

St. James' Episcopal Church Vestry Meeting (Hybrid)

August 26, 2025

Present: The Rev. Pilar Padron Parnell, Senior Warden Doug Smith, Carol Murphy, Kris Perkins, David O'Neill, Kathy Plouffe, John Buterbaugh and Tara Covert.

On Zoom: Junior Warden John Devins, Marie Hughes, Judy Holmes, Beckie Hidy and Nicole Bova.

Absent: None

6:00 PM: Call to Order

Opening Prayer: Mother Pilar offered the opening prayer.

An agenda was sent out to the Vestry, prior to the meeting, with supporting documents.

Update on Rectory Unexpected and Necessary Repairs:

- 1. Report from MCE Contractors Mitchell and Brittany VanFleet and MCE Structural Engineer Aaron Leentjes:**
 - A. Demolition of the Rectory is done.**
 - B. Meeting with Mother Pilar and Wardens:** MCE met with Mother Pilar and Wardens, prior to the Vestry Meeting, to discuss a 2½ deflection in the upper southern front floor, due to floor support that is not up to code. This beam supports the front southern room, the stairs and upper bathroom. MCE recommended removal of walls and ceiling, a test for asbestos and reinforcement with a steel beam.
 - C. Meeting with Vestry:** MCE attended the Vestry meeting and related all the information they had shared with Mother Pilar and the Wardens. Vestry members discussed necessity for repairs and options. A test for asbestos will be conducted this week and then an estimate of need work will be given to the Vestry.
 - D. St. James' has received the letter from the Village Historical Committee stating that all siding on the Rectory must match. The letter has been sent to Church Insurance, along with a request of coverage.**

Quick Action Items:

- 1. July Minutes:** The Vestry reviewed the minutes and found no errors. David O'Neill made a motion to approve the minutes as presented; Tara Covert seconded; Vestry approved.

Reports

1. Treasurer's Report:

A. July Financials: Nicole Bova presented the financial reports. The Vestry reviewed the balance sheet, YTD income report and giving report. Pledges and plate donations are slightly down, but income is up due to the \$25,000.00 special gift. There will be a Foundation Update at the September Vestry Meeting. The Warden Doug Smith made a motion to approve the reports that were presented; Carol Murphy seconded; Vestry approved.

2. Senior Warden's Report:

- A.** A window in the Lakeside Room needs replacement. Warden Doug Smith will get 3 estimates for replacement.
- B.** Some St James parishioners have complained about difficulty crossing Route 20 and have asked Warden Doug Smith to contact the NYS Dept. of Transportation in regards to slowing traffic down.
- C.** Organ tune-up will take place in September.

3. Junior Warden's Report: Warden John Devins wish to share this statement with the Vestry.

"Mother Pilar has done an outstanding job, in the past 6 weeks, establishing a strong working relationship with Church Insurance. This has enhanced the speed of communication and resulted in significant progress being made towards resolving siding and other reimbursement issues!" Vestry members commended Mother Pilar and thanked her for her leadership throughout the restoration process.

Old Business:

1. Jumble Sale:

- A. Thoughts from Beckie Hidy:** Beckie was very pleased with raising \$4000.00 for St. James'. She recommends that we time next year's Jumble Sale with the Skaneateles Sidewalk Sale.

New Business:

1. **New Organist and Choir Director:** Mother Pilar and the Wardens interviewed several candidates for these positions along with input from the Choir. It was decided that the best fit for St. James' was to hire Nick Kilkenny as Choir Director and Michael Larkin as Organist. These new responsibilities are being added to their present responsibilities. To compensate for the added responsibilities there will be a change in salaries and the 2025/2026 Church Budget. It is suggested that the additional money amount be taken from the Give to Grow sleeve of the Foundation. Positions will be reviewed every year.
Marie Hughes made a motion to hire Nicholas Kilkenny as acting Choir Director, also continuing with his present responsibilities, with a salary of \$27,709.72 for 17 hours per week and hire Michael Larkin as Organist, also continuing with his present responsibilities, with a salary of \$38,795.20 for 28 hours per week. St. James' will pay for Michael Larkin's organ lessons. The monetary changes in the 2025/2026 budget will be taken from the Give to Grow sleeve of the Foundation. Tara Covert seconded. 9 Vestry members approved; 1 opposed; 1 member was absent for the vote. Motion approved.
2. **Director of Youth and Family Ministries:** St. James' has had only one qualified applicant apply for the position. The Wardens and Mother Pilar interviewed the candidate over Zoom and extended a job offer of \$60,000 with benefits. The monies would be taken from the Give to Grow sleeve of the Foundation. The candidate is very interested and will meet with Mother Pilar and the Wardens in September. Vestry discussed compensating the candidate for visiting St. James'. Tara Covert made a motion to compensate the candidate up to \$1,500.00 from the Give to Grow sleeve of the Foundation. John Devins seconded. 7 Vestry members approved; 3 opposed; 1 member was absent for the vote.
3. **Fall Adult Forum Scheduling:** Mother Pilar will be offering an "Introduction to the Episcopal Church and Christianity" at 10:00AM starting 10/12/25 and ending 11/9/25. Mother Pilar plans to continue the Adult Forum with classes during Advent and Lent.
4. **Stewardship Committee:** The Stewardship Committee has been formed. Thank you to Kris Perkins, Carol Murphy and David O'Neill for volunteering their time.

Rector's Report: All issues as discussed above.

The meeting ended with Mother Pilar offering a prayer.

The meeting ended at 7:45 PM.

Next Meeting: 9/23/25 at 6PM over Zoom!

Respectfully submitted,
Bethany Quattrociocchi, Clerk