

St James Episcopal Church

Vestry Meeting

August 19, 2025

Present:

Barbara Bateman, Ryan Collins, Gene Goff, Sharon Hansen, Kathy Hutchinson, Tanya Millet, Chris Mycek, Sue Rice, Mark Schultz, Fr. Mike Sowards, Peggy Spinnozzi, Janice Tabbut

Absent:

Candy Nyce, Geoff Pinney

The Meeting was opened with a prayer by Father Mike.

OLD BUSINESS:

1. A **motion** was made and approved to accept the July minutes as written.
2. Following review of the PDG report, an e-vote was taken to recommend to the diocese that Chris Mycek continue in the ordination process.
3. Father Mike provided an update on the Capital Campaign. To date, \$191K had been pledged with \$102K received. Thanks to Sue, we have a visual aide in Platts hall to illustrate to all parishioners what has been pledged, when projects can begin, and what has been completed.
 - a. Since pledges were made on various timelines, Mark will work on identifying the outstanding amount of pledges to expect in Year 1, 2, and 3.
 - b. Regarding the campaign, September will be the first month to reflect the ask rate increase.
 - c. Father also informed the vestry that when we do paint the church exterior, the shutters will have to be removed. The shutters are not part of the campaign, but we will still get an estimate to replace. Other options to consider are no replacement shutters or hanging the old ones back up.
 - d. At the time of the vestry meeting, the parking lot paving work had already been completed.

NEW BUSINESS:

1. Financial Reports
 - a. June 2025 Monthly Reports – As of June close, we had a loss of \$5K vs a projected deficit of \$17.5K loss for the Month. Donations were higher than anticipated, with expenses less than budgeted. A **motion** was made and unanimously approved to accept the June financial reports,
 - b. July 2025 Monthly Reports - Due to Capital Campaign donations, loan amount, and IRS Covid Reimbursement, our income was \$82.4K over budget. Expenses were \$16.9K over budget, primarily due to the parking lot pavement down payment. We received \$10.3K from Kimberton Whole Foods for the Outreach House. A **motion** was made and unanimously approved to accept the July financial reports.

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2. With leadership split among 4 people for the Outreach House, obtaining a signature when needed can sometimes be challenging and confusing. A **motion** was made and unanimously approved to name Barbara Bateman as Outreach House Coordinator with signature authority.
3. Ad Campaign – Janice and Ryan provided an update:
 - a. For the colonial theater, 2 sample ads were provided. Chris will work with Janice and Ryan to add graphics to help grab the audience’s attention. This needs to be completed before the September meeting for ad placement.
 - b. Janice needs a new contact for St. Paul’s in Oaks as she could not reach the contact provided.
 - c. Rather than paying monthly to Facebook for ad boosts, we will target specific events and pay more for ad boosting. Suggestions were Chicken BBQ, Christmas, and Easter. They will also look into Instagram.
 - d. To help generate income, they have been exploring placing ads in Happenings and the weekly bulletin. Another avenue to explore would be the YouTube channel. To avoid alienating any parishioners, initially, vendors will only appear in Happenings. For all their support of St. James, Bella Rosy’s will be offered for free. Father will have Sara send a list of vendors who have done work for us to Janice and start there. If we want to pursue ads in the bulletin or other worship related avenues, we will bring it to a vote at the annual meeting. Once we begin to charge for ads, we will need someone to bill and track payments.

Other Committee Updates:

1. Parish Life
 - a. Coffee Hour Hosting will remain voluntary. The parish picnic is targeted for May, but a date can not be picked until the ECW Tea date is set. While the coffee machine was thought to be broken, it is functional.
 - b. A **motion** was made and unanimously approved to accept the Parish Life Committee report.
2. Outreach House report.
 - a. To date, the Green Drop pick up clothing that we cannot use is going well.
 - b. 119 BackPacks were distributed today with Saturday pick-up still to go. Also, 300 Ears of Corn were donated and all were distributed.
 - c. Gina Levin has been researching grants. Gina, Barbara, and Father worked on a grant application for \$15K to the diocese.
 - d. While other organizations are reporting a drop in donations, so far, the Outreach House’s donations are holding steady.
 - e. A **motion** was made and unanimously approved to accept the Outreach House Committee report.
3. Education
 - a. Father has been speaking with Lauren. She continues to rehab with physical therapy. She would like to move the welcome back church school and coffee hours to 9/14.
4. Building and Grounds

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- a. Church Parking Lot –Maintain it All completed their work as scheduled.
- b. Outreach House Parking Lot cracks – Gene will ask Maintain It All for a bid since the other contractor has not completed the work yet.
- c. Gene has been assisting Steve with some work: removing vines, pruning trees and shrubs, on church, history center, and Outreach House grounds. There are vines and old wood that need to be removed behind the garages. Gene will haul this out.
- d. The cleaning contract was extended to 3 vendors. Only 2 have returned bids.
- e. A date needs to be set for Blue Jean Sunday.

Vestry Meetings are held the 3rd Tuesday of each month at 7:30pm. In September, we will meet Friday 9/12 at 6:30PM at Bella Rosy's and Saturday 9/13 9:00AM in Platt's Hall. There will be no meeting 9/16.

A **motion** was unanimously passed to adjourn the meeting.

The Meeting was closed with a prayer by Father Mike.

Next Vestry Meeting – September 12th and 13th,2025

Respectfully Submitted,

Kathy Hutchinson

Vestry Secretary