

St. James' Vestry Meeting Minutes
Thursday, September 8, 2011

In attendance: Lori Walton+, Mary Casas, Andy MacRae, Jan Brandt, Donald Razzolini, Dean Valentine, Marlene Benedict, Stephen Ferro, Janet Fischer, Brad Hoffman, Gary Gearheart, Laura Winter, Greg Scheuffele, Valle Brokes, and Elizabeth Hart.

Lori Walton+ called the meeting to order, and Stephen Ferro led the opening prayer.

August 2011 Vestry Minutes

- Corrections: On page 1, the header should say "minutes" rather than "agenda." Parish was spelled "parrish" throughout the document. The Facilities report should say "Respectfully submitted by Laura Winter".
- Motion was made to accept the August 2011 vestry minutes as amended. Moved by Donald Razzolini, seconded by Dean Valentine. Motion approved.

Financial Reports

- This is a preliminary financial report, as some items are missing (such as Escript and interest) because of the early date of the September vestry meeting. The final report for September will contain some minor changes.
- Statements will go out at the end of September
- Operating cash has dipped a little bit this month
- Doing fairly well on expenses. We are still below budget, partially because we haven't been paying as much for nursery or music.
- Phone and internet costs are still creeping up a bit

Calendar Updates

- September 17 – Work party. Private event at 2 pm
- September 25 – Cluster Day
- October – Treasures from the Attic has been postponed.
- October 27 – Mutual ministry review. Dinner at 6:30 pm, meeting begins at 7 pm.

Potential Parish Event

- According to Jan Brandt, several years ago St. James' did Christmas caroling to homebound parishioners, families with new babies, etc. Do we want to consider this idea again?
- It was suggested to have a sign up sheet and see how many sign up to determine whether to hold this event or not.

Christmas Eve Services

- Two services, a family service at 4 pm, and a service with carols at 10:30 pm followed by a Eucharist at 11:00 pm
- One service on Christmas day at 10 am.
- Schedules for Christmas services should be published in the Window and the weekly bulletin.

Cluster Day

- Will be held September 25 during Faith Formation time in the Parish Hall.
- Each cluster should set up a table and prepare information on what the cluster does. All are expected to take part.
- This is to help generate interest in the many different committees.

Little Dresses Project

- Ingathering is being done at the Province 8 Altar Guild Conference. It is being held at Mercy Center in Burlingame September 30 to October 2. The bishop will be there during the ingathering on Friday, September 30.
- St. James' deadline for the dresses/shorts is Sunday, September 25 so that we can get them to the diocesan collection.

Storage Rental for Home Warming Program

- The container that the vestry approved has taken longer to get than anticipated
- Gregg Feeney has requested to rent a storage unit to hold donations for the Home Warming Program
- The Congregational Care and Social Ministries cluster approved rental of storage unit at the All-Safe storage facility for one month. Cost is \$140.00 a month for six months.
- If the storage unit is needed for a longer period than one month, the proposal needs to be presented to the full vestry.
- The recommendation is to pay for the storage unit through December 2011, for a total cost (including the first month's rent) of \$560.00.
- The rental is a month-to-month lease and can be discontinued when we receive the storage container.
- We will need to prepare the site and paint the container, etc., so we may need some time after we receive the container to get it ready for use.
- Motion was made to rent a storage unit to store donations for the Home Warming Program for up to four months for a total cost of \$560.00, money to come from the Special Interest Home Warming fund. Moved by Janet Fischer, seconded by Stephen Ferro. Motion approved.

- We should announce during announcements/celebrations when a family is moved in.

Re-cushioning Church Chairs

- We have received a bid for re-upholstering (with new padding) and staining of the wood for the church chairs.
- The cost for 200 chairs is \$14,794.00, so cost is approximately \$74 a chair. Bid is good until the beginning of October.
- Is this worth pursuing?
- Lori's idea would be to have a "pledge a pew/sponsor a chair" at the beginning of the year. We could ask parishioners if they would be willing to donate \$70 to \$75 towards a chair.
- We could also look at the Schader Trust fund.
- This needs to be brought up after stewardship/pledge season is over.
- We also need to look at income versus expenses for 2012 first.
- Should this be presented at the annual meeting?
- What is the cost of new pew chairs? Laura Winter will do some research.

CLUSTER REPORTS

Congregational Care & Social Ministries August 2011 report

On Wednesday August 31st a request came in from Gregg Feeney our Home Warming Program representative addressed to Mary Casas, Senior Warden and the CC & SM team:

First clarification:

Gregg has informed us that storage container is taking longer than he anticipated and he has sent in another inquiry today and hoping for good news

George V. has had to turn down many donations, as well as Gregg since we have no place to store them. Gregg and George decided to investigate a temporary storage facility on a month to month lease and the folks across the street at All-Safe Self Storage were very accommodating.

Then the request:

We are informed by Gregg that we can rent a 10' x 10' unit for \$140.00 per month for the 1st six months. After six months it goes up to \$175.00. The next Abode Services mtg is 09/20/11 and Gregg would like to have this unit available for the next family we'll be placing. In fact, George has a large donation coming through on 09/02 and we could move in on 09/03/11.

Our Response:

We have discussed this and we agree it sounds like a good plan to avoid losing donations. As our Senior Warden Mary Casas indicated, we can and will only approve the \$140 for the first month, but will have to bring the additional months to full vestry for approval next week.

Proposal:

We would propose to authorize \$140.00 thru December 31st and then reevaluate at the December 8th 2011 Vestry Meeting. This would be an authorization of \$420.00 in addition to the current \$140.00. for a total of \$560.00 all from the HWP special interest account.

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WE continue to support the Shoes for Sunrise Village program. We are currently collecting funds and gift cards to be presented to the staff @ Sunrise village on Brown road the ABODE services homeless shelter. We will be collecting funds and gift cards thru September 30th. Cathy Knotts is leading this ministry for us.

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There were two action items from the last Vestry meeting for CC & SM these were:

- 1.) Food for the Poor is looking for funds. The consensus of the vestry is that we cannot afford to contribute at this time. Gary will contact them and let them know.
- 2.) There is a request to donate \$1000 to the only School of Music in Haiti. There will be a series of concerts in the bay area over a weekend and they are looking for sponsors. The feeling of the vestry is that we cannot make that donation but that we will let our congregation and community know about the concerts and encourage attendance. Gary and Greg will write an article for the Window.

** We emailed Food for the Poor to let them know we could not help at this time, and we put out a yahoo group email about the concerts with an attachment of the flyer.

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The food pantry continues to be an enigma at this time, we had very little action on pick up of food items this summer. Gary is working to get us added to the ABODE services brochure as a food resource for families and individuals.

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There has been no response from the Parish (at last discussion with Elaine) for the Military Family Support ministry. Elaine is looking to other avenues to participate in this ministry, such as including other churches and denominations. We may revisit the ministry in the future.

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We requested and are still pending receipt of a report on our current HWP family.

Respectfully submitted
Brad Hoffman & Gary Gearheart
socialministries-congcare@saintj.com

Addendum to CC & SM report for August 2011

We received a report from Gregg Feeney on our current HWP family and I am displaying message below:

Attn: Brad and Gary, About the HWP family:

We furnished the apt fairly well on our own. I had Brenda Williams give the family a \$150.00 worth of Target gift cards towards home essentials. We are partnering up with Harbor Light and South Bay Community Church, which got off to a slow start and I will kick it up a notch this season.

We have rented a storage unit for I hope only 3 months until our Matson container is delivered to us. I have a call into my contact to see what the hold up is. As I told Laura Winter, I'll let everyone know as soon as I hear back from my Matson contact.

Abode Services has their 1st meeting of the season on Sept 20th and I will be in attendance along with George Vlastelica.

*Thanks,
Gregg*

Submitted
Brad Hoffman & Gary Gearheart

Christian Formation Cluster Report
July, 2011

Nursery Update:

The room is complete but for the window coverings, should that be something you would like to have. The Nelsens tried to fit lovely white wooden blinds from Ikea in the nursery, but the sizes available would not work, so they would have to be special ordered. One option is to leave the windows uncovered. The mural painting is finished, carpet is cleaned, clean toys are back in the room. Ready to go! The Nelsens did a fabulous job. Final costs should be within the \$500 approved by the Vestry.

Interviews for the Sunday child care position are in process. Stephen, Janet, and Marlene filtered over 20 resumes and selected a handful of candidates to be interviewed. One candidate stood out as a great fit and we are in the process of checking references and are coordinating an interview with Lori to make the final selection.

Sunday School

Weaving God's Promises begins this Sunday. Lori's report will have more details.

Youth Group

12 households were identified and letters sent out (they included a couple of older students and a granddaughter who isn't local but we want to make welcome when she visits). Lori added personal notes to some of the letters and they were signed by Lori and Mike & Jan Scrutton. There is some interest in the student/parent meeting in September but no head count at the moment. The letter also prompted a baptism!

Youth group will start on September 11th, but the new curriculum will start with the meeting on October 9. We have ordered the CnC curriculum (\$179 will be billed to church) and have ordered our dvd player and extra Bibles. (\$63) We will be asking adults from the congregation to join us for individual sessions to support the curriculum and help cover us on C2RR. The lunch will be chance to encourage students and families but also give an idea of the expectations when it comes to preparation for confirmation.

Jan Scrutton and Lori sorted the Sunday School room - they put up a large cork board to display kids work on, a curtain in front of the craft cupboard and Jan is making a cloth to cover the children's altar. It'll all be done ready for Sept 11 when the program year begins.

Adult Faith Formation

First class of the fall on the proposed Anglican Covenant was well-attended. Upcoming classes are the same as reported last month.

Respectfully submitted,
Marlene Benedict, Stephen Ferro, Janet Fischer
Communications and Evangelism Monthly Report
September 2011

- Received over 20 resumes for the nursery attendant position, called three people, but only one showed. This individual will meet with Lori at 12 noon on Sunday.
- Position is advertised at \$12/hour for 2 hours a week. Is the rector authorized to increase the salary of the nursery attendant?
- Motion was made to authorize Lori Walton to offer up to \$15 an hour for the nursery attendant position, based on Lori's judgment. Moved by Dean Valentine, seconded by Gary Gearheart. Motion approved.
- Janet Fischer will obtain a \$25 gift certificate to Seeds of Change as a thank you gift to the Nelsens for their work upgrading the nursery. The money is to come from the Special Interest – Events, Gifts, Camping fund.

Communications and Evangelism Monthly Report September 2011

1. The proof for the Picture Directory was returned to Lifetouch on August 25th, well ahead of the Aug. 30 deadline. By judicious use of options and purchase, we ordered approximately 65 extra directories for use over the next few years. We spent \$90 (\$10 each) to submit 9 pictures not taken by Lifetouch, choosing the option to receive a percentage of extra directories, and \$100 to add 20 directories at \$5 each. The charge for purchasing directories later is \$10 each. Directories are expected in the middle of September. Name labels will be applied to the 108 directories designated for those whose pictures are included. We are considering asking a \$5 donation from other members of the congregation who want one.
2. Greg Scheuffele is inquiring about a free online directory that Lifetouch is offering.
3. A Banner inventory has been completed. A list identifying the complete contents of each banner is in the cabinet with the banners. Each banner has a tag identifying it. These tags should be returned to the banner after use for ease of identification.

4. New bungee cords are needed.
5. Valle Brokes is registered and will attend the gathering of the DioCal Communications Network at St. Mark's, Berkeley, on Saturday, Sept. 17. In addition to Morning Prayer, lunch, and a business meeting, the agenda includes a workshop on church marketing (including social networking) and a workshop on E-newsletter production. The Communications Network consists of a representative from each parish in the diocese.

Faithfully Submitted,
Valle Brokes
September 7, 2011

- The list of banners is available.
- Don't have a definite date for delivery of directories. Proof was sent August 25th.
- A label will be on each free copy of the directory.
- We will have about 65 extra directories.

Cluster Report
Parish Life – Sept 2011
Submitted By: Donald Razzolini
Dean Valentine

Goals

- A. On-going
 - a. Continue support in the following areas...
 - Kitchen
 - Congregational Outreach
 - Congregational Activities...
 1. Receptions & Memorials
 2. Special Events – lead by outside sources
- B. Parish Retreat
- C. Game Night Social
- D. Casino Night - Possible community outreach event
- E. Mardi Gras Party
- F. Halloween Costume Party (Family Fun Event) – Possible local community outreach event

Current Projects – Update

- LGBT Ministry – In Process (No Update at this time)
 - a. A presentation for the vestry is being created and should be ready shortly
 - b. Donald and Ms. Martinez have yet to schedule a planning meeting to finalize overview due to recent large energy events each have been involved in, but plan once things settle
 - c. Meeting with Rector yet to be scheduled and will take place once things are finalized prior to Vestry presentation
- Treasures from the Attic Sale & Art Show (Official Title) – update
 - a. Due to personal issues and work related issues Pegeen Perry has decided to step down as coordinator of this event. She is however, willing to chair at a later more convenient time.
 - b. After careful consideration and consulting with Lori we have decided to postpone this event to next year when time and personal issues permit.
 - c. In postponing the event we hope to re-visit this item in the Fall or Winter of 2012 when we will be able to better plan and prepare so it will be the success it is sure to be.

Upcoming Events

- Ladies Flatlanders – Sept. 7 thru Sept. 11
 - Back To School – September 2011...actual Date and Time TBA
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Facilities – September 2011

This past month has been very quiet around campus, although the work did continue to keep it running smoothly.

Art continues to do a great job on the regular upkeep, including keeping the bathrooms clean, the lawns mowed, and the buildings vacuumed.

The Nelsens have transformed the nursery into a welcoming place, and Lori worked hard to prepare the Sunday School room. Both will be ready for use this coming Sunday as the program year begins.

Others who come by the campus contribute to the well-being of our facilities throughout the month. Thank you all!

The August work party was cancelled, and we will pick up again on September 17.

Revisiting the tree-trimming, I will be asking for approval to trim the trees in the Memorial Garden this year, and intend to defer the redwood tree maintenance until next year.

As stated in the CC&SM report, the container delivery has been delayed and no date has been determined yet. Therefore no additional work has been done yet to prepare the site.

Laura

- The redwood tree trimming has been deferred. We have to hire someone to come in to trim, etc.
- Laura will continue the conversation re the redwood trees.
- The trees in the Memorial Garden need to be trimmed. Best Tree Services has been recommended. The cost to trim seven trees in the Memorial Garden is \$1450.00
- Motion was made to approve \$1450.00 out of the Special Interest Memorial Garden fund to trim the trees in the Memorial Garden. Moved by Valle Brokes, seconded by Janet Fischer. Motion approved.

Lead Team Report
September 8, 2011

Facility use Agreements were sent to:

- Philippine Independent Church
- O/A (Overeaters Anonymous)
- N/A (Narcotics Anonymous)
- Sunday, Wednesday, Friday
- Washington Township Women's Club
- Rancho Coronado

Our Rector took vacation August 26- September 5.

On August 28th we welcomed Rev. Jim McLeod as the preacher and celebrant and Rev. Carol Cook was our preacher and celebrant on September 4th. Jim and Carol both brought a great joy to our services.

Our interim organist, Jessie Jewitt's last Sunday with us was September 4th. She was presented a flowering plant and given our heartfelt thanks.

Faithfully submitted,

Mary and Andy

RECTOR'S REPORT

Vestry Meeting, September 8, 2011

Worship

Hired a music director, Jennifer Carini. Jennifer's official start date was 9/1/2011, though she began working the week prior. Her first service will be 9/11/2011. She will work between 12-15 hours a week at a salary of \$16,000 per year. She will be reviewed in 6 months.

Welcomed Jim McLeod and Carol Cook as supply priests on 8/28 and 9/4 respectively. Royston Nguyen played the organ on 8/28 and Jessie Jewitt's last day as our interim organist was on 9/4.

Had Royston Nguyen as a sub organist on July 17, August 7 and again on August 28. Interim Organist, Jessie Jewitt's last Sunday will be September 4.

Moving the responsibility of bulletin creation from my desk to Aimee's, which is going well.

Planning for the baptisms of Luke Scheuffele and Olivia & Isaac Nabbaale for All Saints Day, November 6.

Trained new Eucharistic Minister Alison Saichek and reviewed service with Eucharistic Minister Barbara Dabney. My plan is to review the service with each EM the morning they serve or beforehand. This is to tighten up our liturgical movements and to make sure we're all moving in the same way.

Pastoral Care

Continue to attend to Bonnie Nelson who has moved into a rehab facility. Have enlisted the help of our LEV team to also visit and bring communion.

Visited Bill Maddox (I may be misspelling his last name), friend of Barbara Johnsen, who is facing end of life. Held a bedside prayer service and anointed him.

Blessed the four communion kits made by John Kimber for St. James' Lay Eucharistic Visitor's program.

Children & Youth

Cleaned, sorted, and setup the Sunday School classroom.

Bob and Lauren Doherty are ready to go with their class on September 11 and have worked hard to develop the lesson/s and materials. A part of the plan is to teach the children the Doxology and to have two children each week bring forward the bread and wine.

Met with Jan Scrutton to discuss upcoming Confirmation class and lunch with youth and parents (scheduled for 9/25).

Diocese/Deanery

Clergy Conference is 9/20-9/22.

Welcoming Committee

Asked committee to be intentional about inviting newer members to upcoming events. Next meeting is scheduled for 9/26.

Other

Western Christian Educators Conference is October 10-13 at Zephyr Point. I will arrange for an emergency pastoral care contact (likely Bob) and will be connected via phone and email.

- Lori would like to have the Blessing of the Animals on October 2nd, at the 10:30 am service. The whole service will be held outside, on the lawn outside the doors.
- Will need help setting up the canopies and chairs.
- A letter has been written by Lori for Art Gallardo commending his work. A copy has been placed in his personnel file and a copy given to him.

Andy MacRae has been researching the origins of the Bishop Kip churches. Our Little Church is one of these churches.

Motion was made to accept the cluster reports, the lead team report, and the rector's report as submitted/amended. Moved by Donald Razzolini, seconded by Brad Hoffman. Motion approved.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry