

# St. James' Vestry Meeting Minutes

## Thursday, January 13, 2011

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

Lori Walton called the meeting to order, and Penny Trant led the opening prayer.

The December 9, 2010 vestry meeting minutes were approved as presented.

### Calendar

January 15: Lori's installation as Rector of St. James' 11am to 2pm

January 17: John McCutcheon concert

February 6: Annual budget and endowment meeting

February 12: Vestry Day at Grace Cathedral

February 13: Annual Meeting, following single service at 10am

February 25: Vestry dinner, off campus

February 26: Vestry retreat at Presentation Center in Los Gatos

March 5: Used book and media sale

March 8: Shrove Tuesday

March 9: Ash Wednesday

May 28: Lori's wedding

July 28-31: Men's trip to Arnold

Faith Formation class on *Embracing an Adult Faith: Marcus Borg on What it Means to be Christian* meets 9:15 am in EB1 on January 23<sup>rd</sup>, January 30<sup>th</sup>, February 20<sup>th</sup>, February 27<sup>th</sup> and March 6<sup>th</sup>.

Adult Faith Formation movie night will be on the 2<sup>nd</sup> Friday of the month in February, March, and April from 7-9:30pm in EB1.

### Financial Reports

- 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.
- Operating cash – major portion of the money came in the last 3 to 4 weeks of the year. In addition, many parishioners have prepaid their pledge for 2011. We have ended the year 0.5% ahead in pledges.

- In terms of overall income, we ended up with 0.15% more than budgeted, but we also spent 8.44% less than budgeted.
- 2010 was budgeted to be \$7,907.47 in the red, but ended \$14,583.52 in the black. Part of the reason was due to having no secretary for approximately 4 months.
- In Special Interest, Winter Relief has been changed to HomeWarmWinter.

## CLUSTER REPORTS AND GOALS

### Lead Team Report January 2011

- Work in the last month has centered around the Christmas season, budget and preparation for the installation service this weekend.
- Jan B has worked hard on the budget and kept us updated as Gail has received the last few pledges. Jan has met with her to go through the details and Mary and Lori will do so as well. A few last bits are coming in from clusters and need placing in the right categories (IT is still being looked at)
- Mary has a team working on the reception for Saturday while Jan is assisting with the rsvp's/seating. Despite it being her 'party' a lot of work falls on Lori's plate.
- We met with Richard Schaper from the diocese to consider the next steps in gaining input before making recommendations to the Vestry as to how the money is used/invested.
- Lori, Mary & Jan met with Sue Thompson to plan the Vestry retreat.
- Jan is checking off the reports she has received so far for the Annual Report and will begin work with Aimee next week on the report.

### As far as 2010 goals for the Lead Team

- Progress has been made on the IT evaluation and some improvements made. An IT committee has been formed.
- No progress has been made on restructuring the role and duties of the treasurer.
- EB5 was tidied and Lit Design has moved their stuff to there, so clearing space in the cave but the overall issue of storage on campus still needs dealing with. This may need to overlap with Facilities next year to look at the best use of all space.
- Stained glass project - completed!
- Appointment of new rector - completed!

Respectfully submitted  
Lead Team

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Congregational Care & Social Ministries – as submitted

Well this last is almost more a testimonial than a report.

We include the following groups under our 'care':

Abode Services (Dinner teams), AEMCH (An Episcopal Ministry for Convalescent Hospital), Blood Centers of the Pacific, Comforters Guild, Food Pantry, Healing Ministry, Hillside Care Center, Payless Shoe Drive, UTO, Walk-a-Rock-a-thon benefiting Winter relief, Home Warming Program. Also indirectly included are the Eucharistic Visitors and part of Congregational Care, though they are directly under the Rector as of October and with the hiring of Lori Walton as our Rector.

For the Abode Services (Dinner teams), the AEMCH (An Episcopal Ministry for Convalescent Hospital) team, the Blood Centers of the Pacific, the Comforters Guild group, the Healing Ministry team, the Hillside Care Center team and the Home Warming Program with Gregg Fenney we have been blessed that these groups basically run themselves. They require very little input from us, though we do let them know we are here to help if needed.

For the Shoe drive and UTO we have been blessed with Cathy Knotts being willing to take these on for the past several years. I am considering getting a Thank You certificate and presenting it to her at the annual meeting. I would like feedback on this idea.

Gregg Feeney has done a bang up job of running the Winter Relief / Home Warming programs and I am considering getting a Thank You certificate and presenting it to him at the annual meeting. I would like feedback on this idea.

I have been fortunate that my teammate Andy MacRae has been willing to handle the stocking and organization of the Pantry, this has been a much appreciated action I have not had to worry about.

A personal comment on Congregational Care:

Lastly and of most touching to me I would like to thank the Home Eucharist visit team Led by Lori for the visits I, Phil Johnson and a multitude of other have received this year. The presence of God they bring when visiting one of our home or hospital bound parishioners is so very important and THANK YOU seems so hollow when it comes to the presence and 'gifts' they bring in each visit. Each visit uplifted my spirit and made my recovery one step better.

Yours in service  
Brad Hoffman & Andy MacRae

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## Parish Life

Well, as this will be my last report as a member of Vestry and of Parish Life, I really don't have much to report. Parish Life assisted with Las Posadas in December and requested our clusters to review their year and submit an annual report by January. To date, we have received more than half and hopefully we will have more to submit in the coming week.

Respectfully submitted,  
Penny Trant  
Dean Valentine

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## Facilities

The new (almost) organ has been installed in the little church. I am told that it REALLY ROCKS the 143 yr old building! The well-being of the leaded glass memorial windows is a concern, if there is too much vibration.

The floors have been cleaned and polished in the parish hall and copy room. We got much better results this time due to trying a different process. This is a bi annual task.

We are planning to purchase ten yards of playground bark, soon. Due to an Insurance Policy requirement, the old bark has broken down and is no longer effective, for doing what playground bark is supposed to do! For this project, we'll be renting some equipment, since we can't count on enough volunteers at the scheduled time.

The Injury/Illness Prevention Program is nearly complete, and will be administered to the paid employees of St James.

The protective plexi-glass covers for the St James memorial windows have now been installed. This was a safety issue.

We are planning to purchase a leaf vacuum for the work party. We had discussed this last winter when we purchased the tractor mower, for about \$1700 under the budgeted amount. The 2011 Building Budget has \$2,000

set aside for this item. I'd like the approval of the Vestry to spend \$2420.85 for this equipment.

The campus is looking in top shape for Lori's Installation Ceremony this Saturday, due to much hard work by over 20 people at last week's work party. Thanks to all those that attended!

Our goals for 2010: Going "Green", completing the kitchen upgrade project, installing beautiful, new windows in our worship space, and the St James' Memorial Windows have been met!

It has been a great year at St James, especially with Lori Walton now as a leading member of our community. We are thankful!

#### Scott Kennedy/Facilities

- Received rebate for the windows in the mail – approximately \$600.
- Motion was made to spend up to \$2,450.00 on the purchase of a leaf vacuum. Moved and seconded. Motion passed.
- Since the installation of the new windows, there has been almost a 50% reduction in gas use and almost an 18% reduction in electricity use from the same period last year.

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#### Worship & Christian Formation – January 2011

December found us focused on the Christmas season and all the associated worship activities. Both the churches were very nicely "greened" on December 19, and held up well throughout the season. St James' was a busy place on Christmas Eve, with three separate services. The pageant at 4pm was fun for all, especially the children participating and the parents and grandparents beaming from their seats! The 7 and 10:30pm services were very pleasant as well, with wonderful music and much rejoicing. Then on the morning of the 25th Lori returned and offered Eucharist for those who could not make it the night before. That is a huge effort for two days, and we need to rethink the schedule for next year.

Our new organ for the Little Church was installed and dedicated this month. It is a great addition to St James'. We thank Katherine and Bud Pearson for their efforts to complete the purchase and installation.

John Maloney has stepped down as Chair of the Faith Formation group; Bruce Roberts has graciously accepted the leadership role. We look forward

to many interesting offerings in 2011, beginning with the class on Marcus Borg's book beginning January 23.

The readers had a brief training session this month, and the Liturgical Design Team met with Laura and Lori.

We have reviewed our goals from 2010, and are prepared to discuss them at the meeting this week.

Respectfully submitted,  
Molly and Laura

- Still need to work on cluster bulletin board
- Revitalization of the acolyte program was not addressed

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#### Communication and Evangelism

- Working on publicity for the John McCutcheon concert
- Researching companies for the membership directory
- Still need to look at the banners
- Would like to restart the Greeting Team. Lori would like to be involved.
- Need to set a more accurate schedule/budget for advertising, such as ads in the newspapers for Christmas and Easter.

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Rector's Report  
Vestry Meeting, January 13, 2011

#### Liturgy

Successful Christmas Eve and Christmas Day services. Of the three Christmas Eve services, the attendance was as follows: 4:00 – 75, 7:00 – 53, 11:00 – 120.

Christmas Day service attendance: 31.

Finalized Installation service and made all appropriate invitations. Many thanks to *everyone* who has assisted in these preparations.

Have been training Aimee on 10:30 powerpoints and with Penny's help, on setting things up for Sunday morning.

Met with Liturgy Design to define scope and role. This will be an on-going conversation.

Re-worked the "weekly service bulletin" (AKA the Green Pages). My intention is to make worship easier if you're not already familiar with our liturgy and books. Propose two separate pieces of paper – one with the hymns and scripture, and the other with the "non-liturgical" elements such as announcements and calendars.

Officiated a memorial service for Philippa Lockwood.  
Assisted at a memorial service at St. Mark's, Palo Alto.

#### Pastoral Care

Continue to visit Phil Johnsen who is improving yet still hospitalized.  
Thrilled to see Brad Hoffman back at church.  
Attended to other pastoral issues.

#### Social Ministries

Went with group to Hillside Senior Care Center for gift-giving.

#### Stewardship/Finance

Met with Lead Team and Richard Schaper from the Diocese to discuss the Shader Trust Fund. Asked Jan Scrutton to continue to take a lead in chairing the Shader Trust Fund advisory committee.

#### Faith Formation

Bruce Roberts agreed to chair the faith formation committee.

Attended the faith formation committee. Am beginning to look at Lenten Evening offerings.

#### Communication/Administration

Asked Aimee to Re-work the weekly email format. This will go "live" by end of month. Created an insert to begin informing congregation of email changes.

Met with The Reverend Bob Dobbins about joining us as our deacon. He has agreed. We are now looking at a Letter of Agreement (as required by the Diocese) and will be seeking the Bishop's approval.

Met with Wardens and Sue Thompson to begin planning Vestry Retreat.

#### Other

Asked Mary Casas to serve as the next Senior Warden and she has agreed.  
Announced my engagement to the congregations.

- Have finalized the installation service. It will probably run 1½ hours
- Our new secretary, Aimee Garza, is computer savvy and very professional with people who come in.
- It was suggested to present the new format for the Weekly Service Bulletin at the annual meeting, then begin using it the following Sunday.
- Could use more people on the Faith Formation Committee. Meg Williams has stepped back, and Marnie Hartmann has dropped.
- Lori has made insert about the weekly e-mail to go into the Sunday bulletin. It was suggested a sign up list be posted in the parish hall to join both e-mail lists.
- More info on Bob Dobbins and deacons:
  - A deacon is to be the link between the church and the world, and is expected to have a ministry outside of the church. Bob's is assisted care facility hospice. He is a retired lawyer and lives in Danville. His primary presence would be on Sunday only. Lori would like to have someone else who can preach – a clerical companion.
  - There will be a Letter of Agreement, which is required by Bishop Marc. A deacon reports to the bishop. This would be a 2 year commitment, which could be extended by approval of the bishop.

#### Budget 2011

- Draft #3 of the budget for 2011 was presented
- 103 pledging units
- Diocesan assessment: we pay 5% of the first \$62,000 (from line A on the Parish Report), and 20% on the remaining. Diocese also gave us a 10% discount
- Rector relocation – since Lori did not move last year, that money has been transferred to this year
- Donations for altar flowers and candles will not be in special interest but will remain in operating.
- Faith formation is now split into Faith Formation, Adult and Faith Formation, Children & Youth
- Rector salary is the scheduled salary for the Diocese.
- Supply priest is for 5 Sundays
- 1.1% cost of living increase figured into salaries
- Sabbatical reserve – after 5 years, Lori is entitled to 5 months of sabbatical leave.
- Proposed building projects are approximately \$18,000
- Need to think about recurring IT costs

- Draft #3 budget is \$4,653.24 in the red. Could reduce deficit some if some parishioners would be willing to move some of the money pledged in Building to Operating.

#### Annual Report

- Jan Scrutton will be working with Aimee on the annual report Wednesday morning. Please get reports to Jan S. as soon as possible.

#### Annual Meeting

- Need to approach and encourage more people into considering serving as Deanery Reps and/or vestry members.
- Jan S. has prepared a draft with information on Deanery Reps and vestry. Copies will be available this Sunday.
- It was proposed that we elect our Deanery Reps for two years rather than one year. After elections the four new representatives will decide, with the wardens and rector, who will be considered first year and second year.
- Motion was made to have Deanery Representatives serve for two years rather than one year. The elected representatives, along with the wardens and rector, will decide who is to be considered first year and who is considered second year. Moved and seconded. Motion passed.

Marnie Hartmann has resigned as the parish liaison to the Diocesan Committee for the Environment.

Penny Trant led the closing prayer.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry