

St. Peter's Episcopal Church
Vestry Regular Meeting – June 23, 2025
AGENDA

1. Adoption of Agenda

Formation

2. Order for Evening Prayer

Discussion

3. Approval of Minutes
4. Youth Fund Raising Proposal (Bella Sell, Zatie Venditti, Melissa Bryant)
5. Garden Project Fundraiser (Sarah Flint)
6. Foundation Discussion (Peter Black)
 - a. Proposed Bylaw Change
 - b. Proposed Junior Warden Fund
7. Treasurer/Finance Report
8. Interim Rector Report
9. CAT Survey Presentation and Next Steps Update
10. Staff Modeling & Personnel Transition Updates
 - a. Director of Youth & Family
 - b. Creation Care
 - c. Adult Formation
11. Annette Sines – Postulancy and Sending Parish Support
12. Bishop Search Committee Nominations
13. July Vestry Meeting

Action

14. Approve Personnel Manual Changes
15. New Rector Compensation

Information

16. Junior Warden Report
 - a. Update
 - b. Cemetery/Memorial Wall Vestry liaison

17. Senior Warden Report

- a. Stewardship Context
- b. Finalize Vestry Norms
- c. What We Believe Update

18. Key Upcoming Dates:

- i. Parish Meeting | CAT Results – June 25 @ 5:30 pm in Burns Hall
- ii. Parish Meeting | CAT Results – June 29 @ 4:00 pm in Burns Hall

St. Peter's Episcopal Church

Vestry Meeting Minutes

June 23, 2025

Members Present: Fr. Doug Hodsdon, Ken Saitow (Senior Warden), Jim Carpenter (Junior Warden), Leigh Coulter Beal, Annette Bell (Clerk), Kevin Green, Jayne Jeney, Diane LoCastro, Connie McDaniel (Treasurer), Tracy Smythe, Beth Thornton

Others Present: Al Todd (Garden Project), Peter Black (Chair, St. Peter's Foundation), Bella Sell, Zatie Venditti, Melissa Bryant (Diocese of Florida Happening Steering Committee)

Absent: Rob Hicks, Laura Lee Skillman, Diane Woodside

Fr. Doug called the meeting to order at 5:30 pm. Quorum was met.

Adoption of Agenda: Fr. Doug asked that we change the order of the agenda to allow for Al to be the first presenter. No objections were voiced. Leigh moved and Beth seconded a motion to adopt the amended agenda as presented. Motion carried.

FORMATION

Fr. Doug presented the Order for Evening Prayer.

DISCUSSION

Approval of May Vestry Meeting Minutes: Fr. Doug noted that at the bottom of page one in the Treasurer/Finance report, the statement about Mother Rachel's canonical residence should read *Mother Rachel's canonical residence paperwork has not yet been received from the Church of England....* Tracy moved and Jayne seconded a motion to accept the amended minutes. Motion carried.

Garden Project Fundraiser (Al Todd): Al updated the vestry on the status of the Garden Project, highlighting the tremendous work accomplished thanks to the generosity of volunteers and donors. The next phase of the project aims to raise \$30,000, with \$15,000 already secured from the proceeds of the Sonofarious concert and the Climate Leadership Award. A community-wide awareness campaign will kick-off in August with the hope of raising the remaining \$15,000 by September 15th. Once the funds are secured, contractors will be hired to complete the project, with an estimated completion date of late October or early November. The vestry inquired about maintenance costs, which Al estimated to be \$1,000 per year for materials, such as mulch, if most of the work is done by volunteers. If not performed by volunteers, then the cost is unknown. A question was asked about what to do if the total needed funds are not secured. Al informed that there are parts of the project, such as the number of benches, that can be postponed should that become necessary. Inquiry was made regarding fundraising options, such as donors purchasing a bench or participating in a naming campaign. Al reported that this topic was

discussed at length, with all views considered, and it is the committee's preference not to do so, as placards tend to distract from the meditative environment. However, there may be ways to recognize those who donate to the project, so this is still being considered.

Youth Fund Raising Proposal (Bella Sell, Zatie Venditti, Melissa Bryant): Bella and Zatie from the Diocese of Florida Happening Steering Committee proposed a plan to raise money for the Happening budget by charging a fee to park on St. Peter's property during Dickens on Center. Happeners from across the diocese will participate, with Melissa Bryant and Courtland Eyrick, adult advisors for Happening, as chaperones. Parking will be charged on Friday night and Saturday only, with no fees for Evensong attendees. The youth will stay in the Youth Center on Friday providing an opportunity for Happeners to reunite and for fellowship. Melissa informed that Happening has historically been underfunded, forcing adult advisors to cover some costs. Camp Weed pays for 75-80% of supplies and has tiered registration fees, but the budget needs improvement. Sam Marxsen, Director of Summer Camp and Youth Programs at Camp Weed, manages the Happening budget. The vestry noted that the church already financially supports diocesan missions through its annual tithe to the diocese. Melissa stated that she is unsure if or how the Diocese funds this ministry. The vestry also asked if the funds should only assist St. Peter's Happeners. The presenters stressed that youth from other churches will help raise funds, so the money should benefit all Happening youth. Connie offered to help facilitate the safe handling of the cash. Ken moved and Tracy seconded a motion to approve the use of St. Peter's facilities during Dickens on Center to raise funds for the Diocese of Florida Happening budget. Motion passed.

Foundation Discussion (Peter Black, St. Peter's Episcopal Church Foundation Chair):

- a. **Proposed Bylaw Change:** Peter presented a proposal to change the foundation bylaws to allow one non-parishioner of St. Peter's to serve as a trustee. This proposal is being made to allow a current non-parishioner trustee to complete his term, ending in November 2026. The vestry noted that this amendment is for this specific case but would permit future non-members as well. They expressed concerns about making this change permanent, believing the needed skills can be found within the church community. They discussed allowing the trustee to finish his term, but Peter said the trustee is willing to step down. The foundation can operate with eight members since only five are needed for a quorum. Ultimately, the vestry decided not to consider the motion but wanted to express their heartfelt gratitude and appreciation for the trustee's contributions to St. Peter's.
- b. **Proposed Junior Warden Fund:** The foundation has been approached by a generous donor offering to fund a newly established quasi-account, the Junior Warden Fund. The donation from this donor will total \$50,000, but other donors can also donate to this fund. The funds will be used exclusively for *scheduled* building maintenance. This proposal meets the terms of distribution for a quasi-account. The funds would be distributed from the foundation to the church each fall along with the other distributions. Currently, building maintenance is covered by a few expense items in the P&L, and Schuyler funds capital improvements. Leigh moved and Ken seconded a motion to create a quasi-fund named the Junior Warden Fund to be used exclusively for regularly scheduled building maintenance at St. Peter's. Motion passed.

Treasurer/Finance Report: Connie prepared and submitted five financial statements, along with an analysis document, in advance of the meeting, which the vestry reviewed in detail. Mother Rachel's letter of canonical residency has not yet been received from the Church of England, resulting in a permanent positive budget variance in insurance and pension expenses for \$10,383. These expenses are expected to start in July. Shrimpfest Parking funds in the amount of \$21,750 have been recorded, and four Delaney Scholarships were awarded, totaling \$4,000. There was also a significant expenditure of \$4,250 to the Headstone Lettering Co. as the down payment for the memorial wall granite slab.

Two proposals were presented under the grants and outreach category. The annual Barnabas Empty Bowls fundraiser is upcoming. Last year, we donated \$2,500 as a sponsor, and we need to decide if and how much to donate this year. The Interfaith Dinner Network restricted account balance is down to \$2,400. Connie proposed funding the IDN restricted account by transferring \$3,750 from the Grants/Outreach restricted account to cover the anticipated expenses through the end of 2025, with future funding to be discussed during the 2026 budget process. Beth moved and Leigh seconded a motion to sponsor the annual Barnabas Empty Bowls fundraiser for \$2,500 and to transfer \$3,750 from the Grants/Outreach restricted account to the IDN restricted account. Motion passed.

Interim Rector Report: Our stewardship season is approaching, and Fr. Doug informed that there are resources we can tap into through The Episcopal Network for Stewardship (TENS) to assist us with our annual campaign if we are interested. TENS's theme this year is *Tell Out My Soul*. We can either adopt this theme or choose our own, but that resource is there. We need to assemble a stewardship team by mid-August. There are two CAT Survey result presentations this week. Fr. Doug will present the key points, Ken will present the next steps, and there will be Q&A time. He will be sending a letter to the parish tomorrow with a reminder about these sessions, encouraging everyone to attend, as well as information about the most recent diocesan convention, the nomination process for the Bishop Search and Transition Committees, and a Thank You for the recognition of his 40th Anniversary as a priest.

Bishop Search Committee Nominations: Nominations are now open for the Bishop Search and Transition Committees. The Transition Committee serves to assist the new Bishop in transitioning into their new role. Any individual who is a member of a congregation within the diocese can nominate any other member of a congregation, and congregants can self-nominate. The forms, guidelines, and instructions can be found on the Diocese of Florida website. Fr. Doug will include this information in his parish letter tomorrow.

CAT Survey Presentation and Next Steps Update: Discussed under the Interim Rector Report with no further discussion held.

Staff Modeling & Personnel Transition Updates: Ken led us in a robust discussion on the upcoming staff changes at St. Peter's, specifically the Director of Youth & Family, Creation Care, and Adult Formation, the finances associated with these changes, and the estimated costs of future hires. This was primarily an information and context setting session, with decisions to be made at future meetings.

- a. Director of Youth & Family: We need to decide if we want to use a consultant to find Jacob's replacement. Jacob strongly recommends that we do. We received a proposal from Ministry Architects. We can decide to request other proposals. When ready, a consultant recommendation will be brought to the vestry for review and approval. We are seeking to hire a Youth Program Coordinator whose job description will differ from that of an Interim Youth Director.
- b. Creation Care: Sarah Flint, the Creation Care coordinator, has a term that ends in July. This program has been funded by a donor, with whom Fr. Doug and Ken recently met to express our thanks and discuss the program's future. The vestry was informed of the costs associated with extending her term, either as a full-time or part-time employee, to the end of the year. The donor has offered to provide some financial support for this. Sarah has applied for another grant, the funds from which would support her position if awarded, and will know by the end of July. Ken moved and Jim seconded a motion to approve funding for 50% of a part-time Creation Care position, with the balance to be funded by an anonymous donor, to support Sarah continuing her work to the end of the year. Motion passed.
- c. Adult Formation: No discussion specific to this position was had.

Annette Sines – Postulancy and Sending Parish Support: Deacon Annette will be participating in a hybrid program at the General Theological Seminary in New York City starting in August. Tuition is covered, but lodging, meals, and transportation expenses for on-site education three times per year are not. The expected costs are \$7,500/year for 3 years. Parishioners have asked to support her financially, and she is seeking our permission for this. Connie informed that we did not budget seminarian support in this year's budget. Annette moved and Tracy seconded a motion to create a Seminarian Expense restricted account and authorize donations to be accepted in support of Deacon Annette's seminary training. Motion passed.

July Vestry Meeting: The vestry decided to hold a July vestry meeting this year as we have a lot of business to cover. The meeting will be held on July 28th.

ACTION

Approve Personnel Manual Changes: We reviewed Fr. Doug's proposed personnel manual changes, which were undertaken to standardize the document to align with the national church and to correct a few inconsistencies. After review of the document and discussion, we decided to continue working on it before final approval.

New Rector Compensation: Ken led us in a discussion on the rationale for determining our new rector salary and that of a potential associate rector. Leigh moved and Diane L. seconded a motion to adopt Ken's recommendation for the new rector total compensation package not to exceed \$180,000. Motion passed.

INFORMATION

Junior Warden Report:

- a. Update: In addition to his detailed and informative written report, Jim noted that the ice maker motor was replaced today. Our Wi-Fi may have a defective switch that needs to be replaced for \$200. He is monitoring the situation. There has been a request for directional arrows to be placed in the parking lot, and these will be there by the end of the week.
- b. Cemetery/Memorial Wall Vestry liaison: Jim recommended there be a vestry member liaison to the cemetery committee. Jayne volunteered for this position.

Senior Warden Report:

- a. Stewardship Context: Ken provided a document proposing that we consider adopting a *"Today, Tomorrow, and Forever"* framework to help parishioners when considering their stewardship as the campaign approaches. He would like our concurrence, and if given, he will distribute this information to the parish, highlighting the Garden Project as an example. Further discussion will be held with a decision made at future meetings.
- b. Finalize Vestry Norms: The final list of vestry norms was reviewed and agreed upon. Ken will print copies to be displayed in Classroom 201 and other areas on campus, such as the library, to foster a universal positive culture.
- c. What We Believe Update: Ken summarized the feedback received from his meetings with three members of our congregation, who represented the entire spectrum of viewpoints of our congregation. One parishioner recommended a slight change to the proposed second paragraph language which the vestry would like to consider. The vestry decided to table a decision but will prioritize this for discussion with a decision to be made at the July meeting. A discussion on a strategy to roll out the statement to the parish will be held at July's meeting but is expected to be held in conjunction with unity-building workshops and a discussion on the mission of the national church, as well as our own.

Key Upcoming Dates:

- i. Parish Meeting | CAT Results – June 25 @ 5:30 pm in Burns Hall
- ii. Parish Meeting | CAT Results – June 29 @ 4:00 pm in Burns Hall
- iii. Coffee With the Vestry – July 27 @ 10 am
- iv. July Vestry Meeting – July 28 @ 5:30 pm in Room 201

Leigh moved and Jim seconded a motion to adjourn the meeting. Motion passed.

The meeting adjourned at 8:15 pm.

Respectfully Submitted,

Annette Bell, Clerk of the Vestry