



SAINT JAMES THE FISHERMAN EPISCOPAL CHURCH

JUNE 16, 2021 @ 3:00

VESTRY MEETING MINUTES

PRESENT

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

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

ABSENT

**Ruth Fernandez
Earl Miller
Anne Neely**

**Deacon Mike Ligon
Deacon Jean Miller**

- 1. Call to Order, Father Farrell
Six members were present for the Vestry meeting in Bliss Hall and the meeting was called to order by Father Farrell at 3:00.**
- 2. Opening Prayer, Bill Chase
Opening prayer was provided by Bill. Peter 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 May 19, 2021 minutes. There were no questions from the Vestry.**

Motion: Ron Stephens made a motion to approve the May 19, 2021 Vestry minutes, which were unanimously approved by the Vestry Members.

4. **Rector Report, Father Farrell**

Father Farrell will be leaving for High Point after the Sunday service to celebrate Father's Day with his family.

Saint James the Fisherman Calendar Events:

The Vestry discussed event dates for Saint James the Fisherman calendar. The following dates were decided and agreed upon by the Vestry.

EVENT	DATE
Saint James the Fisherman Gala	September 24
Stewardship Presentation	September 25, 26
Commitment Sunday	October 2, 3
Yard Sale	October 22 (Preview for Yard Sale) Yard Sale October 23
Lobster Sale	October 23
Craft and Bake Sale	November 20

Music Director:

Father Farrell announced to the Vestry that the Music Director, Marg Smicklas, is resigning from her duties as the choir director and organist. Saint James will need a Music Director in September. Father Farrell has a written job description for the position on file. A question was asked about the substitute who was here previously in the position when the Music Director was on leave. Would she be interested in the position? She is familiar with the Anglican liturgy and music.

Suggestions were made about the Music Director position: Does the diocese have a data base for references? There is no data base but you can post the position on the web site. Maybe have the substitute organist/choir director audition for the position while a decision is being made.

Flowers for the Altar:

The Administrative Assistant is making up a sign up sheet for people to donate flowers and the person will be recognized in the bulletin. The flowers can be brought to the church on Friday to be arranged by the Altar Guild, or already arranged, if desired and could be stored in the refrigerator for future use.

Sunday Services Attendance:

Father Farrell reported that attendance at the Sunday services are about the same. The Saturday 5:30 and Sunday 8:00 services are at about 20 people in attendance at each service and the Sunday 10:00 service is at about 42 people. Prior to Covid, we were getting about 60 to 80 people attending.

Some parishioners have been asking about a grief group. This can be done as soon as the church is back in full swing. It was suggested that Father Farrell do a coffee talk in the Bliss Hall library following a service to discuss his homily and open it for anyone to attend.

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

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

Balance Sheet

- **1305 Raymond James:** This month there was an increase of \$2,305.71 in this account.
- **3255 Main Street Parking:** This increased by \$50 due to a donation made in honor of Kitty Bradley's 100th birthday.
- **3250 Memorials:** Increased by \$50 due to a memorial gift given in late April was recoded as a memorial gift.

Income and Expense

- **Overall income in May exceeded expenses by \$1,077.56.**
- **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 \$2,479.78. Year to date we are \$10,583.10 ahead.
- **4156 and 6110:** Collected \$217 and sent \$217 to the Diocese.
- **5414 Copy Machine:** Paid \$17.90 for May due to overpayments earlier in the year.
- **5710 Building Repair/Maintenance:** The total of \$3,811.30 breaks down as follows: Deposit on Window repair, \$366.31 and supplies from Lowes Hardware, \$124.90.

Sheila asked if there were any questions. A question was asked about the PPP Loan. Ron said he received from the Live Oak Bank that the loan was forgiven and fully paid. The Vestry thanked Ron for his work on the PPP Loan. Ron said that the committee was able to raise \$40,000 for the church. He thanked Deacon Mike and Sheila for their hard work and help in processing the loan.

There were no more questions for the treasurer.

Motion: Greg Weber 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**

A. **Junior Warden, Bill Chase**

- **Bill reported that the transom windows in the hallway are separating from the frame and is a concern. It was possibly caused by a strong wind. Bill has scheduled Chuck McMillan to inspect the window and tell us what needs to be done. David Brownfield, Administrative Assistant, suggested that maybe it should be braced. Bill will discuss with Chuck what needs to be done and report back to the Vestry.**
- **Parking lot and New Hanover Paving:** They were scheduled to begin the work two weeks ago, but did not show. Bill called them and spoke to someone who said that they would call back. He has not heard from them. We have not given them any money. Bill will do follow up again and report back to the Vestry.

- **Bliss Hall and Hallway Windows:** Money was paid to WindowZ and the project is on schedule.
- **Fixture in the Bliss Hall bathroom** was changed to a LED light.

Father Farrell asked about possibly doing the entire Main Street parking lot with gravel and let a future Vestry make the decision to pave the front parking lot. Bill said that he was told by Wayne Campbell, parishioner/architect, that it would be costly to gravel the parking lot because of the need for dirt filler. Earl told Bill about a new type of material that can replace the traditional gravel. Bill will follow up on this and report back to the Vestry.

B. Senior Warden, Heather Holbrook

- Father Farrell began the next discussion with a parable about a frog and a scorpion. This was a lead in for Heather informing the Vestry that Mr. Leonard Rourk had contacted Saint James and had spoken to David Brownfield about rent payment for the parking lots. David informed Mr. Rourk that he needed to speak to the Senior Warden. Heather contacted Mr. Rourk and he told her that we should also be paying rent since Living River Church gave permission for Saint James to park in the gravel lot and the main parking lot. He cited that it was in the lease agreement and we haven't been paying him since September.

After a lengthy discussion the Vestry decided that this issue should be referred to the Diocesan attorneys. Father Farrell will follow up on this and report back to the Vestry.

- Heather has been in contact with a painter who would be able to paint sections of the interior of the church. He quoted the cost would be \$800, with materials, to paint the hallway area, gathering area and David's office. Heather had purchased the paint and showed the Vestry the color (a neutral color in the beige family). It was suggested that maybe the fund raising money could be used for the painting. Other suggestions for funding the project were: contingency funds; move money out of savings; excess money in the budget; Raymond James money.

Motion: Greg Weber made a motion to approve the \$800 for the painting and additional money for the framing of the Days of Creation needle work being done by ECW women, which was unanimously approved by the Vestry Members.

7. New Business

A. Administrative Assistant's Salary, Father Farrell

Father Farrell reported to the Vestry that the Administrative Assistant, David Brownfield, is owed \$685.79 for back pay. We were paying him \$12.50 an hour and his hourly pay, based on his contract, needs to be increased to \$12.75 plus COLA, total of \$13.38. He should get a 2% increase in his salary on his next pay check based on the budget discussions earlier.

Motion: Greg Weber made a motion to pay David Brownfield, Saint James the Fisherman Administrative Assistant, his back pay and to be paid in June, which was unanimously approved by the Vestry Members.

The Vestry discussed if David should be made full time or to increase his salary but not be full time. He has expressed to Father Farrell that he would like to have an increase in salary. Father Farrell will discuss with David what he is thinking and if he will continue as the Administrative Assistant. Father Farrell will report back to the Vestry after speaking to David. The Vestry discussed at length David's salary and the various financial considerations such as pension, benefits and other financial issues currently confronting the church.

B. Fundraiser Gala Event, Peter Tietjen

It was decided by the Vestry that Saint James the Fisherman Gala would be September 24th. The committee members are Ruth, Greg and Peter. Peter will seek additional volunteers and will write something for the newsletter.

Peter said that the gala will be set up for inside and outside the church and the ticket cost would be \$50 or \$60 a person. He was looking for ideas for the silent auction and will be considering food trucks. It was suggested that Venmo or PayPal be considered. Greg said that PayPal is more expensive.

Greg has suggestions for the silent auction, a winery to provide wine and beer and a music vendor. The music vendor would cost \$200 for three hours. Greg has the name of the winery and music vendor.

A question was asked about the diocese alcohol policy. Father Farrell will forward to the Vestry the policy.

C. Welcome Back Parish Letter and Invite for Volunteers, Heather Holbrook

Heather said that we need to do a reset button to encourage the return to church. It should be a collaborative letter from the Vestry and Father Farrell and sent to the parishioners by July 4th. Peter will put the letter in the newsletter. The DOK is calling everyone in the church and welcoming them back to the Saint James the Fisherman services.

D. Saint James Day, Father Farrell

Saint James Day is the last Sunday in July (July 25th). It was discussed that we need to do something to recognize the day. Suggestions were for a coffee hour, combine the 8:00 and 10:00 services and there is a special Saint James hymn written by a parishioner. Susan Dickerson should be contacted about ideas for the coffee hour.

8. Warden's, Deacons and Liaisons' Reports

A. Deacons' Reports, Deacon Jean Miller & Deacon Mike Ligon

Deacon Mike and Deacon Jean were not at the Vestry meeting. Heather reported that Deacon Jean informed her that someone had donated two Rollator Walkers.

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 was not present at the Vestry meeting.

D. Outreach Liaison's Report, Greg Weber

The DOK has been providing food for Hospice.

E. **Communications Liaison's Report, Ron Stephens**
Heather reported for Ron. She has been in contact with Mary Ann Burns about the website. Ms. Burns will continue to do updates on the website.

F. **Safe Church Liaison's Report, Anne Neely**
Anne was not present at the Vestry meeting.

G. **Stewardship Liaison's Report, Gary Freeman**
The Stewardship theme is 2022: "Ministry in Our Midst: Imagine the Possibilities". Gary reported that he has been communicating with Toni and David. Time lines have been established; Trifolds created; an Encouraging Volunteering Form developed; Church Organizations being reviewed and revised; Pledge Cards; Stewardship Letters; and Commitment Weekend dates established. Gary will follow up with Father Farrell about the Stewardship letter to be sent to the parishioners.

H. **Endowment Liaison's Report, Earl Miller**
Earl was not present at the meeting.

I. **Discussion by Vestry**

The Vestry discussed the procedure for replacement of a Vestry member. The replacement cannot exceed three years nor be a family member. Someone can be temporarily appointed and complete the person's Vestry time. It is the decision of the Vestry. Father Farrell said to keep in mind that you need a quorum.

Heather suggested Jan Comfort as a possible replacement to complete Earl's position on the Vestry. Heather will contact Jan and if she accepts to being a Vestry member, then invite her to the next Vestry meeting in July. The motion can be made at that time.

Anne Neely contacted Heather that she will be resigning from the Vestry. The Vestry will make a decision on her replacement.

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

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

Motion: Bill Chase made a motion to adjourn the meeting at 5:00, which was unanimously approved by the Vestry Members.

Next Vestry Meeting will be Wednesday, July 21, 2021 at 3:00 in Bliss Hall



Toni DeLuca
Vestry Clerk



Heather Holbrook
Senior Warden