



**St. JAMES the FISHERMAN EPISCOPAL CHURCH**

**MARCH 16, 2023 @ 5:00 – BLISS HALL**

**VESTRY MINUTES**

**PRESENT**

**Father Farrell Graves  
Kit Goff, Sr. Warden  
Jan Comfort  
Ruth Fernandez  
Ginny Coltharp  
Kathleen McDonald**

**Toni DeLuca, Clerk of the Vestry**

**ABSENT**

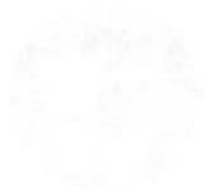
**RoseMary Salter  
Peter Tietjen, Jr. Warden  
Greg Weber (Vestry Member & Treasurer)  
Aaron Zettlemyer**

**Deacon Mike Ligon  
Deacon Jean Miller**

- 1. Call to Order, Father Farrell**  
Father Farrell called the meeting to order at 5:00 and five Vestry Members were present for the meeting.
- 2. Opening Prayer, Ginny Coltharp**  
Ginny provided the opening prayer. Kathleen volunteered to provide the opening prayer for the next Vestry meeting.
- 3. Approval of February Meeting Minutes, Father Farrell**  
Father Farrell asked if there were any questions regarding the minutes. There were no questions.

***Motion: Ginny Coltharp made a motion to approve the February 16, 2023 Vestry minutes, which was unanimously approved by the Vestry Members.***

- 4. Rector's Report, Father Farrell**
  - Father Farrell spent two days instructing five students on the techniques of preaching. He enjoyed working with them and hopes to be able to attend their orientations.
  - Father Farrell informed the Vestry that Aaron tendered his resignation as a member of the Vestry. (See attached resignation letter) He received a job promotion and due to his increased job and family responsibilities, Aaron is unable to continue as a Vestry member. The Vestry will need to consider recommendations to fulfil Aaron's two-year position.



5. **Treasurer's Report, Greg Weber**

Greg was not present for the meeting. Prior to the meeting, Greg forwarded to the Vestry the Gala Summary and St. James the Fisherman Statement of Activities Financial Report Date of Range, January 1, 2022 to December 31, 2022. (See attached reports)

- Fresh Face Forward Fund has profited to date \$39,937.34. Jan will write comments for the Sunday bulletin about the Gala and funds raised.
- Vestry members had questions about the Statement of Activities Financial Report. It was suggested that members email Greg with their questions.
- Fresh Face Forward Goal Discussion:
  - Should there be phases, i.e., phase 1, 2 etc.
  - Display a goal thermometer in the Narthex with or without monetary goals
  - What should be the monetary goal
  - The need to produce a list of projects and cost estimates
  - Find a person who could estimate project costs
- *Recommendations: Vestry to meet March 23<sup>rd</sup> to prioritize projects; Fresh Face Forward Committee, chaired by Bill Chase, to meet March 24<sup>th</sup> to discuss project; Jan to purchase a goal thermometer for the Narthex.*

6. **New Business, Father Farrell**

**"Leave a Book, Take a Book"**

Beth Zettlemoyer, parishioner, spoke to Father Farrell about a Brunswick High School project to build a stand that would provide books for the community to "leave a book or take a book". Vestry discussed the supervision of books and location of the book stand on church grounds or inside the church. The Vestry felt they needed more information. Father Farrell will speak to Beth and get back to the Vestry.

7. **Old Business**

- **Gala Report, Jan Comfort**

The Gala was very successful and very well received. Thank you to the Gala Committee for their hard work. Great job and looking forward to next year's Gala.

Since the Gala was so successful, next year's event will be February 4, 2024. As the date is close to Valentine's Day, the committee will consider a Valentine's Day theme. Jan feels that Sea Breeze Restaurant will be able to accommodate the event again.

- **Beach Wagon Purchase, Father Farrell**

The beach wagon will be used to bring food donations or coats to the altar at the three services. (See attached for picture of wagon) The cost will be \$109 plus tax.

*Motion: Kit Goff made a motion for the Vestry to purchase a wagon at a cost of \$109 plus tax, which was unanimously approved by the Vestry Members.*

- **Calendar and Project Prioritizing Workshop, Kit Goff**

The Vestry will meet on Thursday, March 23<sup>rd</sup> in Bliss Hall from 2 -4.



- 8. Wardens' Reports, Peter Tietjen, Kit Goff**  
Peter was not present for the meeting.

Kit does not have anything to report at this time.

**9. Liaisons' Reports**

- **Deacons' Report, Deacon Mike & Deacon Jean**  
The Deacons were not present for the meeting.
- **Communications, Jan Comfort**  
The Brunswick Beacon Directory has been updated.

Spelling Bee will be May 23<sup>rd</sup>. Jan is unable to attend, but suggested Bill Chase represent St. James since he won last year. The cost is \$250.

- **Building, Peter Tietjen**  
Peter was not present for the meeting.
- **Grounds, Kathleen McDonald**  
Kathleen provided the Vestry with the March Grounds Committee report. (See attached for report)

**Highlights of report:**

- A tree service was contacted about two trees close to the pagoda between the graveyard and prayer garden. The trees need to be treated or removed. Cost ranges from \$250 - \$1,000.
- Annual clean-up is scheduled for March 25<sup>th</sup> from 8:00 – 1:00. A dumpster will be made available at a cost of \$320.
- The committee has established April goals.
- **Finance, Ways & Means, Greg Weber**  
Greg was not present for the meeting.
- **Outreach Ministries, Ruth Fernandez**  
Ruth does not have anything to report at this time.
- **Parish Life, RoseMary Salter**  
RoseMary was not present for the meeting.
- **Worship, Ginny Coltharp**  
Tom Fernandez painted the sacristy and linen closet. It was very generous of Tom to paint the rooms and a thank you note was sent to him.

The piano was moved into the chapel with the help of Father Farrell and Karen Prescott.

The Lectors have gone through training and there are three new Lectors.

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**10. Comments from Audience, Father Farrell**

There were no comments.

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

Father Farrell provided the closing prayer and the meeting was adjourned at 6:30.

*Motion: Jan Comfort made a motion to adjourn the Vestry meeting at 6:30, which was unanimously approved by the Vestry Members.*

The Vestry discuss changing the Vestry meeting time to earlier in the afternoon. Father Farrell will speak to Greg about his schedule and report back to the Vestry.

**Next Vestry Meeting Dates**

**Vestry Workshop, March 23, 2023 from 2:00 – 4:00 in Bliss Hall**

**Vestry Meeting Date**

**Thursday, April 20, 2023 in Bliss Hall  
Time to Be Determined**



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



**Kit Goff  
Sr. Warden**

Comments to the author, etc. There were no comments.

Blowing papers & paper in the paper mill. Paper mill is a good one and the quality is better.

John - in the paper mill, it is a good one. The quality is better. The paper is a good one and the quality is better.

The paper is a good one and the quality is better. The paper is a good one and the quality is better.

John - in the paper mill, it is a good one.

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John - in the paper mill, it is a good one.

The paper is a good one and the quality is better.

*[Handwritten signature]*

John - in the paper mill, it is a good one.

*[Large handwritten signature]*

John - in the paper mill, it is a good one.



St James the Fisherman  
Main Street Parking / Gala Summary

**GALA**

Revenue

|              |    |                    |
|--------------|----|--------------------|
| Online       | \$ | 815.00             |
| Cash / Check |    | 8,267.00           |
| Donation     |    | <u>2,000.00</u>    |
|              |    | <u>\$11,082.00</u> |

Expenses

|                  |    |                    |
|------------------|----|--------------------|
| Art Catering     | \$ | 5,340.16           |
| Sea Breeze - bar |    | 604.50             |
| Music            |    | <u>200.00</u>      |
|                  |    | <u>\$ 6,144.66</u> |
| NET              |    | <u>\$ 4,937.34</u> |

**Main St Parking**

|                   |    |                    |
|-------------------|----|--------------------|
| Donation          | \$ | 20,000.00          |
| Donation          |    | 5,000.00           |
| Matching donation |    | 10,000.00          |
|                   |    | <u>\$35,000.00</u> |

|       |  |                    |
|-------|--|--------------------|
| Total |  | <u>\$39,937.34</u> |
|-------|--|--------------------|

Mr. James the Patron  
Mr. Robert the Patron

DATA

Revenue

|              |                  |
|--------------|------------------|
| Mr. James    | 8,000.00         |
| Mr. Robert   | 7,500.00         |
| Mr. Charles  | 5,000.00         |
| <b>Total</b> | <b>20,500.00</b> |

Expenses

|              |                 |
|--------------|-----------------|
| Mr. James    | 2,000.00        |
| Mr. Robert   | 1,500.00        |
| Mr. Charles  | 1,000.00        |
| <b>Total</b> | <b>4,500.00</b> |

Net Profit

16,000.00

Mr. James the Patron

|              |                  |
|--------------|------------------|
| Mr. James    | 8,000.00         |
| Mr. Robert   | 7,500.00         |
| Mr. Charles  | 5,000.00         |
| <b>Total</b> | <b>20,500.00</b> |

Net Profit

16,000.00

Total

4,000.00

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

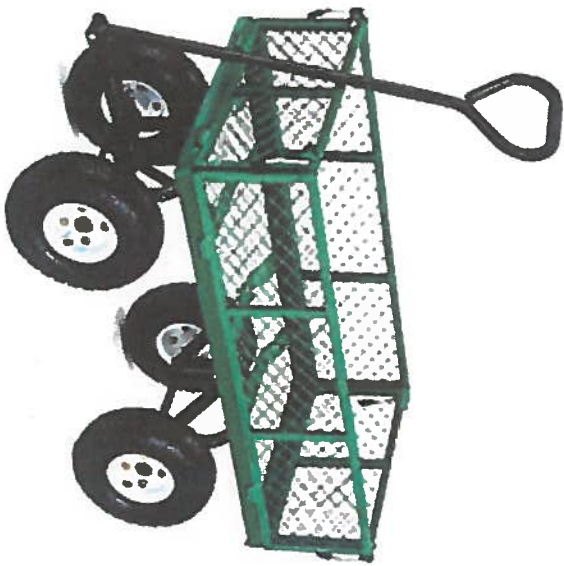
Date Range: Jan 1st 2022 - Dec 31st 2022

| <b>Accounts</b>                | <b>Actual</b><br><b>Jan 01, 2022 -</b><br><b>Dec 31, 2022</b> | <b>Budget</b><br><b>Jan 01, 2022 -</b><br><b>Dec 31, 2022</b> | <b>Budget</b><br><b>Remaining</b><br><b>Jan 01, 2022 -</b><br><b>Dec 31, 2022</b> |
|--------------------------------|---|---|---|
| <b>Revenues</b>                |   |   |   |
| 4021 Current Pledges           | 196,104.37  | 200,000.00  | 3,895.63  |
| 4025 Prior Yr Pledge           | 575.00  | 0.00  | ( 575.00)   |
| 4027 Plate Collections         | 19,460.25   | 20,000.00   | 539.75  |
| 4110 Bank Savings Interest     | 136.04  | 200.00  | 63.96   |
| 4135 Lobster Sale              | 9,994.50  | 0.00  | ( 9,994.50)   |
| 4154 Weight Watchers           | 1,240.00  | 0.00  | ( 1,240.00)   |
| 4155 Other Revenue             | 7,515.90  | 400.00  | ( 7,115.90)   |
| 4156 CPC                       | 25.00   | 0.00  | ( 25.00)  |
| 4157 UTO                       | 10.00   | 0.00  | ( 10.00)  |
| 4163 Discretionary Fund        | 610.00  | 0.00  | ( 610.00)   |
| 4240 Flowers                   | 2,265.45  | 0.00  | ( 2,265.45)   |
| 4245 Graveyard Fund            | 150.00  | 0.00  | ( 150.00)   |
| 4246 Building and Grounds      | 520.00  | 0.00  | ( 520.00)   |
| 4250 Memorials                 | 445.00  | 0.00  | ( 445.00)   |
| 4263 N2N                       | 60.00   | 0.00  | ( 60.00)  |
| 4265 Outreach                  | 2,160.00  | 0.00  | ( 2,160.00)   |
| 4267 Main Street Parking       | 20,000.00   | 0.00  | ( 20,000.00)  |
| 4292 Reserve Fund              | 0.00  | 31,501.00   | 31,501.00   |
| <b>Total Revenues</b>          | <b>\$ 261,271.51</b>  | <b>\$ 252,101.00</b>  | <b>( \$ 9,170.51)</b>   |
| <b>Expenses</b>                |   |   |   |
| 5016 Rector Salary             | 55,728.00   | 55,728.00   | 0.00  |
| 5062 Administrative Asst       | 27,627.96   | 27,628.00   | 0.04  |
| 5063 Music Director            | 15,022.59   | 17,000.00   | 1,977.41  |
| 5065 Supply Priest             | 1,841.00  | 2,500.00  | 659.00  |
| 5253 Music Dir Con Ed          | 0.00  | 500.00  | 500.00  |
| 5256 Rector Con Ed             | 500.00  | 1,600.00  | 1,100.00  |
| 5257 Deacon Con Ed             | 0.00  | 1,200.00  | 1,200.00  |
| 5260 Rector Housing            | 26,400.00   | 26,400.00   | 0.00  |
| 5270 Rector Life Ins           | 1,025.96  | 1,000.00  | ( 25.96)  |
| 5276 Rector Medical Ins        | 16,835.00   | 15,540.00   | ( 1,295.00)   |
| 5280 Rector Pension            | 12,622.52   | 14,783.00   | 2,160.48  |
| 5290 Travel                    | 515.33  | 3,600.00  | 3,084.67  |
| 5305 Payroll FICA              | 2,113.44  | 3,532.00  | 1,418.56  |
| 5310 Workman's Comp            | 0.00  | 750.00  | 750.00  |
| 5410 Background Checks         | 147.25  | 750.00  | 602.75  |
| 5411 Bank Fees                 | 35.50   | 400.00  | 364.50  |
| 5412 Advertising               | 1,927.30  | 600.00  | ( 1,327.30)   |
| 5413 Website Support           | 419.97  | 500.00  | 80.03   |
| 5414 Copy Machine              | 4,701.71  | 4,500.00  | ( 201.71)   |
| 5421 Computer Upgrade          | 0.00  | 150.00  | 150.00  |
| 5430 Office Supplies           | 757.78  | 1,000.00  | 242.22  |
| 5431 Treasurer                 | 89.67   | 250.00  | 160.33  |
| 5432 Realm - Accounting System | 1,148.00  | 2,000.00  | 852.00  |
| 5440 Postage                   | 502.99  | 700.00  | 197.01  |
| 5450 Telephone & Internet      | 3,168.42  | 3,700.00  | 531.58  |
| 5615 Church Insurance          | 11,386.59   | 9,500.00  | ( 1,886.59)   |

| Account                         | Actual - Jan 01, 2022 - Dec 31, 2022 | Budget - Jan 01, 2022 - Dec 31, 2022 | Budget Remaining - Jan 01, 2022 - Dec 31, 2022 |
|---------------------------------|--------------------------------------|--------------------------------------|--|
| <b>Revenues</b>                 |                                      |                                      |  |
| 4021 Current Budget             | 198,104.37                           | 200,000.00                           | 2,895.63                                       |
| 4022 Prior Rflege               | 275.00                               | 0.00                                 | (275.00)                                       |
| 4027 Plate Collection           | 19,460.28                            | 20,000.00                            | 539.72   |
| 4110 Bank Savings Interest      | 1,460.00                             | 200.00                               | 1,260.00                                       |
| 4122 Loaner Sale                | 9,294.20                             | 0.00                                 | (9,294.20)                                     |
| 4124 W-4th Waters               | 4,240.00                             | 0.00                                 | (4,240.00)                                     |
| 4125 Other Revenue              | 7,812.90                             | 400.00                               | (7,412.90)                                     |
| 4126 GPC                        | 22.00                                | 0.00                                 | (22.00)  |
| 4127 UIC                        | 10.00                                | 0.00                                 | (10.00)  |
| 4128 Electoral/Turnout          | 610.00                               | 0.00                                 | (610.00)                                       |
| 4140 Growth                     | 2,398.45                             | 0.00                                 | (2,398.45)                                     |
| 4142 Cemetery Fund              | 13.00                                | 0.00                                 | (13.00)  |
| 4146 Building and Grants        | 220.00                               | 0.00                                 | (220.00)                                       |
| 4220 Memorial                   | 487.00                               | 0.00                                 | (487.00)                                       |
| 4223 IN                         | 60.00                                | 0.00                                 | (60.00)  |
| 4225 Outreach                   | 2,160.00                             | 0.00                                 | (2,160.00)                                     |
| 4227 Main Street Parking        | 20,000.00                            | 0.00                                 | (20,000.00)                                    |
| 4228 Reserve Fund               | 0.00                                 | 21,200.00                            | 21,200.00                                      |
| <b>Total Revenues</b>           | <b>\$ 267,327.81</b>                 | <b>\$ 227,102.00</b>                 | <b>(40,224.19)</b>                             |
| <b>Expenses</b>                 |                                      |                                      |  |
| 5018 Rector Salary              | 22,728.00                            | 22,728.00                            | 0.00   |
| 5022 Administrative Asst        | 27,812.96                            | 0.00                                 | (27,812.96)                                    |
| 5023 Music Director             | 12,025.20                            | 12,000.00                            | (25.20)  |
| 5024 Supply Priest              | 1,841.00                             | 0.00                                 | (1,841.00)                                     |
| 5221 Pastor Office Exp          | 0.00                                 | 2,500.00                             | 2,500.00                                       |
| 5222 Rector Cont                | 400.00                               | 1,600.00                             | 1,200.00                                       |
| 5223 Rector Cont                | 0.00                                 | 1,200.00                             | 1,200.00                                       |
| 5224 Rector Housing             | 28,400.00                            | 28,400.00                            | 0.00   |
| 5225 Rector Living              | 1,022.96                             | 1,000.00                             | (22.96)  |
| 5226 Rector Medical             | 24,822.00                            | 12,510.00                            | (12,312.00)                                    |
| 5227 Rector Pension             | 12,822.22                            | 14,700.00                            | 1,877.78                                       |
| 5228 Rector                     | 212.20                               | 2,800.00                             | 2,587.80                                       |
| 5229 Rector PICA                | 7,124.44                             | 2,332.00                             | (4,792.44)                                     |
| 5230 Rector's Comm              | 0.00                                 | 250.00                               | 250.00   |
| 5231 Background Checks          | 147.25                               | 250.00                               | 102.75   |
| 5232 Bank Fees                  | 32.30                                | 100.00                               | 67.70  |
| 5233 Advertising                | 1,937.30                             | 800.00                               | (1,137.30)                                     |
| 5234 Website Support            | 422.92                               | 200.00                               | (222.92)                                       |
| 5235 Copy Machine               | 4,702.22                             | 4,200.00                             | (502.22)                                       |
| 5236 Computer Program           | 0.00                                 | 25.00                                | 25.00  |
| 5237 Office Supplies            | 727.28                               | 1,000.00                             | 272.72   |
| 5238 Travel                     | 69.62                                | 150.00                               | 80.38  |
| 5239 Realin - Accounting System | 1,118.00                             | 2,000.00                             | 882.00   |
| 5240 Postage                    | 202.28                               | 100.00                               | (102.28)                                       |
| 5241 Telephone & Internet       | 2,128.42                             | 2,700.00                             | 571.58   |
| 5242 Church Insurance           | 11,286.28                            | 9,500.00                             | (1,786.28)                                     |

| Accounts                          | Actual                         | Budget                         | Budget                                      |
|-----------------------------------|--------------------------------|--------------------------------|---|
|                                   | Jan 01, 2022 -<br>Dec 31, 2022 | Jan 01, 2022 -<br>Dec 31, 2022 | Remaining<br>Jan 01, 2022 -<br>Dec 31, 2022 |
| 5635 Electricity                  | 6,467.50                       | 8,500.00                       | 2,032.50                                    |
| 5645 Water and Sewer              | 992.17                         | 1,200.00                       | 207.83                                      |
| 5665 Waste Disposal               | 74.28                          | 100.00                         | 25.72                                       |
| 5709 Building Interior            | 39.47                          | 0.00                           | (39.47)                                     |
| 5710 Building Rep/Main            | 5,403.65                       | 3,500.00                       | (1,903.65)                                  |
| 5720 Cust Supplies                | 304.53                         | 400.00                         | 95.47                                       |
| 5730 Elect Maint                  | 0.00                           | 200.00                         | 200.00                                      |
| 5740 Fire Extinguisher Maint      | 331.40                         | 200.00                         | (131.40)                                    |
| 5750 HVAC Maintenance             | 2,596.44                       | 1,500.00                       | (1,096.44)                                  |
| 5770 Insect Control               | 660.00                         | 700.00                         | 40.00                                       |
| 5780 Maintenance Supplies         | 0.00                           | 100.00                         | 100.00                                      |
| 5805 Grounds                      | 0.00                           | 1,700.00                       | 1,700.00                                    |
| 5810 Landscaping                  | 2,815.41                       | 800.00                         | (2,015.41)                                  |
| 6000 Outreach                     | 50.00                          | 0.00                           | (50.00)                                     |
| 6015 Diocesan Pledge              | 18,669.00                      | 18,885.00                      | 216.00                                      |
| 6020 SBIC                         | 150.00                         | 150.00                         | 0.00  |
| 6100 Rector Discretionary Fund    | 1,770.00                       | 1,920.00                       | 150.00                                      |
| 6105 UTO                          | 213.00                         | 0.00                           | (213.00)                                    |
| 6120 Lobster Sale                 | 27.55                          | 0.00                           | (27.55)                                     |
| 6453 Acolytes                     | 0.00                           | 50.00                          | 50.00                                       |
| 6457 Convention                   | 1,457.92                       | 1,765.00                       | 307.08                                      |
| 6460 Coffee Hour                  | 154.78                         | 200.00                         | 45.22                                       |
| 6461 Kitchen Supplies             | 203.98                         | 300.00                         | 96.02                                       |
| 6463 Music                        | 2,027.55                       | 400.00                         | (1,627.55)                                  |
| 6482 Parrish Dinners              | 505.13                         | 200.00                         | (305.13)                                    |
| 6490 Publications                 | 617.56                         | 400.00                         | (217.56)                                    |
| 6494 Vestry                       | 507.19                         | 0.00                           | (507.19)                                    |
| 6495 Worship                      | 1,491.81                       | 1,000.00                       | (491.81)                                    |
| 6551 Maintenance Cont             | 6,600.00                       | 9,900.00                       | 3,300.00                                    |
| 6552 Sabbatical Cont              | 1,280.00                       | 1,920.00                       | 640.00                                      |
| 6570 Newcomers/Greeters           | 64.02                          | 300.00                         | 235.98                                      |
| 7025 Flowers                      | 4,213.19                       | 0.00                           | (4,213.19)                                  |
| 7031 N2N                          | 709.01                         | 0.00                           | (709.01)                                    |
| 7038 Outreach                     | 5,081.64                       | 0.00                           | (5,081.64)                                  |
| 7135 Lobster Sale                 | 7,899.75                       | 0.00                           | (7,899.75)                                  |
| 7246 Building and Grounds Expense | 600.00                         | 0.00                           | (600.00)                                    |
| <b>Total Expenses</b>             | <b>\$ 258,494.91</b>           | <b>\$ 252,101.00</b>           | <b>( \$ 6,393.91 )</b>                      |
| <b>Net Total</b>                  | <b>\$ 2,776.60</b>             | <b>\$ 0.00</b>                 | <b>( \$ 2,776.60 )</b>                      |





★★★★★ 4,752





## Grounds report for vestry March 16, 2023

- Contacted Red Tail Tree Service (arborist and tree restoration and removal) Kevin 910-575-7676 concerning two trees close to the pagoda between the graveyard and pray garden.
  - Kevin said the trees are alive but in bad shape-limbs and branches are in danger of randomly falling
  - The trees need to be treated or removed -if 'treated' limbs/branches need to be removed and the trees need ground nutrients (250-1,000 dollars depending on choices made)
- Annual clean-up scheduled for March 25 (8:00-1:00)
  - East Coast Dumpster Rental-Rich 910-828-6065
  - \$320.00 for the day-delivered the night before-on Powell St in the parking lot next to Jerome Steakhouse-will pick it up morning of March 26-to be paid after the clean-up day is complete
  - Announcement in our bulletin for two weeks; grounds committee folks have spoken to the 5:30, 8:00, and 10:00 service
  - Promoting a plant/seed exchange at the same event-leave a plant or seeds with instructions, take a plant or seeds-suggestions?
  - Webster Collett and I are walking the grounds March 22 @ 8:30 to set priorities and label primary targets for Clean Up Day-suggestions?
  - Placing pine mulch in beds on Powell St entrance; placing additional white stones on irrigation lines
  - Arranging plants in planters in courtyard, placing additional spring plants in courtyard prior to Easter
- April goals
  - Choose a tentative location for a tree/bush for DOK-Kit has more information on this location
  - Remove azaleas from front bed in courtyard-transplant them along the back of the church facing the graveyard
  - Enrich the bed and plant two grasses
  - Choose an arbor for the entrance of the green space

## Grounds report for vestry March 18, 2023

- Contacted Red Tail Tree Service (arborist and tree restoration and removal) Kevin 910-575-7878 concerning two trees close to the pagoda between the graveyard and pray garden.
  - Kevin said the trees are alive but in bad shape-limbs and branches are in danger of randomly falling
  - The trees need to be treated or removed -if treated, limbs/branches need to be removed and the trees need ground nutrients (\$50-1,000 dollars depending on choices made)
- Annual clean-up scheduled for March 25 (8:00-1:00)
  - East Coast Dumpster Rental-Rich 910-828-8088
  - \$320.00 for the day-delivered the night before on Powell St in the parking lot next to Jerome Steakhouse-will pick it up morning of March 25-to be paid after the clean-up day is complete
  - Announcement in our bulletin for two weeks; grounds committee folks have spoken to the 5:30, 8:00, and 10:00 services
  - Promoting a plantseed exchange at the same event-leave a plant or seeds with instructions, take a plant or seeds-suggestions?
  - Webster Collett and I are walking the grounds March 22 @ 8:30 to set priorities and label primary targets for Clean Up Day-suggestions?
  - Placing pine mulch in beds on Powell St entrance; placing additional white stones on irrigation lines
  - Arranging plants in planters in courtyard, placing additional spring plants in courtyard prior to Easter
- April goals
  - Choose a tentative location for a trellis for DOK-KI has more information on this location
  - Remove azaleas from front bed in courtyard-transplant them along the back of the church facing the graveyard
  - Enrich the bed and plant two grasses
  - Choose an arbor for the entrance of the green space

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

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

| Accounts                             | Actual<br>Feb 01, 2023 -<br>Feb 28, 2023 | Budget<br>Feb 01, 2023 -<br>Feb 28, 2023 | Budget<br>Remaining<br>Feb 01, 2023 -<br>Feb 28, 2023 |
|--------------------------------------|--|--|---|
| <b>Revenues</b>                      |  |  |   |
| Operating Revenues                   |  |  |   |
| 4021 Current Pledges                 | 19,719.70                                | 16,666.67                                | ( 3,053.03)   |
| 4027 Plate Collections               | 838.00                                   | 1,666.67                                 | 828.67  |
| 4110 Bank Savings Interest           | 0.00                                     | 16.67                                    | 16.67   |
| 4154 Weight Watchers                 | 320.00                                   | 0.00                                     | ( 320.00)   |
| 4155 Other Revenue                   | 13.00                                    | 33.33                                    | 20.33   |
| Total Operating Revenues             | 20,890.70                                | 18,383.34                                | ( 2,507.36)   |
| Restricted Revenues                  |  |  |   |
| 4140 Church Gala                     | 606.31                                   | 0.00                                     | ( 606.31)   |
| 4163 Discretionary Fund              | 25.00                                    | 0.00                                     | ( 25.00)  |
| 4250 Memorials                       | 150.00                                   | 0.00                                     | ( 150.00)   |
| Total Restricted Revenues            | 781.31                                   | 0.00                                     | ( 781.31)   |
| To Be Determined: old Revenues       |  |  |   |
| 4025 Prior Yr Pledge                 | 820.00                                   | 0.00                                     | ( 820.00)   |
| Total To Be Determined: old Revenues | 820.00                                   | 0.00                                     | ( 820.00)   |
| <b>Total Revenues</b>                | <b>\$ 22,492.01</b>                      | <b>\$ 18,383.34</b>                      | <b>( \$ 4,108.67)</b>                                 |
| <b>Expenses</b>                      |  |  |   |
| Operating                            |  |  |   |
| "Fixed"                              |  |  |   |
| 5016 Rector Salary                   | 4,891.50                                 | 6,844.00                                 | 1,952.50  |
| 5062 Administrative Asst             | 2,170.70                                 | 2,302.33                                 | 131.63  |
| 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                 | 0.00                                     | 83.33                                    | 83.33   |
| 5276 Rector Medical Ins              | 0.00                                     | 1,295.00                                 | 1,295.00  |
| 5280 Rector Pension                  | 1,232.92                                 | 1,231.92                                 | ( 1.00)   |
| 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                 | 27.99                                    | 41.67                                    | 13.68   |
| 5414 Copy Machine                    | 0.00                                     | 375.00                                   | 375.00  |
| 5432 Realm - Accounting System       | 341.00                                   | 166.67                                   | ( 174.33)   |
| 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                     | 1,029.20                                 | 708.33                                   | ( 320.87)   |
| 5645 Water and Sewer                 | 238.53                                   | 100.00                                   | ( 138.53)   |
| 5665 Waste Disposal                  | 0.00                                     | 8.33                                     | 8.33  |
| 5720 Cust Supplies                   | 173.31                                   | 33.33                                    | ( 139.98)   |

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 08-14-2013 BY 60322 UCBAW/STP

1. The first part of the document discusses the importance of maintaining accurate records of all activities. It emphasizes that these records are essential for ensuring transparency and accountability in the organization's operations. The text notes that without proper record-keeping, it would be difficult to track progress, identify areas for improvement, and hold individuals responsible for their actions.

2. The second part of the document outlines the specific procedures for record-keeping. It details the types of information that should be collected, including dates, times, and descriptions of activities. It also provides instructions on how to organize and store these records, ensuring they are easily accessible and secure. The document stresses the need for consistency in the way records are maintained to avoid confusion and errors.

3. The third part of the document discusses the role of record-keeping in the organization's overall strategy. It explains how accurate records can provide valuable insights into the organization's performance and help identify trends and patterns. The text suggests that these insights can be used to make informed decisions and improve the organization's efficiency and effectiveness. It also notes that record-keeping is a key component of risk management, as it allows the organization to identify and address potential issues before they become major problems.

4. The fourth part of the document provides a summary of the key points discussed in the previous sections. It reiterates the importance of record-keeping and the need for consistency and accuracy in the way records are maintained. The document concludes by encouraging all employees to take responsibility for their own record-keeping and to work together to ensure the organization's records are up-to-date and reliable.

| Accounts                             | Actual                         | Budget                         | Budget                                      |
|--------------------------------------|--------------------------------|--------------------------------|---|
|                                      | Feb 01, 2023 -<br>Feb 28, 2023 | Feb 01, 2023 -<br>Feb 28, 2023 | Remaining<br>Feb 01, 2023 -<br>Feb 28, 2023 |
| 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                                      |
| 5770 Insect Control                  | 0.00                           | 58.33                          | 58.33                                       |
| 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                                      |
| <b>Total "Fixed"</b>                 | <b>14,496.61</b>               | <b>18,897.31</b>               | <b>4,400.70</b>                             |
| <b>"Discretionary"</b>               |                                |                                |   |
| 5412 Advertising                     | 80.00                          | 50.00                          | ( 30.00)                                    |
| 5430 Office Supplies                 | 225.76                         | 83.33                          | ( 142.43)                                   |
| 5709 Building Interior               | 0.00                           | 0.08                           | 0.08  |
| 5710 Building Rep/Main               | 260.67                         | 291.67                         | 31.00                                       |
| 5713 Main St Signage Upgrade         | 0.00                           | 62.50                          | 62.50                                       |
| 5805 Grounds                         | 0.00                           | 141.67                         | 141.67                                      |
| 5810 Landscaping                     | 0.00                           | 66.67                          | 66.67                                       |
| 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                      | 175.00                         | 147.08                         | ( 27.92)                                    |
| 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 Parish Dinners                  | 4,144.64                       | 16.67                          | ( 4,127.97)                                 |
| 6490 Publications                    | 53.33                          | 33.33                          | ( 20.00)                                    |
| 6494 Vestry                          | 0.00                           | 0.08                           | 0.08  |
| 6495 Worship                         | 470.11                         | 83.33                          | ( 386.78)                                   |
| 6551 Maintenance Cont                | 0.00                           | 825.00                         | 825.00                                      |
| 6570 Newcomers/Greeters              | 0.00                           | 25.00                          | 25.00                                       |
| <b>Total "Discretionary"</b>         | <b>5,569.51</b>                | <b>2,078.16</b>                | <b>( 3,491.35)</b>                          |
| <b>Total Operating</b>               | <b>20,066.12</b>               | <b>20,975.47</b>               | <b>909.35</b>                               |
| <b>Restricted Fund Expense</b>       |                                |                                |   |
| 5714 Main Street Parking Fund        | 0.00                           | 0.08                           | 0.08  |
| 6105 UTO                             | 0.00                           | 0.08                           | 0.08  |
| 7025 Flowers                         | 254.70                         | 0.00                           | ( 254.70)                                   |
| 7038 Outreach                        | 0.00                           | 0.08                           | 0.08  |
| 7246 Building and Grounds Expense    | 31.45                          | 0.08                           | ( 31.37)                                    |
| <b>Total Restricted Fund Expense</b> | <b>286.15</b>                  | <b>0.32</b>                    | <b>( 285.83)</b>                            |
| <b>To Be Determined</b>              |                                |                                |   |
| 5421 Computer Upgrade                | 0.00                           | 12.50                          | 12.50                                       |
| 5431 Treasurer                       | 111.02                         | 20.83                          | ( 90.19)                                    |
| <b>Total To Be Determined</b>        | <b>111.02</b>                  | <b>33.33</b>                   | <b>( 77.69)</b>                             |
| <b>Total Expenses</b>                | <b>\$ 20,463.29</b>            | <b>\$ 21,009.12</b>            | <b>\$ 545.83</b>                            |
| <b>Net Total</b>                     | <b>\$ 2,028.72</b>             | <b>( \$ 2,625.78)</b>          | <b>( \$ 4,654.50)</b>                       |

| Year | 1970 | 1971 | 1972 |
|------|------|------|------|
| 1970 | 100  | 100  | 100  |
| 1971 | 100  | 100  | 100  |
| 1972 | 100  | 100  | 100  |
| 1973 | 100  | 100  | 100  |
| 1974 | 100  | 100  | 100  |
| 1975 | 100  | 100  | 100  |
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| 2021 | 100  | 100  | 100  |
| 2022 | 100  | 100  | 100  |
| 2023 | 100  | 100  | 100  |
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| 2026 | 100  | 100  | 100  |
| 2027 | 100  | 100  | 100  |
| 2028 | 100  | 100  | 100  |
| 2029 | 100  | 100  | 100  |
| 2030 | 100  | 100  | 100  |

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

As of: Feb 28th 2023

**Assets**

**Bank Accounts**

|                                |           |
|--------------------------------|-----------|
| 1000 Checking Account - Truist | 47,122.41 |
| 1200 Savings Acct - Truist     | 68,189.42 |

|                            |                   |
|----------------------------|-------------------|
| <b>Total Bank Accounts</b> | <b>115,311.83</b> |
|----------------------------|-------------------|

**Investment Accounts**

|                    |           |
|--------------------|-----------|
| 1320 Edward Jones  | 12,528.86 |
| 1322 TD Ameritrade | 40,000.00 |

|                                  |                  |
|----------------------------------|------------------|
| <b>Total Investment Accounts</b> | <b>52,528.86</b> |
|----------------------------------|------------------|

**Restricted Endowment**

|                    |            |
|--------------------|------------|
| 1305 Raymond James | 177,603.54 |
|--------------------|------------|

|                                   |                   |
|-----------------------------------|-------------------|
| <b>Total Restricted Endowment</b> | <b>177,603.54</b> |
|-----------------------------------|-------------------|

**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  |

|                           |                     |
|---------------------------|---------------------|
| <b>Total Fixed Assets</b> | <b>1,165,703.64</b> |
|---------------------------|---------------------|

**To Be Determined: old Checking Balance Truist**

|                      |          |
|----------------------|----------|
| 1005 Dedicated Funds | 3,256.00 |
|----------------------|----------|

|  |                 |
|--|-----------------|
| <b>Total To Be Determined: old Checking Balance Truist</b> | <b>3,256.00</b> |
|--|-----------------|

**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 |

|   |                   |
|---|-------------------|
| <b>Total To Be Determined: old Savings Balance Truist</b> | <b>103,493.64</b> |
|---|-------------------|

**Total Assets**

**\$ 1,617,897.51**

**Liabilities & Net Assets**

**Liabilities**

**Current Liabilities**

|                          |              |
|--------------------------|--------------|
| 2215 Federal Withholding | 3,256.30     |
| 2217 Social Security     | ( 69.90 )    |
| 2218 RSVP                | 250.00       |
| 2219 Medicare            | ( 1,206.17 ) |
| 2220 State Taxes Payable | 735.25       |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Total Current Liabilities</b> | <b>2,965.48</b> |
|----------------------------------|-----------------|

**Long Term Liabilities**

|                      |          |
|----------------------|----------|
| 2440 Sabbatical Fund | 4,480.00 |
|----------------------|----------|

|                                    |                 |
|------------------------------------|-----------------|
| <b>Total Long Term Liabilities</b> | <b>4,480.00</b> |
|------------------------------------|-----------------|

**To Be Determined: old Liabilities Categories**

|                              |           |
|------------------------------|-----------|
| 2415 Maintenance Contingency | 26,265.00 |
|------------------------------|-----------|

|   |                  |
|---|------------------|
| <b>Total To Be Determined: old Liabilities Categories</b> | <b>26,265.00</b> |
|---|------------------|

|                          |                  |
|--------------------------|------------------|
| <b>Total Liabilities</b> | <b>33,710.48</b> |
|--------------------------|------------------|

**Net Assets**

**Unrestricted**

|                               |              |
|-------------------------------|--------------|
| 1324 Investment Acct Interest | 961.49       |
| 1325 Investment Gains/Losses  | 23,553.94    |
| 3000 General Fund             | 1,473,910.83 |
| 3001 Gen Fund Over/Under      | 6,988.68     |

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|---|------------------------|
| Total Unrestricted                        | 1,505,414.94           |
| <b>Dedicated/Restricted Funds</b>         |                        |
| 3210 Altar Fund                           | 771.17                 |
| 3212 ** Angel Tree Fund                   | 700.00                 |
| 3232 Endowment Fund                       | 31.95                  |
| 3235 Endowment Comm                       | 75.67                  |
| 3240 Flowers                              | 3,414.32               |
| 3245 Graveyard                            | 3,507.28               |
| 3246 Building and Grounds                 | 2,683.55               |
| 3250 Memorials                            | 13,455.00              |
| 3255 Main Street Parking                  | 25,050.00              |
| 3260 Music                                | 961.66                 |
| 3263 N2N                                  | 1,783.46               |
| 3265 Outreach                             | 19,935.18              |
| 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          | 78,772.09              |
| Total Net Assets                          | 1,584,187.03           |
| <b>Total Liabilities &amp; Net Assets</b> | <b>\$ 1,617,897.51</b> |

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Ferrell/Vestry

I have recently got a new job title at work that will take more of my time, and we will soon have to put Troy in daycare. All this combined I would not be able to perform my duties as a Vestry member. Therefore I am handing in my resignation from Vestry.

FRANK VERTY

Nothing in my resignation from VERTY,  
as a VERTY member. Therefore I am  
I would not be able to perform my duties  
to put TTY in papers. All this company  
more of my time, and we will soon have  
New job title of work that will take  
I have recently got a