

St. James' Vestry Meeting Minutes

Thursday, February 14, 2013

In attendance: Rector Lori Walton, Treasurer Lynn Locher, Senior Warden Janet Fischer, Junior Warden Mike Scrutton, vestry members Dave Nelsen, Jack Rux, Alison Saichek, Bob Bynum, Gary Gearheart, Ralph Locher, Bev Mosier, Donald Razzolini, and Al Casas, and vestry clerk Elizabeth Hart
Absent: Bud Spalding

Vestry Meeting Agenda

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|-------|---|---------------------------------|
| I. | Meeting Called To Order | Lori Walton |
| II. | Opening Prayer | Janet Fischer |
| III. | Approval of January Vestry Meeting Minutes | Lori Walton |
| IV. | Approval of Annual Meeting Minutes | |
| V. | Approval of Vestry Retreat Minutes | |
| VI. | Financial Report
Acceptance of Financial Report | Lynn Locher |
| VII. | New and Continuing Business | Lori Walton, Wardens,
Vestry |
| | a. Quarterly Endowment Report | |
| | b. Allocate Endowment disbursement | |
| | c. Vestry Retreat – Survey Results | |
| | d. Vestry responsibilities – e.g., mailbox | |
| | e. Painting in the LC: "Madonna del Cardellino" by V. Bianchini – appraisal and restoration | |
| | f. Sound equipment for the Little Church | |
| | g. McCutcheon report | |
| | h. Shrove Tuesday expense | |
| | i. Brad Hoffman update | |
| VIII. | Cluster Reports | Vestry |
| | a. Communications/Welcoming | |
| | b. Facilities | |
| | c. Faith Formation | |
| | d. Parish Life | |
| | e. Social Ministries/Congregational Care | |
| | f. Lead Team | |
| IX. | Rector's Report | Lori Walton |
| X. | Acceptance of Reports | |
| XI. | Meeting Adjourned / Compline | Janet Fischer |

Lori Walton called the meeting to order, and Janet Fischer led the opening prayer.

Janet Fischer reminded vestry members that the vestry dinner does not need to be elaborate or expensive.

Vestry Meeting Minutes

- Motion was made to approve the January 10, 2013 vestry meeting minutes as submitted. Moved by Janet Fischer, seconded by Bev Mosier. Motion approved.
- January 20, 2013 annual meeting minutes
 - On page 8, Financial Report, 1st bullet. Lynn Locher's name was spelled incorrectly.
 - Motion was made to approve the January 20, 2013 annual meeting minutes as amended. Moved by Gary Gearheart, seconded by Ralph Locher. Motion approved.
- Motion was made to approve the January 25-27, 2013 vestry retreat minutes as submitted. Moved by Mike Scrutton, seconded by Dave Nelsen. Motion approved.
 - Photos of the white board and the easel pad sheets will be included at the end of the minutes.

Financial Reports

- Operating cash is \$38,564.74; Building cash is \$58,046.93; Special interest is \$175,225.83 (not including Clergy Housing and Schader Fund); Clergy Housing is \$14,948.99, and the Schader Fund is \$39,045.96.
- Pledges, unpledged contributions, and use of church are all under budget. The Sunday Philippine Independent Church had been behind for December and January, but has now paid us.
- Expenses over income was \$2,006.36
- Most expenses were routine expenses – AEMCH, altar flowers, telephones, etc. Very little in January went towards maintenance/repair, and we do not yet have a paid nursery attendant.
- Pension payment seems high – Lynn will check into it.
- Special interest – Schwab has \$178,244.96, and Heritage Bank has \$50,978.82.
- The vestry retreat deficit is temporary.
- Need to review the special interest accounts at a future vestry meeting. Some accounts may need to be cleared and closed.
- Motion was made to accept the financial reports as submitted. Moved by Alison Saichek, seconded by Gary Gearheart. Motion approved.

New Business

Quarterly Endowment Report

- Janet attended the last endowment board meeting. It is the board's recommendation that the Quarterly Endowment Report be included in the vestry minutes so that the report is officially in the record.
- The report will now come to the entire vestry, which has not been done in the past.

- The board, however, will not approve the Endowment Report minutes from January until their next meeting, which is in April. After the board has approved the minutes, they will be sent to the vestry to be included in the vestry minutes.

Endowment Disbursement

- We received \$2288 from the Endowment.
- The restrictions on using Endowment money are that the money has to be used directly for outreach, new ministries, capital improvements or new programs
- The lead team suggestion is that we use this money for an all-parish retreat for 2013. We would bring in a speaker to address the congregation, and provide a program for the children as well. It would be held here at St. James', and we would have lunch brought in.
- At the retreat we talked about being called to be a missional church. The way we become more about mission is that we actually transform, and move, and develop, and change. The way we do that is by not staying the same.
- "How do we make God present in our church, our families, our neighborhood, our town, our world?" – How do we do this? We need to communicate this to the church.
- There are many dynamic speakers in the Episcopal Church. Perhaps someone who focuses on a diverse community? In this diverse community that we live in, how do we make someone feel invited and welcome?
- Suggested date is sometime in September. Lori will ask for help in planning.
- Motion was made to allocate the Endowment disbursement for the purpose of an all-parish retreat in 2013. Moved by Gary Gearheart, seconded by Bev Mosier. Motion approved.

Vestry Retreat Survey Results

- In general, the majority felt the time the vestry spent going over vestry work and visioning was interesting and a good use of time. The opinions on other time spent that did not have to do with the vestry work was a little more scattered.
- It affirmed that the work the vestry did was perceived as being valuable, but it still brought questions as to whether a retreat with the entire Deanery was valuable or worth it.
- Do we want to go on retreat just by ourselves or do we want to continue going on retreat with the rest of the Deanery? There is a very high expectation of the Bishop that this is the model to follow. This area ministry model (of all the churches in a Deanery going on retreat together) is being promoted throughout the Diocese as a success.
- Is a weekend away together valuable? All felt that was valuable.
- Is that worth \$170 out of your own pocket?
- Elizabeth Hart (Clerk) – Having to concentrate and take minutes with no significant break for several hours was grueling. Also, the cost over several years adds up.
 - Lori – Perhaps we should think of a way to compensate the treasurer and the clerk, as they have to attend the retreat.
 - Could other people take minutes for part of the time?

- **Bob Bynum** – Strongly in favor of going up to Bishop’s Ranch with the rest of the Deanery. We are supporting the Episcopal Church by using the ranch, there is a lot of interchange of ideas, it’s a beautiful area (to drive, take pictures, wine tasting), and it’s not that expensive if you look at the cost over a year
- **Mike Scrutton** – The total cost of being on the vestry could add up to \$800-\$1000, which could be a burden for some.
- **Alison Saichek** – Would not like to disappoint the Bishop. She did find the joint sessions annoying, but we are part of a larger church. The work of the Deanery is important – we often are competing, rather than cooperating with other churches.
- **Donald Razzolini** – Felt more energized by our vestry time together. The bigger group sessions felt very competitive. Did not find out about how the vestry and the Deanery could work together
- **Lori** asked about whether people would be willing to go to vestry retreat by ourselves at the Bishop’s Ranch or other retreat center? There was a positive response.
- **Jan Brandt (through Janet Fischer)** – Jan was disappointed because many of the reps weren’t at the Deanery reps meetings because the reps were also vestry members and so attended their vestry meetings. She felt it was a waste of time and as Deanery reps they did not get much done.
- **Janet Fischer** – She enjoys the speaker, the common worship, and hearing the Bishop preach.
- **Mike Scrutton** – Made an argument against going on retreat with the other vestries. To build in the breaks we feel we need, we would have to take more of the time we would normally be spending with other members of the Deanery. To achieve what we want to achieve, we would have less time to spend with other Deanery members. He likes the concept that we all spend time together, but it detracts from our main purpose of being there, which is our vestry time together
- **Bev Mosier** – If it were just our vestry, could we do Friday evening/Saturday all day, so it would just be one night? It might be possible if we chose a place closer to home, but it would still cost approximately \$170.
- **Lori** has been suggesting that we should be doing knowledge sharing and experience sharing at the retreat. How do we blend and combine and do ministry together rather than do ministry separately but the same kind of ministry. This is an evolving conversation.
- **Lori** feels a lot of pressure for us to be there. If we agree that the vestry retreat is valuable, Lori does not believe we suffer from being up there with other churches, and that it is not a huge sacrifice to make.
- **Dave Nelsen** – The many values we have talked about outweigh the negatives. Hadn’t realized the lack of break time – perhaps be able to opt out of shared time?
- Idea of having clusters sit together at lunch is a great idea, but is flawed in the execution. The discussion at the tables may need to be facilitated.
- It was recommended to think about this issue over the next month. We will need to come to a decision at the next vestry meeting.
- If we choose to not attend the next vestry/Deanery retreat, we will need to make a strong case and have solid reasons for our decision.

Vestry Responsibilities

- Vestry members have two mailboxes – one with your name and one for your cluster.
- Need to check your mailboxes weekly, especially for green slips.

Painting in Little Church

- We have a painting in the Little Church called the “Madonna del Cardellino” by V. Bianchini, who was a painter in the early/mid 20th century.
- We have not been able to find out where the painting came from or who donated it, but apparently it’s relatively valuable – perhaps up to \$5,000
- Would like to have it appraised, and then cleaned and restored. Jan Brandt has some connections where she could get a verbal appraisal for free.
- With a verbal appraisal to start, we can then decide if it is worth having it cleaned and restored, and having a professional appraisal done for insurance purposes.

Sound Equipment in the Little Church

- At the special vestry meeting on January 3, 2013, the vestry did not include sound equipment on their list of things that needed to be done in the Little Church. The Little Church Committee, however, believes the sound equipment is important.
- If the Committee believes the sound equipment is important, the cost of that equipment is to come out of the \$100,000 already allocated.
- Bud Pearson has done some research on proposals. Current proposal includes utilizing some of the equipment currently being used in the Big Church. For example, having Lori’s microphone be compatible with the equipment in both churches.
- Equipment would include a small amplifier, 4 small speakers, and a fixed microphone for the lectern. Estimate is approximately \$1,200-\$1,300.
- Motion was made to authorize the addition of a sound system to the list of the priority items for the Little Church, the money to come out of the \$100,000 previously authorized for the Little Church. Moved by Mike Scrutton, seconded by Ralph Locher. Motion approved.
- The Committee will need vestry approval for any expenses over \$250.00

McCutcheon Report

- 240 tickets were sold and almost 40% were non-parishioners
- Total income from concert tickets, prize drawings, and snack sales was \$6990
- Preliminary expenses (waiting for one more bill) total is \$3456.
- Net income estimate is \$3534.
- The McCutcheon Team recommendation is to donate \$1,000 to Abode Services. It was suggested that we should wait for the final figures. We need to think about how much do we want to give to Abode. This will be added to the agenda for March.
- Motion was made to give the McCutcheon Team the go-ahead to begin planning for 2014 and to donate a portion of the proceeds to Abode Services. Moved by Jack Rux, seconded by Dave Nelsen. Motion approved.

Pancake Supper Expenses

- Motion was made to reimburse Dave Nelsen \$594.18 for the cost of the Shrove Tuesday Pancake Supper. Moved by Bev Mosier, seconded by Donald Razzolini. Motion approved, with one abstention.

Update on Brad Hoffman

- Brad is now home, but still not well.
- Pastoral care component is limited to Lori at this time.
- Meals may be helpful. Lori has asked that Congregational Care contact Brad's parents to offer meals, and, if the offer is accepted, to coordinate the effort.
- Please continue to hold Brad in your prayers.

CLUSTER REPORTS

Communication and Welcoming Cluster Report, February 2013

(1) Communication and Evangelism cluster was renamed Communication and Welcoming Cluster, with Evangelism being moved to the Lead Team's responsibility at the Vestry Retreat in Healdsburg Jan. 25-27. Also at the retreat new Vestry member Dave was designated to replace Mike, now the Junior Warden, on the team, joining fellow rookie Jack on the team.

(1a.) It should be noted the email address for this cluster has been changed to communications-welcoming@saintj.com.

2) We received the handover docs from Mike, on which he did a great job and which should provide a guidepost for pursuing our mission in coming year.

3) Helped in the promotion of another successful John McCutcheon concert. A front-page story in the Tri-City Voice in advance of the concert helped not only to promote the concert but also promote St. James' and our whole mission. Helping "grease the wheels" in this regard was the purchasing of the accompanying advertisement.

4 The Window – Reviewed, commented on and offered some suggested corrections before publication of the February edition. A goal is to continue to apply consistently the new masthead and style guidelines.

Jack and Dave

Facilities Report
February 14, 2013

The Facilities Cluster met and discussed the 2013 Building Budget. Also met with Chris Perry to determine what the monthly work party can accomplish and what the Facilities Cluster will take the lead on. From a quick walk around the campus:

Found the north side Education Building lights to be on all the time. Replaced photocell also replaced socket and wiring in a light on the south side of the EB, lights are now functioning properly.

Found and replaced multiple burnt out lights in the patio area. As of Feb. 7th all lights and sensors around the outside of the church are working properly.

Found the tape in the main entryway of the Little Church, to be ripping and may cause a potential tripping hazard. Removed old tape and replaced with new tape as a temporary fix. Pending approval by the Vestry and Little Church Committee, I would recommend installing a double threshold plate.

Looked at both flat roofs of the Little Church. Did not see any obvious repairs that needed immediate attention. But, would recommend applying some Henry Wet Patch Roof Cement to all the seams. Due to the flatness of this area of the roof it will help with the standing water that collects after it rains.

Last but not least, looked at the Big Cross in the Park. The cross looks very sturdy and shows no signs of rotting. It would be a big undertaking to lift and remove this cross from its base for sanding, painting and repair. Would recommend at least sanding, priming and painting, the starburst section.

Thank you,
Facilities Cluster
Bud Spalding and Al Casas

- Al Casas had some questions:
 - How does Al get his name on the Dale Hardware account? Bud can help with that when he returns.
 - Who purchases light bulbs? Brenda orders office supplies (batteries, cleaning supplies, garbage bags). If it is an item needed right away, purchase at Dale Hardware, but if it is a supply that we need to store, ask Brenda to order.
 - The Philippine Independent Church sign is looking worn – it is leaning and looks like it could fall.
 - Is the gate between Harbor Lights and St. James' supposed to be locked? It is presently unlocked. The key to the lock has been lost. We should get a new key (a copy from Harbor Lights?) so if the gate is locked we can unlock it. Al will repair the latch.
 - We used to have lights shining near the top of the big cross. There are no lights now. The banners have 4 lights shining on them. Lori would rather have lights shining on the banner rather than the cross.

The Faith Formation Committee(?) met Monday evening, Feb. 11 at 5:30. Most of the meeting was spent discussing current future programming.

The Epiphany class “Who in the World Are We?” has been a success. The Lenten program will be the kickoff of the “Bible Challenge” to read the Bible in a year. Five Tuesday evening classes will be held starting 2/19, and an e-mail discussion group has been set up. February Faith Formation sessions on Sundays are scheduled. March sessions will include a discussion of the book Revelations by Elaine Pagels, led by Janet Fischer, and Music 102 (continuation of the music reading classes) led by Jennifer Carini. The emphasis for the April sessions (Easter Season) will be Spiritual Practices, led by various people, and EJ will present one session on “The Work of the Vestry”. The hope is that if people have a better idea of what it means to serve on the Vestry we might have an easier time getting people to step up at annual meeting time. May Sunday sessions will touch on Pagan spiritual practices.

Jan Scrutton sent a report on Sunday School and the Youth Group, and things are chugging along on both fronts. She and Mike have encouraged the Youth Group to participate in the Bible Challenge “Light” program. They also introduced the kids to Lent Madness as a more lighthearted Lenten practice. Jan also reported that the collection of materials for VBS is going well.

Respectfully submitted,

Alison Saichek
Cluster of One

Cluster Report
Parish Life – February 2013

Submitted By: Bob Bynum
Ralph Locher

Goals for 2013

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. New Activities (Suggested by Bob)

a. Hiking Group

- In the past there have been parishioners who went hiking. This is an activity that could be revived

- b. Deep Sea Fishing Trip
 - Bob talked to people on the men's' trip to Arnold about this. This would take some planning since boats depart early in the morning.
- c. Thursday Dinners
 - This would be similar to the dinner at Sweet Tomatoes that Greg Miller's daughter sponsored. It could be for fund raising purposes or just fellowship.
- d. More Joint Activities with Philippine Independent Church

Current Projects & Activities

- § Shrove Tuesday Pancake Supper: The supper was a great success. According to the ticket takers, there were 98 adults and 10 children in attendance. There were likely a few more because some of the kitchen crew were not counted.
 - Dave Nelson did a great job of pulling it all together in the last week and a half
 - Many individuals helped with cooking, cleanup, ticket taking, and serving. I will not mention names here because I might offend someone by omission.
 - Everyone had more than enough to eat
- § John McCutcheon Concert: The concert was a great success where John performed to a sold out house.

Projects & Activities - Updates

- § New Coffee Pot: Sandra Motley purchased a new coffee pot to replace the old one that died. Cost was approximately \$110, of which she donated \$50.

Upcoming Events

- § Food & Fellowship Dinner: On Saturday, April 25th, Gary Gearheart and Lea will host a fellowship dinner at the home of Margaret Broun. The last F & F dinner had 24 attendees.

Social Ministries and Congregational Care for February 2013

Caring Team--We have sufficient volunteers to give rides and provide meals, but we are still in need of one more coordinator for people to call. Other than that, we are prepared to put this ministry into action.

Food Pantry--We have had no traffic to the food pantry for 4 months and we are beginning to siphon supplies to Sacred Space and other organization. We are also considering disbanding the food pantry to put our efforts where they will have a better level of production.

Sacred Space--This Ministry is doing very well, and for the 4th month in a row, St James has provided a hot meal. Next month, (March) our youth group will be providing the meal and serving it.

- Have been spending a lot of time trying to get the Care Team survey on Survey Monkey. Do have a list of people.

Lead Team Report – February 2013

1. Facilitated the Vestry Retreat at Bishop’s Ranch, Healdsburg Jan 25 – 27 2013.
 - a. Created and circulated survey to Vestry and Deanery members, to be discussed at the February vestry meeting.
2. The 2013 Vestry and Deanery members were commission during services at church on Sunday February 10th 2013.
3. The Endowment Board committee meeting was attended by the Senior Warden.
4. The Little Church Committee meeting was attended by the Senior Warden.
5. The Lead Team discussed ideas for the use of the 2013 Endowment disbursement and are considering proposing using the funds towards a Parish Day of Renewal.
6. The Junior Warden met with two groups who wish to hire rooms on campus.

Respectfully submitted,

Lori Walton, Rector

Janet Fischer, Senior Warden

Mike Scrutton, Junior Warden

Lynn Locher, Treasurer

- Our PG&E bill was very high.
- There have been problems with heat in EB1. EB1 is often very cold on Sunday mornings because the thermostat is off. The thermostat is programmed correctly, but it keeps getting turned completely off.

Rector’s Report

Vestry Meeting, February 14, 2013

Worship

A combined service was held on January 20, followed by the Annual Meeting.

The congregation celebrated Morning Prayer rather than Holy Communion on January 27 due to the illness of the supply priest, Jim McLeod.

Celebrated four Ash Wednesday Services:

Imposition of Ashes for Children and Youth:	23 people
7:00am Ash Wednesday	9 people
12:00 Ash Wednesday	19 people
7:00pm Ash Wednesday	60 people

Worked on the services for Ash Wednesday and the Lenten Season. Worked with Greg and Elaine Miller to change the seasonal decorations to reflect Lent.

Thanked the Reverend Bill Mosier for his altar service this past year.

Children & Youth

Worked with Jan Scrutton on “Holy Week for Children and their Grandparents/Parents”. This event will take place on Good Friday and will include a simple meal and crafts/activities for Palm Sunday, Maundy Thursday and Good Friday. This will allow the children to get a taste of Holy Week at a level that is meaningful for them.

Continued discussing the interactive stations of the cross event scheduled for Good Friday from 2:00-8:00pm in the main church.

Ami Locher has opted to not work in the nursery. Jan and Beth Scrutton and Chanelle Francis are sharing the duties until a replacement is hired. Worked with Jan Scrutton on a job description and asked the Faith Formation cluster to assist in posting the position to craigslist, reference checks and interviews.

Pastoral Care

Made several visitations to Brad Hoffman, both at his parent’s home and at Stanford Hospital.

Had several meetings with parishioners regarding spiritual/life situations.

Welcoming Committee

Continuing to reach out to visitors and new members. Transferred this ministry to the Communications-Welcome cluster and plan on handing the leadership over to them.

Parish Life and Events

Attended the McCutcheon Concert.
Attended Shrove Tuesday Pancake Supper.

Finance/Administration/Staff

Led the Annual Meeting on January 20.
Led the Vestry Retreat from January 25-27.
With Brenda’s help, purchased new storage cabinets for the Vestry Room. Chris Perry working on assembling them.
Met with a potential vocational deacon to serve St. James’ beginning in March.

Faith Formation

Designed and led the class “Anglicanism: Who in the World are We?”, held four evenings in January and February. Strong attendance.

Met with Bruce Roberts and Janet Fischer to flesh out the Lenten series and the Bible Challenge component. Will be spending some time to design the classes.

Other

Participated in a conference call with the Standing Committee on January 31.

Attended the Diocesan Standing Committee meeting on February 5.
Continuing with Spiritual Direction.
Met with my colleague group.
Met with the Southern Alameda Deanery Rectors to finalize retreat plans.

- The heating ducts in Lori's house have been replaced.

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

Janet Fischer led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry