

VESTRY MEETING MINUTES

St. James' Parish, Waimea, Hawai'i Island

Tuesday, October 28, 2025, 2 PM

Present: Linda Lundgren+, Katie Fendel, Harry Morlry, Ian Hersey (Jr. Warden), Michael Thompson (Treasurer), Pat Anderson, Melanie Rufo, Hans L'Orange (Sr. Warden), Colleen Norris (Bookkeeper), Tim Bostock (Guest), David Stout+, Terri Greenwell, Marnie Keator +, Alex Woodbury (Guest)

At 2:05 PM David called the meeting to order and began with the prayer. He then led the Vestry in an exercise of focus titled "Level Ground" based on Luke 6:20-23.

In the ministry of Community Meals, Tim shared an update regarding the St. James' meal during construction. He shared a report on possibilities and options. The Community Meal team considered three or four options. The Community Center is not available on Thursdays, potentially on Tuesdays; parking is not plentiful and getting across the street once it gets dark would be problematic. The committee also looked at using the church, taking the pews out and putting them in storage, using folding chairs during services on the weekend, and it was determined that the church is not big enough. If we did the serving line along the wall, we would barely have enough space. Their preferred option is to use a tent. They looked at three options, and presented one in detail which is where the Aloha Hour is held between the cemetery wall and the white fence, taking the white fence down, and placing the serving line in the church, which would necessitate taking three pews from the right-hand side. Tim met with Paul Simms of Big Island Tents, Paul has yet to get the estimate. Tim also shared that the church could buy a tent and sell it after a year. A question was raised regarding whether we would be allowed to keep a tent up for that long. Tim said that we are in line for a temporary building permit to have a permanent tent for 6 months, after which we can apply for a renewal. Kawaihae Canoe Club spent \$26K on their tent; we would like to model ours after theirs. Ludwig Simmett has offered to talk to his tent people in Wisconsin to have one shipped here, and have Big Island Tents to manage it, using the Thrift Store lanai for the roasters while cooking, and for the produce to be handed out. We are likely looking at February to break ground.

At 2:30 PM Vestry entered into Executive Session.

At 3:09 PM Vestry exited Executive Session

Hans L'Orange introduced Alex Woodbury, our Owner/Builder Representative, hired by the Gathering Place Steering Committee. Alex Woodbury is the son of a builder, born and raised in South Kona. He was in resort inspections, real estate & quality control and assurance inspections. He has more than a decade of experience as an Owner's Rep and is thrilled to be working with architect Paul Donoho and our parish. He shared that we may have a third General Contractor, Queen Construction bidding for the project in addition to Quality Builders and JHB construction. Tim shared that December 10th is a deadline to submit bids. Alex advised Vestry to consider second rounds after that hard deadline of the 10th as that would allow for some time to value engineer to control cost. David will share the organizational flow chart with Vestry. Alex will be sharing weekly updates via email and working closely with the construction committee which is made up of Brian Burke, Terri Greenwell, Ian Hersey, Kae Elledge and Tim Bostock. He also said "whatever they tell us the timeline is, make sure we add a month."

Vestry then moved into a discussion regarding financials:

Michael presented the preliminary 2026 budget and explained the design of the spreadsheet. The budget is divided between missions/activities. Columns show the financials January through September, the projected fiscal year 2025, the 2025 budget, and then in yellow highlight the 2026 proposed budget. Notes have been inserted throughout the spreadsheet with a box and arrow to the cell that is being noted.

Michael pointed out the budget for pledge income (account 4010) has been set based on the 2025 pledged income, including the mid-year pledges, and is budgeted for \$492,000.

Michael noted that The Gathering Place budget is designed to have the bottom line be zero, since restricted funds will be posted to cover any expenses. The same methodology is applied to the Capital Projects income and expenses, in that the restricted funds on the balance sheet will be used to cover the expenses.

David explained that the final budget will be approved by the Vestry at the December meeting and then will be presented at the annual meeting in January 2026.

Michael said currently the operating account balance is low, due to lower giving/revenues in the summer, and 2 draws of funds have been moved from The Gathering Place to the operating account. Michael is asking to request funds from the TECH fund. The TECH fund earned interest of \$12,434.10 and the current balance is \$1,149,207.42. Ian motioned to withdraw \$85,000 from the TECH fund, Pat seconded. Motion carries unanimously.

Community Meal Job Descriptions:

David presented the revised job descriptions and job titles for the Community Meals & Volunteer Manager (CMVM) and the (Waimea Community Meal) Kitchen Manager. Katie has suggestions on edits if needed to hire for the positions. David asked that she send the suggestions to Jaisy, Tim and David. Ian motioned to accept the revised job descriptions, Harry seconded. Motion carries unanimously.

Rector's Report:

The Rev. Cathy McPherson has been assigned by the bishop to be our deacon in residence starting November 2. She will serve at St. James' for the next 6-12 months as she continues her preparation to be ordained a priest. David is working out the details of our time with us, but it will primarily be on a Sunday given the distance from her home and her working a full-time job as an Elementary School principal.

David asked that a donation be made this month for the Kawaihae Canoe Club and the use of their space for Beach Mass. Katie motioned to give the Kawaihae Canoe Club \$1000, and Terri seconded the motion. Motion carries unanimously.

David acknowledged Linda and St Columba for graciously handling some very busy weeks, with a 2-day funeral, community meal, after school program, and the Fall into Christmas Bazaar. Linda thanked the parish and the Vestry for their support and recognizes that they would not have been able to accomplish all that they had done without the support. Terri emphasized "We are all family living in different houses."

David requested that the Annual Meeting in January 2026 be moved from January 30 to January 23. This is because all parish annual meetings must take place before February 1. Remembering the storm we had a year ago which caused us to postpone the gathering, David felt it is prudent to give ourselves an extra week in case of the unexpected. Katie motioned to set the Annual Meeting for January 23, 2026 at 4:30 to 6 PM in the Pavilion. Terri seconded and the motion carries unanimously.

Our Junior Warden, Ian, and Jackie and Harry, our two Vestry members will be ending their commitment at the end of the year. A few years ago the Vestry service period was increased to 2 years to 3 years. Any person elected to serve at the January Annual Meeting will be agreeing to a 3-year term. David asked that the Vestry members diligently think of potential Vestry members, as well as a Junior Warden.

We will be electing 5 delegates to represent St. James on the diocesan level this next year. David stressed the importance of delegates' commit to attending:

1. Clergy Walkabout on April 26, an island wide meeting with 3 candidates for the Bishop.
2. Special Convention for the election of our new bishop on O'ahu on May 16
3. Convention on O'ahu October 16 & 17

The meeting then went into Executive Session at 3:55 PM

The Executive Session ended at 4:10

In the interest of time, David commended to Vestry the following:

Worship & Sacraments:

- a) Weddings:
 1. Patricia Parks and Daniel Frazier. Friday, December 4th in Puako. David officiating.
 2. Jeremy Noller & Katherine Schmitt. Saturday, February 14th, 3 PM. Location tbd. David officiating.
 - b) Deaths and Funeral services.
 1. Joan “Fluffy” Greenwell Anderson entered into Glory on Tuesday evening, September 23. A Celebration of Life will be held on Saturday, December 13, at 10 AM in Davies Chapel at HPA’s Upper Campus, followed by a luncheon at her home. More details will be shared as they become available.
 2. Funeral was held for Rosaria Tabucbuc at St. Columba’s on October 11, with viewing the day before.
 - c) Beach Mass is cancelled Nov 22 as it is the KCC Lu’au.
 - d) Other special and upcoming services to note:
 1. Nov 1 & 2. All Saints’ Weekend. Honoring Susan Acacio at the Beach Mass & SJ morning services.
 2. Dec 21, 9:30 AM, Keiki Christmas Pageant at St. James’. Need someone to organize keiki.
 3. Dec 24, Christmas Eve
 - o 5 PM Christmas Eve Beach Mass.
 - o 5:30 PM Christmas Eve Service at St. Columba’s.
 - o 7 PM Christmas Eve Service at St. James’.
 - o Dec 25, 9 AM, Christmas Day Service at St. James’.
 - e) Jan 10, Baptisms at Beach Mass. (Feast of the Baptism of our Lord). Astrid & Chris Caruso’s baby.
 - f) Jan 24 & 25, Bishop’s visitation to Beach Mass & St. James’. The 9:30 AM service will include confirmations & receptions.
 - g) Feb 14, 5 PM Beach Mass to include Renewal of Marriage Vows.
 - h) Feb 18, Ash Wednesday.
- 2) Outreach, Fellowship, and Youth & ‘Ohana Ministries (10 min)
- a) Keiki, Youth, & ‘Ohana Ministries
 1. Susan Acacio’s retirement. Her last day will be October 31. We will honor her the weekend of October 31 & November 1 at the Beach Mass and St. James’.
 2. Teen Tech started back up from 10:30 AM-12 PM in the back of Spencer. The next dates are Sunday, November 2 and December 7
 3. Junior & Senior High Youth Ministry.
 4. Halloween: “Fall Family Fiesta” at St. Columba’s, 4-7 PM. Truck or Treat at St. James’, 4 - 5:30 PM.
 5. November 26, Thanksgiving Day Lunch at St. James’, 11:30 AM - 1:30 PM.
 - b) Fellowship
 1. Winter Visitor Gathering?
 2. Feb 17, Shrove Tuesday/Pancake Supper. Thinking ahead. Maybe one this year at St. Columba’s with the construction at St. James’?
 - c) “Fall in to Christmas” bazaar at St. Columba’s, was held October 18th, 8 AM - 2 PM.
 - d) Christmas Bazaar at St. James’, December 6. Jeanne Cooper, Melissa Levitan, Patti Kim, Linda Rodrigez (Chairs)
- 3) Thrift Store & Bookstore Ministries
- a) “Community Closet” is being held at St. James’ on the Third Thursday of the month.
 - b) St. Columba’s next meal to be held on Tuesday, November 11.
- 4) Adult Spiritual Formation (10 min)
- a) Confirmation/Newcomer/Inquirer’s Class. David organizing.
 - b) Men’s Bible Study continues. Women’s Bible Study resumed September 5.
 - c) Advent program: Carl McColman will teach at St. Columba (Mondays) and St. James (Wednesdays) using his newest book, “Reading the Bible like a Mystic: A contemplative reading of Scriptures.” Housing being provided by Donna Brown as well as air miles for travel. Mahalo Donna. Carl and his wife will use David and Bobby’s car. Carl will also be peaching and leading a quiet day the Cathedral of St. Andrews (Dec 13 & 14). He will also be leading a discussion on Christian mysticism at St. Augustine’s, Kapa’au (Dec 7).
 - d) Clergy are working on a confirmation class for the Bishop’s visit in January.

- e) 2026 Lenten program: The Right Rev. (Bishop) Gillies and Liz to be in residence Feb-March 2026. He will lead our Lenten Program at St. Columba's & St. James'. He is still fleshing out his teaching. Working title of "All Shall Be Well"--looking at themes of reconciliation and redemption as God's love is extended to those on the margins of society and for those of us who feel or who have been placed on the margins. +Bob will focus on particular individuals and their contexts in John's Gospel to help us reflect upon our needs and personal journeys in faith--or even, back to faith.
 - o Rick & Katie are providing housing from Feb 1 - Feb 15. Melissa Levitan helping with exploring additional house. Need housing for the last two weeks in Feb and the four weeks in March. Ideally, we are looking for a housesitting/pet sitting opportunity or an 'ohana.
 - o They will use David and Bobby's car.
- f) Men's Retreat. We are exploring a retreat at KMC for two nights while Bishop Gillies is here.

Next Meeting: Tuesday, November 25th at 2 PM in the church. David pointed out that this is the Tuesday prior to Thanksgiving, and a quorum of 5 members is needed.

Concluding Prayer: O God our protector, by whose mercy the world turns safely into darkness and returns again to light: We give into your hands the decisions we have made, the dreams we are shaping and our unfinished tasks, you alone are our sure defense and bring us lasting peace in Jesus Christ our Lord. Amen.

At 4:20 PM Hans motioned to adjourn, Katie seconded. Motion carries unanimously.