

St. James' Vestry Meeting Minutes

Thursday, November 12, 2009

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

Sylvia Ma called the meeting to order and David Abernethy-Deppe led the opening study, on Mark 12: 38-44.

Transition Team and Parish Profile

- Meg Williams is now doing the final touches on the layout and photos of the parish profile
- Hope to have the profile sent out via e-mail sometime next week
- The profile needs to be voted on and approved ASAP. After the profile has been approved by the vestry, it will be sent to Michael Barlowe and the Search Committee
- Would like to have a blessing of the parish profile in November, as well as thank and decommission the Transition Team at that time.
- Do we want to spend a little bit of money to bind the copies for the Transition Team, Search Committee, and vestry? There is a binding machine, but don't know if it works. This would make the impression that this is a document to be kept.
- There should be a few copies of the profile for loan by those individuals who do not have computers and cannot print a copy themselves
- When Kathy Crary gave Meg the files containing the pictures, Kathy said that while pictures of the buildings are ok, it is the pictures of the people that draw people in. The pictures should reflect the diversity of the parish.
- The Search Committee should have a color copy when they meet with people.
- The Communication Cluster will price out the cost of the copies but will need a rough estimate of the number of pages.

Search Committee report – as submitted

- Search Committee meetings are closed meetings

Clergy Search Info

- Jan Scrutton has been compiling information to assist the Search Committee in providing answers to candidates during the search process. The document is not for distribution and is not a contract.

- Topics to be included are responsibilities, skills/attributes, benefits, and miscellaneous.
- Some point to consider:
 - Under responsibilities: 1. Accountability of the clergy to the vestry/wardens on a monthly basis – what the clergy did during the month (without naming names), 2. Annual evaluation with wardens, 3. Monthly articles for the newsletter, 4. Hiring of the paid staff to be done with prior approval of the vestry
 - Under benefits: 1. Need to find out if the cost of spouse/family coverage should be covered. Jan S. will ask Michael Barlowe, 2. Need to be specific regarding vacation days – for example, specifying the number of Sundays off
 - Under miscellaneous: 1. Clergy discretionary fund is audited annually. It is based on the needs of others, not on the needs of the clergy. “Alms for the poor” is the historical premise.
- At some point next year the vestry will have to develop a contract and letter of agreement.

Calendar

November 14, 2009: Confirmation at Grace Cathedral. Confirmands should arrive no later than 10:00. People attending should arrive no later than 10:30. Laura Winter will “shepherd” the confirmands. Bruce Roberts will carry the banner. Tour of the cathedral is at 1:30

November 15, 2009: Nominating Committee meeting

November 20-27, 2009: Jan Brandt is out of the office

November 25-29, 2009: Kathy Crary is on vacation

November 29, 2009: Advent Lessons and Carols at both services

Book Sale

- Book Sale is scheduled for December 6, 2009 from 9 am to 1 pm
- Asking vestry to commit an hour or two to sorting books. Fiction should be alphabetical by author. Please commit between now and December 4th.
- Cost of books: \$2/hardcover, \$1/paperback
- December 5th at 3 pm there will be a Book Sale set-up party. Tables will be set up in the parish hall, with overflow in EB1. There is a Preview Sale from 5 to 6 pm after all the books are set out for those who help. Pizza will be provided for workers after the set-up.
- Sylvia Ma will have flyers available for posting. Communications will provide publicity. We already have a banner.

McCutcheon Concert

- Committee meeting is November 19, 2009
- More help is needed

The October 8, 2009 Vestry Meeting Minutes were approved as presented.

Cluster Reports

Lead Team

- Thanks for helping with the inventory
- Janet Fischer is preparing a Vestry Handbook to provide basic information for the new people coming on the vestry. Safety information should probably be included. Need input from all vestry members

Facilities

- Doorknob on the room on the outside corner of the Little Church where the Memorial Garden tools are kept has slipped in the lock. The lock needs to be replaced rather than repaired.

Social Ministries and Congregational Care – as submitted

Worship and Christian Formation

- Cinema St. J was a lot of fun for both the Youth Group as well as the Winter Relief kids

Communication and Evangelism

- One of the large banners was badly ripped up and needs to be replaced.
- Motion was made to spend up to \$300 from Special Interest-Evangelism to purchase a new banner. Moved and seconded. Motion passed.
- A parishioner has let us know that Staples warehouse is donating a lot of products to nonprofits. They have a pallet of toilet paper to donate. We are interested.

Parish Life

- Had a good time with pumpkin decorating. Have co-chairs for next year's party.

Financial Reports

- We are sliding behind operating pledges budgeted vs. received. Also falling behind with building pledges.
- We are \$41,506 behind in pledges, but we are spending money carefully
- Women's Day of Renewal is not behind – check has come in November
- Approximately \$1300 was raised for Episcopal Relief and Development.

- Endowment Report for 3rd Quarter is attached. Funds are recovering some.
- Advent envelopes are to raise money for worship decorations during Advent season

Greening of the church is scheduled for December 20th after the second service.

David Abernethy-Deppe has offered his letter of resignation as interim priest. There will be a single service the Sunday after Christmas in celebration of David's ministry. Kathy Crary has agreed to become full-time interim beginning January 1, 2010.

2010 Budget

- Jan Brandt has reworked the budget to reflect the changes discussed at the budget workshop, including Kathy Crary full-time.
- \$6000 needs to be deducted from pledges.
- Parish Life should be \$1200
- Facilities, Janet Fischer, Chris Perry, and Brad Hoffman are going over the following year for building funds.

Dean Valentine led the closing prayer.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry