

St. James Episcopal Church  
Vestry Agenda  
March 14, 2023; 6pm  
Via Zoom

7:00 pm      Check-In  
                 Prayer

Consent Agenda and Attachments

Minutes from February

Treasurer Report 2023—sent separately

Calendar—

- March 24—Jim Reece Funeral
- March 25, 9:30-3:30—Regional Gathering Day at St. James
- March 1, 8, 15, 22, 29—Lent Soup Supper and Program—Sharon
- April 2—Palm Sunday
- April 6—Maundy Thursday—7pm
- April 7—Good Friday—Noon
- April 8—Easter Vigil—7pm
- April 9—Easter—8am & 10:30am

Discussion

- Treasurer's Report—Doug & Dennis
- "Raise the Roof" update and discussion—Mary, Doug, Dennis, Linda
- Help needed, coordinator for Funeral
- Help needed, coordinator for Gathering Day

Decisions—

- Raise the Roof Campaign

9:00 pm Compline and Adjourn

**Next Vestry Meeting—April 11, 2023 7pm via Zoom**

## **Vestry Meeting, February 7, 2023**

Canterbury Room, St. James Episcopal Church

**Present:** Doug Adams, Judy Croskey, Dennis Edgecombe, Mary Flores, Charlie Hammerich, Barbara Johnson, Sharon Nitz, Jim Reece, Helen Smith, Rev. Cn. Linda Young

**Absent:** Becky Kramer

Dinner began at 6:00 p.m.

Shared dinner provided an opportunity for new and old Vestry members to meet. Thank you to Linda for organizing it.

Meeting began at 6:45 p.m.

**Check-in with Vestry members.**

**Prayer:** John 18: 33-36

**Consent Agenda and Attachments.** Accepted.

- Minutes from January 10, 2023, Vestry meeting. .
- Treasurer's report 2023 (sent separately)

**Calendar:**

- January 22 - February 12, 2023: Spiritual Life Inventory open for St. James members. Please complete it and encourage others to do so.
- February 18: Parish Mardi Gras (dedicated to David Seamans). Social Hour at 5:00 pm, Dinner at 6:00 pm, Variety Show around 7:00 pm.
- February 22: Ash Wednesday - Eucharist and Ashes at Noon 7 pm
- March 25, 9:30 - 3:30 - Regional Gathering Day at St. James. Help from Vestry with logistics needed. (date correction from Agenda)
- March 1, 8, 15, 22, 29: Lent Soup Supper and Program, beginning at 5:30 pm.

## **Discussion**

a) **Thanks and Welcome - Linda.** Linda thanked Doug Adams, Charlie Hammerich, and Jim Reece, outgoing members of Vestry, for their service, with special thanks to Jim for serving as Senior Warden during challenging times (the pandemic, her sabbatical). As Treasurer, Doug will continue to come to the first part of Vestry meetings.

Linda welcomed newly elected Vestry members Judy Croskey and Helen Smith. We still need to identify one additional member. Outgoing and continuing members shared that this is a good Vestry to serve on, characterized by respectful discussion, including when there are differences of opinion. Good when members on two year terms serve a second term as they bring experience and part of the oral history of the church to Vestry discussions.

Ongoing projects begun but not completed include a St. James brochure and much work to be done forming a Youth Program for teenagers.

**b) Treasurer's Report - Doug & Dennis.** Budget numbers need to be manually entered into the Budget Comparison reports so not much to discuss yet. Discussion included the following:

- The Supply Clergy and Deacon/Adjuncts line appear to have been deleted and should be returned.
- Salary for Office Manager appears to be too high for January and needs to be investigated.
- Updated total for Diocesan Investment Pool as of end of November is over 113,000. Updates from Diocesan office are sent to the St. James office email.
- CCCC leadership needs to be informed of 7% increase (\$87.71) in rent due to increases in utilities' costs. This is allowable according to the terms of our 5 year contract with them. Linda will notify them of the increase.

**c) Junior Warden's Report - Sharon.**

- Received final bill for the kitchen refurbishments. Will not be paid until repair of gap in counter is completed. The contractor, Jay Skeate, has been very good to work with.
- JM Roofing have discussed waiting to do both the flat and shingled roofs at the same time (rather than flat roof earlier). They would like to do them before July if possible. The new roof will be under warranty (in case it doesn't seal if weather is not warm enough). Damage to walls and ceilings in the church cannot be repaired until roof replacement is completed.

**d) Raise the Roof Campaign - Doug.** We need about 60,000.00 to repay the Brewer Bequest from which we are borrowing funds to pay for the roof replacements. Doug has queried a parishioner with expertise for advice on a capital campaign which we hope to get underway soon. Doug will try to get information to Vestry on this topic before our March meeting.

**e) Affirmation of Senior Warden:** Mary Flores. Approved.

**f) Election of Junior Warden and Clerk of the Vestry.** Sharon Nitz elected as Junior Warden. Clerk of the Vestry not yet identified.

**g) Innovia Foundation Grant - Mary.** Innovia Foundation Community Grants applications are due Feb. 16. We might ask for funding for our regular Backpack Food Program (as it exists now, with Bite2Go bags offered biweekly) for 1/1/24 - 5/30/24, and for funds to expand our child-centric program to include a Feed the Family program for the St. James site. After discussion, consensus was reached that food boxes containing fresh produce and pantry staples could be offered 4 times during the funding period (6/1/23 - 5/30/24). If approved, Mary will discuss with Shantelle at CCCC and will submit the application.

h) **Other:** Request was made that we reinstitute quarterly meetings with CCCC leadership, to discuss matters such as the Backpack Food Program and facility use, etc.

**Decisions:**

*MSP = Moved, Seconded, Passed (unanimously unless otherwise noted).*

*MSP:* Submit grant proposal to Innovia Foundation to request funds for the regular Backpack Food Program for January 1, 2024 - May 30, 2024 and for funds to expand the program at the St. James site only to include "Feed the Family" food boxes 4 times between June 1, 2023 - May 30, 2024.

**Appendices:**

- 2023 Jan budget comparison
- 2023 Jan balance sheet

**Compline and Adjourn, 8:45 p.m.**

**Next Vestry Meeting: March 14, 2023, 7 pm, Zoom.**

DRAFT

St. James Episcopal Church *Raise the Roof* Campaign letter

Dear St. James Parishioners:

We need additional funds to help pay for a complete roof replacement. You know from the visible water damage to walls in our building, the recent puddle in our sanctuary, and the unseen water damage that we suspect is inside our walls, that we cannot put off replacing our roof if we want to be good stewards of our church home. Therefore, Vestry has approved paying for a new roof by sweeping some funds, allocating some of the John Brewer Bequest to the expense, and borrowing from others. The roof will be replaced as soon as weather permits, but we need to raise funds for the last quarter of the total bill (a repayment to funds from which we're borrowing). Can you help?

Here are the numbers:

<b>JM Roofing Bid</b>	<b>\$119,486.00</b>	
<b>Down Payment</b>	<b>\$60,000.00 (50%)</b>	
• 17%	\$20,522.97	Major Improvements/Repair fund
• 08%	\$10,000.00	Budget Reserves
• 25%	\$29,477.03	John Brewer Bequest
<b>Balance Due</b>	<b>\$59,486.00 (50%)</b>	
• 25%	\$29,486.00	John Brewer Bequest
• <b>25%</b>	<b>\$30,000.00</b>	<b><i>Raise the Roof Campaign</i></b>

**\$30,000.00:** the amount we need to raise. We believe we can do it. St. James is blessed to have funds to pay for 75% of the much-needed new roof. Please prayerfully consider what you can donate, over and above your annual pledge to help us fund the last 25% of the bill. If you are able to contribute, fill out the attached *Raise the Roof* pledge form with the amount you can give and indicate the time frame (within two years) you will need to fulfill your pledge.

Soon, we will have token buckets at church for you to take home as a reminder that we need to stop the leaks in our church. If there's too much water in your boat, you need a bucket to bail it out. If there's a fire, a bucket brigade can help put it out. If there are puddles in our sanctuary and wet walls in our parish hall, we must stop the leaks and get a new roof. Place your Bail-out Bucket somewhere in your home to remind you of the warmth of a dry home, or remind you of our obligation to ensure that children in the Community Child Care Center learn and play in a safe, well-maintained, building. Maybe your bucket will help you meet your *Raise the Roof* pledge by becoming a receptacle for your offerings of thanksgiving, or your spare change at the end of the day, or your tax refund.

We will gather *Raise the Roof* pledge forms on Sunday, xx/xx/xx, or you can put your pledge form in the offering plate or send it to the office anytime.

Thank you for considering this appeal.

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Rev. Canon Linda Young, Rector

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Mary J. Flores, Senior Warden

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Sharon Nitz, Junior Warden

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Douglas Q. Adams, Treasurer

*Noah built an ark, Moses parted the red sea, the disciples bailed out their boat. We can raise a roof.*

# St James Episcopal

Statement of Financial Position For All Funds as of 02/28/2023

**Assets**

**Bank**

Pay Pal Account		2,954.20
US Bank Checking		82,362.10
Jones Money-Market		326,175.95

**Total Bank** 411,492.25

**Other Current Assets**

Diocesan Investment Pool		
Endowment College Work	44,898.00	
Endowment Jaekel Fund	5,708.75	
Endowment Organ	18,122.27	
Endowment St. James	26,498.51	
Total Diocesan Investment Pool		<u>95,227.53</u>

**Total Other Current Assets** 95,227.53

**Total Assets** 506,719.78

**Liabilities**

**Other Current Liabilities**

Payroll Withholding & Taxes		
Federal Withholding Tax Payable	499.53	
FICA Tax Payable-Employer	258.66	
FICA Tax Withholding-Employee	258.66	
Medicare Tax Payable-Employer	60.50	
Medicare Tax Withholding-Employee	60.50	

Total Payroll Withholding & Taxes 1,137.85

Special Contributions Liabilities

DC - Almoners Liab	492.85	
DC - Backpack Fund	10,123.38	
DC - Choir	500.00	
DC - College Work Liab	1,185.00	
DC - Diocese Loan Payments	100.00	
DC - Landscaping Project	1,655.71	
DC - Little Food Pantry	3,160.00	
DC - Prepaid Pledges	26,600.00	
DC General Pass through Liab	-260.39	
SC - Birthday Offerings Liab	2,076.22	
SC - Haiti	5,000.00	
SC - Sunday School Offering	181.04	
SC United Thank Offering	20.00	

Total Special Contributions Liabilities 50,833.81

**Total Other Current Liabilities** 51,971.66

**Total Liabilities** 51,971.66

**Net Assets**

**Unrestricted**

Altar Guild Fund		-1,056.10
Brewer Bequest		227,262.97
Christian Formation Fund		11,971.96
College Endowment		-200.00

# St James Episcopal

Statement of Financial Position For All Funds as of 02/28/2023

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Day-care Maintenance	-4,500.00
ELM (YACM) Grant	-10.72
Endowment Jaekel	5,741.02
Endowment St. James Fund	45,228.06
General Fund	34,722.89
Memorial Fund	20,827.58
Outreach Seed Fund	1,057.43
Parking Lot Maintenance	12,266.18
Reserve Fund	12,780.50
Revolving Loan Fund	200.00
Sabbatical Fund	6,495.12
<b>Total Unrestricted</b>	<b>372,786.89</b>
<b>Restricted</b>	
Creative Ministries Grant	1,106.93
Endowment College Work Fund	48,239.10
Endowment Organ Fund	19,900.28
Lilly Grant	-1,019.63
Rectors Discretionary Fund	6,723.20
Window Fund	7,011.35
<b>Total Restricted</b>	<b>81,961.23</b>
<b>Total Net Assets</b>	<b>454,748.12</b>
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<b>Total Liabilities + Net Assets</b>	<b>506,719.78</b>
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# St James Episcopal

## Budget Comparison for General Fund

Account	-----Current Month (February)-----			-----Year To Date (February FY 2023)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<b>Revenues</b>						
Directed Giving	0.00	125.00	0.00	0.00	250.00	0.00
Misc. Income	358.50	125.00	0.00	361.50	750.00	0.00
Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00
Givers of record	0.00	85.00	500.00	750.00	170.00	500.00
Unidentified Plate	25.00	85.00	50.00	170.00	170.00	71.00
SubTotal Plate Offerings	25.00	170.00	550.00	920.00	340.00	571.00
Pledge income	0.00	0.00	0.00	0.00	0.00	0.00
Pledges	20,150.00	12,975.00	19,471.84	37,375.00	25,950.00	35,825.31
SubTotal Pledge income	20,150.00	12,975.00	19,471.84	37,375.00	25,950.00	35,825.31
Rent CCCC	1,291.37	1,475.00	1,253.76	2,582.74	2,950.00	2,507.52
<b>Total Revenues</b>	<b>21,824.87</b>	<b>14,870.00</b>	<b>21,275.60</b>	<b>41,239.24</b>	<b>30,240.00</b>	<b>38,903.83</b>
<b>Expenditures</b>						
Administration Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	31.52	63.00	46.05	91.23	126.00	85.27
Bookkeeping Services	198.30	160.00	225.64	333.50	320.00	367.28
Computer Expenses	150.84	333.00	240.99	301.19	666.00	399.85
Convention Travel	0.00	125.00	0.00	0.00	250.00	0.00
Copier	250.41	150.00	133.98	417.00	300.00	370.50
Forward Movement	0.00	16.00	0.00	38.50	32.00	38.50
Misc & Contingencies	205.00	21.00	0.00	205.00	42.00	0.00
Office Supplies	260.27	242.00	8.00	440.64	484.00	25.52
Paper	0.00	25.00	0.00	0.00	50.00	0.00
Postage	47.73	50.00	0.00	236.73	100.00	0.00
SubTotal Administration Expenses	1,144.07	1,185.00	654.66	2,063.79	2,370.00	1,286.92
Building and Grounds Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Carpet Cleaning	0.00	0.00	0.00	-500.00	0.00	0.00
Property Insurance	1,936.00	1,875.00	1,788.00	1,936.00	1,875.00	1,788.00
Property Upkeep	3,509.78	2,207.00	7,432.04	8,828.05	4,414.00	12,452.92
Utilities and Telephone	2,320.52	1,500.00	1,613.37	4,924.50	3,000.00	3,795.86
SubTotal Building and Grounds Expenses	7,766.30	5,582.00	10,833.41	15,188.55	9,289.00	18,036.78
Diocesan Assessment	3,968.29	3,968.00	3,719.68	7,936.58	7,936.00	7,439.36
Ministry Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Christian Education/Formation	16.17	125.00	61.15	215.33	250.00	266.30
College Ministry Support	0.00	83.00	0.00	0.00	166.00	0.00
Nursery	40.50	42.00	40.00	40.50	84.00	40.00
Parish Activities	295.08	125.00	0.00	295.08	250.00	0.00
Supplies/Coffee etc.	178.30	42.00	15.47	178.30	84.00	15.47
SubTotal Ministry Expenses	530.05	417.00	116.62	729.21	834.00	321.77
Outreach Expenses	0.00	310.00	0.00	0.00	620.00	0.00
Rectors Discretionary Fund	0.00	50.00	0.00	0.00	100.00	0.00
SubTotal Outreach Expenses	0.00	360.00	0.00	0.00	720.00	0.00
Rector Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Continuing Education	0.00	21.00	0.00	0.00	42.00	0.00
Health Insurance	856.00	856.00	851.00	1,712.00	1,712.00	878.00
Pension Fund	864.28	834.00	864.28	1,728.56	1,668.00	1,728.56
Professional Expenses	0.00	59.00	0.00	0.00	118.00	0.00
Rectory Utilities	61.08	292.00	212.72	339.24	584.00	496.16
Sabbatical plan	0.00	84.00	0.00	0.00	168.00	0.00
Salary	3,950.88	3,951.00	3,624.66	7,901.76	7,902.00	7,249.32
Stipend Part 2	454.98	455.00	417.42	909.96	910.00	834.84

# St James Episcopal

Account	-----Current Month (February)-----			-----Year To Date (February FY 2023)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Travel	0.00	42.00	0.00	0.00	84.00	0.00
SubTotal Rector Expenses	6,187.22	6,594.00	5,970.08	12,591.52	13,188.00	11,186.88
Staff expenses	0.00	0.00	0.00	0.00	0.00	0.00
Adjunct Clergy & Deacon Expenses	0.00	21.00	0.00	0.00	42.00	0.00
Christian Ed Director	184.32	321.00	387.48	583.68	642.00	387.48
Office Manager	972.48	1,090.00	892.32	2,193.15	2,180.00	1,784.64
Organist Choir Director	697.61	698.00	640.01	1,395.22	1,396.00	1,280.02
Payroll Taxes	141.86	261.00	146.86	553.43	522.00	485.89
SubTotal Staff expenses	1,996.27	2,391.00	2,066.67	4,725.48	4,782.00	3,938.03
Stewardship Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Congregational Development	0.00	34.00	0.00	0.00	68.00	0.00
SubTotal Stewardship Expenses	0.00	34.00	0.00	0.00	68.00	0.00
Worship Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Altar Supplies	203.20	84.00	8.57	311.10	168.00	51.69
Music Expenses	0.00	17.00	0.00	0.00	34.00	0.00
SubTotal Worship Expenses	203.20	101.00	8.57	311.10	202.00	51.69
<b>Total Expenditures</b>	<b>21,795.40</b>	<b>20,632.00</b>	<b>23,369.69</b>	<b>43,546.23</b>	<b>39,389.00</b>	<b>42,261.43</b>
<b>Other Expenditures</b>						
Credit Card Charges	0.00	0.00	20.27	0.00	0.00	30.10
<b>Total Other Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>20.27</b>	<b>0.00</b>	<b>0.00</b>	<b>30.10</b>
<b>Other Financial Sources-Uses</b>						
Transfers Out	0.00	0.00	0.00	-4,332.00	0.00	0.00
<b>Total Other Financial Sources-Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,332.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>21,824.87</b>	<b>14,870.00</b>	<b>21,275.60</b>	<b>41,239.24</b>	<b>30,240.00</b>	<b>38,903.83</b>
<b>Total Expenditures</b>	<b>21,795.40</b>	<b>20,632.00</b>	<b>23,369.69</b>	<b>43,546.23</b>	<b>39,389.00</b>	<b>42,261.43</b>
<b>Total Other Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>20.27</b>	<b>0.00</b>	<b>0.00</b>	<b>30.10</b>
<b>Total Other Financial Sources-Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,332.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Revenues</b>	<b>29.47</b>	<b>-5,762.00</b>	<b>-2,114.36</b>	<b>-6,638.99</b>	<b>-9,149.00</b>	<b>-3,387.70</b>