



**SAINT JAMES the FISHERMAN EPISCOPAL CHURCH**

**MARCH 24, 2022 @ 4:44**

**VESTRY MINUTES**

**PRESENT**

**Father Farrell Graves  
Heather Holbrook, Senior Warden  
Peter Tietjen, Junior Warden  
Ginny Coltharp  
Jan Comfort  
Ruth Fernandez  
Kit Goff  
Jo Ann Jenkins**

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

**ABSENT**

**Greg Weber  
Aaron Zettlemyer**

- 1. Call to order, Father Farrell  
Seven Vestry members were present for the Vestry meeting and called to order by Father Farrell at 4:44.**
- 2. Opening Prayer, Father Farrell,  
Opening prayer was provided by Deacon Jean. Deacon Mike volunteered to provide the opening prayer for the next Vestry meeting.**
- 3. Approval of February Vestry Minutes, Father Farrell  
Father Farrell asked if there were any questions regarding the February 16, 2022 Vestry meeting minutes. There were no questions.**

***Motion: Jan Comfort made a motion to approve the February 16, 2022 Vestry minutes, which was unanimously approved by the Vestry Members.***

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

A parishioner commented to Father Farrell that since attending Saint James the Fisherman, she has developed a deeper understanding of the prayers said during the service. He wanted to share her comment with the Vestry.

Father Farrell did not have anything further to report and asked if there were any questions. The Vestry did not have any questions.

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

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

**February 2022 Financial Report**

**Balance Sheet**

- **Item 1000: Checking Account – Funds available for ordinary expenses.**
- **Item 1005: Dedicated Funds – This is dedicated funds which have not been moved to savings. They are unavailable for ordinary expenses.**
- **Item 1305: Raymond James – Decreased by \$2,486.36**

**Income and Expense Statement**

**Income**

- **Item 4021 and 4027: Pledges and Plate Offerings – This month's total (plate and pledge) giving of \$18,833.34 was ahead by \$4,163.35. This includes several fulfilled pledges that were to be given annually.**
- **Item 4110: Bank Interest – This includes interest payment from Edward Jones in the fourth quarter.**
- **Item 4155: Other Income – North Carolina Sales Tax refund.**

**Expenses**

- **Item 5431: Treasurer – Cost of W2 Mate.**
- **Item 5710: Building Repair/Maintenance – Includes cost for gutter repair, shelves, frames and paint.**
- **Item 5810: Landscaping – American and Episcopal flags.**
- **Item 6494: Vestry – Meals and snacks from the Vestry Retreat.**
- **Item 6495: Worship – Baptism certificates and Zoom renewal**

**Treasurer's Comments**

- **Financial Assets printout (page 1), Dedicated Funds. Sheila does not move money every month and is only 4 cents off. There is (Item 1000) \$29,350.59 in the checking account and (Item 1005) \$3,542.94 in the dedicated funds. At the end of the year, everything will be accountable.**
- **The Rector's Pension Fund (Expenses Item 528, Income and Expense Statement) is okay.**
- **Sheila has a new debit card for Father Farrell to replace the one that had been compromised.**

- **Lowes Credit Card:** Sheila informed the Vestry of two options for acquiring a Lowes credit card.

#### Option #1

Saint James the Fisherman would acquire a Lowes credit card with a designated name on the card, a 5% discount and payment made on line. This has been the procedure used in the past years.

#### Option #2

The account can be set up the same way with a designated name on the account. There will be a master list in the church office with names of church members and staff that can use the credit card. It would not be necessary for someone to have the card with them to make purchases and designated names of allowed church members and staff would be on record at the Lowes. Identification would be needed to make the purchases.

#### Discussion/Comments

- Sheila stated that we would get the sales tax back on both options but do not get when a check is written for an individual.
- There would need to be a list of designated names in the church office and Sheila would need to know their names for the account.
- It would make it so much easier to not have to go to the office to get the credit card to make the purchases.
- Sheila said that it important that we don't get a late fee. Sharon Davis pays the bills but is only here on Mondays. Sheila can also write checks.

The Vestry members decided on Option #2 for the Lowes credit card.

*Motion: Peter Tietjen made a motion to opening a new Lowes' credit card account; the Treasurer will be the primary name on the account and designated people named to use the credit card. The motion was unanimously approved by the Vestry Members.*

#### Approval of the Treasurer's Report

Father Farrell asked if there were any questions about the treasurer's report.

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

#### 6. **New Business, Peter Tietjen & Heather Holbrook**

##### Main Street Parking

Peter, Heather, Father Farrell and Wayne Campbell, parishioner, met to discuss the Main Street parking situation. Peter provided the Vestry with two sketches that Wayne did as draft/suggestions for the parking lot. Option One has 14 parking spaces and Option Two has 19 parking spaces. Wayne said that the green electrical box does not have to be moved as was thought originally.

Peter contacted the East Coast Engineering Company, which is located in Shallotte, to conduct a survey of the Saint James the Fisherman property. The survey will provide us with options for the parking and property. Wayne is familiar with the survey company and the company is the engineer

for the Town of Shallotte. They also give churches a 20 percent discount. Peter reviewed with the Vestry what the engineering company would be doing for the survey and that it would entail 14 hours of field work.

#### Vestry Discussion/Comments

- Where would the Saint James the Fisherman sign be located? Not sure at this time but there will be a sign.
- Once the survey is completed, we will be able to contact other paving companies for bids.
- In looking at the two options, who will be doing the design of the porch? We will be exploring this once the survey is completed.

*Motion: Peter Tietjen made a motion that the Vestry authorized the spending of \$2,560 to conduct a land survey of the Saint James the Fisherman property as related to the Main Street parking lot, which was unanimously approved by the Vestry Members.*

#### Brunswick Chamber of Commerce

Heather contacted the Chamber of Commerce and spoke to Susan Freeman. Heather asked her if there was a Chamber Commerce listing of the churches. She was told that there is not a list of churches. The cost to join is \$195. The Vestry asked if we could advertise on their site. Heather will get more information for the Vestry. It is something that maybe we should consider joining.

#### 7. Old Business, Peter Tietjen

##### Saint James the Fisherman Gala

Peter asked if the Vestry is still considering the Gala. He will not be able to continue to chair the committee because of his Junior Warden responsibilities.

If we are going to do the Gala, considerations must be given to who will be organizing the Gala, the date for the Gala and where it will be held. If it is being considered, the planning should be started soon. It was suggested that maybe the Gala should be in either January or February, since there are so many activities that happen in the fall and the holiday seasons.

Father Farrell spoke about a church that has done a Gala and the success of the event. Parishioners donated various things that were used for the silent auction and businesses donated baskets. There would need to be training of what to donate.

Peter said that if the Gala is in January or February, you would not have to be concerned about the weather since it would be inside. He suggested that maybe the Free Spirit Conservatory of the Arts in Calabash where we had the retreat could be used.

It was asked about the response of the Saint James congregation. Peter said he did not get much of a response one way or another.

Jan and Ginny volunteered to coordinate and discuss the Gala with ECW and DOK. They will explore the possibility of having the Gala and report back to the Vestry.

## 8. Wardens' Reports, Peter Tietjen & Heather Holbrook

### Junior Warden's Report

- Peter met with the volunteers for the Building and Grounds Committee and is scheduled to meet with them again. *Committee Members: Peter Tietjen, Chairperson; Kathleen & Dan McDonald; Webster Collett; Kit & Holly Goff; Elizabeth Scharlot; and Jeanne Reopel.* The committee discussed beautifying the church grounds, planters in the courtyard and making the side entrance more attractive. There will be a BGC sub group to work on the grounds.

The original garden committee had been disbanded.

- **Rekeying the Locks:** There was a rumor that the locks were changed. The locks have not been changed. We are waiting for the National Church to provide a directive on what must be done. Therefore, until we are given more direction and information, the locks will not be changed.

Heather has started writing an explanation to be given to the parishioners on the reason for the rekeying of the locks.

- **Saint James the Fisherman Newsletter**  
Peter will not be doing the newsletter. The Vestry discussed at length the need for a Saint James the Fisherman newsletter. There is church information in the bulletin and David Brownstone's Friday emails, but the Vestry felt that the newsletter is important to Saint James the Fisherman and we need to be transparent with the congregation. Some parishioners have been asking about the newsletter.

Peter will provide an announcement for David's Friday email requesting for a volunteer to be an editor for The Fisherman Newsletter. They will be directed to contact either Peter or Father Farrell.

### Senior Warden's Report

- Photos in the hallway are almost complete. Heather has been working with David on the central bulletin board.
- The Vestry directory is ready to be forwarded to the Vestry. Thank you for your edits.
- Saint James the Fisherman REALM has 35 photos and continues to be a work in progress.
- Heather updated the Vestry on the organist search. She has refreshed the Organist Guild site and the interim organist is still with us.

## 9. Liaisons' Reports

### A. Deacons Reports

- Deacon Jean reported that we are still getting coats for the coat closet and things are flowing.
- Deacon Mike did not have anything to report at this time.

### B. Communications Liaison Report, Jan Comfort

Jan provided the Vestry with a spreadsheet of the Saint James the Fisherman Ministries and Programs. She asked for input from the Vestry about the various ministries, the individual in charge of the ministries and programs and which groups were to be deleted from the list. Jan will update the list and the website.

Jan had the Sunset at Sunset application for a table. We will not be selling anything, it is for church visibility.

- C. **Building and Grounds Liaisons, Kit Goff & Aaron Zettlemoyer**  
Kit does not have anything to report at this time.
- D. **Finance, Ways & Means Liaison, Greg Weber**  
Greg was not present at the meeting.
- E. **Program Liaison, Ginny Coltharp**  
ECW had an outing at the Brunswick Gardens in March. The ECW Annual Retreat is scheduled for April 6 – 7 at the Trinity Center.
- F. **Worship Liaisons, Ruth Fernandez & Jo Ann Jenkins**  
Ruth and Jo Ann met with Father Farrell and committees to plan for Holy Week. Jo Ann is now responsible for the altar flowers.

- 10. **Closing Prayer and Adjournment, Father Farrell**  
Father Farrell provided the closing prayer. The meeting was adjourned at 6:40.

*Motion: Jan Comfort made a motion to adjourn the Vestry meeting at 6:40, which was unanimously approved by the Vestry Members.*

Next Vestry Meeting will be April 28, 2022 at 4:44 in Bliss Hall.

  
Antonia (Toni) DeLuca  
Clerk of the Vestry

4/26/2022

  
Heather Holbrook  
Senior Warden