



St. James Parsonage  
3725 Lilly Road North  
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904-999-1423  
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To: Father Philip Mayer  
From: Lori Adelfio  
Date: January 15, 2024  
Re: Saint James Parish /Finance Council Meeting Minutes  
held January 10, 2024 at Midtown Centre Office Park,  
4040 Woodcock Dr Room 254 | Jacksonville, FL 32207

Present at the meeting in person were: Fr. Philip Mayer, Rex Setzer, Nancy Setzer, Michelle Nesmith, Doug Nesmith, Carol Messina, Brian Burch, John Brown and Colleen Kelley. Present via ZOOM were Susan Miller, Paul Adelfio and Lori Adelfio.

- Connection and Opening Prayer
- Review of Old Business with further discussion
  - Women's Group led by Cathy Messina has a consistent attendance of 5 to 6 women per week. Not always the same women. Possibly looking at changing day or time. Suggestion of setting a goal and date and time.
  - Men's Group needs a leader. Currently the Men's Group is being held at the Parish Parsonage.
  - Finance Council discussion of Parishsoft regarding Michelle working through entering codes for income and spending.
  - RCIA is going well, but there is still much to do in order to buildup the team in order to decrease the workload of Charles, the coordinator.
  - Children's & Family Ministry looking to set event dates through May. Desired goals: to have parents meet for fellowship while the children meet for formation, focus on teaching prayers, create enrichment for the 4-5th grade and other ages learning age appropriate lessons/enrichment.
  - Bishop's Dinner successful. Must clarify pledges vs one-time donations. Need to send out thank you cards to donors.
  - Moving parish funds to a money market account. "Redneck Bank", Everbank and American Express.
  - Lease negotiations—possible 6 year initial lease instead of 5 year. Perspective landlord request duct work be paid for by the church. Insulation? Clarify what the "cam fee" covers. Will landlord restripe parking lot for handicapable parking. Negotiation for \$44K improvement allowance. Occupancy has been reduced so the need for sprinkler system installation is no longer necessary. Security Cameras? What will the "renters" insurance be increased to? Will the parish be able to utilize outdoor space for events if we give notice? Floor plan changes due to "Safe Environment" guidelines. Can we sublet if another space more suitable becomes available? Church rentals? "Escape clause"?



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- New Business
  - Prayer and Potluck—Calendar 6 months in advance for host homes and do sign up sheets after Mass. Description of what Prayer and Potluck is.
  - Create Altar Server Handbook.
  - Candlemas—heavy hors d'ouvres instead of meal to reduce cost. Email invitations.
  - Events—take and share photos for future use, social media.
  - Shrove Tuesday—Coordinators Cathy 8am sign ups Colleen 10:15 sign ups. Griddles needed. Recruit to bring sides for pancakes.
  - Confessions once a month throughout Sunday. Fr. Ernie and Fr. Jim will assist.
  - Soup and Stations—location?
  - Easter Transport to Funeral Home chapel. Help needed. Rex and John to spearhead efforts.
  - Festival of St. James—tickets? “Fancy meal”? Include patrimonial things. Dinner hosted at a local restaurant?
  - Strategic Plan for the parish: one major program will be Neuro-diversity Ministry.
    - Volunteer roles. Ministry thank you?
    - Livestream RCIA classes . Offer summer programs.
    - Adult Faith Formation.
    - Retreat.
    - Once lease signed, plan how to target the 30-50 year old singles demo. Legion of Mary for neighborhood evangelization.
    - Focus on Catechisis
  - Sponsors for Liturgical Arts and Sacramentals
  - Review Pastoral Council Booklet for guidelines and rules.
  
- Finances: Fr. Explained budget. Finances are currently strong.

Meeting adjourned 9:00p.m.

Next meeting scheduled for March 12, 2024 at 6:00 p.m.

Minutes Approved By Fr. Philip Mayer