

**THE EPISCOPAL CHURCH OF THE HOLY COMFORTER**  
**Vestry Meeting Minutes**  
**July 18, 2023 at 6:00pm Knox Home**

Vestry Members Present: Mary Amos, Anne Binns, Joyce Bott, Tom Cooke, Ed Gash, Kirt Hibbitts, Margaret Kahn, Carlyle Knox, Bob Murphy, Natalie Parker,

Vestry Members Absent: Jason Evans, John Snelsire

Clergy Present: Fr. Greg Brown

Clergy Absent: Rev. Cat Connolly

Recording Secretary: Niki Manke

Guest: Karen Crane – Holy Comforter Treasurer and Finance Committee Chair

**1) Convene: Opening Prayer (Greg Brown)**

**2) Agenda Approval (Joyce Bott)**

a) Motion (MA); Second (NP); Approved (Vestry)

**3) Scripture/Bible Study (Ed Gash)**

- a) Mark 2:1-12; Jesus forgives and heals a paralyzed man
- b) Comments of note:

**4) Finance Report (Karen)**

a) June 2023 Financial Statements

- i) YTD Pledge receipts favorable to net pledge budget by \$20.6k; favorable to prior YTD by \$52.2k.
- ii) YTD Total revenue favorable to budget by \$33.0k due to plate offerings by \$1.7k, net pledge receipts by \$20.6k, General Offering by \$6.0k, Interest and Dividends by \$6.7K, Sales Tax Refunds \$2.5k, Other Income by 0.1k and unfavorable to budget Visitor by \$0.3k, and Pledge Received-Previous Year by \$4.2k. Month unfavorable to budget by \$9.3k. YTD favorable to 2022 by \$55.3k.
- iii) YTD Expenses favorable to budget by \$6.3k. Salary & benefits over budget by \$9.2k, Ministry under budget by \$8.3k, Office under budget by \$2.3k, and Buildings & Grounds under budget by \$2.4k. Unfavorable to 2022 by \$34.6k. In comparison to 2022, Salary & benefits is \$47.7k higher, Ministry is \$3.3k lower, Office is \$11.6k lower, Building & Grounds is \$4.4k higher, Utilities is \$0.5k higher and Diocesan Assessment is \$3.0k lower.
- iv) Note payable to Holy Comforter Foundation balance is \$73.9k with balloon payment of \$68k due November 2024.

b) Commitment from 5 people to help with the strategic modeling group with who can look forward for ideas and timeline for the balanced budget. Hoping for first meeting to be in a month. Bob Murphy, Jason Evans, Pat Mynatt, Jonathan Weathers, Sean Hogue ().

5) Mid-Meeting Break – Beautiful piano music provided by Ben Knox

**~~6) Employee Handbook Update (Jason Evans) – Deferred to next meeting~~**

**7) Associate Rector's Report (Cat Connolly)**

a) Absent – sick leave approved through 8/21

**8) Rector's Report**

a) Camino Sharing

- i) Napolitanas, Orange Juice, and Radlers

- ii) Each walks their OWN Camino
- iii) The changing nature of community
  - (1) Weeks
  - (2) Years
- iv) "Walk with me"
- b) **Clergy Help while Cat is on sick leave**
  - i) Rev. Ed Pickup – beginning next week
  - ii) Rev. Reggie Payne-Wiens
  - iii) Seminarian Ed Smith
- c) **Youth/Childrens Ministry search update**
  - i) Committee
  - ii) Candidates
    - (1) Screening – should be done with prescreening tomorrow
- d) **Liturgy and Worship**
  - i) Summer Schedule
  - ii) La Misa
  - iii) Choir Trip to National Cathedral
- e) **Staff**
  - i) Jessica and Health Care Coverage / Compensation
    - (1) Get healthcare outside the offered plan and has requested to receive the difference as income.
    - (2) Vestry asked Greg to check in with personnel Committee
    - (3) Senior warden has asked Finance Committee to review
- f) **Circle Group updates**
  - i) Next Quarterly Leadership Meeting 8/10
  - ii) EACH of these is critical; there is little chance to "catch up" if missed.
  - iii) EACH Ministry Group needs representation.
- g) **Vacation for Family Reunion**
  - i) August 2-7

**9) Senior Warden's Report (Joyce Bott)**

- a) Status of Safe Church
  - i) Safe Church – Tom, Carlyle, Jason, John, Margaret have not started.
    - (1) There's a specific NC Diocese that Jessica is trying to find that module. Choose either Board of Directors or Other.
  - ii) NC Convocation Delegates confirmed (on shared drive)
    - (1) Sissy, Gail (alt), Diana (alt)
    - (2) 2023 and 2024 are covered 3-year terms and 1 year for alternates.
- b) Financial Forum/HOCO Update July 30<sup>th</sup> at 11:00am
  - i) Mitchell Wickham on giving
  - ii) Vicki update on Genesis.
  - iii) Carlyle says he thinks that the forums seem to be really helpful and there is less of requests for transparency this year. Making the forums more about HoCo update and not just the budget numbers.

**10) Junior Warden's Report (Carlyle Knox)**

- a) The \$60k project to clean, repoint, and seal Atkinson is well underway. The painting in Van Every 207 is complete Carlyle will be writing up a formal request to the Foundation for reimbursement of distributable funds from the B&G fund. We will look at this in details in August and will approve what to submit to the Foundation.
- b) Still hoping to paint the lines in the parking lot this summer.
- c) Parking lot lighting – initial reaction was too expensive. Joyce recommended low level solar lights to help people at night. Carlyle will check in with Richard & Holly.
- d) Solar panels – overall well received and have received good questions. Holly got two bids and we are in the process of forming that committee. Hoping to select and meet before next Vestry

meeting. The company – the diocese has already worked with. A field trip is being planned to local Charlotte churches that have solar panels in place for a number of years to see their operations, understand what positives and what issues they have run into, ask all our questions.. We budgeted \$26k in 2023 for electricity and YTD June2023,we've used half of that. The electricity usage in the Solar Eagle proposal looks to be data from 2019 and we might want to look at that again. Also asking Allen Amos and Hank Schmulling.

- e) VPOD duties – make sure you know your schedule. If you change, let Jessica know so she can update the bulletin. Lanyard around neck, the green/blue thing is right next to the 4 main keys you need. Will get list online.
- f) Campus Security/Site Assessment – Still need to meet with Bob.

**11) Old Business/Reminders**

- a) Approval of April 2023 Minutes (Joyce) – *Motion (EG); Second (CK); Approved (5 - 1 Abstain)*
- b) August 2023 BGG Speaker, Natalie Parker
- c) House Eucharists
- d) Blessing of the Backpacks
- e) Community Dinners Kick Back Off
- f) Fall Festival is 10/22
- g) Bishops Visit

**12) Closing Prayer (Greg Brown) -**

Virtual (Zoom) Meeting Minutes – July 5, 2023

a virtual meeting was held on July 5, 2023 to discuss and vote on a Building project .

Vestry Present: Mary Amos, Joyce Bott, Ed Gash, Kirt Hibbits, Margaret Kahn, Carlyle Knox, Bob Murphy, John Snelsire

Vestry Absent: Anne Binns, Tom Cooke, Jason Evans, Natalie Parker

Clergy Present: Greg Brown

Clergy Absent: Cat Connolly

Guest – Holly Williams, (Parish Administrator)

Motion: To move ahead with the project. Cost will be \$60,000 per the proposal submitted and dated June 27, 2023.

Second (MK/CK)

Vote: Aye (11); Nay (0); Abstain (1)

We should probably make a note that the absent vestry members made their vote known before the zoom meeting.