

**St. James Episcopal Church**  
**Vestry Minutes**  
**March 20, 2024**

Present: Father Jim Shumard, Chris Adams, Ann Inman, Kathleen Johnson, Terry Klinec, Linda Sanders, and Bethany Weisser.

Guests: Dick Metzgar and Ginny Heckel.

Vestry Clerk: Alan White

Terry called the meeting to order at 1:00 p.m.

- I. **Formation/Gathering:** Kathleen shared that it is good to go to God; you can't do things alone; we need God to face all issues and should trust him.
  
- II. **Discussion**
  - A. Fishers of Men
    1. Video Monitor feedback. Fr. Jim will turn on monitor for 8:00 a.m. service; VPOD to turn monitor on for 10:30 a.m. If you have information and/or pictures for the video you should give them to Sam in the office.
    2. Newcomers. Dick Metzgar reviewed a list of new members from last year and those who have visited during Jan. and Feb. of 2024. It is very encouraging with over 15 this year. Father Jim calls our visitors and has had a meal with several potential new members. The next new families meeting will be at Dick's home on Sunday April 21, 2024 from three until five p.m.
    3. Marketing. Ann Inman reported on the potential advertisements for St. James on commercial video monitors located around town at various businesses and for running an ad in the *Laurel Magazine*.

**On a motion by Bethany, seconded by Chris, the vestry authorized the advertisement on the commercial video during April-June 2024, at a cost of \$104 per month. The motion passed by unanimous vote.**

**On a motion by Chris, seconded by Linda, the vestry agreed to advertise in the *Laurel Magazine* for the May -July issues 2024, at a cost of \$82.50 per month. The motion passed by unanimous vote.**

Ann and Bethany will coordinate these marketing efforts.
  - B. Priest-in Charge Report. Fr. Jim shared a request by a non-member to be interred in our Memorial Garden. St. James does have a written process in place for the Garden. While it may be possible for an exception, the group reached consensus that the Memorial Garden would require membership at St. James.
  - C. Worship Committee. Fr. Jim also reported that the worship committee agreed there should be Communion at the services when Fr. Jim is absent. Fr. Sam Buice will be available during the summer as supply priest in Fr. Jim's absence. We have a commitment to have communion when possible.
  - D. Report from the Senior Warden.

1. Terry shared that he and Fr. Jim agreed for the Senior Warden to have responsibility for coordinating activities related to the church leadership staff and the Finance Committee.
2. Parish House Inspection. The inspection report revealed several issues at the Parish House including roof repair/replacement; repair of foundation cracks; bringing electrical and plumbing up to current code. It is estimated that all repairs could be \$120,000.00. This will be reviewed, but there is a need to move ahead with repair of electrical problems for safety issues.  
Please note that there may be an estate donation made to the church for \$200,000.00 that might be used toward the needed repairs.
3. Parish Hall tile. There is a section of flooring in the Parish Hall where the tile is cracking and needs to be replaced. Options might be to replace only the broken tile, tile the entire floor, or replace all tile with water/scuff proof flooring. The vestry needs to decide on the action to take.
4. Committee Reports. Your written committee reports for the Messenger need to be sent to the Parish Administrator to be shared with all members.
5. Treasurer. Terry advised the vestry that Sharlene has resigned as Treasurer at St. James. There is an indication that they will be attending another church. The vestry discussed other candidates and the possibility of an independent CPA firm to handle our budget. Kathleen will talk to a friend and explore our CPA options.

### III. Information

- A. Stewardship. Linda shared that we would start in April highlighting church programs and services through VPODs and committee leaders during the announcement periods. She has a good committee and will update information cards emphasizing the theme of "Heart of Giving".
- B. Building and Grounds, Junior Warden. Chris reported on repair of the water heater and the parish hall and parish house. He also said the thermostats in the church will be inspected and re-set if needed. There has been a request to replace upper parking signs that were removed during Lent.  
**On a motion by Ann, seconded by Bethany, to replace one of the "Difficulty Walking" signs in the upper parking lot. Motion approved unanimously.**
- C. Worship. Fr, Jim met with the Worship committee to discuss Holy Week services.
- D. Treasurer's Report. Vestry members reviewed the financial monthly report for February.

### IV. Decision

- A. **On a motion by Terry, seconded by Ann, there was unanimous approval to receive the minutes of the February vestry retreat.**
- B. **On a motion by Kathleen, seconded by Chris there was unanimous approval to receive the financial report for February.**

C. Pet Cemetery. Linda shared she wanted to make a donation to improve St. James' pet cemetery. Members of the vestry discussed several ways to enhance the designated area.

On a motion by Kathleen, seconded by Bethany, the vestry unanimously approved the establishment of budget line item for the pet cemetery.

D. Limited access to online accounts.

On a motion by Kathleen, seconded by Linda, the vestry unanimously approved limiting access by the bookkeeper to the St. James' Budget and records to "view only" status.

On a motion by Ann, seconded by Kathleen the vestry unanimously voted to adjourn.