



SAINT JAMES the FISHERMAN EPISCOPAL CHURCH

JULY 15, 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
Ann Neely**

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

ABSENT

**Ruth MacDonald, Treasurer
Earl Miller**

- 1. Call to Order, Father Farrell Graves**
Eight Vestry members were present for the Zoom conference meeting. Earl Miller contacted Ron Stephens to inform him that he would not be available for the meeting. Vestry meeting was called to order at 4:00 by Father Farrell.
- 2. Opening Prayer, Bill Chase**
Opening prayer was provided by Bill Chase. Ron Stephens volunteered to provide the opening prayer at the next Vestry meeting.
- 3. Approval of June 17, 2020 Vestry Minutes, Father Farrell**
There was one correction identified by Bob Lynott. Item Number 7C, Continuing Business, bullet 8. It should read as *Father Farrell* and not *Farther Farrell*. This will be corrected by the Vestry Clerk.

Motion: Ron Stephens made a motion to approve the June 17, 2020 minutes, which was unanimously approved by the Vestry.

4. **Rector's Report, Father Farrell Graves**

Many parishioners have expressed feelings of isolation, frustration, anxiety and bereft because they have not been able to see their church family. They realize that these are difficult times and that the Vestry is being cautious and protective of their well being.

Father Farrell stated that since some of our parishioners do not have access to computers, they will be able to dial in to worship at Saint James the Fisherman by using their phones.

A schedule and how to use the phone system will be forwarded to the parishioners by David Brownfield, Administrative Assistant. It is not ideal, but we must be resourceful during these unusual times. The schedule for Sunday Morning Prayer, Tuesday Sung Compline, Wednesday Morning Prayer and Thursday Sung Compline will be available by phone and Zoom.

Father Farrell asked if there were any questions from the Vestry. Bill Chase asked if Father Farrell had spoken to the Saint Brennan Catholic Church's rector, Father Mark, about the opening of the Saint Brennan's services. Father Farrell said he has not spoken to him, but has spoken to parishioners who attend Saint Brennan. He further stated that Bishop Skirving does not allow inside church services at this time. Services outside are not suitable during the summer because of the weather.

5. **Treasurers' Reports, Sheila Jordan and Ruth MacDonald**

Ruth was not available for the meeting and Sheila presented the report to the Vestry. The June 2020 treasurer's report was forwarded to the Vestry members prior to the meeting. The June 2020 financial report and the reports are attached to the minutes.

Treasurer's Report/Comments

Balance Sheet

- Used all PPP funds within the allotted time frame. Charged to that account was an additional \$791.08. According to the treasurers' calculations, the criteria was met (75% salaries, 25% others).
- Raymond James increased in value by \$4,000. Edward Jones increased in value this month.
- TD Ameritrade had a CD that matured at \$20,294.17. The current interest rates for 1 year CD's are .125%*. It was asked by the treasurers what the Vestry wants to do with this money.

Discussion

*Vestry Discussion of the .125% interest rate. Father Farrell asked if the decimal point was correct for TD Ameritrade. Sheila said that she will recheck this and get back to the Vestry. She might have put the decimal point in the wrong place. Sheila also suggested there might be a better place to invest the money.

Ron Stephens asked if the CD has already been rolled out. Can this be tied into a free checking account? Sheila will review the interest rate and if another bank would have a free checking account at a higher interest rate.

Income and Expense Statement

- Parishioners have been very faithful and generous in their giving to the church and are on target with their pledges. Contribution statements, with the assistance of David Brownfield, will be available in the near future.
- Giving to the discretionary funds is reflective of the nature of the parish.
- The treasurers have paid the federal taxes in June to meet the deadlines for PPP.
- 5750 – HVAC maintenance was \$852. This reflects the one – year contract for \$710.
- DOK food card drive has currently spent \$850 of the total collected. Another amount of \$500 has been spent but will be reflected in the July report. There is about \$250 still remaining.

Motion: Nancy Dougherty moved that the Treasurers' Report be entered into the minutes as presented.

6. Warden's Report, Ron Stephens & Tom Fernandez

A. Junior Warden's Report, Tom Fernandez

- Tom found termite damage and it was covered by the service (Allied).
- The microphones have been installed and are working.
- The painter, weather permitting, will try to complete the painting starting on Monday, July 20th.
- Tom had tried to get the roofer to reduce the \$500 cost of repairing the roof. However, the roofer would not agree and we had to pay the \$500.
- Tom informed the Vestry that he was having hip surgery and would not be able to get around, but that he would be available by phone. Ron Stephens said he would be the eyes and ears for Tom while Tom is convalescing. Bob Lynott said that he could be of help too. Tom is having the surgery next week and will be available a week after his surgery. If anything major, David Brownfield will be able to handle it.

The Vestry thanked Tom and wished him well with his surgery.

B. Senior Warden's Report, Ron Stephens

- The Warden's meetings have been going well and going forward the meetings will be every other week.
- The diocese will be offering a racial healing discussion on August 9th and 23rd and all are invited. Ron will get back to everyone with more information.
- Bishop Skirving is scheduled for his Saint James the Fisherman's visit on December 6th. Father Farrell said the visit might be on line or at the church, dependent on the Covid situation.
- During the last Diocesan Warden's Zoom meeting, one of the Wardens asked how other Vestries was handling voting as their understanding was that the Vestries must meet in person to vote. Bishop Skirving asked if anyone knew if that was a Diocesan requirement or a local parish requirement. Bishop Skirving will do research on this and get back to the Wardens.

7. Continuing Business

A. PPP Loan, Deacon Mike

We continue to receive updates from the bank. Ron Stephens said that we have not received guidelines about the loan forgiveness. The money has been spent.

B. Church Services

1. Zoom Service Attendance, Nancy Dougherty

Nancy provided the Vestry with an extensive report on church service attendance.

Findings are as follows:

2020 Attendance*	Number of Attendees
Zoom Sunday Actual Averages	66.25 Persons Per Week
Total Sunday	265
Compline Averages	25 Persons Per Week (12.5 per service)
Total Compline Estimated	100
Wednesday Morning Prayer Averages	7.25
Total Wednesday Morning Prayer	29
Total Attendance	394

*Based on screen shots of actual Sunday attendance and a sampling of attendance at Compline and Wednesday Morning Prayer for the last two weeks in June and the first two weeks in July.

2019 Attendance*	Number of Attendees
Saturday & Sunday (3 Services) Averages	125 Per Week
Total Sunday	502
Total Compline (No Services in 2019)	0
Wednesday Morning Prayer Averages	7 Per Week
Total Wednesday Morning Prayer	28
Total Attendance	530

*Based on 2019 church records and before Covid. Attendance is based on the last two weeks in June and the first two weeks in July.

Note: Attendance for the last two weeks of June and the first two weeks of July has decreased 25% since 2019. These are big vacation weeks for visitors and we have not been able to capture those visitors since church has been closed. Of interest and to be noted is that Compline has been popular.

Use of Zoom to Attend Church Services	Number of Families
Family Members/units from on-line parish directory with e-mail addresses (computers)	127
Family Members/units using Zoom (not able to identity 2 – 3 service users if they were members or non- members attendees)	56

44 percent of church family member units used Zoom for at least one service between 6/18/20 and 7/12/2020

- **Discussion/Comments Zoom Attendance**

1. **How do we reach church members who are not using Zoom?**
2. **We need to determine if church members are viewing and attending National Cathedral services.**
3. **Nancy used the tiles on Zoom to determine who was using Zoom. Not able to identify on iPads. She used screen shots to count the numbers.**
4. **Are people paying their pledges who are attending Zoom?**
5. **The emails addresses are based on the directory developed by Dan Bartell.**
6. **The people who are not engaged, will they return in the winter?**
7. **There are five people who do not have emails. How to connect with them? It was suggested that David Brownfield could call them.**
8. **Father Farrell discussed the use of phone connections, previously discussed under Rector's Report, # 4.**

The Vestry thanked Nancy for all her hard work on this project. It is greatly appreciated and very informative.

2. **Parish Survey, Heather Holbrook**

Heather reported to the Vestry, her research and findings on surveys. There are numerous surveys that could be used i.e. Question Pro or Survey Monkey. Survey Monkey is simpler and a free trial is possible. Sometimes these types of surveys, the companies will give a discounted or free rate for churches and non- profits. What we need to consider is the purpose of the surveys and how the surveys will be used. Heather spoke to a marketing survey professional and was told that there is no need to use software with a small sample size such as our parish.

Heather suggestions:

- **E-mail a Vestry designed survey to the 130 e-mail on file and give a deadline for responses.**
- **The survey should not be anonymous. It is important to recognize the concerns of our parishioners and their participation in the survey is of great importance to Saint James the Fisherman.**
- **If doing our own survey, it is important to formulate and refine questions to give the best actionable.**
- **Hand tabulating the results and communicating the results to the parishioners is very important. Hand tabulating provides you with more knowledge of what are the parishioners concerns and views. This will allow for open- ended questions, fewer questions on a single topic and elicit longer and more thoughtful responses.**

Vestry Comments/Discussions

- **Are people viewing services at the National Cathedral?**
- **Are people able to access Father Farrell's homily and prayer services?**
- **Are people watching the services on You Tube?**
- **What services (Saturday or Sunday) will parishioners attend when church services resume?**

- The parishioners must be made aware that the church services' attendance will be limited.
- Who is watching Zoom and who is not attending any services (Zoom or the National Cathedral)?
- The survey must be presented in a way that is not cumbersome and people are able to understand and complete.
- Include in the survey if the parishioners have any specific concerns or questions about the future church worship that they would like to be addressed by the Vestry or Father Farrell.
- It was suggested that bullet points be used and a paragraph to explain the purpose of the survey.
- It should clearly state that if Covid continues to be of great concern, Bishop Skirving will not allow for inside church services.

The Vestry thanked Heather for her report and all the information that she gathered.

Father Farrell will send a draft to Heather for her review.

8. New Business

A. Rector's Vacation, Father Farrell

Father Farrell informed the Vestry that his parents are selling their home in High Point and will be relocating to Ocean Isle. It will be necessary for him to help them in their move and that he will need to take his vacation time to assist his parents.

Father Farrell emailed the Vestry, Deacons, Treasurers, Vestry Clerk and David Brownfield on Saturday, July 17th that he will need to begin his vacation on July 23rd following the DOK service to help his parents in the move. Father Farrell has thirty - one vacation days for this year, plus two days left over from last year. He hopes not to have to use all of his vacation days for the move.

David Brownfield and the Deacons have kindly offered to be available to assist with church matters. Deacon Mike and Deacon Jean have offered to do the Sunday Morning Prayer services. Deacon Mike will lead the Wednesday Morning Prayer at 10:00 AM. Two Vestry members (Anne Neely and Bob Lynott) volunteered to lead Compline on Tuesday and Thursday at 8:30PM (chanting not required). Father Farrell will send them the information. David will handle people coming to the church for alms and will consult with Father Farrell when necessary.

Father Farrell will not be available for Saint James Sunday, but there is no big event planned. David will include the Saint James readings in the bulletin for that day. Father Farrell will send an email to the parish informing them of his situation helping his parents selling their home and their move.

The Vestry, Treasurers and Vestry Clerk extend to Father Farrell and his parents good wishes with the sale of their home and relocation.

B. Internal Audit, Ron Stephens

Ron informed the Vestry that the audit is in process. Kenny Krawcheck and Greg Weber volunteered to handle the audit this year. Kenny informed Father Farrell the audit should be ready in about a week.

C. Other Business

1. The Parochial Report had been forwarded to the Vestry for their review and will need to be approved. The Parochial Report is an annual insight into the life, ministry, finances and membership of the church.

Discussion/Questions of report:

- Are the DOK and ECW Outreach activities and funds included in the report?
- Nancy will speak to ECW and DOK treasurers about the funds. ECW treasurer is Ruth Ann Grothe and DOK treasurer is Kay Roberts.

Motion: Bill Chase made the motion to conditionally approve the Parochial Report pending discussion with ECW and DOK treasurers, which was unanimously approved.

2. Lobster Sale

Bill Chase brought up for discussion the lobster sale which is usually conducted in the fall. He has not done anything with it because of Covid and asked what the Vestry would like him to do. The Vestry asked Bill to do a follow up with his Maine contact and report back to the Vestry as to the viability of the sale.

9. Deacon's and Liaison's Reports

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

Deacon Jean has been contacting people and sending notes. She asked that people forward their spiritual readings and Bible studies to her.

She will contact David Brownfield about assisting during Father Farrell's time away helping his parents in their move.

Deacon Mike does not have anything to report at this time. Novant Hospital will be taking over New Hanover Hospital in Wilmington. Volunteers are not allowed at the hospital.

B. Program Liaison's Report, Bill Chase

Bill does not have anything to report at this time.

C. Worship Liaison's Report, Nancy Dougherty

Nancy is pleased to announce that five new Daughters of the King will become members on July 23rd at 9:30 in the Memorial Garden.

The DOK continues to meet via Zoom.

D. Outreach Liaison, Gary Freeman

Gary informed the Vestry that ECW will be canceling the usual Fall Fund raisers of the Yard Sale in October and the Craft/Bake Sale in November. If possible and based on the Covid situation, it is possible that one or both will be held in the spring.

Ruth MacDonald will be doing a quilt and Stephanie Lynott will be providing one of her bags for a raffle. ECW is deciding on how to distribute tickets for the raffle sale and how to provide stubs and tickets for the purchasers.

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

Anne and Heather do not have anything to report at this time other than we are still doing Zoom.

F. Stewardship Liaison's Report, Bob Lynott

The Stewardship Committee, Marsha Clark, Betty Herron, Peter Tietjen and Bob, have decided on a the title "Doors" for the stewardship campaign. The theme of "Doors" represents the spiritual love of Saint James the Fisherman. Bob will have a sample for the next Vestry meeting.

It was discussed if it would be possible to do a coffee hour after a Zoom Sunday service. It would have to be limited in number and a separate Zoom meeting.

Bob asked about doing something for Dan and Barb Bartell who have announced that they will be relocating in August to be near family. Dan and Barb have been vital members of the Saint James the Fisherman church family and will be greatly missed.

Father Farrell asked for suggestions on what we could do for Dan and Barb. Bob Lynott said that he would volunteer to coordinate something for them.

G. Endowment Liaison's Report, Deacon Mike

Deacon Mike said the market continues to go up and down. There has been some recovery.

10. Adjournment and Closing Prayer, Father Farrell

Father Farrell provided the closing prayer. The meeting was adjourned at 5:30.

Motion: Tom Fernandez made a motion to adjourn the Vestry meeting, which was unanimously approved.

Next Vestry Meeting will be Wednesday, August 19, 2020 @ 4:00

Toni DeLuca, Vestry Clerk

Ron Stephens, Sr. Warden

Date

Date