



SAINT JAMES THE FISHERMAN EPISCOPAL CHURCH

MAY 19, 2021 @ 3:00

VESTRY MEETING MINUTES

PRESENT

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

**Deacon Jean Miler
Sheila Jordan, Treasurer
Toni DeLuca, Vestry Clerk**

ABSENT

**Deacon Mike Ligon
Anne Neely**

- 1. Call to Order, Father Farrell**
Eight Vestry members were present for the Vestry meeting in Bliss Hall. Meeting was called to order by Father Farrell.
- 2. Opening Prayer, Greg Weber**
Opening prayer was provided by Greg. Bill volunteered to provide the opening prayer for the next Vestry meeting.
- 3. Approval of Minutes, Father Farrell**
Father Farrell asked if there were any questions regarding the April 21, 2021 minutes. There were no questions.

Motion: Bill Chase made a motion to approve the April 21, 2021 Vestry minutes, which was unanimously approved by the Vestry.

- 4. Rector's Report, Father Farrell**
 - Father Farrell reported that there was a combined attendance of 73 people at the Zoom and church services this past Sunday, May 16th.
 - Father Farrell spoke about the need to consider how the Saint James the Fisherman will be transitioning back to in house church services. Father Farrell and the clericus will be meeting with Bishop Skirving on Tuesday at 10:30 to discuss the guidelines for returning to full church attendance and services. Father Farrell feels that most of the parish is ready to return and that there are a high percentage of vaccinated parishioners.

He discussed with the Vestry options for the return to church services.

- Option one would be to conduct one service at 10:00 for the entire church. The issue with this option is the parking situation.
- Option two would be to have the Saturday service at 5:30 and the Sunday services at 8:00 and 10:00. The 10:00 service would have the choir. It was noted that people like attending certain services.
- After much discussion, it was decided that a decision should be made after Father Farrell's meeting with Bishop Skirving on Tuesday. Father Farrell said that he would report back to the Vestry the Bishop's recommendations.
- **Vestry Comments/Discussions**
 - Ruth asked about the reading of the two lessons that are read from the altar. Would Father Farrell want the lectors back at the altar? People are unable to hear from the back of the church when the readings are said from the seats. There are four microphones and it was suggested that people be trained on how to use the microphones. There is a need to get volunteers to do the readings.
 - It might be difficult to get people to transition from Zoom to returning to the in church services. There are services at the Washington National Cathedral if people want an on line service, if they are uncomfortable returning for the in church services. Father Farrell wants to encourage people to return to Saint James the Fisherman. Our church is a community and we cannot judge people who are not ready to return to church. If people are not comfortable, they can still wear a mask.
 - Father Farrell will continue with the homily on line and will record it.
 - Ruth spoke about training people on how to use the defibrillator. We should start with the ushers and lectors. Greg said that he would be able to do the training. Father Farrell asked Ruth to remind him about training people to use the defibrillator.
 - It was suggested that maybe we wait until after May 29th to fully reopen for church services and Father Farrell has a clearer understanding of Bishop Skirving's church opening directives.

5. **Treasurers' Report, Sheila Jordan**

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

- **1305 Raymond James:** This month there was an increase of \$6,159.11 in the account.

Income and Expense

- **Overall expenses for the month of April exceeded income by \$1,810.17.**
- **4020 PPP:** All funds have been expensed and the paperwork for loan forgiveness was completed by Ron Stephens and Deacon Mike Ligon on Friday, May 7, 2021.
- **4021 Current Pledges and 4027 Plate Collection:** Each month these two are budgeted to total \$17,291.66. This month we were behind this amount by \$1,113.22. Year to date we are

\$8,103.32 ahead. Sheila added that things look good right now but could disappear. This amount reflects the PPP Loan.

- 4025 Prior Year Pledges: \$3,300 was collected in April and we have collected a total of \$4,995 for the year.
- 5414 Copy Machine: April was paid in an earlier month.
- 5450 Telephone and Internet: Thanks to David Brownfield, Administrative Assistant, this expense will be decreased by \$13.00 going forward.
- 5615 Church Insurance: This is paid quarterly. Treasurers received a notification that the rate is increasing to \$9,891 effective June 20, 2021.
- 5740 Fire Extinguisher Maintenance: The fire extinguisher inspection was held during April and was slightly under the amount budgeted for the year.

Sheila asked if there were any questions or comments.

- Item for music was moved to revenue.
- A question was asked about the PPP Loan. Sheila said the PPP Loan is reflected in the income and expenses. She further stated that hopefully the plate offering will increase once church services are fully in place.
- A question was asked if there were any people who made a big payment in December because of stock increases. Sheila did not have an answer to the question.

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

The Vestry thanked Sheila for her report.

6. **Wardens' Reports, Bill Chase, Heather Holbrook**

A. **Junior Warden, Bill Chase**

- A contract has been signed with the New Hanover Paving contractor. Bill has been contacting them but hasn't heard back from the contractor as to when the work will begin. We do not have a deposit on the parking lot.
- A contract has been signed with the window company to replace the six windows in Bliss Hall, the other windows in the Second Helping Room and the Administrative hallway space. The replacement of the windows is anticipated to be twenty weeks or less, sometime in September or early October.

Would it be possible to swap a door for one of the windows in the library? This would give access to the outside courtyard. It was suggested that we wait until the church reopens and we have a clearer understanding of our financial resources.

Bill said that we have two weeks before we finalize the work for the window.

- Tom Fernandez has spoken to the painter and agreed on a list of items: gutters, painting, and replacing rotted wood on the gutters. The painter is charging an hourly rate, which is low. Tom will be in contact with the painter as to when he will begin the work. Bill and Tom are satisfied with the painter's work.

B. Senior Warden, Heather Holbrook

- Ron has agreed to serve as the Communication liaison with Anne.
- Heather is looking forward to celebrating the gathering of Saint James the Fisherman and normalcy. Would we want to begin the coffee hour following Sunday service? It was suggested that we wait until the Bishop meets with the clergy regarding the recommendations for reopening for church services.
- Heather showed the Vestry the bulletin board that David suggested. The board would be covered in a protective glass.
- The auditor will be at Saint James on June 1st.

7. Continuing Business

A. Parking Update, Bill Chase

- Parking was discussed under the Junior Warden's report.
- Parishioners will need to be informed as to where they can park for services.

The parking arrangements with the Living River Church are as follows:

Parking: Saint James the Fisherman can use the Living River Church parking for the Sunday 8:00 service but not the Sunday 10:00 service or when the LRC is in attendance at their church. Saint James cannot use the parking lot on Thursday night. Saint James can use the dirt parking lot across from the LRC at any time.

It was suggested that the LRC minister be contacted about the use of the parking lot once Saint James reopens to full services.

B. Windows Update, Bill Chase

The windows were discussed under the Junior Warden's report.

C. PPP Loan Second Submission, Ron Stephens

Ron said the application for the PPP loan forgiveness was submitted on May 7th to the Live Oak Bank. Live Oak has been very supportive and helpful. It takes two to three weeks to get a response.

Ron thanked Deacon Mike and the treasurers for all their work.

D. Library Refurbishment Update, Heather Holbrook

Heather reported that the library has been looking really good. She will continue to do oversight of the library. Some of the tables have been received but will need to be returned because there were scratches on one table and the wrong size for the other table.

8. New Business

A. Gutters. Bill Chase

The painter recommended a certain kind of gutter that is new on the market. Bill has been discussing with Tom Fernandez the need for the gutters and what kind of gutter should be considered. Tom said that we need regular gutters that have gutter guards and would be a lot cheaper. It was suggested that the down spouts be placed underground. Are we buying new gutters or just where we need them? We are purchasing for the problem areas.

B. Diocesan Mission Strategy, “We Will With God’s Help”, Father Farrell
Father Farrell asked for suggestions as to how to communicate the Diocesan Mission Strategy to the parish.

C. Fundraiser Gala Discussion, Peter Tietjen
Peter presented a proposal for the Saint James the Fisherman First Annual Gala. It would be a fund raiser dedicated to the interior renovation and redecorating of the Saint James Church sanctuary complex. It could be a light catered dinner with musical entertainment and a silent auction of donated items and services. A committee would need to be formed to discuss the particular needs of the event i.e. food and beverages, musical entertainment, location in the building and grounds, date and time.

Peter proposed that the gala be held when the yard sale is being held in October. The Vestry members felt that due to the volume of items that are donated for the yard sale, this might present an issue with space and tables that is used to display the items. It might be overwhelming to do the gala and yard sale at the same time. The Vestry decided to do the gala in September, separate from the October yard sale.

Peter volunteered to be the chairperson for the committee and Ruth volunteered to be on the committee. Peter will seek two to three volunteers from the parish to be on the committee. He will place a request asking for volunteers in the newsletter.

9. Wardens’, Deacons and Liaisons’ Reports

A. Deacon Jean cleaned out the shed and discarded equipments and other items that are not of use anymore. She said that we need to replace wheelchairs and Rollator Walkers. We had given out these pieces of equipment in the past and are unable to get them back because some people have moved or the items are no longer available to be returned.

Saint James the Fisherman equipment is the major supplier of equipment in the community.

B. Program Liaison’s Report, Peter Tietjen
Peter does not have anything to report at this time.

C. Worship Liaison’s Report, Ruth Fernandez
Ruth said that it is Pentecostal Sunday and we all should wear red to church services.

The Altar Guild requested that they be informed about the needs for funeral services.

Saint James needs more usher volunteers for the services. The ushers would like to have more assistance with counting the money since they have the additional duties for after the services. Ron reminded the Vestry that you need two people to count the money. Ruth will speak to the lectors about assisting with counting the money.

D. Outreach Liaison’s Report, Greg Weber
Greg does not have anything to report at this time.

E. Communication Liaison’s Report, Anne Neely & Ron Stephens
Ron does not have anything to report at this time.

F. Stewardship Liaison's Report, Gary Freeman
Gary reported that the Stewardship Committee members will be Gary, Toni DeLuca, David Brownfield.

G. Endowment Liaison Report, Earl Miller
Earl reported on the Endowment Funds balance to date.

Raymond James: March 31 to April 30, 2021 Statement


• Beginning Balance	184,011.19
• Year to Date:	176,652.90
• Income:	59.60
• Year to Date:	307.70
• Expenses:	(183.48)
• Year to Date:	(357.69)
• Change in Value:	6,282.99
• Year to Date:	13,567.39
• Ending Balance:	190,170.30
• Year to Date:	190,170.30

Earl announced to the Vestry that he will be resigning from the Vestry the month of June. Earl and Libby will be moving to Wilmington. Father Farrell and the Vestry wished Earl and Libby the very best and thanked him for all his service for the church and his time on the Vestry.

10. Adjournment and Closing Prayer, Father Farrell
The Vestry meeting was adjourned at 5:00 and a closing prayer was provided by Father Farrell.

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

Next Vestry Meeting will be Wednesday, June 16, 2021 at 3:00 in Bliss Hall


Toni DeLuca
Vestry Clerk
Date:


Heather Holbrook
Senior Warden
Date: