

St James Episcopal Church

Vestry Meeting

October 21, 2025

Present:

Barbara Bateman, Ryan Collins, Gene Goff, Sharon Hansen, Kathy Hutchinson, Chris Mycek, Candy Nyce, Geoff Pinney Sue Rice, Mark Schultz, Fr. Mike Sowards, Peggy Spinnozzi

Absent:

Tanya Millet , Janice Tabbut

The Meeting was opened with a prayer by Father Mike.

OLD BUSINESS:

1. A **motion** was made and unanimously approved to accept then September 2025 vestry retreat minutes as written.
2. Between meetings an e-vote was taken and unanimously approved to accept the September vestry minutes as written. As a result, documents were sent and accepted by the diocese which Add Janice Tabbut as 2nd authorized signature for Church Foundation Short Term Investment Account withdrawals.
3. Father Mike continues to express his gratitude for the generosity of our members and provided an update on the Capital Campaign. To date, our pledges represent 125% of our goal.
 - a. The electrician was able to use the existing timer for the LED lights, which are adjustable and currently set for 6:30pm to 11:00pm. A new timer will be added for lights on the boy scout shed area.
 - b. A downpayment was made on the A/C unit which locks in the price , installation will occur next spring.
 - c. Windows are in the process of capping. However, the window work was proving too disruptive for our school tenant. Also, our contractor discovered a window in the bell tower that leads directly to the air handler for the A/C. If a new operational window is installed, it can be used for the A/C unit installation next spring. A **motion** was made and unanimously approved to allot an extra \$5K to allow for the new window and capping work to proceed on Saturdays.
 - d. Exterior painting of the church will occur in the spring.

NEW BUSINESS:

1. Financial update
 - a. Mark reviewed the August 2025 financials. A **motion** was made and unanimously approved to accept the August Financial reports. Highlights: general pledges are currently at 85% of goal thru 75% of the year, capital campaign pledges thru August were \$291K with \$154K collected, income and expenses were higher than budget driven by the capital campaign, and the Church Foundation showed a gain of \$13.2K.

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- b. A discussion was held on the merits of sourcing 3 small projects from the General Memorial fund versus withdrawing from an endowment fund. All agreed it was important to keep earning the interest in the Endowment fund and should any future need arise, we will revisit and determine best sources to use for expenditures. The general memorial fund has an \$18,361 balance, which will support 2 Outreach House property projects and the final phase of the cemetery restoration.
 - c. Mark stated we received the 3rd and final bill from Toth for the cemetery work. A **motion** was made and unanimously approved to fund the payment using approximately \$11K in the memorial fund, plus approximately \$800 in checking.
 - d. For 2026 budgeting purpose, Mark has been playing around with a 3.3% increase in salary. Additionally, he indicated that Sara gets paid bi-weekly, but has no vacation time allotted, which he and Father Mike will need to review. Finally, Mark asked everyone to come prepared to the November meeting with budget requests.
 - e. Additional counters are needed. Kathy volunteered, Father Mike will approach John L and also make an announcement.
2. Outreach House Property
- a. Maintain It All will be sealing some cracks in the parking lot prior to winter for \$500. Gene received a bid as well from them for \$6,385 to reseal and restripe the full lot in the spring, or \$1,360 for restriping only. A **motion** was made and unanimously approved to accept the bid and lock in the current pricing using \$6,385 in the general memorial fund as payment.
 - b. To assist with reducing A/C energy costs and hopefully assist with refrigeration and freezer efficiency, Barbara received a bid from TNT-PRO to apply heat reduction film to some of the Outreach House windows. Johnson film would be cheaper, but 3M film provides 53% solar heat reduction. A **motion** was made and unanimously passed to accept the TNT-PRO bid using the 3M film taking \$1,330 from the general fund to source payment.
3. Convention Update – Father Mike and Randy Rice attended.
- a. Ask Rate for 2026 – 6.5%, which was approved 297-9.
 - b. COLA recommended adjustment is 3.7%.
 - c. A resolution passed to explore the appointment of a Bishop Suffrajan to assist our diocesan Bishop.
 - d. The Diocese signed a contract with a builder and will be reaching out to parishes to start projects. The good news is upon completion of the Glebe House transformation project, the diocese will retain a 30% interest, while St. James retains 70%, along with ownership of the property.
 - e. Father Mike has been appointed to the Church Foundation Council.

OTHER Committee Updates:

1. Member Ministry – Chris indicated they were notified of 3 new families in the area and will be reaching out. Planning for welcome baskets is in process.

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2. Outreach House – Candy provided a written report. A **motion** was made and unanimously passed to accept the Outreach House Report. Highlights:
 - a. Due to increasing need and a growing client list, modifications were made to limit items taken based on family size (25 if less than 3, 30 if 3 or more) and restrict almost all items to 1 of each.
 - b. 250 Kids were provided with backpacks for school; mitten tree is in process.
 - c. St. James hosted the MAHN quarterly meeting and will do so again next week.
 - d. After years of volunteering, Tish provided notice that as of March, she will no longer be able to do food ordering/coordination. They are looking at ways to fill this need.
3. Fellowship – Peggy provided an email report. A **motion** was made and unanimously passed to accept the fellowship report pending removal of the attempted change to Article V fundraising bylaw.
 - a. ECW
 - i. Sandy Hassinger is new ECW President
 - ii. Fall Soup Sale scheduled for 11/1 and 11/2. Kitchen clean-up will occur in the near future.
 - iii. Spring tea is scheduled for 5/2/2026
 - iv. ECW reviewed their bylaws and presented changes which were approved at the 10/11 ECW meeting. Sue presented the revisions. The vestry accepted all revisions, except for the change to Article V fundraising. ECW will still need to obtain vestry approval for fundraisers and coordinate timing of projects with the vestry fellowship committee.
 - b. Veteran’s coffee hours will be held following both services on 11/9. Veterans in recovery dinner with vestry attendance requested (if feasible) is 11/12.
 - c. Chicken BBQ had a net profit of \$2,592.35
4. Education – 42 students are enrolled in church school. Average attendance was higher in September than October. Lauren is trying to keep kids engaged to ensure they are ready for confirmation as the years progress. Father also indicated that average church attendance pre-pandemic was 234 and is now 130. Streaming does make it easier for people not to attend and still worship, and there is the potential this is affecting the church school attendance. Also, many kids’ activities are now scheduled on Sunday mornings. Are there ways we can help improve attendance? A **motion** was made and unanimously passed to accept the Education Report.
5. Communications – Looking at posting ads on FB and Instagram to highlight Christmas and Easter. Youth group activities are posted each month.

ACTION ITEMS:

1. Father Mike and Mark – meet with Doug Horner to pursue options to allocate vacation time to Sara

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2. All –come prepared for the November meeting with input/requests for 2026 budget planning discussion
3. Barbara/Gene – provide the TIN# and Certificate of Insurance for TNT-PRO to Sara
4. Father Mike – make announcement looking for volunteers to count and also ask John L. if interested
5. Sue – communicate vestry decision on ECW bylaws to ECW officers

Vestry Meetings are held the 3rd Tuesday of each month at 7:30pm in Platt's Hall.

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

The Meeting was closed with a prayer by Father Mike.

Next Vestry Meeting – November 18, 2025

Respectfully Submitted,

Kathy Hutchinson

Vestry Secretary