

St. James' Vestry Meeting Minutes
Thursday, July 10, 2008

In attendance: Sylvia Ma, Scott Kennedy, Janet Fischer, Jan Brandt, Johanne LaRocque, Charlie Paratore, Bob Honeychurch, Penny Trant, Jim McConnell, Tim Young, Connie Rux, and Elizabeth Hart.

Absent: Jan Scrutton, Scott Whitaker, Greg Miller, and Sylvia Sweeney.

The meeting began with a tour of the campus to look at the proposed concrete work.

- | Education Building on the left – the tree stump is to be removed, and the sidewalk is to curve around the tree.
- | There will be a free-form sidewalk with a ramp for accessibility from the parking lot/office to the Education Building.
- | Education Building on the right – rose bushes are to be moved, and the cracked sidewalk on the right of the Education Building is to be replaced.
- | The sidewalk between the Parish Hall and the Little Church is to be replaced. Option to replace the sidewalk in front of the Little Church to the fence.
- | Also to be replaced is the section near the Big Church and in front of the Little Church where the sidewalk is cracked from the sewer repair. The sidewalk in front of the Big Church to stay.
- | Another option is the possibility of extending the new concrete to the front entrance of the Big Church.
- | The section of the sidewalk that runs from St. James' to the Harbor Lights parking lot where the sidewalk has been offset by the sewer repair to be replaced.
- | Approximately 2150 square feet total.

Sylvia Ma called the meeting to order. Bob Honeychurch led the opening Bible study from Matthew 13:1-9, 18-23.

- | What has been your own experience growing stuff/gardening/farming? What is the difficulty growing plants in different types of soil?
- | You are the dirt/ground in the story, not the sower. When have you heard the good word and it has been either on the path, on rocky ground, in thorns or landed in good soil? How does the parable tell your story?
- | When you are alone, reflect in your own heart when the good word of God has come to St. James' – and it fell on the path, on rocky soil, in thorns, or on fertile soil.

Moving Forward – debriefing of the meeting with the Rev. Canon Michael Barlowe

- | Notes from the meeting attached.
- | Part of the Interim rector's role is to help us do the work we need to do to choose a new rector.
- | It is recommended to have several weeks in-between the rector leaving and the interim rector starting. A supply priest may serve during that period.
- | It is now the practice of the Diocese for the vestry to appoint the chair(s) of the search committee.
- | The search committee is apart from the vestry and the work the committee does is confidential.

- | The search committee should reflect the skills needed for the committee and not necessarily represent all the groups of the parish.
- | As a whole, the search committee should know everyone in the parish.

What St. James' will need in an interim rector? What tasks should be delegated to the interim rector?

- | Experience being an interim rector and the search process
- | Open minded
- | Even tempered
- | Available to everyone and accepting
- | Pastoral care
- | Spiritual guidance
- | Sunday and Wednesday services to celebrate
- | Baptisms, weddings, funerals
- | Day-to-day supervisor of the secretary
- | Written communication skills
- | Relate to the various groups at St. James'
- | Work closely with the direct service-related ministries – choir, ushers, acolytes, etc.
- | Write articles for the Window
- | Participation in the vestry for input
- | Good facilitator and listener
- | Guiding force in the right direction
- | Community liaison
- | Keep us focused and on course with current projects
- | Support existing worship structures
- | Opening, welcoming, inclusive
- | Supportive of youth and children
- | Supervisor of paid staff
- | Working with under 18 group
- | Preaching and celebrating
- | Helping plan big events – Advent, Easter, etc.

Interim Rector

- | Should have interviews sometime in August/September for interim.
- | When do we want the interim to start? Canon Michael suggested a few weeks after the rector leaves.
- | Full time or part time interim rector? The vestry agreed that a full time rector is needed.
- | It was suggested that the interim should be in place for Advent.
- | A “cleansing” period was recommended as it was felt that there were some problems letting go the last time there was a new rector search when Anne Kelsey served as interim.

Role of Associate Rector

- | According to Bob Honeychurch the canons of the National Church specify that when the rector leaves the continued employment of the associate priest is negotiated with the vestry. Only the associate rector's continued employment needs to be negotiated, not the rest of the paid staff. No one is automatically fired.

- I Sylvia Sweeney is committed and would like to be considered as her own person.

Discussion

- I It is understood that Sylvia is looking for a new position in Bob and Sylvia's new location, but that this may take some time.
- I It was suggested that there should be a final employment date for Sylvia. Another possibility would be to set a final date, but give Sylvia a bonus for a longer period of time although she would no longer be working here.
- I Should there be an overlap between the associate rector and the interim? What is best for the congregation? Some felt there should be no overlap, others believed that a small overlap would be OK.
- I It might not be good idea to have the interim start on Consecration Sunday – then that day becomes about the interim rather than Consecration Sunday. We also do not want a person's last day on that date for a similar reason.
- I We may have to wait a few weeks or more before a good interim becomes available.
- I The vestry felt it would be healthier for the parish as a whole to have a clean break.
- I Suggestion for Sylvia's last day: September 30th (last Sunday September 28th)
- I Will Consecration Sunday be a better success with Sylvia in place or with an interim? There is a guest preacher that Sunday. St. James' is trying to infuse enthusiasm and relaunch with New Consecration Sunday – it might not be helpful to have to have the old administration, then have a new start.
- I There was a suggestion of a one month bonus. It was pointed out that there have been two staff members let go for cause in the last seven years. The sexton received two weeks severance and the previous associate rector received three months severance. The amount of severance for the associate rector was recommended by the Diocese at that time (with a different Bishop and administration). The Diocese does not have a severance policy currently.
- I Sylvia has been at St. James' for 3 years as of August.
A three month bonus (bonus not severance pay) was suggested by Sylvia Ma, based on precedence.
- I Sylvia would not have benefits after her employment ends, and the check for her bonus would be paid the last day of her employment as a separate check. Sylvia would also be eligible for salary continuation (similar to unemployment), which would be 40% of her salary for 26 weeks.

Motion was made to invite Sylvia Sweeney to stay on as our associate rector until September 30th, 2008, with a bonus of three months salary. Moved and seconded. Motion passed with 9 yeas and 1 abstention.

Mutual Ministry Review for Bob Honeychurch

- I Bob has requested a Mutual Ministry Review.
- I The Mutual Ministry Review is set for Tuesday, July 22nd at 7 pm in the vestry room. Dinner will be at 6:30.
- I The facilitator will be Julia McCray-Goldsmith.
- I A Mutual Ministry Review is an ongoing conversation in the life of the community. It is an intentional process to review the ministry of the parish and to effectively plan for the future.

- | The vestry and Katherine LaRose will be doing the review.
- | Questions have been drafted. During the meeting we will go around the room and answer the questions.
- | Pastoral vs. Program Churches
 - | Attachment discusses the organizational mindset differences. Note that in many ways this language is out of date.
 - | One of the dynamics is average Sunday attendance: 0-50 family church; 50-100 pastoral church; 150-300 program church; and over 300 corporation/resource church
 - | Has the language that describes St. James' moved beyond pastoral/program church?

Words from Bob Honeychurch

- | Bob continues to be the rector at St. James' until August 31st.
- | We should treat each other gracefully during this period.
- | The vestry and the rector need to continue to work together through August 31st.
- | The rector still has a set of responsibilities that need to be followed.
- | We need to work on healthy process through Bob's last day.

Facilities Projects

- | Concrete Work and Bathroom Renovation
 - | The majority of the vestry voted via e-mail for Contractor A for the concrete work
 - | Still waiting on one more bid for the revised bathroom contract reflecting the request for heat in the bathrooms. Information will be sent out via e-mail.
- | Exterior Lighting Project and Sprinklers
 - | It was suggested that we check with the new sexton – he has experience with landscaping. It might even be possible to do a contract for the work with him.
- | The sexton is on vacation for the next two weeks. Garbage will need to be emptied every day and parish bathrooms need to be cleaned. Could ask people via e-mail to help.
- | Charlie Paratore has been busy repairing doors and locks.
- | Time estimate for the concrete work is four to five days.
- | The secretary needs to know about the dates for the concrete work so that she can inform groups that meet here about the project.
- | Two new bulletin boards has been donated by Jan Brandt for Parish Life and Facilities. The remaining clusters should take ownership of the other bulletin boards.

The minutes of the June 12th, 2008 vestry meeting were approved as presented.

Cluster Reports

Facilities – as submitted.

Social Ministries and Congregational Care

- | A new committee is being formed called “The Traveling Troupers” to bring joy and fellowship to those unable to get out.

Worship and Faith Formation

- | Finalizing the fall schedule
- | October 7, 2008 – a community-wide program and panel discussion on human trafficking. More information next meeting.

Parish Life

- | The round-up barbecue will probably be held the first week in October.
- | Would like some feedback on what worked and what did not work last year.

Communication and Evangelism

- | There is a new page on the website for newcomers. It is a good start for letting people learn about who we are and what we believe
- | Will be adding links to other services in the community.

Lead Team

- | Janet Fischer is planning the next vestry retreat – possibly at Presentation Center in Los Gatos.

Treasurer's Report

- | Less than one percent behind in income from last year.
- | Spending has increased – almost all from an increase in the Diocesan assessment and insurance.
- | \$24,000 in the operating fund.
- | \$36,182 in the building fund, of which \$9847 is for bathroom renovations.
- | \$63,416 in special interest funds.
- | \$9430 behind in pledges, but it has been made up by use of church, fundraisers, and plate.

The closing prayer was led by Tim Young.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry