

# St. James' Vestry Meeting Minutes

## Thursday, June 12, 2008

In attendance: Jan Brandt, Sylvia Ma, Scott Whitaker, Johanne LaRocque, Sylvia Sweeney, Greg Miller, Jim McConnell, Charlie Paratore, Tim Young, Scott Kennedy, Bob Honeychurch, Janet Fischer, and Elizabeth Hart.

Absent: Jan Scrutton, Connie Rux and Penny Trant.

The meeting was called to order by Sylvia Ma.

Sylvia Sweeney led the opening Bible study on the Gospel for Sunday, Matthew 9:35-10:8.

Ideas to ponder:

- When was a time in your life when you were harassed, helpless, a sheep without a shepherd? What did that feel like, look like and what did you need?
- Who was someone who has been a shepherd to you when you were a lost sheep? Who was he/she and how did he/she shepherd you?
- In the early church, it was known that the 12 apostles represented the ministry and authority of every Christian person. In the middle ages, however, it was thought that only certain people had that role, not everyone. This is now changing to what was known in the early church.
- The vestry has taken on the role as leader and example at St. James'. Who is one person (unnamed) who you feel needs a shepherd – what is his/her circumstance and how can you shepherd him/her through it?
- Not all shepherding is at St. James'. If you are shepherding those in the community there may be others doing it at St. James'.

Bob Honeychurch's resignation (letter attached)

- Motion was made to accept with regret Bob Honeychurch's resignation as of August 31, 2008. Moved and seconded. Motion passed.
- Bob's last Sunday is August 3, 2008, but his last day on the payroll is August 31. He has some accrued vacation and continuing education time that he will be using the rest of the month.
- Sylvia Ma expressed regret at his leaving, and wished him good luck and Godspeed.

Visioning – Cluster Goals for 2008 (list attached)

Facilities

- Reviewing proposals from three contractors for bathroom renovations.
- Four bids on concrete project. A new walkway from the parking lot could be considered part of the concrete project. Items 2 & 3 on the original list could be combined.
- Some type of lighting plan is needed before the concrete is poured.
- Suggestions for Item 3: lighting or kitchen (dishwasher, disposal, stove, freezer).
- Vestry agreed that lighting should be the third item.

Worship and Christian Formation

- Youth service – the second Sunday of each month will have a youth service focus.

- Jan Scrutton and Sylvia Sweeney will be working on a special youth service project for the second Sunday in September within the next week.
- Follow up on interfaith discussion was not a priority of the Faith Formation (former name: Disciple Builders) meeting last week.
- Host one seminar/teaching event – should this be amended to reflect what Faith Formation is doing?
- Greg Miller would like to bring this discussion to the next Faith Formation meeting. Discussion is postponed for now.
  - Faith Formation is developing quarterly major significant events. It would be helpful for the vestry to see the fall schedule.

#### Social Ministry and Congregational Care

- Johanne LaRocque will be checking with Marnie Hartman. Scott Whitaker has information on Millennium Development Goals.
- Johanne is also working on transportation and visitation. She is looking at where there are holes in congregational care and talking to other social ministry committees. This is all with the hope of more socially connecting people.
- There is a group of people who are trying to establish a relationship with the new social director at Hillside Care.
- The Millennium Development Goals committee is on hiatus for the summer. They are trying to meet with Senators Boxer and Feinstein as well as working for legislation.

#### Parish Life

- Jan Scrutton and Penny Trant were unable to attend the meeting.
- The display board can share the back wall with the youth bulletin board.
- Working on the children's service
- Also working on fun activities – for September, a back-to-school celebration.
- Another “Available for Lunch” is being planned for July.

#### Communication and Evangelism

- Newcomer/Resource packages – for those familiar to the tri-city area, and those new to the area. Information could be saved as a .pdf and put on the website, perhaps in a section for newcomers.
- Packets could contain information on the history of St. James', history of the Diocese and the National Church, the pamphlet about the ministries (which needs to be updated), and local resources.
- Will still need packets that will target families with children.
- Semi-annual newcomers lunch/dinner – suggested dates are the beginning of the school year and sometime in March. Needs to be coordinated with Parish Life.

#### Lead Team

- Replace software – Jan Brandt will be looking into it. The software is outdated and no longer supported.
- Third goal for the Lead Team will be shepherding/leading the vestry through the interim period.

The vestry is committed to working on these goals.

## New Consecration Sunday – new model for stewardship

- Cost proposal attached
- Setting is the Fremont Christian School gym.
- Talking with Minerva's for the caterer.
- Disposable plates/cups/flatware to be used.
- There will also be a fee (honorarium) for the facilitator/speaker. Cost should be similar to a supply priest. Bob Honeychurch estimates the cost will be approximately \$500 total, depending on the speaker. May be travel expenses.
- It was suggested that the vestry see if it is possible to observe the speakers before hiring.
- On May 15, the vestry agreed in principle via e-mail to New Consecration Sunday.
- There will be two services: one at 9 am, with brunch following, and one at 11 am, with a second brunch following. Will have reservations for both services/brunch. Extra child care may be needed that day. Planning for 300 people.
- How to pay?
  - \$2900 in undesignated money in special interest – proposal to move that to stewardship.
  - The rest of the money needed would be borrowed from special interest. That money will be paid back beginning January 2009 at \$300/month to \$500/month from operating back to special interest.
- We want to welcome all to the brunch. If we get more people than we originally budgeted for, great.
- Motion was made to approve the expenditure of up to \$6800 for stewardship to go forward with New Consecration Sunday. Moved and seconded. Motion passed.

## Bathroom Renovation

- Charlie Paratore was excused during this discussion.
- There are three proposals.
- There may be a problem with the circuit breaker box in the AV room. The box will probably have to be replaced.
- Cost will probably be more than the estimates, because of the electrical work. It may also depend on the colors chosen, tile, etc.
- Scott Kennedy talked with the contractors. He did like one contractor, who came highly recommended and has a great reputation.
- Vestry suggested that Scott Kennedy talk with the references for each contractor and get opinions.
- Vestry would also like the contractors to itemize everything – would like to see allowances for the different items: toilets, fixtures, lighting, etc.
- One contractor mentioned small water heaters for the bathrooms. What about room heaters? Could we get heaters built into the wall?
- Scott Kennedy will go back to each contractor and ask for the following information:
  - More details regarding bids
  - Additional bid for installing heat in bathrooms
  - Hot water on demand (no tank needed).
- Scott will send out the information via email. The vestry may not be able to vote on this issue until next meeting, as Scott is going out of town.

## Vestry Business

- The vestry received a thank you note from Barbara Dabney for the donation to her family.
- Sylvia Ma has written a letter to parishioners regarding the transition period. (Letter attached)

## Minutes

The minutes of the May 8, 2008 vestry meeting were approved as presented.

## Cluster Reports

### Lead Team

- Ducks for Bucks earned \$946. The money is in operating.

### Social Ministries and Congregational Care

- The Walk-a-Rock-a-Thon earned \$1700. According to Mike Aquino, St. Anne's will be sending us a check. Money is still coming in.
- Myanmar Fund: \$707.26 from parishioners, \$250 from church. Both checks have been sent.
- In conversation with the rector of St. Anne's regarding the shoe drive that begins in the fall. There is seed money available.

### Worship and Christian Formation – as submitted

- Faith Formation (Disciple Builders) has set up a fall schedule after going through 40 survey forms.
- Dates set for Los Posadas.
- Possible evening class for December based on the book “The First Christmas”.
- Single service on June 8th – included thank yous to Godly Play participants and the Children's Choir, and welcomed newcomers
- Second Sunday kid friendly service began in May.
- Next single service will be August 3rd at 10 am. The vestry will be putting on a big party for Bob Honeychurch.

### Parish Life – as submitted.

- Thanks to Penny Trant and Jan Scrutton for the great graduation party.

### Facilities

- Four bids for the concrete, three that range from \$17,000 to \$22,000. Still waiting for fourth bid. Approximately 2100 square feet of concrete. Includes contractor hauling away the old stuff. Project should take less than one week.
- Will need to have some idea regarding the lighting before pouring the concrete.
- Sylvia Ma suggested that references should be checked and work seen.
- It was requested that Facilities send the vestry the bids, their recommendation, and why. This information could be sent via e-mail.

### Communication and Evangelism

- Distribution list is not working. Janet Fischer has been working with tech support on it for a week. Considering moving the list.
- We had Yahoo, but it was difficult for people who aren't tech savvy to use. Looking at Google Groups.

Budget – accounting summary attached.

Motion was made to move \$2915.89 from Special Interest-Undesignated to Event 2630-97 Stewardship. Moved and seconded. Motion passed.

The closing devotion was led by Scott Kennedy.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry