

St. James' Vestry Meeting Minutes Thursday, October 14, 2010

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

Guests: Joan Kimber and Gregg Feeney

Jan Scrutton called the meeting to order, and Lori Walton led the Bible study, from Luke 24:44-48.

Diocesan Convention – presented by Joan Kimber

- The Diocesan Convention is this Saturday, October 16th. Joan Kimber is one of St. James's four delegates
- The proposed new Diocesan formula would begin in 2012, and be fully realized over six years. The proposed formula would be a 5% minimum on the first \$62,000 of income, with a declining percentage above \$62,000. There would also be increasing voluntary contributions. There will be a great deal of conversation at the convention on this issue.
- Diocesan budget has been divided into two sections – one section that includes Diocesan salaries, rent, utilities, etc. and one section that is the mission and ministries budget.
- The Deaneries Task Force has recommended an amendment to Canon XIII that at least one Cleric from each congregation and Diocesan Institution in the Deanery attend each Deanery convocation.
- Deanery is planning on doing more education of the Deanery reps.
- It would be helpful to have a Deanery member report to the vestry, such as when items are brought from the Diocese to the Deanery.
- Deanery reps are almost like our elected officials. They represent this congregation's voice in the Diocese and the National Church.
- Area ministry is also at the Deanery level.
- There is a proposal for an official youth presence at the Convention consisting of one youth either elected or appointed from each Deanery.

Abode Program – presented by Gregg Feeney

- The Winter Relief program is being replaced by a new Home Warming Program because the problem of homelessness is year-round.
- The hope is to involve many more churches in the area.
- Each church would sponsor one or more families. It would involve committing to assist families with move-in costs, gathering household items needed for the new home, and potential on-going volunteer

support of the family (i.e. tutoring of children, etc.) Abode would service as the go-between between the church and the family.

- The old program helped up to 20 families; the new program with current member churches will be able to help 30 families.
- Constant feedback about the Home Warming program is recommended to keep the congregation invested in the program. Part of the education could include other ways people can “get their hands dirty” such as helping prepare dinners at Sunrise Village.
- Motion was made to participate in the Abode Services Home Warming Program and agree to sponsor one family, with the option to sponsor more than one family at a later date. Moved and seconded. Motion passed.

The minutes of the September 9, 2010 vestry meeting were approved as presented.

Calendar

October 16 – Work party and Diocesan Convention

October 26 – Polling delivery

November 2 – Polling in EB1

November 11 – Vestry meeting

November 18 – Vestry budget meeting at 7 pm

December 5 – Las Posadas, 5-7 pm

January 15, 2011 – Lori Walton’s installation, 11 am to 2 pm

January 17 – McCutcheon concert

February 10 – Vestry meeting with current members

February 13 – Annual meeting

February 26 – Vestry retreat, Los Gatos (Dinner evening before at the Casas)

2010 Clergy Housing Allowance – Resolution of the Vestry

Whereas, The Rev. Lori Walton, an ordained minister, has accepted an appointment to serve St. James’ Episcopal Church which does not provide a residence for its appointed minister; It is Hereby Resolved, that the housing allowance paid to The Rev. Lori Walton for the year beginning January 1, 2010 and ending December 31, 2010, shall be set at an annual amount of \$23,000, and that it is designated as a rental allowance within the meaning of that term as used in Section of the Internal Revenue Code of 1986.

Treasurer’s Report

- Money is down in the Special Interest Account because some of the funds were used for the new stained glass windows/door.

- We are about 10% behind on operating fund pledges, and 7% behind on building pledges. We have spent \$7430.50 more in the operating budget than we have brought in.
- It has been requested that in the future, when an appeal for money is made, a deadline be set for accepting donations.
- A Little Church committee has been formed, with Patty Lacy and Scott Kennedy, co-chairs.

Budget Planning Meeting

- The Budget Planning meeting is November 18 at 7 pm. Dinner will not be provided.
- This is the first chance the vestry will have to consider the budget
- Ministries need to submit something in writing, including amount and reasons why the money is needed. It was suggested that a form be made that includes cluster, contact person, necessary expenses and desired funds.
- Please note there are not a lot of options after necessary expenses are paid.

RECTOR'S REPORT

Liturgy

- Completed the first two Sundays plus a Sunday evening service.
- Met with Janet Fischer regarding Eucharistic Ministers.
- Lunch with Wednesday 10am Group following service.
- Met with Katherine La Rose to discuss the remainder of Pentecost, Advent, Christmas, and Lessons & Carols.
- Sketched out remainder of Pentecost Season and created service bulletin.
- Outlined Advent services, including Lessons & Carols, Advent I.
- Met with John Maloney regarding Las Posadas Event.
- Chose lessons and communicated such for all Services through Advent.
- Outlined Liturgical calendar for Advent and Christmas.

Pastoral Care

- Visited one home-bound parishioner (Genore) and visited Barbara and Phil Johnsen.
- Met with two parishioners for spiritual guidance.

Stewardship

- Attended stewardship commission meeting.
- Attended and spoke at three stewardship meals.

Faith Formation

- Met with John Mahoney to get a history/overview.
- Met with Janet Fischer to discuss potential future offerings.

Other

- Completed Window articles for October and November.
- Met with Luran Pifke, St. Anne's, to establish connection and begin conversation on sharing resources.
- Attended Southern Alameda clericus lunch.
- Attended Fresh Start
- Met with Jan Scrutton, Sr. Warden to discuss administrative items.
- Met with Lead Team.
- Met with Treasurer, Jan Brandt.
- Worked on Draft Position Description for Parish Administrator/Secretary. (Proposal is 16 hours a week, Tuesday through Friday) Will not hire from our own congregation, because of the potential conflict of interest.

Calendar Items to Note

- Set installation date for January 15 (Saturday), 11-2.
- On a pre-scheduled retreat October 19 & 20.
- Advent I, Lessons & Carols, November 28
- Christmas Eve, December 24 – 4:00, 7:00, 10:30 services
- Christmas Day, December 25 and Christmas I, December 26 – 10:00am service
- Annual Meeting scheduled for February 13.
- Vestry Retreat Scheduled for Saturday, February 26, with a casual dinner the night before, Friday, February 25.

CLUSTER REPORTS

Facilities – as submitted

The Rector's office has been freshened up for Lori's arrival on Friday October 1st. The new paint job was done by Casas Painting, Inc., (superintendent Mary and laborer Al). A big thanks to them for working nights in order to be completed on time and under budget! Also, thanks to Jan Scrutton for shampooing the carpet and furniture. The office looks great! The new computer has been purchased and installed with the necessary components. Thanks to Stephen and Mike for their efforts to that end.

We are still in the process of upgrading the other computers that are needed.

The newly formed Facilities committee had its second meeting last week, and we established a prioritized projects list for the future. This will be very

helpful for the Facilities Cluster in the months and years ahead. A periodic schedule of maintenance and inspections has also been created, for reference on a regular basis.

Art, the sexton, has worked very hard waxing and buffing the Parish Hall floors, although they may not look like it. The white floors are showing the wear and tear of much activity over the years.

We expect to move forward with the window upgrade project for the Big Church, now that winter is approaching and the old ones are not energy efficient at all.

There are many tasks to be done at this weekend's work party on Saturday, the 16th! If you can pitch in, even if just for a few hours, please come lend a hand between 9:00-1:00.

Scott Kennedy/Facilities

Worship and Christian Formation – as submitted

Since the last vestry meeting, we have had a lovely final service with Kathy, two weeks with Jerry Drino, and have welcomed Lori into the St James' family. The Second Sunday evening service has begun again, along with the Youth Group. Godly Play is back in session each Sunday morning.

Faith Formation on Sunday mornings is going strong in October, with two sessions dealing with history here at St James', a break for Stewardship Sunday, and then a class on "Saints in our Lives" on Halloween morning. The first history class was great – forty-five people attended, and some wonderful stories were shared! The second installment is this coming Sunday. All are welcome.

Since Lori has arrived (Yay!) our focus turns to working with her to share ideas and direction. Janet Fischer as coordinator of the Eucharistic Ministers and Readers, and John Maloney, Chair of the Faith Formation group, have each met with her already. We, the Vestry representatives, will also meet with her as she gets settled in to discuss the other groups within WCF. We look forward to more adventures and excitement as our journey at St James' continues!

Respectfully submitted,
Molly and Laura

Congregational Care and Social Ministries – as submitted.

- Have a list of items needed for the food bags:
 - Cereal boxes – Need 1 dozen boxes assorted

- Pasta – Need 1 dozen boxes of pasta
- Pasta sauce – Need 1 dozen jars
- Canned Meat – Need 2 dozen tins – 12 chicken, 12 tuna
- Canned fruit – Need 2 dozen cans
- Soup – Need 1 dozen cans assorted
- Fruit Cups/Applesauce – Need 1 dozen cans of applesauce, half dozen packages of fruit cups
- Peanut butter/Jelly – Need 1 dozen of each or combos, medium-sized jars
- Granola Bars, Canned Vegetables, Canned Beans – No more needed at this time
- Preference is for self-opening cans, medium sized instead of large

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.

The groups under our care are basically self sustaining and run on their own time tables, projects and Ministries. Two of the most active Ministries are the:

- Abode feed teams.
- Comforters Guild and Prayer Shawl ministry

We want to especially “THANK” them and THANK all the other Ministries under our cluster for their continued care and love with their service to those who have a need.

We also want to especially say Thank You to Cathy Knotts for her continuing service in guiding the “Shoes for the children” program that collected donations of over \$750.00, this year, to buy shoes for the children at the Abode’s Brown road homeless shelter. Thank you Cathy Knotts.

With these groups 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 are planning on putting an article in the Window requesting items for the pantry from the congregation.

We are continuing in the process of gathering information on all the groups that are under the CC & SM Clusters to better be able to support them.

- 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.

We are working to have this Video ready by spring of 2011 as the Stewardship committee plans to celebrate the "Time and Talent" portion of Stewardship

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

Communication and Evangelism – as submitted

1. Parish Membership Directory: we have been speaking with the 2 big Membership Photo Directory vendors about options / logistics / requirements for their services, we have also polled the congregation in a call for volunteers. At this months vestry we may have time to quickly review the 3 options for doing a Membership directory within the year. Schedule is still pending on this.
2. Exterior signage: The old metal sign is being retrieved for assessment on its future. This is the sign that was previously hanging from the small "Episcopal Church Welcomes You" sign. We are considering replacing this metal sign with a new one made from rustproof resin.
3. Email groups and formats: Recommendation is to split out current email list to 2 lists, one for 'official' business including prayer requests, and a 2nd for Miscellany such as "Truck for Sale" or "Looking to buy used Computer" emails. We are also testing Yahoo mail server's HTML support to facilitate sending future Official emails in HTML format. We may end up exploring a switch in mail server providers.
4. Prayer Request cards: We are running low - looking to copy of additional cards within the next week.
5. McCutcheon Concert: Sylvia Ma is looking to lead the organizing effort with a vast array of volunteers including the many of the usual suspects from years past. The publicity and marketing effort for McCutcheon is a lot of effort and we will need (more) help this year.

That's it for now,

Respectfully,
 Greg Scheuffele and Stephen Ferro

Parish Life – as submitted

Well this time of the year Parish Life slows down and offer our support as needed to other clusters events.

On September 11th Parish Life hosted the “Farewell Party” for Kathy. What a great evening and the turn out was spectacular. Many thanks to everyone who helped with set-up, wonderful and tasty dishes, clean-up and those who were there for anything else that was needed last minute.

UPCOMING:

On Halloween, October 31st, special goodie bags will be handed out during Godly Play. We will include some healthier alternatives, Halloween treats, and hand made activity booklets.

Respectfully submitted,
penny trant and Dean Valentine

Lead Team Report – as submitted

- The vestry nominating committee will be Scott Kennedy, Penny Trant, Jan Scrutton and Charlie Paratore.
- The committee will be looking towards an election of new vestry members – not just four people nominated.
- Sr. and Jr. Wardens met with Rev. Lori Walton and signed the Letter of Agreement.
- Welcome Committee was formed to help Lori adjust to her new surroundings.
- Stewardship Committee has held three dinners and one luncheon to start the Stewardship Drive. Stewardship/Pledge Sunday will be October 24th.
- A position for an Administrative Assistant is being advertised for Tues-Fri 4hrs per day/16 hr week.
- Volunteer staff are handling front office duties: answering phones, sorting mail, filing. A big thank you to Penny Trant for organizing the green pages and printing the weekly bulletins.
- A meeting was held on Sept. 21st to form a Little Church Committee. This committee will seek professional advice on any repair and maintenance the building requires. The meeting was attended by a dozen people. Scott Kennedy and Patti Lacy volunteered to be Co-

Chairs for the committee. The Co-Chairs will plan and announce the next meeting.

- The various cluster committee's meeting days/times have been updated and added to the Vestry Handbook.
- The IT team purchased and set-up Lori's new laptop and monitor.

Faithfully submitted,
Jan and Mary

Big Church Windows

- \$14,000 was allocated in 2010 to replace 31 windows in the Big Church (except for the bathroom windows, which were replaced when the bathrooms were renovated). \$12,280 is the current bid.
- One bid is from a Diamond-certified contractor, and includes Milgard windows with tinted screens.
- Lori Walton would like a chance to look at the worship space and the windows.
- The blinds are not ascetically pleasing. There are blinds that could diffuse the light in a more pleasing way. The window bid does not include the window coverings.

The church directory discussion has been postponed until the next vestry meeting.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry