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

1. **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.

ST. JAMES the FISHERMAN EPISCOPAL CHURCH

APRIL 16, 2023 @ 2:00

BOISS HALL

VESTRY MINUTES

PRESENT

Father Fernando Flores
Kit Gout, Senior Warden
Peter Tiedjen, Jr. Warden
Ginny Coleman
Ann Comfort
Kathleen McDonald
Rosemary Fallon
Steve Waller, Vestry Member, Treasurer

Deacon Mike Ligon
Deacon Joan Miller
Ward Bishop, Clerk of the Vestry
Jerry Thrift, Parishioner

ABSENT

Ruth Fernandez

1. Call to Order, Father Fernandez
Father Fernandez called the meeting to order at 2:00 and asked Ms. Bishop, clerk of the vestry, to be present for the meeting.

2. Opening Prayer, Kathleen McDonald
Kathleen provided the opening prayer. Ginny volunteered to continue the opening prayer for the next vestry meeting.

3. Approval of March Vestry Meeting Minutes, Ruth Fernandez
Father Fernandez asked if there were any questions regarding the minutes. There were no questions.

Motion: Ann 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 Fernandez
Holy Week and Easter: Father Fernandez said Holy Week and Easter seemed very peaceful to him. He said attendance was good and he received positive comments about Holy Week activities and Easter Sunday.

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.

5. 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.

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 Skinner will be visiting St. James the Fisherman May 22nd. 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.

3. Treasurer's Report: Greg Weber

Greg was unable to give a report because the REALM system was down.

Discussion: Our the church's credit card is lost and has been replaced by a new card. Greg is reviewing 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 small or preferred figure, that a proposal form needs to be formed.

Transparency is very important. Budget proposals for next year will be changing. There is a need to have a line for "social ministry" in our budget process and control. Greg will be reviewing budgets for items for the 2024 budget and then [illegible]

Greg was asked about our financial position. [illegible] are coming in and [illegible]

4. New Business

- Vestry Training June 3 in Troy, via Zoom
  The Vestry decided on Vestry meeting [illegible] will be on [illegible] at [illegible]
  Van St. Ville [illegible] will meet with Father Farrell on Second Wednesday of each month.

- Summer Services: Father Farrell
  After a discussion of having one service during the summer month, it was decided that there would be one Sunday service at 9:00 following Trinity Sunday. The 8:30 service on Sunday 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 Vestry & Committee: Father Farrell
  Greg said there would be a mature robust process [illegible] and a need to begin planning earlier in the year. Father Farrell will make an announcement for volunteers.

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 4th 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.

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.

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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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  Calendar: Continued working on unifying calendars.

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

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- Worship Report, Ginny Cothran
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- Parish Life Report, RosemMary Stalter
  People have been appreciating RosemMary 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.

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 25th 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 28th 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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- Graveyard Report, Kip Goff
  Was previously discussed

- Building
  There is no report at this time.

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  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.

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:

Kit Goff
Sr. Warden
Date:

Pending Resolutions for Spring of 2023

Resolved: 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."

DRAFT 1.1

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

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

	A	B	C	D	E	F	G
2		**Maintenance and Project Inventory**					
3							
4	03/24/23						
5	Version 1.43						
6							
7							
8							
9							
10	Area/Location	Description	cost ESTI-MATED	cost QUOTED	Comment	Project Group	Average Priority
11	Courtyard	Replace ramp at blue entry door				Courtyard	1.00
12	Main Street side	Main Street steps exterior lighting				FFF	1.13
13	Cemetery	Arborist to evaluate large trees and trim/cur dead wood from those in cemetery proper				Cemetery Fence	1.14
14	Interior	hot water heater sacristy (leaking – repair or replace)				.General Interior	1.17
15	Main Street side	Renovate/rebuild main street entry stairs.				FFF	1.25
16	Main Street side	Main St Parking Project				FFF	1.25
17	Garden area between prayer garden and drive and Powell St.	Lighting along parking: Upgrade temporary solar to permanent				Circle Area	1.38
18	Main Street side	Main St Landscape and fix drainage				FFF	1.63
19	Womens bathroom	Toilet stained – refurbish or replace				.General Interior	1.71
20	Womens bathroom	Floor around toilet stained – refurbish or replace				.General Interior	1.71
21	Utility Shed	Replace Ramp for mower			Safety priority & needed to allow others to mow; volunteer carpenters, material cost only, per Peter & Aaron	.General Exterior	1.75
22	Men's lavatory	Leak in Urinal				.General Interior	1.75
23	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				FFF	1.75
25	Building	Trim (evaluate and) Repair				.General Exterior	1.83
26	Cemetery side of church	Porch/staircase by candle room: One rail needs replacing				.General Exterior	1.88
27	Utility Shed /Porch deck:	Porch deck: Reset nails				.General Exterior	1.88
28	Prayer Garden	Walkway : Heaving in 150's-210's area				Prayer Garden	1.88
29	Building	(re) Painting of entire building				.General Exterior	2.00
30	Main Street side	Signage and Lighting Renovation				FFF	2.00
31	Cemetery Fence Line	Cemetery Fence at Property Corner: At least 5 posts need replacing				Cemetery Fence	2.13
32	Garden area between prayer garden and drive and Powell St.	Curbing/edging: Refurbish apparent broken down section				Circle Area	2.13
33	Building	Roof Cleaning				.General Exterior	2.14
34	"Funeral Doors" side of Building:	Power Wash Siding			whole side needs power washing (building)	.General Exterior	2.25
35	Utility Shed	Door to storage area of shed: Repair board under threshold				.General Exterior	2.25
36	Utility Shed /Porch deck:	Gutter drainage at porch: Evaluate and install solution as needed				.General Exterior	2.25
37	Cemetery Fence Line	Cemetery Fence at Property Corner: At least 7 boards need replacing				Cemetery Fence	2.25
38	Building	Gutter Cleaning				.General Exterior	2.29
39	Mens bathroom	staining in plumbing and urinal – refurbish or replace				.General Interior	2.29
40	Utility Shed /Porch deck:	Porch deck:: Power wash and preservative/ stain				.General Exterior	2.38
41	Cemetery Fence Line	Cemetery Fence at Property Corner: Approx 50 boards have damage 2-4 inches where ground contacts				Cemetery Fence	2.38
42	Stage:	Short term: Nails all set			Long term: Prayer Garden Project	Prayer Garden: Stage	2.38

	A	B	C	D	E	F	G
43	Stage:	About 6 stair joints need smoothing/leveling/ replacing			Long term: Prayer Garden Project	Prayer Garden: Stage	2.38
44	Prayer Garden	Pergola: Lighting: both direct for function and indirect for ambience				Prayer Garden: Pergola	2.44
45	Utility Shed	*"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.	.General Interior	2.50
46	Garden area between prayer garden and drive and Powell St.	Flag Pole and Cross: Evaluate for garden upgrade and lighting				Circle Area	2.50
47	Interior	Sanctuary/Nave light bulb replacement (ceiling)			likely needs contractor with lift	.General Interior	2.63
48	Utility Shed	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 Interior	2.63
49	Cemetery Fence Line	Fence: Power Wash				Cemetery Fence	2.63
50	Prayer Garden	Pergola: ??? stain/paint/preservative color and application				Prayer Garden: Pergola	2.69
51	Stage:	Power wash			Only if needed short term. Long term: Prayer Garden Project	Prayer Garden: Stage	2.69
52	Utility Shed /Porch deck:	Door from shed to church hallway: Area needs power washing/jomax at minimum				.General Exterior	2.71
53	Garden area between prayer garden and drive and Powell St.	Last Parking Space Concrete bumper modified			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 Exterior	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 Exterior	2.80
56	Cemetery side of church	Concrete/lattice of foundation: Power washing				.General Exterior	2.88
57	Utility Shed /Porch deck:	Door from shed to church hallway: Lower glass seal needs repair				.General Exterior	2.88
58	Interior	General: Evaluate and Change out bulbs to LED where possible				.General Interior	2.88
59	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
61	Garden area between prayer garden and drive and Powell St.	Curbing/edging: Re-evaluate Design				Circle Area	2.88
62	Prayer Garden	Pergola: Brick finish/cleaning etc?				Prayer Garden: Pergola	2.93
63	Building	Evaluate & Clean/Modify skylights (yellowing???)				.General Exterior	3.00
64	"Funeral Doors" side of Building:	??? another coat paint (or at least timing of it next 2 coats)				.General Exterior	3.00
65	"Funeral Doors" side of Building:	Trim piece near double doors: paint			sweat equity??	.General Exterior	3.00
66	Cemetery side of church	Several Hoses: Evaluate functionality and condition; need storage solution				.General Exterior	3.00
67	Courtyard	Add benches, variety of pots with plants, a table, rocking chairs, grasses, move azaleas				.General Exterior	3.00
68	Main Street side	Nursery Window replacement (glass foggy)				.General Interior	3.00
69	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 Garden: Pergola	3.06
70	Cemetery side of church	3 HVAC Units: need enclosures				Cemetery Fence	3.13
71	Prayer Garden	Pergola: Back of Fountain brick: Visual Screening for utility controls Evaluated and repaired to working order				Prayer Garden: Pergola	3.19
72	"Funeral Doors" side of Building:	Antenna like protrusion: paint			sweat equity??	.General Exterior	3.25
73	HVAC Unit (Graveyard corner next to stage)	HVAC Unit Enclosure lattice needs paint			sweat equity??	.General Exterior	3.25

	A	B	C	D	E	F	G
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 plantings				Circle Area	3.25
76	Prayer Garden	Replace damaged fountain and pump				Prayer Garden: Pergola	3.25
77	Stage:	Possible if midterm: Stain/Preservative			Long term: Prayer Garden Project	Prayer Garden: Stage	3.25
78	Prayer Garden	Pergola: Back of Fountain brick: Pump Housing enclosure for fountain				Prayer Garden: Pergola	3.31
79	Prayer Garden	Pergola: Back of Fountain brick: Irrigation System Evaluated and repaired to working order				Prayer Garden: Pergola	3.31
80	Interior	Carpet replacement in offices area				.General Interior	3.33
81	Property Corner	Property Corner: Identify vegetation and clean out unwanted				.General Exterior	3.38
82	Cemetery side of church	HVAC Unit (corner near stage): ??Removable 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 appropriateness)			Only if needed short term. Long term: Prayer Garden Project	Prayer Garden: Pergola	3.38
85	"Funeral Double Door" area:	Concrete 18 inch diameter circular pad: identify and evaluate				.General Exterior	3.63
86	Cemetery side of church	Several blank memorial stones: Need storage				.General Exterior	3.63
87	"Funeral Double Door" area:	Touch up paint electric box			sweat equity??	.General Exterior	3.75
88	Prayer Garden	Pergola: Seating??				Prayer Garden: Pergola	3.81
89	Green Space	Raised beds in 4 corners				.General Exterior	4.14
90	Interior	Paint apse				.General Interior	4.25
91	Bliss Hall	Shades/ Blinds for windows				.General Interior	4.25
92	Labyrinth	Add a labyrinth??? ("where" not specified)				.General Exterior	5.00
93	Linen Room	Re-paint (and patch where needed) walls			Request made to Peter February 2023	.General Interior	#DIV/0!
94	Courtyard	Fountain, Seating, Shade Sails, Plantings in Containers				Courtyard	#DIV/0!
95	General Category					X1 - FFF	1.00
96	General Category					X2 – FFF-V	2.57
97	General Category					X3 – Courtyard	4.00
98	General Category					X4 – Greenspace	5.43
99	General Category					X5 - Circle Area	5.67
100	General Category					X6 – Prayer Garden: Pergola	4.43
101	General Category					X7 – Prayer Garden: Stage	6.43
102	General Category					X8 – Cemetery	5.83

	B	C	D	E	F	G	H	I
1								
2	**Maintenance and Project Inventory**							
3								
4								
5								
6								
7								
8								
9								
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	1.63		1.67
19	Toilet stained – refurbish or replace				.General Inte-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				.General Ex-terior	1.83		
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-terior	2.00		
30	Signage and Lighting Renovation				FFF	2.00		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		
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-terior	2.25		3.00
37	Cemetery Fence at Property Corner: At least 7 boards need replacing				Cemetery Fence	2.25		3.33
38	Gutter Cleaning				.General Ex-terior	2.29		3.17
39	staining in plumbing and urinal – refurbish or replace				.General Inte-rior	2.29		
40	Porch deck:: Power wash and preservative/ stain				.General Ex-terior	2.38		4.00

	B	C	D	E	F	G	H	I
41	Cemetery Fence at Property Corner: Approx 50 boards have damage 2-4 inches where ground contacts				Cemetery Fence	2.38		3.67
42	Short term: Nails all set			Long term: Prayer Garden Project	Prayer Garden: Stage	2.38		3.00
43	About 6 stair joints need smoothing/leveling/ replacing			Long term: Prayer Garden Project	Prayer Garden: Stage	2.38		3.00
44	Pergola: Lighting: both direct for function and indirect for ambience				Prayer Garden: Pergola	2.44		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.	.General Interior	2.50		2.00
46	Flag Pole and Cross: Evaluate for garden upgrade and lighting				Circle Area	2.50		3.33
47	Sanctuary/Nave light bulb replacement (ceiling)			likely needs contractor with lift	.General Interior	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 Interior	2.63		2.33
49	Fence: Power Wash				Cemetery Fence	2.63		3.67
50	Pergola: ??? stain/paint/preservative color and application				Prayer Garden: Pergola	2.69		2.50
51	Power wash			Only if needed short term. Long term: Prayer Garden Project	Prayer Garden: Stage	2.69		3.50
52	Door from shed to church hallway: Area needs power washing/jomax at minimum				.General Exterior	2.71		3.00
53	Last Parking Space Concrete bumper modified			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 Exterior	2.75		3.33
54	Overall: Re-evaluate Design				Circle Area	2.75		3.33
55	Evaluate building for siding replacement				.General Exterior	2.80		
56	Concrete/lattice of foundation: Power washing				.General Exterior	2.88		4.00
57	Door from shed to church hallway: Lower glass seal needs repair				.General Exterior	2.88		3.00
58	General: Evaluate and Change out bulbs to LED where possible				.General Interior	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 functionality 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?				Prayer Garden: Pergola	2.93		2.83
63	Evaluate & Clean/Modify skylights (yellowing???)				.General Exterior	3.00		
64	??? another coat paint (or at least timing of it next 2 coats)				.General Exterior	3.00		2.67
65	Trim piece near double doors: paint			sweat equity??	.General Exterior	3.00		2.67
66	Several Hoses: Evaluate functionality and condition; need storage solution				.General Exterior	3.00		3.33
67	Add benches, variety of pots with plants, a table, rocking chairs, grasses, move azaleas				.General Exterior	3.00		3.00
68	Nursery Window replacement (glass foggy)				.General Interior	3.00		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 Garden: Pergola	3.06		3.50
70	3 HVAC Units: need enclosures				Cemetery Fence	3.13		3.67

	B	C	D	E	F	G	H	I
71	Pergola: Back of Fountain brick: Visual Screening for utility controls Evaluated and repaired to working order				Prayer Garden: Pergola	3.19		3.83
72	Antenna like protrusion: paint			sweat equity??	.General Exterior	3.25		3.00
73	HVAC Unit Enclosure lattice needs paint			sweat equity??	.General Exterior	3.25		4.33
74	3 HVAC Units: Cabling up Wall needs covering or solution to minimize visual impact				Cemetery Fence	3.25		3.67
75	extend irrigation, add and remove some plantings				Circle Area	3.25		3.33
76	Replace damaged fountain and pump				Prayer Garden: Pergola	3.25		3.33
77	Possible if midterm: Stain/Preservative			Long term: Prayer Garden Project	Prayer Garden: Stage	3.25		4.00
78	Pergola: Back of Fountain brick: Pump Housing enclosure for fountain				Prayer Garden: Pergola	3.31		3.50
79	Pergola: Back of Fountain brick: Irrigation System Evaluated and repaired to working order				Prayer Garden: Pergola	3.31		3.83
80	Carpet replacement in offices area				.General Interior	3.33		
81	Property Corner: Identify vegetation and clean out unwanted				.General Exterior	3.38		4.33
82	HVAC Unit (corner near stage): ??Removable extension of enclosure				Cemetery Fence	3.38		3.67
83	Add fountain &/or arbor &/or seating &/or labyrinth				Greenspace	3.38		2.67
84	2 large double chairs: ? Change Color (paint/stain) (long term Evaluate style and appropriateness)			Only if needed short term. Long term: Prayer Garden Project	Prayer Garden: Pergola	3.38		3.00
85	Concrete 18 inch diameter circular pad: identify and evaluate				.General Exterior	3.63		4.33
86	Several blank memorial stones: Need storage				.General Exterior	3.63		4.33
87	Touch up paint electric box			sweat equity??	.General Exterior	3.75		4.00
88	Pergola: Seating??				Prayer Garden: Pergola	3.81		4.17
89	Raised beds in 4 corners				.General Exterior	4.14		4.50
90	Paint apse				.General Interior	4.25		
91	Shades/ Blinds for windows				.General Interior	4.25		3.67
92	Add a labyrinth??? ("where" not specified)				.General Exterior	5.00		
93	Re-paint (and patch where needed) walls			Request made to Peter February 2023	.General Interior	#DIV/0!		
94	Fountain, Seating, Shade Sails, Plantings in Containers				Courtyard	#DIV/0!		

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
  - 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
  - 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 endeavor-suggestions?
    - 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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  - I need to find out who maintains both the large lawn mower and the push lawn mower (are their manuals available?)
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St. James the Fisherman Episcopal Church

Statement of Activities

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

Accounts	Actual Mar 01, 2023 - Mar 31, 2023	Budget Mar 01, 2023 - Mar 31, 2023	Budget Remaining 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	173.65	166.67	(6.98)
5440 Postage	105.00	58.33	(46.67)
5450 Telephone & Internet	289.13	308.33	19.20
5615 Church Insurance	2,774.14	791.67	(1,982.47)
5635 Electricity	767.34	708.33	(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"			
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			
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	118,717.83
1540 Equipment	34,528.76
Total Fixed Assets	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	
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

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**