

# St. James' Vestry Meeting Minutes

## Thursday, July 9, 2009

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

Sylvia Ma called the meeting to order, and David Abernethy-Deppe led the opening Bible study, on Matthew 6:5-13.

### Diocesan Convention Nominations

The Diocese is asking for nominations for the Diocesan Convention. The deadline for nominations is August 4. The positions are:

- Standing Committee, Class of 2013: one clergy position, one lay position
- Ecclesiastical Court, Class of 2012: one clergy position, one lay position
- Executive Council: two positions, one must be lay
- Nominating Committee: one position, clergy or lay
- Secretary of Convention: one position, one year term
- Treasurer of the Diocese: one position, one year

Sylvia will include an article in the green sheets and in the Window. David encourages a member of the vestry to prayerfully consider placing his/her name for nomination, as St. James' thinks "outside the box."

On June 16, 2009, the vestry voted by e-mail to approve the expenditure of over \$200 for the emergency window repair in Education Building room #1.

On June 16, 2009, the vestry voted by e-mail to approve the expenditure of \$250-\$300 for a memorial stone for the Memorial Garden; the money has already been paid by the family of Lori Bonilla.

On June 16, 2009, the vestry voted by e-mail to approve the 2009 stewardship campaign proposal as presented by Lynn Locher at the May vestry meeting.

### 2009 Stewardship Drive

- Should there be just one pledge or both Operating and Building/Capital Expenditure pledges?
- It might be easier to run the campaign if there is just one goal of pledging
- Sylvia mentioned that St. James' has run a deficit budget. Money might not have been used for building expenses with only one pledge. Her personal view is that it is good for St. James' to continue having two

pledges, so that we will have money for painting, repairs, renovations, etc.

- The Diocesan assessment is based on the Operating Fund, not on the Building Fund.
- We could decide to have a certain percentage of pledges to be for the Building Fund if we have one pledge.
- How fluid is the money if we have a lot of money in the Building Fund but do not have enough in Operating to pay bills and clergy? Vestry has, in the past, voted to borrow money from the Building Fund if necessary and then pay that money back at x amount per month. We have not actually had to do that, however.
- If we do not have a Building Fund, we could face the snowball effect of deferred maintenance.
- We had to have a Building Fund because of mortgages, the sewer problem and the water pipe problem. We did have to defer some maintenance when paying those debts.
- The recommendation is to keep the pledges separate.
- Motion was made to recommend to the Stewardship Committee to keep the Operating and Building pledges separate. Moved and seconded. Motion passed.

#### Facilities Users

- The Monday Bridge Group has been broken off to a separate group. William Hodges is the new owner of the group. They may already have found another location.
- If the Monday Bridge Group stays, it would be the third bridge group that meets at St. James'. (The other groups meet Saturday during the day, and Tuesday evening.) If the group does not meet here, the blood drive could be moved to the Parish Hall.
- St. James' is not an appropriate venue for these groups. These groups are for-profit businesses. We cannot meet their needs. These types of groups are also not directly related to the mission of the church.
- Problems have included smoking in the building or near the buildings, last minute requests, using the church photocopier, using the church phone for personal calls, etc.
- All contracts expire September 30<sup>th</sup>, or we can give 30 days notice.
- Should the Facilities cluster be doing the coordination with the various groups that meet at St. James, rather than the junior warden? Janet Fischer inherited the facility use issue, and deserves credit for all her work in structuring the use of facilities.
- Groups that use our facilities need to fit into the mission and vision of this parish. Groups that do support our mission include the Blood Drive, NA, Overeaters Anonymous, etc. We do not need renters to support us.

- For new groups, it was suggested that the entire group receive an orientation presenting the rules for use of the facilities.
- It was agreed that the bridge groups' contracts will not be renewed.

The Facility Use Agreement will be discussed at the next vestry meeting. Janet will work on making the fee schedule more clear and no ambiguity.

#### St. James' Celebration

- The celebration is Sunday, July 26<sup>th</sup>.
- Penny will be e-mailing the vestry for help.
- There is no 8 am or 6 pm service that day.
- The Transition Team will making a presentation at 9 am regarding the Congregational Life Survey.
- We are expecting approximately 35 people from the Philippine Independent Church

#### Calendar

July 15: Window deadline

July 18: Work party

July 23-26: Men's trip

July 30-August 3: Parish camping trip

August 2: Memorial Garden ten year anniversary

August 13: Vestry Meeting

August 16: PEP training, 12-4 pm

August 22: Deanery Day picnic and potluck (salads and sides) at Shadowcliffs in Pleasanton

October 18: Consecration Sunday

November 4: Special budget meeting 7:30 pm

November 7, Confirmation Day, 11 am.

#### Summer Schedule Comments

- Attendance has increased at the 8 am service to around 45 people (approximately 16 more people).
- The average at the 10:30 am service is around 85 people.
- The average for the 6 pm service is 6-12 people. Kathy Crary has suggested that the 6 pm service be held once a month beginning in the fall.
- Faith formation has had an average of 20-26 people.

#### Inventory

- The inventory is necessary for insurance purposes.
- Jan Brandt presented the church insurance template, "tweaked" for St. James'.

- The inventory will be divided by cluster, with clusters inventorying items that are applicable as much as possible. This is such an enormous task that the job needs to be spread out among the ministries.
- Motion was made that St. James' will complete the inventory of St. James' possessions by November 1, 2009. Moved and seconded. Motion passed.

The June 11, 2009 vestry meeting minutes were approved as presented.

## Cluster Reports

Transition Team – as submitted

### Lead Team

- The Personnel Handbook has been approved by the Controller of the Diocese and is ready to implement. Sylvia will pass out the handbook to staff.
- We also have to have a Workplace Injury and Illness Prevention Program. Right now we have copy of one for non-high hazard employers from Cal/OSHA.

Facilities – as submitted

Social Ministries and Congregational Care – as submitted

Worship and Christian Formation – as submitted

### Communication and Evangelism

- Single service street poster will be up the week prior to the service
- Posters for the single service will go up this Sunday
- New pew cards are out
- Greeter training – trying to schedule once a month Sunday meeting for greeters.

### Parish Life

- We have ministry groups for the 3<sup>rd</sup> Sunday coffee hour in August and September but need someone for the 3<sup>rd</sup> Sunday in July.

### Financial Report

- \$33,290.45 in Operating, \$24,614.77 in Building, and \$197,075.86 (of which \$140,000 is clergy housing) in Special Interest.
- Ten people have canceled, greatly cut or suspended their pledges
- We are more behind this year in both Operating and Building pledges

- Need someone to take over e-scrip.
- Expenses are less than last year.
- What would it cost to raise Art Gallardo's hours to 20 hours a week?
  - \$900 in benefits and pension plus the increase in salary (\$13/ hour x 52 = \$676)
  - He would receive long-term disability and short-term disability plus the church's unemployment plan
- Right now we have a salary savings as our part-time clergy do not receive health benefits, etc. With the new rector, however, we will have to pay those benefits. The new rector's (4-9 years experience) salary and benefits will cost approximately \$125,000.
- Motion was made that when Sylvia presents the Personnel Handbook to employees that she offers Art Gallardo an additional hour of employment a week with all of the benefits thereto. Moved and seconded. Motion passed.

Jim McConnell led the closing prayer.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry