

St. James' Vestry Meeting Minutes

Thursday, March 10, 2011

In attendance: Dean Valentine, Donald Razzolini, Andy MacRae, Greg Scheuffele, Jan Brandt, Lori Walton+, Mary Casas, Valle Brokes, Janet Fischer, Brad Hoffman, Gary Gearheart, Stephen Ferro, Laura Winter, Molly Lubwama, and Elizabeth Hart.

Marcy Casas called the meeting to order and led the opening prayer.

Vestry Minutes

- The February 6, 2011 Budget Meeting Minutes were approved as submitted.
- One correction to the February 10, 2011 Vestry Meeting Minutes. On page 6, under Interactive Stations of the Cross for Youth, the correct date is Sunday, April 10. The February 10, 2011 Vestry Meeting Minutes were approved as amended.
- The February 13, 2011 Annual Meeting Minutes were approved as submitted.
- The February 26, 2011 Vestry Retreat Minutes were approved as submitted.

Revised Vestry Handbook

- Motion was made to accept the Vestry Handbook, 2011 edition, as submitted. Moved and seconded. Motion passed.

Calendar

March 14, 6 pm – Facilities Committee meeting and Endowment meeting

March 15, 5 pm – Stewardship meeting

March 19, 6 pm – Prayer service for Samuel Amadi to help raise funds to ship his body to his village in Nigeria

April 4, 5:30 pm – Faith Formation meeting

April 30 – Ducks for Bucks

May 14 – Walka-rocka-thon and Book sale

1st, 3rd and 5th Mondays of the month – Blood Centers of the Pacific, 12-8

3rd Saturdays of the month, 9 am – Work Party

Matson Storage Container

- There is a possibility of Matson Navigation being willing to donate a 20 foot storage container. This container would be used to temporarily store furniture and household goods for Abode Services Home Warming and for George Vlastelica.
- The person(s) working with Abode and George would be responsible for this container.

- A spot on the campus would need to be prepared – one suggestion is behind the dumpster. It could be painted to match the rest of the structures on campus.
- Facilities would be kept in the loop regarding installation/painting.
- Guidelines for the use of the container would also need to be established, such as determining which cluster would oversee its use.
- Motion was made to approach Matson to request donation of a storage container. Moved and seconded. Motion passed.

CLUSTER REPORTS

Christian Formation Cluster Report for March, 2011

The Cluster has divided oversight of the cluster ministries thusly:

Vestry Member: Ministry Group

Stephen Ferro Youth Group
Other Youth Programs
Godly Play
Other Children's Programs

Molly Lubwama Vacation Bible School
Child Care
Children's Worship Bags
Library

Janet Fischer Adult Faith Formation
Bible Studies
Church Camps
Baptism, Marriage, Confirmation
Preparation
Women's Spirituality Group

We have contacted the persons responsible for each ministry (if there is one) to advise them that we are their Vestry contact.

Re. Children's Worship Bags:

- Molly will work on these ASAP. There doesn't appear to be anyone in charge of this up till now.

Re. Faith Formation:

- Plans for Lenten program on Art and Faith during Faith Formation hour on Sundays are proceeding. Upcoming classes: Music and Faith, Bible study, types of prayer.

- Plans for Tuesday evening Lenten program on Food are proceeding. Sessions will come from the *Eat, Pray, Grow* series. Cost: \$139.95 for 25 people \$115.95 for more than 25. May take donations.
- The Cup of Our Life: To be scheduled Wednesdays May 4 through June 8, 5:30 PM by Barbara Dabney

Re. Youth: (from Lori)

- We currently meet once a month - second Sunday evenings. We begin with an informal bring-your-own dinner at 5:00. We have a casual worship service in the Little Church at 6:00. I try to pick a focus (love for February, new leaves for January, etc). Laura Winter helps me set up the space and I lead the service. We get about 12-14 people each month. Of these, we get about 5-7 kids. Youth Group then meets from 7-8:30pm. Mike and Jan Scrutton are leading this effort.
- *For April* - we are changing it a bit - we will have pizza at 6:00pm and Youth Stations of the Cross at 6:45pm. We've invited youth from the whole deanery.
- Beginning in September, we will combine Youth Group with a Confirmation Class. Those wishing to be confirmed will be asked to attend the Sunday evening gatherings as part of their formation. The material will be presented for the entire youth group, and anything that is relevant only for confirmation will be offered at a different time for just the confirmands. We've chosen to use the curriculum **Confirm not Conform**. I encourage you to check it out at www.confirmnotconform.com. The cost is \$179, but I think well worth it.
- Other Children's programs outside of Sunday: We have three things on the calendar:
 - **Imposition of Ashes March 8** – Brian Cochran is helping me with this.
 - **Holy Communion - two Saturday mornings March 26 and April 2**. I could use some help with this, but I'm not sure what yet.
 - **Vacation Bible School July 25-29**. Jan Scrutton is leading this, but we will need to find help in terms of preparation and the week of. And, we need help getting the word out.

Re. the Nursery (from Lori):

- There is a lot of work to be done here, both in terms of space and for the future, in terms of program.
- This summer, I'd love to see that nursery emptied out and painted, and then a rethinking about what should be in there and how it should be arranged. We don't have a budget for this (really), but we do have a lot of stuff that we should be able to pull from. Jan Scrutton has some ideas, and new parent Deanne Flatley has some ideas as well (and has indicated she wants to be involved in this).

Re. Godly Plan (from Lori):

- We currently have one Godly Play Classroom on Sunday morning. Brian Cochran is the teacher. Sometimes Loren Merrill teaches, but not often. Ami (Locher's granddaughter) sometimes serves as a door person, but she's a teen and often there isn't anyone to be the door person, so a parent is pulled in.
- We really need to build a team of storytellers and door people. If we had four of each, then they could easily rotate and do it once a month, or for a month at a time every four months.



Communications – Evangelism

March 2011

Submitted By: Valle Brokes and Greg Scheuffele

Greg and Valle met March 6 after church. We discussed cluster responsibilities and inspected banners.

Communications:

Advertising and Publicity – We requested a planning meeting to discuss Easter advertising with Lori before March Vestry meeting. Need to check with Argus and Tri-City Voice current practices of announcement pages, advertising prices, press releases, and formatting.

Outdoor Banners – Inspected banners: many have incorrect times of service remaining from 3-service days. Suggest we inquire price of correcting times from company who made them.

Parish Photo Directory – Greg has checked with Life Touch and Olan Mills. Their services are similar with no charge to the church. They expect to profit from people ordering photos.

Newsletter – Valle will attend meeting to be called by Ralph Locher with Marilyn Rose, Penny Trant, and Laura Winter to discuss improving the “Window.” Cluster will suggest (1) including Lori in planning, (2) asking Vestry members to write Cluster information articles.

At Vestry Retreat we offered help to folks who have responsibilities in our Cluster.

E-Mail List and Website – Janet and Lori

Bulletins, Weekly E-Mail, Sunday News – Lori and Aimee

Evangelism:

Welcoming and Newcomers – Greeter program which was begun a year or two (?) ago should be restarted.

Visitor Follow-Up, Events for New or Potential Members – Need to work with Lori for ideas and suggestions for these two items.

- Valle is following up on Greg's contacts with Olan Mills and LifeTouch regarding the photo directory.
- Going to modify the old Easter banner.
- Advertising for Easter – one week ad in Argus and one week ad in Tri City Voice
- Weekly e-mail – Right now Lori is writing the weekly e-mail. Please encourage people to advertise their own events by submitting information to Aimee. Lori will review.



Congregational Care and Social Ministries Report for March 2011

It is another year in the cluster of Congregational Care and Social Ministries, with Gary Gearheart and Brad Hoffman as Vestry leads.

Gary has spent the time since our retreat contacting each of the ministries under our care and letting them know we are the leads and contacts if there are any issues they need help with.

We continue to have the following groups under our care: Abode services (Saturday dinner/feeding program – 3 teams from St. James'), AEMCH, Blood centers of the Pacific, Comforters Guild (including prayer Shawls and other hand made items), Food Pantry, Healing Ministry, Hillside Care Center ministry, Home Warming Re-housing ministry (in conjunction with Abode services), Jobseekers group, Payless shoe drive (for Children @ Abode), Millennium Development Goals, UTO, Walk-a-rock-athon.

We will be working to increase awareness of some of our ministries such as the Food Pantry where we will emphasize easy prepare items such as canned goods with "Pop-Top" lids.

We are also looking into possible new ministries St. James' may wish to support. An example being: Possibly supporting Episcopal Charities in its support of a program called "Street Level Health Project (SLHP)" in Oakland. SLHP has a very strong and active presence with the Guatemalan day laborers in Oakland and a soccer league they have formed. More information will follow.

We look forward to this year and the setting of goals for the next year. One of the goals we wish to discuss is with the "greening" (environmentally) of the church as a group Vestry goal.

Thank you, in service
Gary Gearheart and Brad Hoffman

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FACILITIES – MARCH 2011

Last month we bought and spread ten yards of mulch in the playground area, as required for insurance purposes. It turns out we need more than we thought, and intend to purchase another ten yards for the upcoming work party. The cost will be the same for the mulch (approximately \$535). We will not be renting the Bobcat, but will use wheelbarrows. If we can get enough from parishioners, we will not have to rent them at \$9 each. So if you are available, please come help Saturday, March 19, at 9:00am, and if possible bring your own wheelbarrow and rake. All help is appreciated!

I ask for the Vestry's approval to spend the additional money.

At our February meeting the Vestry voted that the Memorial Garden Committee could transfer some money from the Special Interest account into the Endowment account. At their last meeting, the Committee decided to not make the transfer, as that would not leave enough cushion if they have sudden expenses.

The thermostats in both churches are on timers and have been set the way they need to be, to provide necessary heat but not cost us extra money. If you feel they are not correct, let me know. Do not adjust them, and if you see or hear of anyone changing them, please discourage it.

Respectfully submitted,
Laura

Playground Bark

- Have installed 10 yards of bark. It is not enough, and 10 more yards are needed. Cost will be \$585.00.
- Also asking for wheelbarrows and help. It will cost \$9 each to rent wheelbarrows.
- Church insurance said that the playground bark needed to be refreshed ... but, how deep does the bark need to be?
- It was suggested that when church insurance comes we get information regarding the playground bark to see what is actually required. Right now there is nothing documented and no guidelines.
- Discussion has been tabled for now. Laura will contact Facilities to let them know.

Thermostats

- Asking people to not touch the thermostats in the churches (this does not include the Parish Hall or Education building.)
- Please inform Laura of problems with the thermostats
- It was suggested that locks be placed on the thermostats, and/or signs saying "do not touch." It was decided, however, to wait a month to see how it goes.

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Parish Life – March 2011

Submitted By: Donald Razzolini and Dean Valentine

Goals

- A. On-going
 - a. Continue support in the following areas...
 - Kitchen
 - Congregational Outreach
 - b. Congregational Activities...
 - Receptions
 - Memorials
 - Special Events
 - c. Kitchen Staff
- B. Contact Ministry Leaders regarding new Vestry Liaisons – IE: Us
- C. Update Ministry contact information
- D. Bring Ministry asset inventory up to date (possible inventory binder) – IE: Appliance upgrades, Service Items (utensils, resources)
- E. Ministry recognition Meet and Greet – promotional item for cluster ministries to increase membership
- F. Parish Camping Trip / Retreat
- G. Ministry Weekend (Month) – Promos / Presentations
- H. Additional Goals to be added as needed

Current Projects & Activities

- Update Ministry contact information – in process
- Working with Youth Group on Easter Egg preparation for Easter Egg Hunt – in process

Projects & Activities – Update

- Contact Ministry Leaders under PL umbrella to inform of vestry liaison change – Done

Upcoming Events - March

- Vestry Commissioning – March 13, 2011

- Updating ministry contact information
- Tai Chi is under Parish Life

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Lead Team Report - March 2011

On February 12th Lori, Andy, Laura, Stephen, Greg and myself attended Vestry Day at Grace Cathedral. We gathered valuable information regarding the guidelines for vestries and the duties attributed to members of the vestry. The next day the Annual Meeting was held and we welcomed four new members, Janet Fischer, Donald Razzolini, Valle Brokes, and Gary Gearheart. After receiving vestry approval via email, a new under the counter water heater was installed in the sacristy of the big church. The GE water heater has a 6 year warranty and cost \$239.26. Our latest water billed showed a tremendous increase in usage. Upon a vestry approval via email, American Leak Detection was called, a leak due to a faulty coupler fitting, was found in the rose bed, two feet from the leak found in November 2010. The bill from American Leak Detection was \$475.00. Allied Plumbing was called and repaired the coupler fitting (waiting on bill). Alameda County Water made an adjustment for November's leak, since there is a 1 per 12 month adjustment allowed, no adjustment will be made for the recent leak.

Lead Team Goals for 2011

- Guidelines for Sacramental use of facilities for members and non-members
- Narthex lighting
- Define Treasurers duties
- New housing for Lori

Faithfully,
Mary/Andy

E-mail votes

- To have a new water heater installed in the sacristy.
- Repair of the water leak. Cost was \$475 from American Leak Detection to find the leak, and \$229 from Allied Plumbing to repair the leak
- Please remember everyone needs to respond to e-mail votes.

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Valle Brokes has offered to serve as liaison to the Area Ministry Communications Network.

Financial Report

- Insurance – Jan Brandt will be calling for a walk-around and document.
- Motion was made to update the signature cards on the Heritage and Schwab accounts with Lori Walton's and the new wardens' signatures. Moved and seconded. Motion passed.
- Financial data software
 - Looking at "Church Windows" to replace "Shepherd's Staff."
 - Church Windows is user friendly and can be networked. It is specifically designed for church ministry and there is an Episcopal module as well.
 - Have received \$800 in donations to update software.
 - Cost of software is approximately \$1,300 and includes modules (such as membership/pledge contributions module), manuals, network, and support.
 - Motion was made to purchase Church Windows software. Approximate cost is \$1,300.00 plus tax. Moved and seconded. Motion passed.
- Accounting summary
 - Four components to the budget – operating, building, special interest and endowment
 - Unpledged includes money donated by people who have not filled out pledge cards but the money can be traced
 - We have spent \$1,164.83 than we have brought in so far. If the money from fundraising (McCutcheon concert) had been moved over, we would be ahead
 - In Special Interest, the \$11.26 is the interest from the Heritage account.
- Saturday, March 19 at 8 am is a financial review with Jan B.

Vacation Bible School

- Scheduled for July 25-29, for grades K-6th grade (ages 5-12). Teens could come to help.
- Jan Scrutton will be the leader.
- Will be offered to the wider community for a nominal cost
- Will need money. Could allocate some endowment money (which much go for a specific project).

Vestry Commissioning

- Will be held this Sunday, March 13th, at both the 8 and 10:30 services. You do not have to attend both services.

Appointment of Clerk and Treasurer

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

RECTOR'S REPORT

Vestry Meeting, March 10, 2011

Worship

Attended the installation service of Father Mandy for the Philippine Independent Church on February 20.

Made the decision to add back the 7:00 am Ash Wednesday Service. Three services netted approximately 100 worshippers.

Had our first Imposition of Ashes and Confession for children on Tuesday, March 8. The service included 9 children and a few parents. Brian Cochran assisted.

Finalized the Letter of Agreement with the Reverend Bob Dobbin, who began his Sunday participation with us on March 6. Bob also preached on Ash Wednesday, but will not be a regular participant at our Wednesday services. It is important to note that Bob's time with us will only be on Sundays, and his involvement will primarily be liturgical.

Met with worship committee to discuss Holy Week. The Worship Committee will help organize and implement the Maundy Thursday meal/Liturgy of the Word. The Liturgical Design Team has begun creating an Lenten Altar that will transform as we move through Lent. Our Good Friday 12-3 service will include reflections given by parishioners, and our Easter Vigil 8pm service will include stories told by parishioners. As a reminder, the schedule will be:

- Maundy Thursday, April 21 at 6:00 with meal and service/stripping of altar
- Good Friday, April 22 from 12-3 with service and stations. Tennebrae service at 7:00
- Easter Vigil, April 23 at 8:00 with bonfire, stories, and service
- Easter Principle, April 24 at 10:00

Trained 3 new acolytes. There may be 2 others interested in acolyting. Working on a schedule for the calendar year. Still looking for someone to help coordinate/schedule the kids.

Scheduled Jim McLeod to preach once a month for the next 3 months. Verified with Canon Michael Barlowe that no Letter of Agreement is required.

Pastoral Care

We have a few parishioners with grave or terminal illnesses that I am tracking. Samuel Amadi, father of Gloria Amadi and husband of Josephine Amadi, passed away. They will be using our parish hall for a fundraiser to help ship Samuel's body back to his village in Nigeria. No service locally has been requested.

Social Ministries/Congregational Care

Supervised a Lay Eucharistic Visit made by Gary Gearheart and Lea Lucas (visited Phil Johnsen). This is part of the training required of Gary and Lea to be fully licensed.

Met with Annie Blalock to get the history of the Lay Eucharistic Visitor program at St. James'.

Community

Attended a Rotary Club luncheon with John Kimber. Attended the Abode Breakfast at Alice Johnson's invitation. Toured the Sunrise Village facility of Abode.

Stewardship/Finance

Met with Dave Nelson and Lead Team to further discuss Endowment Structure and distribution policy/s.

Faith Formation

Ordered the Lenten Tuesday Evening program, Eat, Pray, Grow. Worked with Bruce to begin sign-ups. This program could use some support – sign-ups are light. Co-taught An Adult Faith series with Janet Fischer at the 9:15 hour.

Children & Youth

Met with Jan and Mike Scrutton to discuss Vacation Bible School and Youth Group/Confirmation. Sent an email to the Faith Formation Vestry Liaisons detailing meeting and other thoughts. See their March 2011 report for further information.

Upcoming events:

Children: Mini "communion class" Examination of Communion, March 26 and April 1
Easter egg hunt following Easter Day service, April 24
Youth: Interactive Stations of the Cross for Youth, Sunday, April 10 (invited the deanery)
Easter Morning breakfast and egg hiding, April 24

Communication/Administration

Began exploring the use of iContact instead of MailChimp for our Weekly Email distribution.

Planned for and led vestry retreat. The original facilitator, Sue Thompson, had an unexpected medical issue that prevented her from leading the retreat.

Other

Interviewed a new spiritual director and have decided to begin working with her. Normally, will meet with her once a month. However, as we begin together, we will meet once every 2-3 weeks to start.

- Thank you to Stephen Ferro for leading Tech Team. Mike Scrutton is now leading the team.
- New router is installed, the wireless is working and Aimee and Lori can now print to the network printer.
- Aimee was hired 3 months ago, and her review is due. Also doing Art's and Katherine's reviews.
- Our new deacon, Bob Dobbin, has started. It was nice to work with him on Ash Wednesday.
- Have trained three new acolytes, and there are possibly two others interested.
- There is a call out for an acolyte coordinator to help coordinate and schedule acolytes. It is the parent's responsibility to transport the acolytes here.
- Four children have signed up for the mini-communion class.
- Low on sign-ups for the Lenten soup/suppers.

Compline was led by Mary Casas in the Little Church.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry