

# St. James' Vestry Meeting Minutes

## Thursday, August 14, 2008

In attendance: Johanne LaRocque, Tim Young, Greg Miller, Jim McConnell, Janet Fischer, Connie Rux, Sylvia Ma, Jan Brandt, Scott Kennedy, Penny Trant, Jan Scrutton, Charlie Paratore, Scott Whitaker, E.J. Hilliard, and Elizabeth Hart.

Sylvia Ma called the meeting to order, and Connie Rux led the opening Bible study, based on Matthew 15. Questions discussed:

- What could this passage say to St. James' as we begin the search for a new rector?
- What was Jesus saying by his words and actions to the Canaanite woman and what does this mean to St. James' during this process?

### Moving Forward

#### Concerns

- Rector's House
  - Yet to resolve the status of the rector's house. St. James' is to receive its share of the value of the rector's house (approximately 25%) by 90 days after the rector's last day (August 31<sup>st</sup>, 2008). It may be difficult, however, for Bob Honeychurch and Sylvia Sweeney to sell the house in this soft market.
  - Some alternatives:
    - Have the house appraised, and receive St. James' portion at the end of 90 days, whether the house has sold or not
    - Receive St. James' portion after the house has been appraised, and adjust the amount of money St. James' receives after the house sells
    - Extend the agreement out
  - We do not know what Bob and Sylvia want to do
  - It was generally agreed that we do not need to rush into anything, and could give Bob and Sylvia extended time up front. They could choose when to put the house on the market.
  - General consensus was to extend the agreement to 6 months total.
- Pastoral Care
  - Who will be available for emergency pastoral care from Sylvia Sweeney's leaving to the arrival of the interim? Need to arrange with other churches in our deanery.
  - Thanks to Johanne LaRocque for arranging pastoral care phone calls. People will be checking messages every evening.

#### Sunday Schedules for August and September

- Supply priests for the services – August 17<sup>th</sup> is JoAnne Bennett, who was at St. Christopher's in San Lorenzo, August 24<sup>th</sup> is Bob Iles.
- Sylvia Sweeney will be back the last week in August through her last Sunday, September 21<sup>st</sup>, 2008.
- Will need a supply priest for the last Sunday in September.

### Farewell party for Sylvia Sweeney

- The farewell party for Sylvia Sweeney is Sunday, September 21<sup>st</sup>. There will be a party at the 10 am coffee hour with a cake and fruit/cheese platters.
- Sylvia Ma has written up an article about Sylvia's party for the Window.
- Sylvia Ma will purchase gift – suggestion was a gift certificate at a bookstore

### Points of Contact

- Beginning September 1<sup>st</sup>, 2008 the vestry will be in charge of the church, including the paid staff – the sexton, the secretary, the music director and the nursery attendant.
- Points of contact for paid staff:
  - Sexton, Art Gallardo – Barbara Dabney
  - Secretary, Linda LeGere – E.J. Hilliard
  - Music director, Katherine LaRose – Sylvia Ma
  - Nursery attendant, Suzanne David – Jan Scrutton

### Personnel Handbook

- In 2006, the vestry developed a Personnel Handbook, but it was never approved by the vestry.
- E.J. Hilliard will be reviewing it, and meeting with the Lead Team. The Lead Team will bring the report to the vestry.

### Interim Search Committee

- Three people from the vestry will serve as the interim search committee.
- There are four interim candidates. The committee will go through the resumes, contact each candidate, go through a first round phone interview, and narrow the candidate list down to two. The committee will also need to talk to the candidates' references.
- The vestry will interview the two remaining candidates.
- There is a Diocesan template for interims in terms of salary, benefits, etc.
- What are we looking for in an interim?
  - Interim should do pastoral care as well as be the interim
  - Want interim experience (preferred) or at least interim training
  - Want someone who lives in the Bay Area (note: interim has to be canonically resident in the Diocese of California).
- How long should the interim period be? Up to a year or until we choose a new rector
- Start date? At the outside, the interim should be here before Advent. Other suggested start dates are October 12<sup>th</sup> or 26<sup>th</sup> (not 19<sup>th</sup>, Consecration Sunday), or possibly the beginning of November.
- If the four candidates are not suitable, we will need to go back to Michael Barlowe to get more candidates.
- Jim McConnell, Greg Miller and Penny Trant are the members of the Interim Search Committee

### Application for Search Committee for our new Rector

- Janet Fischer presented a draft of the application
- All applications will go to either the senior or junior warden
- Janet found an old search committee application from 8 years ago. In the old application it was stated that you must be an Episcopalian and an active church

member. It also asked for the date of Baptism, Confirmation, etc. Will check with by-laws regarding who is considered a member.

- Add to question 2: Please list the strengths and EXPERIENCES that you feel you would bring to the Search Committee
- Sylvia Ma has written an article for the Window saying the applications will be available starting September 1<sup>st</sup> in the office and the website.
- The final draft of the application will be approved via e-mail
- The applications will be due prior to the October 8<sup>th</sup> vestry meeting.
- The vestry will choose the search committee at the end of November.

#### Faith Formation Forum

- On Tuesday, October 14<sup>th</sup>, the vestry will lead a Faith Formation Forum on our transition period
- Questions and concerns will be addressed, parameters will be set for the discussion
- Need to check with Michael Barlowe to see if he or a representative could come

#### Consecration Sunday

- Consecration Sunday is scheduled for October 19<sup>th</sup>, 2008. There will be two services that day, at 9 and 11 am, with a brunch after each service at the Fremont Christian gym. This will be a catered event. Need to make sure people make reservations.
- There will be an article in the September Window discussing the theme for Consecration Sunday, "Celebrating St. James' Future."
- On Sunday, October 5<sup>th</sup> there will be an invitation-only dessert for the vestry, other leaders, and their spouses. Julia McCray-Goldsmith will be the speaker. Ms. McCray-Goldsmith will also be the speaker on October 19<sup>th</sup>.

#### Vestry Retreat

- The annual meeting is scheduled for January 25<sup>th</sup>, 2009.
- The retreat will be at Presentation Center in Los Gatos. Cost is \$40 a person.
- The retreat is booked for February 21<sup>st</sup>.

#### Beloved Community

- Beloved Community regional training is scheduled for August 23<sup>rd</sup> at St. Mark's in Palo Alto. Training will include Eucharistic Minister training and Stewardship training. There is a registration fee.

#### Facility Use Agreement

- Janet Fischer checked with the Diocese regarding what was needed for a Facility Use Agreement.
- Revisions:
  - Addition of language from the Diocese, mostly on pages 5-6. User/renter was changed to licensee
  - We must require proof of liability insurance in the amount of \$1,000,000 naming St. James' as additional insured
  - Anonymous groups like AA, NA can be considered part of our mission and exempt from the insurance requirement

- St. James' is not supposed to be making a profit. Money collected should only be for cleaning, wear and tear, supplies, etc.
- We cannot have an open-ended contract. We can only make a contract for one year, renewable every year.
- Need to emphasize no smoking. Add statement regarding no smoking to cover letter
- Page 3, item 12d – EMERGENCY telephone availability
- Page 2, item 6 – no decorations should be attached to the altar.
- Donation schedule – it was suggested to add line item for use of church for profit and non-profit, \$25 a month for use of meeting space, \$200 a month for use of church space
- What if a parishioner has an event? The event is considered an inside entity if the whole church is invited, an outside event if it is a private party. Parishioner could get a rider on their homeowner's insurance.
- Suggested to leave fees as is for now, and leave fee discussion until contracts are updated next October
- Need two complete schedules – one for church use, one for parish hall/meeting rooms
- It was suggested that for use of the church the request go through senior or junior warden.

#### Concrete Work

- The winning bid for the concrete work was Dryco Construction of Fremont. Final cost is \$26,995.
- The vestry voted via e-mail to approve funding for the concrete work. The project will be funded with \$16,995 from the Building Fund and \$10,000 borrowed from the Special Interest Fund. The repayment schedule is up to \$2000 per month beginning August 1, 2008.

#### Bathrooms

- The vestry voted via e-mail for the contractor for the bathroom renovation project. Out of the Woods owned by Charlie Paratore provided the winning bid of \$25,000.
- The vestry voted via e-mail to approve funding for the bathroom renovation. The project will be funded with \$11,000 from the Bathroom Renovation Fund, \$4000 from the Building Fund, and \$10,000 borrowed from the Special Interest Fund. The repayment schedule is at the end of each month to move any money collected in the Bathroom Renovation Fund to pay back the loan in Special Interest, and pay up to \$2000 per month from the Building Fund to the Special Interest Fund beginning January 1, 2009.
- While work is going on please use the bathrooms in the Parish Hall. Will try to keep one bathroom open in the Big Church.

#### Minutes

- The minutes of the July 10, 2008 vestry meeting were approved as presented.
- The minutes of the Exit Mutual Ministry Review Notes (for vestry use only) were approved as presented.

#### Treasurer's Report

- Concrete work had not been paid for at the time of this report

- We have \$401 more than we budgeted for.
- Endowment Board
  - Endowment Board Statement of Activities was prepared by Chris Lubwama.
  - Motion was made to accept the Second Quarter Financial Report of the Endowment Board. Moved and seconded. Motion passed.
- Auditor's Report
  - Motion was made to accept the auditor's report. Moved and seconded. Motion passed.
- Contributions to Bob's gift: \$865 for gift, \$395.01 for BBQ, \$95 birthday money for bathroom

## Cluster Reports

### Lead Team – as submitted

- There is still \$655 remaining after the purchase of the other gifts (afghan, St. James' baseball cap and a digital photo frame) for Bob. The money will be used to purchase gift cards for him.
- There were 175 people at Bob's last service

### Parish Life – as submitted

- The sign up sheet for the Ice Cream Social is on the Parish Life bulletin board
- The Round-up has been postponed.
- Available for lunch is coordinated by Sylvia Ma and Meg Williams

### Social Ministries and Congregational Care

- Have started a phone message monitoring system. The office answering machine is checked every evening and weekend for requests for a Eucharistic Visitor or pastoral care.
- Loving Hands brought over 52 hearing aid bags for Johanne LaRocque to go to Mexico.

### Worship and Faith Formation

- Disciple Builders is now called Faith Formation
- The website discussion is scheduled for October 5<sup>th</sup>.
- First rehearsal for the choir is September 3<sup>rd</sup>.

### Facilities

- Concrete work was completed on August 1<sup>st</sup>, 2008.
- Bathroom renovations were begun on August 11<sup>th</sup>.
- The sexton had his three-month review with Barbara Dabney.
- Dealing with water leaks in the sinks.
- Miscellaneous work to finish the concrete project, such as pavers. Etc.

### Communications and Evangelism

- The vestry received a copy of the information provided in the tri-fold information folder. Please make corrections and send back to Jim McConnell.

- There will be an article for the Window telling parishioners we need e-mail information for the e-mail list.

Greg Miller led the closing prayer.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry