

St. James Anglican Church Vestry Business Meeting

July 15, 2021

Vestry Members Present via Zoom: Rev. Brian Schulz, Rector, David Chapman, Senior Warden, Bob Kirkland, Jr. Warden, Margie Armstrong, Clerk, Terri Boykin, Cheri Dale, Don Flick, Beverly Lucas, and Marta McLaughlin

Vestry Members Absent: None

Others present: None

The meeting was called to order at 7:05 PM.

I. Opening Prayer and Devotion (3 John 1-8)

- a. John took the time to thank the missionaries who were following the truth. They were united in their faith as a community. John is grateful for Gaius who has maintained the truth of Jesus. We need to support the people who are supporters of the truth.

b. Prayers for St. James –

- i. Thank you that we can come into your presence.
- ii. You have opened our hearts and minds to the church.
- iii. The love of Jesus will come to us.
- iv. Give us discernment and a heart for the lost.
- v. Guide the steps of the families that have come as visitors.
- vi. Pray that we will witness conversions of those that do not know you and the truth of Jesus Christ.
- vii. Thank you for the Holy Spirit's presence in our services.
- viii. We pray for our small groups and your hand would be on them, and their lives would be transformed.
- ix. Thank you for Pastor Brian, his wisdom, and renewed zeal. Thank you that Fr. Jason and his wife, Michelle are coming to St. James and they would find housing in Orange County.
- x. Fr. Jason will be the celebrant for the next 2 Sundays while Pastor Brian is on vacation with his family.
- xi. Help us keep our focus on you God and to win others for Jesus.
- xii. Let our will, will be yours Lord.
- xiii. Thank you for your provision for our church building. We pray that you will guide us on our path.
- xiv. We pray for the landlord that he will yield his heart to you, Lord.
- xv. Each of us will be listening you to your spirit, Lord.

II. Approval of Vestry Minutes 06/24/2021

- a. **Motion was made by Marta McLaughlin to approve the minutes as presented and seconded by Don Flick . Motion carried.**

III. Finance Committee Report for St. James Anglican Church

June Month-End 2021				June Year-to-Date		
	June 21 Actual	June 21 Budget	Variance	Year to Date: Actual	Year to Date: Budget	Variance
Income:	\$56,837	\$54,166	\$ 2,671	\$309,700	\$322,000	(\$22,300)
Expenses:	\$52,047	\$58,070	\$ 6,023	\$311,030	\$348,427	\$37,397
Net Income:	(\$ 4,790)	(\$ 3,904)	\$ 8,694	(\$ 1,330)	(\$ 16,427)	\$ 15,097

- a. June Results – June's income exceeded the June Budget. However, some parishioners gave the rest of their yearly pledge this June. Expenses have continued to be less than budgeted. Thank you Pastor Brian for keeping our expenses in line.
- b. Priorities for Finance Committee were given by Dave Chapman. The finance committee will continue to work on the following items.
 1. Month to month income and expenses
 2. Update Employee Handbook
 3. Create Administrative Procedure Manual
 4. Create Administrative Calendar
 5. Clarify investment strategy for funds that have been donated for the building fund.
- c. **Motion to accept the financial report as presented was made by Bev Lucas and seconded by Bob Kirkland. Motion carried.**

IV. Full Time Employee Benefits Discussion

- a. Benefits that will be accrued by a full time employee:
 - i. Nine paid holidays
 - ii. Vacation days - 6 months after hire date employee will earn 5/6 a day per month beginning the 7th month after hire date.
 - iii. No fiscal impact for vacation days.
 - iv. Two weeks of vacation after 1 year of employment. It was suggested that a maximum of 3 weeks of vacation be accrued.
 - v. Don will be checking with an HR expert to make sure our Employee Handbook is within the current labor laws stipulations.
 - vi. Sick Leave – There will be nine paid sick days per year. It does not accrue.
 - vii. Short Term disability and Long Term disability is currently being covered by the church.

- b. **Motion to affirm full time employees will receive 9 paid holidays, 5/6 of a day vacation day beginning the seventh month of employment, and 9 days of sick leave per calendar year was made by Pastor Brian and seconded by Terri Boykin. Motion was approved.**

V. Rule of Life Video Series Presentation

- a. The Rule of Life means to intentionally structure your life around certain rhythms to grow your life spiritually.
- b. On Sunday, August 8, after the 10 am service, an adult education class will be taught by Maryl DeMilo.
- c. Students will watch each of 6 videos. Videos will appear in weekly e-news and on the website.
- d. Ask Patricia Streeter to proofread the brochure before publication.
- e. Maryl's birthday is July 25. Vestry to send her a card and perhaps a gift.

VI. Women's Conference September 24 and 25, 2021

- a. Yahna Jackson's conference is planned for Sept. 24 and 25, 2021.
- b. Reach out and invite your neighbors.
- c. Make sure that the invitation tells what the conference is about.
- d. Conference's purpose is to strengthen the soul, prayer, and fellowship.

VII. Annual Meeting Initial Plans Discussion

- a. We would like to see the maximum number of people attend the annual meeting.
- b. Meeting would include planning for the next year.
- c. A meal is preferred and some people feel that alcohol needs to be available.
- d. Bob Kirkland will be checking with Newport Ribs to see what the cost will be to have the annual meeting at the Costa Mesa Country Club.
- e. Bob will also determine what the cost will be to have the meeting at the church on Sunday. Church parking on Sunday is until 1:30 pm.
- f. October 21, 2021 is date specified in the Church's Bylaws for the Annual Meeting.

VIII. St. James 80th Anniversary Celebration - Initial Plans Discussion

- a. We had the 75th anniversary at the Pacific Club. Myron Steeves is a member of the Pacific Club.
- b. Invite former members of the church.
- c. Frank Trane's Memorial was sort of a reunion.
- d. Plan a worship service to include the Annual Business Meeting and to also celebrate the church's 80th Anniversary with a live band and a meal or cake afterward.
- e. Start service at 9:30 am.
- f. Annual Meeting and the Church's 80th Birthday celebration will be tentatively planned for October 24, 2021.

- g. **The Vestry agreed to have a combination Worship Service, Annual Meeting and 80th Birthday service with a meal afterward on October 24, 2021.**

IX. Oikos Update

- a. Terri, Marta and John are making their cards with names of the people to invite for Oikos.
- b. Read the book, *8 to 15 the World is Smaller Than You Think*. You can buy it on Amazon.
- c. *23 Days in Hell* is another book to read. Marta said it was a true story.
- d. The Oikos card will be on the bar at church on Sundays. The card was taken from Tom Mercer's book, *Not My Church*.
- e. John McLaughlin has made a trifold brochure that has not yet been printed or distributed.
- f. Marta asked the Lord, "To Show me who you want me to interact with at the 4th of July party." She met a neighbor that was very interested in getting to know Marta. (A possible Oikos invitee.)

X. Building / Parking Lot Update

- a. Sublease opportunity – A private school has asked to lease classroom space from us. It could be an additional stream of income.
- b. It appears to be a simple clean deal. They would use the classrooms we have from 9 am-3:30 pm, M-F, August to June. They would use the 2 rooms off of Trane Hall, conference room, music room, and Sunday School classroom.
- c. A suggestion was made to give couch in the Sunday School classroom to Habitat for Humanity.
- d. We will need to change out the tables and chairs in SS classroom to seat 7-12 graders.
- e. **Resolution was read by Dave Chapman and Robert Kirkland seconded. Motion carried. Resolution is attached at the end of the June 15, 2021 Vestry Minutes.**

XI. Fr. Jason will be leading the Eucharist only on the two Sundays Pastor Brian is on vacation (July 25 and August 1).

- a. Office will be open. Maryl can contact Fr. Jason in case of a pastoral emergency.
- b. Carol can handle other matters.

XII. Memorial service for Dan Simpkins will be next Friday, July 23, 2021. Father Richard Menees will conduct the service.

XIII. Closing Prayer was given by Cheri Dale.

Meeting was adjourned at 9:22 PM.

Respectfully submitted by,

Margie Armstrong, Clerk of the Vestry

Upcoming Events

Vestry meetings: first and third Thursdays at 7:00 PM each month

Finance Committee meetings: third Wednesday at 7:00 PM each month

Next Vestry meeting: August 19, 2021 at 7:00 PM

Next Finance Committee meeting: August 18, 2021 at 7:00 PM

Schulz Family Vacation: July 19 - August 2, 2021

DRAFT

Saint James Anglican Church Newport Beach

2995 Airway Ave, Unit A, Costa Mesa CA 92626

VESTRY RESOLUTION

On July 15, 2021, the Vestry of Saint James Anglican Church approved the following Motions:

- (1) Moved, that the Vestry gives permission for David Chapman, on behalf of St. James, to enter into discussions with Soteric Academy to determine the viability of subleasing our classrooms and other rooms for a period of 2-5 years;
- (2) Moved, that should the intended use of the property and initial terms of a lease be favorable to both parties, David Chapman will contact the Property Owner to seek permission to sublease our space to Soteric Academy;
- (3) Moved, that should the Property Owner deny Saint James' request for signing a sublease, all further discussions and negotiations with Soteric Academy will cease;
- (4) Moved, that should the Property Owner approve Saint James' request for signing a sublease, The Rev. Brian Schulz and David Chapman will negotiate the final terms of the sublease agreement;
- (5) Moved, that the final terms of the sublease must be approved by a majority vote of the Vestry before the lease documents may be signed;
- (6) Moved, that signers on the sublease agreement will be Brian Schulz and David Chapman.

The Rev. Brian Schulz
Rector

David Chapman
Senior Warden

Date: _____

Date: _____

I am the Corporate Secretary of Saint James Anglican Church and I certify that the Resolution above was adopted by the Vestry on July 15, 2021:

Margie Armstrong
Secretary

Date: _____