

St. James Episcopal Church
Vestry Agenda
February 7, 2023; 6pm
In Person

6pm Dinner in the Canterbury Room

7:00 pm Check-In
Prayer

Consent Agenda and Attachments

Minutes from January

Treasurer Report 2023—sent separately

Calendar—

- January 22-February 12—Spiritual Life Inventory open for St. James members
- January 29, 9am—Annual Meeting with Potluck Brunch
- February 18—Parish Mardi Gras—Mary (Dedicated to David Seamans)
Start time?????
- February 22—Ash Wednesday—Eucharist and Ashes at Noon & 7pm
- March 24, 9:30-3:30—Regional Gathering Day at St. James
- March 1, 8, 15, 22, 29—Lent Soup Supper and Program--Sharon

Discussion

- Thanks to leaving vestry members and welcome to new vestry—need one more vestry member—ideas??? What to pass on to the new members.
- Treasurer's Report—Doug & Dennis
- Affirmation of Senior Warden Mary Flores
- Election of Junior Warden and Clerk of Vestry
- Innovia Foundation Grant—Mary
- "Raise the Roof" update and discussion

Decisions—

- Innovia Grant

9:00 pm Compline and Adjourn

Next Vestry Meeting—March 14, 2023 7pm via Zoom

Vestry Meeting, January 10, 2023

Zoom

Present: Doug Adams, Mary Flores, Charlie Hammerich, Barbara Johnson, Becky Kramer, Sharon Nitz, Jim Reece, Rev. Linda Young

Meeting began at 7:00 p.m.

Check-in with Vestry members.

Prayer

Consent Agenda and Attachments. Accepted.

- Minutes from the December 13, 2022, Vestry meeting. Accepted with one correction (per email).
- Proposed Budget 2023.
- Treasurer's report 2022 (sent separately)

Calendar:

- January 22 - February 12, 2023: Spiritual Life Inventory open for St. James members.
- January 29, 9:00 am: Annual Meeting with Potluck Brunch (expectation that Vestry members will contribute significantly to the brunch). Ham provided.
- February 18: Parish Mardi Gras (need coordinator)
- February 22: Ash Wednesday - Eucharist and Ashes at Noon & in the evening (7 pm?)
- March 1, 8, 15, 22, 29: Lent Soup Supper and Program. Sharon organizing soups, Ted providing bread, Ted providing the program.

Discussion

a) **Treasurer's Report - Doug.** Financial Statements for December 2022 sent by email. Doug, Linda Young, and Janice will work together to sort out Lilly grant problems. A few changes to December budget may yet come in, but nothing significant expected. Not including the roof, budget for 2022 looks good. Summary is the budget aligned well with ordinary expenses but not with extraordinary expenses. A hope is that we could put aside a certain amount or percentage of funds each year to build a fund for such expenses. Doug has consulted with Dawn Butler re a Raise the Roof capital campaign. We can pay for immediate replacement of the flat roof out of Brewer bequest funds and repay those funds from the capital campaign.

Vestry comments:

- Request that funds in PayPal get withdrawn and deposited to St. James' funds more often (perhaps quarterly).
- There is 195.00 left in the Bishop's Gift fund that should be donated to the Bishop's Discretionary Fund.

b) **Discussion on 2023 Proposed Budget - Doug.** Vestry members noted the following:

- can increase the revenue expected from 6 home football games to include parking for graduation (around 1,100.00 raised for each event).
- need to increase expected revenue from CCCC by the amount of increase assessed them for utilities (exact amount still to be determined and CCCC notified).
- On the 2022 side of the proposed 2023 budget, it shows 0.00 spent for Rectory Refurbishment. The costs for the washer and dryer that were purchased in 2022 should show up on this line.

c) Distribution of Outreach Funds from Parking Proceeds - Doug and Mary. As determined by Vestry years ago, 60% of parking lot funds get allocated to outreach and 40% to parking lot maintenance and repair. Projects in need of funding include the Backpack Food Program (BFP) (see attachment of estimates of costs for 2023), Epiphany School in Haiti (Haiti), Family Promise (FP), and the Little Free Food Pantry (LFFP). LFFP is getting heavy use because the local food banks have reduced hours and are low on food (partially due to Second Harvest cutbacks). Similarly, BFP has seen significant increases in the number of children taking food bags, at least partially due to inflation. St. James has contributed to FP in the form of volunteers over the years, but not financially. FP always needs funds to help with operating expenses, as well as the funds they provide families to help cover groceries for breakfasts and lunches. Funds for Haiti are being kept by St. Bartholemew's church, with whom we partner in support for the Epiphany School, until it is safe and secure to send them to Haiti. We believe the need for funds for the school are greater than ever. We have \$6,500.00 from parking and if we add 1% from the Brewer Bequest, that would add \$2,600.00 for a total of \$9,100.00. General consensus not to add more from the Brewer Bequest until the Vestry has had ample time to make decisions about the use of that bequest. See allocations in the Decisions section below.

d) Nominations Chair for Vestry and Convention Delegates: Charlie Hammerich agreed to serve in this capacity. We need 3 new Vestry members and 3 convention delegates.

f) Junior Wardens report - Sharon and Charlie. Sharon's report for outside projects sent by email and attached. The roofers are ready to do the flat roof portion of our roof as soon as there are a few days of weather warm enough to melt ice on the roof, enabling removal of gravel. Sharon also reported that it is unlikely we will gather enough recyclable plastic to earn a Trex bench (we would need 300 pounds by mid-February), but there is value in continuing to gather the plastic and keep it out of landfills. Sharon willing to continue, but will need assistance as sorting the plastic for cleanliness is important but time-consuming for one person.

e) Youth Group - Sharon. We need a coordinator to organize a program/event at St. James at least once a month for teens.

f) Other:

- Bishop Gretchen is on the list for a Lung Transplant. She has shared details with diocesan clergy about how her absence during surgery and recovery (3 - 4 months) will be covered by Standing Committee, an on-call Bishop, etc. She sent out an email to all parishioners on her email list recently.

- Rev. Linda will be less available for a few days while she is caring for Gia during and after her surgery on January 20.
- Vestry members will be asked to pilot the Spiritual Life Survey which will be opened to the congregation on January 22. Computers, internet, and assistance will be available on Sundays during the open period for those parishioners who need access and/or help.

Decisions:

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

MSP: Funds from 60% of money raised from parking for football games/graduations (\$6,500) plus a 1% contribution from the Brewer request (\$2,600) for a total of \$9,100.00 will be allocated to outreach programs as follows:

- Backpack Food Program: \$3,500.00
- Epiphany School, Haiti: \$4,000.00
- Family Promise: \$400.00 (+ 600.00 balance in budget line)
- Little Free Food Pantry \$1,200.00

MSP: Approve the 2023 Budget as proposed.

MSP: Replace flat roof as soon as possible.

Appendices:

- Proposed 2023 Budget
- Junior Warden Report
- Financial Statements (3)
- Estimate of Backpack Food Program Costs for 2023

Lord's Prayer and Adjourn, 9:00 p.m.

Next Vestry Meeting: February 7, 2023, 6 pm, in-person. Note date and time change. Old and New Vestry members will meet together over supper (provided by Linda Young).

St James Episcopal

Budget Comparison for General Fund

Account	-----Current Month (January)-----			-----Year To Date (January FY 2023)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Revenues						
Misc. Income	3.00	0.00	0.00	3.00	0.00	0.00
Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00
Givers of record	750.00	0.00	0.00	750.00	0.00	0.00
Unidentified Plate	145.00	0.00	21.00	145.00	0.00	21.00
SubTotal Plate Offerings	895.00	0.00	21.00	895.00	0.00	21.00
Pledge income	0.00	0.00	0.00	0.00	0.00	0.00
Pledges	17,225.00	0.00	16,353.47	17,225.00	0.00	16,353.47
SubTotal Pledge income	17,225.00	0.00	16,353.47	17,225.00	0.00	16,353.47
Rent CCCC	1,291.37	0.00	1,253.76	1,291.37	0.00	1,253.76
Total Revenues	19,414.37	0.00	17,628.23	19,414.37	0.00	17,628.23
Expenditures						
Administration Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	59.71	0.00	39.22	59.71	0.00	39.22
Bookkeeping Services	135.20	0.00	141.64	135.20	0.00	141.64
Computer Expenses	150.35	0.00	158.86	150.35	0.00	158.86
Copier	166.59	0.00	236.52	166.59	0.00	236.52
Forward Movement	38.50	0.00	38.50	38.50	0.00	38.50
Office Supplies	59.34	0.00	17.52	59.34	0.00	17.52
Postage	189.00	0.00	0.00	189.00	0.00	0.00
SubTotal Administration Expenses	798.69	0.00	632.26	798.69	0.00	632.26
Building and Grounds Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Carpet Cleaning	-500.00	0.00	0.00	-500.00	0.00	0.00
Property Upkeep	5,318.27	0.00	5,020.88	5,318.27	0.00	5,020.88
Utilities and Telephone	2,603.98	0.00	2,182.49	2,603.98	0.00	2,182.49
SubTotal Building and Grounds Expenses	7,422.25	0.00	7,203.37	7,422.25	0.00	7,203.37
Diocesan Assessment	3,968.29	0.00	3,719.68	3,968.29	0.00	3,719.68
Ministry Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Christian Education/Formation	169.17	0.00	205.15	169.17	0.00	205.15
SubTotal Ministry Expenses	169.17	0.00	205.15	169.17	0.00	205.15
Rector Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Health Insurance	856.00	0.00	27.00	856.00	0.00	27.00
Pension Fund	864.28	0.00	864.28	864.28	0.00	864.28
Rectory Utilities	278.16	0.00	283.44	278.16	0.00	283.44
Salary	3,950.88	0.00	3,624.66	3,950.88	0.00	3,624.66
Stipend Part 2	454.98	0.00	417.42	454.98	0.00	417.42
SubTotal Rector Expenses	6,404.30	0.00	5,216.80	6,404.30	0.00	5,216.80
Staff expenses	0.00	0.00	0.00	0.00	0.00	0.00
Christian Ed Director	399.36	0.00	0.00	399.36	0.00	0.00
Office Manager	1,220.67	0.00	892.32	1,220.67	0.00	892.32
Organist Choir Director	697.61	0.00	640.01	697.61	0.00	640.01
Payroll Taxes	411.57	0.00	339.03	411.57	0.00	339.03
SubTotal Staff expenses	2,729.21	0.00	1,871.36	2,729.21	0.00	1,871.36
Worship Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Altar Supplies	107.90	0.00	43.12	107.90	0.00	43.12
SubTotal Worship Expenses	107.90	0.00	43.12	107.90	0.00	43.12
Total Expenditures	21,599.81	0.00	18,891.74	21,599.81	0.00	18,891.74
Other Expenditures						
Credit Card Charges	0.00	0.00	9.83	0.00	0.00	9.83

St James Episcopal

Account	-----Current Month (January)-----			-----Year To Date (January FY 2023)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Total Other Expenditures	0.00	0.00	9.83	0.00	0.00	9.83
Other Financial Sources-Uses						
Transfers Out	-4,332.00	0.00	0.00	-4,332.00	0.00	0.00
Total Other Financial Sources-Uses	-4,332.00	0.00	0.00	-4,332.00	0.00	0.00
Total Revenues	19,414.37	0.00	17,628.23	19,414.37	0.00	17,628.23
Total Expenditures	21,599.81	0.00	18,891.74	21,599.81	0.00	18,891.74
Total Other Expenditures	0.00	0.00	9.83	0.00	0.00	9.83
Total Other Financial Sources-Uses	-4,332.00	0.00	0.00	-4,332.00	0.00	0.00
Net Revenues	-6,517.44	0.00	-1,273.34	-6,517.44	0.00	-1,273.34

St James Episcopal

Statement of Financial Position For All Funds as of 01/31/2023

Assets

Bank

Pay Pal Account	2,954.20
US Bank Checking	100,963.61
Jones Money-Market	326,175.95

Total Bank 430,093.76

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 525,321.29

Liabilities

Other Current Liabilities

Payroll Withholding & Taxes	
Federal Withholding Tax Payable	253.09
FICA Tax Payable-Employer	143.69
FICA Tax Withholding-Employee	143.69
Medicare Tax Payable-Employer	33.61
Medicare Tax Withholding-Employee	33.61

Total Payroll Withholding & Taxes 607.69

Special Contributions Liabilities

DC - Almoners Liab	492.85
DC - Backpack Fund	11,202.61
DC - Choir	500.00
DC - College Work Liab	1,185.00
DC - Diocese Loan Payments	100.00
DC - Landscaping Project	1,355.71
DC - Little Food Pantry	2,960.50
DC - Prepaid Pledges	26,600.00
DC General Pass through Liab	-260.39
SC - Birch	1,832.78
SC - Birthday Offerings Liab	2,076.22
SC - Haiti	5,000.00
SC - Sunday School Offering	181.04
SC United Thank Offering	20.00

Total Special Contributions Liabilities 53,246.32

Total Other Current Liabilities 53,854.01

Total Liabilities 53,854.01

Net Assets

Unrestricted

Altar Guild Fund	-1,056.10
Brewer Bequest	227,262.97
Christian Formation Fund	11,971.96