

**Trinity Episcopal Cathedral**  
**Vestry Minutes**  
**May 25, 2017**

The following are the members of the 2017 Vestry. Names marked with an asterisk were present.

**Vestry:**

*Wallis Bond	*Mary McKissock
*Walter Chastain	*Ryan Newton
*David Danforth, Senior Warden	*Peter Shand
*Susie Dibble	*Llewellyn Shealy
Walter Edgar	*Andy Slaughter
*Margie Heggie Estefano	*Judy Cotchett Smith, Clerk
*Ben Grimsley	*Jonathan Vipperman
*Phil Johnston, Junior Warden	*Ray Weston
*Robert Key	*David Wolff
*Brian Kvam	*Belton Zeigler
*Norah Grimball, Past Senior Warden	

**Invited Representatives:**

*Dan Fritze, Chancellor	*Scotty Frantz, Daughters of the Holy Cross
Mark James, Trinity Foundation	*Liz Summers, Treasurer
Ed Hickman, Still Hopes Representative	

**Staff:**

*The Very Rev. Timothy Jones, Dean	*The Rev. Canon Patsy Malanuk
*The Rev. Canon Dorian Del Priore	The Rev. Ira Houck
*Donald Benson, Canon for Administration	

**I. Opening Prayer**

Dean Jones opened the meeting at 6:35 p.m. with the Collect for Ascension Day and prayer.

**II. Approval of the April Minutes**

The minutes of the April 27, 2017 meeting were approved with the correction of adding the names of David Wolff and Robert Key to the list of attendees.

**III. Discussion - SHIFT**

Tim Jones and David Danforth kicked off discussion by focusing on some of the questions that were not fully addressed during the last meeting. Discussion revolved around how existing or new small groups are opportunities for parishioners to identify with discipleship and create closeness. Small groups need to be intentional about having a focus on aspects of spiritualness and mission. "Loaves and Fishes" supper clubs during Lent is an example that is used successfully in other churches. Dorian Del Priore will be considering small

group possibilities in the coming months. Addressing the questions related to moving from attractional to missional church prompted comments about the positive ministries we already have that attract people that should not be deemed irrelevant. Some missional aspects exist and others can be grown. New people can be attracted to the church as we experiment on doing missional work, and worship can evolve from there. Gatherings of people with like interests often lead to dimensions of spiritual life and missional work.

Tim thanked Scotty Frantz for introducing Chris Marlowe to the DHC and leading a good discussion afterwards with others.

#### **IV. Report of the Executive Committee**

##### **A. Senior Warden's Report**

David reviewed the highlights.

1. There will be no June Vestry meeting. Bishop Waldo will attend in July.
2. The notice received from the Diocese about a clergy action is for information only.
3. Phil Johnston continues to lead the Stewardship effort with Carter McIntyre as the 2017 chair. The group is developing tactical plans and will focus on longer range issues later.
4. The Properties Committee has been revived with a system of priority needs to be developed.
5. Restrooms near the Welcome Center are close to being finished.
6. Architects for the Trinity Center will have the next phase of design ready next week and final design with estimates by late June. Construction might start in September and the building will be functional and disabled at times throughout construction.
7. The recent issue of Cathedral Connections outlined the substantial financial requirements still needed for the Trinity Center and kitchen renovations while hopefully stimulating interest in the projects. The Shealys and the Bettises continue to make calls to potential donors.
8. An incident with a disruptive visitor on a recent Sunday has resulted in Peter Shand's Security Committee developing a draft policy for ushers to use when such incidents occur. One resulting action is that large bags or backpacks of persons not known to the ushers will not be allowed in the Cathedral during services. Bags will be stored in the narthex under the stairs. The Bishop is calling for a task force to discuss security on a larger scale, including handguns, concealed weapons and the like. Three security guards are on duty every Sunday.
9. Revisions to the Employee Handbook were approved by the HR Committee and require Vestry approval. The changes involve only revising the pay schedule from bi-monthly to bi-weekly and some clarification of the vacation accrual policies. The revisions were approved unanimously.

10. The Churchyard Committee and the Executive Committee recommend a revision to the *Policy and Procedures for Trinity Cathedral Parish for its Churchyard, Colombarium and Memorial Garden* that stipulates that decorations in the churchyard be limited to current flags of the United States and South Carolina only on three designated holidays: Memorial Day, Independence Day and Veterans Day. No others would be permitted. Exterior signage would be revised to denote the requirements. After discussion, the motion was approved by a show of hands.

## V. Committee and Other Reports

### A. Finance Committee

David Wolff reported that the sales in the Bookstore are significantly down over the past year and it continues to operate at a deficit. There are plans to consider reducing inventory and having sales of inventory that is not moving quickly. Phil is leading a committee to evaluate next steps. The Bishop is urging us to increase our Diocesan pledge, which is lower than the requested amount. The Finance Committee will continue to evaluate. Mary McKissock presented the Finance Committee's approved budgets for two proposed trips for the youth for information only.

#### 1. Report of the Treasurer

Liz Summers was pleased to report the operating checking account remains in the black with a year-to-date profit of \$95,388.

##### Balance Sheet

The operating cash checking account balance of \$52,891 at April 30, 2017 is the fifth month in a row with a positive balance. There have been no draws against the \$1 million line of credit during 2017. The Due To Trinity Forward liability was \$234,077 at April 30. This Due To account will be reduced as Trinity Forward payments restricted to Debt Service are received, and it can be drawn against as needed for Trinity Forward projects.

##### Income Statement

Easter and five Sundays in April led to stronger than usual revenues for the month of \$278,105. Year to date Contribution revenues were \$973,386, compared to Contribution revenues through April, 2016 of \$868,657, an encouraging year-to-year increase. Expenses for April, 2017 were \$250,331, and year-to-date expenses remain below budget due to three unfilled positions which have saved \$71,930 of budgeted personnel expense. Approximately \$33,000 of the building maintenance and capital equipment budgets was used in April for a new HVAC unit and roof and air conditioning repairs. Additional expenses for HVAC are expected in the coming months. The net profit for April was \$27,775, and year-to-date net income was \$95,388.

### Trinity Forward Campaign

There was \$1,346,824 of cash in the Trinity Forward account as of April 30, 2017. In addition, the Due From Operating has a balance of \$234,077, which may be drawn upon as needed for Trinity Forward projects. Contributions in March totaled \$29,595, of which \$20,000 was earmarked for the Organ Endowment. Contributions through April, 2017 total \$135,922.

Donald Benson reported that the Trinity Restoration fund has received \$1,665 in income this year.

#### **B. Liturgy, Prayer and Music**

Susie Dibble reported that the music program is taking a summer break from rehearsals and will reconvene with choir camp in August. In the meantime, Jed is developing a calendar for the coming year in conjunction with other staff to avoid event conflicts. The adult choir will travel to England in July and preparations are being made for the youth and some adults to go to Ireland in summer 2018. Linda Rogers has resigned as music assistant and an interim assistant is being sought. Caroline Matthews will serve as a summer intern with the music ministry. Thomas Heidenreich will be coming to Trinity in August for a 10-month fellowship in church music. Trinity's selection as one of three recipients of a Gerre Hancock Fellowship is an outstanding honor awarded through the Association of Anglican Musicians. Much publicity will be sought for this honor. The new summer worship schedule begins this Sunday.

#### **C. Membership, Newcomers and Volunteers**

Llewellyn Shealy applauded Beebe James's return to part-time service noting she will be trying to reconstitute senior ministries and a ministries booklet. More volunteers are always needed. Allison Cox works diligently with welcoming visitors and turning them into members. She encourages the parishioners to be more active in engaging visitors.

#### **D. Trinity Learning Center**

Ryan Newton reports that the TLC board is active and engaged. They are focused on raising funds to upgrade the playground. Enrollment is strong for the fall.

#### **E. Men of Trinity**

Andy Slaughter said the organization includes all men of the church but tends to have about 50 actively participating in their overall gatherings. Three small group Bible studies meet regularly, two on Tuesday and one on Friday. The group would like to see more participation from clergy and church leaders. They are seeking to update their lists with current email addresses.

### **VI. Dean's Report**

1. Angela Daniel has begun working as a consultant to the Foundation.

2. Linda Rogers has resigned from the music ministry but will remain active in fundraising for the summer 2018 trip. An interim with excellent computer skills is being sought.
3. May was a successful month with choristers graduation, Senior Sunday and 45 youth and adults being confirmed.
4. Dorian Del Priore in on board with a long list of responsibilities, not the least of which is “building community”.
5. Plans already are underway for formation for the fall.
6. The search is still active for a Canon for Formation/Canon to the Dean. This is the Dean’s priority.
7. Staff members will be sharing their job descriptions at staff meetings.
8. Garrett Ayers will be a summer intern shadowing clergy.
9. A “worship leaders summit” is being considered for the fall.
10. Ray Barrow will be teaching a formation class this summer at 9 a.m. Sundays.
11. Consideration is being given to how to effectively roll people off the prayer list after the need has passed.

A motion to approve the IRS requirements for the Housing Allowance for Dorian Del Priore was approved unanimously.

**VII. Closing Prayer**

After a brief executive session to approve the minutes of the Executive Session of March 23, 2017, the meeting adjourned at 9:04 p.m.

Respectfully submitted,

Judy Cotchett Smith  
Clerk