

CLERK OF THE VESTRY
Tommie Moore

Canon 22, of the Episcopal Church:

“SECTION 4; Before the annual Parish meeting, the Vestry shall cause to be written and delivered to the Rector, or if there be none, to the Wardens, a full, accurate and faithful statement of the number of meetings held by the Vestry during the year, and the number of such meetings attended by each Warden and member of the Vestry. At the annual Parish meeting, said statement shall be presented and read to the parishioners there assembled and the statement duly filed and recorded in the Minutes and Records of the Parish. The statement shall also declare what money, lands or other property had been received during the preceding year, and from what source, what money has been expended, and for what objects; and what property has been purchased, exchanged, or mortgaged, and for what purposes.”

February 17, 2023 – January 16, 2024

Name	# of Meetings*	# Attended
Cathy Fitzpatrick, Sr. Warden	12	12
Stephen King, Jr. Warden	12	9
Alice Alexander	12	9
Carol Alvis	12	10
Sue Ann Averett	12	10
Caleb Bedillion	12	9
Karen Dieckmann	12	11
Leila Keel	12	9
Joellen Murphree	12	10
Richard Pate	12	9
Margaret Anne Robbins	12	8
Grant Smith	12	8
Ann Springfield	12	8
Donna Timmons	12	12

There were 12 monthly Vestry meetings
February 2023 – January 2024.

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

**MINUTES OF
MONDAY, APRIL 17, 2023
VESTRY MEETING**

PRESENT:

The Rev. Phillip Parker, Rector	Alice Alexander	Joellen Murphree
	Carol Alvis	
Cathy Fitzpatrick, Sr. Warden	Sue Ann Averett	Margaret Anne Robbins
Stephen King, Jr. Warden	Caleb Bedillion	Grant Smith
	Karen Dieckmann	Ann Springfield
Tommie Moore, Clerk	Leila Keel	Donna Timmons

ABSENT: Rev. Becca Walton, Mike Fitzpatrick, Richard Pate, Ann Springfield

The Rev. Phillip Parker opened the meeting with a prayer at 6:01 p.m.

CHECK IN

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 having lunch, coffee, etc.
- ✓ attended potlucks
- ✓ attended Lunch Bunch
- ✓ greeted and introduced themselves to visitors/newcomers

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:

- March 2023 financial reports
- March 20, 2023 Vestry minutes
- April 11, 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 - part of Executive Committee minutes

As an update to his report, Jr. Warden, Stephen King advised after many hours of research to find an affordable option to replace the Nursery deck he has several recommendations:

- A new deck be built using either 2x6 treated lumber or aluminum planks.
- The lumber boards would need to be treated and sealed once a year.
- A mesh tarp be purchased to shield the deck from direct sunlight.
- No sandboxes should be allowed on the deck, as this was determined to be part of the problem with the previous deck composite boards warping.
- Remove the iron fence and gate directly off the previous deck, which would open up more play space for children.

He has asked Esquire Construction to submit a bid for this project.

Drain Basin

Stephen reported the drain line behind the Church collapsed which caused standing water in that area. After he researched the problem, he found a new line will need to be run. He has received a bid from Ceasar Salinas in the amount of \$550 to replace the drain line.

MOTION: (Dieckmann/Averett)

Approved drain line replacement in the amount of \$550.

APPROVED.

Equipment Malfunction

Stephen reported on Good Friday a fill valve on the tea maker malfunctioned causing an overflow of

water in the beverage area and out into the Parish Hall. Absolute Cleaning and Restoration responded quickly and found moisture in the walls. After the water was removed, drying machines were set up in the flooded areas. Stephen advised that the coffee maker and tea maker would typically be installed in a kitchen area where there are floor drains. He noted the Executive Committee determined the tea maker is not used and at this point there was not a need to have the equipment repaired and moved to the kitchen. Stephen talked to Ken Jeter and the coffee maker has the same type of valve therefore being a risk for the same type of malfunction. He is working on options to move the coffee maker to the kitchen, where a drain is present.

MOTION: (Fitzpatrick/Bedillion)

Approve Consent Agenda as submitted and updated.

APPROVED.

BUSINESS:

Treasurer's report

A written report giving an overview of our financial status as of March 31, 2023 was submitted and is attached to these minutes. On behalf of the Treasurer, Mike Fitzpatrick, Cathy Fitzpatrick reported we have a \$13,000 surplus YTD. Expenses are running well below budget YTD.

MOTION: (Timmons/King)

Approve Treasurer's report as submitted and reviewed.

APPROVED.

CHECK-OUT:

Cathy advised that 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.

Cathy also noted that, following the recommendation from the Safety Task Force, 2-way radios have been purchased and once training is complete, will be placed in the Nursery, Sunday School rooms and with the Verger on duty.

Leila Keel advised that she did some research about purchasing playground equipment and found one of the Montessori schools in Tupelo installed a playground, with new equipment and fence for approximately \$36,000.

CLOSE: With no further business, Phillip dismissed the Vestry meeting at 6:50 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE APRIL MEETING:

- March 2023 financial reports
- March 20, 2023 Vestry minutes
- April 11, 2023 Executive Committee minutes
- Christian Growth Commission report - written
- Christian Service Commission report - written
- Christian Stewardship Commission report – written
- Curate's report – written
- Rector's report – written

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

**MINUTES OF
MONDAY, AUGUST 21, 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	Caleb Bedillion	
Mike Fitzpatrick, Treasurer	Karen Dieckmann	
Tommie Moore, Clerk	Leila Keel	Donna Timmons

ABSENT: Margaret Anne Robbins, Grant Smith, Ann Springfield

The Rev. Phillip Parker opened the meeting with a prayer at 6:00 p.m.

CHECK IN

ADDITIONS TO THE AGENDA:

Consider transferring funds to Curate's Discretionary account

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 objectives were reviewed. Several members reported they participated in a diaper shower for a parishioner; attended the Lunch Bunch; introduced themselves and visited with parishioners they did not know. Sr. Warden, Cathy Fitzpatrick challenged the Vestry to reach out to parishioners who have not returned to church since the Pandemic and report the progress at their September meeting.

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).

Becca submitted a written report which has been attached to these minutes.

Phillip reported over the last month several teaching opportunities have been held (an instructional Evening Prayer; Trivia Night at the July Potluck). He noted the “Theology in the Library” class has resumed their discussions. Phillip advised he officiated at the funeral of one of the founding members of St. Peter’s by the Lake Episcopal Church, Brandon. He has been addressing ongoing pastoral care needs in our parish.

CONSENT AGENDA:

- July 2023 financial reports
- July 24, 2023 Vestry minutes
- Christian Service Commission report - written
- Christian Stewardship Commission report - written
- Curate’s report

MOTION: (Dieckmann/Timmons)

Approve Consent Agenda as submitted.

APPROVED.

BUSINESS:

Treasurer’s report

Treasurer Mike Fitzpatrick reported July was a good month for revenue. We closed the month with revenue \$2,000 over budget. We experienced an expense net deficit of approximately \$3,000 partially due to the timing of several ongoing monthly expenses for July being paid in August along with the August payments. Overall, we ended the month with a year-to-date surplus of approximately \$16,000.

Mike reported that the Curate’s Discretionary account is low on funds and suggested transferring money into that account. After a brief discussion, the following motion was made:

MOTION: (Cathy Fitzpatrick/Alvis)

Approve transferring \$1,500 from Restricted account, line item 8065 “Rector’s Discretionary Account” to the Curate’s Discretionary account.

APPROVED.

Mike continued his report by suggesting the balance of funds received from the latest insurance claim be moved from Restricted account, line item 8068 “Insurance Claims” to Restricted Account, line item 8043 “Vestry Capital Discretionary Reserve”. After a brief discussion, the following motion was made:

MOTION: (King/Cathy Fitzpatrick)

Transfer the balance of funds received from the latest insurance claim from Restricted account, line item 8068 “Insurance Claims” to Restricted Account, line item 8043 “Vestry Capital Discretionary Reserve”.

APPROVED.

MOTION: (Cathy Fitzpatrick/Timmons)

Approve Treasurer's report as given.

APPROVED.

Consider signers on financial accounts

Tommie Moore advised that with the hiring of a new bookkeeper it was necessary to change the signers on our accounts with Renasant Bank and Community Bank. It was also suggested that Dinetia Newman be added as a signer on our accounts. The following motions were made:

Renasant Bank:

MOTION: (Cathy Fitzpatrick/Dieckmann)

Operating Account

- Keep Michael Fitzpatrick
- Keep Tommie Moore
- Remove Michele McBride
- Add Angela Brice
- Add Dinetia Newman

APPROVED.

MOTION: (Bedillion/Dieckmann)

Memorial Savings Account

- Keep Michael Fitzpatrick
- Keep Tommie Moore
- Remove Michele R. McBride
- Add Angela Brice
- Add Dinetia Newman

APPROVED.

MOTION: (Timmons/Bedillion)

Money Market Savings

- Keep Michael Fitzpatrick
- Keep Tommie D Moore
- Remove Michele R. McBride
- Add Angela Brice
- Add Dinetia Newman

APPROVED.

MOTION: (Cathy Fitzpatrick/Murphree)

Close Payroll Account. Transfer funds from Payroll account to Operating account.

APPROVED.

Community Bank:

MOTION: (Timmons/Dieckmann)

Update the signers on our Community Bank Capital Campaign Money Market account:

- Keep Michael C. Fitzpatrick
- Keep Tommie D. Moore
- Remove Michele R. McBride

Remove James M. Nelson
Remove Harry Dieckmann
Add Angela Brice
Add Dinetia Newman

APPROVED.

Activate Budget, Nominating and Compensation Review Committees

Tommie advised it was time to activate the Budget, Nominating and Compensation Review Committees so they may begin their work preparing for the 2024 Annual Meeting.

MOTION: (Cathy Fitzpatrick/King)

Activate the Budget, Nominating and Compensation Review Committees.

APPROVED.

Consider t-shirt/sweatshirt fundraiser

Cathy Fitzpatrick advised a parishioner had suggested selling All Saints' t-shirts and sweatshirts during the Fall, as it had been a while since we had new ones to sell. Cathy reported more details were being gathered as to the cost, design and number of items to be ordered. The matter was tabled until further details could be obtained.

MOTION: (Cathy Fitzpatrick/Timmons)

Table discussion of t-shirt/sweatshirt sale until further details can be obtained.

APPROVED.

CHECK-OUT

CLOSE: With no further business, The Rev. Phillip Parker dismissed the Vestry meeting at 6:44 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE AUGUST MEETING:

July 2023 financial reports

July 24, 2023 Vestry minutes

Christian Service Commission report - written

Christian Stewardship Commission report - written

Curate's report

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

**MINUTES OF
MONDAY, DECEMBER 18, 2023
VESTRY MEETING**

PRESENT:

The Rev. Phillip Parker, Rector	Alice Alexander	
The Rev. Becca Walton, Curate	Carol Alvis	Richard Pate
Cathy Fitzpatrick, Sr. Warden	Sue Ann Averett	Margaret Anne Robbins
	Karen Dieckmann	Grant Smith
Tommie Moore, Clerk	Leila Keel (by phone)	Donna Timmons

ABSENT: Caleb Bedillion, Mike Fitzpatrick, Stephen King, Joellen Murphree, Ann Springfield

VISITOR: Ty Robinson

The Rev. Phillip Parker opened the meeting with a prayer at 6:00 p.m.

CHECK IN

ADDITIONS TO THE AGENDA: Consider date change for January Vestry meeting

VENTURING CREW:

Ty Robinson opened the discussion by giving more detailed information about the Venturing Crew that would like to have All Saints' charter their organization.

Venturing is a coed age 14-20, youth-led, high adventure activity program all about building and developing essential skills like leadership, event-planning, organization, communication and responsibility. Ty advised that Jimmy Ray has agreed to be the Crew Leader and is in the process of recruiting other adults to help lead the Crew. He reported the Venturing Crew will meet on a night other than when Troop 85 meets as he does not want to conflict with the youth in Troop 85 moving toward their Eagle rank. There is a \$100 chartering fee, which Ty offered to cover. He stated the Unit 85 Committee recommends that the All Saints' charter the Venturing program. At this point, the following motion was offered:

MOTION: (Timmons/Robbins)

Approve All Saints' as the chartering organization for the Venturing Crew.

A discussion followed. A concern was raised by a Vestry member about the proper vetting of the Crew Leaders. Ty explained that background checks are conducted for each leader. He noted if anything is shown to be negative on the background check, then that person would not be installed as a leader. Detailed results of the background checks are only known to the local Scout Executive, which in our

case would be Owen McCulloch. Ty assured the Vestry that Owen would be glad to talk with and answer any questions about the process in vetting the leaders in the BSA association. The suggestion was made that All Saints' run their own background checks on all leaders of Pack and Troop 85 and the Venturing Crew leaders. It was explained that while different vendors might submit information for background checks, all checks are run through a common data base, meaning any information that would be noted on a background check that the BSA organization would run, would be the same information that would be noted on a background check that All Saints' would run. At this point, the following motion was made:

MOTION: (Keel/Alvis)

Table the discussion until further information about the BSA vetting process could be obtained.

No vote was taken on the above motion.

As the discussion continued, it was determined that most members of the Vestry were ready to "call the question" and take the vote on the first motion.

MOTION: (Timmons/Robbins)

Approve All Saints' as the chartering organization for the Venturing Crew.

APPROVED.

Of the 10 voting members, 7 voted to approve the motion / 3 voted not to approve the motion.

PROGRESS REPORTS FROM VESTRY:

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.

Cathy asked the Vestry to pay special attention to the emails that Nancy sends out identifying visitors who have turned in a pew card. She encouraged Vestry members to contact those visitors and let them know we are glad they visited. Sue Ann Averett said she would contact the recent visitors who live in Saltillo.

CONSENT AGENDA:

- November 2023 financial reports
- November 13, 2023 Vestry minutes
- December 18, 2023 Executive Committee minutes
- Christian Growth Commission report - written
- Christian Service Commission report - written
- Christian Stewardship Commission report - written

MOTION: (Dieckmann/Timmons)

Approve Consent Agenda as submitted.

APPROVED.

Treasurer's report

On behalf of Treasurer Mike Fitzpatrick, Cathy Fitzpatrick advised that actual revenue for November was \$51,699 against a budget of \$45,672; YTD actual revenue was \$542,000 against of budget of

\$502,000. Expenses were under budget for the month. She noted we have a \$19,000 year-to-date surplus.

Cathy reported that we have received 90 pledges for 2024, totaling \$473,000. The Stewardship committee is following up with calls to those parishioners we have not heard from yet.

Our building loan balance is \$580,000. A “Burn the Note” capital campaign will begin in early 2024.

MOTION: (Pate/Dieckmann)

Approve Treasurer’s report as given.

APPROVED.

Consider quote for cleaning and staining Nursery deck

A written quote from Ivy Fence Company was submitted to clean and stain 192 square feet of deck fencing and stain 656 square feet of decking on the Nursery deck. The deck is used by children in our Nursery, as well as children in Pathway Montessori School. It is necessary to have this done in order to preserve the integrity of the deck and extend its lifespan. Treasurer, Mike Fitzpatrick has advised funds to pay for this project would be available from 8064, “Pathway Montessori School”.

MOTION: (Averett/Timmons)

Approve quote from Ivy Fence Company to clean and stain 192 square feet of deck fencing and stain 656 square feet of decking at a cost of \$1,197.87 using funds from 8064, “Pathway Montessori School”.

APPROVED.

Discussion of refrigerator repair

Cathy reminded the Vestry that at the October meeting they were advised the oldest of our three refrigerators in the kitchen needed a new compressor and it was expected that the repair would be expensive. The refrigerator in question is not used very often and the other two refrigerators are able to handle all of our needs. At that time, it was suggested that there might be some channels open to us to obtain a free commercial refrigerator through Viking. Leila Keel volunteered to research this possibility. Leila advised she still has not received an answer from Viking and would like to table the matter until after the holidays, when the company would have a full workforce.

MOTION: (Pate/Dieckmann)

Table the discussion regarding the refrigerator repair until the January Vestry meeting.

APPROVED.

Consider Capital Campaign co-chairs

Cathy Fitzpatrick asked the Vestry to consider Wayne Averett and Donna Timmons as co-chairs for our next Capital Campaign which will begin in early 2024.

MOTION: (Dieckmann/Robbins)

Approve Wayne Averett and Donna Timmons as co-chairs of our next Capital Campaign.

APPROVED.

Consider date for 2024 Vestry Retreat

Cathy asked the Vestry members that will be serving in 2024 to consider March 1 and 2, 2024 as the date for our next Vestry Retreat. A discussion followed.

MOTION: (Fitzpatrick/Averett)

Approve March 1 and 2, 2024 as the date for the 2024 Vestry Retreat.

APPROVED.

January Vestry date

Phillip asked the Vestry to consider changing the date of the January Vestry meeting to January 16, 2024. The regular Vestry meeting falls on Martin Luther King, Jr. Day and many offices are closed in observance.

MOTION: (Fitzpatrick/Timmons)

Approve moving the next Vestry meeting to January 16, 2024.

APPROVED.

CHECK-OUT: The meeting was held at the former NCADD building, next door to the Chapel. NCADD generously gifted the building and furnishings to All Saints'. Phillip encouraged Vestry members to take a tour of the building after the meeting.

CLOSE: With no further business, The Rev. Phillip Parker dismissed the Vestry meeting at 6:54 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE DECEMBER MEETING:

November 2023 financial reports

November 13, 2023 Vestry minutes

December 11, 2023 Executive Committee minutes

Christian Growth Commission report - written

Christian Service Commission report - written

Christian Stewardship Commission report - written

Ivy Fence Company quote

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

**MINUTES OF
FRIDAY, FEBRUARY 17, 2023
VESTRY MEETING**

(Held during the Vestry Retreat)

PRESENT:

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

ABSENT: Alice Alexander, Margaret Anne Robbins

The Rev. Becca Walton opened with a devotion and The Rev. Philip Parker called the meeting to order at 6:02 p.m.

CHECK IN: Phillip welcomed all members of the Vestry, especially the newest members, to the weekend retreat.

ADDITIONS TO THE AGENDA:

- Discussion of delegation of approval of 2022 Parochial report
- Discussion of quote from Miller's Lock and Safe

CONSENT AGENDA:

- January 17, 2023 Vestry minutes

MOTION: (Timmons/Murphree)

Approve Consent Agenda as submitted.

APPROVED.

BUSINESS:

Treasurer's report

Written financial reports giving an overview of our financial status as of January 31, 2023 are attached to these minutes. Treasurer, Mike Fitzpatrick reported our total revenue for January exceeded the budgeted amount by approximately \$8,500. Total expenses were under budget by approximately \$1,900. Mike then reviewed and offered explanations of each section of the financial reports for our newest members and as a refresher for all others.

MOTION: (Murphree/Dieckmann)

Approve Treasurer's report as given.

APPROVED.

Safety Task Force report

Cathy Fitzpatrick, co-chair of the Safety Task Force opened the presentation of the report by thanking members of the Task Force for their work over the last year: co-chair, Richard Pate, Alice Alexander, Caleb Bedillion, Mickey Gray, Syd Limerick, Bill Morgan, Dinetia Newman, Cindy Ring, and Leslie Wood.

Cathy then reviewed the areas the Task Force studied, allowing for questions and discussion from the Vestry:

“Reducing Premise Vulnerabilities”:

- Limiting and tracking keys
- Stationing greeters at various access points
- Limiting access to offices
- Limiting access to areas designated for children
- Exterior lighting

“Promoting Awareness”

- Educating parishioners
- Training to interact with persons whose behavior is unstable, disruptive or suspicious

“Response Protocols”:

- Designation of the Safety Team
- Communication between facility areas and the Safety Team
- Identify safe areas and escape routes
- Fire Extinguishers
- On site emergency medical equipment training

“Parishioner Communication”

- Informing and communicating to parishioners about the existence of a safety plan
- Training parishioners regarding “run/hide/fight” protocol
- Conducting fire and weather drills

“Armed Presence”

- Occasional armed presence as determined by the Rector

Cathy stated the report and the necessary training will be presented to the Parish in several ways: forums, potluck supper programs, weekly email articles and training sessions.

The full report is attached to these minutes.

MOTION: (King/Timmons)

Accept Safety Task Force report as presented.

APPROVED.

Jr. Warden report

Consider quote from Miller's Lock & Safe

Stephen King advised the Safety Task Force report identified doors which needed different locks, such as doors to rooms where children are located and the Kitchen service door. The Kitchen door has a flip type lock and is being left unlocked at times. The other doors to rooms where children are located have side button-type locks which are not being locked during times where those rooms are occupied. It was noted that the Parlor door also has a flip type lock and should be considered for the same type of lock that will be installed on the Kitchen service door. Stephen asked Allen Miller of Miller's Lock and Safe to recommend locking mechanisms that would lock the doors automatically anytime they are closed. The quote from Miller's Lock and Safe is attached to these minutes. After a discussion, the following motion was made:

MOTION: (King/Pate)

Accept the quote from Miller's Lock and Safe with locking mechanisms on identified doors in the Program Facility, with additional locks on the Parlor door and one additional classroom door, not to exceed \$2,500.00.

APPROVED.

Update on Nursery deck

Stephen advised that the Nursery deck has been demolished. Due to the amount of sun and heat in that particular area, composite boards warped to the point that made the deck unsafe for use. He is working to find suitable replacement materials to rebuild the deck.

HVAC software upgrade explanation

For the benefit of our newest Vestry members, Stephen advised that in September 2022, Joey Moody advised that an HVAC software upgrade to the automation system was needed in order for all of our HVAC units to work properly and efficiently. He stated that Joey Moody advised the upgrade would cost approximately \$10,000 and he would reuse as many software parts as possible. Stephen will ask Joey Moody for an updated quote.

Review of "Notice of Release and Removal" of The Rev. Sandra Moss DePriest

Phillip reported that the Rev. Sandra Moss DePriest has retired and moved to the east coast and has requested to be released and removed from all rights, duties, obligations, privileges, and entitlements in connection with and pertaining to the Ministry within The Episcopal Church. Bishop Seage has granted this request. The official "Notice of Release and Removal" has been made a part of the official minutes of All Saints' Episcopal Church.

Elect delegates/alternates to the 197th Diocesan Annual Council - Jackson

Phillip advised we need to elect 3 delegates and 2 alternates to serve at the 197th Annual Council of the Diocese of Mississippi. He noted the Diocesan Standing Committee has indicated the election of our next Bishop could possibly occur at the 197th Annual Council.

Proposed delegation:

Delegates: Les Alvis, Cathy Fitzpatrick, Caleb Bedillion

Proposed Alternates: Mike Fitzpatrick, Sue Ann Averett

MOTION: (Smith/King)

Approve the delegation to the 197th Annual Council of the Diocese of Mississippi:

Delegates: Les Alvis, Cathy Fitzpatrick, Caleb Bedillion

Alternates: Mike Fitzpatrick, Sue Ann Averett

APPROVED.

Discussion of delegation of approval of 2022 Parochial report

Phillip advised that the 2022 Parochial report is due March 1. He explained the report covers statistics relating to membership and attendance, along with financial information for the reporting year. Our data and financial management system which houses all of this information is running updates for the 2022 Parochial report, which has caused a delay in processing the information we need to complete the report. He asked the Vestry to consider delegating the approval of the 2022 Parochial report to the Wardens on behalf of the Vestry.

MOTION: (Bedillion/Dieckmann)

Delegate authority to approve the 2022 Parochial report to the Sr. Warden and the Jr. Warden.

APPROVED.

CHECK-OUT

CLOSE: With no further business, Becca dismissed the Vestry meeting at 8:21 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE FEBRUARY MEETING:

- January 2023 Financial reports
- January 17, 2023 Vestry minutes
- Safety Task Force report
- Miller's Lock & Safe quote
- "Notice of Release and Removal" of The Rev. Sandra Moss DePriest

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

**MINUTES OF
TUESDAY, JANUARY 17, 2023
VESTRY MEETING**

PRESENT:

The Rev. Phillip Parker, Rector
The Rev. Becca Walton, Curate
Dinetia Newman, Sr. Warden
Stephen King, Jr. Warden
Mike Fitzpatrick, Treasurer

Caleb Bedillion
Karen Dieckmann
Cathy Fitzpatrick
Anna Fleming

Mark Maharrey

Joellen Murphree
Richard Pate
Kamme Riddle
Margaret Anne Robbins
Grant Smith
Donna Timmons

Tommie Moore, Clerk
Michelle Hester, CtK representative

ABSENT: Harry Dieckmann, Mickey Gray

The Rev. Philip Parker called the meeting to order with a prayer at 6:06 p.m.

CHECK IN:

Christ the King Lutheran Church representative, Michelle Hester announced they will be closing their congregation and read a letter of explanation to the Vestry. The letter is attached to these minutes.

ADDITIONS TO THE AGENDA: None

CONSENT AGENDA:

- December 2022 Financial reports
- December 12, 2022 Vestry minutes
- January 9, 2023 Executive Committee minutes

MOTION: (Timmons/Riddle)

Approve Consent Agenda as submitted.

APPROVED.

STEWARDSHIP COMMITTEE REPORT:

Mike reported we received 97 pledges to the 2023 operating budget totaling \$510,000.

MOTION: (Pate/Newman)

Approve Stewardship report as given.

APPROVED.

SAFETY TASK FORCE:

Cathy Fitzpatrick advised the Task Force is making the final edits to their report and will give an introduction to the full report at the Annual Parish meeting. The full report will be discussed at the February Vestry meeting.

MOTION: (Timmons/Newman)

Approve Safety Task Force report as given.

APPROVED.

BUSINESS:

Consider Amanda Reed as Nursery coordinator

Phillip asked the Vestry to consider Amanda Reed as the new Nursery coordinator. After a brief discussion, the following motion was made:

MOTION: (Fitzpatrick/Timmons)

Approve Amanda Reed as Nursery Coordinator.

APPROVED.

Update on returning to inside dining at Saints' Brew

Phillip reported that he met with Saints' Brew Director, Deepika Dey and the Saints' Brew team leaders to develop written operational procedures and policies and to discuss how and when to return to inside dining. He advised the meeting was very productive and all present hope that we can reopen Saints' Brew to inside dining sometime in February. A first draft of an operational policy was distributed to each person in attendance and they were asked to add their thoughts to the document and be ready for further discussions at their next meeting on January 25. Phillip will continue to update the Vestry on the progress being made.

MOTION: (Newman/Murphree)

Approve Saints' Brew report as given.

APPROVED.

Update on flood damage in Program Facility

Stephen King advised that Absolute Cleaning and Restoration has completed the initial work in removing the water from the Program Facility which occurred due to a burst pipe on Christmas Eve. They have also completed drying the walls in all of the affected areas. The insurance adjuster has inspected the damage throughout the building and a claim has been opened with Church Mutual. Stephen has been in contact with a contractor about the repairs and painting that will be needed. Hopefully, that work will start soon. Tommie Moore has been in contact with Matt Copeland, owner of ServiceMaster about the cleaning, shampooing carpets and stripping and waxing the vinyl floors. She noted that the floor work would be the last part of the recovery effort.

Treasurer's report

Written financial reports giving an overview of our financial status as of December 31, 2022 were submitted and are attached to these minutes. Treasurer, Mike Fitzpatrick reported pledge offerings, which included a one-time financial gift, were approximately \$7,600 below budget for 2022. Without the one-time gift included, pledge offerings were 95% of budget. Total revenue was approximately \$24,000 short of the budgeted amount. There was a total deficit of \$66,584 for 2022, which was better than projected.

Review and discussion of 2023 draft budget

Mike Fitzpatrick presented a draft of the 2023 operating budget. He reviewed and explained the draft budget, line by line, offering 3 different options. A copy of the draft budget is attached to these minutes.

The first option (column AD) included a 3.5% raise for all staff, as well as a 5% Diocesan minimum salary increase requirement for a curate. This option also included funding all committees at the level of their 2023 budget request. This option would create a deficit budget of \$89,891.62.

The next option (column AE) did not include raises for the staff, with the exception of the 5% Diocesan minimum salary increase requirement for a curate. It did include funding all committees at the level of their 2023 budget request. This option would create a deficit budget of \$80,757.86.

The third and final option (column AF) did not include raises for the staff, with the exception of the 5% Diocesan minimum salary increase requirement for a curate. This particular option did not include funding for Servant Ministry at \$15,000. Mike suggested a pause on the funding of this committee in 2023 to re-envision their mission for 2024. He continued by advising that this option funded worship and programs at the amount they requested for 2023 if they did not have any funds in a Restricted Money Market account. For those that have a Restricted Money Market account, their request was funded from that line item. This option would create a deficit budget of \$49,857.86.

Notes:

- All three budget options included our Diocesan Voluntary Proportionate Giving (VPG) percentage of 10% of our 2021 total revenue.
- Deficit could be closed by using funds from our accumulated surplus, funds from the Payroll Protection Program grant and the funds reserved for an audit. Mike advised the Diocese has approved the use of an in-house audit committee to handle our 2022 audit.
- Mike advised using these funds to close the 2023 deficit would deplete our reserves.

A lengthy discussion followed. It was the consensus of the Vestry that the budget deficit should not be decreased by the non-funding of raises. The Vestry recognized that staff is needed in order to develop congregational programs and services to promote growth.

After more discussion, the following motion was made:

MOTION: (King/Fitzpatrick)

Approve Option AF with the addition of funding for 3.5% raises for staff.

APPROVED.

Further discussion was had about guidelines in committee spending from their Restricted Money Market account. After the discussion, the following motion was made:

MOTION: (Dieckmann/Timmons)

For committees that either did not receive funding in the 2023 operating budget or only received partial funding in the 2023 operating budget, with the intent that they would use funds in their Restricted Money Market account:

Approve committee spending from the committees' Restricted Money Market account not to exceed the amount requested for 2023 for the 2023 calendar year only.

APPROVED.

CHECK-OUT

CLOSE: With no further business, Becca dismissed the Vestry meeting at 7:38 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE JANUARY MEETING:

- December 2022 Financial reports
- December 12, 2022 Vestry minutes
- January 9, 2023 Executive Committee minutes
- Letter from Christ the King Lutheran Church, ELCA
- 2023 Operating Budget draft

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

**MINUTES OF
MONDAY, JULY 24, 2023
VESTRY MEETING**

PRESENT:

The Rev. Phillip Parker, Rector	Alice Alexander	Joellen Murphree
The Rev. Becca Walton, Curate		Richard Pate
Cathy Fitzpatrick, Sr. Warden		Margaret Anne Robbins
Stephen King, Jr. Warden	Caleb Bedillion	Grant Smith
Mike Fitzpatrick, Treasurer	Karen Dieckmann	Ann Springfield
Tommie Moore, Clerk	Leila Keel	Donna Timmons

ABSENT: Carol Alvis, Sue Ann Averett

The Rev. Phillip Parker opened the meeting with a prayer at 6:00 p.m.

CHECK IN

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 objectives were reviewed. One member reported her husband baked bread which she delivered to several members. Cathy reminded the Vestry they will be hosting the potluck dinner on July 26.

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).

Becca submitted a written report which has been attached to these minutes.

Phillip reported he chaperoned youth from our Diocese to the Episcopal Youth Event in Baltimore Maryland in early July. He has been checking on several parishioners who have had surgery or are in the hospital. Phillip advised he is working on questions for “Trivia Night” at the July potluck dinner.

CONSENT AGENDA:

- June 2023 financial reports
- June 20, 2023 Vestry minutes
- June 28, 2023 Vestry via email vote minutes
- July 10, 2023 Executive Committee minutes
- Christian Growth Commission report - written
- Christian Service Commission report - written
- Jr. Warden’s report (part of the Executive Committee minutes)
- Sr. Warden’s report (part of the Executive Committee minutes)
- Curate’s report written
- Rector’s Report

MOTION: (Timmons/Murphree)
Approve Consent Agenda as submitted.

APPROVED.

BUSINESS:

TREASURER'S REPORT

Treasurer, Mike Fitzpatrick advised we had a good month in June. Pledge, plate and non-pledge offerings are all above budget year-to-date. He stated we had a total net deficit of \$1,000 in June. Mike reported \$9,700 of expenses in maintenance repairs and replacements in June. The conversion of some of the door locks (as part of our safety plan) and a partial payment for the HVAC software upgrade were part of those expenses.

MOTION: (Pate/Dieckmann)
Approve Treasurer’s report as submitted and reviewed.

APPROVED.

Discussion of gutter repair quote

Stephen advised that our gutters need cleaning and some are in need of repair. He presented a quote in the amount of \$3,468.61 from Gum Tree Gutters noting their quote was the most thorough he received. They will provide the materials, replace damaged gutters and clean all interior gutters. Mike advised the gutter project could be funded from Restricted line item 8043, “Vestry Capital/Discretionary Reserve” fund.

MOTION: (Dieckmann/Timmons)
Accept quote from Gum Tree Gutters in the amount of \$3468.61 to have all gutters cleaned, repaired or

replaced as needed.

APPROVED.

Update on Nursery deck

Stephen advised Esquire Construction began work on July 24 to rebuild the Nursery deck. Stephen is working with Cody Hancock (owner of Esquire Construction) to find a compliance solution for the gate lock. He hopes to have the work completed by August 18.

Discussion of Choirmaster salary

Phillip advised that he and Cathy Fitzpatrick met with our Organist, Dr. Debra Atkinson to discuss combining the organist position with the Music Director position. Phillip reported Debra is agreeable to taking on the extra responsibilities associated with the Music Director position, but she asked for the salary to be raised to \$35,000. After a brief discussion, the following motion was made:

MOTION: (Dieckmann/Pate)

Approve Choirmaster salary of \$35,000 per year.

APPROVED.

Consider signers on financial accounts

Phillip reported that additional conversation was needed about this topic and he would like to table the discussion until the August Vestry meeting.

MOTION: (Timmons/Robbins)

Table agenda item "Consider signers on financial accounts" until the August Vestry meeting.

APPROVED.

CHECK-OUT

Cathy advised she will be meeting with the Downtown Safety Committee on Tuesday, July 25 and with the All Saints' Safety Task Force on Sunday, July 30. She advised that recently, in consultation with the Wardens, Phillip approved hiring an armed security officer to be on site during the serving hours at Saints' Brew during a two week period and for two Sunday morning services on July 9 and 16. The security officer will continue his presence during the Saints' Brew serving hours for an additional two weeks. She reported the process was followed which was set forth by the Safety Task Force and was a specific response to a specific situation.

CLOSE: With no further business, The Rev. Phillip Parker dismissed the Vestry meeting at 6:41 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE JULY MEETING:

- June 2023 financial reports
- June 20, 2023 Vestry minutes
- June 28, 2023 Vestry via email vote minutes
- July 10, 2023 Executive Committee minutes
- Christian Growth Commission report
- Christian Service Commission report
- Curate's report
- Gum Tree Gutter quote

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

**MINUTES OF
TUESDAY, JUNE 20, 2023
VESTRY MEETING**

PRESENT:

The Rev. Becca Walton, Curate	Alice Alexander	Joellen Murphree
Cathy Fitzpatrick, Sr. Warden		Richard Pate
Stephen King, Jr. Warden		Margaret Anne Robbins
Mike Fitzpatrick, Treasurer		Ann Springfield
Tommie Moore, Clerk		Donna Timmons

ABSENT: The Rev. Phillip Parker, Carol Alvis, Sue Ann Averett, Caleb Bedillion, Karen Dieckmann, Leila Keel, Grant Smith,

The Rev. Becca Walton opened the meeting with a prayer at 6:08 p.m.

CHECK IN

ADDITIONS TO THE AGENDA:

- Gutter repair
- Tree removal

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 objectives were reviewed. Several members noted ways in which they were intentional about engaging with parishioners and/or newcomers by introducing themselves to our visitors. The majority of the Vestry members helped with Vacation Bible School in some capacity.

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 is away serving on staff at Camp Bratton-Green Special Session 2. Becca submitted a written report which has been attached to these minutes.

CONSENT AGENDA:

May 2023 financial reports

May 15, 2023 Vestry minutes

Christian Growth Commission report - written

Christian Service Commission report - written

Christian Stewardship Commission report - written

Curate’s report - written

MOTION: (Timmons/Pate)

Approve Consent Agenda as submitted.

APPROVED.

BUSINESS:

Treasurer’s report

A written report giving an overview of our financial status as of May 31, 2023 was submitted and is attached to these minutes. Mike reported that “Total Revenue” year-to-date is \$256,405.16 against a year-to-date budget of \$222,947.80. Year-to-date “Total Expenses” as of May 31, 2023 were \$233,561.60 against a year-to-date budget of \$256,182.67. He noted that Saints’ Brew and the Concert Music Series both received generous donations from the estate of Peg Oakes.

Mike reported we have approximately \$160,000 in cash in the Capital Campaign account, which amounts to approximately ten months of loan payments. He advised we would need to conduct another Capital Campaign beginning in January 2024.

MOTION: (Pate/Timmons)

Approve Treasurer’s report as submitted and reviewed.

APPROVED.

Tree removal

Stephen King reported that during a recent storm, part of one of our trees on the Madison Street side of our campus fell. There was no structural damage to that side of our campus. As the remaining part of the tree posed a safety hazard, Stephen called a tree removal service to take down the remainder of the tree. The cost of the removal was approximately \$1,400 and the tree was removed late in the week of June 12.

Gutter repair

Stephen reported that upon inspecting our gutters around the campus it was discovered that many of the gutters are in need of repair with some needing to be replaced. He noted that the gutters have only been cleaned and repaired once since 2007. He has one quote for the project and is working to obtain others.

Pest control

Stephen advised he is working to eradicate the squirrel problem in the attic of the Chapel. The squirrels have caused some damage to the wiring, but it is not as much damage as he originally thought. He is researching options for eradication.

Discussion of replacement of Nursery deck / Discussion of Pathway Montessori School rent

To recap, the nursery deck was demolished in January 2023 due to the warpage of the composite deck boards. Stephen has been working to find a suitable and affordable replacement option since that time. He determined the most affordable and suitable option for replacement was to build the deck with treated lumber and purchase a shade to help shield the deck from the excessive heat. On June 8, two inspectors with the Mississippi Department of Health visited Pathway Montessori School to measure the deck area. They were told by the owner of Pathway, Marsha Kiste, about the deck problem and what was being done to replace it. At that time, the inspectors told Marsha she had two weeks to get the deck built or she would have to reduce her student number from 24 children to 18 children. In the meantime, Stephen King was continuing to talk with an engineer to find the best possible solution in resolving some of the drainage issues in that area and rebuilding the deck.

All Saints' Chancellor, Reed Hillen contacted the legal counsel for MSDH to discuss the matter and to ask for an extension for Pathway, considering All Saints' was in the process of discussions about rebuilding the deck. The MSDH legal counsel, Cassandra Walter noted it seemed unreasonable to expect that the issue could be resolved within two weeks. Ms. Walter is to resume discussions with Reed on June 21, once she has had a chance to review all of the documents.

Stephen reported he has contacted four contractors to bid on the project. The engineer he is working with is drawing up a scope of work to give to the contractors. There will be some work to be done to address the drainage issue. Stephen noted he is to receive the scope of work from the engineer on June 21. At that time, he will send the scope of work to the contractors with a deadline for bidding set for Monday, June 26 5:00 p.m. He also stated that he has told the contractors that work will need to start within one week of acceptance of the bid. Once the bids are in, the Vestry will be asked to vote by email which bid to accept, and the work will start soon after approval is received.

The discussion then turned to Pathway's rent. Currently, Pathway's rent is \$640 per month, with a scheduled increase due on August 1, 2023 to \$672 per month. If All Saints' is not granted an extension to get the deck built and Pathway must reduce the number of students from 24 to 18, Pathway's income revenue will be affected. A discussion followed. It was suggested that if Pathway loses part of its income revenue due to the deck issue, the rent should be waived for the period of time the student count is reduced.

MOTION: (King/Murphree)

In the event Pathway must reduce its student count due to the deck issue, the rent should be waived for the period of time the student count is reduced while the deck issue is resolved.

APPROVED.

Approve Bookkeeper position salary

Cathy advised that Angela Brice has been hired as our new bookkeeper. She began her work with us on June 20. Cathy reported that Angela is self-employed and will be a 1099 employee of All Saints'. She will be working approximately 10 hours per week. Cathy asked the Vestry to consider a yearly salary of \$20,700. After a brief discussion, the following motion was made:

MOTION: (Timmons/Pate)

Approve the Bookkeeper's salary of \$20,700 yearly.

APPROVED.

Discussion of Choirmaster job description and salary

Cathy opened the discussion by advising that after discussions with Phillip, they agreed it would be beneficial to combine the positions of Music Director and Organist. She stated the job description for the combined positions has been written outlining the responsibilities. The combined job description was included in the Vestry's packet for the June meeting. Cathy asked the Vestry to consider the job description and a yearly Choirmaster salary of \$30,000. She noted that once Phillip returned from Camp Bratton-Green, they will move forward with discussions regarding a candidate for the position. After a brief discussion, the following motion was made:

MOTION: (Timmons/Pate)

Approve Choirmaster job description with a salary of \$30,000 per year.

APPROVED.

Approve new chalice bearer

Tommie asked the Vestry to consider recommending Mark Swanberg for licensing as a chalice bearer by Bishop Seage.

MOTION: (Timmons/Alexander)

Recommend Mark Swanberg to Bishop Seage for licensing as a chalice bearer.

APPROVED.

CHECK-OUT

Cathy advised the Vestry will be responsible for hosting the July 26 potluck dinner. She will be in touch with the details as we get closer to the July potluck.

CLOSE: With no further business, Becca dismissed the Vestry meeting with a prayer at 7:29 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE JUNE MEETING:

- May 2023 financial reports
- May 15, 2023 Vestry minutes
- Christian Growth Commission report - written
- Christian Service Commission report - written
- Christian Stewardship Commission report - written
- Curate's report - written
- Choirmaster job description

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

**MINUTES OF
MONDAY, MARCH 20, 2023
VESTRY MEETING**

PRESENT:

The Rev. Phillip Parker, Rector
The Rev. Becca Walton, Curate
Cathy Fitzpatrick, Sr. Warden
Stephen King, Jr. Warden

Alice Alexander
Carol Alvis
Sue Ann Averett
Caleb Bedillion
Karen Dieckmann
Leila Keel

Joellen Murphree
Richard Pate
Margaret Anne Robbins
Grant Smith
Ann Springfield
Donna Timmons

Tommie Moore, Clerk

ABSENT: Mike Fitzpatrick

VISITOR: Taylor Sparks

The Rev. Phillip Parker opened the meeting with a prayer at 6:02 p.m.

CHECK IN: Sr. Warden, Cathy Fitzpatrick advised that the April Executive committee meeting has been rescheduled for Tuesday, April 11.

ADDITIONS TO THE AGENDA:

- Consider approval of Deanna Alford as chair of the Hospitality committee.
- Consider approval of Concert series

PROGRESS REPORTS FROM VESTRY AND CLERGY

Phillip opened the discussion by reminding the Vestry of the goals/objectives they set at the February Vestry Retreat.

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.

Several Vestry members shared how they have been intentional in engaging with parishioners. It was suggested that Vestry members serve as Greeters, giving them a chance to better recognize newcomers. It was also noted that the Vestry will host the March 22 potluck and should make plans to attend the

Taizé service prior to the meal.

In response to communicating liturgy explanations to the parish, pamphlets were ordered which will be publicized and placed in the church narthex. The pamphlets include general information about the Episcopal Church, baptism, confirmation and other ways to become a member, customs and practices, and notes on the Episcopal “language”. Full sets of these pamphlets will be on display in the narthex soon.

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 reported he met with the Bishop for his yearly consultation and they discussed journaling as a way to document ongoing activities. The Bishop cautioned Phillip about the validity of publishing a journal as it can set up unhealthy expectations. The Vestry discussed this in more depth and it was the consensus that a monthly general report to the Vestry would be a better option.

Phillip advised he reviewed the pamphlets and ordered the ones mentioned under the update of Vestry objectives. He noted he does see a spiritual director on a regular basis.

CONSENT AGENDA:

- February 2023 financial reports
- February 17, 2023 Vestry minutes
- March 13, 2023 Executive Committee minutes
- Christian Growth Commission report
- Christian Stewardship Commission report
- Curate’s report

MOTION: (Timmons/Pate)

Approve Consent Agenda as submitted.

APPROVED.

BUSINESS:

Treasurer’s report

Written financial reports giving an overview of our financial status as of February 28, 2023 are attached to these minutes. At the Executive Committee meeting last week, Treasurer, Mike Fitzpatrick reported “Total Revenue” is over budget MTD and YTD. “Total Expenses” were under budget MTD and YTD. He noted, as of February 28, 2023 we have \$62,769 in “Pre-Paid Pledges” for 2023.

MOTION: (Cathy Fitzpatrick/Timmons)

Approve Treasurer's report as given.

APPROVED.

Consider Endowment Fund interest designation

Cathy Fitzpatrick advised that Endowment Trustees will be accepting committee grant requests in the next few weeks. The Trustees have indicated there is approximately \$1,000 available in grant funds for this year.

Consider election of Endowment Trustees

Cathy presented the following parishioners for consideration as Endowment Trustees to fill the expired terms of Wayne Averett and Kay Trapp.

Fred Page and Harry Dieckmann

MOTION: (Murphree/Pate)

Approve nomination of Fred Page and Harry Dieckmann as Endowment Trustees each for a 3 year term.

APPROVED.

Jr. Warden report

Update on Nursery deck

Stephen advised he has been researching options in replacing the Nursery deck. He has met and/or spoken with the original contractor, Cody Hancock, Esquire Construction, a structural engineer and an employee of Tupelo Parks and Recreation looking for suitable, affordable options in rebuilding the Nursery deck. After many conversations, the consensus is the only viable option is the one outlined in the quote from Esquire Construction at a cost of \$43,534.86. The quote is attached to these minutes. It was noted that the previous deck placement had HVAC lines/drains and pipes running under it and therefore cannot have concrete poured over that area. A lengthy discussion followed. Stephen advised he would like to contact architect Terry Williams, who worked with architect and parishioner Gus Staub on the plans for the original deck placement and design. It was also suggested that Stephen explore the cost, placement and construction of an outside playground. Stephen will work on those options and report back to the Vestry as details are available.

HVAC software upgrade explanation

Since the last Vestry meeting, Stephen asked Joey Moody of Moody Services to update his quote on the upgrade in software on our HVAC system. The latest quote from Moody Services is attached to these minutes. Stephen recommended the Vestry accept the quote from Moody Services as the software in our HVAC system has not been upgraded since the initial installation. After a discussion, the following motion was made:

MOTION: (Cathy Fitzpatrick/Keel)

Approve quote from Moody Services to upgrade the software on our HVAC system as a cost of \$9,656.00 plus tax, with funding from line item 8043 "Capital Reserves" in Restricted accounts.

APPROVED.

Consider funding for Hot Shot Electric bill

Stephen advised we had a light switch damaged in the Christmas Eve flood that needed to be replaced and will be paid for as part of the insurance claim. Hot Shot Electric replaced the switch at a cost of \$545. While they were here, Stephen advised when he has Hot Shot Electric on campus for a lighting

issue, he has them continue the project of converting lights to LED bulbs thus saving on an additional service call. While Hot Shot Electric was here to replace the light switch damaged in the flood, they converted 13 indirect fluorescent lights in the Parish Hall, 12 2x4 lay in lights in the education area and converted the outside wall lights to LED. They also found a defective 4/way switch in the Chapel area and installed 3 LED wall packs. The total cost for this work was \$3,235.

MOTION: (Dieckmann/Bedillion)

Approve payment of Hot Shot Electric bill in the amount of \$3,235 from line item 8043 “Capital Reserves”. The bill for replacing the light switch damaged in the flood in the amount of \$545. will be paid from insurance claim money received.

APPROVED.

Acceptance of gifts from the estate of Karen Asbury (quilts, needlepoint items)

Phillip advised that Karen Asbury’s family donated 2 baby quilts, 11 full size quilts, needlepoint handwork and a cross chain to All Saints’. He reported that her sons hoped the quilts could be auctioned with the proceeds designated for Saints’ Brew. Deepika Dey is having the quilts appraised.

MOTION: (Dieckmann/Pate)

Accept the gifts from the estate of Karen Asbury with gratitude and in thanksgiving for the life of Gene and Karen Asbury. Approve auctioning the quilts with the proceeds designated for Saints’ Brew.

APPROVED.

Consider Deanna Alford as chair of the Hospitality Committee

Cathy submitted Deanna Alford for consideration as chair of the Hospitality Committee.

MOTION: (Timmons/Robbins)

Approve Deanna Alford as chair of the Hospitality Committee.

APPROVED.

Consider approval of Concert Series

Music Director, Taylor Sparks advised he has been working with Dinetia Newman to formulate plans to offer a “Concert Series” at All Saints.’ Below is a summary of their proposal:

The All Saints’ Concert Series would offer four concerts annually and would be advertised to the parish and more broadly to Tupelo community and Diocese.

All Saints’ would set up a vehicle/fund to maintain separately all donations and grant monies for the Concert Series. All Saints’ would apply for grants and seek donations to fund the Concert Series. Taylor and Dinetia believe funding for the initial 2023 Concert Series could total up to \$10,000, depending upon the performance artists.

Taylor reported they have spoken with Treasurer, Mike Fitzpatrick, to reach out to the Endowment Committee for some initial funding and to proceed with requesting funding for the initial concert from a donor they mentioned to him. To date, Dinetia Newman has discussed with Mike Fitzpatrick the establishment of a “fund” to receive donations for the “All Saints’ Concert Series”. A restricted money market account was established this week and has received an initial donation of \$500 with a pledge of a second \$500 donation in April. They believe these donations should be sufficient to cover expenses of the inaugural Concert. Taylor has secured agreement from the members of a Memphis string quartet to perform at the inaugural All Saints’ Concert Series. Our purpose in contacting the Endowment

Committee is to secure funding for the second and some portion of the third and fourth Concerts (to be held in late May/early June and September/October/November). Taylor and Dinetia are doubtful that grant funds and sufficient sizable donations will be available to fund these concerts and will need immediate funds to cover the May/June expenses while they await receipt of grant funds and additional donations.

They are asking the Endowment Committee for a donation for the All Saints' Concert Series. The intent is to hold costs for future concerts (if at all possible) to \$1,000-\$1,500 for performers, advertising and other costs.

The All Saints' choir needs funding to obtain paid singers during times that key current choir members are out of town or otherwise unavailable and to support existing choir members. The request for the All Saints' Concert Series is separate from the Adult Choir Fund and monies received for the Concert Series will not be used to support the existing choir.

Taylor thanked the Vestry for their time and consideration. Afterwards, the Vestry discussed the concept of the All Saints' Concert Series and thought it would be a wonderful offering in the Tupelo community as there is not anything like it currently. It was the consensus of the Vestry not to ask parishioners to bear the cost of funding the Concert Series. It was also suggested that part of the donations collected at the time of the concert could be donated to a worthy cause in the community.

MOTION: (Dieckmann/Robbins)

Approve concept of the All Saints' Concert Series, with funding from a grant from the Endowment Fund and other outside sources.

APPROVED.

CHECK-OUT

CLOSE: With no further business, Phillip dismissed the Vestry meeting at 7:31 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE MARCH MEETING:

February 2023 financial reports

February 17, 2023 Vestry minutes

March 13, 2023 Executive Committee minutes

Christian Growth Commission report

Christian Stewardship Commission report

Curate's report

HVAC software upgrade explanation and updated quote

Hot Shot Electric lighting bill

**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

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

**MINUTES OF
MONDAY, NOVEMBER 13, 2023
VESTRY MEETING**

PRESENT:

The Rev. Phillip Parker, Rector		Joellen Murphree
The Rev. Becca Walton, Curate	Carol Alvis	
Cathy Fitzpatrick, Sr. Warden	Sue Ann Averett	
Stephen King, Jr. Warden	Caleb Bedillion	
	Karen Dieckmann	Grant Smith
Tommie Moore, Clerk		Donna Timmons

ABSENT: Mike Fitzpatrick, Alice Alexander, Leila Keel, Richard Pate, Margaret Anne Robbins, Ann Springfield

The Rev. Phillip Parker opened the meeting with a prayer at 6:02 p.m.

CHECK IN

ADDITIONS TO THE AGENDA: None

PROGRESS REPORTS FROM VESTRY: No report

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.

CONSENT AGENDA:

- October 2023 financial reports
- October 23, 2023 Vestry minutes
- Christian Growth Commission report - written
- Christian Service Commission report - written
- Christian Stewardship Commission report - written
- Curate's report

MOTION: (Timmons/Murphree)

Approve Consent Agenda as submitted.

APPROVED.

Treasurer's report

On behalf of the Treasurer, Cathy Fitzpatrick gave an oral report of our financial status as of October 2023. She reported that our year-to-date revenue is approximately \$490,000 vs. a budget of \$456,000. Revenue has been running either above or at budget and expenses have been running in line with the budget.

The balance on our building loan is \$594,793.

MOTION: (Dieckmann/King)

Approve Treasurer's report as given.

APPROVED.

Consider Voluntary Proportionate Giving % to the Diocese (10% in 2023)

Cathy opened the discussion by advising All Saints' voluntary proportionate giving % to the Diocese of Mississippi is based on the "Total Operating Revenue" as reported on the previous year's Parochial report. Our 2023 VPG percentage is 10%. Our 2024 VPG percentage will be based on the "Total Operating Revenue" of \$539,715 as reported on the 2022 Parochial report. A discussion followed. Cathy reported the Treasurer recommended maintaining our VPG percentage at 10% in order to reduce the projected 2024 operating deficit.

MOTION: (King/Timmons)

Approve All Saints' voluntary proportionate giving percentage to the Diocese of Mississippi at 10% of the "Total Operating Revenue" of \$539,715 as reported on the 2022 Parochial report.

APPROVED.

Consider playground project

Cathy opened the discussion by thanking Leila Keel for her work in researching options for playground equipment and submitting a proposal and projected cost for the construction of the project. It was noted that approximately \$28,000 would be needed for the project. A discussion followed. The Vestry agreed to table further discussions concerning the playground project until after the Stewardship Operating Campaign has concluded and we would have a better idea of what our operating budget will be in 2024.

Update from the Nominating Committee

On behalf of the Nominating Committee, Cathy updated the Vestry on the slate of candidates for Jr. Warden and Vestry. She reported they are not finished talking to candidates and hope to have a complete slate soon.

MOTION: (Dieckmann/Timmons)

Accept report from Nominating Committee as given.

APPROVED.

Consider appointment of Officers for 2024

Phillip advised that each year, Officers of the church must be appointed. He recommended reappointing Mike Fitzpatrick, Treasurer, Dinetia Newman, Assistant Treasurer, Reed Hillen, Chancellor and Tommie Moore, Clerk of the Vestry.

MOTION: (Timmons/Bedillion)

Approve reappointing as officers of All Saints': Mike Fitzpatrick, Treasurer, Dinetia Newman, Assistant Treasurer, Reed Hillen, Chancellor and Tommie Moore, Clerk of the Vestry.

APPROVED.

Consider Accountable Reimbursement Policy

Phillip advised that each year the Vestry must approve the “Accountable Reimbursement Policy” which outlines the terms and conditions of how reimbursements are made, tax reporting of reimbursements, record retention and the accountable expenses for the Rector and Curate.

MOTION: (Fitzpatrick/Averett)

1. Authorization and funding of 2024 accountable expenses for Rector, The Rev. Phillip Parker. For calendar year 2024, up to \$4,400.00 is hereby set aside to pay for business expenses incurred by the Rector that are “accounted for” within the meaning of the aforementioned policy.
2. Authorization and funding of 2024 accountable expenses for Curate, The Rev. Becca Walton. For calendar year 2024, up to \$3,900 is hereby set aside to pay for business expenses incurred by the Curate that are “accounted for” within the meaning of the aforementioned policy.

APPROVED.

Approve Housing allowance for 2024

The following motion was offered concerning the 2024 Housing Resolutions for The Rev. Phillip Parker, Rector and The Rev. Becca Walton, Curate.

MOTION: (Murphree/Fitzpatrick)

**HOUSING RESOLUTION
For The Rev. Phillip Parker, Rector**

Whereas, the Reverend Phillip Parker is compensated by All Saints’ Episcopal Church exclusively for the services as a minister of the gospel; and

Whereas, All Saints' does not provide Fr. Parker with a rectory,
Therefore, it is hereby

Resolved, that of the total compensation paid to Fr. Parker for calendar year 2024 \$25,000.00 is hereby designated to be a housing allowance; and it is further

Resolved, that the designation of \$25,000.00 as a housing allowance shall apply to calendar year 2024 and all future years unless otherwise provided.

This housing allowance is so designated in the official minutes of the Vestry of All Saints’ Episcopal Church.

**HOUSING RESOLUTION
For The Rev. Becca Walton, Curate**

Whereas, the Reverend Becca Walton is compensated by All Saints’ Episcopal Church exclusively for the services as a minister of the gospel; and

Whereas, All Saints' does not provide Rev. Walton with a rectory,

Therefore, it is hereby

Resolved, that of the total compensation paid to Rev. Walton for calendar year 2024 \$22,000.00 is

hereby designated to be a housing allowance; and it is further

Resolved, that the designation of \$22,000.00 as a housing allowance shall apply to calendar year 2024 and all future years unless otherwise provided.

This housing allowance is so designated in the official minutes of the Vestry of All Saints' Episcopal Church.

APPROVED.

Consider request to Bishop Seage to appoint The Rev. Dr. Billy Walton as Deacon to All Saints' Phillip advised each year the Vestry must request the Bishop to reassign the Rev. Dr. Billy Walton to All Saints' to serve as our Deacon. Phillip asked the Vestry to consider the assignment for 2024, pending the Bishop's approval.

MOTION: (Timmons/Dieckmann)

Request Bishop Seage to assign the Rev. Dr. Billy Walton to serve All Saints' Episcopal Church as Deacon.

APPROVED.

Set Annual Meeting date (suggested date February 7, 2024)

Phillip suggested that All Saints' Annual Parish Meeting be scheduled for Wednesday, February 7, 2024. We will begin with dinner at 5:30 p.m. with the Annual Meeting following at 6:00 p.m.

MOTION: (Timmons/Alvis)

Schedule All Saints' Annual Parish Meeting for Wednesday, February 7, 2024, dinner at 5:30 p.m. / Annual Meeting at 6:00 p.m.

APPROVED.

CHECK-OUT:

Phillip reminded everyone of the Thanksgiving Brunch on Sunday, November 19 which will wrap up our 2024 Stewardship Campaign.

CLOSE: With no further business, The Rev. Phillip Parker dismissed the Vestry meeting at 6:33 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE NOVEMBER MEETING:

October 2023 financial reports

October 23, 2023 Vestry minutes

Christian Growth Commission report - written

Christian Service Commission report - written

Christian Stewardship Commission report - written

Playground proposal

Accountable Reimbursement Policy

Housing Resolutions for Rector and Curate

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

**MINUTES OF
MONDAY, OCTOBER 23 2023
VESTRY MEETING**

PRESENT:

The Rev. Phillip Parker, Rector
The Rev. Becca Walton, Curate
Cathy Fitzpatrick, Sr. Warden

Alice Alexander
Carol Alvis
Sue Ann Averett
Caleb Bedillion
Karen Dieckmann
Leila Keel

Joellen Murphree
Richard Pate
Margaret Anne Robbins
Ann Springfield
Donna Timmons

ABSENT: Stephen King, Grant Smith

VISITOR: Ty Robinson

The Rev. Phillip Parker opened the meeting with a prayer at 6:02 p.m.

CHECK IN

ADDITIONS TO THE AGENDA: Venturing Unit

Ty Robinson, chair of BSA Unit 85 Committee, attended the meeting to advise the Vestry of the possible creation of a Venturing Crew through Unit 85. He wanted the Vestry to be aware of the possibility before beginning discussions and planning with interested parties. Ty advised the Crew would involve boys and girls ages 14-20 who have achieved the highest rank in Troop 85. He reported it would probably be several months before interest could be discerned and a plan devised. After a discussion, the following motion was made:

MOTION: (Timmons/Alexander)

Support moving forward with discussions regarding organizing a Venturing Crew.

APPROVED.

PROGRESS REPORTS FROM VESTRY

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.

Vestry members reported they took the opportunity to introduce themselves and visit with newcomers during the Oktoberfest celebration. It was noted that the bread delivered to newcomers has been well received.

Phillip advised he would like to meet with all committee chairs to develop ideas to be implemented over the next few years.

CONSENT AGENDA:

- September 2023 financial reports
- September 18, 2023 Vestry minutes
- October 9, 2023 Executive Committee minutes
- Christian Growth Commission report - written
- Christian Service Commission report - written

As an update to the Saints' Brew report, Tommie Moore reported that Deepika Dey is asking the Vestry to let her know if they give to United Way through their employer. It is Deepika's understanding that United Way will be asking the leadership in the partnering agencies to pledge to United Way. It was noted that leadership would be asked to pledge only if they are not currently pledging through their employer.

- Christian Stewardship Commission report - written
- Jr. Warden's report – part of the Executive Committee minutes
- Sr. Warden's report – part of the Executive Committee minutes
- Rector's report – part of the Executive Committee minutes

MOTION: (Timmons/Robbins)

Approve Consent Agenda as submitted and updated.

APPROVED.

BUSINESS:

Treasurer's report

Treasurer Mike Fitzpatrick advised that September was a particularly good financial month. "Plate" and "Pledge" offerings were approximately \$7,600 over budget for September, with approximately \$52,000 in "Total Monthly Revenue" of a budget of \$45,672.89. Total expenses for September were under budget by approximately \$7,000, \$27,000 YTD. Mike noted the Curate salary subsidy from the Diocese of Mississippi was mistakenly credited to the Curate's Discretionary Fund for two months and will be corrected at the end of October.

Mike advised we will be starting a "Burn the Note" building campaign in early 2024.

Phillip noted Sharon LaRue died on October 20 and the family will be having private services. He stated the family is asking for any memorials given in Sharon's memory to be sent to All Saints' Episcopal Church. Phillip asked the Vestry to determine how any undesigned memorials should be designated. After a brief discussion, the following motion was made:

MOTION: (Timmons/Averett)

Undesignated memorials received in memory of Sharon LaRue should be designated for the "Building Fund". Approve Treasurer's report as given.

APPROVED.

Discussion of gift from NCADD

Phillip advised that NCADD will be closing their organization and will be vacating the building next door to All Saints' over the next few weeks. NCADD has gifted the building and the furnishings to All Saints', stating that All Saints' has been very supportive of them any time NCADD expressed a need and they wanted to show their gratitude to All Saints' with this gift. Phillip advised that our Chancellor, Reed Hillen has completed all of the necessary paperwork. NCADD will be turning the keys over to All Saints' in the next few weeks. Phillip suggested the Vestry take November and December to think about how to proceed with this most generous gift.

MOTION: (Alexander/Alvis)

The Vestry gave thanks for the work of NCADD in Tupelo and surrounding area and for the generosity of the gift they have made to All Saints'. The Vestry tabled the discussion regarding next steps with the building and will reopen the discussion in January 2024.

APPROVED.

Update from the Nominating Committee

On behalf of the Nominating Committee, the Wardens submitted names of parishioners who are possible candidates for Jr. Warden and Vestry for 2024. It was noted that all names on the list have been vetted and found to meet the qualifications as outlined in our Bylaws. After reviewing the names, a discussion followed. After the discussion, the following motion was made:

MOTION: (Timmons/Keel)

Approve list of possible Jr. Warden and Vestry candidates as submitted.

APPROVED.

Discussion of repairing refrigerator

Stephen King reported that the oldest of our three refrigerators in the kitchen is in need of a new compressor and he expects the repair will be expensive. Stephen stated the refrigerator in question is not used very often and the other two refrigerators are able to handle all of our needs. A discussion followed. It was suggested that there might be some channels open to us to obtain a free commercial refrigerator through Viking. Leila Keel will research and advise the Vestry of progress at their November meeting. This agenda item was tabled until further information can be obtained.

Consider lay ministers for licensing

Phillip submitted a list of licensed lay ministers for review by the Vestry, to be sent to Bishop Seage for license renewal.

MOTION: (Fitzpatrick/Timmons)

Approve list of Eucharistic Ministers, Leaders and Visitors to send to Bishop Seage for renewal of their licenses.

APPROVED.

Consider Seminary 1% pledge

Phillip opened the discussion by advising that each year parishes in our Diocese are asked to pledge 1% of their net disposable budgeted income to a seminary of the Rector's choice. This request is not required by Canon but is recommended by the Diocese. The treasurer is projecting a \$53,000 deficit in the 2024 operating budget and suggested an amount of \$1,500 be pledged instead of the requested 1%.

MOTION: (Timmons/Cathy Fitzpatrick)

Pledge \$1,500 to the Seminary of the Southwest for 2024.

APPROVED.

Update from the Safety Task Force

Cathy Fitzpatrick opened the discussion by advising the steps taken this year to make our campus safer:

The keyless entry code on all doors has been changed.

CPR training was held.

Sunday School rooms and Nursery doors are kept locked when in use.

She reported that the Vergers will soon be trained in the 2 way radio use. Some of the members of the Safety Task Force have attended several seminars on church safety facilitated by local law enforcement. She noted that Saints' Brew continues to present some safety challenges from time to time. Cathy and Phillip are in discussion with Deepika Dey, Saints' Brew Director about how best to diffuse situations when they occur.

MOTION: (Bedillion/Timmons)

Approve Safety Task Force report as given.

APPROVED.

Discussion of Safe Church training

Tommie Moore advised that the Diocese of Mississippi is recommending that all church employees and certain volunteers engage in completing the Safe Church training as outlined by Praesidium Academy. Having employees and volunteers well trained in abuse prevention is essential in creating a safe environment for everyone. The more employees and volunteers know about prevention, the more comfortable they will feel reporting any concerns. She noted that all staff and children's Sunday School teachers have participated in this training and we are working toward compliance in having other groups of volunteers trained.

The next group of volunteers to be trained will be volunteers who are serving in elected positions. This would include all Vestry members and Officers of the Church. Tommie outlined the modules that Vestry members and Officers will need to take and stated soon she will be sending more detailed information about access to the modules.

MOTION: (Cathy Fitzpatrick/Robbins)

Approve Safe Church training report as given.

APPROVED.

Consider date for November Vestry meeting

Phillip advised the November Vestry meeting is scheduled for Monday, November 20. With that date being a few days before the Thanksgiving holiday, he asked the Vestry if they wanted to consider changing the meeting date to Monday, November 13. After a discussion, the following motion was made:

MOTION: (Cathy Fitzpatrick/Robbins)

Approve moving the November Vestry meeting to Monday, November 13 at 6:00 p.m. The Executive Committee will not meet in November.

APPROVED.

CHECK-OUT:

Phillip advised that All Saints' has been asked to host one of three "Meet and Greet" sessions with the Bishop candidates. The session at All Saints' will be held on January 18, 2024.

CLOSE: With no further business, The Rev. Phillip Parker dismissed the Vestry meeting at 7:26 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE OCTOBER MEETING:

September 2023 financial reports

September 18, 2023 Vestry minutes

October 9, 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 the Executive Committee minutes

Sr. Warden's report – part of the Executive Committee minutes

Rector's report – part of the Executive Committee minutes

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

**MINUTES OF
MONDAY, SEPTEMBER 18, 2023
VESTRY MEETING**

PRESENT:

The Rev. Phillip Parker, Rector	Alice Alexander	Joellen Murphree
The Rev. Becca Walton, Curate	Carol Alvis	
Cathy Fitzpatrick, Sr. Warden	Sue Ann Averett	Margaret Anne Robbins
Stephen King, Jr. Warden	Caleb Bedillion	Ann Springfield
	Karen Dieckmann	
Tommie Moore, Clerk	Leila Keel	Donna Timmons

ABSENT: Mike Fitzpatrick, Richard Pate, Grant Smith

VISITOR: Mary Jane Meadows, chair of the Stewardship Committee

The Rev. Phillip Parker opened the meeting with a prayer at 5:58 p.m.

CHECK IN

ADDITIONS TO THE AGENDA: None

STEWARDSHIP COMMITTEE REPORT:

Mary Jane Meadows attended the Vestry meeting to give an update on plans for the Fall Stewardship campaign. She reported the committee has been viewing many of the webinars made available on The Episcopal Network for Stewardship (TENS) website. These have been very informative and helpful with a wealth of resources available for our use.

Mary Jane distributed 2024 pledge cards to the Vestry and asked members to prayerfully consider their 2024 pledge to the operating budget and return their pledge card no later than October 8. She stated the Stewardship Committee would like to announce at the kickoff event that 100% of our leadership have turned in their 2024 pledge and the amount those pledges represent.

She also advised the committee is working on stewardship testimonials, both written and video, banners, and signs to be placed inside and outside on our campus. They are also working on the Stewardship kickoff event scheduled for Sunday, October 22. There will be one service at 10:30 a.m. with "Oktoberfest, Beer & Brats" following in the Parish Hall.

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.

In August, Sr. Warden, Cathy Fitzpatrick challenged the Vestry to reach out to parishioners who have not returned to church since the Pandemic and report the progress at their September meeting. Several members reported they had reached out to those they have not seen in a while and/or introduced themselves to newcomers. Joellen Murphree reported she is meeting with five parishioners who are discerning their involvement in Daughters of the King.

Clergy goals/objectives:

Cathy advised that after a discussion with Stephen King and our clergy, it was decided to remove the clergy goals/objectives from the monthly agenda. She stated that it is the Wardens' responsibility to check in with the clergy, not only about church/professional matters, but about how they are doing personally. Cathy stated she and Stephen will be regularly checking in throughout the months going forward.

Cathy also reported that one of the goals outlined at the Vestry Retreat was for All Saints' to be more of a presence in the wider community. Lately, clergy and other volunteers have erected the All Saints' tent or been a part of events such as "Blessing of the Balloons" at the FLABR Hot Air Balloon Festival and the Tupelo High School tailgating event. Upcoming events we plan to be a presence at are the Robins Street Art Stroll, the Tupelo Pride event and possibly Chili Fest. Cathy noted that it should not fall to our clergy alone to be a presence at each of these community events, but instead recruit volunteers who have an interest in a particular event to be present. She referred to the Mediation Agreements outlined in Section E.3 "Caring for the Pastor" to serve as a reminder to all Vestry members: *"That a stated expectation of Vestry members be to initiate the taking of responsibility for tasks."* The representation of All Saints' at any event should always be approved by the Rector, but the recruitment of the volunteers to work the event should come from those wanting All Saints' to be a part of said event. She asked the Vestry to look for events where All Saints' could be a presence and then after approval, take the initiative to organize the effort.

CONSENT AGENDA:

- August 2023 financial reports
- August 21, 2023 Vestry minutes
- September 11, 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 the Executive Committee minutes
- Sr. Warden's report – part of the Executive Committee minutes
- Curate's report – written

➤ Rector's report – part of the Executive Committee minutes

MOTION: (Springfield/Robbins)

Approve Consent Agenda as submitted.

APPROVED.

BUSINESS:

Treasurer's report

On behalf of Treasurer Mike Fitzpatrick, Cathy Fitzpatrick advised August pledges were short of budget approximately \$2,800, with non-pledge offerings short of budget approximately \$500. Year-to-date total revenue is approximately \$28,000 over the budgeted deficit. Mike will be sending statements to parishioners soon.

MOTION: (Timmons/Springfield)

Approve Treasurer's report as given.

APPROVED.

Update from the Budget, Nominating and Compensation Review Committees

The Wardens submitted names of parishioners to fill the open membership slots on the Budget Committee. After reviewing the names and a brief discussion the following motion was made:

MOTION: (Averett/Dieckmann)

Approve membership of the Budget Committee.

APPROVED.

The Wardens submitted names of parishioners to fill the open membership slots on the Nominating Committee. After reviewing the names and a brief discussion the following motion was made:

MOTION: (Bedillion/Alvis)

Approve membership of the Nominating Committee, with the Wardens ranking the selections.

APPROVED.

The Wardens submitted names of parishioners to fill the open membership slots on the Compensation Review Committee. After reviewing the names and a brief discussion the following motion was made:

MOTION: (Murphree/Springfield)

Approve membership of the Compensation Review Committee.

APPROVED.

Consider t-shirt/sweatshirt fundraiser

Phillip advised a parishioner had suggested selling All Saints' t-shirts and sweatshirts during the Fall, as it had been a while since we had new ones to sell. Details continue to be gathered as to the cost, design and number of items to be ordered. The matter was tabled until further details could be obtained.

MOTION: (Dieckmann/Timmons)

Table discussion of t-shirt/sweatshirt sale until further details can be obtained.

APPROVED.

Consider explanation and placement of food container on our campus

Phillip advised a parishioner asked if All Saints' would be interested in having a free standing container in which canned goods or hygiene items could be placed and given to those in need. Stephen King showed the container to the Vestry. It is well built and very attractive. Phillip advised putting it on the

Madison Street side of our campus, noting this offering would work much like the “Little Free Libraries” seen around Tupelo, except ours would contain canned food items and hygiene items such as toothbrushes and toothpaste. The suggestion was made to call it a “Blessing Box.” After a discussion, the following motion was made:

MOTION: (Timmons/Robbins)

Approve new addition of the “Blessing Box” to be placed on our campus in an area determined by the Rector.

APPROVED.

CHECK-OUT

Phillip asked the Vestry to support the Saints’ Brew Ministry which will be competing at “A Night Out for a Hand Up” event on Monday, September 25. Deepika Dey, Director of Saints’ Brew will be making the presentation and Saints’ Brew will be competing for monetary awards – 1st place \$10,000; 2nd place \$5,000; 3rd place \$2,500 and “Crowd Favorite” \$2,500.

CLOSE: With no further business, The Rev. Phillip Parker dismissed the Vestry meeting at 6:56 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE SEPTEMBER MEETING:

August 2023 financial reports

August 21, 2023 Vestry minutes

September 11, 2023 Executive Committee minutes

Christian Growth Commission report

Christian Service Commission report

Christian Stewardship Commission report

Curate’s report