St. James Episcopal Church Vestry Agenda September 19, 2023; 7pm Canterbury Room

7:00 pm Check-In Prayer

Consent Agenda and Attachments

Minutes from July

Treasurer Report—sent separately

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
- o November 5—Concert Songs of the Freedom Movement 1pm-2:30pm

Discussion

- New Vestry Member 3 year term?—Helen?, Judy?, Rex? -Linda will draw a name!
- Treasurer's Report—Doug & Dennis
- o Access to Church's accounts—Question from Sharon
- Retreat follow-up—Icons in Transformation set for September 8 November 10, 2024
- Youth Ministry--Linda
- Grant Funding report—Mary
- o Junior Warden items—Sharon
- o Renewal works follow-up/Congregational Goal setting—Linda & Sharon
- Start recruitment for Vestry and Stewardship

Decisions—

o Other?

9:00 pm Compline and Adjourn

Next Vestry Meeting—October 10, 2023 7pm Canterbury Room

St. James Episcopal Church Vestry Minutes, July 11, 2023

In-person

Present: Rev. Linda Young, Sr. Warden Mary Flores, Jr. Warden Sharon Nitz, Judy Croskey, Helen Smith, Becky Kramer.

Absent: Barbara Johnson, Rex Burns.

Meeting began at 7 pm

Check-in with Vestry members

Prayer: Phil. 2:1-12

Reflections on scripture and discussion about bulletin as a tool of hospitality.

Consent Agenda and attachments MSP

Minutes from June Vestry retreat

Calendar

- July 15 at 2 pm Rev. John Grabner's funeral & reception
- July 30 9 am Feast of St. James in Kreugel Park with Potluck Mary will be potluck coordinator
- August 1 8 Linda on vacation
- September 5 8 Linda on retreat and vacation

Discussion

- We need one of the new Vestry members (Helen, Judy, or Rex) to serve a 3-year term. Discussion deferred until Rex is here.
- Treasurer's report delayed until Doug is back.
- Retreat follow-up: Linda will send a link to the "Icons in Transformation" webpage, which will be scheduled for 2024. Charlie Hammerich has agreed to serve as the youth ministry coordinator, and Linda is planning to meet with Charlie and the families with youth to do some planning.
- Mary discussed the \$2,500 grant received from Innovia. We are grateful for the grant, but since it is less than
 the \$10,200 requested, we will scale back plans for how to spend the money. Mary suggested two food
 distributions for families before the end of 2023. One will take place around back to school, and the other will
 be in the Thanksgiving/Christmas timeframe. Mary will convene a small committee to work out details.
- Sharon discussed the 15-year warranty for the new roof above the nave. The Duro-last product requires an
 annual inspection for the warranty to be honored. The installation occurred on March 22, 2023. In related
 news, a contractor who worked on the kitchen is willing to give us an estimate for repairing water damage to
 walls from the previous roof leaks. In other news, a small group of people has volunteered to help with
 weeding and watering at the church.
- Upcoming Vestry discussions will include Renewal Works/Congregational goal-setting in September. Becky requested an early start on the new Vestry member recruitment and the stewardship campaign.

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

 Deposit \$2,500 grant from Innovia into the Backpack Fund. Use the money for two family food distributions before the end of 2023. A small committee will work out the details. MSP

Demonstration of how to record the offering count.

Adiourn.

Next Vestry meeting: September 19, 2023. In-person.

Grant Report, submitted by Mary Flores

ADDIUM-METER Award: 5,225.00. This money is entirely earmarked for purchase of Bite2Go bags in first 5 months of 2024. It will purchase 1,045 bags. At current prices and estimated numbers of participants, it should be enough for biweekly distributions at St. James and Greyhound sites for January - May 2024. To date, I believe the money has not yet been deposited to our account (there are documentary signs that it may be coming soon).

INNOVIA Award: 2,500.00. This money has been received. This money is earmarked (by Vestry decision) for Food for Families supplemental food/pantry staples distributions twice during the Fall. This food will be made available to Backpack Food families at the St. James site (does not include Greyhound site). A planning committee (me, Beth Burns, Linda Johnson, Alison Mixter, Travis Ridout, Jane Sielken) have met and determined that the first distribution date will be 9/29 and the 2nd date between Thanksgiving and Christmas). We have developed a list of food items, approved by CCCC staff liaison Shantelle, and are pricing items at Walmart, Winco, Costco, and Canned Foods Outlet. Our next step will be to identify which of the items we will purchase, and where. There will like be a mix of fresh produce, staples, and perhaps some paper (tp, paper towels) items. Committee members are willing to shop and deliver. We plan to ask some youth for assistance. Other details include offering St. James blue bags for carrying food home, having committee members (1 or 2) present to welcome and answer any questions, and some information (small note cards included in bags, for instance, indicating the support of the Innovia Foundation, as well as St. James). Committee members are willing to carry the cost of the groceries until reimbursement from the grant.

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Contract

Contract

St. James' Episcopal Church, Pullman WA 8 Sept. – 10 Nov. 2024

The exhibition shows between 100 - 150 art works (paintings, sculpture, installation, photography) of contemporary art inspired by traditional icons and shows 10 - 15 icons from Vassilevsky Monastery and is dedicated to Ukraine. The show will feature contemporary work of Ludmila Pawlowska www.ludmilapawlowska.se, internationally acclaimed Swedish abstract expressionist with Ukrainian roots who has been deeply influenced by traditional icons. The price of art works are from \$1 500 – \$50.000. Works dimension are from small 16" x 16" and up to monumental 120" x 120". The exhibition is supported by Nordic Culture Fund, Copenhagen.

Artist Response to Current Geopolitical Events after Russia attacks on Ukraine; it's illegal, unprovoked invasion of Ukraine, a full-scale war. As the conflict evolves and, the anguish and fear people have endured for the past month deepens, the artist decided to donate all artists proceeds from sales of art works at "Icons in transformation" during 2022-2024 to UNHCR (The UN Relief Agency) and CARE International to provide life-saving protections to families forced to flee their homes in Ukraine.

1. Scandinavian Art Centre - Gallery Odenslunda responsibilities as producer are to:

- a. Produce exhibition as above; Special 80 plinths for the art works are produced; Use of multimedia with slide show/photography on projectors
- b. SHIPPING is covered by SAC. The designated carrier contacts the exhibitor directly, generally at least two weeks prior to the closing date.
- c. INSURANCE The exhibition is insured by SAC and is covered by an all-risk, wall-to-wall insurance policy.
- d. Installation/De-installation. As a rule, at least one person from SAC is always at place and will assist with installation and de-installation. Exhibitors must provide equipment and staff or other qualified persons to unpack, install, and repack the exhibition.
- e. ADVANCE MATERIAL The exhibition includes:
 - ii. Complete curatorial references
 - iii. Wall-to-wall fine arts insurance coverage
 - iv. Public relations support in the form of press releases and images
 - v. Participation during press conference and opening day
 - vi. text panels, outdoor and indoor inf. banners, flyers
 - vii. list of all work exhibited
 - viii. outdoor monumental sculpture in steel

2. Our St. James' Episcopal Church responsibilities as organizer/host for the event:

- a. All expenses for installing the exhibitions and promoting and presenting programs (events, receptions) are paid for by the exhibitor:
 - 1. Assistance during up- and down hanging period
 - 2. Advertising in press/media
 - 3. Special information on church website
 - 4. Invite press, media for a press conference
 - 5. Opening speech/speakers with a local celebrity/ies
 - 6. Distribute all publicity material
 - 7. press invitation cards for the opening
 - 8. Organizing related events during "Icons in transformation" like a serie of talks and docent tours
- b. Assistance shipping company during taking down and loading of 60 wood craters which are on seven various size pallets (You need fork lift truck and pallet jack)
- c. Formation exhibition committee incl. docent coordinator
- d. Contact with Scandinavian Art Center is supervised by exhibition coordinator

- e. Storage empty wood boxes through exhibition period (20 m3). SAC exhibition travel in custom-built crates, which must be stored in a secure area that meets the environmental conditions required for the exhibition.
- f. Organize accommodation one double room with breakfast during setting up and hanging down the exhibition
- g. CRATES:
 - 1. SAC exhibition travel in custom-built crates, which must be stored in a <u>secure area</u> that meets the environmental conditions required for the exhibition.
 - 2. Crates should be carefully examined for damage before they are unpacked. External crate damage must be reported, and should also be documented with photographs
 - 3. Storage all empty crates through exhibition time (20 sqm).
- h. SECURITY. Limited security is the minimum level of protection and care is required for the exhibition. The following conditions must be met:
 - 1. Exhibitions may be displayed in a church, gallery, parish hall or lounge area.
 - 2. Supervision by docents, guard, volunteer, student, or receptionist (may be performing other duties as well as watching the exhibition). Someone must be in the room with the exhibition during the opening hours of the exhibit.
- i. The beneficiary of any sales that would result from the exhibit are:
 - a. 30% St. James' Episcopal Church
 - b. 60% artists
 - d. 10% Scandinavian Art Center-Galleri Odenslunda.
- j. \$2 000 Fee incl. shipment and insurance
- k. Time schedule according to the enclosed proposal

For Galleri Odenslunda/Scandinavian Art Center

For St. James' Episcopal Church

Jan Lech Director Odenslunda SE-54991 Tidan Sweden

www.galleriodenslunda.se

RECTOR Linda Young, rector https://www.stjamespullman.org/

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St. James's Episcopal Church, Pullman WA 8 Sept. – 10 Nov. 2024

Sept. 2023 Contract signed

Winter/Spring-24 sending information materials

28-29 Aug. 2024 arrival of the exhibit in the morning with 58 crates, about 17,000 pounds in weight on 8

pallets

29/8 Jan and Ludmila arriving

29/8 – 7/9 9am – 5pm; setting up the exhibition together with staff/volunteers:

a. approx. 100-150 artworks placement; podiums to assemble;

b. 12 monumental works to hang on wires; 5 large sculptures to place;

c. outdoor sculpture, banners placement;

d. making list of works,

e. slideshow/music installation

f. docents training program;

g. press meeting; interviews

h. Ludmila is visiting local Rotary club meetings (as a member) together with clergy/parishioner, giving information about the exhibition;

i. socializing with parishioners, docents and art collectors in the evenings after 6pm as part of "mouth to mouth" marketing

2/9	all art works placed
3-4/9	writing art list (number, placement, title, price)
5-6/9	docent training: a guided tour with the artist
7/9	special pre-opening/Private View to Friends & VIP
8/9	official opening ceremony/Gala reception to the public with
	Opening speeches/invited guests /celebrities etc from art community (art museum
	director/art collector or art professor) and clergy
9-12/9	continue installation what we didn't make; retouch art works; documentation the
	installation and art works; socializing;
12 12/0	lan P. Ludwila danartura

12-13/9 Jan & Ludmila departure

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's 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, weekly lay leadership at church 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.

		Current Month (Aug	just)	Year	To Date (August F	Y 2023)
Account	Actual	Budget	Last Year	Actual	Budget	Last Yea
Revenues						
Directed Giving	0.00	125.00	0.00	0.00	1,000.00	0.00
Misc. Income	0.00	125.00	27.50	837.90	1,500.00	77.50
Parking Income	0.00	0.00	0.00	2,875.00	1,500.00	2,333.00
SubTotal Misc. Income	0.00	125.00	27.50	3,712.90	3,000.00	2,410.50
Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00
Givers of record	25.00	75.00	0.00	2,338.10	660.00	820.00
Unidentified Plate	30.00	75.00	50.00	586.76	660.00	783.00
SubTotal Plate Offerings	55.00	150.00	50.00	2,924.86	1,320.00	1,603.00
Pledge income	0.00	0.00	0.00	6,650.00	0.00	0.00
Pledges	8,795.00	12,975.00	9,211.87	106,085.30	117,100.00	130,687.18
SubTotal Pledge income	8,795.00	12,975.00	9,211.87	112,735.30	117,100.00	130,687.18
Rent CCCC	1,341.52	1,341.00	1,253.76	10,732.14	10,734.00	10,030.08
Total Revenues	10,191.52	14,716.00	10,543.13	130,105.20	133,154.00	144,730.76
Expenditures						
Administration Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	27.32	62.00	27.30	636.68	502.00	561.40
Bookkeeping Services	143.59	160.00	115.88	1,195.15	1,280.00	1,042.79
Computer Expenses	150.82	333.00	391.96	2,468.87	2,664.00	2,125.94
Convention Travel	0.00	125.00	0.00	0.00	1,000.00	0.00
Copier	170.97	150.00	129.74	1,535.93	1,200.00	1,299.60
Forward Movement	38.50	16.00	0.00	154.00	128.00	115.50
Misc & Contingencies	0.00	21.00	0.00	424.13	168.00	0.00
Office Supplies	285.71	242.00	49.91	1,351.55	1,936.00	165.63
Paper	0.00	25.00	12.71	179.43	200.00	206.66
Postage	0.00	50.00	16.10	485.53	400.00	248.10
SubTotal Administration Expenses	816.91	1,184.00	743.60	8,431.27	9,478.00	5,765.62
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	2,299.75	1,875.00	1,936.00	6,171.75	5,625.00	5,512.00
Property Upkeep	1,297.14	2,207.00	3,219.10	20,229.44	17,656.00	20,916.50
Utilities and Telephone	1,831.30	1,400.00	1,682.30	14,275.96	10,600.00	11,770.97
SubTotal Building and Grounds Expenses	5,428.19	5,482.00	6,837.40	40,177.15	34,381.00	38,199.47
Diocesan Assessment	3,968.29	3,968.00	3,719.68	31,746.32	31,744.00	29,757.44
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	155.36	625.53	1,000.00	498.98
College Ministry Support	0.00	83.00	0.00	98.19	664.00	0.00
Nursery	40.00	42.00	40.00	288.90	332.00	176.66
Parish Activities	0.00	125.00	0.00	667.57	1,000.00	57.22
Supplies/Coffee etc.	96.60	42.00	0.00	638.78	336.00	61.47
SubTotal Ministry Expenses	153.85	417.00	195.36	2,318.97	3,532.00	794.33
Outreach Expenses	0.00	310.00	0.00	0.00	2,480.00	0.00
Rectors Discretionary Fund	0.00	50.00	0.00	0.00	400.00	0.00
SubTotal Outreach Expenses	0.00	360.00 0.00	0.00	0.00	2,880.00	0.00
Rector Expenses Continuing Education	0.00 20.00		0.00	0.00 280.00	0.00 168.00	0.00
Continuing Education		21.00	175.00			190.11
Health Insurance	856.00	856.00 833.00	851.00 864.28	6,848.00	6,848.00	5,984.00
Pension Fund	864.28	833.00 58.00	864.28	6,914.24	6,668.00	6,914.24
Professional Expenses Rectory Utilities	0.00 868.52	58.00 292.00	0.00 224.73	0.00 2,251.51	468.00 2,336.00	0.00 1,390.68
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	Current Month (August)			Year To Date (August FY 2023)		
Account	Actual	Budget	Last Year	Actual	Budget	Last Year
Sabbatical plan	0.00	83.00	0.00	0.00	668.00	0.00
Salary	3,950.88	3,951.00	3,624.66	31,607.04	31,608.00	28,997.28
Stipend Part 2	454.98	455.00	417.42	3,639.84	3,640.00	3,339.36
Travel	271.78	42.00	0.00	368.61	336.00	0.00
SubTotal Rector Expenses	7,286.44	6,591.00	6,157.09	51,909.24	52,740.00	46,815.67
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	168.00	0.00
Christian Ed Director	261.12	321.00	112.72	2,519.04	2,568.00	2,233.27
Office Manager	1,215.60	1,089.00	1,115.40	8,651.03	8,716.00	7,863.57
Organist Choir Director	697.61	697.00	640.01	5,580.88	5,583.00	5,120.08
Payroll Taxes	166.35	260.00	142.90	2,002.14	2,082.00	1,850.86
Supply Clergy	0.00	0.00	150.00	188.00	500.00	285.00
SubTotal Staff expenses	2,340.68	2,388.00	2,161.03	18,941.09	19,617.00	17,352.78
Stewardship Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Congregational Development	0.00	33.00	0.00	0.00	268.00	0.00
SubTotal Stewardship Expenses	0.00	33.00	0.00	0.00	268.00	0.00
Worship Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Altar Supplies	53.95	83.00	0.00	594.82	668.00	553.49
Music Expenses	0.00	17.00	0.00	200.00	136.00	0.00
SubTotal Worship Expenses	53.95	100.00	0.00	794.82	804.00	553.49
Total Expenditures	20,048.31	20,523.00	19,814.16	154,318.86	155,444.00	139,238.80
Other Expenditures						
Credit Card Charges	0.00	0.00	22.26	159.04	0.00	184.05
Total Other Expenditures	0.00	0.00	22.26	159.04	0.00	184.05
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	10,191.52	14,716.00	10,543.13	130,105.20	133,154.00	144,730.76
Total Expenditures	20,048.31	20,523.00	19,814.16	154,318.86	155,444.00	139,238.80
Total Other Expenditures	0.00	0.00	22.26	159.04	0.00	184.05
Total Other Financial Sources-Uses	0.00	0.00	0.00	-4,332.00	0.00	0.00
Net Revenues	-9,856.79	-5,807.00	-9,293.29	-28,704.70	-22,290.00	5,307.91

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Day-care Maintenance	-312.37
ELM (YACM) Grant	-282.93
Endowment Jaekel	5,741.02
Endowment St. James Fund	45,228.06
General Fund	12,657.18
Landscaping Fund	-375.20
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	-4,300.13
Reserve Fund	12,780.50
Revolving Loan Fund	200.00
Sabbatical Fund	6,495.12
Total Unrestricted	349,910.40
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	5,296.20
Window Fund	7,011.35
Total Restricted	80,534.23
Total Net Assets	430,444.63
Total Liabilities + Net Assets	460,570.64
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