

St. James' Vestry Meeting Minutes Thursday, October 8, 2009

In attendance: Penny Trant, Dean Valentine, Molly Lubwama, Jim McConnell, Tim Young, Jan Scrutton, Sylvia Ma, Greg Scheuffele, Charlie Paratore, Mary Casas, Scott Kennedy, David Abernethy-Deppe, Kathy Crary, Jan Brandt, and Elizabeth Hart.

Guest: Pegeen Perry

Absent: Janet Fischer

Sylvia Ma called the meeting to order and Kathy Crary led the opening Bible study, on John 10:6-10.

Condolences to Genore Schaaf on the death of her son Jeffrey.

Search Committee Report – Pegeen Perry

- Pegeen Perry and Bruce Roberts are co-chairs of the committee.
- The committee has spent the last few months bonding and preparing for the work ahead. They have also met with Michael Barlowe.
- The committee is seeking a job description for the rector, which currently does not exist. They have the parish profile, which includes the rector survey, and the parish bylaws, but they do not have a rector job description listing the attributes and responsibilities. Therefore, the committee is coming to the vestry, as the vestry determines what will be the roles and responsibilities of the rector.
- A job description will help Michael Barlowe with the first cut of the candidates, and will help the Search Committee with application questions. It will also help the vestry evaluate the performance of the new rector after a year or so.
- It was suggested the job description contain daily/weekly/monthly/yearly duties and responsibilities, staff management, and worship schedule. Other items to be included, perhaps not in the job description but in the interview, are compensation parameters (e.g. pay to Diocesan scale), benefits, other compensation (e.g. mileage, continuing education), housing and relocation costs.
- The next Search Committee meeting is October 17th.
- The job will be posted on the Clergy Deployment website. The contact will be Michael Barlowe, not St. James' directly. Candidates must contact Michael Barlowe.
- Need to use information on the website to help set up job description.
- What information does the vestry want to come to the Search Committee? Some considerations – number of days the new rector will

be in the office, number of days he/she working in other venues, and how he/she will be accountable to the parish.

- This should be done by the time the Parish Profile is presented to the vestry.
- Should also go to Diocal to review the guidelines for clergy wellness.
- David Abernethy-Deppe prepares a monthly report outlining how many hours for different tasks, like sermon writing. This could give the vestry some ideas.
- But, both David Abernethy-Deppe and Kathy Crary are 0.7 FTE with no benefits versus 1 FTE with benefits.
- Some duties of the rector are legal paperwork and supervision of lay employees. Kathy and David, however, cannot do either of these things – right now the Senior Warden, Sylvia Ma, performs these duties.
- Jan Brandt, Penny Trant, Jan Scrutton and Greg Scheuffele will meet before the next vestry meeting to help pull out the right “bits” of information.
- The vestry will be electing a new senior warden next year, a position usually appointed by the rector.
- This is a unique parish – want to write a job description to fit this parish.

Transition Team Report

- In the next week or so the Transition Team expects to hand over a rough draft of the parish profile. The profile is a long document, approximately 28 pages plus pictures.
- The team encourages the vestry to go through the document for both editing and content. Does the profile give the big picture? Please send all comments, corrections, and suggestions to Janet Fischer within a week of receiving the draft.

Endowment Resolution

- Restricted amount refers to principal/donated money. Unrestricted amount is dividends, interest, realized or unrealized gains or losses.
- With the resolution, Endowment does not have to give out distribution if the fund is “under the water.”
- Five percent of any distribution is transferred to restricted in order to grow the principal.
- The resolution has been sent to the Diocese, but have not heard back from them yet.
- Motion was made to accept the Distribution Policy for the Endowment Board. Moved and seconded. Motion passed.

Newsletter

- The budget is very tight. This might be a good time to look at the cost to print out the newsletter. Costs include the paper, photocopier, staff time and postage.
- It was suggested that we could print fewer copies and send a copy to those people who do not have computers. Others can print out the newsletter themselves.
- Need to have people opt into receiving a mailed copy.
- Janet Fischer suggested a notice in the November Window stating that beginning in December the Window will be available online only, and that if you need a copy mailed, let the office know by November 15th. However, it was suggested that it might be better to list the change in two Window issues (November and December) and begin the new policy January 2010.
- It should be added that we want to make sure everyone still has access, and therefore, to be sure you are informed when the new edition of the Window is available, sign up for the St. James' email list.
- Might also be a good idea to have a note in the Green Pages.
- This will help us go green, reducing our carbon footprint.
- Along the same lines, the Green Pages will start being printed on white paper. The cost of a case of green paper is \$75.00 versus a case of white paper at \$35.00.
- Motion was made to become a more green community by stopping the bulk mailing of the newsletter and concentrate on sending the newsletter electronically beginning January 2010. Moved and seconded. Motion passed.

Calendar

October 12 – Leadership Luncheon at 12:30

October 18 – Dedication Sunday

October 12-27 – David Abernethy-Deppe on vacation

October 22-November 3 – Sylvia Ma on vacation

October 23 – Women's Retreat at Bishop's Ranch

November 1 – All Saints Day and Baptisms

November 2 – Winter Relief begins

November 4 – Budget workshop

November 14 – Confirmation at Grace Cathedral at 11:00. Seven are being confirmed and two received. There will be a tour of the Cathedral at 1:30 after the service.

November 29 – Advent lessons and carols, with tea in the English tradition

December 6 – Book sale from 9:00-1:00. Los Posadas in the evening

January 18, 2010 – McCutcheon concert

January 22-24 – Deanery vestry retreat (representatives from St. James' will be attending Saturday only)

January 31 – Annual meeting, single service. The week before the meeting will be the budget discussion, and endowment discussion during Faith formation

February 6 – Vestry retreat, Mercy Center

Inventory

- The inventory list that went out is a suggested list. Make sure to include items that are not included on the list.
- Send information to Laura Winter via Excel spreadsheet

The September 10, 2009 vestry minutes were approved as presented.

Financial Report

- Do not have all the bank statements as this is the earliest time of the month for the vestry meeting.
- Finally got the money back from the counterfeit checks
- Clergy house money is in CDs
- Trend for pledges in 2009 is flat, instead of going down, which is good news.
- Plate is unidentifiable money (cash) and unpledged is money that can be traced (i.e. a check) but is not from a person who has pledged. If you have pledged and you donate above your pledge that money will go under pledged.
- The budget has not been changed even if people have reduced or eliminated their pledge.
- We have spent less money than budgeted
- In Special Interest, money was accidentally listed under camping. It has now been correctly moved to Fundraisers.
- In Special Interest, it was suggested that Event 2630-34 Youth and Event 2630-77 TGIF money be moved out of Events and combined.
- Motion was made to combine Event 2630-34 Youth and Event 2630-77 TGIF money, and move that money to Worship, into a category labeled "Youth." Moved and seconded. Motion passed.
- \$727.00 was raised by St. James' for shoe outreach. The combined total with St. Anne's is \$1320.00.
- Summer Relief money will be counted this Sunday.

Cluster Reports

Facilities

- There has been a real problem with doors and windows being left open and/or unlocked.
- Painting bids – there were 8 votes, 1 abstention, and 3 did not vote. The vote was for Contractor A.

- Information from Scott Kennedy about the contractors:
 - Contractor A is a full-service owner-operated company that was started in 1984. They are one of the bay area's leading residential and commercial painting contractors. They use high quality paints from Kelly-Moore. The prep work includes: power-washing, repairing cracks, caulking loose joints, and priming raw areas. The contractor cautioned me that we may have some dry rot/wood damage on more than one building. This may lead to an adjustment in scope of work and price! They offer a five-year warranty on labor and Kelly Moore has five-years on the paint. The completion time is about two weeks. Their bid is: \$14,575.
 - Contractor B has said "he has been doing all indoor, and outdoor remodel, repair and maintenance work including painting for 14 years." He will provide labor, materials, and equipment to complete the prepping for painting, and painting of all buildings. This includes: scrape off peeling paint, repair gouges and damaged wood, priming areas as needed. The work is warranted that if there are any defects in workmanship or materials from one year, he will repair or replace as needed. The completion time would be about two weeks, excluding change orders. His bid is: \$12,000.
 - Contractor C – This business has been family owned and operated since 1983. They do not advertise as their skilled and experienced crew is the main reason for their quality of work and long-time success. They have many large and long-term references throughout this area. They use Kelly Moore paints with a five-year warranty and have a one-year warranty on labor. The completion time would be two to three weeks. Prep work includes: pressure washing, scraping, sanding, and priming all areas as needed. Their bid is: \$14,850.
- The recycling boxes in the front look bad. While we do get a little money for cell phones and ink cartridges, there are a lot of places that take e-waste and there could be a problem with leaking batteries and broken fluorescent bulbs.
- Stove has been backordered.
- Still shopping for dishwasher.
- Need to purchase thumb-latch type deadbolts for EB1.
- Motion was made to spend \$209.84 for deadbolts in EB1. Moved and seconded. Motion passed.

Worship and Christian Formation

- Worship Committee is working on the fourth Sunday service.
- Los Posadas is asking for a donation of \$5.00 per person.
- The Youth Space is opened.

Social Ministries and Congregational Care

- How can we take care of the canned goods for the pantry? We need some locking cabinets to store the food until the bags can be made up. It was suggested that there is room in the nursery for a cabinet.

Parish Life – as submitted

Communications and Evangelism

- The two primary banners on Thornton were vandalized about two weeks ago. We need to consider replacing the signs. Cost is approximately \$250.00 to \$270.00.

Lead Team – as submitted

- Janet Fischer is working on the vestry handbook. Please let Janet know what your cluster does month by month.
- Please revisit your cluster goals so we can wrap up the year.

Vestry Nominating Committee

- Has met once, and have come up with 13 names proposed for four positions.

Charlie Paratore led the closing prayer.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry