

**ALL SAINTS' EPISCOPAL CHURCH
608 WEST JEFFERSON STREET
TUPELO, MISSISSIPPI 38804**

**MINUTES OF
MONDAY, MAY 15, 2023
VESTRY MEETING**

PRESENT:

| | | |
|---------------------------------|-----------------|------------------|
| The Rev. Phillip Parker, Rector | Alice Alexander | Joellen Murphree |
| The Rev. Becca Walton, Curate | Carol Alvis | Richard Pate |
| Cathy Fitzpatrick, Sr. Warden | Sue Ann Averett | |
| Stephen King, Jr. Warden | | Grant Smith |
| Mike Fitzpatrick, Treasurer | Karen Dieckmann | Ann Springfield |
| Tommie Moore, Clerk | | Donna Timmons |

ABSENT: Caleb Bedillion, Leila Keel, Margaret Anne Robbins

VISITORS: Deepika Dey, Mary Jane Hillen

The Rev. Phillip Parker opened the meeting with a prayer at 6:03 p.m.

CHECK IN

Saints' Brew Funding

Deepika Dey, Director of Saints' Brew advised that Saints' Brew's United Way funding for the 2023/2024 operating year has been decreased to 83.5% of what the ministry received in 2022. The amount Saints' Brew will receive from United Way is \$9,018 per year. The decrease is due to the loss of several major corporate United Way donors. She also advised that there will not be any further grants distributed from the Emergency Food and Shelter Program until after December 31, 2023. Deepika feels as though Saints' Brew will be able to operate fully in spite of these reductions, but wanted the Vestry to understand why the funding was reduced.

Stewardship Report

Mary Jane Hillen advised the Stewardship Committee has been meeting monthly to plan for the 2024 Stewardship campaign. She reported they have added several new members to the committee and have been reviewing web seminars produced by The Episcopal Network for Stewardship (TENS), which they have found very helpful. They will be implementing several of the TENS website resources as they move forward. Mary Jane advised the committee will be developing a Stewardship timeline at their May meeting.

ADDITIONS TO THE AGENDA: None

PROGRESS REPORTS FROM VESTRY AND CLERGY

Vestry goals/objectives:

- Be intentional about engagement with parishioners or newcomers (personal connection, lunch, coffee, etc.); Share social media posts
- Help to communicate liturgy explanations to the Parish.
- Increase Vestry attendance at services, events, programs, classes.
- Start each Vestry meeting by reviewing goals and reporting on specific progress.

The Vestry and Phillip reviewed the objectives set at the February Vestry Retreat. Several members noted ways in which they were intentional about engaging with parishioners and/or newcomers:

- ✓ Made personal connections by introducing themselves to newcomers.
- ✓ Most Vestry members attended potlucks. There was positive feedback about the “Episcopal Trivia Night” at the April potluck.
- ✓ Several members attended a different service than they normally attend.
- ✓ Samples of pamphlets specific to the Episcopal Church were distributed. These will be displayed on Sundays to help our visitors (and others) learn more about the Episcopal Church.

Clergy goals/objectives:

- Clergy to communicate goals set at the Vestry Retreat.
- Publish journal of ongoing activities such as outreach in the community, broad pastoral care matters (no names or specifics) using Bishop Seage’s published Journal in the Mississippi Episcopalian as a guide.
- Educate congregation about liturgy, terms, actions, etc.
- Coordinate efforts among clergy in responding to pastoral care matters.
- Each clergy member should retain a spiritual director and a therapist. Schedule one mental health day per month (not tied to vacation time or sick days).

Phillip and Becca submitted written reports generally outlining their activities for the month. Their reports are attached to these minutes.

CONSENT AGENDA:

April 2023 financial reports

April 17, 2023 Vestry minutes

May 8, 2023 Executive Committee minutes

Christian Growth Commission report - written

Christian Service Commission report - written

Christian Stewardship Commission report - written

Jr. Warden’s report – part of Executive Committee minutes

Sr. Warden’s report - part of Executive Committee minutes

Curate’s report - written

Rector’s Report – written

It was noted that Joellen Murphree and Ann Springfield were absent from the April Vestry meeting and the April Vestry minutes would be corrected to reflect the change.

MOTION: (Timmons/Murphree)

Approve Consent Agenda as submitted and amended.

APPROVED.

BUSINESS:

Treasurer's report

A written report giving an overview of our financial status as of April 30, 2023 was submitted and is attached to these minutes. Mike reported pledge offerings, non-pledge offerings, and plate offerings were above budget month-to-date and year-to-date. Total revenue is above budget year-to-date approximately \$29,000. Total expenses continue to run below budget by approximately \$16,900 year-to-date. He noted we have enough cash in the Capital Campaign account to cover eleven months of loan payments.

MOTION: (Dieckmann/Timmons)

Approve Treasurer's report as submitted and reviewed.

APPROVED.

Discussion of designation of Concert Series donations

Phillip reported the inaugural concert in the series was a big success thanks to the hard work of the organizers, Taylor Sparks and Dinetia Newman. He noted donations have been received in the amount of \$312. Phillip stated the Vestry would need to determine the designation for any donations received for the Concert Series.

MOTION: (Dieckmann/Fitzpatrick)

Designate donations currently in hand and any donations received in the future for the "All Saints' Concert Series" to Restricted account, line 8069, "All Saints' Concert Series".

APPROVED.

Discussion of Bookkeeper job description and salary range

Phillip advised that our bookkeeper, Michele McBride has accepted a full-time job with benefits with Harrisburg Baptist Church. She has been a valued member of the All Saints' staff and will be missed. He advised that in moving forward, the bookkeeper's job description, which the Vestry received in the May packets, has been updated. He noted the areas highlighted in green are changes or additions and the areas highlighted in yellow are deletions. A copy of the revised job description is attached to these minutes. After a brief discussion, the following motion was made:

MOTION: (Timmons/Fitzpatrick)

Approved revised job description for the bookkeeper position as submitted and reviewed.

APPROVED.

Phillip reported that currently the bookkeeper's salary for 2023 is \$16,755.54. He advised the Vestry would need to set a salary range for a new hire. It was suggested that the discussion to establish a salary range be tabled until further information could be gathered.

MOTION: (Pate/Timmons)

Table discussion of the salary range for the bookkeeper position until further information can be gathered.

APPROVED.

Discussion of Miller’s Lock & Safe quote

Stephen King advised that additional lock mechanisms have been added to the original recommendation from the Safety Task Force. At the February 17, 2023 Vestry meeting, the Vestry approved \$2,500 to cover the door lock mechanisms as recommended. The quote that is attached to these minutes includes the cost of that project, plus additional lock mechanisms for the Parlor door and the Kitchen service door. The total cost of the project is \$4,914.36. As \$2,500 has already been approved, Stephen asked the Vestry for approval to spend an additional \$2,414.36 to complete the project.

MOTION: (Fitzpatrick/Murphree)

Approve an additional \$2,414.36 for additional lock mechanisms per quote from Miller’s Lock & Safe. Total cost of project \$4,914.36.

APPROVED.

Discussion of Endowment Trustees grant recommendations

Cathy Fitzpatrick opened the discussion by advising the Endowment Trustees had received four grant applications to consider for grants and have made recommendations to the Vestry. She reviewed each of the grant applications with the Vestry and those proposals have been made a part of these minutes.

Lectionary class dry erase board \$180.00

Property Committee power washing concrete \$379.00

Concert Series \$290.00

Explorer bags \$260.00

A discussion followed. Vestry members made the following recommendations concerning the Explorer bags:

- A better solution to the coat rack would be to remove the table that is currently in the narthex, clear the corner out and put hooks in the wall. There could be three sets of hooks, one for each age group. There was concern the rack could fall over if a child accidentally pulled on a bag and the hooks would give additional space needed to place a basket on the floor for children to place their used bags in after the service.
- The Vestry also agreed the bags are very welcoming for visitors and initially we would only need the following:
 - 2-4 years 4 bags
 - 4-7 years 4 bags
 - 7-12 years 3 bags
- The only book needed of the requested books was the Board Books for the 2-4 year olds.

With the changes the Vestry approved the grant of \$141.80.

MOTION: (Dieckmann/Alvis)

Approve Trustees’ recommendations for grant distributions, with modifications to the amount requested for the Explorer bags, in the following way:

Lectionary class dry erase board \$180.00

Property Committee power washing concrete \$379.00

Concert Series \$290.00

Explorer bags \$141.80

The remaining amount of interest is to be placed back into the Endowment Fund interest line.

APPROVED.

Cathy then advised the Endowment Trustees recommended \$1,000 be transferred to the Merrill-Lynch

account with the Diocese of Mississippi.

MOTION: (Fitzpatrick/Timmons)

Approve transfer of funds in the amount of \$1,000 to the Merrill-Lynch account with the Diocese of Mississippi.

APPROVED.

CHECK-OUT:

Cathy advised the Vestry will be responsible for the Sunday night, June 11 meal during Vacation Bible School. She will have more information at a later date. The Vestry will also serve as hosts for the potluck dinner and the Bishop Search Committee's "Listening Session" on Wednesday, May 24.

CLOSE: With no further business, Phillip dismissed the Vestry meeting at 7:47 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE MAY MEETING:

- April 2023 financial reports
- April 17, 2023 Vestry minutes
- May 8, 2023 Executive Committee minutes
- Christian Growth Commission report - written
- Christian Service Commission report - written
- Christian Stewardship Commission report - written
- Jr. Warden's report – part of Executive Committee minutes
- Sr. Warden's report - part of Executive Committee minutes
- Curate's report - written
- Rector's Report - written
- Bookkeeper revised job description
- Miller's Lock & Safe quote
- Endowment Trustees grant applications