

Next Vestry meeting: October 10, 2023.

Hello Vestry members,

Here are a few items I hope you'll discuss while I am absent from October's meeting.

Stewardship: I am meeting with Linda on Tuesday, so this may get switched up, but I am leading with the idea of asking the congregation to reflect on three questions:

Who has been generous to you in your life?

What do you get out of giving?

Why do you pledge?

Each week, we could have one Vestry member introduce the topic, give the congregation a short time to reflect on it (say 30- 45 seconds of silence), and at coffee hour, have paper on the table so they can write a short note for a gratitude display.

It would be fun to involve the kids in this as well.

I am willing to kick this off by asking the first question, but I need other Vestry members to volunteer to ask questions.

Vestry recruiting: I think we need a couple of volunteers to start identifying potential vestry candidates this fall. If I'm correct, Barbara and Mary will be leaving Vestry, and I am not planning to run for a second term.

Renewal Works: In the long, congregational assessment, there were definitely a few things that made me go, "Ouch!" A low number of people are involved in regular Bible study and personal devotion. The assessment described our congregation as "complacent."

In our committee, we discussed the idea going through most of the Bible in our Sunday readings for a year. We would try to have a small group component to this. This would be extra work for Linda in terms of sermon planning. Is this something we would want to think about for 2024? Would we have the energy for it, given that we are planning to kick off the John Brewer Art series? If not, I'd like to see us pick another, smaller idea to implement from Renewal Works next year. Maybe we could think about the year through the Bible in 2025.

Looking forward to your feedback on these areas...

St James Episcopal

Budget Comparison for General Fund

Account	-----Current Month (September)-----			-----Year To Date (September FY 2023)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Revenues						
Directed Giving	0.00	125.00	0.00	0.00	1,125.00	0.00
Misc. Income	210.00	125.00	1,000.00	1,047.90	1,625.00	1,077.50
Parking Income	3,906.25	2,700.00	3,661.00	6,781.25	4,200.00	5,994.00
SubTotal Misc. Income	4,116.25	2,825.00	4,661.00	7,829.15	5,825.00	7,071.50
Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00
Givers of record	75.00	85.00	0.00	2,413.10	745.00	820.00
Unidentified Plate	184.00	85.00	30.00	770.76	745.00	813.00
SubTotal Plate Offerings	259.00	170.00	30.00	3,183.86	1,490.00	1,633.00
Pledge income	0.00	0.00	0.00	6,650.00	0.00	0.00
Pledges	17,714.39	19,625.00	15,270.00	125,689.69	136,725.00	145,957.18
SubTotal Pledge income	17,714.39	19,625.00	15,270.00	132,339.69	136,725.00	145,957.18
Rent CCCC	1,341.52	1,341.00	1,253.76	12,073.66	12,075.00	11,283.84
Total Revenues	23,431.16	24,086.00	21,214.76	155,426.36	157,240.00	165,945.52
Expenditures						
Administration Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	33.27	62.00	21.84	669.95	564.00	583.24
Bookkeeping Services	0.00	160.00	135.19	1,195.15	1,440.00	1,177.98
Computer Expenses	150.82	334.00	301.94	2,619.69	2,998.00	2,427.88
Convention Travel	0.00	125.00	175.00	0.00	1,125.00	175.00
Copier	94.19	150.00	33.81	1,630.12	1,350.00	1,333.41
Forward Movement	0.00	16.00	38.50	154.00	144.00	154.00
Misc & Contingencies	0.00	21.00	0.00	424.13	189.00	0.00
Office Supplies	9.00	241.00	350.25	1,360.55	2,177.00	515.88
Paper	0.00	25.00	0.00	179.43	225.00	206.66
Postage	0.00	50.00	0.00	485.53	450.00	248.10
SubTotal Administration Expenses	287.28	1,184.00	1,056.53	8,718.55	10,662.00	6,822.15
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	500.00	0.00
Property Insurance	0.00	0.00	0.00	6,171.75	5,625.00	5,512.00
Property Upkeep	1,330.91	2,206.00	1,384.38	21,560.35	19,862.00	22,300.88
Utilities and Telephone	1,045.30	1,200.00	1,442.55	15,321.26	11,800.00	13,213.52
SubTotal Building and Grounds Expenses	2,376.21	3,406.00	2,826.93	42,553.36	37,787.00	41,026.40
Diocesan Assessment	3,968.29	3,969.00	3,719.68	35,714.61	35,713.00	33,477.12
Ministry Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Camperships/Leaders in Training	0.00	0.00	0.00	0.00	200.00	0.00
Christian Education/Formation	17.25	125.00	16.17	816.96	1,125.00	515.15
College Ministry Support	0.00	84.00	0.00	98.19	748.00	0.00
Nursery	70.00	42.00	0.00	358.90	374.00	176.66
Parish Activities	0.00	125.00	0.00	667.57	1,125.00	57.22
Supplies/Coffee etc.	0.00	41.00	4.96	638.78	377.00	66.43
SubTotal Ministry Expenses	87.25	417.00	21.13	2,580.40	3,949.00	815.46
Outreach Expenses	0.00	310.00	0.00	0.00	2,790.00	0.00
Rectors Discretionary Fund	0.00	50.00	0.00	0.00	450.00	0.00
SubTotal Outreach Expenses	0.00	360.00	0.00	0.00	3,240.00	0.00
Rector Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Continuing Education	0.00	21.00	0.00	280.00	189.00	190.11
Health Insurance	0.00	856.00	851.00	6,848.00	7,704.00	6,835.00
Pension Fund	864.28	833.00	864.28	7,778.52	7,501.00	7,778.52
Professional Expenses	0.00	58.00	0.00	0.00	526.00	0.00
Rectory Utilities	123.98	291.00	541.03	2,375.49	2,627.00	1,931.71

St James Episcopal

Account	-----Current Month (September)-----			-----Year To Date (September FY 2023)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Sabbatical plan	0.00	83.00	0.00	0.00	751.00	0.00
Salary	3,950.88	3,951.00	3,624.66	35,557.92	35,559.00	32,621.94
Stipend Part 2	454.98	455.00	417.42	4,094.82	4,095.00	3,756.78
Travel	0.00	41.00	0.00	368.61	377.00	0.00
SubTotal Rector Expenses	5,394.12	6,589.00	6,298.39	57,303.36	59,329.00	53,114.06
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	189.00	0.00
Christian Ed Director	276.48	321.00	0.00	2,795.52	2,889.00	2,233.27
Office Manager	967.42	1,089.00	920.21	9,618.45	9,805.00	8,783.78
Organist Choir Director	697.61	697.00	640.01	6,278.49	6,280.00	5,760.09
Payroll Taxes	148.53	260.00	119.35	2,150.67	2,342.00	1,970.21
Supply Clergy	380.00	0.00	0.00	568.00	500.00	285.00
SubTotal Staff expenses	2,470.04	2,388.00	1,679.57	21,411.13	22,005.00	19,032.35
Stewardship Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Congregational Development	0.00	33.00	0.00	0.00	301.00	0.00
SubTotal Stewardship Expenses	0.00	33.00	0.00	0.00	301.00	0.00
Worship Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Altar Supplies	0.00	83.00	0.00	594.82	751.00	553.49
Music Expenses	0.00	16.00	0.00	200.00	152.00	0.00
SubTotal Worship Expenses	0.00	99.00	0.00	794.82	903.00	553.49
Total Expenditures	14,583.19	18,445.00	15,602.23	169,076.23	173,889.00	154,841.03
Other Expenditures						
Credit Card Charges	77.56	0.00	9.83	307.63	0.00	193.88
Total Other Expenditures	77.56	0.00	9.83	307.63	0.00	193.88
Other Financial Sources-Uses						
Transfers Out	0.00	0.00	0.00	-4,332.00	0.00	0.00
Total Other Financial Sources-Uses	0.00	0.00	0.00	-4,332.00	0.00	0.00
Total Revenues	23,431.16	24,086.00	21,214.76	155,426.36	157,240.00	165,945.52
Total Expenditures	14,583.19	18,445.00	15,602.23	169,076.23	173,889.00	154,841.03
Total Other Expenditures	77.56	0.00	9.83	307.63	0.00	193.88
Total Other Financial Sources-Uses	0.00	0.00	0.00	-4,332.00	0.00	0.00
Net Revenues	8,770.41	5,641.00	5,602.70	-18,289.50	-16,649.00	10,910.61

St James Episcopal

Statement of Financial Position For All Funds as of 09/30/2023

Assets

Bank

Pay Pal Account	12,278.43
US Bank Checking	34,553.14
Jones Money-Market	333,774.71

Total Bank 380,606.28

Other Current Assets

Diocesan Investment Pool	
Endowment College Work	44,898.00
Endowment Organ	18,122.27
Endowment St. James	26,498.51
Total Diocesan Investment Pool	<u>89,518.78</u>

Total Other Current Assets 89,518.78

Total Assets 470,125.06

Liabilities

Other Current Liabilities

Payroll Withholding & Taxes	
Federal Withholding Tax Payable	745.46
FICA Tax Payable-Employer	380.61
FICA Tax Withholding-Employee	380.61
Medicare Tax Payable-Employer	89.04
Medicare Tax Withholding-Employee	89.04
Total Payroll Withholding & Taxes	<u>1,684.76</u>
WA State Long Term Care Insurance	17.13
Special Contributions Liabilities	
DC - Almoners Liab	992.85
DC - Backpack Fund	12,922.08
DC - Choir	500.00
DC - College Work Liab	1,185.00
DC - Diocese Loan Payments	100.00
DC - Landscaping Project	1,206.57
DC - Little Food Pantry	2,635.98
DC - Prepaid Pledges	6,650.00
DC General Pass through Liab	-260.39
SC - Birthday Offerings Liab	46.00
SC - Sunday School Offering	181.04
SC United Thank Offering	20.00
Total Special Contributions Liabilities	<u>26,179.13</u>

Total Other Current Liabilities 27,881.02

Total Liabilities 27,881.02

Net Assets

Unrestricted

Altar Guild Fund	-981.10
Brewer Bequest	227,262.97
Christian Formation Fund	11,888.01
College Endowment	-200.00
Day-care Maintenance	-312.37

St James Episcopal

Statement of Financial Position For All Funds as of 09/30/2023

ELM (YACM) Grant	-337.74
Endowment Jaekel	7,454.93
Endowment St. James Fund	45,228.06
General Fund	23,072.38
Major Improvements/Repair Fund	-241.92
Memorial Fund	21,027.58
Outreach Seed Fund	1,057.43
Parking Lot Maintenance	12,266.18
Raise the Roof	-3,750.13
Reserve Fund	12,780.50
Revolving Loan Fund	200.00
Sabbatical Fund	6,495.12
Total Unrestricted	362,909.90
Restricted	
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	4,096.11
Window Fund	7,011.35
Total Restricted	79,334.14
Total Net Assets	442,244.04
	=====
Total Liabilities + Net Assets	470,125.06
	=====

Backpack Fund

	Date	Activity
Balance 01/01/2023		8,182.61
2022 share of parking income		3,500.00
New beginning balance		11,682.61
Deposits:		
	3/27/23	250.00
	6/20/23	4.00
	6/26/23	2,500.00 Innovia grant
	9/18/23	5,225.00 Innovia grant
		7,979.00
Total Deposits		7,979.00
Bills Paid:		
2nd Harvest	1/12/23	(480.00)
Mary Flores	2/16/23	(149.23)
2nd Harvest	2/16/23	(930.00)
2nd Harvest	3/2/23	(930.00)
2nd Harvest	3/23/23	(930.00)
Mary Flores	4/13/23	(120.30)
2nd Harvest	4/20/23	(930.00)
2nd Harvest	5/24/23	(1,350.00)
2nd Harvest	9/20/23	(920.00)
		(6,739.53)
Total paid		(6,739.53)
Balance 09/30/2023		12,922.08

St. James Episcopal Church Vestry Minutes, September 26, 2023

Zoom

Present: Rev. Linda Young, Sr. Warden Mary Flores, Jr. Warden Sharon Nitz, Helen Smith, Barbara Johnson, Rex Burns, Becky Kramer.

Absent: Judy Croskey.

Meeting began at 7 pm

Check-in with Vestry members

Prayer

Calendar

- September 5-18—Linda on Retreat and Vacation.
- September 30, 9:30am-3:30pm—Regional Gathering Day at Nativity in Lewiston-All Vestry to attend.
- October 20-22—Diocesan Convention in Wenatchee—Live stream Convention Eucharist on Sunday the 22nd.
- November 5—Concert *Songs of the Freedom Movement* 1pm-2:30pm.

Treasurer's report

The Diocesan office sent a check from the Jaekel account for the youth group program, including the coordinator's wages and youth group expenses. The check was for about \$7,466. (Information submitted by Sharon by email.)

Discussion

- The three Diocesan convention delegates are Sylvia Hutton, Jane Sielken, and Sharon Nitz.
- We need one of the new Vestry members to serve a three-year term. As no one volunteered, Linda drew a name from a hat. Judy's name was drawn to serve a three-year term.
- Linda answered questions about the Icons In Transformation exhibit contract, which runs from Sept. 12 to Nov. 10, 2024.
- Sharon gave an update on junior warden items. Hilliard's will send a plumber to fix the leaking urinal in the men's restroom and a leaking outdoor faucet when they can fit us in. The lava rock is falling from the retaining wall in the lower parking area. Guardian is willing to fix the wall in three spots for about \$2,000, including installing larger rock to anchor it.
- Becky volunteered to work on the Stewardship taskforce. Sharon will look for someone to work on food for the November 19 lunch, when pledges are returned.

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

- Purchase a new office computer. Cost will be about \$1,200. *MSP*
- Authorize Linda to sign the contract for the Icons in Transformation Exhibit. *MSP*
- Move forward with fixing the three areas in the retaining wall in the lower parking area. *MSP*

Next Vestry meeting: October 10, 2023.

