



SAINT JAMES THE FISHERMAN EPISCOPAL CHURCH

JANUARY 23, 2021

ZOOM CONFERENCE

VESTRY MEETING

PRESENT

Father Farrell Graves
Ron Stephens, Senior Warden
Bill Chase, Junior Warden
Ruth Fernandez
Gary Freeman
Heather Holbrook
Earl Miller
Anne Neely
Peter Tietjen
Greg Weber

Deacon Mike Ligon
Deacon Jean Miller
Sheila Jordan, Treasurer
Toni DeLuca

ABSENT

Ruth MacDonald

1. Call to Order, Father Farrell Graves
Nine Vestry members were present for the Vestry Zoom conference meeting and called to order at 9:00 by Father Farrell.
2. Opening Prayer, Bill Chase
Opening prayer was provided by Bill Chase. Gary Freeman volunteered to provide the opening prayer for the next Vestry meeting.
3. Approval of December 16, 2020 Vestry Minutes, Father Farrell Graves
Father Farrell asked if there were any questions about the December 16, 2020 Vestry minutes. Ron Stephens indicated two corrections. Vestry Clerk will make the corrections.

Motion: Earl Miller made a motion to approve the December 16, 2020 Vestry minutes, which was unanimously approved by the Vestry.
4. Welcome New Vestry Members, Father Farrell
Father Farrell welcomed the new members to the Vestry. The new members are Ruth Fernandez, Peter Tietjen and Greg Weber. Vestry handbooks are available for them in Father Farrell's office.

5. Declaration & Promise, All Vestry Members
Father Farrell swore in the new members.

Declaration & Promise: *I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God, and to contain all things necessary to salvation; and I do consent to be governed by the doctrine, discipline and worship of the Protestant Episcopal Church in the United States of America.*

6. Rector's Report, Father Farrell Graves
Father Farrell continues to welcome new members and people who are interested in joining Saint James the Fisherman Church.

Father Farrell asked for suggestions for Lent. We will need to be creative for Ash Wednesday. Does the Vestry want to do a prayer book service, an Ash Wednesday service without the imposing of the ashes but using the principal Episcopal Church service or scatter the ashes on the grounds of the cemetery? It was agreed upon by the Vestry to do a Zoom service. Should the service be conducted on Zoom at 12:00 PM or 7:00 PM? The Vestry agreed to do the Zoom service at 7:00 PM.

During Lent, the Bible Study Group will be conducted on Zoom. Father Farrell will be using the book Cotton Patch Gospel written by Reverend Clarence Jordan, a Southern Baptist minister and civil rights leader. Cotton Patch Gospel is a colloquial translation of the New Testament from the Greek that sets events in the mid-twentieth-century south. The book was born out of the Civil Rights struggle during the 1960s.

Deacon Jean said that she would assist in the Bible Study Group.

Annie, the Raven, is back in the cemetery and the feeding continues. She disappeared when the wildlife shelter placed a cage in the cemetery to capture her. Father Farrell will contact the shelter to let them know that Annie is back at Saint James.

Father Farrell asked if there were any questions from the Vestry. Gary Freeman asked how the new parishioners found Saint James. Father Farrell said they found Saint James on line. There are many people moving into the area and are contacting Saint James.

Deacon Jean is gathering material for the meditation book and the book is almost completed to be sent out to parishioners. The GSMA, Greater Shallotte Ministerial Association, will be doing Lenten luncheons but without lunch. It will be conducted at Calvary Church every Wednesday with a speaker.

Peter Tietjen will finish the newsletter and will need the Lenten schedules and the Bible study schedule for the newsletter. Father Farrell will provide Peter the schedules by late Sunday and to David Brownfield, Administrative Assistant by Monday.

Peter asked if it is valuable to have last month's minutes in the newsletter. Ron Stephens said yes and will soon be forwarding the minutes to him.

7. Warden Elections & Liaison Appointments, Father Farrell
Father Farrell asked Ron Stephens to continue as the Senior Warden for one more year. Ron has done a great job during a difficult year of Covid and the parking situation. The vote was a unanimous YES. The Vestry thanked Ron for all his hard work, diligence and dedication to Saint James the Fisherman.

Junior Warden Discussion: Ron Stephens, Senior Warden, is recommending Bill Chase to be the Junior Warden. Father Farrell appoints the Senior Warden and the Vestry appoints the Junior Warden.

Motion: Ron Stephens made a motion to appoint Bill Chase as the Junior Warden for the Saint James the Fisherman Vestry, which was unanimously approved by the Vestry.

The Vestry congratulates Bill on being the Junior Warden and wishes him success.

Liaison Appointments:

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|--------------------|-----------------------|
| • Ruth Fernandez | Worship Liaison |
| • Gary Freeman | Stewardship Liaison |
| • Heather Holbrook | Communication Liaison |
| • Earl Miller | Endowment Liaison |
| • Anne Neely | Communication Liaison |
| • Peter Tietjen | Program Liaison |
| • Greg Weber | Outreach Liaison |

Motion: Ron Stephens made a motion to appoint Ruth Fernandez as Worship Liaison; Gary Freeman as Stewardship Liaison; Heather Holbrook as Communication Liaison; Earl Miller as Endowment Liaison; Anne Neely as Communication Liaison; Peter Tietjen as Program Liaison; and Greg Weber as Outreach Liaison, which was unanimously approved by the Vestry.

Discussion/Comments by Vestry:

- Ron Stephens recommended that the grounds crew work be coordinated through Bill Chase. Parishioners who have been doing ground work for Saint James have been Bill Grothe (Bubba), Gerry Washington, Bob Lynott and Tom Fernandez (former Junior Warden). Bubba, Gerry, Bob and Tom are extremely capable and handy.
- The Garden Committee oversees the gardens. The two committees might need to be restructured so that there is coordination between the grounds committee and the garden committee.
- Peter Tietjen stated that some churches have a Sexton who maintains the building and would this be a consideration. Father Farrell said that David Brownfield, Administrative Assistant, has assumed the role of Sexton for Saint James.
- Ron Stephens suggested that maybe not call the group a committee but another name.
- Father Farrell suggested that it might be better to present the ground committee as being part of the parking plan.
- Ron Stephens said that Bill Chase has excellent organizational and communication skills to be the coordinator for the grounds committee. Bill will determine what the group will be called.
- Bill Chase has been talking to Tom Fernandez about what needs to be done with the building maintenance.

8. Treasurer's Reports, Sheila Jordan

Ruth MacDonald was not present for the Vestry meeting and Sheila Jordan presented the treasurer's report to the Vestry. The treasurer's reports were forwarded to the Vestry members prior to the meeting for their review. The December 2020 financial documents and reports are attached to the minutes.

Treasurer's Comments

Balance Sheet

- The Raymond James account has increased by \$6,126.
- 1001: The repaid monies are currently at \$4,950 which includes pledges and a contribution for 2021. That leaves \$22,886 in our account to be used for expenses.

Income and Expenses

- 4021: Current Pledges. We are under our goal for 2020 by \$9,604. This is misleading because we had a number of parishioners who exceeded their pledge commitment. Pledges were uncollected by \$17,000. It is possible that some of that amount could be recorded in 2019 end of year payments that were missed by us in our newly appointed volunteer job.
- 4027: Plate collections exceeded the annual budget even though we did not have services in the building for nine months. People have been very generous.
- 4154: The church no longer has income from Weight Watchers and obviously we did not reach the budgeted amount for 2021.
- 4155: Other revenues are basically sales tax funds.
- 4156 CPC, 4157 UTO: These are pass through funds that are collected and paid out by the church. Also, the codes for the Ramp and food Cards DOK are pass through.
- 7039: Ramp expenses were offset by contributions. The unused funds were transferred to Outreach.

2021 Pledge Campaign

- As of December 31, 2020, there are 91 pledges totaling \$198,111. The budgeted goal for 2021 was \$190,000. However, some parishioners pledged this year that did not pledge in 2020 but gave faithfully to the church. We anticipate that the plate collections for 2021 may not reach the \$17,500 budgeted goal.

Vestry Discussion/Comments

- Ron Stephens mentioned our expenses were under giving by \$16,000. Sheila said we did exceed the giving amount. This was helped by the PPP loan money.
- Gary Freeman asked about the checking account. Sheila replied that is what's in the bank that isn't obligated to something.
- Sheila and Ruth are trying to get the budget entered but they are swamped. They need to contact REALM about how to fix revenue. Projects are not in for the year.
- Ron Stephens asked if the annual audit account number is different. Sheila was not sure and will need to get back to him.
- The treasurers added Zoom under expenses and will change reserve number. There will be a line for Zoom added to Internet services. The treasurers made a new number for annual audit.
- Sheila asked who is responsible for the Supply Priest completing the correct paper work. Father Farrell said that he was responsible and would take care of it.

- Sheila sent out the W2 and 1099 forms.
- Heather Holbrook asked about David Brownfield having access to REALM. Sheila said that she will have to give him permission. Heather and David will then be able to create a template for the REALM directory.
- Earl Miller asked Sheila when the statements will be forwarded to the parishioners. Sheila is working with REALM and will be mailing them soon.

Motion: Bill Chase moved that the Treasurer's Report be entered into the minutes as presented, which was unanimously approved by the Vestry members.

9. Wardens' Reports, Ron Stephens & Bill Chase

A. Junior Warden, Bill Chase

Since Bill has just been installed as the Junior Warden for the Vestry, he does not have anything to report at this time.

B. Senior Warden, Ron Stephens

- Ron presented to the Vestry (Sexual Ethics Policy) the manual for Policies and Procedures of the Diocese of East Carolina Concerning Allegations and Incidents of Sexual Misconduct. The policies are extended to the laity and clergy of the Diocese. (Each Vestry member received a packet and will be attached to the Vestry minutes.)

Ron requested that a motion be made to affirm the policy.

Motion: Earl Miller made a motion that the Saint James the Fisherman adopt and affirm to uphold the Policies and Procedures of the Diocese of East Carolina Concerning Allegations and Incidents of Sexual Misconduct, (Sexual Ethics Policy), which was unanimously approved by the Vestry of Saint James the Fisherman Church.

- 2021 Reports Due
 1. Parish Contact Form
 2. Parish Auditor will do the audit on February 28th
 3. Parochial Report will be completed by Father Farrell and David Brownfield.
 4. Property Report
- Organ Repair

The cost to repair the organ was \$8,663. Saint James has a deductible of \$1,000 and the insurance company paid the company for the repairs. Ron was told that an electrical surge caused the problem.
- Live Oak Bank

The bank informed Ron that the bank is ready to receive applications for the second run for the PPP loan. Ron asked if we should apply for the loan. Earl Miller said that the treasurers need to review the qualifications before applying for the loan. He has information about the loan and will forward to Sheila and Ruth.

Motion: Bill Chase made the motion that pending review of loan qualifications by the treasurers, Saint James the Fisherman should move forward on making application for the PPP loan, which was unanimously approved by the Vestry members.

- Ron asked the Vestry to review the Vestry member's contact information that will be sent to them and return with their corrections.
- Marilyn Walters was asked to be the Lay Deanery Representative and has accepted.
- Budget: The Vestry was given a handout of the budget which includes a yearend forecast and will be attached to the minutes. Sheila and Ron will update the year end forecast quarterly. Father Farrell's new stipend is included in the forecast now, along with projections for staff COLA at 1.3 percent and an anticipated 2 percent salary increase. Currently, this leaves the year end forecast projected to be under budget by \$3,000. There were no changes in the revenue side.
- Diocesan Conference
Ron reminded everyone to complete the forms to attend the conference on February 13, 2021. Father Farrell will not be able to vote on Zoom.

C. Additional Comments/Discussions

Father Farrell spoke about the Parochial Report. There are three questions.

1. What were the things in the pandemic that you have learned from on line?
Father Farrell said there is a place in the church for on line worship.
Deacon Mike said Sunday service was a challenge for people who wanted to be there for communion.
2. What were the primary opportunities for your church in the future?
Parking
Beautifying the church
Keeping our parish together and being concerned about our parishioners.
Communication is a concern among our parishioners. DOK and Deacons have been working on this.
Will the new people who are doing Zoom service return to inside service?
Do we know the names of the new people who are attending on line services?
This is difficult to determine because we do not know who has logged on.
Some people log on as Me, Mom or Ipad.
Have new people been completing the form and does David have the list of names?
Yes, David has the list of names.
Father Farrell has informed the new people about our Newcomers Group etc.
Ron suggested sending a packet to the new people informing them of the various church activities.
Heather said that she and Anne Neely can do this as part of the communication liaison. An email can include the information about Saint James that is in the welcome bags.
3. What three things have changed the most?
Conforming the prayer book
Daily office to Zoom
Participation

Earl Miller asked if the clergy would take off their mask. Father Farrell said that he would have to discuss with the Music Director and Deacons. If everyone is comfortable with this, we will do so. Maybe we can stand farther apart. It was suggested that the podium could be wiped between usages by the clergy.

10. Continuing Business, Ron Stephens

A. Parking

1. Powell Street

The Powell Street proposal was presented to the Shallotte City and the plan was approved. This will give us 17 parking spaces on Powell Street. The next step is to get three bids and the approval of the Vestry.

Peter Tietjen asked if there is a drawing of the plan. Ron has it but doesn't have the final plan which has the city's approval. It is currently in David Brownfield's office.

The city gave the church a waiver to park on the church side property of the street. Handicapped parking remains the same. Father Farrell's parking spot cannot be widened.

2. Main Street

The moving of the signage is pending until the Main Street parking is resolved.

The drain on the bank property is draining on our parking lot. We can leave the side as grass and keep the parking by the coat closet. Last year it was discussed to do a capital improvement campaign. Bill Chase said that it is premature to begin until we determine where the water is coming from and have that addressed. We are not sure where the water is coming from; the bank or the church property. We are not sure of the cost, or what we are going to do with the area.

It was asked if anyone had contacted the town about who was responsible for the drain. Ron will check with Wayne Campbell.

Ron and Bill will sit down and come up with some ideas to present to the Vestry.

Father Farrell said that we have a mailbox but cannot be installed until we are sure what we are doing with the Main Street situation. David has been getting questions about the mailbox from parishioners. Should a notice be placed in the bulletin about the mailbox?

B. Membership Directory, Heather Holbrook

It had been discussed at the previous Vestry meeting that Heather would check to see if REALM had a program that could be used for the directory. There is a program at no cost. Heather is exploring additional functionality of REALM, our current church management software platform, to create an easy to use church directory in both digital and printed forms.

REALM has the capacity for photos of the parishioners. The parishioners can provide pictures or we can utilize other ways of getting pictures. They can opt out on personal data.

Heather will do a print out to show the Vestry how it will look.

Heather and her husband Kenny offered to go to homes and take pictures for the directory.

11. New Business

2021 Monthly Vestry Meeting, Day/Time

It was decided by the Vestry to have meetings on the third Wednesday of the month at 3:00

The next meeting will be February 17, 2021 at 3:00.

12. Deacon's and Liaison's Reports

A. Deacon Jean and Deacon Mike

Deacon Jean is doing pastoral care and contacting parishioners. She suggested that the Vestry should also be contacting parishioners.

Saint James the Fisherman's Outreach Ministries are collecting quarters to be given to an outreach program called Saving Your Quarters. The quarters go to the Street Reach Program which gathers the quarters to help the homeless and families living in shelters to do their laundry. Deacon Jean is willing to roll the quarters.

Bill Chase asked about the food collection in the cart in the foyer. Whatever is donated is taken to Brunswick Food Bank.

Deacon Mike reported that the Carousel Center is doing well and getting ready for a fund raiser.

Deacon Mike has been researching a National Church Book Study. You choose a book and gather together to discuss. Sometimes a video is used with the book. He will get back to the Vestry on his research.

B. There were no reports from Program Liaison; Worship Liaison; Outreach Liaison; Communication Liaison; Endowment Liaison; Safe Church Administrator.

C. Stewardship Liaison

A question was asked about receiving a letter from last year's stewardship committee. Bob Lynott will be sending out the letters shortly.

D. Endowment Liaison Report, Deacon Mike Ligon

We started out with \$153,000, then dropped to \$124,000 and have now risen to \$176,000.

13. Adjournment and Closing Prayer, Father Farrell

Father Farrell closed the Vestry meeting at 2:15 with a prayer.

Motion: Bill Chase made a motion to adjourn the meeting at 2:15, which was unanimously approved by the Vestry members.

Next Vestry Meeting will be Wednesday, February 17, 2021 at 3:00

Toni DeLuca, Vestry Clerk

Date:

Ron Stephens, Senior Warden

Date: