



**ST. JAMES the FISHERMAN EPISCOPAL CHURCH**

**July 19, 2023 @ 2:00 – Bliss Hall**

**VESTRY MINUTES**

**PRESENT**

**Toni DeLuca, Clerk of the Vestry**

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

**ABSENT**

**Deacon Jean Miller  
Deacon Mike Ligon**

- 1. Call to Order, Father Farrell**  
Father Farrell called the meeting to order at 2:00 and six Vestry Members were present for the meeting.
- 2. Opening Prayer, Kit Goff**  
Kit provided the opening prayer. Deacon Jean will provide the opening prayer for the next Vestry meeting.
- 3. Approval of June Minutes, Father Farrell**  
Father Farrell asked if there were any questions regarding the June minutes. There were no questions.

***Motion: Jan Comfort made a motion to approve the June 21, 2023 Vestry minutes, which was unanimously approved by the Vestry.***

- 4. Rector's Report, Father Farrell**
  - Praesidium Academy: The Vestry will be receiving an invitation from the Praesidium Academy to take the Safe Church, Safe Communities course and model policy. Father Farrell said the Vestry is required to take the course. He is waiting for more information from the diocese and will update the Vestry when it is available.**



- **Discretionary Funds:** The funds are low and Father Farrell made a decision to only provide funds for utilities and possibly gasoline.
- **Organ Concert:** Father Farrell met with Lynn Dean, Music Director, and decided to have the concert on October 30<sup>th</sup> which is Halloween Eve and All Soul's Day. Mr. Dean will perform organ music from the Reformation period and Halloween holiday. We need to plan some fun activities and food. It should be advertised and opened to the community. Jan suggested maybe the storyteller could be part of the activities. She will speak to the storyteller and see if she is available.
- The church vacuum cleaner needed to be replaced. A Dyson was purchased from Amazon with a five-year warranty.
- Father Farrell purchased a brass bell for inside the church. RoseMary also purchased a bell.
- **Church Siding Issues:** A professional siding contractor looked at the church siding. He told Father Farrell that the rot is much more significant and would not recommend power washing and patching the siding is not advisable. The contractor will provide us with options and report back to us with costs.
- **Sound System:** Tom McDonald is meeting with someone to look at the sound system and will report back to the Vestry.
- There is an issue with the toilets and water running. The toilets might only need the guts replaced. If the repair is more extensive, then it will be more costly and require a plumber.

## 5. Treasurer's Report, Greg Weber

**Lobster Sale Proceeds:** Greg researched which charities had received moneys in past years. Prior to 2019 there was no documentation and money went into General Funds. The Vestry made suggestions to donate the money to Discretionary Funds, Provenance Home Teen Shelter and Rose House Brunswick Christian Recovery Center.

Greg provided Father Farrell and Wardens with Budget Statement of Activities from January 1, 2023 – June 30, 2023. Revenues showed \$8,826.24 and Expenses \$5,447.33. Greg reported that we are not in the red. (Reports are attached to the minutes)

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

***Motion:** Kit Goff made a motion to affirm the expenditures authorized by the Wardens over the last month between Vestry meetings, which included \$600 for St. James Day, \$173 for the shed ramp project and \$75 for the church bell, which was unanimously approved by the Vestry Members.*



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

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

Accounts	Actual Jan 01, 2023 - Jan 31, 2023	Budget Jan 01, 2023 - Jan 31, 2023	Budget Remaining Jan 01, 2023 - Jan 31, 2023
<b>Revenues</b>			
4021 Current Pledges	23,000.50	16,666.67	( 6,333.83)
4025 Prior Yr Pledge	1,760.00	0.00	( 1,760.00)
4027 Plate Collections	683.00	1,666.67	983.67
4110 Bank Savings Interest	0.00	16.67	16.67
4140 Church Gala	183.89	0.00	( 183.89)
4154 Weight Watchers	320.00	0.00	( 320.00)
4155 Other Revenue	74.28	33.33	( 40.95)
4163 Discretionary Fund	25.00	0.00	( 25.00)
4240 Flowers	290.00	0.00	( 290.00)
<b>Total Revenues</b>	<b>\$ 26,336.67</b>	<b>\$ 18,383.34</b>	<b>( \$ 7,953.33)</b>
<b>Expenses</b>			
5016 Rector Salary	4,891.50	6,844.00	1,952.50
5062 Administrative Asst	2,135.70	2,302.33	166.63
5063 Music Director	2,854.88	1,416.67	( 1,438.21)
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	0.00	( 2,500.00)
5270 Rector Life Ins	3.70	83.33	79.63
5276 Rector Medical Ins	62.30	1,295.00	1,232.70
5280 Rector Pension	1,231.92	1,231.92	0.00
5290 Travel	619.19	300.00	( 319.19)
5305 Payroll FICA	265.00	294.33	29.33
5310 Workman's Comp	0.00	62.50	62.50
5411 Bank Fees	4.00	33.33	29.33
5412 Advertising	40.00	50.00	10.00
5413 Website Support	253.39	41.67	( 211.72)
5414 Copy Machine	425.88	375.00	( 50.88)
5421 Computer Upgrade	0.00	12.50	12.50
5430 Office Supplies	40.42	83.33	42.91
5431 Treasurer	0.00	20.83	20.83
5432 Realm - Accounting System	164.00	166.67	2.67
5440 Postage	0.00	58.33	58.33
5450 Telephone & Internet	289.13	308.33	19.20
5615 Church Insurance	0.00	791.67	791.67
5635 Electricity	768.45	708.33	( 60.12)
5645 Water and Sewer	0.00	100.00	100.00
5665 Waste Disposal	74.28	8.33	( 65.95)
5709 Building Interior	50.65	0.00	( 50.65)
5710 Building Rep/Main	0.00	291.67	291.67
5713 Main St Signage Upgrade	0.00	62.50	62.50
5720 Cust Supplies	0.00	33.33	33.33
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	Budget	Budget
	Jan 01, 2023 - Jan 31, 2023	Jan 01, 2023 - Jan 31, 2023	Remaining Jan 01, 2023 - Jan 31, 2023
5770 Insect Control	40.00	58.33	18.33
5780 Maintenance Supplies	0.00	8.33	8.33
5805 Grounds	0.00	141.67	141.67
5810 Landscaping	0.00	66.67	66.67
6015 Diocesan Pledge	0.00	1,573.75	1,573.75
6020 SBIC	150.00	12.50	( 137.50 )
6100 Rector Discretionary Fund	160.00	160.00	0.00
6453 Acolytes	0.00	4.17	4.17
6457 Convention	700.00	147.08	( 552.92 )
6460 Coffee Hour	0.00	16.67	16.67
6461 Kitchen Supplies	0.00	25.00	25.00
6463 Music	0.00	33.33	33.33
6482 Parrish Dinners	2,000.00	16.67	( 1,983.33 )
6490 Publications	0.00	33.33	33.33
6495 Worship	103.82	83.33	( 20.49 )
6551 Maintenance Cont	0.00	825.00	825.00
6552 Sabbatical Cont	0.00	160.00	160.00
6570 Newcomers/Greeters	0.00	25.00	25.00
7031 N2N	689.70	0.00	( 689.70 )
<b>Total Expenses</b>	<b>\$ 20,517.91</b>	<b>\$ 21,008.40</b>	<b>\$ 490.49</b>
<b>Net Total</b>	<b>\$ 5,818.76</b>	<b>( \$ 2,625.06 )</b>	<b>( \$ 8,443.82 )</b>





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

Date Range: Jan 1st 2023 - Feb 28th 2023

Accounts	Actual Jan 01, 2023 - Feb 28, 2023	Budget Jan 01, 2023 - Feb 28, 2023	Budget Remaining Jan 01, 2023 - Feb 28, 2023
<b>Revenues</b>			
4021 Current Pledges	42,720.20	33,333.34	( 9,386.86 )
4025 Prior Yr Pledge	2,580.00	0.00	( 2,580.00 )
4027 Plate Collections	1,521.00	3,333.34	1,812.34
4110 Bank Savings Interest	0.00	33.34	33.34
4140 Church Gala	790.20	0.00	( 790.20 )
4154 Weight Watchers	640.00	0.00	( 640.00 )
4155 Other Revenue	87.28	66.66	( 20.62 )
4163 Discretionary Fund	50.00	0.00	( 50.00 )
4240 Flowers	290.00	0.00	( 290.00 )
4250 Memorials	150.00	0.00	( 150.00 )
<b>Total Revenues</b>	<b>\$ 48,828.68</b>	<b>\$ 36,766.68</b>	<b>( \$ 12,062.00 )</b>
<b>Expenses</b>			
5016 Rector Salary	9,783.00	13,688.00	3,905.00
5062 Administrative Asst	4,306.40	4,604.66	298.26
5063 Music Director	4,188.21	2,833.34	( 1,354.87 )
5065 Supply Priest	0.00	416.66	416.66
5253 Music Dir Con Ed	0.00	83.34	83.34
5256 Rector Con Ed	0.00	266.66	266.66
5257 Deacon Con Ed	0.00	200.00	200.00
5260 Rector Housing	5,000.00	0.00	( 5,000.00 )
5270 Rector Life Ins	3.70	166.66	162.96
5276 Rector Medical Ins	62.30	2,590.00	2,527.70
5280 Rector Pension	2,464.84	2,463.84	( 1.00 )
5290 Travel	619.19	600.00	( 19.19 )
5305 Payroll FICA	530.00	588.66	58.66
5310 Workman's Comp	0.00	125.00	125.00
5411 Bank Fees	8.00	66.66	58.66
5412 Advertising	120.00	100.00	( 20.00 )
5413 Website Support	281.38	83.34	( 198.04 )
5414 Copy Machine	425.88	750.00	324.12
5421 Computer Upgrade	0.00	25.00	25.00
5430 Office Supplies	266.18	166.66	( 99.52 )
5431 Treasurer	111.02	41.66	( 69.36 )
5432 Realm - Accounting System	505.00	333.34	( 171.66 )
5440 Postage	0.00	116.66	116.66
5450 Telephone & Internet	578.26	616.66	38.40
5615 Church Insurance	0.00	1,583.34	1,583.34
5635 Electricity	1,797.65	1,416.66	( 380.99 )
5645 Water and Sewer	238.53	200.00	( 38.53 )
5665 Waste Disposal	74.28	16.66	( 57.62 )
5709 Building Interior	50.65	0.00	( 50.65 )
5710 Building Rep/Main	260.67	583.34	322.67
5713 Main St Signage Upgrade	0.00	125.00	125.00
5720 Cust Supplies	173.31	66.66	( 106.65 )
5730 Elect Maint	0.00	33.34	33.34
5740 Fire Extinguisher Maint	0.00	33.34	33.34



Accounts	Actual Jan 01, 2023 - Feb 28, 2023	Budget Jan 01, 2023 - Feb 28, 2023	Budget Remaining Jan 01, 2023 - Feb 28, 2023
5750 HVAC Maintenance	0.00	250.00	250.00
5770 Insect Control	40.00	116.66	76.66
5780 Maintenance Supplies	0.00	16.66	16.66
5805 Grounds	0.00	283.34	283.34
5810 Landscaping	0.00	133.34	133.34
6015 Diocesan Pledge	0.00	3,147.50	3,147.50
6020 SBIC	150.00	25.00	( 125.00 )
6100 Rector Discretionary Fund	320.00	320.00	0.00
6453 Acolytes	0.00	8.34	8.34
6457 Convention	875.00	294.16	( 580.84 )
6460 Coffee Hour	0.00	33.34	33.34
6461 Kitchen Supplies	0.00	50.00	50.00
6463 Music	0.00	66.66	66.66
6482 Parrish Dinners	6,144.64	33.34	( 6,111.30 )
6490 Publications	53.33	66.66	13.33
6495 Worship	573.93	166.66	( 407.27 )
6551 Maintenance Cont	0.00	1,650.00	1,650.00
6552 Sabbatical Cont	0.00	320.00	320.00
6570 Newcomers/Greeters	0.00	50.00	50.00
7025 Flowers	254.70	0.00	( 254.70 )
7031 N2N	689.70	0.00	( 689.70 )
7246 Building and Grounds Expense	31.45	0.00	( 31.45 )
<b>Total Expenses</b>	<b>\$ 40,981.20</b>	<b>\$ 42,016.80</b>	<b>\$ 1,035.60</b>
<b>Net Total</b>	<b>\$ 7,847.48</b>	<b>( \$ 5,250.12 )</b>	<b>( \$ 13,097.60 )</b>



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

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

Accounts	Actual Jan 01, 2023 - Mar 31, 2023	Budget Jan 01, 2023 - Mar 31, 2023	Budget Remaining Jan 01, 2023 - Mar 31, 2023
<b>Revenues</b>			
4021 Current Pledges	61,603.35	50,000.01	( 11,603.34)
4025 Prior Yr Pledge	2,580.00	0.00	( 2,580.00)
4027 Plate Collections	1,910.00	5,000.01	3,090.01
4110 Bank Savings Interest	0.00	50.01	50.01
4140 Church Gala	790.20	0.00	( 790.20)
4154 Weight Watchers	960.00	0.00	( 960.00)
4155 Other Revenue	322.28	99.99	( 222.29)
4163 Discretionary Fund	75.00	0.00	( 75.00)
4240 Flowers	540.00	0.00	( 540.00)
4250 Memorials	200.00	0.00	( 200.00)
<b>Total Revenues</b>	<b>\$ 68,980.83</b>	<b>\$ 55,150.02</b>	<b>( \$ 13,830.81)</b>
<b>Expenses</b>			
5016 Rector Salary	14,674.50	20,532.00	5,857.50
5062 Administrative Asst	6,437.10	6,906.99	469.89
5063 Music Director	5,521.54	4,250.01	( 1,271.53)
5065 Supply Priest	0.00	624.99	624.99
5253 Music Dir Con Ed	0.00	125.01	125.01
5256 Rector Con Ed	0.00	399.99	399.99
5257 Deacon Con Ed	0.00	300.00	300.00
5260 Rector Housing	7,500.00	0.00	( 7,500.00)
5270 Rector Life Ins	213.72	249.99	36.27
5276 Rector Medical Ins	2,811.68	3,885.00	1,073.32
5280 Rector Pension	3,795.31	3,695.76	( 99.55)
5290 Travel	619.19	900.00	280.81
5305 Payroll FICA	795.00	882.99	87.99
5310 Workman's Comp	0.00	187.50	187.50
5411 Bank Fees	12.00	99.99	87.99
5412 Advertising	120.00	150.00	30.00
5413 Website Support	281.38	125.01	( 156.37)
5414 Copy Machine	1,254.87	1,125.00	( 129.87)
5421 Computer Upgrade	0.00	37.50	37.50
5430 Office Supplies	321.52	249.99	( 71.53)
5431 Treasurer	111.02	62.49	( 48.53)
5432 Realm - Accounting System	678.65	500.01	( 178.64)
5440 Postage	105.00	174.99	69.99
5450 Telephone & Internet	867.39	924.99	57.60
5615 Church Insurance	2,774.14	2,375.01	( 399.13)
5635 Electricity	2,564.99	2,124.99	( 440.00)
5645 Water and Sewer	238.53	300.00	61.47
5665 Waste Disposal	74.28	24.99	( 49.29)
5709 Building Interior	50.65	0.00	( 50.65)
5710 Building Rep/Main	260.67	875.01	614.34
5713 Main St Signage Upgrade	0.00	187.50	187.50
5720 Cust Supplies	226.41	99.99	( 126.42)
5730 Elect Maint	0.00	50.01	50.01
5740 Fire Extinguisher Maint	0.00	50.01	50.01



Accounts	Actual	Budget	Budget
	Jan 01, 2023 - Mar 31, 2023	Jan 01, 2023 - Mar 31, 2023	Remaining Jan 01, 2023 - Mar 31, 2023
5750 HVAC Maintenance	0.00	375.00	375.00
5770 Insect Control	160.00	174.99	14.99
5780 Maintenance Supplies	0.00	24.99	24.99
5805 Grounds	0.00	425.01	425.01
5810 Landscaping	589.65	200.01	( 389.64 )
6015 Diocesan Pledge	0.00	4,721.25	4,721.25
6020 SBIC	150.00	37.50	( 112.50 )
6100 Rector Discretionary Fund	480.00	480.00	0.00
6453 Acolytes	0.00	12.51	12.51
6457 Convention	1,749.62	441.24	( 1,308.38 )
6460 Coffee Hour	0.00	50.01	50.01
6461 Kitchen Supplies	18.51	75.00	56.49
6463 Music	400.00	99.99	( 300.01 )
6482 Parrish Dinners	6,144.64	50.01	( 6,094.63 )
6490 Publications	106.69	99.99	( 6.70 )
6495 Worship	573.93	249.99	( 323.94 )
6551 Maintenance Cont	0.00	2,475.00	2,475.00
6552 Sabbatical Cont	0.00	480.00	480.00
6570 Newcomers/Greeters	0.00	75.00	75.00
7025 Flowers	847.10	0.00	( 847.10 )
7031 N2N	689.70	0.00	( 689.70 )
7246 Building and Grounds Expense	31.45	0.00	( 31.45 )
<b>Total Expenses</b>	<b>\$ 64,250.83</b>	<b>\$ 63,025.20</b>	<b>( \$ 1,225.63 )</b>
<b>Net Total</b>	<b>\$ 4,730.00</b>	<b>( \$ 7,875.18 )</b>	<b>( \$ 12,605.18 )</b>





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

Date Range: Jan 1st 2023 - Apr 30th 2023

Accounts	Actual Jan 01, 2023 - Apr 30, 2023	Budget Jan 01, 2023 - Apr 30, 2023	Budget Remaining Jan 01, 2023 - Apr 30, 2023
<b>Revenues</b>			
4021 Current Pledges	79,935.00	66,666.68	( 13,268.32 )
4025 Prior Yr Pledge	2,580.00	0.00	( 2,580.00 )
4027 Plate Collections	2,818.00	6,666.68	3,848.68
4110 Bank Savings Interest	0.00	66.68	66.68
4140 Church Gala	790.20	0.00	( 790.20 )
4154 Weight Watchers	1,360.00	0.00	( 1,360.00 )
4155 Other Revenue	372.28	133.32	( 238.96 )
4163 Discretionary Fund	150.00	0.00	( 150.00 )
4240 Flowers	1,090.00	0.00	( 1,090.00 )
4250 Memorials	400.00	0.00	( 400.00 )
4265 Outreach	170.00	0.00	( 170.00 )
<b>Total Revenues</b>	<b>\$ 89,665.48</b>	<b>\$ 73,533.36</b>	<b>( \$ 16,132.12 )</b>
<b>Expenses</b>			
5016 Rector Salary	19,566.00	27,376.00	7,810.00
5062 Administrative Asst	8,567.80	9,209.32	641.52
5063 Music Director	6,854.87	5,666.68	( 1,188.19 )
5065 Supply Priest	0.00	833.32	833.32
5253 Music Dir Con Ed	0.00	166.68	166.68
5256 Rector Con Ed	0.00	533.32	533.32
5257 Deacon Con Ed	0.00	400.00	400.00
5260 Rector Housing	10,000.00	0.00	( 10,000.00 )
5270 Rector Life Ins	329.03	333.32	4.29
5276 Rector Medical Ins	4,139.68	5,180.00	1,040.32
5280 Rector Pension	5,125.78	4,927.68	( 198.10 )
5290 Travel	619.19	1,200.00	580.81
5305 Payroll FICA	1,060.00	1,177.32	117.32
5310 Workman's Comp	0.00	250.00	250.00
5411 Bank Fees	18.00	133.32	115.32
5412 Advertising	160.00	200.00	40.00
5413 Website Support	337.36	166.68	( 170.68 )
5414 Copy Machine	1,684.52	1,500.00	( 184.52 )
5421 Computer Upgrade	0.00	50.00	50.00
5430 Office Supplies	626.04	333.32	( 292.72 )
5431 Treasurer	111.02	83.32	( 27.70 )
5432 Realm - Accounting System	852.30	666.68	( 185.62 )
5440 Postage	105.00	233.32	128.32
5450 Telephone & Internet	1,156.52	1,233.32	76.80
5615 Church Insurance	2,797.14	3,166.68	369.54
5635 Electricity	3,729.23	2,833.32	( 895.91 )
5645 Water and Sewer	561.43	400.00	( 161.43 )
5665 Waste Disposal	74.28	33.32	( 40.96 )
5709 Building Interior	185.15	0.00	( 185.15 )
5710 Building Rep/Main	260.67	1,166.68	906.01
5713 Main St Signage Upgrade	0.00	250.00	250.00
5714 Main Street Parking	1,290.00	0.00	( 1,290.00 )
5720 Cust Supplies	226.41	133.32	( 93.09 )



Accounts	Actual	Budget	Budget
	Jan 01, 2023 - Apr 30, 2023	Jan 01, 2023 - Apr 30, 2023	Remaining Jan 01, 2023 - Apr 30, 2023
5730 Elect Maint	0.00	66.68	66.68
5740 Fire Extinguisher Maint	0.00	66.68	66.68
5750 HVAC Maintenance	0.00	500.00	500.00
5770 Insect Control	340.00	233.32	( 106.68 )
5780 Maintenance Supplies	0.00	33.32	33.32
5805 Grounds	0.00	566.68	566.68
5810 Landscaping	654.29	266.68	( 387.61 )
6015 Diocesan Pledge	4,750.00	6,295.00	1,545.00
6020 SBIC	150.00	50.00	( 100.00 )
6100 Rector Discretionary Fund	640.00	640.00	0.00
6453 Acolytes	0.00	16.68	16.68
6457 Convention	1,749.62	588.32	( 1,161.30 )
6460 Coffee Hour	0.00	66.68	66.68
6461 Kitchen Supplies	18.51	100.00	81.49
6463 Music	457.00	133.32	( 323.68 )
6482 Parrish Dinners	6,144.64	66.68	( 6,077.96 )
6490 Publications	106.69	133.32	26.63
6495 Worship	610.19	333.32	( 276.87 )
6551 Maintenance Cont	0.00	3,300.00	3,300.00
6552 Sabbatical Cont	0.00	640.00	640.00
6570 Newcomers/Greeters	0.00	100.00	100.00
7025 Flowers	1,017.90	0.00	( 1,017.90 )
7031 N2N	689.70	0.00	( 689.70 )
7246 Building and Grounds Expense	31.45	0.00	( 31.45 )
<b>Total Expenses</b>	<b>\$ 87,797.41</b>	<b>\$ 84,033.60</b>	<b>( \$ 3,763.81 )</b>
<b>Net Total</b>	<b>\$ 1,868.07</b>	<b>( \$ 10,500.24 )</b>	<b>( \$ 12,368.31 )</b>



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

Date Range: Jan 1st 2023 - May 31st 2023

Accounts	Actual Jan 01, 2023 - May 31, 2023	Budget Jan 01, 2023 - May 31, 2023	Budget Remaining Jan 01, 2023 - May 31, 2023
<b>Revenues</b>			
4021 Current Pledges	96,182.65	83,333.35	( 12,849.30 )
4025 Prior Yr Pledge	2,580.00	0.00	( 2,580.00 )
4027 Plate Collections	3,397.00	8,333.35	4,936.35
4110 Bank Savings Interest	0.00	83.35	83.35
4140 Church Gala	790.20	0.00	( 790.20 )
4154 Weight Watchers	1,680.00	0.00	( 1,680.00 )
4155 Other Revenue	412.28	166.65	( 245.63 )
4156 CPC	75.00	0.00	( 75.00 )
4157 UTO	100.00	0.00	( 100.00 )
4163 Discretionary Fund	175.00	0.00	( 175.00 )
4240 Flowers	1,170.00	0.00	( 1,170.00 )
4250 Memorials	400.00	0.00	( 400.00 )
4265 Outreach	170.00	0.00	( 170.00 )
<b>Total Revenues</b>	<b>\$ 107,132.13</b>	<b>\$ 91,916.70</b>	<b>( \$ 15,215.43 )</b>
<b>Expenses</b>			
5016 Rector Salary	24,457.50	34,220.00	9,762.50
5062 Administrative Asst	10,698.50	11,511.65	813.15
5063 Music Director	8,194.85	7,083.35	( 1,111.50 )
5065 Supply Priest	0.00	1,041.65	1,041.65
5253 Music Dir Con Ed	0.00	208.35	208.35
5256 Rector Con Ed	0.00	666.65	666.65
5257 Deacon Con Ed	0.00	500.00	500.00
5260 Rector Housing	12,500.00	0.00	( 12,500.00 )
5270 Rector Life Ins	444.34	416.65	( 27.69 )
5276 Rector Medical Ins	5,467.68	6,475.00	1,007.32
5280 Rector Pension	6,456.25	6,159.60	( 296.65 )
5290 Travel	619.19	1,500.00	880.81
5305 Payroll FICA	1,325.00	1,471.65	146.65
5310 Workman's Comp	0.00	312.50	312.50
5411 Bank Fees	20.00	166.65	146.65
5412 Advertising	210.00	250.00	40.00
5413 Website Support	365.35	208.35	( 157.00 )
5414 Copy Machine	2,101.58	1,875.00	( 226.58 )
5421 Computer Upgrade	0.00	62.50	62.50
5430 Office Supplies	711.92	416.65	( 295.27 )
5431 Treasurer	111.02	104.15	( 6.87 )
5432 Realm - Accounting System	1,025.95	833.35	( 192.60 )
5440 Postage	105.00	291.65	186.65
5450 Telephone & Internet	1,737.10	1,541.65	( 195.45 )
5615 Church Insurance	2,797.14	3,958.35	1,161.21
5635 Electricity	3,729.23	3,541.65	( 187.58 )
5645 Water and Sewer	561.43	500.00	( 61.43 )
5665 Waste Disposal	74.28	41.65	( 32.63 )
5709 Building Interior	185.15	0.00	( 185.15 )
5710 Building Rep/Main	260.67	1,458.35	1,197.68
5713 Main St Signage Upgrade	0.00	312.50	312.50



<b>Accounts</b>	<b>Actual Jan 01, 2023 - May 31, 2023</b>	<b>Budget Jan 01, 2023 - May 31, 2023</b>	<b>Budget Remaining Jan 01, 2023 - May 31, 2023</b>
5714 Main Street Parking	1,290.00	0.00	( 1,290.00 )
5720 Cust Supplies	383.25	166.65	( 216.60 )
5730 Elect Maint	0.00	83.35	83.35
5740 Fire Extinguisher Maint	378.28	83.35	( 294.93 )
5750 HVAC Maintenance	0.00	625.00	625.00
5770 Insect Control	380.00	291.65	( 88.35 )
5780 Maintenance Supplies	0.00	41.65	41.65
5805 Grounds	0.00	708.35	708.35
5810 Landscaping	654.29	333.35	( 320.94 )
6000 Outreach	250.00	0.00	( 250.00 )
6015 Diocesan Pledge	4,750.00	7,868.75	3,118.75
6020 SBIC	150.00	62.50	( 87.50 )
6100 Rector Discretionary Fund	800.00	800.00	0.00
6453 Acolytes	0.00	20.85	20.85
6457 Convention	1,749.62	735.40	( 1,014.22 )
6460 Coffee Hour	0.00	83.35	83.35
6461 Kitchen Supplies	18.51	125.00	106.49
6463 Music	457.00	166.65	( 290.35 )
6482 Parrish Dinners	6,144.64	83.35	( 6,061.29 )
6490 Publications	141.38	166.65	25.27
6495 Worship	661.40	416.65	( 244.75 )
6551 Maintenance Cont	0.00	4,125.00	4,125.00
6552 Sabbatical Cont	0.00	800.00	800.00
6570 Newcomers/Greeters	0.00	125.00	125.00
7025 Flowers	1,274.10	0.00	( 1,274.10 )
7031 N2N	689.70	0.00	( 689.70 )
7246 Building and Grounds Expense	1,229.45	0.00	( 1,229.45 )
<b>Total Expenses</b>	<b>\$ 105,560.75</b>	<b>\$ 105,042.00</b>	<b>( \$ 518.75 )</b>
<b>Net Total</b>	<b>\$ 1,571.38</b>	<b>( \$ 13,125.30 )</b>	<b>( \$ 14,696.68 )</b>





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

Date Range: Jan 1st 2023 - Jun 30th 2023

Accounts	Actual Jan 01, 2023 - Jun 30, 2023	Budget Jan 01, 2023 - Jun 30, 2023	Budget Remaining Jan 01, 2023 - Jun 30, 2023
<b>Revenues</b>			
4021 Current Pledges	105,991.80	100,000.02	( 5,991.78 )
4025 Prior Yr Pledge	2,580.00	0.00	( 2,580.00 )
4027 Plate Collections	3,852.00	10,000.02	6,148.02
4110 Bank Savings Interest	0.00	100.02	100.02
4140 Church Gala	790.20	0.00	( 790.20 )
4154 Weight Watchers	2,000.00	0.00	( 2,000.00 )
4155 Other Revenue	412.28	199.98	( 212.30 )
4156 CPC	75.00	0.00	( 75.00 )
4157 UTO	245.00	0.00	( 245.00 )
4163 Discretionary Fund	200.00	0.00	( 200.00 )
4240 Flowers	1,210.00	0.00	( 1,210.00 )
4245 Graveyard Fund	1,200.00	0.00	( 1,200.00 )
4250 Memorials	400.00	0.00	( 400.00 )
4265 Outreach	170.00	0.00	( 170.00 )
<b>Total Revenues</b>	<b>\$ 119,126.28</b>	<b>\$ 110,300.04</b>	<b>( \$ 8,826.24 )</b>
<b>Expenses</b>			
5016 Rector Salary	29,349.00	41,064.00	11,715.00
5062 Administrative Asst	12,829.20	13,813.98	984.78
5063 Music Director	9,528.18	8,500.02	( 1,028.16 )
5065 Supply Priest	0.00	1,249.98	1,249.98
5253 Music Dir Con Ed	0.00	250.02	250.02
5256 Rector Con Ed	0.00	799.98	799.98
5257 Deacon Con Ed	0.00	600.00	600.00
5260 Rector Housing	15,000.00	0.00	( 15,000.00 )
5270 Rector Life Ins	444.34	499.98	55.64
5276 Rector Medical Ins	5,467.68	7,770.00	2,302.32
5280 Rector Pension	7,982.82	7,391.52	( 591.30 )
5290 Travel	619.19	1,800.00	1,180.81
5305 Payroll FICA	1,590.00	1,765.98	175.98
5310 Workman's Comp	0.00	375.00	375.00
5411 Bank Fees	24.00	199.98	175.98
5412 Advertising	250.00	300.00	50.00
5413 Website Support	393.34	250.02	( 143.32 )
5414 Copy Machine	2,498.97	2,250.00	( 248.97 )
5421 Computer Upgrade	0.00	75.00	75.00
5430 Office Supplies	906.16	499.98	( 406.18 )
5431 Treasurer	111.02	124.98	13.96
5432 Realm - Accounting System	1,199.60	1,000.02	( 199.58 )
5440 Postage	105.00	349.98	244.98
5450 Telephone & Internet	1,737.10	1,849.98	112.88
5615 Church Insurance	6,115.14	4,750.02	( 1,365.12 )
5635 Electricity	4,067.52	4,249.98	182.46
5645 Water and Sewer	1,118.83	600.00	( 518.83 )
5665 Waste Disposal	74.28	49.98	( 24.30 )
5709 Building Interior	185.15	0.00	( 185.15 )
5710 Building Rep/Main	440.20	1,750.02	1,309.82



Accounts	Actual	Budget	Budget
	Jan 01, 2023 - Jun 30, 2023	Jan 01, 2023 - Jun 30, 2023	Remaining Jan 01, 2023 - Jun 30, 2023
5713 Main St Signage Upgrade	0.00	375.00	375.00
5714 Main Street Parking	1,290.00	0.00	(1,290.00)
5720 Cust Supplies	471.86	199.98	(271.88)
5730 Elect Maint	0.00	100.02	100.02
5740 Fire Extinguisher Maint	378.28	100.02	(278.26)
5750 HVAC Maintenance	0.00	750.00	750.00
5770 Insect Control	420.00	349.98	(70.02)
5780 Maintenance Supplies	0.00	49.98	49.98
5805 Grounds	0.00	850.02	850.02
5810 Landscaping	924.28	400.02	(524.26)
6000 Outreach	570.00	0.00	(570.00)
6015 Diocesan Pledge	9,500.00	9,442.50	(57.50)
6020 SBIC	150.00	75.00	(75.00)
6100 Rector Discretionary Fund	960.00	960.00	0.00
6453 Acolytes	0.00	25.02	25.02
6457 Convention	1,749.62	882.48	(867.14)
6460 Coffee Hour	0.00	100.02	100.02
6461 Kitchen Supplies	18.51	150.00	131.49
6463 Music	457.00	199.98	(257.02)
6482 Parrish Dinners	6,144.64	100.02	(6,044.62)
6490 Publications	141.38	199.98	58.60
6495 Worship	682.17	499.98	(182.19)
6551 Maintenance Cont	0.00	4,950.00	4,950.00
6552 Sabbatical Cont	0.00	960.00	960.00
6570 Newcomers/Greeters	0.00	150.00	150.00
7025 Flowers	1,615.70	0.00	(1,615.70)
7031 N2N	689.70	0.00	(689.70)
7246 Building and Grounds Expense	1,229.45	0.00	(1,229.45)
<b>Total Expenses</b>	<b>\$ 129,429.31</b>	<b>\$ 126,050.40</b>	<b>( \$ 3,378.91 )</b>
<b>Net Total</b>	<b>( \$ 10,303.03 )</b>	<b>( \$ 15,750.36 )</b>	<b>( \$ 5,447.33 )</b>



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

As of: Jun 30th 2023

**Assets**

Checking Balance Truist	
1000 Checking Account	38,640.26
1005 Dedicated Funds	3,256.00
Total Checking Balance Truist	41,896.26
Savings Balance Truist	
1200 Savings Accts	68,189.42
1220 Maintenance Cont	56,661.66
1225 Sabbatical Fund	4,960.00
1232 Dedicated Funds	41,871.98
Total Savings Balance Truist	171,683.06
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
Investments	
1305 Raymond James	177,603.54
1320 Edward Jones	12,528.86
1322 TD Ameritrade	40,000.00
Total Investments	230,132.40
<b>Total Assets</b>	<b>\$ 1,609,415.36</b>

**Liabilities & Net Assets**

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	1,787.25
2415 Maintenance Contingency	26,265.00
2440 Sabbatical Fund	4,480.00
Total Liabilities	33,008.84
Net Assets	
1324 Investment Acct Interest	961.49
1325 Investment Gains/Losses	23,553.94
3000 General Fund	1,457,069.32
3001 Gen Fund Over/Under	6,988.68
Dedicated Funds	
3210 Alter Fund	771.17
3212 Angel Tree Fund	700.00
3232 Endowment Fund	31.95
3235 Endowment Comm	75.67
3240 Flowers	2,973.32
3245 Graveyard	4,707.28
3246 Building and Grounds	1,485.55
3250 Memorials	13,705.00
3255 Main Street Parking	23,760.00
3260 Music	961.66
3263 N2N	1,783.46
3265 Outreach	30,475.18



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 Funds	87,833.09
Total Net Assets	1,576,406.52
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 1,609,415.36</b>





## 6. New Business, Father Farrell

- **Adopt a Singer**

The proposal would be for parishioners to adopt six students at the cost of \$1,000 scholarship per student per year and be ongoing. The money would accrue towards a college tuition scholarship to be paid upon graduation and admittance to a college of their choice.

### Vestry Discussion

- We need to take into consideration that the Vestry will be requesting other funding demands from the parishioners.
- A chairperson should be considered for the committee to do planning and oversight.
- The choir director doesn't have contacts for singers.
- The committee would need to establish rules for the scholarship.
- The treasurer would have to put into place a budgetary system.
- Are there existing guidelines or should we establish our own guidelines?
- Father Farrell and Mr. Dean would need to contact a school official to discuss the scholarship and school district requirements.

*Motion: Jan Comfort made a motion to authorize a development process to review the Adopt a Singer Program, which was unanimously approved by the Vestry Members.*

## 7. Old Business

- **St. James Day, RoseMary Stalter, Jan Comfort**

RoseMary and Jan reported on the preparations for St. James Day. They provided a printout (*attached to minutes*) of food to be provided, activities, music, decorations, tableware and a trivia contest. Chris Walters agreed to be the Master of Ceremonies.

Announcements for St. James Day have been made at the services. Food was ordered based on 40 people attending. The committee has spent \$488 which includes the food and band. The band requested a cash payment of \$200. The treasurer will need to provide the committee with the cash to pay the band.

The committee has been actively promoting the day through the Sunday bulletin, poster in the Narthex, Fisherman Newsletter, and on Facebook. Father Farrell provided Jan with names of parishioners we have not seen in a while and Jan sent invitations to them.

It will be a fun day for the Fisherfolks.

- **Parish Bylaws/Procedures Updating, Kit Goff**



St. James Day Update  
July 30, 2023

- Food ordered- Based on 40 people BBQ, sauces( vinegar and tomato based), Chicken tenders/hushpuppies (sauce pkts-mustard and ranch)- Delivered by 10:15 on Sun. 30th from Smithfield's (need church ck-Greg- when delivered). Right now, the total is approx. \$288.08 I will firm up and get the exact total next week after final push for signups.
- Music booked - Charles Richards- plays 10:30-12:30 (60s, 70s, 80s rock, country rock bands like Eagles poco, Allman Brothers Charlie Daniels, others) - \$200 (need Greg to have cash to pay) Thanks, Kathleen.
- Decorations - table cloths- ordered a box from Amazon- cut to size; centerpieces are the balloon weights so people can see over and talk. Considering getting small bells to give out to each person as reminder of day????
- Table wares, (disposable plates, cups, dessert plates and drinks have been donated. Since dishwasher news we will also get disposable flatware and bowls for certain desserts.
- Trivia contest- question sheets/pens handed out as people gather. Still deciding exactly how to go over and declare winner. Have 2 gift certificates for Planetarium as prizes.
- Chris Walters has agreed to be "Master of Ceremonies". If time, ask for people to tell a favorite memory of St. James.
- Announcements at services July 16, 23 9AM (15, 22 5:30 and (9:00) were done requesting sign ups telling #coming, sides, help- before/after. We received a lot more. Will do this Sat/Sunday as a final push.



- Invitations and other ways to promote - Jan and Father Farrell went through people who we haven't seen in a while or might need a special prod and Jan sent an invitation to each. There is a poster on the board above the signup sheets. Which has also been highlighting some of the trivia. Also it has been in the weekly bulletins, The Fisherman newsletter, and on our Facebook page.
- Suggestions???? have been donated. Since dishwasher news we will also get disposable flatware and bowls for certain desserts.
- Trivia contest- question sheets/pens handed out as people gather. Still deciding exactly how to go over and declare winner. Have 2 gift certificates for Planetarium as prizes.
- Chris Walters has agreed to be "Master of Ceremonies". If time, ask for people to tell a favorite memory of St. James.
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- Invitations and other ways to promote - Jan and Father Farrell went through people who we haven't seen in a while or might need a special prod and Jan sent an invitation to each. There is a poster on the board above the signup sheets. Which has also been highlighting some of the trivia. Also it has been in the weekly bulletins, The Fisherman newsletter, and on our Facebook page.
- Suggestions????



Kit provided the Vestry with printouts of the updated Parish Bylaws and Procedures (attached to the minutes) for their review prior to the meeting.

*Motion: RoseMary Stalter made a motion to approve the updated Parish Bylaws and Procedures for presentation and approval at the Parish Annual Meeting in December, which was unanimously approved by the Vestry Members.*

The bylaws will need to be made available to parishioners a few weeks prior to the meeting.

- **2022 Lobster Sale Proceeds Designation, Peter Tietjen**  
The Vestry previously discussed, under #5 Treasurer Report, the distribution of lobster sale money donations.

*Motion: Peter Tietjen made a motion that one third of the money would be donated to Discretionary Funds, one third to Provenence Home Teen Shelter and one third to Rose House Brunswick Christian Recovery Center, which was unanimously approved by the Vestry Members.*

Peter will be assuming responsibility for the lobster sale. He discussed other possible items for fund raising in addition to the lobster sale, i.e., pecans, a clam bake. Peter said we need to do more publicity in the community and is open to suggestions from the Vestry. The focus this year should be on the lobster sale and consider adding products for next year.

- **Stewardship Committee, Toni DeLuca**  
Gary Freeman, Ruth and Toni are members of the committee and Gary is the chairperson. Toni provided the Vestry with a timeline (attached to the minutes) for their review.

The committee is making progress and is ahead of schedule. Father Farrell and the Stewardship newsletter is ready to submit to the Fisherman Newsletter for July and August. Pledge card was revised and sent to David for print along with the Stewardship letter. The presentation announcement is ready for kick off day and a coffee hour following the services. Parishioners have consented to writing testimonials for the bulletin. The parishioners are Ruth Ann Campbell, Karen and Drew Prescott, Sharon Davis and Webster and Betsy Collette. David has dates for the calendar. We will not be doing sign up tables for ministries and outreach but will have a poster listing the ministries and the chairperson. Jan is in the process of updating the ministries and outreach programs.





***Parish By-Laws for  
St. James the Fisherman Episcopal Church  
Shallotte, NC***

***Article I: Scope***

The By-Laws of St. James the Fisherman Episcopal Church, Shallotte, NC are in accordance with Title II, Canon 4 of the Diocesan Canon, and supplemental procedures to same. All references to Canon Titles reflect those of the Canons of the Diocese of East Carolina. Any article or section of these By-laws that may at any time be in conflict with the Constitution or Canons of the Episcopal Church and/or of the Diocese of East Carolina will be null and void.

***Article II: Membership***

All persons who have received the Sacrament of Holy Baptism with water in the name of the Father, and of the Son, and of the Holy Spirit, whether in the Episcopal Church or in another Christian Church, and whose Baptisms have been duly recorded in this Parish, are members thereof.

***Article III: Officers of the Parish/Duties***

***Section A. General.***

The Officers of the Parish shall consist of the Rector and Clergy Associates/Assistants, Vestry, Wardens, Treasurer, and Clerk of the Vestry. The Wardens and Treasurer must be at least twenty-one (21) years of age.

The Parish elects the members of the Vestry. Annually, the Rector nominates, and the Vestry confirms one of the vestry members to serve as the Senior Warden. The Vestry elects one of its members as Jr. Warden annually. The Treasurer and Clerk of the Vestry are each elected annually by the Vestry.

A formal vote of 2/3 or greater of the remaining vestry plus a vote by the Rector (or priest in charge) together are required (and sufficient) for the removal from office of any of the non-clergy Officers of the Parish.

***Section B. The duties of the Clergy are:***

1. The Rector's duties are defined in the Letter of Agreement between the Rector and the Parish and in accordance with Title II, Canon 4, Section 8.

2. The duties of any Clergy Associates/Assistants are delineated in a Letter of Agreement between the Rector and designated Clergy and in accordance with Title III, Canon 3, Section 6.

***Section C. The Duties of the Vestry.***

The duties of the Vestry are specified in Title II, Canon 4, Section 7.

***Section D. The Duties of the Wardens are as follows:***

These duties are specified in Title II, Canon 4, Section 7.

The wardens shall meet regularly with the Rector (or priest in charge) to mutually support and coordinate the efforts of the vestry and Rector (or priest in charge) in performance of their respective duties.

The Senior Warden acts in the Rector's stead should the Rector for any reason not be able to carry out his/her responsibilities. The Senior Warden also becomes the Chair of the Vestry in the absence of a Rector.

The Junior Warden acts in the Senior Warden's stead should the Senior Warden for any reason not be able to carry out his/her responsibilities. The Junior Warden also oversees the Building Operations, including (but not limited to) developing a list of major repairs, receiving bids and overseeing their execution (upon direction of the Vestry), and keeping the Vestry advised of current insurance coverage and necessary changes.

***Section E. The Duties of the Treasurer.***

These duties are specified in Title II, Canon 4, Section 6. The Treasurer shall report to the Vestry monthly, or as directed by the Vestry.



***Section F. The Duties of the Clerk of the Vestry.***

These duties are specified in Title II. Canon 4. Section 5. The Clerk of the Vestry takes and records minutes of the Annual and Special Meetings.

***Article IV: The Vestry***

The Vestry of this Parish, consisting of the Wardens, the elected Vestry members and the Rector, shall be the official representatives of the Parish. They are governed by Title II, Canon 4 of the Canons of the Diocese of East Carolina.

***Section A: Qualifications.***

Each person chosen as a member of the Vestry shall be a member of the Parish and further qualify by subscribing to the following declaration and promise: "I do believe the Holy Scriptures of the Old and New Testaments to be the word of God, and contain all things necessary to salvation, and I do consent to be governed by the doctrine, discipline and worship of the Protestant Episcopal Church in the United State of America. I promise that I will faithfully execute the office of member of the Vestry of St. James the Fisherman Parish in Shallotte, NC, according to the best of my ability."

***Section B: Composition, Selection, and Installation.***

The Vestry will comprise no fewer than six (6) and no more than twelve (12) members, a third of which are elected each year. The term of office is three (3) years. Members shall not serve for a period greater than three consecutive years until a period of one year has elapsed between terms, except as provided in Title II, Canon 4, Section 10 (b). Members of the Vestry shall be elected at the Annual Meeting by receiving the largest number of votes cast. Proxy ballots are not allowed. No spouses may serve simultaneously on the Vestry. In the event of a vacancy, the remaining Vestry Members may fill the vacancy by appointment to serve the remainder of the term. Newly elected Vestry Members will be installed at a regular worship service. Their term will begin as soon as convenient after their election – such time to be specified at their election..

***Section C: Meetings of the Vestry***

The Vestry shall establish a monthly-appointed time and place for meetings, holding no fewer than four (4) meetings a year. Additional meetings may be called as specified in Title II, Canon 4, Section 9. Special meeting dates must be set to provide all appropriate parties two (2) weeks' notice. An Executive Session is called by a simple majority vote of the Vestry present.

Regular and Special Meetings are open to members of the Parish, except when an Executive Session is called. The vestry may individually appoint up to 6 members of the Parish to be "Invited Participants" in the vestry by a simple majority vote of those present plus the vote of the Rector (or priest in charge). Upon acceptance of appointment, such appointed persons agree to regularly participate with voice (but not vote) in Regular or Special vestry meetings. Such appointment shall specify the start and ending dates of the appointment, and may be modified, at the sole discretion of the vestry, at any time by a simple majority vote of the vestry members present at a Regular or Special vestry meeting.

The Vestry shall annually adopt rules of order, which shall continue in force until altered.

***Article V: Voter Qualification***

In addition to meeting the criteria of parish membership as shown in Article II of these By-Laws, as required by Article XIV of the Diocesan Constitution to vote a person must be an adult communicant in good standing, and must also sign the following statement prior to voting in a parish meeting: "I, the undersigned, signify that I am an adult communicant in good standing (Baptized with water in the name of the Father, Son & Holy Spirit; Baptism duly recorded in the parish; am 16+ years of age; during the past year been faithful in corporate worship and in working, praying and giving for the spread of God's Kingdom) in the parish of St. James the Fisherman Episcopal Church, Shallotte, NC; and do hereby consent to be governed by the



Constitution and Canons of the Church as set forth in and by the General Convention of the Episcopal Church in the United States of America, and by the Constitution and Canons of the Diocese of East Carolina."

***Article VI: Annual/Other Parish Meetings***

***Section A. Annual Meeting***

The Vestry shall call the Annual Meeting on a date preceding the Diocesan Convention to provide the Diocese with timely financial planning data. The Parish membership will be given at least three weeks' notice to plan for attendance. The agenda of the annual meeting shall include: election of Vestry members; reports from the Rector, the Wardens, the Chair of the Endowment Committee, and selected vestry liaisons to parish committees and organizations, and other leaders as designated by the Vestry; and discussion of other matters of interest to the congregation. Motions, resolutions, elections, and all other matters presented to the parish meeting for vote shall be decided by a vote of the qualified members present and voting.

***Section B. Other Parish Meetings.***

The Vestry, by simple majority vote, may call a Special Parish Meeting at any time by giving the Rector and voting members one weeks' notice.

***Article VII: Delegates to the Diocesan Convention***

The Vestry shall choose from the Parish membership, delegates and alternates for the Convention. To be eligible for selection as a delegate or alternate, the person must be a confirmed/received Communicant in good standing, sixteen (16) year of age or older. The Parish's numerical representation is defined in Article IV, Section 3 of the Diocesan Constitution.

***Article VIII: Amendments***

Proposed amendments to these By-laws shall be submitted to the Vestry and shall be in compliance with the Constitution and Canons of the Diocese of East Carolina. Any proposed amendments shall be submitted by the Vestry for consideration by the Parish Membership at the next Annual Meeting or a Special Meeting called for the purpose of amending the By-laws. The membership shall be notified, and provided a copy of said proposed amendments not less than three (3) weeks prior to the meeting. Proposed amendments require approval by a simple majority of those voting, and shall become effective only upon approval by the Diocese of East Carolina.

Approved by the Vestry 7/19/2023

Approved by the Parish Membership \_\_\_\_\_

*Supersedes those affirmed by the Vestry 5/26/2022*



**Parish By-Laws for  
St. James the Fisherman Episcopal Church  
Shallotte, NC**

**Article I: Scope**

The By-Laws of St. James the Fisherman Episcopal Church, Shallotte, NC are in accordance with Title II, Canon 4 of the Diocesan Canon, and supplemental procedures to same. All references to Canon Titles reflect those of the Canons of the Diocese of East Carolina. Any article or section of these By-laws that may at any time be in conflict with the Constitution or Canons of the Episcopal Church and/or of the Diocese of East Carolina will be null and void.

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**Article III: Officers of the Parish/Duties**

**Section A. General.**

The Officers of the Parish shall consist of the Rector and Clergy Associates/Assistants, Vestry, Wardens, Treasurer, and Clerk of the Vestry. ~~The Wardens and Treasurer must be at least twenty-one (21) years of age.~~  
~~The Parish elects the members of the Vestry. ~~Annually,~~ the Rector nominates, and the Vestry confirms, one of the vestry members to serve as the Senior Warden. The Vestry elects one of its members as Jr. Warden annually. The Wardens must be at least twenty-one (21) years of age. The Treasurer and Clerk of the Vestry are each elected annually by the Vestry.~~

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Approved by the Vestry 7/19/2023

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## PARISH ALCOHOL POLICY

1. The Church must provide a safe and welcoming environment for all people, including people in recovery.
2. All applicable federal, state, and local laws shall be obeyed, including those governing the serving of alcoholic beverages to minors.
3. When alcohol is served at any church function, it will be monitored and those showing signs of intoxication will not be served. Whenever alcohol is served, the Rector, Dean, or Priest-in-Charge will appoint an adult to oversee its serving. That adult must not drink alcoholic beverages during the time of his or her execution of responsibilities. If hard liquor is served, a certified server is required.
4. If alcohol is being served at an event where minors are present it will be served at a separate station that is monitored at all times to prevent underage drinking.
5. Alcoholic and non-alcoholic beverages will be clearly labeled as such. Food prepared with alcohol does not need to be labeled provided the alcohol is completely evaporated by the cooking process.
6. Whenever alcohol is served appealing non-alcoholic alternatives will always be offered with equal prominence and accessibility.
7. The serving of alcoholic beverages at church events will not be publicized as an attraction of the event, e.g. “wine and cheese reception,” “cocktail party,” or “beer and wine tasting.”
8. Ministries of the parish will make certain that alcohol consumption is not the focus of the ministry, and that drinking alcohol is not an exclusively normative activity.
9. Food must be served when alcohol is present.
10. Parish groups or organizations sponsoring the activity or event at which alcoholic beverages are served must have permission from the clergy or the vestry. Such groups or organizations must also assume responsibility of those persons who might become intoxicated and must provide alternative transportation of anyone whose capacity to drive may be impaired.
11. Alcoholic beverages will not be served when the business of the Parish is being conducted.
12. Clergy shall consecrate an appropriate amount of wine when celebrating the Eucharist and wine remaining in the chalice(s) following Communion shall be disposed of by pouring it down the piscina sink in the sacristy following the service. Consecrated wine left in the cruet will be saved as Reserved Sacrament in the aumbry. Unconsecrated wine shall be returned to the original bottle.
13. The Eucharist may be received in one kind (i.e. bread only without wine).

APPROVED: (signed by Fr. David Davis for the Vestry)

DATE: March 13, 2007

AFFIRMED BY THE VESTRY: May 26, 2022



**PREPARATION OF ST. JAMES THE FISHERMAN CHURCH**  
**FOR HURRICANES / OTHER SEVERE WEATHER**

1. As applicable, remove all altar items and candles from the altar area and place the dust cover on the altar.
2. Empty any ice and other items in the Kitchen and 2nd Helpings Room refrigerators' freezers.
3. Test and get out flashlights.
4. Take down flags outside on Main St. and Memorial Garden Flagpoles and place in 2nd Helpings room.
5. During a storm, water pressure is sometimes lost. Fill Second Helpings containers with tap water and put one in each bathroom for toilets.
6. Move items close to the windows to central part of room.
7. Remove all movable items in the courtyard (umbrellas, hoses, watering cans, hanging flower pots, etc.) and place in the 2nd Helpings room. \*
8. Remove the 'You Are Entering The Mission Field' sign in courtyard and place in 2nd Helpings room.
9. Move all outside Trash Cans to the shed. \*
10. Unplug all computers and the copy machine.
11. Turn all faucets on a small drip to prevent freezing pipes and open all doors and cabinet doors in rooms which have sinks (i.e. - bathrooms, kitchen, and sacristy). \*\*
12. Immediately following the storm check the downstairs (Coat Closet) area for flooding; and Shop Vac dry as necessary.

\*NOTE: These items apply to higher category wind storms (Cat 2+ hurricane level). Use your best judgment whether things are just turned over or removed.

\*\*NOTE: Applies only in the event of an ice storm or a severe freeze warning.

**PEOPLE TO CALL PRE AND POST SEVERE WEATHER EVENTS (AS OF: 9/6/17)**

Ethel Bachand	Cleo Hendricksen	Jackie Wooden
Barbara Bing	Betty Herren	
Debby Boyd	Tina Johnson	
Dorothy Boyd	Sally Manifold	
Gail Childers	Bobbie Masich	
Maude Davis	Patsy Neff	
Joyce Ferguson	Sue Staples	
Carol Foley	Janet Thompson	
Jean Gillette	Alice Wargo	



**ST. JAMES THE FISHERMAN EPISCOPAL CHURCH**  
**POLICY AND PROCEDURES**  
**FOR THE USE OF THE CHURCH AND/OR PARISH HALL**

1. Application

- a. Made to the Rector or Junior Warden stipulating use, number of people, date, time, and collateral use (such as opening and closing of the building in the day prior to use, as needed.) A facilities use letter of agreement is filled out.
- b. Rector or Junior Warden will check for calendar conflicts before approving.
- c. In accordance with church canons, if the Junior Warden is authorizing use, s/he must check with the Rector (or Senior Warden if no Rector) for final approval.

2. Groups using Bliss Hall

- a. Meeting of income-producing organizations (e.g. Weight Watchers, etc.): \$35 fee per use
- b. Meeting of non-profit organizations (Rotary, SBIC, BFA, etc.): no charge
- c. Individuals (members and non-members) for weddings, funerals, anniversary parties fees:
  - Weddings and Funerals:
    - No charge for members for use of the Church or Bliss Hall
    - Use of the Church for non-members: An Episcopal priest must preside at the service, and there is a fee of \$200 for the facilities if neither party is an active member of any Episcopal parish/congregation. If either are active members there is no charge.
    - Use of Bliss Hall and kitchen by non-members for a reception following the service: \$150 fee plus a refundable deposit of \$50 for non-members, unless they meet the stipulations of no charge for use of the Church.
  - Anniversary Parties (Bliss Hall): For use by Parish members only with a \$150 charge. In accordance with church canons, if alcohol is available on these occasions, an equal amount of non-alcoholic beverages must be available.
- d. Bliss Hall and the kitchen will not be used for any other non-parish social activity/party.

3. Use of tables and chairs outside of church property

- a. Church members: no charge
- b. Non-church members' fees

1-5 tables \$25

5-10 tables \$50

10-20 tables \$100

APPROVED BY THE VESTRY (signed by Father Dave Davis)

DATED: 12/11/07

AFFIRMED BY THE VESTRY: May 26, 2022





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faithful in corporate worship and in working, praying and giving for the spread of God's Kingdom) in the parish of St. James the Fisherman Episcopal Church, Shallotte, NC; and do hereby consent to be governed by the Constitution and Canons of the Church as set forth in and by the General Convention of the Episcopal Church in the United States of America, and by the Constitution and Canons of the Diocese of East Carolina."

**Article VI: Annual/Other Parish Meetings**

**Section A. Annual Meeting**

The Vestry shall call the Annual Meeting on a date preceding the Diocesan Convention to provide the Diocese with timely financial planning data. The Parish membership will be given at least three weeks' notice to plan for attendance. The agenda of the annual meeting shall include: election of Vestry members; reports from the Rector, the Wardens, the Chair of the Endowment Committee, and selected vestry liaisons to parish committees and organizations, and other leaders as designated by the Vestry; and discussion of other matters of interest to the congregation. Motions, resolutions, elections, and all other matters presented to the parish meeting for vote shall be decided by a vote of the qualified members present and voting.

**Section B. Other Parish Meetings.**

The Vestry, by simple majority vote, may call a Special Parish Meeting at any time by giving the Rector and voting members one weeks' notice.

**Article VII: Delegates to the Diocesan Convention**

The Vestry shall choose from the Parish membership, delegates and alternates for the Convention. To be eligible for selection as a delegate or alternate, the person must be a confirmed/received Communicant in good standing, sixteen (16) year of age or older. The Parish's numerical representation is defined in Article IV, Section 3 of the Diocesan Constitution.

**Article VIII: Amendments**

Proposed amendments to these By-laws shall be submitted to the Vestry and shall be in compliance with the Constitution and Canons of the Diocese of East Carolina. Any proposed amendments shall be submitted by the Vestry for consideration by the Parish Membership at the next Annual Meeting or a Special Meeting called for the purpose of amending the By-laws. The membership shall be notified, and provided a copy of said proposed amendments not less than three (3) weeks prior to the meeting. Proposed amendments require approval by a simple majority of those voting, and shall become effective only upon approval by the Diocese of East Carolina.

Approved by the Vestry 7/19/2023

Approved by the Parish Membership \_\_\_\_\_

Supersedes those Affirmed by the Vestry 5/26/2022



**2024 STEWARDSHIP PLEDGE CAMPAIGN TIMELINE**  
**“THE BELLS OF ST.JAMES – KEEP THEM RINGING – SUPPORT OUR CHURCH”**

<b><u>STEP</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>EXECUTED BY</u></b>	<b><u>ACTION DATE</u></b>	
1	August Newsletter to include article on Stewardship	Rector	July 15-August deadline	
2	Sept newsletter to include article on Stewardship	Committee + Sr. Warden	Aug 15-Sept. deadline	
3	E-mail letter with Pledge Card	Committee	Sept. 15	
4	Kick-off with Stewardship presentation @ 3 services (reminder to look for e-mail)	Committee	Sept. 16/17	
5	Kick-off Coffee Hour (chance to submit Pledge Card)	Committee	Sept. 16/17	
6	Testimonials by parishioners in Bulletin	Committee	Sept. 23/24	
7	COMMITMENT WEEKEND	Committee	Sept. 30/Oct. 1	
			<i>Original</i>	<i>Preferred (if possible)</i>
8	Pledge Cards due (if not returned on Commitment Weekend)		Oct. 15	Oct 8 (?)
9	E-mail (or mail) reminder if Pledge not returned	Committee	Oct. 16	Oct 9 (?)
10	Thank You Note for received Pledges begins (sent in mail)	Committee	Oct. 23	Oct 16 (?)
11	Information to Budget Committee	Committee	Nov.	<b>Mid October</b>
11a	Vestry vote on final budget draft	Vestry		<b>November 15</b>
12	Present draft of budget at Annual Mtg.	Sr. Warden	Dec.	<b>December 3</b>

**Pledge Cards Available starting Sept. 15  
on e-mail, website and in gathering area**





## **8. Wardens' Reports, Peter Tietjen & Kit Goff**

- **Jr. Warden, Peter Tietjen**

The dishwasher has not been working. Peter contacted someone in Wilmington and is waiting for a response from them. It would take at least two weeks to repair and Peter is not sure of the cost.

The icemaker is leaking. It was purchased a few years ago and was a refurbished icemaker when purchased.

Peter contacted a plumber to repair the toilets but has not had a response. He will follow up with the plumber.

Peter will be away and not available for the next Vestry meeting.

- **Sr. Warden, Kit Goff**

The unified church calendar and systems are in place and making progress.

Kit requested that the policies and procedures be reviewed by Vestry members. He wants this all to be in place for the Parish Annual Meeting.

Kit asked Bill Chase about FFF and is waiting for his response. Bill has expressed that he would like to transfer responsibilities and take a step back from the committee. He has been working with Rick Coltharp and the engineers on the project.

Budget requests will need to be submitted to the Vestry and treasurer in order for the budget to be developed.

The Vestry discussed reviewing and reprioritizing the goal of FFF. Maybe the Vestry needs to rethink if parking should be the main concern of FFF based on the concerns about the siding and the cost of replacing the siding. An estimate done by Tom Fernandez several years ago was for \$76,000.

Bess Ledford expressed an interest of being a chairperson for the FFF committee. Father Farrell will convene a meeting in August on a Wednesday at 2:00. Committee members would be Father Farrell, Jan, Bess, Kit, Peter and Rick Coltharp. Ginny said she would be on the committee. The chair of the committee would report to the Vestry.

Greg said there is \$25,000 in the FFF funds.



## **9. Liaisons' Reports**

- **Deacons' Reports**

Deacon Jean and Deacon Mike were not available for the meeting.

- **Grounds Report, Kathleen McDonald**

Kathleen was not available for the meeting but provided a report that Jan presented to the Vestry. (Report attached to the minutes)

The Grounds committee had their monthly clean – up on Friday, June 30<sup>th</sup>. Fallen branches were cut up and limbs organized in the graveyard, the grass was cut in the greenspace, graveyard tidied up, round-up was used on the weeds in the prayer garden and courtyard and the pine needles were blown off in the courtyard and parking area.

If the Vestry is agreeable, Kathleen will research a solar powered fountain for the greenspace. The Vestry decided to table that for now.

- **Parish Life, Ginny Coltharp**

Ginny spoke to the Altar Guild, Ushers, Choir about their budgetary needs. \$3,925 was spent on flowers.

- **Building**

Nothing to report at this time.

- **Communication, Jan Comfort**

Jan is ready to submit more website updates. Gala donations are on the website and she will speak to Greg about the process to turn on the credit card donation form for all giving on the website.

Jan is on the East Carolina Revival team for marketing, Open House, Open Hearts, Extending God's Welcome in East Carolina.

She is working on the master list of outreach projects.

Jan will reword the Sunday summer service schedule on the website and will change it in September.

- **Finance, Ways and Means, Greg Weber**

Brunswick Family Assistance has moved.

- **Graveyard, Kit Goff**

Kit has nothing to report at this time.



## Grounds Report for Vestry July 19, 2023

- We had our monthly clean-up on Friday, June 30<sup>th</sup>
  - Webster Collett cut up fallen branches and organized the limbs in the back of the graveyard
  - Dan McDonald cut the grass in the greenspace and tidied up the graveyard
  - Brent Ingraham and Webster used round-up on the weeds in the pray garden and courtyard
  - Earlier in the month, Jerry Thrift, Webster, and I blew the pine needles off the courtyard and parking area.
- Jerry Thrift has someone lined up to evaluate the rotting spots on the church to determine their severity
- I am ready to research a solar powered fountain for the greenspace IF the vestry is agreeable. Comments and/or suggestions?



**OPEN HOUSE, OPEN HEARTS: EXTENDING  
GOD'S WELCOME IN EAST CAROLINA**

# GETTING TO THE FESTIVAL



Here's what you need to know to get to our revival festival, Open House, Open Hearts: Extending God's Welcome in East Carolina, this October. This festival is open to all people, so please invite and welcome your neighbors!

## WHAT TO KNOW:

- We encourage neighboring congregations to share resources for transportation to the revival (ride share, car pooling, bus rentals, etc.)
- Plan to arrive before or by lunch time. We'll have food trucks with food available for purchase and family-friendly interactive festival offerings throughout the day (music, speakers, activities, and more!)

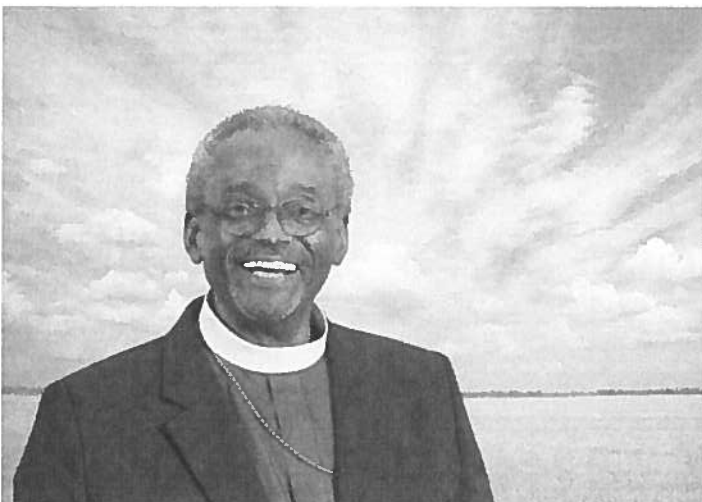
**DATE, PLACE, & TIME:**

## OCTOBER 21, 2023

📍 EPISCOPAL FARMWORKER MINISTRY,  
2989 EASY ST, DUNN, NC 28334

Parking will be available for cars, buses, and vans, though we strongly encourage ride sharing to make sure there is space for all in the limited space we have on property. Every effort is being made to provide as much accessible and handicapped parking as possible.

**FESTIVAL HOURS: 10:30 AM - 5:00 PM**



*Please let Hannah Jarman know by email if your congregation is coming by bus/van so we can be prepared to accommodate all larger vehicles:*

[hjarman@diocese-eastcarolina.org](mailto:hjarman@diocese-eastcarolina.org)





**10. Comments from the Audience**

No public comments

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

The meeting was adjourned at 4:00 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.*

**Next Vestry Meeting**

**August 16, 2023 at 2:00**

**Bliss Hall**



**Antonia (Toni) DeLuca**  
Clerk of the Vestry

**Date:**

**Kit Goff**  
Sr. Warden

**Date:**

