

# St. James' Vestry Meeting Minutes

## Thursday, February 11, 2010

In attendance: Andy MacRae, Stephen Ferro, Laura Winter, Scott Kennedy, Mary Casas, Jan Brandt, Penny Trant, Jan Scrutton, Brad Hoffman, Kathy Crary, Molly Lubwama, Charlie Paratore, and Elizabeth Hart

Absent: Dean Valentine and Greg Scheuffele

Jan Scrutton called the meeting to order and Kathy Crary led the opening Bible study, on Matthew 21:28-32.

The meeting format is from *Robert's Rules of Order*. A resolution is needed, following by open discussion, then a vote. Note that the original resolution may not be exactly what is voted on. Everyone who wishes to do so should have a chance to speak.

Lead Team tries to meet on the first Thursday of the month. If you would like something added to the agenda please let Jan Scrutton know. She will need a rough outline of what the agenda item is.

### E-mail

- The vestry communicates frequently by e-mail
- Last year there were several votes via e-mail. Many of these were facility related issues. Usually there was a discussion during the vestry meeting, with the vote via e-mail frequently on cost.
- Any votes via e-mail should be done within a day or two. If your reply is simply yes or no, that message can be sent to Jan Scrutton alone, rather than the entire list. A discussion issue should go back out to the list.
- Note that e-mail is a permanent record. There are some discussions (for example, personnel issues) that are not appropriate for e-mail.
- The e-mail you use for vestry should be secure and private.
- If you are publishing anything in the Window and/or the green pages, use the cluster e-mail address rather than your personal e-mail address.

The group photo taken at the vestry retreat will be posted in the Window. Other pictures will be going up on the bulletin boards. If you do not like your picture that was taken at the retreat you will need to provide an alternative.

### Inventory

- The inventory was broken up by clusters
- Template for information gathering was from the National Church
- The number one issue for taking an inventory is loss due to fire or some other disaster. The last time an inventory had been done for St. James' is 1986.
- Laura Winter has been compiling the information

- There are still some holes. For example, there was a request sent out for photos but most groups did not take pictures. We may need to have a "photography day." Filling in the "gaps" may be divided by cluster.

#### Clergy report

- Kathy Crary reported on the following topics: worship, pastoral care, faith formation, and miscellaneous topics, such as continuing education and wellness.
- Worship
  - The attendance numbers have been steady at 125-130 on Sundays
  - Kathy appreciated Karin White's help with the Eucharist and preaching at the Sunday services
  - The Worship Committee has increased the communication and participation of lay people
  - There are 6 to 7 baptisms in the pipeline in the next 6 to 7 months
- The Faith Formation group came up with Monday meditation cycle for Lent
- The other Lenten Faith Formation will be on Sunday mornings on the lessons appointed for that day. It will encompass different ways to do Bible study.
- Pastoral care
  - More people have come in working through issues the last 6 weeks
  - There has been a decline in numbers for Eucharistic Visitors. There are 10 people right now who regularly use the Eucharistic Visitor services, and that number is going up. Need a push for more Eucharistic Visitors.
  - Kathy has had 30 hospital/nursing home visits in the last 6 weeks. She tries to visit people who are in the hospital every day.
- Continuing education
  - Kathy is taking the Fresh Start program, a 2 year/1 day a month program. She should be finished by this summer.
  - Kathy is also attending a class on Area Ministry (the first one in the world) every Tuesday night.
- A clergy wellness group has been formed to help Kathy.
- Kathy has been working on the parochial report. She is trying to determine the number of active members (an active member is defined as someone who have taken communion at least three times in the year). She has a list that she has been working from based on the Shepherd's Staff software and 4 of the last 5 directories published by the congregation.
- Kathy would also like to begin a project to make a digital record, sortable by name, of all who have attended St. James' – and including baptisms, confirmations, weddings, and funerals. This would be a valuable history tool.
- Kathy reports to the wardens on a more detailed basis.

#### Financial Reports

- Special Interest accounts include \$17,844 for the stained glass window fund and \$13,569 for the Little Church fund

- Operating pledges have been paid ahead – some parishioners realized they were behind in the 2009 pledges
- Unpledged is negative - \$517.46 was moved over to the Building fund
- David Abernethy-Deppe's salary appears because his last paycheck for December was paid in January.
- Jan Brandt can print cluster related reports – for example, when something was purchased and for how much. The reports will not reflect donations, however

#### Cluster goals

- By March 1<sup>st</sup>, each cluster should publish via e-mail their list of goals they are considering for this year, so that the goals can be discussed at the next vestry meeting.
- A goal for last year does not have to be a goal for this year, although the cluster might want to consider why a goal from 2009 is not included in 2010

The bulletin boards really need to be worked on and kept up to date.

The junior warden will be working with Social Ministries and Congregational Care, Facilities, and Parish Life. The senior warden will be working with Worship and Christian Formation and Communication and Evangelism.

#### Cluster Reports

Lead Team item – How can cluster reports be incorporated into the minutes published online?

Parish Life – as submitted

Worship and Christian Formation – as submitted.

- Would like to hear feedback regarding the Monday evening Lenten program.

Facilities – as submitted

- Requesting money in order to rent a boom, chain saws, and wood chipper for the work party on February 20<sup>th</sup> to be able to do tree trimming
- Motion was made to spend up to \$700 to rent equipment for the work party on February 20<sup>th</sup>, 2010. Moved and seconded. Motion passed.

Social Ministries and Congregational Care – as submitted

Communication and Evangelism – as submitted

A question came up regarding alcohol at some social events. In year's past, alcohol was served at some functions. However, we do not have a liquor license, and it a significant insurance issue and legal issue. Our alcohol policy is taken from

Diocesan policy. What are we saying to our pastoral ministry to each other for those who have fought alcoholism?

The suggested donation for the Pancake supper is \$5 for adults/\$3 for children. We are not selling tickets, and no one will be turned away for lack of funds. The donation is to cover the cost, not to raise funds.

The January 24, 2010 Budget Meeting minutes were approved as presented.

There is one correction to the January 14, 2010 Vestry Meeting minutes. On page 2, the \$300 spent was due to counterfeit checks. The January 14, 2010 Vestry Meeting minutes were approved as corrected.

The proposed 2010 Building Budget was approved via e-mail on January 24, 2010.

The increased cost of the Sexton walkway concrete project (\$1300 rather than \$1170) was approved via e-mail.

The cost to install a new tar and gravel roofing system on the roof area above the double doors leading from the lobby out into the patio/courtyard area, \$2150.00, was approved via e-mail.

The plumbing cost for the kitchen, \$877.22, was approved on January 31, 2010 before the annual meeting.

Jan Scrutton led the closing prayer.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry

**Congregational Care & Social Ministries**  
**February 11, 2010**

Both of the members of the 2010 CC & SM clusters are new to the Vestry. The 2009 CC & SM Cluster members have handed off calendar information and planned events. This information and events planner are very much appreciated. Thank you very much

We are planning to meet this month to formulate an action plan and calendar for 2010. We know that in the near future (April) we have the Walk-a-Rock-athon to plan for, hopefully including a team from St Anne's Fremont .

Thank you  
Brad Hoffman & Andy MacRae

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**February 2010 Facilities Report**

The tar and gravel roof above the patio walkway from big church to parish hall is now brand new (no patchwork). This was done by Sonrise Roofing on Monday 2/8. They have done several jobs for St James in past years.

The sexton room concrete walkway is now complete and turned out very nice. It will be more user-friendly now, although it is not really to be used as an entrance to the big church.

Sometime this week the dishwasher and garbage disposal should be operational in the ongoing kitchen upgrade project.

The parking lot lights have been modified and are much brighter now, making it safer and easier to see at night!

The work party is scheduled for Saturday Feb 20th. There is a lot of tree-trimming and picking up leaves to be done and will require many hands. We are renting equipment for one day and would like it to be a successful and fun day, working together! Please try to attend, if even only for a few hours!

Scott Kennedy/Facilities

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**Updates from the C & E Cluster, February 2010:**

1. **NEW SIGNAGE:** A new 4' x 8' banner was purchased last year which says "Everyone is welcome here" - this replaces a previous version of same banner that

was vandalized. This new one was ordered without service times printed on it, instead the service times were applied via durable stick on vinyl lettering which the sign shop completed last week. The sign vendor did a great job. If service times change in the future for any reason, we can do a re-lettering job instead of having to buy new signage (at 2-3 times the cost)

2. REFRESH KIDS ACTIVITY BAGS: Last month, I discussed with a couple folks including last years Sr. Warden refreshing the supplies in the kids' activity bags kept at the entrance of the Big Church. This is in process and should complete this weekend. Cost for this will be minimal and should be available from C&E budgeted spend or C&E Special interest.

3. GREETERS MINISTRY: We are talking about updating

4. ELECTRONIC COMMUNICATIONS AND /OR WEBSITE ENHANCEMENTS: There area a couple of opportunities to improve our communications that we are exploring. Main goal here is to make it easier for members to stay current on what is going on at Saint James without imposing severe workload, technical challenges or stress on any of the volunteers and without breaking any budgets. Some ideas under consideration are HTML based email for newsletter distribution and Website facelift. Significant discussion and planning will take place before any commitments or actions move forward on these fronts. Stay tuned.

Respectfully submitted,  
Greg Scheuffele

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## PARISH LIFE Report for February 2010

I would like to thank all who helped with Annual Meeting Potluck on January 31st. It was a huge success and I think the Potluck period is over for "awhile".

### UPCOMING EVENTS:

#### February

- Shrove Tuesday Pancake Supper - Dave Nelsen has posted sign-up sheets for both the men, who set-up, cook, and clean up for this event, and also for those who plan to attend so he can plan accordingly. Shrove Tuesday is February 16th.

#### March

- Plans for the Children's Easter Egg Hunt (April 4th) will begin. As in past years we will ask for volunteers to fill a bag of plastic eggs with goodies. This year we have 2 potential moms who have shown an interest in co-chairing this event.

- We are thinking of having a cake walk event as a fundraising. This will be brought up at the February Vestry meeting for discussion as to where to donate funds.

Respectfully submitted,  
Penny Trant  
Dean Valentine

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## **Worship & Christian Formation February 2010**

In February we look forward to the beginning of the Lenten season with Ash Wednesday services on February 17.

Kathy will have lots of other duties to handle during Lent, and we do not want to add a great deal to her workload. Therefore, the Sunday morning Faith Formation classes through Lent will focus on each Sunday's lessons. This will offer us a chance to look at our readings more in depth, and learn skills that can carry us throughout the year.

We will still offer an evening program, but it will be a simple meditation service on Mondays between 5:30-7pm. The focus will be on some of the world's ongoing problems. There will be simple prayers offered each half hour, and a writing each week by one of our parishioners. Peaceful background music will play throughout the evening. This is a new type of program offered at St James', so please provide feedback from your own experience and that of others you talk to.

Submitted by:  
The WCF Cluster  
Molly Lubwama and Laura Winter