

“To love others as Christ loves us”

**Christ Church Episcopal Vestry Minutes
Christ Church All Saints Center – Room 100
Tuesday, March 19, 2024**

Attending: Harrison McLeod (Rector), Bryant Nixon (Junior Warden), Cecil Nelson (Chancellor), Nelson Arrington (Treasurer), Chris Klasing (Asst. Treasurer), Betsy Baumgardner, Betty Parker Ellis, Norma Givens, Dexter Hagy, Kay Jenkins, Martha Louise Lewis, Smyth McKissick IV, Mary Holt Murphy.

Minutes Taken by: Wes Clarke

Attending by Phone: Bill Hardaway (Senior Warden), Julie Haas, Phil Peterson

Not in Attendance: Wade Kolb III (Asst. Chancellor), Paul Landis, Angelle Reichert

Guests: The Support Team: Suzanne Mize (Parish Administrator), Kim Owen (Controller), Rose Cuddy (Data Integrity & Administrative Coordinator), Rachel Clark (Accountant).

Welcome & Prayer

The Reverend Dr. Harrison McLeod (Rector) opened the meeting at 5:00pm with the Prayer for the 5th Sunday of Lent from the BCP.

Ministry Area Update

Harrison welcomed Suzanne Mize and the Support team to share a summary of their responsibilities in ministry.

Suzanne shared that she has worked at Christ Church for 6 years, and oversees 5 major areas: Administrative (Contracts & Agreements, Insurance, Legal); Accounting & Finance (Internal Controls); HR, Payroll, and Benefits (regulatory and compliance, onboarding); IT; and the Endowment Corporation (including the churchyard and management accounting).

Kim has worked at Christ Church for 5 years. She remarked that every person in the accounting department has a backup for cross-capacity and internal controls. She also shared some statistics. Last year, the accounting department posted over 8000 individual gifts and 2300 event payments to over 1000 contributor records. The department processes payroll for 88 people, between the Church and Pre-school, and manages activity and reconciliation for 350 annually budgeted Church accounts, 550 total active Church accounts, and 150 budgeted Pre-school accounts. They also process 200 individual Pre-school tuition statements each month. They have moved financial records from paper to a fully electronic filing system and moved 60 Endowment Corporation funds from an Excel spreadsheet to the accounting software. They have documented written procedures for every financial process. Finally, they are currently preparing for two different annual Diocesan audits.

Rachel shared that she manages Accounts Payable, processing 1830 payments to 432 vendors totaling \$3.9million in 2023 and issuing W-9s to all. She also coordinates the mailing ministry, which saves the

parish about \$1000 for every bulk mailing. In addition, a conservative estimate is that 40,000 bulletins are produced each year.

Rose is the veteran of the group and has worked at Christ Church for about 10 years, having her hands in supporting many processes. Among them, she implements technology projects and procedures and oversees database integrity and internal data controls. The most fun part of her job is facilitating the staff engagement team.

Harrison thanked the Support team members for their incredible, daily, usually behind-the-scenes work.

Rector's Report – Harrison McLeod

Sunday is Palm Sunday and begins Holy Week, which counts 18 total worship services. Members of the Vestry are encouraged to join and journey together with the Parish through Holy Week.

Senior Warden's Report – Bill Hardaway

Via phone, Bill recognized Bryant's birthday and reported that Safe Church training will be scheduled for the Vestry.

Junior Warden's Report – Bryant Nixon

No report.

Treasurer's Report – Nelson Arrington and Chris Klasing

Nelson offered a straightforward overview of monthly financials. Monthly revenues and expenses are tracking as expected.

Approval of Minutes from February 20, 2024:

Mary Holt moved to accept the February 20, 2024 minutes as presented. Smyth seconded the motion. No discussion. All were in favor. None were opposed.

Committee/Team Reports: There was brief discussion of the requirement for 3 recommendations as part of Safe Church training for volunteers. This requirement is defined by the Diocese.

Other Business

- IRS stipulations require the Vestry to set the housing allowance for Lindy Bunch, which impacts income tax reporting but not overall compensation. Harrison requested a motion on behalf of Lindy to increase her allowance. Smyth moved to approve the request and Kay seconded. No discussion. All were in favor. None were opposed.
- After a couple of minor clarifications regarding outreach operating expenses, Betsy moved to approve the annual Parochial report to the Diocese. Betty Parker seconded. No discussion. All were in favor. None were opposed.
- Harrison distributed a proposed budget balancing plan. The plan proposed to eliminate vacant staff positions, consolidate others, and reduce by a single position, while hiring a planned Director of Welcoming Ministries at reduced hours. The budget is aligned to Church mission, vision, and values, and designed to sustain the current excellence of the dedicated staff. He requested a proposal to adopt the budget first presented in November, including the balancing plan offered during this meeting. Dexter moved and Mary Holt seconded. There was brief discussion about the allocation of \$25k in Old "Habitat House" funds, previously re-designated

to the Choral Academy, and whether and over how long those funds should be repaid. A future Vestry can make that decision if those funds are indeed needed and used in the 2024 budget. All voted in favor of the proposed budget. None were opposed.

- Norma shared photos of the group that traveled on March 14 to visit the Cecil Williams SC Civil Rights Museum in Orangeburg. She also briefly shared some interesting historical context. For example, the Brown vs. Board of Education case was seeded near Walterboro in SC.

The Closing Devotion was offered by Dexter Hagy.

The meeting was adjourned with prayer at 6:28 pm.