

## St. James' Vestry Meeting Minutes Thursday, September 9, 2010

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

Jan Scrutton called the meeting to order, and Kathy Crary+ led the opening Bible study, from Romans 12. Bishop Marc Andrus often uses verses 9-10 as a benediction.

### Stewardship Presentation – Gail Blalock

- The stewardship theme is “cottage dinners celebrating St. James’ new beginnings”
- Dinners will be held in the Parish Hall and the entire event should take under two hours
- This is a good way for the new rector and congregation to get to know one another as well as present stewardship information
- Lori Walton+ is on board with this – it gives her a chance to talk about her ideas and hopes for St. James’
- As part of the program – “What is it at St. James’ that gives you joy?”
- Brad Hoffman, with help from Mike Scrutton, has been preparing a video about the various ministries at St. James’
- A series of letters and announcements have been planned.
- Regarding follow-up phone calls – the Stewardship Committee will wait and see how things go, with the hope that they will not be needed.
- Please note that the family night (pizza night) is Friday, October 8<sup>th</sup>
- The Committee would like vestry approval to offer wine with the dinners on October 7<sup>th</sup> and 12<sup>th</sup>. Wine would not be served on October 8<sup>th</sup> (family night). The wine would be donated. Lori+ is ok with this.
- Motion was made to offer wine at the stewardship cottage dinners on October 7<sup>th</sup> and 12<sup>th</sup>. Moved and seconded. Motion passed.

### Schader Trust

- There will be an announcement this Sunday and in the green pages and e-mail next week regarding the trust.
- Right now the emphasis should be on pledges and stewardship

The August 12<sup>th</sup>, 2010 vestry meeting minutes were approved as presented.

### Treasurer's Report

- Pledges have picked up a little bit, but we are still 8% behind
- We have spent \$7536 more than we have brought in
- There is not a lot that can be cut from the budget
- Building pledges are 4% behind
- Most of the money from Fundraiser Clearing has been moved into operating
- We have several people who have had to withdrawal or change their pledges

#### Calendar

September 19 – Deanery meeting at Holy Cross at 2 pm, which will include a discussion of the Diocesan assessment

September 21 – Little Church committee meeting at 7 pm

September 26 – Barbara Lyon’s 90<sup>th</sup> birthday and 6 am Bible study turns 30

October 1 – Lori’s+ first day

October 3 – Lori’s+ first Sunday

October 7, 8, 12 – Stewardship dinners

October 15 – Stewardship luncheon

The next three Wednesday services will be Morning Prayer.

#### Certification of Deanery Reps

Motion was made to approve the certification of the Deanery representatives for the Diocesan Convention. Moved and seconded. Motion passed.

#### Cluster Reports

##### Congregational Care and Social Ministries – as submitted

- Abode Services may be changing the Winter Relief program. Gregg Feeney is enthusiastic about it, but it needs to be reviewed by the vestry.

##### Worship and Christian Formation – as submitted

##### Facilities – as submitted

- The new double doors are keyed to a level 2 key
- Fire Marshal is happy with the exit signs – we received a good report
- Smoke/carbon monoxide alarms are needed for EB1 – will probably have to buy new ones.
- Accounting office has been painted

Parish Life – will be busy this weekend

#### Communications

- Hope to have the Rector Directory completed by the time Lori+ starts
- Remind people to request a new nametag if needed, and to wear their nametags
- The Window newsletter will go back to being reviewed by the rector and the two wardens before it is published

#### Kathy Crary's+ Report

- Kathy+ will be doing the requiem at Grace Cathedral this Saturday at 11 am. It is also the requiem for 9/11.
- Thanks to the all those who have served as office support
- The sacristy has been cleaned out by Laura Winter ,Mary Casas, Margaret Rainey and Kathy+
- Kathy+ has been compiling a list of who have attended and communed up to this point for Lori+
- Gretchen Bynum's funeral was held on August 21<sup>st</sup>.
- Kathy+ had an interview with Michael Barlowe – both an exit interview for St. James' and also for information needed as a finalist for the rector position at Christ Church.

#### Senior Warden Notes

- There will be a group photo of the congregation taken right after Kathy's+ last service
- Mary Casas and Jan Scrutton will talk with Lori+ towards resolving the staffing issues
- Jerry Drino+ will be our supply priest for the next two week
- Thank you to Kathy+ for the last two years, for what she brought to us, and the great example of what an interim time can be.
- Information on the various St. James' committees/ministries and when they meet is needed for the vestry handbook

Stephen Ferro led the closing prayer.

#### Personnel Meeting

##### Letter of Agreement

Motion was made to approve the Letter of Agreement between Lori Walton+ and St. James' Episcopal Church. Moved and seconded. Motion passed.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry

Lead Team Report. Sept 2010

The Lead Team have worked on Lori's LOA to be bought to the Vestry on Thursday. They have taken the advice of Canon Michael and are grateful to Janet Fischer for checking out wording when asked.

Plans are in hand (thanks to Mary, Al and Ron) to decorate the office once Kathy leaves.

Mary has a welcome committee to plan a few things for Lori.

We have given feedback to Canon Michael to allow him to feedback to our other 2 candidates.

Penny has been coordinating the office cover with assistance from Gail, Valle and Ruth. Thank you to everyone.

We have plans to work with Lori on advertising for a new member of staff.

The Stewardship team has been working hard on this years pledge drive. A presentation will be made at the Vestry meeting. Wardens have been working to support the group. We hope all Vestry members will be able to make one of the dinners/lunch being held in the run up to Pledge Sunday.

The Facilities Use Agreements have been sent out and are due for return by 30th Sept.

From the Lead Team Goals we still need to work to support the IT review but this is being worked on by the IT group.

We still also need to work on our goal about defining the treasurer's roles and looking at how they could be divided into more than one job description (even if we can't fill the roles) This will be something we can continue to work on when Lori arrives.

Jan & Mary

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September Congregational Care and Social Ministries Report

We continue to work with the groups and teams found under our clusters and let them know we are available to support them in their activities.

We continue to work on our yearly goals. We are letting the teams found under our cluster to know we are here to support them and if they need any assistance to contact Andy or I.

We continue to set up bags for the pantry and will be putting an article in the August Window requesting items for the pantry from the congregation.

We are in the process of gathering information on all the groups that are under the CC & SM Clusters.

- Congregational Care
  - Eucharistic Visitors
  - Healing Ministry
  - Loss Support Group
  - Woman's Spirituality
- Social Ministries
  - ABODE Services
  - ABODE Services - Sunrise Village
  - Abode Services - Winter Relief
  - AEMCH - An Episcopal Ministry to Convalescent Homes
  - Blood Drives for the Blood Center of the Pacific
  - Centerville Free Dining room
  - Comforters Guild and Prayer Shawl Ministry
  - Walk-a-Rock-athon for Winter relief

We are working with the Stewardship committee to create a video of the groups the Church supports especially those groups through Abode services.

Thank you, respectfully submitted  
Andy MacRae and Brad Hoffman  
CC & SM cluster (09/07/2010)

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WCF Cluster report, September 2010

Kathy's tenure at St James is coming to an end, she will be celebrating her last service with us on September 12, 2010. We hope everyone will join us as we celebrate her time with us and say farewell to her. We will have one service that Sunday, at 10:00 am. As Kathy leaves us, we look forward to welcoming our new rector Lori, her start date is October 3, 2010. Jerry Drino will be back with us for the two weeks between Kathy's departure and Lori's start date.

Margaret Rainey and Mary worked with Kathy to clean and organize the sacristy in the Church.

Godly Play, which has been in recess for the month of August, will resume on September 19 at 10 am. We hope parents will encourage their children to participate in this spiritually enriching program. The program lasts only one hour and the children join their parents at 11 am in the big church. Adults who would like to volunteer as teachers or in any other capacity can contact Brian Cochran for more information.

Faith Formation classes are scheduled through November. See the upcoming Green Pages for details. Please join us if you can. We meet between the 8 and 10:30 a.m. services, around 9.15 a.m. every Sunday for one hour.

Respectfully submitted,  
Laura and Molly

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#### September Facilities Report

The re striping of Cabrillo Terrace has been completed, and should now be much safer for all drivers. The cost was shared with St James Park HOA, and was very reasonable. The contractor, Bay Area Asphalt, did a fine job.

The six handicap parking spaces have been repainted, and are now much more visible.

The Accounting Office painting is now finished, and looks great. It is much brighter than before. Art did the work between his normal tasks, therefore it took a while longer than we'd expected. It end result is good.

Charlie is monitoring our energy and water usage, and may have a status report sometime.

The September work party is scheduled for Saturday the 18th. Please help out if possible, there is always plenty to do!

Scott Kennedy/Facilities