships	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
17. Other, not listed. Angel Tree, Death Row Ministry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	1	67

St. Paul's

EPISCOPAL CHURCH

Vestry Agenda
March 15, 2022
Parish Hall Classrooms

6:00 p.m. Opening Prayer/Study

6:15 p.m. Approve Agenda
Approve February Meeting Minutes
○ Review/motion/vote

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

6:30 p.m. Parochial Report – Heather Studenberg

6:35 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 Kyriakouides)
- Worship and Music
 - Worship (Kristi Hay)
 - Organ Scholar internship
- 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)
 - Feasibility Study calendar

- Staff (Heather Studenberg, David Rowe)
- Clergy
 - Michael+
 - Kristine+
- Executive Session

7:25 p.m. Compline

7:30 p.m. Adjourn

Next Meeting: April 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

Reports

Financial Report – attached separately in vestry email

Liaison Reports

Administration and Finance – Martha Tolbert

Martha continues to help with bookkeeping in the office

Stewardship – Nick Burgess

Nothing to report

Communications -- DeAnna Bartsch

- **ONGOING COMMUNICATION**
 - Friday eNewsletter
 - Sunday service reminders
 - Bulletins for each service

- **COMMUNICATION DEADLINES**
 - Social media – please email requests to Amanda O’Conner at amandalee444@gmail.com
 - Weekly eNewsletter - information due on **MONDAY BY 9AM**. Email requests/information to frontoffice@stpaulsmurfreesboro.org

- **EPISTLE**
 - Winter edition mailed to Parish.
 - Spring Edition theme = Strategic Plan. ***Heads up for all Vestry members – you will be asked to contribute a short write-up outlining your role/responsibility on Vestry this year with a few answers to some get-to-know questions. More information to come...***

- **UPCOMING**
 - Information boards & bookcases have been order for the Parish Life Information Center. Sign company will be scheduled for multiple sign projects around the Parish (information center, senior area, front hanging sign, directional A frame, Little Pantry)
 - Photographer scheduled for Palm Sunday to continue to update Parish photos for communications/website
 - Signs for graduating Seniors
 - Updated welcome cards, giving envelopes, & prayer request card are in review

- **COMPLETED**

- Lenten Calendar of Events
- Bulletins are now produced by front office
- Live stream links are now found directly on Parish website home page

Design Committee and Gifts Committee-- Louis M. Kyriakouides

Design committee report

1. Design Committee

- Great Rood:** Design committee has authorized David d'Ambly, the Great Rood artist, to initiate the process of developing a formal design. The first payment of \$400 will go out very soon.
- Replacement of Awnings:** The committee is replacing damaged awning on St. Margaret's staircase. The committee is also looking at the possibility of replacing all of the existing awnings, not just the stairway awning to the youth room, and adding an additional awning on the courtyard side of the Wall building.
- Columbarium Garden:** In consultation with Alex Hollis and Sudi Luboniecki, the committee undertook hardscape improvements to facilitate water drainage in the space and corrected the improperly installed gutter. A stamped overlay cobblestone has been installed, as well as beautiful limestone benches. Cast-iron decorative fencing is currently under production. The committee is in the process of making the final designs

2. Gifts Committee

- The committee supports the payment to Davis d'Ambly for the Great Rood design expenditure. Once we get solid estimate for the Great Rood fabrication, the gifts committee will make a recommendation to the vestry for the funding.

Youth and Children's Ministry – Sharon Dieringer

There is no new information for Children and Youth Ministries at this time.

Worship Report – Kristi Hay

Completed Items:

- None at the time

Pending/Upcoming Items:

- **Organ Scholar**
 - A document of organ scholar responsibilities has been written and is in the process of being reviewed and finalized.
 - Responsibilities at St. Paul's may include the prelude, postlude, service hymns, facilitation and oversight of children's choirs, playing the organ allowing the Music Director to fully conduct, assisting with funerals and weddings, among others.
 - An organ scholar is a Master's Degree individual employed as a part-time assistant organist. The organ scholar typically provides assistance with playing, directing and administrative responsibilities. The position offers opportunities to a talented organist who wishes to develop his/her skills significantly during the academic period.
 - The current part-time Music Director position requires full-time hours and commitment. Support and assistance are needed to maintain and build upon our exceptional program.
 - An organ scholar will afford St. Paul's the opportunity to continue to develop and enhance our reputable music program while offering our Music Director freedom and support to expand on current responsibilities.
 - An endowment has been gifted to the parish for an organ scholar.
 - Jeanne Potter to contribute more information on this soon.
 - The organ scholar may have opportunity to teach up to 9 credit hours at MTSU, supplementing income.

Parish Life Report – Allison Kellermann

Completed Events:

-Mardis Gras Party

February 26th, 2022

-Shrove Pancake Supper

March 1st, 2022

Pending/Upcoming events:

Lenten Soup Suppers

- to be held March 9th, 16th, 23rd, 30th, and April 6th
- Youth is sponsoring March 9th and 16th
- Pilgrimage is sponsoring March 23rd
- Still looking for a sponsoring group for March 30th
- Meat and Potatoes is sponsoring April 6th

Good Friday Service

- to be publicized to community
- is there a lunch/ reception?

Easter Sunday

- is there a reception?

Future Events to Consider

- none at this time

Outreach – Steve Sachs

The January meeting highlights,

Death row ministry is back,

Journey home reports several homes are occupied with grants.

Little free pantry well received

Last food drive 3000 items and \$3000

Salvation Army Bell ringing. All shifts filled, but will request shorter shifts next year.

Habitat for Humanity has the same problems as every else, ie, shortage of materials and cost. We are exploring the possibility of working with another church

Connect is doing great

Journey home lunch crew served 65-100 folks

Coldest nights received \$3000 from St. Paul's. Doing great work and running well.

Next meeting, Wednesday 15th at 5 pm

Jr. Warden – David Owen and Brad Miller

Completed Items:

- Scheduled lawn maintenance. Expect price increase this year.
- Brad responded to leak above parish hall. After multiple contractors, found that a roof drain was leaking. Rackley Roofing will be on site Monday morning March 18 to troubleshoot the roof venting system which is the apparent source of the leak. We will replace the ceiling tiles after the leak is repaired.
- Responded to door lock issue on nursery entrance.
- Brad responded to Wise room door not working correctly.
- Brad and Deanna talked with the Poleskys regarding the basketball goal. The group will determine what type of goal the church would like and talk with about how to proceed.
- Kristine & Don Clayton discussed with Brad adding a small wall-mounted shelf at the East Main entrance to the chapel to hold Bibles for AA participants that are being donated by a church member – we agreed to proceed.

Current Projects

- Finalize monthly campus maintenance guide. Received feedback and incorporating comments.
- Working to get awning repaired over St. Margaret's hall stairs. Insurance will cover the replacement after our \$1,000 deductible. Quote has been received for the awning repair \$2,288.15.
- Maintenance projects:
 - Fix the peeling laminate in the Nave women's bathroom.
 - Repair door on HVAC area outside of the chapel.
 - Evaluating women's bathroom stall accessories (toilet paper holders) for adequate clearance/convenience.
 - Working on squirrel issue in parish hall.
 - Placing paving stones around blessings box.
 - Asses pointing deterioration of brick on St. Margaret's around the sills – schedule grout maintenance or repointing as appropriate.
 - Intermittent ceiling light in Gene Wise conference room
- Scheduling deep cleaning for parish hall kitchen.
- Place sign on garbage area reminding people to place bags in the containers.
- Working on quotes for painting curbs and lines in parking lot.
- Working on quotes for cracks in parish hall stairs next to kitchen.

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

Date of Meeting: February 15, 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	P
Kellerman, Allison	P
Kyriakoudes, Louis	P
Loucky, David	P (via zoom)
Miller, Brad	P
Owen, David	P (Via zoom)
Sachs, Steve	P
Tolbert, Martha	P

Clergy Present:

Dr. Blaess

Rev. Whitnah

Thomas Becker

Staff Present:

Heather Studenberg

Others Present:

Jeanne Potter

Ted Goodman (clerk)

David Rowe

The Meeting was opened with a devotional by Kristi Hay

The Agenda was approved by acclimation. Motion to approve by Kristi, seconded by Steve Sachs. Unanimous.

Review of Minutes:

The minutes were approved. Motion to approve by Brad Miller, seconded by Deanna Bartch, unanimous.

Financial Report (Jeanne Potter):

We received a lot of people paying their pledges for the year in January, so, do not expect the monthly revenue to be consistent. We are 1.3% OVER budget for revenue for the year. For expenses YTD, we are a little bit lower than budget.

We had a positive bottom line of \$81,000 for the month of January

323 Main Street Property: expenses are lining up closely with budget, but we had to do some roof repair last year that was done this year, a slight loss, which is what we anticipated.

Our total loan balances are now \$1,800,000

 Main campus a little over \$500,000

 A little less than \$1,300,000 on 323 East Main Street

David Owen asked if we should remove the “Coming Together Fund” and the PPP fund from the financial reports. A discussion ensued. It was determined to keep both categories for the time being in order to have informed annual comparisons.

Dan Feliciano asked why we have two checking accounts b/c we are transitioning bank accounts and had to wait for outstanding checks to clear the bank.

Motion to Approve by Dan Feliciano, seconded by Martha Tolbert. Carried Unanimously.

Kristine introduced Laruen Gambill who has been heading up our arts / design committee to install a hanging cross in the Nave. Lauren presented a power point presentation about the plans with an artist’s rendering of how the cross would look hanging in the church. Kathy Jones and Anne Davis were on the committee helping to design the hanging cross. Lauren gave a thorough and erudite report regarding her comprehensive research to help design the cross.

The quoted price was \$34,800 to \$42,000, not including shipping or installation. The cabinet maker who would do the carving estimates at least a year to produce the Rood Cross.

Kristine said at this meeting or the next meeting the Vestry will be asked to approve the project. The gifts committee has confirmed there is sufficient money to fund this, but, it wanted to wait

on approval from the Vestry. Kristine asked if the vestry wanted to consider it at this meeting or to wait until the next meeting. Kristine said the undesignated memorial gifts from 2019 to 2021 were just over \$36,000 total plus a \$25,000 cash gift given last year. So, total was just over \$58,500 after the gifts committee put \$2,500 into the quasi endowment.

After some discussion, the Vestry decided to wait until the next vestry meeting at the Vestry retreat to make a decision.

Committee Reports:

Finance and Administration Report (Martha Tolbert):

Nothing to add

Stewardship Report (Nick Burgess):

Nothing to add

Communications Report (DeAnna Bartsch):

Nothing to add

Motion by Deanna to let the Polesky family donate a basketball goal and install it on the property. Seconded by Krisi Hay. Motion carried unanimously. The clerk suggested that the Church should notify the Church's insurance carrier of the presence of the basketball goal. David Owen suggested the church should just purchase a Basketball goal to prevent the basketball goal from becoming a potential cause of hard feelings if the owners of the basketball goal ever could not use it when they wanted to due to church events. It would be better for church to own it. Deanna suggested then suggested we ask the Polesys to just install a permanent one. It was decided that Deanna and David would go to the Poleskys and get back to the Vestry next month.

Worship Report (Joyce Adkins):

Arts, Design & Gifts Committee (Louis)

Nothing to add

Worship and Music Report (Kristi Hay):

Nothing to add

Pastoral Care Report (Dan Felciano):

Nothing to add

Adult Discipleship Report (David Loucky):

Nothing to add

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

Nothing to add

Outreach Report (Steve Sachs):

Nothing to add

Parish Life (Allison Kellerman)

Nothing to add

Safety Committee (Brad Miller)

Nothing to report.

Wardens' Reports

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

Nothing to add

Sr. Warden's Report (Don Clayton)

Don said the next step in our strategic plan is to get a workgroup together and develop a plan moving forward. Don said anyone who wants to be involved in the process can let Don know. Dan F. volunteered. Don said the invitation to get involved in the process remains open.

Heather's Report

Heather distributed the parochial reports. Heather said our Membership is not down as much as the report suggests. There are about 211 people who we know come to this church and are active, but, we do not have enough information about those people as members. 35 of the people have passed away, or moved away, or transferred to another church. Also, for the last two years, we have been changing our reporting methods which has caused our numbers to appear not as favorable as they are.

Clergy Report:

Associate Rector's (Rev. Whitnah):

Lent is coming so prepare yourself for this time. We will have four Ash Wednesday services and a busy Holy Week.

Rector's Report (Dr. Blaess):

Kristine is very excited about the coming year. The Church has a wonderful and growing momentum.

Executive Session:

The vestry did not hold an executive session.

Respectfully submitted,

Theodore W. Goodman
Clerk of the Vestry

Vestry Minutes for St. Paul's 2022 Vestry Retreat

The Vestry Meeting of St. Paul's Episcopal Church was called to order by Dr. Blaess on February 26, 2022, at 10:45 a.m after determining that the number of participants (12) constituted a quorum.

Attending:

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

I. Election of the Officers

- a. Junior Wardens – David Owen and Brad Miller
- b. Treasurer – Jeanne Potter
- c. Clerk – Ted Goodman

Steve Sachs moved to elect Junior Wardens, Treasurer, and Clerk as listed above. David Loucky seconded the motion. The vote was unanimous and the motion carried.

II. Horizons Proposal – Martha Tolbert moved that we accept the offer to approve the Horizons Stewardship Proposal of a pre-campaign feasibility study; Louis Kyriakoudes seconded the motion. 7 voted in favor, 5 were opposed. Motion carried.

III. Great Rood Cross Proposal – Louis Kyriakoudes moved that the Vestry approve the Great Rood Cross Proposal to move to the next step of the process in commissioning the artist to proceed with a final design; Kristi Hay seconded motion. 11 voted in favor, 1 was opposed. Motion carried.

IV. Key Takeaways from Retreat

- A. People getting back in habit of attending – how do we do that? Upcoming chances to test the waters: Lenten Soup Suppers, Mardi Gras party, Shrove Tuesday Pancake Supper
- B. Grace – for ourselves + extend a genuine welcome to newcomers
- C. Vestry service
 - How do we recruit? Elect?
 - Leadership Pipeline – Are we developing one? Start recruiting earlier
 - Consider recruiting what gifts and talents are needed for next year – approach individuals with a specific call and ask.
 - Relational - How do we preserve this?
 - St. Paul's is on the cusp of moving from a Transitional Parish and to Program Parish

V. Closing Prayer – Dr. Blaess concluded the meeting with the closing prayer.

Respectfully submitted,

A large, stylized handwritten signature in black ink that reads "DeAnna Bartsch". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

DeAnna Bartsch, Recording Secretary