



SAINT JAMES THE FISHERMAN EPISCOPAL CHURCH

NOVEMBER 18, 2020

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
Toni DeLuca, Vestry Clerk

ABSENT

Ruth MacDonald, Treasurer

1. Call to Order, Father Farrell
Nine members were present for the Vestry Zoom conference meeting and called to order at 4:00 by Father Farrell.
2. Opening Prayer, Bob Lynott
Opening prayer was provided by Bob Lynott. Heather Holbrook volunteered to provide the opening prayer for the next Vestry meeting.
3. Approval of October 21, 2020 Vestry Meeting Minutes, Vestry
Father Farrell asked if there were any questions about the October 21, 2020 Vestry minutes. There were no questions regarding the minutes.

Motion: Nancy Dougherty made a motion to approve the October 21, 2020 Vestry minutes, which was unanimously approved by the Vestry.

4. Rector's Report, Father Farrell
Father Farrell stated that there are a lot of things coming forward to Saint James; Thanksgiving and Christmas.
 - Thanksgiving Services

Father Farrell asked the Vestry what the members would like for him to do for the Thanksgiving services this year. He provided the Vestry with two options: *Wednesday Evening Prayer after sunset Or Thanksgiving Morning Prayer Service*. Last year it was a Wednesday Evening Prayer Service with community and church participation. Because of Covid, this is not possible this year. Father Farrell asked the Vestry to think about it and get back to him.

- Church Bulletin
Father Farrell and David Brownfield are working on the church bulletin for the in church services. He sent out a draft to the clergy and Nancy Dougherty for their review. He wants to put together meaningful services.
- Bishop Skirving Visit to Saint James the Fisherman
Bishop Skirving is slated to visit Saint James on December 6th. There will be two people confirmed on that day. The church is allowed to have forty -two people in attendance, which includes organists and clergy. Bishop Skirving will bless from the distance of six feet and is very serious about keeping everyone well and safe. There will be no reception following the service

Father Farrell has contacted Dan Bartell to ensure that church members are prepared and understand the instructions to attend inside church services. It is important that they know how to sign up on line for the seating.

- Father Farrell has reached out to Reverend Christian Williams of the Living River Church. He invited him to an outdoor lunch but has not received a response back from him. Father Farrell will wait and reach out again to Reverend Williams and inform him of when we will begin Saint James' services.

Father Farrell asked if there were any questions for him and the Vestry did not have any questions.

Bob Lynott inquired of Father Farrell how he is doing these challenging times. Father Farrell said that he is like all of us, doing okay. He thanked Bob for asking about his well being.

5. Treasurer's Report, Sheila Jordan, Ruth MacDonald

Ruth was not present for the meeting and Sheila presented the treasurers' report to the Vestry. The treasurers' reports were forwarded to the Vestry members prior to the meeting for their review. A revised report with corrections was forwarded to the Vestry prior to the meeting for their review.

Vestry is to note that PPP has been rolled out and there are two numbers under checking. The second (1002) is unavailable to Vestry until 2021. The October 2020 financial documents and reports are attached to the minutes.

Treasurers' Report/Comments

Income

- Income for the month was good with a total of \$20,375.26. The amount of pledges (4021) received was just slightly less than what was budgeted. Overall, we are behind in pledges by \$9, 763.73 at this point. Plate collections were very close to the budgeted amount in October.
- Part of the income was from prepaid pledges for 2021 (4029) in the amount of \$2,300. This amount is reflected on the balance sheet under the heading, Checking Balance Trust. That is the money that is not available for 2020.
- The second sheet was corrected by Realm and moved pledge money to a different account.

Expenses

- 5280 Rector Pension: This was a double payment so there will be no payment made in November.
- 6468 Other Expense: Postal Box Expense. The cost of shipping was included under postage (5440).

Discussion/Questions:

- Pledges: It was asked if the treasurers should send out statements at the end of December instead of January as a reminder for church members to fulfill pledges. Sheila said that the statements were sent out the middle of October and not sure if people even looked at the statements. It is a difficult time for people because of Covid. It was suggested that maybe send out a notice to people who are behind in their pledges. The treasurers will send out a letter at the end of the month to people who have not fulfilled their pledges. An announcement by Father Farrell is not necessary.
- Jo Ann Jenkins requested that the remaining \$490 in the Memorial Fund for Dave be moved to Outreach. This led to a discussion that Deacon Jean thought that Jo Ann requested that the money be used for the ramp fund and the amount was \$500. So far there has been a \$200 donation designated for the ramp fund. Sheila said that when she spoke to Jo Ann the amount was \$490 and to be placed in Outreach and Deacon Jean had an email from Jo Ann stating that the money to be used for the ramp. Sheila asked that the email be forwarded to her.

Motion: Nancy Dougherty made a motion that pending Jo Ann Jenkins approval, the \$490 be moved from the Memorial Fund to the Ramp Fund.

- While researching the Memorial Funds, the treasurers found a document from April 25, 2017 with a note from Doris Kirk thanking Father Dave Davis for his support during her husband Norbin's life and death. There was a check for \$5,000 with a note for Father Dave to use as he sees fit. Sheila wants to know what the Vestry wants to do with this check, should it be moved to Outreach or some other fund? There is another \$5,000 that needs to be researched. The treasurers are not sure of the paper trail of this money. A question to the Vestry was how do they want and where do they want to place the money? The Vestry did not make a decision.

Motion: Bob Lynott moved that the Treasurers' Report be entered into the minutes as presented, which was unanimously approved by the Vestry.

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

A. Junior Warden, Tom Fernandez

- The painter completed painting the interior of the church and will begin the exterior next week.
- There was a termite inspection. The \$180 for the warranty was worth it because the termite inspector found that the hot water heater in Bliss Hall was leaking. The cost to replace and the installation of the heater was \$1,300.
- Back to Normal finally finished the work. Work on the column by the baptism and chapel doorway was completed.
- Tom will clean up the leaves and pine straw by the cemetery for the Bishop's visit. He will ask for volunteers to help him. Gary Freeman volunteered to help Tom.

B. Senior Warden, Ron Stephens

- Ron had forwarded to the Vestry a copy of the email received from the Live Oak Bank regarding the PPP Loan Forgiveness Application. The copy of the email was sent to the Vestry on October 21st.
- Live Oak Bank approved our application for forgiveness and forwarded our application to the Small Business Administration (SBA). We are still waiting for the final documentations from SBA.
- Wayne Campbell, parishioner/architect, worked on the parking situation and was very helpful. This will be discussed later in the meeting.
- The Annual convention will be held virtually on one day, Saturday, February 13, 2021. There will be no fee for the convention since it will be done virtually. Four delegates will be needed and requires being tech savvy (Zoom & Smart Phones). The four delegate volunteers are:
 - Heather Holbrook
 - Bill Chase
 - Bob Lynott
 - Toni DeLuca

All clergy will be attending the convention.

- Review Committee for Father Farrell's Annual Salary and Performance Evaluation. Father Farrell's performance evaluation and annual salary review is due in December in order to provide the Treasurers with salary adjustments for inclusion in January. Tom Fernandez, Ron Stephens and Kris Crane will be the committee to do the evaluation and salary review. Results of the review and salary recommendations will be brought to the attention of the Vestry at the December Vestry meeting.

7. Continuing Business

A. Opening the Church, Father Farrell

Parishioners are very anxious about returning to church services. Some people have voiced that they will not pledge until the church is open. There will still be the option of Zoom available for people who do not want to return to inside church services. Father Farrell said that we will continue to move forward and we are all still part of the Saint James the Fisherman family.

B. Voting Annual Parish Meeting, Father Farrell

It was suggested that the voting can be accomplished by parishioners coming to the church, by Zoom or email. Father Farrell said he will try to control the voting from church. Bob Lynott said that there is a polling feature on Zoom which uses multiple choice questions. He will explore this feature of Zoom.

C. Parking, Ron Stephens

As stated previously, Ron reached out to Wayne Campbell to review the work he had already done for upgrading Main Street parking. Wayne had met with Shallotte City Officials and was given permission to upgrade Main Street and pave the right of way on Powell. There is a city ordinance in place prohibiting backing onto a public street, which Saint James has been doing for years.

Wayne provided the Vestry with four parking options. David Brownfield had forwarded the options with drawings to the Vestry for their review prior to the meeting.

- Option 1. Enhances the appearance of the existing building from Main Street. This is the most expensive option because it provides for an elevator, a wall and moving the transformer. This would provide the church with nineteen parking spaces.

- Option 2. This provides spaces between the driveway, which is the easiest to do and allowed by the town. However, this will only allow for nine spaces and the ordinance does not allow for backing onto a public street. It was asked if the city would approve a variance.
- Option 3. Combined with Option 4 would give us the most spaces and cost a lot less to build than Option 1. However, this would require that a new columbarium be built. Saint James did get approval from the city to pave over the ditch. We need to remember that Powell Street is a public street.
- Option 4. This would provide the church with eight spaces at minimal cost. It would improve the appearance of the main entrance. However, it would delete the arbor and playground. The sewer pump could cause a problem.

Vestry Discussion/Comments

- Would the town cut down some trees on Powell Street? You have to be twenty-five inches from the curb and city line.
- Could we use some of the property from the restaurant? This is a good walk to the church for some of our parishioners.
- Living River Church has complete access to the parking on Wednesday and Saturday. Saint James is able to only use the parking on Sunday at 8:00 but not 10:00.
- Powell Street paving would cost \$23,000.
- Should we discuss variances with the town?
- Should we consider parking on Main Street?
- We really need to enhance our presence on Main Street. Right now it is not very appealing.
- Leave parking on Powell Street for people who need to park close to the church.
- There is a concern about the front stairs. The coat closet has fewer stairs and is safer.
- The design shows a landing that cuts down from the stairs.
- What will be the cost of the designs?
- If you don't change the driveway, you don't have to go to the state. Main Street is a Federal road.
- We will need a permit to make the changes.
- Father Farrell will park on Main Street.
- Would valet parking be a consideration?
- Can you back into a pull in space?

Plan of Action: Ron Stephens will explore and report back to the Vestry.

1. Review the Powell Street options with the city.
2. Get a price for Main Street.
3. See if the town will trim back Powell Street.

D. Annual Budget, Ron Stephens

Ron thanked Sheila for all her help in preparing the budget. It was a team effort.

Ron reviewed in detail the budget and the Vestry discussed changes that needed to be made to the budget.

- Budget line 4021, Current Pledges. Bob Lynott was not comfortable with this amount. To date the pledges are at \$168,170 and more pledges have not come into the church. There are new church members but have not heard from them. Bob sent out twenty letters to church members requesting that they pledge. It was suggested that the pledge amount be \$190,000. The average pledge has been about \$2,000.

- Budget line 4027, Plate Collections. Someone gave more than pledged but will get close to it. It will remain the same.
- Budget line 4264, Reserves. This was changed from \$73,332 to \$50,343. As pledges/plate are received, this number will adjust.
- Budget line 5270, Rector Life Insurance. Life insurance is covered and confirmed by treasurers.
- Budget line 5720, Custodial Supplies. \$1,000 is enough coverage for supplies.
- Budget line 6015, Diocesan Pledge. Reduced to \$15,732, 5% of 2020 income less PPP loan. If things improve, we can consider increasing.
- Budget line 6457, Diocesan Convention. Conference is via Zoom and no registration fee required.
- Projects for 2021, Parking on Church Property. Changed from \$55,000 to \$25,000 for Powell Street parking. A Capital Improvement Campaign will be necessary for Main Street parking.
- Reduced Total expenses from \$291,382 to \$258,393.

Vestry Comments/Discussion

- Would there be an option to use the endowment funds. Deacon Mike said that it is not wise to use the money. We have made \$5,000 income from this year.
- The Vestry looked at a variety of ways to utilize funds. Other churches are experiencing similar financial concerns.
- All thanked Ron for his diligence and hard work in developing the budget.

Motion: Ron Stephens made the motion that the Saint James the Fisherman 2021 budget be approved, which was unanimously approved by the Vestry.

8. New Business

A. New Vestry Candidates for 2021 – 2024, Ron Stephens

There are four candidates:

- Greg Weber
- Peter Tietjen
- Marilyn Walters
- Ruth Fernandez

B. Church Bags, Father Farrell

Father Farrell added to the agenda. Would the Vestry want to purchase bags with Saint James the Fisherman logo on the bags? The bags would cost \$8.66 for fifty or more or \$9.56 for twenty or less. The church members could purchase a bag or the church could purchase bags and give to newcomers. It was suggested that the Vestry not make a decision until January. There are so many other issues happening right now.

9. Deacon's and Liaison's Reports (as needed)

A. Deacon Jean

The ramp is being built today and will be completed by Friday. The cost of the ramp is \$897.

B. Worship Liaison's Report, Nancy Dougherty

After the October Vestry meeting, Nancy contacted ushers about serving during the church services. Four people said they would volunteer to usher, which will give the church two alternating teams. Nancy is still exploring what to do for the Christmas service.

The Altar Guild: Seven people will serve during December and one person will serve in January. One member said that they would serve after Covid. There will be a need to reshape the Altar Guild.

C. Outreach, Gary Freeman

Fifteen people volunteered labor to pack Thanksgiving dinner. Five will assist on Saturday morning and at the Food Pantry distribution.

Saint James is the only church who volunteered labor. The other churches donated food but did not volunteer people.

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

Heather has been exploring software to update a user friendly directory. There is a user friendly directory called Instant Church Directory, costing \$94 a year. She suggested we table for now and discuss at a later date.

There were no comments from Program Liaison's Report, Stewardship Liaison's Report (was discussed previously under Budget) and Endowment Liaison's Report.

10. Adjournment and Closing Prayer, Father Farrell

Father Farrell said being on the Vestry during these times can be very challenging. He thanked the Vestry members for all their work in maintaining Saint James the Fisherman.

Father Farrell provided a closing prayer and the Vestry meeting was adjourned at 5:45.

Next Vestry Meeting – Wednesday, December 16, 2020 at 4:00PM
Location to Be Determined.

Toni DeLuca, Vestry Clerk

Ron Stephens, Senior Warden

Date

Date