

St. James' Vestry Meeting Minutes

Thursday, April 15, 2010

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

Jan Scrutton called the meeting to order, and Kathy Crary+ led the Bible study, on Philippians 4:4-8.

The minutes of the March 11, 2010 vestry meeting were approved as presented.

Parochial Report

- Jan Brandt completed the financial part of the report
- Increases – There has not been a lot of transfers in and out. Most of the increase is from baptisms, confirmations and receptions.
- Decreases – Only one member of the congregation has died. Two members have transferred out and 136 members have been moved to inactive status.
- Average Sunday attendance went down.
- The total number of Sunday services went down, as a result of the change from 3 services to 2 services.
- However, the average Sunday attendance at the 8 am service, which was approximately 20-25 before the change in services, is now consistently 50 or more.
- It is typical to have a 20-30% drop during interim, and St. James' has had a less than a 3% drop.
- There has been an increase in the number of confirmations and baptisms.
- St. James' is in good shape with 265 communicants in good standing.
- The report must be filed with the Diocese and the National Church.
- Motion was made to accept the Parochial Report as presented by Jan Brandt and Kathy Crary+. Moved and seconded. Motion passed.

Audit Report

- The audit was done March 29th.
- Financial and administrative records, the procedures, and the minutes are all in order.

Stained Glass Window Project

- The Stained Glass Window Fund contains \$17,844.42 in special interest. This includes the Loosmore and Philipa Lockwood money, as well as a few other donations.
- The previous suggested project was a window above the altar. The money required for this project would be about \$9-10,000 more than what is in the fund. The present wall cannot support the window, the window would need to be backlit as it is not an external wall, and there was no momentum behind the project.
- The new idea, after contacting Wesley Hogan, who designed the Hilliard window, is to have a stained glass window on either side of the doors and insets in the door. The color theme from the window above the doors would be carried down to the new windows. A possible design would be to have one window with a human casting a net. The net would carry over to the other window, which would have water and fish in it.
- The total cost for both windows and the insets for the doors is \$11,900, with an additional \$5940 for new doors.
- Approval is needed to go forward with this project. Need to commit to Wesley Hogan and the project before we will know exactly what the project will look like.
- Need to also consider safety and security – for example, Plexiglas to cover the stained glass to prevent cuts from the stained glass, some type of panic bars on the doors, etc.
- Motion was made to move forward with the stained glass window project. Moved and seconded. Motion passed.

Rector Search Process

- Vestry members must attend 9 out of 12 meetings a year in order to remain members.
- Need at least 8 vestry members out of 12 to go through the entire process and agree.

Kathy Crary's+ report

- Kathy's+ activities in the last five weeks included:
 - 25 services total, including regular worship services, Lenten Meditations and funerals
 - All Diocesan education training at St. Anne's
 - 2 CDSP classes
 - 4 hours of Diocesan training
 - Several meetings, including meeting with families for funerals and confidential meetings
 - Several hospital visits
 - Writing new curriculum for adult confirmation
 - Writing sermons

- The novena and signs for the NUMMI workers
- And several letters, thank you notes, etc.

Financial Report

- Operating pledges are -11.63% from the budget
- Some people have moved from unpledged to pledged
- Other operating income is down as we do not have some of the users we had last year
- Building pledges are -11.79% from the budget
- Fundraisers are up because of money from the McCutcheon concert.
- We have received 90.6% of what has been budgeted for operating income, and have spent 94.7% of what we had budgeted
- Not reflected in this budget is the decrease in pledges as three people have had to lower their pledges
- Seeking advice from the Diocese regarding having financial reports on the website

Calendar

April 17 – Work party

April 18 – Shell Society luncheon

April 24 – Ducks for Bucks

May 9 – Mother’s Day

May 22 – Walka-rocka-thon (note change in date)

June 8 – Primary Election; St. James’ is being used as a polling station

June 13 – Graduation Party

June 20 – Father’s Day

IT Group

- Primary issue are new computers for the treasurer and the new rector
- Other issues – WI-FI coverage, internet access and telephone costs, anti-virus software, up-to-date copies of Windows, Shepherd’s Staff software, increasing security and usage policies

Mower Request

- Cost for mover is \$2530, which includes extended warranty (warranty would be 6 years), and \$2100-\$2200 for leaf vacuum
- Priority is for the mover. The old mower is not repairable
- The proposed mower, a John Deere, is a step up from the old mower.
- Motion was made to spend up to \$2600 for a new John Deere 42”, 22 hp riding tractor/mower. Moved and seconded. Motion passed.

Communication/News

- The book chosen for the National One Book + One Parish is Forgiving Ararat by Gita Nazareth. It was suggested to approach a book group regarding this.
- Deanery Corazon project in Mexico – There is a proposal for the Deanery to send to a group of people June 25-27 for a one day build. St. James' share of the cost would be \$1300 for building materials/organization. Cost for individuals is \$25 to \$100 (if rent vans) per person. We need to respond to the Deanery in some way.
- Received an email regarding making a donation to the piano/organ fund. We have used \$205 so far to move the piano. Katherine LaRose is looking at spending \$4000 for new organ.
- Have received a quote of \$23,000 for repair of the Little Church windows. This is for information only. What is really needed is a committee to look at what is required for restoration of the Little Church and in what order it should be done.

Cluster Reports

Parish Life – as submitted

- Chris Perry is unable to organize the parish camping trip. Looking for someone to take this event over.
- St. James' feast is July 25th.

Social Ministries and Congregational Care – as submitted

Worship and Christian Formation – as submitted

Facilities – as submitted

Lead Team

- Hope to have Byron Bader at the meeting next month regarding Illness and Injury Prevention

Vestry Goals

- Lead Team will put the vestry goals in one document

E-mail votes

- The electrical upgrade project for up to \$5000 was approved via e-mail on March 26, 2010.

Andy MacRae led the closing prayer.

Respectfully submitted,

Elizabeth Hart

Clerk of the Vestry

Parish Life Report for April 14th, 2010

The Children's Easter Egg Hunt had a great turn-out again this year. We were concerned with possible rain but even though the sun stayed hidden, the ground was dry and the rain stayed away until after second service. Anticipating a good size crowd, judging from last year's attendance, we asked our parishioners to help fill more eggs. This year we had over 700 eggs hidden by our small but dedicated group of bunny helpers. We greatly appreciate all the time and goodies donated to make this a great time for the kids.

We are currently planning the Mother's Day Appreciation and plan to give carnations again this year. Last year we changed from a single rose to a carnation and feedback was positive. This year we are adding a special note of thanks that will be attached to the carnation.

Chris Perry has successfully organized the annual camping trip for many years and has recently informed us that he will not be able to continue with that task. He has sent out an email asking for someone to take on this important responsibility so this much enjoyed and attended event will continue. We will actively seek out someone to replace Chris and hope this year's trip will happen.

Plans for the St. James' Feast are in the early planning stages. Last year was the first year we had taken on this event. We now have a better idea of what and when things need to happen to have this be a successful event. We would like to continue a "theme" for this event (last year's "Cultural Pride"). Kathy will make first contact with the Philippine Church to invite them again this year to be part of this celebration.

Respectfully submitted,
Penny Trant
Dean Valentine
Parish Life

Worship and Christian Formation

Our focus this past month was on Lent, Holy Week and Easter. We provided support for those producing the services and events since our last Vestry meeting.

We offer thanks to all who worked so hard during this very busy month at St James'. To Kathy, who led all the services with the proper mix of seriousness and humor to get us in the appropriate mood. To all the EM's, readers, acolytes, ushers, choir and altar guild who made the services and worship space very meaningful. To the Faith Formation group who offered and presented the Monday evening worship opportunities.

And to the reception committee and all who produced the two funerals in the middle of Lent. All our guests and visitors were pleased with their reception here at St James'. The families were very appreciative of all we did to make their experience pleasant.

One thing that came out of last week's Worship Committee is Katherine and the choir will take communion first at the 10:30 service from now on. That will allow them to get back to their seats and sing while the rest of the congregation has communion. Keep this in mind and please do what you can to keep the flow smooth.

Submitted by
Molly and Laura
April 2010

Congregational Care and Social Ministries April Report

We are continuing to on our goals from our March report.

We have placed articles in the Window to look for additional Eucharistic Visitors.

- o Our Eucharistic Visitors made visits to several of our long term home bound parishioners and to residents @ Carlton Plaza.

During the month Adobe services had their annual Breakfast were many member of St. James' were invited to come and view the actions and projects on going with Abode.

We find that there continues to be a need for the resources of our food pantry. Each week as we come into Church we find a need to restock our premade packets. This is a resource we need to continue to remind ourselves and our parish of this need and to continue to say 'Thank you' to everyone for their continued generosity. We are bouncing around ideas on how to keep this ministry in the Parish's grace without being to obtrusive.

After some discussion we are making the decision / recommendation that we move the Walk-a-rock-athon to the Last Saturday of May before the Memorial Day weekend. So this year it would be on May 22nd. This would allow it to be a stand alone fundraiser, out from under the shadow of the Ducks for Bucks fundraiser, and prevent giver fatigue. We are open to feedback.

Thank you
Brad Hoffman
Andy Macrae

Communications and Evangelism April 2010 Report

Holy Week advertising went off without a hitch spent slightly more than budgeted but should still be OK for this year based on total budget

Analysis of options for Photo Directory (who takes the pictures, who prints the directory, etc.) is underway.

Inventory of the children's art bags has been taken and list of needed items created for restocking the bags.

Cluster Goals

- 1) Greeter Ministry: Start a greeter ministry to help welcome visitors and new members
- 2) Photo Directory: Create an updated directory of the parish with family photos. Broken into 2 parts
 - a. "Facebook" for new rector - simple document with names and pictures to help the new rector put names to faces
 - b. Full directory for parish - to be finalized after rector is found and include rector's photo; We need to balance costs with distribution, determine a photographer, and find design help for the final document
- 3) Website update: start with back end changes then look at content/design refresh
 - a. make changes to improve rankings in search engines (SEO)
 - b. investigate metrics to measure popularity of online newsletter and other items
 - c. Later in year look at forming a team to look at making recommendations for content and/or design changes

Respectfully submitted,

Stephen Ferro
Greg Scheuffele
Communications and Evangelism Cluster

Facility Report April 2010

The electrician changed all the sub panels and breaker switches around the campus last week and the beginning of this week.

We are in the beginning stages in changing the two front doors and side windows of the big church.

Thanks to Brads efforts we are getting the walk behind mower fixed and are getting ready to buy the new tractor mower.

Scott is still working on the bids for the new windows for the big church.

Charlie and Scott – facilities

Lead Team Report April 13th 2010

The Audit was completed by Lynn Young, appointed by the diocese, on March 29th. Jan B gathered together a huge amount of material to be inspected and the report has now been received. The feedback comments are positive and recognize Jan's hard work (as do the Lead Team) A few helpful comments were made about some procedures which we will be acting on in the next few weeks and months.

As part of the preparation for the audit Jan S., Scott and Byron Bader met to talk about the Illness and Injury prevention policy. Byron will bring something to the May Vestry meeting to discuss with us.

Parochial Report has been completed by Jan B. and by Kathy+ and can be recorded in this month's minutes. Thank you to both of them for completing this.

Mary met with Wesley Hogan and some interested parishioners to consider the idea of new doors and side panels of stained glass for church. This project would include tidying up the narthex. A meeting was held for the

congregation on Sunday 11th April and Mary and Jan S. have been soliciting feedback from the congregation. This matter will come before the Vestry at the April meeting.

Lead Team