

**Minutes of Meeting of Vestry of
St. Paul's Episcopal Church of Murfreesboro, Tennessee, Inc.
Date of Meeting: July 22, 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	A
Clayton, Don	P
Dieringer, Sharon	A
Felciano, Dan	P
Hay, Kristi	P
Kellerman, Allison	P (via Zoom)
Kyriakoudes, Louis	P
Loucky, David	A
Miller, Brad	A
Owen, David	P (Via zoom)
Sachs, Steve	P
Tolbert, Martha	P

Clergy Present:

Dr. Blaess

Staff Present:

Heather Studenberg

Others Present:

Ted Goodman (clerk)

-
- 1 **The Meeting was opened with a devotional by Kristi Hay**
- 2 _____
-
- 3 **The Agenda was approved by unanimous consent.**
- 4 **Review of Minutes:**

5 The minutes were approved. Motion to approve by Steve Sachs, seconded by Louis
6 Kyriakoudes. Motion carried unanimously.

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

9 We are underbudget in expenses by about \$10,000 and overbudget in revenues for this year. We
10 have positive cashflow for the year. We are in a better position than we were in last month.
11 Unpledged gifts continue to be higher than anticipated.

12 323 East Main continues to be on budget.

13 We have 190 days cash on hand. Our loan balance for the refi will be less than \$500,000 after the
14 next payment.

15 Our endowment funds are a little down due to market fluctuations.

16 Motion to approve by Don Clayton, Seconded by Dan Feliciano. Motion carried unanimously.

19 **Committee Reports:**

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

21 Martha has been on vacation and does not have anything to report at this time.

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

23 Nick was not present for the report.

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

25 Nothing to add to written report.

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

27 Preliminary drawings of the great Rood have arrived. The committee is going to meet via
28 Zoom with the artist to discuss those in greater detail. The columbarium improvements
29 are going along nicely. The Muslim Youth has sent a proposal to erect a memorial plaque
30 in memory of Ron Messier. The Art & Design as well as the Gifts committees will meet
31 to discuss whether we want to establish a precedent of installing memorial plaques and, if
32 so, a location for that.

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

34 Nothing to add to written report, other than, they are working on getting new equipment
35 for the Parish Hall projector. There is \$1,200 in the adult education fund that does not have
36 a designated use for this year, and there have been several memorial gifts.

Kristi moved to approve a budget not to exceed \$4,500 for the projector equipment. Seconded by Louis. Louis asked if the bulb had been replaced and Heather said it has been replaced. The current projector predates the construction of the current parish hall. The Motion carried unanimously.

Pastoral Care Report (Dan Felciano):

Dan recognized Jerry Reddit for her exemplary work which Dan praised as “irreplaceable.”

Outreach Report (Steve Sachs):

Nothing to add to written report.

Parish Life (Allison Kellerman)

Nothing to add to written report.

Motion to receive ministry reports by Kristi Hay, Seconded by Louis. Motion carried unanimously.

Wardens' Reports

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

David Owen said the big things happening are the roof repair. Quotes are coming in. They have also asked for metal roof quotes and will be presenting those quotes to the Vestry. To do a shingle roof replacement would not be much cost due to the insurance payment. A metal roof would be a larger expense. They are also working on bathroom repairs.

The vestry discussed the benefits of a metal roof in that it would last much longer, but, Jeanne cautioned the vestry that we have some HVAC units approaching their usable life. So, the vestry should be aware that we may have some upcoming expenses in the next few years for HVAC.

Sr. Warden's Report (Don Clayton)

Don has written a letter to the Parish about the results of the capital campaign feasibility study.

Heather's Report

New nursery floors will be installed first week of August, the blinds will be replaced the second week of August, hopefully before the next Parents' Night Out.

68 **Clergy Report:**

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

70 Dr. Blaess invited the Church to think about groups are formed, especially how Christian
71 groups are formed, including a cycle of sharing a sense of belonging, common behavior, and
72 common beliefs. People typically join a Christian Group because of a sense of belonging. They
73 have a friend who comes to Church are start going to Church and begin to share those beliefs and
74 behavior.

75 We need to think about how to make "onramps" for people to begin joining our group.
76 Kristine stated she believes the best bang for the buck is to give people a sense of belonging.

77 The safety committee has been meeting. The City's new homeless taskforce has caused
78 the people who used to camp places where we did not see to relocate such that they are more
79 visible throughout the day.

80 Sgt. Higgins with the MPD has said that a lot of people who have been homeless are now
81 being homed which is a good thing. We have people camping on the campus. The church now
82 keeps logs of interactions with those people which helps if there is an issue later with people who
83 become a problem.

84 We have placed no trespassing and no loitering signs at the doors where there has been a
85 problem. Those signs give the police authority to keep people moving along. We have not put
86 signs on the front porch because there are three people known to the Church who are stable and
87 while we do not allow them to stay there, we do not run them off.

88 We are scheduling de-escalation training for ushers, coldest nights volunteers, and other
89 people who want to attend.

90 People have been pretty good about getting off of our property in the mornings.

91 Kristine said a long-term staffing goal is to add a part time position for a director of pastoral
92 care. They would also like to hire a part time director of children's and family ministry.

93 Kristine presented a strategic plan into the year 2025.

94 **Executive Session:**

95 The vestry did not hold an executive session.

96
Respectfully submitted,

Theodore W. Goodman
Clerk of the Vestry

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

	One Month Ended June 30, 2022		Six Months Ended June 30, 2022					
	Actual	Budget	Actual	Budget	Prior Year	\$ Var CYTD	% Var CYTD	% Var PYTD
Expenses								
Clergy	\$ 22,916	\$ 24,106	\$ 138,377	\$ 143,135	\$ 132,693	\$ (4,758)	-3.3%	4.3%
Music	5,947	4,600	33,741	30,301	24,525	3,440	11.4%	37.6%
Church Programs	3,628	4,133	18,978	23,166	14,099	(4,188)	-18.1%	34.6%
Other Church Programs	1,137	1,915	4,687	9,128	4,030	(4,441)	-48.7%	16.3%
Youth Ministry	2,428	3,361	13,482	20,523	11,665	(7,041)	-34.3%	15.6%
Operations/Maintenance	10,897	10,759	63,875	62,525	54,054	1,351	2.2%	18.2%
Administration	21,635	24,677	114,631	101,358	97,765	13,274	13.1%	17.3%
Outreach	8,588	9,515	51,386	59,288	50,038	(7,902)	-13.3%	2.7%
Debt Service	1,065	1,060	6,451	6,403	28,823	48	0.8%	-77.6%
Total Expenses	\$ 78,241	\$ 84,125	\$ 445,609	\$ 455,827	\$ 417,691	\$ (10,218)	-2.2%	6.7%
Revenues								
Pledges	\$ 54,239	\$ 38,806	\$ 429,380	\$ 420,846	\$ 447,370	\$ 8,534	2.0%	-4.0%
Matching Gift	-	-	-	-	51,102	\$ -		
Unpledged Gifts	9,471	3,746	45,265	34,806	33,364	\$ 10,459	30.0%	35.7%
Other Income	751	1,006	20,091	24,749	2,526	(4,658)	-18.8%	695.4%
Total Revenues	\$ 64,461	\$ 43,558	\$ 494,737	\$ 480,401	\$ 534,362	\$ 14,336	3.0%	-7.4%
Total Revenues w/o CTMC	\$ 64,461	\$ 43,558	\$ 494,737	\$ 480,401	\$ 483,260	\$ 14,336	3.0%	2.4%
Net Income/(loss)	\$ (13,780)	\$ (40,567)	\$ 49,128	\$ 24,574	\$ 116,671	\$ 24,554	99.9%	-57.9%
Net Income/(loss) w/o CTMC	\$ (13,780)	\$ (40,567)	\$ 49,128	\$ 24,574	\$ 65,569	\$ 24,554	99.9%	-25.1%
Principal Repayment	\$ 6,509	\$ 6,505	\$ 38,993	\$ 38,968	\$ 26,274	\$ 25		
Net Cash Flow	\$ (20,289)	\$ (47,072)	\$ 10,135	\$ (14,394)	\$ 39,295	\$ 24,529		

Net Impact on Operating Income versus Budget YTD

Expenses YTD	underbudget	\$ 10,218	
Revenue without matching YTD	overbudget	14,336	
Net Income/(Loss) YTD		\$ 24,554	net impact w/o CTMC

done

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

	One Month Ended June 30, 2022		Six Months Ended June 30, 2022			
	Actual Month	Budget Month	Actual YTD	Budget YTD	\$ Var CYTD Vs Bud	% Var CYTD Vs Bud
Expenses						
Insurance	\$ 88	\$ 110	\$ 534	\$ 659	\$ (22)	-3.4%
Building Maintenance	419	650	\$ 1,271	\$ 1,502	\$ (231)	-15.4%
Office Support Staff	663	670	3,992	4,022	\$ (7)	-0.2%
Office Support Supplies	44	173	523	1,040	\$ (129)	-12.4%
Property Taxes	560	692	4,047	4,151	\$ (131)	-3.2%
Professional Services	-	2,000	-	2,000	\$ (2,000)	0.0%
Debt Service	3,595	3,511	21,274	21,401	(127)	-0.6%
Total Expenses	\$ 5,369	\$ 7,806	\$ 31,641	\$ 34,774	\$ (2,648)	-33.9%
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)	\$ 2,675	\$ 268	\$ 8,702	\$ 5,597	\$ 2,407	899.3%
Principal Repayment	\$ 3,849	\$ 3,849	\$ 23,497	\$ 23,392	\$ -	
Net Cash Flow	\$ (1,174)	\$ (3,581)	\$ (14,795)	\$ (17,795)	\$ 2,407	

Notes

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

Cash Flow - St. Paul's Episcopal Church

	Main Campus Six Months Ended June 30, 2022	323 Main Street Six Months Ended June 30, 2022
Income (less CTMC & PPP)	\$ 494,737	\$ 40,343
Less Operating Expenses	<u>445,609</u>	<u>31,641</u>
Net Operating Income w/o CTMC Funds	\$ 49,128	8,702
Less Debt Principal Reduction from operating funds	38,993	23,497
Net After Principal Reductions	<u>\$ 10,135</u>	<u>\$ (14,795)</u>

Main Campus loan balance	as of 6/30/2022	\$ 504,505
323 E Main Loan Balance	as of 6/30/2022	<u>1,246,127</u>
		<u>\$ 1,750,632</u>
Cash Balance First Horizon	as of 6/30/2022	<u>\$ 883,435</u>
Endowment Fund Balance	as of 3/31/2022	<u>\$ 1,631,684</u>
Restricted/Designated funds		<u>\$ 317,001</u>

323 East Main	\$ 102,267
Acolyte Trip Scholarship	1,565
Altar Guild	(493)
Angel Trees	1,224
Building Fund	12,487
Choir	3,676
Christian Ed	694
Clergy Discretionary Fund	9,764
Coldest Nights	8,411
Columbarium	24,451
Connect	746
Cursillo/Ultreya	2,363
Daughters of the King	1,250
Designated Campus Improvement	36,559
ECW	5,543
Episcopal Peace Fellowship	120
Flower Guild	7,921
Food Bank	75
Fundraising	(6,803)
Hatian Relief Fund	648
Library	50
Memorial Garden Project	9,413
Memorials	59,750
Mission Trip	135
Missions	735
Organ Fund	22,184
People & Need	(1,976)
Piano Fund	380
Schneider Memorial	50
Stained Glass	467
Troop Support	1,508
UTO	61
W. Stevens Memorial	240
Youth Fundraiser	11,537

Avg days cash on hand 190

Proposal

Replacement Projector

St. Pauls Episcopal Church

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Parish Hall



AUDIO VIDEO ELEMENTS

- 1 **AVE**
Advanced Programming Labor



- 1 **Sony**
6000 Lumen Projector Using a Laser Diode As The Light Source
WUXGA, Virtually Maintenance Free

\$3,398.95 *



- 1 **Panamax**
Plug-in A/C surge-protection unit



- 1 **Peerless**
Ceiling Mount for Projector, White

Project Subtotal: \$3,398.95

* Price Includes Accessories

Presented By: Audio Video Elements

Project Name: Replacement Projector

Project No.: AUDIO-0535

7/14/2022

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Audio Video Elements

Project Summary

Equipment:	\$3,398.95
Installation and Labor:	\$850.00
Grand Total:	\$4,248.95

Client:

Baron Lawrence

Contractor: Audio Video Elements

Date

14-Jul-22

Date

* Price Includes Accessories

Presented By: Audio Video Elements

Project Name: Replacement Projector

Project No.: AUDIO-0535

7/14/2022

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Worship Report July 2022

- **Music**
 - We had two responses in the search for an Organ Scholar – one was not acceptable, the other too inexperienced.
 - The search continues.
 - Allison Blumenthal has stepped down as chorister director due to a shift in her career. Nancy Bieschke will step into the position.
 - Considering moving choristers back to Wednesday because Nancy lives in Mt Juliet and working on what to do with beginning choristers.
- **Verger/Acolytes**
 - Only one adult and two youth responded to the call for additional acolytes. George Carlson will continue to reach out to the parish in August, once everyone is back to school and in a regular routine.
 - No update at this time on investigating the possibility of reducing the Gospel side rail by one section against the wall to allow chancel entry/exit on both sides.
- **Altar Guild**
 - Sue Koechlein has retired as co-chair as of May. Gina Garner is the new co-chair with the continuing Marth Worley.
- **Lector/Eucharistic Ministers**
 - The 7:30 service is short for EMs, but clergy have improvised.
 - Due to difficulty scheduling four EMs for each of the 8:45 and 11:00 services, the schedule has cut back to two at each service instead of four, at least until the fall.
- **Tech Team**
 - Streaming- the streaming team is doing a great job delivering live services for St. Paul's.
 - There are some technical issues with the equipment's autofocusing ability and the camera management software that the support company is working on resolving.
 - Parish Hall Projector – is nearing the end of its lifespan, dim and renders poor color reproduction. Audio Video Elements quote for a laser projector is \$4,248.95.
 - Estimate attached.
- **Communion-Time Intercessory Prayer** - Prayer is powerful, and especially so when we pray with and for each other. St. Paul's has a long and impactful history of prayer ministry, including the incredible faithfulness of our Daughters of the King.
 - This autumn we prototype this new ministry of listening to the Holy Spirit and praying for members of our church family. During the 11 a.m. service beginning August 14 through September 25 we will host prayer stations during our communion distribution.

- There will be two stations each Sunday -- one near the piano and the other in the baptismal nook. Each station will have a team of two prayer ministers who will pray for anyone who comes for prayer after they receive communion.
 - The prayer team might pray for each person for a minute or 90 seconds.
 - Ten parishioners, so far, have volunteered to be a part of the prayer team.
 - At the end of September, we'll evaluate to see what we have learned, discern if the ministry should continue or expand to other services, and see what tweaks should be made.
- **Lectio Divina/Centering Prayer after the loss of Nancy Carter**
 - To be followed with small groups, such as reunion groups.
 - Lectio Divina with Judy Brookshire and three others.
 - Centering Prayer with Kristi Hay and four others.

Respectfully submitted,

Kristi Hay

Pastoral Care Report

Dan Felciano

July 2022

Thoughts and Comments from members of the Pastoral Ministry;

Jennifer Mcguire, Church Nurse - Still seeing Cate Stogner weekly. Had a couple of phone calls this month.

Cathy Sniderman, Home Visits - Four personal Holy Eucharists were brought to parishioners during the month.

Sandy Gleaver, Ushers and DoK - It's really a struggle to build back up our usher roster. Lance Ikard is switching from 11am to 8:45am service and I asked him to see if he can commandeer additional ushers for the 8:45 services. We have 9 ushers for the 7:30 service, 9 ushers for the 8:45 service and 15 for the 11 service. The ideal would be 12 ushers for the early services and 20 for the 11 service.

I am currently working on the next 3 month usher schedule and pulling together the DoK monthly meeting for July 16th.

Jerry Reddick, Grief Ministry - I feel very blessed that I have the honor and privilege of chairing this ministry. I emphasize the time (not the energy or emotional investment) only to let you as the vestry know what is involved in providing this amazing ministry.

To provide an example of the versatility of this ministry: June 3 brought the visitation prior to funeral for Tue Radcliff with interment in the outside columbarium: June 24 was an interment for 2 former members in the inside columbarium with light refreshments provided for the family members who came: June 2 was the memorial service for Gina Garner's mother who died in another state. The

reception was held for family and those attending the service immediately after; On June 25 Nancy Carter died and almost the entire week was devoted to preparations for the visitation and service for her which took place on July 1 and 2. As the visitation for approximately 400 persons and approximately 60 family members was held at St. Paul's this involved much coordination regarding funeral home, florists, family, and various members of the funeral reception committee and clergy. The record shows we participated in 4 events-all very different, but all just as important.

While this was not a typical month, I would venture that it took for than 100 hours on the part myself and those involved directly and indirectly(hosting phone calls, planning shopping activities, preparing food, cleaning up and preparing the spaces, attending to family, etc.) during these events. This does not include time spent by other ministries.

This ministry exists because it is an extension of the St. Paul's community in showing our love, respect and hospitality. We are part of the sacramental ministry of the Body of Christ. It is done prayerfully and with great love and devotion by a core group who are helped by several others as the need indicated.

This is lengthy. Sorry. Peace, Jerry

Food ministry - no report submitted.

Senior ministry - this ministry is in the process of being restructured. Seniors are being encouraged to bring a brown bag lunch and share fellowship and discuss the future of the ministry. Make your calendar for August 18, 11:30 in the Adult Ed room.

Respectfully submitted,
Dan

From: David Loucky

To: St. Paul's Vestry

Date: 7/19/22

Re: Vestry Report: Adult Discipleship

Adult Christian Education

Rector's Forum: Restarts August 24 with the theme "Faith in Practice." Five units spread throughout the year based on Ephesians 4, in which Paul teaches the church HOW to be formed into the body of Christ (St. Paul's vision).

Unit 1: To walk in a manner worthy of the calling to which we have been called (Baptismal Identity – including a 3-week mini-series by David Rowe)

Unit 2: To walk in the grace given to each one of us according to the measure of Christ's gift (focus on Christian Leadership, with guest presentations from leaders in the community)

Unit 3: To be renewed in the spirit of your minds, putting on the new self, created after the likeness of God in true righteousness and holiness (Advent and the Arts)

Unit 4: Living in Community: To grow into the full stature of Christ (Fellowship – a robust understanding/experience of being together)

Unit 5: To walk in love as Christ has loved us (Wendell Berry: It all turns on affection – loving your people, loving your place, loving your world)

Parent Group: Restarts August 24, with an emphasis on building community.

Meat and Potatoes: Year Two of the 3-year curriculum to begin August 15 with 16 participants! Fall 2022 will study Old Testament using Ellen Davis' writings.

<https://divinity.duke.edu/faculty/ellen-davis>

Book Study, led by David Rowe: 7-week study of You Are What You Love by James K. A. Smith; wrapping up this month with 10-12 participants.

Anti-Racism Task Force: Exploring partnering with other churches to engage in "Be the Bridge" cohort: <https://bethebridge.com/about/>

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.

Lectionary Bible Study: Wednesdays at 9 a.m. Meeting year-round, hybrid style. 14 - 19 meeting in the Adult Education rooms.

Children's Ministry Report

Sharon Dieringer

July 2022

There is nothing to report for Children and Youth from last month because I covered everything for June at the last monthly vestry meeting.

Sharon

Vestry meeting #11 Outreach

AMD (after much discussion) the Outreach committee will ask to have an announcement to see if we want to continue the Episcopal; Peace Fellowship and the Death row ministry

The blood drive was canceled by the Red Cross because of a shortage of staff. It will be rescheduled.

ST Paul's partnered with First Pres in a panel build.

Connect is doing well

Journey home. Is having a problem getting church sponsors for all their work. The Friday lunch continues well.

Coldest Night will open after Thanksgiving. This is later than last year, staff shortage.

The Stepping Stone ministry has requested \$900 from St Paul's. This will come from the money allocated to Coldest nights. Friday, I talked to Dr Bleass. She said no problem. Just do it.

We have a continuing problem with the campus being used as a place to sleep. This is a downtown issue. For the safety of the staff, the police suggested we post a No Trespassing sign in front of the Wall building and the nursery building. This has been done and now the police can ask these people to move on.

June PARISH LIFE REPORT

Completed Events:

-Bishop's reception

-Bonnie Black coordinated cookies, fruit, and lemonade between 845 and 11 o clock services

Pending/Upcoming events:

Welcome Back Picnic

-to be held August 13th 5-7

-Chair Person- Kelly Goodman

-inflatables, BBQ, old fashioned fire truck, etc to be had

Future Events to Consider

-Supper Clubs

- Louis Kyriakoudes and Lisa Eveleigh have expressed interest in helping to get this started

-Collier Smith is also interested in helping to coordinate this

-Cooking Classes

-Have contacted several local businesses and are coordinating what is needed

-Wednesday night dinners

- pilot from 8/24/22-9/28/22

-Tasty Table to provide options, parishoners to sign up through sign-up genius

-thinking \$10 possible per person