

St. James Episcopal Church
Vestry Agenda
April 9, 2024; 7pm
Canterbury Room

7:00 pm Check-In
 Prayer

Consent Agenda and Attachments

Minutes from March

Treasurer Report

Calendar—

- April 13th THIS SATURDAY—Spring Regional Gathering Day at Nativity Lewiston 9:30-3:30
- April 20th –Lo Que Haya with the Bishop—Parish Hall-5:30pm Potluck
- April 21st—Bishop’s Visitation to St. James
- May 1st—Last ELM of School year—Vestry Invited—Potluck 5:00pm
- ICONS in Transformation—September 15 – November 10

Discussion

- Treasurer’s Report—Dennis
- Building Bridges/Healing Divides—Linda
- Preparation for Regional Gathering Day—Story—Sharon
- Bishop Visitation Items—Linda
- Need Vestry Counters
- Junior Warden items—Rex

Decisions—

- Other

9:00 pm Compline and Adjourn

Next Vestry Meeting—May 14, 2024, 7pm Canterbury Room

St James Episcopal Church Vestry Minutes (12 March 2024)

In person

Present: Rev. Linda Young, Rex Burns (Junior Warden), Sharon Nitz (Senior Warden), Helen Smith, Judy Croskey, Helen Smith, Dennis Edgecombe (Treasurer)

Absent: Carolyn Ross, Linda Johnson

Meeting

Began at 7:00 pm with Check-in

Consent Agenda and attachments MSP=Moved, seconded, Passed (unanimously unless otherwise noted)

Minutes from February 2024 meeting MSP as corrected.

Calendar

- Wednesdays in Lent-5:30-7pm-Bread, Soup and the Gospel of Mark
- March 24th Palm Sunday-8am and 10:30am Eucharist
- March 28th Maundy Thursday Eucharist at 7pm
- March 29th Good Friday Liturgy at Noon
- March 30th Great Vigil of easter at 7pm
- March 31st Easter-8am and 10:30am
- April 1-5-Linda Vacation
- April 13th Spring Regional Gathering Day at Nativity Lewiston 9:30 am to 3:30 pm
- April 20-Lo Que Haya
- April 21st-Bishop's Visitation to St James-8am and 10:30 am
- ICONS in Transformation—September 15-November 10

Discussion

- Treasurer's Report-Dennis
 - Discussed Insurance Claim Payment \$10,887.71 and the need for a separate line item in order to track that the funds are being used specifically for repairs.
 - Notation to allocate funds in the budget for college ministry.
 - Discussion of ways to meet shortfall. Does passing the plate generate more income for example.
 - Will be bumping up advertising for Easter services.
- Mental Health First Aid-Linda
 - Learning how to react in a mental health crisis and training in Mental Health First Aid offered for 15-20 participants. Time commitment is Fridays from 5:30 pm – 9pm and 9am to 2:30 pm. More information to follow.

- Rector Report
 - The Parochial Report has been completed and sent
- Parking Fees for Graduation and Football—discussion of fees for parking
 - There are 62 spaces
 - There are 6 home games
 - There is a turnaround 3 times for graduation.
- Building Bridges/Healing Divides—A Thriving Congregation Initiative
 - Opportunity for St James to participate—do we want to?
 - All expenses are covered by a grant
 - The goal: Building Bridges will advance the diocesan strategic priority of creating a culture of listening, learning and development, with an emphasis on each of these as a means of strengthening relationships, particularly among individuals and groups who differ from one another in meaningful ways.
 - Three participants (lay and ordained) from congregations will commit to two years of learning and practice. The Team consists of one vestry member, one congregant and Priest.
 - Vestry unanimously approved of pursuing this opportunity.
- ICONS in Transformation—September 15-November 10—provided some background
 - Discussion of logistics, concerns, and the opportunity to welcome all to our community.
- **Senior Warden Report—Sharon**
 - Discussion of the need to rekey the building. Especially with the ICON display coming in September there's a very strong incentive to rekey every entry to the buildings. Strong support toward that plan is recommended.
- **Junior Warden Report—Rex**
 - Insulation—there's a plan to protect the exposed pipes.
 - Mold issues – Rex reported on some mold issues that will require removing and replacing some sheetrock
 - The outside lights are not working properly.
 - Rex will be getting quotes for carpet cleaning.
 - Spring cleaning – Rex has done a walk around and identified some places that really need some attention. One place in particular showed signs of habitation.
 - Rex indicated areas in the hallway where there are possibilities of adding canned lights with wiring already installed.

- **Decisions**

After much discussion, parking fees will be raised to \$30.00 per football game and parking fees for graduation will remain \$20.00. M/S/P

9:00pm Compline and Adjourn

Next Vestry Meeting—April 9, 2025, 7pm Canterbury Room

Rex, here is the estimate you requested to replace fogged insulated glass units at St. James Church.

4 - 35" x 27" 1"OA 272 low-e insulated glass units
Installed, labor, and material.....376.00 each x 4 = 1504.00 plus tax

4 - 18" x 20" 1" OA 272 low-e insulated glass units.
Installed, labor, and material.....241.00 each x 4 = 964.00 plus tax

1 - 24" x 24" 1" OA 272 low-e insulated glass unit
Installed, labor, and material.....268.00 plus tax

Total 9 windows.....2736.00 plus tax

Please let me know if you have any questions

Thank you

Dan Welter

Sims Glass Inc.

St James Episcopal

Budget Comparison w/Variance for General Fund

Account	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
Revenues								
Misc. Income	31.90	100.00	-68.10	0.00	1,531.90	300.00	1,231.90	364.50
Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Givers of record	725.00	142.00	583.00	0.00	1,172.81	426.00	746.81	763.10
Unidentified Plate	162.00	75.00	87.00	20.00	414.00	225.00	189.00	190.00
SubTotal Plate Offerings	887.00	217.00	670.00	20.00	1,586.81	651.00	935.81	953.10
Pledge income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pledges	30,054.60	17,884.00	12,170.60	15,600.00	59,604.83	42,228.00	17,376.83	53,420.00
SubTotal Pledge income	30,054.60	17,884.00	12,170.60	15,600.00	59,604.83	42,228.00	17,376.83	53,420.00
Rent CCCC	2,844.00	1,422.00	1,422.00	1,291.37	4,266.00	4,266.00	0.00	3,874.11
Total Revenues	33,817.50	19,623.00	14,194.50	16,911.37	66,989.54	47,445.00	19,544.54	58,611.71
Expenditures								
Administration Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	161.90	0.00	161.90	177.32	362.59	0.00	362.59	268.55
Bookkeeping Services	150.43	142.00	8.43	136.80	547.01	426.00	121.01	470.30
Computer Expenses	151.58	319.00	-167.42	820.32	929.40	957.00	-27.60	1,186.12
Convention Travel	0.00	50.00	-50.00	0.00	0.00	150.00	-150.00	0.00
Copier	120.33	188.00	-67.67	185.43	514.21	564.00	-49.79	602.43
Forward Movement	48.75	0.00	48.75	38.50	48.75	0.00	48.75	77.00
Misc & Contingencies	0.00	43.00	-43.00	0.00	0.00	129.00	-129.00	205.00
Office Supplies	0.00	123.00	-123.00	181.44	384.11	369.00	15.11	298.82
Paper	0.00	20.00	-20.00	129.62	0.00	60.00	-60.00	129.62
Postage	0.00	51.00	-51.00	0.00	0.00	153.00	-153.00	236.73
SubTotal Administration Expenses	632.99	936.00	-303.01	1,669.43	2,786.07	2,808.00	-21.93	3,474.57
Building and Grounds Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Carpet Cleaning	0.00	0.00	0.00	0.00	-500.00	0.00	-500.00	-500.00
Property Insurance	0.00	0.00	0.00	0.00	2,299.75	2,299.00	0.75	1,936.00
Property Upkeep	4,291.49	1,667.00	2,624.49	1,813.26	23,480.08	5,001.00	18,479.08	10,785.22
Utilities and Telephone	2,199.90	1,667.00	532.90	2,228.24	6,672.22	5,001.00	1,671.22	7,152.74
SubTotal Building and Grounds Expenses	6,491.39	3,334.00	3,157.39	4,041.50	31,952.05	12,301.00	19,651.05	19,373.96
Diocesan Assessment	4,086.56	4,087.00	-0.44	3,968.29	12,259.68	12,261.00	-1.32	11,904.87
Ministry Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Christian Education/Formation	17.25	0.00	17.25	66.99	149.99	0.00	149.99	334.31

St James Episcopal

Budget Comparison w/Variance for General Fund

Account	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
	Current Month (March)				Year To Date (March FY 2024)			
College Ministry Support	0.00	0.00	0.00	98.19	57.91	0.00	57.91	98.19
Nursery	0.00	38.00	-38.00	41.70	170.00	114.00	56.00	82.20
Parish Activities	0.00	0.00	0.00	51.79	0.00	0.00	0.00	598.14
Supplies/Coffee etc.	0.00	0.00	0.00	247.73	0.00	0.00	0.00	426.03
SubTotal Ministry Expenses	17.25	38.00	-20.75	506.40	377.90	114.00	263.90	1,538.87
Outreach Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Outreach	0.00	0.00	0.00	0.00	4,210.50	4,200.00	10.50	6,498.00
Rectors Discretionary Fund	0.00	50.00	-50.00	0.00	0.00	150.00	-150.00	0.00
SubTotal Outreach Expenses	0.00	50.00	-50.00	0.00	4,210.50	4,350.00	-139.50	6,498.00
Rector Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Continuing Education	0.00	42.00	-42.00	110.00	0.00	126.00	-126.00	289.08
Health Insurance	888.00	917.00	-29.00	856.00	2,664.00	2,751.00	-87.00	2,568.00
Pension Fund	864.28	917.00	-52.72	864.28	2,592.84	2,751.00	-158.16	2,592.84
Professional Expenses	0.00	42.00	-42.00	0.00	0.00	126.00	-126.00	0.00
Rectory Utilities	261.42	325.00	-63.58	283.22	829.09	975.00	-145.91	622.46
Salary	4,330.14	4,078.00	252.14	3,950.88	12,231.90	12,234.00	-2.10	11,852.64
Stipend Part 2	498.66	470.00	28.66	454.98	1,408.62	1,410.00	-1.38	1,364.94
Travel	0.00	42.00	-42.00	0.00	0.00	126.00	-126.00	0.00
SubTotal Rector Expenses	6,842.50	6,833.00	9.50	6,519.36	19,726.45	20,499.00	-772.55	19,289.96
Staff expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjunct Clergy & Deacon Expenses	0.00	18.00	-18.00	0.00	0.00	54.00	-54.00	0.00
Christian Ed Director	0.00	338.00	-338.00	322.56	745.53	1,016.00	-270.47	906.24
Office Manager	1,003.68	1,103.00	-99.32	1,078.85	3,261.85	3,309.00	-47.15	3,272.00
Organist/Choir Director	719.94	720.00	-0.06	697.61	2,159.82	2,160.00	-0.18	2,092.83
Payroll Taxes	131.86	248.00	-116.14	160.58	719.87	744.00	-24.13	714.01
SubTotal Staff expenses	1,855.48	2,427.00	-571.52	2,259.60	6,887.07	7,283.00	-395.93	6,985.08
Worship Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Altar Supplies	0.00	0.00	0.00	17.97	0.00	0.00	0.00	329.07
Music Expenses	0.00	18.00	-18.00	0.00	0.00	54.00	-54.00	0.00
SubTotal Worship Expenses	0.00	18.00	-18.00	17.97	0.00	54.00	-54.00	329.07
Total Expenditures	19,926.17	17,723.00	2,203.17	18,982.55	78,199.72	59,670.00	18,529.72	69,394.38

St James Episcopal

Budget Comparison w/Variance for General Fund

Account	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
	Current Month (March)			Year To Date (March FY 2024)				
Other Expenditures								
Credit Card Charges	0.00	34.00	-34.00	16.57	28.81	104.00	-75.19	27.27
Investment expenses	0.00	0.00	0.00	0.00	94.03	0.00	94.03	0.00
Total Other Expenditures	0.00	34.00	-34.00	16.57	122.84	104.00	18.84	27.27
Other Financial Sources-Uses								
Transfers Out	0.00	175.00	-175.00	0.00	-2,105.25	2,275.00	-4,380.25	-4,332.00
Total Other Financial Sources-Uses	0.00	175.00	-175.00	0.00	-2,105.25	2,275.00	-4,380.25	-4,332.00
Summary								
Total Revenues	33,817.50	19,623.00	14,194.50	16,911.37	66,989.54	47,445.00	19,544.54	58,611.71
Total Expenditures	19,926.17	17,723.00	2,203.17	18,982.55	78,199.72	59,670.00	18,529.72	69,394.38
Total Other Expenditures	0.00	34.00	-34.00	16.57	122.84	104.00	18.84	27.27
Total Other Financial Sources-Uses	0.00	175.00	-175.00	0.00	-2,105.25	2,275.00	-4,380.25	-4,332.00
Balance	13,891.33	2,041.00	11,850.33	-2,087.75	-13,438.27	-10,054.00	-3,384.27	-15,141.94

St James Episcopal

Statement of Financial Position For All Funds as of 03/31/2024

Assets

Bank

Pay Pal Account		5,554.78
US Bank Checking		33,308.92
Jones Money-Market		357,388.31

Total Bank 396,252.01

Other Current Assets

Diocesan Investment Pool		
Endowment College Work	61,678.60	
Endowment Organ	24,583.76	
Endowment St. James	35,948.40	
Total Diocesan Investment Pool		<u>122,210.76</u>

Total Other Current Assets 122,210.76

Total Assets 518,462.77

Liabilities

Current Liabilities

Credit Card Payable		
US Bank Credit Card	151.58	
Total Credit Card Payable		<u>151.58</u>

Total Current Liabilities 151.58

Other Current Liabilities

Payroll Withholding & Taxes		
Federal Withholding Tax Payable	790.07	
FICA Tax Payable-Employer	405.80	
FICA Tax Withholding-Employee	405.80	
Medicare Tax Payable-Employer	94.91	
Medicare Tax Withholding-Employee	94.91	
Total Payroll Withholding & Taxes		<u>1,791.49</u>
WA State Long Term Care Insurance		210.75
Special Contributions Liabilities		
DC - Almoners Liab	992.85	
DC - Backpack Fund	9,437.58	
DC - Choir	500.00	
DC - College Work Liab	1,185.00	
DC - Diocese Loan Payments	100.00	
DC - Landscaping Project	1,421.61	
DC - Little Food Pantry	2,139.85	
DC - Prepaid Pledges	17,133.85	
DC Food for Families	984.40	
DC General Pass through Liab	100.00	
DC Juniper Replacement	10,000.00	
SC - Birthday Offerings Liab	195.93	
SC - Sunday School Offering	181.04	
Total Special Contributions Liabilities		<u>44,372.11</u>

Total Other Current Liabilities 46,374.35

St James Episcopal

Statement of Financial Position For All Funds as of 03/31/2024

Total Liabilities	46,525.93
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Net Assets	
Unrestricted	
Advent Fridays	-45.66
Altar Guild Fund	3,457.57
Brewer Bequest	229,701.25
Christian Formation Fund	11,767.25
Day-care Maintenance	518.21
Diocesan Lily Edu Grant	-22.20
ELM (YACM) Grant	-337.74
Endowment St. James Fund	54,677.95
General Fund	8,072.80
Insurance Repairs	3,562.02
Major Improvements/Repair Fund	-5,899.70
Memorial Fund	21,314.20
Outreach Seed Fund	1,415.94
Parking Lot Maintenance	12,157.86
Reserve Fund	14,422.11
Revolving Loan Fund	200.00
Sabbatical Fund	7,349.06

Total Unrestricted	362,310.92
Restricted	
Creative Ministries Grant	1,001.84
Endowment College Work Fund	65,019.70
Endowment Organ Fund	26,361.77
Lilly Grant	-1,019.63
Raise the Roof	2,138.00
Rectors Discretionary Fund	2,399.90
Window Fund	7,011.35
Youth Ministry (Jaekel)	6,712.99

Total Restricted	109,625.92
Total Net Assets	471,936.84
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Total Liabilities + Net Assets	518,462.77
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