

St. James' Vestry Meeting Minutes Thursday, February 10, 2011

In attendance: Stephen Ferro, Dean Valentine, Jan Brandt, Laura Winter, Mary Casas, Andy MacRae, Lori Walton+, Jan Scrutton, Penny Trant, Scott Kennedy, Charlie Paratore, Greg Scheuffele, and Elizabeth Hart.
Absent: Brad Hoffman and Molly Lubwama

Lori Walton called the meeting to order and Jan Scrutton led the opening prayer.

The January 13, 2011 vestry meeting minutes were approved as presented.

Calendar

February 12: Vestry day at Grace Cathedral

February 13: Annual meeting

February 25: Vestry dinner at the Casas's house

February 26: Vestry retreat

March 5 (Saturday): Book Sale

May 14: Walka-rocka-thon

If you have any changes/additions to the calendar please contact the administrative assistant, Aimee Garza.

Financial Reports – as submitted

Budget 2011

- The leadership should be commended for their fiscal responsibility and attention to finances.
- Motion was made to approve the 2011 Operating Budget. Moved and seconded. Motion passed.
- Jan Brandt will hold a training for new vestry members on St. James' finances.
- Motion was made to approve the 2011 Building Budget. Moved and seconded. Motion passed.
- Adjustments to the budget are generally not made unless there is a 10 to 15% drop-off.
- Some items listed in the Building Budget are funded in Special Interest (lighting, for example).

E-mail Vote

- There was an e-mail vote to pay for the annual inspection of the fire extinguishers/emergency lights, etc. Vote was 11 yes, 1 no, and 1 no vote.
- E-mail votes are for time sensitive items, emergency spending, or for items already budgeted.
- Votes should be sent directly to the senior warden because we do not want someone's vote to influence anyone else's vote.

CLUSTER REPORTS

Parish Life – no report

Worship and Christian Formation

The Worship committee had a productive meeting on Wed February 2, regarding the Lenten Season. Below are some of the highlights of what was discussed/agreed upon:

- Ash Wednesday is March 9; and two services with imposition of ashes will be conducted at noon and 7 pm
- There will be an explanation and imposition of ashes for children after the Shrove Tuesday dinner
- The back of the church will have a Lenten altar. Chris & Elaine will coordinate the display/decoration on the Lenten altar. Anyone interested in joining Chris and Elaine should contact them.
- There will be no Choir process during Lent
- The stripping of the altar will be on Maundy Thursday, and
- Good Friday service will be 3 hours from 12-3pm

The committee also brainstormed on the Lenten themes/images. The next meeting is scheduled on March 2, at 5:30pm. That meeting will cover the Holy week, Easter Vigil and Easter.

St. James film series: Starting in February, three movies will be shown in EB1 that raise interesting questions regarding faith and our lives. Each movie will be followed by a discussion. Here is what to expect and when: February 11th, 7pm, "Between Two Worlds" (1944); March 11th, 7pm, "Strange Cargo" (1940); and April 8th, 7pm, "On Borrowed Time" (1939). Please come and join us, if you are able, and invite a friend if possible. Please keep in mind that these are not 'family' films.

Faith Formation is busy scheduling the Sunday morning classes during Lent and the Easter season. Lori is also working on our annual evening Lenten class. More information will be available soon.

The Youth Group continues to meet on the second Sunday of each month from 7-8:30pm after the evening worship service. Thank you to Lori and Jan and Mike Scrutton, who are now offering a more structured program each month. All youth from 6th grade through high school are always welcome.

Humbly submitted,
Laura & Molly

Facilities

The pews in the little church have been recently hand polished by Vicky Greening. Some of the luster has returned and will look even better after she gives them a second coat, as she has committed to do soon.

We are planning, at this month's work party (2/19), to install the 10 yards of playground bark to our two playground areas. The cost will be about \$535 (delivered) for the bark chips and about \$226.50 for the rental of a Bobcat loader and trailer. The total expense will be approximately \$761.50, for which we need vestry approval. Lots of manpower will also be needed, so please lend a hand, if even only for a short time on Saturday the 19th. It's a BYOR* party! *bring your own rake

The old swamp cooler has been removed from the parish hall roof and sealed off properly. We saved about \$1800, which is budgeted for 2011, by doing it ourselves.

We have purchased a new gas powered line trimmer/edger for better grooming of our campus grounds. The work party crew has not had their own for several years since the other one was stolen.

The Memorial Garden/Columbarium Committee has requested the transfer of \$3,000 from their main account into their endowment fund. Vestry approval is needed for this request.

Additional shelving is being added to the Sexton Room, for more efficient storage space and less chance of accidents while maneuvering with supplies and equipment within.

The entire fire protection system and fixtures inspection/servicing throughout our buildings, is scheduled for Tuesday the 8th. This is an annual occurrence.

Scott Kennedy/Facilities

- Fire extinguisher servicing – we had to buy 11 new fire extinguishers. Total cost was \$1189.40, \$899 for new extinguishers, and servicing is \$15 a unit. For the next few years there should not be more than 3 that need to be replaced.
- Motion was made to allow the Memorial Garden/Columbarium Committee to transfer \$3000 from Special Interest to their Endowment Fund. Moved and seconded. Motion passed.
- Motion was made to purchase 10 yards of playground bark chips (approximate cost \$535) and to pay for the rental of a Bobcat loader and trailer (cost \$226.50), for a total approximate cost of \$761.50; actual total cost not to exceed \$800. Moved and seconded. Motion passed.

Social Ministries and Congregational Care

- Home Warming family is moved in.

Communication and Evangelism

- Have feelers out on the membership directory

Lead Team

Having all spent time preparing for Lori's installation this month it has been great to hear such positive feedback from so many of our parishioners, visitors and visiting clergy. Thank you's have been said, written and published!

Jan B. has spent a lot of time putting together the 2011 budget and working in late submissions. We have all spent time looking over the numbers. Jan will have to present the budget before the next Vestry meeting so it will not have been voted on.

Prep for the Vestry retreat and Annual meeting continues.

Almost all reports for the Annual Report have been forthcoming – eventually. Aimee has helped with collation and layout.

We are slowly receiving names for nominations for both Vestry and Deanery positions although progress is slow.

- Motion was made to keep Jan Scrutton as a signatory on the account until the new junior warden and Lori Walton can be added. Moved and seconded. Motion passed.

RECTOR'S REPORT

Liturgy

Successful completion of the Installation service – with tons of help from the congregation. Note that Kathy Crary's installation is on March 12 from 11-2. It would be great to have a strong show of support from St. James'.

Met with worship committee to discuss Lent.

Schedule will be:

- Ash Wednesday, March 9 at 12:00 and 7:00
- Maundy Thursday, April 21 at 6:00 with meal and service/stripping of altar
- Good Friday, April 22 from 12-3 with service and stations. Tennebrae service at 7:00
- Easter Vigil, April 23 at 8:00 with bonfire, stories, and service
- Easter Principle, April 24 at 10:00

Met with Lit Design in the context of the worship committee to discuss the new space for seasonal design/decorations (old usher's table will now be used. A new table for the usher's will be purchased).

Finalized worship materials, condensed into two pages, one with scripture and hymns, the other with news and announcements. Will introduce it this Sunday at the annual meeting and put it into production next Sunday.

Met with Margaret Rainey regarding Ash Wednesday, Palm Sunday and the Paschal Candle.

Set date for Gavin Ferro's baptism. Having a conversation with another family about baptism and its meaning.

Pastoral Care

Have had a slew of pastoral care conversations and situations, including a few from members outside of the parish.

Set some guidelines for the healing team meetings occurring on-site on Saturdays to be in compliance with Called to Right Relationship, and to better express our understanding of healing in the context of community rather than private healing sessions.

Stewardship/Finance

Had several meetings with Lead Team to discuss budget items.

Faith Formation

Met with faith formation to continue discussing Lent/Spring programs.

Children & Youth

Developed a schedule of events for children and youth, and sent a letter to all families with kids.

Children:

- Modified Ash Wednesday Service, Tuesday, March 8 following Pancake Supper.
- Mini "communion class" Examination of Communion, March 26 and April 1
- Easter egg hunt following Easter Day service, April 24

Youth:

- Anglican Rosary beads, Sunday evening, February 13
- Examination of the Table, review for all teens/acolytes, March 5
- Interactive Stations of the Cross for Youth, Sunday, April 10
- Easter Morning breakfast and egg hiding, April 24

Social Ministries/Congregational Care

Okay'd "Little Dresses" project for Africa. Lead by Jan Scrutton (and Johanne LaRocque) will be developed and promoted this during the spring.

Communication/Administration

Sent out weekly email with mixed results. Use of Mail Chimp is proving to be cumbersome and limited, likely because it is free. Other services such as Constant Contact/iContact cost between \$120-180 a year.

Met with the Rev. Canon Jim McLeod to discuss his participation. Since he's retired, it would be limited to preaching every so often and possibly filling in during my absences. Will be having a conversation with Michael Barlowe about LTO (License to Officiate) formalities.

Completed Letter of Agreement for Bob Dobbin. Pending Bishop approval. Anticipated start date is March 6.

Met again with Sue Thompson to discuss vestry retreat.

Completed annual meeting slideshow, annual meeting written report, and annual meeting address.

Other

Attended two day retreat for the Commission on Ministry of the Diocese to help brainstorm new ways of facilitating discernment for all baptized Christians. Have made no commitment to further this work, but may do some in the future.

- There were 235 people at the installation service.
- Working with Liturgical Design to have something visually different starting at Lent.

- Trying to ramp up programs for children and youth.
- Godly Play classroom is moving to EB3.
- EB4 is only for temporary items.
- "Little Dresses" project are simple dresses made for children in Africa. Lori likes this project because it is globally focused, it is hands-on work, and it speaks to the gifts of many of the people here.
- Looking at not using Mail Chimp because of problems. Other services, such as Constant Contact or iContact cost money but may be better choices. The Diocese uses iContact.
- Bob Dobbin, the new deacon, will be here Sunday's only. He will help with outreach and Eucharistic visitors.
- The Diocese is requiring every parish to engage in gathering and discussion of the Diocesan assessment formula.

McCutcheon Concert

- The next McCutcheon Concert will be January 16, 2012.
- Raised approximately \$2000 as clear funds.
- Need to emphasize outreach and fundraising, with less emphasis on announcements at service.
- Motion was made to invite John McCutcheon back to perform on January 16, 2012. Moved and seconded. Motion passed.

Annual Meeting

- The Annual Report is now available on the St. James' website.
- The vestry will sit at the front of the church during the annual meeting.
- There will be a slideshow before the meeting.
- The 2010 Annual Meeting minutes were approved at the March 2010 vestry meeting.
- There are 5 candidates for vestry. They have been asked to submit a short biography for the meeting. The candidates are Gary Gearheart, Donald Razzolini, Valle Brokes, Janet Fischer, and Bob Bynum.
- The Deanery candidates so far are Barbara Dabney, Jim McConnell, Scott Whitaker, and Tim Young.

Departing Vestry Member Remarks

- Scott Kennedy – Enjoyed the time and getting to know people more. Thank you to everyone for their cooperation.
- Charlie Paratore – Thanks
- Penny Trant – It's been a unique experience of going full circle with the vestry – beginning with one rector and ending with another.

Serving on the vestry fulfilled many things in me, gave me a purpose, and gave me roots in the community. Thanks to everyone.

- Jan Scrutton – Thanks to everyone. It's been an honor to work with all three vestry teams. We are now looking at a new model for the vestry of working with a rector vs. the interim time. Please support Lori and support each other. It's been fun.

Lori mentioned that she is not just a top-down person, but believes in collaboration and cooperation, with an open mind and an open heart.

Lori Walton led the closing prayer.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry