

St. James' Vestry Meeting Minutes

Thursday, November 11, 2010

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

Jan Scrutton called the meeting to order, and Lori Walton+ led the Bible study, on Matthew 25.

Vestry Meeting Minutes

- One correction: on page 3, under Rector's Report, Liturgy, John Maloney's name was spelled incorrectly
- The October 14, 2010 vestry meeting minutes were approved as corrected

Finances

- Operating cash is \$36,641.62
- Building cash is \$25,968.81. There is less money in the Building Fund in November 2010 versus November 2009 because of improvements to the campus.
- The Special Interest account is lower as the stained glass window money has been spent on the new stained glass windows.
- We have spent \$538.40 more than we have brought in.
- Special Interest
 - Money in Special Interest is not assessed by the Diocese
 - Birthday money is sent to the Diocese at the end of the year for Episcopal Missions.
 - The \$10.94 is interest on the Heritage account. In the past this money has been moved into fundraising. One year the interest money was used for stewardship.
 - The Church Light Fund is for more ascetically pleasing lights for the inside of the church
 - The Little Church fund is for large ticket items
 - Future Pay, Room, Weddings, Funerals is for deposits for those events
- There will be a 10% discount on the Diocesan assessment for this coming year. This item was voted on at the convention.
- Our copier is too expensive for what we need
- Telephone and internet costs keep going up

- Our property taxes are paid twice a year. We receive two bills because we have two separate parcels. Part of what we pay is on improvements and not on land.
- We do not have the pension information yet for Lori+.
- The DW Scudder account has been around for 15 to 20 years. It is currently invested in government bonds. The account still has old signatures on it (Anne Kelsey and Richard Leslie). The signatures need to be changed, and the account closed.
- Motion was made to change the signatures on the DW Scudder account and then close the account. Money in the DW Scudder account will be moved to the Schwab account. Moved and seconded. Motion passed.
- Motion was made for Lori Walton+ to create her rector's discretionary account at Heritage Bank using the current Special Interest Clergy Discretionary Fund to fund the account. Moved and seconded. Motion passed.

Parish Directory

- 3 options for discussion:

Olan Mills

- Minimum 26 families
- All inclusive
- Portrait Studio photography
- Members get an 8x10 portrait free, can order more at their own expense
- 3 to 4 month lead time

Lifetouch

- Minimum 35 families
- All inclusive
- Free copies for Church's use based on 30% of the number given out to members
- Members get an 8x10 portrait free, and can order more at their own expense
- 3 to 4 month lead time

Do It Ourselves

- No minimum number of families
- Dean takes pictures using professional equipment
- Volunteers for layout, proofing, distribution
- Members can have access to digital photos to print/use as they like
- Lead time set by volunteers
- Volunteers identified

Olan Mills

Possible downsides:

- Higher cost later if we want to order more directory copies

Lifetouch

Possible downsides:

- Higher cost later if we want to order more directory copies
- Directory printed on color laser printer – not lithograph printing

Do It Ourselves

Possible downsides:

- Have to pay for printed directories ourselves
- Risk of quality
- Volunteers may need access to professional layout and publishing tools

- Olan Mills and Lifetouch will come to our facility on more than one day. Both have some kind of online access.
- They will also let us submit four of our own pages in the directory. We could expand that for a small fee.
- Each family receives a copy of the directory and an 8x10 portrait.
- Leaning towards going with an outside company.
- Reluctant to ask congregation for extra money if we add extra pages.
- Communication Cluster will do more research on the two companies and give a recommendation.

Little Church Organ

- Last year the vestry made the decision to fund a new piano and new organ.
- The piano was donated by the Bensons.
- There is \$3985.00 in Special Interest Music and the vestry provided \$2500 of seed money, some of which was used to move the piano.
- Katherine LaRose has been looking organs. It is important to have Katherine play the organs before a decision is made on purchasing. She has tested one so far (cost \$2000). She hopes to test two others by the end of next week. Those organs run from \$3000 (manufactured 1970's) to \$4000 (manufactured 1980's). Cost includes installation, with an additional cost to remove the old organ (approximately \$150). The \$4000 organ has reverberation.
- Motion was made to approve the purchase of an organ with Katherine LaRose's blessing, cost not to exceed \$5000.00. Moved and seconded. Motion passed.

E-Mail Lists

- The Communication and Evangelism Cluster recommends 3 separate email lists:

Newletter List

- New email list is used for weekly HTML based newsletter email
- One way email – only Lori/leadership can use
- Email campaign service (MailChimp) will be used for email generation
- Yahoo used if needed to maintain the list and run email server

General List

- Current Yahoo based email list
- Many to many, anyone subscribed can email entire list
- Used for all NON-official communications (“I have a car for sale” “Here are the latest pictures of the party” “Looking for a used computer”

Prayer Request List

- New email list used for Prayer requests only
- Many to many, anyone subscribed can email entire list
- Yahoo used to define and maintain new list and run email server.

Policies:

- Every member in email directory subscribed to this list
- Email newsletter will have weekly publishing deadline
- Newsletter policies to account for editorial mission of **The Window** and for C&E teams current practice of sending occasional informative emails

Policies:

- Every member will be initially subscribed to this list, but anyone can un-subscribe
- Specific policies around acceptable use and moderating needed.

Policies:

- Every member will be initially subscribed to this list, but anyone can un-subscribe

- Lori+ sent a sample of the weekly newsletter email. This email would come out on Thursdays.
- Prayer Request List: Should the request go out to a moderator, then sent out to the list? If a person then replies to the prayer request, will the response be discarded or not? Several vestry members mentioned they would like the replies posted. Would need a many to many prayer list.
- Need to help define policies.

CLUSTER REPORTS

Parish Life
November 2010

Ongoing Projects:

- We are updating the list of cluster ministries under Parish Life and calendar dates for next year as there have been some changes this past year. This is to aid the incoming Parish Life Vestry members and also assist with contacts for the event(s).
- Over the past few months, there have been some requests from various groups to use space at St. James'. Current user groups fall under the category of Community Outreach. Jan S. has asked Mary Casas and I to work on a basic draft of guidelines/policies and other criteria for possible usage of St. James' space by other outside groups. This is not a set plan or time essential, just something we are looking into at to see if it is viable for St. James'.
- I have met with Sandra Motley (kitchen crew) and asked for a complete list of what supplies* are purchased for the kitchen through the Parish Life Budget. I have also asked her to include what is donated** for Fellowship Hour and what this "could" cost if we had to purchase independently. I have this information and will give more details on this at the Vestry Budget Meeting, November 18, 2010.
- Donated homemade bags with Halloween activities and treats were given out to the children at Godly Play on Halloween. Donated treats were also given to the children who attended service.

Respectfully submitted,
Penny Trant
Dean Valentine

Worship and Christian Formation
November 2010

Our focus this past month has been to help get Lori up to speed on the intricacies of worship and the education opportunities at St James'.

Laura and Lori met to go over the groups within the WCF cluster, and meetings were held with Faith Formation and the ushers. Faith Formation has a variety of classes scheduled well into the New Year, so watch the weekly announcements for upcoming classes. John Maloney and Meg Williams are stepping down from the committee, and we appreciate all their hard work over the past years.

We had a good conversation with the ushers and together worked out some minor changes to improve our worship services.

Meetings are scheduled in the next couple of weeks with the Eucharistic Ministers and the Worship Committee.

We have been working with Katherine to purchase our new organ for the Little Church and will discuss the progress at Thursday's Vestry meeting.

Respectfully submitted,
Laura and Molly

Facilities
November 2010

We have been preparing for winter. The furnace filters have all been replaced or cleaned. The thermostats are working efficiently, except that people who turn on the furnaces manually do not turn them off when leaving. On Monday or Tuesday, we find that the rooms have been heated since Sunday! Please help us to be more diligent with this.

Rain gutters and scuppers have been worked on to make them more efficient in rain water drainage.

We've been working on some electrical and lighting conditions that needed improvement or upgrade.

The new windows for the big church are expected to arrive within the next couple weeks, and will be a huge improvement in the appearance of our worship space, as well as cutting down our energy usage costs!

As well as being seasonal preparation, these things are directed towards our major goal of becoming "More Green!"

The October work party got a lot of bushes and shrubs pruned, or removed altogether, making it much easier to see other vehicles while driving onto Cabrillo Terrace. This has been a safety concern for some time.

Scott Kennedy/Facilities

November 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.

Rod Whitehouse and Burtin Hart are setting up an afternoon or evening where kids and parents can assemble a simple electronics kit. The notion is to create a continuing series of such to provide something of interest to St. James youth.

A plea was made for more foodstuff for the food bags in the pantry. As winter comes we'll probably have to make another.

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.

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 Brad

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

- o 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 (11/11/2010)

Communication and Evangelism

- Presented information on the Parish directory and Email lists
- Prepared a list of every banner we have.

Lead Team Report, Nov 2010

Furniture has been moved from the back office to the newly designated Volunteer Office. We still need to rearrange it but progress is being made. A decision still needs to be taken on how to key the room to allow access for those who need it while maintaining security for that office and for Lori.

The Transition and Search teams have written an outline of their parts in our search process for the diocese. We have added the Vestry perspective. We have said we are happy for this to be shared with other churches in a search process.

Lori has advertised for the Admin position - 100 applicants from Craigslist in less than a week! Jan and Lori have already interviewed one candidate and are working on seeing more.

Vestry retreat is booked for Presentation Center, Los Gatos on Feb 26th. An outside facilitator/speaker is also being invited to run the day. Lori has spoken to Sue Thompson about doing this.

Plans are going on for the 'Celebration of New Ministry' for Lori on 15th January. Jan is communicating with Canon Michael to make sure we invite all the right people. The Welcome Committee will assist with some of the practical aspects of this event and will work with Parish Life.

Notices will be placed on cars parked in our parking lot overnight making clear that we do not take responsibility for any loss/damage and notices will be used over Christmas and prior to major events/services asking that they be removed to allow for church parking.

Pledges are coming in and work will begin on the budget in the next couple of weeks. Vestry budget meeting Thursday Nov 18th.

Respectfully Submitted by
Jan, Mary, Lori & Jan

- Lead Team is still interviewing for the admin position. The goal is to have someone in place by the end of the month.
- Invitations are going out to every clergy in the Diocese for the Installation Service.
- Preparation for annual report – need a report from your cluster and from all the groups in your cluster. They are due the weekend before the installation.
- Vestry retreat is February 26th, 2011. There will be an outside facilitator.
- Budget meeting in Thursday, November 18th. Please bring your last year's budget.

RECTOR'S REPORT
November 11, 2010

Liturgy

- Met with Ushers to go over Sunday responsibilities and flow.
- Met with Laura Winter regarding the worship committee and scheduled a meeting with the worship committee for later this month.
- Continue to work with Katherine regarding music selection and services.
- Completed Advent Lessons & Carols bulletins.
- Completed Children's pageant service bulletin draft.
- Worked with Katherine to secure a musician for 4:00 Children's Christmas service.
- Began working on installation service, including music selection and invitation design.
- Worked with Luran Pifke to have her choir join ours for installation.
- Met with Margaret Rainey/Altar Guild to discuss general expectations.
- Worked with Vivienne P. to bake bread for 10:30 service.
- Scheduled church greening for Advent IV.

Pastoral Care

- Made several hospital visits (Brad and Phil), and home visits (Doris, Johnsens, Donald R).
- Met with two parishioners for spiritual guidance.

Stewardship

- Spoke at final stewardship meal and had ingathering of pledges on 10/24.

Faith Formation

- Met with Faith Formation group to plan Advent.
- Secured Advent program for Advent II and III.
- Worked with Linda Nelsen regarding Wreath decoration on Advent I.

Communication

- Met with Greg S regarding signage and communication strategy.
- Met with Gary G regarding prayer chain.
- Designed weekly email draft using Mailchimp.

Other

- Met with healing team.
- Interviewed two applicants for administrator position.
- Met with Jan Scrutton, Sr. Warden to discuss administrative items.
- Met with Lead Team.
- Con-celebrated at Convention Eucharist and attended convention.
- Completed Mission Effectiveness Project with the Diocese.
- Went on retreat 10/19-20.
- Saw spiritual director.

It was suggested that instead of Bible Study at the beginning of the vestry meeting, the meeting end with Compline. We will try this next month.

The closing prayer was led by Mary Casas.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry