

St. James' Vestry Meeting Minutes

Thursday, November 13, 2008

In attendance: Connie Rux, Scott Whitaker, Johanne LaRocque, Tim Young, Greg Miller, Scott Kennedy, Jan Scrutton, Charlie Paratore, Jim McConnell, Janet Fischer, Jan Brandt, Sylvia Ma, Kathy Crary, David Abernethy-Deppe, and Elizabeth Hart

Absent: Penny Trant

Sylvia Ma called the meeting to order, and Kathy Crary led the Bible study, on I Peter 4:8-11.

Interim Period

- The model Kathy and David are proposing for the rector search includes two teams, a Transition Team and a Search Committee, rather than just one.
- The vestry forms these two teams, then allows them to go forward and handle matters. Both the Transition Team and the Search Committee should be formed sooner rather than later. The vestry will have its own duties, such as the budget and the annual meeting.
- The five tasks that need to be accomplished (come to terms with our history, examine leadership and organizational needs, renew denominational relationships, develop a new identity and vision, and commitment to new pastoral leadership) will be published in the December Window.
- There is a list of people interested in being on the committees, but more diversity is needed. The present list does not entirely represent the congregation. Other parishioners need to be encouraged to participate. A liaison from the vestry is also necessary. This "wish" list is confidential.
- Vestry discernment – who is best going to serve on these two teams? We do not want just those who have volunteered. Everyone on both teams has to represent the entire parish.
- Both teams should be chosen at the same time. The Search Committee will need to be coached to pay attention to the five tasks and then sit back and listen during the town hall meetings. Training for these teams will be with the help of resources from the Diocese.
- Proposed timeline:
 - November and December: time for David, Kathy and the congregation to get to know one another
 - January: begin some of the process of training.
 - January-March: Time to start talking about history – important to celebrate what is positive and good.
 - March: Sharing our stories and our history, and write them down.
 - After Easter: put together a "Parish Profile."

- End of summer, beginning of Fall: Search Committee begins working formally
- Some time next year: Candidates. The Diocese will work with St. James' to put together a list of candidates.
- Ministry will be happening at St. James' during this time, and pastoral services will be done.
- David and Kathy serve as consultants and a resource for both the Transition Team and Search Committee.
- The Transition Team and Search Committee cannot be a team of quarterbacks. The vestry needs to choose those who can love one another deeply, handle confidentiality, keep quiet about the process after the new rector is selected, and be very fair.
- Confidentiality is very important for the vestry as well.
- The vestry should appoint the co-chairs of the Search Committee.
- The Transition Team will still have work to do after handing off to the Search Committee.
- The eyes of the Diocese are upon us – not many parishes in the Diocese have used this model.

Congregational Survey

- St. James' has been asked to participate in a national survey of congregational life at no cost to us. This survey includes many different faith traditions, such as Buddhism, Judaism, etc., not just our own.
- The survey will take approximately 15 minutes during the service.
- Two dates are April 26 or May 3. April 26 is preferred by the vestry.
- Results should be available by the beginning of Fall.

2009 Budget

- In the past, the different ministry groups would indicate how much money they needed, and the vestry would try to figure out a budget from that information.
- Recently, the vestry has looked at how much has been spent, then roll that amount forward with "tweaking" upward or downward.
- So far have received \$252,265 in operating pledges and \$49,000 in building pledges.
- Some people who had not previously signed pledge cards did so this year.
- Interest on all accounts will be low.
- Have to watch use of church – charges should cover expenses, not make a profit.
- Fundraisers include book sales and the McCutcheon concert.
- Diocesan assessment is based on 2007's income.
- Social Ministries is pooled funds. It does not include Winter Relief. Money specifically donated goes to special interest.
- Choir supplies has been changed to music supplies.

- Christian formation includes Godly Play, speakers for the Lenten series, Los Posadas, etc.
- Stewardship has been raised to \$5000 – Consecration Sunday cost approximately that much.
- Advertising covers ads in the newspaper for Easter and Christmas, etc.
- Rector search is \$5000 to cover meetings and the publication of the Parish Report. In 2010 will probably want to look at this amount again, as travel expenses may need to be included.
- Salaries include the Diocesan increase. The sexton and music director received slightly more than a 4.2% increase.
- Worker's comp is now listed under salaries.
- The Window – at some point we need to make the electronic format the standard, and only mail copies to those who need it.
- Mailing includes the Window and other mailings, such as special services announcements, etc.
- Increased the amounts for Buildings & Grounds. Maintenance and repairs will be bundled together.
- There is no record of Building Fund budgeting. We should have a budget with specific figures. Capital expenses would include big projects like a new roof, painting, repairing the bell tower, re-keying the campus, computers and major appliances.
- During the interim period, the Diocese will request a report regarding the properties and the condition of the properties.

Treasurer's Report

- Does not include endowment.
- Operating cash is low, the lowest since 2004.
- St. James' is at 90% of pledge income at this time.
- We have spent \$29,000 more than we have brought in, although that is close to what was budgeted.

CC2R (Called to Right Relationship)

- Notice has been sent to the St. James' e-mail list
- All keyholders need to take the course.
- All certificates should go to the clergy.
- The cost is free through December 31, 2008. Beginning January 1, 2009, the cost is \$20, to be paid by the user.

Facilities Use

- Two groups do not yet have insurance – Washington Township and Newark Sai Center. They will need to have insurance by the end of the month. If they cannot find insurance, they will have to turn in their keys.
- Other groups have insurance.

Deanery Joint Vestry Retreat January 23-25, 2009

- St. James' originally turned down attending the retreat, as it conflicted with the annual meeting, but the annual meeting has been changed to February 8, 2009.
- Kathy will be attending Friday night and Saturday, and leaving Saturday evening to cover services the next day
- It was suggested that a couple of other vestry members should attend if possible – e-mail Kathy if interested.
- Cost is unknown at this time.

Annual Reports for the 2009 Annual Meeting

- The Annual Meeting is scheduled for Sunday, February 8, 2009.
- The annual reports are given to the congregation four Sundays before the meeting, which would be January 11.
- Clusters should write a one-half to one page report covering your cluster. Some of the ministry leaders under the clusters should also write a report of a paragraph or two.
- The Annual reports are due to Sylvia Ma and Linda LeGere by December 28. Janet Fischer has volunteered to compile them.
- Proposed town hall meeting on January 25, 2009 regarding a Review of the 2009 Budget

Nomination of New Vestry Member

- Nominating Committee: Scott Whitaker, Connie Rux, Johanne LaRocque and Greg Miller (the retiring vestry members)
- Would like to have more than four names if possible.

Sylvia Sweeney's Final Bonus

- When the vestry voted on three months salary for Sylvia Sweeney's bonus, it voted on the salary part of the bonus, not the pension part. Pension is 18% of salary. The salary part, \$8816.96, has already been paid. The pension would be 18% of \$8816.96 = \$1587.05.
- Canon Michael advised the vestry to vote on the pension part. If the vestry votes yes the Diocese will try to find the money to pay for half of it.
- Motion was made to pay the 18% pension of the three-month bonus (\$8816.96 salary [already paid] x 18% pension = \$1587.05 pension) given to Sylvia Sweeney. Moved and seconded. Motion passed, 10 yeas, 1 nay.

Equity in Rector's House

- 24.7% of the equity in the rector's house is owed to St. James'
- The agreement states that this is to be paid back three months after the rector's resignation, which would be the end of November. It was suggested that this be extended though the first quarter of 2009.

- Motion was made to extend the equity in the former rector's house to April 1, 2009. Moved and seconded. Motion passed.
- Bob Honeychurch will need to make a request in writing if a further extension is needed.

Jan Scrutton reminded everyone that we are called not just to be at church but also to things outside of church (like family) as well. Balance is needed. The vestry should make a statement, perhaps in the Window, regarding balance during this time of transition.

Approval of Minutes

- The October 9, 2008 vestry meeting minutes were approved as presented.
- The October 28, 2008 Town Hall Meeting Summary was approved as presented.

Cluster Reports

Worship and Christian Formation

- The worship bulletin is being revamped
 - 8 am service – Book of Common Prayer
 - 9 am service – overhead
 - 11 am service – an “Order of Service” booklet that is returned at the end of the service
 - A weekly information guide, the “green page,” for all three services
- Katherine LaRose will be stepping in as director of Footprints and may be an accompanist if needed. Footprints will also be exploring new music – Taize, for example.
- Motion was made to pay for a Thanksgiving Day banner from Special Interest-Evangelism. Moved and seconded. Motion passed.

Communication and Evangelism

- Will check with the Argus regarding the Christmas advertisement
- The directory – need a way for people to sign up for the directory. Perhaps people would prefer it electronically (on CD)? How much would it cost to reproduce on CD? A pdf version of the directory is needed after the next round of edits.
- Pew cards – will use up what we have before using the new ones that will have the requester's name and phone number.

Social Ministries and Congregational Care

- The outgoing phone message and emergency number are now in Kathy's voice. The emergency number will change every month.
- Charlie Paratore has been helping with issues related to Winter Relief, like hanging a mirror for people to use in the morning.

Facilities

- There is new lighting on the Education Building, on a timer with a photocell.
- Have two contractor bids for upgrades to the parking lot lights
- Have three locksmith bids for re-keying the campus.
- The November 22 work party will be cleaning gutters.
- The leaking water heater in the sacristy has been replaced, paid for by the generous donation from a parishioner.
- The bathroom renovations are complete. The final inspection was Wednesday, November 12 and the renovations passed.

Parish Life – as submitted.

Lead Team – as submitted.

- St. John's Capitola picked up most of the pew chairs. There are some chairs left in the vestry room and the Education Building.

John McCutcheon Concert

- Meg Williams is chairing.
- \$250 more is required by John McCutcheon for the concert. If this ends up not being a fundraiser, it can be considered outreach. The concert is a go.

The closing prayer was led by Connie Rux.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry