

# St. James' Meeting Minutes

Thursday May 13, 2010

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

Jan Scrutton called the meeting to order at 7:05pm . Kathy Crary led the opening Bible Study; Acts 15:12-27.

**Faith Formation August 1, 2010:** Alice Johnson brought forward a proposal from Faith Formation to have the Rev. Jerry Drino cover for Kathy + on August 1<sup>st</sup> while she is away. He will also run a session on the Lost Boys of the Sudan. Vestry welcomed this idea to follow up on his previous visits.

## **St. James' Conferences:**

Janet Fischer has brought a proposal to the Vestry for consideration that she has been working on for about 3 years.. She would like to propose St. James' be a Center for Spiritual Development (CSD) and host programs and seminars that will reflect the best experience and scholarship on spiritual matters. . The focus would be on Christian Education, but open to speakers of other paths. St. James' would provide the facility and because it is a St. James' sponsored event we are self insured. Programs would be worked around the church calendar and open to the community. Financial aspects, possible speakers and other specifics will be determined at a later date. For this reason, Janet and Kathy Crary will form a discernment committee to get preliminaries started. Janet has further agreed she would be the lead person for this project.

Vestry will refer this proposal's final decision until after we have called a new Rector.

**April Vestry Minutes:** A clarification only on price of the riding mower. Minutes approved..

**Stained Glass Window Project:** Three quotes have been sought for the purchase and hanging of the door for the church. It was voted by the Vestry to have this work done by "Well Hung Doors" for a total cost of \$7185 which will be paid from the Special Interest Fund. More on the date when people from St. James' will go to Wesley Hogan Studio to piece glass for the windows will be coming from Mary C. in a couple of weeks.

**Clergy Report:** Kathy+ reported we will have two people confirmed and one person received at the Confirmations at Grace Cathedral in San Francisco. We will have two

baptisms in late June. Kathy+ continues to make hospital visits. She has completed her class at the Seminary on Area Ministry.

**Updated Calendar Events:**

- May 15 - Work Party
- May 22 - Walk a Rock a thon
- May 26 - Canon Michael Barlowe visit to Vestry
- June 8 - St James being used for Polling Station. Brad to unlock, Mary to lock up
- June 12 - Confirmations at Grace Cathedral
- June 13 - Celebrating Grads
- June 19 - Work Party
- June 20 - Father's Day
- June 26 - 6.05pm. A's game fundraiser
- July 12 thru Aug7 – Kathy+ Away
- July 25 & Aug 1 – Katherine LaRose away
- July 25 – St. James' Feast
- July 28 thru Aug 1 - Men's Trip
- Aug 25 - Deanery Picnic

**Financial Report:** Jan B. went over the financials and they were approved.

**Vestry Cluster Reports: Approved and submitted as follows.**

**Lead Team Report**

Stained Glass Project is going well. Mary, Kathy+, Jan S and Margaret Rainey visited Wesley Hogan in his workshop to collect the designs that were then shown in place on Sunday 2<sup>nd</sup> May. A few suggestions were made and the designs have gone back for work to begin.

Mary has got 3 quotes for doors- these will come to Vestry this month.

A's game fundraiser on June 26<sup>th</sup>. 6.05pm. Checks to Jan or Mary.

An email was sent withdrawing St James from the Deanery Corazon Project.

Lead team looking at creating new area to acknowledge gifts to St James, particularly those in memoriam or thanksgiving. More consideration needed before bringing to Vestry.

Vestry Goals looked at.

Jan to set up raffle for St James Day celebration based on sharing talents or favorite things.

### **Worship & Christian Formation**

WCF has had a pretty quiet month since the April Vestry meeting, as St James' moves on after Holy Week and Easter. The activities have not stopped though. Our worship services continue and are well attended. So are the Sunday morning Faith Formation classes, and there is an exciting class coming up beginning next Sunday. The class is a study and discussion of the book Patience with God by Frank Schaeffer, and will be led by Janet Fischer and Kathy+. It runs the next four Sunday mornings.

There will be two guests at Thursday's meeting. Alice Johnson is coming to tell us about an upcoming guest minister this summer. Janet Fischer has been talking to us about an idea she has for a new ministry, and she will present it to the vestry as well.

Submitted by

Laura Winter and Molly Lubwama

### **Parish Life Report**

Mother's Day went well; single carnations (variety reds,pinks) were given to each woman.

Have approached Greg Miller about taking Chris Perry's role of organizing the Annual Camping Trip. This year the trip will most likely not happen due to lateness in reservation scheduling but we are hoping we can get Greg or an interested party to continue with the event in the future.

### **Upcoming events and planning:**

#### **JUNE:**

- We are now gearing up for Father's Day and have a couple of ideas for the men.
- Continued plans for the Graduation Party (June 13th) and we are requesting information about graduates for our handout.

#### **JULY:**

- St. James' Feast (July 25th) is in the early stages of planning. We would like to have a group of 4 or 5 people to help plan and execute this event again this year. Our theme is going to be "My Favorite Things". Email to go out this week, also article in June Newsletter. More on this as it progresses.

- Men's Group Annual Trip is scheduled for last weekend in July. Last year was planned before the St. James' Feast was decided and this year the two events will not conflict.

Respectfully submitted,  
Penny Trant and Dean Valentine

### **Facility Report**

Yesterday (Monday 5-10-10) the rider mower arrived.  
This Saturday is the work party.  
We are still finalizing the bids for the windows.

Charlie & Scott

### **Congregational Care and Social Ministries May 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.

- Article in Window
- Walk-A-Rock-a-Thon
- Announcements made at 8 & 10:30 services
- We are still going with 05-22-10 as Walk/Rock Date
- Call for rocking chairs going out
- Pantry Food Bags
- Request for certain items went out
- Half-dozen bags distributed past two months

### **Communication and Evangelism**

1. The advertising and signage for both Easter and Mothers Day Services went well. Signage options are a bit limited since many of our 4 x 8 banners refer to the old hours of worship (8, 9, and 11)
2. The activity bags available to children were refreshed with new paper pads, markers, and crayons.
3. Analysis and assessment of options for a Membership directory as discussed in the February /March vestry meetings are underway.

Stephen Ferro  
Greg Scheuffele

### **Vestry Goals Adopted:**

## **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.

## **Worship & Christian Formation**

- 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.

## **Facilities Goals**

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

## **Social Ministries and Congregational Care**

- Looking to support and restart groups under Congregational Care

- Support:
  - Eucharistic Visitors
  - Healing Ministry
  - Woman's spirituality Group
- Restart:
  - Loss Support Group
- Looking to continue our support of our Social Ministries
  - Abode
  - AEMCH
  - Blood Drive of the Pacific
  - Centerville Free Dining
  - Comforters Guild and Prayer Shawl Ministry
  - Loving Hands
  - Walk-A-Rock-a-Thon

## **Communication and Evangelism**

- 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

## **Parish Life**

Ongoing Support:

- Continued support of groups under Parish Life “umbrella” and assist/support other clusters as able.
- Continued support of kitchen staff and duties (one Sunday a month Penny does “Fellowship Coffee Hour” duty giving regular staff (Sandra mainly) some “time off”. Penny and Sandra coordinate schedules each month and take account of supplies and needed purchases.
- Update Church Inventory as needed (recent kitchen upgrades)
- Help with Potlucks and other receptions as requested or needed
- Actively working to stay within this year’s budget
- Maintain a more active and updated Parish Life Bulletin Board.
- Maintain the St. James’ Parish Life photo albums

## **Memorial Garden:**

- Request from Memorial Garden/Columbarium Committee to move \$2000 from their SI account to their Endowment Fund ~ approved by Vestry.
- Request to move \$250 from the Memorial Garden Fun into the fund to purchase an organ for the Chapel ~ not approved. There are restrictions on the use and movement between funds that do not allow this request to be approved. Jan B. will speak with Ruth Poole and explain.

**Stewardship:** There was discussion on the information the Stewardship Committee gave us regarding Pledge Sunday. The Vestry thought the outline plan for this year's pledge drive was well thought out and we fully support the Stewardship Committee going ahead with this plan.

Laura led the group in a closing prayer.

The general meeting was adjourned and there was a brief meeting for elected Vestry only, regarding Canon Michael Barlowe's visit and Vestry prep for interviews.

Respectfully submitted,

Penny Trant