



Saint James Episcopal Church

VESTRY MINUTES

July 20th, 2010

Members present =
Barbara Busch
Mike Cogsdale
Charlene Clark
Doris Conn

Jim Evert
James Hogan
Bill McKinney
Betty Purcell

Patrick White
Susan Rowe
Ray Williams
Clerk: Linda Alexander

The meeting convened at 7pm with a devotional and prayer led by Fr. Mike Codgsdale.

Approval of Minutes	The minutes from the June 29 th meeting were reviewed and Fr. Mike moved to accept the minutes as written. All in favor responded with aye and there were none opposed. The motion carried.
Financial Report Susan Rowe	Susan reported that the total operations anticipated deficit was \$11,262 and the actual deficit was \$22,575. \$20,000 of redevelopment pledges was earmarked as gifts that have yet to be paid. \$10,000 of those pledges is part of the \$20,000 deficit. Regular pledges were reported to be right on budget. The redevelopment fund received no pledges since the last vestry meeting. The actual budget is still on track for the year. Susan suggested that the vestry start giving a quarterly scripted summary of the financial picture to the parish.
Stewardship Susan Rowe	Susan reported that Guy Myers would not produce the video planned for August as hoped, due to prior commitments. Linda Alexander, vestry clerk, will produce the video instead. Susan will be coordinating the beginning stages of the project this week.
Endowment Report James Hogan	James reported that the endowment fund quarterly balance during the period 4/6/10 –7/6/10 has resulted in a beginning balance of \$246,774.75 and an ending balance of \$271,667.00. Fr. Mike noted that this figure has now gone beyond the original goal of \$250,000. Ray Williams questioned the difference between a contribution and a donation. James explained that a contribution is what the vestry spends. A donation is money coming into the fund from outside sources. James reminded the vestry that there is still \$537.26 that is earmarked to help pay for the cremains garden work.
Cremains Garden Charlene Clark	Charlene reported that there has been \$9,125.25 raised so far for the cremains garden project, plus the \$537 from the endowment fund means that most of the funds needed have already been raised, funds needed to cover expenses to date.

The new plaque that will hold the nameplates should be installed on 7/21/10.

Charlene presented 3 documents to the vestry regarding Cremains Garden policies and contracts, and a fund raising letter (to be sent to the parishioners) drafted by the Cremains Garden committee. The 3 documents were: 1. The Garden of Resurrection document (GardRessurrPolicy.doc), 2. Burial Policies Contract (Burial Policies Contract.doc), 3. Interment Policy (Interment Policy.doc) Number 3 is a tri-fold document.

The fund raising letter had a couple of corrections and then there was a unanimous consent to send the letter to the parish.

The Garden of Resurrection document was created in January of 1986 and is the only place Charlene could find in previous minutes where that name appears. The first wall in the cremains garden was not built until 1989. The tri-fold document, Interment Policy, is dated for July 2002, which supercedes the previous Garden of Resurrection document.

Barbara Busch presented a year 2000 document that mentions the name Garden of Resurrection.

Charlene suggested that the vestry table the discussion of the name of the garden until future meetings.

Charlene suggested that the Interment Policy be amended by removing all references to the 'spreading of ashes' since the city of Lenoir frowns on that idea and they want all ashes to be buried.

Charlene reported that Melissa Eggers, of the cremains committee, had previously suggested removal of 11.A, 11.B and 11.C. She suggested replacing 11.A with "The cost shall be \$150 and payment can be made at any time." 11.B replaced with "The cost of the memorial nameplate is an additional charge and the cost is based on the current market price."

James Hogan suggested that the cremains garden committee rewrite the policy and then bring it back to the vestry at a future meeting.

12.B&C should be rewritten by changing the word "plaque" to "nameplate" and removing reference to "scattered ashes" from 11.C 12.D states: "Inscriptions on all plaques shall be limited to the name and dates of birth and death." There was a discussion regarding allowing niche purchasers the option of medallions, such as military, on their niche plaque.

Barbara Busch made a motion to leave the policy the same as written on 12.D. Bill McKinney seconded the motion. The motion was then carried. Number 4 of the policy states: "The exclusive right to use such a reserved niche(s) may not be sold or otherwise transferred to an individual."

Charlene reported that this policy had previously been breached. Fr. Mike suggested keeping the policy but having an out at the rector's discretion. It was noted that Number 16 covers any exceptions.

Charlene reported that she will make all necessary changes to the Interment Policy and report those changes to the vestry once completed.

	<p>The Burial Policies Contract was presented and Charlene suggested the removal of all language that mentions the “spreading of ashes” and to change the word “columbarium” to “Cremains area”. She also suggested adding a line noting that the payment was made and the date it was made, plus a \$150.00 interment fee should be added to the contract as well. Ray Williams suggested adding the paragraph titled “<u>Non-Parishioner Use</u>” to the Interment Policy taken from the Garden of the Resurrection document. The paragraph states, “Immediate family members of communicants of St. James Church may have use of the Memorial Garden by permission of the rector in consultation with the vestry. Exceptions will be considered. An additional charge may be made for non-member use.” Ray made a motion to include this paragraph into the Interment Policy with the change of wording to state “up to \$150 additional charge”. The vestry voiced its general approval of the above changes.</p> <p>Charlene suggested that the vestry discuss the issue of the actual name of the cremains garden at a later date.</p>
<p>Jr. Warden Report Charlene Clark</p>	<p>Charlene reported that the elevator was out of service due to an electrical issue with the circuit breaker. John Wright, the sexton, had gotten stuck on the elevator and the fire department had to be called to help get him out of the elevator. The replacement of the circuit breaker requires shutting down all electricity by Duke Power. The repair, once started, should be completed in 1 hour.</p>
	<p>Fr. Mike commended Charlene Clark on the cremains committee project and he also stated his appreciation for <u>Larry Bailey’s</u> hard work as well.</p>
<p>Senior Warden Barbara Busch</p>	<p>Barbara Busch reported that she had tried to find the bylaws online but was unsuccessful and that Roy Davis from the Diocese office told her they were not ready yet to be sent out. Barbara reported that Linda might be getting a call from Roy on this issue.</p> <p>Barbara reported that the Disaster Plan needs further investigation and that she is following up with that.</p> <p>Barbara suggested that the management of Saint James, while Fr. Mike is gone on sabbatical, be resolved. Fr. Mike reported that the canons say that he can empower a warden to Chair Vestry meetings, but not an interim rector. Barbara said that she will work with the other warden and the office staff on any decisions that might need to be made while Fr. Mike is on sabbatical. Ray Williams has agreed to cover for Charlene while she is on vacation and Emerson Dickey was asked to cover for Barbara Busch while she is on vacation but no answer has been received yet. Any financial issues will be resolved during this time between Susan Rowe and Lorie Herman. Fr. Mike suggested that the wardens touch base with Lorie and Linda every day. He also said that if there is a death or imminent death of a member that he would return to Saint James.</p>
<p>Fr. Mike</p>	<p>Fr. Mike reported that Joanna Smith, the youth minister, has been looking at another job and has gone on an interview. She suggested that an</p>

	<p>arrangement for Emily Johnson, the children’s minister, be made where Emily is in charge of both youth and children. Emily is solidly in place at Saint James until her husband Tony comes home from Afghanistan.</p> <p>Fr. Mike reported that the youth are currently on a mission trip to Topsail.</p> <p>He wanted to thank Gail Everett for all her hard work on Vacation Bible School and also all of the people who helped make it such a success.</p> <p>Fr. Mike reported that the bishop’s visit went very well and that it was a great service.</p> <p>He asked for final thoughts and Jim Everett suggested contacting all of the parents of children that attended the VBS to inquire about their reaction and to ask such questions as “What went well about the program?” and “What did you like?”</p> <p>A sample video that was prepared by Linda Alexander was shown to the vestry.</p>
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There being no further business, Father Cogsdale concluded the meeting with final prayers and the meeting adjourned at approximately 9:00 p.m.

Respectfully submitted,

Linda Alexander, Clerk

Approved: _____ Date: _____

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