

# St. James' Vestry Meeting Minutes

## Thursday, June 14, 2012

In attendance: Rector Lori Walton, Senior Warden Janet Fischer, Junior Warden Laura Winter, Treasurer Lynn Locher, vestry members Valle Brokes, Mike Scrutton, Gary Gearheart,, Brad Hoffman, Bud Spalding, Stephen Ferro, Bob Bynum, Donald Razzolini, Nancy Castaneda and Bev Mosier; and Clerk Elizabeth Hart.

Guests: Dave Nelsen, Sylvia Ma, and Jim McConnell

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

### Vestry Meeting Minutes

- Motion was made to accept the April 26, 2012 Special Vestry Meeting minutes as submitted. Moved by Valle Brokes, seconded by Bud Spalding. Motion approved.
- Motion was made to accept the May 10, 2012 Vestry Meeting minutes as submitted. Moved by Gary Gearheart, seconded by Bev Mosier. Motion approved.
- Motion was made to accept the June 3, 2012 Special Meeting minutes as amended. Moved by Brad Hoffman, seconded by Laura Winter. 7 approved, 5 abstained. Motion approved.
  - On page 2, the phrase should be "provide estimates or an invoice."

### Financial Reports

- There is \$71,035.52 in the Operating Fund, and \$30,200.59 in the Building Fund. Total amount in Special Interest is \$445,142.12.
- We are 13% behind in pledges, but not unduly for this time of year. We have a number of parishioners who pay in November or December with stock.
- Our operating expenses are a little higher than last year. Our expenses have exceeded income by \$2,286.59.
- The \$25,000 for the bonus was moved from the Rector Housing Fund to Operating (rector salary), because it has to be recorded as payroll. The information regarding the transfer does not seem to be reflected in the financial reports, but this may be because of the way the information was entered into the computer program and how the program generates reports. It may show up at the end of the year as a higher salary paid out than was budgeted. Lynn will check into it.
- Over budget - worship supplies, office supplies and paper, and maintenance and repair.

- The loan of \$50,000 from the Schader Fund to the Rector Housing Fund was transferred in June, so it is not reflected in this month's Financial Report. There is now \$229,354 in the Schader Fund and \$166,233 in the Rector Housing Fund
- The Financial Reports were accepted as submitted.
- A team from the Endowment Committee has learned how to enter data into Quicken for the Endowment Fund. The data for the Endowment Fund is now up to date from inception to present.
- Our audit is Monday, June 25, 2012.

#### Calendar Updates

- June 16 - Work party. Lector and Eucharistic Minister training
- June 23 - Will writing session
- June 24 - Volunteer Appreciation Sunday, Graduation Sunday, and Ice Cream Social. Ruby Pike's last day at St. James' (she is moving to Oakland to live with her daughter). St. James' provides lunches for Sacred Space.
- June 29 - Installation of new rector, Joyce Parry Moore, at St. Bartholomew's in Livermore
- July 1-15 - Lori is on vacation.
- July 1 - Deanery meeting at St. Clare's
- July 2 - Patio work begins
- July 7 - Deanery picnic
- July 8 - St. James' provides lunches for Sacred Space
- July 22 - St. James' Day. Single service at 10am.
- July 30-August 3 - Vacation Bible School

#### Endowment Board Spending Rules

- The St. James' Endowment Fund was established in August 2002, and the first distribution was made in 2006. Distributions were also made in 2007 and 2008 (for prior years).
- In 2008, the market value of the fund had fallen below the principal value, and the board felt we needed a distribution policy document which would better guide the board in determining distributions. The current distribution policy was approved by the vestry in November 2009.
- Through the Endowment Fund's growing relationship with the Episcopal Church Foundation (ECF), the board has learned of a more appropriate way to determine distributions.
- At the May 14th Endowment Board meeting the Board adopted a new Spending Rules document, and the Board now comes to the vestry for approval of the document.
- The main differences between the prior version and the new policy are:
  - Will now use a 3 year (12 quarter) rolling average of funds, principals and market values, to determine distributions

- Expendable funds will be determined on the basis of a total return principal, using interest, dividends, and capital gains and losses.
- Prior to this document we did not have any formal means of determining what the distribution would be. We were not using capital gains and losses which we should have been.
- This new policy is taken from our Diocese and is virtually the same as the one from ECF.
- The percentage of funds available for distribution during any one year will never go over 5 percent, although it may be less than 5 percent.
- The old policy restricted distribution based on income (interest and dividends) - the performance of the fund. Now, the distribution is up to 5 percent of the market value (based on a three-year rolling average) of the fund.
- Janet Fischer asked that a line be added to the bottom of the document stating that the document was approved by the Vestry on \_\_\_\_ date.
- The Endowment Fund is also part of the audit.
- Motion was made to approve the new spending rules for the Endowment Fund as amended (by adding a sentence at the end of the document stating "approved by the Vestry on \_\_\_\_\_ date.") Moved by Donald Razzolini, seconded by Bud Spalding. Motion approved.

#### Schader Fund

- The Schader Fund Committee collated the information from 77 separate responses.
- The Lead Team has some recommendations as a place to start the conversation.
- There is \$229,354 in the Schader Fund.
- The Lead Team would prefer to fund a few projects well that rather than many little projects ineffectively.
- The parish was clear on their top priorities:
  - Little Church renovations
  - Savings
  - Capital improvements
  - Endowment
  - Children's/Youth Minister
- Lead Team's recommendations (as a starting point for discussion)
  - \$100,000 for the Little Church renovation. This amount would cover the cost of the engineering assessment and should cover a number of repairs and improvements
  - \$35,000 in savings, to reevaluate at a later time
  - \$75,000 for capital improvements - parking lot, carpeting in the Big Church, additional lighting in the parking lot
  - \$20,000 in Endowment Fund

- Several people suggested on the questionnaire that there should be some sort of memorial for Shirley Schader.
- One vestry member suggested putting all the funds into Endowment and/or savings, since this was a windfall.
- Are there some projects that can be delayed without substantially increasing the cost? We won't know what repairs to the Little Church need to be done and in what order until the inspection is done.
- The Lead Team met with all the people who work on the facilities (Facilities cluster, work party leaders, Scott Kennedy) and talked about all the projects that needed to be done. The Lead Team asked if there was a sense that the congregation was in a place to support a capital campaign. Most felt the congregation was not ready.
- At the Lead Team meeting, the team discussed that if the money is spent on capital improvements (Little Church repairs, parking lot, etc.), then those issues will be done for a while. At that point we can ask people to focus on their pledges to the Operating Fund, so that we can fund more staff and fund the smaller things that need to be done. This will allow us to focus on the growth of the church.
- Congregational development is never going to happen through building improvements. Congregational development will happen through investment in programs, in staff, and in people. However, there is a deep connection to the buildings and grounds in this congregation. We may need to satisfy that connection now so that we can free ourselves to look forward to true congregational development.
- There is some concern that "share" has not been included, but St. James' does this already, and will continue to do so. Perhaps we should communicate all of the things we are doing. It was pointed out that while we do a lot of volunteering, some of it needs to be supplemented by a financial contribution. For example, supplies for the lunches for Sacred Space need to be purchased.
- We do not have to decide how to spend all the money now.
- One suggestion was to use a certain amount of money (for example, \$50,000) as seed money for the Little Church, and ask those who are interested in the Little Church to donate. The concern is that it could foster the feeling of two distinct congregations that would never feel like one congregation.
- If we can take care of the building projects, we could phase out the Building Fund portion of our pledge card and just collect pledges for Operating, which we would use wisely. According to Lori, she has not seen a church that has two funds. Our two funds were originally set up many years ago to pay off the mortgage.

- Sylvia Ma asked about the funding for the third stage of the stained glass window project. The vestry has already committed to fund the stained glass window project, so it will be funded somehow.
- Motion was made to fund the engineering assessment of the Little Church and to fund repairs to the parking lot with money from the Schader Fund, and to table the rest to the July or August 2012 vestry meeting. Moved by Bev Mosier, seconded by Donald Razzolini. Motion approved.
- (Note: For the parking lot project the amount taken from the Building Fund is \$20,000, and the amount from the Schader Fund is \$30,000. See below, page 6)

The July vestry meeting has been rescheduled for Thursday, July 19, 2012.

## Parking Lot Project

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### Background

Five Requests for Proposals mailed to Paving Companies in early April. Proposals to be in by May 4. Offered to meet with evaluators at their request.

- Fremont Paving – Visited site in early April
- Alaniz Construction – Visited site in early April
- American Asphalt – Visited site in mid April
- Black Diamond – Visited site after personal contact after Easter
- DryCo Construction – No Call or visit

Proposal was broadly written to allow the “professionals” to develop their proposals and recommendations. Items addressed were to repair, replace, and resurface the parking lot A (near Administration wing) and parking lot B (The main lot). Specific attention for visitors was called to the Entrance and Tree roots near the office, and to the low point that floods when it rains. in the far corner near Harbor Light and our Park. ADA requirements for consideration and recommendations were asked for.

### Proposals Submitted

DryCo - submitted on May 4. \$33,735

No representative called for visit, even after a personal visit to the corporate office. It would appear that the proposal was prepared on the basis of prior visits, observations, and limited information provided in RFP.

Alaniz Construction - submitted May 4. \$57,976

Proposal indicated a valid time frame of only 10 days. Other proposals gave 30 days. To address ADA requirements, contractor calls for extensive reworking of current configuration near the regular door to office.

Black Diamond - submitted May 4. \$48,694

Estimator was one of two who visited and took Core samples to evaluate the project. Estimator is knowledgeable about ADA and suggests resetting configuration the front of Churches at cost of \$1461.

American Asphalt - submitted May 9. \$52,251

I was told that the Proposal was late in arriving because the Estimator was on vacation and someone neglected to get it in the mail on time. This company is professional and did present a seminar on care and treatment of asphalt surfaces. They do know ADA requirements although not specifically mentioned

Fremont Paving

Visited site, no proposal submitted by May 4. Estimator contacted by phone on May 7,. I was told that he'd been or was on vacation but that the proposal was being faxed as we spoke. The fax that arrived was a copy of our Request for proposal.

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- We had 3 bids on time.
  - While Bud Spalding was not comfortable making a solid recommendation, he preferred Black Diamond. Black Diamond addressed some of the issues that needed addressing and was knowledgeable about the ADA requirements.
  - Bud would like to get the Estimator together with the Lead Team to ask questions and get answers.
  - There is \$25,000 designated in the Building Fund to cover part of the cost of the parking lot, the rest to come from the Schader Fund. There is presently \$30,200 in the Building Fund, but \$7,000 will be going out in July for the patio project.
  - Motion was made to accept the bid from Black Diamond. Moved by Donald Razzolini, seconded by Valle Brokes. Motion approved.
  - Motion was made to take \$20,000 from the Building Fund and the remainder of the cost from the Schader Fund to pay for the parking lot project. Moved by Bev Mosier, seconded by Gary Gearheart. Motion approved.

Sacred Space Update

- Sacred Space, the ministry led by The Rev. John Trubina, has petitioned the Diocese to become a specialized mission.

- Because this specialized mission is occurring in our Deanery, we have the option to object to it.
- A specialized mission means they are recognized by the Diocese as a full entity, they will have a Bishop’s Committee (equivalent to a vestry), they will get some (small) financial support from the Diocese, and they will be free to fundraise on their own behalf.
- This is a church without walls, ministering to a congregation (the homeless) that will never be able to pledge.
- This will need funding from the Diocese because it will never be self-sustaining. It will be supported by the Diocese and the local congregations that choose to support it. It may not be sustainable over time. What it needs to work is people who are willing to come together for worship, clergy who are willing to celebrate Eucharist, and people who are willing to provide lunch.
- If there is an objection, the objection must be submitted in writing to the Bishop and Standing Committee by August 1st.

Graduation

- There will be an article in the July newsletter regarding graduates. There will be a poster-sized copy of the list of graduates posted in the Parish Hall on Graduation Sunday.
- There will be cards for people the congregation is familiar with/go to St. James’.

Rector Housing Allowance Amendment

WHEREAS the Rev. Lori Ann Walton is employed as a minister of the Gospel by St. James’ Church, Fremont, California, which does not provide a residence for her, the vestry resolves that of the total compensation of \$96,843 to be paid to The Rev. Lori Walton during 2012, that \$36,000 of that money be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

Equity Share Agreement Final Figures

Sale price of house	\$461,000.00		
St. James’ portion	\$146,000.00		
Lori’s downpayment	\$23,050.00		
Total mortgage		\$291,950.00	
Lori’s closing costs		\$5,141.00	

Lori's downpayment		\$23,050.00	
Lori's total contribution			\$320,141.00
St. James' contribution			\$146,000.00
Total Equity Amount			\$466,141.00
Lori's share: 68.6790049%	0.686790049		
St. James' share: 31.3209951%	0.313209951		

- Motion was made to write the check for \$146,000.00 out of the Clergy Housing Fund for Lori Walton's new home. Moved by Mike Scrutton, seconded by Bud Spalding. Motion approved.
- There is a balance of \$20,233.83 in the Clergy Housing Fund.
- There is some repair work that needs to be done to the house. The house needs to be tented and there is some repair work to the posts that hold up the roof on the porch.
- Motion was made to spend up to \$2,500 for essential repairs to the house (to be noted on an amendment form and recorded). Moved by Bud Spalding, seconded by Donald Razzolini. Motion approved.

## CLUSTER REPORTS

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### Communication and Evangelism Cluster report, June 2012

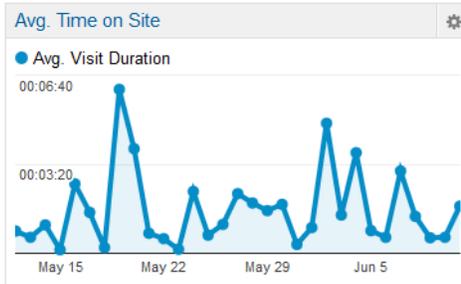
1. Valle represented the cluster at the New Members lunch on May 20<sup>th</sup> at Alice and Mel Johnson's home.
2. The notice-boards in the parish hall have been reassigned to make sign-ups clearer and to make it easier for people to see where relevant information is presented. All sign-ups are now in one place. Thanks to Lori for facilitating this – it was a goal we set ourselves at the Vestry retreat this year.
3. We've placed a sign in the parish hall, next to the St James' Prayer, advertising the times of services at St James' and making it clear that everyone is welcome. This was another goal for us as we're aware that there are many users of the parish hall who aren't St James' members.
4. May's website stats are attached to this report below.

Respectfully submitted,  
Valle Brokes, Mike Scrutton

## My Dashboard

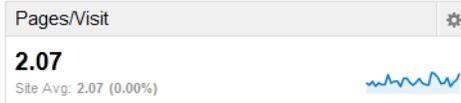
May 12, 2012 - Jun 11, 2012

+ Add Widget | Share Dashboard | Email **BETA** | Export | Delete Dashboard



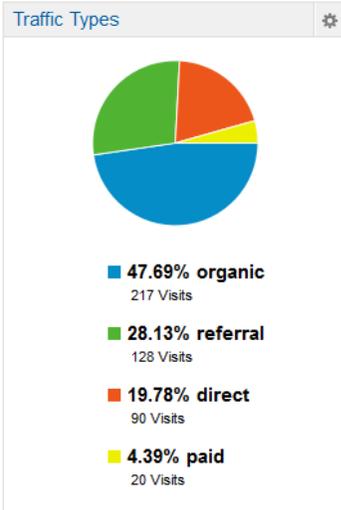
### Time on Site by Country

Country/Territory	Visits	Avg. Visit Duration
United States	410	00:01:41
India	11	00:01:14
Canada	5	00:00:06
Philippines	4	00:00:06
United Kingdom	3	00:00:13
Poland	3	00:00:03
Australia	2	00:00:28
Hong Kong	2	00:02:15
Brazil	1	00:00:00
Bahamas	1	00:00:00



### Mobile Visits

Mobile	Visits	Pageviews
No	387	843
Yes	68	99



### City

City	Unique Visitors	Unique Pageviews
Fremont	90	228
San Francisco	41	111
San Jose	13	28
Hayward	10	16
Union City	10	18
Newark	9	19
Berkeley	8	27
Oakland	7	20
Chennai	4	12
Wilkes Barre	4	4

## Faith Formation Cluster Report May/June 2012

### Youth and Children

#### Youth – Jan and Mike Scrutton

Youth group finished the year off with ice cream, a movie, and doing VBS crafts! Despite it being just before finals for most of the group we had 7 students and one guest join in! Some of the kids bought books along to study/or at least give the illusion! We'll take a break in July although some

of the group will help at VBS.

Our final sessions before confirmation will start again in late August.

VBS planning is going well. We currently have 3 times as many leaders as kids so we need to work on reversing that ratio!

On a slightly different topic Jan has now confirmed that the youth are taking 2 evenings of VBS crafts (without the Bible Stories) to Abode's Sunrise Village in August. If this works out she'll look at continuing this connection through the year.

### **Sunday School – Linda and Dave Nelsen**

Unfortunately, there is no update at this time although a meeting was held on June 11<sup>th</sup> to discuss the program.

- 1) Recap last year
  - a) Time - Enough? Right start and finish?
    - some sentiment that it is too rushed. difficult to fit everything in
    - also acknowledgment that kids have short attention spans and some come early, some late making it difficult to plan
  - b) Kathryn was a big help when she came in
  - c) Attendance was very inconsistent with very few coming regularly, some coming a few times a month and some coming then stopping part way through the year
  - d) having children bring offertory is good. Kids enjoy and makes them part of service. Timing is difficult. Some communication method between ushers and teachers would help
- 2) What needs to change?
  - a) Lauren suggested that broader range of activities might help keep kids engaged - Community service, children's chapel, repeating threads through year (i.e. ten commandments), garden
  - b) Improved communication with parents, Lori, and larger St. James community would be beneficial (Jan suggested blogs which have been effective for youth group)
  - c) Getting more involvement from others was suggested (ideas: youth group, periodic readers, parents, grandparents)
  - d) In future will need something between Sunday School and Youth Group. Not current issue, but as current Sunday School children get older it will become an issue.
- 3) Next year plan
  - a) Who is in for teaching next year:
    - Yes: Penny Trant, Laura Winter, Mary Casas, Linda Nelson (if can focus on crafts), Dave Nelson (if can focus on garden idea), Lauren

- and Bob
- No: Ken
- b) How to coordinate and separate teaching
  - Lauren is willing to coordinate if she can get good help from others
  - Linda is willing to be "craft person" to mix in throughout the year
  - Will need to recruit more teachers
  - Lori will meet with last year's continuing teachers in late July to plan

## **Adult Faith Formation**

Adult Faith Formation team met on April 16<sup>th</sup> and May 14<sup>th</sup> since the last vestry report. The Adult Faith Formation team will not be meeting over the summer. The next Faith Formation meeting will take place on August 6<sup>th</sup>. Future classes continued to be discussed and planned. Topics include the Book of Revelations in Spring 2013 and Bible Basics in Spring 2013

Reflections on recent classes: Janet Fischer presented Part Two of The Challenge of Jesus in the May Faith Formation concluding it on June 3. The attendees took away a lot of food for thought regarding the time of Jesus and the political atmosphere in which Jesus lived and preached.

### Review of April Presentations

- 1) "Who Wrote the Bible?": This was a successful two-session series with Lynn Locher.
- 2) "How Sunday Liturgy Music Gets Picked": Attendance was predominantly members of the choir (who were asked to attend to facilitate the small groups). Reception of it was mixed with most attendees having positive critiques. One attendee had a negative critique, preferring the focus being on instruction in chanting and actual singing (not stated in the goals of the class). It was determined that a session using that focus could be presented in the future.

### May/June Presentation

- 1) "The Challenge of Jesus": Three sessions in May and one in June will be presented by Janet Fischer
- 2) "Episcopal Monastic Orders and Mysticism" : Brother Jude will present this class on June 10. He will also preach that day. Lori will write an article for the Window. This is the last Spring 2012 presentation.

On June 10 the 27 attendees of Brother Jude's presentation of Episcopal Monastic Orders and Mysticism were held spellbound by his discourse on mysticism. He has already been invited back for a follow up to this presentation.

## **Planned Faith Formation classes/events**

1. Summer Presentation "Deaf Ministry": Bev Mosier will present this class during the summer at the Faith Formation hour (9:15 AM on Sundays) starting in late June and running for about two months. People will need to commit to the class and sign up for it. Meanwhile, the 10/21/12 FF date will be kept open in case a follow-up class is desired.
2. Fall Presentations.
  - a. "The Challenge of Jesus" parts III and IV: Janet Fischer will present these classes for four sessions each starting on 9/9/12 (unless the date for Flatlanders changes).
  - b. Flatlanders Weekend: The use of St. Columba retreat house has proven impractical so another location will need to be found, possibly resulting in a date change (see above).
  - c. "Men of Faith" (alias "Men Saints"): EJ will contact Ken Trant to determine if he would coordinate this presentation to be held on 9/2/12. He has agreed to do so.
  - d. "History of the Prayer Book" – Bob Dobbin. Date 11/11/12
  - e. "Evelyn Underhill" – Barbara Dabney. Date 10/28/12
  - f. All Saints Day: Maybe the "Men of Faith" presentation could be moved to this date – 11/4/12.
  - g. Deaf Ministry: The date of 10/21/12 will be left open in case Bev or Bill Mosier wishes to present a follow-up class.
3. Spring 2013 Presentations.
  - a. Janet Fisher has agreed to lead a series of discussions based on Elaine Pagels' most recent book Revelations.
  - b. Alice Johnson will contact Valle Brokes to see if Ellen Cuozzo would give a presentation in the new hospice project at Washington Hospital.
  - c. Bruce Roberts will contact Bob Dobbin to see if he would present a "Bible Basics" class or course (multiple meetings).
4. **Movie nights**
  - The good idea of Movie Nights will no longer be conducted because of low attendance

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## Facility Vestry Cluster Monthly Recap For June 14th, 2012

We signed the contract with K & B Landscaping to have the courtyard patio renovated between July 2<sup>nd</sup> and July 20<sup>th</sup>. We gave them a 10% deposit of \$854. We have communicated with them that on the start date of July 2<sup>nd</sup> we will need proof of liability and workman' comp insurance with us as add on.

There were repairs completed the freezer (\$150.00) and the refrigerator (\$338.85 – [\$13.85 in tax extra from the approved \$325.00]).

In the refrigerator there is (and has been for a while) a water build up issue on the refrigerator floor. Twice weekly the refrigerator is cleaned out for water that has built up. It does appeared to be getting worse since we put in the new fan motor. With the repairs that happened we now know (hopefully) how to fix it by ordering a simple plastic part. Rather than spend 2 to 3 times mark up on the part and \$65 for a service fee and \$85 an hour we have elected to fix this water build up in-house.

We had a good work party with 7 parishioners showing up. I have worked with our admin Brenda and there will be an article in the 'weekly' bulletin the two weeks of each month before the 3<sup>rd</sup> Saturday reminding the congregation about the work parties.

The drain pipes in the janitor restroom sink have been leaking and repairs are completed to fix this issue, cost \$32.01.

We will be purchasing new sink fixtures for the kitchen sinks over the next few months. The current ones are 14 years old and leaking badly, we keep tightening the fixtures but a point will come they need to be replaced. We would like to get fixtures that reach higher to allow for easier filling of the coffee pots etc.

There will be a separate agenda item for the parking lot.

Thank you  
Brad Hoffman & Bud Spalding  
[facilities@saintj.com](mailto:facilities@saintj.com)

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Cluster Report  
Parish Life - May 2012  
Submitted by: Donald Razzolini, Bob Bynum

## **Goals for 2012**

### **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**

### **Current Projects & Activities**

- Plans for the annual Men's retreat to Calaveras have been made/announced
  - ✦ the sign-up sheet is available in the Parish Hall or interested parties can contact Gregg Feeney at 510.795.1870 or by email at [dgfeeney@yahoo.net](mailto:dgfeeney@yahoo.net)
- Ladies Flatlanders trip is on the horizon
  - ✦ Details and further announcements will be available ongoing in the next few weeks
- St. James' Day celebration Day 2012 – In process
  - ✦ The working theme for this year is "Family Fun Faire"
  - ✦ The PL team and it assistant Penny Trant will be meeting soon to review ideas and come up with a "plan of action"
  - ✦ Date and event details will be announced at a later date

### **Projects & Activities - Updates**

- Father's Day Goes Green for 2012
  - ✦ Though a search was made the PL team was unable to locate many of the the extra items as mentioned in previous reports
  - ✦ Some of the Grad Cards used in previous events were located by Penny T. and will be given to Donald for future use and stored in the "new" PL bin
  - ✦ This year, in addition to about 20 extra of the colorful Mt. Climbing style key chains used last year...we now have various usable/working mini-tool style key chains that will be distributed at the 8a and 10:30 services to all the Dads and Dad-esque mentors of the parish
- Grad Day Event 2012
  - ✦ Graduate information forms have been completed by congregation members identifying 14 graduates for the St James' 2012 graduate class
  - ✦ An article listing graduate names and achievements has been submitted to the "Window" editorial team for publication in the upcoming monthly July newsletter
  - ✦ A larger version copy of the article will be displayed in poster form in the Parish Hall near the refreshment table
  - ✦ Penny Trant has agreed to once again assist PL team members with the cake purchase and distribution portion of this event
  - ✦ Cake will be available after the 10:30 service for coffee hour
- Mother's Day Event – This annual event was well received as Moms, Mentors, and Special Women in our lives each received a special blessing and flower that were in attendance at both the 8am and 10:30 services

- ◆ Once again a very special "Thank You" to the usher's for helping with distribution and making this a special day

### **Upcoming Events**

- Father's Day – Sunday June 17, 2012
- Grad Day Celebration – Sunday June 24, 2012
- Volunteer Appreciation (Ice Cream Social) – June 24, 2012
- Men's Trip - TBA
- Ladies Flatlanders – TBA
- Feast of St. James' - TBA

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### **June Vestry Report for Social Ministries and Congregational Care June 14, 2012**

The Walk-a Rock athon went well, we had 6 walkers, and the financials will be available later as the pledges come in.

Sacred Space Ministry is in the Works. Our first Sunday to provide sandwiches etc is coming up in two weeks. The dates scheduled at this time are June 24, July 8, Aug 12, Oct 28, Nov 11, and December 16

Bev is offering a class in sign language this summer during faith formation, and sign up is in progress. The schedule is June 24 through Aug 12 at 9:15

Respectfully Submitted-----Gary Gearheart

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- Still working on the formation of a Caring Team
- Considering the options of providing school supplies for the Abode children
- The excess food supplies in the food pantry were donated to the Viola Blythe Center

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### **Lead Team Report June 2012**

Since our May meeting, the Vestry voted:

- 1) to move \$25,000 from the Clergy Housing Fund Special Interest Fund into the Operating Account for the purpose of Lori's bonus for housing, and
- 2) to approve spending \$325 out of the Maintenance line item of the Operating Account for the repair to our refrigerator.

The Vestry held a special meeting on June 3. The Equity Sharing Agreement between St James' and the rector, Lori A. Walton, was approved at this meeting.

The Schader Fund questionnaires completed by the congregation were collated by Jan Scrutton and Dave Nelsen of the Schader Fund Committee.

The data has been sent to the Vestry and we will discuss the information at tonight's meeting.

St James' was used as a polling place (in EB1) during the June 5 primary election.

There will be Lector and Eucharistic Minister review and training on June 16 for all members of the congregation who currently fill one or both of these roles.

The next Deanery meeting is at St Clare's, Pleasanton Sunday, July 1 at 2pm. The main topic for discussion will be to continue the process to secure funding from Episcopal Charities. Alice Johnson is researching the possibility of combining the services of Abode and Sacred Spaces into a proposal acceptable to the Episcopal Charities Board.

The annual audit is scheduled for Monday, June 25. An auditor from the Diocese will meet with our treasurer, Lynn Locher. Jan Brandt and Lori will be available to assist if needed.

Respectfully submitted,  
Janet Fischer  
Laura Winter  
Lori Walton

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Rector's Report  
Vestry Meeting, June 14, 2012

### **Worship**

Launched the Feast of Pentecost services. 8:00 had a Spanish-read Gospel and the Holy Spirit Dove. 10:30 had the Memorial Acclamation said in 10 languages, the Lord's Prayer in sign, and the Holy Spirit Dove.

Welcomed Brother Jude Hill as our preacher on June 10, both services.

Integrating the Nigerian custom of honoring the deceased one year after death. This stemmed from parishioner, Josephine Amadi's request that we dedicate a Sunday Mass to her husband, Samuel, who died in January, 2011. Since we don't dedicate services, I agreed to integrate him into our prayers in a meaningful way. Because it is important to all people who have lost loved ones, I've decided to integrate this custom into our common worship life. However, since it is impractical to remember everyone's loved ones,

I've decided to keep it to parishioners (and spouses/partners/children of parishioners if they do not attend).

Celebrated the marriage of Peter and Esther Maina.

Continued meeting with Monika and Kevin for pre-marital preparation.

Went to the joint Choir Concert of St. Anne's and St. James'. Great job in leadership by Jennifer Carini.

Celebrated our first Sacred Space service in Hayward. Began coordinating the upcoming services and lunches, but need some support in making this happen effectively. Emailed congregational care-social ministries for assistance.

Worked with Jennifer to complete the hymn selection. Created/distributed "choose your hymn" cards for use in July and August. Thanked the choir on June 10.

Learned that Ruby Pike is moving to Oakland to be with her daughter. We will say good-bye in worship on her last Sunday, June 24 (along with Volunteer Appreciation, Graduates, and Samuel Amadi Remembrance).

### **Children & Youth**

Attended two VBS meetings, one for planning and the other to get familiar with the crafts.

Met with the Sunday School group to review last year and look at next year. This area, I'm afraid, needs a lot of attention towards curriculum development, scheduling, communication, and integration of the wider church. I'm not sure at this point how to get this accomplished.

Along with the Scrutton's, let the Youth in a conversation centered around worship/liturgy and the Book of Common Prayer.

### **Welcoming / New People / Evangelism**

Attended the New Member lunch on May 20, hosted by Alice Johnson. Entertained 9 new people.

Developing a more intentional process for welcoming visitors, which will be headed up by Lea Ave', Welcome Committee Chair. This process will include a "greeter" ministry. Lea has recruited the following people: Scott Whitaker, Barbara Dabney, Gregg Feeney, Alice Johnson, Gary Gearheart.

Playing with the idea of having a "Welcoming the Stranger" workshop this summer to help parishioners understand the importance of assisting during worship and being attentive to those who are new. Scooting over in your pew when someone is trying to find a seat, or handing someone a hymnal opened to the correct hymn goes a long way in helping someone feel part-of.

Systematizing the process in which one becomes a "member" with the following steps (a work in progress):

1. visitor comes more than once or twice and gets invited to a New Member Lunch (May and November).
2. at the lunch, visitor is invited to fill out a "Household Membership" card.
3. card gets entered into the database.
4. email addresses get added to the Weekly Email (if not already on it).
5. nametag gets created (if there isn't one already).
6. email goes out from the office letting them know about their nametag and the Weekly Email.

Continuing to schedule coffee with new(er) people to help them feel more connected.

### **Pastoral Care**

Attended to Sandra during her hospital stay.

Attended to Irma during her hospital stay.

Met with a handful of people regarding pastoral needs.

### **Administration/Staff/Finance**

Working with Dave Nelsen, Endowment, to compose a letter to Shell Society Members regarding documentation.

Also worked with him to initiate a will-writing session here at St. James'.

### **Facilities**

Received an anonymous donation of \$3,000 to either go towards a new refrigerator or the restoration of the Little Church stained glass windows.

Waiting to make sure the current fix on the refrigerator "sticks" before putting the money towards the windows.

### **Other**

Attended a colleague group and a rector's meeting.

Will be attending the Installation of Joyce Perry-Moore at St. Bartholomew's in Livermore on June 29.

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- Had lunch with the president of the Tri-City Interfaith Council Jeff Spencer, the pastor at Niles Discovery Church.

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Motion was made to accept the cluster reports, the lead team report, and the rector's report as submitted/amended. Moved by Bev Mosier, seconded by Nancy Castaneda. Motion approved.

Stephen Ferro led Compline.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry