

St. James' Vestry Meeting Minutes

Thursday, March 11, 2010

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

Jan Scrutton called the meeting to order, and Kathy Crary+ led the opening Bible study, on I Corinthians 1:21-31.

Calendar

March 14: Available for lunch

March 14 & 21: Collecting money for Easter lilies and for plants for the Hillside Care Center residents

March 15: Window Deadline

March 24: Plants will be delivered to Hillside Care Center

March 28: Palm Sunday, one service at 10 am, no faith formation

April 1: Maundy Thursday service, 7 pm

April 2: Good Friday services at 7 am, noon and 7 pm

April 3: Easter vigil, 8 pm

April 4: Easter Sunday, Easter egg hunt between the 2 services, no faith formation

April 7: Worship Committee meeting, 6 pm

April 15: Vestry meeting

April 17: Work party

April 24: Ducks for Bucks

May 1: Walka-rocka-thon

Parochial Report

- Two components to the report – financial and parish/pastoral statistics
- The “operating revenue” line on report is the source for the Diocesan assessment number
- The section regarding active members (an active member is an individual who takes communion at least 3 times a year) was difficult to fill out last year, as Kathy+ was not familiar with those who attended services, how often they attended, etc.
- Kathy+ now has a list of people who may or may not be active members. She has requested that vestry members look over the list and indicate if the person still attends St. James' or not.
- The active roster was 383 last year, but the current active roster is probably closer to 275.

- The average Sunday attendance in 2009 was 131. Numbers have picked up a little from last year.
- There was higher number of adults attending faith formation in 2009.

Easter Lilies

- People may make a memorial, thanksgiving, and/or honor donation for purchasing Easter lilies
- Occasionally there is extra money, and the vestry wishes to make it clear where any extra money is going.
- The cost of the weekly altar flowers is not always covered. It was proposed that if there is any extra money from Easter lily donations that the money will go towards the purchase of altar flowers.
- Motion was made that any extra money donated for Easter lilies go to the altar guild for purchase of altar flowers. Moved and seconded. Motion passed.

Hillside Plants Easter Gifts

- The cost is \$5 per resident to purchase plants for 75 residents, for a total of \$350.
- Motion was made to give any extra money donated for plants for Hillside residents to general outreach operating fund. If money is needed to purchase plants, the money will come out of the general outreach operating fund. Moved and seconded. Motion passed.

Choir Door (Sexton's Door)

- It has been requested that on Sunday morning a cone be placed to block the parking spot in front of the choir door to allow the choir easier access to the church.
- This door does not qualify as an official exit/entrance and a panic bar is not required. However, blocking off the parking spot would make it easier for the sexton to move items back and forth.
- Could put a cone/sawhorse out for the time being, and perhaps a "no parking" sign on front of the door.
- Ask Facilities to look into this issue, as well as the possibility of crosshatching the parking space.

Church Directory

- St. James' has not had a membership directory with pictures for several years.
- There are two options to produce a new directory:
 - Lifetouch – Would need to contact Lifetouch to confirm procedure and what the break even point would be
 - Dean Valentine has professional photography equipment. Volunteers could do the desktop publishing of the directory. An

electronic copy could be produced and we could perhaps arrange a service bureau, where people could go to a website and the service would print the directory for a fee

- We must be very careful about distribution via e-mail; we could possibly distribute via CD.
- Vestry is all in favor of pursuing this idea of a directory with pictures. Greg Scheuffele will bring back more information next meeting.
- The directory would be very helpful for the new rector and should be published after the new rector begins
- It was suggested that a file, perhaps a rolodex, with pictures and names of parishioners, along with something about the family, be prepared for the new rector. It would also be a good idea to have a Welcoming Committee for the new rector.

Financial Reports

- For vestry members, if bringing a dinner is a financial issue, please let Jan Brandt, Jan Scrutton or Kathy+ know.
- Also, for purchasing – if someone cannot wait for reimbursement or if there is a need for a quick turnaround, please let Jan Brandt know.
- Jan Scrutton will write a short article for the Window discussing the rector's discretionary fund.
 - Based on the concept of "alms for the poor"
 - There has been a heavier demand on the fund in these current economic times
 - The money is in special interest, and is funded by donations.
- Jan Brandt has sent out a corrected January 2010 accounting summary.
- Unpledged is down substantially. This year, if an individual has been regularly donating money but hasn't filled out a pledge card, that person will be contacted asking him/her to consider filling out a pledge card.
- The salary issue (David Abernethy-Deppe's last paycheck paid in January 2010) will appear throughout the year.
- Copier costs keep going up
- In Special Interest, the DWS Scudder account is earning almost no interest (last month the account earned 6 cents). May want to consider rolling the money over to another account.

Cluster Reports and Goals

Facilities – as submitted

- Need to consider how Facilities will work beyond this year. May need to consider creating a committee.

Worship and Christian Formation – as submitted

- Worked on bulletin board
- Need a leader to help get acolyte program going again

Congregational Care and Social Ministries – as submitted

Communication and Evangelism

- Working on directory
- Preparing ads for Palm Sunday and Easter
- Need to refresh supplies in the little book bags

Parish Life – no report

Lead Team

- Signatories on the Heritage account are Jan Scrutton and Mary Casas
- Our piano need has been filled, as the Benson family donated a piano
- The Youth Group also received a ping pong table from the Bensons.
- A new IT group has been formed – Stephen Ferro, Mike Scrutton, Greg Miller, Bud Pearson, and Dean Valentine.
- EB5 needs to be a storage space, not a dumping ground. Need people to help sort through and help decide what to keep and what to discard. Would like to make it a workable space, and eventually label the shelves.

Lead Team Goals

- IT – evaluate and develop the provision across campus
- Campus storage
- New rector
- Restructuring the treasurer's role and duties
- Revive the stained glass project

The Lead Team would like to have each cluster write up their goals for an article in the Window. Each cluster should also try to write an article for the Window two times a year.

Kathy Crary's+ Report

- Kathy's+ duties have included:
 - 8 private appointments with people
 - Officiating at several funerals.
 - Taking off a couple of days at Bishop's Ranch
 - Missing a Fresh Start program class because of all the events
 - Visiting individuals in hospitals at least 15 times
 - Doing three services on Ash Wednesday, and prayer services for Lent

- Kathy+ is 40% through the CDSP Area Ministry Class
- There have been two big hits to discretionary funds – to fill basic needs and to help a family with 4 children who needed food
- Kathy+ has seen a number of new people come to the church, and 2 have joined the choir
- The Clergy Wellness Committee meets once a month for Kathy's+ care.
- There is still a lot of anxiety/anger at the previous rector. The deep pain has not been alleviated for some folks. Symbolically we have done a lot, but we are not done yet. Perhaps a healing prayer service?

NUMMI plant closing

- Kathy+ has prepared a novena (prayers for something specific for 9 days), that will begin March 21st. These are prayers of intention for the NUMMI workers. At home, a candle is lit and the prayers said. The prayer cycle and candles will be available up on Sunday.
- There has been zero response regarding the closing from churches in Fremont. In response, Kathy+ has suggested that we prepare hand painted signs in support of the NUMMI workers, and place them near the NUMMI property. The signs will be made and placed on the afternoon on Palm Sunday and removed a few days later.
- The following motion was made: As a vestry, we support Kathy+ in the novena and in the peaceful signs supporting the NUMMI workers. Moved and seconded. Motion passed.

Communications

- Janet Fischer and Lynn Locher sent thank yous for the flowers
- David and Jonathan Abernethy-Deppe sent thanks for the flowers and gifts

Memorial Garden Spending Resolution

- The Memorial Garden Committee receives money for the burial stones (markers). Once the payments have been received and cleared to purchase, may the Memorial Garden Committee spend the money on the marker provided the wardens and treasurer are informed? This requires a quick turn around time.
- Motion was made that the money received (and cleared by the bank) by the Memorial Garden Committee for the purchase of burial stones may be used to order the burial stones after informing the wardens and treasurer and without prior full vestry vote. Moved and seconded. Motion passed.

Actions taken since last meeting

- The kitchen drain cleaning was approved via e-mail on February 15, 2010.
- The Lead Team approved the piano donation. The cost of moving the piano to the church was \$205.
- Motion was made to approve the \$205 spent to move the donated piano to be taken from the \$2500 organ/piano replacement fund. Moved and seconded. Motion passed.

Minutes

- The January 31, 2010 St. James' annual meeting minutes were approved as presented
- The February 6, 2010 vestry retreat minutes were approved as presented.
- The February 11, 2010 vestry meeting minutes were approved as presented.

Scott Kennedy led the closing prayer.

Respectfully submitted,

Elizabeth Hart
Clerk of the vestry

Worship and Christian Formation, March 2010

The Lenten Meditation program on Monday evenings with a focus on worldly issues, is going on until March 22. We hope it is a positive experience for all who are attending

Holly Week starts on Palm Sunday and extends through the Feast of the Resurrection (Easter). There will be one Service on Palm Sunday at 10:00 AM; it will start with a blessing of the palms, and end with the reading of the Passion Narrative at the end of the Service. In addition, Services will be offered on several days of the Holy Week, including three services on Good Friday and a celebration of the Great Vigil of Easter on Saturday evening. You are encouraged and welcome to attend as many services as you can. Worship Committee met Wed, March 10 to begin talking about how to improve the acolyte program. We will let you know more as time goes on.

Submitted by
Laura/Molly

Here are the preliminary WCF goals

- Work with new clergy and Worship Committee as we blend new and existing worship practices to make the transition as seamless as possible
- Use our cluster bulletin board as a resource for promoting activities and attracting more volunteers to the various cluster groups.
- Meet with group leaders to introduce ourselves and discuss their group plans/goals for 2010 and how we, as their representatives on the Vestry, can assist to achieve those plans and goals.
- Assist with the revitalization and expansion of the acolyte program.

Molly and Laura

March Facilities Report

The kitchen upgrade has been successfully completed. It seems to be pleasing to everyone that uses the appliances and fixtures. We may still have to repair/replace the stand up freezer in the future. There are still funds left for this.

Ten new exit signs have been installed throughout the parish hall and lobby areas. They are more energy efficient and economical for our maintenance expenses.

Soon we will be getting rid of the ugly boxes on the floor in the lobby that contain recyclables. A single container will be used for all types of these items.

There have been small roof leaks in various places throughout the big church, on intermittent occurrences. Most of them have only happened once. But it is a reminder that the tar & gravel roof may need to be repaired or re-roofed within the next year or two!

The work party last month was a big success! There was major tree trimming done and all the limbs and branches were chipped into mulch. If you have not noticed the big improvement of our trees, then you need to pay closer attention to how good our campus looks! I think it was money well spent for this project.

We have secured three bids from local electrical contractors for the rewiring project. A selection process is still underway with five of us reviewing the proposals. The final decision will be made by the vestry based upon the recommendation of this committee. We will send it out to every vestry member via email, to be approved.

Facilities Goals for 2010:

- Fireproof file cabinet
- Rewiring of EB and Big Church
- Restripping of Cabrillo Terrace
- Computers/software
- Double-paned windows and blinds for Big Church
- Inside lighting for Accounting Office, Canterbury Room
- Tractor mower and blower
- Interior painting

Lead Team Goals.

- Computer/IT - evaluate and develop the provision across the campus with new IT group. Budget \$3000
- Restructure Treasurer Role and Duties.
- Campus Storage
- Stained glass project
- Lead transition process for new Rector including interview process and letter of agreement.

Congregational Care and Social Ministries March Report

As we both find ourselves new to these two ministry clusters we have spent most of our month coming to understand the groups under our guidance (with a couple of missteps) and understanding what we should act on as goals for our year.

We have looked at the goals set for the 2009 year goals expanding on them and set the following as our 2010 goals:

2010 Goals:

- Looking to support and restart groups under Congregational Care
 - Support:
 - § Eucharistic Visitors
 - Work on increasing membership continuing their support. Placed an article polling interest in February Window. No response yet
 - Will be getting a list of current Ems and canvas them for interest
 - § Healing Ministry
 - We meet with them and expressed our support, asked them to write an article for the April window (Due March 15th). Asked them to let us know how we can best support them during the Interim and beyond.
 - § Woman's spirituality Group
 - We still have to meet with this group
 - Restart:
 - § Loss Support Group
- Looking to continue our support of our Social Ministries
 - Abode –
 - § Services
 - § Sunrise Village
 - § Winter Relief
 - AEMCH
 - § Looking to see if any funds are available for Easter and Christmas visits
 - Blood Drive of the Pacific
 - § Groups uses our facility for twice a month Blood Drives
 - Centerville Free Dining
 - § Still pending meeting with dinner support groups
 - Comforters Guild and Prayer Shawl Ministry
 - § Will meet with group on Saturday 3-13-10 for status & check on needs
 - Loving Hands

- § Will meet with group on Saturday 3-13-10 for status & check on needs
- Walk-A-Rock-a-Thon
 - § Article published in February Window and will be placed in March Window
 - § We are still going with 05-01-10 as Walk/Rock Date and hopefully in team with St. Anne's