



SAINT JAMES THE FISHERMAN EPISCOPAL CHURCH

DECEMBER 16, 2020

ZOOM CONFERENCE @ 4:00

VESTRY MINUTES

PRESENT

Father Farrell Graves
Ron Stephens, Senior Warden
Tom Fernandez, Junior Warden
Bill Chase
Nancy Dougherty
Gary Freeman
Heather Holbrook
Bob Lynott
Earl Miller

Deacon Mike Ligon
Deacon Jean Miller
Ruth McDonald, Treasurer
Toni DeLuca, Vestry Clerk

ABSENT

Anne Neely
Sheila Jordan, Treasurer

Vestry Members - Elect in Attendance
Peter Tietjen

Vestry Members - Elect Not in Attendance
Ruth Fernandez
Greg Weber

- 1. Call to Order, Father Farrell**
Eight Vestry members were present for the Vestry Zoom conference meeting and called to order at 4:00 by Father Farrell
- 2. Opening Prayer, Heather Holbrook**
Opening prayer was provided by Heather Holbrook. Bill Chase volunteered to provide the opening prayer for the next Vestry meeting.
- 3. Approval of November 18, 2020 Vestry Minutes**
Father Farrell asked if there were any questions about the November Vestry minutes. There were no questions regarding the minutes.

Motion: Ron Stephens made a motion to approve the November 16, 2020 Vestry minutes, which was unanimously approved by the Vestry members.

- 4. Welcome New Vestry Members, Father Farrell**
Father Farrell welcome Peter Tietjen, Vestry Member - Elect, to the Vestry. Father Farrell has a Vestry book for Peter. Ron Stephens, Senior Warden, extended a welcome to Peter and is looking forward to working with the new Vestry members in 2021.

5. Tribute to Departing Vestry Members, Father Farrell

Father Farrell extended a thank you to the outgoing Vestry members: Bob Lynott, Tom Fernandez and Nancy Dougherty. Thank you for all your hard work and dedication to Saint James the Fisherman.

6. Rector's Report, Father Farrell

Father Farrell received a nice email from Reverend Christian Williams, Pastor of Living River Church. Pastor Williams said in the email that he prayed for our mission. Father Farrell thought he would see the pastor at the South Brunswick Interchurch Council meeting, but the meeting was cancelled.

Saint James received a \$5,000 donation from Rose Mary Stelter in memory of her husband Cliff. The donation was designated for the parking lot situation. She was stuck in the mud in the Main Street parking area and as usual several Saint James members helped her get out of the mud. She was very appreciative of our help and donated the money.

Saint James has had about seven people join the church. One person is transferring their membership to Saint James. Even while on line, people are deciding to join Saint James.

The organ repair should be finalized this weekend.

Father Farrell asked if there were any questions.

- There have been questions about the church Christmas decorations. In order to do the decorating, volunteers are needed. It is of importance that the safety and well being of our members be ensured. The altar will be in white with banners and poinsettias displayed throughout the church.

Nancy Dougherty will place luminaries on Christmas Eve in the drop off circle. The luminaries will be used with sand bags to secure the lights. It will not be until after the 5:30 service, but following the children's service as a surprise for them. They will be left for the 8:30 service. Nancy is looking for volunteers to help with the luminaries.

Peter Tietjen asked for pictures of the lights to be sent to him so he can place them in the newsletter. Nancy will provide pictures for Peter.

It was discussed that the side door will be opened and members will be exiting, singing and the luminaries will be shining. Tom Fernandez said the side door is usually where we put the Christmas tree. He will work on placing the Christmas tree in another location in the church.

- It was asked if the service can be live streamed. Father Farrell responded that it is not possible because of audio issues.
- Gary Freeman asked about putting something in the Beacon about the 8:30 service. There was a concern about inviting the community since there is limited seating. Gary will check the newspaper about a possible notice in the Beacon. Ron will check on the community public service channel.

7. Treasurers Report, Ruth MacDonald

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

Treasurers' Comments

Balance Sheet

- The Raymond James account increased by \$13,800.
- 3350: The Memorial fund was decreased by \$490. The money was from the Dave Jenkins funds and was moved to the ramp contribution.
- 1002: Prepaid pledges are \$3,850, leaving \$27,500 in the account to be used for expenses.

Income and Expenses

- 4021: Actual year to date is \$169,423. We have unmet pledges through the end of November of \$9,847.
- 4159: \$1,165 was collected for the ramp and is now completed. The payment for the ramp will be reflected in the December 2020 report. The left over funds will be moved to Outreach (3265) at the end of the year.
- 5710: This was for the hot water heater replacement and installation.
- 5770: Insect control was over budget. It appears that the termite inspection warranty was not included in the 2020 budget. It was inspected 1/28/2020 and again on 11/17/2020. The company was contacted and we were told that our normal inspection time is November and we did not get it handled until January 2020. The inspection cost has been included in the 2021 budget.
- 5450: Telephone and Internet had two payments in the month. The one payment was for October.

2021 Pledge Campaign

- As of December 11, 2020, there are 88 pledges totaling \$184,570.52. The budgeted goal for 2021 was \$190,000. We are short our goal by \$5,430.

Treasurers' Comments

Saint James has a bank safe deposit box and the previous treasurer's name is on the deposit. There are usually two keys, but the treasurers only have one key and do not know what is in the box. They will go to the bank to determine what is in the box. If the safe deposit box is not being utilized, the treasurers suggest that we do not continue to pay for one.

Father Farrell asked if there were any more questions. There will no further questions from the Vestry.

Motion: *Tom Fernandez moved that the Treasurers' Report be entered into the minutes as presented, which was unanimously approved by the Vestry members.*

8. Warden's Reports, Ron Stephens, Tom Fernandez

A. Junior Warden's Report, Tom Fernandez

Tom reported the following to the Vestry.

- Tom repaired the toilet in the ladies bathroom
- He cleaned up the grounds for Bishop Skirving's visit on the First Sunday of Advent.
- Tom and Ron met about the parking situation and secured tape around the Main Street parking.
- He reported that the water heater replacement and installation was completed.
- Tom does not know what the cost for the organ repair will be.

The Vestry and Father Farrell thanked Tom for all his diligence and hard work as the Junior Warden.

B. Senior Warden, Ron Stephens

- The PPP Loan and Forgiveness Loan was marked paid in full. The Small Business Association has approved our application for forgiveness of our Payroll Protection Plan Loan from Live Oak Bank. Ron received notice from the Live Oak Bank that our loan was marked paid in full. This is wonderful news for Saint James the Fisherman Church.
- The Allen Organ Company technician said that the organ was struck by lightning. The estimated repair cost might be up to \$4,000. We have a \$1,000 insurance deductible. Ron contacted the insurance company, who gave us the permission to proceed with the repairs. The Allen Organ Company will provide the final bill and diagnosis report to Michael Salamonski, the Claim Representative. Ron will have more information after the technician returns to repair the organ and will report back to the Vestry.
- Last year's January 2020 retreat involved a dinner on Friday at Tom's home and the second day of the retreat was conducted on Saturday in Bliss Hall. Ron proposed, due to the restrictions of Covid, that the Vestry meet on January 23, 2021 via Zoom from 9:00 to 1:00. The meeting agenda will be a business session and a discussion of future plans for Saint James the Fisherman. The Vestry was in agreement to Ron's proposal. The meeting agenda would consider a plan of work for 2021, options for a capital improvement campaign for the increased parking needs, additional opportunities for positively impacting our community and other items of importance to the church.

Motion: Ron Stephens made a motion to move the Zoom Vestry meeting from Wednesday January 20, 2021 to Saturday January 23, 2021 from 9:00 to 1:00, which was unanimously approved by the Vestry members.

- Ron requested that the Vestry members please let him know if they want to continue in their liaison positions or to change to another position. Positions that are open are Stewardship, Worship and Junior Warden. Please let him know via email by December 31, 2020.

- **Rector's Review Committee**

As per the direction of the Diocese, Ron Stephens, Senior Warden, appointed a Rector Review Committee of himself, Ron Stephens, Tom Fernandez, Junior Warden and parishioner, Kris Crane. Kris Crane is a member of the Saint James the Fisherman congregation.

A formal performance review was conducted on Wednesday, December 2, 2020 at the parish office. Throughout the discussion process, there was a thoughtful, insightful and prayerful consideration given to all the areas being reviewed. As a result of the meeting, the committee gave Father Farrell Graves high marks in most areas and provided positive feedback in a few areas for growth. In the areas for development, the Committee asked Father Farrell to form a committee and work through details for formation of groups for less formal spiritual growth, for loss counseling and for grief counseling to begin in 2021.

At the conclusion of the Annual Review, following the steps outlined by the Diocese in their "Clergy and Lay Employees Compensation and Benefits Handbook", the Committee reviewed Father Farrell's stipend. Following the Diocese guidelines for a parish of our size and for a Rector with Father Farrell's ten years experience in the ministry, the Committee is recommending in addition to the COLA of 1.3 percent (which is not considered a raise by the Diocese, but an adjustment based on the increased cost of living), we increase Father Farrell's salary by two percent (2%), bringing his 2021 salary to \$72,016. (Current salary is \$69,716.) (This represents about a \$2,300 increase annually, or an additional \$192 per month.) This does not bring him up to the guidelines recommended by the Diocese for salary; however, it does consider Father Farrell's hard work this year while also considering our 2021 budget limitations. The Committee expressed their sincere appreciation to Father Farrell for his unflinching dedication, creativity and determination during this very difficult year.

Ron asked the Vestry members if there were any questions.

Discussion/Questions by the Vestry

- Is this projected increase in the budget? Yes it is included
- Is this method the only mechanism available to the Vestry to evaluate the Rector? Ron stated that is the only one he is aware of and the Committee followed the Diocese guidelines.
- Will a consideration be the same for the Administrative Assistant and Music Director? Ron said that is up to Father Farrell to make that decision. They will get the 1.3 percent COLA effective in January.

The Administrative Assistant's salary adjustment is given annually in the month in which he was hired--June. The Music Director received a raise last year in addition to the COLA. They should be considered separately.

It was suggested that the Music Director salary be reviewed after Covid. The Administrative Assistant's salary can be reviewed midyear.

Motion: *Ron Stephens made a motion for the Vestry to approve the Rector's stipend. The motion was approved by seven Vestry members. Bill Chase abstained from the motion.*

Father Farrell thanked the Vestry for their vote of confidence. It means a lot to him.

Ron Stephens told that Vestry that it has been an honor to serve as your Senior Warden this past year and thanked all of them for their help and support.

Father Farrell said that Ron and Tom did an excellent job this year. Thank you.

Discussion/Comments: Bonus for the Administrative Assistant and Music Director Peter Tietjen, Vestry Member - Elect, presented to the Vestry the possibility of providing bonuses for the lay staff. After a lengthy discussion of “if a bonus should be given and the amount of money”, the Vestry decided to allow Father Farrell, at his discretion, to make the determination of the amount of money to be given to the lay staff.

Motion *Bill Chase made a motion to give the Rector of Saint James the Fisherman Episcopal Church the authority and discretion, totaling up to \$1,000 appropriation, a bonus for the Administrative Assistant and Music Director. The Vestry members voted unanimously to approve the motion.*

9. Continuing Business

A. Parking, Ron Stephens

1. Powell Street

Ron has been working with parishioner Wayne Campbell on the parking situation. We provided the Mayor of Shallotte with three different plans of action for the parking. He was fine with all three and said we should pick the plan we like best and have an engineer draw the plan and he will present it to the town council hopefully in January. Wayne Campbell has an engineer that he knows who can draw up the plans. This will give the church seventeen additional parking spaces on Powell Street.

So far Ron has one bid of \$23,250 from New Hanover Paving. He will seek two more bids and Wayne has people that he suggests we contact.

2. Duffer’s Restaurant Lot

Ron met with the General Manager for the restaurant to ask about Saint James parking there on Sundays. He was told that it would not be a problem because the restaurant is not open on Sundays. Ron did the walk from the restaurant and it wasn’t that bad. He is waiting to hear back from the strip mall owner about parking in that lot.

3. Main Street

Ron reported that Wayne Campbell believes the drain grate on the Living River Church parking lot is draining onto our property. Wayne will ask the mayor who is responsible—the owner’s of the property (Roark Family) or the town. The mayor will get back to us. Ron and Tom blocked off the area.

Vestry Comments

Tom Fernandez said that maybe we should get a bid for Main Street and Powell Street. The drain will have to be repaired and field dirt is needed to fill in the area before we do the asphalt.

Bill Chase suggested that maybe we should consider a walkout wheelchair lift as a possibility for Main Street.

Gary Freeman suggested that the stairs should be divided with a landing. The field dirt and the landing will help.

Ron thanked everyone for all their help and suggestions.

10. New Business

A. Housing Resolution for 2021, Father Farrell

Father Farrell has to designate a certain amount of his salary that he receives for housing. Last year it was \$22,000 and is required every year by the Episcopal Church to be reported to the IRS.

Resolution

The following resolution was duly adopted by the Vestry of Saint James the Fisherman Church at a regular scheduled meeting held on December 16, 2020 a quorum being present:

Whereas, Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes) a church-designated allowance paid to him as of his compensation to the extent used by him for actual expenses.

Whereas, the Reverend Farrell Graves is compensated by Saint James the Fisherman Episcopal Church exclusively for the services as a minister of the gospel; and

Whereas, the Reverend Graves with a rectory, therefore, it is hereby

Resolved, that the total compensation paid to the Reverend Graves for calendar year 2021 shall be a total of \$72,016, of which \$22,000 is hereby designated to be a housing allowance; and it, is further

Resolved, that the designation of \$22,000 as a housing allowance shall apply to calendar year 2021 and all future years unless otherwise provided.

Motion: Earl Miller made a motion that the Vestry approves the Housing Resolution for 2021, which was unanimously approved by the Vestry members.

B. Annual Vestry Retreat, Ron Stephens

The retreat was discussed previously under Senior Warden Report, #8 B.

C. Saint James Masks, Peter Tietjen

Peter presented to the Vestry the idea of selling masks with the Saint James the Fisherman logo to the congregation. He showed, on Zoom, what the mask would look like and the cost for the masks. Custom Ink Company handles the purchasing and would be available by January.

Price	Minimum	Profit
\$15	38	\$295 for 100 masks
\$20	17	\$895

There was a discussion about the cost of the masks being too expensive. Would the church members be willing to pay \$15 or \$20? If you don't sell the minimum, you do not receive a mask.

A question was asked about a company that David Brownfield had inquired about purchasing tote bags and Tee shirts.

Motion: *Heather Holbrook made a motion to pursue masks at \$15 a mask with the Custom Ink Company.*

Tom Fernandez, Bob Lynott, Nancy Dougherty, Bill Chase opposed the motion.

Heather Holbrook, Earl Miller, Gary Freeman, Ron Stephens approved the motion.

Motion failed.

11. Deacon's and Liaison's Reports

A. Deacon Jean and Deacon Mike

It took two days to complete the ramp. Deacon Jean extends a thank you to Jerry Washington, Tom Fernandez, Ron Stephens and Gary Miller for all their help in doing the work.

Deacon Jean asked when the reports are due for the next issue of the newsletter. Peter said that the reports are due by January 15th. There is still time to turn in reports for the December newsletter. Please send by end of the week.

Deacon Mike does not have anything to report at this time.

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 reported that the Altar Guild Teams have been reconfigured as a result of changes due to Covid. There are now three teams of three persons in each team. At least two persons on the current teams are willing to step in and help the other teams if they are needed. A schedule through December 2021 was developed and shared with all the Altar Guild members, even those who are unable to serve right now, as well as the Administrative Assistant. Nancy will gladly share the information that was sent to the Altar Guild members with the new Worship Liaison person as they will be responsible for Altar Guild.

Currently there are three ushers. Nancy will continue to serve as the usher's coordinator and be responsible for scheduling them. During Covid, Nancy anticipates that the three ushers will serve two concurrent Sundays on and off. As new ushers are found, the schedule will change to serving alternate Sundays.

Nancy thanked the Vestry and appreciated the opportunity serving as the Vestry Worship Liaison year. Father Farrell and Ron Stephens thanked Nancy for her excellent work during a difficult time.

D. Outreach Liaison's Report, Gary Freeman

Gary does not have anything to report at this time.

E. Communications Liaison Report, Heather Holbrook, Anne Neely
Heather reviewed with the Vestry two programs that could be used for parish directory.
The programs were:

Instant Church Director at \$94.80 a year

Online Church Directory at \$120 a year

Both programs have mobile apps, are stored on a mobile app and can post pictures. They are password protected and PDF printable.

Bill Chase thought this was a good idea and the church is due for a new directory, but how will we get members to upload their pictures on the directory?

Heather asked if the Vestry would like for her to get more information and do more research. Father Farrell suggested that Heather should consult with Dan Bartell if photos can be attached to his directory that he developed for Saint James.

Peter Tietjen asked if the accounting service used by the treasurers has a tracking system for pledging. If so, does it have a directory function? Ron Stephens said there is a tracking system for pledging and the parishioners are able to check their balances, but we need to check with the treasurers.

Heather said that whatever you use, it has to be user friendly. She will do more research and report back to the Vestry.

F. Stewardship Liaison's Report, Bob Lynott

The committee is sending out confirmation letters to the parishioners who pledged and offer them an opportunity to increase their pledge. Bob will contact David Brownfield about who the new people are and send out letters to them about pledging.

Bob thanked everyone for their assistance and help.

G. Endowment Liaison's Report, Deacon Mike

The endowment fund has increased because of the stock market and is doing well.

H. Adjournment and Closing Prayer, Father Farrell

Father Farrell closed the meeting with a prayer at 5:45.

Motion: Bill Chase made a motion to adjourn the meeting at 5:45, which was unanimously approved by the Vestry members.

Next Vestry Meeting will be Saturday, January 23, 2021 from 9:00 – 1:00 via a Zoom Conference.

Toni DeLuca, Vestry Clerk

Date

Ron Stephens, Senior Warden

Date

