

St James Episcopal Church

Vestry Meeting

March 17, 2026

Present:

Barbara Bateman, Gene Goff, Kathy Hutchinson, Chris Mycek, Candy Nyce, Geoff Pinney, Sue Rice, Fr. Mike Sowards, Peggy Spinnozzi

Absent:

Ryan Collins, Sharon Hansen, Tanya Millet, Mark Schultz, Janice Tabbut

The Meeting was opened with a prayer by Father Mike.

OLD BUSINESS:

1. A **motion** was made and unanimously approved to accept the February Meeting minutes as written.
2. No e-votes were taken since our last meeting.
3. Annual Meeting – As a reminder, Sara needs all documents by 4/6/26 at the very latest. Father Mike indicated that going forward, it is much easier to compile annual reports if paper reports are provided at vestry meetings for each commission versus oral reports. Additionally, please make sure Father Mike and Sue are aware of any vestry candidates.

NEW BUSINESS:

1. Games of chance(raffles, 50-50) – Mark had informed Sue that non-profits now need to register with the state. Sue indicated the fees and reporting requirements vary based on games offered. Father Mike stated this is a new 2026 PA law.
 - a. An annual \$125 license fee registers St. James and associated organizations (ECW, Outreach House, Scouts). Father Mike will be listed as the contact on the registration form. Sue, as Rector's Warden, will keep track of forms and reporting.
 - b. Any prize value > \$600 requires special audit tracking
 - c. Additionally, any prize value > \$2,000 requires an additional permit fee.
 - d. Kathy will initiate a policy and procedures document and cover raffles.
2. Father Mike informed the vestry that our cleaner offered to strip and wax the floor outside the offices, as well as the side entrance next to the kitchen free of charge. It will occur on a day when there is little activity, as it can't be walked on for hours. Father Mike will ask for an estimate for the Outreach House as Barbara indicated their floors could use it as well.
3. Father Mike stated that we may have enough to paint the church and history center buildings without taking funds from the short-term investment account. The painting needs to be coordinated with the shutter removal, as well as a gutter and a wall crack repair on the side parking lot entrance area. New cedar shutters will replace the existing shutters.

Committee Updates:

1. Member Ministry – Chris indicated he and Geoff continue outreach to new people in the area, hanging packets on the door or flag posts only.

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2. Outreach House – Candy previously provided a written report highlighting donation and volunteer statistics. Our client list continues to grow, with 180 shopping during March. We received cleaning supplies from Community Club of Collegeville and socks from Playcrafter in Skippack. The Outreach House was featured in Lower Providence Living magazine, which seems to have increased calls related to volunteer opportunities. Hopefully it helps with donations as well. A **motion** was made and unanimously passed to accept the Outreach House Report.
3. Fellowship – Church Spring cleaning is scheduled for 3/21/26. A picnic planning meeting was held in March, with another planned in April. Coffee Hours will be held after both the 8AM and 10AM services on Easter Sunday. A **motion** was made and unanimously passed to accept the fellowship report.
4. Buildings and Grounds – Spring assessment and clean-up is starting. Gene will add an additional blue paint line and handicapped stencil to the additional handicap spot across from the kitchen entrance.
5. Communications – No members available to report. Father did indicate St. Paul's is still willing to split an ad with us at the Oaks cinema.

ACTION ITEMS

1. All – prepare reports for annual meeting and refer vestry candidates to Father Mike and Sue
2. Sue – prepare forms for PA registration of chance
3. Kathy – Initiate Policies and Procedure doc for games of chance
4. Gene – Handicap painting and check availability of scout tents for 5/17/26 church picnic

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

The Meeting was closed with a prayer by Father Mike.

Vestry Meetings are held the 3rd Tuesday of each month at 7:30pm in Platt's Hall. Due to the Annual Meeting on 4/26/26, no separate vestry meeting will be held in April.

Next Vestry Meeting – May 19, 2026

Respectfully Submitted,

Kathy Hutchinson

Vestry Secretary