

## St. James' Vestry Retreat Minutes Saturday, February 6, 2010

In attendance: Charlie Paratore, Dean Valentine, Greg Scheuffele, Jan Scrutton, Mary Casas, Molly Lubwama, Scott Kennedy, Stephen Ferro, Brad Hoffman, Andy MacRae, Laura Winter, Kathy Crary, Jan Brandt, Sylvia Ma, Janet Fischer, Jim McConnell, Tim Young, and Elizabeth Hart  
Absent: Penny Trant

Jan Scrutton called the meeting to order, and Kathy Crary led the opening prayer.

The purpose of the vestry retreat is not to have a regular meeting, but rather to spend time together, looking forward to the new year, and looking back at the previous year with the retiring vestry members. It is a time of learning about one another.

Other tasks:

- Voting for the junior warden
- Jan Brandt will give a brief rundown on finances
- Learn some of the vestry procedures (for example, the "green slips" – the check request forms)
- Share some ideas about what vestry clusters should be thinking about this year.

Motion was made to appoint Jan Brandt as treasurer and Elizabeth Hart as vestry clerk. Moved and seconded. Motion passed.

### Activity 1

What are you seeking as a rector in the congregation? Kathy Crary provided a list of desired characteristics for a new rector. These characteristics were to be divided into three categories: Top Priorities (5 total), Still Important (5 total), and It Would Be Nice. The characteristics are listed below, with the number of vestry members who included that characteristic in his/her Top Priorities.

Administrator – 1  
Change agent  
Church developer – 2  
Communicator – 7  
Community/civic leader  
Counselor – 3  
Crisis responder – 2

Director Christian education – 1  
Ecumenical leader – 1  
Evangelist  
Facilities manager  
Fundraiser – 1  
Leadership development – 2  
Liturgist – 5  
Multicultural ministry – 2  
Music  
Other  
Outreach – 1  
Pastor – 14  
Preacher – 15  
Social justice advocate  
Spiritual director – 12  
Teacher – 4  
Theologian – 5  
Visit sick/shut in's – 6  
Youth worker – 1

The top 7 characteristics chosen: communicator, liturgist, pastor, preacher, spiritual director, theologian, and visit the sick/shut in's.

When asked "Pick one thing God wants us to have as a rector?" suggestions included pastor, social justice advocate, spiritual director, and preacher.

## Activity 2

Kathy provided 6 fictitious candidate profiles for consideration. The vestry was divided into three groups, and given the task to rank the "candidates" 1-6.

The process of coming to a consensus is "share and care." Everyone needs to watch and make sure that you hear from everyone in the group, everyone needs to be fully heard, and all have to weigh in. Everyone needs to hear what others are sharing as well.

Constant movement in linear time:

Was – history

Is – the present, St. James' and the church

Is to come – in the realm of God

When the actual selection time comes, if you do not see who you need as a rector, then you need to acknowledge that. If the vestry cannot come to a consensus after prayerful consideration then the vestry needs to honor that

part of the process. The Diocese does have provisions when this type of event happens.

This activity demonstrated that while the members may not always agree, it is possible to come to a consensus with a limited amount of information. It may also help to formulate questions for interviews.

#### Calendar

- Need to have someone coordinate the calendar
- Vestry meetings are usually the second Thursday of the month, except in April, when the meeting will be held April 15<sup>th</sup>.
- Worship committee meetings are the first Wednesday of the month, except in March, when the meeting will be held the 2<sup>nd</sup> Wednesday.

#### Other Information

- Please write for the Window
- Many members want to go green, but the wireless doesn't always work in the church. If you want to have access to documents without printing out a copy, make sure you download documents to your laptop rather than rely on the wireless

#### Junior Warden

- The duties of the junior warden are outlined in the Vestry Handbook
- The junior warden is elected for a period of one year by the vestry
- Mary Casas was nominated for junior warden.
- Motion was made to elect Mary Casas as junior warden. Moved and seconded. Motion passed.

#### Financial Report – presented by Jan Brandt

- There are four components to financing at St. James':
  - Operating – assessed by the Diocese, budgeted
  - Special Interest – some of the funds are restricted, other are in-and-out (like events), not assessed, not budgeted
  - Building – for some years this was not budgeted. Mortgage was paid off in 2007. Not assessed. For major capital expenses
  - Endowment – very restricted. Income from fund can be used for other things, but what it can be used for is restricted. Not assessed.
- Un-audited statement of financial position is produced once a year. It lists all assets, such as banking/investment accounts, value for land, etc.
- Profit & Loss Budget vs. Actual comes out every month. The “pass through to other funds” are distributed once a month. The “pass through to other funds” and “transfer to other funds” should match.

- St. James' ended the year \$2174.88 in the red, but we also received \$8660.11 from a prior year pension reimbursement.
- 94% of what is spent is the Diocesan assessment, salaries and insurance.
- Special Interest Account Balances comes out every month. It is arranged by cluster. Reports can be printed out as necessary.
- Budget 2010
  - There are \$230,000 in pledges this year, vs. \$261,000 in pledges last year.
  - Format is the same as for Profit & Loss Budget vs. Actual.
  - Budget assumes that Kathy Crary will be the interim for 6 months, and the new rector for 6 months.
- Reimbursement requests are due within 30 days of when the money is spent. You cannot authorize reimbursement for relatives or significant others.
- The "green slips" are the check request forms. Make sure the receipts correspond with the reimbursement request. "Clean" receipts are preferred.
- Vestry clusters are responsible for money spent by the groups under their cluster.
- It has been a vestry rule for approximately three years that anything over \$200 must be approved by the entire vestry.
- The rules for spending apply to all groups. This helps prevent duplicate spending.
- The vestry is ultimately and legally responsible for money.
- Checks over \$1000 need to be signed by both the senior and junior warden.

Vestry meetings are the 2<sup>nd</sup> Thursday of the month, with dinner at 6:30 pm and the meeting beginning at 7:00 pm.

Two members of the parish are going to be doing a breast cancer walk, and they need to raise \$3500. May they sell raffle tickets during coffee hour one Sunday? The concern is how do we limit groups doing this type of thing? It was agreed that it would be ok to sell the raffle tickets one Sunday before the event.

The biggest task of this new vestry is the calling of a new rector, but it should not define what the vestry does from now on.

Outline of the process to call a new rector

- When the Search Committee gets close to presenting candidates to the vestry, Canon Michael Barlow will be asked to talk with the vestry

- The Search Committee will present the vestry with probably 3 candidates
- The Search Committee will also share files with information with the vestry
- Canon Michael will do a detailed background check on the final 3 candidates. Note that all candidates have originally gone through Canon Michael for an initial background check.
- The wardens will contact the candidates and arrange for interviews
- There will be a period of prayer and preparation with Kathy. After that, Kathy will no longer be able to participate in the process.
- Vestry will plan the interview and the roles (who will ask questions, who will listen) of each of the 12 elected vestry members. Only the 12 elected vestry members will conduct the interviews.
- Each candidate will meet with the Bishop and Canon Michael the week before his/her interview
- Probably one Friday night there will be an informal meal with one candidate. A few members from the Search Committee and the treasurer and clerk may be invited as well.
- There will be a closed service on Saturday morning where the candidate will give a homily and Eucharist. A few others (people who have been a part of the process) may be invited to attend. A potluck lunch will probably follow. Confidentiality is required, and there will be no other events on the campus that day.
- The 12 elected members of the vestry will then interview candidate.
- It is not recommended that the candidate come to the church on that Sunday following the interview.
- Limit conversation until all candidates have been interviewed. All documents, etc. are confidential.
- At the end of the process, the vestry will choose the candidate. Approval of the Bishop and Canon Michael must be confirmed.
- Letter of Agreement must be written and signed.
- Arrangements will be made for Kathy leaving St. James'
- There will be a short period with supply priests before the new rector begins.

#### New Clusters

Lead Team – Jan Scrutton (senior warden), Mary Casas (junior warden), Jan Brandt (treasurer), Kathy Crary (clergy)

Facilities – Scott Kennedy and Charlie Paratore

Worship and Christian Formation – Molly Lubwama and Laura Winter

Social Ministries and Congregational Care – Brad Hoffman and Andy MacRae

Communication and Evangelism – Greg Scheuffele and Stephen Ferro

Parish Life – Penny Trant and Dean Valentine

Clusters need to send out a monthly report.

#### Keys

- Retiring members – if you do not need a key, please turn it in
- New members – vestry members have a key if they have taken the C2RR (Called to Right Relationship) online course, which consists of a background check and training on prevention of child abuse. Jan S. will send out information and web address of the course. The results of the background check are sent to Human Resources at the Diocese and are given to the clergy only if there is a problem.
- Once you have taken the course, print out the certificate, and give it to Jan B., who will then give you a key. Key will open everything but the clergy offices.

Kathy Crary led the Eucharist.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry