

St. James Episcopal Church  
Vestry Agenda  
May 9, 2023; 7pm  
Canterbury Room

7:00 pm      Check-In  
                 Prayer

Consent Agenda and Attachments

Minutes from March

Treasurer Report—sent separately

Calendar—

- May 6—Graduation Parking
- May 28—Pentecost (speaking in “tongues”)
- June 4—Summer Church Schedule—One Eucharist at 9am
- July 25—Feast of St. James

Discussion

- Renewal Works Report(attached) —Dean Ritchie, Becky, Linda
- Treasurer’s Report—Doug & Dennis
- “Raise the Roof” update—Mary, Doug, Linda
- Parochial Report--Linda
- Roof update—Sharon
- ELM Update--Linda
- Vestry Retreat(?)--Linda
- St. James Day (July 25) Celebration?--Linda

Decisions—

- Vestry Retreat
- St. James Day

9:00 pm Compline and Adjourn

**Next Vestry Meeting—June 13, 2023 7pm Canterbury Room**

## **St. James Episcopal Church Vestry Minutes, March 14, 2023**

Zoom

**Present:** Rev. Linda Young, Sr. Warden Mary Flores, Jr. Warden Sharon Nitz, Judy Croskey, Treasurer Doug Adams, Dennis Edgecombe, Barbara Johnson, Rex Burns, Becky Kramer.

**Absent:** Helen Smith

Meeting began at 7 pm

### **Check-in with Vestry members**

**Prayer:** Phil. 2:1-12

Reflections on hospitality in our church, with discussions about the completion of the new website, and need for follow-up with visitors who fill out a visitor card and ensuring spaces for wheelchairs are available in the sanctuary.

### **Consent Agenda and attachments *MSP***

Minutes from February's meeting

Treasurer's report – 2023

### **Calendar**

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

### **Discussion**

**Treasurer's report:** Sharon Nitz asked about rent changes to the CCC. Linda Young will meet with the CCC to discuss higher rent resulting from the higher utility bills.

**Upcoming events:** Mary Flores will recruit helpers for set up and clean up for Jim Reece's service and reception. Becky Kramer will pick up the lunch items for the Regional Gathering Day and coordinate cleanup.

**Raise the Roof Campaign:** Money from the John Brewer Fund was used to pay for the church's new roof with the intent of raising money to pay back at least of portion of the amount. Mary Flores discussed the draft campaign letter and the proposed payback amount of \$30,000. This figure was suggested with input from the Treasurer's committee. Mary thought the amount was achievable based on family giving units, and anything higher might be a hard sell. With this proposal, 25% of the cost of the new roof (bid

at \$119,486) would come from church funds, 50% would come from the Brewer fund, and 25% would come from the campaign. Pledge forms would ask people to make their gift to the campaign over two years.

People who are not able to make a pledge to the campaign could still participate through contributing their change collected in the little buckets. Judy Croskey said she liked the two-year time frame for raising the funds.

The timeline for announcing the campaign was discussed. The plan is to announce the campaign on April 2, Palm Sunday. Letters and pledge forms would go out that week. The campaign would be mentioned in the bulletin on Easter Sunday, and pledge forms would be collected through May 7. Some type of visual of the progress of the campaign would be displayed in the Parish Hall.

In a related matter, Sharon Nitz and Rex Burns will pick out the shingles for the roof. Sharon will also contact the contractor about clearing as much equipment as possible out of the parking lot March 24 and 25 for Jim's service and the Regional Gathering Day.

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

- Appoint Rex Burns as a Vestry member. *MSP*
- Appoint Becky Kramer as the clerk of the Vestry. *MSP*
- Enter into a Raise the Roof campaign, setting a goal of raising \$30,000. *MSP*

**Compline and adjourn.**

**Next Vestry meeting:** April meeting was canceled.

## RenewalWorks Committee Report to the Vestry – May 2023

RenewalWorks is a program that encourages individuals and parishes to strengthen their relationship with God. The program describes the faith journey as a continuum, beginning with “Exploring a Life with God in Christ,” and moving through “Growing,” “Deepening,” and finally “Centered in a Life with God in Christ.”

Forty-one people responded to the survey, which asked about their spiritual beliefs, practices, and faith in action. For comparison, average Sunday attendance is about 40 people. In many areas, responses from St. James mirrored Episcopal trends. The demographics section noted that 85% of respondents are age 50-plus and 73% of respondents have attended St. James for 10-plus years.

A small committee was convened to review the survey results, identify the main findings, and make recommendations to the vestry. The committee was led by Dean Ritchie. Other members were the Rev. Linda Young, Ted Nitz, Sylvia Hutton, and Becky Kramer. Before his death, Jim Reece also attended the first session.

On the spiritual continuum, the majority of St. James survey respondents (56%) described themselves in the “Growing a Life with God in Christ” category. According to RenewalWorks, the people in this group are committed to their Christian faith, but still have lots of questions.

RenewalWorks lists categories of catalysts that will help people move toward deeper faith. At St. James, the survey indicates two particular areas that are opportunities:

- Spiritual Beliefs and Attitudes
- Personal Spiritual Practices

Although committee members had some critiques of the RenewalWorks survey and conclusions, the findings present useful insights about the St. James congregation.

Survey respondents see room for growth in their spiritual lives. Committee members had energizing discussions about ways to help people draw closer God. We chose to define this as *“Helping people deepen their faith within the context of Christian community.”*

Based on RenewalWorks suggestions, our recommendations to the Vestry are:

**Embed the Bible in our activities**, which could include one or more of the following:

- Reading short scriptures at meetings and other church activities.
- Sunday scripture readings that follow the Forward Movement’ Path (or something similar) to cover most of the Bible in 26 weeks. This has a small group study component.
- Encouraging regular Bible reading at personal or family devotions.
- Presenting Bibles to reading-age Sunday School students, or at confirmation or graduation.

**Deepen congregation’s awareness of spiritual practices and key theological concepts**, which could include one or more of the following:

- Sermon series on theological concepts we need brushing up on, such as the Trinity and grace.

- Finding ways to emphasize the importance of the Eucharist and Baptismal Covenant for the community and individuals. Transforming Questions is a potential resource.
- Encouraging people to connect with God through prayer, meditation, time in nature, or whatever works for them.
- Introducing parishioners to notable Episcopalians/Anglican Divines and what makes the denomination unique.
- Encouraging the entire church to read the same book and discuss it in their small groups.

RenewalWorks suggests concentrating *on* a single item to begin with. Some of these ideas could be implemented over time.

Committee members would also like to acknowledge areas where St. James ranked highly in the survey results. These include trust in clergy and lay leaders, financial giving, service to others in the church and the community, *active lay participation in Sunday services*, and organized church activities.

Survey respondents also said they believed strongly in the “need for interfaith conversations.” Committee members saw this as an additional opportunity to be in discussion with other faith groups or engage with them in service projects.

# St James Episcopal

## Budget Comparison for General Fund

Account	-----Current Month (April)-----			-----Year To Date (April FY 2023)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<b>Revenues</b>						
Directed Giving	0.00	125.00	0.00	0.00	500.00	0.00
Misc. Income	0.00	125.00	50.00	364.50	1,000.00	50.00
Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00
Givers of record	1,325.00	85.00	100.00	2,088.10	340.00	820.00
Unidentified Plate	181.65	85.00	220.00	371.65	340.00	348.00
SubTotal Plate Offerings	1,506.65	170.00	320.00	2,459.75	680.00	1,168.00
Pledge income	0.00	0.00	0.00	0.00	0.00	0.00
Pledges	11,710.00	12,975.00	19,245.00	65,130.00	58,550.00	69,465.31
SubTotal Pledge income	11,710.00	12,975.00	19,245.00	65,130.00	58,550.00	69,465.31
Rent CCCC	1,491.95	1,342.00	1,253.76	5,366.06	5,368.00	5,015.04
<b>Total Revenues</b>	<b>14,708.60</b>	<b>14,737.00</b>	<b>20,868.76</b>	<b>73,320.31</b>	<b>66,098.00</b>	<b>75,698.35</b>
<b>Expenditures</b>						
Administration Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	74.92	63.00	51.12	343.47	252.00	337.51
Bookkeeping Services	150.43	160.00	96.56	620.73	640.00	566.40
Computer Expenses	402.52	333.00	390.59	1,588.64	1,332.00	1,323.91
Convention Travel	0.00	125.00	0.00	0.00	500.00	0.00
Copier	275.36	150.00	126.65	877.79	600.00	591.48
Forward Movement	0.00	16.00	38.50	77.00	64.00	77.00
Misc & Contingencies	0.00	21.00	0.00	205.00	84.00	0.00
Office Supplies	241.40	242.00	8.00	953.31	968.00	41.52
Paper	0.00	25.00	0.00	129.62	100.00	193.95
Postage	0.00	50.00	0.00	236.73	200.00	232.00
SubTotal Administration Expenses	1,144.63	1,185.00	711.42	5,032.29	4,740.00	3,363.77
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	0.00	0.00	0.00	1,936.00	1,875.00	1,788.00
Property Upkeep	2,196.98	2,207.00	732.69	12,838.29	8,828.00	14,832.76
Utilities and Telephone	1,388.84	1,200.00	1,256.96	8,541.58	5,600.00	6,606.16
SubTotal Building and Grounds Expenses	3,585.82	3,407.00	1,989.65	22,815.87	16,303.00	23,226.92
Diocesan Assessment	3,968.29	3,968.00	3,719.68	15,873.16	15,872.00	14,878.72
Ministry Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Christian Education/Formation	17.25	125.00	0.00	351.56	500.00	327.45
College Ministry Support	0.00	83.00	0.00	98.19	332.00	0.00
Nursery	0.00	42.00	0.00	82.20	168.00	88.33
Parish Activities	238.72	125.00	0.00	533.80	500.00	0.00
Supplies/Coffee etc.	62.89	42.00	0.00	488.92	168.00	15.47
SubTotal Ministry Expenses	318.86	417.00	0.00	1,554.67	1,668.00	431.25
Outreach Expenses	0.00	310.00	0.00	0.00	1,240.00	0.00
Rectors Discretionary Fund	0.00	50.00	0.00	0.00	200.00	0.00
SubTotal Outreach Expenses	0.00	360.00	0.00	0.00	1,440.00	0.00
Rector Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Continuing Education	0.00	21.00	0.00	110.00	84.00	0.00
Health Insurance	856.00	856.00	851.00	3,424.00	3,424.00	2,580.00
Pension Fund	864.28	834.00	864.28	3,457.12	3,336.00	3,457.12
Professional Expenses	0.00	59.00	0.00	0.00	236.00	0.00
Rectory Utilities	164.57	292.00	175.95	787.03	1,168.00	821.98
Sabbatical plan	0.00	84.00	0.00	0.00	336.00	0.00
Salary	3,950.88	3,951.00	3,624.66	15,803.52	15,804.00	14,498.64
Stipend Part 2	454.98	455.00	417.42	1,819.92	1,820.00	1,669.68

# St James Episcopal

Account	-----Current Month (April)-----			-----Year To Date (April FY 2023)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Travel	0.00	42.00	0.00	0.00	168.00	0.00
SubTotal Rector Expenses	6,290.71	6,594.00	5,933.31	25,401.59	26,376.00	23,027.42
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	84.00	0.00
Christian Ed Director	384.00	321.00	253.62	1,290.24	1,284.00	1,232.88
Office Manager	972.48	1,090.00	892.32	4,244.48	4,360.00	3,792.36
Organist Choir Director	697.61	698.00	640.01	2,790.44	2,792.00	2,560.04
Payroll Taxes	400.50	260.00	369.93	1,114.51	1,042.00	1,035.37
SubTotal Staff expenses	2,454.59	2,390.00	2,155.88	9,439.67	9,562.00	8,620.65
Stewardship Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Congregational Development	0.00	34.00	0.00	0.00	136.00	0.00
SubTotal Stewardship Expenses	0.00	34.00	0.00	0.00	136.00	0.00
Worship Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Altar Supplies	0.00	84.00	0.00	329.07	336.00	51.69
Music Expenses	0.00	17.00	0.00	0.00	68.00	0.00
SubTotal Worship Expenses	0.00	101.00	0.00	329.07	404.00	51.69
<b>Total Expenditures</b>	<b>17,762.90</b>	<b>18,456.00</b>	<b>14,509.94</b>	<b>80,446.32</b>	<b>76,501.00</b>	<b>73,600.42</b>
<b>Other Expenditures</b>						
Credit Card Charges	34.20	0.00	44.64	61.47	0.00	84.57
<b>Total Other Expenditures</b>	<b>34.20</b>	<b>0.00</b>	<b>44.64</b>	<b>61.47</b>	<b>0.00</b>	<b>84.57</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>14,708.60</b>	<b>14,737.00</b>	<b>20,868.76</b>	<b>73,320.31</b>	<b>66,098.00</b>	<b>75,698.35</b>
<b>Total Expenditures</b>	<b>17,762.90</b>	<b>18,456.00</b>	<b>14,509.94</b>	<b>80,446.32</b>	<b>76,501.00</b>	<b>73,600.42</b>
<b>Total Other Expenditures</b>	<b>34.20</b>	<b>0.00</b>	<b>44.64</b>	<b>61.47</b>	<b>0.00</b>	<b>84.57</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>-3,088.50</b>	<b>-3,719.00</b>	<b>6,314.18</b>	<b>-11,519.48</b>	<b>-10,403.00</b>	<b>2,013.36</b>

# St James Episcopal

Statement of Financial Position For All Funds as of 04/30/2023

## Assets

### Bank

Pay Pal Account	5,442.83
US Bank Checking	101,984.68
Jones Money-Market	326,175.95

**Total Bank** **433,603.46**

### 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	95,227.53

**Total Other Current Assets** **95,227.53**

**Total Assets** **528,830.99**

## Liabilities

### Other Current Liabilities

Payroll Withholding & Taxes	
Federal Withholding Tax Payable	246.44
FICA Tax Payable-Employer	127.35
FICA Tax Withholding-Employee	127.35
Medicare Tax Payable-Employer	29.79
Medicare Tax Withholding-Employee	29.79

Total Payroll Withholding & Taxes 560.72

### Special Contributions Liabilities

DC - Almoners Liab	492.85
DC - Backpack Fund	7,463.08
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	3,135.00
DC - Prepaid Pledges	19,950.00
DC General Pass through Liab	-260.39
SC - Birthday Offerings Liab	2,076.22
SC - Sunday School Offering	181.04
SC United Thank Offering	20.00

Total Special Contributions Liabilities 36,498.51

**Total Other Current Liabilities** **37,059.23**

**Total Liabilities** **37,059.23**

## Net Assets

### Unrestricted

Altar Guild Fund	-1,031.10
Brewer Bequest	227,262.97
Christian Formation Fund	11,888.01
College Endowment	-200.00
Day-care Maintenance	-60.96



# St James Episcopal

Statement of Financial Position For All Funds as of 04/30/2023

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ELM (YACM) Grant	-10.72
Endowment Jaekel	5,741.02
Endowment St. James Fund	45,228.06
General Fund	29,842.40
Major Improvements/Repair Fund	-120.96
Memorial Fund	20,827.58
Outreach Seed Fund	1,057.43
Parking Lot Maintenance	12,266.18
Raise the Roof	37,645.00
Reserve Fund	12,780.50
Revolving Loan Fund	200.00
Sabbatical Fund	6,495.12
<b>Total Unrestricted</b>	<b>409,810.53</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>491,771.76</b>
<b>Total Liabilities + Net Assets</b>	<b>528,830.99</b>