

St. James' Vestry Meeting Minutes

Thursday, August 13, 2009

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

Guest: Johanne LaRocque

Absent: Jan Scrutton and Scott Kennedy

Sylvia Ma called the meeting to order, and Kathy Crary led the opening devotion from the Book of Common Prayer.

Transition Team Report – Johanne LaRocque

- The Transition Team has gathered information from the Lenten Programs, the Congregational Life Survey, the Dr. Pepper workshops, and community/parish demographics.
- A writing team has been formed, with two members from the Transition Team and one from the Search Committee.
- Have a rough draft of the table of contents.
- Have received 184 surveys, representing 110 families, for the Rector Survey. The Transition Team will be making phone calls to those who have not filled out a survey.
- Michael Barlowe suggested to that he would like to see overlap in the writing and the development of questions.
- One of the challenges St. James' is facing is that no one has done a rector search in this way (with two separate teams) before
- The instructions for the Transition Team are to collect the documentation and write the profile.
- How much should the Search Committee be involved in the writing of the profile? The Committee would like to see the final draft before final approval and would like to start asking questions. Vestry will have seen the draft at that point.
- One member from the Search Committee attends the Transition Team meetings.
- The next Transition Team meeting is Tuesday, August 18th at 6:30.
- For the parish profile, it was suggested to find out what the community thinks of this parish. For example, have the Director of Abode Services make a statement about St. James'.
- We do have an old Mission Statement. Most recently, in lieu of a statement, we have "The Prayer for St. James'" Janet will come up with wording that incorporates the old Mission Statement.
- Should the profile begin with a letter from the senior/junior wardens? Lead Team will discuss.

- When the vestry receives the final draft to edit, the vestry needs to remember that an event may not be old, but dead and other items may also no longer be active and should not be included.
- Is the parish profile a "confidential" document while it is being written? We need to have open conversations about the data, but the profile does not become official until vestry and Diocese approval.
- The Transition Team proceedings are an open process. We want this part of the process to be as open and transparent as possible. For example, we may still want to have meetings, taking sections of the draft and talking about the contents.
- The Search Committee proceedings are confidential.
- Information about the process needs to come from the vestry. An article for the Window will be written.

Sunday Services

- Starting in September, should we stay with two morning services, or go back to three services?
- 85 people were in favor of keeping the two morning services (at 8 and 10:30), 15 in favor of going back to three services, and 8 abstaining.
- Three services seemed to polarize the congregation.
- Some are concerned that we are not doing the contemporary service. There are those who cannot connect with the traditional service and music. We are having a contemporary service once a month.
- We also need to look at how we are defining "contemporary." Baby boomers tend to think of 1970's music, Cursillo, etc. That is not where the young people are today.
- Janet suggested continuing with two services, but also putting together a worship committee to formulate the style(s) of worship at the 10:30 service.
- David suggested, as an example for the contemporary service, the New Zealand prayer book, using Maori symbols.
- The contemporary service will be held the 4th Sunday of the month. Godly Play will continue at 10:00.
- Motion was made that we continue the schedule of two services at 8 and 10:30 am., with Faith Formation at 9:15, as we have done over the summer, and appoint a Worship Committee to develop the style of service for the 10:30 service. Moved and seconded. Motion passed, with one nay.
- 6 pm. Service
 - Kathy has been holding the 6 pm. Service, but it is a very long day for her.
 - For the 6 to 14 people who attend, it has been a very powerful and meaningful service for people. Everyone has a chance to talk.
 - Have been working with Jan Scrutton and Pegeen Perry to form a kind of youth group that would meet once a month.
 - It was suggested the youth group and the evening service for the congregation could both be held on the second Sunday of the month.

- Motion was made to have Kathy Crary hold the 6 pm. service once a month on the second Sunday beginning September 13th, 2009. Moved and seconded. Motion passed.

Dedication Sunday

- Letter is similar to last year's letter. There are no objections, so the letter is approved.

Facility Use Agreement

- Effective October 1, 2009
- Changes
 - pg. 2, item 8: Smoking must be at least 25 feet away from doors or windows.
 - pg. 4: Donation schedule. Specified how many meetings per month. Fourth box, 3 hour minimum charge. Note: donation schedule is to cover expenses, not to make a profit.
 - pg. 7: added e-mail, and specified Education Building Room #1
 - Should be a statement that the C2RR must be done before being given keys.
 - Need fax number, e-mail contacts for church in heading
 - Statement that the agreement is not assignable or transferable should be on page 1
 - Suggested that the contracting individual(s) should sign each page and initial items 7, 8, and 9 on page 2.
- Motion was made to approve the Facility Use Agreement as amended. Moved and seconded. Motion passed.

Calendar

August 15: Windows deadline

August 16: PEP training

August 22: Deanery Day picnic

September 10-13: Flatlanders

September 5: Mosque open house

October 25: Blood Drive

January 18: McCutcheon concert

January:

- If the annual meeting is held January 24th, the new vestry members could attend the vestry retreat. Annual meeting will be January 24.
- The all Deanery vestry retreat is January 29, 30, and 31.
- We could skip our own vestry retreat and attend the Deanery vestry retreat
- The retiring vestry members are Sylvia Ma, Janet Fischer, Jim McConnell, and Tim Young. They are the nominating committee for the new vestry members.

In 2010, the vestry will welcome the new rector.

Food pantry

- We are way down on food. Less food is being provided, more people are coming and asking for food, and people are taking more.
- Please do not bring expired food, or exotic food.
- Suggestion: ask people to bring food from a specific list, and prepare bags for people to take, one bag per person.
- Outreach cluster could form a committee to manage this and develop a list of what should be in each bag
- Also need a list of other resources that provide food.

Injury and Illness Prevention Plan

- Need an administrator and inspector (to inspect facilities) on site. This should be a volunteer parishioner.
- We have not been asked about this yet, but worker's comp could ask.
- Have tapped Bud Spalding as inspector. He will meet regularly with Art Gallardo. Another person suggested is Bryon Bader.
- Should have report from Jim Forsythe's office (Controller of the Diocese).

Inventory

- Laura Winter will compile the inventory.
- Clusters should give the information they gather to Laura.
- Please contact the groups in your cluster to coordinate the inventory.

The July 9, 2009 vestry meeting minutes were approved as presented.

Financial Reports

- Pledges have fallen significantly behind what has been budgeted by approximately \$30,000.
- There has also been a decline in the Building Fund.
- Money from fundraising has been a big help. It was suggested that we need to run another book sale, perhaps in November/December.
- Counterfeit checks
 - Jan Brandt found that fraudulent checks have been written on the St. James' account. Someone had used check stock and a laser printer and printed checks on the account using fraudulent business names. The total amount was \$1000, and all the checks had been filled out to Staples.
 - The bank verified that the fraudulent checks are not our checks.
 - That account was closed and a new one open. New checks and deposit slips had to be purchased. A police report was also filed.
 - The counters hand endorsed all the checks from Sunday. Thanks to the counters for all their hard work.
 - Thanks to Gail Blalock for notarizing everything.

Endowment

- Have recouped some of the losses as of June 30th.

- Not ready to put forth a resolution this meeting. Will have one for the next meeting.

Cluster Reports

Lead Team – as submitted

- Presented a copy of the letter given to Art Gallardo regarding the increase in his work hours

Social Ministries and Congregational Care – as submitted

- Winter Relief will be headed by Gregg Feeney and Scott Whitaker

Parish Life – as submitted

Worship and Christian Formation – as submitted

Communication and Evangelism

- Posters are up for St. James' day celebration. Single service banner will be up soon.
- Held first Greeters' meeting last Sunday. The Greeters' meetings will be held on the second Sunday of the month at 9:15.
- Phones
 - The announcement on the phone doesn't reflect the two services.
 - Voicemail lines are still being answered by the former clergy
 - It was suggested to have parishioners do the recordings.
- Banners on the street – how to reflect the once a month Sunday evening service?

Facilities

- Doorstoppers changed
- Looking at lighting for the choir
- Close to picking out a stove in the next few weeks.

The closing prayer was led by Molly Lubwama.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry