

**VESTRY MINUTES**  
St. James' Parish – Waimea, Hawaii  
Monday, November 25, 2019

In attendance: Father David Stout, Michael Thompson, Steve Kittell, Jeannie Savage, Pat Anderson,  
Rev. Marnie Keator, Rev. Linda Lundgren, Marci Yardley and Shari Peck via speaker phone  
Excused: Tim Bostock, Denise Ray and Sherri Mariscal, parish administrator

**CALL TO ORDER:** Father David called the meeting to order at 10:16 a.m.

Pat Anderson moved with a second from Jeannie Savage to accept minutes, as to be amended, followed by unanimous vote to accept the minutes.

**OUTREACH, FELLOWSHIP and YOUTH MINISTRIES**

**Thrift Store Ministry:**

- Credit Card Processing Machine - Father David reported an uptick in sales upward of estimated 30%. Store will be closed from Sunday, December 22<sup>nd</sup>; reopens Saturday, January 4<sup>th</sup> 2020. Rona Scull to advise if changes to this schedule are made.
- 'Christmas Volunteer Appreciation Luncheon', organized by Malia Kitchen, is scheduled for noon on Sunday, December 15<sup>th</sup>, at Jade Palace.

**Community Meal Ministry:**

- Steve Kittell communicated his hopes in receiving a report soon from the C.M. coordinator to determine why expenses are high relevant to what was budgeted.

**Youth Ministry:**

- Per Father David, good things taking place - multiple youth events at St. James' in December ("Miracle of Jesus", Christmas Eve Pageant); "Teen Talk" at Keator residence; and at St. Columba there's Sunday School and ukulele lessons. Then in July 2020, the Episcopal Youth Event (EYE) takes place in Maryland.

**MISSION, GROWTH and EVANGILISM**

- Father David talked about upcoming welcome new member weekend and newcomer confirmation class and shared that the bishop is at St. James' the first Sunday in February.
- Newcomer Welcome Reception – Ruth Smith and Father David to meet and set date, time and venue.
- Honoka'a First Night – Rev. Linda taking point in coordinating folk to hand out of balloons, magnets and St. Columba postcards.
- A generous donation of \$45,000., was recently received and earmarked for St. Columba kitchen renovation. A thank you card to be sent to donor. Rev. Linda, Father David and wardens to meet and discuss how we move forward on renovations to kitchen.

**WORSHIP and ADULT SPIRITUAL FORMATION**

- Brother David Vryhoff will be hosted by Eric and Jeannie Savage during his 10 day stay leading retreats and preaching at services in January 2020. Thank you, Jeannie and Eric, for your generosity.
- We are in receipt of rough estimate to potential sanctuary renovations. Congregation feedback required before moving forward.
- Organ pipes – most all of the pipes are removed. Removal of pipes left behind will be a project in the near future.
- Lenten program teacher and leader, Morgan Sibaugh, will be with us in March 2020. We are currently looking for a place for him to stay.
- Professor Jay Alanas to do a 3-week skyping. More info on this to be provided.

## **FINANCE**

- **Treasurer's Report** – Michael Thompson

Hard copies of Jan – Oct 2019 Profit & Loss Budget vs. Actual, as of Oct 2019 Balance Sheet were distributed and reviewed. Questions asked were either addressed by treasurer, Michael Thompson or will be further investigated by him for answers (i.e., insurance expense overage – timing?). Michael reports that we are currently in good financial shape.

Hard copy of 2020 Budget **Draft** distributed and was reviewed.

Steve Kittell made a motion to accept the treasurer's report. It was seconded by Jeannie Savage and motion carried followed by acceptance with unanimous vote.

- **Stewardship Campaign** – verbal report by Father David

A special thank you to the Stewardship Committee and Chair, Gerrit Keator – handwritten notes were mailed out, organized for individual parishioners to speak at church on what it means to them to pledge and following up with handwritten thank you notes. Online giving should be up and running in a week.

- **Compensation Review Committee Report; Staff Wages Recommendation.**

Moved to Executive Session

- **Employee Handbook Review**

Moved to Executive Session

## **SENIOR WARDEN REPORT**

Compensation Review and Staff Wage Recommendation + Employee Handbook Review

## **JUNIOR WARDEN REPORT**

Father David read Tim Bostock's written report that updated us on Habitat's olive tree debris removal responsibility, organ pipes removal, Thrift Store lanai extension, church altar extension, need under sink air vents in church kitchen, Christmas Bazaar, waiting on LOA from monetary donor, Community Meal new sponsors and updates on St. Columba's Bell Tower construction and need for quotes for church electrical upgrade.

## **RECTOR'S REPORT**

The office will be closed on Thursday Thanksgiving Day and the day after.

All Christmas Services - posted in Parish Newsletter

**NEXT MEETING: MONDAY, DECEMBER 16<sup>th</sup> @ 10:00 a.m., IN THE CHURCH OFFICE.**

**Concluded meeting in prayer.**

**Meeting adjourned at 12:40 p.m.**