

# EPISCOPAL CHURCH OF THE HOLY SPIRIT SEPTEMBER 12, 2019, VESTRY MINUTES

Action/Date Due  
for Review/  
Assigned To

**Date:** September 12, 2019    **Time Started:** 5:10 pm    **Time Ended:** 6:40 pm

**Next Regular Meeting:** 5:00pm, Tuesday, **October 15**, 2019. Vestry reports due by **Saturday, October 12**.  
(There will be a special called meeting on Monday, September 30 at 4:30pm: "Our one agenda item is to consider our next steps as a Vestry in response to our work together with **The Discernment Group**.")

**Members Present:** Barbara Moloney, Senior Warden; Jim Woodruff, Junior Warden; Loraine Hilty; Mary Maupin; Adam Reda; Michael Smith; Mary Jo Sparrow; Donna Turnbaugh

**Members Absent:** Debra Alexander; Cristi Johnson; Bill Sewell, Treasurer

**Other Attendees:** David McNair, Rector; Lorrie Cooper, Clerk

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## DISCUSSION/FINDINGS/CONCLUSIONS

AGENDA ITEM: **Welcome, Opening Prayer** (*David McNair*)

AGENDA ITEM: **Vestry Minutes Approval: August** (*Clerk, Lorrie Cooper*)

AGENDA ITEM: **Review of August Financial Reports** (*David McNair in for Bill Sewell*)

*From Bill via email:*

August reports are attached. They were reviewed by the Finance Committee at their meeting last week. Although YTD pledge receipts are down from last year, I remain optimistic that full-year pledge receipts will be close to the budget level of \$180,000.  
Total expenses for the YTD are \$1,856 below budget despite overages in some of the "per performance" staff items and some office expenses. We will see some savings on the Diocesan conference and will continue to investigate savings opportunities for office supplies and telephone expense.

David gave overview of the financial report, stating that Bill is not sure if we will be free of the deficit. If we don't meet budget we can possibly dip into reserves.

August Minutes  
approved with  
one correction.

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**Question for Bill:** What is the difference between capital reserves and unrestricted assets?

*Bill's response via email:*

**Unrestricted assets** are available to apply to any expense that arises. In months when operating expenses exceed operating revenues, the difference reduces unrestricted assets. In months when operating revenues exceed operating expenses, the difference increases unrestricted assets.

**Capital reserves** are donations that have been restricted only to be used for capital projects—major repairs/improvements to the physical plant. They have been restricted either by designation by the donors or by action of the Vestry. The Vestry should approve any use of capital reserves, either by authorizing use for a specific project or by “undesignating” funds previously restricted by the Vestry as Capital Reserves.

Office supplies are over budget, mostly because of the new printer, which uses expensive ink. (Printer was free but the ink is costly.) Martie is seeking ways to save money on printing: e.g., for stewardship ministries, putting most of the information online. Another possible savings could come from putting the church directory online with a pass code needed to access it. People can print their own directory, if they want a paper copy. Multiple funerals have produced extra expenses due to payment to Theresa Sumpter for her piano services. (*See item 4 in the Rector's Report.*) Currently our expenses are over our income.

**AGENDA ITEM: Jr. Warden's Report** (*Jim Woodruff*)

1. I had a walk through with Mountain Air Mechanical to work up an estimate for one and two maintenance times annually. This would allow a second estimate to compare to Austin Heating and AC...who is the church's present HVAC company. Although we have been using their services as on call, their office did give us an estimate for two maintenance times annually if we wanted to contract with them.
2. Tom Panek walked through the Kindermusik/piano room so that he may report to the Property Committee and determine how to better use the space. He said he would let me know when they would meet because I asked to be present.
3. The three fire extinguishers are now properly charged.  
Their locations: first, kitchen (hanging on end of cabinet as one goes into the room); second, recessed and hanging on wall to the right of the cubbies; third, on shelf of utility room to the right of door.

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4. Ice maker has been removed, and Adam Reda is giving it another “life” elsewhere. (Glory Ridge?) I emailed Ann Shriver about her thoughts on needing a replacement. She feels we should let a little time pass and see how our supply of bagged ice meets our needs. She suggested adding to the stocker person’s responsibilities that of checking on it and resupplying the freezer in the kitchen’s side room.
5. Martie is adding a message to next week’s *Weekly Spirit*, and possibly to the Sunday Bulletin, that the clear glass plates and pitchers have not turned up in two months’ time and wondered if someone borrowed for a personal event and forgot to return.
6. Moles in back yard will be addressed. I am hoping I can deter them rather than trap them.
7. Saturday, September 28, and Saturday Oct. 12, a few members of Church of the Advocate will be joining a few from our church to continue card boarding, mulching and planting the front slope of the church.
8. A question: Should we conduct a second “Vestry Call List” contact?

**AGENDA ITEM: Rector’s Report** (*David McNair*)

**1. Pastoral Care issues:**

- \* Jack Poisson is at Mission Hospital (Heart Tower) being treated for issues related to Thoracic cancer. Ginny requests prayers but limited visitation. Please text her before visiting.
- \* Cal Wilson continues to reside at Aston Park Health Care Center in Asheville. He has difficulty communicating and is often confused. He is more alert during the morning hours.
- \* We continue to remember the Yeakley family in our prayers. Lucas Yeakley is now living in a residential support program for adolescents. (From a Vestry member who had spoken with Morgan this morning: Lucas is in South Carolina and is doing well, but the family misses him.)

**2. Visitors to ECHS** since our last Vestry meeting:

- Brenda and Ed Pagan, 801 Hickory Drive, Mars Hill 28754;
- Lisa Lashley, 1093 North Fork Road, Barnardsville NC 28709
- Judy and Rick Ott, 63 Chantilly Dr. Asheville, 28804

**3. Vestry approval** of Memorial Garden Guidelines recommended by ECHS Finance Committee.

David has been working on Guidelines for the Memorial Garden to give out to people. No cost should be required for making use of the opportunity to bury ashes in the Garden, just a suggested cost of \$250. Motion to approve as written: all approved.

Jim Woodruff offered to write notes to these visitors.

Memorial Garden Guidelines: Motion to accept guidelines. All voted approval.

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Approved at Finance Committee meeting, Guidelines will also be sent out to families of those already interred in Memorial Garden. There is a diagram of location of ashes. The original intent was that ashes would mingle together, reports Susan Sherard. (Susan Sherard heads the Memorial Garden committee.) Memorial Garden Committee is looking at a better method of distributing ashes. Another challenge is diminishment of space on the rock listing the names of persons interred.

**4. Finance Committee request** of Vestry to approve a change in the contract of Teresa Sumpter, increasing her fee per funeral service from \$135 to \$200. This is a comparable pay rate to give a musician for an Episcopal funeral.

**5. Teresa Sumpter will be playing a Piano Concert** at MHU Chapel on Sunday, Sept. 15 at 3pm Please attend, treat yourself to beautiful music and show support and appreciation for Teresa!

**6. Exploring the Enneagram Workshop**, Saturday, September 21, 2019, 9am-1 pm at ECHS. Workshop leader is Sandra Smith who is a certified Enneagram Consultant, Teacher and Spiritual Companion. The Enneagram brings to consciousness “why we do what we do.” While other personality systems describe and work with behaviors, only the Enneagram goes beneath behavior to the driving motivation. It identifies each type’s basic first placement of attention and its resulting blind spot. This awareness opens deep possibility for change as well as broadened perspective. For more info: [AlchemyWorksEvents.com](http://AlchemyWorksEvents.com)

**7. Our Episcopal Diocesan Convention** is scheduled for Nov. 8-9, 2019 at Trinity Episcopal Church, Asheville. Our Vestry needs to elect two convention delegates. It is optional to have one other person attend as our Delegate alternate. There is a Diocesan Pre-Convention “Road Show” with Bishop Jose and other key diocesan leaders on Wed. Sept. 25 at Trinity Episcopal, Asheville, 6-8 pm in which the 2020 diocesan budget convention resolutions will be presented/discussed. All are invited.

**8. Preparation for special Vestry meeting** on Tuesday, Sept. 17 at 5:00 p.m. at The Servanthood House, 156 East Chestnut Street, Asheville, 28801 (Street perpendicular to Trader Joe’s) Parking behind the building off alley. Please arrive on time. We will be working with “The Discernment Group.” Handout of evaluation the Discernment Group has asked that we discuss with them.

**9. Black Jesus Book Group** will meet next on Thursday, October 5 at 6:30 p.m. at ECHS We will be discussing *Biased: Uncovering the Hidden Prejudice That Shapes What We See, Think and Do*, by Jennifer L. Eberhardt, PhD.

**10. Taize service** Sunday, Sept. 15, 2019 at ECHS.

**11. Celebration of the Feast Day of St. Francis** of Assisi and Blessing of the Animals on Sunday, October 6, 2019, at ECHS.

**Other:** The nursery worker, Carolina Valdez, has resigned. Paula White will take over the job. She has all the training.

All voted approval to accept fee increase for Teresa.

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Ty Jones is under contract as the new deacon. There will be a Celebration of New Ministry for Ty some time in the near future.

David encouraged each member of Vestry to reach out to their “people.”

**AGENDA ITEM: New Business/Sr. Warden’s Report** *(Barbara Moloney)*

**Keeping Churches Safe from Violence: Developing a Plan for the Episcopal Church of the Holy Spirit**

The Episcopal Diocese of Western North Carolina provides a very useful document for developing plans related to violence against churches on the diocesan website. Seven key areas are identified to guide parishes as they develop their plans.

**Security Precautions Currently in Place at ECHS:**

- Video cameras have been installed to monitor both main entrances of ECHS. The display screen is located in Martie’s office so she can view people coming and going at both entrances.
- The locks have been changed on all outside classroom, nursery and sanctuary doors. These new locks allow the doors to be locked from the outside to prevent people from entering but will automatically unlock and allow people inside of the building to exit in an emergency. They do meet fire code.
- Ushers have been instructed to conduct a sweep of the church building twice during the Sunday service.
- An usher is stationed at the sanctuary doors once the service has started to meet latecomers to the service and assist them in entering the worship space.

Question re the Video cameras: do they record?

**Additional Steps to be Considered:**

- A committee is needed to create a Church Safety Plan. Someone is needed to lead the committee, others to be on the committee. Leadership should come from the Vestry, but there may also be interest from the congregation. Someone from the Property Committee ought to be involved, and the congregation must be informed and asked for feedback. A beginning to the Church Safety Plan Committee was composed of Barbara Moloney, Donna Turnbaugh, Mary Jo Sparrow, someone from the Property Committee (Jim Woodruff will help secure a person from the Property Committee), others yet to be determined, and David McNair (ex-officio).

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This committee will study and prepare a rough draft of a Church Safety Plan for the Vestry to consider at a future date. It was noted that it is important for the congregation to be involved in sharing concerns and giving feedback in preparing the Church Safety Plan.

- Conduct a security assessment and determine solutions to risks identified.
- Practice an active shooter scenario using the recommended RUN, HIDE, FIGHT model.

**Need for a timeline to have all aspects worked out. Those wanting to be involved with the committee were asked to meet after the meeting adjourned. The committee will report back to Vestry.**

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Next regular Vestry Meeting is scheduled for **Tuesday, October 15, 2019, beginning at 5:00pm.**  
Reports are due by midnight **Saturday, October 12, 2019.**

**Reminder:** There will be a special called meeting on Monday, September 30 at 4:30pm regarding the Vestry's work together with The Discernment Group.

Respectfully submitted,  
Lorrie Cooper, Clerk