St. James’ Vestry Minutes

December 15, 2021

Opening Prayer 7:10 PM

Present: Alison Banker, Rev Denise Cabana, Mitch Chester, Rich Connell, Bob Dugger, Lisa Gleason, Becky Lee, Deb O’Donnell, Erin Perrelli, Joyce Reynolds, Cheryl Turner

Checking In:

* Minutes October and November
  + Awaiting completion of October Minutes for review and approval
  + November minutes reviewed. Rich Connell made a motion to accept the minutes as submitted. Second, Becky Lee. Vestry voted unanimously to approve the November minutes.
* Heating System Update – Mitch reported no final estimate in January
* St. Michael’s Chapel – Mitch reported the chapel would require a total rebuild. The structure has collapsed and is currently unsafe for any use. The plan presented is to disassemble the chapel and not replace it. Discussion followed. Talking points included, the chapel is seldom used and that it provides no functional use or shade during the outside services. Mitch made a motion to dissemble and remove the chapel from the front lawn; second Lisa Gleason. Vestry voted unanimously to dissemble the St. Michael’s Chapel, remove it from the front lawn, and not to replace the structure.
* The trees on the front lawn - at least one of the trees in the front lawn, if not two of the trees need to be removed due to disease and decay.
* Glastonbury has fallen into the Red Zone with Covid transmission numbers climbing. This situation effects the in-person services planned for Christmas Eve. A discussion regarding holding Christmas Eve services followed, and how to best manage the two planned in-person services scheduled for 4 PM and 8 PM. Discussion concluded a plan to continue to hold in person services through Christmas and revisit in the new year. Vestry members are all in agreement that we need to continue with in person services for as long as possible taking all the current precautions to prevent the spread of Covid 19.
* Church Service Times – after receiving feedback from parishioners, Denise is proposing that we move our Sunday service from 9AM to 10 AM each week. Mitch proposing Sunday School be held in parish hall with the current ventilation system.
  + Decision to begin Sunday School in Parish Hall January 9, 2022. Rich Connell made a motion to begin Sunday service time at 10AM starting January 9, 2022. Lisa Gleason second. Becky Lee brought up the plan to move Carol’s Closet as a snow option on Sundays after church. The Vestry voted unanimously to change the Sunday service time to 10 AM starting January 9, 2022.
* Don Gardner presented a ventilation update in the church. Contractor has made no changes. Don feels it is time to offer the contract to MJ Evans for $6850 to complete Phase I. Crude ventilation system through the Bell Tower has been effective to date because of the warmer weather. We are holding off on Phase Two of the ventilation revision which would give us only a marginal improvement for $80-90,000. Don Garner will write an update to place in the e-blast. Don added, the contractor will also give us an update on the thermostat. Anonymous Donation was made for the purchase of the portable air filtration units so we will not have to pay for these units.
* Annual Meeting January 30th will be held both in person after church and on Zoom.
* New Vestry Candidates 2022: Don Gardner and Fred Faulkner
* ECCT Candidates Dan Armani and Mary Bramburger, Becky Lee is the alternate
* Rich Connell has volunteered to serve out Sam’s Hoyt’s vestry position for one year.
* Vestry Retreat proposed February and March – proposed site Camp Washington
* Jeanne Kowalski is leaving her position as bookkeeper January 22, 2022, after 18-years of service to St. James. She has been an extremely valuable employee. We will be recognizing her time with us by collecting donations for a cash gift as well as a print of St. James Church. We publicly thank her on Sunday January 30th.
* Treasurer’s Report: Bob Dugger
  + Bob presented the Treasurer’s Report displaying a Balance sheet dated November 30, 2021
  + Decline in the General Fund as a result of expenses paid forward
  + We moved 20,000 from the Schwab Account to the Checking Account
  + Another good month in pledges, we need to average $15,500/month - $19,000 this month in pledges. We should exceed budget this year for pledges.
  + Other Offerings we are ahead of budget
  + Fundraising we are almost at the $10,000 goal
  + Expenses on budget – Facilities line remains under budget
  + Faith N Action balance has been completely allocated for a total of $4000 this year.
* Motion to accept the Treasure’s Report, Deb O’Donnell; Second Joyce Reynolds Unanimous Approval by vestry

Proposed Budget 2022

Two proposals – Denise in FT Rector/ PT Rector

2022 Pledges $229,031 (76 Pledges) $ 235,00 Budgeted (7-10 outstanding pledges)

Other Offerings $12,000

Christmas/Easter $6000

Other Operating Expenses $3700

Fundraiser $5000

Endowment Withdraw $12000

302,080 Proposed 2022 Budget

Operating Expenses

Rector salary and compensation $144,418

Bookkeeper, Parish Administrator, Music Director $70,285

Total Expenses: 328,190 (26,110 under budget) PT Rector $6819 ahead.

Beloved Community Team requesting $500 to come from Faith and Action Commission

2022 - Need additional funds to support a FT Rector to maintain a balanced

budget not foreseeing this problem resolving within the immediate future

Break out sessions to inform parishioners and share information regarding the budget

Next Meeting January 19, 2022

9:10 PM Closing Prayer Deb O’Donnell