

St James Episcopal Church

Vestry Meeting

May 19,2026

Present:

Karen Anderson, Barbara Bateman, Ryan Collins, Kathy Hutchinson, Bill Kilgour, Chris Mycek, Candy Nyce, Tanya Millet, Geoff Pinney, Sue Rice, Mark Schultz, Fr. Mike Sowards, Peggy Spinnozzi

Absent:

Gene Goff

The Meeting was opened with a prayer by Father Mike.

OLD BUSINESS:

1. No e-votes were taken since our Annual Meeting.
2. Raffles – as discussed in the March meeting, a new 2026 Pennsylvania state law requires non-profits to register with the state when games of chance(raffles, 50-50) are offered. Sue will complete the registration. Communication to all organizations will need to occur and policies/procedures for tracking will be needed.

NEW BUSINESS:

1. New Vestry Welcome – Karen Anderson and Bill Kilgour were welcomed as new vestry members. A vestry retreat for planning purposes will be held in the fall. Sue remains the Rector's Warden and Kathy the Secretary. Subsequent to the meeting, an e-vote was held to confirm Ryan will remain the People's Warden. Committee assignments:
 - a. Outreach House – Barbara and Candy
 - b. Building and Grounds – Gene and Tanya
 - c. Fellowship – Peggy and Sue
 - d. New Member Ministry – Chris and Karen
 - e. Communication – Ryan and Bill
 - f. Vestry Member at Large – Geoff
 - g. Education – managed by Lauren and Father Mike, but should vestry member be needed – Kathy
2. Financials
 - a. Mark reviewed the March Financial Statements. St. James had an \$8.8K surplus versus a 26.6K budgeted deficit for the month of March. Year-to-date, we have a \$3.6K surplus.
 - i. Income was \$34K over budget, with pledges \$26K over budget and capital campaign \$8K over budget. We also received our quarterly distribution from the Church Foundation equal to \$9.1K. Additionally, we received \$3.1K in Outreach House Donations.
 - ii. Expenses were \$1.3K under the budget.
 - iii. The Church Foundation investment account decreased by \$41K. This is reflective of the overall volatility of the stock market presently. The short-term investment account balance grew to \$46.5K.

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- iv. We presently have \$130K in checking and \$46K in the short-term investment account.
 - v. A **motion** was made and unanimously approved to accept the March financial statements.
- b. April reconciliation just completed. As the statements are still in draft form, Mark provided a few highlights:
 - i. For the year, we have a \$3.6K surplus. The final Sacred-Ask payment to the Diocese was completed for the year. A capital campaign down payment for the shutters was made in April (18K).
 - ii. The Church Foundation investment account recovered 33K.
- c. Lauren's Salary – Father Mike said Lauren's salary is at least \$6K below the appropriate level, partly because she did not receive cost-of-living increases during the pandemic. He asked the Vestry to consider a midyear adjustment. Mark noted that, because the nursery attendant position was eliminated, increasing Lauren's salary to \$57K would affect the budget by approximately \$600. A **motion** was made to raise Lauren's annual salary to \$57K, and it passed unanimously.
- 3. Annual Meeting Minutes – Kathy apologized for the delay. The minutes will be emailed and would like an e-vote to occur so the minutes can be published to the website.
- 4. Capital Campaign Update – Painting of the exterior of the church and the shutter replacements are the remaining expenses we will incur this year. Father is waiting on a revised estimate from the painter removing the work for the existing shutters. A separate bid will also be obtained for the history center. Work is targeted for August.
- 5. Building and Grounds
 - a. Due to some miscommunication with our kitchen tenant, any building usage that requires use of the kitchen will need to be signed off by Emily of Sweet Ginger Bakery. Forms can be placed in her mail slot.
 - b. Cemetery – 2 head stones were overturned, with one leaning on the obelisk behind it. No signs of vandalism were evident. Barbara will reach out to the company that did the 3 Phase Cemetery repair to obtain an estimate for these stones and also have them walk the grounds to see if any others need to be estimated for a Phase 4 repair.
 - c. The playground fence which surrounds the Montessori school equipment is in need of repair. Father obtained a quote from Tim Kaine for \$2K to complete the repairs. While St. James owns the fence, the school has offered to split the cost of the repairs, but they would need to reimburse St. James in the fall. A **motion** was made and unanimously approved to complete the fence repairs for \$2K, with St. James fronting the full cost and the Montessori school reimbursing St. James for \$1k by the end of October, 2026. The expenditure will be recorded to the Capital Improvements Budget Line.
 - d. Prior to the meeting, Gene informed the vestry that the spruce trees on Evansburg Road and one on Germantown Pike on the Outreach House property are infected with a fungus and possibly a mite infestation. Sky High Services indicated that it would cost \$1,600 to remove

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the 4 worst trees and \$2,400 to remove all eight. Stump Grinding would cost an additional \$500. Gene recommended removing all 8 to reduce the chances for further spread and to prevent a higher cost later to remove the remaining 4 when they fail. Gene will provide an estimate for removing the grindings, adding topsoil, and seeding the area. A **motion** was made to approve the expenditure of \$2900 for removal of the eight spruce trees and their stump grinding. The motion unanimously was approved. A separate future vote will be held on any remaining work. The expenditure will also be recorded to the Capital Improvements Budget Line.

- e. Father Mike informed the vestry the A/C Handler in the school was replaced today by Calderone as the school was incredibly warm on this very hot day.
 - f. Chris mentioned that when exiting the church, it is extremely difficult to see due to the neighbor's bushes. In the past, they have been very receptive to St. James trimming them when needed. Father will ask Gene to discuss trimming with the neighbors or possibly even allowing replacement with a different type of plant.
6. Church Calendar - Father Mike indicated that this past Sunday, we had too many events packed into one day. Next year, ministry appreciation will be held in the fall. The picnic will be held on a separate date from the end of the church school year. The picnic will take place on Pentecost, 5/16/27. Also, he informed the vestry that the Bishop will be here on 10/11 rather than 10/19 for confirmation.

COMMITTEE UPDATES:

- 1. Education – Father Mike indicated Theology on Zoom has wrapped up for the summer. Next fall, a new program will start and review N.T. Wright's book on the history of early Christians. Christ and Coffee will continue in the summer. Fundraising planning for the pilgrimage will begin soon. As of the current date, there is a \$9K shortfall in funds. Happenings now has a QR code where people can sponsor a student with a scholarship.
- 2. Fellowship – Thanks to all who helped with the picnic. Peggy said they have been planning events:
 - a. 9/13 – Welcome back coffee hour (upon confirmation from Lauren)
 - b. 9/12 or 9/26 – Chicken BBQ, which Janice has offered to chair again. At next month's meeting, the vestry will determine if the pilgrimage fund and/or the outreach house is the beneficiary.
 - c. 10/11 – Bishop's visit for confirmation
 - d. 11/8 – Veteran's Coffee Hour
 - e. 11/11 – Veterans in recovery dinner – asking all vestry members to try to attend
 - f. 12/20 – Christmas Pageant Party
 - g. 12/24 – Christmas Eve Dinner
 - h. A **motion** was made and unanimously passed to accept the fellowship report.
- 3. Outreach House – Candy provided a written report highlighting donation and volunteer statistics. Our donations remain stable, while client shopping has decreased. They attended the Intercounty Coalition Meeting and discovered that attendance has decreased across the board. The thought is

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that clients received IRS refund checks and their need is not as high presently. The Bella Rosy fundraiser is set for 6/2, so please spread the word. A **motion** was made and unanimously passed to accept the Outreach House Report.

4. Communications – Father did indicate St. Paul's is still willing to split an ad with us at the Oaks. Ryan and Bill will meet to discuss.

ACTION ITEMS

1. Sue – prepare forms for PA registration of chance.
2. Gene – ask neighbors about bushes on Evansburg road that block vision when exiting the church.
3. Barbara – obtain cemetery repair estimate.

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.

Next Vestry Meeting – June 16, 2026

Respectfully Submitted,

Kathy Hutchinson

Vestry Secretary