

St. James Episcopal Church  
Vestry Agenda  
July 11, 2023; 7pm  
Canterbury Room

7:00 pm      Check-In  
                 Prayer

Consent Agenda and Attachments

Minutes from Vestry Retreat

Treasurer Report—sent separately

Calendar—

- July 15, 2pm--John Grabner funeral & reception—need reception coordinator (food provided by caterer)
- July 30—Feast of St. James in Kreugel Park with Potluck—need potluck coordinator
- August 1-8—Linda on Vacation
- September 5-18—Linda on Retreat and Vacation

Discussion

- New Vestry Member 3 year term?—Helen, Judy, Rex
- Treasurer's Report—Doug (?) & Dennis (?)
- Access to Church's accounts—Question from Sharon
- Retreat follow-up—Icons in Transformation, Youth Ministry--Linda
- Innovia Grant Funding—Mary
- Roofing Warranty paperwork—Sharon
- Other Junior Warden items—Sharon
- Renewal works follow-up/Congregational Goal setting—Linda & Sharon
- How to count the collection and post it—Doug(?) and Mary\*\*\*\*\*Must be done today!
- Start recruitment for Vestry and Stewardship

Decisions—

- Innovia Grant Funding
- Other?

9:00 pm Compline and Adjourn

**Next Vestry Meeting—September 19 (note the 3<sup>rd</sup> Tuesday), 2023 7pm Canterbury Room**

Vestry retreat, June 23, 2023

Present: Rev. Linda Young, Senior Warden Mary Flores, Junior Warden Sharon Nitz, Judy Croskey, Barbara Johnson, Helen Smith, Becky Kramer.

Absent: Rex Burns.

Opening prayer and scripture: John 13:1-20, 33-35

Discussion: Our discussion focused mainly on the allocation of the John Brewer Bequest for “charitable and religious purposes.”

Sharon Nitz also discussed setting and discerning goals for the St. James community. She suggested discussing goals at Sunday coffee hour and renewal workshops. The emphasis: Our foundation is the love of God.

Decisions *MSP*

- Access the Jaekel Endowment funds to hire a youth coordinator and pay youth program expenses. The youth coordinator will be paid at the same hourly rate as the children’s education coordinator.
- Subject to the advice of the Diocese staff:

\$25,000 of the John Brewer bequest will be allocated by the vestry for charitable purposes at a rate of \$5,000 per year over five years.

The remaining funds shall be invested.

Four percent of the principal shall be allocated annually for the John Brewer Arts series. The balance remaining after the arts series costs will be allocated by the vestry.

In exceptional circumstances, the vestry may authorize use of principal greater than four percent annually.

## Backpack Fund

	Date	Activity
<b>Balance 01/01/2023</b>		8,182.61
2022 share of parking income		3,500.00
New beginning balance		11,682.61
<b>Deposits:</b>		
	3/27/2023	250.00
	6/20/2023	4.00
	6/26/2023	2,500.00 Innovia grant
		2,754.00
	Total Deposits	2,754.00
<b>Bills Paid:</b>		
2nd Harvest	1/12/2023	(480.00)
Mary Flores	2/16/2023	(149.23)
2nd Harvest	2/16/2023	(930.00)
2nd Harvest	3/2/2023	(930.00)
2nd Harvest	3/23/2023	(930.00)
Mary Flores	4/13/2023	(120.30)
2nd Harvest	4/20/2023	(930.00)
2nd Harvest	5/24/2023	(1,350.00)
		(5,819.53)
	Total paid	(5,819.53)
<b>Balance 06/30/2022</b>		<b>8,617.08</b>

# St James Episcopal

## Budget Comparison for General Fund

Account	-----Current Month (June)-----			-----Year To Date (June FY 2023)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<b>Revenues</b>						
Directed Giving	0.00	125.00	0.00	0.00	750.00	0.00
Misc. Income	52.00	125.00	0.00	737.90	1,250.00	50.00
Parking Income	0.00	0.00	0.00	2,765.00	1,500.00	2,333.00
SubTotal Misc. Income	52.00	125.00	0.00	3,502.90	2,750.00	2,383.00
Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00
Givers of record	75.00	85.00	0.00	2,313.10	510.00	820.00
Unidentified Plate	50.00	85.00	80.00	521.76	510.00	613.00
SubTotal Plate Offerings	125.00	170.00	80.00	2,834.86	1,020.00	1,433.00
Pledge income	6,650.00	0.00	0.00	6,650.00	0.00	0.00
Pledges	7,625.00	19,625.00	11,965.00	83,180.00	91,150.00	99,210.31
SubTotal Pledge income	14,275.00	19,625.00	11,965.00	89,830.00	91,150.00	99,210.31
Rent CCCC	1,341.52	1,342.00	1,253.76	8,049.10	8,052.00	7,522.56
<b>Total Revenues</b>	<b>15,793.52</b>	<b>21,387.00</b>	<b>13,298.76</b>	<b>104,216.86</b>	<b>103,722.00</b>	<b>110,548.87</b>
<b>Expenditures</b>						
Administration Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	93.27	63.00	24.49	592.96	378.00	512.26
Bookkeeping Services	157.27	160.00	90.13	928.48	960.00	785.28
Computer Expenses	150.52	333.00	168.59	1,913.51	1,998.00	1,683.93
Convention Travel	0.00	125.00	0.00	0.00	750.00	0.00
Copier	143.04	150.00	111.83	1,221.30	900.00	948.06
Forward Movement	0.00	16.00	0.00	115.50	96.00	77.00
Misc & Contingencies	53.95	21.00	0.00	258.95	126.00	0.00
Office Supplies	47.97	242.00	58.20	1,056.84	1,452.00	107.72
Paper	0.00	25.00	0.00	129.62	150.00	193.95
Postage	176.20	50.00	0.00	485.53	300.00	232.00
SubTotal Administration Expenses	822.22	1,185.00	453.24	6,702.69	7,110.00	4,540.20
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	3,872.00	3,750.00	3,576.00
Property Upkeep	3,605.88	2,207.00	635.67	17,854.47	13,242.00	16,621.72
Utilities and Telephone	1,223.99	1,200.00	747.48	11,121.87	8,000.00	9,046.05
SubTotal Building and Grounds Expenses	4,829.87	3,407.00	1,383.15	32,348.34	25,492.00	29,243.77
Diocesan Assessment	3,968.29	3,968.00	3,719.68	23,809.74	23,808.00	22,318.08
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	0.00	125.00	16.17	471.04	750.00	343.62
College Ministry Support	0.00	83.00	0.00	98.19	498.00	0.00
Nursery	40.00	40.00	10.00	208.90	250.00	136.66
Parish Activities	0.00	125.00	35.99	620.59	750.00	35.99
Supplies/Coffee etc.	43.23	42.00	46.00	532.15	252.00	61.47
SubTotal Ministry Expenses	83.23	415.00	108.16	1,930.87	2,700.00	577.74
Outreach Expenses	0.00	310.00	0.00	0.00	1,860.00	0.00
Rectors Discretionary Fund	0.00	50.00	0.00	0.00	300.00	0.00
SubTotal Outreach Expenses	0.00	360.00	0.00	0.00	2,160.00	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	126.00	0.00
Health Insurance	856.00	856.00	851.00	5,136.00	5,136.00	4,282.00
Pension Fund	864.28	833.00	864.28	5,185.68	5,002.00	5,185.68
Professional Expenses	0.00	58.00	0.00	0.00	352.00	0.00
Rectory Utilities	151.73	292.00	89.67	1,125.61	1,752.00	1,021.83

# St James Episcopal

Account	-----Current Month (June)-----			-----Year To Date (June FY 2023)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Sabbatical plan	0.00	83.00	0.00	0.00	502.00	0.00
Salary	3,950.88	3,951.00	3,624.66	23,705.28	23,706.00	21,747.96
Stipend Part 2	454.98	455.00	417.42	2,729.88	2,730.00	2,504.52
Travel	0.00	42.00	0.00	96.83	252.00	0.00
SubTotal Rector Expenses	6,277.87	6,591.00	5,847.03	38,089.28	39,558.00	34,741.99
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	126.00	0.00
Christian Ed Director	337.92	321.00	253.62	1,935.36	1,926.00	1,796.48
Office Manager	972.48	1,089.00	948.09	6,432.56	6,538.00	5,855.85
Organist Choir Director	697.61	698.00	640.01	4,185.66	4,188.00	3,840.06
Payroll Taxes	153.61	260.00	140.89	1,437.99	1,562.00	1,334.25
Supply Clergy	0.00	250.00	0.00	188.00	250.00	0.00
SubTotal Staff expenses	2,161.62	2,639.00	1,982.61	14,179.57	14,590.00	12,826.64
Stewardship Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Congregational Development	0.00	33.00	0.00	0.00	202.00	0.00
SubTotal Stewardship Expenses	0.00	33.00	0.00	0.00	202.00	0.00
Worship Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Altar Supplies	103.90	83.00	0.00	540.87	502.00	262.16
Music Expenses	200.00	17.00	0.00	200.00	102.00	0.00
SubTotal Worship Expenses	303.90	100.00	0.00	740.87	604.00	262.16
<b>Total Expenditures</b>	<b>18,447.00</b>	<b>18,698.00</b>	<b>13,493.87</b>	<b>117,801.36</b>	<b>116,224.00</b>	<b>104,510.58</b>
<b>Other Expenditures</b>						
Credit Card Charges	0.00	0.00	42.65	61.47	0.00	137.05
<b>Total Other Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>42.65</b>	<b>61.47</b>	<b>0.00</b>	<b>137.05</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>15,793.52</b>	<b>21,387.00</b>	<b>13,298.76</b>	<b>104,216.86</b>	<b>103,722.00</b>	<b>110,548.87</b>
<b>Total Expenditures</b>	<b>18,447.00</b>	<b>18,698.00</b>	<b>13,493.87</b>	<b>117,801.36</b>	<b>116,224.00</b>	<b>104,510.58</b>
<b>Total Other Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>42.65</b>	<b>61.47</b>	<b>0.00</b>	<b>137.05</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>-2,653.48</b>	<b>2,689.00</b>	<b>-237.76</b>	<b>-17,977.97</b>	<b>-12,502.00</b>	<b>5,901.24</b>

# St James Episcopal

Statement of Financial Position For All Funds as of 06/30/2023

## Assets

### Bank

Pay Pal Account	5,442.83
US Bank Checking	32,736.07
Jones Money-Market	326,175.95

**Total Bank** **364,354.85**

### 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** **459,582.38**

## Liabilities

### Other Current Liabilities

Payroll Withholding & Taxes	
Federal Withholding Tax Payable	745.46
FICA Tax Payable-Employer	389.51
FICA Tax Withholding-Employee	389.51
Medicare Tax Payable-Employer	91.11
Medicare Tax Withholding-Employee	91.11

Total Payroll Withholding & Taxes 1,706.70

### Special Contributions Liabilities

DC - Almoners Liab	492.85
DC - Backpack Fund	8,617.08
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	3,008.47
DC - Prepaid Pledges	13,300.00
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 28,845.76

**Total Other Current Liabilities** **30,552.46**

**Total Liabilities** **30,552.46**

## 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 06/30/2023

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ELM (YACM) Grant	-282.93
Endowment Jaekel	5,741.02
Endowment St. James Fund	45,228.06
General Fund	23,383.91
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	-18,291.14
Reserve Fund	12,780.50
Revolving Loan Fund	200.00
Sabbatical Fund	6,495.12
<b>Total Unrestricted</b>	<b>347,143.69</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	6,648.20
Window Fund	7,011.35
<b>Total Restricted</b>	<b>81,886.23</b>
<b>Total Net Assets</b>	<b>429,029.92</b>
<b>Total Liabilities + Net Assets</b>	<b>459,582.38</b>