

January 12 1945

Regular meeting of the Rector,
Church Wardens and Vestrymen of
Caroline Church of Brookhaven, held
in the Rectory, Setauket, Long Island,
on Friday, January 12 1945

Due to a lack of quorum, the meeting was adjourned until February 9,
the date scheduled for the next regular meeting

Respectfully submitted

Ward Melville

Ward Melville
Clerk

February 9 1945

Regular meeting of the Rector,
Church Wardens and Vestrymen of
Caroline Church of Brookhaven, held
in the Rectory, Setauket, Long Island,
on Friday, February 19 1945

The meeting was opened with prayer by the Rector at 8:45 p m

Those present were: John P Mitton, Rector
Marco C Smith, Junior Warden
William D Chamberlain, Vestryman
Walter E Hudson "
B George Dearborn "
Ralph McDermond "
David L Wishart "

Absent: Elvin S Hawkins, Senior Warden
Charles W Gerstenberg, Vestryman
Leroy A Edwards "
Ward Melville "

Minutes

Due to the absence of the Clerk, Mr McDermond was appointed Clerk pro tem and presented minutes of the meetings of November 10 and December 20 which, on motion of Mr Dearborn, seconded by Dr Chamberlain, were accepted as presented

Report of Rector

The Rector gave a report of his activity for the period from November 10 1944 to February 9 1945 which, on motion of Mr Dearborn, seconded by Mr Wishart, was accepted and ordered filed with the minutes

Report of Treasurer

The Treasurer presented his report of receipts and disbursements during the months of December and January, together with a list of bills which he had paid without formal advance authority, this having been lacking through the absence of meetings of the Vestry, and also a list of bills for approval. On motion of Mr Dearborn, seconded by Dr Chamberlain, the reports were accepted and the action of the Treasurer was ratified, confirmed and approved in paying bills as follows:

| | | |
|--|--------------|--------------|
| Tinker National Bank - Safe Deposit Box rent | | 3.60 |
| Ward Melville - Gift stockings | | 25.26 |
| K McCambridge - Repairs | | 2.25 |
| Morehouse-Gorham Co - Church School | 1.15 | |
| Supplies | <u>12.43</u> | 13.58 |
| Stationery Press - Printing & Supplies | | 11.75 |
| City Collector - Brooklyn water tax | | 16.50 |
| John P Mitton - Supplies | .60 | |
| Church School | 16.41 | |
| Parish Poor | <u>36.35</u> | 53.36 |
| Parish Poor - Harold Smith - coal | 14.95 | |
| C S Huter - Supplies | <u>20.05</u> | <u>35.00</u> |
| | | 161.30 |

Approval was also given for the payment of bills as follows:

| | | | |
|---------------------------------------|--------------|--------------|--------------|
| Midmer Losh - servicing organ | | 10.00 | |
| Suffolk Improvement Co - Rectory lawn | 22.20 | | |
| Churchyard | <u>65.70</u> | <u>87.90</u> | |
| | | | <u>97.90</u> |

For the Churchyard Committee, the Rector reported a request made by a Mrs Johnstone, the mother of a young English boy, for his burial in the Caroline Churchyard. The boy was a student at the Stony Brook School for Boys. Although the Johnstone family were not Caroline Church members, after full discussion it was decided to make an exception to the churchyard rules and to inter the boy's body in the churchyard between the plot of Joseph Bennett and the fence, interment fee to be paid and marker to be provided by the boy's family. On motion of Mr Smith, seconded by Mr McDermond, this action was unanimously agreed upon by the Vestry

Churchyard
Committee

The matter of the Clerk's investigation of churchyard regulations in other Long Island parishes was tabled for discussion at a later meeting

There were no reports from the building, finance, music, grounds, church school or organ committees, nor from the Bishop's Mem

The Rector reported a corporate communion scheduled to be held in Huntington on Washington's birthday, but it was decided that this event held no interest for Caroline Church

Corporate
Communion

The Rector also reported that the Ladies' Society had announced plans for a clam chowder supper to be held on March 8, adding that there had been some discussion of having a fair some time during the summer, which idea he was encouraging

Ladies'
Society

The Lenten program was outlined by the Rector as including local speakers at the mid-week services, scheduled to commence on Ash Wednesday and thereafter to be held on Thursday nights for the balance of the Lenten season

Lenten
program

Mr Hudson, having brought to the attention of the meeting the arrival of a new member of the Mitton family, moved and Mr Dearborn seconded an expression of the best wishes of the meeting to Mr and Mrs Mitton upon the birth of Master Laurys Alxister Mitton on January 18 1945. These sentiments were approved unanimously

Laurys Alxister
Mitton

There being no further business, the meeting adjourned at 9:45 p m, this on motion of Mr Wishart, seconded by Mr Hudson

Adjournment

Respectfully submitted

Ralph E. McDermond
Ralph McDermond
Secretary pro tem

Report of
the Rector

Report of the Rector to the Vestry for three months period extending from November 10 1944 to February 9 1945

During this period the following services have been held in Caroline Church: 18 celebrations of the Holy Communion, 10 at 8 o'clock on Sunday mornings, (one of which on Advent Sunday, December 3 1944, was a Corporate Communion for the men and boys of the parish followed by breakfast); 3 at 10:00 o'clock on the mornings of Thanksgiving Day, Christmas Day, and New Year's Day; 4 at 11:00 o'clock on the first Sunday of the months; one at 11:00 o'clock on Christmas Eve. There were three services of Litany and Ante Communion with sermon and six services of Morning Prayer with sermon. In connection with the Communion breakfast, at the request of those concerned, special credit is given to David Wishart, Walter E Hudson and B G Dearborn for their effort in preparation

There have been ten regular sessions of the church school, and the church school Christmas entertainment was held on Holy Innocents Day, December 28 1944

Occasional services performed by the Rector include two private celebrations of the Holy Communion on Christmas Day, one at the home of Mr and Mrs Elvin S Hawkins, the other at the home of Mr and Mrs Charles Remnant. On November 17 1944 the Rector joined in the bonds of Holy Matrimony Miss Cornelya Mills (daughter of Mr and Mrs Carl Mills) and Captain Charles LaDow. On December 24 1944, the Rector officiated at the baptism of Miss Judith Lee Brown, daughter of Mr & Mrs Lewis Brown, and granddaughter of Mr & Mrs G B Dearborn. On November 29 1944 the Rector read the burial service at the funeral of the late Mr C H Brewer of Stony Brook. The service was held at the O B Davis Funeral Home and interment was in Brooklyn. On January 24, 1945, the Rector read the burial service at the funeral of the late Everett A Hawkins, former Vestryman of this parish. The service was held in Caroline Church and interment was in the family plot in the church yard

On Thanksgiving Day the members of this parish united with the members of the other churches of the community for a union service held at the Presbyterian Church. At this service the Rector was the preacher

Special activities of the parish were a parish supper held on the evening of December 7 1944 and the activities that made up the special Christmas program

From Thanksgiving to Christmas an effort was made to cooperate with the nation-wide Bible reading program sponsored by the American Bible Society

There were four meetings of the Ladies' Society, the January meeting being the Annual Meeting for the election of officers. The following were elected to hold office: President, Mrs William Clay; Vice President, Mrs Mary L Burches; Treasurer, Mrs Ernest M Bennett; Secretary, Mrs John Emerson

There were two meetings of the Caroline Guild

In preparation for the Christmas music the choir met for several rehearsals

Advertising and promotion has been carried on through the usual channels of the weekly leaflets and the local newspapers

Miscellaneous activity includes the preparation of services and sermons; the preparation and mimeographing of the weekly leaflet; a great number of rehearsals preparatory to the Christmas play of the church school; letters and cards to the entire parish concerning the aforementioned parish supper, the Bible reading program, the Christmas message and schedule of services; preparation of the Lenten program; correspondence; pastoral conferences; office records; and ninety calls

February 9 1945

Report of
TreasurerCAROLINE CHURCH
of BROOKHAVEN

| | Balance Nov 1 1944 | Receipts Nov 1944 | Expenditures November 1944 | Balance Dec 1 1944 |
|--|-----------------------|----------------------|-------------------------------|-----------------------|
| General Fund | 282.27 | 269.58 | 589.32 | 37.47 (Def) |
| Special Funds | | | | |
| Churchyard | 27.05 | 39.09 | 171.75 | 105.61 (Def) |
| Parish Poor | 447.87 | | | 447.87 |
| Fence | 81.43 | | | 81.43 |
| Remembrance Foundation | 37.01 | | | 37.01 |
| Memorial | 59.79 | | | 59.79 |
| Endowments (other than investments) | 845.36 | 65.30 | - | 910.66 |
| Church School | 49.90 | <u>8.77</u> | <u>-</u> | 58.67 |
| | | 382.74 | 761.07 | |




 Marco C Smith
Treasurer

December 1 1944

February 9 1945

CAROLINE CHURCH
of BROOKHAVEN

| | Balance Dec 1 1944 | Receipts Dec 1944 | Expenditures December 1944 | Balance Jan 1 1945 |
|---------------------------------------|-----------------------|----------------------|-------------------------------|-----------------------|
| General Fund | 37.47 (Def) | 741.21 | 327.45 | 376.29 |
| Special Funds | | | | |
| Churchyard | 105.61 (Def) | 16.58 | - | 89.03 (Def) |
| Parish Poor | 447.87 | 10.00 | - | 457.87 |
| Fence | 81.43 | - | - | 81.43 |
| Remembrance Foundation | 37.01 | - | - | 37.01 |
| Memorial | 59.79 | - | - | 59.79 |
| Endowment (other than investments) | 910.66 | 38.56 | - | 949.22 |
| Church School | 58.67 | <u>7.78</u> | <u>-</u> | 66.45 |
| | | 814.13 | 327.45 | |



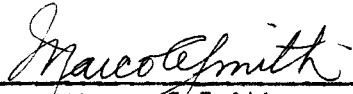
Marco C Smith
Treasurer

January 1 1945

February 9 1945

CAROLINE CHURCH
of BROOKHAVEN

| | Balance Jan 1 1945 | Receipts Jan 1945 | Expenditures January 1945 | Balance Feb 1 1945 |
|---------------------------------------|-----------------------|----------------------|------------------------------|-----------------------|
| General Fund | 376.29 | 169.77 | 407.23 | 138.83 |
| Special Funds | | | | |
| Churchyard | 89.03 (Def) | 1.57 | - | 87.46 (Def) |
| Parish Poor | 457.87 | - | 71.35 | 386.52 |
| Fence | 81.43 | - | - | 81.43 |
| Remembrance Foundation | 37.01 | - | - | 37.01 |
| Memorial | 59.79 | - | - | 59.79 |
| Endowment (other than investments) | 949.22 | 28.99 | 16.50 | 961.71 |
| Church School | 66.45 | <u>6.17</u> | <u>17.56</u> | 55.06 |
| | | 206.50 | 512.64 | |



Marco C. Smith
Treasurer

February 1 1945

March 9 1945

Regular meeting of the Rector, Church
Wardens and Vestrymen of Caroline Church
of Brookhaven, held in the Vestry Room,
Setauket, Long Island, on Friday, March 9

Due to a lack of quorum, the meeting was adjourned until April 13,
the date scheduled for the next regular meeting

Respectfully submitted

Ward Melville
Ward Melville
Clerk

April 13 1945

Regular meeting of the Rector, Church
Wardens and Vestrymen of Caroline
Church of Brookhaven, held in the
Rectory, Setauket L I, on Friday
April 13 1945

The meeting was opened with prayer by the Rector at 8:45 p m

Those present were: John P Mitton, Rector
Marco C Smith, Junior Warden
William D Chamberlain, Vestryman
B George Dearborn "
Charles W Gerstenberg "
Walter E Hudson "
Ralph E McDermond "
David L Wishart "

Absent: Elvin S Hawkins, Senior Warden
Leroy A Edwards, Vestryman
Ward Melville

Clerk pro tem

Due to the absence of the Clerk, Mr McDermond was appointed Clerk pro tem and presented the minutes of the meeting of February 9 which, on motion of Dr Chamberlain, seconded by Mr Smith, were accepted as presented

There was no report by the Rector

Report of the Treasurer

The Treasurer then presented his report of receipts and disbursements during the months of March and April, together with a list of bills which he had paid without formal authority, this authority having been lacking through the absence of a meeting of the Vestry for the month of March. He also presented a list of current bills for approval. On motion of Dr Gerstenberg, seconded by Mr Hudson, his action was approved in paying bills as follows:

| | |
|-----------------------------|-------------|
| American Red Cross | 25.00 |
| Jaques & Co - Supplies | 11.19 |
| Stationery Press - Printing | <u>4.75</u> |
| | 40.94 |

Approval was also given for the payment of new bills as follows:

| | |
|---------------------------------------|-------------|
| Midmer Losh - Servicing Organ | 10.00 |
| Morehouse-Gorham Co - Easter Supplies | 2.70 |
| J P Mitton - Plants for Sunday School | 7.20 |
| Young Bros - Repairs to Kelvinator | 12.00 |
| Stationery Press - Printing | <u>4.25</u> |
| | 36.15 |

Notices

The Clerk pro tem presented a notice from the Diocese of Long Island and a bulletin prepared by St George's Church in the City of New York in connection with their Palm Sunday service. These were duly noted and ordered filed with the other records of the meeting

April 13 1945

For the Churchyard Committee, the burial on March 11 1945 of Mrs Cornelia Davis Elderkin, widow of John Elderkin, was reported for the record. Mrs Elderkin was interred in the family plot in the churchyard

Churchyard Committee

A request for a burial plot made by Ernest M Bennett was brought to the attention of the Vestry and on motion of Mr Wishart, seconded by Mr Hudson, the request was granted and a plot in the old section of the churchyard was assigned. The Clerk was instructed to communicate this fact to Mr Bennett

Request for plot by Ernest Bennett

For the Finance Committee, Mr Smith reported that he had received a check for \$2100 from the Robert Gair Co, this as a result of the recall of 6% bonds of 1972 by that company on April 1 at a rate of \$105. On motion of Dr Gerstenberg, seconded by Mr Wishart, the Treasurer was directed to add to this amount an additional sum to make a total of \$2500, investing this amount in United States Series G savings bonds

Finance Comm Report

The Treasurer also reported the receipt of a communication from the Manufacturers' Trust Company stating that the mortgage on the Lido Club property, in which Caroline Church holds a participating interest, would be paid in full*shortly, and on motion of Dr Gerstenberg, seconded by Mr Wishart, the Treasurer was ordered to invest this money when received - approximately \$500 - in additional purchases of United States Series G savings bonds

Auditing Committee

Mr Dearborn, reporting for the Auditing Committee, stated that the books of the Treasurer had been examined and had been found to be in good order. On motion duly made and seconded, the appreciative thanks of the body were extended to the Treasurer and to the members of the Auditing Committee

In connection with the Lenten services, the Rector requested that the Clerk write to the various local speakers who had participated in the mid-week services, expressing the appreciation and thanks of the Vestry for their participation. The speakers were The Rev A M DeLima of Setauket, The Rev James L Martin, The Rev Raymond Kiely and the Rev Harold Hardwick of Port Jefferson, Dr Frank E Gaebelein of Stony Brook and The Rev Joseph E Mills of St James

Delegates to Diocesan Convention

After full discussion and on motion duly made and seconded, delegates and alternate delegates to the Diocesan Convention, scheduled to be held on Tuesday, May 15 1945, were chosen as follows:

| | |
|----------------------------|-----------------------------|
| Delegates: David L Wishart | Alternate B George Dearborn |
| Walter E Hudson | Delegates: Marco C Smith |
| Ward Melville | Ralph E McDermond |

There were no reports from the Building, Music, Grounds, Church, School and Organ Committees, nor from the "Bishop's Men"

There being no further business, the meeting adjourned at ten o'clock p m, this on motion of Mr Dearborn, seconded by Mr Smith

* Adjusted balance only

Respectfully submitted

Ralph E McDermond
Ralph E McDermond, Clerk pro tem

April 13 1945

Report of
Treasurer

CAROLINE CHURCH
of BROOKHAVEN

| | Balance Mar 1 1945 | Receipts Mar 1945 | Expenditures March 1945 | Balance Apr 1 1945 |
|---------------------------------------|-----------------------|----------------------|----------------------------|-----------------------|
| General Fund | 34.86 (Def) | 276.21 | 494.06 | 252.71 (Def) |
| Special Funds | | | | |
| Churchyard | 28.26 (Def) | 19.75 | - | 8.51 (Def) |
| Parish Poor | 386.52 | 15.74 | | 402.26 |
| Fence | 81.43 | - | - | 81.43 |
| Remembrance Foundation | 37.01 | - | - | 37.01 |
| Memorial | 59.79 | - | - | 59.79 |
| Endowment (other than investments) | 990.76 | 65.58 | | 1056.34 |
| Church School | 63.75 | <u>7.04</u> | <u>4.20</u> | 66.59 |
| | | 384.32 | 498.26 | |

Marco C Smith

 Marco C Smith
 Treasurer

Bills unpaid: Suffolk Improvement Co
 Churchyard - 73.84
 Rectory lawn - 35.82
 109.66

April 1 1945

April 13 1945

CAROLINE CHURCH
of BROOKHAVEN

| | Balance Feb 1 1945 | Receipts Feb 1945 | Expenditures February 1945 | Balance Mar 1 1945 |
|---------------------------------------|-----------------------|----------------------|-------------------------------|-----------------------|
| General Fund | 138.83 | 208.30 | 381.99 | 34.86 (Def) |
| Special Funds | | | | |
| Churchyard | 87.46 (Def) | 59.20 | - | 28.26 (Def) |
| Parish Poor | 386.52 | - | - | 386.52 |
| Fence | 81.43 | - | - | 81.43 |
| Remembrance Foundation | 37.01 | - | - | 37.01 |
| Memorial | 59.79 | - | - | 59.79 |
| Endowment (other than investments) | 961.71 | 29.05 | - | 990.76 |
| Church School | 55.06 | <u>8.69</u> | <u>-</u> | 63.75 |
| | | 305.24 | 381.99 | |

Marco C Smith

Marco C Smith
Treasurer

Bills Unpaid - Suffolk Improvement Co
 Churchyard 73.84
 Rectory lawn 35.82
 109.66

March 1 1945

May 11 1945

Regular meeting of the Rector, Church Wardens and Vestrymen of Caroline Church of Brookhaven, held in the Vestry Room Setauket, L I, on Friday, May 11 1945

The meeting was opened with prayer by the Rector at 8:45 p m

| | | |
|---------------------|------------------------------|-----------------------|
| Those present were: | John P Mitton, Rector | Absent: |
| | Marco C Smith, Junior Warden | |
| | B George Dearborn, Vestryman | Elvin S Hawkins |
| | Leroy A Edwards " | William D Chamberlain |
| | Charles W Gerstenberg " | Ralph E McDermond |
| | Walter E Hudson " | |
| | Ward Melville " | |
| | David L Wishart " | |

Minutes

The Clerk read the minutes of the meeting of April 13 which, on motion of Dr Gerstenberg, seconded by Mr Smith, were approved with one minor correction

Rector's
Absence

The Rector reported that owing to his convalescence from pneumonia, he had been entirely inactive during the past month, services having been conducted for him by Brothers of Little Portion Monastery, and he had no report to make. Services in his absence had been conducted by Father Smith, Father Homer and/Reverend/McMullen
The George Wharton

Treasurer's
Report

The Treasurer presented a report of receipts and disbursements for the month of April, stating that the Church was in the unusual and enviable position of having no outstanding bills nor any to be presented for approval - excepting from this statement, of course, the usual service bills which are paid without Vestry approval. He reported that Mrs Harry Eliot Robinson had paid \$300 into the Churchyard Fund to provide perpetual care for the Robinson plot in the churchyard. He further reported that in response to the "Bishop's Call", \$31.20 had been received from parishioners for advance work in the Diocese, which sum will be forwarded to Bishop DeWolfe

Letter of
thanks

The Clerk submitted the letter of thanks which he had written to the several clergymen who had made addresses at the mid-week Lenten services

There were no reports from the Building, Grounds, Church School or Organ Committees, nor from the "Bishop's Men"

Diocesan
Convention

The Rector made inquiry as to attendance at the Diocesan Convention on Tuesday, May 15, finding that Mr Hudson planned to go, that Mr Smith hoped to be able to attend and that it was felt possible that Mr McDermond might be able to go in place of Mr Melville, who reported his inability to be present. Since the Parish has but one lay vote, the presence of any one delegate serves the necessary requirements

Finance
Committee

For the Finance Committee Mr Smith reported that he had purchased \$2500 of U S Government Series G bonds as instructed and that he had received

May 11 1945

from the Manufacturers' Trust Company \$572.95, being an additional payment in liquidation of the adjusted amount of the Church's participation in the mortgage on the Lido Club. This participation was originally in amount of \$1300. Including this latest payment, \$709.71 of the principal has been repaid, indicating a principal loss of \$590.29. Of this there still remains a possibility of an additional payment in amount of \$23.86 after various outstanding claims and legal actions have been accounted for

For the Churchyard Committee, Mr Melville, the Chairman, presented a suggested revision of the churchyard regulations which had been placed before the Vestry before but on which action had not been found possible. The regulations were studied and discussed carefully, paragraph by paragraph, and on motion of Mr Dearborn, seconded by Mr Edwards, the Clerk was instructed to promulgate the regulations as of May 11 1945 with all the corrections suggested. The motion specifically provided for the collection of an application fee to cover the cost of registration, etc, this in amount of \$10 and raised the interment fee to \$50 for members of the Parish and \$100 for others. Making this motion, emphasis was placed upon the importance of providing adequate endowment for the churchyard in order that its safety might be assured. The endowment now available is barely half enough to provide proper maintenance

Churchyard Committee

On motion of Mr Melville, seconded by Mr Smith, plot assignments previously made to Messrs Allison L Bayles, Robert Reid Maguire and William B Minuse, were cancelled so far as the unused portions of the assigned plots were concerned, this due to the fact that the assignees had failed to maintain support of Caroline Church. The Clerk was instructed to write to the three assignees in the matter

Plot Assignments & Cancellations

On motion of Mr Melville, seconded by Mr Smith, assignment of plots was authorized as follows: * Ralph E McDermond, Plot 56B; ~~Frederick L Mills, Plot 72A~~; Mason P Mills, Plot 63A; Frank M Minuse, Plot 63B; Reginald L Pfeiffer, Plot 72B; Arthur S Tuttle, Plot 62B; Stephen Seymour Yates, location undecided. The application fee of \$10 decided upon at this meeting will not be collected from these assignees as their applications were received before this new ruling took effect

Conversation having developed the desire of Vestryman Edwards to have assigned for his own use a space next to the Benajah Edwards plot, Benajah having died in 1787, on motion of Mr Melville, seconded by Mr Smith, this assignment was approved by the Vestry and recorded

Edwards

There being no further business, the meeting adjourned at 11:30 p m, this on motion of Dr Gerstenberg, seconded by Mr Smith

Adjournment

Respectfully submitted

Ward Melville
Ward Melville
Clerk

* Plot #61B was assigned to Frederick Mills

May 11 1945

Report of
Treasurer

CAROLINE CHURCH
of BROOKHAVEN

| | Balance Apr 1 1945 | Receipts Apr 1945 | Expenditures April 1945 | Balance May 1 1945 |
|---------------------------------------|-----------------------|----------------------|----------------------------|-----------------------|
| General Fund | 252.71 (Def) | 1044.78 | 445.78 | 346.29 |
| Special Funds | | | | |
| Churchyard | 8.51 (Def) | 113.11(1) | 73.84 | 30.76 |
| Parish Poor | 402.26 | - | - | 402.26 |
| Fence | 81.43 | - | - | 81.43 |
| Remembrance Foundation | 37.01 | - | - | 37.01 |
| Memorial | 59.79 | - | - | 59.79 |
| Endowment (other than investments) | 1056.34 | (2) 2508.22 | 2576.18 (3) | 988.38 |
| Church School | 66.59 | <u>8.96</u> | <u>7.20</u> | 68.35 |
| | | 3675.07 | 3103.00 | |

Marco C Smith

 Marco C Smith
 Treasurer

- (1) Includes donation from Ward Melville - \$100 - and Frank Smith - \$10
- (2) Includes \$2100 from matured Robert Gair Co bonds; Interment fee Mrs John Elderkin - \$50, and endowment from Mrs Adelaide Robinson - \$300
- (3) Includes purchase of \$2500 United States Savings Bonds, Series G

May 11 1945

Following are the rules and regulations for the assignment, use and maintenance of burial plots in Caroline churchyard as adopted at the meeting of May 11 1945

- 1 No plot will be assigned to a person unless such person shall be a baptised Christian, a member of and a regular contributor to Caroline Church
- 2 No person shall be buried in the churchyard unless such person shall be a baptized Christian nor unless such person shall be, or shall be a member of a family at least one member of which shall be, a member of and a regular contributor to Caroline Church
 - (a) A contributor is one who subscribes not only through (1) occasional gifts or (2) by means of cash offerings at the church services, but by an annual contribution or in the use of the envelope system. Continuity of support is considered essential and the Vestry reserves the right to determine what constitutes continuity in the light of all applicable circumstances
 - (b) Provision for perpetual care (see Rule 10) shall not affect operation of this rule
- 3 Plots will be assigned only on written application to the Clerk of the Parish, which, following report thereon by the Churchyard Committee, shall have been approved by vote of the Vestry. Applications must include certain information necessary in connection with Rules 1 and 2 and must be accompanied by an application fee of ten dollars (\$10) to cover the cost of registration, survey, etc., which fee in no event shall be returned to the applicant. Application blanks may be secured from the Clerk
- 4 The following fees shall be paid for the privilege of opening graves:
 - (a) For the interment of a person who at the time of death shall be a baptized Christian, a member of and a regular contributor to Caroline Church - \$50.00
 - (b) For the interment of any other baptized person - \$100.00
- 5 All fees paid in connection with the churchyard and all payments for perpetual care shall become part of the Churchyard Endowment Fund of the Parish
- 6 All graves shall be so dug that each edge thereof shall be at least six inches distant from the nearest boundary of the plot; shall be dug to such depth that after interment or interments therein the top of any box shall be at least three feet below the surface of the plot and shall be filled level with the surface of the plot without any mound
- 7 It is earnestly recommended by the Vestry that concrete grave vaults be used in all interments, since vaults prevent sinkage of the surface of the grass. Adequate vaults may be obtained at a reasonable price

- 8 (a) The person to whom a plot shall be assigned shall place at each corner thereof a granite marker approximately four inches square, rising approximately level with the ground and having the first letter of the last name of such person cut in the upper surface thereof; or a cement marker corresponding in size; or such other marker as may be approved in writing by the Churchyard Committee
- (b) It is expected, and the Churchyard Committee may require, that a gravestone or other identifying marker be placed on each grave
- (c) All monuments and all stones other than markers and slabs shall be placed on concrete foundations extending to a depth of at least five feet below grade
- (d) No monument, stone, structure or object of any kind, shall be placed and no planting, grading or other work shall be done on any plot unless the same shall have been approved in writing by the Churchyard Committee. The Vestry may direct the removal from, or may remove from, any plot any monument, headstone, marker, effigy or enclosure, or any structure, object, shrubbery or planting of any kind, or any inscription which they shall determine to be, or to have become, offensive or improper or injurious to the appearance of the churchyard or any plot or plots therein. The cost of such removal shall be assessed against the plot and be paid by the assignee thereof or the successor of such assignee
- 9 (a) The surface of all plots shall be maintained at level without depressions or mounds. No changes to existing planting, shrubbery or trees, etc, shall be made, and no additional planting shall be done unless the same shall have been approved in writing by the Churchyard Committee
- (b) The assignee of each plot, or the successor of such assignee, shall take good care of the same and keep all monuments, stones, markers, etc, thereon in good repair and condition, all in manner acceptable to the Churchyard Committee, and in default of his so doing the Churchyard Committee may do all necessary work. The cost of such work shall be assessed against the plot and be paid by the assignee thereof or the successor of such assignee
- 10 Perpetual care of a plot, (but not of the monuments, stones, markers, etc, thereon) may be arranged by the assignee thereof, or the successor of such assignee, by the payment into the Churchyard Fund of the sum of two hundred dollars (\$200), which sum shall be added to and become a part of the Churchyard Endowment and the interest on which sum will be used for maintenance
- 11 No clergyman may officiate at services in the churchyard except with the consent and permission of the Rector of Caroline Parish

12 No grave shall be opened, either for interment or disinterment, without the approval of the Churchyard Committee and until all fees and assessments applicable thereto, or to the plot in which the grave is located, or is to be located, shall have been paid; and without consent of such other person or persons, if any, as the Churchyard Committee shall designate; nor shall a burial be made in any assigned plot until markers shall have been placed at the corners in accordance with Rule 8 or unless arrangements for the placing of such markers shall have been completed through the Churchyard Committee and the charge therefor paid

13 The Vestry, by a two-thirds vote of the whole number thereof, may from time to time levy assessments on individual or separate plots, in such amounts as they shall determine, for any one or more of the following purposes or causes:

- (a) To pay the cost of plot markers which shall have been installed
- (b) To pay the cost of any work which shall have been done in accordance with the provisions of any of these rules and regulations
- (c) To pay the cost of maintaining unendowed plots when the Vestry shall have determined the maintenance thereof by the assignee thereof, or by the successor of such assignee, to be insufficient
- (d) As a penalty, not in excess of \$25, for failure to provide, within six months after written notice, gravestones or markers in compliance with these regulations

14 The Vestry, by a two-thirds vote of the whole number thereof, may from time to time levy a general assessment in such amount as they shall determine upon all assigned plots to maintain the churchyard

15 The assignment of any plot may be declared null and void:

- (a) At the expiration of ninety days after the making thereof unless, within that time, plot markers shall have been installed
- (b) At any time if regular support shall not have been maintained (See Rules 2 and 16)

16 In the event that a person to whom a burial plot shall have been assigned shall, during his lifetime, cease to be a member of and a regular contributor to Caroline Church then, in such event, the Vestry, but by a two-thirds vote of the whole number thereof, may recall and render void the assignment of such plot with respect to that part of such plot which does not contain a grave

May 11 1945

- 17 Cancellation of assignment shall apply only to so much of the plot as does not contain a grave. Plots, or positions of plots, the assignment of which has been declared null and void, may be reassigned as future conditions may warrant
- 18 Under all circumstances the control of the churchyard is in the Vestry and they, by a two-thirds vote of the whole number, may, from time to time,
- (a) Amend these rules and regulations
 - (b) Adopt additional rules and regulations
 - (c) Waive any of the provisions of the rules and regulations as the same shall be constituted at the time
 - (d) Increase, decrease, abolish or waive payment of any fees stipulated herein
 - (e) Determine, in the light of all circumstances, what constitutes continuity of support of the Parish
- 19 Legal title to the Cemetery and all space assigned or unassigned therein shall at all times remain in the Church
- 20 The interpretation by the Vestry of these rules and regulations, as the same now are or hereafter shall be constituted, shall be binding on all concerned

June 15 1945

Regular meeting of the Rector, Church
Wardens and Vestrymen of Caroline Church
of Brookhaven held in the Vestry Room,
Setauket, Long Island, on Friday,
June 15 1945

The meeting was opened with prayer by the Rector at 8:30 p m

Those present were: John P Mitton, Rector
Marco C Smith, Junior Warden
William D Chamberlain, Vestryman
B George Dearborn "
Charles W Gerstenberg "
Ralph E McDermond "
Ward Melville "
David L Wishart "

Absent: Elvin S Hawkins, Senior Warden
Leroy A Edwards, Vestryman
Walter E Hudson "

The Clerk read the minutes of the meeting of May 11 which, on motion of Mr McDermond seconded by Mr Wishart, were approved as presented. There appeared to be some question as to the definite action in connection with the churchyard rules, but the minutes as presented were confirmed by the mover of the resolution

Minutes

The Rector presented a report of his activities since the last meeting of the Vestry which, on motion of Mr Dearborn, seconded by Mr McDermond, was accepted with thanks and ordered filed with the minutes

Report of
Rector

The Treasurer reported receipts and disbursements for the month of May, having no bills to present for approval. He pointed out that certain bills were due for payment but had not yet been received. He also presented a letter of thanks from Bishop DeWolfe in connection with the response made to the Bishop's Call and a letter from Archdeacon Charles W MacLean, complimenting Caroline Church upon its helpfulness in making it possible for the Archdeaconry to go over its quota in missionary giving. On motion of Mr Dearborn, seconded by Mr Wishart, the report was accepted and the financial figures filed with the minutes

Report of
Treasurer

The Clerk suggested that he write a letter of thanks to the Little Portion Monastery on account of the assistance which the Monastery had rendered to Caroline Church during the recent illness of the Rector and he was instructed so to act

Letter to
Little Portion

For the information of the Vestry, the Clerk displayed an advertisement published by the Gertz Department Store in Jamaica in the Long Island Daily Press in which appeared a picture and statement concerning Caroline Church. The Clipping was left with the Rector for safe keeping in his Caroline Church scrap book

Gertz
Advertisement

June 15 1945

Ladies
Society

There was no report of the Building Committee but the Rector stated that the Ladies Society had approached Mrs Mitton and him with a view to making some contributions to their comfort in the Rectory, and after consultation it had been decided that the Ladies Society would contribute \$260 toward the installation of an automatic stoker for the heating furnace. The cost of this, however, was expected to be something like \$340 altogether, including an expansion tank for a closed circulating system and a total cost of about \$300 for the stoker itself. On motion of Mr Mitton, seconded by Mr Wishart, the Vestry approved the proposed installation and provided \$80 or so much thereof as might be necessary to complete payment of the entire cost

"Bishop's
Men"

There were no reports from the Finance, Music, Grounds, Church School or Organ Committees. For the "Bishop's Men" the Rector reported that the Bishop had called a meeting of lay delegates to the Convention for the purpose of considering the duties of the movement known as the "Bishop's Men", but no member of Caroline Church had found it possible to attend

Churchyard
Committee

The Clerk presented again on behalf of the Churchyard Committee the suggested revision of the churchyard rules, which had previously been sent to all Church Wardens and Vestrymen, and read several letters in acknowledgment of the rules. Suggestions concerning further change had been made only by the Church Wardens. Each of these suggestions was carefully reviewed and certain minor changes made as a result of this review. The rules then were referred again to the Churchyard Committee for completion in legal language with the assistance of counsel and with instructions that the rules of 1935 now filed in the front of the Minute Book be transferred to the date when they had been adopted and that the new rules, when finally revised, be included with the minutes of the meeting of May 11, as well as in the front of the book; further, that the rules after revision by counsel be referred to the Rector for final approval. All of this was directed on motion of Dr Gerstenberg, seconded by Mr McDermond

Diocesan
Convention

The Rector and Mr Smith reported upon their attendance at the Diocesan Convention, stating that Mr Hudson had been with them. They said that no controversial matters had arisen, that there was large attendance and that the business was conducted most expeditiously so that everything was finished a little after four o'clock p m

Former
Rectors

The Clerk reported concerning two former Rectors of Caroline Church. He stated that the resignation of the Reverend Sturges Lee Riddle from the position of assistant at St Thomas Church, New York, had recently been reported in the papers and that he had recently received a letter from the Reverend R Thomas Blomquist stating that he was now a Commander in the Chaplain Corps of the Navy and in charge of all Navy Chaplains in the western Pacific area with headquarters in the Marianas

June 15 1945

The Clerk reported that he had written to Messrs Bayles, Maguire and Minuse in connection with their failure to continue support of Caroline Church but that no reply had been received from any of them. In view of this fact, the Churchyard Committee was instructed to cancel the assignments of these three men so far as concerned the unused portions of the several plots, this on motion of Dr Gerstenberg, seconded by Mr Dearborn

Cancellation of churchyard plots

There was some desultory discussion of a new school for Episcopal Clergymen that had been announced by the Reverend Mr Shoemaker and concerning the difficulties of Parishioner Mr Herbert E Smith who was required to defend himself against a government indictment in connection with his employment in a factory at Farmingdale. Sympathy was expressed concerning the latter and it was suggested to the Rector that the Vestry would be agreeable to him assisting Mr Smith if he found it practicable to do so

Herbert E Smith

There being no further business, the meeting adjourned at 10:15 p m

Adjournment

Respectfully submitted

Ward Melville
Ward Melville
Clerk

June 15 1945

Report of
Rector

Report of the Rector to the Vestry for five weeks ending June 15 1945

During this period the following regular services have been held in this church: six celebrations of the Holy Communion, four at eight o'clock on Sunday mornings, one at ten o'clock on Memorial Day, May 30, one at eleven o'clock on the first Sunday of the month. There have been three services of Morning Prayer and sermon and one service of Litany and Ante Communion with sermon

The Church School has met for five regular sessions

The only occasional service performed by the Rector was the baptism of Diane Gildersleeve, daughter of Mr and Mrs Ernest Gildersleeve. The service was held on May 13. On the same date, Laurys Alister Mitton, son of the Rector and Mrs Mitton, was baptized. The Reverend Samuel M Dorrance of Noroton, Conn, and Rector emeritus of St Ann's, Brooklyn, was the officiant

There have been two meetings of the Ladies Society. On May 18, the Ladies Society held a bridge and card party. According to the latest report, a decision has been made to revive our annual fair, the date set being August 3

On May 15 the Rector in company with Marco C Smith, Junior Warden, and Walter E Hudson, Vestryman, (both legally elected delegates) attended the Diocesan Convention at Garden City

Advertising and Promotion have been carried on through the usual channels of the local newspapers. During the past several weeks the weekly leaflet has been issued only once. This has been due to a combination of circumstances, the lack of items for publication and the endeavor of the Rector to slip gradually back into the full swing of publication

Miscellaneous activity includes the preparation of services and sermons; four Pastoral conferences on Holy Matrimony; participation in the Community VE Service held at the Setauket Presbyterian Church; correspondence and Parish records

A total of thirty-eight calls were made

July 13 1945

Regular meeting of the Rector,
Church Wardens and Vestrymen of
Caroline Church held in the Vestry
Room on Friday, July 13, at 8:30 p m

The meeting was opened with prayer by the Rector at 8:45 p m, the follow-
ing being present:

- John P Mitton, Rector
- Marco C Smith, Junior Warden
- William D Chamberlain, Vestryman
- B George Dearborn
- Leroy A Edwards
- Charles W Gerstenberg
- Walter E Hudson
- Ralph E McDermond
- Ward Melville
- David L Wishart

Mr Elvin S Hawkins, Senior Warden was absent

The Clerk read the minutes of the meeting of June 15 which, on motion
of Dr Gerstenberg, seconded by Mr McDermond, were accepted and approved

Minutes

The Rector presented a report of his work for the month ending Friday,
July 13, which, on motion of Mr Dearborn, seconded by Mr Edwards, was
accepted with the thanks of the Vestry and ordered filed with the minutes

Report of
Rector

Mr Smith presented his report as Treasurer, showing receipts and dis-
bursements for the month of June. He presented also a list of bills for
payment. On motion of Mr Dearborn, seconded by Mr McDermond, the report
was accepted and ordered filed with the minutes and authority given for
payment of bills as follows:

Report of
Treasurer

| | | | |
|-----------------------------|-------------|----------------|-------------|
| Judy Smith - Church School | 1.00 | Suffolk Imp Co | |
| Midmer-Losh - Organ service | 10.00 | Church yard | 173.65 |
| J M Mitton - Church School | 22.45 | Rectory | 52.86 |
| Jaques & Co Leaflets | <u>9.09</u> | Sash Removal | 7.40 |
| | 42.54 | Village Green | <u>5.60</u> |
| GRAND TOTAL | 282.05 | | 239.51 |

The Clerk reported that he had written a note of thanks to Little
Portion Monastery on account of the service which they had rendered the
Church during the recent illness of the Rector

Letter to
Little Portion

There were no reports from the Building, Finance, Music, Grounds or
Church School Committees nor from the Bishop's Men

For the Churchyard Committee, Mr Melville, the Chairman, presented a
statement signed by Mr Mitton, reading as follows:

Churchyard
Committee

July 13 1945

Churchyard
Committee
(Cont'd)

"To the Vestry of Caroline Church of Brookhaven:

"As I was directed by you at the regular monthly meeting of the Vestry held Friday, June 15 1945, I have read and compared the legal composition of the RULES AND REGULATIONS FOR THE ASSIGNMENT, USE AND MAINTENANCE OF BURIAL PLOTS with the draft of the same Rules and Regulations presented and approved by the Vestry at the regular monthly meeting of May 11 1945, and in my opinion the legal composition, in meaning, intention and purpose is an accurate translation and interpretation of the original draft"

Mr Melville further stated that the old regulations had been removed from their position at the front of the Minute Book and placed with the minutes of the meeting of September 13 1935, that the new regulations had been filed in their approved form with the minutes of the meeting of May 11 1945 and also inserted at the front of the Minute Book. He stated that it had been suggested that the rules and regulations should be printed for distribution to the parishioners and that the cost would be \$89

On motion of Mr Melville, seconded by Dr Gerstenberg, the meeting:

RESOLVED that in the adoption of the revised Churchyard rules on May 11 1945, the Rector, Church Wardens and Vestrymen recognize that some of the injunctions and prohibitions contained in them may be impracticable of application in certain instances that may arise but, recognizing this fact, the rules nevertheless were adopted in order that the Church might be adequately protected in the maintenance of the Churchyard and in the retaining for proper use of the limited area available for Churchyard purposes, and expressly asserted that they expect to be open-minded in waiving any of these requirements as may seem unduly onerous in specific instances when the need seems to be indicated. In general, it is the belief of the body that the Church is better protected by strong rules that may be waived from time to time than by weaker rules which may be circumvented, and that a proper sense of responsibility exists in connection with the Churchyard and that power given to the body by these rules will be exercised with discretion

and all the action reported by the Churchyard Committee was approved and instructions given that the new rules should not be printed but rather mimeographed and mailed to recent assignees of the plots and a supply left with Mr Irving J Addis

Organ
Committee

Dr Gerstenberg reported for the Organ Committee that, after hearing criticism, he himself had tried the organ, finding it in perfect condition

Summer ser-
vice guests

In response to inquiries, the Rector stated that he hoped to have the pleasure of welcoming to the services during the summer Messrs Robert Betts, John Brierley, Stuart Gracey and Gustav Hornberger

Nursery School
petition

The Rector then presented to the meeting a petition from the Committee for the local Nursery School, to hold the sessions of the school during the winter of 1945-1946 in the refectory of Caroline Parish House. He stated that the Committee would pay to the Church its estimate of the

July 13 1945

cost of heating which might result from such use, or \$75 - whichever might be the larger sum; that it would be responsible for any damage that might be caused to the Church property; that its sessions would be from nine to twelve in the morning on Mondays to Fridays, inclusive; that two full-time paid teachers would be employed; that children would not be permitted in the Churchyard but only in either the Refectory or the Rectory yard; and that liability insurance would be provided amply protecting the Church in connection with this added use

Nursery school
petition (cont'd)

There followed considerable discussion of this petition, it being pointed out that it might be expected that damage to the Church would result from the proposed use, that the availability of the room for legitimate Church purposes might be reduced, that the children might play in the Churchyard to the distress of the parishioners and that they might play with Church equipment, such as that in the kitchen. On motion by Mr Melville, seconded by Dr Gerstenberg, it was suggested that the petition be approved. On the vote, Dr Gerstenberg, Dr Chamberlain, Mr Hudson and Mr Melville voted in the affirmative, and Messrs Dearborn, Edwards, McDermond and Wishart voted in the negative - Mr Smith being recorded as not voting. The Chairman therefore cast the deciding vote, declaring the resolution passed and the petition approved. Mr Mitton made the further statement that he would arrange that the permission to the school be retracted should the experiment prove undesirable from the angle of the Church and further gave assurance that the sessions of the school would be omitted on any days when holding them would interfere with use of the room by any regular Church activity

There being no further business, the meeting adjourned at 9:45 p m, this on motion of Dr Chamberlain, seconded by Mr McDermond

Adjournment

Respectfully submitted

Ward Melville
Ward Melville
Clerk

July 13 1945

Report of
Rector

Report of the Rector to the Vestry for the month ending Friday,
July 13 1945

During the month past the following regular services have been held in this church; five celebrations of the Holy Communion; four at eight o'clock on Sunday mornings and one at eleven o'clock on the first Sunday of the month. There have been two services of Morning Prayer with sermon and one service of Litany & Ante Communion with sermon

The Church School met for two regular sessions and after the last Sunday in June, adjourned for the summer. On Tuesday, July 10, a Church School picnic was held at Sunwood beach

Occasional services performed by the Rector include the reading of the marriage service at the wedding of Robert Glinick and Norma Whiton. This service was performed in the Church on Saturday, June 16 1945. On Thursday, June 21 1945, the Rector read the burial service at the funeral of the late Hon Selah B Strong. The first part of the service was held in the old Manor House on Strong's Neck, interment was in the family plot of the Strong's private cemetery

The Rector took part in community affairs on the following occasions: He gave the Invocation and Benediction at the Junior High School Commencement exercises on Friday, June 22 1945. On Sunday he preached the Baccalaureate sermon at the Methodist Church. In the absence of a Pastor, he also prepared the service of worship. On Monday, June 25 1945, he gave the Invocation and Benediction at the Senior High School Commencement exercises

Advertising and Promotion have been carried on through the local newspapers and the weekly leaflet

The Ladies Society met for a covered dish luncheon on Tuesday, July 10 1945

In preparation for the Bishop's visit on Sunday, July 29 1945, for the purpose of Confirmation, three classes of instruction have been held in the Parish House. At present there are nine candidates

On July 8 1945, the Rector acted as the Bishop's Chaplain at the Ordination to the priesthood of Father Smith, who was one of the supplies during the Rector's illness. The service was held at the Monastery of the Little Portion, Order of St Francis, Mt Sinai, N Y

Miscellaneous activity includes preparation of services and sermons, the preparation and mimeographing of the weekly leaflet, correspondence, pastoral conferences, parish records. A total of 33 calls were made

July 13 1945

Report of
TreasurerCAROLINE CHURCH
of BROOKHAVEN


| | Balance May 1 1945 | Receipts May 1945 | Expenditures May 1945 | Balance June 1 1945 |
|---------------------------------------|-----------------------|----------------------|--------------------------|------------------------|
| General Fund | 346.29 | 221.96 (1) | 449.51 | 118.74 |
| Special Funds | | | | |
| Churchyard | 30.76 | 39.05 | - | 69.81 |
| Parish Poor | 402.26 | - | - | 402.26 |
| Fence | 81.43 | - | - | 81.43 |
| Remembrance Foundation | 37.01 | - | - | 37.01 |
| Memorial | 59.79 | - | - | 59.79 |
| Endowment (other than investments) | 988.38 | 602.14 (3) | 500.00 (4) | 1,090.52 |
| Church School | 68.35 | <u>8.39</u> | <u>-</u> | 76.74 |
| | | 871.54 | 949.51 | |

(1) Includes \$30.00 collected for "Bishop's Call"

(2) Includes \$36.20 paid account "Bishop's Call"

(3) Includes \$572.95 principal payment - Lido Club mortgage

(4) Includes \$500.00 purchase of U S Savings Bonds, Series G



 Marco C Smith
 Treasurer

June 1945

July 13 1945

Report of
TreasurerCAROLINE CHURCH
of BROOKHAVEN

| | Balance June 1 1945 | Receipts June 1945 | Expenditures June 1945 | Balance July 1 1945 |
|---------------------------------------|------------------------|-----------------------|---------------------------|------------------------|
| General Fund | 118.74 | 293.40 (1) | 334.22 (3) | 77.92 |
| Special Funds | | | | |
| Churchyard | 69.81 | 31.54 | - | 101.35 |
| Parish Poor | 402.26 | - | - | 402.26 |
| Fence | 81.43 | - | - | 81.43 |
| Remembrance Foundation | 37.01 | - | - | 37.01 |
| Memorial | 59.79 | - | - | 59.79 |
| Endowment (other than investments) | 1090.52 | 34.06 | - | 1124.58 |
| Church School | 76.74 | <u>6.55</u> | <u>1.00</u> | 82.29 |
| | | 365.55 | 335.22 | |

(1) Includes \$49.00 collected for Church Charity Foundation

(2) Includes \$49.00 paid Church Charity Foundation

(3) Includes donations of \$10.00 by Mrs Flora Smith and \$5.00 by Mrs
Eva Hawkins


 Marco C Smith
 Treasurer

July 1945

August 10 1945

assigned to Mr Stephen Seymour Yates. It was further reported that no location had as yet been assigned to Mr Ernest M Bennett. Mr McDermond requested the Committee to provide markers for his plot and the Committee was instructed to write to all recent assignees concerning the necessity for provision of markers. On motion regularly made and seconded, the action and assignments were approved and made the action of the meeting

Finance
Committee

For the Finance Committee, Mr Smith drew attention to the need for money and to the hope that the forthcoming card party would provide reasonable funds. He suggested the possibility that the Vestry might wish to consider an every-member canvas

Music
Committee

For the Music Committee, the Rector stated that on August 12 Mr John H Brierley would sing a solo, that on August 19 the Stony Brook children's choir under the direction of Miss Jessie Sleight, would substitute for the regular choir, on August 26 Mr Gustav Hornberger would render cello solos, one of which would be substituted for the usual sermon, and that some time in September he hoped to have Mr Betts sing. He announced further that on Sunday evening, August 19, he would present a brief evensong followed by an informal hymn sing

Grounds
Committee

The attention of the Grounds Committee was drawn to several rotted posts in the churchyard fence and instructions given for necessary repairs

There were no reports from the Church School or Organ Committees, nor from the Bishop's Men

Mothers'
Club

The Rector presented in detail a definite agreement which had been prepared by counsel (Messrs Davis Polk Wardwell Sunderland & Kiendl) to provide the use of the Refectory for the Mothers' Club. On motion of Dr Gerstenberg, seconded by Mr Edwards, the execution of the agreement was authorized by the proper officers of the Church, Mr McDermond voting in opposition

Adjournment

There being no further business, the meeting adjourned at ten p m, this on motion of Mr Dearborn, seconded by Mr Edwards

Respectfully submitted

Ward Melville
Ward Melville
Clerk

August 10 1945

Report of the Rector to the Vestry for the month ending Friday,
August 10 1945

Report of
Rector

During the month past the following services have been held in this church: five celebrations of the Holy Communion; four at eight o'clock on Sunday mornings, and one at eleven o'clock on the first Sunday of the month. There has been one service of Morning Prayer with sermon, and one service of Litany and Ante Communion with sermon. On Sunday, July 29, Bishop DeWolfe visited this parish for the purpose of Confirmation. Visiting preachers during this month have been the Rev Bernard A Hemsley, Rector of the Church of St Andrew, Staten Island (July 15); Mr Alfred San Dominick, licensed lay reader attached to Christ Church, Brooklyn (July 22); and Bishop DeWolfe at the Confirmation service (July 29)

Those confirmed in this year's class were Mrs Agnes G Mills, Miss Nancy Sheldrake, Miss Gillian Dorward, Miss Judith Smith, Miss Lyllis Setelius, Miss Marilyn Wishart, Miss Dorothea Henry, Mr Edward Emerson and Mr Allen Setelius

The outstanding activity of the month was the community supper served by the ladies of the parish. Some 220 dinners were served

There have been two meetings of the Ladies Society. In preparation for the visit of the Bishop for Confirmation, the Rector held four Confirmation classes of instruction

Advertising and promotion have been carried on through the normal channels of the weekly leaflet and the local newspapers

On Tuesday, July 31, the Rector attended a meeting in Riverhead regarding the Reconstruction and Advance Fund, a Fund of \$5,000,000, which is being raised throughout the Episcopal Church for Reconstruction of our missionary work in war torn areas. Mr Ward Melville has been appointed Parish Chairman for the solicitation of special gifts to this Fund

Plans are underway for a bridge and card party to be held at the Old Field Club on the evening of August 24

Miscellaneous activity includes the preparation of services and sermons; preparation and mimeographing of the leaflet; a meeting with the Mothers' Club to discuss arrangements for the use of the basement room of the Parish House; pastoral conferences; correspondence and office records

A total of forty-five calls were made

August 10 1945

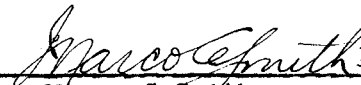
Report of
Treasurer

CAROLINE CHURCH
of BROOKHAVEN

| | Balance July 1 1945 | Receipts July 1945 | Expenditures July 1945 | Balance August 1 1945 |
|---------------------------------------|------------------------|-----------------------|---------------------------|--------------------------|
| General Fund | 77.92 | 432.19 (1) | 388.73 | 121.38 |
| Special Funds | | | | |
| Churchyard | 101.35 | 1.53 | - | 102.88 |
| Parish Poor | 402.26 | - | - | 402.26 |
| Fence | 81.43 | - | - | 81.43 |
| Remembrance Foundation | 37.01 | - | - | 37.01 |
| Memorial | 59.79 | - | - | 59.79 |
| Endowment (other than investments) | 1124.58 | 43.94 | - | 1168.52 |
| Church School | 82.29 | <u>-</u> | <u>21.96</u> | 60.33 |
| | | 477.66 | 410.69 | |

(1) Includes \$6.00 collected for Church Charity Foundation

Bills unpaid: Midmer Losh 10.00
Suffolk Improvement Co 239.51
249.51



Marco C. Smith
Treasurer

Regular meeting of the Rector, Church
Wardens and Vestrymen of Caroline
Church of Brookhaven, held in the
Vestry Room, Setauket, Long Island on
Friday, September 14 1945

Due to a lack of quorum, the meeting was adjourned until October 19
1945

Respectfully submitted

Ward Melville
Ward Melville
Clerk

October 19 1945

MINUTES of a meeting of the Rector,
Church Wardens and Vestrymen of Caroline
Church held in the Vestry Room on Friday,
October 19 1945

The meeting was opened with prayer by the Rector at 8:55 p m. Those present were:

John P Mitton, Rector
Marco C Smith, Junior Warden
B George Dearborn, Vestryman
Ralph E McDermond
Ward Melville
David L Wishart

Absent: Elvin S Hawkins, Senior Warden
William D Chamberlain, Vestryman
Leroy A Edwards
Charles W Gerstenberg
Walter E Hudson

Minutes

The Clerk read the minutes of the meeting of August 10 which, on motion of Mr McDermond, seconded by Mr Wishart, were accepted as presented

Report of Rector

The Rector presented a written report of the activities of the Parish for the period August 10 to October 19 inclusive which, on motion of Mr Dearborn, seconded by Mr Wishart, was accepted and ordered filed with the minutes

Report of Treasurer

The Treasurer presented a report for the months of August and September, together with a list of bills for payment. On motion of Mr Wishart, seconded by Mr Dearborn, the report was accepted and approval given for the payment of bills as follows:

| | | |
|---|-------|--------------|
| Dept of Finance, Borough of Brooklyn - | | |
| Taxes - 1834 E 3 st, Brooklyn, 1st half | | 72.54 |
| Morehouse-Gorham - Supplies | | 24.25 |
| Suffolk Improvement Co - | | |
| Fence Repairs | 40.00 | |
| Churchyard | 95.06 | |
| Rectory | 25.21 | |
| Village Green | 11.23 | |
| Repairs | 8.00 | 179.50 |
| Marion C Yates II - Insurance | | 176.02 |
| Stationery Press - Card Party tickets | | 2.00 |
| John C Mitton - Supplies | | <u>38.98</u> |
| | | 493.29 |

R & A Fund

The Clerk reported that he had been appointed as Chairman for the Arch-deaconry of Suffolk in the current Reconstruction and Advance Fund campaign under which the Diocese is undertaking to raise \$300,000 for the purposes of rebuilding destroyed church buildings in the foreign mission field. He stated that members of Caroline Parish had made very reasonable contributions so far in the drive for special gifts

October 19 1945

For the Building Committee Mr Melville stated that the ceiling tiles in the basement had been firmly nailed, the exterior iron work had been cleaned off and repainted with red and black lead, and that the front door lock which had been broken would be replaced the following day. He further reported that he had investigated carefully the work being done by the Rector in the Rectory kitchen, finding it excellently handled. The Rector drew attention to the need for temporary repairs to stop leaks in the roof of the Rectory, and the matter was referred to the Building Committee

Report of
Building Committee

For the Churchyard Committee, Mr Melville presented correspondence with Allison L Bayles. An assignment to him of Plot #61 had been cancelled at the meeting of May 10 although not properly brought to the attention of Mr Bayles in the correspondence. Mr Melville urged that the reassignment of the plot to Messrs McDermond and Mills be cancelled and the plot at least be held unassigned pending the return to the parish of Mr Bayles. The meeting, however, was unwilling to do this and directed the Committee to inform Mr Bayles that the assignment had been cancelled but that he need feel no concern as to the availability of a burial plot when he should return and become active in the affairs of the Church or when he should require such space

Report of
Churchyard
Committee

Mr Smith reported that the cost of servicing the organ, which has been at the rate of \$40 annually, will hereafter be increased to \$50 annually by the contractor Midmer-Losh. On motion duly made and seconded, Mr Smith was directed to refer this matter to the Organ Committee

Organ
Servicing

There were no reports from the Music, Grounds, Church School or Organ Committees, nor from the Bishop's Men except that, as to the latter, Mr McDermond told of a meeting which had been called for the evening of June 8 in Garden City which he, however, had been unable to attend

On motion of Mr Melville, seconded by Mr Wishart, the Body directed the Treasurer to express to the Little Portion Monastery the appreciation of the Parish for their helpful services in carrying on the work of the Church during the vacation of the Rector and a contribution of \$100 to the Order of St Francis was approved

Contribution
to Little
Portion

On motion duly made and seconded, the following resolutions were passed unanimously:

Resolutions

RESOLVED that the thanks of Caroline parish be expressed to the Old Field Club and to its President, Mr Daniel B Fuller, for the courtesy shown the Church through permitting the Club's facilities to be used for a charity card party

RESOLVED that the thanks of the parish be extended to Mr and Mrs Ward Melville for their courtesy in permitting the use of Sunwood Beach for two Church School picnics during the summer

October 19 1945

RESOLVED that the thanks of the parish be extended to Miss Jessie Sleight for her interest and courtesy in bringing the St James Chapel Children's Choir to Caroline Church on August 19

RESOLVED that the thanks of the parish be extended to Professor Gustav O Hornberger for his courteous cooperation in presenting an enjoyable program of 'cello music in the Church on August 26

RESOLVED that the thanks of the parish be extended to the Reverend John P Evarts of 238 W 106 st, New York City, for his courtesy to Caroline parish by interrupting his summer vacation to preach at the morning service on Sunday, August 19

Auditing
Committee

The Rector appointed Messrs Dearborn and Wishart to serve as an Auditing Committee for the Treasurer's accounts for the year ending August 31 1945. On motion of Mr Melville, seconded by Mr McDermond, the assignment was approved

There being no other business, the meeting adjourned at 10 p m

Respectfully submitted

Ward Melville
Ward Melville
Clerk

Report of the Rector to the Vestry for the period extending from the last regular Vestry meeting of August 10 1945 to the postponed meeting of October held on October 19 1945

During this period the following services have been held in this church: 11 celebrations of the Holy Communion; six at eight o'clock on Sunday mornings; one at ten o'clock on August 13, this being the annual meeting of the Caroline Guild; one at ten o'clock on August 15, this being the day following the Japanese surrender; one at 10:30 a m on October 17, this being the fall meeting of the Archdeaconry of Suffolk; and two celebrations with sermons at eleven o'clock on the first Sundays of September and October. There have been six services of Morning Prayer and sermon and one service of Morning Prayer and cello recital. On August 19 we had as our guest preacher, the Reverend John Bartle Everts, Pastor of Grace Methodist Church, New York City. The cello recital was rendered by our old friend, Professor Gustav O Hornberger. There were two services of Litany and Ante Communion with sermon

The following occasional services were performed by the Rector: August 12 the baptism of Laurence Alden Forsdick, son of Mr and Mrs Charles Forsdick, grandson of Mr Eversley Childs; September 16, private celebration of the Holy Communion for Mrs Alexander Smith. On the same date, baptism of Peter Richard di Donato. In the absence of the Rector, the Reverend Joseph E Mills Jr officiated at the service of Holy Matrimony for Marion Orth. The record has not yet been forwarded to the Rector so he cannot supply the name of the groom

Special activities include the bridge and card party held at the Old Field Club on the evening of August 24. A second church school picnic was held on August 28 at Sunwood. The Archdeaconry of Suffolk County held its fall meeting in this parish on Wednesday, October 17. Through the cooperation of the ladies of the parish, luncheon was served to the Bishop and his party and coffee was served to 150 delegates

The church school reopened for the winter session on Sunday, September 9. Since that time there have been six regular sessions of the school. The Rector wishes to report a fine enrollment and a greatly improved teaching staff. There are six classes under the direction of the following six teachers: Miss Jean Buchanan, Mrs Harold Malkmes, Miss Violet Clay, Miss Peggy Land, Mrs Ernest Bennett and the Rector. This increase in the teaching staff has made possible a much more evenly graded group of classes. The enrollment has not suffered from the extended summer recess and the enthusiasm of the children has been greatly stimulated

There have been two meetings of the Ladies Society and one meeting of the Caroline Guild

From September 51 to October 15 the Rector was on vacation, and during this time the eleven o'clock services were in the charge of the Order of St Francis. The parish was very fortunate in having as its supply, Father Martin, OSF, assisted by Father Smith. Because the Rector did not go away except for one Sunday, he directed the Church School. On the one Sunday he was away, it was directed by Mrs Marco C Smith

Report of
Rector
Cont'd

Among the services, I failed to mention two outstanding events of significant interest. Both took place on Sunday, August 19. The first was the visit to our church of the Children's Choir of St James Chapel, Stony Brook, under the direction of Miss Jessie Sleight. The other was the hymn sing which was held at eight o'clock in the evening and which was received enthusiastically by those in attendance. Another service, mention of which was omitted, was the service of Evening Prayer on the evening of August 15, a Thanksgiving service for the conclusion of hostilities with Japan

The Nursery School began its sessions on Monday, October 15. So far the situation has worked out admirably

A total of twenty-two calls were made. In regard to the Rector's calling he has been informed that there is much criticism abroad. The Rector would like to say that he regrets this but would like to add also that by and large he is using his car for calls and other church business about as much as he can afford. During the five years that he has been Rector, including the cost of the car, he has spent in carrying on the work of this parish in transportation alone more than the salary of the first year. During the war years the calls on the Rector's car have been unusually heavy and he finds it almost impossible to make ends meet. He is willing to continue under present conditions, unmoved by the criticism, endeavoring to do what he can, hoping and praying that one's duty to worship God in His Holy Church is not dependant upon the calls of the Rector. If this is not satisfactory he suggests a vote of no confidence and he will know what to do

October 19 1945

CAROLINE CHURCH
of BROOKHAVEN

| | Balance Aug 1 1945 | Receipts Aug 1945 | Expenditures August 1945 | Balance Sept 1 1945 |
|---------------------------------------|-----------------------|----------------------|-----------------------------|------------------------|
| General Fund | 121.38 | 830.94 (1) | 459.82 (3) | 492.50 |
| Special Funds | | | | |
| Churchyard | 102.88 | 36.27 | 219.92 | 80.77 (Def) |
| Parish Poor | 402.26 | 15.74 | - | 418.00 |
| Fence | 81.43 | - | - | 81.43 |
| Remembrance Foundation | 37.01 | - | - | 37.01 |
| Memorial | 59.79 | - | - | 59.79 |
| Endowment (other than investments) | 1168.52 | 265.85 (2) | - | 1434.37 |
| Church School | 60.33 | - | 9.25 | 51.08 |
| | | <u>1148.80</u> | <u>688.99</u> | |

(1) Includes \$254.30 from card party

(2) Includes Endowment for Churchyard from F L Mills of \$200

(3) Includes \$6.00 paid to Church Charity Foundation


Marco C Smith
Treasurer

October 19 1945

Report of
TreasurerCAROLINE CHURCH
of BROOKHAVEN

| | Balance Sept 1 1945 | Receipts Sept 1945 | Expenditures September 1945 | Balance Oct 1 1945 |
|--|------------------------|-----------------------|--------------------------------|-----------------------|
| General Fund | 492.50 | 562.34 | 289.97 | 764.87 |
| Special Funds | | | | |
| Churchyard | 80.77 (Def) | - | - | 80.77 (Def) |
| Parish Poor | 418.00 | - | - | 418.00 |
| Fence | 81.43 | - | - | 81.43 |
| Remembrance Foundation | 37.01 | - | - | 37.01 |
| Memorial | 59.79 | - | - | 59.79 |
| Endowments (other than investments) | 1434.37 | 6.31 | - | 1440.68 |
| Church School | 51.08 | <u>9.81</u> 578.46 | <u>-</u> 289.97 | 60.89 |



 Marco G. Smith
Treasurer

November 9 1945

MINUTES of the meeting of the Rector,
Church Wardens and Vestrymen of Caroline
Church of Brookhaven held in the Vestry
Room, Setauket, L I, on Friday November 9 1945

The meeting was opened with prayer by the Rector at 8:40 p m. Those present were:

John P Mitton, Rector
Marco C Smith, Junior Warden
William D Chamberlain, Vestryman
B George Dearborn "
Leroy A Edwards "
Charles W Gerstenberg "
Ralph E McDermond "
Ward Melville "
David L Wishart "

Absent: ~~Elvin S Hawkins, Senior Warden~~
~~Walter E Hudson, Vestryman~~

The Clerk read the minutes of the meeting of October 19 which, on motion of Dr Gerstenberg seconded by Mr McDermond, were ratified and confirmed and the action of the meeting, which was without quorum, made the action of the Vestry

Minutes

The Rector presented a report of his activity since the last meeting of the Vestry which, on motion of Mr Edwards, seconded by Mr Wishart, was accepted and ordered filed with the minutes

Report of Rector

Mr Smith presented his report as Treasurer showing receipts and disbursements for the month of October, together with a list of bills for approval. On motion of Mr Melville, seconded by Mr McDermond, the report was accepted and ordered filed with the minutes, approval being given the payment of bills as follows:

Report of Treasurer

| | | |
|----------------------------------|--------------|-------------|
| Liberty Mutual Insurance Co - | | |
| Workmen's Compensation Insurance | | 25.50 |
| Suffolk Improvement Co | | |
| Churchyard | 39.88 | |
| Rectory | <u>11.40</u> | 51.28 |
| Tinker National Bank | | |
| Rent of safe deposit box | | 3.60 |
| Forward Movement - Booklets | | <u>2.41</u> |
| | | 82.79 |

The Clerk reported that he had been supplied by the Rector with two booklets describing St Michael's Church, Marblehead, Mass, a Protestant Episcopal Church now occupying the original building which was erected in 1714. The Clerk drew attention to the fact that while the building was older than Caroline Church, it lacked the distinction of having had services conducted in it continuously, which distinction

Report of Clerk

November 9 1945

applied to Caroline Church. At St Michael's, services were interrupted at two different times, once for two years and once for six years. He stated that the booklets would be filed with the records in the Clerk's office

Report of
Building
Committee

For the Building Committee, Mr Melville reported that the lock on the front door had been installed on the day following the last meeting of the Vestry, that temporary repairs had been made to the Rectory roof and that as a result of inspection made during this work, he had to report that the entire Rectory roof required recovering in the spring of 1946. He submitted an estimate of approximately \$375 for such work and was instructed to make inquiry as to the cost of reroofing with Williamsburg asbestos shingles. He further reported that a fire in a pile of leaves had damaged the churchyard fence just to the north of the main entrance a few days before and that the cost of repairing it, which would be completely covered by insurance, would be approximately \$100. An estimate for doing the work submitted by D T Bayles & Son was supplied to the Treasurer for transmission to the insurance carrier. The attention of the Building Committee was drawn to the long delay in repairing the lantern in the slype, and further, that repairs were necessary to the three way switches controlling the main basement light circuit

Report of
Churchyard
Committee

For the Churchyard Committee, Mr Melville submitted correspondence with Mr Allison L Bayles which indicated that Mr Bayles was entirely content with the decision of the Vestry to cancel his plot assignment, relying upon the body's willingness to provide another plot at a time when Mr Bayles might require it

At this point the Rector drew attention to the desire of one of the ladies associated with the church to have removed one of the two maple trees standing west of the belfry. He stated that over a period of several years, considerable tree surgery had been necessary to keep this tree alive and that the Bartlett Tree Expert Co recommended its removal since it was deteriorating rapidly and in the meantime was damaging the adjacent maple tree which was a strong healthy specimen but handicapped in its proper development by its neighbor. After discussion and on motion of Dr Gerstenberg, seconded by Mr McDermond, the Churchyard Committee was authorized to remove this maple tree with the proviso that if possible a healthy young tree be substituted for it

There were no reports from the Finance, Music, Grounds, or Church School Committees nor from the Bishop's Men

Report of
Organ
Committee

For the Organ Committee, Dr Gerstenberg reported that it was entirely satisfactory to continue the servicing by Midmer-Losh at the 25% increased annual cost which had been discussed at the last meeting of the Vestry

Repairs to
piano

The Rector drew attention to the need for repairs to the piano in the Parish House which was in need of tuning and the pedals of which were in need of adjustment. On motion of Mr Dearborn, seconded by Mr Smith, the Clerk was instructed to arrange for these repairs, first satisfying himself by estimate that the cost for repairing the pedals was reasonable in amount

November 9 1945

For the Auditing Committee, Mr Dearborn reported that the Committee had examined thoroughly the books of the Treasurer for the year ending August 31 1945, finding them in excellent condition and much to the credit of the Treasurer. On motion of Dr Gerstenberg, seconded by Mr Edwards, the report was approved with thanks to the Committee and an expression of appreciation to the Treasurer

Report of
Auditing
Committee

The Rector drew attention to the fact that the First Presbyterian Church at Port Jefferson was currently celebrating its 75th anniversary. On motion of Dr Gerstenberg, seconded by Mr Edwards, the Vestry

First
Presbyterian
Church

RESOLVED that the felicitations of the Rector, Church Wardens and Vestrymen of Caroline Church of Brookhaven be extended to the First Presbyterian Church of Port Jefferson and to its minister, the Reverend Ray H Kiely, upon the occasion of its 75th anniversary of service to the community, and

FURTHER RESOLVED that Caroline Church hopes that the First Presbyterian Church may enjoy many more years of valuable service, and

FURTHER RESOLVED that the Clerk be instructed to transmit this resolution to the Reverend Mr Kiely

The Rector presented a letter from the Rt Reverend G Bromley Oxnam, President of the Federal Council of the Churches of Christ in America, in which the importance of the work was emphasized and a request made for a contribution of \$5 from each Protestant church in the Council. On motion of Dr Gerstenberg, seconded by Mr McDermond, the Treasurer was directed to send a contribution of \$5 to Bishop Oxnam for the work of the Federal Council

Federal
Council

The Clerk presented for the inspection of the meeting a letter from the Diocesan Council stating the status of the missionary objective for Caroline Church for the year 1945, in which it appeared that total payments in amount of \$239.15 had been made up to October 31, leaving a balance of \$165.85 to be paid before the end of the calendar year. He further presented a letter from the Diocesan Finance Committee in which a tentative assessment for Caroline Church for the year 1946 was set at \$245.69. The Treasurer stated that this represented a slight decrease from the assessment for the year 1945. The letters were accepted and ordered filed

Diocesan
Council

The Rector stated that on Sunday, December 2, he proposed to hold a men's corporate communion, joining in this date with many other Episcopal Churches, and to arrange the details of the affair he appointed Messrs Hudson, Wishart and Chamberlain as a Committee

Corporate
Communion

The Rector discussed informally the desirability of holding a dinner for returning servicemen of the parish, the Christmas program for the Church and the Armistice Day service scheduled for Sunday, November 11. Discussion developed no new ideas concerning the Christmas program and suggested

Service
activities

that the dinner be postponed until more servicemen should have returned to the community. Mr Mitton stated that he had endeavored to arrange a community service for Armistice Day but other churches had been unwilling to do this at eleven o'clock and he felt that any other hour would be unsuitable. He, therefore, had invited the local patriotic societies to cooperate in the service

Budget
Committee

The Treasurer reported a summary of the total receipts and expenditures of the church for the year ending August 31 1945, together with detailed figures on the receipts and expenditures for general purposes. In connection with the latter, he made recommendations concerning the receipts and expenditures budget for approval for the year 1946. The detail of these figures was discussed by the meeting and on motion of Mr Dearborn, seconded by Mr Hudson, the budget as recommended was approved and adopted and all of the figures directed to be included in the minutes of the meeting

SUMMARY

| | <u>Receipts</u> | <u>Expenses</u> | <u>Over-Under</u> |
|-------------------------|-----------------|------------------------|-------------------|
| General | 5180.22 | 4994.74 | +185.48 |
| Churchyard | 360.90 | 465.51 | -104.61 |
| Church School | 75.72 | 88.61 | -12.89 |
| Poor | 41.48 | 71.35 | -29.87 |
| Special Offerings | 99.45 | 116.20 | -16.75 |
| Endowment Fund | | 3000.00) (Investments) | |
| Interments | 110.00 |) | |
| Yard Fund | 500.00 |) | +574.28 |
| Principal Payments | 2964.28 |) | |
| 1837 E. 3 st Taxes, etc | 180.00 | 168.86 | +11.14 |
| Plot Markers | 40.00 | 40.00 | - |
| Refunds | 7.36 | 7.36 | |
| | <u>9559.41</u> | <u>8952.63</u> | <u>+606.78</u> |

| <u>RECEIPTS</u> | <u>Budget</u> <u>1944-5</u> | <u>Actual</u> <u>1944-5</u> | <u>Budget</u> <u>1945-6</u> |
|----------------------|--------------------------------|--------------------------------|--------------------------------|
| Plate Collection | 600 | 933.59 | 900 |
| Envelopes - Annual | 1800 | 1845.52 | 1800 |
| Special | 500 | 797.35 | 1000 |
| Contributions | 400 | 504.40 | 700 |
| Interest | 600 | 458.54 | 400 |
| Parish Organizations | 100 | 100.00 | 100 |
| Alms Box | 50 | 53.47 | 50 |
| Mite Boxes | 25 | 37.65 | 50 |
| Special Activities | 825 | 449.70 | 700 |
| | <u>4900</u> | <u>5180.22</u> | <u>5700</u> |

November 9 1945

| <u>EXPENDITURES</u> | Budget <u>1944-5</u> | Actual <u>1944-5</u> | Budget <u>1945-6</u> |
|-------------------------|-------------------------|-------------------------|-------------------------|
| Salary - Rector | 2400 | 2400.00 | 2700 |
| Supply | 100 | 100.00 | 100 |
| Sexton | 250 | 240.00 | 240 |
| Music - Organist | 150 | 150.00 | 150 |
| - Supplies | 50 | 5.05 | 25 |
| Heat and Light | 450 | 573.69 | 550 |
| Maintenance - Buildings | 200 | 30.15 | 300 |
| Organ | 40 | 40.00 | 50 |
| Insurance | 275 | 215.28 | 215 |
| Pension | 210 | 210.00 | 210 |
| Assessment | 250 | 253.45 | 260 |
| Missions | 250 | 405.81 | 400 |
| Printing & Supplies | 100 | 140.84 | 150 |
| Village Green | 50 | 24.60 | 50 |
| Rectory Grounds | 50 | 132.01 | 100 |
| Gifts | | | 50 |
| Misc & Conting | <u>75</u> | <u>71.86</u> | <u>100</u> |
| | 4900 | 4994.74 | 5700 |

Budget
Cont'd

There being no other business, the meeting adjourned at 10:05 p m, this on motion of Mr Dearborn, seconded by Mr Hudson

Adjournment

Respectfully submitted

Ward Melville
Ward Melville
Clerk

November 9 1945

Report of
TreasurerCAROLINE CHURCH
of BROOKHAVEN

| | Balance Oct 1 1945 | Receipts Oct 1945 | Expenditures October 1945 | Balance Nov 1 1945 |
|--|-----------------------|----------------------|------------------------------|-----------------------|
| General Fund | 764.87 | 1506.67 (1) | 700.61 (2) | 1570.93 |
| Special Funds | | | | |
| Churchyard | 80.77 (Def) | 103.03 (3) | 95.06 | 72.80 (Def) |
| Parish Poor | 418.00 | - | - | 418.00 |
| Fence | 81.43 | - | 40.00 | 41.43 |
| Remembrance Foundation | 37.01 | - | - | 37.01 |
| Memorial | 59.79 | - | - | 59.79 |
| Endowments (other than investments) | 1440.68 | 58.86 | 72.54 (4) | 1427.00 |
| Church School | 60.89 | <u>9.05</u> | <u>32.07</u> | 37.87 |
| | | 1677.61 | 940.28 | |

Marco C Smith

 Marco C Smith
 Treasurer

- (1) Includes special donation from Mr Ward Melville of \$1200
 (2) Includes payment of \$100 for Supply
 (3) Includes donation of \$100 from Mr Ward Melville
 (4) For payment of first half of taxes on property at 1834 E 3 st, Brooklyn

Report of the Rector to the Vestry for the three weeks ending Friday, November 9 1946

Report of Rector .

During this period the following services have been held in this church: two celebrations of the Holy Communion; one at 10 o'clock a m on November 1, being All Saints' Day, and one at 11 o'clock a m on the first Sunday of the month. There was one service of Morning Prayer and Sermon and one service of Litany and Ante Communion with sermon

The Church School met for three regular sessions

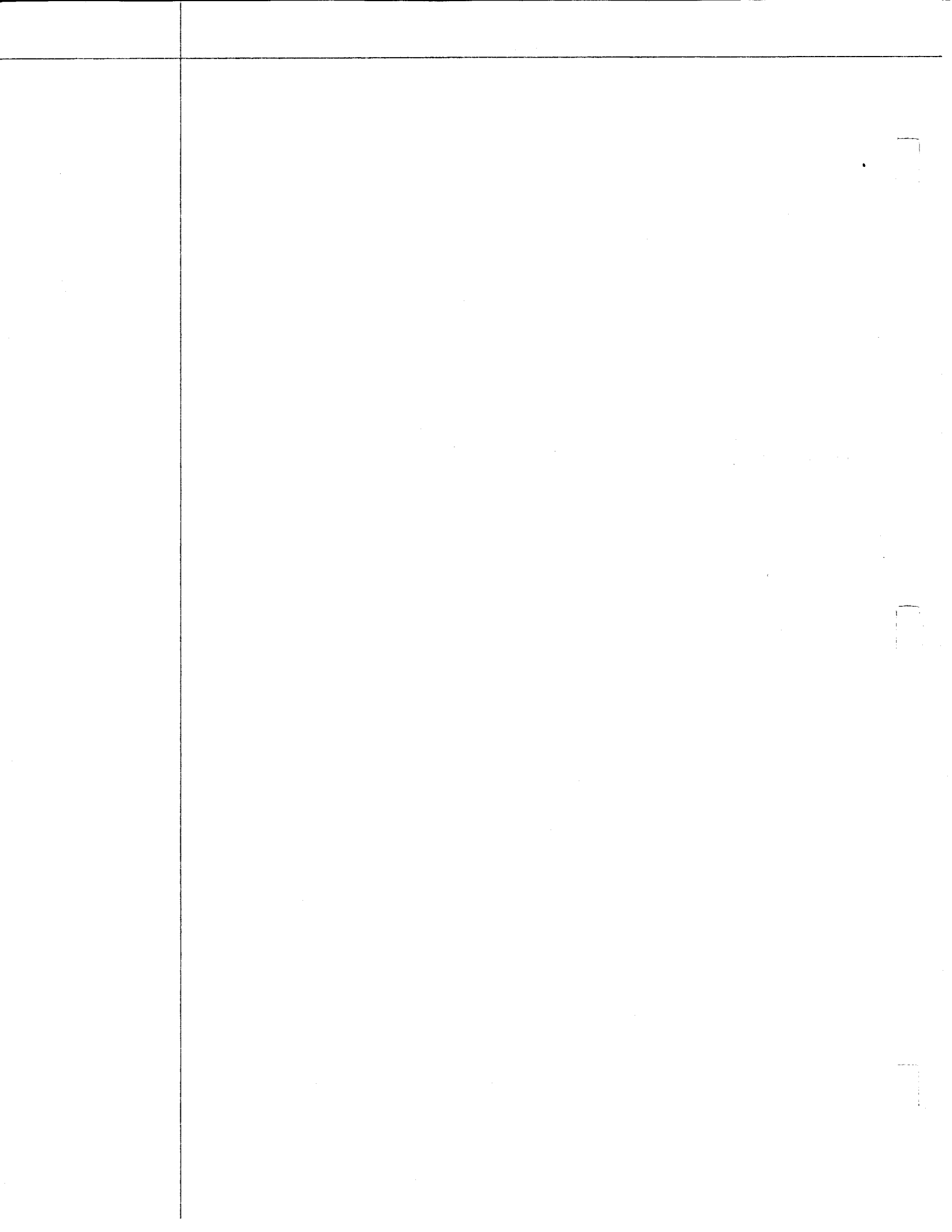
Occasional services performed by the Rector include the following: Saturday, October 28, 1945, he officiated at the wedding of Mr George Kiessler of Port Jefferson and Miss Margaret Wiehn of Port Jefferson. On Thursday, November 28 1945 he read the burial service at the funeral of the late Henry Eichacker, the service being held at St Albans. Interment was in Lutheran Cemetery, Brooklyn

The choir held three weekly rehearsals and the Ladies Society held the regular monthly meeting on the first Wednesday in the month

Advertising and promotion was carried on through the usual channels of the local newspapers and the weekly leaflet

Miscellaneous activity included the preparation of the services and sermons, the preparation and mimeographing of the weekly leaflet, cooperation in community affairs, pastoral conferences, correspondence and parish records

A total of twenty-two calls were made



December 14 1945

MINUTES of the meeting of the Rector,
Church Wardens and Vestrymen of Caroline
Church of Brookhaven held in the Vestry
Room, Setauket, L I, on Friday, December 14
1945

The meeting was opened with prayer by the Rector at 8:45p m. Those present were

- John P Mitton, Rector
- Marco C Smith, Junior Warden
- William D Chamberlain, Vestryman
- B George Dearborn "
- Leroy A Edwards "
- Walter E Hudson "
- Ralph E McDermond "
- Ward Melville "
- David L Wishart "

Absent: Elvin S Hawkins, Senior Warden
Charles W Gerstenberg, Vestryman

The Clerk read the minutes of the meeting of November 9 which, on motion of Mr McDermond seconded by Mr Dearborn, were accepted and approved

Minutes

The Rector presented a report of his activities since the last meeting of the Vestry which, on motion of Mr Melville seconded by Mr Edwards, was accepted

Report of Rector

Mr Smith presented his report as Treasurer, detailing the receipts and expenditures for the month of November, presenting a list of bills for approval. On motion of Mr McDermond, seconded by Dr Chamberlain, the report was accepted and ordered filed with the minutes and approval was given for payment of bills as follows:

Report of Treasurer

| | | |
|--|--------------|--------------|
| J M Hall Inc - choir caps | | 7.74 |
| Suffolk Improvement Co - | | |
| yard | 63.35 | |
| Rectory lawn | 20.15 | |
| Village Green | 5.76 | |
| Repairs | <u>32.00</u> | 121.26 |
| D L Wishart - fence repairs | | 50.00 |
| Morehouse Gorham Co Inc | | |
| General | 3.50 | |
| Church School | <u>4.80</u> | 8.31 |
| Melville Shoe Corp - Christmas stockings | | <u>54.60</u> |
| | | 241.91 |

Mr Smith further reported that it appeared unlikely that the church would have further expenditures in connection with the counsel fees for Mr Herbert E Smith and recommended that of the additional funds thus made available, \$200 be credited to the Churchyard Fund and the balance to the general fund. This action was approved and ordered on motion of Mr McDermond, seconded by Mr Wishart

Herbert E Smith

December 14 1945

Missionary
Quota

After hearing that the 5% of the weekly envelopes ordinarily assigned by the Treasurer to the Missionary Quota of the parish had been inadequate for the purpose, \$100 out of general funds was appropriated for this purpose, this on motion of Mr Dearborn seconded by Dr Chamberlain. On motion of Mr McDermond, seconded by Mr Hudson, the Treasurer was instructed to pay \$32.28 monthly to the Missionary Quota for the current year as recommended in writing by the Diocesan Council

Donation to
Federal
Council

The Treasurer reported that Dr Gerstenberg had donated \$10 to meet the request made by the Federal Council of Churches of Christ in America and that this sum had been forwarded to the Council

Christmas
gifts

On motion of Mr Wishart, seconded by Mr McDermond, \$100 was appropriated for the use of the Treasurer in providing Christmas gifts to the organist, the choir, the Church School teachers, the Sexton and the Crucifer

Letter to
Mr Kiely

The Clerk reported that he had written a letter of felicitation to the Rev Mr Kiely of the First Presbyterian Church in Port Jefferson as directed by the meeting of November 9

Building
Committee

For the Building Committee, the Rector reported that the slype lantern and the three-way switches in the basement had been repaired and that the pump motor had recently been burned out and removed by the electrician for repairs. He suggested to the Vestry the desirability of building a storm vestibule around the entrance to the Parish House but, after discussion, the meeting decided to lay this suggestion on the table to be lifted in August 1946

Churchyard
Committee

For the Churchyard Committee, Mr Melville reported that the tree southwest of the church had been removed and that investigation was proceeding as to the possibility of a replacement. He reported progress in his effort to get legal information concerning perpetual protection of the churchyard funds. He reported that John W Addis Jr had been buried in the Ryerson Hawkins plot during the week just ended

Finance
Committee

For the Finance Committee, Mr Smith reported that the church's insurance carrier had reimbursed the church in amount of \$100 in payment for the damage to the churchyard fence

The Rector reported that through the courtesy of the town Highway Commissioner, his driveway had been resurfaced with cinders. The Clerk was instructed to express to the Highway Commissioner the appreciation of the church for this and other courtesies

Nursery
School

The Rector further reported that the Nursery School was continuing in operation with apparent success and was now instructing two classes, one composed of five children and the other of nine.

There were no reports from the Music or Organ Committees

Bishop's
Men

Mr McDermond stated that there had been a meeting of the Bishop's Men on December 7 in Garden City but that no-one representing Caroline Parish had attended

December 14 1945

The Rector reported that owing to the absence abroad of Bishop Larned, it would be necessary for Bishop DeWolfe to have union services of confirmation during the coming summer and that the date of July 28 at 11 a m had been set for a service at Caroline Church with which would be combined the confirmation classes from St Mary's, Ronkonkoma, and Christ Church, Port Jefferson

Confirmation
date .

Mr Mitton further reported that his Christmas program and appeal had been late in mailing owing to a series of mishaps in the printer's shop. He presented a letter of thanks from Father Joseph OSF in connection with the payment which had been made to the Brotherhood for their helpful services during the vacation of the Rector

At this point the Rector turned over the chair to the Junior Warden and left the meeting

Meeting turned
over to
Junior Warden

The meeting then proceeded to consideration of a letter which had been mailed by the Rector to all Church Wardens and Vestrymen which indicated that his work would be helped were he to understand more clearly the attitude of the governing body of the church to the services which he was rendering to the parish. There followed a very complete discussion engaged in by all members of the meeting which resulted in a direction that the Clerk draft a letter to be signed by all those present expressing the unanimous feeling of confidence in the Rector which was enjoyed by the writers and which would explain that the Rector's letter had been filed without further action. This letter further would state that the Vestry assumed unqualifiedly that it was their responsibility to provide the necessary funds for carrying on the work of the parish. This action was taken on motion of Mr McDermond, seconded by Mr Wishart and passed unanimously

On motion of Mr McDermond, seconded by Mr Wishart, the Treasurer was instructed to make a Christmas gift of \$100 to the Rector

Christmas
gift to Rector

There being no further business, the meeting adjourned at ten o'clock p m, this on motion of Mr McDermond, seconded by Mr Edwards

Adjournment

Respectfully submitted

Ward Melville
Ward Melville
Clerk

December 14 1945

Report of
RectorReport of the Rector to the Vestry for the month ending Friday,
December 14, 1945

During this period the following services have been held: Three celebrations of the Holy Communion, one at 11 o'clock on the first Sunday of the month, one on Thanksgiving Day at 11 o'clock and one at 8 o'clock on the Sunday of the Men's Corporate Communion; three services of morning prayer with sermon; and one service of Litany and Ante-Communion with sermon

Services with special emphasis were: (1) the Patriotic Service held on Armistice Day in which patriotic and civic organizations of the community participated; (2) the Corporate Communion of men and boys at 8 o'clock a m on Advent Sunday, December 2. This service was in conjunction with the nation-wide corporate communion of men and boys of the Episcopal Church. There were 28 men and boys present, also three ladies. After the service a nourishing breakfast was served by the four-man committee composed of Walter Hudson, Chairman, David L Wishart, Dr William D Chamberlain and B George Dearborn

The Church School has met for five regular sessions

On Thanksgiving Day your Rector associated himself with other local ministers in a community service of Thanksgiving at 10:30 a m in the Methodist Episcopal Church

Occasional services performed by the Rector were (1) the reading of the Burial Service at the funeral of the late Lewis D Young at the Fairchild Funeral Parlours in Jamaica, (2) the reading of the Burial Service at the funeral of the late John W Addis Jr in the church. Interment was in Caroline churchyard. Besides these services, the Rev Sturgis Lee Riddle, former Rector, officiated at the wedding of Miss Marion Yates II and Major David C Crockett

Advertising and promotion has been carried on through the usual channels of the weekly leaflet and the local newspapers

The regular monthly meeting of the Ladies Society took the form of a box luncheon which was followed by an afternoon of sewing in preparation for the Parish Fair next summer. The Altar Guild met to settle details of decorations for the forthcoming Christmas services. The choir has been holding weekly rehearsals both for general improvement and in preparation for the Christmas services

The Rector has prepared and sent out to all members of the parish as well as to some friends of the parish the Christmas leaflet containing the schedule of Christmas activities; the Rector's message and the message from the Finance Committee

A total of twenty-five calls were made

Report of
TreasurerCAROLINE CHURCH
of BROOKHAVEN

| | Balance Nov 1 1945 | Receipts Nov 1945 | Expenditures November 1945 | Balance Dec 1 1945 |
|--|-----------------------|----------------------|-------------------------------|-----------------------|
| General Fund | 1570.93 | 477.46 (1) | 1178.03 (2) | 870.36 |
| Special Funds | | | | |
| Churchyard | 72.80 Def | 27.75 (3) | 39.88 | 84.93 Def |
| Parish Poor | 418.00 | - | - | 418.00 |
| Fence | 41.33 | 97.50 (4) | - | 138.93 |
| Remembrance Foundation | 37.01 | 5.00 (5) | - | 42.01 |
| Memorial | 59.79 | - | - | 59.79 |
| Endowments (other than investments) | 1427.00 | 29.51 | - | 1456.51 |
| Church School | 37.87 | <u>9.06</u> | <u>-</u> | 46.93 |
| | | 646.28 | 1217.91 | |



 Marco C Smith
 Treasurer

- (1) Includes \$260 received from Ladies Society for stoker in Rectory
- (2) Includes payment of \$300 for stoker in Rectory and \$500 for special purpose
- (3) Includes \$10 received from Mrs Herman Seydel
- (4) Payment of insurance due to fire damage to fence
- (5) Gift from Miss May O'Dowd