

St. Stephen's Episcopal Church Vestry Meeting
Minutes of Meeting—Tuesday, September 29, 2020

Nancy Jenkins	senior warden	present
Roy Buckley	treasurer	present
John Odell	administration	present
Todd Schmidt	property	present
Mary McIntosh	property	present
James May	ministry	absent
Ken Ellis	administration	absent
Carla Daws	administration	present
Anita McNabb	Ministry	present
Veronica Erwin	clerk	present
Father Kevin Schubert	Rector	present
Jeannetta Watson	Church adm.	present

Opening prayer—The opening prayer was led by Father Kevin Schubert. Meeting was conducted by zoom and began at 5:30.

Father Kevin expressed appreciation to the vestry for being able to go on his yearly trip to Minnesota. He indicated that we are in partnership with one another. He will be at clergy conference Oct. 19-21.

The minutes for August 24 were approved electronically by email.

Committee Reports: Most of the reports were sent by email.

Stewardship Report:

Robert highlighted the work of the Stewardship Committee and indicated that the season officially kicks off next week with “Step Up Sunday.”

Treasurer's Report:

Roy indicated that we had better revenues in August and the levels substantially improved over the June/July levels. In September \$17,500 of the PPP fund which was placed in SSEC's savings account at Frost Bank will be moved into cash to satisfy some of the staff payroll expenses of September. SSEC continues to enjoy a sound financial health.

School Report:

John summarized the report submitted by Amanda. The school continues to remain in sound financial condition. SSES was visited by the state and passed

with flying colors. No Covid cases have occurred at this point at the school to any of the students, staff or families of the students.

Ministry Reports:

Administration: The Finance Committee report was submitted by email.

Pastoral: Veronica presented the report for James.

- James expressed in an email his appreciation for all the prayers and for the miracle of his leukemia remission.
- Veronica touched base with Connie Maverick about the outreach ministry of Amigos de Jesus. The coat/socks event will take place on October 24. Food donations can be taken to Mercado when it is open on Monday, Thursday, and Saturday from 10-12:30. Connie will update us with upcoming needs.

Grounds and Buildings: Todd updated us on several ongoing projects.

- The cross repair is almost complete.
- The mold problem was tested before the last rain, but we may need to redo the rock wall to avoid future mold problems. One option cited was to replace rock with hardy board.
- John pointed out that wind-driven rain is not covered by our insurance.

Rector Report: Father Kevin is overjoyed to be here and to be able to meet people.

Motion was made by Veronica and seconded by John to approve all reports. Vestry approved.

New Business:

- Father Kevin believes that we will have virtual council conference this year. SSEC will have same number of delegates as last year. The 5 delegates will be approved through voting on the second Sunday of December.
- Father Kevin asked that the three outgoing vestry persons submit to him 3 candidates each for incoming vestry positions. He asked that the candidates NOT be contacted. This should be done by the end of October.
- Sunday counting—Nancy will be sending the vestry a hand-out with suggested procedure by the Bishop.
- October Services—Father Kevin wants the vestry to assume a leadership role in implementing the guidelines suggested by the diocese. We will begin with morning prayer in October on Tuesday and Thursday mornings at 9:00, moving on to 8:00 a.m. outdoor services beginning in November.

In December we hope to add communion (no wine) and have an 8:00 service inside as well as the live streaming at 10:30.

- Veronica will send out the VOD schedule to vestry for November & December.
- The vestry voted by email on September 12 to name the outdoor chapel the Jo and Jack Bourke Outdoor Chapel. Jo is moving to Arkansas to be near her family. Jack's ashes are scattered in the outdoor chapel area. The Bourke's were long-time members of St. Stephen's.

Old Business:

- Golf-a-Thon: John is excited about the event, which will be held on October 31, and it will have a Halloween theme. So far 8 golfers have signed up. Donations will be made electronically. It was suggested that some of the folks who live on the golf course could sit outside and cheer on the participants.
- Cemetery Financials—These will be reported at each annual meeting and are not part of our budget.

The meeting was adjourned at 6:10 with intercessory prayers encouraged by Father Kevin.

Respectfully submitted,

Veronica Erwin, Clerk

Attachments for Vestry Notebook

Agenda for meeting

Treasurer's Report

Pastoral Report

Senior Warden Report

Grounds and Buildings Report

Finance Committee Report

Youth Report

SSEC Statement of Financial Position

Stewardship Report

School Report

SENIOR WARDEN VESTRY REPORT

September 29, 2020

1. The most exciting report I have is one we all know about – We have a new Rector. Once again, welcome Fr. Kevin
2. The church has a ZOOM account which may be used to schedule church related meetings.
3. Semi-opening of campus to start in October. It will begin with outdoor services, and live streaming from inside.
4. Pictorial directories are now being distributed. If you haven't picked one up, they are in the church office.
5. Youth programs for the fall are up and running. Thank you, Elisa.

I hope all of you had a fun if not “different” summer and are looking forward to some cooler weather and good news about progress with a Covid-19 vaccination.

Blessings,

Nancy

Admin/FC meeting Sept 21, 2020

Members on phone call: Ken Ellis, Roy Buckley, Carla Daws, Nancy Jenkins, Jeannetta Watson, Tom Brown, and John Odell

Meeting was held via telephone conference on Monday, Sept 21, starting at 1:30 pm.

Treasurer's Report

Pledged income for August was significantly up compared with June and July. Roy has sent everyone the Treasurer's Report for August 2020. Cumulative Revenue for August (~\$41,623) exceeded budget by ~ \$1,672. There was a motion to accept the treasurer's report, that was seconded, and approved by the Finance Committee.

SSEC Financial Statements

The monthly financial statements for August, prepared by Jeannetta, were reviewed. There were no significant departs from the expected expenses. There was a motion to accept the monthly financial statements, that was seconded, and approved by the Finance Committee.

Committee Discussions:

Insurance: John Odell reported that after review of alternate providers, our best option of 2020 was to stay with our current provider. This was partly based on the liability coverage automatically provided to members serving on church committees.

Water and Mold Damage: There has been significant water damage to the walls in the choir practice room and the adjacent small meeting room in McArthur Hall. This damage includes substantial mold buildup over time. These repairs are on-going.

Audio/Visual Equipment: The necessary equipment needed to upgrade the on-line presentations of Sunday services have been received. The installation of this equipment is scheduled to be completed within the next two weeks.

The Admin/FC phone teleconference call ended at 2:10 pm.

Stewardship Report

September 29, 2020

Update as of September of 2020

Carla Daws, Ed Galle & Robert McLemore have continued to meet virtually & mainly thru e-mails to plan the season which kicks off next week. Along the way we have enlisted Jackie McFadden, Jeannetta Watson & Father Kevin into our efforts.

Stewardship Season – The “Season” officially kicks off next week. We begin our communication efforts which will last through Consecration Sunday (“Step Up Sunday”) which will be on Sunday, November 1st. We will continue to follow up through the end of the year.

Stewardship Committee – There have been two main efforts of the group to this date which are mainly around the planning. Taking the Playbook/WorkBook from last year, we have created a high level calendar of events (attached). It outlines the major activities that will be performed in the coming season. The second item is the “Communication Plan” – also attached. This is the week by week playbook of who is to provide what deliverable and using which communication channel. It is pretty comprehensive and will be a useful aid. The key with this is to focus week-by-week and not get overwhelmed by the scope. I will be sending out a weekly reminder to the involved individuals to help ensure completion. I am behind on contacting the various ministries for their support. Termed “Advocacy Groups” but should be caught up by this weekend in time for our start next week.

Communication Plan – Each week we will execute the items in the list. Communicating through FaceBook, NewsLetter, and direct e-mail. Father Kevin will also support us in his sermons as we have guest stories in the Services as well as stand alone YouTube videos similar to Take-5. Beginning next week we will execute through the Consecration Sunday (Step-Up Sunday) with a follow-up as needed afterwards. The message and theme of this years’ Stewardship Campaign will be the same as the prior year where we introduced the “Step-Up Stewardship”. This is where we encourage our congregation to step up to the next level of their giving. If not pledging before, to start now. If pledging, try to assist at a higher level.

The Vestry is asked to support this campaign not only in assisting us in the communication, but also in showing the Vestry has 100% support by stepping up in your pledges/giving as well as helping us communicate that this has occurred as inspiration to the Congregation.

Submitted By:
Robert L. McLemore,
Stewardship Chair

Calendar – This is an image of the Excel tracking our Calendar of Activities:

2020	Activity	Owner
6/25	Planning Meeting	Robert
8/27	Leadership Teams Meeting #1	Robert
9/4	Order Practicity Extravagant Generosity (1 copy per household)	Lydia
9/4	First Draft of Brochure ready for review	Ed
	Leadership Teams Meeting #2	N/a
9/5	Send Brochure and Prayer Guide to printer	Lydia
9/5	Send Step Charts and remaining print items to printer	Lydia
9/10	Leadership Teams Meeting #3	Robert
9/11	Affinity Group Training Prep - {Highlight Devotionals, etc.}	Robert
TBD	Distribute Devotional Books (donations)	Lydia
9/28	Affinity Group Messenger Training	Robert
10/4	One Week to Campaign Sundays	Jackie
	Begin Program Publicity	Robert
	Team Member Intro's Devotional Book	Robert
	Announce Program: publications & online	Jackie
	Begin reading Devotional Book	Jackie
	Posters up (if being utilized)	TBD
10/11	Sunday #1	
	Affinity Groups Announcements BEGIN	Jackie
	Stewardship Sermon	Kevin
	<i>Taking the Next Step</i> STORY	
	"Watch Your Mail" for the Introduction Letter	Robert
	Add to the Prayers of the People	Kevin
10/12	Leadership Teams Meeting #4	Jackie
10/18	Sunday #2	
	Affinity Groups Announcements <i>continue</i>	Robert
	Stewardship Sermon	Kevin
	<i>Taking the Next Step</i> STORY	TBD
	Devotional Book Reminder	Robert
10/25	Sunday #3 (Allow extra time)	
	Step Chart Presentation by Chairpersons	Robert
	Percentage Giving Chart reviewed	Robert
	Sample Estimate of Giving Card distributed	Jackie
	Stewardship Sermon	Kevin
	<i>Taking the Next Step</i> STORY	TBD
10/26	Mail Invitation Letter (Include Sample Estimate of Giving Card and completed Step Chart)	Robert
11/1	Step Up Sunday (allow extra time)	
	Distribute completed Step Chart	Jackie
	Stewardship Sermon	Kevin
	Time of completing and offering Estimate of Giving Cards	Robert
11/3	Mail Reminder Letter	Jackie
	Include Estimate of Giving Card, comopleted Step Chart and return envelope	Jackie
11/4	Leadership Teams Meeting #5	Robert
11/8	Sunday #5 - one week after Step Up Sunday	
	Announce Preliminary Results and give words of encouragement	Robert
	Continue to receive Estimate of Giving Cards	Robert
11/15	Sunday #6	
	Announce Campaign Results	Robert
11/17	Mail Gratitude and Confirmation Letters	Robert
11/24	Mail Encouragement Letters	Robert
12/1	Complete and return Report of Final Results	Robert

Communication Plan – These are images of the Excel tracking our Communication Plan

When ▼	What ▼	Channel ▼	Who ▼
4-Oct	INTRO CAMPAIGN WEEK		
5-Oct	Provide Jackie an outline of what to include for Week 1	Newsletter (General Interest)	Robert
5-Oct	Provide Jackie an outline of what to include for Week 1	Newsletter (General Interest)	Nancy
5-Oct	Provide Jackie an outline of what to include for Week 1	Website	Robert
5-Oct	Provide Jackie an outline of what to include for Week 1	FaceBook	Robert
5-Oct	Create Video Testimony	Video Testimony	TBD
6-Oct	Jackie/Hunt Create	Newsletter (General Interest)	Jackie/Hunt
6-Oct	Jackie/Hunt Create	Website	Jackie/Hunt
6-Oct	Jackie/Hunt Create	FaceBook	Jackie/Hunt
11-Oct	SUNDAY #1		
11-Oct	Stewardship Sermon	Service	Fr. Kevin
11-Oct	<i>Taking Next Step</i> My Story	Service	TBD
11-Oct	Add Prayer during Prayers of the People	Service	Fr. Kevin
12-Oct	Intro Letter e-mailed out	eBlast Stewardship	Robert
12-Oct	Affinity Groups start to Message	Various	TBD
12-Oct	School to send out e-mail re: Stewardship Campaign	eBlast School Supporters	Amanda?
12-Oct	Provide Jackie an outline of what to include for Week 2	Newsletter (General Interest)	Robert
12-Oct	Provide Jackie an outline of what to include for Week 2	Newsletter (General Interest)	Nancy
12-Oct	Provide Jackie an outline of what to include for Week 2	Website	Robert
12-Oct	Provide Jackie an outline of what to include for Week 2	FaceBook	Robert
12-Oct	Create Video Testimony	Video Testimony	TBD
13-Oct	Jackie/Hunt Create	Newsletter (General Interest)	Jackie/Hunt
13-Oct	Jackie/Hunt Create	Website	Jackie/Hunt
13-Oct	Jackie/Hunt Create	FaceBook	Jackie/Hunt
18-Oct	SUNDAY #2		
18-Oct	Stewardship Sermon	Service	Fr. Kevin
18-Oct	<i>Taking Next Step</i> My Story	Service	TBD
18-Oct	Add Prayer during Prayers of the People	Service	Fr. Kevin
19-Oct	Direct Letter from the Senior Warden re: Stewardship	eBlast Stewardship	Nancy
19-Oct	Affinity Groups continue to Message	Various	TBD
19-Oct	School to send out e-mail re: Stewardship Campaign	eBlast School Supporters	Amanda?
19-Oct	Provide Jackie an outline of what to include for Week 3	Newsletter (General Interest)	Robert
19-Oct	Provide Jackie an outline of what to include for Week 3	Newsletter (General Interest)	Nancy

19-Oct	Provide Jackie an outline of what to include for Week 3	Website	Robert
19-Oct	Provide Jackie an outline of what to include for Week 3	FaceBook	Robert
19-Oct	Create Video Testimony	Video Testimony	TBD
20-Oct	Jackie/Hunt Create	Newsletter (General Interest)	Jackie/Hunt
20-Oct	Jackie/Hunt Create	Website	Jackie/Hunt
20-Oct	Jackie/Hunt Create	FaceBook	Jackie/Hunt
25-Oct	SUNDAY #3		
25-Oct	Stewardship Sermon	Service	Fr. Kevin
25-Oct	<i>Taking Next Step My Story</i>	Service	TBD
25-Oct	Add Prayer during Prayers of the People	Service	Fr. Kevin
26-Oct	Direct Letter from the Rector	eBlast Stewardship	Fr. Kevin
26-Oct	Affinity Groups start to Message	Various	TBD
26-Oct	School to send out e-mail re: Stewardship Campaign	eBlast School Supporters	Amanda?
26-Oct	Provide Jackie an outline of what to include for Week 4	Newsletter (General Interest)	Robert
26-Oct	Provide Jackie an outline of what to include for Week 4	Newsletter (General Interest)	Nancy
26-Oct	Provide Jackie an outline of what to include for Week 4	Website	Robert
26-Oct	Provide Jackie an outline of what to include for Week 4	FaceBook	Robert
26-Oct	Create Video Testimony	Video Testimony	TBD
26-Oct	Mail Pledge Cards to Congregation who haven't on-line	Letter	Jeannetta
27-Oct	Jackie/Hunt Create	Newsletter (General Interest)	Jackie/Hunt
27-Oct	Jackie/Hunt Create	Website	Jackie/Hunt
27-Oct	Jackie/Hunt Create	FaceBook	Jackie/Hunt
1-Nov	STEP UP SUNDAY		
1-Nov	Stewardship Sermon	Service	Fr. Kevin
1-Nov	<i>Distribute Pledge Cards & Complete</i>	Service	Robert
1-Nov	Add Prayer during Prayers of the People	Service	Fr. Kevin
2-Nov	Send thank you to School for participating	eBlast School Supporters	Fr. Kevin
2-Nov	Provide Jackie an outline of Thank you / Followup	Newsletter (General Interest)	Robert
2-Nov	Provide Jackie an outline of Thank you / Followup	Newsletter (General Interest)	Nancy
2-Nov	Provide Jackie an outline of Thank you / Followup	Website	Robert
2-Nov	Provide Jackie an outline of Thank you / Followup	FaceBook	Robert
3-Nov	Jackie/Hunt Create	Newsletter (General Interest)	Jackie/Hunt
3-Nov	Jackie/Hunt Create	Website	Jackie/Hunt
3-Nov	Jackie/Hunt Create	FaceBook	Jackie/Hunt

Treasurer's Report

September, 2020

Review of the August 2020 Financials

SSEC's financial statements for August 2020 reflect revenue levels that are substantially improved over levels recorded in June and July 2020. In fact, total ordinary Pledge receipts of \$41,198.49 have risen to levels last seen in March, April, and May's Financial Activities Statements. Total Pledge revenue exceeded budgeted expectations by \$3,738.07. Plate receipts, Fund Raising receipts, Flower revenue, and Special Offerings, however, continue to lag, falling \$2066 short of budgeted expectations. Cumulative Revenue for August, \$41,623.83, exceeded budget by \$1,672.75.

Expenses continue to follow positive patterns set in prior months, with cumulative outflows falling \$1,202.04 below budgeted expectations. Expense outflows continue to reflect sound expense management procedures with all expense categories falling under budget, with the exception of Staff Expense which exceeded budget parameters by only \$455.16.

With cumulative Revenue inflows of \$41,623.83 reduced by cumulative Expense outflows of \$39,791.63, SSEC experienced a surplus of Revenues over Expenses by \$1,832.20. The 2020 Budget anticipated a deficit or -\$1,221.59 for the month of August.

Not apparent in any of the data reflected on the August Financial Activities Statement is the funding of the Payroll Protection Plan in the amount of \$33,500. The total PPP Fund was placed in SSEC's Savings Account at Frost Bank and is reflected as both a Cash Asset and a Loan Liability on the balance sheet. In the month of September 2020, \$17,500 of the PPP Fund will be moved from Cash and used to satisfy some of the Staff Payroll expenses during September.

In summary, August Revenue reflected a return to levels seen in the 1st Quarter of 2020 and exceeded Expense outflows by \$1,832.20, leaving SSEC in a surplus position for the month of August. To date (i.e., for the period of January through August 2020), SSEC remains in a Surplus position with Revenue inflows exceeding Expense outflows by \$6,451.27. Considering that the 2020 Budget anticipated a deficit shortfall of -\$38,888.68 for the 8-month period of the year, thus far SSEC remains in a sound financial condition. We shall continue to see some financial relief where available, such as Apportionment Cancellation program made available through the Diocese of West Texas. SSEC's continued sound financial health, however, has not qualified it for such relief thus far.

Submitted By:
Roy R. Buckley,
Treasurer

	Actual	Budget	Actual	Budget	Actual	Budget
	Jul-20	Jul-20	Aug-20	Aug-20	To-Date	To-Date
Pledge Income	\$25,382.49	\$37,460.42	\$41,198.49	\$37,460.42	\$312,948.75	\$299,683.32
Plate Income	\$350.00	\$2,083.33	\$313.09	\$2,083.33	\$7,898.67	\$16,666.68
Fund Raising Income	\$335.00	\$0.00	\$64.00	\$0.00	\$399.00	\$0.00
Special Gift	\$0.00	\$250.00	\$0.00	\$250.00	\$6,872.00	\$2,000.00
Flower Income	\$50.00	\$158.33	\$48.25	\$158.33	\$1,358.25	\$1,266.68
Prior Year Pledge	\$0.00	\$0.00		\$0.00	\$2,000.00	\$0.00
Total Ordinary Inflow	\$26,117.49	\$39,952.08	\$41,623.83	\$39,952.08	\$331,476.67	\$319,616.68
APPORTIONMENT	\$8,341.00	\$8,340.00	\$8,341.00	\$8,340.00	\$58,384.00	\$66,720.00
CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00
EVANGELISM & FORMATION	\$0.00	\$62.50	\$0.00	\$62.50	\$196.39	\$1,871.00
MINISTRY	\$241.90	\$472.74	\$570.43	\$1,972.74	\$4,488.91	\$6,982.08
OPERATING	\$6,091.87	\$6,402.33	\$6,028.94	\$6,402.33	\$70,412.26	\$78,190.68
STAFF	\$26,037.12	\$29,896.55	\$24,851.26	\$24,396.10	\$191,326.76	\$204,741.60
	\$40,711.89	\$45,174.12	\$39,791.63	\$41,173.67	\$324,983.32	\$358,505.36
Net Ordinary Surplus / (Deficit)	(\$14,594.40)	(\$5,222.04)	\$1,832.20	(\$1,221.59)	\$6,493.35	(\$38,888.68)

Pastoral Care Report

- James May sent a very personal pastoral care report (sent by email) expressing his thanks for being the recipient of blessings and the miracle of going into complete remission.
- Veronica touched base with Connie Maverick about the outreach ministry of Amigos de Jesus. I wanted to know specifically about the new coats/socks that are normally provided each winter. I asked Connie to let us know of any upcoming needs.



24 September 2020

Dear Nancy and the Parish Council,

September has been an exciting month with the arrival of Fr Kevin Schubert. I, with, Melissa Odell and Donna Hoyland, started our Zoom meetings for Sunday school (Kingdom Kids), the Tweens and Youth. We are hoping to start our “in person” and Zoom program after the 4th October. We are putting in all the required safety procedure as is require which includes proper cleaning of facilities, temperature taking and availability of sanitizer and masks. There will be fewer than 10 people at the meetings. I hope that meets with the approval of the council.

I have continued mailing out weekly Sunday school activities and bi-weekly Godly play recordings and activity packs.

This month has included being involved in the recording of Take-Five, Godly Play and the family Service for the 4th of October. All very exciting!

After discussion with Fr. Schubert we have reviewed the curriculum and we are now doing Episcopal created curriculum throughout the children’s programs. This gives us greater continuity, and a link through the lectionary, to the church service the parents are attending. I have two volunteers helping with classes, and am looking for more so that our teachers are not overburdened. I have also changed the time of Kingdom Kid’s (7-9 year olds) to; before church instead of during church, so children can be with their parents in church, and be acolytes with no clash.

We have had six more children added to our Sunday school role this month. There has also been appreciation and thanks expressed from parents for St Steve’s. So we are on a good footing as we move into October.

I was excited to officiate at the Chapel service for the School on Wednesday the 23 September in Fr Schubert’s absence. It was a wonderful service with the children, and they and the staff are glad to be back to worship. Fr Schubert has set up a wonderful program for them.

I want to thank you all again for all you support and encouragement this month. As part of the Parish calling and prayer team it is clear that the parishioners are very grateful for all the outreach that has taken place.

Yours in Christ,

Elisa Webster