

St James Episcopal Church

Annual Meeting – May 4, 2025

The Meeting was opened with a prayer by Father Mike.

1. A motion was made and unanimously approved to accept the meeting agenda.
2. **Convention and Deanery Delegates** – Jon Yenney and Randy Rice were approved by acclamation.
3. There are 4 openings this year for **Vestry**. Father Mike thanked Sarah Deacle, Marilyn Hastings, and Francois Springuel for their years of service to the vestry. Additionally, an open position resulted from former parishioner David Woodrow's move.
 - a. Chris Mycek, Candy Nice, Geoff Pinney, and Peggy Schiavo were nominated for vestry. A motion was made and accepted to close nominations. All 4 members were elected by acclamation.
 - b. Barbara Batemen was also presented to serve a 2nd term on the vestry and was approved via acclamation.
4. **Servants of St. James** – Special commendations were awarded to Francois Springuel for his work on building and grounds, Diane Santori for her efforts to beautify Platt's Hall thru ECW, Cathy Maris for her dedication to the church and Outreach House, and Chuck Rogers for his work on financial committees and as a choir member.
5. **State of the Parish**
 - a. Maintaining an 1838 Church building, an even older History Center and cemetery, the Glebe House, along with the Outreach House, presents its challenges. St. James has accomplished a lot in recent years: new church roof, A/C, upgraded electrical, and construction of the Outreach House. Future significant expenditures that will be required: church parking lot paving, exterior church painting and shutter replacement, upstairs church window replacement, church HVAC, and replacement of windows in the history center, as well as potential columbarium development. We are fortunate to have our pledging families, income from the endowment fund, revenue sourced from the school, and the potential future income from development of the Glebe House property. Planning for these efforts will be a vestry priority.
 - i. Father Mike informed the parish of the Diocesan Transformation Project which exists to help parishes identify and implement potential income generating opportunities. In partnership, St. James will look to develop the Glebe House and land adjacent into an apartment complex. We have received offers for the land, but that would only yield a limited finite income. This will be a multi-year effort that will require zoning approval. The diocese will pay all up-front costs in return for a % of rental revenue.
 - b. St. James has 670 registered members, with 115 pledging families, and an average Sunday attendance(ASA) of 202. The ASA includes in person worship and those viewing the service within 24 hours. Some of our viewers are out of the area and have donated. We may need to define an associate membership for these out of the area viewers who pledge and determine if any voting rights exist.
6. **Treasurer's Reports** - Mark presented an overview indicating our deficit was \$45K, lower than the projected deficit of \$77K.
 - a. **Pledging** - While pledging families minimally increased for 2025, projected pledge income aided by the matching gift is \$65K higher than 2024. Mark reviewed ways to help increase benefit to St. James: checking for company match, reducing fees assessed by VANCO by

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donating monthly vs weekly, if cash or check donation and miss a service, drop the donation in the mailbox, stock gifts, and legacy donations (thru will, life insurance, etc...)

- b. **Income** - Our income for 2024 was \$521K, with pledging the largest source at 62%. With both the pledging increase and a full year school tenant, 2025 income will increase.
 - c. **Expenses** - expenses in 2024 were \$566K, which was higher than anticipated due to the unplanned 2nd floor renovations for the new school tenant. Payroll represented the largest expense at 47%. Outreach House expenses were 11%; the remainder of Outreach funding comes from donations and grants. For 2025, Mark was able to cut expenses by eliminating the paid accountant for bank reconciliation and stabilize our cash outlay by making our contribution to the diocese over 10 months rather than all in 1 month. Thanks to Janice Tabbut for assisting in the bank reconciliation.
 - d. **Financial Assets** - Given the deficit, our overall financial assets decreased in 2024. Our endowment fund remains healthy, over \$500K.
 - e. **Parish Giving** – The parish committed 16% of our income to the Outreach House, Diocese, and to the rector's discretionary fund.
 - f. **Bequests** – Income from trusts and bequests are an important part of our overall financial health. St. James received \$37K in 2024 from the Robert and Ada Doris Hofsas trust.
 - g. **2025 Budget** – a \$33K deficit is projected for 2025.
7. **St. James' service to the community** – Use of the building and grounds to the Cub & Boy Scouts, AA, Vets in Recovery. We also support the community thru the Outreach House, participating in the CROP Hunger Walk, and the Collegeville-Trappe ministerium to raise funds for heating oil and gas cards.
8. **St. James' service to the parish**
- a. Enhance Worship by participating in: altar guild, worship leaders, acolytes, ushers, counters, streamers, music, choir, Theology on Zoom, Christ & Coffee. A special thanks to Ron Davis for stepping up in Lauren's absence and to David Deacle for helping to digitize the music.
 - b. Supporting our programs: Vestry, ECW, Coffee Hour, Yoga, Book Club, Chicken BBQ, Foyer Gathering, Christmas Eve dinner, Shrove Tuesday pancakes, Youth Group, among others.
 - c. Our sexton James helps reduce expenses by fixing things before any outsourcing. He and his wife Karen have also helped beautify the outside with various plantings.
9. **Education**
- a. Youth - Due to Lauren's injury, no formal report was made. Father indicated that Lauren has customized a curriculum spread over 3 years that covers the Shell, Cross, and Chalice to prepare youth for confirmation. This curriculum is now being used in 7 other diocesan churches.
 - b. Adult – Theology on Zoom is held via Zoom or Wednesday nights and Christ and Coffee is held Thursday Mornings in Platt's Hall. All are welcome to attend.
10. **Committee Reports**
- a. Building and Grounds held 1 Blue Jean Sunday in the fall, which saves the parish an estimated \$4-6K in leaf clean-up. Continual review for opportunities to lower expenses, including modifying trash removal schedule, allowing acreage to become a meadow beyond

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- the community garden, intent for vendor maintenance RFPs to last 3 years(with due diligence annually for fair market value.
- i. Eagles Scouts performed both a cemetery and community garden clean-up.
 - ii. 2nd floor renovations were completed including toilets, floor replacement, painting, new radiator covers, and signs. The full cost was < than 1 year's full rent.
 - iii. Removed the termite damaged St. James statue
 - iv. Completed 2 Phases of the 3 Phase cemetery project to restore damaged head stones
 - v. New Sound System was installed.
 - vi. Received and accepted bids to reseal the Outreach House parking lot.
 - vii. In process of receiving bids for paving the church parking lot.
- b. **Outreach House** – With the rising cost of goods, the number of client households rose to 165, supporting 545 total people. Fortunately, no cuts were needed to shopping hours, nor food quantity allotted. Run by 4 volunteers, and supported by numerous volunteers, 3,076 hours were donated by parishioners and community members.
- i. In-kind donations of food, diapers, personal care items and cleaning supplies weighed 51K pounds in 2024, an increase of 16K from 2023.
 - ii. Monetary donations exceeded 50K. Sources of income: corporate and individual giving, grants, and fundraising. Special occasion donations provided school supplies to 133 students, Thanksgiving turkeys to 86 families, mitten tree gifts to 142 children, and gift cards to 64 households with no children.
 - iii. Aside from food, the Outreach House is also a source of clothing, shoes, and accessories for many clients. Donations that are not suitable for clients are recycled, as are the thousands of plastic bags donations are received in.
- c. **Episcopal Church Women (ECW)** – All women are members. Four meetings were held in fellowship to plan events and enjoy crafts. The following fundraising events were held to support the mission of maintaining and beautifying Platt's Hall and the kitchen: Annual Tea, Soup Sales, Boscov's Coupons, and basket raffles. This year, the blinds in Platt's Hall were replaced, the kitchen range cleaned, the dishwasher serviced, and the floors in both rooms deep cleaned and waxed. Additionally, gift cards were provided to the Outreach House.
- d. **Fellowship** – A few new events were initiated in 2024. A special dinner was held to recognize the vets in recovery group for all they do for St. James. Special coffee hours were added to recognize the veterans in our parish and another for donuts prior to Lent. Additionally, a Lenten cleaning project was held. Special thanks to Jaime Keenan and Kerri Timinski for covering coffee hours and to Rob Santmann for a successful Chicken BBQ and assisting Janice with the transition this year.
11. **Questions** – Father Mike asked for questions. None were received.
12. **Rector's Summary** – Father Mike summarized that we are a welcoming parish, dedicated to community, facing some challenges ahead, but also presented with some opportunities. As we are years away from the potential income from an apartment complex, we need to address multiple capital expenditure needs. He has asked parishioners for their thoughts on a capital campaign and would welcome any feedback.

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13. **Closing Prayer and Adjournment** – A motion was made and approved to adjourn the meeting. A closing prayer was offered by Father Mike.

Respectfully Submitted,
Kathy Hutchinson

Vestry Secretary