



St James the Fisherman Episcopal Church

APRIL 22, 2020 @ 4:00

ZOOM CONFERENCE

VESTRY MINUTES

PRESENT

**Father Farrell Graves
Ron Stephens, Sr. Warden
Tom Fernandez, Jr. Warden
Bill Chase
Nancy Dougherty
Gary Freeman
Heather Holbrook
Bob Lynott
Earl Miller
Anne Neely**

**Deacon Mike Ligon
Deacon Jean Miller
Sheila Jordan, Treasurer
Ruth MacDonald, Treasurer
Toni DeLuca, Clerk**

- 1. Call to Order, Father Farrell**
Nine Vestry members were present for the meeting. The meeting was called to order at 4:00 by Father Farrell.
- 2. Opening Prayer, Heather Holbrook**
Opening prayer was provided by Heather Holbrook. Nancy Dougherty volunteered to provide the opening prayer at the next Vestry meeting.
- 3. Approval of February 19, 2020 Meeting Minutes**
Motion: Earl Miller made a motion to approve the February 19, 2020 Vestry minutes, which was unanimously approved by the Vestry.
- 4. Rector's Report, Father Farrell**
Father Farrell discussed that he has been thinking of how the church will gather together for future services and other events once we are able to convene group activities. He has been looking at the choir and church seating and the collection. He would greatly appreciate any suggestions and ideas, keeping in mind that we be flexible.

Some ideas presented by Father Farrell:

- Collection plates in one place for people to place their donation.
- Sanitizers in front of the church.
- Continue with services on line, possibly adding temporarily a third service, an on line evening service and a hybrid service in the morning.
- Church seating during services: David Brownfield checked the pews for six feet apart and there were 40 seats, if sitting six feet apart. Tom Fernandez suggested placing chairs at the back and sides of the church for possible additional seating. Any suggestions or ideas for how to seat the choir would be helpful.
- No coffee hour.
- Earl Miller suggested maybe having outdoor services on the patio with everyone six feet apart and a coffee hour also outside using paper cups. It was said that we need to take one step at a time and be cautious.

Several Vestry members thanked Father Farrell for all that he has been doing for the parishioners and maintaining St. James the Fisherman. Father Farrell said that David Brownfield, Administrative Assistant, has been wonderful. He also thanked Deacon Jean and Deacon Mike for their assistance.

There was a discussion about home bound and hospitalized parishioners. Gary Freeman asked if anyone has been in contact with some of the home bound parishioners. Father Farrell said that he has been in contact with two parishioners living at Arbor Landing and gave them all the bulletins from Holy Week. Nancy Dougherty has been in contact with people who are not comfortable with technology. Deacon Jean has been in contact with some parishioners. Father Farrell has not heard of anyone being ill. Tom Fernandez asked Father Farrell if he has been in contact with the Tittles and he said he has spoken to them.

Federal Grant Discussion: Vestry members asked about St. James the Fisherman applying for the federal grant. Father Farrell asked for any volunteers to investigate how to apply for the grant. Deacon Mike said he would volunteer to look into the application process. Deacon Mike would need information from the treasurers regarding salaries. Ruth MacDonald and Sheila Jordan, treasurers, said they would provide the information and forward to Deacon Mike. Father Farrell said that some churches received the money and others were denied. There are not clear guidelines.

5. **Treasurer's Reports (February & March 2020), Sheila Jordan & Ruth MacDonald**
Sheila & Ruth thanked the Vestry for the new financial program (Realm). The new program has greatly helped in maintaining the St. James financial records. Sheila and Ruth are thankful for the Vestry support and welcome any questions or suggestions from them.

Treasurer's Notes and Review:

Notes from Profit and Loss Statement from February and March 2020

- 4025 (Prior Year Pledge) is pledge money received in 2020 but given to complete pledges in 2019.
- 4155 (Other Revenue) – sales tax refunded from July – December 2019.
- Rector's Salary (5016) includes his stipend and the church's portion of SECA (5281). These have been combined to match our new financial system. The budget is off due to not including the raise given in January. It did include the 1.6 percent COLA.
- 5411 (Bank Fees) included checks purchased (\$141.50) along with monthly fees of \$9 per month. Will be getting a refund of \$7.50 from fees in March which will be reflected in April.
- 5414 (Copy Machine) – In February, Xerox was paid twice because Xerox did not have our January payment. Payment in March is accurate; however, we are over for the two months by \$353.83. Will not have a bill in April following call to Xerox to get this straightened out.
- 5450 (Telephone & Internet) Our charge per period is \$273.17. February payment paid in January. March and April payments made in March.
- 5645 (Waste Disposal – garbage pickup) Payment was made twice for four months in 2019 due to how the bills were sent. Currently no payments have been made. First payment for 2020 will be in May for \$6.19 per month.
- 5710 (Building and Maintenance) Includes the acoustic panels, fans and the bathrooms.
- 6457 (Convention) Sent full number of delegates along with Deacons and Rector. Not enough budgeted for this line item.
- 6551 (Maintenance Contingency) and 6552 (Sabbatical Fund) were corrected in March to start showing on the profit and loss statement. The total for the YTD is correct.
- Weight Watchers paid for entire month in March but only had two or three sessions at \$70. per day. May need to refund.

Notes from Statement of Financial Position

- 3001 General Fund Over/Under was to balance our books at the start of the year. We kept separate for accounting purposes.

- 2415 and 2440 corrected March for year to reflect information requested in the statement of activity reports as noted above. We were previously entering this information a different way.

Gary Freeman asked about church expenses. The treasurers said that they were keeping a close watch on pledges and expenses.

Motion: *Tom Fernandez made a motion to accept the Treasurer's Report, as presented, which was unanimously approved by the Vestry.*

Ron Stephens thanked Sheila and Ruth for all their good work. It is greatly appreciated.

6. Warden's Reports

A. Junior Warden, Tom Fernandez

- Replaced light bulbs.
- The electrician installed a light by the stairs, bank parking lot and solar light by the pathway.
- Donated 60 masks to the hospital.
- Changed filters and registers in Bliss Hall.
- Tom and Earl Miller installed the acoustical tiles in Bliss Hall.
- Floor was repaired
- Gerry Washington pulled the weeds.
- David Broomfield shampooed the rugs.

Bob Lynott said a thank you should be sent to Bill Grothe for removing the old arbor in the cemetery.

B. Sr. Warden, Ron Stephens

- Bishop's Weekly Warden's Meeting. Ron attended the Bishop's weekly Warden's meeting via Zoom. It is an opportunity for the wardens in the diocese to come together and share their concerns and brainstorm ideas. They all have the same concerns as our church does regarding pledges, worshipping in the future and community needs.
- Treasurers. Thank you to the treasurers for all their diligence and their hard work in switching to the new financial program.

Father Farrell, Tom and Ron met with the treasurers to review the new statement of activity to be certain it provided the appropriate measurements for performance for the period and year to date and to ensure there was a clear understanding of St. James' current financial position. The Wardens and Father Farrell will continue to meet on a monthly

basis to review in depth with the treasurers to identify any specific concerns and will report back to the Vestry.

- **Parish By-Laws.** At the last meeting, Ron had asked for volunteers to chair this and there were no volunteers. He is asking for volunteers. The Vestry will need to present amended by-laws to the Parish that are in concert with the Diocese's and National Church's Canons sometime this year, or at least by December.
- **Windows of Saint James the Fisherman Project.** This has been delayed until the printer is back at work and can provide us with a quote. Ron and Gary Knight will donate note cards (100 cards) to the church to sell as a fund raiser for \$20 a box.

The Vestry thanked Ron and Gary for their donation.

- **Celebration of Coming Together.** Many parishioners are asking about what the church is going to do to celebrate once we are able to gather together. The Vestry thought it was a good idea to do something, but we need to make sure it is safe for all the parishioners to come together and celebrate.
- **Pergola in Cemetery.** The pergola in the cemetery was rotted and dangerous. Bill Grothe took the canopy section of the pergola down several weeks ago. The base is still in good condition. Bill would like to know what the Vestry wants to do with the pergola.

Discussion by Vestry: Some Vestry members were concerned that it should be deferred right now because of finances. Could a donor cover the cost?

It was the consensus of the Vestry that Ron contact Bill to give us an estimate of the cost of the materials needed to complete the project. We need a quote to replace and then review if this is something that is viable. Tom Fernandez said he could help Bill in rebuilding the pergola. A decision will be made once there is a cost estimate.

- **Bill Grothe has been mowing the lawn.** Gerry Washington would be interested in helping with the mowing.

7. Continuing Business

A. Website Discussion, Nancy Dougherty

On Line Directory & On Line Calendar. David Brownfield has contacted the parishioners and updated the on line church directory. Nancy is unable to do face to face training, so this is on hold for now. Nancy invited everyone to look at the calendar.

- B. Vestments for Eucharistic Ministers, Nancy Dougherty**
All Eucharistic Ministers have vestments and two are sharing. Cost to purchase a vestment is \$140 for stock size and \$161 not a stock size.
- C. Library Refurbishment, Heather Holbrook**
Heather has been in contact with Barbara Freeman, ECW President, about the donated furniture. She has not seen the furniture and if the furniture needs to be refurbished. The library has served as a living room for guests and small groups. Deacon Jean said that in the past the room has been used for small Sunday school groups.

Heather is recommending a folding hinged table that can be moved when not in use. Heather will continue to consult with the ECW and be the Vestry liaison.

Bill Chase offered to organize the books in the library.

8. New Business

- A. Building and Grounds Beautification Committee, Father Farrell**
This is on hold and will be discussed at a future date.
- B. Director of Music Letter of Agreement, Father Farrell**
Marg Smicklas, Music Director, was in agreement to the Letter of Agreement. The bereaved families will pay her directly and she will charge the families \$100.

Father Farrell provided the Vestry, for their review and discussion, the Music Director 2020 Letter of Agreement.

Motion: Gary Freeman made a motion to approve the Letter of Agreement with the Director of Music, which was unanimously approved by the Vestry.

- C. Parish Administrative Assistant Sick Days, Father Farrell**
The Vestry needs to address the Administrative Assistant sick days. David is very dependable and reliable.

Motion: Gary Freeman made the motion to approve five sick days a year for the Administrative Assistant, which was unanimously approved by the Vestry.

An amendment to the Administrative Assistant agreement will need to be addressed.

9. Warden's, Deacon's and Liaison's Reports

A. Deacon's Reports

Deacon Jean does not have anything to report at this time. She will continue to assist at services.

Deacon Mike said everything is going well.

Ron Stephens wants to thank Father Farrell and his staff for all their work and care that they are doing for St. James during this time of Covid-19.

Gary Freeman is looking forward to participating with the entire diocese on Sunday.

B. Program Liaison's Reports, Bill Chase

Bill does not have anything to report at this time.

C. Worship Liaison's Report, Nancy Dougherty

The May 13th meeting may need to be cancelled and rescheduled at a later date.

Nancy thanked Father Farrell, Deacon Jean and Deacon Mike for their leadership and guidance during these challenging times. They are holding our church family together during these stressful times.

D. Outreach Liaison's Report, Gary Freeman

Outreach will continue to work with the treasurers on the programs. All Outreach funds will be transferred to Neighbor to Neighbor. Lobster money, \$2,000, will be on hold for now.

E. Communications Liaison's Report, Anne Neely & Heather Holbrook

Heather and Anne will develop guidelines for the bulletin boards for Bliss Hall and the foyer. They will present their suggested guidelines at the next meeting.

It was the consensus that the bulletin boards should be attractive and more orderly.

F. Stewardship Liaison's Report, Bob Lynott

Bob has received information from Ron Stephens and will review the information and get something together. He asked for suggestions for a title for the stewardship fund.

Bob said that he likes the new look of the St. James the Fisherman's website. Father Farrell wrote a new welcome message and don't forget to add your recipes.

- G. Endowment Liaison's Report, Deacon Mike
The endowment fund has gone down because what is happening on Wall Street. It was the consensus of the Vestry that we just need to stay the course.

10. Closing Prayer and Adjournment, Father Farrell
Deacon Jean provided the closing prayer and the meeting was adjourned at 5:15.

Motion: Earl Miller made the motion to adjourn the Vestry meeting, which was unanimously approved by the Vestry.

**Next Vestry Meeting will be Wednesday, May 20, 2020 at 4:00.
Location to be determined.**

Sr. Warden: _____
Ron Stephens

Date: _____

Vestry
Clerk: _____
Toni DeLuca

Date: _____

