

# St. James' Vestry Meeting Minutes

## Thursday, October 9, 2008

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

Absent: Jim McConnell

The meeting was called to order by Sylvia Ma and Johanne LaRocque led the Bible study, a discussion of Matthew 22:1-14.

### Interim Ministry Team

- Letters of Agreement attached for St. James' co-interim rectors: the Rev. Dr. David E. Abernethy-Deppe (David) and the Rev. Kathleen (Kathy) Crary.
- Proposed work days (70% time, 28 hours/week)
  - Kathy - Monday, Tuesday, Wednesday, Thursday
  - David - Wednesday, Thursday, Friday, Saturday
  - Both work on Sunday
  - The hours/times are flexible, depending on evening meetings, special events, etc.
- The 2008 minimum salaries for a church of St. James' size for priests with 5 to 9 years experience is \$66,599.00 (minimum full time pay). 70% of that is \$44,901.80, plus 50% self-employment tax of \$1717.50 equals a total of \$46,619.30. (Note: a 4.2% increase for 2009 is up for vote at the convention).
- Proposed salary and benefits for 2008 would be (each):
  - Salary - \$46,619.30
  - 18% pension - \$8,391.47
  - Continuing education - \$850.00
  - Professional expenses (includes books, professional memberships, etc.) - \$450.00
  - Mileage - \$0.505/mile (Note: includes traveling from St. James' to someone's home, hospital, etc. It does not include commute)
- If we receive the same amount of pledges next year as this year, we might have a balanced budget with these salaries.
- After the vestry votes on this salary proposal, the proposal must be sent to the interims and to the Diocese.
- David will be off without pay during the month of January 2009, and he will be teaching a course in the spring. Kathy will be working full time in January 2009.
- Each will receive 10 working days of vacation and 5 working days of continuing education.
- The interims will be sending reports to the Diocese on a regular basis.

- Kathy and David will be open and informative with the secretary, the senior warden and the junior warden in regard to scheduling.
- Interim rectors have no vote at vestry meetings, do not elect the senior warden, staff does not work for them (the staff works for the senior warden), are not included on the financial accounts (except perhaps the clergy discretionary fund), and are not candidates for rector.

Motion was made to pay the Rev. Dr. David Abernethy-Deppe an annual cash stipend of \$46,619.30 plus 18% pension for working 28 hours/week and to pay the Rev. Kathleen Crary an annual cash stipend of \$46,619.30 plus 18% pension for working 28 hours/week. Motion passed.

#### Housing allowances

- The following resolution was made: Whereas the Rev. Dr. David Abernethy-Deppe is employed as a minister of the gospel by St. James' Church, Fremont, California, which does not provide a residence for him, the vestry resolves that of the annual compensation of \$46,619.30 to be paid to the Rev. Dr. David Abernethy-Deppe during 2008, that \$36,000 be designated a parsonage allowance within the meaning of that term as using in Section 107 of the IRS Code of 1986. Resolution passed.
- The following resolution was made: Whereas the Rev. Kathleen Crary is employed as a minister of the gospel by St. James' Church, Fremont, California, which does not provide a residence for her, the vestry resolves that of the annual compensation of \$46,619.30 to be paid to the Rev. Kathleen Crary during 2008, that \$32,000 be designated a parsonage allowance within the meaning of that term as using in Section 107 of the IRS Code of 1986. Resolution passed.

#### Transition Team/Search Committee and Town Hall Meeting

- Kathy and David has recommended two groups for the Search Committee:
  - Transition Team works on the parish profile (which needs to contain a profile of Fremont)
  - And a Search Committee, which reviews the resumes and conducts interviews.
- Because the search for a new rector is a long process, it may be better to split duties between two teams.
- It is important for the whole community to give input to the parish profile.
- Look at those who do not volunteer – ask them to consider coming to the Town Hall Meeting, and filling out an application for the Transition Team/Search Committee.
- Kathy and David will meet with the Lead Team on October 20<sup>th</sup>, 7 pm, at Jan Brandt's house. Vestry members are encouraged to come. The meeting will be a preview of what Kathy and David will be talking about at the Town Hall Meeting, as well as set the agenda for the meeting.

- Vestry will be providing food for the Town Hall Meeting.

#### 2008 Cluster Goals – updates attached

- Everyone has addressed or is in the process of address all three goals
- This information will be sent to the interim ministry team.

#### Junior Warden's Report (see attached)

#### Facilities Use Agreements

- List of current agreements attached
- Have gotten many of the contracts back with insurance information
- Groups (other than church-sponsored groups) may no longer store items at the church. Items must be removed by November 1<sup>st</sup>.

#### Winter Relief

- On Saturday mornings during Winter Relief families may stay until 10 am (note: during the week families must vacate by 7 am).
- Groups may not meet in the Parish Hall on Thanksgiving weekend so that families may stay until noon.

#### Called to Right Relationship

- The National Church will be implementing this policy as standard.
- Main emphasis is on protecting children and being able to spot child abuse.
- One of the requirements is that anyone who has a key to the church must sign up for a background check and a child abuse prevention course by going to the website <http://shieldthevulnerable.org>, clicking the "1<sup>st</sup> Time Diocese Signup" tab, and selecting "Episcopal Diocese of California" from the list. One can then access the online course and background-checking service.
- Those who need to do this include the clergy, paid staff, the vestry, and anyone who works with children.
- There are technically no ramifications if this is not done, but if something does go wrong there could be serious consequences.
- May not make any firm decisions until the interims are here.
- The background checks are free through December 31<sup>st</sup>, after that the cost to the parish is \$20 each.
- Vestry, paid staff, acolyte leaders and Godly Play volunteers will be doing this first.
- If there is a reportable offense, the rector is notified and the rector handles it.
- Facilities will investigate how much it would cost to re-key the whole facility – perhaps add to next year's budget?

### 2009 Annual Meeting Date

- Usually held at the end of January, but David will be gone.
- Suggested date is February 8<sup>th</sup>, 2009.
- The vestry retreat is scheduled for February 21<sup>st</sup> – outgoing vestry members are also invited. It will be held at Presentation Center at Los Gatos; cost is \$40/person.

### Joint Deanery Vestry Meeting

- A joint deanery vestry retreat is scheduled for January 23<sup>rd</sup>-25<sup>th</sup> at Bishop's Ranch. Churches in Southern Alameda County Deanery are all invited.
- There is a move to area ministry and to do some events collaboratively

### AMECH (An Episcopal Ministry to Convalescent Hospitals)

- Motion was made to give a \$500 donation to the AMECH for 2008. Motion passed
- A new AMECH minister has been found

### Request for use of Facilities by Child Welfare Club of Washington Township

- Motion was made to allow the Child Welfare Club of Washington Township to use the St. James' Parish Hall and Kitchen one time in January 2009 without fee. Motion passed.

### Consecration Sunday

- Catered brunch is to be held at the Fremont Christian School gym.
- Reservations can be made up to Sunday.
- The sexton and secretary have been invited to come.

### Minutes

- The minutes of the September 11<sup>th</sup> vestry meeting were approved as presented.

### Treasurer's Report

- Operating cash concerning. Have lost a couple of our pledgers who have moved. Have received approximately 90% of pledges.
- Building pledges are down a little bit
- We are not going to get much interest on our accounts in this financial climate.
- Have done well on unpledged, use of church and fund-raisers. Hoping that the Diocesan assessment will go down year.
- Need to start budgeting for next year. Information will be sent out before the next vestry meeting.
- Lines need to be added to the budget for the Search Committee and Stewardship.

## Cluster Reports

### Facilities – as submitted

- Women's bathroom almost done. It will be single use until the partitions come in.
- Inspection today for underground plumbing for men's bathroom. Should be able to start soon.
- Lights and sprinklers – getting bids to get idea of cost.

### Congregational Care and Social Ministries – as submitted

### Worship and Faith Formation – as submitted

### Communications and Evangelism – as submitted

### Parish Life – as submitted

- Considering a games night in January/February
- “Fun event” for completion of the bathrooms – cutting the ribbon, raffle for first “official” use, etc.

Lead Team – as submitted.

Charlie Paratore led the closing prayer.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry