



SAINT JAMES THE FISHERMAN EPISCOPAL CHURCH

AUGUST 18, 2021 @ 3:00

VESTRY MEETING MINUTES

PRESENT

**Father Farrell Graves
Heather Holbrook, Senior Warden
Bill Chase, Junior Warden
Jan Comfort
Ruth Fernandez
Gary Freeman (Via Zoom)
Ron Stephens
Peter Tietjen
Greg Weber**

**Deacon Mike Ligon
Deacon Jean Miller
Sheila Jordan, Treasurer
Toni DeLuca, Vestry Clerk**

- 1. Call to Order, Father Farrell**
Seven Vestry members were present for the Vestry meeting in Bliss Hall and the meeting was called to order by Father Farrell at 3:05.
- 2. Opening Prayer, Father Farrell**
Opening prayer was provided by Ron. Heather volunteered to provide the opening prayer for the September Vestry meeting.

Heather requested that the new Vestry member nomination be moved from Agenda New Business (#7A) and be discussed after the Opening Prayer (#2).

Motion: Peter Tietjen made a motion that the nomination discussion of Jan Comfort to replace Anne Neely be moved from the Vestry meeting Agenda New Business to after the Opening Prayer, which was unanimously approved by the Vestry.

Motion: Greg Weber made a motion to nominate Jan Comfort for the Vestry replacement of Vestry Member Anne Neely and the position of Vestry member will be held until the completion of the remaining term of office, December 2022, which was unanimously approved by the Vestry.

Jan was asked to join the Vestry in Bliss Hall and was welcomed as a Vestry member.

3. Approval of July Meeting Minutes, Father Farrell

Father Farrell asked if there were any questions regarding the July 21, 2021 Vestry minutes. There were no questions.

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

4. Rector's Report, Father Farrell

Father Farrell said that he had a nice vacation and enjoyed it very much. He had a good rest and learned many things.

Father Farrell brought to the attention of the Vestry a request by Mr. Jimmy Smith who is the Chaplain of Brunswick County Homeless Coalition. Mr. Smith asked to speak to the Saint James the Fisherman parishioners about the Homeless Coalition. Father Farrell did not have any information about the organization nor Mr. Smith. He opened the discussion for the Vestry to decide if Mr. Smith should speak to the parishioners. The consensus of the Vestry was that Saint James the Fisherman is supporting a homeless group and our budget is committed. Father Farrell will contact Mr. Smith about the Vestry's decision.

The printer is installed, quieter, cheaper and easier to operate.

David Brownfield's letter of agreement needs to be revised. Heather volunteered to review and revise the letter of agreement for David, Administrative Assistant.

Recently, Saint James the Fisherman family has experienced a great deal of grief. Father Farrell asked if he should start the grief counseling group. Originally Father Farrell had discussed conducting substance abuse grief group. Several of the Vestry members felt that a grief group should be put into place for the parishioners. He will do a six weeks weekly group meeting. If the request is to continue, it will be determined by the group. He will begin the counseling group after September 18th.

Father Farrell asked if there were any questions from the Vestry.

Questions

- Ruth asked about the Saint James the Fisherman sign on the corner. Heather has been in the process of inquiring about the sign and was going to contact the diocese. Bill said that the diocese doesn't provide the sign but will tell you where to get them. Heather will further investigate and report back to the Vestry.
- The Altar Guild has been overwhelmed with the flower arrangements for services. They have been calling Ruth with their concerns about getting the flowers, arranging and cleaning up. Father Farrell said that they should call him.
- Ruth reminded Father Farrell about the Reader's training.

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

The reports were forwarded to the Vestry prior to the meeting for their review. The July 2021 financial documents and reports are attached to the minutes.

Balance Statement

- There are no major changes to this sheet.
- Total checking is down by \$3,883.70 for the month of July.
- Total investments are up slightly due to small gain in Raymond James for July.
- #3263 N2N: Decreased by \$273.21 due to purchase of two Rollators and Damp Rid (removes moisture from a room). A parishioner will be providing the funds for the Rollators.
- #3265 Outreach: Increased by \$100 due to gift given in memory of Barbara Raber.

Income and Expense

- Overall expenses in July exceeded income by \$3,707.51.
- #4021 Current Pledges and #4027 Plate Collections: Each month these two are budgeted to total \$17,291.66. In July the total income was \$14,490.44 which is \$2,801.22 below the budgeted amount.
- #4155 Other Revenue: Deposited \$159.16 refund from CPG. Not sure when this overpayment occurred but it does not match anything from our records. Checked to see and it appears that the CPG made a change in who ships their publications.
- #5305 Payroll FICA: Increased due to back payment of David's salary underpayment.
- #5453 Parish Audit \$769: Includes the audit and mileage. Over budget by \$19.
- #5635 Electricity: Up \$100 from June but below budgeted amount for the month.
- #5710 Building Repair/Maintenance \$1,860.23: Includes framing expense, library coffee table, paint and paint samples (\$1,731.65) and payments to Lowes (\$128.58) for supplies (cord protectors and electrical/lightening supplies).

Sheila stated that the treasurers have set up a funeral donation account since there is not a designated building and grounds account.

Vestry Discussion:

- A question was asked if there are any concerns to date. Sheila responded that we are spending money we didn't have in the budget and it will impact the current budget. Several parishioners have moved and haven't fulfilled their pledges. We are doing okay but we need to be aware that we don't have PPP money. To date, we have not taken anything out of reserves, just when we get a bill.
- The cost of the parking for Powell Street is \$31,000. It was asked if there is a way to protect and to preapprove those funds allotted for the payment for the parking on Powell Street. Bill said that the work should be completed in four weeks. Greg said that when New Hanover Paving completes the work, NHP should bill us. If NHP doesn't respond by the next Vestry meeting or goes beyond four weeks, then there will be a need to act on reserving the funds for the paving.

Father Farrell asked if there were any more questions for the Treasurer. There were no questions.

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

6. Wardens' Reports, Heather Holbrook & Bill Chase

A. Junior Warden, Bill Chase

- NHP will begin paving in the next two weeks. Bill has a concern about the erosion inside the half moon driveway. Wayne Campbell and NHP are not concerned. We will need a drain by the pipes and sealed off with concrete.
- Gary Miller is working on the Pergola design and estimates. Deacon Jean showed the Vestry the design that Gary had made.
- Ron said that the cemetery funds will be used. Bill and Gary had set aside money from funds to pay for the Pergola. There will be a plaque to honor Bill (Bubba) Grothe. Ron spoke to Bill and he was one hundred percent okay with this.
- Bill replaced a new light in the kitchen with a similar light fixture.
- The nursery closet has a malfunctioning light that he will replace.
- The sign entering Mission Field with the three flood lights with glass covers were replaced. David cleaned the glass covers and Bill killed the wasps that attacked him.
- Several people have complained about the ice maker not functioning. It might be a future Vestry consideration to replace the ice maker machine. Several Vestry members said that ice makers are wasteful and not energy efficient. Maybe in the future when replacing the refrigerator, consider having an ice maker as part of the refrigerator.
- Coffee Maker: We need to think about replacing the coffee maker. It is not efficient and does not make good coffee. This could be part of next year's budget.

B. Senior Warden, Heather Holbrook

- Saint James the Fisherman Facebook: Heather has tried to contact Kris Crane about the Administrative Rights to Facebook. She would like to take it over. Saint James is missing out on Facebook and it is a good community outreach.
- ATMC: We need to revisit the site and engage the northern part of Brunswick County.
- Beacon Newspaper: We need to reach out to the newspaper with an article about Saint James the Fisherman Coat Closet and some pictures.
- Website: We need more pictures. Please give to Heather or David.
- Plaque for the Tapestry Wall. We have been hearing from so many parishioners about how beautiful the tapestries are in the Narthex. The names of the people who did the tapestries will be honored on the wall.
- Photos of the Vestry & Clergy: Gary Miller will look at the frames. There is a need to discuss the location of the pictures in the Narthex.

7. New Business

A. Was previously discussed under Agenda #2 Opening Prayer

B. Nominating Committee

There was a discussion of the need to create a Vestry nominating committee.

Vestry Discussion

- Should the Vestry consider creating a nominating committee to recruit Vestry members? There would still be recommendations from the parishioners.
- If we have a committee, the members should be from each of the services and one member from the current Vestry.
- Currently the bylaws state that there is one year in between for a Vestry member to run for Vestry.

- Maybe the bylaws need to be changed to allow Vestry member to have a second term without the wait period. Father Farrell said that to change the bylaws you need a vote by the Vestry then be presented to the church parishioners.
- It is better to have new people every year which gives more opportunity for ideas.
- There are usually more people than slots available and has not been an issue.
- Some parishioners feel that Vestry is a lot of work. We need to promote the Vestry and encourage people to run for Vestry.
- What has been the process in past years? Ron discussed what they did last year.
- The Vestry will discuss the nominating committee again at a later date.

C. Cemetery Committee

Bill Grothe managed and maintained the cemetery. We need more than one volunteer for the position. Bill kept a folder on the cemetery and Father Farrell has the folder. After a lengthy discussion on how to manage the cemetery, Jan volunteered to review the folder and report back to the Vestry. Heather suggested that the month of November be cemetery month, since November is All Souls Month.

8. Reports

A. Deacons' Reports,

Deacon Jean invited the Coat Closet Volunteers to a brunch at her home to thank them for all their hard work. She will be seeking volunteers for the Coat Closet.

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

B. Program Liaison's Report, Peter Tietjen

Peter does not have anything to report on the Program Liaison at this time.

Peter informed the Vestry that the Saint James the Fisherman Gala has to be postponed. He stated that there are so many things happening at Saint James and postponing until April will be better. The Vestry members were in agreement to Peter's recommendation. Peter suggested April 22, 2022 as the date for the rescheduled gala. He will announce the postponement in the Saint James newsletter and bulletin.

C. Worship Liaison's Report, Ruth Hernandez

Ruth said that there is still a need for Readers and Altar Guild members. Father Farrell will make an announcement at services. It was suggested that Father Farrell do the training for a Saturday morning for the Lectors.

Altar Flowers: The altar flowers are donated by parishioners. This has become an issue and a problem for the Altar Guild who has to arrange the flowers. The flowers either come from private gardens, florists or markets. In the past, a parishioner paid for the altar flowers and a florist provided the flowers. These flowers came already arranged for the altar vases. Sheila said there is \$1,610 in the budget for altar flowers. Ruth will investigate if there is a florist who can provide the flowers. It was suggested that maybe a contract could be done with a florist to provide the altar flowers, it may be cheaper.

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

E. Communication Liaison's Report, Ron Stephens

Ron reported that he has been working with Mary Ann and David on the web site and it looks good. He suggested that the Vestry read Father Farrell's homilies. There are twelve and each one is very inspiring.

There is a message from the Rector on the website. Father Farrell will leave a permanent message.

We need to forward the Vestry pictures to Mary Ann to place on the website.

REALM Directory: The directory captured everyone who had pledged and is at 95%. We need to provide photos of the parishioners for the directory. It could be done after the three services at the Saturday service at 6:30, Sunday services at 9:00 and 11:00. David has done samples digitally and hard copies. Ron showed the Vestry samples that David did of what the directory would look like.

It was discussed that maybe a professional photographer be sought to take the pictures. After much discussion about contracting with a professional photographer, Bill said that he would be able to do the pictures. He will do some samples and present at a Vestry meeting. For parishioners who are unable to go to Saint James for their pictures, someone could go to their home to photograph them. We need to place a notice in the bulletin and newsletter informing the parishioners of the need to have their photos for the directory. September 26th was suggested as a date to inform the parish.

F. Stewardship Liaison's Report, Gary Freeman

Gary said that the Stewardship Committee is moving along with the Stewardship timelines. Father Farrell has provided an article for the August Saint James the Fisherman newsletter and the other notices are ready for the September launch. Bulletin inserts and pledge cards are being finalized by David. The committee asked some of the Saint James parishioners to write testimonials for the inserts and they were happy to do so.

Peter suggested that at a Vestry meeting, the Vestry members make a 100% pledge commitment.

9. Old Business

A. Father Farrell said the Newcomers Dinner is scheduled for October 2nd. Parishioners will receive their Saint James the Fisherman Fish Tag.

B. Father Farrell thanked Bill for taking over for him while he was on vacation. Bill did a great job.

C. Masks: Saint James the Fisherman will continue with the current policy until we hear differently from Bishop Skirving.

10. Closing Prayer and Adjournment, Father Farrell

The Vestry meeting was adjourned at 5:15 and a closing prayer was provided by Father Farrell.

Next Vestry meeting will be Wednesday, September 15, 2021 @ 3:00 Bliss Hall



Toni DeLuca
Vestry Clerk

Date: 9/15/2021



Heather Holbrook
Senior Warden

Date: 9/15/21