

**St. Peter's Episcopal Church**  
**Vestry Regular Meeting – November 17, 2025**  
**AGENDA**

1. Adoption of Agenda

***Formation***

2. Order for Evening Prayer

***Discussion***

3. Campus Security (Mike Suddes)

4. Search Committee Update (Kim Page)

5. Approval of Minutes

6. Treasurer/Finance Report

7. Budget Update

8. Interim Rector Report

9. Outreach Funding

10. Sarah Flint Farewell

11. "Belonging Beyond Differences" Program Update

12. December Vestry Meeting

***Action***

13. None Noted

***Information***

14. Liaison Reports

15. Junior Warden Report

16. Senior Warden Report

17. Key Upcoming Dates:

a. Parish Budget Update – December 10<sup>th</sup> @ 5:30 pm in Room 201

b. December Vestry Meeting – December 22<sup>nd</sup> @ 5:30 pm in Room 201 [*tentative*]

# St. Peter's Episcopal Church

## Vestry Regular Meeting Minutes

November 17, 2025

**Members Present:** Fr. Doug Hodsdon (via video conference), Ken Saitow (Senior Warden), Jim Carpenter (Junior Warden), Leigh Coulter Beal, Annette Bell (Clerk), Kevin Green, Rob Hicks, Diane LoCastro, Laura Lee Skillman, Beth Thornton, Diane Woodside

**Absent:** Jayne Jeney, Connie McDaniel (Treasurer), Tracy Smythe

**Others Present:** Mike Suddes (Campus Security Committee), Kim Page (Search Committee)

Fr. Doug called the meeting to order at 5:32 pm. Quorum was met.

**Adoption of Agenda:** Beth moved and Jim seconded a motion to adopt the agenda. Motion carried.

### FORMATION

Fr. Doug presented the Order for Evening Prayer.

### DISCUSSION

**Campus Security (Mike Suddes):** Mike, a parishioner at St. Peter's and a Marine, shared his experience with security programs, including those for NASCAR and college football. He described the church as a community welcoming to all and recommended covert security measures, such as the "See Something, Say Something" policy and protocols for addressing concerns, rather than overt measures like those used at football games. Additionally, he mentioned implementing upgraded hardware on church doors, CCTV, and proper signage as potential strategies, though these would come with associated costs that need consideration. Mike plans to meet with local law enforcement, who advised us to call 911 with any concerns. He is compiling suggestions for the vestry and expects the VPOS to be involved in the security plan. He emphasized that our intention is not to create fear but to address the serious issue of safety responsibly.

**Search Committee Update (Kim Page):** Kim provided an update on the status of our search for a new rector. The search committee is active and has serious candidates with whom they are in conversation. Overall, things are going well. Ken added that he has gotten good feedback from search committee members on the workings of the group.

Ken provided an update on the youth director search committee. Fr. Doug and Ken met with Kim Hicks, the committee chair, to plan to slow down the committee's work because of the upcoming holidays. Ministry Architects has advised that this is typical.

**Approval of Amended September Minutes:** Leigh moved and Laura Lee seconded a motion to approve the amended September minutes as presented. Motion carried.

**Approval of October Minutes:** It was noted that Tracy Smythe was omitted from the attendee list for the October meeting, so the October minutes will be amended to include her as an attendee. No other changes were requested. Leigh moved and Diane L seconded a motion to approve the amended minutes. Motion carried.

**Treasurer/Finance Report:** Ken presented the Treasurer/Finance Report and the Budget Update. Since this month's meeting was moved earlier due to Thanksgiving, there are no October financials to discuss. There will be a meeting this Thursday, November 20th, to finalize the October financials.

As for November, month-to-date giving is tracking ahead compared to the same time last year. However, year-to-date giving is \$172,455 behind, partly due to unusually large gifts received in 2024.

Ken and Fr. Doug provided an update on annual giving. As of November 14th, 139 pledges have been received, totaling \$684,877. This number is below last year's total of 168 pledges at this time, but the pledged amount is \$61,473 higher. The current pledges include a mix of larger contributions and new pledges, while a significant number of parishioners have not yet pledged.

This fall, our weekly giving is closely tracking last year's figures. Connie conducted a new projection based on the assumption that if our giving continues at the current rate for the rest of the year, and our Christmas giving mirrors last year, our revenues may fall short of expenses by \$173,000. In the best-case scenario, according to a different projection, our shortfall could be \$79,324. These projections present a range of possible outcomes for planning purposes. A plan to address a potential shortfall is in place; however, Ken is hopeful that communication to the parish during the upcoming Parish Budget Update on December 10th will have a positive impact. Fr. Doug plans to send an email to the parish and consideration is being given to possible phone calls. Fr. Doug reassured us that this situation is common for churches and encouraged us not to panic, saying that we will get through it.

**Budget Update:** See above.

**Interim Rector Report:** A detailed written report was distributed prior to the meeting. Fr. Doug has been looking for patterns explaining why our finances are trending behind, but none have been identified. He asked us to remain faithful, and if any vestry members haven't yet pledged, please do so, as it is something all vestry members should do. He highlighted the Meditation Garden and Blue Grass Mass from his written report and has a few recommendations on the Blue Grass Mass for our new rector, but overall, he hailed these events as extraordinary for St. Peter's.

**Outreach Funding:** Annette, Diane L, and Beth met as a vestry committee to review our Outreach activity and to make recommendations on funding for the remainder of this year. They noted that Hunger Fight food was previously sent overseas, but it now stays in the community. It is packed with weekend meals distributed through Barnabas, each containing several packets.

Pete Stephenson, a St. Peter's parishioner heavily involved with Hunger Fight, has asked for a donation of \$2,500-3,000 this year.

The Outreach committee recommended that the church donate \$2,500 to Hunger Fight and an additional \$1,500 to Barnabas on top of the \$2,500 already given, as Barnabas helps residents with various living expenses, including food, rent, utility bills, and that there are many in need of assistance now with the high cost of living.

Additionally, the committee proposed that the Grants/Outreach restricted account maintain a minimum balance of \$13,000 as a safety net, based on average annual distributions to non-profits.

Diane W moved and Laura Lee seconded a motion to donate \$2,500 to Hunger Fight and \$1,500 to Barnabas, with Leigh amending the motion to include a recommendation to maintain a \$13,000 balance in the Grants/Outreach restricted account. Motion carried.

**Sarah Flint Farewell:** Ken and Fr. Doug will talk with Sarah about a date for this celebration after the first of the year. Her departure from this role at the end of the year, as well as our gratitude to her for her work and dedication to St. Peter's, will be announced in the Key News and from the pulpit. She will also be recognized at the staff luncheon on December 2nd.

**“Belonging Beyond Differences” Program Update:** Ken advised that he and Fr. Doug met with Susan Czolgosz, a consultant, and Emily Swanson, president of Holy Cow! Consulting, via video conference, and that the program, logistics, and next steps are ready. There is nothing material to add. The program dates remain the same.

**December Vestry Meeting:** The vestry agreed to move our regularly scheduled monthly December vestry meeting from December 22nd to December 15th due to its proximity to the Christmas holidays. This meeting will likely involve a potluck at Ken's home, but more details will come.

## ACTION

**Vestry Member Minimum Age Requirement Changes:** Leigh requested a discussion on allowing 16- and 17-year-olds to serve on the vestry, following amendments to the diocesan canons. The canons do not specify how to update our bylaws for this change at St. Peter's. Fr. Doug will seek clarification from the diocese, and this topic will be on the agenda for the December 15th vestry meeting, before finalizing the Vestry Selection Committee on December 31st.

## INFORMATION

**Liaison Reports:** Written reports from our Cemetery and Memorial Wall, Children's Ministry, Creation Care, Parish Life, Music Ministry, and Youth Ministry liaisons were distributed and reviewed prior to the meeting. An opportunity for questions and discussion was offered with none held.

**Junior Warden Report:** A detailed written report was distributed and reviewed prior to the meeting. Jim highlighted that we now have three lights out in the church, but that an electrical company is coming next week to replace all eight lights. The vestry asked that this information be published in the Key News so that parishioners know we are listening to their concerns. Ken reported that another video camera for live streaming will be installed in late December or early January.

**Senior Warden Report:** Ken reported on two issues that have been brought to his attention:

1. Breakfast Teams - Parishioners have expressed that the breakfast ministry has evolved with fewer families participating and it being more of an outreach. Ken asked the vestry's opinion on holding a Breakfast Team Summit to discuss the ministry's future, including goals, strategies to improve participation, and how to meet a community need. The vestry expressed support for this plan and provided suggestions for engaging stakeholders. Ken will develop a plan and work on next steps.
2. Kitchen Deep Cleaning – Ken informed us that we need to create a plan for regular deep cleaning of our kitchen. It was recommended that the scope of work for this project be defined and that an analysis of kitchen use by outside groups be conducted, with future discussion on funding this need.

**Key Upcoming Dates:**

- i. Parish Budget Update – December 10th @ 5:30 pm in Room 201
- ii. December Vestry Meeting – December 15th @ Ken's home

Leigh moved and Rob seconded a motion to adjourn the meeting. Motion carried.

The meeting adjourned at 7:28 pm.

Respectfully Submitted,

Annette Bell, Clerk of the Vestry