

## St. James' Vestry Meeting Minutes Thursday, May 14, 2009

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

Sylvia Ma called the meeting to order, and David led the opening Bible study, on I John 5:1-5.

### Stewardship Presentation by Lynn Locher

- This is Lynn Locher's 10<sup>th</sup> year of putting together a stewardship drive, 3 years on the vestry and 7 years on stewardship.
- This year's proposal (attached) is called "Dedication Sunday" – taking last year's program and putting St. James' stamp on it
- Last year's program, Consecration Sunday, was successful compared to other parishes in the diocese.
- The announcements regarding Dedication Sunday should be made early on so that people can make plans to attend that Sunday.
- This year the Senior Warden can write her own article for the Window rather than having to follow a "script."
- Leadership Luncheon (rather than just a dessert function, as last year) will be on Sunday, October 11, 2009.
- Jennifer Kitt is the suggested guest leader
- The guest leader will preach on Dedication Sunday, scheduled for Sunday, October 18, 2009.
- The Dedication Brunch is to be held in the parish hall after each service.
  - We will save money if we use our own tablecloths.
  - 68 people can be accommodated at one sitting. It is expected that approximately 175 to 190 people will attend, which will require three sittings and three services that day. The guest leader will preach that day.
- Stewardship needs to know the vestry's theme for the fall, if the vestry is going to have one.
- The Stewardship Committee suggests the vestry consider having one pledge, with the vestry to decide how the money is to be divided up. The vestry may decide the congregation will not be happy with that decision.

- The Leadership Luncheon will be catered by the Stewardship Committee with the help of Costco.
- The Leadership Luncheon includes the vestry, the leaders of committees, and people looked to as leaders of the church. These people call those who have not yet made reservations for the Dedication Brunch.
- The Dedication Brunch is to be catered by Minerva's. They will deliver the food and set up tables. The buffet will be set up in the library area.
- The cost for plates/utensils: \$1.25 a person for biodegradable plates, etc. and \$1.00 a person for foam plates, etc. from Minerva's.
- People from the Stewardship Committee, along with some others, will help refresh buffet. Recruit youth to clear tables, with \$100 paid into the fund for the youth group.
- Costs
  - \$457.00 for dessert last year versus \$310.00 for the luncheon this year.
  - \$3780.00 for the brunch last year versus \$2500.00 for the brunch this year.
  - The guest leader usually costs \$500-\$1000. The Diocese, however, offers us a certain number of stewardship hours (for guidance, advice, etc.) Julia McCray-Goldsmith's honorarium was paid for by the Diocese last year, and Jennifer Kitt's honorarium would be paid for by the Diocese this year.
  - The Stewardship budget is \$5000.00
- Could we use EB1 for the brunch? Need to look into this suggestion.
- Lynn will be stepping down from Stewardship at the end of this calendar year. She feels new blood is needed, but does not have anyone in mind. She would like to work with the new person this year before he/she would start in 2010.

#### Summer Service Schedule

- Proposal: Services at 8:00 am and 10:30 am Sunday morning, Bible Study from 9:15-10:15 am, and a Sunday evening service at 6:00 pm.

#### Results from survey

	Yes to proposed schedule	No to proposed schedule	Undecided
Attend 8 am service	17	3	1
Attend 9 am service	18	7	4

	Yes to proposed schedule	No to proposed schedule	Undecided
Attend 11 am service	43	3	1
Total	78	13	6

- Concerns
  - The people who attend the 9 am service are the most significantly affected, and had the most number of people who did not want to change
  - Those who attend the 8 am service have not had time to talk with the clergy – this has been a big issue.
- Changing the schedule for the summer gives us a block of time to test it out, and allows us the chance to try out different options.
- Are we losing the contemporary service?
  - It is not going to be easy to have more contemporary music at 10:30.
  - Perhaps change the 10:30 service more often (once/month?) or have Rite 2 three Sunday's a month and contemporary the 4<sup>th</sup> Sunday.
- Have a Rite 1 service at 8:00 am once a month?
- When would this start? - June 7<sup>th</sup>, and run June, July and August
- Do we still have coffee available after the 10:30 service? Maybe.
- Decision: The schedule will change to two Sunday morning services (8 am and 10:30 am) and a 6 pm evening service. There will be a contemporary service with contemporary liturgy at 10:30 one Sunday a month. This schedule will be re-evaluated the beginning of August
- The projection screen as well as white pages will be used at the 10:30 service.
- The altar guild, ushers, Eucharistic Ministers, etc. need to know of the new schedule.
- Faith Formation for June will be a DVD presentation on the New Testament, taught by Dr. Bart D. Ehrman (The Great Courses series). July Faith Formation will be on the Anglican way of life and Episcopal history.
- Need flyers, and sandwich boards announcing the new times for services. Street banner needs to be changed.

Calendar

May 15 – Windows deadline

May 16 – Work party  
May 17 – Transition Team showing film about the different faith traditions in Fremont  
May 17 – Deanery meeting, 2-4pm  
May 21 – Ascension Day Service, 7 pm  
May 31 – Single service at 10 am, potluck to follow. Acolyte training at 9:00 am in the Little Church  
June 14 – Virginia Woy from St. Timothy's Danville will be doing a presentation for greeters after the last service  
July 26 – St. James' Day, single service at 10:00 am.

#### Minutes

The April 16, 2009 vestry minutes were approved as presented.

#### Financial Report

- \$512 received from the Endowment Fund is still sitting in the Operating Fund. Jan Brandt suggested that a fireproof cabinet for archival material (old papers, births, marriages, deaths, etc.) be purchased.
- Motion was made to use the \$512 from the Endowment Fund towards the purchase of a fireproof cabinet. Moved and seconded. Motion passed.
- Motion was made to move \$2000.00 from the Memorial Garden/Columbarium account into the Memorial Garden/Columbarium Endowment Fund. Moved and seconded. Motion passed.
- Amended Budget – The original budget did not account for David Abernethy-Deppe being off in January and compensating Kathy Crary for working longer hours. The amended budget reflects the actual expenditures during that time.
- Two people have had to reduce their pledges. One person has significantly reduced their his/her pledge.
- Some of the money in unpledged are people who give money regularly but did not fill out a pledge card.
- Motion was made to amend the 2009 budget as presented. Moved and seconded. Motion passed.
- The rector search has two pots of money – budgeted money is in operating, donated money is in special interest.

#### Cluster Reports

##### Transition Team

- May 17<sup>th</sup>, at 9 and 11 am – the film “Fremont and Religious Diversity” will be viewed.

- June 21<sup>st</sup> – Dr. Michal-Anne Pepper will be completing her presentation on the life-cycle of a congregation.

#### Lead Team

#### Bridge Groups

- Barbara Dabney has notified Janet Fischer that she has sold her bridge group to Jim Sullivan. The bridge groups are still 2 separate entities.
- As soon as EB1 Is done, the bridge group meetings will be held there rather than in the Parish Hall.
- Pushing off discussion of the Personnel Handbook until next month. Need to check with the Diocese regarding some personnel issues for lay employees
- Endowment Board
  - According to the by-laws, the parish treasurer is responsible for all finances of the Endowment Board. The by-laws also state the Endowment Board is to send a financial report to the vestry every quarter. It is suggested that the bookkeeping responsibility be delegated to a member of the Endowment Board, with the treasurer overseeing.
  - All Endowment documents should be stored at the church.

#### Communication and Evangelism

- Need new banner to reflect the change in service times. May want to get velcro covers for the banner to change the times listed.
- The times listed on the Episcopal signs also need to be changed.

#### Parish Life

- Coffee hour – perhaps vestry could do a coffee hour once a month and encourage other people to get involved.
- Please sign up for the potluck for Pentecost

#### Worship and Christian Formation

- The date for Acolyte training is May 31<sup>st</sup> at 9 am.

#### Social Ministries and Congregational Care

- An article wrapping up the walkarockathon will be submitted to the Window

#### Facilities

- EB1 room should be done in approximately 2 weeks (end of May)
- Dedication for EB1 will be June 7
- Clear plastic covers for the thermostats

- Need to look at smoke detectors
- Looking at contractors for the kitchen

#### Form for Evaluating Lay Employees

- The form will be incorporated into the personnel manual to serve as a template
- Suggestions
  - add a section for employee comments
  - add an acknowledgement that the process has been completed and the employee has received a copy, but that the employee may or may not agree with the evaluation.
  - Add another column to the ratings section – not relevant

The closing prayer was led by Janet Fischer.

Respectfully submitted,

Elizabeth Hart  
Clerk of the vestry