

St. James' Vestry Meeting Minutes

Thursday, March 12, 2009

In attendance: Dean Valentine, Jim McConnell, Jan Scrutton, Tim Young, Mary Casas, Scott Kennedy, Jan Brandt, Janet Fischer, Kathy Crary, Sylvia Ma, Molly Lubwama, Charlie Paratore, Greg Scheuffele, David Abernethy-Deppe, Lynn Locher and Elizabeth Hart.

Absent: Penny Trant

Sylvia Ma called the meeting to order, and Kathy Crary led the Bible study, from John 2:13-22.

Time and Talent Discussion – led by Lynn Locher, Stewardship

- What keeps a church going are the activities of the people. The activities help people learn and feel a part of the community
- St. James' offers many opportunities for people to be involved
- There are two groups of people – those who are involved in church activities and those who simply come to worship, then leave. The latter group doesn't realize how important it is to become involved in activities
- Stewardship has come up with "Time and Talent Month"
- Have asked clergy to weave this theme into the sermons
- Faith Formation can do a program on Time and Talent on Sunday, May 3 and/or Sunday, May 17
 - For example, people could come talk about what time/talent is needed to become involved in the different groups, such as altar guild, ushers, readers, etc.
- Lynn has asked for ideas from the vestry
 - Keep track of volunteer hours for one month, not individually, but us as a community – see how many hours St. James' runs with volunteers
 - Open House – invite people to go, see, and participate in what the different groups do
 - Ask people to become involved, perhaps in just one activity to start (and not a huge project in the beginning)
- Need a group of people to figure out what we need to do to develop a ministry of hospitality. A separate hospitality team is needed – ushers cannot be expected to do this, as they are busy ushering.
- It can be difficult to "break in" St. James'
- Welcoming should not be done just by the rectors

- It was suggested to talk with the Communication and Evangelism cluster, who could give suggestions to Lynn regarding people for a hospitality group
- Perhaps an official greeter (like ushers) is needed at each service
- There is a fine line between welcoming and being too pushy – hospitality training is suggested.

Approval of New Endowment Board Appointments

- Jan Pearson and Lynn Locher are going off the board at the end of March
- Two names have been submitted to replace Jan and Lynn – Marnie Hartmann and Patty Lacy.
- Criteria for being on the Endowment Board
 - Does the person need to be confirmed/received in the Episcopal Church to be considered a member of St. James'?
 - According to Canon Michael Barlowe, a person has to be a baptized Christian, active in church, and consider St. James' his/her church home.
 - Note: Eucharistic Ministers need to be confirmed
- Does Patty Lacy consider herself to be a member of St. James'?
- Sylvia Ma will ask Jan Pearson to clarify if these individuals consider themselves to be members of St. James'.
- Voting is tabled for now. Vote could be held via e-mail.

2009 Vestry Goals

- A copy of the goals was made from the vestry retreat minutes and distributed to vestry members
- Homework for this month – talk to your cluster mate regarding the goals. Establish a timeline and expand goals, and put in cluster report for April

Cluster Bulletin Boards – please update bulletin boards

Equity Share of Rector's House

- Received a letter from Bob Honeychurch and a check for \$1042.36. Letter is attached.
- Bob did have objections to the demand letter, but felt it was time to move forward and therefore paid the amount requested by the vestry
- Total equity share is \$140,930.23.

McCutcheon Concert 2010

- Concert is scheduled for January 18, 2010.

- Sylvia Ma will sign the contract to secure the venue at St. James'. Cost is \$2000 plus two rooms.

Clergy Time/Mileage Reports

- David Abernethy-Deppe's report runs from November 2008 thru February 2009
- Kathy Crary's report runs from November 2008 thru December 2008
- Thanks to David and Kathy for keeping track of this information

Time off

- Kathy Crary will be off March 25, 26, and 27; May 1-15
- David Abernethy-Deppe will be off March 23 and 24; May 18, 19, 20 and 21.
- There is a conflict for both David and Kathy on April 1. They will not be able to do the Wednesday service. Morning prayer will be done that day.

Parochial Report

- The Parochial Report is required to be filed with the Diocese and the National Church by May 1. The report must be approved by the vestry.
- It is filed electronically.

	2008	2007
Members Reported	383	395
Increases	+6	+17
Decreases	-18	-14
Total Active	371	388
In good standing	371	388
In good standing under age 16	25	49
Others active	10	3
Average Sunday attendance	142	158
Easter 2008	293	303

- In good standing means communed 3 times a year and contributed to the parish, i.e. time/money to the church
- Our numbers have decreased, but not as much as other parishes
- St. James' is at the glass ceiling between a pastoral and program parish

Services	2008	2007
Saturday p.m./Sunday	150	153
Weekday Eucharist	54	60
Private Eucharist	56	83
Sunday Daily Office	0	3
Weekday Daily Office	6	6
Marriages	7	2
Burials	3	9
Baptisms, 16 and older	0	4
Baptisms, under 16	6	2
Confirmations, 16 and older	0	1
Confirmations, under 16	0	2
Received by Bishop	0	0

- St. James' is doing better in 2009 – we have had 4 confirmations and 2 received into the church.

Deanery Meeting

- There is a Deanery meeting on Sunday, March 15, from 2 to 4 p.m. at Holy Cross in Castro Valley.
- The topic is area ministry on youth

Calendar

- The Easter Egg hunt is Easter Sunday, April 12 at 10 a.m.
- Don't have a date yet for the Walka-Rocka-thon for Winter Relief, although it's usually held on a Saturday.
- All four Passion gospels will be read during Holy Week

Articles for the Window – Window deadline is March 15

- Bishop's Visit – Janet Fischer
- Pancake Supper, announcement for Easter Egg Hunt – Parish Life
- Walka-Rocka-thon article – Mary Casas
- Holy Week Schedule – already done by David Abernethy-Deppe
- Vestry Retreat – Sylvia Ma
- Viewpoint articles – David will be doing his last one. Transition Team will take over this duty

Financial Reports

- We are behind on pledges, which is not unusual at the beginning of the year. Amount behind \$8679.10
- \$517.46 was transferred from Endowment to Operating Fund. Listed under "Income – other"
- Four people have had to reduce or suspend their pledges
- Building money is also behind
- Under "Other income/expenses" have added separate lines for Birthday and Fundraising Clearing
- Birthday money goes to the Diocese for the Department of Education and World Missions.
- May need to have a meeting in July regarding the budget if St. James' is impacted by the economy.

Approval of Minutes

- The January 25, 2009 Budget Meeting Minutes were approved as presented
- The February 8, 2009 Annual Meeting Minutes were approved as presented
- The February 12, 2009 Vestry Meeting Minutes were approved as presented
- The February 21, 2009 Vestry Retreat Minutes were approved as presented

Equity Share

- The vestry needs to approve where to deposit the equity share check
- Could purchase 90 day FDIC insured CD's
- Motion was made to deposit the rector's equity share check into a special interest account and purchase up-to-six month CD's. Moved and seconded. Motion passed.

Cluster Reports

Lead Team – as submitted

Facilities – as submitted

Parish Life – as submitted

Worship and Christian Formation – as submitted

- Work has started on the youth space
- Youth survey goes out this weekend, 4th grade thru 12th grade
- Have sent letters to people under cluster

Social Ministries and Congregational Care – as submitted

- The School for Deacons is conducting a sock drive. Half of the socks collected will go to the Diocese for distribution, the other half to St. James' for Abode Services.

Transition Team Report

- The role of the Transition Team right now is to listen intently to what is discussed at the Lenten programs
- Canon Michael suggested 2 to 3 months for the Transition Team process

Communication and Evangelism

- The updated lists of the vestry, the Transition Team, and Search Committee are posted on the website
- Looking at ways of producing a church directory with photographs

Mary Casas led the closing prayer.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry