

# St. James' Vestry Meeting Minutes

## Thursday, December 13, 2007

In attendance: Johanne LaRocque, Janet Fischer, Jim McConnell, Ralph Locher, Tim Young, Sylvia Ma, E.J. Hilliard, Greg Miller, Connie Rux, Meg Williams, Jan Brandt, Bob Honeychurch, Sylvia Sweeney, Barbara Dabney, and Elizabeth Hart.

Absent: Scott Whitaker

Barbara Dabney called the meeting to order.

Sylvia Sweeney led the opening study. She discussed St. Lucy's Day and the fact that Lucy means light. Sylvia then asked "What has been a moment of light for you in the last week, either given or received?"

### Minutes

- I One correction to the November minutes: Penny Trant's last name is spelled with an "a", not "e".
- I Motion was made to approve the November 8, 2007 vestry meeting minutes as corrected. Moved and seconded. Motion passed.

### Annual Meeting

- I The annual meeting is scheduled for January 27, 2008.
- I If we have only one service (versus three services), the total attendance for that day is down 20 to 30 people, leading to a decrease of money in the plate. This is true no matter why we have one service.
- I The attendance at the annual meeting is about 70 people, no matter when the meeting is held (Saturday afternoon, Sunday).
- I After some discussion, it was decided that one service seems appropriate on the day of the annual meeting.
- I Schedule for January 27: worship at 10:00 am., annual meeting approximately 11:30 am., and lunch after the annual meeting, at approximately 1:00 to 1:30 pm.
- I Lunch will be potluck. Vestry will have to take responsibility for coordination, including sign-up sheets for sandwiches, side dishes, desserts, etc. as well as set-up of spaces, clean-up of spaces, etc.
- I Annual reports
  - I Lead team and office will determine dates for when the reports are due and will generate the reports for the congregation.
  - I Reports will be needed from the clusters and from the ministries under the clusters.

### New Vestry

- I Outgoing vestry is the nominating committee – Meg Williams, E.J. Hillard, Ralph Locher and Barbara Dabney.
- I If you have someone to suggest for the vestry, make sure you have that person's approval before submitting his/her name.

- I Need to fill four positions, but it would be help if there were more than four people on the ballot who were willing to serve on the vestry.

## Cluster Reports

### Social Ministries and Congregational Care

- I Scott Whitaker was contacted by a motorcycle group who was interested in donating toys and toiletries. He connected the group with Sunrise Village.

### Communications and Evangelism – as submitted.

### Worship and Christian Formation

- I Lessons and Carols are this Sunday.

### Parish Life and Facilities

- I Two people will submit quotes on the bathrooms
- I Will find out about the condo association helping with painting a stripe down Cabrillo Terrace, which is a shared private road

### Endowment Board

- I Chris Lubwama has agreed to finish Maggie Shalar's term and will serve a 3-year term beginning April 2008.
- I Motion was made to appoint Chris Lubwama to the Endowment Board to finish Maggie Shalar's term and to serve a 3-year term beginning April 2008. Moved and seconded. Motion passed.

### Clergy Housing Resolution

The following motion was made: "Whereas the Rev. Robert Honeychurch is employed as a minister of the Gospel by St. James' Episcopal Church, Fremont, California, which does not provide a residence for him, the vestry resolves that of the total compensation to be paid to the Rev. Honeychurch during 2008, \$36,000 be designated as a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986." Moved and seconded. Motion passed.

### Finances

- I There is \$10,270.55 in the operating fund.
- I One parishioner donated stock to pay his 2008 pledge. This money (\$5130.95) shows up under "Building cash Morgan Stanley, operating stock in building."
- I Have now paid off the line of credit, and trying to close the Union Bank account (which was used for the line of credit).
- I Sewer loan is down to \$10,044.78. Money that was used to pay the other loans (the mortgage and the line of credit, approximately \$3000/month) will now go towards paying off the sewer loan.
- I Unpledged contributions includes money from the endowment fund for the music program.
- I The Loosmore window, now listed under building fund, should really be included in the special interest funds.

- I Special interest accounts
  - I Negative balances are in red.
  - I Some of the accounts have been closed, and will not be used again. The money from the Pumpkin Patch, for example, will now go through regular fundraising.
- I Reimbursements
  - I Individuals have until January 6, 2008 for requests for reimbursements.
  - I Individuals must have a receipt (IRS and auditor rules) to be reimbursed.
  - I If something is purchased that does not have prior approval it will not be reimbursed.

## 2008 Budget

- I Two budgets presented: Profit & Loss Budget A and B.

## Budget A

- I Budget A takes 2007's actual expenditures and rolls them forward into 2008 with 0% increase, with the exception of the pledges. \$243,108 is a hard number as of Tuesday night.
  - I After phone calls were made by Greg Miller, Barbara Dabney, Lynn Locher, and Charlie Dickinson, 3 people pledged over the phone (included in pledge total), 10 people said they would pledge on Sunday, and 15 messages were left.
- I Unpledged income is money given to St. James' that is traceable, such as a check or cash in an envelope. Plate is cash that cannot be traced.
- I Use of church the expected donation from groups that use our church, including NA, Philippine Church, tai chi, etc.
- I Fundraisers include scrip, cellphone recycling, McCutcheon concert, etc.
- I All of this income (unpledged, plate, pledges, use of church, interest and fundraisers) is assessed by the Diocese. The building fund, special interest funds, and endowment (except for money given by endowment to use in the operating fund), are not included in the assessment.
- I First \$56,284 of our income is assessed by the Diocese at 5%. Anything above that amount is assessed at 20%. Almost half of the money goes to the National Church.
- I Diocesan assessment reflects 2006 money. As a result, the assessment is going up next year.
- I Social Ministries/Outreach was left as the higher number, rather than what was actually used last year. Most of the outreach money has been coming out of special interest.
- I Under programs, cost of website should be \$120.00
- I Salaries includes the diocesan cost of living increase (COLA) – 3.4% (salary and pension).
- I Rector's health insurance includes Sylvia and Molly. Under associate rector, health and other insurance is disability insurance.
- I Secretary's salary includes raise. Gigi received \$12.90/hour. The job was posted on Craigslist at \$12.00/hour. Linda LeGere agreed to continue working at \$12.00/hour through the end of the year, then negotiated a \$13.90 (\$13.50 plus 3.4% COLA) starting salary beginning 2008.
- I Still need a job description for the sexton. Lead Team will work on this.
- I Musician's cost is the actual salary for 2008.

- | Note: a 20 hour or more/week employee participates in the Episcopal Church lay employee pension program. This is a Diocesan requirement. The church pays 5%.
- | With budget A, the deficit is \$46,864.36.
- | This is the 7<sup>th</sup> budget that Bob Honeychurch has worked on at St. James'. Every budget has been a deficit budget. For the first six of those seven years, we have made up a chunk of the deficit by the end of the year.

#### Budget B

- | Budget B eliminates one position – it funds a half-time associate rector position for only 6 months (through June 30<sup>th</sup>). That is the only number that is different from budget A.
- | With budget B, the deficit is \$24,760.43

#### Budget discussion

- | Of the six paid positions, all are working at capacity. If the associate rector position is eliminated:
  - | some programs will not happen
  - | some of the other staff's duties may be re-aligned so that they can do some of those duties done by the associate rector
  - | some work may be laid before the vestry – how will the vestry solve the problem?
- | Motion was made to extend the vestry meeting. Moved and seconded. Motion passed.
- | As a congregation, can we afford (spiritually, etc.) not to have two clergy?
- | Diocesan assessment – It was suggested to write/discuss what services the diocese provides. Also as members of the Episcopal church, St. James' is part of a larger legacy and larger community. We need to change people's perspectives.
- | Information about our finances needs to be disseminated.
- | People in congregations do not care about institutions. People care about people, causes, and community.
- | If 88 families donated an extra \$10/week it would cover the budget deficit.
- | It was suggested that a letter from the vestry should be sent discussing our current finances. E.J. Hilliard has offered to work on the first draft of the letter, and will have it to the vestry in a week.
- | Should consider a salary freeze? It does not save a lot of money, but makes a statement.

#### Special interest funds

- | Proposed realignment attached.
- | Realignment came out of the audit – we need to simplify and prune the special interest list.

Connie Rux led the closing worship.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry