



**SAINT JAMES THE FISHERMAN EPISCOPAL CHURCH**

**APRIL 21, 2021**

**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**

**Sheila Jordan, Treasurer  
Toni DeLuca, Vestry Clerk**

**ABSENT**

**Deacon Mike Ligon  
Deacon Jean Miller  
Ruth MacDonald, Treasurer**

- 1. Call to Order, Father Farrell Graves  
Nine Vestry members were present for the Vestry meeting in Bliss Hall. Meeting was called to order by Father Farrell at 3:00.**
- 2. Opening Prayer, Heather Holbrook  
Opening prayer was provided by Heather. Greg volunteered to provide the opening prayer for the next Vestry meeting.**
- 3. Approval of the March 17, 2021 Vestry Minutes, Father Farrell  
Father Farrell asked if there were any questions regarding the March 17, 2021 minutes. There were no questions.**

***Motion: Earl Miller made a motion to approve the March 17, 2021 Vestry minutes, which was unanimously approved by the Vestry.***

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

Father Farrell requested Vestry members' assistance to encourage parishioners to reach out to him about any concerns for pastoral care. It has come to his attention that some of the Saint James the Fisherman members feel that he has not contacted them about their needs. The only way Father Farrell can be made aware of their needs is that they must contact him or the Administrative Assistant and he will be available to assist them. Father Farrell thanked the Vestry for their support in advising the parishioners that he is there for their pastoral needs.

There was a funeral today for the Barbara Rabar Family. Father Farrell met the family in Bliss Hall Library to plan the service. The funeral went well with a small gathering of family and a few neighbors in attendance.

There were 103 people in attendance at Easter services and 21 people on Zoom for the Easter Vigil.

The decluttering of Saint James the Fisherman is basically completed and the beautification of the church can now begin. It is now up to the Vestry to decide what purchases are necessary for the beautification.

The internet fee will cost \$10 less a month now that a year's contract has been put into place.

Parishioners have been asking about the well being of Father Farrell. He said that he is tired like everyone else but feels that there is a light at the end of tunnel.

Ron, Senior Warden, has decided to step down as the Senior Warden of the Vestry. He said it has been a challenging year but it has been an honor and a privilege to be the Senior Warden. Ron wants to pursue other interests in his life. He wants to thank Father Farrell for his spiritual leadership and guidance during this challenging year. Ron will continue to fulfill his responsibilities as a Vestry member and remain on the Vestry until the end of his term this year.

Father Farrell has asked Heather to be the Senior Warden and she has accepted the position.

*Motion: Ruth Fernandez made a motion to appoint Heather Holbrook as the Senior Warden of the Saint James the Fisherman Church Vestry. Earl Miller amended the motion to state that the position of Senior Warden to be held until the completion of the remaining term of office at the Annual Parish Meeting in December 2021. Motion was unanimously approved by the Vestry members.*

The Vestry thanked Heather for assuming the Senior Warden position.

Heather had a question regarding the process to announce to the parishioners her position as Senior Warden. Peter suggested that he could place the announcement in the Saint James the Fisherman Newsletter. Heather will forward to Peter a write up for the newsletter.

5. **Treasurer's Report, Sheila Jordan**

Ruth M. 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 March 2021 financial documents and reports are attached to the minutes.

**Balance Sheet**

- **1001 PPP:** \$12,773 was received on March 3, 2021. The funds were spent on salaries and payroll taxes with \$3,608.17 remaining. April payroll will spend the remainder of the PPP loan.
- **1004 Reserve Fund:** This is the remaining money from the \$10,000 anonymous donation. \$2,800 has been earmarked to cover the transom window and Main Street signage expenses with a balance of \$1,200 remaining.
- **1305 Raymond James:** An increase of \$3,542 in March.

**Income and Expense Statement**

- **4155 Other Revenue:** This reflects the insurance money for organ repairs, state tax refunds for the last half of 2020 and a donation to the library.
- **4260 Music:** This is a negative number for this month because the treasurer moved the money from insurance which was placed here to other revenues which is the appropriate location for the insurance funds.
- **4265 Outreach:** This reflects the \$6,000 from the anonymous gift to ECW and DOK. The money has been moved to these funds effective April 2, 2021 and will show up as an expense in the April financial report.
- **4292 Reserve Fund:** This \$4,000 is the remainder of the anonymous gift and is addressed in 1004 Reserve Fund.

**Expenses**

- **5414 Copy Machine:** This reflects two payments in March.
- **5450 Telephone and Internet:** This reflects two payments in March.
- **5635 Electricity:** This reflects two payments in March.
- **5770 Insect Control:** This reflects two payments in March for February and March.

**Treasurer Comments**

- **Treasurer placed parishioners' first quarter statement in their church mailboxes.** These are the parishioners who had pledged money. The pledge money has been coming into the church.
- **Ruth M. will be stepping back a little.** Only one person can be on the computer at a time.
- **The treasurer is still organizing account entries but feels that all should be in place by next month.**
- **Question regarding the Powell and Main Street Parking:** Sheila said that they are two separate accounts. Right now the account says parking but it will be changed to Powell Street.
- **The auditors will be at Saint James on May 31<sup>st</sup>.**

Father Farrell asked if there were any questions. There were no questions. Thank you Sheila.

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

## **6. Warden's Reports, Bill Chase, Ron Stephens**

### **A. Junior Warden, Bill Chase**

- **Powell Street Parking**  
Saint James the Fisherman has signed a contract for the Powell Street parking and will begin as soon as contacted by the New Hanover Paving contractor. The cost will be \$32,000.
- Trash has been removed from the back of the shed (riding mower, pipe work and old doors). A company was hired to take away the items and additional trash. There was no expense to the removal; cost was covered by an anonymous donor. There might be a possibility of putting in another family plot.
- Bill had requested responses as what to do about the transom window. He spoke to Tom Fernandez about the window. A suggestion was for Plexiglas for the window. It should be completed by the middle of the summer.
- Bill will be replacing three outside lights. The Second Helping side was a motion sensory light.
- Bill suggested creating a parking place on the coat closet side and there is still the issue how to deal with the land and drainage.
  - It was asked if the church could raise funds to cover the cost. Bill said that we don't know what the cost of the engineering studies would be.
  - Father Farrell suggested that Bill speak to Wayne Campbell. Bill said the plan was to fill the land with dirt. The grade of the land was flush with Main Street but over the years it has sunk.
  - Ruth F. asked how much it would cost to correct the problem of sinking.
  - Gary asked how many parking spaces would be provided. The answer was 10 or 12 spaces.
  - Earl said that the street drains onto our property. It's a state road and we should contact the state. They might be able to provide the labor.
  - It was asked if it is worth it to fill in with more dirt or paving the area.
  - There had been several options discussed but then the sinking issue became a problem.
  - Peter asked what if Saint James paid Living River Church for 10 parking spaces. Ron said that we offered to pay for parking spaces and LRC said that it was not necessary. Saint James can use LRC parking for the 8:00 service but not the 10:00 service or when LRC is in attendance at the church. Saint James can use the dirt parking lot across from LRC at any time. The problem is that as their church grows, that limits our use of their parking lots.
  - Ron said that once we address the parking and our lack of presence on Main Street with a visible sign and landscaping, then Saint James will become more welcoming.

**B. Senior Warden, Ron Stephens**

- The building report for the Episcopal Diocese of East Carolina is due the May 15<sup>th</sup>.
- PPP Loan: At the end of eight weeks we will be ready to apply for the forgiveness part of the loan. The bank will review the loan, make recommendations and then send to the government. 60% of the loan is for salary and 40% is for utilities. Ron will continue to chair the PPP committee.
- Finance Committee: Senior and Junior Wardens, Treasurers, Stewardship Chair and Father Farrell met to review the first quarter. There was \$8,000 additional revenue from the organ repair covered by insurance and utilities were paid early. Ron reported that Saint James is in good shape. Our expenses for the first quarter are in a positive way.
- Peter said that he did not know where to place his offering at the Easter Sunday service. The plate is at the back of the church and Father Farrell will announce at future services where to place offerings.

**7. Continuing Business, Bill Chase, Ron Stephens**

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

**B.** Ron said that Bill has done a wonderful job cleaning up the cemetery and it looks great. He suggested that a design for the top of the pergola would look nice. Deacon Jean's husband, Gary, is a very good carpenter and might be able to design something. Maybe this could be done while Bill (Bubba) Grothe is recovering and to see the great work that has been accomplished. It would be a nice surprise for him.

**8. Deacon's and Liaison's Reports**

**A.** Deacon Jean and Deacon Mike were not present for the meeting.

**B. Program Liaison's Report, Peter Tietjen**

Peter did not have anything to report

**C. Worship Liaison's Report, Ruth Fernandez**

The Altar Guild has done a wonderful job preparing the altar and the flowers. The flowers come from their own gardens and are saving the church money.

**D. Outreach Liaison's Report, Greg Weber**

Greg reported that the some of the restaurants are no longer participating in the food drive for the Second Helping Programs.

**E. Communication Liaison's Report, Heather Holbrook & Anne Neely**

- **Bliss Hall**

Heather met with Holly Goff regarding the furniture in the Bliss Hall Library and discussed the \$600 decorating funds that had been requested. The money would be used for new fabric for the chairs, a table, area rug, lamps and occasional table. They brought in a consultant to give suggestions for the decorating. She said that the colors should be neutral. Heather will continue to provide oversight of the decorating.

The Vestry had approved the funds in a motion at the March 17, 2021 Vestry meeting.

- Heather presented some ideas for the space between the two windows in the library. She suggested the possibility of a mirror which would look attractive between the two windows on the back wall of the library. Heather also showed the Vestry members beautiful needle work that members of ECW had done of the Days of Creation. She thought it would look very nice being hung in the hallway with the name of the person(s) who had done the needlework. The area between the windows was also suggested but it was felt the wall in the hallway would display the work in a more attractive and visible setting for all to see.

This led to a discussion of the framing of the needlework. Framing can be costly. Heather will consult with a professional framer regarding the cost and report back to the Vestry.

- Heather reviewed with Mary Ann Burns the edits for the Saint James the Fisherman website.
- Heather brought to the attention of the Vestry a SBIC pancake fund raiser on May 8th. She suggested that maybe the Vestry could do this together. If you are interested please contact Ruth Ann Grothe. Heather plans on attending with her family.

**F. Stewardship, Gary Freeman**

Gary asked for suggestions for stewardship ideas. He has been reviewing past years to begin the process and the Administrative Assistant offered to help with administrative duties. There may be a delay on in person dedication Sunday (TBD) because of Covid.

**G. Endowment Fund, Earl Miller**

Earl reported on the Endowment Funds balance to date.

- 2/26/2021                      \$180,469.19
- 3/31/2021                      \$184,011.19
- Income for March            \$120.17

**H. Bliss Hall Windows, Bill Chase**

Bill contacted window companies for bids to replace the windows in Bliss Hall (4 windows). The one company gave the cost to be \$800 per window, which includes installation. The windows are near the top of the line, thermal pane and temper glass.

The discussion led to replacement of other windows in the Second Helping Room and the Administrative hallway space. This would make a total of 6 windows and secure the church since the windows do not lock properly.

Ron said that the funds are covered under Item #1220 Assets, Maintenance Contingency. Total cost would be \$4,800.

*Motion: Peter Tietjen made a motion to spend and not to exceed up to \$5,600 for window replacements in Bliss Hall, Second Helping Room and the Administrative window. The motion was unanimously approved by the Vestry Members.*

**I. Additional Vestry Comments**

- Peter asked when Bliss Hall was last painted. It was unclear when it was last painted. The color is a neutral color and goes well with the flooring and furniture.
- Peter also suggested that the Vestry should consider having a Saint James the Fisherman Gala. It could be combined with Saint James Day and used as a fund raiser to aid the community. Saint James Day and gala could be held in the fall in Bliss Hall.

Father Farrell and Gary asked if there could be a fund raiser for the parking. This would be a supportive way to bring the parish together. Some additional ideas were for a silent auction and to solicit internally for people to donate services. Father Farrell suggested a Go Fund Me campaign for the parking.

We would need volunteers to organize the event. It was suggested that maybe the ECW garage sale be combined with the event and the gala could be the night before the sale. If it is decided to do the gala, we need to start planning now and before the end of July.

**9. Adjournment and Closing Prayer, Father Farrell**

The Vestry meeting was adjourned at 5:00 and a closing prayer was provided by Father Farrell.

*Motion: Ron Stephens made a motion to adjourn the meeting at 5:00, which was unanimously approved by the Vestry members.*

**Next Vestry Meeting will be May 19, 2021 at 3:00 in Bliss Hall.**



Toni Deluca  
Vestry Clerk

Date: 5/19/2021



Ron Stephens  
Senior Warden

Date: 5/19/21