

St. James Episcopal Church
Vestry Agenda
November 8, 2022 7pm
Via Zoom

7:00 pm Check-In
 Prayer

Consent Agenda and Attachments

Minutes from October

Treasurer Report—sent separately

Calendar—

- November 20—Stewardship/Annual Giving Ingathering with Celebration of our Ministries
- Nov. 28—Beginning of Parish Hall Kitchen Renovation
- Nov. 28-Dec. 1—Linda away on Retreat in Cottonwood ID
- Dec. 2, 9, 16—Advent Fridays 5-6:30pm, starting with Compline
- December 24, 5pm—Christmas Eve Pageant and Eucharist
- December 25—one Eucharist at 9am
- January 5, 2023—Renewal Works Welcome Call, 9am
- January 22—Official Renewal Works Launch

Discussion

- Stewardship Update—Mary and Becky
- Celebration of Ministries (Nov 20)—need Coordinator
- Treasurer's Report—Doug
- CCCC Meeting Update—Linda et.al.
- Finance Committee: Ways and means for holding Brewer Bequest
- Updates concerning Property— Sharon
- Renewal Works Update--Linda

Decisions—

8:30 pm Compline and Adjourn

Next Vestry Meeting—December 13, 2022 7pm via Zoom



Ackerman Heating & Air Conditioning
 631 N Main Street
 PO Box 305
 Colfax, WA 99111
 509-397-3622
 ackerman@ackermanheating.com

Estimate 36567625
 Estimate Date 11/1/2023

Billing Address

St James Episcopal Church
 1410 Northeast Stadium Way
 Pullman, WA 99163 USA

Job Address

St James Episcopal Church
 1410 Northeast Stadium Way
 Pullman, WA 99163 USA

Description of work

1-Carrier (916SA36040M17) high efficiency gas furnace installation to include the following:

- 1-Honeywell Pro-8 programmable Wi-Fi thermostat
- 1-Metal supply plenum as needed
- 1-Metal return air transition as needed
- All Vent pipe modification
- All Gas line modification
- All Removal & disposal of old unit
- All Permits & licenses
- All Electrical connections included
- All proper system setup/start up

Thank you for your continued business, we look forward to serving you into the future!

Please let me know if you have any questions or concerns, I'm always here to help!

Trent Miller
 Ackerman Heating, Air Conditioning & Duct Cleaning
 509-397-3622
 Trentm@ackermanheating.com

Task #	Description	Quantity	Standard Price	Your Price	Total
	New Equipment Proposal, Res	Contract Amount	1.00	\$5,043.64	\$5,043.64

Sub-Total	\$5,043.64
Tax	\$398.45
Total Due	\$5,442.09
Deposit/Downpayment	\$0.00

Thank you for choosing Ackerman Heating & Air Conditioning

This invoice is agreed and acknowledged. Payment is due upon completion of work. This quote is valid for 30 days, after 30 days quote is subject to change due to cost increases. Electrical NOT included (unless otherwise noted). Please advise if you would like me to schedule an electrician for you. 50% due upon acceptance before equipment will be ordered and scheduled for installation balance due within 15 days of completion. No down payment required when financing through Ackerman Heating & Air. Any labor warranty provided by Ackerman Heating & Air requires annual maintenance to stay valid. Rebates quoted (written or verbal) are correct to the best of our knowledge at the time of proposal but they are NOT guaranteed. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts. By signing this proposal you are agreeing to everything stated in this authorization paragraph.

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	89,518.78

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	1,684.76
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

26,179.13

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

Draft

Minutes

St. James Episcopal Church Vestry Meeting

7:00 pm, October 10, 2023

In-Person Meeting, Canterbury Room, St. James church, Pullman

Attending: Rex Burns, Judy Croskey, Dennis Edgcombe (Treasurer), Mary Flores (Sr. Warden), Barbara Johnson, Sharon Nitz (Junior Warden), Helen Smith, Rev. Linda Young (Rector)

Absent: Becky Kramer

Check in and Prayer

Consent Agenda and Attachments

- September Minutes: one correction: remove Judy Croskey from list of those Present.
- Treasurer Report - sent separately

Calendar

- October 20 - 22, Diocesan Convention in Wenatchee. Live stream Convention Eucharist on Sunday the 22nd.
- November 5 - Concert: *Songs of the Freedom Movement* 1 pm - 2:30 pm with LC Community Choir
- November 19 - Ingathering Sunday - both services; each followed by brunch

Discussion

Treasurer's Report (Dennis): Discussion regarding why building utilities might be high, including increases in Avista rates, kitchen fan running more than usual, possibly due to issues with pilot light and gas. Linda will research what's been done about the pilot light. Discussion about ensuring that those who change the thermostats make sure they are programmed back to Auto or set on "Return to Program" so that we're not heating or cooling empty rooms around the clock.

Mary reviewed grant amounts and designated purposes for the funds under the Backpack Food Program line (Innovia Grant is for special distributions of Food for Families, and ADDIUM-METER grant is for purchase of Bite2Go bags in 2024).

Annual Giving/Stewardship Program (Linda): Plans for Sundays leading up to Ingathering: On 3 Sundays, beginning 10/29 and ending with Ingathering on 11/19, Becky or designee will ask a different stewardship-related question during church; people in the pews will write an answer to the question on a piece of paper and put their answers in the offering plate. The answers will be posted on a Gratitude Bulletin Board. Services on Ingathering Sunday will each be followed by a brunch, for which Sharon will find coordinator(s).

Advent Fridays (Sharon): Advent Friday gatherings will occur on 12/1 (pre-Advent), 12/8, and 12/15. Sharon will host 1 (with help), and recruit volunteers to host the others.

Advent 4/Christmas Eve/Christmas: Rev. Linda asked for feedback on the worship schedule for 12/24, Advent 4 Sunday (also Christmas Eve day), Christmas Eve, and Christmas morning (Monday). Consideration of doing just an evening service on Sunday on Christmas Eve, or also a low-key Sunday morning service. A single 9:00 am service on 12/24 could be in Canterbury room, which would enable Altar Guild to decorate the church for Christmas Eve earlier in the week (instead of between services). Decision is the Rector's to make.

Thanksgiving Feast: Mary and Linda A will co-host/organize a potluck Thanksgiving feast to be held in the Parish Hall on Thanksgiving. Details to follow.

Junior Warden Report:

1. Plumbing - leak in men's room, leaks at outside spigots. Plumber will come when they have a slot in their window.
2. Rock wall on the first parking lot level is in need of repair. Guardian services will repair the 3 areas that are bulging and crumbling. They will put down new big stones and some lava rocks. Vestry already approved the \$2,000.00 bid.
3. Junipers need to be dealt with. We have a donation towards getting rid of them, but it will take a lot of organizing to get that done. We can't pull them out until we have a plan. We don't have access to water down there and no way at present to get water there. It may be possible to install something down there that doesn't need water (i.e., rock garden or?) Need a committee that has expertise to plan this. Pat Munts is willing to help.
4. The lot has been striped, but they didn't fill or seal. Sharon will find out why they didn't do it (the invoice was lower than the bid so we don't seem to have paid for filling and sealing).
5. Sharon has a new plan of attack for the hill this Fall and next year. Because plants there aren't growing as well as expected, we will work on just one section at a time to get them well-established.

Access to church accounts Clarifying and reorganizing this is in progress. Sharon is owner of the credit card account and Rev. Linda the cardholder.

Youth group meetings are on the 3rd Sunday of the month, with Charlie's leadership. For purposes of safety, we need two adults to be present at meetings/events.

Renewal Works (Linda): Renewal Works committee recommended that we set a goal - to do "something" to develop and strengthen our spiritual lives. After discussion of a few options (including reading the Bible over the course of a year, or attaching some form of Bible Study to each small group at St. James), the Vestry focused on an "Everybody Reads" approach, with the common read being a book of the Bible. We could do this during Lent and consider offering a program on the selected Bible book in combination with Lenten Soup Suppers.

Vestry Counter Sign Ups (Linda): Going forward, one Vestry member will sign up to count each Sunday, but will also be responsible for finding a second person to help count. The second counter need not be a Vestry member but cannot be a family member, treasurer, or clergy. We are required by the Diocese to have two people count the offering and other funds (such as parking lot money).

Linda will post the November and December Sign-Up before Sunday if possible. Mary can bring laptop to church to help people sign up, but people can also call the church office and ask Annette to add them to the Sign Up.

Decisions: n/a

9:00 pm, **Compline and Adjourn**

Next Vestry Meeting: November 14, 2023, 7:00 pm, Canterbury Room or Zoom, tbd