



ST. JAMES THE FISHERMAN EPISCOPAL CHURCH

August 9, 2025, Bliss Hall @ 1:00

VESTRY MINUTES

PRESENT

**Father Farrell Graves
Tom Fernandez, Jr. Warden
Toni DeLuca, Clerk of the Vestry & Vestry Member
Jan Comfort
RoseMary Stalter
Marianne DiSomma
Jesse McCrery
Kathleen McDonald**

**Deacon Jean Miller
Harry (Bud) McClard, Treasurer
Kat Thomas, Treasurer**

ABSENT

**Ellen Allison, Sr. Warden
Chris Kensel**

Deacon Mike Ligon

- 1. Call to Order, Father Farrell**
Father Farrell called the meeting to order at 1:00 and seven Vestry members were present for the meeting.
- 2. Opening Prayer, Jan Comfort**
Jan provided the opening prayer and Marianne will provide the opening prayer for the next Vestry meeting.
- 3. Reflection, Father Farrell**
Father Farrell read a passage from the Gospel of Luke, 12:32 – 40 and discussed with the Vestry members.
- 4. Approval of the July 12, 2025 Vestry minutes, Father Farrell**
Father Farrell asked if there were any questions. There were no questions.

Motion: Jesse McCrery made a motion to approve the July 12, 2025 Vestry minutes, which was unanimously approved by the Vestry Members.

5. Rector's Report, Father Farrell

- **Father Farrell has 97 subscribers on You Tube. He needs three more to make 100 subscribers.**
- **Father Farrell hired Kay Rice as the St. James the Fisherman Administrative Assistant, and she began working this past week. Father Farrell said that Ms. Rice is leaning how to use the computer and input information to the bulletin. Father Farrell said to send all bulletin notices to Ms. Rice.**

Jan and Marianne volunteered to work with Kay on using the computer.

Father Farrell provided the Letter of Agreement for the Administrative Assistant. (Agreement attached to the minutes). Ms. Rice will need a background check.

- **Bliss Hall Odor: The odor was from a low flame that was accidentally left on the stove. The propane company found the problem and it has been resolved. When the stove is being used, people must remember to make sure the stove is turned off.**
- **Chris Walters, parishioner, approached Father Farrell with suggested St. James projects.**
 - **Sunday School once a month. Will need two alternate instructors, safe church required and a curriculum.**
 - **Spanish language and ESL classes.**
 - **Chris is excited about the St. James safety card.**
 - **Chris asked about the follow up to the book discussion, Anatomy of a Church, Jan will discuss under Old Business.**
- **We need to remind people to lower the AC thermostat and to turn off lights when leaving the building, and to turn off faucets in the bathrooms. The faucet in the hallway women's bathroom doesn't completely close. A sign has been placed on the mirror to remind people to make sure the faucet is fully turned off..**

6. Treasurer's Report, Harry (Bud) McClard

Bud introduced Kat Thomas as the co-treasurer. He is working on establishing a system for bills and checks.

Bud reviewed the Treasurer's Report. (Reports attached to the minutes, Vestry Executive Summary for period ending July 31, 2025; Statement of Activities Vestry through July 31, 2025; Statement of Financial Position as of July 31, 2025) He asked if there were any questions. There were no questions.

Bud needs clarification on a check that was written for \$65,673.65 to the siding contractor. He will speak to Deacon Mike.

The Vestry thanked Bud for his hard work and comprehensive report, and welcomed Kat as co-treasurer.

Motion: Tom Fernandez moved that the Treasurer's Report be entered into the minutes as presented, which was unanimously approved by the Vestry.

7. New Business, Toni DeLuca

- **Housekeeping, Toni DeLuca**

Toni and Ellen interviewed a candidate for the position of cleaning services for St. James, and are recommending Christy Solomon for the position of Sexton, pending background check. Job position would be for 5 hours each week, split into 1 or 2 days at her choosing, and will be paid \$5,200.08 a year, divided into 12 equal monthly payments of \$433.34. She is being employed in a non-benefit position as an independent contractor. (Sexton contract is attached to the Vestry minutes) Ms. Solomon will begin the position starting in September, 2025. (Cleaning list is attached to the minutes)

Ellen sent out the vacuum cleaner for repair.

It was suggested that the Sexton closet needs to be re-organized, and should be done prior to when Ms. Solomon begins cleaning.

Toni & Kathleen discussed, after completion of the siding construction, that the church interior will need a thorough cleaning, and to ask volunteers to help in the cleaning.

- **Finance Committee, Toni DeLuca**

Ellen was not available for the meeting, and asked Toni to speak to the Vestry about a Vestry member being on the Finance 2026 Budget Committee. If you are interested, please contact Ellen.

Two parishioners have volunteered for the Budget Committee: Jonathan Long, Rick Coltharp. Jerry Thrift is considering to be a member of the committee, and will get back to Ellen. Jerry had been on the 2025 Budget Committee.

A budget questionnaire was forwarded to the ministry chairpersons last year, requesting what funds are needed for their ministry. Toni has a copy of the form and letter that were sent to each ministry.

The previous year, the Budget Committee invited parishioners & Vestry members to participate in an open discussion of the budget, prior to the Vestry approval and Annual Church Review.

8. Old Business

- **Stewardship, Toni DeLuca**
Toni DeLuca presented the Stewardship Campaign Pledge Schedule for the Vestry review and discussion. (Schedule attached to the Vestry minutes). The pledge forms and letter will remain the same with the theme, “Strong Foundation, Strong Future”. Jan will provide Toni with an updated REALM pledging and attending list. Letter and pledge form will be sent via REALM. Pledge form can be returned either through the mail, placed in the pledge box in the Narthex or offering plate. Kat will document the pledges in REALM. Toni asked Bud and Kat when she can meet with them to begin the Stewardship discussions and verification of pledges.
- **Book Discussion Follow Up, Jan Comfort**
It was decided to table the book discussion at this time, *Anatomy of a Church*, to a later date, after the church siding is completed.
- **HVAC company change: Sandpiper, the HVAC company under contract with St. James, was sold to a larger company.** It was discussed that maybe we should consider another HVAC company. Tom has contacted two companies and has not had a response from one of the companies. Suggestions were given for other companies that are in the area.
- **Main Street Parking Project, Father Farrell**
At the last Vestry meeting, Chris presented a quote from contractor, D. Watkins & Son Professional Lawncare d.b.a., the Pool Man Inc. for permeable pavers. We have received a permit, and discussed doing the project it in two phases, gravel and then pavers. Father Farrell will speak to Chris about having the contractor present to the Vestry.

Addendum: Mr. Watkins presented on Sunday, August 10th to the Vestry about the details of the construction and his recommendations for the Main Street parking lot. He said that doing the complete project would be more cost efficient. Suggestion was for Mr. Watkins to do a presentation for parishioners of the parking lot construction. The total cost for the construction would be \$125,000. \$75,000 is currently in the budget. We would need further clarification from the treasurers regarding what moneys are available in the budget, possibly through the endowment funds. Fund raising projects were suggested, such as purchasing of individual bricks for a walkway.

9. Wardens' Reports,

- **Jr. Warden, Tom Fernandez**

Tom worked with the locksmith to install new locks. He had Sandpiper HVAC install the motor in Bliss Hall. Tom cleaned up the choir loft , chapel, and policed the circular drive and dumpster for nails.

Tom called two HVAC companies, Genes and waiting for a response from Cool Freeze.

The emergency light exits are old and brittle. Dale's construction electrician will replace the older ones.

Tom met Dale, siding contractor, for a walk through: two new doors, power wash, AC closure, AC block gutters, lattice work, crawl space door replaced, broken glass window replaced and posts covered. Two doors are in good shape: entrance to graveyard and DOK prayer station.

Jesse and Tom figured out the labeling of two breaker panels and fire inspection. Tom checked again for nails in the parking areas, circular drive and dumpster.

Tom contacted the Allied Pest Company about reimbursement of \$17,742 for termite damage. They have not responded and Tom will follow up with them. Ellen has not paid the siding contractor \$17,742 for the repair of the termite damage. Tom will speak to Ellen about paying Dale, contractor, and will contract the termite company again regarding their reimbursement.

Dale, siding contractor, gave an estimate to do the Main Street stairs. The siding should be completed by the end of August.

- **Sr. Warden, Ellen Allison**
Ellen was not available for the meeting.

10. Liaisons' Reports

- **Deacon Jean**

Deacon Jean will begin organizing the Coat Closet in preparation for the winter. She will be working in the Coat Closet this coming Thursday afternoon.

- **Grounds Report, Kathleen McDonald**

Kathleen presented the grounds' report. (Report attached to the minutes). The mower had a broken bolt, which was repaired by Bob Rozzi, and a dead battery that was replaced by Dan McDonald. Carolina Creations will be removing the dead poison ivy and other plants. July cleanup was cancelled because of the

hot weather. August cleanup is scheduled for August 29th at 8:00. Thank you to all the volunteers who work so diligently to maintain the St. James' grounds.

- **Communications, Jan Comfort & Marianne DiSomma**
Jan has been in contact with the web site coordinator: added Father Farrell's notes about joining St. James and updated Vestry minutes. Updated Facebook photos and Instagram. Jan will contact the new Administrative Assistant.

Marianne will speak to Mary Ann Burns, web site coordinator. She investigated other web coordinators, and said that they are very costly, and recommends we continue with Ms. Burns.

Marianne resubmitted the grant to the diocese, and will follow up on Monday.

She is waiting to hear from her previous church regarding a simpler way of placing the hymns in the bulletin for Sunday service.

- **Finance, Ways & Means (Stewardship). Toni DeLuca**
Previously discussed: Refer to New Business (Finance Budget Committee) and Old Business (Stewardship)
- **Outreach Ministry, Toni DeLuca**
ECW will have their first meeting on Wednesday, September 10th. The ECW officers will be meeting August 15th to discuss the calendar for 2025 – 2026.
- **Parish Life, RoseMary Stalter**
St. James Day was very successful, 70 people attended the brunch. Thank you to Jan and RoseMary for all their hard work. Everyone really enjoyed the food and fun activities. Thank you to Chris Walters for being the MC, T-shirts and St. James fishing game.

RoseMary spoke to Denise Reagan about organizing the Parishioner Care Ministry. DOK and ECW have been coordinating parishioner care. Toni will speak to Denise and Nancy Dougherty, DOK president.

RoseMary presented a presentation from Brendan McLouglin, parishioner, for a St. James the Fisherman BBQ Competition Plan. Father Farrell will forward the plan to the Vestry for their review. There are several phases to the plan. It was decided and agreed upon by the Vestry that the date of February 21, 2026 would be a good date for the BBQ competition. (Plan is attached to the Vestry minutes). This would replace the church galas. Further discussion by the Vestry.

Motion: Jan Comfort made a motion to designate February 21, 2026 as the date for the St. James the Fisherman BBQ Competition Event and for the Vestry to organize a committee to coordinate and implement the plan, which was unanimously approved by the Vestry.

- **Worship, Jesse McCrery**
Jesse does not have anything to report at this time.
- **Graveyard, Chris Kensel**
Chris was not available for the meeting.

11. Comments from Audience
No attendance at the meeting.

12. Closing Prayer and Adjournment, Father Farrell
Father Farrell adjourned the meeting at 3:15 and provided the closing prayer.

Motion: RoseMary Stalter made a motion to adjourn the Vestry meeting at 3:25, which was unanimously approved by the Vestry Members.

NEXT VESTRY MEETING, SATURDAY, SEPTEMBER 13, 2025 @ 1:00, BLISS HALL

Antonia (Toni) DeLuca
Clerk of the Vestry
Date:

Ellen Allison
Sr. Warden
Date: