

St. James' Vestry Meeting Minutes

Thursday, December 10, 2009

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

Absent: Dean Valentine and Molly Lubwama

Sylvia Ma called the meeting to order, and Kathy Crary led the opening Bible study, on 2 Corinthians 13:6-13.

Kathy Crary's Letter of Agreement – Draft

- Corrections: Should be 20 days of vacation rather than 10 days, New Year's Day is mentioned twice
- Janet Fischer will make corrections then send out via e-mail for approval.

Housing Allowance

- Part of a clergy's salary can be counted as housing allowance. This does not affect St. James', but it does benefit the clergy in terms of taxes.
- Kathy Crary has requested that \$32,000 of her salary in 2010 be designated as housing allowance.
- Resolution of the vestry, December 10, 2009: WHEREAS the Rev. Kathleen Crary is employed as a minister of the Gospel by St. James' Episcopal Church, Fremont, California, which does not provide a residence for her, the vestry resolves that of the total compensation of \$36,798.00 to be paid to The Rev. Kathleen Crary during 2010, that \$32,000 be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

2010 Budget

- Pledge numbers have changed – some parishioners have lowered or withdrawn pledges, some have just now pledged, and others have changed allocations
- Presently there is \$218,000 in pledges for 2010; there was \$261,000 in pledges for 2009
- There is approximately a 16% drop in pledges for both the Operating and Building Funds.
- There are 98 pledging units in 2010; there were 125 pledging units in 2009
- Fundraisers have become a larger part of our income, and we no longer have money from the bridge groups using our facilities
- 10% discount on the Diocesan assessment – from \$50,000 to approximately \$45,000.
- Rector search amount has been lowered
- Lowered the amount for office supplies, copier, etc. a small amount since we will no longer be printing many copies of the newsletter.
- Greg Scheuffele will research phone service

- Amount for maintenance/repairs has also been lowered
- Budget is based on the assumption that Kathy Crary will be here for six months and the new rector for 6 months.
- Kathy has elected to not take health insurance and instead will take a salary compensation of \$350/month
- End result is a deficit budget of \$24,453.85. It is the second lowest deficit budget in the last 5 years
- There are a few items that can still be "tweaked" (for example, increase insurance deductible) but it won't make that much of a difference. The biggest expenses are salaries and benefits.
- Sylvia Ma will be writing an article for the Window and the St. James' e-mail list regarding the budget. It was suggested to ask parishioners to transfer some of their building pledge into operating if possible, rather than asking people for more money.
- Sylvia Ma is working on the Building budget. There are some things that need to be done – some are health and safety issues

Church Deployment Office Parish Search Request

- Under style of parish – we are right on the cusp of pastoral/program. Leave blank for now (there are only check boxes on form)
- Education degree should be listed as Master of Divinity, MDiv
- Under goals, should be "Active" pastoral/spiritual care of all parishioners
- Change order of position responsibilities – administration should not be listed first. Suggested order: pastoral care, liturgical leadership, support and coordination of program development and administration
- To include under position responsibilities/administration, or in the letter of agreement – Rector provides a monthly report to the vestry/wardens. It is very important to have accountability and transparency
- This form must be completed for parish profile to be complete
- Sylvia Ma will make corrections, then send out via e-mail for approval.

Vestry Handbook, 2009 edition

- There is now enough information to at least give the new vestry a clue as to what is needed to do
- Morning Meditation should be deleted
- This document will be available on the St. James' website

Senior Warden/Junior Warden

The new senior warden should be elected at the January 2010 vestry meeting, as a new senior warden needs to be in place for the annual meeting. The junior warden should be elected at the first vestry meeting (the vestry retreat is the first meeting in 2010) after the annual meeting.

Annual Reports

- All annual reports are due December 30th.

- Janet Fischer will collate and format the report. Please send Janet the reports as you receive them.
- If your ministry does not write a report, then the vestry cluster must write the report.
- Cluster reports should also have a summary and thank yous.
- Clergy should include positive news, like the 9 baptisms and 15 confirmations in 2009

Calendar

December 12: work party (cancelled if raining)

December 15: Window deadline

December 24: Christmas Eve services, including a service at 2 pm at Ardenwood

December 27: David Abernethy-Deppe's last day. Single service at 10 am with potluck to follow

January 3: Christmas lessons and carols at 4 pm

January 6: Epiphany service, 7 pm

January 14: Last vestry meeting with current vestry members

January 18: McCutcheon concert

January 22-24: Deanery retreat. Would like to send 2 to 3 vestry members on Saturday

January 24: Budget presented to congregation, as well as Endowment presentation

January 31: Annual meeting. Single service at 10 am with annual meeting to follow, then a potluck

February 6: Vestry Retreat

The November 12, 2009 vestry meeting minutes were approved as presented.

The St. James' Parish Profile was approved by unanimous vote of the vestry via e-mail.

The expenditure for new window blinds to complete the Youth Space (EB #2) renovation, up to \$510 from the Building Fund, Youth Space line item, was approved by vote of the vestry via e-mail.

The Endowment Distribution Policy that the vestry approved in October has been signed and a copy placed in the fire proof cabinet.

Inventory

- Laura Winter has been making progress, but pieces of the inventory are still missing.
- There have been some issues with the format of the information

Financials

- Falling further behind in pledges. \$240,013 in operating pledges was budgeted from January through November 2009, but only \$197,532 has

been received, a \$42,481 deficit. We are also \$8,024 behind on building pledges.

- Other operating income (interest, use of church, fundraising) is also down from last year.
- More money was donated for the Winter Relief Thanksgiving breakfast than was needed. It was suggested to spend that money on something else that will directly benefit people, such as purchasing gloves, scarves, etc. Jan Brandt will give Mary Casas the exact amount.
- Book Sale has earned \$1000 so far. People are still needed to take the leftover books to Half Price Books.

Cluster Reports

Communications and Evangelism – as submitted

Social Ministries and Congregational Care – as submitted

Worship and Christian Formation – as submitted

Lead Team – as submitted

Facilities – as submitted

- Received the dishwasher
- Need bids for installation of the dishwasher and garbage disposal. We will be voting on this issue via e-mail

Parish Life

- Asking for help from the vestry with coffee hour on the third Sunday of the month. It was suggested that Parish Life send out an e-mail to remind the vestry.

Penny Trant led the closing prayer.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry