



ST. JAMES the FISHERMAN EPISCOPAL CHURCH

May 17, 2023 @ 2:00

BLISS HALL

VESTRY MINUTES

PRESENT

**Father Farrell Graves
Kit Goff, Sr. Warden
Peter Tietjen, Jr. Warden
Ginny Coltharp
Jan Comfort
Ruth Fernandez
RoseMary Stalter**

Toni DeLuca, Clerk of the Vestry

ABSENT

**Greg Weber, Vestry Member & Treasurer
Kathleen McDonald**

**Deacon Mike Ligon
Deacon Jean Miller**

- 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, Ginny Coltharp
Ginny provided the opening prayer. RoseMary volunteered to provide the opening prayer for the next Vestry meeting.**
- 3. Approval of April Vestry Meeting Minutes, Father Farrell
Father Farrell asked if there were any questions regarding the minutes. There were no questions.**

Motion: Ruth Fernandez made a motion to approve the April 19, 2023 Vestry minutes, which was unanimously approved by the Vestry members.

4. Rector's Report, Father Farrell

- **Brunswick County Literacy Spelling Bee – The spelling bee contest will be Tuesday, May 23rd at 5:00. Bill Chase and Monica Jones will be representing St. James. Bill Chase won the spelling bee contest last year.**
- **The little bell in the courtyard will be moved inside the church. The bell will be rung at the beginning of all services.**

5. Treasurer's Report, Greg Weber

Greg was not present for the meeting.

6. New Business

- **Establish House Advisory Committee - (See attached description of committee)
RoseMary, Ginny, Holly Goff and Georgia Dalzell are the committee members.**
- **Establish Kitchen Committee - (See attached description of committee)
RoseMary, Stephanie Lynott, Lenna Jane Gray, Holly Goff are the committee members.**

Motion: Jan Comfort made a motion to approve the House and Kitchen Advisory Committee guidelines, which was unanimously approved by the Vestry.

- **Establish Archives Committee - (See attached description of committee)
Toni, Jan, Chris Walters and Nancy Dougherty are the committee members.
The committee will be meeting on Friday, May 19th at 10:00 in the conference room.**

Motion: Ruth Fernandez made a motion to approve the Archives Advisory Committee guidelines, which was unanimously approved by the Vestry.

- **St. James Day
The Parish Life Committee will be meeting to discuss the activities for St. James Day, July 30th. Last year's St. James Day celebrated the 60th anniversary of St. James the Fisherman. The committee engaged a band, food was purchased from the Smithfield restaurant and a sign-up sheet for food donations from parishioners.**

Vestry suggestions for the committee to consider:

Welcome new members from January to the present.

A St. James the Fisherman Banner

Father Farrell to give a tour of St. James.

Consider hiring the band who played for the Gala.

The Choir Director's concert should be a separate date.

7. Old Business, Father Farrell

- **Stewardship Recruitment
There have been announcements in the bulletin but to date no one has volunteered. Father Farrell will contact Gary Freeman and inquire if he would assume leadership of the Stewardship Committee. Gary was the 2021 stewardship chairperson. Ruth and Toni volunteered to be on the committee with Gary as the chairperson.**

4. Rector's Report, Father Farrell
* Brunswick County Literacy Spelling Bee - The spelling bee contest will be Tuesday, May 23rd at 2:00. Bill Chase and Monica Jones will be representing St. James. Bill Chase won the spelling bee contest last year.

* The little bell in the courtyard will be moved inside the church. The bell will be rung at the beginning of all services.

5. Treasurer's Report, Greg Weber
Greg was not present for the meeting.

6. New Business

* Establish House Advisory Committee - (See attached description of committee)
Rosemary, Ginny, Holly Goff and Georgia Dake are the committee members.

* Establish Kitchen Committee - (See attached description of committee)
Rosemary, Stephanie Lynott, Jenna Jane Gray, Holly Goff are the committee members.

Motion: Jon Cornford made a motion to approve the House and Kitchen Advisory Committee guidelines, which was unanimously approved by the Vestry.

* Establish Archives Committee - (See attached description of committee)
Toni, Jan, Chris Waters and Nancy Dougherty are the committee members.
The committee will be meeting on Friday, May 18th at 10:00 in the conference room.

Motion: Ruth Fernandez made a motion to approve the Archives Advisory Committee guidelines, which was unanimously approved by the Vestry.

* St. James Day
The Parish Life Committee will be meeting to discuss the activities for St. James Day, July 30th. Last year St. James Day celebrated the 60th anniversary of St. James the Fisherman. The committee engaged a band, food was purchased from the Smithfield restaurant and a sign-up sheet for food donations from parishioners.

Vestry suggestions for the committee to consider:
Welcome new members from January to the present.
A St. James the Fisherman Banner.
Father Farrell to give a tour of St. James.
Consider hiring the band who played for the Gala.

The Choir Director's concert should be a separate date.

7. Old Business, Father Farrell

* Stewardship Recruitment
There have been announcements in the bulletin but to date no one has volunteered. Father Farrell will contact Gary Freeman and inquire if he would assume leadership of the Stewardship Committee. Gary was the 2021 stewardship champion. Ruth and Toni volunteered to be on the committee with Gary as the chairman.

House Advisory Committee

BROADLY SPEAKING:

The committee provides an interface between individual parishioners, parish family and vestry for inquiries, ideas, suggestions, proposals¹ regarding or related to interior public space design, décor, use.

It acts as a “point of entry and inquiry, and as a “clearing house” for those items

While it officially functions in an advisory role to the vestry (the vestry continues to be the ultimate decision making body), it is anticipated that it will function as the leadership/co-ordinator of the “hands on” phases.

Initial (*Start-up*) Phase:

Visually survey interior space

Verbally survey needs and vision/views of current principals

Develop and Document a vision to propose for Saint James the Fisherman

Upon formal approval/adoption by the vestry, publish the vision (? Notebook?)

Thereafter (*Ongoing Function(s)*)

Evaluate proposals for compatibility with current vision/best practices and make recommendations to the vestry accordingly

Keep documentation current and available

Propose improvements

Monitor conditions

Direct or coordinate efforts to straighten up/tidy up/restore

Caveats:

It is anticipated that the committee will initially have 3 members. Subsequently, the committee may choose to add members, keeping it in the 3-5 member range.

In addition to organizational and décor skills, it is critical that members have “people skills”, as smoothing out the interface with parishioners holding strongly different viewpoints is a core function of the group.

It is anticipated that the members will rotate, and that provision for easy and smooth transition will be consciously made.

Maintenance is not a primary concern of the committee. Clearly there are potentially areas of overlap with Buildings & Grounds that need to be taken into consideration.

¹ As examples: A parishioner offers flowered curtains for a room; Or a volunteer offers to paint the walls and trim in a room with a new color.; Or hanging ceiling light fixtures need to be replaced with a new style fixture; Or new carpet or flooring needs to be installed.

House Advisory Committee

BROADLY SPEAKING:

The committee provides an interface between individual parishioners, parish family and vestry for inquiries, ideas, suggestions, proposals, regarding or related to interior public space design, décor, use,

It acts as a "point of entry and inquiry" and as a "clearing house" for those items.

Write it officially functions in an advisory role to the vestry (the vestry continues to be the ultimate decision-making body). It is anticipated that it will function as the leadership-organizer of the "hands-on" phase.

Initial (Start-up) Phase:

Verbally survey interior space
Verbally survey needs and vision/needs of current parishioners

Develop and Document a vision to propose for Saint James the Fisherman
Upon formal approval by the vestry, publish the vision (Visionbook)

Transition (Ongoing Process(es))

Evaluate proposals for compatibility with current vision/needs practices and make
recommendations to the vestry accordingly
Keep documentation current and available
Propose improvements
Monitor feedback
Direct or coordinate efforts to strengthen or lobby operations

Future

It is anticipated that the committee will initially have 3 members. Subsequently, the committee may
choose to add members keeping it at the 3-5 member range.
In addition to organizational and design skills, it is critical that members have "people skills" as
something on the members with parishioners holding strongly different viewpoints - a core function of
the group.
It is anticipated that the members will rotate, and that provision for easy and smooth transition will be
consciously made.
Maintenance is not a primary concern of the committee. Clearly there are potentially areas of overlap
with Buildings & Grounds that need to be taken into consideration.

1. Facilities: A parishioner offers feedback on a room for a volunteer office to paint the walls and stain the
floor with a new color. The lighting fixture light fixture need to be replaced with a new style fixture. A new carpet or
flooring needs to be installed.

Kitchen Committee

BROADLY SPEAKING:

The committee provides organizational oversight for the kitchen and food related areas

It acts as a "point of entry and inquiry, and as a "clearing house" for those areas.

While it officially functions in an advisory role to the vestry (the vestry continues to be the ultimate decision making body), it is anticipated that it will function as the leadership/co-ordinator of the "hands on" phases.

Initial (*Start-up*) Phase:

- Verbally survey the experience/views of current and past users
- Written inventory
- Develop and Publish a "How To" Handbook/Procedure Guide
- Develop a Resource File/Guide for appliances, repairs, supplies etc.
- Monitor Inventory

Upon formal approval/adoption by the vestry, publish the vision (? Notebook?)

Thereafter (*Ongoing Function(s)*)

- Keep documentation current and available
- Monitor conditions and inventory
- Propose improvements
- Coordinate efforts to straighten up/tidy up/restore
- Evaluate proposals for changes/improvements and make recommendations to the vestry.

Caveats:

It is anticipated that the committee will initially have 3 members. Subsequently, the committee may choose to add members, keeping it in the 3-5 member range.

It is anticipated that the members will rotate, and that provision for easy and smooth transition will be consciously made.

Maintenance is not a primary concern of the committee. Clearly there are potentially areas of overlap with Buildings & Grounds that need to be taken into consideration.

Kitchen Committee

BROADLY SPEAKING:

The committee provides organizational oversight for the kitchen and food related areas

It acts as a "point of entry and inquiry" and as a "clearing house" for those areas.

While it ultimately functions in an advisory role to the vestry (the vestry continues to be the ultimate decision making body), it is anticipated that it will function as the leadership-coordinator of the "back on" phases.

Initial (Start-up) Phases:

- Verify survey, the effectiveness of current and past years
- Within inventory
- Develop and Publish a "How To" Handbook/Procedure Guide
- Develop a Resource File/Links for equipment, repair supplies etc.
- Monitor Inventory

Upon formal approval/adoption by the vestry, publish the vision (2/20/2010)

Thereafter (Ongoing Function(s))

- Keep documentation current and available
- Monitor conditions and inventory
- Propose improve etc.
- Coordinate efforts to address any up-keep
- Review proposals for changes/improvements and make recommendations to the vestry.

Overview:

It is anticipated that the committee will initially have 3 members. Subsequently, the committee may choose to add members, keeping it in the 3-5 member range.
It is anticipated that the members will rotate and that the process for easy and smooth transition will be consistently made.
Main space is not a primary concern of the committee. Clarify that the potential areas of overlap with Building & Grounds that need to be taken into consideration.

Archives Committee

Broadly speaking

The committee provides organizational oversight for the handling and storage of records for SJtF.

It acts as a "point of entry and inquiry, and as a "clearing house" for those items

While it officially functions in an advisory role to the vestry (the vestry continues to be the ultimate decision making body) it is anticipated that it will function as the leadership/co-ordinator of the "hands on" phases.

Initial (*Start-up*) Phase:

- Visually survey current record storage

- Verbally survey perceived needs and vision/views of current principals

- Identify current potential storage options

- Research & Review Diocesan "Best Practices"

- Develop and Document procedures and policies to propose for SJtF going forward

 - Compatible with "Best Practices"

 - Tailored to SJtF

 - Upon formal approval/adoption by the vestry, publish them (? Notebook?)

Thereafter (*Ongoing Function(s)*)

- Work with vestry and others to designate storage areas

- Assist in beginning implementing policies with going forward storage

- Inventory SJtF Records in storage

- Re-sort and catalog old records and handle per new policies

- Keep formal documentation of procedures and resources current and easily available

- Propose improvements

- Monitor storage conditions.

- Coordinate efforts to straighten up/tidy up/restore

Caveats:

Records include all parish records: financial, non-financial, historic, graveyard, inventories of objects, building plans, etc. etc. etc.

As transition is inevitable, there should be at least 2 people (preferably 3) involved in this endeavor.

Provision for easy and smooth transition will be consciously made.

Particularly close coordination with the treasurer, graveyard liaison, and rector is important.

FFF First Questionnaire Collation

As of 5/11/23

Total # of responses: 30

Total # Signed with name 24

Question		Average	
1	A formal, permanent, full sized labyrinth built on our church's property is very important, and should be made a very high priority.	2.29	1 = "Strongly Disagree" 2 = "Disagree" 3 = "Agree" 4 = "Strongly Agree"
2	An automatic, in ground watering system for the church's plantings/lawns is very important, and should be made a very high priority.	3.21	1 = "Strongly Disagree" 2 = "Disagree" 3 = "Agree" 4 = "Strongly Agree"
3	An above ground columbarium , asp art of our cemetery and prayer garden, is very important, and should be made a very high priority.	3.20	1 = "Strongly Disagree" 2 = "Disagree" 3 = "Agree" 4 = "Strongly Agree"
6	How many times have you walked a labyrinth?	2.13	1 = "Never" 2 = "1-2 times" 3 = "Occasionally" 4 = "Regularly"

"Add to List"

upgrade cemetery to look more kept

If a watering System is approved then a program for mowing & maintenance have be included

Signage for "more parking on Powell"

Columbarium is/could be an important revenue source & s needs consideration

signage front & back well lighted

N/A

area for memorial dedications of plants plaques, etc

what about downhill shifting of lavatory "wings"

"Remove From List"

signage and lighting are most important. Labyrinth and contemplative garden are less important (or pick one of these rather than including both) there are quite a few already in the county

(unable to read Phase II wearing a dress

More consideration about squirrel damage to in ground water lines !!

HPR Final Questionnaire Collection

As of 3/1/23

Total # of responses: 30
Total # of questions: 30

Question	Response	Average
1. How much do you agree with the statement: "The current system is not working well." (1 = Strongly Agree, 4 = Strongly Disagree)	1.00	3.5
2. How much do you agree with the statement: "The current system is not working well." (1 = Strongly Agree, 4 = Strongly Disagree)	1.00	3.5
3. How much do you agree with the statement: "The current system is not working well." (1 = Strongly Agree, 4 = Strongly Disagree)	1.00	3.5
4. How much do you agree with the statement: "The current system is not working well." (1 = Strongly Agree, 4 = Strongly Disagree)	1.00	3.5

Appendix A

The following table provides a summary of the responses to the questions in the questionnaire. The table shows the number of responses for each question, the average response, and the standard deviation. The questions are listed in the left column, and the corresponding data is shown in the right column.

Question	Response	Average
1. How much do you agree with the statement: "The current system is not working well." (1 = Strongly Agree, 4 = Strongly Disagree)	1.00	3.5
2. How much do you agree with the statement: "The current system is not working well." (1 = Strongly Agree, 4 = Strongly Disagree)	1.00	3.5
3. How much do you agree with the statement: "The current system is not working well." (1 = Strongly Agree, 4 = Strongly Disagree)	1.00	3.5
4. How much do you agree with the statement: "The current system is not working well." (1 = Strongly Agree, 4 = Strongly Disagree)	1.00	3.5

Appendix B

The following table provides a summary of the responses to the questions in the questionnaire. The table shows the number of responses for each question, the average response, and the standard deviation. The questions are listed in the left column, and the corresponding data is shown in the right column.

Question	Response	Average
1. How much do you agree with the statement: "The current system is not working well." (1 = Strongly Agree, 4 = Strongly Disagree)	1.00	3.5
2. How much do you agree with the statement: "The current system is not working well." (1 = Strongly Agree, 4 = Strongly Disagree)	1.00	3.5
3. How much do you agree with the statement: "The current system is not working well." (1 = Strongly Agree, 4 = Strongly Disagree)	1.00	3.5
4. How much do you agree with the statement: "The current system is not working well." (1 = Strongly Agree, 4 = Strongly Disagree)	1.00	3.5

- **Fresh Face Forward**
Jan is willing to work with others on the FFF funding committee. She will seek out people to be on the committee.

Bill Chase, Peter, Father Farrell and Rick Coltharp are on the FFF phase committee.

- **St. James the Fisherman Gala**
Jan, RoseMary and Ginny will continue as the Gala committee for next year.
- **Vestry Recruitment**
The Vestry discussed having a nominating committee to recruit Vestry candidates. It was decided that whoever is in their final year as a Vestry member would be on the nominating committee. The last three members for 2023 are Ruth, Greg and Peter.

8. **Wardens' Reports,**

- **Junior Warden, Peter Tietjen**
Peter is looking for a plumber to do plumbing repair work in the bathrooms and other areas of the church. He has called several plumbers but has not heard back from them.

There is a need to make a decision on the lawn mower. Jerry Thrift from Creative Creations gave a bid but this is dependent upon available funds. Kathleen and Jerry will jointly pay for one month of mowing by Creative Creations.

The ramp from the shed needs repairing and/or a new ramp.

The conference room was cleaned up for Bishop Skirving's visit on May 21st.

Peter got a bid for the outside of the church but we need to know if financially this is possible.

- **Senior Warden, Kit Goff**
Kit thanked the Vestry for responding to the by-laws that he had sent to them. (See attached for edits of the Parish By-Laws). The Parish By-Laws were attached to the April 17, 2023 minutes.

The FFF First Questionnaire Collation (See attached) was given to the Vestry prior to the meeting. There will be another meeting with parishioners on June 4th after coffee hour. This should be a shorter meeting.

The FFF Pre Phase engineering costs will be added to the board in Bliss Hall. The estimates will be guesstimates.

The bathroom tiles were stripped, but it needs to be noted that the tiles are not in good condition.

The Choir Director is working on special music for when Bishop Skirving comes on Sunday.

**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 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.

Both a formal vote of 75% or greater of the remaining vestry and 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 serves as a backup to the Senior 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 ~~nine (9)~~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. ~~M-and members shall not be eligible for re-election after serving~~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 ~~husband-and-wives~~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, by a simple majority vote of the Vestry. Non-vestry Officers of the Parish are invited to Regular and Special vestry meetings (except when an Executive Session is called), where they have voice (but not vote).

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 shown in ~~acquired 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 _____

Approved by the Parish Membership _____

Affirmed by the Vestry 5/26/2022

9. Liaisons' Reports

- **Deacons' Reports, Deacon Jean and Deacon Mike were not present for the meeting.**
- **Parish Life, RoseMary Stalter**
Visitations of Parishioners who are ill or in need of assistance: The Vestry discussed establishing a line of communication about parishioners who might need assistance either with food, shopping or transportation to the hospital or doctor's office. The clergy can provide the names of people who need assistance. We need to keep in mind the privacy of the person. DOK, when they are aware of someone needing help, will provide support either with food or transportation.

Ruth volunteered to be the St. James the Fisherman Pastoral Care Coordinator. She will write something for the bulletin and the newsletter and coordinate with the clergy and DOK. Ruth will maintain a record of names.

- **Worship, Ginny Coltharp**
There is a new Eucharistic minister for the 8:00 and 10:00 services.
- **Communication, Jan Comfort**
Jan will provide a communication liaison mission statement for the next Vestry meeting agenda.

Jan communicated with the person who wanted a picture of the St. James bell. The person is doing a spiritual journal and wanted the picture for their book. Jan will take a picture at dusk and download it onto the website for their use.

- **Graveyard, Kit Goff**
There is nothing to report at this time. Someone is returning a prayer garden plot and it will become available.
- **Grounds, Kathleen McDonald**
Kathleen was not present for the meeting. Father Farrell read Kathleen's report to the Vestry. There were no questions. (See attached May 2023 Grounds Report)
- **Outreach Ministries, Ruth Fernandez**
The food collection wagon was brought to the front of the church at all the services for the blessing this past Sunday. The second weekend of the month will be the date for the blessing of the food. Ruth will write something in the bulletin to remind people to bring items to be placed in the wagon.

DOK will be holding their Christmas in July soon. Last year there were six children and this year there will be seven children.

ECW had their last meeting in May and will resume in September.

Ruth provided Kit with the DOK annual report.

* Deacon reports Deacon Jean and Deacon Mike were not present for the meeting.

* Parish Life Rosemary Steiner
Visitation of Parishioners who are ill or in need of assistance. The Vestry discussed establishing a line of communication about parishioners who might need assistance either with food, shopping or transportation to the hospital or doctor's office. The clergy can provide the names of people who need assistance. We need to keep in mind the privacy of the person GOK when they are aware of someone needing help. Will provide support either with food or transportation.

Will be volunteered to be the St. James the Fisherman Pastoral Care Coordinator. She will write something for the bulletin and the newsletter and coordinate with the clergy and GOK. Ruth will maintain a record of names.

* Worship: Ginny Coffey
There is a new Eucharist in the Kiosk and 10:30 services.

* Communication: The Council
The vestry provide a contact list for the mission staff for the next Vestry meeting.

The committee met with the person who was to sign the St. James file. The person is doing a spiritual journal and wanted the picture from the book. Ruth will take a picture of that and done and also the picture for their use.

* Deacon: Kyril Sun
There is nothing to report at the moment. The vestry is reviewing a prayer book and it will be done available.

* Deacon: Kyril Sun
The vestry is reviewing the prayer book and it will be done available. There were no questions. (The vestry is reviewing the prayer book and it will be done available.)

* Outreach will either be a coordinator
The food collection wagon was brought to the front of the church at all the services for the first time last Sunday. The second week of the month will be the date for the blessing of the food. Ruth will work with the food to ensure people to bring items to the wagon.

GOK will be holding their first meeting in the fall. Last year there were six children and this year there will be seven children.

EW had their last meeting in the fall and will resume in September.

Ruth will be the contact for the vestry.

FRESH FACE FORWARD INITIATIVE

PHASES

Evolving, Working documents in progress!
Last updated: **6/2/2023**

Pre - Phase Planning

Survey*

Engineering I**

(basic and parking)

Engineering II

(drainage and fill)

Architectural - Conceptual*

(sketches-bank & stairs)

Architectural – Detailed

(working drawings)

Landscape Design

Approvals

* *Completed*

** ***In process***



Phase I

Main Street

Drainage problems resolved

(including underground pipes and fill as needed)

Parking Area Created *(goal 12 spaces)*

Main Street Stairs to Church

(redesigned and replaced)

Retaining wall *(for bank by front stairs)*

Basic Lawn

Basic landscaping *(including foundation & electrical service box area)*

Signage *(including moving one to Powell St)*

Mailbox

Front Door *(painted)*

Exterior Lighting *(passageway, building & signs)*

Old Kitchen A/C unit *(not repairable, to be removed from wall and siding placed)*

Foundation trim *(repair/refurbish)*



Phase Ia

Main Street/Church

Building - power washed

Building - roof cleaned

Contemplative Garden *(seating & tree, in large "cutout" with access from stairs landing)*

Mirroring tree *(in small "cutout")*

Watering System *(for landscaping plantings) (with central core for a church wide capable irrigation system)*

Lighting *(Landscape & interior timed lighting)*

Crosses *(painted)*

Foggy glass *(in nursery – replaced)*



Phase(s) II Plus

These 3 phases are not yet numbered as they are evolving.

They reflect the current status of working ideas

Be part of the process.

Share you views and ideas and opinions.

*We expect that, most likely, the "Cost Guesstimates" will fall in the range from
10% less to 20% more than figure noted.*

Courtyard & Green Space

Courtyard

Fountain

Table and chairs

Seating

Shade Sails

Movable plantings in containers

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

Green Space

4 corner raised beds

Seating

Renovate/replace fence, gate(s) & hedge

Lighting

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

Central Feature

Possibilities currently under discussion: fountain vs garden vs sculpture vs small in ground labyrinth vs simple lawn.

Prayer Garden/Pergola & Cemetery

Prayer Garden/Pergola

Seating

Azalea Gardens *(refreshed)*

Fountain and pump system *(replaced)*

Lighting

Electrical *(connections repaired, refurbished or replaced)*

Water *(connections repaired, refurbished or replaced)*

Preservative/stain for wood

Brick renovation/refinishing

Enclosure for utilities *(in back of brick wall)*

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

Cemetery

Fence *(refurbish)*

Power Wash

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

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

Garden(s) *(along fence border & church foundation)*

HVAC & wiring enclosures *(surrounding cemetery)*

Church Foundation trim *(repaired/refurbished)*

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

Powell Street Face

(Prayer Garden/Stage & Circle Area)

Prayer Garden/Stage area

Sidewalk (repair heaving in area of plots in 150s to 210s)

Temporary/Short term interim repairs

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

Power wash

Stain/preservative to wood (+- sanding)

Paint/stain 2 large double chairs

Longer term

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

See “Possible Phases Beyond II +” below

Circle Area

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

Create Border (with prayer garden in woods for privacy)

Lighting (permanent for street parking access - links with
Prayer Garden)

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

Upgrade/restore Carillon System and Speakers

Also Under Consideration

Possible Phase(s) Beyond II +

Exterior

Repair Church Siding and Trim

Re-Paint Church

Re-evaluate skylights / yellowing

Interior

Replace flooring & refurbish women's lavatory

Replace flooring and refurbish men's lavatory

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

Replace carpeting throughout

Not currently included but “on the radar”

Labyrinth (possible locations include courtyard, Green
Space or Prayer Garden Stage Area)

Columbarium (possible locations include Prayer Garden
Stage Area or behind pergola)

Vinyl Siding

You are important!

*These are “Working Documents in Progress!”
Last updated on 6/2/23,
they reflect the then current status
of working ideas
that are still evolving.*

***Now is the time...
Be part of the process...
Share you views and ideas and opinions!***

***Be part of the process...
Share you views and ideas and opinions!
Please complete the questionnaire,
add comments and/or suggestions,
then put it in the box.***



FRESH FACE FORWARD INITIATIVE PHASES

Working documents in progress!
Costs Guesstimates are truly "Guesstimates" – not true estimates
Last updated: **6/2/2023**

	<u>Cost Guesstimate</u>
Pre-Phase: Planning	\$20,000 ±
Phase I: Main Street	\$150,000 ±
Phase Ia: Main Street/Church	\$20,000 ±

*The following 3 phases are not yet numbered as they are evolving.
They reflect the current status of working ideas
Be part of the process.
Share you views and ideas and opinions.*

Phase(s) II Plus:

Courtyard & Green Space	\$15,000 ±
Prayer Garden/Pergola & Cemetery	\$27,000 ±
Powell Street Face (Prayer Garden/Stage & Circle Area)	\$20,000 ±

Repairs/Replacements Known to be Looming in the Future

“Looming in the Future” - Phase(s) Beyond Phase II +:

<u>Exterior</u>	\$38,000 +
<u>Interior</u>	\$22,000 +



Grounds Report for May, 2023

1. Our monthly clean-up (April 25) was successful in spite of the rain
2. Several folks randomly visit the grounds to tidy up, Webster Collett will clean the Powell St side of the church, Jerry Thrift blows the courtyard and has mowed the graveyard and greenspace, Gary Freeman weeds the courtyard.
3. Jerry Thrift's son, Johnathan, works for Carolina Creations-he is willing to cut the Main St lot and up the bank as far as he can maneuver twice a month-starting May 1 through Oct 31 for 270.00 a month. He will use his own mower; he is bonded and insured.
4. Jerry Thrift and I are willing to donate one month-270.00 to ease expenses. We are sharing the expenses for just one month.
5. Three folks-Dan McDonald, Jerry Thrift, Webster Collett- are willing to mow the green space and graveyard on a rotating basis-I am waiting for the vestry decision on Main Street before I recruit others.
6. The ramp on the side door of the shed needs to be replaced immediately. With your approval, I will get some estimates when I return the end of May. In the meantime, avoid using it. The planks are wobbly and tend to tip
7. The Grounds Committee is willing to stop any future expenses in 2023 goals until the mowing in the front and the ramp issues are resolved-you can contact me during this meeting if I can further clarify these issues. 804-382-3343
8. A copy of this report was sent to: Father Farrell Graves, Kit Goff, Peter Tietjen, Toni Delca, Webster Collett, and Jerry Thrift

Kathleen McDonald



10. **Comments from Audience**
There were no comments.

11. **Closing Prayer and Adjournment, Father Farrell**
The meeting was adjourned at 3:40 and a closing prayer was provided by Father Farrell.

Motion: Peter Tietjen made a motion to adjourn the Vestry meeting, which was unanimously approved by the Vestry.

Next Vestry Meeting

Wednesday, June 21, 2023 @ 2:00

Bliss Hall


Antonia (Toni) DeLuca
Clerk of the Vestry

Date: 4/21/2023


Kit Goff
Senior Warden

Date: 4/21/2023

10. Comments from Audience
There were no comments.

11. Closing Prayer and Adjournment, Father Farrell
The meeting was adjourned at 3:40 and a closing prayer was provided by Father Farrell.

Motion: Peter Tietjen made a motion to adjourn the Vestry meeting, which was unanimously approved by the Vestry.

Next Vestry Meeting

Wednesday, June 21, 2023 @ 2:00

Bliss Hall

[Signature]
KIT GOTT
Senior Warden
Date: 6/21/2023

[Signature]
Antonia (Toni) DeLuca
Clerk of the Vestry
Date: 6/21/2023

St. James the Fisherman Episcopal Church
Statement of Activities

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

Accounts	Actual Apr 01, 2023 - Apr 30, 2023	Budget Apr 01, 2023 - Apr 30, 2023	Budget Remaining Apr 01, 2023 - Apr 30, 2023
Revenues			
Operating Revenues			
4021 Current Pledges	18,331.65	16,666.67	(1,664.98)
4027 Plate Collections	908.00	1,666.67	758.67
4110 Bank Savings Interest	0.00	16.67	16.67
4154 Weight Watchers	400.00	0.00	(400.00)
4155 Other Revenue	50.00	33.33	(16.67)
Total Operating Revenues	19,689.65	18,383.34	(1,306.31)
Restricted Revenues			
4163 Discretionary Fund	75.00	0.00	(75.00)
4240 Flowers	550.00	0.00	(550.00)
4250 Memorials	200.00	0.00	(200.00)
4265 Outreach	170.00	0.00	(170.00)
Total Restricted Revenues	995.00	0.00	(995.00)
Total Revenues	\$ 20,684.65	\$ 18,383.34	(\$ 2,301.31)
Expenses			
Operating			
"Fixed"			
5016 Rector Salary	4,891.50	6,844.00	1,952.50
5062 Administrative Asst	2,130.70	2,302.33	171.63
5063 Music Director	1,333.33	1,416.67	83.34
5065 Supply Priest	0.00	208.33	208.33
5253 Music Dir Con Ed	0.00	41.67	41.67
5256 Rector Con Ed	0.00	133.33	133.33
5257 Deacon Con Ed	0.00	100.00	100.00
5260 Rector Housing	2,500.00	0.08	(2,499.92)
5270 Rector Life Ins	115.31	83.33	(31.98)
5276 Rector Medical Ins	1,328.00	1,295.00	(33.00)
5280 Rector Pension	1,330.47	1,231.92	(98.55)
5290 Travel	0.00	300.00	300.00
5305 Payroll FICA	265.00	294.33	29.33
5310 Workman's Comp	0.00	62.50	62.50
5410 Background Checks	0.00	0.08	0.08
5411 Bank Fees	6.00	33.33	27.33
5413 Website Support	55.98	41.67	(14.31)
5414 Copy Machine	429.65	375.00	(54.65)
5432 Realm - Accounting System	173.65	166.67	(6.98)
5440 Postage	0.00	58.33	58.33
5450 Telephone & Internet	289.13	308.33	19.20
5615 Church Insurance	23.00	791.67	768.67
5635 Electricity	1,164.24	708.33	(455.91)
5645 Water and Sewer	322.90	100.00	(222.90)
5665 Waste Disposal	0.00	8.33	8.33
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

Accounts	Actual	Budget	Budget
	Apr 01, 2023 - Apr 30, 2023	Apr 01, 2023 - Apr 30, 2023	Remaining Apr 01, 2023 - Apr 30, 2023
5750 HVAC Maintenance	0.00	125.00	125.00
5770 Insect Control	180.00	58.33	(121.67)
5780 Maintenance Supplies	0.00	8.33	8.33
6015 Diocesan Pledge	4,750.00	1,573.75	(3,176.25)
6552 Sabbatical Cont	0.00	160.00	160.00
Total "Fixed"	21,288.86	18,897.31	(2,391.55)
"Discretionary"			
5412 Advertising	40.00	50.00	10.00
5430 Office Supplies	304.52	83.33	(221.19)
5709 Building Interior	134.50	0.08	(134.42)
5710 Building Rep/Main	0.00	291.67	291.67
5713 Main St Signage Upgrade	0.00	62.50	62.50
5805 Grounds	0.00	141.67	141.67
5810 Landscaping	64.64	66.67	2.03
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	0.00	147.08	147.08
6460 Coffee Hour	0.00	16.67	16.67
6461 Kitchen Supplies	0.00	25.00	25.00
6463 Music	57.00	33.33	(23.67)
6482 Parish Dinners	0.00	16.67	16.67
6490 Publications	0.00	33.33	33.33
6494 Vestry	0.00	0.08	0.08
6495 Worship	36.26	83.33	47.07
6551 Maintenance Cont	0.00	825.00	825.00
6570 Newcomers/Greeters	0.00	25.00	25.00
Total "Discretionary"	796.92	2,078.16	1,281.24
Total Operating	22,085.78	20,975.47	(1,110.31)
Restricted Fund Expense			
5714 Main Street Parking Fund	1,290.00	0.08	(1,289.92)
6105 UTO	0.00	0.08	0.08
7025 Flowers	170.80	0.00	(170.80)
7038 Outreach	0.00	0.08	0.08
7246 Building and Grounds Expense	0.00	0.08	0.08
Total Restricted Fund Expense	1,460.80	0.32	(1,460.48)
To Be Determined			
5421 Computer Upgrade	0.00	12.50	12.50
5431 Treasurer	0.00	20.83	20.83
Total To Be Determined	0.00	33.33	33.33
Total Expenses	\$ 23,546.58	\$ 21,009.12	(\$ 2,537.46)
Net Total	(\$ 2,861.93)	(\$ 2,625.78)	\$ 236.15

St. James the Fisherman Episcopal Church
Statement of Financial Position

As of: Apr 30th 2023

Assets

Bank Accounts

1000 Checking Account - Truist	50,035.36
1200 Savings Acct - Truist	68,189.42

Total Bank Accounts	118,224.78
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Investment Accounts

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

Total Investment Accounts	52,528.86
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Restricted Endowment

1305 Raymond James	177,603.54
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Total Restricted Endowment	177,603.54
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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
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To Be Determined: old Checking Balance Truist

1005 Dedicated Funds	3,256.00
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Total To Be Determined: old Checking Balance Truist	3,256.00
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To Be Determined: old Savings Balance Truist

1220 Maintenance Cont	56,661.66
1225 Sabbatical Fund	4,960.00
1232 Dedicated Funds	41,871.98

Total To Be Determined: old Savings Balance Truist	103,493.64
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Total Assets

\$ 1,620,810.46

Liabilities & Net Assets

Liabilities

Current Liabilities

2215 Federal Withholding	2,032.66
2217 Social Security	(499.44)
2219 Medicare	(1,306.63)
2220 State Taxes Payable	1,261.25

Total Current Liabilities	1,487.84
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Long Term Liabilities

2440 Sabbatical Fund	4,480.00
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Total Long Term Liabilities	4,480.00
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To Be Determined: old Liabilities Categories

2415 Maintenance Contingency	26,265.00
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Total To Be Determined: old Liabilities Categories	26,265.00
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Total Liabilities	32,232.84
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Net Assets

Unrestricted

1324 Investment Acct Interest	961.49
1325 Investment Gains/Losses	23,553.94
3000 General Fund	1,468,764.62
3001 Gen Fund Over/Under	6,988.68

Total Unrestricted	1,500,268.73
Dedicated/Restricted Funds	
3210 Altar Fund	771.17
3212 ** Angel Tree Fund	700.00
3232 Endowment Fund	31.95
3235 Endowment Comm	75.67
3240 Flowers	3,451.12
3245 Graveyard	3,507.28
3246 Building and Grounds	2,683.55
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/Restricted Funds	88,308.89
Total Net Assets	1,588,577.62
Total Liabilities & Net Assets	\$ 1,620,810.46

