

# St. James' Vestry Meeting Minutes

## Thursday, February 8, 2007

In attendance: Janet Fischer, Tim Young, Sylvia Ma, Barbara Dabney, Bob Honeychurch, Greg Miller, Jim McConnell, Meg Williams, Ralph Locher, Jan Brandt, Sylvia Sweeney, E.J. Hilliard, Scott Whitaker, Linda Nelsen, Kerry Williams, John Kimber, Svend La Rose, and Elizabeth Hart.

Barbara Dabney called the meeting to order.

Bob Honeychurch led the opening scripture work, which was based on this Sunday's gospel reading, Luke 6:17-26. The gospel was read three different times, using three different translations. Discussion questions were:

- What is a word, phrase, or image that speaks to you?
- What is God's word to you personally in this passage?
- What is God's call to this vestry?

Vestry meetings are divided into three areas: prayer and study, visioning and planning, and business.

Visioning Process – looking toward the future for St. James'

### Team Building

The vestry and guests broke into small groups and discussed the following questions:

- Where was your life 10 years ago?
- Where do you hope to be (expect to be) 10 years from now?

### Defining Vestry Life at St. James'

- Vestry as spiritual leader
  - Serve spiritual leadership role in the community
  - Called forward to provide leadership both in business and as a model of life and Christian community – to be a light to show the way forward
- Visioning responsibility
  - Big picture thinkers
  - Take a step backwards to see a little better
  - Common good in mind
  - Not caught up in "crisis of the moment" – a lot of "nuts and bolts" issues are made at a different "closer to the ground" level.
  - Provide ongoing, consistent communications
  - Common accountability level
- Discernment of gifts within the community
  - Not the vestry's job to do everything
  - Call for leadership beyond this circle and out in the wider circle
  - Identifying gifts that are in the community and calling forth that giftedness
  - Coordinate work to get stuff done

## Cluster design

- At least 2 vestry members in each cluster\
- In 2006:
  - Lead team (wardens, clergy, treasurer)
  - Christian formation and worship
  - Facilities and parish life
  - Social ministries and congregational care
  - Communications and evangelism

Lead team responsibilities include personnel issues, financial coordination and oversight for other cluster work

## Wins for clusters in 2006

- Lead team
  - Hiring a treasurer
  - Finishing in the black
  - Getting thru Bob Honeychurch's sabbatical
  - Visioning process
  - Concerts
- Christian formation and worship
  - Seasonal design in church
  - Disciple builders programs
  - Strengthening Godly Play, acolytes
- Facilities and parish life
  - Nothing broke
  - Fill dirt to smooth out holes
  - Cabinet in parish hall to cover electrical "stuff"
- Social ministries and congregational care
  - Winter relief
  - Eucharistic visitor program
  - Ducks for Bucks
  - More accountability
- Communications and evangelism
  - Behind the scenes stuff
  - Publicity contact list
  - Website cleaned up
  - Pencils at pews
  - Advertising placed in local papers
  - Logos

Is the present cluster configuration a reasonable configuration for 2007?

- Parish life and Evangelism really need care to need to be taken seriously
- Evangelism includes new member incorporation and letting the world know we are here.

#### Election of Junior Warden

- Job description attached
- Nomination – Greg Miller

Motion was made to close nominations. Moved and seconded. Motion passed.

Motion was made to elect Greg Miller by acclimation. Moved and seconded. Motion passed.

#### 2007 Clusters

- Christian formation and worship – E.J. Hilliard, Sylvia Ma
- Facilities and parish life – Ralph Locher, Kerri Williams, Tim Young
- Social ministries and congregational care – Linda Nelsen, Scott Whitaker
- Communications and evangelism – Jim McConnell, Meg Williams, Janet Fischer

The installation of the vestry will be held Sunday, February 11<sup>th</sup> at all three services – approximately 8:40 (for 8 a.m. service), beginning of 9 a.m. service, and the beginning of the 11 a.m. service.

#### Vestry Retreat

- Being held at Gwen Metz's home in Carmel.
- There will be carpooling. Arrival time is 9:30-10:00 a.m.
- Junior warden will be assigning people to bring food.
- Meeting should finish around 5-5:30 p.m.
- More info will be available later.

#### Approval of minutes

- Thank you to Elizabeth Hart for all of her hard work

The January 11<sup>th</sup>, 2007 vestry meeting minutes were approved as written.

#### January 28<sup>th</sup>, 2007 annual meeting minutes – corrections

- Page 3, under "Reception of Written Reports," it should read: "Motion was made to receive the reports as written. Moved and seconded. A question was raised as to whether written reports could be amended. They could not. Motion passed."
- Page 4, top two bullets should be switched. First bullet should read "The budget being presented was approved by the vestry at the January 2007 vestry meeting" and second bullet should read "Budget can be confirmed, or can ask vestry to amend the budget. If ask the vestry to amend the budget, the issue will be taken up by the vestry at the February vestry meeting."
- Page 4, under "Diocesan Assessment," third bullet should read: "Our Diocesan assessment changed because St. James' income was less in 2005 than in 2004. This year's assessment is based on 2005's income."

Motion was made to approve the January 28<sup>th</sup>, 2007 St. James' annual meeting minutes as amended. Moved and seconded. Motion passed.

### Appointments of treasurer and vestry clerk

Motion was made to appoint Jan Brandt as treasurer and Elizabeth Hart as vestry clerk with voice but not vote. Moved and seconded. Motion passed.

Nothing is mentioned in the parish bylaws regarding whether the associate rector has both voice and vote in the vestry.

Motion was made to give the associate rector Sylvia Sweeney a seat with voice on the vestry. Moved and seconded. Motion passed.

### Cluster Reports

- Would like to have the cluster reports by the Sunday before the meeting.
- Communications and evangelism – as submitted
- Christian formation and worship – update on music position progress attached
- Social ministries and congregational care – no report. Mardi gras and pancake supper coming.
- Parish life and facilities – as submitted. Still do not know where water leak (as reported to us by EBMUD) is coming from.

### 2007 budget – possible amendments

- Buildings and Grounds – the bill from Fire Inspection Services Co. was \$1047. That alone uses most of the Buildings and Grounds budget. Fire Department comes later in the year, at a cost of \$500.

### Buildings and Grounds

	Current	Proposed	Increase of
Inspections	360	1500	1140
Repairs	1200	2400	1200
Total			2340

Motion was made to amend the 2007 budget by adding \$2340 to the Buildings and Grounds budget. Moved and seconded. Motion passed.

### Diocesan Assessment

- Copy of draft letter written by John Kimber attached.
- John Kimber suggests that no more than 8% of our pledged income go to the Diocesan assessment. John has not sent the letter, as he feels it is a vestry decision.
- Svend La Rose asked what we are getting out of our assessment. He suggested talking with the bishop when he comes to visit and ask what we get from the diocese. Svend suggested maintaining the assessment as is.
- It was decided to ask the bishop to speak to the congregation and the vestry regarding the diocesan assessment. The diocesan assessment will be left as is, with exploration to follow with the bishop.

- The budget can be amended later in the year if necessary.

Motion was made to approve the 2007 budget as amended. Moved and seconded.  
Motion passed.

St. James' will be participating in Ducks for Bucks. It does not require vestry approval as it does not cost us anything.

Motion was made to add the senior warden (Barbara Dabney) and junior warden (Greg Miller), and treasurer (Jan Brandt) as authorized signatures to the Morgan Stanley account, and delete Charlie Gallagher and Lon Doty. Moved and seconded. Motion passed.

The closing worship was led by Barbara Dabney.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry