



SAINT JAMES THE FISHERMAN EPISCOPAL CHURCH

MARCH 17, 2021

ZOOM CONFERENCE

VESTRY MEETING MINUTES

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
Sheila Jordan, Treasurer
Toni DeLuca, Vestry Clerk**

ABSENT

**Ruth Mac Donald, Treasurer
Deacon Jean Miller**

- 1. Call to Order, Father Farrell Graves
Nine Vestry members were present for the Vestry Zoom conference meeting and called to order by Father Farrell at 3:00.**
- 2. Opening Prayer, Ruth Fernandez
Opening prayer was provided by Ruth F. Heather volunteered to provide the opening prayer for the next Vestry meeting.**
- 3. Approval of the February 2021 Vestry Minutes, Father Farrell
Father Farrell asked if there were any questions regarding the February 17, 2021 minutes. Ron stated that on the first page of the minutes, Zoom Conference was not correct. It was spelled as ZOMM and should be ZOOM. The Vestry Clerk will make the correction.**

Motion: Gary Freeman made a motion to approve the February 17, 2021 Vestry minutes, which was unanimously approved by the Vestry.

4. Rector's Report, Father Farrell Graves

It has been an exciting week at Saint James the Fisherman with the reorganizing of the rooms and removing of clutter that are no longer necessary or needed. The Music Director is in her new office and the choir room is almost ready. It has been a spiritual passage and looking toward the future. The church has become more inviting and practical.

Father Farrell asked Heather about the church entrance way, the decorating and the bulletin board. Heather said that she will revisit the plans that had been previously discussed and begin working on the project. The bulletin board in Bliss Hall is better organized and the library looks great. Heather will seek out volunteers for decorating the church entrance.

Father Farrell discussed Holy Week. Sixty people have responded for the Easter Sunday service. The Administrative Assistant will be emailing the first responders who indicated that they will be attending the service. After confirming if they will be attending, he will open it up to others. Peter asked if he can still attend the service as he was out of town and unable to respond to the email. Father Farrell advised him to contact David Brownfield, Administrative Assistant, about being placed on the list.

Post Easter Services: We will need to discuss how many services will be needed. Looking toward the future, there is a need to review Saturday and Sunday services. Parking is the big issue.

Father Farrell asked if there were any questions

- Ruth F. asked about the ushers for the Easter Sunday service. She will be seeking volunteers. Right now Tom Fernandez has volunteered. Ron said that he would also volunteer.
- Peter asked if the Good Friday service will be similar to last year. Father Farrell said that it will be on line like last year. Easter service will be at the church.
- Ruth F. asked about the stripping of the altar for services. This is usually done after the Thursday service. Father Farrell said that he will be in contact with the Altar Guild about what needs to be done.

~~There were no more questions.~~

5. Treasurer's Report, Sheila Jordan

Ruth MacDonald was not present for the Vestry meeting and Sheila presented the report. The reports were forwarded to the Vestry prior to the meeting for their review. The February 2021 financial documents and reports are attached to the minutes.

Balance Sheet

- Raymond James (1305) gained \$4,271 in February.
- Outreach (3265) was incorrect on the January Balance sheet due to coding. It is correct and currently stands at \$3,357.58.
- Main Street Parking (3255) has currently received a \$5,000 gift from a parishioner.

Income and Expense Statement Income

- 4021 (Pledges): This number includes the total \$10,000 given by an anonymous donor. At this point, pledges are good.
- 4027 (Plate Collections): Plate Collections are down 66% from budgeted.
- 4267 (Main Street Parking): Reflects the giving mentioned above in the Balance Sheet (3255).

Expenses

- 5711 (Powell Street Parking): The bill for planning the work.
- 5280 (Rector Pension): This was paid twice and there will be no expense in March.

Treasurers will be forwarding to the Vestry members the corrected Income and Expense Chart.

Sheila asked if there were any questions.

Questions/Discussions

- Ron asked about Expenses #5016, Rector Salary. He inquired about the Rector's Housing and Utilities line in the budget. Sheila will ~~review and add the line to the budget.~~ **Make the necessary changes to reflect the appropriate funds available in each account.**
- The Rector Salary had increased because of a 2% raise.
- Sheila asked Father Farrell if he wants housing and electricity costs to be a different amount. He said that he will speak to Ruth M. when he has a better idea as to the cost.
- Sheila said that the December balance sheet was incorrect. She will make the corrections to make it clearer.
- Gary suggested moving the \$10,000 donation be moved out of pledges to somewhere else. He will discuss with the treasurers.

Sheila asked if there were any more questions. There were no more questions.

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

6. Wardens' Reports, Bill Chase, Ron Stephens

A. Junior Warden, Bill Chase

- Powell Street Parking

Comments

- Bill has been in contact with Wayne Campbell about the New Hanover Paving Company bid of \$30,000.
- Bill has never seen the work done by New Hanover but Wayne has dealt with the company and recommends them.
- Ron said the bid comes in at \$33,000 with a contingency.
- A question was asked if there is a written contract and does it follow church procedure.
- It was also asked if the company has the proper insurance.
- Wayne checked with the county and there is no need for a permit, but will need to contact the city for a final inspection.
- Is there a time commitment? We just have a bid at this time.

It was the consensus of the Vestry that the New Hanover Paving Company contract be discussed and reviewed with the diocese's legal counsel. Ron will contact their office.

Motion: Bill Chase made a motion to accept the New Hanover Paving Company bid for paving of Powell Street parking. He then amended the motion for Saint James the Fisherman Church to move forward with the New Hanover Paving Company pending approval from the diocese's legal counsel. The Vestry unanimously approved the motion pending review of legal counsel.

- **Building Repair**
 - Tom Fernandez and Bill replaced a broken light fixture in the shed.
 - They also replaced light bulbs in the old chapel with LED lights.
- **Library Refurbishing**

Bill received a letter from Holly Goff regarding the decorating refurbishing of the Bliss Hall library. Holly and Georgia have been working on the library decorating and proposed that \$1,200 is needed to complete the project. Holly said that she would donate \$600 towards the project.

Motion: Bill Chase proposed that \$600 be designated for beautification of the library.

Discussion of the Library Beautification

- Heather asked what the \$1,200 was being used to purchase. Are the women looking to purchase lamps, window treatment or furniture covering?
- There needs to be coordination with the decorating of Bliss Hall and the library.
- Bill said that the curtains in Bliss Hall need to be replaced and that some of the windows are not functional.
- To replace windows, you need bids.
- Earl suggested that we should get a company to look at the windows and the cost of replacing them. He knows someone he could recommend and will forward the name to Bill.
- The Vestry appreciates the work that the women are doing but there is a need for more input from the Vestry and coordination between Bliss Hall and the library.
- It was decided that Heather will meet with the women and discuss what they are proposing and report back to the Vestry at the next meeting.
- Bill will get an estimate for replacing windows in Bliss Hall.

Motion was withdrawn by Bill Chase pending further information and discussion.

B. Senior Warden, Ron Stephens

- Parochial Report has been submitted.
- **Every third year SJTF must hire an outside auditor to complete our annual audit. The request of an outside auditor has been submitted. Greg Weber, who assisted with the internal audit last year has been in contact with the available auditors. Auditor Report is due September 1, 2021. ~~Greg has been in contact with auditors.~~**
- The Property Report is due April 15th.
- PPP Loan: The application was approved for \$12,773. Thank you to Deacon Mike, Sheila and Ruth M. for all their hard work. Saint James has two months to spend the money and is to be used for salaries and utilities. Live Oak Bank will be contacting us about the loan forgiveness, but this should not be an issue.
- Ron was informed by the insurance company that communicable diseases are not covered.

- The end of March will be the close of the first quarter. There will be a need to have the finance committee meet to review the finances. The committee is the treasurers, Senior and Junior Wardens, committee chairperson, Father Farrell. Sheila will call the meeting.

7. Continuing Business

A. Membership Director, Heather Holbrook

REALM has the technology to record parishioners and also track visitors. Heather conferred with the Administrative Assistant and he forwarded the link for her review. There are 243 people recorded on REALM and allows to be utilized as a directory for the church. You have the choice of continuing with the existing directory or to use the REALM directory. The REALM allows for limited security access.

Heather proposed to the Vestry members that they set up their own link on REALM, to review and become familiar with the process. She will forward the link to the members and to respond by April 1st if there are any questions.

B. Parking, Bill Chase and Ron Stephens

Parking was previously discussed under Junior Warden's Report, item #6A.

Father Farrell brought up the concern about the mailbox. The Administrative Assistant inquired about the time frame for the installation of the Main Street mailbox. After a lengthy discussion, it was decided that the postmaster will need to give approval for the location and placement of the mailbox. Father Farrell will contact the Shallotte Post Office where and when the mailbox can be installed. Until then, the Administrative Assistant will continue to retrieve the mail from the Post Office Mail Box.

8. New Business

A. Donation, Gary Freeman

Gary stated that a donation of \$10,000 has been received from a parishioner to make up for the monies lost due to Covid. About \$6,000 should be used to keep Outreach funds at the same level as pre - Covid and the remainder for other church needs. Gary started to suggest uses for the Outreach funds, such as ECW, for whom fundraisers could not be held and this affected their ability to meet usual Outreach Programs. Unfortunately, Gary was frozen on Zoom on numerous occasions and unable to continue with suggestions for the use of the donation. He will email the Vestry members with suggestions and ask for their prayers on how to distribute the money. Ruth F. asked if some of the money could also be given to the DOK since they don't have the ability to do fund raisers like ECW.

B. Library Refurbishment, Bill Chase

This was discussed under Junior Warden's Report, item #6A.

9. Deacons' and Liaisons' Reports

There are no reports from Deacon Mike, Program Liaison, Worship Liaison, Outreach Liaison, Stewardship liaison, Safe Church Liaison

A. Communication Liaison Report, Heather Holbrook

Heather updated the ATMC Communication Bulletin with Saint James the Fisherman information.

The Vestry board in the entranceway needs to be updated with current Vestry members and photos. The Saint James the Fisherman website also needs to be updated with the names of current Vestry members and the Vestry minutes. Earl gave Heather the name of the person and phone number to contact for the website (Mary Ann Burns).

Bill will repair the frame on the Vestry wall.

B. Endowment Liaison's Report, Earl Miller

Earl had a question about the endowment report. Deacon Mike said that the Administrative Assistant gets a monthly report and the treasurers review it. He will have the Administrative Assistant email the report to Earl. Earl will also contact David for the report.

There were no reports from the other liaisons at this time.

10. Adjournment and Closing Prayer, Father Farrell

Ruth asked if it was possible to meet for the next Vestry meeting at Saint James the Fisherman. It was agreed that the meeting would be held at Saint James and masks would be worn since Father Farrell is the only person who has not received a vaccine.

Father Farrell closed the meeting at 4:35, with a prayer.

Motion: Earl Miller made a motion to adjourn the meeting at 4:35, which was unanimously approved by the Vestry members.

Next Vestry Meeting will be April 21, 2021 at 3:00

Toni DeLuca
Vestry Clerk
Date:

Ron Stephens
Senior Warden
Date: