



St. JAMES the FISHERMAN EPISCOPAL CHURCH

MAY 20, 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 Zoom conference meeting. The meeting was called to order at 4:00 by Father Farrell.
- 2. Opening Prayer, Nancy Dougherty**
Opening prayer was provided by Nancy Dougherty. Bob Lynott volunteered to provide the opening prayer at the next Vestry meeting.
- 3. Approval of April 22, 2020 Meeting Minutes**
Motion: Earl Miller made a motion to approve the April 22, 2020 Vestry minutes, which was unanimously approved by the Vestry.
- 4. Rector's Report, Father Farrell**
Father Farrell and David Brownfield, Administrative Assistant, are working on a hybrid service model. He asked if there were any questions that the Vestry would like to ask him. Father Farrell said he would address the opening of the church later during the meeting (item 8 on the agenda). There were no questions from the Vestry members.

5. Treasurer's Report, (April 2020)

The treasurers had previously forwarded to the Vestry members the April financial report along with notes (which are both attached) .

Discussion of the US Small Business Administration Paycheck Protection Program (PPP) money: The church did not receive the money until May 4th and must be spent by July 4th. The money can be used for payroll expense and utilities. Gary Freeman asked if there is a plan to track these expenses. Deacon Mike said we will have to submit a loan forgiveness application, but this should not be a problem. The treasurers will provide information regarding the PPP money in the May financial report at the June Vestry meeting.

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

Father Farrell thanked the treasurer's for their diligence and hard work.

6. Warden's Report

A. Junior Warden, Tom Fernandez

- The roofers came to repair the four leaks on the roof. Tom reviewed the bill and was questioning the cost for the repair. He felt that they had overcharged . Tom has contacted them and is waiting for a response.
- Tom met with Bill Grothe about the cost to repair the pergola in the cemetery. Bill gave an estimate of \$300. Tom recommended that this be placed on hold until later, once we know what direction the church will be taking during the pandemic crisis.

B. Senior Warden, Ron Stephens

- The St. James the Fisherman picnic will need to be postponed and placed on hold. Father Farrell will announce in the church bulletin that the picnic is on hold for now. We want to err on the side of caution.
- The internal audit is due in September. Ron will be in contact with Kenny Krawcheck about the audit.
- Bishop Skirving's visit has been postponed and Father Farrell will place an announcement in the bulletin.
- Tom and Ron are continuing to attend the Warden's Zoom meeting. Everyone is also facing similar issues as we are at St. James the Fisherman.

7. Continuing Business

A. Library Refurbishment, Heather Holbrook

Heather has not been able to see the library furniture because of beginning a new job and new job responsibilities. Father Farrell said that a carpet was purchased to replace the old carpet. Heather will contact the ECW representative and report back at the next Vestry meeting about the carpet and furniture.

The Vestry congratulated Heather on her new job.

B. US Small Business Administration PPP Loan, Deacon Mike

Deacon Mike had contacted BB&T about the loan and they were not very helpful. He contacted Live Oak Bank and they were very helpful in completing the loan

application. Deacon Mike thanked everyone, Sheila, Ruth and David for all their help.

- C. **Grounds and Beautification Committee, Father Farrell**
Father Farrell does not have anything to report at this time as everything is on hold.

8. New Business

- A. **Preparing for a Return to Public Worship, Father Farrell**
Father Farrell had provided the Vestry with his guidelines and recommendations prior to the Vestry meeting and also provided, were guidelines from the Bishop for their review. We will need to review and adjust, pending Governor Cooper's guidelines on Friday.

If people do not feel safe attending church services, they are not compelled to attend. The safety and the wellness of our parishioners are of great importance. St. James the Fisherman will continue, for now, to offer worship on line.

Church Practice/ Guidelines During the Coronavirus Pandemic

• **Church Services**

There will be three services: Saturday at 5:30, Sunday 8:00 AM and 10:00 AM. David Brownfield will sanitize the pews with an EPA approved sanitizer for the 8:00 and 10:00 services.

All entering the church will be required to use sanitizer on their hands. If someone is unable to use sanitizer due to a health condition, they can use soap and water.

People will not be able to enter the church until ten minutes before the service. If they arrive early, they will need to wait in their cars until the doors are open and upon entering the church please allow for an appropriate distancing. All will be greeted warmly upon entering St. James the Fisherman, but at a distance. No hugging or shaking of hands.

An offering basin will be provided for people to place their offering gift.

Music will be determined by the choir director and provided at the 10:00 AM service. There will be no choir singing. It has been determined that singing can spread the virus up to fifteen feet.

There will be no Bibles, hymnals and prayer books in the pews. The bulletin will be on line prior to the services. If someone does not have access to a computer, they are to call David and he will provide a printed bulletin. There will be no bulletins in the pews and if you come to the service with a bulletin, please take it home with you, do not leave in the pew.

Altar linens and the table will need to be sanitized after each service by the Deacons.

Lectors will read from the pews and need to speak loudly. The readings will be in the bulletin. Father Farrell will be the only person touching the lectern and the microphone. The Deacons will proclaim the gospel without assistance and the only person touching the gospel book. Prayers of the people will be led from the pews.

Father Farrell and Deacons will be six feet apart at the altar and the processionalists will allow six feet between each person.

After the service, Father Farrell will stand at a distance at the back of the church and wave to everyone as they leave. No hugging, shaking hands or coffee hour.

- **Masks**

Masks will be required and provided for parishioners who do not have a mask. David has purchased masks and will be provided for church members who arrive without a mask for the service. The mask will be required to be worn throughout the service.

Father Farrell, Deacons and Altar Guild will wear masks. Not sure if the Verger will be in attendance at the service. However, he will have to wear a mask if in attendance. The Bishop indicated that there should be as few as possible, people at the altar.

- **Process for Church Seating During Services**

Dan Bartell is developing an on line process for people to register for service seating. There will be contiguous seats for a single household and an algorithm to maximize those for each service. People will be able to choose a seat, but the algorithm may move the person or persons to ensure more can be accommodated. They will be notified by email and spread over three services. Families and people who reside together will sit together. The seat registration must be done in advance so that people can be accommodated.

If someone does not have access to a computer, they can contact the church office for assistance in acquiring a seat.

It was suggested that there should be a timeframe or deadline for registering. The ushers will need to be given a seating chart with the names. Is there a need to advertise in the Beacon or Community Bulletin about registering for a seat?

- **Bliss Hall: Additional Seating for Services**

It was suggested and discussed that Bliss Hall be utilized as additional seating for services using Zoom. *Concerns were: need another computer; utilization of the ushers in Bliss Hall; cleaning the furniture/chairs; placement of the chairs for distancing.*

It was the consensus of the Vestry that we need to see how many will be attending a service before opening up Bliss Hall.

- **Communion**

Father Farrell began the discussion by asking the Vestry if they wanted to have communion and/or Morning Prayer. It was felt that if people are returning to church services, communion will be expected.

Discussion:

1. Nobody should feel compelled to receive communion. For people not receiving, a spiritual communion prayer will be offered.
2. The ministers will wash their hands one at a time in the sacristy immediately prior to setting the table. The Deacons will set the altar unassisted. Only Father Farrell, Deacon Jean and Deacon Mike will be in the sanctuary.

3. The offering will not be brought forward during the offertory. Father Farrell will gesture towards it at the appropriate time.
 4. Both elements will be consecrated, as required by the prayer book, but communion will be offered in one kind only. To commune the people, Father Farrell will stand near the funeral doors; a deacon will stand near the Daughters of the King Alcove. People should wait one at a time until the ministers are ready for the next person. The side aisles will be used to approach and circle around. The center aisle will not be used.
 5. The wine will be blessed but not offered. The Bishop does not want the wine being served.
 6. People will receive communion and return to their seats. Masks must be worn.
 7. After communion, the ministers will sanitize their hands.
 8. The Deacons will clear the table unassisted.
- **Additional Comments**
The Vestry discussed if a portable microphone should be purchased to be used during services by designated people.

Tom Fernandez said that when he had previously investigated purchasing a portable microphone, the cost would be \$751.37 for two lapel microphones. He will check on this and forward the link for everyone to review. Ron Stephens said that if this is a possibility, he will send out an email for a vote to purchase.

- It was discussed that reservations for seats will also serve as a record of attendance for each service should there be a need for contact tracing, as suggested by Bishop Skirving.

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

A. Deacon's Reports, Deacon Jean and Deacon Mike

Deacon Jean and Deacon Mike do not have anything to report at this time. They are continuing to check on people. Deacon Mike said that the Carousel Center is progressing and had received PPP funding. The Carousel Center had referred Deacon Mike to the Live Oak Bank.

B. Program Liaison's Report, Bill Chase

Bill and Pat have organized the book collection in the library. They removed books that are duplicated and not church related. The books were placed on the table for anyone who wants them. Whatever is left will be thrown away. (Public libraries generally do not want discarded books from other libraries.)

The VHS tapes will be discarded as there does not seem to be equipment to use them.

C. Worship Liaison's Report, Nancy Dougherty

A Worship Committee meeting will be scheduled in the near future. Prior to the meeting the Vestry will have decided how we will proceed with opening the church when it is permitted by the Governor and Bishop Skirving. Following those decisions, members of the Worship committee will gather to learn how their roles may have changed in this new world of infection control.

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D. Outreach Liaison's Report, Gary Freeman

This is a concern to ECW on how to handle Outreach fund raising. The money is generated from fundraising of cake and craft sales and other initiatives. We will need to review and discuss this at a later date.

E. Communications Liaison's Reports, Heather Holbrook, Anne Neely

Heather said that there are seven bulletin boards in the church: Entrance, Bliss Hall, ECW, hallway by the office and hinged bulletin board in Bliss Hall. There is a need to consolidate some of the bulletin boards and to organize what should be on the boards. Heather has been consulting with David Brownfield. She doesn't want to overwhelm him, but will do follow up with David.

Anne and Heather are reviewing guidelines for the bulletin boards so that there is a consistency in the displays and continuity.

Heather showed pictures of some of the bulletin boards to the Vestry via the Zoom meeting. Gary Freeman told Heather that there is a bulletin board in the in the Second Helping Room. Heather will make note of this.

F. Stewardship Liaison's Report, Bob Lynott

Bob is formulating a committee of members from each church service. He will provide the Vestry members with a rough plan at the next meeting. The campaign usually takes place in August.

G. Endowment Liaison's Report, Deacon Mike Ligon

The endowment fund had dropped in March but has recovered in April and doing better.

10. Adjournment and Closing Prayer

Father Farrell provided the closing prayer and the meeting was adjourned at 5:25.

Motion: Bill Chase made a motion to adjourn the Vestry meeting, which was unanimously approved by the Vestry.

**Next Vestry Meeting will be Wednesday, June 17, 2020 at 4:00 PM.
Location to be Determined.**

Clerk:_____ Senior Warden:_____

Date:_____ Date:_____

May 2020 Vestry Meeting