

#### ST. JAMES the FISHERMAN EPISCOPAL CHURCH

#### APRIL 19, 2023 @ 2:00

#### **BLISS HALL**

#### **VESTRY MINUTES**

## **PRESENT**

Father Farrell Graves
Kit Goff, Sr. Warden
Peter Tietjen, Jr. Warden
Ginny Coltharp
Jan Comfort
Kathleen McDonald
RoseMary Stalter
Greg Weber, Vestry Member, Treasurer

Deacon Mike Ligon
Deacon Jean Miller
Toni DeLuca, Clerk of the Vestry
Jerry Thrift, Parishioner

### **ABSENT**

#### **Ruth Fernandez**

- Call to Order, Father Farrell
   Father Farrell called the meeting to order at 2:00 and seven Vestry members were present for the meeting.
- 2. Opening Prayer, Kathleen McDonald Kathleen provided the opening prayer. Ginny volunteered to provide the opening prayer for the next Vestry meeting.
- 3. Approval of March Vestry Meeting Minutes, Father Farrell Father Farrell asked if there were any questions regarding the minutes. There were no questions.

Motion: Jan Comfort made a motion to approve the March 16, 2023 Vestry minutes, which was unanimously approved by the Vestry members.

4. Rector's Report, Father Farrell
Holy Week and Easter: Father Farrell said Holy Week and Easter seemed very special to the clergy
and parishioners. He received positive comments from many who attended services during the
week and Easter Sunday.



#### STUDINGS the RSHERMAN ENSCORAL CHURCH

#### APRIL 19, 7023 (6 2:60

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- Supreval of March Vestry Presing Minores Earths, far etc.

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Heavy Week and Easter. Forcel Forcell said holy Week and Easter seamed way grester to the June and a contract of a contract of the contract o

Deanery Council Meeting: The clergy and lay representatives met in Southport to establish goals for the Deanery. The Deanery is in the process of organizing and Father Farrell will keep the Vestry informed.

Deacon Mike said Presiding Bishop Michael Curry will be in North Carolina October 21, 2023. He does not know the location of his visit.

Bishop Skirving will be visiting St. James the Fisherman May 21st. There will be only one service that week and Father Farrell suggested coffee hour following the service.

Spelling Bee: Father Farrell is seeking volunteers to support St. James in the Spelling Bee. Bill Chase will represent St. James the Fisherman and was last year's winner.

Logo: The St. James logo will need to be placed on hold because the person who volunteered to do the logo has relocated.

Treasurer's Report, Greg Weber
 Greg was unable to give a report because the REALM system was down.

He reported that the church's credit card is lost and has been replaced by a new card. The procedure for using the card has been changed, the card has to be signed out and returned within 48 hours.

Greg said there is a need to establish a process for check payments. The process currently in place is flawed and needs a better procedure. We need to ensure that we are intelligently making financially sound decisions. Greg is working on a process for next year. It was suggested that before a major expenditure, the Vestry and Greg needs to be informed.

Transparency is very important. Budget process for next year will be changing. There is a need to have a line for specific budget items and procedural controls. Greg will be requesting budget line items for the 2024 budget from the Vestry.

Greg was asked about our financial position. He said people are contributing and reserves are good.

## 6. New Business,

- Vestry Meeting Time & Date, Kit Goff
   The Vestry decided the Vestry meetings will be the third Wednesday of the month at 2:00. Jr. and Sr. Wardens will meet with Father Farrell the second Wednesday of the month at 9:00.
- Summer Hours, Father Farrell
   After a discussion of having one service during the summer months, it was decided that there would be one Sunday service at 9:00 following Trinity Sunday. The 5:30 service on Saturday will continue during the summer. The organist will provide music at the 9:00 service, but there will not be a choir. The choir will resume in September.
- Stewardship Chair & Committee, Father Farrell
   Greg said there should be a more robust process for stewardship and a need to begin planning earlier in the year. Father Farrell will make an announcement for volunteers.

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  - Support during shade & Committee, Lather Entrett
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Stewardship chairperson was discussed and Father Farrell said he would speak to Bob Lynott about being chairperson of the committee, Bob had been the Stewardship chairperson in 2020. As treasurer, Greg volunteered to be a committee member.

Record Handling/Archivist, Kit Goff

Kit said St. James does not have clear procedures or guidelines for maintaining records. Toni, Chris Walters and Nancy Dougherty have been organizing the historical records. Vestry asked Toni to continue to chair the committee with an expanded agenda to include all parish record keeping. She will contact Nancy and Chris about continuing to be on the committee and Jan volunteered to be a member. Kit would like to meet to discuss management of the records. Toni will get back with a date to meet with Kit after contacting Chris and Nancy.

## 7. Old Business

- Parish By Laws, Kit Goff
  The Parish By Laws are being updated and will be forwarded to the Vestry members for their input. This includes all policies.
- Update of Graveyard Policy, Kit Goff
   The cost for graveyard plots was established 17 years ago and needs to be updated to current costs.

Due to the graveyard boundaries, space is limited. In the graveyard there are 10 remaining plot spaces and possibly 3 more spaces. In the prayer garden spaces there are 46 prayer garden spaces available, 23 in reserve and possible another 30 spaces. Going forward, it seems clear that, possibly in 40 years, there will not be any spaces available.

Motion: Greg Weber made a motion to approve the graveyard resolutions as presented to the Vestry and be effective August 1, 2023, motion was unanimously approved by the Vestry members. (See attached for the Graveyard Resolutions)

• Fresh Face Forward, Kit Goff

The FFF Committee met with the project engineer and it was a good meeting. Committee members are Bill Chase, Rick Coltharp, Father Farrell, Peter and Kit. Bill is chairing the committee. The Vestry needs to identify a person to chair the FFF fund raising. Father Farrell will speak to Michael Grosso about being a member.

A coffee hour is planned following the 8:00 and 10:00 services on Sunday, April 23 to provide parishioners with updates of the FFF progress and to answer questions. There will be another update June 4<sup>th</sup> with more FFF information and anticipated costs. It was suggested that maybe someone could be available in the Narthex prior to the 5:30 service to answer questions. Kathleen said she would be able to do this.

Vestry Vacancy, Father Farrell
 Father Farrell presented three options: appoint someone to fulfill the 1 ½ year vacancy; have
 an election in the fall; keep the vacancy open. It was decided that Father Farrell would
 announce if anyone might be interested in the position.

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## 8. Wardens' Reports

- Jr. Warden, Peter Tietjen
   Peter thanked Tom Fernandez for assuming Jr. Warden's duties while he was away. He will also personally thank Tom.
- Sr. Warden, Kit Goff
   Kit thanked the Vestry members who came to the volunteer workshop meeting on March 23,
   2023. It was a very productive meeting. (See attached prioritized lists)

Calendar: Continued working on unifying calendars.

Tickler Calendars: See attached Vestry Calendar for Vestry timelines for the year.

## 9. Liaisons' Reports

Deacons Report

Deacon Jean will be opening the shed and wanted to inform Peter. They will be working on the orthopedic equipment.

She agreed with Father Farrell that it was a very successful Holy Week and Easter. Deacon Jean thanked everyone who participated in making the week a success.

Deacon Mike made a pastoral visitation to a St. James the Fisherman parishioner. He also agreed with Father Farrell and Deacon Jean that Easter was very successful and well received.

Worship Report, Ginny Coltharp
 Ginny reported that the water heater in the sacristy is not working.

Music Director Lynn Dean hosted a thank you for the choir after Easter.

There was an excellent response by parishioners for the Easter Lilies.

Ginny said she heard positive comments about Easter Week and Palm Sunday. Everyone said it was beautiful, meaningful and very spiritual.

 Parish Life Report, RoseMary Stalter
 People have been approaching RoseMary with positive comments and the energy surrounding St. James.

**Suggested Committee Ideas:** 

Reorganizing the kitchen and updating the coffee directions.

Coffee Hour – April Murphy will do the 10:00 service and it was suggested that maybe once a month a coffee hour following the 8:00 service.

Maintaining the library books.

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A House Advisory Committee was suggested to review donations of gifts and items to the church. A consideration could be that the Library Committee could be responsible for reviewing the ideas or donated gifts.

A Newcomer Welcome Committee to reach out to new members.

Church clean- up date could be cleaning outside and inside. People who do not want to be doing outside clean - up could be doing clean - up inside the church.

- Outreach Ministry Report, Ruth Fernandez Ruth was not present for the meeting.
- Grounds Report, Kathleen McDonald
   Kathleen provided the Vestry with the Grounds Report. (See attached for report)
   Highlights of Report

March 25<sup>th</sup> annual clean-up had over 30 volunteers working diligently to ensure the Powell Street grounds looked nice for Easter. A dumpster was provided for the clean-up.

The next clean – up is scheduled for April 28<sup>th</sup> at 8:00. There will be a schedule for a clean-up for the last Friday of each month at 8:00. All events are on the St. James calendar.

Kathleen brought to the attention of the Vestry a need to address the issue of who will be doing the mowing. (See attached Grounds report for suggestions). Peter said that if a church member mows, the member is covered by church insurance. If we contract with someone, the company must have insurance. Kathleen made a suggestion of having a service mow the front of the church once a month. Kathleen asked Vestry members to get back to her with ideas.

- Graveyard Report, Kit Goff Was previously discussed
- Building
   There is no report at this time.
- Communications, Jan Comfort
   Jan received a request to photograph the St. James the Fisherman Bell in the courtyard. She does not know the name of the person who made the request. Unless we have more information, there will be no photo.
- 10. Comments from Audience

Mr. Thrift complimented the Vestry on their hard work. He had been on a Vestry and knows what is involved in being a Vestry member.

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11. Closing Prayer and Adjournment, Father Farrell
The meeting was adjourned at 4:10 and a closing prayer was provided by Father Farrell.

Motion: Jan Comfort made a motion to adjourn the Vestry meeting, which was unanimously approved by the Vestry members.

**Next Vestry Meeting** 

May 17, 2023 @ 2:00

**Bliss Hall** 

Antonia (Toni) DeLuca Clerk of the Vestry

Date:

Sr. Warden

Date:

11. Closing Prayer and Adjournment, Father Face

Welton: Jan Lonfort made a motion to udjourn the Vestry meeting, which was uninimously approved by the Vestry members

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May 17 2023 (0 2:00

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Pending Resolutions for Spring of 2023

<u>Resolved</u>: That the amount for which the interment right to a cemetery space may be purchased is set as \$1,600.00 effective August 1, 2023. Going forward, this amount shall be reviewed at least once every three years. It is anticipated that it will be modified to reflect plot supply/availability, maintenance costs and inflation among other factors.

Resolved: That the amount for which the interment right to a Prayer Garden space may be purchased is set as \$800.00 effective August 1, 2023. Going forward, this amount shall be reviewed at least once every three years. It is anticipated that it will be modified to reflect plot supply/availability, maintenance costs and inflation among other factors.

Parish Graveyard Policies dated 7/28/2022 shall be modified as follows:

Section II A 1 shall be modified to read: **"1.** The vestry sets the amount for which the interment right to a cemetery space may be purchased. As of August 1, 2023, this fee shall be \$1,600.00."

Section III A 2 shall be modified to read: "2. The vestry sets the amount for which the interment right to a Prayer Garden space may be purchased. As of August, 2023, this fee shall be \$800.00."

Pentling Resolutions for Spring of Reset

Resigned, That the amount for whom the interment right or a consist vepare tray or purchased is see as in 400 00 absorbed August 1, 2022. Clong busined, this amount soul be undergot in local order reverse traces a construction to the majorited received provided provided provided provided by apply a validability.

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# **SJtF Fresh Face Forward Initiative Phases**

Note: This is a working document in progress! Not ready for Prime Time!

Last updated: 4/4/2023

## Phase I

Drainage problems resolved (including underground pipes and fill as needed)
Parking Area Created – goal 12 spaces

Main Street Stairs to church redesigned and replaced.

Retaining wall for hillside

Basic Lawn and basic landscaping (including foundation and electrical service box)

Signage (inc. moving one to Powell St)

Mailbox

Front Door painted Exterior Lighting

Old Kitchen A/C Unit Removed from wall and siding placed

Foundation trim repair

## Phase IA

Building power washed

Building roof cleaned

Contemplative Garden (?in memory of DOK members?), seating & tree, in large "cutout" with access from landing

Mirroring tree in small "cutout"

Irrigation for new landscaping connected to central core of new church wide capable irrigation system

Landscape and interior timed lighting

Crosses painted

Foggy glass in nursery replaced

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## Phase(s) II Plus

These 3 phases are not yet numbered.
They reflect the current status of working ideas that are still evolving.
Be part of the process.
Share you views and ideas and opinions.

## \*\* Courtyard & Green space

Courtyard

Fountain

Table and chairs

Seating

Shade Sails

Movable plantings in containers

Permanent irrigation (preferably part of the new, centrally controlled unified irrigation system)

Green Space

4 corner raised beds

Seating

Renovate/replace fence and gate(s) and hedge

Lighting

Permanent irrigation (preferably part of the new, centrally controlled unified irrigation system)

Currently also under discussion: Possible central feature

(small in ground labyrinth vs fountain vs garden vs sculpture vs simple lawn)

## \*\* Prayer Garden / Pergola & Cemetery

Prayer Garden/ Pergola

Seating

Azalea Gardens refreshed

Fountain and pump system replaced

Lighting

Electrical connections repaired, refurbished or replaced

Water connections repaired, refurbished or replaced

Preservative/stain for wood

Brick renovation/refinishing

Enclosure for utilities in back of brick wall

Permanent irrigation (preferably part of the new, centrally controlled unified irrigation system)

## Cemetery

Arborist for large trees health

Re-furbish Fence

Power Wash

Re-nail, replace 5 posts, replace 7 boards, (Repair vs Replace) 50 partly damaged boards

Stain/Preservative (Finishes to coordinate closely with Prayer Garden finishes)

Garden(s) along fence border

Garden/Foundation plantings along church

HVAC and wiring enclosures surrounding cemetery

Church Foundation trim (repaired)

Permanent irrigation (preferably part of the new, centrally controlled unified irrigation system)

## \*\* Powell Street Face (Prayer Garden / Stage & Circle Area)

Prayer Garden / Stage area

Repair/reset sidewalk heaving in area of plots 150s to 210s

Temporary/Short term interim repairs

Re set nails, Smooth/level/replace stairs needing leveling

Power wash

Stain/preservative to wood (+- sanding)

Paint/stain 2 large double chairs

Longer term

Evaluate space for (possible demolition & removal &) repurposing for other usage:

See "Possible Phases Beyond II +" below

#### Circle Area

Flag Pole and Cross segment refurbished/repainted (inc lighting)

Border (in woods) with prayer garden for privacy

Permanent lighting for street parking access (links with Prayer Garden)

Permanent irrigation (preferably part of the new, centrally controlled unified irrigation system)

Upgrade/restore Carillon System and Speakers

## Also Under Consideration: Possible Phase(s) Beyond II +

#### **Exterior**

Labyrinth (possible locations include courtyard, Green Space or Prayer Garden Stage Area)
Columbarium (possible locations include Prayer Garden Stage Area or behind pergola)
Repair and Paint Church Siding and Trim
Re-evaluate for Siding
Re-evaluate skylights / yellowing

#### **Interior**

Replace flooring and refurbish women's lavatory

Replace flooring and refurbish men's lavatory

Evaluate Main Street side of narthex/entryway (cracks in walls etc, floor irregularities) and refurbish/renovate Replace carpeting throughout

Maintenance and Project Inventory    A   03/24/23		Α	В	С	D	E		
Project Inventory    Contract   C		_ ^	<del>                                     </del>	-	D	<u> </u>	F	G
Section   Content   Cont	2							
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Winners hallwrom Floor around toilet stained – refurbish or replace  Litility Shed Replace Ramp for mower  Replace Ramp for mower  Leak in Urinal  Leak in Urinal  Main Street side  Hillside Bank re-development  Remove unused (broken) wall AVC Unit from kitchen, patch hole with insulation, and both interior and exterior skiling  Trim (evaluate and) Repair  Porchistaircase by candle room: One rail needs replacing  Walkway: Heaving in 150's-210's area  Porcheaf Porch deck: Reset nails  Cemetery Fence Line  Cemetery Fence Line  Power Wash Siding  Roof Cleaning  Roof Roof Ro	18	Main Street side	Main St Landscape and fix drainage					1.63
Womens bathroom   Floor around follet stained —refurbish or replace   Safety priority & needed to allow others to forder the four place   Safety priority & needed to allow others to mow, volunteer carpenters, material cost only, per Peter & Aaron   Seneral Extension	19	Womens bathroom	Toilet stained - refurbish or replace			373		1.71
Dillily Shed   Replace Ramp for mower   Safety priority & needed to allow others to mow, volunteer carpenters, material cost only, per Peter & Aaron   Seneral Interior   Seneral Interior only, per Peter & Aaron   Seneral Interior   Seneral Interior only, per Peter & Aaron   Seneral Interior   Seneral Inter	20	Womens bathroom					.General Inte-	1.71
Men's lavatory   Leak in Urinal   General Intofinor for for for for for for for for for f	21	Utility Shed	·				.General Ex-	
Main Street side Hillside/Bank re-development FFF 1.75  24 Main Street side Remove unused (broken) wall A/C Unit from kitchen, patch hole with insulation, and both interior and exterior siding districts and exterior siding districts. Porch deck: Reset nails  25 Building Trim (evaluate and ) Repair General Exterior Deck (Reset nails General Exterior Building: Deck (Reset nails General Exterior Deck (Reset nails General Exterior Deck (Reset Nail)) Deck General Exterior Deck (Reset Nail) Dec	22	Men's lavatory	Leak in Urinal			only, per Peter & Aaron	.General Inte-	1 75
Remove unused (broken) wall A/C Unit from kitchen, patch hole with insulation, and both interior and exterior siding  Trim (evaluate and.) Repair  Porch/staircase by candle room: One rail needs replacing  Porch/staircase by candle room: One rail needs replacing  Walkway: Heaving in 150's-210's area  Prayer Garden  Walkway: Heaving in 150's-210's area  Walkway: Heaving in 150's-210's area  Prayer Garden  Walkway: Heaving in 150's-210's area  Prayer Garden  Walkway: Heaving in 150's-210's area  Cemetery Fence Line  Signage and Lighting Renovation  Cemetery Fence at Property Corner: At least 5 posts need replacing  Curbing/edging: Refurbish apparent broken down section  Time The Walkway: Heaving in 150's-210's area  Curbing/edging: Refurbish apparent broken down section  Curbing/edging: Refurbish apparent broken down section  Circle Area  2.13  Building  Roof Cleaning  Roof Cleaning  Whole side needs power washing (building)  General Exterior  Power Wash Siding  Utility Shed Porch  Gutter drainage are of shed: Repair board  under threshold  Utility Shed Porch  Cemetery Fence at Property Corner: At least  7 boards needed  Cemetery Fence Line  Cemetery Fence at Property Corner: At least  7 boards needed  Cemetery Fence at Property Corner: At least  7 boards needed  Cemetery Fence at Property Corner: At least  7 boards needed  Cemetery Fence at Property Corner: At least  7 boards needed  Cemetery Fence at Property Corner: At least  7 boards needed  Cemetery Fence at Property Corner: At least  7 boards needed  Cemetery Fence at Property Corner: At least  7 boards needed  Cemetery Fence at Property Corner: At least  7 boards needed  Cemetery Fence at Property Corner: At least  7 boards needed  Cemetery Fence at Property Corner: At least  7 boards needed  Cemetery Fence at Property Corner: Sain  Cemetery Fence at Property Corner: Sain  Cemetery Fence at Property Corner: Sain  Cemetery Fence Line  Cemetery Fe								
26 Cemetery side of church Porch/staircase by candle room: One rail needs replacing Received of church Porch deck: Reset nails Received deck:  27 Utility Shed / Prorch deck: Reset nails Repair board under threshold Repair Shothroom Staining In plumbing and urinal — refurbish or replace Repair Shothroom Porch deck: Power wash and preservative/ stain Cemetery Fence Line Cemetery Fence at Property Corner: At least 7 Cemetery Fence Line Cemetery Fence at Property Corner: At least 7 Cemetery Fence Line Cemetery Fence At Property Corner: At least 7 Cemetery Fence Line Cemetery Fence At Property Corner: At least 7 Abands need replacing 8 Building General Exterior Fence At Property Corner: At least 7 Abands need replacing 9 Cemetery Fence At Property Corner: At least 7 Abands need replacing 9 Cemetery Fence At Property Corner: At least 7 Abands need replacing 9 Cemetery Fence At Property Corner: Approx 5 Oboards have damage 2-4 Inches where 8 Cemetery Fence At Property Corner: Approx 5 Oboards have damage 2-4 Inches where 8 Cemetery Fence At Property Corner: Approx 5 Oboards have damage 2-4 Inches where 8 Cemetery Fence At Property Corner: Approx 5 Oboards have damage 2-4 Inches where 8 Cemetery Fence At Property Corner: Approx 5 Oboards have da			Remove unused (broken) wall A/C Unit from kitchen, patch hole with insulation,and both			111111		
Cemetery side of church side of chur	25	Building	Trim (evaluate and ) Repair					1.83
Commerce	26	Cemetery side of						
Prayer Garden   Walkway : Heaving in 150's-210's area   Prayer Garden   1,88							terior	1,88
Building (re) Painting of entire	27		Porch deck: Reset nails				terior	1,88
Main Street side  Signage and Lighting Renovation  Cemetery Fence Line  Garden area between graver garden and drive and Powell St.  Building  Turbing/edging: Refurbish apparent broken down section  Roof Cleaning  Roof Cleaning  Roof Cleaning  Roof Cleaning  Whole side needs power washing (building)  General Exterior  Building: Power Wash Siding  Power Wash Siding  Whole side needs power washing (building)  General Exterior  Cemetery Fence Line  Cemetery Fence at Property Corner: At least 7 boards need replacing  Mens bathroom  Staining in plumbing and urinal – refurbish or replace  Cemetery Fence Line  Cemetery Fence Line  Cemetery Fence at Property Corner: At least 7 boards need replacing  Cemetery Fence Line  Cemetery Fence at Property Corner: At least 7 boards need replacing  Cemetery Fence Line  Cemetery Fence at Property Corner: At least 7 boards need replacing  Cemetery Fence Line  Cemetery Fence at Property Corner: At least 7 boards need replacing  Cemetery Fence Line  Cemetery Fence at Property Corner: At least 7 boards need replacing  Cemetery Fence Line  Cemetery Fence at Property Corner: At least 7 boards need replacing  Cemetery Fence Line  Cemetery Fence at Property Corner: At least 7 boards need replacing  Cemetery Fence Line  Cemetery Fence at Property Corner: At least 7 cem	28	Prayer Garden	Walkway : Heaving in 150's-210's area	1				1,88
Main Street side   Signage and Lighting Renovation   FFF   2.00	29	Building	(re) Painting of entire building		_			2,00
Sposts need replacing  Garden area between payer garden and drive and Powell St.  Building  Roof Cleaning  Roof Cleaning  Roof Cleaning  Roof Cleaning  Whole side needs power washing (building)  General Exterior  Litility Shed Proch deck:  Cemetery Fence Line  Cemetery Fence Line  Cemetery Fence Line  Building  Curbing/edging: Refurbish apparent broken down section  Circle Area  2.13  Canceral Exterior  Letrior  Letrior  Letrior  Cemetery Fence Line  Cemetery Fence at Property Corner: Approx So boards have damage 2-4 inches where ground contacts  Cemetery Fence Line  Stage:  Stage	30	Main Street side	Signage and Lighting Renovation					2,00
Garden arca between prayer garden and drive and Powell St.   Clicle Area   2.13	31	Cemetery Fence Line						2.13
## Function   Power Wash Siding   Whole side needs power washing (building)   General Exterior   2.25    ## Function   Door to storage area of shed: Repair board under threshold   General Exterior   2.25    ## Utility Shed   Door to storage area of shed: Repair board under threshold   General Exterior   2.25    ## Utility Shed   Porch deck: Gutter drainage at porch: Evaluate and install solution as needed   General Exterior   2.25    ## Cemetery Fence Line   Cemetery Fence at Property Corner: At least 7 boards need replacing   General Exterior   2.25    ## Building   Gutter Cleaning   General Exterior   2.29    ## Wens bathroom   Staining in plumbing and urinal – refurbish or replace   General Interior   2.29    ## Utility Shed /Porch deck: Power wash and preservative/ stain   General Exterior   2.38    ## Cemetery Fence Line   Cemetery Fence at Property Corner: Approx   So boards have damage 24 inches where ground contacts   General Exterior   2.38    ## Proper General Doors   Prayer General Property Corner: Approx   Sheet term: Nails all set   Prayer General Prayer Ge	32	prayer garden and drive	Curbing/edging: Refurbish apparent broken				Circle Area	2.13
34 "Funeral Doors" side of Building:  35 Utility Shed  36 Door to storage area of shed: Repair board under threshold  37 Cemetery Fence Line  38 Building  39 Mens bathroom  30 Utility Shed /Porch deck:  30 General Exterior  30 General Exterior  31 Cemetery Fence at Property Corner: At least 7 boards need replacing  32 Mens bathroom  38 Building  39 Gutter Cleaning  40 Utility Shed /Porch deck:  40 Cemetery Fence Line  41 Cemetery Fence Line  42 Cemetery Fence Line  43 Stage:  44 Stage:  45 Power Wash Siding  46 Power Wash Siding  47 Power Wash Siding  48 Whole side needs power washing (building)  49 General Exterior  40 Cemetery Fence Line  40 Cemetery Fence Line  41 Cemetery Fence Line  42 Stage:  43 Stage:  44 Stage:  45 Prayer Garron Persicat  46 Prayer Garron Persicat  47 Prayer Garron Persicat  48 Prayer Garron Persicat  49 Prayer Garron Persicat  40 Prayer Garron Persicat  40 Prayer Garron Persicat  40 Prayer Garron Persicat  41 Prayer Garron Persicat  42 Prayer Garron Persicat  43 Prayer Garron Persicat  44 Prayer Garron Persicat  45 Prayer Garron Persicat  46 Prayer Garron Persicat  47 Prayer Garron Persicat  48 Prayer Garron Persicat  49 Prayer Garron Persicat  40 Prayer Garron Persicat  40 Prayer Garron Persicat  41 Prayer Garron Persicat  42 Prayer Garron Persicat  44 Prayer Garron Persicat  45 Prayer Garron Persicat  46 Prayer Garron Persicat  47 Prayer Garron Persicat  48 Prayer Garron Persicat  49 Prayer Garron Persicat  40 Prayer Garron Persicat  40 Prayer Garron Persicat  40 Prayer Garron Persicat  41 Prayer Garron Persicat  42 Prayer Garron Persicat  44 Prayer Garron Persicat  45 Prayer Garron Persicat  46 Prayer Garron Persicat  47 Prayer Garron Persicat  47 Prayer Garron Persicat  48 Prayer Garron Persicat  49 Prayer Garron Persicat  40 Prayer Garron Persicat  41 Prayer Garron Persicat  42 Prayer Garron Persicat  42 Prayer Garron Persicat  43 Prayer Garron Persicat  44 Prayer Garron Per	33	Building	Roof Cleaning					2,14
Utility Shed /Porch deck:  Gemetery Fence Line  General Exterior  General Exterior  2.25  38 Building  Gutter Cleaning  General Exterior  General Interior  2.29  40 Utility Shed /Porch deck:: Power wash and preservative/  stain  General Exterior  General Interior  2.29  41 Cemetery Fence Line  General Exterior  General Exterior  General Exterior  2.38  42 Stage:	34		Power Wash Siding			whole side needs power washing (building)	.General Ex-	
Utility Shed /Porch deck:   Gutter drainage at porch: Evaluate and install solution as needed   Gemetary Fence Line   Cemetery Fence at Property Corner: At least 7 boards need replacing   Cemetery Fence Line   Cemetery Fence at Property Corner: At least 7 boards need replacing   Cemetery Fence Line   Cemetery Fence at Property Corner: At least 7 boards need replacing   Ceneral Exterior   2.29	35	Utility Shed						2.25
Cemetery Fence Line Cemetery Fence at Property Corner: At least 7 boards need replacing Cemetery Fence 225  Building Gutter Cleaning General Exterior Staining in plumbing and urinal – refurbish or replace General Interior 229  Utility Shed/Porch deck: Power wash and preservative/ stain Cemetery Fence at Property Corner: Approx 50 boards have damage 2-4 inches where ground contacts Cemetery Fence Property Corner: Nails all set 1 contacts Prayer General Property Corner Property Corner Property Corner Property Corner Cemetery Fence Prayer General Prayer General Cemetery Fence Prayer General Prayer General Cemetery Prayer Gene	36		Gutter drainage at porch: Evaluate and install				.General Ex-	
38 Building Gutter Cleaning	37		Cemetery Fence at Property Corner: At least				Cemetery	2.25
39 Mens bathroom staining in plumbing and urinal – refurbish or replace  40 Utility Shed /Porch deck:: Power wash and preservative/ stain  41 Cemetery Fence Line Cemetery Fence at Property Comer: Approx 50 boards have damage 2-4 inches where ground contacts  42 Stage: Short term: Nails all set 1 contacts Short terms Short ter	38	Building						2,29
41 Cometery Fence Line Cemetery Fence at Property Comer: Approx 50 boards have damage 2-4 inches where ground contacts  42 Stage: Short term: Nails all set 1 contacts Inches where ground con	39	Mens bathroom				-	.General Inte-	2.29
41 Commetery Fence at Property Corner: Approx 50 boards have damage 2-4 inches where ground contacts  Cemetery Fence Line 50 boards have damage 2-4 inches where ground contacts  Long term: Proper Center Project  Prayer Gar- 2.38	40		Porch deck:: Power wash and preservative/					2.38
42 Stage: Short term: Nails all set Long term: Proyer Certies Prayer Gar-	41	Cometery Fence Line	Cemetery Fence at Property Corner: Approx 50 boards have damage 2-4 inches where				Cemetery	2.38
1 1 3	42	Stage:	Short term: Nails all set			Long term: Prayer Garden Project	Prayer Gar- den: Stage	2,38

	Α	About 6 stair joints need smoothing/leveling/	C	D	E	F	G
43	Stage:	About 6 stair joints need smoothing/leveling/ replacing			Long term: Prayer Garden Project	Prayer Gar- den: Stage	2.38
14	Prayer Garden	Pergola: Lighting: both direct for function and indirect for ambience				Prayer Gar- den: Pergola	2.44
45	Utility Shed	"Funcral Double Door" Area			Interiors of the mower part of shed area chaotic and jammed and need organization and culling of items not being used/ able to be used due to condition etc Tools need repair for use in landscape upkeep holding back that effort. This is evaluate and plan based on that project.	.General Inte- rior	2.50
6	Garden area between prayer garden and drive and Powell St.	Flag Pole and Cross: Evaluate for garden up- grade and lighting				Circle Area	2,50
17	Interior	Sanctuary/Nave light bulb replacement (ceil- ing)			likely needs contractor with lift	.General Inte-	2.63
18	Utility Shed	Storage Section: Organization and culling			Interiors of the storage part of shed are still chaotic and jammed and need organi- zation and culling of items not being used/able to be used due to condition etc. or in archival plan	.General Inte- rior	2,63
19	Cemetery Fence Line	Fence: Power Wash				Cemelery Fence	2,63
50	Prayer Garden	Pergola: ??? stain/paint/preservative color and application				Prayer Gar- den: Pergota	2,69
51	Stage:	Power wash			Only if needed short term. Long term: Prayer Garden Project	Prayer Gar- den: Stage	2,69
52	Utility Shed /Porch deck:	Door from shed to church hallway: Area needs power washing/jomax at minimum				.General Ex- terior	2,71
53	Garden area between prayer garden and drive and Powell St.	Last Parking Space Concrete bumper modi- fied			Powell Street parking Spaces Last one in line (near Jerome's) needs to be easily removable easily to allow maintenance vehicle access to graveyard	.General Ex- terior	2.75
54	Garden area between prayer garden and drive and Powell St.	Overall: Re-evaluate Design				Circle Area	2.75
55	Building	Evaluate building for siding replacement				.General Ex- terior	2.80
56	Cemetery side of church	Concrete/lattice of foundation: Power washing				.General Ex- terior	2.88
57	Utility Shed /Porch deck:	Door from shed to church hallway: Lower glass seal needs repair				.General Ex- terior	2.88
58	Interior	General: Evaluate and Change out bulbs to LED where possible				.General Inte- rior	2,88
9	Cemetery Fence Line	Cemetery Fence at Property Corner: Preservative (?Stain)				Cemetery Fence	2,88
60	Garden area between prayer garden and drive and Powell St.	Soaker hose under pine straw: establish functionality and utility and irrigation need/plan			Perhaps shrub barrier and irrigation need to be addressed under capital project???	Circle Area	2,88
51	Garden area between prayer garden and drive and Powell St.	Curbing/edging: Re-evaluate Design				Circle Area	2,88
52	Prayer Garden	Pergola: Brick finish/cleaning etc?				Prayer Gar- den: Pergola	2,93
63	Building	Evaluate & Clean/Modify skylights (yellow- ing???)				.General Ex-	3,00
64	"Funeral Doors" side of Building:	??? another coat paint (or at least timing of it next 2 coats)			W	.General Ex- terior	3,00
55	"Funeral Doors" side of Building:	Trim piece near double doors: paint			sweat equity??	.General Ex- terior	3.00
6	Cemetery side of church	Several Hoses: Evaluate functionality and condition; need storage solution			***	.General Ex- terior	3.00
57	Courtyard	Add benches, variety of pots with plants, a ta- ble, rocking chairs, grasses, move azaleas				.General Ex- terior	3.00
8	Main Street side	Nursery Window replacement (glass foggy)				.General Inte- rior	3.00
9	Prayer Garden	Pergola: Back of Fountain brick: Power/ Electric connections Evaluated and repaired to working order Include Move conduit and switch on side of post				Prayer Gar- den: Pergola	3.06
o'	Cemetery side of church	3 HVAC Units: need enclosures				Cemetery Fence	3.13
1	Prayer Garden	Pergola: Back of Fountain brick: Visual Screening for utility controls Evaluated and repaired to working order				Prayer Gar- den: Pergola	3.19
- 1							-
'2	"Funeral Doors" side of Building:	Antenna like protrusion: paint	l		sweat equity??	.General Ex- terior	3.25

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74	Cemetery side of church	3 HVAC Units: Cabling up Wall needs covering or solution to minimize visual impact				Cemetery Fence	3.25
75	Powell St Driveway	extend irrigation, add and remove some plant- ings				Circle Area	3.25
76	Prayer Garden	Replace damaged fountain and pump				Prayer Gar- den: Pergola	3.25
77	Stage:	Possible if midterm: Stain/Preservative			Long term: Prayer Garden Project	Prayer Gar- den: Stage	3.25
78	Prayer Garden	Pergola: Back of Fountain brick: Pump Housing enclosure for fountain				Prayer Gar- den: Pergola	3.31
79	Prayer Garden	Pergola: Back of Fountain brick: Irrigation System Evaluated and repaired to working order				Prayer Gar- den: Pergola	3.31
80	Interior	Carpet replacement in offices area				.General Inte- rior	3,33
81	Property Corner	Property Corner: Identify vegetation and clean out unwanted				.General Ex- terior	3,38
82	Cemetery side of church	HVAC Unit (corner near stage): ??Remov- able extension of enclosure				Cemetery Fence	3,38
83	Green Space	Add fountain &/or arbor &/or seating &/or labyrinth	_			Greenspace	3,38
84	Prayer Garden	2 large double chairs: ? Change Color (paint/ stain) (long term Evaluate style and appropri- ateness)			Only if needed short term. Long term: Prayer Garden Project	Prayer Gar- den: Pergola	3,38
85	"Funeral Double Door" area:	Concrete 18 inch diameter circular pad: iden- tify and evaluate				.General Ex- terior	3,63
86	Cemetery side of church	Several blank memorial stones: Need storage				.General Ex- lerior	3.63
87	"Funeral Double Door" area:	Touch up paint electric box			sweat equity??	.General Ex- terior	3.75
88	Prayer Garden	Pergola: Seating??				Prayer Gar- den: Pergola	3.81
89	Green Space	Raised beds in 4 comers				.General Ex- terior	4.14
90	Interior	Paint apse				.General Inte- rior	4.25
91	Bliss Hall	Shades/ Blinds for windows				.General Inte- rior	4.25
92	Labyrinth	Add a labyrinth??? ("where" not specified)				.General Ex- terior	5.00
93	Linen Room	Re-paint (and patch where needed) walls			Request made to Peter February 2023	.General Inte- rior	#D1V/0!
94	Courtyard	Fountain, Seating, Shade Sails, Plantings in Con- tainers				Courtyard	#DIV/01
95	General Category					X1 - FFF	1,00
96	General Category					X2 – FFF-V	2,57
97	General Category		Т			X3 – Courtyard	4.00
98	General Category					X4 Greenspace	5.43
99	General Category				5.50	X5 - Circle Area	5,67
100	General Category					X6 – Prayer Garden: Per- gola	4.43
101	General Category					X7 – Prayer Garden: Stage	6.43
102	General Category					X8 - Cemetery	5,83

	В	С	D	E	F	G	Н	I
1								
2	Maintenance and Project Inventory							
3	3				-		-	
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9		AECTI					_	
10	Description	cost ESTI- MATED	cost QUOTED	Comment	Project Group	Average Priority		B&G prioritiza- tion
11	Replace ramp at blue entry door				Courtyard	1.00		
12	Main Street steps exterior lighting				FFF	1.13		1.67
13	Arborist to evaluate large trees and trim/cur dead wood from those in cemetery proper				Cemetery Fence	1.14		
14	hot water heater sacristy (leaking – repair or replace)				.General Inte- rior	1.17		
15	Renovate/rebuild main street entry stairs.				FFF	1,25		1.67
16	Main St Parking Project				FFF	1,25		1.67
17	Lighting along parking: Upgrade temporary solar to permanent				Circle Area	1.38		2.00
18	Main St Landscape and fix drainage				FFF .General Inte-	1.63		1.67
19	Toilet stained – refurbish or replace				rior	1.71		
20	Floor around toilet stained – refurbish or re- place				.General Inte- rior	1.71		
21	Replace Ramp for mower			Safety priority & needed to allow others to mow; volunteer carpenters, material cost only, per Peter & Aaron	.General Ex- terior	1.75		1.33
22	Leak in Urinal				.General Inte- rior	1.75		2.33
23	Hillside/Bank re-development				FFF	1,75		1.67
24	Remove unused (broken) wall A/C Unit from kitchen, patch hole with insulation,and both interior and exterior siding				FFF	1,75		2.00
25	Trim (evaluate and ) Repair			300000	.General Ex- terior	1.83	$\neg$	
26	Porch/staircase by candle room: One rail needs replacing				.General Ex- terior	1.88		2.33
27	Porch deck: Reset nails				.General Ex- terior	1,88		2.67
28	Walkway: Heaving in 150's-210's area				Prayer Gar- den	1,88		2.67
29	(re) Painting of entire building				.General Ex- lerior	2,00		
30	Signage and Lighting Renovation				FFF	2.00	$\dashv$	2.00
31	Cemetery Fence at Property Corner: At least 5 posts need replacing				Cemetery Fence	2.13		3.67
32	Curbing/edging: Refurbish apparent broken down section				Circle Area	2.13		2.33
33	Roof Cleaning				.General Ex- terior	2.14	$\neg$	
34	Power Wash Siding			whole side needs power washing (building)	.General Ex- terior	2.25		3.00
35	Door to storage area of shed: Repair board under threshold				.General Ex- terior	2,25		2.67
36	Gutter drainage at porch: Evaluate and install solution as needed				.General Ex- lerior	2.25	$\exists$	3.00
37	Cernetery Fence at Property Corner: At least 7 boards need replacing				Cernetery Fence	2.25	$\exists$	3.33
38	Gutter Cleaning				.General Ex- terior	2,29	$\dashv$	3.17
39	staining in plumbing and urinal – refurbish or replace				.General Inte- rior	2.29	$\exists$	
	Porch deck:: Power wash and preservative/							

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41	Cemetery Fence at Property Corner: Approx 50 boards have damage 2-4 inches where				Cemetery Fence	G 2.38	Н	3.67
42	ground contacts  Short term: Nails all set			Long term: Prayer Garden Project	Prayer Gar- den: Stage	2.38		3.00
43	About 6 stair joints need smoothing/leveling/ replacing			Long term: Prayer Garden Project	Prayer Gar- den: Stage	2.38	$\vdash$	3.00
44	Pergola: Lighting: both direct for function and indirect for ambience				Prayer Gar-	2.44	$\vdash$	2.50
45	"Funeral Double Door" Area			Interiors of the mower part of shed area chaotic and jammed and need organization and culling of items not being used/ able to be used due to condition etc Tools need repair for use in landscape upkeep—holding back that effort. This is evaluate and plan based on that project.	den: Pergola  .General Interior	2.50		2.00
46	Flag Pole and Cross: Evaluate for garden up- grade and lighting				Circle Area	2,50		3.33
47	Sanctuary/Nave light bulb replacement (ceiling)			likely needs contractor with lift	.General Inte- rior	2,63		2.33
48	Storage Section: Organization and culling			Interiors of the storage part of shed are still chaotic and jammed and need organization and culling of items not being used/able to be used due to condition etc. or in archival plan	.General Inte- rior	2.63		2.33
49	Fence: Power Wash				Cemetery Fence	2.63		3.67
50	Pergola: ??? stain/paint/preservative color and application				Prayer Gar- den: Pergola	2.69		2.50
51	Power wash			Only if needed short term. Long term: Prayer Garden Project	Prayer Gar- den: Stage	2.69		3.50
52	Door from shed to church hallway: Area needs power washing/jomax at minimum				.General Ex- terior	2.71		3.00
53	Last Parking Space Concrete bumper modi- fied			Powell Street parking Spaces Last one in line (near Jerome's) needs to be easily removable easily to allow maintenance ve- hicle access to graveyard	.General Ex- terior	2.75		3.33
54	Overall: Re-evaluate Design				Circle Area	2.75		3.33
55	Evaluate building for siding replacement				.General Ex- terior	2,80		
56	Concrete/lattice of foundation: Power washing				.General Ex- terior	2.88		4.00
57	Door from shed to church hallway: Lower glass seal needs repair				.General Ex- terior	2,88		3.00
58	General: Evaluate and Change out bulbs to LED where possible			100.1 0.01	.General Inte- rior	2,88		2.67
59	Cemetery Fence at Property Corner: Preservative (?Stain)				Cemetery Fence	2.88		3.67
60	Soaker hose under pine straw: establish func- tionality and utility and irrigation need/plan			Perhaps shrub barrier and irrigation need to be addressed under capital project???	Circle Area	2,88		3.33
61	Curbing/edging: Re-evaluate Design				Circle Area	2,88		3.33
62	Pergola: Brick finish/cleaning etc?			Almin	Prayer Gar- den: Pergola	2.93		2.83
63	Evaluate & Clean/Modify skylights (yellow- ing???)				.General Ex- terior	3.00		
64	??? another coat paint (or at least timing of it next 2 coats)				.General Ex- terior	3.00		2.67
65	Trim piece near double doors: paint			sweat equity??	.General Ex- terior	3.00	$\top$	2.67
66	Several Hoses: Evaluate functionality and condition; need storage solution				.General Ex- terior	3.00		3.33
67	Add benches, variety of pots with plants, a ta- ble, rocking chairs, grasses, move azaleas			-	.General Ex- terior	3.00	$\top$	3.00
68	Nursery Window replacement (glass foggy)				.General Inte- rior	3.00	$\top$	3.00
69	Pergola: Back of Fountain brick: Power/ Electric connections Evaluated and repaired to working order Include Move conduit and switch on side of post				Prayer Gar- den: Pergola	3,06		3.50
70	3 HVAC Units: need enclosures				Cemetery Fence	3,13		3.67
						Side of the last o		

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Pergola: Back of Fountain brick: Visual Screening for utility controls Evaluated and repaired to working order				Prayer Gar- den: Pergola	3.19		3.83
Antenna like protrusion: paint			sweat equity??	.General Ex- terior	3.25		3.00
HVAC Unit Enclosure lattice needs paint			sweat equity??	.General Ex- terior	3.25		4.33
3 HVAC Units: Cabling up Wall needs covering or solution to minimize visual impact				Cemetery Fence	3.25		3.67
extend irrigation, add and remove some plant- ings				Circle Area	3.25		3.33
Replace damaged fountain and pump				Prayer Gar- den: Pergola	3,25		3.33
Possible if midterm: Stain/Preservative			Long term: Prayer Garden Project	Prayer Gar- den: Stage	3,25		4.00
Pergola: Back of Fountain brick: Pump Housing enclosure for fountain			J. 0.000-0.000	Prayer Gar- den: Pergola	3,31		3.50
Pergola: Back of Fountain brick: Irrigation System Evaluated and repaired to working order				Prayer Gar- den: Pergola	3,31		3.83
Carpet replacement in offices area				.General Inte- rior	3,33		
Property Corner: Identify vegetation and clean out unwanted				.General Ex- terior	3,38		4,33
HVAC Unit (corner near stage): ??Remov- able extension of enclosure				Cemetery Fence	3,38		3.67
Add fountain &/or arbor &/or seating &/or labyrinth			3 10 10 10 10 10 10 10 10 10 10 10 10 10	Greenspace	3.38		2.67
2 large double chairs: ? Change Color (paint/ stain) (long term Evaluate style and appropri- ateness)			Only if needed short term. Long term: Prayer Garden Project	Prayer Gar- den: Pergola	3.38		3.00
Concrete 18 inch diameter circular pad; iden- tify and evaluate				.General Ex- terior	3.63		4.33
Several blank memorial stones: Need storage				.General Ex- terior	3.63		4.33
Touch up paint electric box			sweat equity??	.General Ex- terior	3.75		4.00
Pergola: Seating??				Prayer Gar- den: Pergola	3.81		4.17
Raised beds in 4 corners				.General Ex- terior	4.14		4.50
Paint apse				.General Inte- rior	4,25		
Shades/ Blinds for windows				.General Inte- rior	4,25		3.67
Add a labyrinth??? ("where" not specified)			10-310-34-	.General Ex- terior	5.00		
Re-paint (and patch where needed) walls			Request made to Peter February 2023	.General Inte- rior	#D[V/0!		
Fountain, Seating, Shade Sails, Plantings in Containers				Courtyard	#DIV/0!		
	Pergola: Back of Fountain brick: Visual Screening for utility controls Evaluated and repaired to working order  Antenna like protrusion: paint  HVAC Unit Enclosure lattice needs paint  3 HVAC Units: Cabling up Wall needs covering or solution to minimize visual impact extend irrigation, add and remove some plantings  Replace damaged fountain and pump  Possible if midterm: Stain/Preservative  Pergola: Back of Fountain brick: Pump Housing enclosure for fountain  Pergola: Back of Fountain brick: Irrigation System Evaluated and repaired to working order  Carpet replacement in offices area  Property Corner: Identify vegetation and clean out unwanted  HVAC Unit (corner near stage): ??Removable extension of enclosure  Add fountain &/or arbor &/or seating &/or labyrinth  2 large double chairs: ? Change Color (paint/stain) (long term Evaluate style and appropriateness)  Concrete 18 inch diameter circular pad: identify and evaluate  Several blank memorial stones: Need storage  Touch up paint electric box  Pergola: Seating??  Raised beds in 4 corners  Paint apse  Shades/ Blinds for windows  Add a labyrinth??? 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Change Color (paint/stain) (long term Evaluate style and appropriateness)  Concrete 18 inch diameter circular pad: identify and evaluate  Several blank memorial stones: Need storage  Touch up paint electric box  Pergola: Seating??  Raised beds in 4 corners  Paint apse  Shades/ Blinds for windows  Add a labyrinth??? ("where" not specified)  Re-paint (and patch where needed) walls  Fountain, Seating, Shade Sails, Plantings in Con-	Pergola: Back of Fountain brick: Visual Screening for utility controls Evaluated and repaired to working order  Antenna like protrusion: paint  BYAC Units: Cabling up Wall needs covering or solution to minimize visual impact extend irrigation, add and remove some plantings  Replace damaged fountain and pump  Possible if midlerm: Stain/Preservative  Pergola: Back of Fountain brick: Pump Housing enclosure for fountain  Pergola: Back of Fountain brick: Irrigation System Evaluated and repaired to working order  Carpet replacement in offices area  Property Corner: Identify vegetation and clean out unwanted  HVAC Unit (corner near stage): ??Removable extension of enclosure  Add fountain &/or arbor &/or seating &/or labyrinth  2 large double chairs: ? Change Color (paint/stain) (long term Evaluate style and appropriateness)  Concrete 18 inch diameter circular pad: identify and evaluate  Several blank memorial stones: Need storage  Touch up paint electric box  Pergola: Seating??  Raised beds in 4 corners  Paint apse  Shades/ Blinds for windows  Add alabyrinth??? ("where" not specified)  Re-paint (and patch where needed) walls  Fountain, Seating, Shade Sails, Plantings in Con-	Pergola: Back of Fountain brick: Visual Screening for utility controls Evaluated and repaired to working order  Antenna like protrusion: paint  HVAC Unit Enclosure lattice needs paint  3 HVAC Units: Cabling up Wall needs covering or solution to minimize visual impact extend irrigation, add and remove some plantings.  Replace damaged fountain and pump  Possible if midterm: Stain/Preservative  Pergola: Back of Fountain brick: Pump Housing enclosure for fountain  Pergola: Back of Fountain brick: Irrigation System Evaluated and repaired to working order  Carpet replacement in offices area  Property Comer: Identify vegetation and clean out unwanted  HVAC Unit (corner near stage): ??Removable extension of enclosure  Add fountain & Royr arbor & Royr acting & Royr all grant for his property in the paint electric box  Concrete 18 inch diameter circular pad: identify and evaluate  Several blank memorial stones: Need storage  Touch up paint electric box  Pergola: Seating??  Raised beds in 4 corners  Add al abayrinth??? ("where" not specified)  Re-paint (and patch where needed) walls  Pergonating for a power for the paint appears of the	Pergola: Back of Fountain brick: Visual Screening for utility controls Evaluated and repaired to working order  Antenna like protrusion: paint  WAC Units: Cabling up Wall needs covering or solution to minimize visual impact  extend irrigation, add and remove some plantings  Replace damaged fountain and pump  Pergola: Back of Fountain brick: Pump Housing enclosure for fountain  Pergola: Back of Fountain brick: Irrigation System Evaluated and reprotect to working or deep reposition of minimize visual impact  Carpet replacement in offices area  Property Comer: Identify vegetation and clean our unwanted  HVAC Unit (corne near stage): 77Removable extension of enclosure  Add fountain 8/or arbor &/or seating &/or labyrinth  Property Corner: Identify vegetation and clean our unwanted  Add fountain &/or arbor &/or seating &/or labyrinth  Prayer Garbor Property  Add fountain brick: Irrigation System Evaluated and reparted to working order  Only if needed short term. Long term: Prayer Garden Project  Only if needed short term. Long term: Prayer Garden: Property Corner: Identify vegetation and clean our unwanted  Carpet replacement in offices area  Property Corner: Identify vegetation and clean our unwanted  Add fountain &/or arbor &/or seating &/or labyrinth  Only if needed short term. Long term: Prayer Garden: Project  Add fountain solver arbor &/or seating &/or labyrinth  Prayer Garden Project  Add fountain &/or arbor &/or seating &/or labyrinth  Prayer Garden Project  Add fountain &/or arbor &/or seating &/or labyrinth  Prayer Garden Project  Add a labyrinth???  Pergola: Seating??  And a labyrinth???  Pergola: Seating??  Raised beds in 4 corners  Add a labyrinth???  Pergola: Seating??  Repaint (and patch where needed) walls  Request made to Peter February 2023  Repaint (and patch where needed) walls  Request made to Peter February 2023  Report of the fountain for the fountain for the fountain fountain for the	Pergola: Back of Fountain brick: Visual Screening for utility controls: Evaluated and repaired to working order  Antenna like protrusion: paint  HVAC Unit Enclosure lattice needs paint  BYAC Units: Cabling up Wall needs covering or solution to minimize visual impact extend Irrigation, add and remove some plantings.  Replace damaged fountain and pump  Possible if midterm: Stain/Preservative  Pergola: Back of Fountain brick: Visual impact extend Irrigation, add and remove some plantings.  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# Grounds notes for vestry April

 March 25 we hosted our annual clean-up -over 30 people diligently worked over four hours to prepare the Powell St grounds for Easter

We provided a dumpster (East Coast Dumpster Rentals 910-812-4677 Rick Arevalo—\$320.00 paid on March 25 Greg provided a check to satisfy the invoice—dumpster was deliver the night before and picked up the afternoon of March 25) I suggest we use this service again

A plant/ seed exchange was offered at the same time with moderate interest

Powell St area-courtyard, green space, meditation garden, graveyard- was all raked, blown, clipped, and ready for Easter

Large pots were provided by the church and placed with flowers in the courtyard

Photographs were placed Bliss Hall celebrate the Lay Weeders

- The vestry needs to decide on how to proceed with the mowing services in the future
  - o I need to provide firm details of what specifically is involved (Kit) Geof)
  - I have contacted Greg Weber-email sent April 16- to see IF we have any money for mowing
  - o I need to find out who maintains both the large lawn mower and the push lawn mower (are their manuals available?)
  - We need to brainstorm ideas on how to proceed with this endeavorsuggestions?
    - Form a ministry of four men willing to maintain the green space, graveyard and Main St lawn
    - Hire someone to maintain the property (how often and at what cost)
    - Hire out the work on Main St -would we want them to use our mowers or theirs—while we maintain the greenspace and graveyard
- Monthly clean-up day scheduled for April 28 (8:00)
- We will have a clean-up scheduled for the last Friday each month at 8:00 (all events are on the St James calendar)

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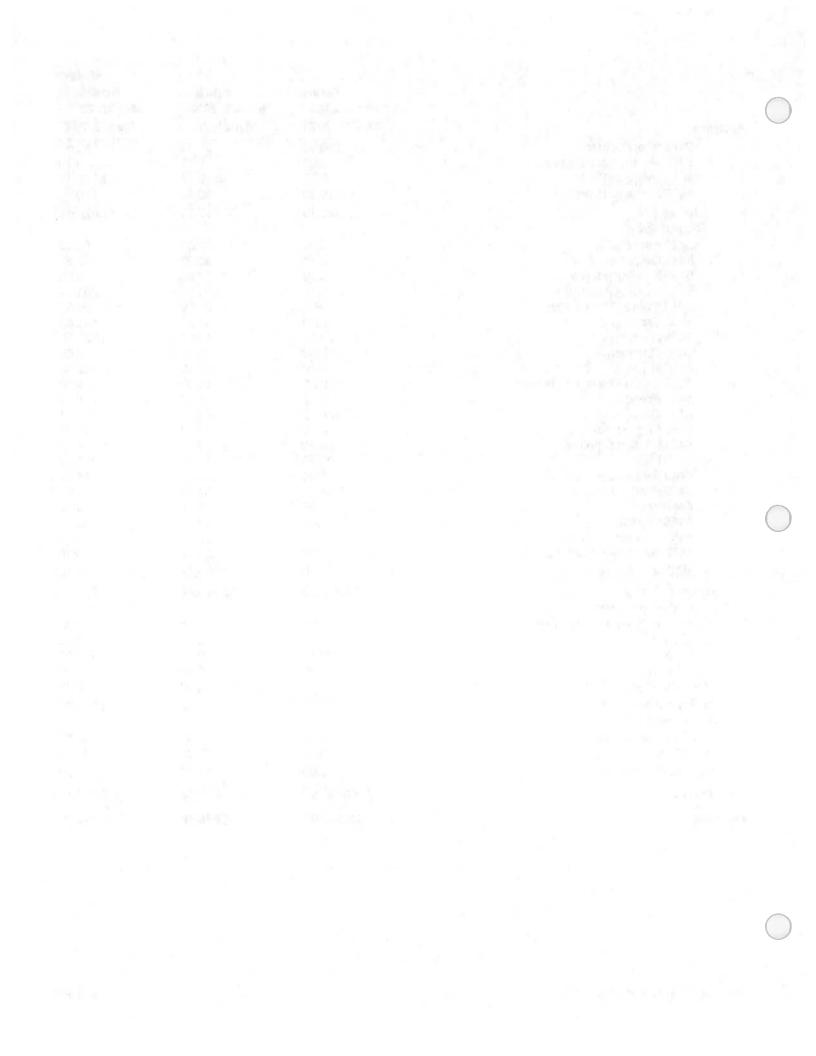
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# St. James the Fisherman Episcopal Church **Statement of Activities**

Date Range: Mar 1st 2023 - Mar 31st 2023

		Mar 31, 2023	Mar 01, 2023 - Mar 31, 2023
Revenues			
Operating Revenues			
4021 Current Pledges	18,883.15	16,666.67	(2,216.48)
4027 Plate Collections	389.00	1,666.67	1,277.67
4110 Bank Savings Interest	0.00	16.67	16.67
4154 Weight Watchers	320.00	0.00	(320.00)
4155 Other Revenue	235.00	33.33	( 201.67 )
Total Operating Revenues	19,827.15	18,383.34	(1,443.81)
Restricted Revenues			
4163 Discretionary Fund	25.00	0.00	(25.00)
4240 Flowers	250.00	0.00	(250.00)
4250 Memorials	50.00	0.00	(50.00)
Total Restricted Revenues	325.00	0.00	(325.00)
Total Revenues	\$ 20,152.15	\$ 18,383.34	(\$1,768.81)
Expenses			
Operating			
"Fixed"			
5016 Rector Salary	4,891.50	6,844.00	1,952.50
5062 Administrative Asst	2,130.70	2,302.33	171.63
5063 Music Director	1,333.33	1,416.67	83.34
5065 Supply Priest	0.00	208.33	208.33
5253 Music Dir Con Ed	0.00	41.67	41.67
5256 Rector Con Ed	0.00	133.33	133.33
5257 Deacon Con Ed	0.00	100.00	100.00
5260 Rector Housing	2,500.00	0.08	( 2,499.92 )
5270 Rector Life Ins	210.02	83.33	( 126.69 )
5276 Rector Medical Ins	2,749.38	1,295.00	( 1,454.38 )
5280 Rector Pension	1,330.47	1,231.92	( 98.55 )
5290 Travel	0.00	300.00	300.00
5305 Payroll FICA	265.00	294.33	29.33
5310 Workman's Comp	0.00	62.50	62.50
5410 Background Checks	0.00	0.08	0.08
5411 Bank Fees	4.00	33.33	29.33
5413 Website Support	0.00	41.67	41.67
5414 Copy Machine	828.99	375.00	(453.99)
5432 Realm - Accounting System 5440 Postage	173.65	166.67	(6.98)
5450 Telephone & Internet	105.00	58.33	(46.67)
	289.13	308.33	19.20
5615 Church Insurance 5635 Electricity	2,774.14 767.34	791.67 708.33	( 1,982.47 ) ( 59.01 )
5645 Water and Sewer	0.00	100.00	100.00
5665 Waste Disposal	0.00	8.33	8.33
5720 Cust Supplies	53.10	33.33	(19.77)
5730 Elect Maint	0.00	16.67	16.67
5740 Fire Extinguisher Maint	0.00	16.67	16.67
5750 HVAC Maintenance	0.00	125.00	125.00

Accounts	Actual Mar 01, 2023 - Mar 31, 2023	Budget Mar 01, 2023 - Mar 31, 2023	Budget Remaining Mar 01, 2023 - Mar 31, 2023
5770 Insect Control	120.00	58.33	(61.67)
5780 Maintenance Supplies	0.00	8.33	8.33
6015 Diocesan Pledge	0.00	1,573.75	1,573.75
6552 Sabbatical Cont	0.00	160.00	160.00
Total "Fixed"	20,525.75	18,897.31	(1,628.44)
"Discretionary"	9555.260 •	<b>,</b>	, -,,
5412 Advertising	0.00	50.00	50.00
5430 Office Supplies	55.34	83.33	27.99
5709 Building Interior	0.00	0.08	0.08
5710 Building Rep/Main	0.00	291.67	291.67
5713 Main St Signage Upgrade	0.00	62.50	62.50
5805 Grounds	0.00	141.67	141.67
5810 Landscaping	589.65	66.67	(522.98)
6000 Outreach	0.00	0.08	0.08
6020 SBIC	0.00	12.50	12.50
6100 Rector Discretionary Fund	160.00	160.00	0.00
6453 Acolytes	0.00	4.17	4.17
6457 Convention	874.62	147.08	(727.54)
6460 Coffee Hour	0.00	16.67	16.67
6461 Kitchen Supplies	18.51	25.00	6.49
6463 Music	400.00	33.33	(366.67)
6482 Parish Dinners	0.00	16.67	16.67
6490 Publications	53.36	33.33	(20.03)
6494 Vestry	0.00	0.08	0.08
6495 Worship	0.00	83.33	83.33
6551 Maintenance Cont	0.00	825.00	825.00
6570 Newcomers/Greeters	0.00	25.00	25.00
Total "Discretionary"	2,151.48	2,078.16	(73.32)
Total Operating	22,677.23	20,975.47	(1,701.76)
Restricted Fund Expense	22,077.20	20,773.47	(1,701.70)
5714 Main Street Parking Fund	0.00	0.08	0.08
6105 UTO	0.00	0.08	0.08
7025 Flowers	592.40	0.00	(592.40)
7038 Outreach	0.00	0.08	0.08
7246 Building and Grounds Expense	0.00	0.08	0.08
Total Restricted Fund Expense	592.40	0.32	(592.08)
To Be Determined			
5421 Computer Upgrade	0.00	12.50	12.50
5431 Treasurer	0.00	20.83	20.83
Total To Be Determined	0.00	33.33	33.33
Total Expenses	\$ 23,269.63	\$ 21,009.12	(\$2,260.51)
Net Total	(\$3,117.48)	(\$2,625.78)	\$ 491.70



# St. James the Fisherman Episcopal Church Statement of Financial Position

As of: Mar 31st 2023

Assets	
Bank Accounts	
1000 Checking Account - Truist	52,534.29
1200 Savings Acct - Truist	68,189.42
Total Bank Accounts	120,723.71
Investment Accounts	
1320 Edward Jones	12,528.86
1322 TD Ameritrade	40,000.00
Total Investment Accounts	52,528.86
Restricted Endowment	
1305 Raymond James	177,603.54
Total Restricted Endowment	177,603.54
Fixed Assets	
1510 Church Land	202,000.00
1520 Church Building	810,457.05
1530 Church Furnishings 1540 Equipment	118,717.83
Total Fixed Assets	34,528.76
	1,165,703.64
To Be Determined: old Checking Balance Truist 1005 Dedicated Funds	3,256.00
Total To Be Determined: old Checking Balance Truist	3,256.00
To Be Determined: old Savings Balance Truist	3,230.00
1220 Maintenance Cont	56,661.66
1225 Sabbatical Fund	4,960.00
1232 Dedicated Funds	41,871.98
Total To Be Determined: old Savings Balance Truist	103,493.64
Total Assets	\$ 1,623,309.39
Liabilities & Net Assets	
Liabilities	
Current Liabilities	
2215 Federal Withholding	2,032.66
2217 Social Security	(499.44)
2218 RSVP	250.00
2219 Medicare	(1,306.63)
2220 State Taxes Payable	998.25
Total Current Liabilities	1,474.84
Long Term Liabilities	
2440 Sabbatical Fund	4,480.00
Total Long Term Liabilities	4,480.00
To Be Determined: old Liabilities Categories	
2415 Maintenance Contingency	26,265.00
Total To Be Determined: old Liabilities Categories	26,265.00
Total Liabilities	32,219.84
Net Assets	·
Unrestricted	
1324 Investment Acct Interest	961.49
1325 Investment Gains/Losses	23,553.94
3000 General Fund	1,471,085.75
3001 Gen Fund Over/Under	6,988.68
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Total Unrestricted	1,502,589.86
Dedicated/Restricted Funds	_,,
3210 Altar Fund	771.17
3212 ** Angel Tree Fund	700.00
3232 Endowment Fund	31.95
3235 Endowment Comm	75.67
3240 Flowers	3,071.92
3245 Graveyard	3,507.28
3246 Building and Grounds	2,683.55
3250 Memorials	13,505.00
3255 Main Street Parking	25,050.00
3260 Music	961.66
3263 N2N	1,783.46
3265 Outreach	29,955.18
3270 Prayer Garden	1,170.00
3280 Second Helpings	1,110.98
3290 Youth Fund	121.87
3295 Reserve Fund	4,000.00
Total Dedicated/Restricted Funds	88,499.69
Total Net Assets	1,591,089.55
Total Liabilities & Net Assets	\$ 1,623,309.39