

## St. James' Vestry Meeting Minutes Thursday, October 11, 2012

In attendance: Rector Lori Walton, Senior Warden Janet Fischer, Junior Warden Laura Winter, vestry members, Gary Gearheart, Brad Hoffman, Stephen Ferro, Bob Bynum, Donald Razzolini, Bev Mosier, Mike Scrutton, and Clerk Elizabeth Hart.

Absent: Treasurer Lynn Locher, Nancy Castaneda, and Bud Spalding. Valle Brokes has resigned from the vestry.

Lori Walton called the meeting to order, and Gary Gearheart led the opening prayer.

### September Vestry Meeting Minutes

The September 13, 2012 vestry meeting minutes were accepted as submitted. Moved by Laura Winter, seconded by Mike Scrutton. Motion approved.

### Financial Reports

- Lynn Locher, who is on vacation, submitted the preliminary financial reports via email.
- The vestry will approve the final financial reports for both September and October next month.
- Pledges paid is only 4.1% less than budgeted - last year at this time it was three times as much (12.5% less than budgeted)

### Calendar

- October 13 - work party
- October 19-20 - Diocesan Convention
- October 27 - Mary Gifford's memorial service at 11 am
- October 28 - St. James' making lunches for Sacred Space; Deanery meeting in the parish hall at 2 pm
- November 3 - Stewardship dinner and show
- November 4 - All Saints Day. Two baptisms - Anthony Prickett (youth) and (possibly) Kaitlin Evans-Bodenrader (child)
- November 10 - Confirmation at Grace Cathedral
- November 11 - iConfirm service
- November 18 - Stewardship service
- November 22 - Thanksgiving service
- November 25 - Ingathering
- During Advent - wreath making and Las Posadas. Dates to be announced.

- December 24 - Two services, the 4 pm children's service, and the 11:00 pm service, with carols before the service at 10:30 pm.
- December 25 - One service

#### Open Vestry Position

- Jack Rux has agreed to fill out the remainder Valle Brokes's term (the rest of 2012 and 2013)
- Motion was made to appoint Jack Rux to the vestry to fill out the remainder of Valle Brokes's term. Moved by Mike Scrutton, seconded by Donald Razzolini. Motion approved, 8 yes, with 1 abstention.

#### 2013 Budget

- Need to start working on the 2013 budget.
- Lynn Locher will run a report for the year for your cluster.
- Vestry members need to become familiar with the report so that they are aware of what their cluster has spent. Also, talk to the people on the committees in your cluster and see if they have any additional/special funding needs that may come up next year, etc.
- Give Lynn the information collected before the November vestry meeting.
- Lynn will put together a preliminary budget which will be discussed in November. The final budget will be approved at the December vestry meeting.
- The final budget is presented to the congregation the Sunday before the annual meeting at a budget meeting.

#### McCutcheon Funds Allocation

- For many years, we have had fundraising as part of our operating budget as a way to supplement the pledges.
- At the last vestry retreat, the vestry talked about not depending on fundraising to fund our operating expenses.
- Question - for the McCutcheon concert in January, do we want to allocate a portion of proceeds to Home Warming? Suggestion from the Lead Team is to say "a portion of the proceeds" rather than "the proceeds" because this the first year we would be doing this, it would be prudent to move slowly rather than quickly, and because we do not have a sense of what pledges are going to look like so that if necessary we could use some of the proceeds for the operating budget.
- Motion was made to direct the McCutcheon Team to advertise that a portion of the proceeds from the McCutcheon Concert will be allocated towards Abode Home Warming. Moved by Gary Gearheart, seconded by Bev Mosier. Motion approved.

### Facility Rental Agreement

- On page 4 of the Facility Use Agreement, it states that for single-use events in the church, members are charged \$400 for three hours, \$40/hour thereafter. It does not specify what type of event.
- We do not charge for funerals.
- If a person chooses to use our music director, the music director must be paid, whether members or non-members. It is part of the music director's contract. There is a fee to use the other facilities, such as the Parish Hall.
- Lori's proposal is that for single use events in the Church there be no charge for members if it is for sacramental use with Episcopal Clergy present.
- Lori also proposed that we change the member charge for single use events in the Parish Hall or meeting rooms to \$25/hour. This way we are not profiting off of our membership, and the fee will cover any cleaning fee.
- Motion was made to accept the changes to the Facility Use Agreement as proposed (1. Single use events in the Church: members: no charge for sacramental use with Episcopal Clergy present. 2. Single use events in Parish Hall or meeting rooms: members: \$25/hour). Moved by Janet Fischer, seconded by Donald Razzolini. Motion approved.
- Lori will ask Brenda to make the changes, and change the effective date to October, 11, 2012.

### Main Church Carpet Update

- Lead Team made a decision regarding the carpet color. Color chosen is called "moonshadow"
- Brad has mailed the contract to Worship Interiors Group. The carpet has been ordered.
- The installation is tentatively scheduled for November 4-10.
- Will need a crew of people to help move chairs on November 4 (after church) and on November 10.
- As an aside, November 10 is Confirmation at Grace Cathedral. It has been suggested that if one must choose between Confirmation on Saturday or the iConfirm service on Sunday, the iConfirm service is the more important service. The iConfirm service is designed to welcome the confirmands into the community.
- Carpet will be laid in the direction of the traffic flow, beginning with the center aisle.
- Several vestry members voiced concerns about people bringing coffee (and other food and drink) into the Main Church after the new carpet has been installed.
- We also need new doormat(s).

## Gas Meter/Line Update

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Fellow Vestry Members:

I wanted to give you an update on the (PG&E) natural gas situation at St. James'.

On Friday September 14th gas was smelled at the back (Memorial Garden side) corner of the Little Church. PG&E came out and verified we had a leak and shut off our gas service. On Monday September 17th we had a plumber come out and we were able to have the leak traced and a shut off valve put in place for the leaking line, this action cost us \$700.00, \$350.00 for the leak detection and \$350.00 off in place. On Wednesday September 19th PG&E came out and restored service to the campus with the exception of the Education Building (details to follow).

The leak detection company found that the 'bad' line was the single line that ran from the meter to the heater in the education building. Initially Lori had requested a Vestry vote to approve \$1550.00 to check the line for 15' (at the 90 degree turn behind the Little Church) and check the condition of the line and if repair was possible. With discussions with PG&E and research by Dave Nelson and me we are recommending a different direction.

Rather than try and replace 160' of gas line laid in 1961, we have the plumber connect to the 14 year line in the 1998 new addition and run a new 50' line from the water heater/heater cabinet (1998 new addition) to the heater cabinet in the Education building. I am currently getting bids for this work.

If anyone has questions please see me before the 10-11-12 Vestry meeting so I can walk you thru the line placement.

Detail info:

We currently have a 675,000 BTU gas meter. (We can run devices up to 675,000 BTU off this meter). Currently (with the education heater disconnected) we are using 572,000 BTU serving 7 devices:

1. Little Church heater 115,000 BTU. A 3' x 1/2" line off the meter (dedicated line)

The remaining units are feed by a 2" line:

2. Big Church heater - 120,000 BTU. Located in attic
3. Big Church water heater - 38,000 BTU. In Sextons closet

4. Parish hall heater - 100,000 BTU. In attic over Kitchen
5. Kitchen stove - 53,000 BTU. This is total of all burners and oven burning.
6. Office heater - 110,000 BTU
7. Kitchen water heater - 36,000 BTU.

The Education Heater is 100,000 BTU for a grand total of 672000 BTU which is what we were running before but off of 3 lines instead of 2 as we recommend now.

Fortunately we have found out that because the Little Church line is a 'dedicated' line to that furnace only, when the new 50' line from the water heater/heater cabinet (1998 new addition) to the heater cabinet in the Education the permit process will show that BTU usage as 557,000 (item #2 thru #7 [above] plus the Education Bldg heater).

Thank you  
Brad Hoffman  
Facilities Cluster

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- Brad Hoffman has received 3 proposals: from Absolute Pro Plumbing, Allstate Plumbing, and City Plumbing
  - The proposal from Allstate Plumbing is the best price.
  - Brad is most comfortable, however, with Absolute Pro Plumbing - the person arrived on time, he walked through and explained things, and the contract language was correct the first time. The person from Allstate did not show up one day and was late the next day, and Brad had to ask Allstate three times to get the language correct in the contract. The third estimate from City Plumbing was too high and the proposal did not provide any detailed information.
  - Absolute Pro Plumbing's contract states that permits and inspection fees are not included, and there is no mention of tunneling under the walkway. Allstate does state that a city permit is included, and does indicate that they will tunnel under the concrete walkway.
  - Brad will ask Absolute Pro Plumbing about the permits and tunneling under the sidewalk.
  - Motion was made to accept the bid by Absolute Pro Plumbing contingent on clarification on tunneling under the walkway and permit costs. Moved by Janet Fischer, seconded by Mike Scrutton. Motion approved

#### Little Church Update

- Sylvia Ma sent an update regarding the Little Church
- This will be discussed at the next meeting

10-9-12 planning for the renovation of the Little Church:

	cost estimate	paid	time-line	status	
<b>Stained glass window repair (championed by Mary Casas, work done by Hogan Art Glass)</b>					
Phase I, altar windows	\$6,100	\$6,100	Q1, 2012	completed	
Phase II, Parish Hall side	\$9,275	\$9,275.00	Q2, 2012	completed	
Phase III, Memorial Garden Side	\$9,800	\$4,900	Oct-Nov., 2012	Vestry allocated \$9800 for the last phase of stained glass window repair/cleaning	
Phase IV, above front door				inspection done, no repair is necessary	
<b>Structural Inspection</b>	9715	9715	Q3 2012	Earthquake and Structures, Inc has completed the inspection on July 13, 2012. Report received Aug. 30, 2012	
<b>Action items from structural Inspection</b>					
dry rot and weather proofing: roof repair, new gutter, exterior sealing and painting etc			2012 for roof repair. Will install gutters after the crosstie work	Facilities/Vestry is taking care of the roof repairs. Jim McConnell is getting bids for gutters..	
Pest inspection and pest damage repair	Pacific Coast (Orange Oil): \$1575; Hi Tech: 1710; Terminex: \$1400		will do pest damage repair and pest eradication after the crawlspace retrofit. The committee recommends using Orange Oil	Mary Casas arranged for 3 pest inspections and got 3 quotes.	\$1,600
Engineering plans, building permit, inspections			2013?	estimate from ESI: \$15,000. Waiting for ESI to give us an engineering cost proposal	
mitigate wall bowing with new cross-ties			2013?	estimate from ESI: \$25,000 to \$50,000	\$55,000 to \$80,000
foundation/floor seismic/wind retrofit			2013?	Estimate from ESI: \$15,000	

electrical and plumbing issues	Rewiring and new lights: very rough estimate: \$30,000			Ron Larson was consulted on the repairs needed. Chris Perry will get bids on rewiring and other repairs. Tom Blalock will contact PG&E to remedy 'seismic gas shut off meter'.	\$30,000
interior finishes repairs: flooring, window trims etc				need bids	
Furnace	\$2200 for removal and disposing asbestos and installing new piping; \$6000 for a new furnace; \$4500 for new routing of heat			Patty Lacy obtained 2 bids on installing new pipings and a new furnace	\$2,200
Accessibility remedies				Handicap parking upgrade done with parking lot repaving. Jan B. is researching on ADA compliance: repairs and maintenance will not trigger ADA requirements	
<b>Other possible repair items:</b>					
refinish pews/chairs				one bid: \$28,700+tax	
refinish floor				one bid: \$15,580+repairs	
cleaning interior walls				one bid: \$13,800	\$67,000
carpet				one bid: \$1980	
sounds					
front door					
					total estimates so far: \$156,000

## Little Church Roof Repair Bids

- With Brenda's assistance, we have received 2 additional bids for the roofing. Bids are from Sonrise Roofing, Tri-City Roofing, and Vincent Roofing Co.
- Flashings are included in the Sonrise Roofing bid
- Vincent Roofing - the \$895 is to repair the roof, the \$2000 is to put down new roof material.
- There was some concern that if we proceed with repairs to the Little Church, the pulling in of the walls could possibly cause problems with the roof replacement, such as another gap. However, the sacristy is a separate roof.
- Each company will charge extra for repair of any additional dry rot.
- Brad has no suggestion, because of a conflict of interest.
- Brad will get clarification regarding permits, as we should have the contractor pull the permits.
- Motion was made to accept the bid from Sonrise Roofing, \$1000 plus \$70/hour for dry rot repair with the contingent that any additional repairs need to be documented in writing before the work is done, and contingent on permits. Moved by Gary Gearheart, seconded by Donald Razzolini. Motion approved, with one abstention.

## CLUSTER REPORTS

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### **Communication and Evangelism Cluster Report, October 2012**

1. Worked with editor of October issue of The Window on template and quality issues. Developed a better version of the Saint James' logo which converts to PDF and prints better. Plan is to meet with The Window team in November.
2. Launched the new website at SaintJ.com. Tracked and fixed a few initial issues – everything running smoothly now.
3. Web Statistics for August can be found below (note partial month, due to website launch on September 14<sup>th</sup>). Note nice bounce in first week

Respectfully Submitted,  
Mike Scrutton, Valle Brokes

# My Dashboard

Sep 14, 2012 - Oct 8, 2012

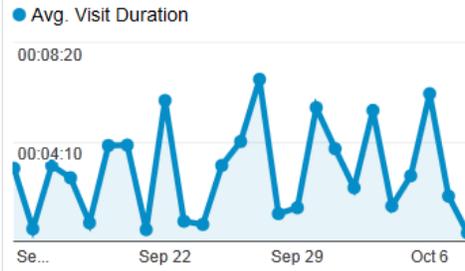
+ Add Widget | Share Dashboard | Email | Export

Delete Dashboard

## Visits



## Avg. Visit Duration



## Visits and Avg. Visit Duration by Country / Territory

Country / Territory	Visits	Avg. Visit Duration
United States	467	00:03:01
Germany	18	00:00:00
France	5	00:00:00
Canada	4	00:00:32
United Kingdom	3	00:00:26
India	3	00:00:02
Turkey	3	00:00:00
Australia	1	00:00:00
Belgium	1	00:00:00
Latvia	1	00:00:00

## Unique Visitors



## Pages / Visit



## New Visits



## Mobile Visits

Mobile	Visits	Pageviews
No	434	1,343
Yes	75	182

## Visits by Traffic Type



- **38.70% direct**  
197 Visits
- **32.61% organic**  
166 Visits
- **26.32% referral**  
134 Visits
- **1.96% paid**  
10 Visits
- **0.19% feed**  
1 Visits
- **0.22% Other**  
1 Visits

## Newsletter page visits



## Sermons page visits



## City

City	Unique Visitors	Unique Pageviews
Fremont	91	522
San Francisco	32	84
San Jose	13	35
Union City	11	25
Woodcliff Lake	11	11
(not set)	9	9
Berlin	8	8
Coburg	8	8
Indianapolis	8	8
San Ramon	7	8

## **Faith Formation Cluster Report**

*October 2012*

### **Youth and Children**

Sunday School continues to run smoothly. Lauren and Bob are a great team and are breaking in our new curriculum successfully. The curriculum costs will run at about \$130/quarter. We are expecting the need to purchase 3 quarters in each year.

The launching of the Heifer Project has been delayed until materials arrive. They managed to dispatch to us 4 boxes of the wrong stuff meant for somewhere else!! We have planned a cookie decorating activity with cookie sale for after the Annual Meeting in January. We will plan to launch the project in Sunday School around Thanksgiving or early Advent. (both good opportunities to talk about reaching out to others)

Youth Group will be communicating their decisions about confirmation to us this weekend. The service will be on Nov 10 at Grace Cathedral and we will be celebrating that at St James' on Nov 11 when the youth group will help plan the service and take part as well as share some of the work they have done.

We did our second month with Abode Kids Club - 6 adults and 7 teens from St James' joined Jan over the two evenings. We shared the book 'The Paperback Princess' and made paper bag and sock puppets. Most of the adults have now completed their Abode background checks and we have set up dates into 2013 for doing Kids Club. We wore our VBS T-shirts but I am looking into the idea of having StJ Kids t-shirts that can be worn for this sort of thing and might also be available for Sunday School kids (or anyone) to order in the next few months. It is great to be able to show who we are at this sort of event.

Jan has started sorting out our resources and hopefully over the next few weeks EB4 will be re-figured into a usable resources room where Godly Play, teaching materials, games and craft resources can not only be kept but be easily accessed.

Jan has been working on getting a 'Family Calendar' ready to go out. The current draft is:

Family Calendar October 2012 – January 2013

Sunday October 28, 10.15am

Sunday School Children are encouraged to wear their Halloween

costumes to church and will be invited to show them off during announcements.

Sunday November 4, 10:30am

Children's Choir will sing during the 10.30am Service

Sunday November 11, 10.30am: iConfirm Service

The 10.30am Service will celebrate the confirmation decisions of our youth group. Sunday School starts at 10.15am

Sunday November 25,

Advent Wreath Making: Wreath making during the morning, look out for the sign up coming soon from Faith Formation.

Sunday December 2, 5-7pm,

Las Posadas Celebration: Sign up for this fun celebration of the story of Mary and Joseph's journey to Bethlehem. Includes dinner. Details available soon. Children's Choir will be part of the entertainment.

Sunday December 9, 10.30am:

Sunday School Worship: In the Little Church for all young people, from toddlers (and parents) to teens. This quarterly short service takes place during the first part of the 10.30am Service and will be an interactive worship experience for children.

Monday December 24, 4:00pm:

Children's Nativity Service.

Celebrate the story of Christ's birth. Children can come dressed as a character from the nativity story, angel, wise man, shepherd or animal, or can use one of the costumes at the church, no script or rehearsals, and they can play a part in our nativity scene. Children arrive by 3.45pm.

Sunday December 30: No Sunday School

Sunday January 20 Single Service with Sunday School at 10:00am followed by Annual Meeting. Kids will be cookie decorating during the Annual Meeting. Raising funds for the Fill the Ark Project.

### **Adult Faith Formation**

Adult Faith Formation team met on Oct 1<sup>st</sup>. The next meeting will be on November 5<sup>th</sup>.

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

1. Fall Presentations.
  - a. "The Challenge of Jesus" parts III: Janet Fischer will present these classes for four sessions starting on 10/7/12 thru 10/28/12.
  - b. "Evelyn Underhill" – Barbara Dabney. Date 11/4/12
  - c. All Saints Day: 11/4/12 – Class has not yet been defined.
  - d. "History of the Prayer Book" – Bob Dobbin. Date 11/11/12
  - e. "The Challenge of Jesus" parts IV: Janet Fischer will present

these classes for four sessions starting on 11/18 thru 12/16.  
(Break on 11/25 for Advent Wreath creation).

- f. Los Posadas: John Maloney will coordinate this event again this year on 12/2.
  - g. No Faith Formation Classes on 12/23 or 12/30.
  - h. Spring classes are being defined and finalized.
2. Minutes – Faith Formation Meeting – October 1 2012
- a. Opening Prayer – Bruce
  - b. Attending – Bruce, John, EJ, Jeanne (recorder). Absent - Nancy, Janet
  - c. September Review - September Meeting Minutes changes per John: 6a Joan Robert’s cousin’s diary. Add the apostrophe. 6b The book Revelations has an s on the end. Capitalize Bob Dobbin’s last name in 6d. Fix the spelling of the word check in 6e.
  - d. Men of faith was reviewed at the September Meeting.
  - e. EJ was thanked for Diocesan Resolutions presentation and discussion and for her explanation of the resolutions process. Saint James’ delegates were not prepared at the Deanery Meeting.
  - f. October Presentations - Janet will be ready to present “The Challenge of Jesus.”
  - g. November Presentations
  - h. Barbara and Brian are on board and preparing for the Evelyn Underhill presentation on November 4.
  - i. Bob is preparing for his History of the Prayer Book. EJ mentioned that November 11 is a holiday and there may be poor attendance. Bruce to promote it then.
  - j. Nov. 18 This will be the first of the last four “The Challenge of Jesus” presentations.
  - k. Linda Nelsen will have material for 25 Advent wreaths for Nov 25<sup>th</sup>.
  - l. Los Posadas – John Maloney will submit a write-up in for the November newsletter. He will make up the sign up sheets and information on Los Posadas. Last meeting it was suggested maybe Los Posadas should be partially under Parish Life. John created the event for Faith Formation, especially for kids so that they would understand that there is more to the season than just Santa Claus Christmas. At first John just wanted to have snacks, but four ladies wanted to make it a meal. Parish Life was asked if they would take over the meal. This was not made a formal request; the next year this was done by Penny Trant as she volunteered to do the meal. So does this need to be added officially by the parish life for the meal? Parish Life as a partner in this event is a good thing per EJ. Although sponsored by Faith Formation, Parish Life can continue with the food. We need to confirm that Penny wants to do the

- dinner for Los Posadas. John to arrange this with Parish life and Penny, confirm with Bob Bynum. Last year John asked Jan Scrutton if the Youth Group wanted to participate in Los Posadas and they agreed to help. John will ask Jan if the teenage group wants to do this again. The choir is also involved. John to let them know that he gets donations for Los Posadas. Heads up to Sandy Motley when the event will happen.
- m. January Presentations- January 13 Hospice with Ellen Cuozzo is set. January 20<sup>th</sup> with Jim Cunningham is tentative. January 6 and 27 are open currently.
  - n. February Presentations
  - o. Lenten Evening Presentation – Lori? Need to check with her.
  - p. February 17 and 24 – A presentation on the book Revelations by Elaine Pagel.
  - q. February 3 and 10 are open.
  - r. March Presentations- All dates are open. No classes on Mar 24 Palm Sunday and Mar. 31 Easter.
  - s. Pagan Religions? Bruce to talk to Janet about the articles, and he will give the Robin Darling Young article on Henri de Lubac & the Ironies of Ressourcement, and Brigid of Kildare (ca. 451-525) – to Janet Fischer. Mothers Sisters daughters Pagan religions; Brigid a bridge between these 2 religions, Christian and Pagan Celtic Goddess worship
  - t. Other Business – New Ideas?
    - i. Short Perambulations articles put together by Pam Rice, the book was edited by Janet Fischer. 2 to 3 articles used depending on how long it takes to read them, then discuss them. Bring in points from the Bible in the discussion. One Sunday presentation.
    - ii. Ask the 6 AM Bible Study group to go over the Sunday's readings. In doing this it may bring more people into the 6 AM bible group. Use different Bibles to compare and contrast to get fuller meaning. Discuss different methods of bible study. Read the scripture, discuss it, then tie in all the scriptures that relate to it. Each time use a different method, different scripture, one method is to use the readings from each Sunday.
    - iii. Have a class make a brochure of St. James' or the Episcopal Church, as a class activity. Purpose: Learn by doing.
    - iv. Have a class act out a lesson from the Bible. 3 to 4 groups develop a short play of, e.g., Jesus curing the blind man, or some other miracle.
    - v. Mix cut out biblical words with ordinary words, put in pile, pull out words from the pile try to create a poem. You can put words

back if they don't work, take out more words same number to help you create (prose or) poem.

- u. Challenge from Bruce: Have each member of Faith Formation Group come up with 2 ideas to study for acting out or making a brochure.
- v. Next Meeting – November 5, 2012 5:30PM
- w. Closing Prayer - Bruce

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### Facility cluster report for October 11th 2012

Per the Vestry vote at our September meeting we have signed a contract with Worship Interiors Group to install carpet in the Big Church. A check request for ½ the total \$5838 has been requested. The lead team has chosen color 56462 – “Moonshadow” from the Philadelphia Commercial, Emphatic II 36 collection. Our contact at WIG informs us that this color and style are available and can be here by the end of October. We are tentatively scheduling installation for the week of November 4<sup>th</sup> thru November 10<sup>th</sup>. We will need to make sure we have parishioners here on the 4<sup>th</sup> to take down the Big Church to just chairs on the 4<sup>th</sup> and to reset the Big Church on the 10<sup>th</sup> for service on the 11<sup>th</sup>. We will be putting an article in the weekly bulletin and Sunday bulletins starting this week.

Per the memo sent out to the Vestry we are in need of a new gas line to the heater in the Education Bldg. I have received 3 bids:

- ▶ Absolute Pro Plumbing \$4210.00
- ▶ Allstate Plumbing Co. \$2,595.34
- ▶ City Plumbing \$5397.55

With the assistance of our Parish Admin we have received 2 additional roof bids:

- ▶ Sonrise roofing (original bid) \$1000.00
- ▶ Tri-City Roofing \$1950.00
- ▶ Vincent Roofing \$2895.00
  - Partial repair \$895.00
  - Roof cap \$2000.00

Work party for October moved to 2<sup>nd</sup> weekend from 3<sup>rd</sup> to accommodate a parishioner celebration.

Submitted  
Brad Hoffman

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Cluster Report  
Parish Life - Sept. 2012  
Submitted by Donald Razzolini and 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**

- After a few weeks of Hiatus the PL team is currently working on upcoming a St. James' upcoming yearly event...
  1. Parish Life will be coordinating the meal portion of Los Posadas this year and will be working closely with past coordinator John Maloney so that the heart and tradition of this special event are not forgotten
    - Donald will be meeting with Mr. Maloney in the coming weeks to review menus/contact information as well as necessary items essential to the program festivities

## **Projects & Activities - Updates**

- The Parish Life Team is currently reviewing new activities/events to add to the PL repertoire – no items have been added at this time

## **Upcoming Events**

- Diocesan Convention
- Episcopal Charities Walk-a-Thon
- Pledge Drive
- Window Deadline – October 15

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## Social Ministries and Congregational Care Report for October

- Next visit to Sacred Space for St. James' is October 28th. The need has grown to 60 lunches. Gary Gearheart will be coordinating this effort for St. James' from this point forward.
- St. James' raised over \$1000 for the New Shoe ministry
- There will be an email effort regarding the Caring Team in early November to jumpstart this ministry.

Respectfully submitted,  
Bev Mosier and Gary Gearheart

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**Lead Team Report  
October 2012**

The Vestry voted via email to approve emergency gas line repairs.

The Lead Team selected the new carpet for the Church.

We attended a planning session for the next Vestry Retreat at Bishop's Ranch January 25-27, 2013. St James' is responsible for leading Compline Friday evening and the Prayers of the People at Sunday's Eucharist.

The administrative portion of our facilities use has been transferred to our parish administrator. The Junior Warden will continue to talk with possible users and decide (with the whole Lead Team) whether or not to allow the use. The Junior Warden is still responsible for unlocking doors and closing up for one-time events. Paperwork, key distribution and C2RR are now handled by Brenda.

Respectfully submitted,

Janet Fischer  
Laura Winter  
Lori Walton

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Rector's Report  
Vestry Meeting, October 11, 2012

**Worship**

Officiated a Sacred Space service on October 7.

Had a wonderful celebration of St. Francis with many animals and many visitors. Thanks to everyone who helped make it happen.

Planning for two baptism – Anthony Prickett (youth) and Kaitlin Bodenrader-Evans (child). Working with parents and godparents, planning for the baptisms to occur on All Saints' Day, November 4. Due to godparent availability, however, we may baptize Kaitlin in January.

Said a joyful and bittersweet good-bye to the Kennedys and Margaret Rainey. Spoke with Margaret on the phone to ensure she's settled and comfortable.

Planned the Williams-???? wedding details; officiating on October 20.

Invited Jim Mosier, Bill Mosier's brother and Episcopal priest from Oregon, to celebrate the Eucharist at the Wednesday service while I was at clergy conference.

Attended the viewing for Irma McLean and offered prayers for those gathered at Chapel of the Chimes. Celebrated her funeral service and officiated at the committal held at Cypress Lawns in Colma.

Scheduled a Worship Committee for October 24 to review Advent/Christmas (already!).

Created a funeral brochure for use by families (mostly unfamiliar with St. James'). This brochure gives guidelines on what we can offer in terms of audio/visual, receptions, bulletins, and music. This was initiated to avoid miscommunication and confusion when planning a funeral or memorial service with many moving parts, and allows us to clearly and gently state our expectations and abilities. This will be available for future services.

### **Children & Youth**

Blessed backpacks on September 16.

Excited about the cohesiveness that is being created by Jan Scrutton. Jan has been able to, in a short time, draw many connections between what we're already doing and how we can increase it to include children.

Planning for three "children's church" services – a liturgy of the word that will take place in the Little Church while the adults are hearing their own liturgy of the word. The first one will be on 2<sup>nd</sup> Advent – I will lead while Bob Dobbin preaches in the main church. The other two will be in Lent and post-Easter.

Spent time planning the iConfirm service with Jan and Mike Scrutton.

In preparation for confirmations, spent time with the Youth Group on 9/16 and had lunch with them on 9/23.

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

Welcomed a handful of new members in September; sent welcome emails or made phone calls.

Welcomed four visitors to the Wednesday 10/3 service, which was a curious anomaly.

Met with Bev and Bill Mosier and the Wardens to talk about what the new Deaf Ministry might look like.

### **Pastoral Care**

Gave final anointing/blessing to Mary Gifford at Alma Via in Union City. Officiated a bedside service for the family.

Spent time praying with and counseling a couple of parishioners and a new visitor.

Attended the thank you potluck for Bev Mosier, thanking her for her time in teaching ASL over the summer.

### **Finance/Administration**

Prepared an annual review for Jennifer Carini, to be given on October 17. Prepared a follow-up review for Brenda Iodence and gave it to her on October 10.

Worked with Gail Blalock in further discussions about the stewardship program.

Invited three parishioners to help me preach a stewardship sermon on Sunday, November 18.

Attended the Endowment Luncheon on September 16.

### **Communication**

Helped with some of the text on the newly launched, excellent-looking website.

### **Other**

Attended a colleague group and a rector's meeting.

Continuing with Spiritual Direction.

Continuing to meet with Bev Mosier to further increase my ASL skills.

Attended the Tri-City Interfaith Council Monthly Meeting.

Attended a Meeting with Laura Winter and other clergy/wardens of our deanery to plan the Deanery/Vestry retreat, taking place on **January 25-27, 2013**. Note, the cost is \$170 a person, scholarships available.

Attended Clergy Conference September 25-27.

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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 Brad Hoffman, seconded by Gary Gearheart. Motion approved.

Gary Gearhart led Compline.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry