

**Minutes of Meeting of Vestry of  
St. Paul's Episcopal Church of Murfreesboro, Tennessee, Inc.  
Date of Meeting: May 17, 2022**

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

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**Vestry Members:**

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

**Clergy Present:**

Dr. Blaess

**Staff Present:**

Heather Studenberg

**Others Present:**

Jeanne Potter

Ted Goodman (clerk)

David Rowe

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1    **The Meeting was opened with a devotional by Kristi Hay.**

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3    **The Agenda was approved by acclimation. Motion by Steve Sachs, Seconded by Krisi Hay.**

4    **Review of Minutes:**

5    The minutes were approved. Motion to approve by Martha Tolbert, seconded by Deanna Bartsch.  
6    unanimous.

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

9    We did not receive as many pledges last month as we expected. So, we need to be careful as far  
10   as our expenses go. Our April expenses were in line with budget. Our YTD income is a little  
11   ahead of budget for the year and our expenses YTD are a little under budget, so, overall, we are  
12   doing well.

13   The Junior's building is on track with expenses and budget.

14   We have \$12,000 in the building funds. Jeanne asked whether the vestry wanted to apply it to the  
15   bank balance or whether we should keep it for future use. Jeanne and Heather stated that a lot of  
16   donors who had contributed to that \$12,000 fund designated their funds for debt retirement. Steve  
17   Sachs mentioned that we may need to use the money for a new roof on the sanctuary. The Vestry  
18   decided to wait to decide what to do with the \$12,000 until we know how much the roof will cost  
19   and what the options will be.

20   Motion to approve the financial report by Don Clayton, seconded by Nick Burgess. Motion carried  
21   unanimously.

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23   **Committee Reports:**

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

25       Nothing to add other than to thank David Hall for the great work he did in exploring the  
26   tax consequences of any profit from the Juniors Building. David did research as to what our  
27   options would be. There were some options to apply for tax exemption for that income but we  
28   would have had to agree with the IRS to have a plan to use the Junior's Building for our tax exempt  
29   status. It was decided that would not be prudent because it would limit options of future vestries  
30   and we have always expected we would have to pay taxes on Juniors Income. Since this was a  
31   continuation of the prior plan, and was not a change, no motion was necessary.

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

33       Gina said this needs to be her final year heading up the stewardship committee. So, we  
34   need to look for someone to fill her shoes.

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

Nothing to add to written report other than The Epistle was printed today and will be in your mailbox next.

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

Nothing to report.

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

Nothing to add to written report.

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

Nothing to add to written report.

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

Nothing to add to written report.

**Outreach Report (Steve Sachs):**

Nothing to add to written report.

**Parish Life (Allison Kellerman)**

We have VBS and Pentecost in the Park coming up. The Bishop will be visiting 6.19.2022, so, we will have a reception with the Bishop.

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**Wardens' Reports**

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

Don installed a wonderful bookshelf at the back of the Chapel. They are seeking bids on a new roof.

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

Don reminded everyone about the meeting with Kristine Miller tomorrow night. The Vestry will not take any action tomorrow. The Vestry will just listen to her recommendations and ask her questions.

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**Heather's Report**

We have added a second sexton, TiAndrea Watkins, who is here parttime and we are glad to have her. Heather continues to work on the audit.

**Clergy Report:**

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

Kristine opened the meeting by talking about systems management of an organization. Kristine gave a presentation on "field theory" as it applies to St. Paul's. Kristine stated that she believes St. Paul's has come out of the Pandemic in a strong condition. Kristine said the "core" (i.e. those people who attend with great regularity and participate in the church beyond just attendance) membership of St. Paul's has grown in both numbers and in strength of commitment, while the people who are in the middle circle of occasional attendees, but not much participation beyond that has shrunk, while the people who petty much only attend at Christmas and Easter has stayed the same.

**Executive Session:**

The vestry did not hold an executive session.

Respectfully submitted,

Theodore W. Goodman  
Clerk of the Vestry

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

	One Month Ended April 30, 2022		Four Months Ended April 30, 2022					
	Actual	Budget	Actual	Budget	Prior Year	\$ Var CYTD	% Var CYTD	% Var PYTD
<b>Expenses</b>								
Clergy	\$ 23,728	\$ 23,806	\$ 91,589	\$ 95,224	\$ 85,078	\$ (3,635)	-3.8%	7.7%
Music	5,960	6,860	23,262	21,091	14,913	2,172	10.3%	56.0%
Church Programs	3,128	3,486	12,462	15,609	8,418	(3,147)	-20.2%	48.0%
Other Church Programs	1,292	1,400	3,833	6,257	2,096	(2,424)	-38.7%	82.8%
Youth Ministry	2,070	3,361	8,564	13,622	5,041	(5,058)	-37.1%	69.9%
Operations/Maintenance	9,777	9,783	36,902	43,181	40,384	(6,279)	-14.5%	-8.6%
Administration	16,185	14,886	69,725	61,809	64,659	7,916	12.8%	7.8%
Outreach	8,815	9,515	34,484	40,259	33,477	(5,775)	-14.3%	3.0%
Debt Service	1,092	1,074	4,342	4,309	20,086	33	0.8%	-78.4%
<b>Total Expenses</b>	<b>\$ 72,048</b>	<b>\$ 74,171</b>	<b>\$ 285,163</b>	<b>\$ 301,359</b>	<b>\$ 274,151</b>	<b>\$ (16,196)</b>	<b>-5.4%</b>	<b>4.0%</b>
<b>Revenues</b>								
Pledges	\$ 45,873	\$ 78,486	\$ 315,467	\$ 322,525	\$ 339,902	\$ (7,058)	-2.2%	-7.2%
Matching Gift	-	-	-	-	51,102	\$ -		
Unpledged Gifts	9,304	10,081	32,984	27,223	23,643	\$ 5,761	21.2%	39.5%
Other Income	16,163	18,093	17,966	22,188	25,622	(4,222)	-19.0%	-29.9%
<b>Total Revenues</b>	<b>\$ 71,339</b>	<b>\$ 106,660</b>	<b>\$ 366,417</b>	<b>\$ 371,936</b>	<b>\$ 440,270</b>	<b>\$ (5,519)</b>	<b>-1.5%</b>	<b>-16.8%</b>
<b>Total Revenues w/o CTMC</b>	<b>\$ 71,339</b>	<b>\$ 106,660</b>	<b>\$ 366,417</b>	<b>\$ 371,936</b>	<b>\$ 389,168</b>	<b>\$ (5,519)</b>	<b>-1.5%</b>	<b>-5.8%</b>
<b>Net Income/(loss)</b>	<b>\$ (708)</b>	<b>\$ 32,489</b>	<b>\$ 81,254</b>	<b>\$ 70,577</b>	<b>\$ 166,118</b>	<b>\$ 10,678</b>	<b>15.1%</b>	<b>-51.1%</b>
<b>Net Income/(loss) w/o CTMC</b>	<b>\$ (708)</b>	<b>\$ 32,489</b>	<b>\$ 81,254</b>	<b>\$ 70,577</b>	<b>\$ 115,016</b>	<b>\$ 10,678</b>	<b>15.1%</b>	<b>-29.4%</b>
Principal Repayment	\$ 6,482	\$ 6,478	\$ 25,954	\$ 25,937	\$ 18,832	\$ 17		
<b>Net Cash Flow</b>	<b>\$ (7,190)</b>	<b>\$ 26,011</b>	<b>\$ 55,301</b>	<b>\$ 44,639</b>	<b>\$ 96,185</b>	<b>\$ 10,661</b>		

**Net Impact on Operating Income versus Budget YTD**

Expenses YTD

\$ 16,196

Revenue without matching YTD

(5,519)

Net Income/(Loss) YTD

\$ 10,678

Expenses 5.4% lower than budget primarily due to timing of programmatic expenses, change in YM funding, decreased Sexton hours. Unbudgeted expenses of additional guest musicians, roof repairs, replacement music program laptop and feasibility study income w/out CTMC 1.5% lower than budget and 5.8% below prior year. No increase in giving for Easter.  
 net impact w/o CTMC

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

	One Month Ended April 30, 2022		Four Months Ended April 30, 2022			
	Actual Month	Budget Month	Actual YTD	Budget YTD	\$ Var CYTD Vs Bud	% Var CYTD Vs Bud
Expenses						
Insurance	\$ 88	\$ 110	\$ 359	\$ 439	\$ (22)	-5.0%
Building Maintenance	-	-	\$ 852	\$ 852	\$ -	0.0%
Office Support Staff	663	670	2,666	2,681	\$ (7)	-0.3%
Office Support Supplies	44	173	435	693	\$ (129)	-18.7%
Property Taxes	660	692	2,826	2,767	\$ (31)	-1.1%
Service Fees	-	-	-	-	\$ -	0.0%
Debt Service	3,618	3,639	14,188	14,273	(84)	-0.6%
Total Expenses	\$ 5,073	\$ 5,284	\$ 21,327	\$ 21,705	\$ (274)	-5.2%
Revenues						
Rent Income	\$ 8,044	\$ 8,074	\$ 32,299	\$ 32,296	\$ (30)	-0.4%
Total Revenues	\$ 8,044	\$ 8,074	\$ 32,299	\$ 32,296	\$ (30)	-0.4%
Net Income/(loss)	\$ 2,971	\$ 2,790	\$ 10,972	\$ 10,591	\$ 182	6.5%
Principal Repayment	\$ 3,848	\$ 3,826	\$ 15,673	\$ 15,589	\$ 22	
Net Cash Flow	\$ (876)	\$ (1,037)	\$ (4,701)	\$ (4,998)	\$ 160	

Notes

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

Cash Flow - St. Paul's Episcopal Church

		Main Campus	323 Main Street
		Four Months Ended April 30, 2022	Four Months Ended April 30, 2022
Income (less CTMC & PPP)		\$ 366,417	\$ 32,299
Less Operating Expenses		<u>285,163</u>	<u>21,327</u>
Net Operating Income w/o CTMC Funds		\$ 81,254	10,972
Less Debt Principal Reduction from operating funds		25,954	15,673
Net After Principal Reductions		<u>\$ 55,301</u>	<u>\$ (4,701)</u>
Main Campus loan balance	as of 4/30/2022	\$ 517,545	
323 E Main Loan Balance	as of 4/30/2022	1,253,972	
		<u>\$ 1,771,517</u>	
Cash Balance First Horizon	as of 4/30/2022	<u>\$ 806,285</u>	
Endowment Fund Balance	as of 3/31/2022	<u>\$ 1,631,684</u>	
Restricted/Designated funds		<u>\$ 325,302</u>	
	323 East Main	\$ 102,267	
	Acolyte Trip Scholarship	1,565	
	Altar Guild	(639)	
	Angel Trees	1,224	
	Building Fund	12,352	
	Choir	3,376	
	Christian Ed	567	
	Clergy Discretionary Fund	9,407	
	Coldest Nights	8,011	
	Columbarium	24,978	
	Connect	4,696	
	Cursillo/Ultreya	2,363	
	Daughters of the King	1,200	
	Designated Campus Improvement	43,614	
	ECW	5,543	
	Episcopal Peace Fellowship	120	
	Flower Guild	7,668	
	Food Bank	25	
	Franklin Heights Center	(12)	
	Fundraising	(6,803)	
	Hatian Relief Fund	648	
	Library	50	
	Memorial Garden Projecgt	9,511	
	Memorials	58,880	
	Mission Trip	135	
	Missions	735	
	Organ Fund	22,464	
	People & Need	(1,976)	
	Piano Fund	330	
	Schneider Memorial	50	
	Staff Continuing Education	(595)	
	Stained Glass	467	
	Troop Support	1,508	
	UTO	61	
	W. Stevens Memorial	240	
	Youth Fundraiser	11,272	
Avg days cash on hand		166	

## Finance and Administration Report May 2022

Prepared by Martha Tolbert

Office Assistance: I help in the office, primarily with bank reconciliations and general ledger expense input and various other tasks as Heather needs. Jeanne, Heather and I continue to look for opportunities to become more efficient in our processes.

323 E. Main Tax Issues: As previously reported, we expected to incur taxes on unrelated business income (UBI) generated from 323 E. Main, as that is not related to our tax-exempt status. In our due diligence process, we included the taxes in the proforma we developed as part of our evaluation of the property and reasonableness of the asking price. Jeanne and I are not experts in taxes, so enlisted the help of David Hall, a fellow parishioner and CPA to advise us on the requirements of the Internal Revenue Service (IRS) regulations. David prepared a detailed analysis of the regulations and identified options for us to consider which could limit our tax exposure.

Kristine, Don Clayton, Heather, Jeanne and I met via Zoom with David Hall on May 1 to review his analysis, have an opportunity for questions and develop a recommendation to the Vestry. The criteria that would allow us to avoid or limit the unrelated business income tax relating to the property at 323 E. Main are quite specific and restrictive. Basically, in order to be exempt from UBI, it requires us to have a plan to use the property as part of our church campus within 15 years of its purchase and submit that plan to the IRS within 5 years of the property acquisition (June 19, 2021). While our discernment process last year revealed many ideas for use of the property, our current intent is to continue to lease the property through 2025 under the existing lease and hopefully to extend the lease for another 5-year term, if agreeable terms with the tenant can be negotiated. Future plans can be influenced by so many factors unknown to us today. And making the kind of commitment required to obtain an exemption from the IRS, takes away decisions from a future Vestry. Because of this, we feel it is most conservative to pay the taxes due and should future plans change, consider appealing any taxes we have paid.

We have filed an extension with the IRS for our 990-T (tax return reporting the 323 E. Main activities) so that we can file once the audit is complete. We have also re-activated our tax identification number with the State of Tennessee to file franchise and excise taxes.



Nick Burgess

Stewardship

May 2022 Report

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I've set up a meeting with Gina for early next week to discuss preliminary strategy related to this year's Stewardship campaign. Plan is to review past campaigns and lessons learned so that we can develop a rough framework for this year's campaign. Hope is that this way, we can come to the meeting with Kristine Miller prepared to ask questions and better develop a game plan based on the results from Horizons.

After the results from Horizons are shared, we'll be able to make a much more concerted effort for the Campaign.

Thanks!

Nick

## **Communications Report – May 2022**

- **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](mailto:amandalee444@gmail.com)
  - Weekly eNewsletter - information due on **MONDAY BY 9AM**. Email requests/information to [frontoffice@stpaulsmurfreesboro.org](mailto:frontoffice@stpaulsmurfreesboro.org)
- **EPISTLE**
  - Spring Edition theme = Strategic Plan. In the editing stages currently.
- **UPCOMING**
  - Updated welcome cards, giving envelopes, & prayer request card are awaiting completed & awaiting printing quote.
  - Sign company will be scheduled for multiple sign projects around the Parish (information center, senior area, front hanging sign, directional A frame, Little Pantry)
- **COMPLETED**
  - Parish Life Center – area in the Parish Hall for information to be placed rather than throughout church.
  - Celebration of Graduates – yard signs for graduating Seniors were made & delivered, social media posts uploaded, video in newsletter & shared on social

**Worship Report  
May 2022**

- **Organ Scholar**
  - Angela Tipps continues to diligently search for a qualified candidate for the Organ Scholar position.
    - An ad is being placed in the American Organist magazine.
- **Flower Guild**
  - New cooler is arriving with single door, adjustable shelf, and LED light to better visualize contents.
    - Daus Studenberg set it up in workroom for the guild
  - Katrina Farrier has joined the team. She is an experienced arranger and has already been helping.
- **Verger/Acolytes**
  - George Carlson is beginning to retrain some returning acolytes as Crucifers and First Servers.
  - Anticipate training of new acolytes by July.
    - Hope to restore four acolyte crews for rotation
  - Investigating possibility of reducing the Gospel side rail by one section against the wall to allow chancel entry/exit on both sides. More information to come.
- **Pentecost Worship**
  - 7:30 worship in the nave
  - 8:45 baptisms
  - 11:00 Gifts of the Spirit with the children during the service
  - Lunch in the courtyard for all following the 11:00 service

Respectfully submitted,

Kristi Hay

## Pastoral Care Report

Dan Felciano

May 2022 Report

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Funeral and Reception - One funeral was held during the month of April. Three new members have been added to the reception ministry. Job description for this ministry has been updated.

Eucharist Visitors - Regular visits continue. Plant delivery to shut-ins is going to take place starting in June.

DOK and Ushers - All is well with DOK. Sandy is still in need of ushers for the 8:45 service.

Food Team - The food team delivered two meals this past month.

Parish Nurse - Team is still working with Martha Worley every 10 days. John is home and doing well. Jerry continues to visit Cate Stegner every Saturday and box her pills for the week. Calls from parishioners with questions are on going.

Senior Ministry - No report submitted.

Respectfully submitted,  
Dan

Sent from my iPad

Children & Youth Ministries

Sharon Dieringer

May 2022 Report

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April was a busy and joyful month for children and youth ministries.

The nursery hosted a Parents Night Out in April with 12 children in attendance. The nursery is looking forward to the completion of the baby room.

Children's choir sang for 2 services on Palm Sunday.

Easter Sunday saw the happy return of our egg hunt and reception afterwards, both of which were very well attended. Youth group members helped with these activities.

Children's church is averaging 2 to 6 children in attendance weekly, occasionally more. The total number if all were in attendance is 12 children. Children's church will meet at 8:45a on Pentecost, but not the Sunday immediately following VBS, as is typical. Also, the space for children's church is being used by the music program for the children's choirs when they meet in person. Finally, this may be an appropriate time to remind the parish that children's church follows the worship schedule, not Christian Ed or Catechesis, and that it is active throughout the year except for occasional changes. I suggested to Jerry that perhaps it would be a good idea to place a reminder about children's church in an upcoming newsletter, and also to pass out information during VBS.

Respectfully submitted,

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

Steve Sachs

Outreach

May 2022 Report

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There is nothing new to report for outreacg

Steve Sachs

## **Parish Life Report April 2022**

### Completed Events:

-Nothing to report since end of Holy Week

### Pending/Upcoming events:

#### **-Pentecost in the Park**

- June 5<sup>th</sup> in the Church Courtyard AFTER the 11 o' clock service (parrish hall will be set up for VBS
- Jim Roberts and Peter Heren will grill burgers and hotdogs and we will provide chips Etc.
- Morris Hamby to provide music, hopefully

#### **Bishop's visit**

- June 19<sup>th</sup>
- ??reception

#### **Welcome Back Party**

- August 13<sup>th</sup>
- have briefly discussed with Kelly Goodman- chairperson

### Future Events to Consider

#### **Cooking Class**

- brainstorming meeting with Sue Rone and Lynne Miller
- we are contacting restaurants to see if they would be interested
  - BrassHorn Coffee, 5 senses, Alex Belew catering, Simply Pure Sweets, Al Rayan, Curious Kitchen, MayDay Brewery, Stones River Total Beverages
- looking for a way to tie in Jrs (maybe kids cooking class, etc)
- touching base with eachother again on 5/17/2022

#### **Youth/Senior match up**

- discussed with Cam, and she is on board
- awaiting to hear back after Tom Washer and Brice Gibson meet with the mens club and Seniors

### Completed Items:

- Met with painters, received estimate, & scheduled parking lot re-stripe for week of June 13<sup>th</sup> (week after VBS)
- Replaced fire alarm batteries in youth lodge @ St. Margaret's.
- Big thank you to George Carlson for helping get a contractor to respond to the roof damage caused from hail and wind. Result is insurance is covering a roof replacement. Contractors will be interviewed the week of May 24<sup>th</sup> to replace the roof on the Nave, Nursery, and Chapel. Insurance report attached.
- Big thank you to Daus Studenberg for helping Sudi install the new floral cooler.
- 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 near St. Margaret's Hall.
- Responded to thermostat issue on the A/C in the choir area - Roscoe Brown conducted on-site review - confirmed sufficiently cool and stable to support organ tuning week of May 16.
- Missing valve cover on East Main - Heather contacted Murfreesboro Water & Sewer for replacement.
- Shelf for AA Bibles installed in rear of chapel as per donor request (thanks to whomever completed this project)

### Current Projects:

- Lock not working on right door (looking out) from Nave to courtyard as per Sandy Gleaves comment on 5/11/22 (All locks reviewed on 4/12/22 and appeared to be working at that time).
- Replace Nave lights with dimmable LED bulbs to provide flexible lighting to enhance special liturgies / services
- Several dead trees & shrubs on campus - Heather working with Primm's Landscaping to address
- Address hanging door (chapel on to East Main)
- Replace broken lock on HVAC enclosure
- 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.
- 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