

St. James' Annual Meeting Minutes

Sunday, February 8, 2009

Sylvia Ma called the meeting to order and the Rev. Dr. David Abernethy-Deppe led the opening prayer.

Announcements

- Please print and sign your name on the attendance sheets.
- The meeting is being recorded, and will be available on the St. James' website.
- Other sign-up sheets are for:
 - Altar flowers: \$35 per Sunday, usually for memorial or thanksgiving. If you pay by check please indicate it is for altar flowers
 - Sanctuary candle: \$6 per Sunday
 - The sign up sheets for the altar flowers and sanctuary candle are usually located on a bulletin board in the Parish Hall if you wish to add your donations at a later time.
- The Deanery delegate candidates are: Bob Bell, Jan Brandt, Johanne LaRocque, Ralph Locher, and Gwen Metz.
- The Vestry candidates are: Mary Casas, Molly Lubwama, Greg Scheuffele, and Dean Valentine.

Senior Warden's Report

- 2008 was a good year for St. James' but also a challenging year.
- In June the Rev. Dr. Bob Honeychurch announced he was leaving St. James' at the end of August for a new job with the National Church.
- The canons state that when a rector leaves all assisting clergy's tenure ends as well. The vestry asked the associate rector, the Rev. Dr. Sylvia Sweeney, to stay on through the end of September to help through the transition.
- Thanks to both Bob Honeychurch, who ministered to us for 7 years, and to Sylvia Sweeney, who was our associate rector for 3 years.
- Also thanks to Arlinda Cosby, our deacon for many years, who retired.
- St. James' then moved into the interim period. Thanks to the Diocese of California, the Rev. Canon Michael Barlowe, and the Interim Search committee from the Vestry (Penny Trant, Greg Miller and Jim McConnell) we have two co-interim priests, the Rev. Kathy Crary and the Rev. Dr. David Abernethy-Deppe. David and Kathy are here to take care of our pastoral needs and to guide us in the interim process.
- St. James' did not stop functioning when Bob left. Our membership grew, our ministries carried on, and we had a celebration of our future, Consecration Sunday.
- Our campus was improved and two major projects were completed: the concrete walkways and the renovation of the bathrooms in the Big Church. Thanks to Facilities for championing these projects.

- We continued to serve our communities and participated in the Tri-City Homeless' Winter Relief program.
- There was also good food and fun in 2008 – the McCutcheon concert, book and media sales, pancake supper, Easter egg hunt, ice cream social, BBQs and potlucks.
- A big step forward in the interim process was taken today. We commissioned the Transition Team and the Search Committee, 24 men and women who will shoulder much of the work toward the search for a new rector. We are grateful to their commitment.
- The next step in the interim process will be the Tuesday evening classes during Lent, where we will do our storytelling, letting go of the bad feelings from the past and stepping into the future joyfully.
- What does the vestry do when there is no rector? The vestry carries on with the job that the congregation elected us to do. Vestry members are elected to a 3 year term by the congregation. Each year 4 new members join, and 4 members retire. The junior warden is elected by the vestry at the first vestry meeting after the annual meeting. The senior warden is usually chosen by the rector, but when there is no rector the senior warden is also chosen by the vestry.
- Thanks for your prayers and support, and to the vestry for their hard work and dedication.

A Few Words from the Rev. Kathy Crary

- One of the portfolios from the vestry indicated that pastoral care was of supreme importance to this congregation. Kathy and David have been as diligent about this as they possibly could in the last few months. They have visited people in their homes, in hospitals and convalescent centers.
- Thanks to the Eucharistic Visitors and the Healing Ministry, who are extensions of that ministry.
- Pastoral care is a dialogue in many ways. It is important to let the priests know what you need from them.

A Few Words from the Rev. Dr. David Abernethy-Deppe

- The Transition Team and Search Committee have been set into place. A chaplain has been appointed for these two committees because Kathy and David will not be part of the conversations these groups will have, although they will serve as resource people. The Diocese will provide instruction for the Search Committee, and possibly for both groups.
- Parishes need to take the time to discern who they are. We are carrying the footprints of the rectors before us, and the previous rectors are still here in some ways. St. James' has never really taken the time for an interim. We have to let go of the past.
- The art of storytelling will take place during Lent. Right now the job of both the Transition Team and Search Committee is to listen.

- In April, May, and June the Transition Team will begin its work. They have two tasks – to develop a community profile and a parish profile. We want to gather information with fresh eyes.
- Training for the Search Committee will be in May or so. They will begin their work sometime in the fall.
- Kathy and David are committed to an interim process, which takes time, perhaps 12 to 18 months or more.

Confirmation of Jan Scrutton on the Vestry

- Last year the congregation elected Linda O'Connell to the vestry, but she had to resign soon after. Jan Scrutton was then appointed by the vestry. The vestry now comes before you to confirm Jan to the vestry.
- Motion was made to confirm Jan Scrutton to the vestry. Moved and seconded. Motion passed.

Nomination and Election of New Vestry Membership

- The retiring vestry members are the nominating committee.
- The four candidates are Mary Casas, Molly Lubwama, Greg Scheuffele, and Dean Valentine.
- Motion was made that the nominations be closed. Nominations closed.
- Motion was made to elect Mary Casas, Molly Lubwama, Greg Scheuffele, and Dean Valentine to the Vestry by acclamation. Moved and seconded. Motion passed.

Nomination and Election of Deanery/Diocesan Convention Delegates

- There are 5 openings for delegates to the Diocesan Convention. The delegates also serve as Deanery representatives. They serve a one-year term.
- The five candidates are Bob Bell, Jan Brandt, Johanne LaRocque, Ralph Locher, and Gwen Metz.
- Two alternates are needed. Joan Kimber and Elaine Vallecillo-Miller offered to serve as alternates.
- The Deanery has meetings four times a year on Sunday afternoons. The Deanery is a communication device between the parish and the Diocese. The Diocesan Convention is in October this year, and will be in January next year.
- Motion was made that the nominations be closed. Nominations closed.
- Motion was made to elect Bob Bell, Jan Brandt, Johanne LaRocque, Ralph Locher, and Gwen Metz as Deanery representatives/Diocesan Convention delegates, with Joan Kimber and Elaine Vallecillo-Miller to serve as alternates. Moved and seconded. Motion passed.

Reception of Written Reports

- There is an addendum to the report on the back side of the agenda regarding the Diocesan Commission for the Environment, written by Marnie Hartmann.
- Thanks to all who contributed to ministry work and to all who wrote and put together the report.
- Question about the report: Are we maximizing resources as far as other groups using our facilities?
 - St. James' activities have priority. We have tried to make sure scheduling is appropriate for us and have turned down requests for using our facilities for a more extended period of time.
 - We have to be careful that we do not jeopardize our tax status. As a church/non-profit organization we can only charge a user fee to recoup our expenses (utilities, paper goods, etc.). We cannot charge rent and cannot make a profit from other groups using our facilities.
 - Some non-profit groups are treated slightly differently. Any of the "anonymous" groups are treated as more of an extension of our own ministry and their donation is less. The "anonymous" groups still have to take the C2RR course in order to get a key, but they are exempt from the insurance requirement.
- Motion was made to receive the written reports as presented. Moved and seconded. Motion passed.

Endowment Board Report

- The Shell Society welcomed Barbara Dabney this year.
- In March 2008 the Endowment Board presented the 3rd annual Affairs Fair on "Medical Savvy."
- \$6675 in donations were made.
- Memorial gifts were given in memory of Shirley Schrader, Rev. Donald Holly, Marty Davis, David and Mary Hobbs, Karen Nelsen, and Beverly Zellerholm. Other gifts were given for birthdays, anniversaries and as thanksgiving.
- There is \$48041.31 in the Endowment Fund. The interest and dividends earned are distributed every year. This year \$1289.87 was disbursed - \$517.46 to the Operating Fund, \$359.65 for maintenance of the Little Church, and \$412.76 to Memorial Garden Fund.
- There is a will writing session scheduled for Saturday, March 28, 2009 at the church. Individuals can have a simple will prepared for \$75. Please call to make an appointment.
- On Sunday, March 29, 2009, from 12:30 to 3:00 pm there will be an Affairs Fair on designing your own funeral service, including hymns, type of funeral, and where you want to be interred.

2008 Financial Summary and 2009 Budget Presentation

- Jan Brandt thanked the counters for all of their hard work.

- There are some changes in the financial reports to comply with the request of the Diocesan auditor, and to bring the reports more in line with other churches.
- In the annual report there is a breakdown of the fundraisers (page 7) and facility users' donations (page 5).
- There is no debt on the books.
- There is a Statement of Financial Condition for all the different funds of the church
- There are four major components of the finances: operating, special interest, building and endowment. Other small components are the discretionary funds for the rector and associate rector.
- The rector's and associate rector's discretionary funds have been moved into special interest.
- If you would like to fill out a pledge card, or if you need to change your pledge because of financial circumstances, please contact Lynn Locher or Jan Brandt.
- Last year we brought in \$17,167.18 more than budgeted, and ended with a deficit expenditure of \$1589.84.
- Expenditures for insurance (worker's comp, liability, etc.) will be up this year.
- Special Interest accounts are for money that passes through – for example, money for outreach, for money that is specially designated or for money that is restricted in some way, such as the Stained Glass Window fund.
- The Special Interest accounts list used to be 90 items long, but has been condensed per Diocesan auditor request, with similar line items brought together.
- Under Building Funds, the Morgan Stanley and Union Bank (used to pay the line of credit) accounts have been closed.
- Profit and Loss Overview for 2009
 - There has been an additional pledge after this was presented
 - There will not be much interest money this year.
 - For fundraisers – money originally goes into Special Interest, all the expenses are paid, and the remaining money is then transferred to the Operating Fund.
 - Maintenance and Repair have been consolidated
 - Social Ministries/Outreach are pooled funds. They include AEMCH.
 - There is a deficit budget of \$4998
- Building Budget
 - This is the first time in several years that a Building Budget has been done in order to plan out major capital items.
 - \$48,718 has been pledged towards the Building Fund
 - We are beginning the year with a \$8229.05 carry forward.

In Appreciation – Thanks to:

- Elizabeth Hart, Clerk of the Vestry
- Art Gallardo, the sexton, who is doing a wonderful job of keeping the campus clean.
- Brad Hoffman, the Buildings and Grounds Superintendent
- Chris Perry and all who show up for the Saturday work parties
- Kitchen crews – Sandra Motley, Barbara Dabney, Brad Hoffman, Ruth Poole and all who help
- The four retiring vestry members – Johanne LaRocque, Scott Whitaker, Greg Miller and Connie Rux
- Janet Fischer offered thanks to Sylvia Ma, the Senior Warden, for her leadership and hard work

Rector's Residence

- St. James' has a 24.74% equity share in the rector's house.
- Bob Honeychurch's figure is approximately \$139,000, Janet Fischer's figure is approximately \$143,000, about a \$4000 difference.
- The Controller of the Diocese does not want to get involved unless there is a conflict.
- A demand letter will be sent after the vestry goes over the numbers. Bob has sent a check for a little over \$139,000, but it will not be cashed until the amount is confirmed.

The Rev. Kathy Crary commissioned the Deanery Representatives/Diocesan Delegates and the Vestry members.

Motion was made to adjourn the meeting. Motion passed.

The Rev. Kathy Crary led the closing prayer.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry