

Vestry Meeting Minutes July 21, 2026

Present: Fr. Lin Walton, Paul Bailey, Senior Warden, Bill Happer, Junior Warden, Doyle Brinson, Mary Russell, Chris Romig, Marty Younts, Angela Urquhart, Kris Holt, Tracy Baltz, Paul Palmer

Ex officio – Rick Pearce, Treasurer, Karla Platt, Bookkeeper, Lorraine Beamer, Clerk, Pam Hayes, Deacon

Absent: Ross Lively, Donna Foster

Welcome - Paul Bailey

- Paul passed the meeting to the new Rector, Fr. Lin Walton.

Opening Prayer/Reflection – Deacon Pam Hayes

Devotion and Vestry Duties and responsibilities review – Fr. Lin Walton

Fr. Lin recommended the book “Here and Now” by Henri Nouwens for reflections on staying in the here and now, rather than the past or the future.

Vestry Duties- Vestry is responsible for

- The financial matters of the church including the budget. The Vestry must be good stewards and transparent.
- Stewardship – determining how monies are collected. Steve Moore has been designated the chair of Stewardship.
- Oversight of monies. How funds are managed and audited.
- Business operations on a day to day basis of the church.

The Vestry is responsible for covering errors, so these financial duties must be taken seriously.

The Vestry is also responsible for the property of the church. This includes the building maintenance, the facilities and security. The Vestry is responsible to help fulfill the spiritual vision of the rector and to help lead by example by giving, attending worship and being active in ministries. The Vestry should be active in leadership selection and recruitment of lay leaders.

The Rector is responsible for setting the liturgy, determining who is involved in liturgy, Christian formation and managing the staff.

Adoption of Agenda – Paul Bailey

Paul made a motion to add 5c to the agenda for Realm Training Funding to the agenda and to adopt the agenda.

Mary suggested adding a discussion about communication among vestry members between meetings. Paul explained that in accordance with the NC Open Meeting statute, any discussion started at a vestry meeting and continued by email must be included in the Vestry minutes and therefore must include the clerk to document the discussion.

Chris Romig seconded the motion which passed unanimously.

Financial Report

The expenses increased due to increased salaries and moving expenses for the new rector. Revenue is down slightly during the summer months.

The annual budget is \$827,776 with 51% of pledges collected, 56.5 % of projected loose plate collected and 80% of projected non-pledge collected. This is a mid-year report on the status of revenue.

The state of St. Philip's finances is positive.

When evaluating assets, the total liabilities and net assets balance.

We have just had an extensive audit and await the report from the auditor. The vestry will address any issues raised by the auditor and send our response and the diocese.

Chris Romig made a motion to receive the treasurer's report. Paul Bailey seconded the motion which passed unanimously.

Contributions counting procedures – Chris Romig

The counting sheet is complicated and confusing for new counters. The procedure requires a manual copy of all checks (which is discouraged by the auditor). In order to increase reliability and decrease errors in this process, a check reader directly connected to the bank is recommended. A separate check reader connected to Realm is also recommended. The counters would only be responsible for counting the cash and the number of checks submitted. The office would complete the counting procedure to clarify checks with specific designations.

Chris Romig made a motion to purchase a check reader directly to realm and a shredder. These would be one time costs. The check reader connected to the bank would be leased monthly. Doyle Brinson seconded the motion which passed unanimously.

Safe Deposit Box

Chris Romig suggested closing the Safe Deposit Box at the bank and storing paperwork in the office safe. Discussion followed.

Chris Romig made a motion to make copies of the documents in the Safe Deposit box including notations about sealed promissory notes and to store these copies in the office safe. The originals of all documents would be stored in the Safe Deposit Box. Marty Younts seconded the motion which passed unanimously. The Senior and Junior wardens would have the combination to the office safe.

Realm Training Funding

Paul Bailey made a motion to send Karla Platt (Bookkeeper) and Lorraine Beamer (Parish Administrator) to Realm training in Tampa, Florida in October for a cost of \$4500. Chris Romig seconded the motion which passed unanimously.

Strategy Team Reports

Angela Urquhart is working with the whole person ministry and Deacon Pam to write a policy to provide guidance for changes in leadership. This would include the ministry leads responsibilities to ensure that there is compliance with the bylaws. Oversight of the use of Capital funds also requires a specific policy.

Senior Warden Report

Referencing the Facilities Board report, Paul stated that additional monies may be needed to address all the issues around the campus including repair of the stained glass window, the narthex window and painting of the exterior of the church. Paul notified the vestry that these additional funding requests may be coming soon.

A plan for VPODS for help with lemonade and collecting monies needs to be formalized. Monies have been found in the boxes at the base of the stairs. Bill Happer suggested that the responsibility for collecting this money should return to the ushers.

The vestry retreat is scheduled for January 14 – January 16, 2026. Paul will send an email to the vestry to confirm attendance at this retreat.

Junior Warden Report

Bill Happer reported that the lemonade and cookies was well received by parishioners.

Homecoming is scheduled for September 13, 2026. MOAM and ECW will be working together to plan this event.

Preparing a 10 year plan is underway with a visit to Christ Church in New Bern by Bill Happer, Dana Richardson and Dave Ham. Discussion about an outside agency to compile this plan.

Rector's Report

Fr. Lin thanked the Vestry for the warm welcome to St. Philip's. Things are falling into place for housing. Christie will continue working in Asheville for the time being.

Fr. Lin will be leaving tomorrow to attend his daughter's wedding in Maine.

Tracy Baltz made a motion to assign \$40,000 of Fr. Lin's salary as a housing allowance for 2026. Bill Happer seconded the motion which passed unanimously.

Adult formation between the 8:00 and 10:00 services will begin on September 20 and will run throughout the program year. Fr. Lin will provide instruction and Deacon Pam will provide a book study/discussion group.

The Celtic Service will resume on Saturdays at 5:00 PM and will be primarily lay led.

Fr. Lin will form a committee to formulate the job description and search for an Associate Rector. Few parishes can afford an Associate, but St. Philip's can. There needs to be a Vestry member on the search committee. Any vestry member interested should contact Fr. Lin. There is only an LOA with the rector, the

associate will have a contract. When an associate is hired, this will end Deacon Pam's employment but not her association with St. Philip's as a deacon.

A provisional budget should be ready by September.

The next Meeting is August 18, 2026 at 4:00 PM.

Respectfully submitted,

Lorraine Beamer, Clerk.