

St. Peter's Episcopal Church
Vestry Regular Meeting – August 24, 2026
AGENDA

1. Adoption of Agenda

Formation

2. Lectio Divina and Vestry Covenant

Discussion

3. Approval of Minutes
4. Mission Team Report, Dan Roach
5. Treasurer/Finance Report
6. What does it mean to be a Vestry Liaison?
7. VPOS
8. Grant Writer
9. Rector Report

Action

10. Endorsement for Clergy for Deacon Annette Sines
11. Breakfast Team Leadership
12. Staff Policy for Accepting and Recording Gifts

Information

13. Liaison Reports
14. Junior Warden Report
15. Senior Warden Report
16. Key Upcoming Dates:
 - a. Mother Sarah's Installation Service and Celebration, September 1, 2026,
6:00pm
 - b. Parish State of the Diocese meeting, Wednesday, October 7, 2026, 5:30pm

St. Peter's Episcopal Church
Vestry Meeting Minutes
August 24, 2026

Members Present:

Mother Sarah, Laura Lee Skillman, Diane LoCastro, John Myers, Diane Woodside, Tracy Smythe, Kevin Green, Ted Pappas, Trey Warren, Emily Haas (Virtual: Jayne Jeney, Mike Lewis, Kathy McLean, Connie McDaniel)

Opening

The meeting was called to order. Diane Woodside made the motion and Diane LoCastro seconded.

Mother Sarah led the Lectio Divina. The Vestry Covenant was recited.

Approval of Previous Minutes

The June minutes, as corrected, were approved.

Mission Team Report – Dan Roach

Dan Roach provided a history and overview of the Mission Team, including its membership and roots within Anglican churches.

The Mission Team's focus has shifted toward local outreach, including projects involving ramps, home improvements, and Camp Weed. The Low Country Boil is a newer outreach initiative. The next Low Country Boil is scheduled for April 17, 2027. Approximately 30 volunteers participated previously. A question-and-answer period followed the report.

Finance Report - Connie McDaniel

Fraudulent credit card charges associated with a virtual card were challenged and were expected to be reimbursed in August. Additional bookkeeping charges were incurred while investigating and tracking the fraudulent activity.

The Schuyler Reserve Fund, designated for capital replacement and repairs, had a balance of approximately \$18,000 at the end of July. Previously, approximately \$180,000 of the Schuyler fund was transferred to the St. Peter's Foundation for investment. Following discussion regarding the desire to keep an adequate balance in the church's Schuyler fund, a motion was made by Diane Woodside to transfer \$40,000 of the funds from the Foundation's Schuyler Quasi-Endowment fund back to the church's Schuyler Reserve Fund. Tracy seconded the motion. Motion carried

IT Security - Connie McDaniel

An overview of the IT security proposal was presented. Discussion included professional oversight, multiple levels of security, general IT support, and the understanding that no system can guarantee that a security breach will not occur.

Trey expressed concerns regarding the cost of contracting to manage basic IT security and cloud storage. Connie reviewed the previous security breach and asked Trey for recommendations. Mother Sarah asked Trey to speak with the IT company regarding ways to keep information secure and the need for someone who understands the technical issues. Questions were also raised regarding responsibility for maintaining church computers and security vendors. Follow-up: Trey and Connie will meet to discuss IT security needs and recommendations. Jeff Cheney may also be able to provide assistance.

Vestry Liaison

Vestry liaisons were encouraged to meet individually with the ministries assigned to them. The liaison's role is to build relationships, identify ministry leaders, advocate for the ministries, and help ministry leaders obtain the resources they need. The role is intended to provide support and encouragement rather than supervision. Mother Sarah will meet with the liaisons next month.

Vestry Person of the Service (VPOS)

Laura Lee reported that the VPOS instructions for each service were laminated and stored in the sacristy.

Trey suggested streamlining the Google document-sharing process by creating one common folder containing all relevant vestry resources.

Grant Writing – Trey Warren

Trey discussed developing a current list of needs that could be used when pursuing grants, including historical preservation projects and church repairs such as paint and crack repair.

Rector's Report

Discussion included rebranding St. Peter's, with John LoCastro assisting; website updates and longer-term maintenance planning with assistance from Jeff Cheney; and ways to improve the experience of visitors and newcomers through signage, greeters, coffee-hour hospitality, and an outdoor welcoming presence.

Mother Sarah emphasized the goal of providing radical hospitality where lives are changed and people find Jesus.

Mike Lewis will assist with a people/visitor stand, and Trey will work with ushers/greeters.

Endorsement of Deacon Annette Sines as a candidate for Holy Orders

The Vestry endorsed Deacon Annette Sines as a candidate for Holy Orders.

Breakfast Team

The Breakfast Team has experienced a loss of membership and needs additional leadership. Mike Lewis will serve as leader of the Breakfast Team.

Staff Policy for Accepting and Recording Gifts

The Vestry discussed a staff policy for accepting and recording gifts. Undesignated gifts are to be placed in the General Fund. Spending decisions are not to be made solely by staff; the Rector or Connie will determine how funds are appropriately used. The Vestry discussed the value of a formal Gift Acceptance Policy, particularly for staff and larger gifts, as a way to provide consistency and protection for everyone involved.

Diane Woodside made a motion to adopt the policy. Tracy seconded. The motion passed.

Youth Ministry – Mallory

Approximately 20 youth participated in EYC, and approximately 20 youth attended breakfast. Donations are being accepted to assist with meals. A balanced curriculum is being developed for the children's program, which currently serves approximately 15 younger children.

Parish Life – Diane LoCastro

Veterans will be recognized in the bulletin and newsletter and will receive a blessing during the service. Discussion was held regarding efforts to strengthen Coffee Hour participation and the need for additional volunteers.

Outreach / Hope House

The Vestry discussed support for Hope House, including a possible donation of approximately \$500 from St. Peter's and the option of providing supplies or monetary assistance to support its weekly operations. A chef's dinner was discussed as a possible fundraiser. Questions were raised regarding how outreach funds are budgeted, distributed, and tracked. The Outreach Committee should make recommendations regarding where funds are spent. Follow-up: Mother Sarah will meet with Ted and Kevin to review current issues and upcoming needs and develop a recommendation for the Vestry. Laura Lee will also meet with Ted and Kevin regarding the committee's process and policy.

Junior Warden Report

Items discussed included adding youth funds to the Foundation as a 2027 agenda item; an incident involving a homeless individual in the elevator; Halloween Carnival/Boo in the Pews; Homecoming on December 20, coordinated by Mallory, with a "Bring Your Kids Back" emphasis; maintenance campaign needs, including exterior painting, paving, and rotted wood.

Senior Warden Report

Coffee with the Vestry will not continue.

Jen is seeking volunteers and Vestry members to assist with the 5:15 arrival of guests for Mother Sarah's Installation. Vestry is encouraged to assist.

The Vestry also discussed annual meeting requirements under Canon law, including holding a meeting within 30 days to report on the Annual Diocesan convention.

The Anchored in Grace Stewardship campaign was discussed. Mike Lewis, Ted Pappas and Laura Lee Skillman are members of the committee.

Adjournment

Tracy made the motion to adjourn. Kevin seconded the motion. Motion carried. Meeting was adjourned at 7:54 pm

Respectfully Submitted
Emily Haas