



**SAINT JAMES THE FISHERMAN EPISCOPAL CHURCH**

**JULY 21, 2021 @ 3:00**

**VESTRY MEETING MINUTES**

**PRESENT**

**Father Farrell Graves  
Heather Holbrook, Senior Warden  
Bill Chase, Junior Warden  
Gary Freeman (Via Zoom)  
Peter Tietjen  
Greg Weber**

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

**PARISHIONER**

**Jan Comfort**

**ABSENT**

**Ruth Fernandez  
Ron Stephens**

**Prior to calling the Vestry meeting to order, Father Farrell conducted a tour of the Saint James the Fisherman reorganization of rooms. The Vestry members, Treasurer and Vestry Clerk viewed the Chapel, Choir and Conference rooms. It was unanimous that the rooms were very attractive and nicely arranged. Several Vestry members commented on the attractiveness of the Bliss Hall Saint James Library, furniture arrangement and book shelves.**

**1. Call to Order, Father Farrell**

**Five members were present for the Vestry meeting in Bliss Hall and the meeting was called to order by Father Farrell at 3:00. Father Farrell informed the Vestry that two additional items needed to be added to the Vestry agenda: Printer and the Administrative Assistant Remuneration.**

**2. Opening Prayer, Peter Tietjen**

**Opening prayer was provided by Peter. Ron's name was suggested to provide the prayer for the next Vestry meeting.**

3. **Approval of Minutes, Father Farrell**

Father Farrell asked if there were any questions regarding the June 16, 2021 minutes. There were no questions from the Vestry.

*Motion: Bill Chase made a motion to approve the June 16, 2021 Vestry minutes, which were unanimously approved by the Vestry Members.*

Discussion: Will there be a formal announcement about the Music Director's resignation? The job has been posted but Father Farrell has not had a response to the posting. The substitute organist, who subbed for the Music Director, is not interested in the job but would consider being a substitute until someone is hired. Father Farrell thought he would announce in September that Marg Smicklas, Music Director, was leaving. It was suggested that maybe we should make an announcement to the parishioners that she is leaving. Father Farrell will make an announcement this Saturday in an email to the parishioners.

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

Father Farrell informed the Vestry of his vacation schedule. The schedule is as follows:

August 2 - 8

August 7 & 8

Evening/Morning Prayer, Bill Chase

August 30 – September 12

September 4 & 5

Evening/ Morning Prayer, Deacon Mike Ligon

September 11 & 12

Eucharist Service, Father Dick Warner

October 4 - 17

October 9 & 10

Eucharist Service, Father Dick Warner

October 16 & 17

Eucharist Service, Father Dick Warner

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

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

**Balance Statement**

- **1305 Raymond James:** The month of June saw an increase of \$1032.57 in this account.
- **1232 Dedicated Fund:** This fund increased by \$100 (from previously discussed gifts) due to the moving of the funds from checking to dedicated savings fund.

**Income and Expense**

- **Overall income in May exceeded expenses by \$3049.74.**
- **4021 Current Pledges and 4027 Plate Collections:** Each month these two are budgeted to total \$17,291.66. This month we were ahead this amount by \$6,633.78. This amount looks good but includes an annual and quarterly payment paid this month which actually makes us ahead \$600 for the month.
- **5710 Building Repair/Maintenance - \$1,205.56:** Includes painting and payment to 3M for windows and payments to Lowes for supplies.
- **5750 HAVAC Maintenance:** Paid \$896.68 for contract on five units.

**Treasurer Comments:**

Sheila paid the Administrative Assistant, David Brownfield, his back pay through May. She did not give him his 2% back pay for June. David is aware that he was underpaid, but Sheila reassured him that he will receive his back pay.

Saint James the Fisherman is in fairly good shape for right now.

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

**6. External Audit Results, Greg Weber**

Every three years Saint James the Fisherman is required by the diocese to do an internal financial audit. Greg said that based on the audit, Saint James is in good financial shape.

The auditor made three recommendations that needed to be addressed. They are as follows:

1. The clergy housing allowance needs to be approved every year by the Vestry.
2. The TD America Trade still has the previous treasurer and Susan Dickerson names on the account. This needs to be changed and cannot be generic. Sheila cannot call TD America and ask a question. Greg will work with Sheila to rectify this issue. Every time someone leaves, the new designated person assigned to be in charge of the account will need to be established and documented. Saint James does have documentation of the previous rector's retirement.
3. We need to do a documentation of what Saint James has in the church. This can be done by doing a video of the church.

**Discussion:**

The process of check writing and signing of the check was discussed by the Vestry. The Vestry had said that two signatures are required on the check. Ruth and Sheila have oversight of the checks and Sharon signs the check. The concern is what if there is an abuse of church funds and checks. Greg proposed a motion to rectify the concern.

*Motion: Greg Weber made the motion that checks over \$1,000 do not require two signatures, which was unanimously approved by the Vestry Members.*

Father Farrell said that the auditor asked him if he has a separate account. Sheila said there is a Rector's discretionary fund.

**Continued Discussion:**

Bill asked about the use of PayPal for church events and other payments to the church. Peter forwarded to the Vestry members, prior to the Vestry meeting, research on the three on – line payment programs: PayPal, Square and Venmo. He eliminated Venmo because it does not accept non-profits as customers but gave information on PayPal and Square.

- The treasurer said that they have had only one parishioner ask about paying their pledge with a credit card. In early 2020, Sheila inquired at the bank about the cost and it seemed to be too expensive.
- It would require another account to be reconciled and a process would need to be established.

- Saint James is currently a paper, ink and cash process. Several of the Vestry members said that maybe we should look into this and consider another process for pledges and church events payments. Many people are going paperless.
- If we do pursue this, who would do the process?
- If we have something in place maybe it could be used for the lobster and the Saint James Gala.

Sheila will check with the bank and Greg will do research and follow up with the Vestry. It can't be done for this year but maybe for the future.

## 7. Warden's Reports

### A. Junior Warden's Report, Bill Chase

- Bill had been calling New Hanover Paving about when they were going to begin the work. It seems that New Hanover Paving had Saint James the Fisherman Episcopal Church confused with another Episcopal Church in Wilmington. After many phone calls, the confusion of which Episcopal Church was resolved.

The pipe has been laid and New Hanover will be adding soil around the area of the pipe until they are ready to pave the driveway. It should be ready to be paved by September.

- Bill and Wayne Campbell, parishioner and architect, did an inventory of where the water was draining from the circle area and this should not be a concern. It seems that there is a drain pipe that does not drain and dates back to the first Saint James the Fisherman structure.
- The painter has not been heard from or seen in four months. Bill will contact and pay him and look for another painter. There is a lot of work that needs to be done inside and outside the church.

Heather suggested that maybe Vidal Perez, the painter who did the inside painting of the church, might be available. She will check with him and Bill will get names from Tom Fernandez. Bill and Heather will bring names to the August Vestry meeting.

- There is a glass shortage in the country. The windows in Bliss Hall and the hallway will be installed when the windows are delivered to the window company.
- Bill replaced lights in the kitchen and a light on the outside. There are wires that do not go to anything by the Second Helpings door.
- The pergola in the cemetery is being worked on by Gary Miller, parishioner, and Ron.
- Is there is a need for lighting for the parking on the Powell Street area? There is no lighting in the dirt parking lot. Bill said that there are street lights and he doesn't see the need for lighting.
- Father Farrell has not heard back from the chancellor's office about Mr. Rourk and the parking lot situation. He will do a follow up with them.

**B. Senior Warden Report, Heather Holbrook**

- Heather introduced Jan Comfort. Jan is a Saint James the Fisherman parishioner. All parishioners are welcomed to attend Vestry meetings. Heather thanked Jan for coming to the meeting.
- Saint James the Fisherman Day, July 25<sup>th</sup>.  
The coffee hour will be provided by the Vestry and all will be invited from the 10:00 service to join together in Bliss Hall. Heather will use \$50 from budget funds to provide refreshments for the coffee hour.
- The Days of Creation tapestries have been completed and to be blocked, matted and framed. Heather suggested a table for under the tapestries to enhance the art work. The table is from Seagate, a Wilmington custom furniture store and cost \$500 plus tax.

*Motion: Peter made a motion to purchase the table from Seagate at the cost of \$550, which was unanimously approved by the Vestry members.*

It is important that the pictures are aligned with the table and spotlights.

- The lobby picture frames need to be refurbished. The pictures of the Vestry, Rector and Deacons also need to be updated. Deacon Jean said that she will ask her husband, Gary Miller, to look at the frames and determine if they needed to be repaired.

**8. Administrative Assistant's Remuneration, Father Farrell**

The Vestry discussed at length the remuneration for David Brownfield, Administrative Assistant for Saint James the Fisherman Episcopal Church.

**Discussion/Comments**

- Father Farrell said that if David's hours are increased, his job responsibilities could be the Safe Church Officer (Compliance Officer) and data entry which would help the treasurers.
- David said that he would like to start work earlier in the morning.
- Do we still have a cleaning service? We do not have a cleaning service. David has been doing the church cleaning since Covid. Cleaning is the responsibility of the church Sexton. It would be a good idea for David to develop a cleaning priority list for the building.
- With the 35 hours, do we have to pay into his benefits?
- Sheila said that we do not have to offer insurance or disability. However, we will need to do the same thing for the next Administrative Assistant employment.
- From the discussion regarding salary and compensation, it was suggested and recommended that a Compensation Review Committee be formed. There is a need for a committee to review all who are employed by the church.
- It was recommended that the Vestry hire David for 35 hours at 13.65 an hour and establish a Compensation Review Committee.
- Heather, Peter and Greg volunteered for the committee.

**Motion:** *Greg Weber made a motion to increase David Brownfield's, Saint James the Fisherman Episcopal Church Administrative Assistant, employment to 35 hours at \$13.65 and hour which was unanimously approved by the Vestry Members.*

**Motion:** *Greg Weber made a motion to establish a Saint James the Fisherman Episcopal Church Compensation Review Committee, which was unanimously approved by the Vestry members.*

**9. New Business**

**A. Newcomer's Dinner, Father Farrell**

The Vestry will allocate money from the budget for the dinner and to be held on October 1<sup>st</sup>. The purpose of the newcomer dinner is to welcome people to Saint James the Fisherman who have joined the church in the past two years. The ECW and DOK should be informed and invited. Father Farrell will take the newcomers on a tour of the church and the Vestry will also be there to host and welcome everyone to Saint James. You do not need a Saint James the Fisherman Fish Tag to attend the dinner.

David is maintaining a list of people who need a Saint James Fish Tag. The Vestry discussed when someone should receive a name tag. It was decided that you need to join Saint James in order to receive a name tag.

**B. Commitment Sunday New Format Discussion, Gary Freeman**

Gary reviewed with the Vestry an update on what the Stewardship Committee has done to date. Gary and Toni shared with the Vestry the Annual Giving Campaign Trifold. The theme is "Ministry in Our Midst – Imagine the Possibilities". Commitment weekend is October 2<sup>nd</sup> and 3<sup>rd</sup>.

The Vestry discussed the setting up of tables with the various ministries as it was done in past years. Some Vestry members felt that these tables were not conducive to encouraging people to sign up for the Ministries. It was suggested that maybe highlighting on a poster a major "Ministry of the Month" during the course of the year. It was felt by some of the Vestry members and Deacons that utilizing tables focusing on the Ministries would encourage people to participate in the Saint James the Fisherman Episcopal Church Ministries. Peter made the suggestion of doing one activity with a sentence or two about the Ministry. Gary and Toni can contact parishioners to do this. Father Farrell will provide an article on Stewardship for the August newsletter and an article from the Stewardship Committee will be placed in the Saint James the Fisherman September newsletter.

Deacon Jean said that the Ministry Trifold needs to be revised and updated. Gary said that the committee has been working on the ministries updates and the cost of updating can be done in house. Gary suggested that the Ministry leaders be contacted and asked for updates and their summary, which will be added to the newsletter. We could ask if either the ministry leader or an assigned designee cover their table for Commitment weekend.

Toni and Gary will contact people for their comments about their ministry, place their comments in the newsletter and Trifold and ask if they would be willing to cover a table on Commitment Weekend.

**C. Printer Company, Father Farrell**

The printer company wants to replace the old printer with a new printer, which will cost the church \$20 less a month. They would replace everything. The consensus of the Vestry was to say yes to the company.

**9. Deacons and Liaisons Reports**

**A. Deacons' Report**

**Deacon Jean**

Deacon Jean has made changes with the Coat Closet. She is thinning out the coats and is only taking coats for children and extra large coats for adult. A storage bin will be needed for January.

We now have five Rollator Walkers. One walker is out on loan. The problem is that they are not always returned.

**Deacon Mike**

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

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

Peter will make an announcement at the Sunday 10:00 service asking for volunteers to be on the Saint James Gala committee. He needs someone to run the silent auction. Sunday, July 25<sup>th</sup> is Saint James Day and there will be only one service.

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

Ruth was not present at the Vestry meeting.

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

Greg did not have anything to report at this time.

**E. Communications Liaison's Report, Ron Stephens**

Ron was not present at the Vestry meeting.

**F. Stewardship Liaison's Report, Gary Freeman**

This was previously discussed under #9B.

**G. Additional Discussion**

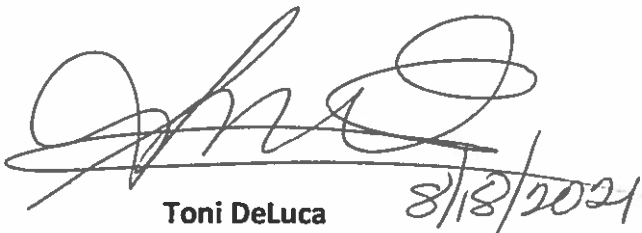
There is a need to do training of the lectors. There have been some missteps that need to be addressed. Father Farrell and Ruth do the training of the lectors. He will set a time for the training, speak to Paul, the Verger, and discuss at the next meeting. What would be better, a Saturday morning or afternoon? Everyone said a Saturday morning is better.

Father Farrell will send out a notice for the training.

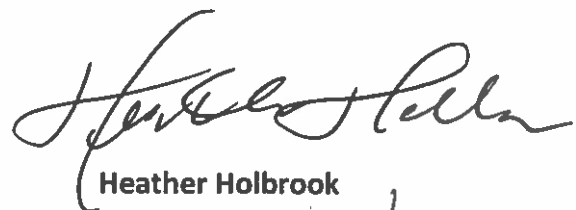
10. Closing Prayer and Adjournment, Father Farrell

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

Next Vestry meeting will be Wednesday, August 18, 2021 at 3:00 in Bliss Hall



Toni DeLuca  
Vestry Clerk  
8/18/2021



Heather Holbrook  
Senior Warden  
8/18/2021