

## St James Episcopal Church

### Vestry Meeting

January 20, 2026

#### **Present:**

Barbara Bateman, Gene Goff, Kathy Hutchinson, Chris Mycek, Candy Nyce, Tanya Millet, Geoff Pinney, Sue Rice, Mark Schultz, Fr. Mike Sowards, Peggy Spinnozzi, Janice Tabbut

#### **Absent:**

Ryan Collins, Sharon Hansen

The Meeting was opened with a prayer by Father Mike.

#### **OLD BUSINESS:**

1. Four e-votes were taken since our last meeting:
  - a. November Minutes were approved.
  - b. October Financials were approved.
  - c. November Financials were approved.
  - d. The 2026 Budget was approved.
2. Bathroom Heating – The 2 bathrooms located at the base of the steps to the school have radiators that work off the Platt's Hall thermostat. Making sure the thermostat is raised and keeping the restroom doors closed has kept them warmer. We will be getting an estimate to have these work off the vestibule thermostat nearby.
3. Mark clarified that vestry liaison signatures are only required when submitting expense reimbursement when personal funds have been used. Father Mike can continue to sign for Sue's reimbursement in her role as Rector's Warden.

#### **NEW BUSINESS:**

1. Financial update
  - a. Subsequent to the 2026 budget approval, more accurate information became known and additional capital campaign payments were made, which reduced our starting balance. Due to this more accurate data, a revised budget was submitted. Key changes: a lower beginning balance, higher annual pledge donations, a lower anticipated capital expenditure, and slightly higher medical expenses for staff. As a result, we are projected to end 2026 with a deficit of \$9,784 . A **motion** was made and unanimously approved to accept the revised 2026 budget.
  - b. Mark reviewed the December 2025 financials. We had a \$20.3K surplus for the year. Pledges were \$18K under budget for the month, but were offset by Capital Campaign contributions of \$15.4K and investment income \$3.7 K higher than budgeted. Expenses were also \$5.7K lower than budget. January appears to be off to a strong start for pledge donations. A **motion** was made and unanimously approved to accept the December financial reports.
  - c. Mark indicated that Outreach House has a balance of \$30,951.96 to start 2026.

## St James Episcopal Church

### Vestry Meeting

January 20, 2026

2. Sue reviewed the vestry bylaws. Three modifications were recommended:
  - a. Article II – section 2b – change wording to “The congregation shall select up to three Lay Deputies...” since we currently only have 2 representatives.
  - b. Article IV – sections 1b – change wording to “The Parish shall provide a register...” since the warden does not currently have this responsibility.
  - c. Article XII – Section 1 – change wording to “A review of these By-Laws shall be undertaken by the Vestry every five years...” since the bylaws rarely change.
  - d. A **motion** was made and unanimously approved to accept the recommended bylaw changes.
3. Advertising
  - a. Janice indicated that ads placed in Happenings will need to be all the same size, with cost structure the same. Pricing for various sizes won't work due to the structure of Happenings.
  - b. Janice indicated Jeanne Branco suggested that we could add a weekly sponsorship of Happenings to offset the printing costs, possibly \$20 per week.
4. Vestry Notes:
  - a. Shrove Tuesday Pancake Dinner conflicts with the next vestry meeting. The next meeting has been moved to 2/24/26.
  - b. Annual Meeting will be held 4/26/26.
    - i. Father asked that people start working on their reports now to give adequate time for slide preparation.
    - ii. Based on feedback from last year's meeting, Mark indicated he would like to project the slides to the wall rather than the TV to allow for larger print size for viewing.
    - iii. Vestry Membership – Sharon, Janice, Tanya, and Gene's terms are all up this year. Janice must roll off following her 6 year term and due to a job change, Sharon can't commit to another term. Tanya and Gene opted to serve another 3-year term. 2026 will need the addition of 2 members.
  - c. Time and Talent
    - i. Kathy to distribute reports to individuals coordinating volunteers and confirm Francois still schedules the Ushers for 10:00. Sue will have Happenings reflect Ushers are still needed.
    - ii. Next Year's form should include Counters and Eucharistic Visitors.
5. Organ Seat – The current organ seat is propped up on books, which needs to be adjusted based on the individual playing. Aside from awkwardness, it is also a liability. Lauren asked for funds to purchase an adjustable seat, easily adaptable for everyone. A **motion** was made and unanimously approved to allocate up to \$3K for the purchase of a new adjustable bench.
6. Collegetown Trappe Ministerium – The current contract requires a mandatory obligation for the rector to participate in the Ministerium. Due to recent changes and activities, a **motion** was made and unanimously approved to remove the rector's contractual obligation to participate in the Ministerium. This participation will now be optional.

## St James Episcopal Church

### Vestry Meeting

January 20, 2026

#### Committee Updates:

1. Member Ministry -Chris indicated they continue outreach to new people in the area. One idea they are considering would be an offer to have lunch with the rector for any new members. A **motion** was made and unanimously passed to accept the member ministry report.
2. Outreach House – Candy provided a written report. A **motion** was made and unanimously passed to accept the Outreach House Report.
3. Fellowship – Peggy provided an email report. A **motion** was made and unanimously passed to accept the fellowship report.
4. Buildings and Grounds - A **motion** was made and unanimously passed to accept the Buildings and Grounds report. Items discussed:
  - a. Outside lighting work has been completed. They currently go on at 4:30 and go off at 9:30.
  - b. Vines were cleaned up behind the garage which was affecting the stucco. Fall leaf clean-up was completed by Steve.
  - c. A new kitchen floor was installed, \$3500 paid by ECW and \$1500 with vestry approval at Gene’s discretion for property maintenance.
  - d. Calderone fixed the blower in the school vestibule. Going to get an estimate at lowering the thermostat physically.
  - e. There are still some sunken areas in the cemetery that need additional work in the spring – estimated to cost \$1800.
  - f. Exterior painting of the church and remaining work to install the new A/C are major expenditures left for the Capital Campaign expenditures this year.

#### ACTION ITEMS:

1. All – prepare reports for annual meeting and think of possible vestry candidates for the 2 openings
2. Kathy – send Sara revisions for next year’s time and talent form and distribute reports for this year
3. Sue – include need for ushers in Happenings

Vestry Meetings are held the 3<sup>rd</sup> 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 – February 24, 2026**

**St James Episcopal Church**

**Vestry Meeting**

**January 20,2026**

Respectfully Submitted,

Kathy Hutchinson

Vestry Secretary