

St. James' Vestry Meeting Minutes

Thursday, April 16, 2009

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

Absent: Jim McConnell and Jan Scrutton

Sylvia Ma called the meeting to order and David Abernethy-Deppe led the opening study, on Eucharistic Prayer C from the Book of Common Prayer.

2009 Vestry Cluster Goals

Lead Team (Sylvia Ma, Janet Fischer, Jan Brandt, Kathy Crary and David Abernethy-Deppe)

- Employee Handbook
- Inventory of all St. James' possessions
 - Lead team will develop framework
 - Clusters will delegate – for example, Worship and Christian Formation will assign individuals to inventory the Godly Play rooms, altar guild items, etc.
 - Prepare not just a written list, but also a photolog. Serial numbers, if applicable, will be included.
 - Inventory is for insurance purposes
- Mid-year review of all paid employees
- Work with Endowment Board on a better working/reporting relationship
- Ensure accountabilities of ministries/committees to designated clusters
- New software for accounting and pledging

Worship and Christian Formation (Jan Scutton and Molly Lubwama)

- Acolytes
 - Open up the age range. Would like to see some adults participate as acolytes
 - Training is tentatively scheduled for the second half of May. Training will probably take two hours
 - If enough people participate an acolytes would probably serve once a month
- Maintain contact with and support all ministries under their cluster
- Develop a new Youth space

- Revamp the Children/Youth bulletin board in the Parish Hall
- Revamp Cluster notice board – include details of groups and encourage new members
- Support Area Ministry on Youth

Facilities (Scott Kennedy and Charlie Paratore)

- Remodel of EB 1 and EB 6 into a bigger classroom/meeting room
 - When will EB 1 and 6 be done? Is there a prep/painting date? Need to e-mail Linda Nelsen for information
 - Carpet has been selected and we have a contractor. Painting needs to be done before carpet is installed.
 - There is a lot of prep work that needs to be done before painting
 - Should blinds be installed? Not a good idea, as it could hide inappropriate activity, as well as being a safety issue.
- Kitchen renovation
- Improving lighting around the campus
- Painting the exterior of the buildings on the campus
- Look into renovation of the Little Church

Parish Life (Penny Trant and Dean Valentine)

- Events
 - May 2009 – Mother's Day
 - June 2009 – Graduation Party, Father's Day
 - July 2009 – St. James' the Apostle Day is July 25th, single service with BBQ on July 26th.
 - August 2009 – Tour of Grace Cathedral
 - September 2009 – Back to School, Ice Cream Social
 - Family Game Night – a mixer for everyone, including children
- St. James' photo album – A Year in the Life of St. James'. Will include pictures from bulletin board
- Organize a Personal Emergency Preparedness (PEP) workshop with Jill Buono's help
- Advertising in Green Pages? We would have to talk with Diocese for parameters in regard to this. We are not allowed to have income because we are a non-profit – could money raised be considered donations?

Social Ministries and Congregational Care (Tim Young and Mary Casas)

- Support existing ministries in cluster and ensure accountability of ministries to cluster
- Keep up with outreach – Winter Relief, Walka-Rocka-Thon, Blood Drives, Hillside Manor, Sock Project for the School for Deacons

- Training more Eucharistic Visitors
- Expand or restart support groups such as loss support, cancer survivors, etc.

Communication and Evangelism (Jim McConnell and Greg Scheuffele)

- New membership directory with photos
- Recruit and train Greeters for all services on Sunday to welcome newcomers.
 - Greeters would be similar model to ushers, one service a month
 - Need 12 to 15 people. One to two people need to be responsible for administration, i.e. paperwork and making sure information is tracked.
 - We can get training from St. Timothy's, Danville, for no cost
- Support Area Ministry on Communications
- Redesign name tag request form and Welcome/Prayer Request pew cards
- Work on a welcome package for newcomers.

Endowment Board Nominees

- Marnie Hartmann and Patty Lacy have been nominated
- Sylvia Ma talked with Patty and asked if she considered herself a member of St. James', if St. James' was her home church, and if she contributed her money/time/talent to St. James'. Patty's answer to all three questions was yes.
- Sylvia also talked with Canon Michael Barlowe asking who is eligible to serve on committees. Persons serving on committees must be:
 - baptized Christians
 - consider St. James' their church home
 - contribute their time/talent/money to St. James'.
- The term begins April 1st, and persons serve a three-year term. Right now the Board does not have a quorum.
- Election was held by secret ballot. Marnie received 10 yes votes. Patty received 8 yes votes, with 2 abstentions.
- Marnie Hartmann and Patty Lacy were appointed to the Endowment Board.

Sunday Schedule

- David Abernethy-Deppe and Kathy Crary have suggested changing the Sunday schedule (at least on a temporary basis) to two services on Sunday morning, at 8 am and 10:30 am, and a family Eucharist Sunday evenings from approximately 5 to 7 pm. Bible Study and Godly Play would be held from 9:15 to 10:15 am Sunday mornings.

- David and Kathy do not believe that one person can handle the present Sunday schedule. This affects the rector search.
- Right now we do not take time for faith formation – in scripture study, the Book of Common Prayer, and Anglican history.
- The clergy also do not have time for conversations with parishioners, a pastoral care issue.
- The clergy want to engage the parish in this conversation, and involve people in the decision.
- Could take the summer to try some of these ideas, such as two Sunday morning services.
- This issue percolated out of the Tuesday evening soup suppers during Lent.
- There will be a questionnaire handed out this Sunday at all services, and a discussion with the congregation on May 10th.
- On the basis of the questionnaire and the discussion, the vestry could decide whether to go ahead with this at the May 14th vestry meeting.

BREAD (Bible Recreation Education and Discovery) Camp

- BREAD camp is held at Bishop's Ranch in July for Junior and Senior High School children.
- It was agreed that St. James' offer partial scholarships who wish to go to camp.
- The cost is \$480 per teen. Senior High week (10th grade to just graduated) is July 12 to 18. Junior High week (7th-9th grades) is July 19 to 25.
- An article will be in the Window.

PEP (Personal Emergency Training) at St. James'

- Parish Life will contact Jill Buono to arrange for a date.

Alcohol Use

- A member of the Bridge Club wanted to allow a member to bring alcohol.
- Number 5 of the Alcohol Policy states that "A responsible member of the parish must be in control of the serving of alcoholic beverages during functions."
- No, the person may not bring alcohol.

Calendar

- April 18 – work party at 9 am
- April 19 – Hospice discussion during Faith Formation. Deanery Day planning meeting at 2 pm at St. Claire's

- April 25 – Ducks for Bucks
- April 26 – Congregational Life Survey. Youth event planning meeting for Deanery.
- April 30 thru May 15 – Kathy is on vacation
- May 2 – Walka-Rocka-Thon
- August 22, Saturday – Deanery Day. Potluck with all members of all six parishes coming together.

Evaluation of Paid Staff

- Right now paid staff is evaluated by several people – the sexton by Barbara Dabney, the music director by Sylvia Ma, the secretary by E.J. Hilliard, and the nursery attendant by Jan Scrutton.
- It was suggested to have one person evaluate all the staff.
- Each supervisor will do the current evaluation. Evaluations will be then consolidated and done by one person after this.
- Evaluations are due May 30th.

Nursery Attendant

- The nursery attendant is graduating, so we may need to hire a new person.
- The person must be older than 16, take the C2RR course, and know First Aid and CPR.

Approval of Parochial Report

- The numbers of people was reviewed at the last meeting.
- The financial part of the Parochial Report must be pulled from several sources.
- Motion was made to accept the Parochial Report. Moved and seconded. Motion passed.

The March 12, 2009 Vestry Meeting Minutes were approved as presented.

Financial Reports

- Special Interest Accounts contains the rector's equity money
- 15% drop in operating pledges from last year.
- 3% drop in Building Fund from last year.
- 12% drop in all money from money.
- Expenses have gone down 21%
- There was not as much of a "bump up" at Easter this year.
- Have spent \$1163.99 more than taken in.
- Special interest – added "Clergy Discretionary Outreach 2630-40." Includes the clergy and deacon accounts.

- Remind clusters that vestry cluster people need to sign request before the request is placed in Jan Brandt's box.

Cluster Reports

Lead team – as submitted

Facilities – as submitted

Worship and Christian Formation – as submitted

Social Ministries and Congregational Care – as submitted

Communications and Evangelism – as submitted

Parish Life – as submitted

Scott Kennedy led the closing prayer.

Respectfully submitted,

Elizabeth Hart

Clerk of the Vestry